



**CLIFTON TOWN COUNCIL MEETING MINUTES  
TUESDAY, NOVEMBER 13, 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 October 2 Minutes as presented including any typo changes, to be submitted by John Powell. Chuck Rusnak seconded the motion and it was unanimously approved.

**Motion:** Wayne Nickum made a motion to approve the Saturday, November 3 Special Meeting Minutes. Chuck Rusnak seconded the motion and John Powell abstained (as he was not present at the meeting). The motion passed.

## 2. Treasurer's Report

Treasurer Marilyn Barton presented the Treasurer's Report. The report is as of October 31, 2012, with cash balances of \$458,997.79. The following page is the profit and loss budget performance summary which has been broken out by fund. Operating funds is at the top of the page, and capital funds are at the bottom of the page. The operating funds have a net income of \$8,483; capital fund has a year to date net income of \$3,410 for a consolidated net income of \$11,893. Following in the report is the detailed report with some of Mrs. Barton's notes. On page 1, line 27 she noted that the Town had received the Labor Day Car Show donation of \$500 this past month. On another note on page 3, line 109, there were some expenditure reimbursements for the Civil War event of \$750. The Town Council requested that Mrs. Barton get back to them on the specifics for the \$750.

John Powell reported on the Haunted Trail event. There were 1,800 who attended the event; total cash revenue from ticket sales was \$30,268.10, from sponsorships \$3,200 was received and \$500 in-kind, netting approximately \$25,000. Expenditures were about \$7,000. Northern Virginia Therapeutic Riding netting about \$1,000. It was discussed that there should perhaps be general guidelines set forth regarding town contributions to charities for Town-sponsored events. It was suggested that there shouldn't be any sponsorships from any political candidates.

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

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

#### a. Planning Commission;

The Planning Commission had no meeting.

b. ARB

Dwayne Nitz presented the ARB report. The ARB had two items brought forward: One was concerning Mr. Silva and the Italian restaurant under construction on Main Street. They are planning on replacing the columns at the front of the building—they want to use the same size column, however wrapping it in wood. The ARB thought there was precedent for that, as it goes with the scale of the building, and it was approved. They will be replacing the siding and the wood in front of the structure. There will be three different types of siding materials, including wood and hardy board (which is concrete based board and generally approved by the ARB). Another issue brought to the ARB: there were some questions about the kind of materials to be used on the porch roof. There's a black rubber membrane that covers up the wall. They are replacing siding around the building; however they will be working on that last. There are three more courses of wood that go there and so the membrane shouldn't be visible. The roof will be a membrane roof: much discussion ensued, with several people, questioning what was on there before. Mr. Nitz reported that there was a flat-lock tin roof that had rotted like crazy—this is why they're replacing it. The question Mr. Nitz had was—can anybody see this membrane roof? If they can, there's no precedent in Town for a membrane roof that can be seen. There are two residences where from the second story it could probably be visible: the Mill's residence and the Peterson's. Otherwise, no one will be able to tell once the wood goes on whether it's membrane material. If they put flat-lock steel, it will rot again soon. There is also precedent to have slope on that roof. The ARB hasn't approved or disapproved anything there. The side wing may be open by Christmas; however, this is a fluid project. Probably, Mr. Nitz stated, they will be finished in the spring. The landscaping is progressing: everything along fence is done, the planting along Ayre Square will be happening within the next couple weeks. They want to switch a window and a door on the north side where the kitchen is; they have to use a steel door for health code. Also, the door must swing out instead of in, which is a fire code issue.

Mr. Nitz reported that Dr. Ylva Ihrig came to the ARB with a signage issue and the materials were approved. It is a synthetic material. It has a textured look that is similar to the Presbyterian Church sign; it replaces a sign that was once there. One reservation was noted to change the font size to match.

At the December Town Council meeting a summary will be presented regarding signage.

c. Committees.

1. Haunted Trail:

John Powell presented the Haunted Trail update as noted above.

**Motion:** John Powell made a motion to add Jeff Harper, Steve Bittner, and Esther Pline to the Haunted Trail Committee. Wayne Nickum seconded the motion and it was unanimously approved.

2. Streetscape Committee, phase 1, VDOT project agreement:

Susan Yantis presented the Streetscape Committee report. She presented the printed master plan report for the Streetscape Project to each of the Town Council members. She will be making a presentation the following day to the VDOT staff that will be reviewing the site plans, plus a question/answer session. Mrs. Yantis reported that the Town received a formal addendum for an additional \$301,000, requiring Mayor Hollaway's signature, for the first phase of the project. This will require a 20% match by the Town of \$76,000. She projected that the project will be concluded by 2016.

**Motion:** Dwayne Nitz made a motion that the Town Council authorize the mayor to execute the attached Appendix A agreement amendment number one and authorize the Special Projects Committee to prepare and advertise an RFP to hire an engineer to develop a site plan construction document for the first phase of the Streetscape Master Plan for improvements on the west side of Main Street,

from Ford Lane to Chapel Street. Bill Hollaway seconded the motion, and it was unanimously approved.

Mrs. Yantis continued that VDOT did an inspection of the Floodplain Park. The barrels and sand bags will be removed for the final inspection and the return of the Town's \$10,000 bond will follow.

### 3. Parking Lot Committee:

Dwayne Nitz presented on behalf of the Parking Lot Committee that there is an issue in the gravel parking lot: Norfolk Southern has been out assembling sections of track to replace others sections of track. They have staged next to the gravel parking lot in what is the phase two easement area; they have significantly altered the drainage grade, and now there is four inches of standing water in the parking lot, and no way to get it out. Mr. Nitz proposed they either ask them to fix it, or get a machine out there and take care of it. The Town Council agreed that they should inquire as to whether Norfolk Southern will be addressing the issue when they can, or when their work is done.

### 4. Communications:

Mayor Bill Hollaway reported that the Town was in receipt of a letter from VDOT announcing that they are proposing changes to the state-wide functional classification system to comply with the Federal Highway Administration requirements; there is about a hundred miles of roadway that will be downgraded to minor arterial.

### 5. Citizen's Remarks

There were no citizen's remarks.

### 6. Unfinished Business

There was no unfinished business.

### 7. New Business

#### A. County Implementation of Clifton Town Tags

Wayne Nickum suggested that instead of charging citizens of the Town of Clifton for a town tag of \$33.00, the Town Council consider asking Fairfax County to implement the billing of the Town's car tax; the Town would still receive the money. He continued that for those Town Residents who wanted to keep a memorial tag, the Town could offer a one-time memorial tag as an option to place on their car. Bill Hollaway asked the Treasurer, Marilyn Barton, to report back next month with the percentage of people who have and haven't paid for their vehicle tags for the current year. He further requested that the Treasurer request a list of the Town of Clifton registered vehicles from Fairfax County. Mr. Hollaway concluded that there was no need for any action, just that the Town Council will explore the subject further.

#### B. Traffic Control Cones for Traffic on Main Street

As suggested by Wayne Nickum, the Town Council agreed after discussion to contact VDOT and ask if they would consider putting cones by the cross walks on Main Street at the intersections of Chapel Street and Chapel Road. Dwayne Nitz agreed to ask VDOT and will talk to Susan Yantis for input.

#### C. Vandalism of Public Property in Clifton

Wayne Nickum reported that there is someone who is vandalizing Town property – they are dismantling picnic tables (that were bolted down), stealing signs (for example, a speed limit sign on Chapel Street), and more. The Town Council stressed that this is a real issue, and it is important to make the Town aware so that if they see anything illegal happening to call the police.

#### D. CBA Request to Use Town Facilities for New Year's Eve Party Fundraiser

John Powell introduced that the CBA would like to put on a New Year's Eve fundraiser event at the Community Hall. This event includes

music, food, an open bar, and charging \$50.00 per person. It was requested that fees for the rental of the Community Hall would be waived for the event. Deborah Dillard stated that when there is any event hosted in the Community Hall, there should be an agreement and contract that some money will afterward be invested toward thoroughly cleaning the hall, the kitchen and the bathrooms. Wayne Nickum added that they would need to have an ABC license since they're selling alcohol, and have the Town of Clifton included on their insurance for liability. Bill Hollaway made note that the Town Council will be waiving the fees as a result of the CBA being a local charitable organization.

**Motion:** John Powell made a motion to waive the fees for the CBA New Year's Eve party under the conditions that the event end at 2 am, that they obtain an ABC license and insurance, and request that there be cleanup (of the floors, bathrooms, kitchen). Dwayne Nitz seconded the motion and it was unanimously approved.

#### E. Ayre Square Directional Signage for Clifton House and Chapel Road Businesses

Chuck Rusnak presented the idea of putting directional signs on the intersection of Chapel Road and Main Street in order to indicate that there are more shops down Chapel Road by the Post Office. He suggested placing a sandwich board to state "more shops", however, the point was brought up that sandwich boards are usually hit.

Dwayne Nitz suggested that the request be sent electronically to the ARB to expedite approval.

**Motion:** Wayne Nickum moved that the Town Council approve the placement of a sign on Ayre Square stating "more shops >>", in accordance with ARB approval. Deborah Dillard duly seconded the motion and it was unanimously approved.

## F. Planning for Clifton Holiday Events

Chuck Rusnak presented that there is going to be an event on Saturday, the 1<sup>st</sup> of December with the Horse Society's horse parade. A tree-lighting and carols were suggested as well. He reported that the Art Guild would like to ask for the Community Hall on the 15<sup>th</sup> of December in order to host an event with arts and crafts and other media. It will be an all day event, with a reception afterwards for the community. The Art Guild will be supplying food and a wine bar. This event will be advertised and anyone is welcome. Discussion continued concerning the request that this event be considered as Town sponsored event. Mr. Rusnak stated that the artists would be selling their artwork. Deborah Dillard pointed out that if the artists will be earning money selling their artwork, they will need to pay BPOL tax. There was much discussion following. The Town Council did not take any actions. On December 16<sup>th</sup>, the CBA Holiday Party will take place; Santa Claus will be attending.

## G. Citizen Recognition Program, Key to the Town

Bill Hollaway presented that the Town Council on behalf of the Town needs to recognize people; there have been many ways presented to the mayor, however, the one he was most fond of was a key to the town. Chuck Rusnak pointed out that there is already a system of recognizing citizens who have done many volunteer hours to the Town. Bill Hollaway requested a list of all those who had already received these certificates of recognition.

## H. Business Developmental Project, Phase 2

Bill Hollaway introduced the idea of at some point getting parking and a walkway built, in order to tie all the businesses in Town together down to Clifton House, for the Business Developmental Project. This project would include 5 spaces, a box car and a walking trail. There was no action taken by the Town Council.

## I. Clifton Trails Committee: Phase 2 of The Clifton Creek Park



Bill Hollaway presented that the NVCT co-owns the property with the Town; they are excited to develop out the trail. Mr. Hollaway proposed establishing a Clifton Trails Committee to get a plan ready.

**Motion:** Bill Hollaway made a motion to establish a “Clifton Trails Committee,” with Mark Khosravi as the chair. John Powell seconded the motion and it was unanimously approved.

On another note, Mr. Hollaway mentioned that Mr. Khosravi had requested to be the “Town Naturalist.”

**Motion:** Bill Hollaway made a motion to nominate Mark Khosravi to be the Town Naturalist. Dwayne Nitz seconded the motion and it was unanimously approved.

## 8. Adjournment

**Motion:** Wayne Nickum made a motion to adjourn at 10:25 p.m. Dwayne Nitz seconded the motion and it was unanimously approved.

The Minutes were prepared by Kathleen Barton Volonsevich, Town Clerk.

Minutes were approved by the Town Council on December 4, 2012.