



**CLIFTON TOWN MEETING MINUTES  
FOR Tuesday, March 1, 2011 7:30 PM  
CLIFTON TOWN MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

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

Bill Hollaway wished to notice Pat Herrity sitting in on the Town Council meeting. Mr. Herrity stated, "I am here if you need me."

Order of Business:

1. Review of the Minutes

**Motion:** Wayne Nickum made a motion to approve the minutes as presented. Deborah Dillard seconded.

2. Report of the Treasurer

Referring to the period ended February 28<sup>th</sup> 2011: the Town's cash balance is **\$417,858.34**. Funds are in various accounts at Cardinal bank and LGIP. The next report is the profit and loss budget report, a few notations that are for the Community Hall: the net would be **\$939** year to date, taking revenues of **\$11,365** and subtracting the Community Hall manager salary as well as the Community Hall expenses from it and therefore leaving the net of **\$939**. Also, just to reiterate, the net on the Haunted Trail was **\$22,105** which was great. The total revenues year to date are **\$126,469** in total expenses, year to date **\$75,331** for a net income of **\$51,138** at this point in the year.

Chuck Rusnak stated that the BPOL tax estimated income for the year is 19K. Presently the Town only has 7K. Treasurer Marilyn Barton responded that the due date is March 1, and a stack of BPOL returns was received today; she will present a complete report at the next meeting.

**Motion:** Wayne Nickum made a motion to approve the Treasurer’s Report as presented by Treasurer Marilyn Barton. Dwayne Nitz seconded the motion, and it was unanimously approved.

3. Reports of Planning Commission, ARB, and Committees:

a. Planning Commission;

The Planning Commission recommended for approval the application for use permit 7144 Main Street for use of commercial space as Nova Music by Erich RussekRobbins, with hours 9:00 a.m. to 9:00 p.m. Monday thru Sunday for 451 square feet of space, with the allocation of two parking spaces. Also, recommend that the owner of the premises, Nic Heckett be required to submit to the Planning Commission for its review and recommendation a new parking plan indicating what off street parking is available.

**Discussion:** There is a lot of parking behind the premises, it is overgrown with plants, and dumpsters are sitting on parking spaces. The dumpsters are a *real* problem – they are overflowing, there is trash all over the place. Nic Heckett indicated that he is willing to work to solve these problems and a present a plan to the Planning Commission. It should be taken care of by May of 2011.

**Motion:** Wayne Nickum made a motion to approve the recommended application from the Planning Commission as submitted by Erich RussekRobbins, owner of business Nova Music. Deborah Dillard seconded the motion, and it was unanimously approved.

**Motion:** Wayne Nickum made a motion to approve the recommendation from the Planning Commission that Nic Heckett take care of the future requirement to take care of dumpster, parking, and growth issues on property. Deborah Dillard seconded the motion, and it was unanimously approved.

Kathy Kalinowski recommended for approval the application of a use permit by Dr. Julie Edstrom for a business office at the Clifton House of 12644 Chapel Rd. Suite 211 for a counseling business, for the hours of 8:00 a.m. to 10 p.m., from Monday thru Sunday and will the allocation of two parking spaces.

**Discussion:** Kathy Kalinowski reiterated that in the situation of Erich RussekRobbins, the requirement of Nic Heckett to take care of the dumpster issue on the property was completely separate from Mr. RussekRobbins’s use permit application. “It is the Planning Commission addressing very specific complaints with the dumpster on Erich RussekRobbins’s property.” Royce Jarrendt stated that screening is required by the Town Code, under section 9 under Parking, stating that dumpsters need to be relocated and screened. Wayne Nickum added that if it’s present in the code, it should be brought to the attention of fellow businesses.

**Motion:** Wayne Nickum made a motion to approve the recommendation by the Planning Commission to approve the use permit by Dr. Julie Edstrom for a business office at the Clifton House of 12644 Chapel Rd. Suite 211 for a counseling business

The Planning Commission recommended that the Town Council sign the building permit for residential zoning for property at 7241 Dell Avenue. “There is an application pending for review of a use permit/grading plan for a new single family home 7141 Dell Avenue (Tax Map 085-2-01-0008). This property was previously approved for the Mr. and Mrs. Jeff Fort but was never constructed. The majority of the property is located within the Town and a portion is located within Fairfax County. The Milnes have purchased the property and want to build a home. The applicant has requested permission to submit the E&S plan, and building plans to Fairfax County concurrent with the review of the site plan and grading plan by the Town. This is typical procedure. Therefore, we recommend that the Mayor sign the building permit application to indicate that the use is in compliance with the Town’s zoning ordinance so that the applicant can submit the building plans to Fairfax County and begin the process. This will only allow the applicant to submit the plans but the applicant will not be able to obtain any permits until the Town and County approve the grading plan, site plan, E&S plan, and any other pertinent matters.

**Discussion:** Mayor Bill Hollaway asked if the ARB had gone through the application and approved everything. Royce Jarrendt stated that there had not yet been *final* approval. It was also requested that the Town Council receive copies from Mr. Jarrendt.

**Motion:** Wayne Nickum made a motion to approve the recommendation of the Planning Commission of the building permit for residential zoning for property at 7241 Dell Avenue. Deborah Dillard seconded the motion, and it was unanimously approved.

**Motion:** Wayne Nickum made a motion to add “review screening” on Dr. Julie Edstrom’s business property to the following month’s agenda. John Powell seconded the motion, and it was unanimously approved.

b. ARB;

The ARB did not have a meeting.

c. Committees:

Park Committee;

The Park Committee has significant request for mulch. They need approval if the price goes higher than the \$500 in the budget. Wayne Nickum suggested that it would be less expensive and wise to use the same group of volunteers who did work on Ayre Square, etc.

**Motion:** Wayne Nickum made a motion to approve up to \$800 for playground chip. Chuck Rusnak seconded the motion, and it was unanimously approved.

d. Other Committee Issues: Special Projects Committee

Susan Yantis presented: She just received a student contract between the beginnings of the preparation of the Street Scape Master Plan for Main Street. There will be a “kick off meeting” next week for their team to formulate schedules and phase one which is compilation of data and engineering. The project is coming along just as planned, Mayor Hollaway interjected. They will set up public outreach program with all the committees in Town to get people’s ideas and talk about what they’re doing and what the goals are.

There are two new committees: Special BPOL \_\_\_ Committee: Includes John Powell, Kathy Baber, Anthony Reid, Victoria Trummer, Marilyn Barton and also requesting a CBA member. Meetings begin April 2011.

**Motion:** Bill Hollaway made a motion that Town Council representative John Powell and his role on BPOL committee be given access to confidential BPOL information with the clear understanding and requirement that that information be kept confidential and not available to other members of committee or public in accordance to Virginia state law. Deborah Dillard seconded the motion, John Powell abstained, however the motion passed.

4. Communications:

a. Fairfax Wastewater Collection – Presentation of Results of I&I; Jon Okafor and Tom Russell presented the results of the Inflow and Infiltration research. They attended a town meeting 6 months prior, September, in response to complaints from the Town about trucks coming late at night to the Pump and Haul. The following is quoted from their PowerPoint presentation:

- “September 7, 2010 we were to present what we are doing in address to the pump and haul concerns.”
- “We agreed to perform add filed invest of both pub and private sources of inflow and infiltration to better understand the contributing sources and the nature of flow to the vault.”
- “Inflow and Infiltration: Add excessive rainwater and ground water to the sanitary sewer system, increasing the load of the system and pump and haul loud.”

- “Inflow: is a direct connection with water and ground water into the sanitary sewer system through downspouts, sump pumps, and foundation/footer/areaway drains.”
- “Infiltration: is an indirect entrance of rainwater and ground water into the sanitary sewer system through leaks or cracks in county owned sewer pipes, private house sanitary sewer laterals, or manholes.”

As noted from their overall presentation, the number of tanks double during, and for a brief period of time after, rain. It is about 15,000 gallons more than normal. They had decided to edit the vault for any faults. The following, quoted again from their PowerPoint presentation, is what they have accomplished and planned:

- *As: 90 days preventive maintenance schedule for cleaning the vault, which has been done.*
- *Opened the sluice gate to minimize after hour alarms and pumping. This has been completed.*
- *Upsizing the pump in the vault to reduce tank truck pump and time and downtime. Planned to be done by March 2011.*

Another issue is debris in the system, such as feminine products, diapers, rags, or hand wipes. It was suggested by Bill Hollaway that a reminder be sent out to be careful what is put into the system, since it has been jamming the Town’s pump and haul system and incurring extra costs.

Bill Hollaway received a communication from the Acacia Lodge, informing those present that the building is done and in 2 days will be having their first dinner. They really want to become a vital part of the community again, for instance, they are welcoming the Town Council to meet there if desired, as well as the dinner theatre actors have been rehearsing in the building.

#### 5. Citizen’s Remarks:

Steve Effros requested an item to add to the April Town Council Meeting – the Council should open the issue as to why the ARB is forcing rules that no longer have any real relevance to the Town, such as the plastic windows at the Cleaner’s. He had asked around whether there was actually any visual difference in the windows, and the answer was no, however there is a rule in the Town Code requiring no plastic. Times have changed, and that rule is old and outdated. Why is it any issue if there is no visual, obvious difference?

#### 6. Unfinished Business:

- a. Update on Dinner Theater Event – Friday, March 18-19;  
Chuck Rusnak presented. The Town of Clifton is sponsoring their first annual dinner theatre in the Community Hall on March 18 and 19. It is a dinner and a

theatre, tickets \$30. The show being performed is a murder mystery titled *I'm Getting Murdered in the Morning*. Plus, they have the wherewithal to change of the dialogue to reference residents in Town. The actors are local volunteers. The CBA is contributing a wine and beer bar. Tickets are available around town, or e-mail [Cliftontheatretickets@gmail.com](mailto:Cliftontheatretickets@gmail.com). It's being done as a fundraiser, bringing community together. Wayne Nickum noted that the CBA will receive the proceeds since the ABC license is in their name. They can then make a donation to the Town after they receive the proceeds.

b. Railroad Parking Use Permit Offset Plan;

Steve Effros presented. They had met once, and have discussed various things on offsets and credits, and they agreed generally on proposals they will bring to Council, presented in writing. The proposals will have a specific language, but the underlying point is that most of the recommendations they are making are within the code already, so there is no necessity for code changes. The recommendations they are going to make are two separable issues. One is the issue with the old Heart in Hand building across from the Clifton General Store, and a need for easement so the lot can be used. Lastly, there is the separate issue of having credits on use permits. They had gone over this in detail, and put limitations and proposals on it. And finally they discussed an issue that is attendant to all this that happened last month with the issue of having parking permits on time. All of the above will be written and presented to the Town Council, and before a decision is made, they will get a consensus from everyone on the committee. Bill Hollaway raised something for Mr. Effros's consideration. There should be some sort of exhaustion requirement, that if someone has exhausted their capability to do onsite parking. Steve Effros responded that they are only working on the assumption of the first 11 spaces, and that it is recommended that nobody can have credit of more than 2 parking spaces.

c. Website Issues – Status Report and Action Items;

Chuck Rusnak presented. The website is working, and he has two proposals from two companies interested in formatting the Town's website. The first is free, and is interested in designing websites they could sell to small towns, using the Town's as an example. That is pro-bono, and Mr. Rusnak was aware everyone would be excited about it. A decision isn't required at the moment. Second was from Steffan Tengelsdal. He gave Mr. Rusnak a proposal which costs something, however he was donating his own time for his company; both companies propose the same thing. Mr. Rusnak explained concerns of being charged down the road for the first company. Bill Hollaway proposed that the first company be given a try, with their intentions in writing. If the option one doesn't work, the second option can be looked into.

**Motion:** Bill Hollaway made a motion to choose the first company with no cost to the Town, including what they're going to provide in writing. John Powell seconded the motion, and it was unanimously approved.

7. New Business:

a. Storage of Haunted Trail Items – Need to Remove from CBA Barn;

b. Managing Temperature, Heating and A/C in Community Hall;  
The heat in the Community Hall is usually working nowadays, however it is still unpredictable. It was discussed that contacting the furnace service would be of help. The temperature was set to 72 degrees. The air conditioning was blowing at about 67 degrees.

c. Renewal of Mowing Contract;

**Motion:** Wayne Nickum made a motion to renew the mowing contract as will stay renewed until April 15 2012. John Powell seconded the motion, and it was unanimously approved.

d. Community Hall

Bob Peterson has resigned as the Community Hall manager. Trish Robertson was originally the Council's second choice as Community Hall manager in their original voting, so she is the runner up for manager presently. The Town Council wished to remind the actors rehearsing for the Dinner Theatre to respect the renters and their time in the Community Hall, as they are paying for their limited time allotted. Also, somehow someone is meeting in the hall for free; they are listed as the Historic Committee; however the Historic Committee only met once during the month. Lastly, on the final night of the theatre presentation, the theatre group needs to clear everything out of the hall, and not leave platforms.

**Motion:** Bill Hollaway made a motion to add "appointment of the new Town Hall manager" to the agenda. Deborah Dillard seconded the motion, and it was unanimously approved.

**Motion:** Wayne Nickum made a motion to appoint Trish Robertson as the New Town Hall manager. Bob Peterson will be paid for whatever he booked through March 2011. Bill Hollaway seconded the motion, and it was unanimously approved.

d. Removal of Tree across Creek in Buckley Park;



There was brief discussion concerning the tree that had fallen across the creek in Buckley Park. The Town Council agreed that something should be done to remove it or clear out the area where the water and runoff is getting caught. Depending on whether the location of the tree is on Town land, the County may or may be able to assist. Bill Hollaway decided that he would talk to the Fairfax Water folks, and see what they can do.

#### 8. Adjournment.

**Motion:** Wayne Nickum made a motion to adjourn. Chuck Rusnak seconded the motion, and it was unanimously approved.

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