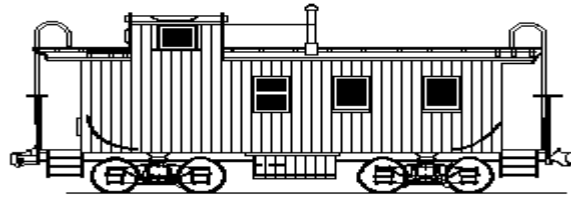


Wayne H. Nickum Town Hall
12641 Chapel Road
Clifton, VA 20124

Mailing Address:
P.O. Box 309
Clifton, VA 20124



**CLIFTON TOWN EMERGENCY COUNCIL MEETING
WEDNESDAY, OCTOBER 30, 2024, 4:00 PM
MAYOR TOM PETERSON'S HOUSE
7150 MAIN STREET
CLIFTON, VIRGINIA 20124**

Present: Mayor Tom Peterson; Vice Mayor Regan McDonald; Councilmember Mary Hess; Councilmember Lynn Screen; Councilmember Jay Davis; Councilmember Steve Effros, Geri Yantis, Streetscape Committee, and Sue Yantis, Streetscape Committee

Absent: Kerrie Gogoel, Town Clerk, Lisa Wax, Town Treasurer

Staff: Laura Jane Cohen, Town Administrator

The Regular Meeting was called to order by Mayor Peterson at 4:06PM

Attachments:

[20241030_Emergency_Mtg_Quarterly_Project_Status_Report_July_2024_Final.pdf](#)

[20241030_Emergency_Mtg_Quarterly_Project_Status_Report_October_2024_Final.pdf](#)

[Clifton_Streetscapes_TC_Mtg_Report_July_2_2024.pdf](#)

1. J2 Change Order

- a. See Attachments
- b. Storm Drainage is not up to code and the town will need a design waiver. CM Davis asked for a reason and Mr. Yantis answered: the town cannot change the elements there today. The town has made every effort to scope the street and VDOT will own legacy issues.
- c. Environmental: original studies were done in 2014 with the master plan for streetscape and then reaffirmed in 2018. VDOT asks for updates every six months. The hope is that the original study will be reaffirmed. Wetlands has done the report for the town in the past.

- d. **Mayor Peterson moves to approve the J2 change order with the required stages for the design and requirements. Vice Mayor McDonald seconded.**

Approved by roll call:

CM Hess: Aye

CM Screen: Aye

CM Davis: Aye

CM Effros: Aye

VM McDonald: Aye

Mayor Peterson: Aye

- e. **CM Davis moves to spend up to an additional \$500 with an environmental report. CM Screen seconded. The motion was approved by poll, 6-0.**

- f. **Utilities update:** Normally each utility company would do its own work, but due to lack of coordination the town would have little control with how and when the work is completed. For ease the decision was made to take that control and put the utilities where the town wants and needs. That has worked to date and the committee would like to complete that work prior to the roadway. That order of construction will happen no matter who owns the work. The committee is trying to control risks that would come with a general contractor. The project will need to be split; utility pathway construction and roadway construction. VDOT agrees and needs a schedule, cost estimate, and justification letter. VDOT central office had positive feedback and “is a go”. Need final drawings with details for final approval. CM Effros asked are they going to cut the street, add the conduit and temporarily close the street, patch, and then redo the road? Mr. Yantis confirmed with minor details about patching. VM McDonald asked about storm water? Mr. Yantis confirmed it would be a part of the railway construction done by VDOT. CM Screen asked if the project to repair the stormwater drain is something that will be coordinated with the project or is that something we should be pushing separately. Mr. Yantis stated that is something we want VDOT to do completely separate in the next 12 months. Laura Jane (Town Administer) took action to call the county and help with VDOT owning stormwater issues and updates. CM Effros asked about the street lights and where they are going. Mr. Yantis showed the plans to CM Effros. Lights should look similar to lights next to the Caboose. CM Davis asked about the latest budget figures and whether it aligns to the current budget. Mr. Yantis stated that it does not and is actually less overall.
2. CM Hess makes a motion to approve payment for the latest J2 invoice for \$12,217.51.
Vice Mayor McDonald seconded. Approved by roll call:
CM Hess: Aye
CM Screen: Aye
CM Davis: Aye
CM Effros: Aye
VM McDonald: Aye
Mayor Peterson: Aye
3. Treasurer Search: CM Screen opened a discussion for a pay rate adjustment due to increased responsibilities. **CM Screen moves to increase the treasurer’s salary to \$35,000. CM Hess seconded. Approved by roll call:**
CM Hess: Aye
CM Screen: Aye
CM Davis: Aye
CM Effros: Aye
VM McDonald: Aye
Mayor Peterson: Aye
4. Laura Jane (Town Administrator) inquired about the review process for town employees. CM Hess took the action to put a plan in place.

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5. Adjournment.

Mayor Peterson moved to adjourn the meeting, it was seconded by CM Davis and the motion was approved by poll, 6-0.

TRANSPORTATION ALTERNATIVES / ENHANCEMENT PROGRAM QUARTERLY PROJECT STATUS REPORT

Project Name: Town Of Clifton Streetscape Project for Main Street – Phase II
Project Number: CLFT029-101, P102, R201, C502 (UPC 1099949)
Sponsor: Town Of Clifton

Month: October
Year: 2024

Current Project Phase: (Check each activity that applies)

PE Consultant Acquisition

- Not Applicable
- RFP Advertised
- Consultant Selected
- Pre-Award audit complete

Construction Authorization

- Requested authorization from VDOT
- Authorization received

Design

- Preparing Plans
- 50% Plans submitted to VDOT for review
- 100% Plans submitted to VDOT for review
- Bid document submitted to VDOT for review

Contractor Acquisition

- Project advertised
- Recommended award to VDOT
- Construction contract awarded

Environmental

- Preparing NEPA Document
- NEPA document approved

Construction

- Project under construction

Right-of-Way

- X Requested authorization from VDOT
- RW acquisition complete
- Utility relocation complete
- RW certification received

Project Completed

- Requested final inspection by VDOT

Provide a brief description of progress made since last report:

The Project has Right of-Way authorization and is currently in a revision to the ROW Phase.

1. VDOT requirements for the Project moving forward:

- a. Preliminary Engineering Phase (J2 Engineers & VDOT approval) to be completed by the end of December 2024 – **Submitted to VDOT for review on August 15th**
- b. Advertise Project for Construction Date to be completed by the end of June 2025
- c. Progress Reports to be done Quarterly – **3rd Quarter Report Complete.**
- d. Update Agreement to reflect new costs
Completed.
- e. Resolution from the Town that covers the Town’s match and speaks to covering costs above and beyond the award amount.
Completed

- f. Town's part time staff to attend locality qualification program within 6 months. **Laura Jane Cohen (full time employee) and Martin (Geri) Yantis (Project Manager) received the Certificate of Completion for the VDOT Qualification Program.**
2. The Engineering Drawings were submitted to VDOT and accepted on August 15th. The plans were reviewed and the Project received comments from VDOT. The Project Team is currently reviewing the comments and will be addressing them promptly. The Project Team will likely request a meeting to review some of the comments to ensure resolution. The Utility Pathway Design was included in the engineering Drawings submitted.
3. Utility Consultant

CES, the Town, and the Utility companies continue to have meetings to finalize the Utility Pathway Design for the Project. Each utility has reviewed the pathway progress designs and have provided their input. The design has confirmed only two properties will have a utility easement.

It was determined by Verizon there are only two active lines using the Verizon copper lines. The Project along with Verizon is locating the property owners using these lines in the hopes to have them switched over to Fios. This would eliminate the use of any copper transmission through the Town.
4. Verizon

The Town is waiting on final confirmation from Verizon that they will be responsible for the cost of the relocation of their utilities for the Project.
5. Railroad Coordination

The Town continues to have communication through Keyana Holloway with Norfolk Southern. NOVEC has applied for their permit for their work located in the Railroad ROW. Verizon has determined they will not need to do any work in their existing conduits under the railroad track, thus they will not need a permit from the railroad.

The initial response from the railroad for the requirements for the required mill and overlay in the railroad right-of-way, as well as the new Street Light is an amendment that can be created to the Existing Lease between the Town and the railroad.
6. Easements

The Project Team re-engaged Bowman Consultants for their services to acquire the necessary easements for the Project. This will include utility easements, permanent maintenance easements, and temporary construction easements. The Project Team and Heather Hackley from Bowman, met with VDOT to discuss the required easements to be sure the Project is addressing all the required easements properly.
7. Sources for additional funding for the Project
 - a. Discussions are ongoing with Fairfax County for possible sources of funding if required by the Project.

8. Discussions are ongoing on the status of VDOT Maintenance of the three repairs along Main Street which are within the Project limits.

Explain any delays experienced and efforts made to correct:

None

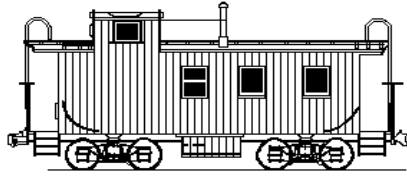
Describe anticipated work efforts over the next three (3) months:

1. Finalize the pathway design so CES can create construction drawings for the pathways and make final determination on the size of the required easements on two properties.
2. Submit the revised Site Plan addressing the comments received from VDOT.
3. Bowman Consultants to begin acquiring the required easements for the Project. This will include utility easements, permanent maintenance easements, and temporary construction easements.
4. Verizon Franchise Agreement – continue discussions to negotiate a new agreement and finalize the cost allocations between the Town and Verizon for the relocation of their utility per item 4 above.
5. Cox Franchise Agreement – negotiate the responsibility of the costs for the relocation of the utilities.
6. Continue to work with Norfolk Southern Railroad and NOVEC, to acquire the necessary permit. Also, finalize the requirements with the Town for the mill and overlay and the Streetlight.

Completed by: Susan Yantis and Geri Yantis
Title: Project Managers

Complete the form quarterly and submit to VDOT District Coordinator in January, April, July and October

cc: Local Assistance Division – LAD PM



Town of Clifton, Virginia
P.O. Box 309
Clifton, VA 20124

July 2, 2024

TOWN OF CLIFTON STREETSCAPE PROJECT FOR MAIN STREET - Phase II
VDOT Project: CLFT-029-101, P102, R201, C502
(UPC 109949)

June Town Council Meeting
PROJECT UPDATE

1. Please see Project Quarterly Update submitted on July 1, 2024, for general update.
2. Comprehensive Project Expenditure Summary – a meeting was held with VDOT to review all the reimbursement requests for the project and the correlating VDOT Summary's. Some of the discrepancies were resolved which involves the previous project UPC 80798 (original project & Triangle). To confirm these discrepancies a comprehensive review will need to be done of UPC 80798. The remaining discrepancies are being investigated by VDOT. Expecting to receive a response by mid-July. The process for In-Kind Match is also being reviewed by VDOT which will include involvement with the Central Office.

This review is holding up a new reimbursement request which would involve an in-kind match. A partial reimbursement request will be submitted which will utilize as much of the remaining SAFETEA-LU Funds as possible since the reimbursement is 100% and no local match.

Susan Yantis & Geri Yantis
Streetscape Project - Project Managers

TRANSPORTATION ALTERNATIVES / ENHANCEMENT PROGRAM QUARTERLY PROJECT STATUS REPORT

Project Name: Town Of Clifton Streetscape Project for Main Street – Phase II
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Month: July
Year: 2024

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Environmental

- Preparing NEPA Document
- NEPA document approved

Construction

- Project under construction

Right-of-Way

- X Requested authorization from VDOT
- RW acquisition complete
- Utility relocation complete
- RW certification received

Project Completed

- Requested final inspection by VDOT

Provide a brief description of progress made since last report:

The Project has Right-of-Way authorization and is currently in a revision to the ROW Phase.

1. Open Forum Public Hearing
 - a. Transcript was submitted to VDOT on April 16, 2024.
2. VDOT requirements for the Project moving forward.
 - a. Preliminary Engineering Phase (J2 Engineers & VDOT approval) to be completed by the end of December 2024 – **In process and projecting to submit to VDOT by August 1st.**
 - b. Advertise Project for Construction Date to be completed by the end of June 2025
 - c. Progress Reports to be done Quarterly – **2nd Quarter Report Complete.**
 - d. Update Agreement to reflect new costs.
Completed.

- e. Resolution from the Town that covers the Town's match and speaks to covering costs above and beyond the award amount.
The Town of Clifton executed the requested Resolution on April 2nd and the Town received a fully executed Appendix A on April 8th from VDOT.
- f. Town's part time staff to attend locality qualification program within 6 months.
The Town hired a new full-time employee, Laura Jane Cohen, as the Town's Director of Economic Development, Communication, and Marketing. Laura Jane attended the online Qualification Program modules in May and attended the final online, instructor led, seminar on May 17. She received the Certificate of Completion on May 17. Thus, the Town now has Laura Jane Cohen (full-time employee) and Martin (Geri) Yantis (Project Manager) receiving the Certificate of Completion for the VDOT Qualification Program.

3. Utility Consultant

On April 2, 2024, the Town executed a Change order Agreement with J2 Engineers to engage CES Consultants to act as the Projects Utility Coordinator.

The Project is moving forward with the concept of hiring a contractor to install all the utility pathways in lieu of the utility companies and the utility companies would then pull their respective utilities through these pathways.

CES, the Town, and the Utility companies have had several meetings to develop the Utility Pathway Design for the Project. The meetings have discussed the most efficient pathways for the relocation of the utilities. Each utility has reviewed the pathway progress designs and have provided their input. The current design will require two easements for the utilities.

As a part of the discussions, the Project Team decided to have a few test pits conducted to locate the depths of the existing underground utilities. This will provide data to utilize in the design and to minimize any potential unforeseen conditions. The Town is in the process of procuring these services.

4. Verizon

The Town, along with the help of VDOT, informed Verizon that they would be responsible for the cost of the relocation of their utilities for the Project. The town informed Verizon of the following: The Project is a VDOT Project, the UT-9's previously provided clearly shows the existing utilities are located in the VDOT right-of-way, and although the previous franchise agreement with the Town has expired, there was not language in the agreement regarding the town being responsible for the relocation of the utilities. Through much discussion Verizon has tried to state otherwise, but VDOT has been a tremendous help to clearly state Verizon's responsibility for the costs of the relocation of their utility. Verizon requested to review the engineering drawings for the project, and the drawings were provided to them. The Town is waiting for their response.

5. Railroad Coordination

The Town has established communication through Keyana Holloway with Norfolk Southern. There have been a number of communications with her, and it has been established that any work in the ROW by the utility companies will require a permit with the railroad. Verizon and NOVEC are in the process of submitting these permits.

The initial response for the required mill and overlay in the railroad right-of-way, is that it can be resolved through the exiting Lease Agreement the Town has with the railroad.

6. Sources for additional funding for the Project
 - a. Discussions are ongoing with Fairfax County for possible sources of funding if required by the Project.
7. Discussions are ongoing on the status of VDOT Maintenance of the three repairs along Main Street which are within the Project limits.

Explain any delays experienced and efforts made to correct:

None

Describe anticipated work efforts over the next three (3) months:

1. Finalize the pathway design so CES can create construction drawings for the pathways and make final determination on the size of the required easements on two properties.
2. Submit the revised site plan to VDOT for their review.
3. Procure the services for the utility test pits.
4. Re-engage Bowman Consultants for their services to acquire the necessary easements for the Project. This will include utility easements, permanent maintenance easements, and temporary construction easements.
5. Verizon Franchise Agreement – continue discussions to negotiate a new agreement and finalize the cost allocations between the Town and Verizon for the relocation of their utility per item 4 above.
6. Cox Franchise Agreement – negotiate the responsibility of the costs for the relocation of the utilities.
7. Continue to work with Norfolk Southern Railroad, Verizon, and NOVEC, to affirm the existing easements/right to enter agreements between Norfolk Southern and the Utility Companies.

Completed by: Susan Yantis and Geri Yantis
Title: Project Managers

Complete the form quarterly and submit to VDOT District Coordinator in January, April, July and October

cc: Local Assistance Division – LAD PM