



**CLIFTON TOWN COUNCIL MEETING MINUTES
TUESDAY, APRIL 2, 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, Chuck Rusnak

Town Officials Present: Marilyn Barton, Treasurer

Order of Business:

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

The Minutes of the Regular meeting on March 5, 2013 were reviewed. After discussion, paragraph 3 on page 6 was edited to read: “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.”

Motion: Wayne Nickum made a motion to approve the Minutes for March 5, 2013 with the requested changes as noted. Deborah Dillard seconded the motion, Chuck Rusnak abstained, and the motion was carried.

Mr. Hollaway presented edits to the March 19, 2013 Special Meeting Minutes and requested that the IDA Resolution and Certification of Membership be attached to the Minutes. Edits included emphasis that the initial \$13,000 funds for the Basketball Court must be received by the Town from the CBA prior to signing of the Basketball Court Contract and secondly that the minutes include only high level summary of the issues and specifics on the action taken.

Motion: Dwayne Nitz made a motion to approve the March 19, 2013 Special Meeting Minutes, with the changes requested by Bill Hollaway. Deborah Dillard seconded the motion, and it was unanimously approved.

- Report of the Treasurer:

Marilyn Barton presented the Financial Report for the period ended March 31, 2013 as submitted

stating that the Net Income from the Operating Funds year-to-date was \$75,212 reflecting March Revenues of BPOL in March of \$27,941 and Dinner Theatre revenues of \$8,835. This is offset by the net loss of Capital Funds year-to-date of (\$24,168). Cash balances as of March 31, 2013 were \$627,920.77.

The discussion followed concerning expenditure items for the last quarter of the fiscal year. Dwayne Nitz expressed a desire to use funding for doing planters along the railroad siding on the Pink House side, and indicated that he would work with Bill Ference and come up with a plan to bring forward at the May 2013 Town Council meeting. Further discussion ensued.

Marilyn Barton reported that the final bound copies of the audited Financial Statements for fiscal year ended June 30, 2013 were distributed. The financials were approved at the last regular Town Council meeting.

Motion: Wayne Nickum made a motion to approve the Treasurer's Report as submitted. Dwayne Nitz seconded the motion and it was unanimously approved.

- Progress on Budget for FYE 0614.

Marilyn Barton reported that the FY14 budget proposals were received on behalf of Town Committees from Pat Layden, John Powell, and Chuck Rusnak. A follow-up e-mail request had been sent to Town Council members and Committee Chairs. It was clarified that inputs were requested from the Committee Chairs or Town Council Representatives if committee chairs were not appointed. The Treasurer agreed to identify email addresses for those committee chairs who may have been missing from the email list and to update the Town List for future requests.

- Report of the Prospective Part-Time Town Manager

Gene Swearingen reported that he had met with all Town Council Members with the exception with one, and had also met with the Town Treasurer. He had received a lot of great cooperation and was really impressed with everyone, especially the volunteers. He also indicated that he knew of three people who were part-time attorneys, and that he will be providing input for the Town's search for a new attorney.

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

Kathy Kalinowski presented the Planning Commission Report. The Planning Commission recommended for approval the use permit application by Jeff and Michelle Stein for a screened porch addition to the back of the house at 7227 Dell Avenue with the condition that ARB approval is obtained.

Motion: Wayne Nickum made a motion to approve the Planning Commission's recommendation, with the condition that ARB approval be obtained prior to the issuance of the Use Permit. Deborah Dillard seconded the motion and it was unanimously approved.

Bill Hollaway noted that the ARB Certificate of Appropriateness had been approved

Kathy Kalinowski presented that the Planning Commission recommended approval for the use permit application by Ylva and Robert Ihrig for an addition and two side stairs and stoops to 12702 Chapel Road, with the condition that ARB approval be obtained prior to issuance of the use permit. It was noted that Robert had reported that ARB approval was obtained.

Motion: Wayne Nickum made a motion to approve the Planning Commission's recommendation. Dwayne Nitz seconded the motion and it was unanimously approved.

Bill Hollaway reported that there was request to the Town received from the Planning Commission concerning the Pink House and he requested that the Clerk respond to the request.

- Architectural Review Board;

Royce Jarrendt presented the Architectural Review Board report. The ARB approved Michelle and Jeff Stein's application as well as the Animal Clinic's application. They also reviewed and approved the demolition of the property at 7184 Clifton Road, however suggested that they contact the Planning Commission. The ARB reviewed the application for the door that was installed at the Clifton Cafe at 7144 Main Street. The application was revised to require a wood door and that the trim around the door match the exterior trim existing on the house. The ARB requested that they submit what their plans are for the door. Once all the noted conditions are met, the ARB will approve the application.

- Status Update on Signage Ordinance Revisions.

Dwayne Nitz presented the status update concerning the Signage Ordinance Revisions. Final reviews are being done, and they will be returning to the Town Council with a final draft in the near future, to be followed by a Public Hearing.

- Committees.

Parks Committee:

Wayne Nickum spoke on behalf of the Park's Committee. The bridge that is located by the Railroad Tracks on the road entering Town will be painted. Mr. Nickum presented the three submitted bids. He recommended approval of Bid #1 for \$975, plus approximately \$400 for paint. Bid #2 was for \$2,350 for labor and paint, and bid #3 was for \$1,300.

Motion: Bill Hollaway made a motion to approve contracting with the first bidder as recommended, with labor as specified in the bid and the separate additional cost of paint, but with a total cost not to exceed \$1,500. Dwayne Nitz seconded the motion, and it was unanimously approved.

Motion: Wayne Nickum made a motion to continue the existing mowing contract (including existing terms) for the Town Park. Dwayne Nitz seconded the motion and it was unanimously approved.

Wayne Nickum stated that they will also be replacing the damaged toddler swing in the children's park.

Request for banner for Homes Tour:

It was requested by the Women's Community Club to put up the banner across Main Street for their Homes Tour which will be on May 16th. It complies with all the regulations. They would like to put it up 2 weeks before the event.

Motion: Wayne Nickum made a motion to allow the Homes Tour banner to be put up upon the removal of the Gala Event banner at the end of April, and to be taken down 7 days after the event is held. Dwayne Nitz seconded the motion and it was unanimously approved.

Clifton Gala:

The Town Council discussed the proposed 2013 Gala donations from the Town Council. They were as follows:

1. Four Wine Festival tickets and four VIP passes to the Corporate Hospitality Area for the 2013 Clifton Wine Festival, June 22, 2013, 11:00 am-6:00 pm, valued at \$450.
2. Private Guided Tour for Four (includes 4 admission tickets) to the Clifton Haunted Trail 2013, October 26, 2013, from 7:00 pm-10:00 pm, valued at "Priceless".
3. Lead the Fourth of July Parade 2013 with the Mayor, up to four people, valued at "Priceless".
4. Four tickets to the 2013 Candlelight Homes Tour, December 7, 2013, valued at \$100.
5. Six tickets with one reserved front row table at the Clifton Dinner Theatre 2014 Friday night production and a Meet-&-Greet with the cast and crew, valued at "Priceless".
6. The Brigadoon, signed by the past four mayors, valued at "Priceless".

Motion: Bill Hollaway made a motion to donate the proposed Gala donations, the same six items as were donated last year, 2012. Deborah Dillard seconded the motion, and it was unanimously approved.

Dinner Theatre:

Chuck Rusnak presented that the Dinner Theatre will return \$1800 to the Town from the revenue for the event.

Clifton Area Display Space, the Acacia Lodge:

Brant Baber proposed that the Acacia Lodge provide an "area display space," to display Town history. The Town Council was very impressed with this proposal.

Candlelight Homes Tour:

The Town will be beginning preparation for the 2013 Candlelight Homes Tour. Tom McNamara expressed interest in serving as Chair for the Candlelight Homes Tour Committee. Deborah Dillard

reaffirmed her role as Town Council Representative to the Homes Tour event.

Motion: Dwayne Nitz made a motion that Tom McNamara be named Chair of the Candlelight Homes Tour Event. Deborah Dillard seconded the motion and it was unanimously approved.

- Communications.

Dwayne Nitz presented a Communication from the Lion's Club. They offered to donate new benches to replace the current benches located in Ayre Square. The Town Council strongly agreed to accept this, and requested that the benches be in the same style as the benches in the Town Park.

Motion: Wayne Nickum made a motion to accept the donation from the Lion's Club of two benches to replace the benches in Ayre Square. Deborah Dillard seconded the motion, and it was unanimously approved.

- Citizen's Remarks:

There were no citizen's remarks.

- Unfinished Business:
 - Status of Digital Speed Signs;

Dwayne Nitz presented that there is a possibility that VDOT may approve use of this sign. He is interested in doing a preliminary low-key traffic study by the Sully Police Station. There was lengthy discussion by the Town Council who concurred with the effort to solicit the data collection from the Sully Police Station on speeding within the Town to include 100 cars at each of 3 locations with a Town Council Member observing.

Motion: Dwayne Nitz moved to authorize the contact with Sully Police Station for assistance in collecting speeding data. Chuck Rusnak duly seconded the motion. John Powell abstained, and the motion carried 5 to 1.

- Update regarding Cox Franchise;

Deborah Dillard reported that COX has an unsigned agreement with the Town of Clifton made in 2004. The Town Council agreed to review the Minutes from 2003/2004 in order to investigate whether the Town Council had indeed authorized this contract to be signed. Brant Baber remembered the approval of the agreement and reported that Giff Hampshire, the Town Attorney, had agreed to have the agreement signed and executed. Deborah Dillard agreed to send the agreement to the Town Council.

- Funding for Second Civil War Trail Marker.

Margo Khosravi presented the funding request for the second Civil War Trail Marker on behalf of the Historic Preservation Committee for \$1,300 with match of 50% from the CBA. After discussion, the

Town Council requested that Mrs. Khosravi request the CBA to provide \$1,300 to the Town upfront, and then the Town will pay the full cost and provide the tax exempt certificate.

Motion: Wayne Nickum made a motion to authorize the expenditure for up to \$2600 for the second Civil War Trail Marker, provided that the CBA pays half or \$1,300 to the Town of Clifton in advance. ARB approval will be needed as well as contacting Ms Utility at the location site. Chuck Rusnak seconded the motion and it was unanimously approved.

Margo Khosravi reported that Mr. Coffin had requested an honorarium of \$750, of which she had raised \$625; and requested that the Town approve the remaining \$75.00 from the Historic Preservation Committee budget. She further requested approval for \$75.00 for the use of space at the Clifton Baptist Church. The Town Council agreed to the use of the budgeted spending.

- New Business:
 - Clifton Industrial Development Authority Bond Issuance;

Brant Baber reported on behalf of the Clifton Industrial Development Authority that to date an application for revenue bond financing has been received for \$6,950,000 from the George Mason University Foundation. He reported that a local bank will hold the bonds and the Town's liability will be limited in accordance with State Statutes. Terms are being considered at .5% up front, approximately \$35,000 and 1/8% annual, approximately \$10,000. Legal Council will work for the IDA and all costs will be paid by the GMU Foundation. The IDA will provide the funds to the Town. Mr. Baber reported that an independent annual audit is required and requested that the IDA annual audit be added to the Town's Anderson, White CPAs bid request as a separate agreement. Brant reported that the IDA will be holding its next meeting on Monday, April 8, at 7:00 p.m. at the Acacia Lodge.

- Mowing Contract;

Item 7-b was discussed under Committee Reports.

- Pink House Repairs;

Motion: Wayne Nickum made a motion to approve the bid for up to \$1,000 for replacement of gutters on the Pink House. Deborah Dillard seconded the motion and it was unanimously approved.

- Search for New Town Attorney;

The Town Council did not discuss Item 7-a, as Gene Swearingen had reported earlier in the meeting that he knew three people who were part-time attorneys and would therefore provide input for the Town's search.

- Band Concert in the Park – Request for Town to Sponsor Event Friday, June 7, 2013 at 7:30 pm.

Bill Hollaway presented the CBA's request to hold the Bank Concert in the Park event on Friday, June 7th at 7:30 p.m. The Town Council discussed the proposal at length.

Motion: Bill Hollaway made a motion to authorize the band concert as a CBA sponsored event; the Town will waive the park rental fee, provided that the performance ends by 8:30 pm, that the CBA provide portable toilets and comply with the Town Park Rental Polices. Dwayne Nitz seconded the motion and it was unanimously approved.

- Executive Session – If Needed.

There was no Executive Session.

- Adjournment.

Motion: Dwayne Nitz made a motion to adjourn at 11:05 p.m. Wayne Nickum seconded the motion and it was unanimously approved.

The Minutes were prepared by Kathleen Barton Volonsevich.

Minutes were approved by the Clifton Town Council at their meeting on May 7, 2013.