

**CLIFTON TOWN COUNCIL
WORK SESSION
TUESDAY, JUNE 23, 2020, 7:30 PM
*ELECTRONIC MEETING VIA ZOOM***

Until further notice from the Mayor of Clifton, and in accordance with the Resolution of the Town Council regarding Remote Participation by Electronic Means Policy and the Town Council Continuity of Government Methods Authorizing Remote Participation by Electronic Means Without a Physical Quorum Being Present Pursuant to Virginia Law, the Town of Clifton Town Council is holding the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meeting will be conducted using Zoom teleconferencing audio and video service, and connection information will be provided to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government. Connection information is available from, and will be provided by, the Town Clerk.

Present: Mayor Bill Hollaway; Vice Mayor Steve Effros; Councilmember Chase Hinderstein; Councilmember Regan McDonald; Councilmember Melissa Milne; Councilmember Darrell Poe; Councilmember-Elect Pat Pline.

Staff: Marilyn Barton, Town Treasurer; Amanda Christman, Town Clerk.

Absent: Marilyn Barton from 7:30 until 7:36 PM.

The Regular Meeting was called to order by Mayor Hollaway at 7:30 PM.

Order of Business:

1. Administer the Oaths of the New Town Council by the Fairfax County Clerk for 2020-2022.

The incoming members of the Town Council were duly sworn in by Gerarda M. Culipher, Chief Deputy Clerk of the Circuit Court of Fairfax County, Virginia.

2. VML Cyber Security Insurance – Review.

- **Mayor Hollaway moved to add the item to the Agenda, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Milne: Aye; Poe: Aye; McDonald Aye; (Hinderstein abstained).**

Councilmember Milne reported that the cost of cyber liability coverage has doubled this year and includes coverage for issues that are not relevant to the Town. She also noted that many other small towns in Virginia are opting out of the coverage.

- **Councilmember Milne moved to opt out of cyber liability coverage for the period of July 1, 2020 to June 30, 2021, seconded by Vice Mayor Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Milne: Aye; McDonald: Aye; Hinderstein: Aye; Poe: Aye.**

3. Town Zoom Subscription – Update.

Mayor Hollaway reported that the Town is adding the Webinar function to the subscription improve the management of the system for public meetings, and noted that the subscription will not be needed when the state of emergency due to the COVID-19 pandemic has subsided.

4. Rent Relief Extension for Belle Jar Design.

See attached email.

- **Mayor Hollaway moved to add the item to the Agenda, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Milne: Aye; McDonald: Aye; Hinderstein: Aye; Poe: Aye.**

Mayor Hollaway explained that, as a result of the COVID-19 emergency, the Council has provided some rent relief to the tenant in the Town-owned Pink House, who has now asked for an extension of relief for July and August, due to the continuing financial hardship caused by the pandemic.

- **Mayor Hollaway moved to offer the rent relief extension for July and August as an option to Belle Jar, seconded by Councilmember Milne. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Milne: Aye; McDonald: Aye; Hinderstein: Aye; Poe: Aye.**

Alyson Pollard: asked if other businesses in Town could be eligible for CARES Act funding if they also receive rent relief from their landlords. Councilmember McDonald clarified that the Town first granted rent relief to Belle Jar before CARES Act funding had been awarded, and the Town is prevented from using any CARES Act funds to offset the rent concession. Councilmember Poe added that rent relief from private entities does not preclude CARES Act eligibility.

5. Town of Clifton COVID-19 Small Business Grant Program – Work Session to Develop Grant Program and Application Process.

Vice Mayor Effros explained that the Town’s Industrial Development Agency (IDA) will write the checks for the grant recipients, since local governments are prohibited from disbursing funds directly to for-profit businesses. The terms of the IDA Members and Director(s) will be renewed at the July Council meeting, at which time a Memorandum of Understanding between the IDA and the Town will be ratified.

Vice Mayor Effros reiterated that Clifton is required to adhere to the Fairfax County processes and procedures as much as possible with an understanding that the grant program in the Town is designed and aimed somewhat differently from the County’s.

It was suggested that the Town use three categories for forward-facing businesses: retail, restaurant, and fitness and confirmation will be obtained as to whether the largest businesses in

Town are eligible based on the guidelines provided by Fairfax County. It was noted that the Town's goal is to help the smallest businesses and approximately fourteen applications could be anticipated. Several options for dividing the grant money among recipients were discussed, including Pro rata or Lottery.

Vice Mayor Effros surmised that the best option for Clifton would be to equally divide the funding among each eligible business that applies, and that the total amount available would range between \$30,000 to \$42,000, while reserving \$9,000 for the Town's eligible expenses.

Fairfax County will provide the names of any Clifton businesses that have made it to the second round of the County application process in the next two or three days, because those businesses would therefore not be eligible for a Town grant.

Vice Mayor Effros recommended that the Council be prepared to open the application window as soon as all the details are finalized, and to leave the window open for seven days. The goal is to deploy the grants as soon as possible after the July 7th Council meeting.

Vice Mayor Effros volunteered to design the application, which must include clarifications for employees and employee equivalents. He recommended sending the instructions and applications both electronically and by regular mail in order to reach as many eligible businesses as possible. He further clarified that notarizations of forms will not be required given that the Council is already familiar with the businesses in question.

Grant Recipient Documentation and Reporting Requirements.

It was reiterated that Fairfax County is willing to work with the Town on all the forms with respect to the unique nature of Clifton's small businesses and reporting requirements as required by county and federal levels.

Having concluded the presentation on the CARES Act grant program, the Council invited business owners to provide feedback. The following comments were received before and during the Work Session:

- **Ronnie Martinez: See attached email.**
- **Kerry Powers:** is in favor of splitting the grant funding equally and appreciates the rent relief granted to Belle Jar Design.
- **Tamara Crean:** Thanked the Council for taking the time to establish the grant fund and appreciates the efforts toward expediency.
- **Patrick Pline:** asked about the nature of the eligible businesses. The Council affirmed that only "forward-facing" are allowed, and must have been in operation for at least one year.

Councilmember Milne asked if any clarification had been received on the eligibility of the Wine Attic. Vice Mayor Effros replied that the business has been informed that it is eligible, and that the restrictions placed on age-limited retail businesses were for a different program, not for the CARES Act.

Councilmember Poe asked about the Clifton Café and was informed that it should be eligible.

There being no further questions or comments from business owners, community members or the Council,

- **Vice Mayor Effros moved to approve the specific approach to the CARES Act program as discussed herein, with the total amount of \$42,000 to be divided equally**

Adopted as presented by the Town Council on July 7, 2020

among the eligible businesses that apply, and authorize Vice Mayor Effros to disseminate the applications and collect responses prior to July 7th, 2020, at which time the Council will approve the issuance of funds through the IDA, seconded by Councilmember Milne. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Milne: Aye; McDonald: Aye; Hinderstein: Aye; Poe: Aye.

6. Adjournment.

- **Councilmember Poe moved to adjourn, seconded by Councilmember Hinderstein. The motion was approved by poll, 6-0.**

The Work Session was adjourned at 8:45 PM.



Clifton Clerk <clerk@cliftonva.gov>

Fwd: Belle Jar Rent relief

1 message

William Holloway <whollaway77@gmail.com>

Sat, Jun 20, 2020 at 2:41 PM

To: Effros' 'Steve' <Steve@effros.com>, Milne Melissa <melissa.milne9@gmail.com>, McDonald Regan <mcdonald.regan@gmail.com>, Darrell Poe <dpoe@cliftonva.gov>, Chase <chasehinderstein@gmail.com>
Cc: Christman Amanda <clerk@cliftonva.gov>

Council Members,

Laura Jane has asked us to extend the reduced rental rate of \$800 for Belle Jar for the front building of the Pink House through July and August. Recall that we had told them only two months until we see what is going on. Now we know. I am inclined to extend the rent relief for two more months, based on their request, but I have told them that the Town Council needs to approve it.

Therefore, I will put it in the Agenda for the July Town Council Meeting, to alternatively we could add it by unanimous consent to the June 23 meeting, and consider it there. It would fit the meeting, since it is about COVID relief for small businesses.

Bill

Begin forwarded message:

From: Belle Jar Design <bellejardesign@gmail.com>
Date: June 20, 2020 at 10:55:40 AM EDT
To: "Hollaway Ph.D., William R." <WHollaway@gibsondunn.com>
Cc: Kerry Powers <kerry_powers@hotmail.com>
Subject: Rent relief

[External Email]

Hi, Bill-

After reviewing the county's SB relief requirement, we found ourselves to be ineligible.

We wondered instead of direct funds, if the town council might consider extending our rent relief (\$800) to July and August. We have begun a very limited reopening and are thus bringing in very limited revenue compared to our pre-Covid days.

Please let me know if you would be amenable to bringing this to the council.

Hoping you and yours are well!

Thanks very much-
Laura Jane and Kerry

Laura Jane Cohen
Co-owner, Belle Jar Design
www.facebook.com/bellejardesign
www.bellejardesign.com

"I am a great believer in luck, and I find the harder I work, the more I have of it." -Thomas Jefferson

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Clifton Clerk <clerk@cliftonva.gov>

Delivery Status Notification (Failure)

Ronnie Martinez <goldenshill@cox.net>
To: Clifton Clerk <clerk@cliftonva.gov>

Mon, Jun 22, 2020 at 7:09 AM

Please excuse the late response. This email went to my spam folder.

As the owner of GoldensHill Papercrafts, the stay at home order has impacted my business for 3 months. Continuing to pay the rent and trying to receive new products has been the hardest part. I am fortunate that I do not have employees other than myself. Receiving some relief to help pay these expenses would be appreciated.

I have started to do some curbside pickup but the nature of my business makes this difficult. I believe that a percentage (Any percentage) of rent for struggling businesses would be so helpful.

Thank you for any consideration

Ronnie Martinez, owner
GoldensHill Papercrafts
703-298-7688

Sent from my iPad

> On Jun 14, 2020, at 1:41 PM, Clifton Clerk <clerk@cliftonva.gov> wrote:

>

>

> Dear Local Business Owners:

>

> The Town of Clifton is looking at its criteria for awarding CARES Act grant funding which will hopefully be initiated before the end of the month. The Council will hold a work session to discuss the details on Tuesday, June 23rd at 7:30 PM via Zoom. They would like to hear your ideas and feedback on what size grants would be helpful, and any other potential initiatives that could best serve businesses during this difficult time.

>

> Please reply to this email if you have feedback you'd like to send in advance of the work session, and/or if you'd like the Zoom link in order to participate in the meeting. Businesses within the Town of Clifton are strongly urged to participate in this process.

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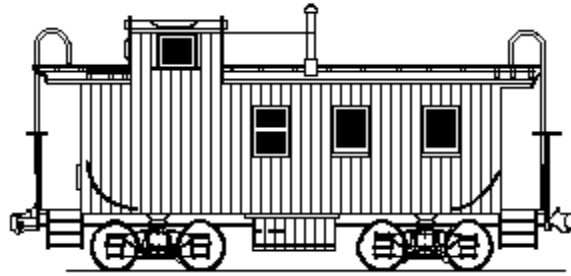
>

> Sincerely,

> Amanda Christman

> Town Clerk, Clifton, VA

> <Agenda_Clifton Town Council Work Session_6 23 2020.pdf>



**CLIFTON TOWN COUNCIL
SPECIAL WORK SESSION
TUESDAY, JUNE 23, 2020, 7:30 PM
ELECTRONIC SESSION VIA ZOOM
CLIFTON, VA 20124**

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Order of Business:

1. Administer the Oaths of the New Town Council by the Fairfax County Clerk.
2. Town of Clifton COVID-19 Small Business Grant Program – Work Session to Develop Grant Program and Application Process:
 - a. Qualifications for Grants.
 - b. Categories for Grants:
 - i. Type of business (e.g., retail, restaurant, fitness);
 - ii. Number of employees (e.g., 0-4, 5-10, >10);
 - iii. Other.
 - c. Distribution of Funds:
 - i. Pro rata;
 - ii. Lottery;
 - iii. Other.
 - d. Timing of Grant Program;
 - i. Start and duration of application window;
 - ii. Review and opportunity to cure;
 - iii. Award date.
 - e. Application Form:
 - i. Electronic or hardcopy;
 - ii. Submittal process;
 - iii. Notary/witness/verification.
 - f. Grant Recipient Documentation and Reporting Requirements.
2. Adjournment.