



**TOWN COUNCIL MEETING MINUTES
JUNE 7, 2011 AT 7:30
TOWN COMMUNITY HALL
CLIFTON, VA 20124**

**Town Council members present: Deborah Dillard, Chuck Rusnak, John Powell, Wayne Nickum, Dwayne Nitz, William Hollaway
Town Officials present: Marilyn Barton, Treasurer; Kathleen Barton, Clerk**

Public Hearing, Budget FY12:

Deborah Dillard called the meeting to order at 7:36 p.m.

Motion: John Powell made a motion that Wayne Nickum step in as the Vice Mayor for the Public Hearing – the Mayor was not present. Deborah Dillard seconded the motion, and it was unanimously approved.

Wayne Nickum stated that the Public Hearing was concerning the Town Budget for the Fiscal Year ending June 30, 2012. The Public Hearing was advertised as such in *The Connection* in the required time frame of seven days. There were a few changes to conservative numbers. A Town Manager salary was proposed, but otherwise the annual procedure is to reach out to the committees and ask what they need for prospective years and they provide their input. The Town Council held two public sessions in the month of May, during which they came up with the proposed budget. The budget was posted on the website. It was then asked if anyone in the audience would like to speak publicly concerning the budget. There were no concerns or comments.

Motion: Wayne Nickum made a motion to close the Public Hearing. John Powell seconded the motion, and it was unanimously approved.

Mayor Bill Hollaway arrived at the meeting.

Mr. Hollaway called the Regular Town Council meeting to order.

Order of Business:

1. Review of Minutes

Motion: Wayne Nickum made a motion to approve the May Minutes, which included the following: the Regular May Town Council meeting held on May 3, 2011, the two special meetings for budget work sessions held on May 14 and 15, 2011 and special meeting held on

June 2, 2011 concerning the Community Hall HVAC. Chuck Rusnak seconded the motion and it was unanimously approved.

2. Report of the Treasurer

Treasurer Marilyn Barton presented the Treasurer's Report. The first part of the report is the Summary of Cash Balance as of June 6, 2011. In Checking was \$18,225.78; Money Market Account, \$149,149.00; Security Deposits, \$1,742.20; LGIP, \$914.20; The Certificate of Deposit, \$306,835.89 Total Cash Balance, \$476,867.07. *(Another copy of the final Summary of Cash Balances Report was re-sent following the meeting.)* This reflects a transfer of \$35,000 from the checking to the Money Market account to improve returns. For the May 31 Profit and Loss Budget Report, Mrs. Barton reported the following, Total Income year to date July through May was \$182,896. Total Expenses year to date was \$99,082 for a net income of \$83,814. Lastly, the Comparative Community Hall Report – as of the end of May reflects Gross Income of \$13,190.00; Expenses were \$17,456.23; the Net Loss was (\$4,266). John Powell requested that the Treasurer prepare a report to the Town Council Members analyzing the BPOL filing compliance thus far. Marilyn Barton confirmed that she would prepare a report reflecting the percentage of business who filed, and the percentage of BPOL revenues received over estimated BPOL potential revenues based on the prior year. The report will be developed and sent to the Town Council.

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

Those present in the Town Hall took a Moment of Silence in honor of Barry Bittner, a loved community member who has passed.

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

a. Planning Commission

Kathy Kalinowski presented the Planning Commission Report, making the following recommendations:

1. Recommended for approval the use permit application for 12702 Chapel Road by Dr. Ylva Ihrig for use of the property as a veterinary clinic for the hours shown on the application, for use of only the ground floor for the business, no use of the property as a residence, up to four employees at one time, and with the allocation of 8 parking spaces, no changes to the exterior of the property, all signs to be approved by the ARB and contingent on the purchase or lease of the property.

Motion: Wayne Nickum made a motion to approve the use permit application as submitted by the Planning Commission. John Powell seconded the motion, and it was unanimously approved.

2. Recommended for approval the use permit application by Rick and Diane Dygve for the construction of a garage on property at 7315 Main Street, contingent on ARB approval.

Motion: Wayne Nickum made a motion to approve the Use Permit Application as submitted by the Planning Commission. Deborah Dillard seconded the motion, and it was unanimously approved.

a. ARB

The Architectural Review Board held their meeting and discussed several applications.

- 1) Weston's signage- The ARB gave a few modifications to the size that was applied for, and those modifications were understood and accepted: maximum 12 square feet.
- 2) There was an application for construction on Mr. Dygve's garage, which was approved.
- 3) The Town application concerning fencing at the proposed parking along the Railroad Tracks was reviewed. A fence design was decided upon; however there was a tied vote on the color of the fence- 2 votes for black and 2 votes for green. The Town Council stated that they would look into making a decision on the color sometime in the near future.
- 4) It was also proposed that Phoebe Peterson be nominated to take Raymond Van Lienden's place on the Architectural Review Board Committee.

Motion: Wayne Nickum made a motion to approve Phoebe Peterson to replace Raymond Van Lienden on the Architectural Review Board Committee. Deborah Dillard seconded the motion, and it was unanimously approved.

b. Committees

i. Streetscape Master Plan- Next Public Meeting June 14, 7:30 p.m. Town Hall;

Susan Yantis was not present at the meeting, however Bill Hollaway presented in her place. The next public meeting concerning the Streetscape Master Plan is going to be held on June 14 at 7:30 p.m. in the Town Community Hall. At last month's meeting, numerous people attended, and threw a lot of ideas into the equation. Based on input from the public, the Committee plans to look through the ideas and choose major concepts for consideration, then present them to the Town Council.

ii. Results from Clifton Gala

Victoria Trummer presented the results of the Clifton Gala event that was held. She honored Judy McNamara for putting so much time and effort into the event. It was extremely successful- \$31,700 was raised. Their original goal was \$30,000, and the previous year the revenue was about \$24,000. Bill Hollaway expressed his strong support for the event, as it only cost the Town \$4,000 in expenses, bringing in much higher revenue of the listed \$31,700. Thank you letters were sent out to the six sponsors for the Gala.

John Powell expressed heartfelt thanks and appreciation for all that Judy McNamara has done for the CBC and the Town as the CBC Chair. She will be resigning as Chair of the CBC; however she will continue to be a member and a great part of the community.

iii. Chair for Clifton Business Coalition

After brief discussion, it was decided by the Town Council that the CBC should pick someone to replace Mrs. McNamara as chair for the Clifton Business Coalition.

iv. Parks Committee

Wayne Nickum stated that there was a dead tree in the park as well as an obscured pine tree that need to be removed. He requested Town Council authorization for up to \$1,200 for this purpose. Bill Hollaway added that the pear trees on the railroad siding should be removed as well. Mr. Nickum indicated that he would need another \$600 for the removal of the pear trees.

Motion: Wayne Nickum made a motion that the Town Council approve up to \$1,200 for the removal of the dead tree in the Town Park, as well as the obscured pine tree, and an additional \$600 for the removal of the pear trees that are on the Railroad siding. Deborah Dillard seconded the motion, and it was unanimously approved.

John Powell took a moment to introduce a new citizen to the Clifton Community, Joanne Lustre. She and her husband, Tony Lustre, are now owners of Mr. King's previous property. Bill Hollaway stated that if she had any issues or concerns to please feel free to call – noting that all of us in the Clifton Community are neighbors, and we support one another. "We really look forward to having you as part of the community," Mr. Hollaway stated.

3. Communications

a. Homes Tour

Lynne Garvey Hodge reported on the success of the Clifton Women's Club Annual Homes Tour, stating that ~ \$20,000 was raised for charitable causes.

b. Citizen Complaint re: Placement of Sign for Clifton Café

Bill Hollaway reported that the Town Council had received a citizen's letter of complaint regarding the use and placement of a sandwich signs on side walk. Deborah Dillard continued stated that the complaint has been taken care of – that she spoke with the owner of the business as well as the person who had been locating the sign on the sidewalk instead of the grass. The sign has been located in its correct place ever since. She further reported that she had spoken with the concerned citizen who expressed her appreciation. Bill Hollaway sincerely thanked Deborah Dillard for kindly resolving the issue.

4. Citizen's Remarks

There were no citizen's remarks.

5. Unfinished Business

a. Approval of Budget for FYE1206;

Motion: Wayne Nickum made a motion to add Approval of the Budget for fiscal year ending June 30, 2012 to the agenda for the proposed next Special Town Council meeting on Thursday, June 16, 2011 at 8 p.m. in the gazebo. Bill Hollaway seconded the motion, and it was unanimously approved.

b. Approval of FY10 Audited Financials;

Motion: Wayne Nickum made a motion to approve the FY10 Audited Financial Statements for fiscal year ended June 30, 2010. Bill Hollaway seconded the motion, and it was unanimously approved.

c. Approval of Lease Renewal for Pink House Front Building (La Bella Luce).

Bill Hollaway stated that the lease for the Front Building of the Pink House is currently leased by La Bella Luce, the owner desires to renew the lease – the current lease expires at the end of 2011. Despite one minor change, the lease has been reviewed and accepted – everyone on the Town Council had the opportunity to review it.

Motion: Wayne Nickum made a motion to authorize Mayor William Hollaway to sign off on the lease document, as well as its one change. Chuck Rusnak seconded the motion, and it was unanimously approved.

6. New Business:

a. Authorization to Execute Fairfax County Permit Applications for Construction phase of Clifton Creek Park (Floodplain);

Motion: Wayne Nickum made a motion to add the “authorization to execute Fairfax County Permit Applications for construction phase of the Clifton Creek Park (floodplain)” to the agenda for the Special Meeting scheduled for June 16, 2011 at 8 p.m. in the gazebo. Bill Hollaway seconded the motion, John Powell abstained, and the motion passed.

b. Review of Easement Documents from CBA and NVCT for Clifton Creek Park

Motion: Wayne Nickum made a motion to add “Approval of Easement Documents from CBA and NVCT for Clifton Creek Park” to the Special Town Council Meeting Agenda for June 16, 2011. Bill Hollaway seconded the motion, John Powell abstained – he will not be present at the Special Meeting – however the motion passed.

8. Adjournment.

Motion: Wayne Nickum made a motion to adjourn at 8:54 p.m. Deborah Dillard seconded the motion, and it was unanimously approved.

Minutes were prepared by Kathleen Barton, Town Clerk and approved by the Clifton Town Council at the meeting held on July 5, 2011.