

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, NOVEMBER 1, 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.

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, Town Treasurer.

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

Order of Business:

1. Report of the Town Clerk.

- **Mayor Hollaway moved to approve the October 4, 2022 Minutes as presented, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

2. Report of the Treasurer.
No report.

3. Citizen's Remarks.

Pat Swanson: reported on the success of the Virginia Department of Motor Vehicles “pop-up” services that were held at the Clifton Presbyterian Church in July and October and were facilitated by Del. Dan Helmer’s office. The plan is to repeat this service to the community every few months.

Geri Yantis, of Water Street, Clifton: requested that the Town Council begin meeting in person again. He indicated that people miss out on advantages that are provided by meeting in person, such as the ability to show up at the last minute and participate. Councilmember Effros disagreed with Mr. Yantis’ request and provided reasons for his disagreement.

4. Reports of Committees.

a. Planning Commission.

No report.

b. Report of the Zoning Administrator.

No report.

c. Architectural Review Board.

No report.

d. Streetscape Committee.

Susan and Geri Yantis provided an update on recent progress made on the Streetscape project. They reported that they now have specifics on each utility’s requested easements. However, the existing project site plan was approved by VDOT prior to the contemplation of utility undergrounding, so J2 Engineers needs to be engaged to revise the site plan to be resubmitted to VDOT for approval. It is expected that the proposal will be forthcoming for consideration at the Town Council’s December 6 meeting.

e. Clifton Haunted Trail – Report on 2022 Haunted Trail.

A brief report on the success of the event as a community-building exercise was presented along with a general report on the revenue that was generated.

5. Unfinished Business:

a. Holiday Tree Lighting Event – Review and Approve Proposal.

See attached proposal.

- **Councilmember Poe moved to approve up to \$1,200 for lighting the holiday tree, to be completed by December 3 and to be removed in mid-to-late January, seconded by Mayor Hollaway. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Poe: Aye; Effros: Aye; Pline: Aye; Screen: Aye.**

b. Holiday Homes Tour – Status Report.

Councilmember Screen reported that three houses have been confirmed, along with back-up, if needed, plus the caboose, Presbyterian church, and the primitive Baptist church, representing multiple holidays.

- **Councilmember Poe moved to approve up to \$1,000 for event expenses including brochures, tickets and posters, seconded by Councilmember Screen. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Poe: Aye; Effros: Aye; Pline: Aye; Screen: Aye.**

c. Holiday Arts and Crafts Festival with Clifton Art Guild – Status Report.

Chuck Rusnak reported on the progress made in organizing the festival, which will take place from 2-7 PM on December 3, 2022 at Wayne Nickum Town Hall.

d. Sully Commander in the Community Event – November 17, 2022, 6:30-8:30 pm, Wayne Nickum Town Hall.

A brief reminder was given with respect to this Fairfax County Police Department event taking place in the near future for any interested community members.

e. Clifton Day – Report on 2022 Clifton Day Event.

It was reported that the 2022 Clifton Day event was a great success and resulted in substantial fundraising for the Clifton Betterment Association.

f. Clifton Lions Club/DEA Drug Take Back Day – Report on Event.

Mayor Hollaway noted that the Clifton Lions Club reported that 54 pounds of medications were collected by the Clifton Lions Club and DEA at the event, which is considered to be a significant success.

6. New Business:

a. None.

7. Adjournment.

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



Residential, Commercial, and Municipal Lighting & Decor Service Agreement Renewal

703.705.XMAS (9627) www.virginialights.com

Thank you for your continued confidence in The Virginia Christmas Lighting & Decor Company. As always, we guarantee only our best and most professional efforts at all times, and look forward to once again making your holiday BRIGHT!

Date Submitted: 10/13/2022 Submitted By: Michael Sfredo Client Name: Town of Clifton (attn: Darrell) Client Phone: 703-929-1516 Client Email: d.poe@cliftonva.gov	Address 1: 7145 Main Street Address 2: City: Clifton State: VA Zip Code: 20124 Account Type: <input type="checkbox"/> RETURNING with <input style="width: 40px;" type="text"/> year(s) remaining in a multi-year Agreement <input checked="" type="checkbox"/> ADDING one or more years to an expired Agreement
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Follow these easy steps to complete this form:

Step 1: If it is indicated above that you are adding years to an expired Agreement, select the number of years you would like to add.

Step 2: Review and either accept or decline each of the discounts offered. Calculate the total value of all accepted discounts.

Step 3: If you requested any changes to your display, review and either approve or decline each change. Calculate the total value of the approved changes.

Step 4: Follow instructions to calculate your 2022 GRAND TOTAL.

Step 5: Indicate your payment amount(s) and method, and submit this form.

ADDING YEARS: If your "Account Type" above indicates your Agreement is expired, please consider how many years you would like to add and select your choice in the area highlighted in yellow below. If your "Account Type" indicates your Agreement is still active, ignore these choices and proceed to DISCOUNTS below.

Add 1 additional year
 Add 2 additional years
 Add 3 additional years

DISCOUNTS: Refer to the areas highlighted in yellow, mark your selections, and calculate your "TOTAL Discount" as instructed below.

Discount 1	Early Installation	<input type="checkbox"/> Available	<input checked="" type="checkbox"/> NOT Currently Available
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A discount is offered for permission to install your display in October, if necessary. Whether or not (based on our schedule) we elect to install in October, the discount is still honored. Note, if your display is installed early, you can choose to wait until a later date to actually power up your display. If "Available" is checked above, and you wish to accept this offer, indicate your acceptance and enter \$50 in the box to the right. If "NOT Currently Available" is marked, or you elect to decline, leave the box blank.

<input type="checkbox"/> YES, early install is OK	N/A
<input type="checkbox"/> NO, I decline	Discount Amount

Discount 2	Full Payment
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A minimum 50% deposit is required upon acceptance of this Agreement. However, a discount is offered if you elect to make a single payment in FULL upon your acceptance. If you would like to make full payment, mark your selection and enter \$25 in the box to the right. If you elect to decline, leave the box blank.

<input type="checkbox"/> YES, pay in full	N/A
<input type="checkbox"/> NO, I decline	Discount Amount

Discount 3	Alternate Payment Methods
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A \$25 discount is offered for payment in cash, or via PayPal or Venmo. For PayPal or Venmo, you will be asked to provide your user name, and a payment request will be sent to you online through the payment service you select. If you would like to use this option, mark your selection and enter \$25 in the box to the right. If you elect to decline, leave the box blank.

<input type="checkbox"/> YES, I accept	N/A
<input type="checkbox"/> NO, I decline	Discount Amount

TOTAL Discount	Calculating TOTAL Discount
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To calculate your "TOTAL Discount," combine all of the "Discount Amounts" which were accepted above. Enter the sum to the right. This "TOTAL Discount" will also be entered on the next page of this Agreement.

TOTAL Discount	\$0
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CHANGES: Requested changes (if any) to your previous display are described below. Indicate your choice to either "APPROVE" or "DECLINE" these changes in the area highlighted in yellow, then calculate and record your Total Change Fee.

Add complimentary upgraded decor - type and amount TBD	Fee: \$0.00
	<input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DECLINE
	Fee:
	<input type="checkbox"/> APPROVE <input type="checkbox"/> DECLINE
TOTAL Change Fee: <input type="text"/>	



ACCEPTANCE: Follow the steps outlined to provide your acceptance. If you have questions about any of the proposed options, fees, scheduling, payments, etc., please do not hesitate to contact us.

Step 1 *Calculating GRAND TOTAL Fee*

To calculate your "2022 GRAND TOTAL," complete the boxes highlighted in yellow to the right. Your pre-existing "Base Fee" appears in the first box. In the second box, enter the "TOTAL Discount" calculated on the previous page. In the third box, enter the "TOTAL Change Fee" calculated above. Combine all three boxes to calculate and record your "2022 GRAND TOTAL."

Base Fee	\$1,200.00
TOTAL Discount	\$0.00
TOTAL Change Fee	\$0.00
2022 GRAND TOTAL	\$1,200.00

Step 2 *Payments and Dates*

Use this area for recordkeeping, noting your payments and the dates on which your display is installed and removed. The minimum required deposit is 50% of the "2022 GRAND TOTAL" above, with any remaining balance due upon installation. You may elect to make a deposit which exceeds the minimum. If you have accepted the "Full Payment Discount" from the "Discounts" page, you must deposit the full "2022 GRAND TOTAL," leaving no balance due upon installation. Please complete the amounts of your deposit and remaining balance where indicated below.

Deposit Amount (50% minimum)	<input type="text"/>	Balance Remaining	<input type="text"/>	Date of installation	<input type="text"/>
Date of Deposit	<input type="text"/>	Balance To Be Paid	Upon Installation	Date of removal	<input type="text"/>

Step 3 *Acceptance and Payment*

Please indicate your preferred payment method below. Make checks payable to The Virginia Christmas Lighting & Decor Company. For PayPal or Venmo payments, include your user name and we will send a request for payment through the selected online service. Accepted cards are VISA, MasterCard, AMEX and Discover. For card payments, unless you indicate otherwise, the card submitted for your deposit will also be charged for the balance. By signing below, I acknowledge I have read, understand, and agree with all terms and conditions set forth in this Agreement.

Payment Method

Check # _____

Card (Provide card info at right)

Use card for deposit only, NOT balance

PayPal My PayPal or Venmo User Name Is: _____

Venmo _____

Signature: _____ Date: / /

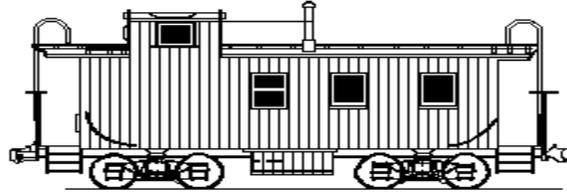
Name on Card: _____

Card #:

Expiration: CVV code: Billing Zip:

The Virginia Christmas Lighting & Decor Company

13007 Bristow Road, Nokesville, VA 20181



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Order of Business

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings, special 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 order registered with the Town Clerk.

4. Reports of Committees:
 - a. Planning Commission.
 - b. Report of the Zoning Administrator.
 - c. Architectural Review Board.
 - d. Streetscape Committee.
 - e. Clifton Haunted Trail – Report on 2022 Haunted Trail.
5. Unfinished Business:
 - a. Holiday Tree Lighting Event – Review and Approve Proposal.
 - b. Holiday Homes Tour – Status Report.
 - c. Holiday Arts and Crafts Festival with Clifton Art Guild – Status Report.
 - d. Sully Commander in the Community Event – Nov. 17, 6:30-8:30 pm, Wayne Nickum Town Hall.

- e. Clifton Day – Report on 2022 Clifton Day Event.
 - f. Clifton Lions Club/DEA Drug Take Back Day – Report on Event.
6. New Business:
- a. None.
7. Adjournment.