



**CLIFTON TOWN COUNCIL MEETING MINUTES  
TUESDAY, DECEMBER 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

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 November 13, 2012 Minutes with the following typo's corrected: On page 3, where it says "reverse to flat rock tin roof," it should say "flat-lock"; also, at the top of page 4, "Esther" is misspelled. Chuck Rusnak seconded the motion and it was unanimously approved.

2. Report of the Treasurer.

Marilyn Barton presented the Treasurer's Report. For the period ended November 30, 2012, the Cash Balance Report reflects \$487,185.92. The balance includes the return of the Town's \$10,000 bond payment from the Commonwealth of Virginia for completion of the work completed on the Floodplain Park Project. The Profit and Loss Budget performance summary by fund as of November 30, 2012 reflects the year to date income of \$74,070, less year to date expenses of \$35,179 for a net income of \$38,891. The increase primarily reflects the addition of the Haunted Trail proceeds of \$30,648 during the month of November. The Capital Fund as of November 30, 2012 reflects year to date income of \$16,389, less year to date expenditures of \$26,363 for a net loss of (\$9,974). This loss will be reversed when reimbursements from VDOT are received. The combined results reflect net income of \$28,917. As noted on the report, this net income will be reduced by the accrual to FY12 of Sales Tax received 7/22/12 for the period of May 2012. This needed accrual entry has been reported to our auditors and will be made along with any others proposed by the auditors when finalizing the FY12 Financials. Concerning the Profit and Loss budget performance detail, this report provides the combined detail summarized on the

Summary Report. The year-to-date Motor Vehicle Tag receipts, as of November 30, 2012, are recorded as \$2,673, or 60% of the budgeted \$4,500. It is normal for these to continue coming in through January, after a follow up mailing is done for the remaining 40%.

Wayne Nickum requested to postpone item 6b from the Agenda to the following meeting.

**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;

The Planning Commission recommended approval of the Town Council for the installation of a Cupcake Bakery/Coffee Shop outlet located on Chapel Road. It will be a cupcake shop, and everything will be baked on the premises. It will open in the morning. Eventually, they would like to expand to cakes. The desired opening months are mid-March, early April. Application includes 7 parking spaces total and 4 employees at any one time.

**Motion:** Wayne Nickum made a motion to approve the recommendation of the Planning Commission. Bill Hollaway seconded the motion, and it was unanimously approved.

The Planning Commission also requested approval for the expansion and repaving of the Clifton Park's basketball court.

**Motion:** Wayne Nickum made a motion to authorize Steve Bittner to present this proposal of a potential project to the Town Council. Dwayne Nitz seconded the motion and it was unanimously approved.

Steve Bittner presented the potential project of repaving the Town Park's basketball court. The basketball court is a small, asphalt surface, and has been used for 7 years. The goal of the project is to extend the court two feet towards Chapel Street, two feet towards the playground area and towards the Anton residence by six feet. An amount of \$5,000 was put into budget for the Town, and the CBA has done some fundraisers that can aid in this project. The estimate cost will be \$15,000 or less.

**Motion:** Bill Hollaway made a motion to create a committee to work on the expansion of the basketball court in the Town Park, with up to 2 standard basketball hoops. Dwayne Nitz, Wayne Nickum, Bill Ference, and Steve Effros will make up the committee; this committee will also look at the proposal to move the well-head in the park. Wayne Nickum seconded the motion and it was unanimously approved.

b. Architectural Review Board:

i. Status of Town Signage Code Changes;

Royce Jarrendt presented the status of the Town signage code changes. He handed out a copy for the Town Council to review what the ARB is considering. They have not formally voted yet, because they wished to receive the Town Council's input. The format is the same however parts were put in a different order. What was deleted, added, and part of the original code was marked. The ARB met with the CBC three times over the last year and drafted up some ideas. Then, they sat down as a board and tried to pull it together. If necessary, this could end up being a signage guideline that would then be referenced in the code, so that this could be more user-friendly than code language generally is. Its intent is to include pictures of examples of successful signs and make it easier to read. Concerning violations, there have been a number of violations: more illegal signs in Clifton than legal signs (aka ones that have certificates, ones that don't). In violations, the ARB identified that the current violation is \$1,000 a day. They tried to lower that to a more reasonable fine; there should be notifications to someone (from the Town Council right now, unless you change the code to say the ARB) before the fines are put forth. During that time, they are not under a fine; if they do a certificate, and the ARB approves, its fine; if it isn't approved, then they have 5 days to turn it down. If it's a sign specifically noted in prohibited signs, then they don't have the opportunity to file for application – they need to take it down. If they are told to take it down, but then don't, fines will be levied. Fines are billed to the building owner, and that's one of the things the ARB was trying to do in this revision is involve the building owner, because he is really the one responsible for his property; if it's a building owner, they are an interested party to team together with and enforce the code. One suggestion that was made from the Town Council is that they hire a contractor to enforce the code by going out there and taking the sign down.

One thing the ARB requested from Town Council Members individually is constructive suggestions; the ARB will meet and come up with the final document, then vote as a board and send the changes to the Town Council for public hearing. Another hot button is sandwich boards and the distain for the number of them. The ARB indicated that they are allowable, however there are too many and the materials used are not appropriate. Tenants are fighting for signage space. The ARB is trying to come up with a solution: they would like to have come up with an evaluation of what signs would fit where on the building. That way, businesses can have more signs, but it will have a nice pre-arranged format that has already been approved and goes with the look of the town.

Wayne Nickum recommended putting this discussion on the agenda for next Town Council meeting. If the Town Council has suggestions before then, they can e-mail the Town Council and Mr. Jarrendt so that it can be discussed at the meeting.

c. Committees.

1. Clifton Gala:

**Motion:** Wayne Nickum made a motion to issue a refund of \$30 be paid to the person who purchased Homes Tour tickets at the Gala event. Bill Hollaway seconded the motion and it was unanimously approved.

2. Haunted Trail

John Powell reported that the Haunted Trail Committee is near final cost summary for the expenditures for the Haunted Trail. T-shirt sales came to \$550. They are in possession of a great number of leftover t-shirts. The total cost is \$7,883.87. Chuck Rusnak mentioned that they could sell some of the left over t-shirts at the Art Guild.

3. Parking Lot Committee:

Dwayne Nitz presented that Norfolk Southern is switching out the switches on the track, which they do every 20-25 years (it is a safety/maintenance procedure). The committee discussed the siding that resides in phase 2 of their lease area. If they go into phase 2, they can remove some of the siding, but they can't block access to the tracks.

4. Clifton Calendars:

Chuck Rusnak presented the 2013 Clifton Town Calendars and reported that they are for sale at TK Treasures. They are selling for \$12.

5. The Art Guild:

Chuck Rusnak presented that the Art Guild is having their holiday exhibition in the Town Hall on the 15<sup>th</sup> of December from noon to 8 pm with a complementary reception from 6-8. All are welcome.

4. Communications.

There were no communications.

5. Citizen's Remarks:

There were no citizen's remarks.

6. Unfinished Business:

a. Citizen Recognition Program – Golden Spike – Set Up Committee;

**Motion:** Bill Hollaway made a motion for a new committee, the Golden Spike Committee – appointing Deborah Dillard and Chuck Rusnak – and requested the committee make recommendations for citizen recognition, preferably only a couple recommendations over the next six months to a year. Wayne Nickum seconded the motion and it was unanimously approved.

It was noted by John Powell that there was a 1-800-Pack-Rat temporary storage container placed in the corner of Clifton Elementary school parking lot.

**Motion:** Wayne Nickum made a motion to request the school board to remove the storage facility from within the Town limits. Deborah Dillard seconded the motion and it was unanimously approved.

7. New Business:

- a. Boy Scouts Request for Waiver of Fees for Community Hall for Annual Lock-In;

This event is a training session and a fellowship experience. The scouts will gather between 9-11 in morning, do a pickup around Town, followed by some cooking instruction, classes on backpacking, first aid, and learning the proper handling of flag across street by the Post Office. They will go to the Clifton Store for lunch, followed by additional training, dinner, bowling, then up early the following morning to clean up the Hall.

**Motion:** Wayne Nickum made a motion to approve the Boy Scout's request for waiver of fees for the Community Hall for annual lock-in on March 9, 2012. Deborah Dillard seconded the motion and it was unanimously approved.

- b. Clifton Presbyterian Church Request to Hang Banner for Spaghetti Dinner;

**Motion:** Wayne Nickum made a motion to put up the Spaghetti Dinner banner on Saturday the 4<sup>th</sup>, to be taken down within 7 days. The Spaghetti Dinner will take place on March 9<sup>th</sup>. Bill Hollaway seconded the motion and it was unanimously approved.

- c. Reschedule Town Council Meeting from January 1, 2013 to January 8, 2013;

**Motion:** Wayne Nickum made a motion to reschedule the Town Council meeting from January 1, 2013 to January 8, 2013.

- d. Removal of Pine Trees from Chapel Street Side of Town Park and Stump Removal;

Wayne Nickum presented that there were some dead pine trees in the park, which need to be taken down. There are no prices yet; Mr. Nickum stated that he would present pricing at the next meeting so that this project can move forward.

Bill Hollaway presented that it had been suggested that the Town have a Cookie Recipe Trail. There would be a map and a trail, and people would walk from business to business in town, and at each participating business they will pick up a cookie recipe, a "passport," and eat cookies. The Town Council agreed this was a great idea. Deborah Dillard volunteered to plan the event.

- h. Art Guild Holiday Event – CBA Sponsorship and Request for Waiver of Fees for Community Hall for Event.

Chuck Rusnak presented on behalf of the CBA, who is sponsoring the Art Guild Event, a request for waiver of the fee for use of the Community Hall for a holiday event on the 15<sup>th</sup> of December, from noon to 8 pm.

**Motion:** Wayne Nickum made a motion to waive the fees for the Community Hall for the CBA sponsored event of the Art Guild Holiday Event. Conditions are that they must obtain an ABC license, insurance, and be responsible for clean up. Dwayne Nitz seconded the motion, Chuck Rusnak abstained, and the motion was unanimously approved.

8. Adjournment.

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

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

Minutes were approved by the Clifton Town Council on January 8, 2013.