



**CLIFTON TOWN COUNCIL MEETING MINUTES
TUESDAY, MAY 7, 2013, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Town Council Members present: Mayor Bill Hollaway, Vice Mayor Dwayne Nitz, Deborah Dillard, Wayne Nickum, John Powell, and Chuck Rusnak

Town Officials Present: Marilyn Barton, Treasurer

Order of Business:

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

Motion: Wayne Nickum made a motion to approve the April 2, 2013 Minutes. Chuck Rusnak seconded the motion and it was unanimously approved.

Motion: Wayne Nickum made a motion to approve the Special Town Council Meeting Minutes for April 28, 2013. Dwayne Nitz seconded the motion and it was unanimously approved.

- Report of the Treasurer:
 - Progress on Budget for FYE 0614

Marilyn Barton presented the Treasurer's Report for the period ended April 30, 2013. There was a Cash Balance of \$639,371 as of April 30th. The Profit & Loss Budget Performance Summary provides a one page overview summary segregated by Operating Funds with a YTD net income of \$88,878 and Capital Funds with a YTD net loss of (\$25,778), and a consolidated net income of \$63,101. Also provided was the detailed P&L Budget Performance Report. Marilyn noted that BPOL and Auto Tag revenues were continuing to be collected. Notes were provided on the financials to provide highlights of activities. Marilyn reported that a reversal will be made to reflect the voiding of a check for \$1,664 that was being held for clarification by the Dinner Theatre Committee.

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

- i. Draft Budget for FY14;

Treasurer Marilyn Barton presented that the draft budget has been compiled and sent out to the Town Council. Also provided were scans of all inputs received from Town Committees, Commissions, and Boards. Paper copies were also provided. The FY14 draft budget document includes comparisons with the approved budget for the current fiscal year of FY13 which ends on June 30, 2013; the proposed FY14 budget as drafted with the inputs and assumptions; the financial report for the quarter ended March 31st, and the estimated forecast for April through June, based on the year to date figures annualized.

- ii. Schedule Work Sessions to Review Draft Budget;
- iii. Schedule to Complete and Approve Budget.

The Town Council discussed the scheduling of the two work sessions to review the draft budget and the scheduling of the public hearing and special meeting for review and approval of the FY14 Budget.

Motion: Wayne Nickum made a motion to approve the proposed budget work sessions to be held in the Acacia Lodge on May 14, 2013 at 8:00 p.m. and May 21, 2013 at 8 p.m.; in addition, an agenda item for authorization of advertising for the budget public hearing on June 4, 2013 (to be held at the Town Hall). Mr. Nickum also moved to have a special meeting on June 12, 2013 at 8 p.m. for the purpose of consideration of the fiscal year Town Budget for FY14 for discussion and vote. Deborah Dillard seconded the motion, and it was unanimously approved.

- Reports of Planning Commission, Architectural Review Board, and Committees:

- Planning Commission;

Kathy Kalinowski presented the Planning Commission Report as submitted. She presented the following recommendations:

1. Recommended the approval of the use permit application by Jennifer and Mike Heilmann to revise the parking plat for the property at 12704 Chapel Road and approve the shared parking easement.

Motion: Wayne Nickum made a motion to approve the recommendation of the Planning Commission. Chuck Rusnak seconded the motion and it was unanimously approved.

2. Recommended the submission of the Planning Commission proposed budget for 2013-2014.

3. Recommended that the Planning Commission implement prompt drafting of the Town Capital Plan.

- Architectural Review Board;

Royce Jarrendt stated that the ARB did not have a meeting, as there were no applications.

- Signage Ordinance – Finalize and Schedule Public Hearing.

Dwayne Nitz presented that there is a draft, and he will bring it to the Town Council at the next meeting.

- Committees:
 - Report on Clifton Gala;

It was reported that the Clifton Gala was a successful event.

- Recognition for Doug Miller, VDOT Enhancement Program Coordinator;

It was presented by Bill Hollaway that Doug Miller will be retiring from his position as VDOT Enhancement Program Coordinator, and that the Town would like to recognize him for his contributions.

Motion: Chuck Rusnak made a motion to recognize Doug Miller with a plaque to be presented for the service he contributed to the Clifton Community. Wayne Nickum seconded the motion and it was unanimously approved.

- Traffic Survey Update.

Dwayne Nitz presented that the traffic survey would include four locations in Town. The survey will give the Council a significant amount of data, including rates of vehicle speed, types of vehicles, weight of vehicles, times of day, etc. The locations surveyed will be Main Street just north of Dell Avenue; Clifton Road in the vicinity of Clifton Creek; Clifton Road, south of School Street, and Chapel Road, east of Town. It was suggested

that there be a fifth and sixth location at Main Street, just south of the Railroad Tracks and School Street.

- Council of the Arts - Art Guild

Chuck Rusnak presented that the Art Guild will be sponsoring the Planar Event on June 22, 2013. He inquired as to whether any artists wishing to set up easel in Town, such as Ayre Square, for example, would need to apply for a permit for use of the space. The Town Council responded that a permit would only be required if they wanted to rent the space exclusively; however since that is not the case, it is public property, and they would not need a permit.

4. Communications.

Bill Hollaway introduced Nicholas J. Pascale, from McGeehan and Associates located in Fairfax, VA, who is interested in the position of Town Attorney. Mr. Pascale was present at the meeting, and introduced himself and the firm. The firm includes himself and John P. McGeehan.

Dwayne Nitz presented that he had received a solicitation from someone who registers properties for banks and mortgages when a community has an ordinance requiring it. Mr. Nitz inquired as to whether the Town of Clifton has adopted an ordinance requiring registration of vacant, abandoned, foreclosed property. Kathy Kalinowski responded that the Town of Clifton had not adopted such an ordinance.

5. Citizen's Remarks:

There were no citizen's remarks.

6. Presentation by Part-Time Town Manager on Assessment Report.

Gene Swearingen presented his assessment report. One of the most notable issues was making sure that the town is fair and consistent with

the enforcement of its rules and regulations. Wayne Nickum expressed that the Town does have policies; however the issue is whether they are being implemented. Concerning the Part-Time Town Manager position, Mr. Swearingen confirmed that it should be a part-time position, and suggested that the Town use its website as a virtual Town Hall: keeping it updated daily, etc. He continued that every policy should have a procedure, and all these policies and procedures should be available and easily accessible. Secondly, Mr. Swearingen expressed concern for the Town's reliance on Town events for revenue. The Town Council responded that they assume a washed out event every year; they have levers, such as BPOL. It was presented that the benefits of having a Town Manager would be that the Town would have a central point of contact, as well as someone to deal with problems as they occur. After receiving the Town Council's feedback, the next step will be to work on a plan to move ahead and resolve some of these issues.

Motion: Wayne Nickum made a motion to add an Executive Session concerning Gene Swearingen's staffing recommendations to the agenda. Bill Hollaway seconded the motion, and it was unanimously approved.

7. Unfinished Business.

There was no unfinished business.

8. New Business:

a. Parking in the Commercial District

i. Phase II of Town Parking Lot;

Dwayne Nitz presented that he spoke with his point of contact, Kristy Blair. She had not had a chance to review the Town's situation. Concern was expressed about Phase II being a parking area. They will be speaking again on Thursday, May 9, 2013. Phase II allows for 5-6 parking spaces.

ii. Use Permit Review for Parking Purposes;

John Powell presented that the purpose of the use permit review for parking purposes is to have a census of use permits in the Commercial District and in businesses that require them in use permits, and to review as they go through the parking issue what spaces are included in those use permits, and which are allocated.

b. Caboose Refurbishment.

John Powell presented that the caboose needs new paint and new windows for two that were damaged. The inside of the caboose is in fairly good condition. Mr. Powell suggested that instead of having the Boy Scouts paint the caboose, to have the caboose restored to its original condition. Money was put into the budget to look at this process. Mr. Powell had visited the Railroad Museum and discussed it with them. During the budget process, he would like to address it and get some preliminary numbers. He continued that he hasn't spoken to any vendors yet. He suggested that in the course of the process they could begin opening the Caboose on weekends for the public.

9. Executive Session – Staffing Suggestions

Motion: Wayne Nickum made a motion to proceed to Executive Session concerning staffing suggestions from Gene Swearingen's assessment report. Bill Hollaway seconded the motion and it was unanimously approved.

RESOLUTION TO ENTER CLOSED SESSION

TOWN OF CLIFTON

CLOSED SESSION

May 7, 2013

Pursuant to Virginia Code Section 2.2-3711, the Town of Clifton enters Closed Session for the following reasons:

* The Town Council met in executive session to consider staffing suggestions from Gene Swearingen's assessment report.

9. Adjournment.

Motion: Bill Hollaway moved to close the executive session. Wayne Nickum duly seconded the motion and it was unanimously approved.

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