



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, OCTOBER 2, 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

The meeting was called to order at 7:30 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 approve the Minutes from the September 2012 Town Council Meeting, including a couple typos specified. John Powell seconded the motion and it was unanimously approved.

2. Report of the Treasurer.

Marilyn Barton presented the Treasurer's Report. The report covers the period ended September 30, 2012 year to date. The cash balances report that reflects balances in the bank of \$456,392. Year to date operating income is \$23,077, expenditures, \$17,063, for a net income of \$6,014; Capital funds year to date is, \$17,189, offset by capital expenditures of \$12,979 for a net income of \$4,210. That gives consolidated net income for the period of \$10,244. She reported that she received a response back from the CPA who concurred that the

federal funds that were invoiced back in July (that were reimbursements for capital expenditures in FY12) would indeed be accrued for FY12. They are going to try and schedule the audit later this month to be finalized.

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

3. Reports of Planning Commission, Architectural Review Board, and Committees:

a. Planning Commission;

Kathy Kalinowski presented the Planning Commission report. They recommended for approval the amended Use Permit for Animal Clinic of Clifton Inc. and Dr. Ihrig at 12702 Chapel Road for change of hours: 8 am to 8 pm Monday through Friday, 8 am to 6 pm on Saturday, and 9 am to 5 pm on Sunday, all other aspects of the original use permit to remain unchanged and in course. Dr. Ihrig explained that while the posted hours are still the same, they decided to extend the Use Permit hours so that if there is an animal in need that comes up after work hours, they can still tend to the animal without violating their use permit.

Motion: Wayne Nickum made a motion to approve the recommendation of the Planning Commission; Dwayne Nitz seconded the motion, and it was unanimously approved.

b. Architectural Review Board;

Dwayne Nitz spoke on behalf of the ARB. He reported that the ARB did have a meeting during the past month. They reviewed modifications on the Jarrendt's house on the rear elevation; they are adding shingle siding. Everyone thought it looked good with the nature of town. Then, there was an issue with a sign that was brought for approval; the ARB had particular reservations about font and size of lettering; it was the same sign that was posted in the previous location, which was on the south end of Buckley Store. It was decided that this discussion was not under the Town Council's jurisdiction, and that if they change the font and sizing of the sign in due time, then it will be approved. Thirdly, Mr. Nitz continued, there is a fence that is in violation in front of Clifton Store; Tom McNamara brought it up at the ARB

meeting and stated that the issue would be resolved, as he will be building a new fence and submitting it for approval to the Town Council at an upcoming meeting. Fourth, there is a resident on Main Street that has been doing exterior work on his house without a certificate of appropriateness. He does not live in the house. His application was submitted and approved this month with a few conditions, one being that the certificate will be good for 12 months, and if the work is not done then he would have to renew. There are two different approaches that the ARB is taking to redraft the signage: they're going to have an emergency meeting this month and get it together so that they can pass it to the Planning Commission and Town Council before the next ARB meeting.

c. Committees.

1. Haunted Trail—Status Update

John Powell presented the Haunted Trail status update. The committee has met for 3 weeks now, and planning is going well. The trail this year will be on Saturday, October 7, with a rain date on October 28. Halloween is on October 31, so it gives residences some time to prepare for Halloween. Price has been raised to \$20 for adults and \$10-\$15 and children. There will be discussion at the next Haunted Trail meeting to potentially stop the sale of tickets online. Lastly, \$5,000 for the Haunted Trail was requested for the budget.

Motion: Wayne Nickum made a motion to approve the advance of \$5,000 for the Haunted Trail. Bill Hollaway seconded the motion, and it was unanimously approved.

They have been reaching out to sponsors and concessions to a local charity, Mr. Powell continued; one year it concessions were hosted by Save Clifton Red, another year, the Boy Scouts; however, this year they have reached out to shelters as well, and yet they haven't found anyone yet. There will be no charge for parking. There are a lot more people engaged this year, which is good. Chuck Rusnak suggested reaching out to the Art Guild to hold a concession stand.

2. Christmas Homes Tour—Status Update

John Powell stated that there will be no Homes Tour this year. However, the businesses in Town can still come together and have

Christmas cheer for folks—eggnog, caroling, the parade with the horses, etc.: “Christmas in Clifton.”

3. Streetscape—Triangle Revisions

Susan Yantis presented her update on the Floodplain Park Project. She stated that it is very well near completion, and they are looking towards final inspections and getting the permits released from VDOT. There are still some reimbursements pending from VDOT, she believes. They have held back the retainer from the contractor, authorizing \$10,000 to be released any day now. There are still some invoices to pay in order to close out that project. If there is going to be any funding remaining, they allocated roughly \$4500 for an amenity package (such as landscaping), to supplement some of the remaining trees. There still may be some additional money remaining. Before this project is closed, they want to tell VDOT that they want to allocate any remaining funding for anything else in terms of that park (such as using it for extending the trail), or reallocate it for the Streetscape Project.

Concerning the Streetscape Project, LPDA has completed a compilation, narrative, and a description of the process—things that were presented to the public, and all the drawings that were approved. She has that report and wanted to inquire to the Town Council whether they wanted to review that document and formally approve it, or direct the committee to go ahead and approve it; then they would have the LPDA complete a final report and publicize it on the website. The Town Council had no desire to review it—there is no new information. The committee, then, will go ahead and finalize it, Mrs. Yantis concluded. Also, as part of the original contract with LPDA, there was an option to authorize them to move forward with construction documents for the triangle. They approved it with the concept design for the triangle. It was not to exceed by \$15,000. Because it was just a “not to exceed” and only an option in the original contract, they wanted to do a work order and outline the scope; the estimate for the work based on the concept design was \$14,000. The contract was discussed and the committee felt that it was too high. The committee decided for the first phase to eliminate the special paving for the triangle, because sometimes materials change over time, and they wanted to limit disturbance to the triangle. The special paving would go more into the right of way, and be a little more complex, which was decided wasn’t needed.

Motion: Wayne Nickum made a motion to give Susan the authorization to sign the work order that is not to exceed \$15,000. Bill Hollaway seconded the motion and it was unanimously approved.

4. Traffic and Safety Committee:

Dwayne Nitz presented the Traffic and Safety Committee update. Last year was the first year that there were “no parking” signs put up on Main Street in order to make it safer for the children who were trick or treating. It worked really well last year, so the Town Council agreed to do it again this year on Halloween, October 31.

Motion: Dwayne Nitz made a motion that the Town restrict parallel parking on Main Street between Chapel Road and Chestnut Street on both sides, and that they advise residents to park at the Town Hall or in the gravel parking lot between the hours of 5p.m. and 9 p.m. on Halloween night. Wayne Nickum seconded the motion and it was unanimously approved.

5. Art Guild:

Chuck Rusnak presented on behalf of the Art Guild. The Art Guild is doing well; they’re going to participate in Clifton day: will have a couple of sites on Main Street and they will also be doing demonstrations in Ayre Square (such as jewelry, art, weaving and spinning). On the first Friday coming up, the Art Guild will be participating in some painting and demonstrating outdoors at the Wine Shop: several artists will be out there from 5 to 9. They are also putting together the calendar, which will be ready on Friday in time for Clifton Day, and they’ll be selling those on Clifton Day, among other things. Mr. Rusnak wanted to thank all involved.

Motion: Bill Hollaway made a motion to approve the expense in the budget to purchase the calendars for up to \$1200. Chuck Rusnak seconded the motion and it was unanimously approved.

4. Communications

Bill Hollaway began presenting Communications. VDOT is having a series of meetings about what they plan to do in Virginia in the next year, and people are welcome to go all over the state. Dwayne Nitz presented that an Eagle Scout candidate contacted him wanting to do his Eagle Project in Town. Wayne Nickum suggested putting this

discussion on the agenda for the following month, so that the Town Council can discuss potential projects needed in Town; that way whenever someone comes in looking for a project, they will have them at hand. Mr. Hollaway stated that a sub-group of the Town Council should sit down with the Eagle Scout candidates and leaders in order to discuss potential projects as well.

5. Citizen's Remarks

Sheldon stated that he would like one person from each household at the table at the Blood Mobile at Clifton Day. It will be located across from Trummer's; people can make an appointment with RedCrossBlood.org, sign up on Sunday, or go and get in line.

6. Unfinished Business

a. Update on Plan for Ayre Square Plantings

Dwayne Nitz presented the update. Bill Ferrance submitted a design for Markus Silva that does not expand the area of planting, but moves the magnolia out to front, etc. Mr. Silva wants to change a few of the plants, but he wants to plant this month. They are going to reach out to Jane Lion, as a courtesy, to let her know what they're doing with the plantings. Wayne Nickum and Bill Hollaway stated that the Town Council hasn't seen a plan for Ayre Square; they would like to know what the plan is before it is done. Dwayne Nitz pointed out the changes that will be made to the Town Council: the overgrown evergreens will be removed, the magnolia that's currently there will be moved, a new magnolia will be added, the holly will be trimmed, etc. John Powell stated that the concern is that Ayre Square is the center of Town, and that they have gone to great lengths to "dot the 'i', cross the 'T'" for changes in the Triangle, and so they would like to see a plan for the changes in Ayre Square before action is taken. Mr. Nitz responded that his impression from the July 2012 meeting was that the Council encouraged him to just work the plan out with Markus Silva; therefore, he is not prepared to give a full presentation of the plan, but rather an update. Dwayne Nitz then explained in more detail some of the specifics for the plan of Ayre Square plantings, and there was discussion following. The Town Council agreed to meet the upcoming Saturday, have a quorum and layout the plan for Ayre Square together.

7. New Business:

A. Clifton Elementary School Mold Issue:

Bill Hollaway presented that the public school system turned off the AC and that Clifton Elementary school filled up with mold. It hasn't been confirmed at this time whether the building is full of mold. The building cannot be neglected; it is a county building that can be used for other purposes. The Town Council wants to see this building remain in viable, physical condition. Bill Hollaway concluded that he would reach out to Pat Heredity as well as the school board representative as well.

8. Adjournment

Motion: John Powell made a motion to adjourn the Town Council meeting. Dwayne Nitz seconded the motion and it was unanimously approved.

Minutes prepared by Kathleen Barton Volonsevich, Town Clerk.

Minutes were approved by the Town Council on November 13, 2012.