



**CLIFTON TOWN COUNCIL MEETING MINUTES
TUESDAY, JANUARY 7, 2014, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Town Council Present: Chuck Rusnak, Dwayne Nitz, Bill Hollaway, Deborah Dillard; John Powell, Wayne Nickum **Absent:** None

Town Officials Present: Marilyn Barton, Treasurer; Sandra Scales-Siwiek, Town Manager **Absent:** Kathleen Volonsevich, Town Clerk

Summary of Motions:

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|---|----------------|-----------------|----------------|-----------------|--------------|----------------------|
| 1. Prior Minutes.
12/3/2013, Regular Town Council Meeting.
No corrections | Motion: | Dwayne Nitz | Second: | Deborah Dillard | Vote: | Approved (unanimous) |
| 2. Treasurer's Report. | Motion: | Wayne Nickum | Second: | Chuck Rusnak | Vote: | Approved (unanimous) |
| 3. Standing Commission/Committee Reports: | | | | | | |
| • Planning Commission (PC).
No PC Meeting | Motion: | None. | Second: | | Vote: | |
| • Architecture Review Board (ARB) – Publish Sign Ordinance Draft, Joint Public Hearing Feb.14, 2014 | Motion: | Wayne Nickum | Second: | Bill Hollaway | Vote: | Approved (unanimous) |
| • Holiday Events --Clifton Homes Tour, Thank-you Letters. | Motion: | Wayne Nickum | Second: | Bill Hollaway | Vote: | Approved (unanimous) |
| • Other – None. | Motion: | | Second: | | Vote: | |
| 4. Communications. | | | | | | |
| • Boy Scout Lock-in on Mar. 8, 2014 | Motion: | Wayne Nickum | Second: | Deborah Dillard | Vote: | Approved (unanimous) |
| • Spaghetti Dinner Banner | Motion: | Deborah Dillard | Second: | Wayne Nickum | Vote: | Approved (unanimous) |
| • Dinner Theater Banner | Motion: | Wayne Nickum | Second: | Dwayne Nitz | Vote: | Approved (unanimous) |
| 5. Citizens Remarks | | | | | | |
| • Extend Temp Signage -- | Motion: | Wayne | Second: | Deborah | Vote: | Approved |

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| American Reworked/Wine Shop | Nickum | Dillard | (unanimous) |
| <ul style="list-style-type: none"> • Extend temporary signage -- Villagio | Wayne Nickum | Deborah Dillard | Approved (unanimous) |
- 6. Unfinished Business**
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|------------------------------|-----------------------------|----------------------------|-----------------------------------|
| 6.1. Town Technology Refresh | Motion: Wayne Nickum | Second: Dwayne Nitz | Vote: Approved (unanimous) |
|------------------------------|-----------------------------|----------------------------|-----------------------------------|
- 7. New Business**
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|---|-----------------------------|----------------------------|-----------------------------------|
| 7.1. Code Compliance Review – BPOL Data | Motion: Wayne Nickum | Second: John Powell | Vote: Approved (unanimous) |
|---|-----------------------------|----------------------------|-----------------------------------|
- 8. Executive Session.**
- | | | | |
|---------------------------------|------------------------------|----------------------------|-----------------------------------|
| Conflict of Interest Provisions | Motion: Bill Hollaway | Second: Dwayne Nitz | Vote: Approved (unanimous) |
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- 9. Adjournment**
- | | | | |
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| | Wayne Nickum | Chuck Rusnak | Approved (unanimous) |
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Order of Business

1. Review of Prior Minutes

Review of Minutes - Regular Council Meeting (12/3/2013)

No Corrections.

Council Action:	Approve Minutes as submitted.	Motion: Dwayne Nitz	Second: Deborah Dillard	Vote: Approved (unanimous)
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2. Report of the Treasurer.

Closing Date:	12/31/13	Presenter:	Marilyn Barton, Treasurer
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2.1. Review of Financial Reports:

2.1.1. Cash Balance Report:

- Total Checking/Savings reflects \$750,704.80.
- Received deposit, Haunted Trail totaling \$25,009.16.
- Correction: Received deposit Jan. 3, 2014 not Dec. 3, 2013.

2.2. Audit Status:

Will be presented in the following month for finalization.

2.3. Highlights of Budget Report:

- Dec. 2013: Homes Tour: \$4,930.
- YTD (\$1,750) decrease due to less sponsorships from Wine Festival accrued to FY13;
- Home Tours expenses paid direct by Town: \$2,218;
- Winter Holidays Expense: \$516
- Community Hall expense: \$973
- State Flood Plain Reimbursement: \$3,736.36 Direct Deposit. (Responding to Aug. 2013 requisition)

Council Action.

Motion: Wayne Nickum	Second: Chuck Rusnak	Vote: Approved (unanimous)
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Approve Treasurer's Report.

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

3.1. Planning Commission (PC) Report.None **Presenter:**

3.2. Architectural Review Board (ARB) Report. No **Presenter:** Dwayne Nitz
December ARB meeting.

3.2.1. Sign Ordinance Revisions

Council Action. **Motion:** Wayne Nickum **Second:** Bill Hollaway **Vote:** Approved (unanimous)

3.3. Standing Committees

3.3.1. Holiday Events – Home Tour **Presenter:** Tom McNamara **Committee Action:** N/A

Council Action. **Motion:** Wayne Nickum **Second:** Bill Hollaway **Vote:** Approved (Unanimous)

Authorize appreciation letters to five home owners who participated as well as, Pastor of Baptist Church, Chair of Clifton Candlelight Tour, and Music Director at Clifton Presbyterian Church.

3.3.2. Clifton Dinner Theatre Performances at Workhouse Arts Center **Presenter:** Chuck Rusnak **Committee Action:** N/A

Council Action. **Motion:** Wayne Nickum **Second:** Bill Hollaway **Vote:** Approved (Unanimous)

Authorize Mr. Rusnak and Town Manager Sandra Scales-Siwiek to coordinate/ communicate with the Workhouse Arts Center on behalf of the Town.

Summary of Discussion: Clifton Dinner Theatre has been invited to perform at the Workhouse Arts Center in Lorton. Added performances do not represent an added cost; however, The Town of Clifton as Producer would earn a share of the ticket sales proceeds.

4. Communications.

4.1. Boy Scout Lock-in at Town Community Hall **Motion:** Wayne Nickum **Second:** Deborah Dillard **Vote:** Approved (unanimous)

Authorize Boy Scout Lock-In for March 8 at Town Community Hall in conjunction with Spaghetti Dinner at Presbyterian Church.

4.2. Spaghetti Dinner Banner **Motion:** Deborah Dillard **Second:** Wayne Nickum **Vote:** Approved (unanimous)

Authorize Spaghetti Dinner banner to be put up in compliance with Town’s Sign Ordinance, 10 days before the event.

4.3. Clifton Dinner Theatre Banner **Motion:** Wayne Nickum **Second:** Dwayne Nitz **Vote:** Approved (unanimous)

Authorize Clifton Dinner Theater banner to be put up in compliance with the Town Sign Ordinance.

5. Citizen’s Remarks:

5.1. Renewal of Temporary Signage -- American Reworked / Wine Shop **Motion:** Wayne Nickum **Second:** Deborah Dillard **Vote:** Approved (unanimous)

Extend approval of temporary signage for American Reworked and the Wine Shop for an additional 45 days to begin upon the expiration of the current period or until the new Signage Ordinance is adopted.

5.2. Renewal of Temporary Signage --Villagio **Motion:** Wayne Nickum **Second:** Deborah Dillard **Vote:** Approved (unanimous)

Extend approval of temporary signage for Villagio for an additional 45 days or until the new Signage Ordinance takes effect.

6. Unfinished Business:

6.1. Town Technology Refresh **Presenter:** Sandra Scales-Siwiek **Motion:** Wayne Nickum **Second:** John Powell **Vote:** Approved (unanimous)

Purchase two (2) computers, software and all-in-one printer for Town Administrative Use, \$2,050 cap. Roll-Call Vote:

Wayne Nickum	Aye	Dwayne Nitz	Aye
John Powell	Aye	Chuck Rusnak	Aye
Deborah Dillard	Aye	Mayor Bill Hollaway	Aye

6.2. Litter Grant Research Report **Presenter:** Sandra Scales-Siwiek

Sandra Scales-Siwiek verified VA DEQ has a Litter Abatement Grant. Application due June 30, accounting and performance Report due August 1. Clean-up days can be funded but not "solid waste disposal fees" such as trash collection.

Discussion: Town has investigated this before and determined the level of documentation, administrative burden and available funding made it preferable to participate under the auspices of Fairfax County DEQ. It was noted that developing the program as a job opportunity for the special needs community may interest the Social Services agency within Fairfax County. Directed Town Manager to investigate further.

7. New Business:

7.1. Compliance Review Program **Presenter:** Bill Hollaway **Motion:** Wayne Nickum **Second:** John Powell **Vote:** Approved (unanimous)

Authorized Town Manager access to BPOL data for the purpose of performing compliance audits.

Discussion: Town Council directed the Town Manager to work with Wayne Nickum to develop a compliance program, including a database of certificates, fees, licenses, permits, and tax status to be verified. The program will test for conformance to the elements laid out in such agreements between the business-owner and the governing authority. For example, Use Permits and Certificates of Approval.

Town Council members were asked to provide their input about what should be reviewed / tested in a compliance audit to the Town Manager within ten (10) days.

To test the process and program, the "Pink House" will be the first business-site evaluated under the Compliance Review Program.

- 8. Executive Session:** **Motion:** Bill Hollaway **Second:** Dwayne Nitz **Vote:** Approved (unanimous)

The Town Council entered Executive Session to discuss conflict of interest provisions.

RESOLUTION TO ENTER CLOSED SESSION.

TOWN OF CLIFTON – Closed Session – January 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 conflict of interest provisions.

- 9. Adjournment:** **Motion:** Bill Hollaway **Second:** Dwayne Nitz **Vote:** Approved (unanimous)

The Minutes were prepared by Kathleen Volonsevich, Town Clerk