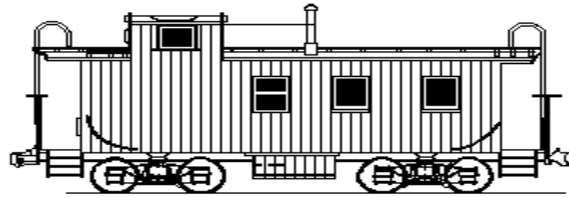


Wayne H. Nickum Town Hall  
12641 Chapel Road  
Clifton, VA 20124

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



**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, JANUARY 7, 2025, 7:30 PM  
WAYNE H. NICKUM COMMUNITY MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VIRGINIA 20124**

**Present:** Mayor Tom Peterson; Vice Mayor Regan McDonald (Remote); Councilmember Mary Hess; Councilmember Lynn Screen; Councilmember Jay Davis; Councilmember Steve Effros (Remote)

**Staff:** Laura Jane Cohen, Town Administrator (Remote); Kerrie Gogoel, Town Clerk; Suzy Murphy, Town Treasurer

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**The Regular Meeting was called to order by Mayor Peterson at 7:30PM**

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed).
  - **Mayor Peterson moved to apply the remote policy to include Vice Mayor McDonald who was attending remotely due to work travel, and Councilmember Effros who was attending remotely due to the severe winter storm. The motion was seconded by CM Hess and approved by poll, 4-0.**
2. Flag Dedication
  - a. Town Citizen Lieutenant Colonel Adriana Brazelton presented an American Flag which was flown over Camp O'Dell on July 4, 2024 to the Town of Clifton and the Flag was accepted by Mayor Peterson on behalf of the Town.
3. Report of the Town Clerk:
  - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
    - **CM Davis moved to approve the minutes for the December Town Council meeting, the motion was seconded by CM Screen and approved by poll, 6-0.**
  - b. The Clerk reported that registration tags for all golf cart owners who have paid their 2025 registration fees and submitted renewal forms were delivered.
  - c. The Clerk reported that they had coordinated with the Dominion personnel who were in attendance at this meeting regarding their presentation for the Council and their attendance.

- d. The Clerk reported that they met with the Communications Committee regarding the new website. The committee has received the initial designs back from the vendor and sent back feedback and is awaiting new versions.
4. Report of the Treasurer
    - a. See attached report.

The Treasurer reported that they will be beginning with Rodefor Moss this month to get them started on the audit process.

- **CM Screen moved to accept the Treasurer's report as presented. The motion was seconded by CM Davis and approved by poll, 6-0.**
5. Report of the Administrator
    - a. The Administrator reported that they coordinated the installation of new trash receptacles in Ayre Square.
    - b. The Administrator noted that they had reached out to VDOT regarding the broken storm drain and that it is now on the maintenance schedule for Spring 2025.
    - c. The Administrator attended their Zoning Administrator Training in early December and will take the three exams to become the Zoning Administrator in June 2025.
  6. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

There were no citizen's remarks at this meeting.
  7. Reports of Committees:
    - a. Planning Commission
      - i. The Planning Commission reviewed an application to renew the Clifton Farmer's Market for 2025, with two changes from the past year: to increase parking spaces impacted and extend hours to 8AM-1PM. The Planning Commission recommends that the Town Council approve the application with the expanded 4 parking spaces and extended hours 8AM-1PM with the understanding that unless the applicant desires changes from this use permit, they do not need to reapply for renewal next year, but must submit an annual letter with the landlord's approval, as well as approval of parking space use from next door.
    - **CM Effros moved to accept the Planning Commission recommendation with respect to the Clifton Farmer's Market. The motion was seconded by Mayor Peterson and approved by poll, 6-0.**
    - b. Architectural Review Board

The ARB did not meet.

- c. Finance Committee  
The Finance Committee did not meet.
- d. Legal Committee
  - i. Town Council Committee representative CM Effros reported that the Legal Committee distributed a recommendation with respect to the Town Hall Lease and their recommendation was to send a re-signed lease to the county with no changes. It was noted that the recommendation was not distributed to the entirety of Town Council and the Clerk requested that it be sent to everyone. Mayor Peterson noted that the initial lease was completed in 1994 and has since been renewed every 5 years and while the Town would like to get clarification on using the storage cabinets, it is their recommendation to re-sign the lease now and deal with the storage later. CM Screen noted that over the past several years there have been many questions regarding who is responsible for maintenance items (broken HVAC, broken windows, paint, etc.) and that it is their belief that it will be more difficult to renegotiate that aspect of the lease should the Town sign it as is. CM Effros noted that the County did ultimately pay for those repairs; however, CM Davis and CM Screen reported that it took several months and a lot of manpower to make that happen. The Town Clerk highlighted that the most recent lease expired in June 2024, and Citizen Kathy Kalinowski noted that it is their belief that Legal Committee Chair Baber suggested that it would be better to negotiate any changes with a lease in place and then do an addendum to it at a later time. CM Davis indicated that would make sense and highlighted that it is item 6 in the lease that needs to be renegotiated. Citizen Darrell Poe, who manages the Town Hall rental process, suggested that perhaps the Town renews the lease for a shorter term perhaps for 1-2 years, and position itself to negotiate, as opposed to locking into a 5 year lease under terms not in the Town's favor. CM Davis agreed as it appears nothing really changes the leverage that the Town has, as such proposing a shorter term would make sense.
  - Mayor Peterson made a motion to sign and submit the lease as is for the full 5 year term. CM Effros suggested that the Legal Committee table the discussion for this month and have the Legal Committee review again in light of the discussions in this meeting. Mayor Peterson withdrew the motion.
  - ii. Town Council Committee representative CM Effros reported that the Legal Committee continued their discussion surrounding and reiterates their recommendation with respect to email access of committees and specifically Streetscape. It needs to be verifiable that the Town Administrator has access to all emails. The Committee suggests a shared inbox and the Town determines the distribution of that email.

- e. Special Projects Committee (Streetscape).  
See attached report.
  - i. Chair Yantis noted that they are beginning to engage with property owners on their easements, they have met with two property owners so far and additional owners have been notified that they need to set their meetings up.
  - ii. Mayor Peterson inquired when work is anticipated to begin and Chair Yantis reported that utility relocation and utility bank construction will be beginning in Spring 2025, hopefully in the March/April timeframe, with roadway construction beginning a year later.
  - iii. CM Effros inquired where the right of ways being negotiated with the railway lease are located. Chair Yantis noted that the right of ways are in the parking lot by the railroad, but that cuts will go across Main Street as well as utility bank construction covers a large area of downtown. This will impact parking and traffic. CM Davis indicated that the Town should take a proactive approach to advertising and communicating these impacts and schedules with Town residents and asked Chair Yantis how the Town can help. Chair Yantis indicated that they would appreciate help from the Town on the communications front. CM Effros reminded everyone that the Town should not simply rely on VDOT for these notifications. CM Davis suggested initially the website, the clerk distribution list, and the Mayor's scoop newsletter could help. CM Screen also noted that there may be Title 6 requirements regarding notifying people who come through Town.
  - iv. CM Davis inquired after the status of item 5 in the report. Chair Yantis noted that they are waiting on final estimates from CES from which Verizon's share will be shared with them, of not only utility bank construction but also their work to relocate utilities once the conduits are in place, and from there they will work on a firm commitment with them. CM Davis inquired whether the franchise agreement referenced is tied to this Streetscape effort and Chair Yantis noted that the agreement is not tied to Streetscape.
  - v. Chair Yantis noted that Council previously approved up to \$1,000 to have Wetlands Solutions provide an update on a required environmental document, and it turns out that it could be as much as \$1,800 and as such is requesting an increase in the approval by \$800. They noted that they are going to try not to spend the money but need the increase just in case.
- **CM Davis made a motion to authorize up to \$2,000 in payment to Wetlands Solutions in lieu of the previously authorized \$1,000. The motion was seconded by Mayor Peterson and approved by roll call:  
CM Hess: Aye  
CM Screen: Aye**

**CM Effros: Aye**  
**VM McDonald: Aye**  
**Mayor Peterson: Aye**

- vi. With respect to the VDOT agreement discussed in the December 2024 meetings, Chair Yantis requested that the Town Clerk restate the motion that was approved regarding project administrative agreements. The Clerk did so. Chair Yantis noted that in their opinion, the Legal Committee's report on this topic should be a part of the minutes to ensure there is a record of what transpired. Chair Yantis confirmed that they did change the email address as requested on Appendix A to reflect the cliftonva.gov address, there were no comments provided by the Legal Committee on the agreement itself, and they agreed that the person signing the documents should be the Mayor based on the previously approved Town Resolution, as Chair Yantis had previously indicated. There were additional issues raised which were not requested by the Town Council, which were addressed through the VDOT Central Office. With those various comments back from VDOT's Central Office and NOVA District, the Town Council recommended that the agreement be signed, and this was executed on December 20, 2024. It was delivered to the VDOT NOVA District on December 26, 2024, and hand delivered to the Central Office by Kirk Cooper on December 31, 2024. The agreement is currently waiting on final execution by the Central Office. The Town Clerk requested that the Legal Committee provide this report. CM Effros noted that the Town still has an issue with the manner of email communication as previously stated in the Legal Committee Report as they are concerned about ensuring that the Town is prepared for an audit on this project. Chair Yantis inquired after the status of the accounting system for the Town to be able to properly report financial items for the Streetscape project given the concerns of the audit and indicated that this should be a very high priority if audit is of concern. The Treasurer noted that they will look into it but that they can run many reports on the financials. CM Davis noted that this audit preparedness is one of the reasons that the Town has engaged with Rodefor Moss.

8. Unfinished Business:

a. Pink House

CM Davis noted that per last month's meeting, the Financial Committee and ARB Chair Jarrendt were to put together a report with the tasks and financial numbers needed to make a decision and inquired if this is in hand. Mayor Peterson noted that this is not in hand and that ARB Chair Jarrendt will no longer be able to provide such a report. They noted that the Town could pay an engineer to provide a report at an estimated cost of about \$15,000-\$18,000 per ARB Chair Jarrendt, but it is their belief that this is wasted money and that the Town should sell the Pink House at this meeting and have the Finance Committee determine how it will be sold. CM Effros disagreed and noted that the Town Council was

not aware that the report offer from ARB Chair Jarrendt was no longer an option. While they agree that there shouldn't be excessive spending on the Pink House at this time, there may be other options rather than simply selling it that should be explored. CM Davis noted that these options were what the Town Council was trying to get out of the report which was anticipated. Mayor Peterson noted that because the cost of such a report by another professional is unknown at this time, that the property should be sold and the due diligence will be on the potential purchaser. They noted that it is not fair to the Belle Jar proprietor to not know the future of their lease. CM Effros noted that there is more relevant information that has not been discussed at this time, which is that the Presbyterian Manse is no longer an option, as they clarified that they are offering meeting space and not space for offices or storage. CM Davis also noted that an anonymous benefactor has come forward and indicated that they would be interested in funding Pink House repairs, while CM Screen reported that there may be Grants that could help as well. CM Davis inquired whether in light of the report not being forthcoming and these other data points coming to light, whether the Town should move forward with obtaining the reports somewhere else. Mayor Peterson noted that they do not want to spend any more money on this property, and the topic was tabled until the next meeting.

b. Storm Pipe Repair

See Town Administrator report above.

c. Litter Grant

VM McDonald noted that there are three grants: the regular litter grant, the competitive grant which relates to the Resource Recovery Project, and then EPS grant which is about \$4,000 and relates to the use of Styrofoam containers by local restaurants. Last year, 2024, the Town received a proposal from the Resource Recovery Project to help with this last grant and this year nothing has been done yet, and VM McDonald inquired if there are other ideas or if the Town Council believes they should work with the Resource Recovery Project again. The previous year, 2023, the Town returned the money – either the Town engages on the funds or it gets returned. CM Effros suggested that the Town engage with Resource Recovery Project again and it was determined that the scope of the grant is fairly tight. VM McDonald indicated that the grant is targeted to go after businesses that use Styrofoam, and it is their belief that the Town may not have any businesses impacted right now, but that they will engage with Resource Recovery Project.

9. New Business:

a. Farmer's Market sign at CES

The Town Clerk reported that while the temporary signage provided by the Farmer's Market jurisdiction would be covered by ARB, the signage request for using Clifton Elementary School needs Town Council approval. The request provided by the Farmer's Market is the same as what was approved last year with the only update being the extended hours already approved.

- **Mayor Peterson moved to approve the Farmer’s Market request. The motion was seconded by CM Screen and approved by poll, 6-0.**
  - b. Fence to dissuade parking at pump and haul location  
VM McDonald reported that when the Town previously removed trees on the easement on Amy Luyster’s property to provide access for the Haunted Trail, people started parking by the pump and haul location. They suggested that the Town should install a split rail fence, it should only be 4-5 fenceposts and the intent would be to leave a gap between the gate post on the left and the start of the fence that is the width of the bridge. Citizen Mike Davis inquired whether the property is owned by Chuck Resnick as opposed to Amy Luyster and CM Screen replied that the Town recently did a survey of the area and is confident in the property line. They also noted that the Town has \$3,000 in this FY to work with on this topic and VM McDonald suggested that should be sufficient funding and that this could also go under the maintenance budget. CM Hess inquired whether emergency services needs or has a key to this gate to ensure that a fence here would not have an impact on their operations, and CM Davis reported that there used to be trees here so it should be a zero sum impact. The Town Clerk requested that VM McDonald coordinate with them on the work so that the Clerk can coordinate with the pump and haul services.
  - c. Lease for Town Hall  
See above in Legal Committee Report.
  - d. Dominion Energy line work  
Dominion representatives attended remotely to discuss upcoming line work in the Clifton area, see attached presentation.
    - i. CM Hess suggested that the Town post this presentation on the Town website and distribute via the Mayor’s scoop and Clerk distribution list to ensure citizens are informed.
    - ii. CM Davis inquired whether there are more specific dates that could be shared and the Dominion representatives noted that the timeline is not definitive yet, but that will be forthcoming as they get through the permit process.
    - iii. CM Screen noted that extended trucks that take the turn off of Main Street onto Clifton Creek Drive where the substation is frequently get stuck, resulting in an unplanned blockage of traffic which can take hours to resolve and wanted to ensure that Dominion is aware of this so they can try to avoid this issue. It was noted that this occurs with both long bed trucks whose wheels drop off the road, and also low boy trailers carrying heavy equipment that bottom out, and that the suggestion of the Town Council is to find an alternate route or prepare ahead of time to ensure equipment is brought in on appropriate transport. The Dominion representatives requested that the Town Council send an email with this information and a map of the specific location so that they can share this with the local project manager.

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10. Adjournment.

- **CM Effros moved to adjourn the meeting, it was seconded by CM Hess and the motion was approved by poll, 6-0.**



## **TREASURER MONTHLY REPORT**

**December 2024**

**COUNCIL MEETING – January 7, 2025**

### **Major Payments – Budgeted items**

- Growth Media \$1,743.84 for annual renewal of G Suite
- Virginia Christmas Lighting \$1,200.00 for Town tree light installation
- Art Guild \$1,300.00 for July-December 2024 trash consolidation
- Barco Products \$8542.77 – final item with CARES for 2024

### **Other Payments – Previously approved by Council**

- Willy Goat \$10,393.20 for purchase of new park equipment
- J2 Engineers \$32,660.90 for invoice dated 11/27

### **Requests for Approval of Payment**

#### **Grants**

- Received Litter Grant funds in December (Competitive: \$10,000)

#### **Other Funds Received**

- Received reimbursement for Invoice 17 in December in the amount of \$50,043.43
- Payment from Dominion Energy \$608.99 for 8 Acre Park tree cutting in spring 2024

#### **Accounting Support**

- Introductory and meeting request email sent to Rodefer Moss

**Town of Clifton CARES Summary - SLGRF**

Total Received SLGRF 303,992.00

	<b>Obligated as of 12/31/24</b>		<b>Expended as of 12/31/24</b>		<b>Dates</b>
Ayre Square Purchase	\$	91,184.55	\$	91,184.55	12/21/2021
Harris Park Extension Purchase	\$	74,452.95	\$	74,452.95	12/21/2021
Harris Park Extension Cleanup	\$	11,500.00	\$	11,500.00	4/1/22-5/31/22
Administrator Position	\$	108,670.85	\$	39,247.71	4/16/24-12/31/26
Floodplain Park Invasive Plant Control	\$	775.00	\$	775.00	9/1/23-3/31/24
Gazebo Repair	\$	3,050.00	\$	3,050.00	7/1/24-7/31/24
Caboose Painting	\$	9,500.00	\$	4,500.00	8/6/24-10/31/24
Flood Plain Parking Lot Rehab	\$	3,348.00	\$	3,348.00	9/1/24-9/30/24
Trash Receptacles	\$	8,542.77	\$	8,542.77	10/1/24-12/31/24
	\$	311,024.12	\$	236,600.98	

Remaining (7,032.12) as of 12/31/24

# Town of Clifton FY25 Budget Performance

	December	Month Budget	Jul '24 - Dec '24	YTD Budget	Annual Budget
<b>OPERATIONS - FY25</b>					
<b>Income</b>					
<b>Taxes and Permits</b>					
Town Permits and Licenses (ARB, Use, BPOL)	85	4,292	2,096	25,750	51,500
Town Meals Tax - NEW	22,474	20,833	113,189	125,000	250,000
All Other Tax and Permit (State, County, NVCTB)	3,576	4,400	26,923	26,400	52,800
Facility Rentals (Town Hall, Pink House, Parks)	1,925	3,579	13,638	21,475	42,950
Grants (Fire, Litter Control)	10,000	2,844	29,990	17,065	34,129
<b>Events</b>					
Celebrate Clifton Gala	0	333		2,000	4,000
Haunted Trail	0	5,000	55,332	30,000	60,000
Homes Tour	0	417		2,500	5,000
Interest Income	5,661	5,167	37,030	31,000	62,000
Other Income	609	0	609	0	0
<b>Total Income</b>	<b>44,330</b>	<b>46,865</b>	<b>278,807</b>	<b>281,190</b>	<b>562,379</b>
<b>Expense</b>					
Payroll Expenses	11,084	12,996	54,130	77,978	155,956
<b>Contractual</b>					
Town Government (Prof fees, dues, web, storage)	2,906	10,659	23,762	63,952	127,904
Facilities (Town Hall, Pink House)	859	4,746	13,416	28,475	56,950
Services (Landscape, trash, electric)	10,500	4,183	25,173	25,100	50,200
Grants (Fire, Litter)	432	2,344	2,634	14,065	28,129
Events	43	2,342	18,333	14,050	28,100
Committees	1,679	1,846	7,484	11,075	22,150
Commodities	85	465	949	2,790	5,580
Other (Council Approval Required)					0
<b>Total Expense</b>	<b>27,588</b>	<b>39,581</b>	<b>145,881</b>	<b>237,485</b>	<b>474,969</b>
<b>Net Income from Operations</b>	<b>16,742</b>	<b>7,284</b>	<b>132,926</b>	<b>43,705</b>	<b>87,410</b>
<b>CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY25</b>					
<b>Expense</b>					
Town-Funded Projects (Caboose)	0	3,167	9,500	19,000	38,000
<b>Net Income - CIF Funds/Town Funded</b>	<b>0</b>	<b>(3,167)</b>	<b>(9,500)</b>	<b>(19,000)</b>	<b>(38,000)</b>
<b>CAPITAL IMPROVEMENTS/GRANT INCOME - FY25</b>					
<b>CIF Income</b>					
CIF - Reimbursement from VDOT	50,043	73,333	50,043	440,000	880,000
<b>CIF Expenses</b>					
Processing Easements		0		0	0
Streetscape 2A - Preliminary Engineering	0	18,917	108,229	113,500	227,000
Streetscape 2A - Right of Way		72,750		436,500	873,000
Streetscape Phase 2A Construction					0
<b>Total CIF Expenses</b>	<b>0</b>	<b>91,667</b>	<b>108,229</b>	<b>550,000</b>	<b>1,100,000</b>
<b>Net Income - CIF Funds/Grant</b>	<b>50,043</b>	<b>(18,333)</b>	<b>(58,186)</b>	<b>(110,000)</b>	<b>(220,000)</b>
<b>Consolidated Net Income</b>	<b>66,785</b>	<b>(14,216)</b>	<b>65,240</b>	<b>(85,295)</b>	<b>(170,590)</b>

**NOTES & Highlights:**

**Town of Clifton  
Account Balances  
FY25**

ASSETS	12/31/2024		<u>Notes</u>
Current Assets			APR %
Checking/Savings			
United Bank - Haunted Trail Account	10,626.97		No Dec statement rec'd to date
United Bank - Events Acct	7,283.88		
United Bank - Checking	13,676.80	Min Bal \$2,500	"Chairman's Club"
United Bank - Security Deposit	3,116.89		
United Bank - Money Market Savings	260,208.39	Min Bal \$15,000	
Investments-LGIP	1,299,404.76		4.92%
<b>Total Checking/Savings</b>	<b>1,594,317.69</b>		



## 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:** January  
**Year:** 2025

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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 100% Submission to VDOT for final review on December 6th**
  - b. Advertise Project for Construction Date to be completed by the end of June 2025
  - c. Progress Reports to be done Quarterly – 4th **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 100% Submission of the Engineering Drawings were submitted to VDOT and accepted on December 6th. The plans are currently being reviewed by the VDOT Project Team and waiting for final approval.
  - a. As part of their previous review, VDOT requested a Design Waiver for the non-standard condition of a new storm drainage pipe due to existing conditions. The Design Waiver has been submitted and approval is pending.
  - b. VDOT requested various NEPA Document Forms to be updated. The Project Team has obtained confirmation on the information required for Form EQ-121 and has it ready for submission. The Project Team is working on the confirmation of the information required for Form EQ-155.
3. The Project Team discussed with the VDOT Team the desire to advertise for construction of the Utility Pathway separately from the roadway construction. After discussion, VDOT agreed and asked for a Justification Letter, Schedule, and Cost Estimate that would be used for review internally at NOVA District and then sent to the Central Office for approval. Central Office approved the request and provided the documents to split the project by issuing a new UPC for the Utility Bank Construction. The documents for UPC 126584 and revised UPC 109949 were received from VDOT, reviewed and approved by the Town Council. The mayor signed the documents, and they were delivered to VDOT for final execution.
4. Utility Consultant

CES is finalizing engineering drawings for the Utility Bank Construction and hopes to have them submitted to VDOT by January 6<sup>th</sup>.
5. 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.
6. Railroad Coordination

The Town continues to have communication through Keyana Holloway with Norfolk Southern. NOVEC has received comments from the RR permit review and resubmitted drawings for final RR approval.

The Project Team is waiting on a final amendment to the existing lease between the Town and the railroad for the required mill and overlay in the railroad right-of-way, as well as the new Street Light that will be located in the railroad right-of-way.

7. Easements

The Project Team has engaged the property owners for the Project utility easements and permanent maintenance easements. The Project Team will be engaging the owners of the properties needing just a temporary construction easement and hopes to finalize all the easements by February.

8. Sources for additional funding for the Project

- a. Discussions are ongoing with Fairfax County for possible sources of funding if required by the Project.

9. 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:**

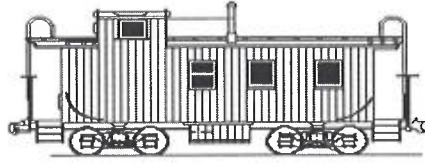
1. Receive final approval of the submitted Site Plan from VDOT.
2. Submit and receive final approval of the engineering drawings for the Utility Bank Construction.
3. Bowman Consultants to receive approval from the property owners for the required easements for the Project including the utility easements, permanent maintenance easements, and temporary construction easements. Complete and submit the required plats for the properties.
4. Verizon Franchise Agreement – complete discussions to negotiate a new agreement and finalize the cost allocations between the Town and Verizon for the relocation of their utility.
5. Cox Franchise Agreement – negotiate the responsibility of the costs for the relocation of the utilities.
6. Obtain all necessary permits and agreements from Norfolk Southern Railroad for the required work to be completed within the railroad right-of-way.

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

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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


June 21, 2019

Bryan Hill  
County Executive  
Board of Supervisors of Fairfax County, Virginia  
Office of the County Executive  
12000 Government Center Parkway  
Fairfax, VA 22035

Re: Renewal of Lease Agreement for Clifton Town Meeting Hall

Dear Mr. Hill,

Pursuant to Section 2 of that Lease Agreement (the "Lease") dated June 27, 1994 by and between the Board of Supervisors of Fairfax County, Virginia (the "County") and the Town of Clifton, Virginia (the "Town") for the Town Meeting Hall/Community Building (the "Town Meeting Hall"), the Town hereby exercises its option to renew the Lease for the Town Meeting Hall for an additional five (5) year period beginning June 27, 2019 and ending June 26, 2024. No other provisions of the Lease are changed or affected by this lease renewal.

  
William R. Hollaway, Mayor  
Town of Clifton, Virginia

cc: Pat Herrity, Supervisor – Springfield District, Fairfax County Board of Supervisors  
Michael P. Lambert, Assistant Director, Real Estate Management Services,  
Facilities Management Department, Fairfax County  
Amanda Christman, Town Clerk, Town of Clifton, Virginia





# The Fruitful Forest



dba Clifton farmers market

11/25/2024

## SIGNAGE PROPOSAL:

### 1- School sign with farmers market lettering:

Announcement on the Clifton elementary school board:

Lettering goes up 1 to 2 weeks before the farmers market starts.

We would like to keep the lettering up during the farmers market season.

We understand that we may need to be flexible with other Clifton announcements.

“Clifton Farmers Market

Sundays 8 - 1

April to November

On Chapel Rd

@cliftonfarmersmarket”



2- Temporary signs:

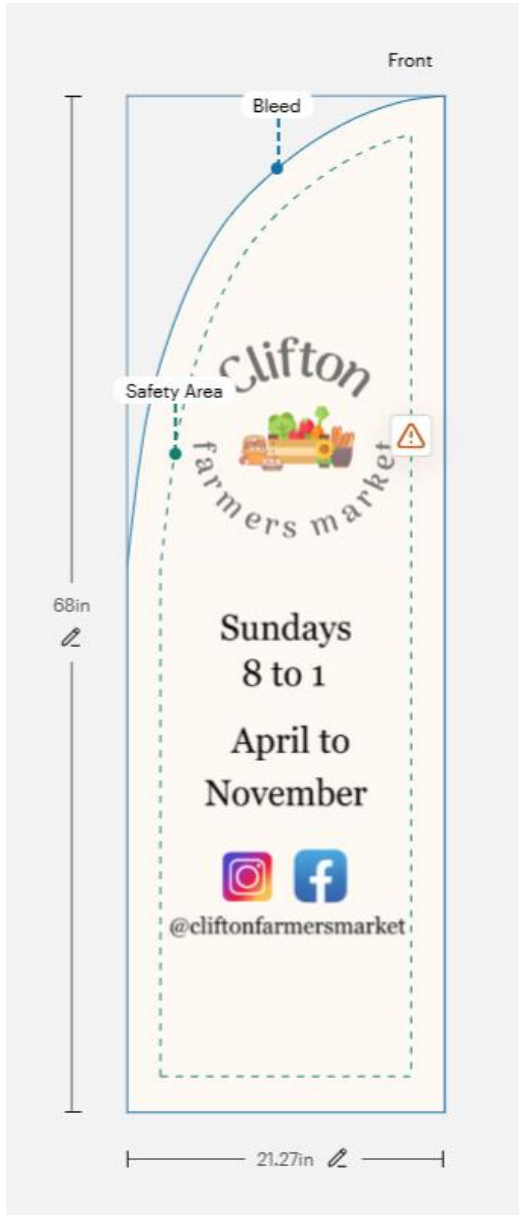
Quantity of (1) A frame and (1) flag at the corner of Main Street and Chapel Road (near street sign).

Both signs will be put in place every Sunday before the market start and removed every Sunday when the market end.

- A frame (corrugated plastic, weatherproof and can be filled with water or sand, rust proof) dimensions and rendering:



- Flag (durable polyester) dimensions and rendering:



Flag Base:

# **Clifton-Winters Branch**

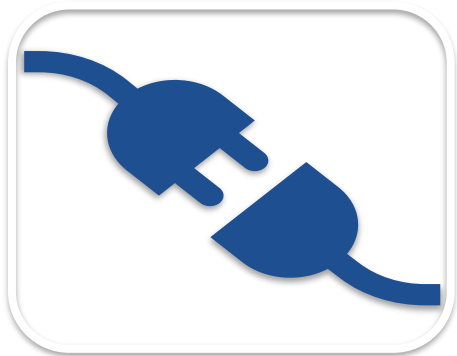
## **230 kV Electric Transmission**

### **Partial Rebuild Project**

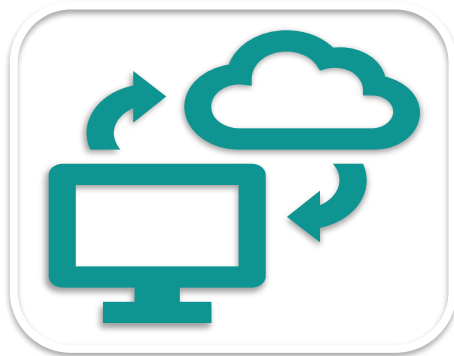
**Town of Clifton Governing Body**  
**January 7, 2025**

# The Energy Landscape is Changing

*Rapidly*



Electrification



*“Datafication”*



*“Greenification”*

# Project Need

- This project will rebuild a portion of an existing 230 kilovolt transmission line from just outside a substation in Prince William County, through Manassas, and into Fairfax County, ending at the Clifton substation
- Required to maintain area reliability and strengthen the existing infrastructure
- We will replace the conductor, or wire, with new material, which requires us to rebuild the structures which carry it – no new ROW is needed, and structures will be in same general vicinity as existing
- Work at the Clifton substation will include equipment replacement and updates

# Map of Transmission Line Rebuild



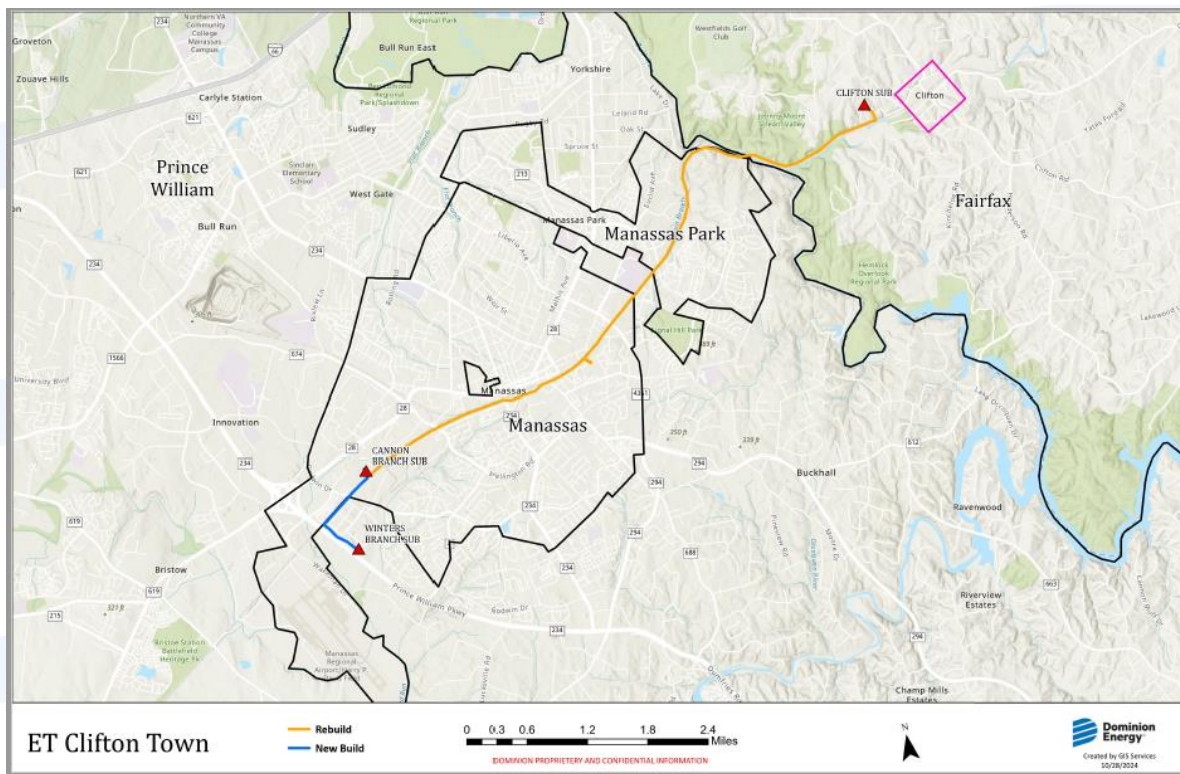
*This map is intended to serve as a representation of the project area and is not intended for detailed engineering purposes.*

# Clifton Area Map

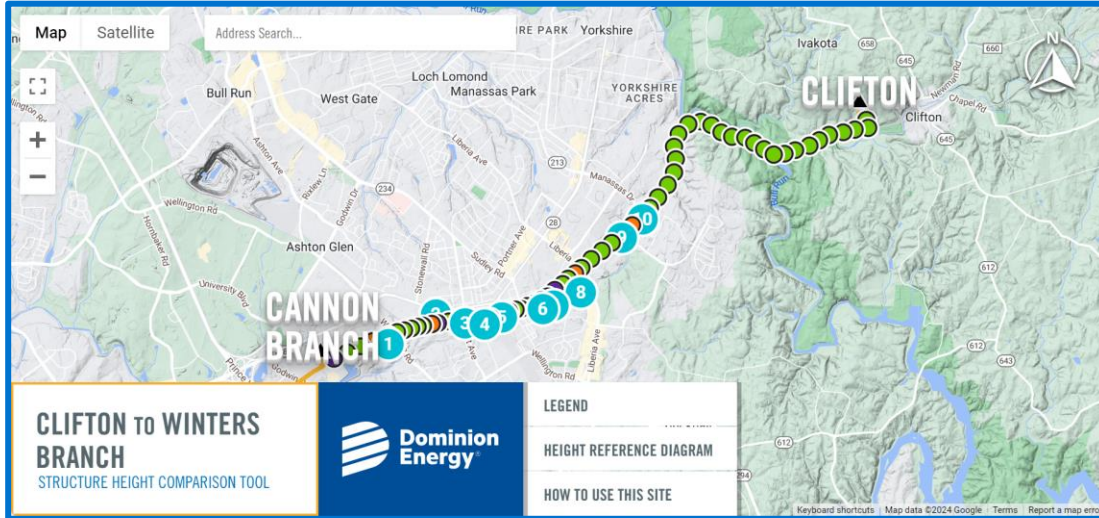




# Map of Town of Clifton Distinction



# Clifton-Winters Branch Structures



Access Structure Height Comparison Tool at:  
[DominionEnergy.com/cliftonwintersbranch](https://DominionEnergy.com/cliftonwintersbranch)

# Construction Timeline

<b>July 2024</b>	Pre-construction notifications and community meeting
<b>Mid-August 2024</b>	Access installation and forestry work began outside Cannon Branch Substation
<b>Mid-September 2024</b>	Transmission line construction begins
<b>Spring 2025</b>	Transmission line construction reaches City of Manassas Park
<b>December 2025</b>	Overall construction completion
<b>Early 2026</b>	Restore impacted work areas

# Resources for Residents

- For more information, scan the QR code to visit:  
[DominionEnergy.com/cliftonwintersbranch](https://DominionEnergy.com/cliftonwintersbranch)
- Virtual Open House and Construction Portal:  
[powerlines101.dominionenergy.com](https://powerlines101.dominionenergy.com)
- Questions?  
Email: [Powerline@dominionenergy.com](mailto:Powerline@dominionenergy.com)  
Call: **888-291-0190**

