



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, MARCH 5, 2013, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Town Council members present: Mayor Bill Hollaway, Chuck Rusnak, Deborah Dillard, John Powell, Wayne Nickum

Town Council members absent: Dwayne Nitz

Town Officials present: Marilyn Barton, Treasurer

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 February 5, 2013. Deborah Dillard seconded the motion and it was unanimously approved.

2. Report of the Treasurer.

Marilyn Barton presented the Treasurer's Report, reviewing the file of the Town's Financial Reports for the period ended February 28, 2013. She also sent out to the Town Council another copy of the draft audited Financial Statements presented by Anderson White & Company, P.C. The Town Council's approval was requested prior to the issuance of the final audit.

The Financial Reports for the period ended February 28, 2013 now reflect the author's adjustments for FY12 and the accrual to FY12 of the previously footnoted Federal Grants revenues received in December 2012. Concerning the Cash Balance Report, the reconciled cash account balances at February 28, 2013 totaled \$577,853.93.

The Profit & Loss Budget Performance Summary by Fund reflected the Operating Fund as of February 28, 2013 with year to date income of \$98,647.50, less year to date expenses of \$60,995.89 for a net income of \$37,651.61. The Capital Fund as of February 28, 2013 reflects year to date income of \$7,200, less year to date expenditures of \$42,083 for a net loss of (\$34,883). This loss reflects a pending requisition to VDOT for \$12,576.35, which she reported has not yet been received or booked. The reimbursements received in December 2012 from VDOT for the Floodplain Project expenditures transacted in FY12 have been accrued to FY12. The combined results reflect net income of \$2,768. Lastly, Mrs. Barton presented the Profit & Loss Budget Performance Detail, stating that this report is the accounting system download and provides the combined detail summarized on the Summary Report.

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

Motion: Wayne Nickum made a motion to approve the draft audited Town Financial Statements as of fiscal year ended June 30, 2012. Chuck Rusnak seconded the motion, and it was unanimously approved.

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

Kathy Kalinowski was not present to represent the Planning Commission. However, Chuck Rusnak welcomed Steve Bittner who reported on behalf of the Basketball Court Committee that the Planning Commission had met and reviewed the revised basketball court dimensions and approved them. They made sure that it satisfied the setback requirements, and are looking for a revised plat to scale. The Planning Commission recommended approving the change.

Motion: Chuck Rusnak made a motion to approve the Planning Commission recommendation to approve the new dimensions for the basketball court renovation. John Powell seconded the motion, and it was unanimously approved.

It was also reported that they requested Sheldon Hofferma and Jennifer Heilmann to go back to the drawing boards and redo their easement so that it reflects how the shared spaces will be used. They will be reporting back again next month.

b. Architectural Review Board;

Mr. Royce Jarrendt spoke on behalf of the ARB. The ARB received an application for a sign for the new cupcake business in the Clifton House. This sign was approved. There was a door that was added to the Weaver House- the ARB will be reviewing this, and will be

sending the owner a notice that states the ARB doesn't approve steal/metal doors, and that the exterior trim must match the existing trim. Wayne Nickum noted that no Use Permit shall be issued until all the issues have been taken care of, and approved by the ARB.

Royce Jarrendt continued that Mrs. Phoebe Peterson took the Planning Commission comments concerning the Sign Ordinance draft, and incorporated those comments into the text of the draft. Mr. Jarrendt stated that he will be forwarding the draft to the Town Council. There have been a couple of issues that he wished to clarify: he understood that the document will be reviewed by the Town Attorney, Giff Hampshire, to make sure the language is substantially accurate, concerning violations. The ARB proposed that fines be applied, raised the question as to whether the ARB has the power to do so, or whether it should be within the power of the Town Council. There was also a question as to whether the ARB had the authority to limit the number of sandwich boards or whether it was obituary. The consensus of the ARB was to either limit sandwich boards or disallow them completely.

The Town Council agreed to have a representative from the Town Council (Dwayne Nitz), ARB (Royce Jarrendt), and Planning Commission (Kathy Kalinowski) review the Sign Ordinance draft, make any additional suggestions and then bring it back to the Town Council so they can move forward to a Public Hearing. Mr. Nickum also suggested that there be exceptions regarding the wording that all signs must be approved by the ARB: he recommended that there be an exception, for example, for temporary signs such as for yard sales. These signs would be temporary and short-term. Also, Mr. Nickum noted, any signs past 1980 should have a Certificate of Appropriateness.

c. Committees.

4. Communications

There were no communications.

5. Citizen's Remarks:

There were no citizen's remarks.

6. Unfinished Business:

a. Comments on Proposed Changes to Sign Ordinance.

This item was discussed as part of the ARB report.

7. New Business:

a. Clifton Creek Park Trail Project, Phase II – Presentation;

Mark Khosravi presented the Clifton Creek Park Trail Project, Phase II. He reported that they are planning to make a loop trail to make it more appealing and extend into the wooded area by the Flood Plain, move up along Newman Road, and then meander around Popes Head Creek back around to where the current bridge begins. The project will consist of many phases, and right now in Phase II they are working on establishing the trail itself. The committee agreed that the current alignment should be modified a bit, and that they will use a crust gravel type of trail. This crust gravel is durable in heavy rain, and will be appealing for strollers, runners, and it is more maintenance free. Mr. Khosravi presented on behalf of Rick Peterson that funding would be requested from the Northern Virginia Conservation Trust, and possibly from VDOT to raise funding for the project. Mr. Khosravi reported that Margo Khosravi reported that Rick Peterson and Tom Vanblaricom will be coming to the next meeting to make a presentation.

b. Proposal for Services by Part-Time Town Manager;

Bill Hollaway introduced Mr. Gene Swearingen, proposing his services as a part-time Town Manager. Mr. Swearingen proposed that he will be talking with the staff, Council, and committees in order to get a sense of how things are done, gather data, and work for potential improvement. He recently resigned from the Town of Haymarket; he was the Town Manager there for six years. He has been working in local government for about 30 years. Discussion by the Town Council pursued. The Town Council held an Executive Session at the end of the meeting for further consideration.

c. Annual Use Permit Compliance Review;

Wayne Nickum stated that it would be a good idea for the Town to have a Use Permit Compliance Review. John Powell pointed out that the Planning Commission sent out an audit to some multi-tenant buildings, however, it would be a good opportunity to send it to all property owners and their tenants. Thorough discussion followed.

Motion: Wayne Nickum made a motion to adopt a Use Permit Compliance Review Process for all existing Use Permits, with specifics to be determined. Bill Hollaway seconded the motion. Chuck Rusnak and John Powell voted nay. The motion passed three to two.

Motion: Wayne Nickum made a motion that on Saturday, April 27, 2013, there be a Work Session with Clifton town businesses as well as members of the public, to take place in the Town Hall, between 5 or 6 pm, in order to meet with the businesses to encourage them and give them a chance to express any concerns they may have. Bill Hollaway seconded the motion and it was unanimously approved.

d. Second Civil War Trail Marker;

Mrs. Margo Khosravi presented the History Committee update. Last year, they had

their first Civil War Trail marker dedication. They had a lecture program, which was very successful. The plans for 2013/1863 will be getting a second marker for Sangster Station. They would like to do a small reenactment on the Flood Plain, as well as a modified homes tour - perhaps just two or 3 of the older homes; have an exhibit on Sangster Station in the Mason's Lodge, and then use the Clifton churches to have some period music.

Motion: Wayne Nickum made a motion to approve the concept of adding a second Civil War Trail Marker in the Town in the Clifton Caboose Plaza along the lines related to Sangster Station and the lines discussed at this evening's meeting. John Powell seconded the motion and it was unanimously approved.

The Council that at the next meeting they would discuss possible budget, the exact placement of the sign, and wording.

Mrs. Khosravi continued, stating that the History Committee has a very prominent author, Howard Coffin, from Vermont visiting to lecture in Clifton, Fairfax, and McLean. Mr. Coffin worked with Ken Burns on the Civil War series. He will be lecturing in Clifton on Friday, April 19, 2013 and Saturday, Friday April 20, 2013. On Saturday, April 20, 2013, the committee will be leading a walk where the encampments were at Wolf Run Shoals. There will be an admission fee to walk. Mr. Coffin will be attending as well.

- e. Band Concert in the Park – Request for Council to Approve Town Sponsorship of Event Any Date and Time during June and July 2013;

Bill Hollaway presented that the CBA had requested June 14, 2013 to hold the Band Concert in the Park; the Council had recommended the June 15, 2013, however the band could not perform that day. Therefore, the CBA requested that the Town Council authorize the CBA to hold the band concert on any day of their choosing within the months of June and July.

Motion: Bill Hollaway made a motion to authorize the Town to sponsor a Band Concert in the Park as well as authorize the CBA to choose the event date as long as it follows the following restrictions: the event must take place within the months of June or July; it must not conflict with any other Town sponsored events and any prescheduled event rental of the Town Park; it must be on a weekend between 3 pm and 6 pm. Deborah Dillard seconded the motion and it was unanimously approved.

- f. Virginia Commission for the Arts Update;

Chuck Rusnak presented the Virginia Commission for the Arts update. Mr. Rusnak suggested that the Art Guild host a planar event for students to paint in Town and sell their paintings. The Town will offer a prize to the students. After much discussion, the Town Council agreed to donate the money needed directly for the student's prize. The Art Guild agreed to return to the Town Council with some suggestions of what prizes they're interested in, explain what the event is and how it will be judged.

g. Art Guild Planned Activities.

Chuck Rusnak presented the Art Guild planned activities. He stated that the Art Guild would be donating works of art to the Clifton Gala. They will also be participating in Clifton Day, and the Women's Club Homes Tour, as well as their marketplace in Paradise Springs. Lastly, they will also be having the Planar* event, and will be speaking with Markus Sylva to discuss whether it would be appropriate to have the event on the same day as the Wine Festival. There was brief discussion concerning that the Art Guild must receive permission from the Town Council in order to hold an event on Town property, such as Ayre Square. The Town Council requested that the Art Guild come to the Town Council to present the event.

Wayne Nickum noted that a local artist who regularly paints Town landscapes on his easel in Clifton, is selling his art in the Town, and may need a Use Permit and pay BPOL.

8. Executive Session – Personnel Matters.

Motion: Wayne Nickum made a motion to proceed into Executive Session concerning personnel matters. Bill Hollaway seconded the motion and it was unanimously approved.

RESOLUTION TO ENTER CLOSED SESSION

TOWN OF CLIFTON

CLOSED SESSION

March 5, 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 personnel matters that pertain to the proposed part-time Town Manager for the Town of Clifton.

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.