



**CLIFTON TOWN COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 4, 2012, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Town Council members present: Mayor William R. Hollaway, Vice Mayor Dwayne Nitz, Chuck Rusnak, Deborah Dillard, John Powell, Wayne Nickum

Town Officials present: Treasurer, Marilyn Barton; Clerk, Kathleen B. Volonsevich

The meeting was called to order at 7:45 p.m.

Order of Business:

1. Review of the Minutes (last regular meeting and any subsequent special meetings).

Motion: Wayne Nickum made a motion to reconsider the approval of the July 2012 Minutes. Bill Hollaway seconded the motion, Chuck Rusnak opposed. The motion passed.

Motion: Dwayne Nitz made a motion to strike the sentence “Dwayne Nitz presented that Marcus Silva and Salvatore Speziale do not need permission from the property owner in order to redo landscaping in Ayre Square along the Buckley Store property line, such as removing large evergreens but keeping the memorial magnolia, however they should call owner to make them aware.” from the July 2012 Minutes. Bill Hollaway seconded the motion, and it was approved.

Motion: Bill Hollaway made a motion to approve the August 2012 Minutes. Deborah Dillard seconded the motion and it was unanimously approved.

2. Report of the Treasurer.

Treasurer Marilyn Barton presented the Treasurer’s Report. The report is for FY13 year to date July 1 – August 31, 2012, compared to the FY13 Approved Budget. She reported that she had accrued all the transactions in the reported period that related to the prior year FY12 with the exception of those bills not yet received; also, the Grant Revenues invoiced in July and August to reimburse CIF expenditures that were accrued to FY12. She continued that she is waiting on the Town’s auditors’ opinion related to the rules governing accruals, and she anticipates that the Town will be accruing the Grant Revenues to FY12 after she receives the auditors’ response. The budget, she continued, which was approved for FY13 has been input into the Town’s accounting system and is reflected in the financial reports. She noted that the total is \$200 higher; this is the case because it reflects that line 149 on the FY13 approved budget for \$200 was “inadvertently excluded” from the formula calculation. The Town’s cash in funds is \$463,620 as of the end of August. Income is \$10,953; expense is \$13,941. The segregated summary for Capital Improvement Funds shows the \$17,189 for Grants Revenue so far this year, which is offset by expenditures of \$12,979. Within that

are the receipt and the past through of fire funds for FY13. Lastly, the Standard Profit and Loss Detailed Report is provided. Discussion followed regarding the timing allocation flow of the budget. Mrs. Barton agreed to divide by 12 months any budget item that doesn't have a set timeframe and to add a note to the Financial Report. Dwayne Nitz asked, concerning the second payment to TDS for the park, whether the Town had issued the second payment out of three, but hadn't been reimbursed yet. Mrs. Barton replied that they are still retaining about \$10,000 of their contract, and have not been reimbursed for the first payment yet.

Motion: Wayne Nickum made a motion to approve the Treasurer's Report as revised. Dwayne Nitz seconded the motion and it was unanimously approved.

3. Reports of Planning Commission, Architectural Review Board, and Committees:
 - a. Planning Commission;
Bill Hollaway presented the Planning Commission Report, as Kathy Kalinowski was not present at the meeting.

The Planning Commission had reviewed the revised County approved site plan with County E&S approval, VDOT approval, and County Health Dept. approval, dated March 13, 2012 for the Clark residence and property at School Street and Clifton Road, Clifton, and recommend the approval of the site plan. They then reviewed and recommended for approval the deeds of easement for the Clark property pending approval and review by the Town's attorney and obtaining all necessary signatures on the deeds of the easement. The Clerk pulled up Minutes from April 2012, which listed all that was required for approval. The Clerk read that the Planning Commission had presented to the Town Council in April 2012 that they had "reviewed the revised County approved site plan with E&S approval, VDOT approval, deed of easement and deed of boundary line adjustment for the Clark residence at the property in Clifton. They were awaiting Gif Hampshire's final comments on the easement deeds, Joe McClellan's review of the approved site plan preparatory to Town approval of the final site plan and the easements." No action by the Town Council had been made.

Motion: Wayne Nickum made a motion that the Site Plan Easement be approved in that the Town Council receives evidence that Gif Hampshire and Mr. McClellan provided Site Plan Approval on it, such as an e-mail from Kathy Kalinowski. Also, to authorize the Mayor to sign off on it once any remaining conditions are met. Conditions already met are Giff Hampshire's approval, VDOT, and E&S. Dwayne Nitz seconded the motion and it was unanimously approved.

The Town Council then reviewed a recommendation from the Planning Commission that was tabled from the August 2012 meeting due to the applicant not being present at the meeting. The recommendation from the Planning Commission had stated, as quoted from the August 2012 Minutes:

"It was recommended that the use permit application for NOVA Music Centre and Erich Russek-Robbins for a music business be located at 12644 Chapel Road be approved with the times and days set forth on the application, and 1 employee to be present and the allocation of 2 parking spaces." The applicant, Erich Russek-Robbins was present.

Motion: Wayne Nickum made a motion to approve the recommendation of the Planning Commission for NOVA Music Center, for teaching space at 12644 Chapel Road. Chuck Rusnak seconded the motion and it was unanimously approved.

b. Architectural Review Board;
Dwayne Nitz reported on behalf of the ARB, stating that hopefully this month they will have a draft ready for the changes in signage in the Town Code.

c. Committees.

1. History Committee

Chuck Rusnak presented on behalf of the History Committee. He wanted to give a round of applause to Margo Khosravi and the History committee for what they pulled off the last 2 weeks, having the Civil War Trail Marker installed and a dedication which had a cast of several hundred in the Presbyterian Church. The History Committee plans to do this every year, each year honoring another battle in the Clifton area. The History Committee and Margo Khosravi did a phenomenal job, Mr. Rusnak added. Dwayne Nitz also added that the Civil War Trail's dedication was fantastic.

2. Art Guild

Chuck Rusnak presented on behalf of the Art Guild. It is off the ground, he stated. Through the generosity of the Wine Shop and Lucinda Lawson, the Art Guild now has a home. If anyone has the opportunity to go visit the Wine Shop, they will see quite a lot of art hanging on the wall, as well as pottery and jewelry. The Art Guild is so glad to be there.

3. Town Hall Committee

Deborah Dillard presented the Town Hall Committee report. The County has taken care of the mildew issue, and next is installing either a card system or thumb print system for security for the Town Hall.

4. Special Projects

Dwayne Nitz presented the Special Projects update. He wished to report on two projects. First, the Flood Plain Park: work is done; there isn't any grass, however, which they will be replanting again sometime during the fall, probably September, he noted. It was suggested that they open up the parking lot for parking on Clifton Day, and then seed it after that. Dwayne Nitz agreed. Now they will seed at some point after October 7th. Mr. Nitz also noted that they are still holding final payment of \$10,000. VDOT will have to come out and sign off as well and inspect it. They have paid the 2nd of three invoices, and are waiting for reimbursement on the 2nd. They have not paid the 3rd invoice. Concerning the Triangle, there was an option in the original contract for \$15,000 to implement design for the Triangle. At the time, he continued, they didn't know what the scope would be like, however since then they have received public feedback and have approved a smaller scope. The question is, can they go ahead on the project or does the Town Council need to vote on it. Mr. Nitz had spoken to Susan Yantis about the price seeming high; VDOT has to approve the plan because they are in the right of way, which adds a whole layer of detail design and review period, a traffic control plan; they have three layers of review for this triangle, and all that is really needed is one, maybe two. Dwayne Nitz had asked Mrs. Yantis to find out if there is a chance to eliminate one of these phases. The first phase would be a refinement of the general scope. He believes that if they refined phase one more, they could get rid of the second phase, which is Design Development, which is usually when the owner weighs in and says "yes we like this, go to phase three." Phase three is Construction Documents – what gets improved, and what the go by. John Powell added that they know what the design is supposed to look like from a drawing, so the next phase of approval from his perspective would be to see what the proposed materials look like. Wayne Nickum noted that the stone wall design has to match the Streetscape Plan, and that the Town Council should be able to see sample stones. Dwayne Nitz concluded that the Town Council should ask Susan Yantis to attend the next Town Council meeting to give further information, as

she has been talking with the designers; therefore, discussion should be put on the Agenda for the October 2012 Meeting.

4. Communications.

There were no communications.

5. Citizen's Remarks:

There were no citizen's remarks.

6. Unfinished Business:

- a. CBA Clifton Day Presentation and Request for Use of Town Facilities and Signage; Fred Ansick presented, stating that he was here to ask permission to use Town property to host the 45th yearly tradition of Clifton Day. It began in 1967 and since then, Clifton day has been the biggest fundraiser to many non-profits in Town, as well as churches, the Boy Scouts, Girl Scouts, Women's Club, the CBA, Clifton Lion's Club, Gentleman's Club, Clifton Therapeutic Riding Center, Cub Scouts, etc. The CBA requests use of town facilities for various activities, specifically being the entire Town except for the 8-Acre Park. Also wished to use area around the Pink House for parking; Bill Hollaway stated that they might want to touch base with the owner of the Pink House to make sure that they are on the same page. The Town Council in response stated that in order to authorize the CBA to use these properties, the Town Council has to make sure that the CBA is something that they would define as a charitable association, and one that provides services to the members of the community. It was noted that residents of Main Street can park their cars at Clifton Elementary.

Motion: Wayne Nickum made a motion to approve the use of these properties to the CBA for Clifton Day, to be on October 7th, 2012. John Powell seconded the motion and it was unanimously approved.

- b. CBA Kids Fest Presentation and Request for Use of Town Facilities and Signage;

Tom VanBlaricom requested use of Town facilities and signage for the CBA's Kids Fest that is taking place on September 15, 2012, Noon-5 p.m. Wayne Nickum stated that it should be recognized that the CBA painted the gazebo as a contribution to the Town.

Motion: John Powell made a motion to authorize the use of the Children's Park and waiver of fees associated there for the Kids Fest 2012 by the CBA. Deborah Dillard seconded the motion and it was unanimously approved.

- c. Plan for Ayre Square Plantings.

Dwayne Nitz noted that the side of the building will appear more manicured due to the changes made.

7. New Business:

- a. Parks Committee – Mulch for Children's Park;

Motion: Wayne Nickum made a motion to authorize an expenditure of \$1500 to buy 60 cubic yards of mulch for the playground area, and to have weeds taken care of by either an environmentally sound weed eliminator or possibly a student needing

community service who can pull the weeds, with funds to be taken from miscellaneous if pricing exceeds what is listed in the budget. Dwayne Nitz seconded the motion and it was unanimously approved.

- b. Reschedule November Town Council Meeting Date due to General Election.

Motion: Wayne Nickum made a motion to postpone the November 2012 Town Council Meeting to November 13, 2012 due to lack of quorum at the regularly scheduled November meeting. Chuck Rusnak seconded the motion and it was unanimously approved.

- 8. Adjournment.

Motion: Wayne Nickum made a motion to adjourn the meeting at 9:30 p.m. Dwayne Nitz seconded the motion and it was unanimously approved.

The minutes were prepared by Kathleen Barton Volonsevich.

The minutes were approved by the Town Council on October 2, 2012.