



CLIFTON TOWN COUNCIL MEETING MINUTES  
TUESDAY, JANUARY 8, 2013, 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:** Marilyn Barton, Treasurer, Kathleen Barton Volonsevich, Clerk

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 for December 4, 2012. Deborah Dillard seconded the motion and it was unanimously approved.

2. Report of the Treasurer.

Treasurer Marilyn Barton presented the Treasurer's Report. For the Cash Balance Report, the reconciled cash account balances as of December 31, 2012 totaled \$588,137.12. She noted that this balance includes the two payments received in December for \$25,638.30 and \$70,582.11 from the Commonwealth of Virginia (VDOT) for reimbursement for work completed on the Floodplain Park Project during FY12. As for the Profit & Loss Budget Performance Summary by Fund, the operating fund as of December 31, 2012 reflects year to date income of \$81,015, less year to date expenses of \$48,165 for a net income of \$32,850. The Capital Fund as of December 31, 2012 reflects year to date income of \$119,809, less year to date expenditures of \$25,725 for a net income of \$93,084. This gain reflects the reimbursements received from VDOT for the Floodplain Project expenditures transacted in FY12. The combined results reflect net income of \$125,934. The \$96,220 received in December 2012 from VDOT will be accrued as reimbursements for FY12 incurred expenses on the project. This will reduce the net income for the period to \$29,714. Concerning the Profit & Loss Budget Performance Detail, this report provides the combined detail summarized on the Summary Report. She noted that the year to date Motor Vehicle Tags receipts as of December 31, 2012 were recorded as \$3,534 – or 79% of the budgeted \$4,500. She stated that it is normal for these to continue coming in through January, the follow up mailing was done during the month of December.

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

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

a. Planning Commission;

There was no Planning Commission Report. No meeting took place. They are meeting on January 29, 2013, and are looking at the signage proposal to give feedback.

b. Architectural Review Board;

The ARB did not meet.

c. Committees:

i. Playground Committee.

Wayne Nickum presented the Playground Committee report.

**Motion:** Wayne Nickum made a motion to reconsider the previous approval of the use permit concerning the expansion of the Basketball Court in the Town Park. Bill Hollaway seconded the motion and it was unanimously approved.

**Motion:** Bill Hollaway made a motion to approve the use permit with the requirement that the grading adjacent to a surface must be no steeper than approximately 3 to 1, as well as small adjustments to the size. Wayne Nickum seconded the motion and it was unanimously approved.

Wayne Nickum added that he will be going to the park when it's raining to observe how the water flows, in order to move forward with the project of removing the well. Also, the mulch should be ordered shortly to fill up the playground.

ii. Art Guild

Chuck Rusnak presented the Art Guild Committee update. He thanked Deborah Dillard and Ms. Trisha Robertson for the use of the Town Hall and the Town Council for helping the Art Guild have the exhibit in December. The event went very well; there was a steady flow of people, and some things were sold.

Mr. Rusnak also wished to give a standing ovation to Tom Van Blaricom and his friends, including Palmer Smith, for putting up all the Christmas trees around Town, as well as taking them down after Christmas. They did have to buy some replacement lights and extension cords, so Mr. Rusnak will be submitting the expenses for reimbursement. He then added that he had received a lead for grants from Virginia Art's Commission. Local governments can apply for grants; the grants are matching funds, and can be requested for up to \$5,000. The application requires a purpose for arts activities in the local area—the Town budget has to reflect the matching funds, or there needs to be certification that the budget *will* show it, before the Virginia Art's Commission will approve it. The Commission is also interested in the artistic quality of the organizations and their policies and procedures for awarding local funding. They want to see the degree of involvements that the artists have in the awarding grants. Applications also need to show responsiveness to the community's needs: evidence of local government's support of the arts. Mr. Rusnak presented a few ideas. He suggested that the purpose of the grant could be to build an instructional program for in the spring and summer for youth, adults and special needs children. Also, the Town could consider someone doing a sculpture, or having public art for the Town—perhaps a mural. There could also be a picket fence gallery. One of the key decisions to make is the amount of money to ask for and the match to

put into the budget. The deadline for the application is April 1<sup>st</sup>. Mr. Rusnak is attending a meeting in February that discusses the process. The Town Council requested that Mr. Rusnak come back to the next Town Council meeting with a well thought out idea; the Council is positive about moving forward with this.

iii. Traffic and Safety Committee:

Dwayne Nitz presented the Traffic and Safety Committee report. A sign was put up without the approval of the Town Council that indicates the speed of the driver's vehicle. It was put up about 5 days ago. Discussion ensued. The Town Council agreed that they need to connect with VDOT and inquire whether they are allowed to put up the sign on a public road. Also, there is a question of where to put up the signs, and if they should be put up at all. In conclusion, Dwayne Nitz will work with Mr. Chesley to have the sign removed, so that they can go about the correct approval process.

iv. Special Projects Committee: Brief Flood Plain update:

Mr. Rick Peterson reported that Total Development Solutions (TDS) has been paid in full, and the Town has received all reimbursements with exception of the 10K retainer, and \$1800 for re-seeding, which will be coming soon. Marilyn Barton reported that the \$10,000 retainer refund had been received by the town. Mr. Peterson continued that Geo-Tech services went \$402.50 over budget. Susan Yantis requested authorization from the Town Council for this additional expenditure before she can authorize payment.

**Motion:** Wayne Nickum made a motion to authorize an additional amount up to \$4,000 for the Floodplain Park Project, to cover \$402.50 over lump sum of GeoTech services, and \$3575 for Tony Mill, project coordinator's services. Chuck Rusnak seconded the motion and it was unanimously approved.

Susan Yantis on behalf of the Special Projects Committee advised the Town Council that she was notified by VDOT that the Federal Government has revamped the Enhancement Funding Program, and will now have a new program. They have made an interim program for 2013 for additional funding requests, so the Town has an opportunity to apply for more funding for the Streetscape Project (this opportunity is only for existing projects). The request is due by February 1<sup>st</sup>, 2013. Mrs. Yantis inquired as to whether the Town Council was interested in applying for more funding—if so, it will be allocated for the other end of Main Street and she will have to develop a Project Budget. In conclusion, she will have to return to the Town Council to review the formal application form and the budget in order to have it executed.

**Motion:** Mayor Bill Hollaway made a motion to authorize Susan Yantis to develop an application for more funding with the required match of \$80,000 provided by the Town for the Streetscape Project due by February 1<sup>st</sup>, 2013, to be signed by the Mayor on behalf of the Town. Wayne Nickum seconded the motion and it was unanimously approved.

Wayne Nickum noted that a "Cable Agreements" discussion should be put on the agenda for the February 2013 Town Council meeting.

v. Gala Committee:

It was reported that the Gala will take place this year on Sunday, April 28<sup>th</sup>, 2013.

**Motion:** Wayne Nickum made a motion to approve the placement of the Gala event's banner. Bill Hollaway seconded the motion and it was unanimously approved.

4. Communications.

Debra Dillard noted that a citizen in Town's tire had been slashed, and that the public should be aware of this.

5. Citizen's Remarks:

There were no citizen's remarks.

6. Unfinished Business:

a. Sign Ordinance Town Code Changes;

Wayne Nickum presented his comments concerning the Sign Ordinance Town Code changes. He noted that the issue of temporary signs is not addressed; however, it should be referred to. Also, it states that all existing signs should have a certificate of appropriateness, but then that would mean that the Texaco sign outside of the Clifton Store would need to be taken down. Concerning sandwich boards, Mr. Nickum added, it states that sandwich boards should be located on the "business property," however it should indicate where on the business property.

b. Report on 1<sup>st</sup> Clifton Cookie Quest.

Deborah Dillard presented the report on the 1<sup>st</sup> Clifton Cookie Quest. At the least her goal is to have six businesses in Town involved, but hopefully more. After discussion, the Town Council agreed to have a Town Hall public special meeting for the businesses in Town. The meeting will be planned for sometime this upcoming April, 2013.

7. New Business:

a. Town Code Changes regarding Temporary Structures and Storage Facilities;

John Powell reported that the subject of Temporary Structures and Storage Facilities is not present in the Town Code. This had been addressed at a point in the past: the Code language had been written, however, it was never officially put into the Code. Mr. Nickum found the language that had been written previously for this matter; they will be moving forward with this.

b. Additional Town Code Changes to include in Upcoming Code Change;

Wayne Nickum presented his recommended additional changes for the Town Code. He noted that under Section 9-10-f, concerning "Notice of Hearing and Attendance at Hearings", it should state that "The applicant or his agent *should* be present at all hearings on the Application before the Planning Commission and Town Council and must provide proof of the notice required herein". (Noting the word "should", instead of "must".) Under Section 9-13, concerning Parking, under A-7, it should read "Fences greater than six (6) feet in height may not be erected in the set-back yard area *except in the Commercial District where fences greater than eight (8) may not be erected in the set-back areas.*" Also, under Section 9-21, Commercial District, A-6, it should state "*All trash storage containers must be screened from public view as noted in the use permit.*"

c. Sales of Tobacco Products in Town and Need for License or Permit;

Deborah Dillard presented, stating that this discussion should take place at the Town Council and Town businesses meeting on April 16<sup>th</sup>. On Christmas Eve, cigars were being sold in front of All That Glitters on Main Street. Those selling the cigars stopped after being requested to by Deborah Dillard; they did not have proper licensure to sell tobacco in Clifton.

d. Clifton Town Council Member Seat on Fairfax County Economic Advisory Commission.

The Town Council tabled this discussion to the February 2013 Town Council Meeting.

8. Adjournment.

**Motion:** Wayne Nickum made a motion to adjourn 10:20 p.m. Deborah Dillard seconded the motion and it was unanimously approved.

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

The Minutes were approved at the regular Town Council Meeting on February 5, 2013.