

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, JULY 5, 2022, 7:30 PM  
ELECTRONIC MEETING VIA ZOOM  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

In accordance with the Town of Clifton's Declaration of a Local Emergency due to the COVID-19 pandemic under Virginia Code § 44-146.21 which enables the Town of Clifton Government bodies to conduct Town business through electronic public meetings under Virginia Code § 2.2-3708.2, the Town of Clifton Town Council held the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

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

**Present:** Mayor Bill Hollaway; Vice Mayor Regan McDonald; Councilmember Steve Effros; Councilmember Patrick Pline; Councilmember Darrell Poe; Councilmember Lynn Screen.

**Staff:** Amanda Christman, Town Clerk; Nick Orrison, Treasurer.

---

Mayor Hollaway called the meeting to order at 7:32 PM.

Order of Business:

1. Report of the Town Clerk:
  - a. Approval of the Minutes (previous meetings and work sessions).
  - **Mayor Hollaway moved to approve the June 7, 2022 Regular Meeting Minutes as drafted by the Clerk, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**
2. Report of the Treasurer.
  - a. Approval of Treasurer's Report.  
See attached report.
  - **Mayor Hollaway moved to approve payment of the invoice for Maureen Gilmore for legal services rendered in the month of June in the amount of \$1,025, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

3. Citizen's Remarks.

Donna Netschert volunteered to send a hand-written thank you note to the Brass Band of Northern Virginia (BBNV) who recently performed on Whit Friday for the community in Ayre Square to thank them on behalf of the Town and the Clifton community. Mayor Hollaway asked the Council to consider possible interest in a repeat performance by BBNV on Whit Friday in future years.

4. Reports of Committees:

a. Planning Commission.

No report.

b. Report of the Zoning Administrator:

i. Update on Projects and Permits:

A. 7184 Clifton Road.

It was reported that the Certificate of Appropriateness and letter of permission for various aspects of the new/revised single family dwelling permit for the County were issued so that the owner may commence with remediating the violations.

c. Architectural Review Board.

No report.

d. Streetscape Committee.

An update on the ongoing Title VI audit was provided, which included an explanation of the requirement that a Title VI Coordinator be appointed by the Town and that all requirements must be met by October 1, 2022 in order to remain in compliance with the Act and to be eligible to receive federal funding.

- **Councilmember Poe moved to appoint Councilmember Screen to serve as the Town of Clifton Title VI Coordinator, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

e. Town Hall – Replacement of Broken Window.

Vice Mayor McDonald reported on the minor damage sustained by one window at the Town Hall and indicated that he will check with VRSA regarding a possible insurance claim. Councilmember Poe said he would contact the coordinator at the County to find out what vendor was used for the windows that were installed a few years ago.

5. Unfinished Business:

a. Review and Approval of New Application and Agreement to Use Town Parks Property.

The revised version of the Agreement will be circulated to the Councilmembers prior to the next meeting and the Agreement will be considered on next month's Agenda for final approval. Councilmember Poe indicated he would like to review comparable rental rates for other area parks in the meantime, which Ms. Netschert said she would research.

b. Addition of ADA Accessible Parking Spaces in Town Parking Lot - Update.

Vice Mayor McDonald identified two different locations in the Town's Caboose parking lot that could be considered for converting three existing parking spaces into two ADA accessible spaces. It was noted that the first three spaces off of Main Street at the entrance of the lot are subject to heavy ingress/egress traffic which may create its own separate safety concern. Councilmember Screen said she would contact residents who might be impacted by the location of the spaces so that they can share their feedback on the proposed locations for ADA accessible

parting in the Town's Caboose parking lot. Additional information will be provided at the next meeting.

c. Clifton Trail Update – Meeting with NVCT.

Mayor Hollaway reported on evaluations of options to remove invasive plants and vines from the Clifton Trail property owned by the Town and NVCT that runs between the flood plain parking lot and the open meadow on Newman Road. A lot of work has already been done to identify the options to remove invasive plants and vines from the property. The participants involved are working on developing a broader vision and plan for the future of the property and the nature trail. The participants are considering removing the invasive multiflora rose and invasive vines on a phase-by-phase basis, with an estimated cost of approximately \$4,000 for first phase to demonstrate the work. After the initial phase is completed, all parties review the results for effectiveness before engaging in additional phases. When a specific plan for the first phase is developed, it will be brought to the Town Council for approval.

It was reported that NVCT, the co-owner of the property, has been involved in the effort and in discussions to co-sponsor the effort and to co-fund it, including pursuing grants for the work. Councilmember Effros noted that the CBA should be asked to help fund the project as well. Councilmember Poe was in favor of the phased approach.

6. New Business:

a. VRSA Insurance Annual Payment for 2022-2023.

See attached invoice.

It was reported that the annual payment was made and was within the budgeted amount.

b. Clifton Lions Club Service Project – Prescription Drug Take-Back Program with DEA – Town of Clifton Drop Off Point – October 2022.

See attached proposal.

- **Mayor Hollaway moved to approve the proposed Clifton Lions Club service project for a DEA-sponsored prescription drug take-back program, to be performed on a Saturday in October (determined by DEA) with the Council or Mayor to coordinate with the Clifton Lions Club on selecting an appropriate location, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

a. Concerns re: Increased Frequency of NOVEC Power Outages in Town of Clifton.

Councilmember Effros noted that a significant number of older trees are in the Clifton area, and when those older trees fall down in storms they can take the power lines down with them.

Councilmember Poe added that one recent outage was caused by a blown transformer and would like to hear from NOVEC regarding their ongoing maintenance program.

Councilmember Screen said she would invite Jim Chesley, the Vice Chairman of NOVEC, to attend the next Town Council Meeting to provide the Council with more information about what NOVEC is doing to address the the frequency of power outages in Clifton.

7. Adjournment.

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

The meeting was adjourned at 9:05 PM.



Clifton Clerk &lt;clerk@cliftonva.gov&gt;

---

**TOC Financials and Notes for June 2022**

1 message

**treasurer@cliftonva.gov** <treasurer@cliftonva.gov>

Mon, Jul 4, 2022 at 4:48 PM

To: William Hollaway &lt;whollaway@cliftonva.gov&gt;, Regan McDonald &lt;rmcdonald@cliftonva.gov&gt;, Stephen Effros &lt;seffros@cliftonva.gov&gt;, Poe Darrell &lt;dpoe@cliftonva.gov&gt;, Pline Pat &lt;ppline@cliftonva.gov&gt;, Screen Lynn &lt;lscreen@cliftonva.gov&gt;

Cc: Christman Amanda &lt;clerk@cliftonva.gov&gt;

Good Afternoon,

Please see the attached financials for The Town of Clifton as of 06/30/2022, along with the following notes.

- John Marshall account management still in progress. Once completed in July 2022, I will go back and update interest income for all John Marshall accounts. Expected to add \$5k+ in income.
- Fiscal Year ends with Net Income of \$50,608
  - Town would have operated at a loss without CARES Act deposits of \$62.5k
    - I see this as good, cautious spending as the Town wades through another year in the pandemic and revenue streams like Haunted Trail still in jeopardy.
- Town spent 43% of approved expenses for FY21-22
  - This reiterates the previous bullet.
- Virginia NEU (Stimulus payment) has received their federal funding, Town of Clifton expects a deposit of roughly \$60k in July 2022
  - We have reconfirmed our contact information for deposit.

Best,

Nick Orrison

Treasurer

Email: [treasurer@cliftonva.gov](mailto:treasurer@cliftonva.gov)

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

[www.cliftonva.gov](http://www.cliftonva.gov)**CLIFTON JUNE 2022.pdf**

67K

---

**Fwd: VRSA 2022-2023 Renewal Invoice**

1 message

**Regan McDonald** <rmcdonald@cliftonva.gov>

Tue, Jun 21, 2022 at 10:53 AM

To: William Hollaway &lt;whollaway@cliftonva.gov&gt;, Clifton Clerk &lt;clerk@cliftonva.gov&gt;

Cc: Orrison Nick &lt;treasurer@cliftonva.gov&gt;

Agenda item for next meeting

Sent from my iPhone

Begin forwarded message:

**From:** Karen Wall <notifications@origamirisk.com>  
**Date:** June 20, 2022 at 1:12:17 PM MDT  
**To:** rmcdonald@cliftonva.gov, treasurer@cliftonva.gov  
**Cc:** HMcmillen@vrsa.us, kwall@vrsa.us  
**Subject:** VRSA 2022-2023 Renewal Invoice  
**Reply-To:** kwall@vrsa.us

Greetings!

Please find attached your 2022/2023 renewal invoice, which serves as your confirmation of coverage. Please note that payments are due July 1 of each year, and are considered past due if not received by July 31.

Payment by online check (ACH) is accepted via secure portal on our website.

A copy of this invoice may be found in the My Documents area of the VRSA website at <http://www.vrsa.us>. A copy of the VRSA W-9 is also available on our website.


If you have any questions regarding your invoice, please contact [financecomm@vrsa.us](mailto:financecomm@vrsa.us) or call (800) 963-6800 and ask for the finance department.

Thank you for your continued membership.

Karen Wall  
Administrative Specialist  
[kwall@vrsa.us](mailto:kwall@vrsa.us)  
8042377329 (Direct)  
804-968-4662 (Fax)

PO Box 3239 Glen Allen, VA 23058

---

 **Renewal\_2022-2023\_20220620\_01\_0490\_invoice.pdf**  
53K



P.O. Box 3239, Glen Allen, VA 23058

1-800-963-6800 (Phone); 1-804-968-4662 (Fax); <http://www.vrsa.us>

## RENEWAL INVOICE

Member Name: Clifton, Town of

Member Address: P.O. Box 309  
Clifton, Virginia 201240309

Policy Period: 7/1/2022 to 7/1/2023

Policy Number: P-2022-2023-VRSA-0490-1

Coverage	Limits	Deductibles	Premium
<b>Local Government Liability Coverage</b>			
General Liability Coverage	\$1,000,000 Per Occurrence	\$0	\$404
Public Officials Liability Coverage	Included in General Liability Limit	\$0	\$1,563
Land Use	\$100,000		
Medical Payments	\$10,000 Any One Person		
Damages to Premises Rented to You	\$1,000,000 Any One Fire		
<b>Automobile Liability Coverage</b>			
Auto Liability - Hired Non-Owned	\$1,000,000 Per Occurrence	\$0	\$148
Uninsured/Underinsured Motorist	\$30,000 bodily injury each person/\$60,000 bodily injury each accident/\$20,000 property damage each accident		
Garagekeepers Legal Liability	See Endorsement		
<b>Excess Liability Coverage</b>			
General Liability Excess	\$4,000,000 Per Occurrence		\$461
Public Officials / Employment Practices			
Law Enforcement			
Automobile Liability			
Employers Liability	\$1,000,000/\$1,000,000/\$1,000,000		
<b>Property Coverages</b>			\$2,399
Blanket Buildings, Contents, PIO	\$665,776	\$1,000	
Flood (Zones B, C & X only)	\$1,000,000	\$25,000	
Extra Expense	\$1,000,000	\$1,000	
Business Interruption - Property	\$100,000	\$1,000	
Debris Removal	\$500,000	\$1,000	
Earthquake	\$1,000,000	\$25,000	
<b>Crime Coverage</b>			\$491
Form F - Computer and Funds Transfer Fraud	\$25,000	\$250	
Form o - Employee Theft/Public Employees Dishonesty	\$50,000	\$250	
Form B - Forgery or Alteration	\$50,000	\$250	

Form C - Theft, disappearance, and destruction	\$50,000	\$250	
Form R - Money Orders & Counterfeit Money	\$50,000	\$250	
<b>Workers' Compensation Coverage</b>		\$0	\$500
Coverage A:	Statutory		
Coverage B:			
Bodily Injury by Accident	\$1,000,000 each accident		
Bodily Injury by Disease	\$1,000,000 each employee		
Bodily Injury by Disease	\$1,000,000 policy limit		
<b>Additional Premium Factors</b>			<i>Included</i>
<i>Experience Modifier</i>			1.00
<i>Premium Discount</i>			\$0

Classification	Code	Estimated Payroll	Rate	Manual Premium
Clerical	8810	\$78,760	0.07	\$55

Schedule Credit/Debits totaling -- are included in the above listed premiums.

**Total Premium:** \$5,966

**Previous Balance:** N/A

**Amount Due:** \$5,966

If you elect to pay on a quarterly installment basis, the following amounts will be due throughout the year. Endorsements requested during the policy year may alter the installment amounts and will be reflected in future invoices.

Due Date:	07/01/2022	10/01/2022	01/01/2023	04/01/2023
Amount:	\$1,492	\$1,492	\$1,492	\$1,492

\*Workers' compensation rates are TENTATIVE. Subject to VIRGINIA BUREAU OF INSURANCE APPROVAL.



Clifton Clerk &lt;clerk@cliftonva.gov&gt;

---

**Fwd: Proposal - CLIFTON LIONS service project for the community of Clifton**

1 message

---

**William Holloway** <whollaway@cliftonva.gov>  
To: Christman Amanda <clerk@cliftonva.gov>, nucfamily@aol.com

Sat, Jul 2, 2022 at 5:59 PM

FYI

Begin forwarded message:

**From:** KEITH COLLINS <b00kmankc@verizon.net>  
**Date:** July 2, 2022 at 11:11:53 AM EDT  
**To:** William Holloway <whollaway@cliftonva.gov>  
**Subject:** Re: Proposal - CLIFTON LIONS service project for the community of Clifton

Thank you, Bill! I look forward to joining the meeting on Tuesday, July 5th.

Keith

Sent from my iPad

On Jul 1, 2022, at 4:37 PM, William Holloway &lt;whollaway@cliftonva.gov&gt; wrote:

Keith,

Thanks for the proposal. It looks good. I have placed this on the Agenda for the July 5 Meeting of the Clifton Town Council (next Tuesday, starting at 7:30 pm). It would be great if you could attend the meeting and present the LIONS proposal to the Town Council. The meeting will be held electronically on Zoom. I will also the Town Clerk (cc'd here) to send you an Zoom invitation to speak at the Meeting.

I look forward to hearing from you on Tuesday, July 5.

Best regards,  
BillHon. William R. Holloway Ph.D., Esq.  
Mayor, Town of Clifton, Virginia

On Jun 18, 2022, at 3:38 PM, b00kmankc@verizon.net wrote:

Hello Mayor Holloway!

This is Keith Collins of the Clifton Lions writing in response to your request for information regarding our Prescription Drug Take Back Program proposal for the community of Clifton.

However, before I start explaining the project we're proposing, I'd like to thank you for joining us during our June 9th LIONS dinner meeting to discuss the various initiatives underway (or completed) by the Clifton Town Council. I was very pleased to hear of the land preservation efforts. Kudos to you and the council on the acquisition of the two parcels of land within the Town of Clifton!!

Over the past few months the Clifton Lions have stepped up our discussions on how best to interact/partner with our namesake community to better the lives of those that live and work in the town and surrounding Clifton area. Most recently, we discussed and voted to advance a project for proposal entitled the Prescription Drug Take Back Program (sponsored and overseen by the Federal Department of Drug Enforcement Agency or DEA). As of this writing we (the Clifton Lions) have been accepted and



officially registered as volunteer collection group. This official registration was granted by Justin G. Wood, Diversion Program Manager, DEA ( 205-410-7647).

Let me enumerate a few specific points about the program.....

**Who:** Clifton Lions/DEA/Town of Clifton. The Clifton Lions would serve as the volunteer collection group with DEA agent(s) on site to oversee the operation

**What:** Partnership in the Prescription Drug Take Back Program

**When:** Occurs twice a year (April/October) on a Saturday from 10:00 am - 2:00 pm

**Where:** Town of Clifton at a drop-off point to be determined

**How:** the event would be advertised/promoted on the DEA website entitled National Drug Take Back Day, in the Clifton Magazine, via the Clifton Community Facebook, on our own Clifton Lions website, with a Drug Take Back Banner hung across Main Street (two weeks prior if approved), various Fairfax County publications, other.

Since this is a, relatively, small operation there would only be a six foot table with three large, lined collection containers for the prescription drug donations. Four Lions would serve as "collectors" with 1-2 DEA agents on site overseeing the collection. The location would need to be located where drivers would have the ability to drive up to the table location or park nearby for easy access. All drug donations collected during the day will be turned over to the DEA agents.

....and, of course, the most key point is **WHY** we think this project to be important to the community of Clifton...

"The drug overdose epidemic in the United States is a clear and present public health, public safety, and national security threat. DEA's National Prescription Drug Take Back day reflects DEA's commitment to Americans' safety and health, encouraging the public to remove unneeded medications from their homes as a measure of preventing medication misuse and opioid addiction from ever starting." DEA.

Many young people who misuse prescription drugs take them from medicine cabinets. Keeping unused opioids or other common drugs of misuse in a medicine cabinet is no longer safe or responsible. In addition, the program provides the opportunity for unneeded medications to be diverted from entering our water/sewer systems and/or landfill sites where leakage threatens our personal health and environment.

In conclusion, I hope that you and the council will look favorably on what we, as LIONS, are promoting for the health and well-being of our our Clifton community and look forward to hearing back from you in the near future about moving forward with Drug Take Back Project. Once you and the Council have approved the project, I will begin the search for a collection site location in the Town of Clifton. All site suggestions are welcomed!

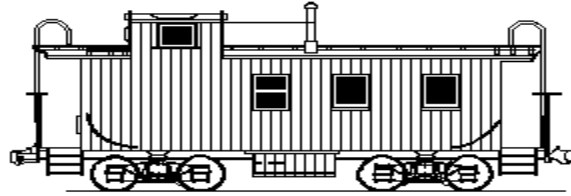
If you would like me to speak directly to the council, I'm open to that as well. I believe you noted July 5th as the next Council meeting.

Lastly, anyone wishing to read more about the DRUG TAKE BACK PROGRAM are encouraged to visit the DEA website at [https://www.deadiversion.usdoj.gov/drug\\_disposal/takeback/](https://www.deadiversion.usdoj.gov/drug_disposal/takeback/)

Thank you for considering our proposal,

Keith

Keith Collins (resident of Clifton for 25 years)  
Clifton Lions  
703-517-8443  
[b00kmankc@verizon.net](mailto:b00kmankc@verizon.net)



**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, JULY 5, 2022, 7:30 PM  
ELECTRONIC MEETING VIA ZOOM  
12641 CHAPEL ROAD  
CLIFTON, VA 20124**

In accordance with the Town of Clifton's Declaration of a Local Emergency due to the COVID-19 pandemic under Virginia Code § 44-146.21 which enables the Town of Clifton Government bodies to conduct Town business through electronic public meetings under Virginia Code § 2.2-3708.2, 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.

Order of Business

1. Report of the Town Clerk:
  - a. Approval of the Minutes (previous meetings and work sessions).
2. Report of the Treasurer.
  - a. Approval of Treasurer's Report.
3. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

Each person wishing to address the Council shall, when recognized by the Mayor:

- (i) Give their name and address;
- (ii) Direct their remarks to the Council and not to other citizens present;
- (iii) Be limited to one period of not over three (3) minutes, unless granted additional time by unanimous consent of the Council.

Persons requesting to speak must have registered with the Town Clerk by no later than Noon of the day of the meeting. Priority to speak shall be given to persons in the order that they registered with the Town Clerk.

4. Reports of Committees:
  - a. Planning Commission.
  - b. Report of the Zoning Administrator:
    - i. Update on Projects and Permits:
      - A. 7184 Clifton Road.
  - c. Architectural Review Board.
  - d. Streetscape Committee.
  - e. Town Hall – Replacement of Broken Window.
5. Unfinished Business:
  - a. Review and Approval of New Application and Agreement to Use Town Parks Property.
  - b. Addition of ADA Accessible Parking Spaces in Town Parking Lot - Update.

- c. Clifton Trail Update – Meeting with NVCT.
- 6. New Business:
  - a. VRSA Insurance Annual Payment for 2022-2023.
  - b. Clifton Lions Club Service Project – Prescription Drug Take-Back Program with DEA – Town of Clifton Drop Off Point – October 2022.
  - c. Concerns re: Increased Frequency of NOVEC Power Outages in Town of Clifton.
- 7. Adjournment.