



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, SEPTEMBER 3, 2013, 7:30 PM**

CLIFTON TOWN MEETING HALL

12641 CHAPEL ROAD

CLIFTON, VA 20124

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

Town Council Members absent: Chuck Rusnak

Town Officials present: Treasurer Marilyn Barton, Clerk Kathleen Volonsevich

Order of Business:

1. Review of the Minutes (last regular meeting and any subsequent special meetings).
John Powell and Dwayne Nitz both noted changes to the August 2013 Minutes, including two misspellings and the following: On the first page, under the first motion, the correction was that Dwayne Nitz abstained. On page 3, Dwayne Nitz requested that under committees, presentation on results of speed survey, that the narrative following the first sentence be replaced with "the results were posted on the website". On page 3, under parking committee's motion, John Powell noted the correct spelling of Marcus Silva's name. Also, on page 6, under 4i, the spelling of Fred Ansick's name was corrected. John Powell added that the last sentence, "He was presently looking for half boxcars as alternatives," should read, "He was presently looking for half boxcars and other alternatives in addition to the barn, partnering with the CBA."

Motion: Wayne Nickum made a motion to approve the August 2013 Minutes with the submitted changes. Dwayne Nitz seconded the motion, Deborah Dillard abstained, and the motion passed.

2. Report of the Treasurer.

Treasurer Marilyn Barton presented the Treasurer's Report as of August 31, 2013 for a total Cash Balance of \$698,158.19. In response to the request by the Town Council at the prior meeting, the Treasurer reported that the cash balances at fiscal year ending June 30, 2011

was \$532,606.32, the cash balances at fiscal year ending June 30, 2012 was \$677,574.15, and the cash balances at fiscal year ending June 30, 2013 was \$702,230.16. Mrs. Barton presented the Cardinal Bank investment options with current rates, and concluded that she would meet with the Cardinal Bank Manager to discuss additional investment options for the Town. The Operating Revenues year to date were \$12,548; Expenses were \$16,937 for a current Net Loss of \$4,388. The Net Income Less Expense was a loss of \$8,185 as of August. Mrs. Barton then provided notes and highlights as submitted on the Profit and Loss Summary Report by Fund. As follow up from the previous meeting, Mrs. Barton presented the summary report of the Basketball Court Improvement. The total Basketball Court expenses were \$19,031 with the CBA contribution of \$13,000, Town commitment of \$5,000, with a remaining \$1,031 to request from the CBA. She stated that she would be talking with Steve Bittner to verify that they captured all the costs and ask him to communicate about covering these costs.

Lastly, Mrs. Barton raised discussion concerning the authorization/action related to engaging the Auditor. Mr. Hollaway requested that Mrs. Barton review the cost of travel and evaluate whether it is reasonable by observing what travel costs had been in the past, as well as request a quote on their hourly rate.

Motion: Wayne Nickum made a motion to approve the letter of engagement for the audit to be conducted by Anderson White, CPA, with the insertion of “reasonable” travel costs, and the inclusion of their hourly rates. Dwayne Nitz seconded the motion; the motion passed following a roll-call vote:

Wayne Nickum:	AYE
John Powell:	AYE
Deborah Dillard	AYE
Dwayne Nitz	AYE
Bill Hollaway	AYE

*Chuck Rusnak was absent

Motion: Wayne Nickum made a motion to approve the Treasurer’s Report as presented. John Powell seconded the motion, and it was unanimously approved.

Motion: Wayne Nickum made a motion to add discussion concerning “Repairs to the Pink House” on the agenda. John Powell 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. The Planning Commission did not hold a meeting, however, she stated the following:

“The Town has found a violation of the Town Code, specifically of Chapter 11, concerning the CBLAD rules, by the owner of the property at 12700 Chapel Road in that development a parking lot disturbing in excess of 2500 square feet has commenced without the filing of a plan of development, erosion and sedimentation plan, a water quality impact assessment, or the adherence to any of the other pertinent statutory requirements for such development. The owner, Marcus Silva, has been notified of the violation, and has commenced measures to prevent runoff on the property and has agreed to schedule to meet the requirements of the ordinance as set forth in his email of September 3, 2013 to the Planning Commission. This schedule is as follows:

1. The E&S plan is to be prepared by September 13;
2. The Site Plan is to be prepared by September 17.”

As a result, the Planning Commission recommended that the Town Council note that there was a violation.

Motion: Bill Hollaway made a motion to approve the recommendation of the Planning Commission. John Powell amended the motion that the report of the Planning Commission be noted in the record and that the violation occurring on Chapel Road be noted, as clarified by the Chair of the Planning Commission. Deborah Dillard seconded the motion, and it was unanimously approved.

b. Architectural Review Board.

Dwayne Nitz presented that the ARB had a meeting the previous Thursday, during which they approved the signage for the Triangle. Also, they reviewed new signage for the new location of the Wine Shop—it was a bracketed sign. The ARB could not approve the bracketed sign by the current signage code, however the ARB recommended that it be permitted under the proposed new ordinance. Mr. Nitz recommended approval by the Town Council: the sign was 36 inches wide and the bracket was 48 inches. Mr. Nitz added that there was a temporary sign requested at 12700 Chapel Road, for Villagio training. The current code read that the Town Council must approve temporary signage, therefore, the ARB took no action.

Motion: Wayne Nickum made a motion to approve the temporary sign for Villagio Training with the condition that it be taken down by October 15th, 2013. Bill Hollaway seconded the motion, and it was unanimously approved.

Motion: Wayne Nickum made a motion to approve the sign for the Wine Shop as a temporary sign in that it uses a bracket that exceeds 18 inches and that the sign shall be removed by December 15, 2013 or approval for another temporary sign be obtained. Deborah Dillard seconded the motion. Wayne Nickum withdrew his motion.

Motion: Wayne Nickum made a motion to approve the temporary sign for the Wine Shop for 45 days. It was noted that if the temporary sign is not reappraised after the 45 days, and the code hasn't been changed, the sign

would not comply and therefore would need to be taken down. John Powell seconded the motion, and it was unanimously approved.

c. Committees.

Dinner Theatre:

Dianne Janczewski presented that the Dinner Theatre Committee was proposing the weekend of March 22 and 23rd, 2013. It was noted that the committee would like to do more performances at other venues outside of the Town of Clifton. Bill Hollaway stated that if there are more Dinner Theatre performances outside of Clifton, then the Town Council would need to review the budget for these performances. Discussion followed concerning the event dates for the upcoming Dinner Theatre.

Motion: Wayne Nickum made a motion to table discussion concerning the event dates of the Dinner Theatre, to be resolved at the following Town Council meeting. Deborah Dillard seconded the motion and it was unanimously approved.

Parking Committee Report:

It was presented that the Parking Committee Report would be e-mailed to the Town Council.

*Note: Mark Khasravi presented \$100 donation on behalf of the Clifton Historic Preservation Committee.

4. Communications.

There were no communications.

5. Citizen's Remarks:

Lucinda Lawson presented that a few citizens in Town would like to receive approval from the Town Council to start working on a Farmer's Market for 2014. Dwayne Nitz requested that she bring a proposal to the following Town Council meeting, as the Council may set up a committee.

6. Unfinished Business.

a. Eagle Scout Project for Clifton Creek Park Trail – Need for additional funding.

Michael Sudgrive, who completed the Eagle Scout Project for Clifton Creek Park Trail thanked the Town Council for the opportunity to build the boardwalk and prepare the trail through the extended Clifton Creek Park. The project took 7 hours to complete; the Town Council had approved up to \$1,000 for the project, and Michael presented a counting of \$1,208 for the full cost, which included purchase of Rodeo, which was not included in the initial cost projection. He stated that the Rodeo was purchased online at Amazon at 2.6 gallons, which was the cheapest quote. He

requested the additional \$208 be approved. John Powell noted that the project was exceptionally well done.

Motion: Wayne Nickum made a motion to approve #1,208 to include the base cost and the overage for the Rodeo, and to authorize to send out a thank you letter to the troop for doing the project. It was added that the Town looks forward to future projects with the Boy Scouts. John Powell seconded the motion and it was unanimously approved.

Michael Sudgrive agreed to provide receipts to the Treasurer for reimbursement.

- b. Clifton Creek Park Trail Project – Continue review of construction plan and related expenditures.

Motion: Wayne Nickum made a motion to table discussion of the Clifton Creek Park Trail Project. Deborah Dillard seconded the motion, and it was unanimously approved.

- c. Projector/Screen for Community Hall – Consider purchase.

Deborah Dillard presented that it was under consideration to purchase a pull down automated screen. It was noted that the Democratic Women's Committee expressed interest in possibly donating it. Mrs. Dillard added that the County is ready to re-do the flooring, BCT, or, there is the option to do Pergo, which looks similar to wood. However, Pergo would require the Town to pay the extra cost. Mrs. Dillard stated that she would retrieve more information, and then bring it back to the Town Council at the October 2013 meeting.

- d. Complaint Regarding Poe Property on School Street – Status update.

Wayne Nickum presented that the committee sent out the e-mail that was received from Joe Moore, in reference to the vehicles, and it was verified in the e-mail that the Poe's have met the County Code. The committee scheduled a meeting with the Poe's and Arnold's to review this. Dwayne Nitz noted that over the past month, there had been work on the noted issues. The Poe's added that they had done a lot of work to also improve the exterior of the house. It was then requested by the Poe's that a new appointment be made to Chair the committee, as they hadn't received any contact from the Committee Chair.

Motion: John Powell made a motion to remove Chuck Rusnak from the committee and be replaced by Dwayne Nitz; also to appoint Dwayne Nitz as Chair of the Committee. Deborah Dillard seconded the motion, and it was unanimously approved.

The Arnold's stated that the vehicle issue that they had written about did appear to have been improved significantly; there is a parking space for visitors, there's room for all the cars that are used and the motorcycles that are for transportation. Also,

there hasn't been any parking in the street. Dwayne Nitz concluded that there would be no further action during the present meeting, however that he and Wayne Nickum would be meeting and would be in touch with the involved parties.

8. New Business.

- a. Additional Street Signs for Public Parking – Caboose plaza parking lot.

Dwayne Nitz mentioned several needs, including safety lighting, 4x4's with chains, and signs for parking. John Powell and Steve Effros requested to hold action until receipt of the proposal from the Parking Committee, which will probably include a walk-way.

- b. Additional Benches for Ayre Square – Reallocate funding to purchase up to four (4) new benches (versus two (2) in current budget).

Motion: Wayne Nickum made a motion to order and put 2 benches in Ayre Square on the Chapel Road side as budgeted, with Marcus Silva to coordinate with Mr. Nickum on installation. Deborah Dillard seconded the motion and it was unanimously approved.

- c. Public Trash Cans – Manufacture for Town Park, Caboose Plaza, and Ayre Square. Wayne Nickum presented that the public trash cans were completed for the Town Park, Caboose Plaza, and Ayre Square. Also, there was discussion about putting a map signage list of businesses in front of the flag pole. A rough drawing will be given to the ARB for review as a temporary sign. Dwayne Nitz agreed to take it to the CBC, the ARB, and Special Projects Committees.

- d. Parking Area in Clifton Creek Park – Timetable for parking usage for general public.

Dwayne Nitz reported that Bill Hollaway noted that the Time Table for the action item was November 15th. It was noted by John Powell that the parking area in Clifton Creek Park was negatively affected by parking during the Car Show Event. It was requested that discussion of post mortem of Labor Day Car Show be added to the agenda for the October 2013 Town Council meeting.

- e. 8-Acre Park (Randolph Buckley Park) – Reservations, Policies, and Process.

Mr. Nickum presented that concerning 8-Acre Park reservations, policies, and processes, there is a process intact—which Donna Netschert oversees.

- f. Enforcement Process for Violation of Town Ordinances.

Motion: Wayne Nickum made a motion to table discussion of enforcement process for violation of Town Ordinances for the October 2013 meeting. Deborah Dillard seconded the motion, and it was unanimously approved.

It was requested that discussion of enforcement process for violation of Town Ordinances be added to the October 2013 Town Meeting Agenda under 8f.

g. Review of Oversight Process for Architectural Review Board.

The Town Council tabled review of the oversight process for the ARB pending further discussion.

h. Process for Recruiting Part-Time Town Manager.

The Town Council tabled discussion of the process for recruiting a part-time Town Manager and Town Attorney for the October 2013 Town Council meeting.

i. Pink House Repairs

Wayne Nickum presented the repairs needed for the Pink House.

Motion: Dwayne Nitz made a motion to authorize Wayne Nickum and himself to solicit time and material rates prepared by two qualified contractors, not to exceed \$1500 without further authorization from Mr. Nickum and Mr. Nitz, for no more than \$2500. John Powell seconded the motion, and it was unanimously approved after the following roll call vote:

Wayne Nickum: AYE

John Powell: AYE

Deborah Dillard: AYE

Dwayne Nitz: AYE

*Bill Hollaway and Chuck Rusnak were absent for this roll call vote.

9. Adjournment.

Motion: Deborah Dillard made a motion to adjourn at 10:00 pm. Wayne Nickum seconded the motion and it was unanimously approved.

The Minutes were prepared by Kathleen Barton Volonsevich, Town Clerk

