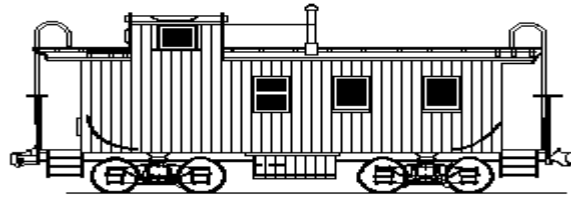


Wayne H. Nickum Town Hall
12641 Chapel Road
Clifton, VA 20124

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



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JULY 1, 2025, 7:30 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VIRGINIA 20124**

Present: Mayor Tom Peterson; Vice Mayor Regan McDonald; Councilmember Mary Hess; Councilmember Lynn Screen; Councilmember Jay Davis; Councilmember Steve Effros
Staff: Laura Jane Cohen, Town Administrator (Remote); Suzy Murphy, Town Treasurer
Absent: Kerrie Gogoel, Town Clerk

Meeting was called to order by Mayor Peterson at 7:30PM followed by the pledge of allegiance

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed).
2. Report of the Town Clerk:
CM Screen read the Clerk's report (see attached)
 - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
- **CM Hess made a motion to approve the minutes from the June Town Council meetings. The motion was seconded by CM Screen and approved by poll, 6-0.**
3. Report of the Treasurer: Treasure went over the report (see attached)
- **CM David Jay made motion to approve payments requested and the report. The motion was seconded by CM Hess and approved by roll call:**
CM Hess: Aye
VM McDonald: Aye
CM Screen: Aye
CM Davis: Aye
Mayor Peterson: Aye
CM Effros: Aye
4. Report of the Administrator –
 - a. Administrator - thank you to the board of supervisors for approving the fire truck for our community.

- b. Letter to school board members McDaniel and Anderson was appreciated – worked late, plan passed regarding plans for Clifton ES property. Clifton ES - school board has 3 years to decide what to do. Thought is for it to be a paved parking lot; Town use was made mention. Next, Capital approval will be the likely time for them to look at the town wishes, in February. This is where there is opportunity to advocate for what we would like. Conversations continue and it is a big one. Land will not revert to the county, it belongs to the school board. Need the superintendent to put pen to paper to decide when and appropriate money for the demolition.
- c. 8 acre park approvals for work pending and moving forward. Mayor Peterson asked about selling bricks as a fundraiser as a joke. It was noted as an interesting idea and to think on other plans.

5. Reports of Committees:

- a. Planning Commission – had a meeting but there were no applications. Discussed the Town Plan. The following members need to be reappointed for another four year term: Kathy Kalinowski (Chair), Paula Sampson, Susan Yantis, Michelle Stein, Adam Trost.
- **CM Davis made a motion to reappoint the members to the Planning Commission. The motion was seconded by Mayor Peterson and approved by poll, 6-0.**

- b. Architectural Review Board –Reviewed an application for an addition of 12638 School Street, see attached it was approved. If there are any additional changes then the ARB will review.
Discussed fence repair at 7156 Main Street. Resident submitted pictures and drawings of location and type of fence. They plan to remove the fence in front of the house at the sidewalk and have an entrance on park side. No application has been submitted yet, but it is forthcoming. The ARB members generally approve of the changes and noted that other residents are also in favor.
- c. Special Projects Committee (Streetscape). –Chair Yantis– (see attached report)
 - i. Utilities – meeting regarding Verizon responsibilities of the cost of duct bank. We assume 100% but finding out it is “in-kind” which is difficult to determine. Verizon will provide the number but has not. The committee waited a bit but decided to submit another proposal regarding where the copper will be laid and include the areas where the lines are to be laid. Verizon took issue and has spoken with VDOT. Verizon wants all utilities included. Meeting with all utility carriers last week so all could see the agreements and that they are similar. Productive meeting Verizon has verbally committed to pay, Cox is too. NOVEC has pushed back a bit but are going to pay for \$160K for various power boxes, etc.
 - ii. Moving forward. CM Effros asked are we working with one person at Verizon. Chair Yantis explained that they are overseas but there is a consultant and the boots on the ground folks. The meeting with all helped Verizon be comfortable. CM Screen asked if the costs include the taking up/

pulling down old wire. Chair Yantis said yes; they will likely be starting that soon.

- iii. Chair Yantis further explained he got what he wanted regarding the duct bank work. \$20K+ to pull copper. They talked about schedules. NOVEC timeline is in but Cox and Verizon not yet – asked to have by mid-July. Lots of push back from Verizon on the utility agreements. Revised agreement sent. Chair Yantis is hopeful it will happen soon. VDOT said they can compromise with plan estimate being enough, but they are hoping for a specific one from each utility. VDOT inserted a clause, each utility needs a land use permit. VDOT said they can do that administratively – so the clause was pulled. NOVEC should be soon. The others know it is to be soon.
- iv. Railroad – easements signed and in process to be recorded. Submitted the PRE report to VDOT. Estimate is \$300K, this is down from the one in the fall that was \$385K due to a math/excel error. Added cost for 4 property electric meters, and electrician to do that work. Railroad may require a flagger but will not know – but the allocation is there. Will be under budget.
- v. Special provisions with adjacent business and house owners to determine signage and access, questions, etc. Waiting on VDOT district and central office approval to advertise. Need an extension first.
- vi. VDOT made repairs but put a manhole in. Said unaware of Streetscape efforts – but that they will come back if needed.
- vii. Extension for the schedule duct bank to August 29th, and advertising date for the roadway construction. Duct Bank scheduled to finish in January then the other will start, April 30th is the target date. We have some wiggle room to advertise. 60 days but we can extend to 90 days. Can maybe do multiple projects at once. PC & E package should be submitted prior to April 30th deadline.
- viii. No ask for tonight. To tee up for next meeting 1 – extension letter, there may be a formal doc for the town to sign but may not. Can we approve that tonight? If it is different than the Aug 29th date it would be null and void. A Town resolution should be prepared for the utility agreements and the Legal Committee was directed to prepare that document. A J2 change order is forthcoming – they will need the drawings revised to show the utility locations in place and that has been done. The Construction phase was never approved so that will need to be done. CM Davis asked if this will be ready for the next meeting and Chair Yantis said yes.
- ix. Last thing – to advertise for construction. Chair Yantis inquired whether the Town needs to take action or if a resolution is needed. CM Effros asked when advertising? Chair Yantis said no later than Aug 29th but hoping earlier. CM Effros said from Town Council perspective, if it is regular advertisement then no approval would be needed. There are forms for hiring and language, a whole host of things to include then we are good to go and they have that. CM Effros says nothing left for Town Council to approve at this point.
- x. CM Screen asked about Title VI. Chair Yantis says DB & E addresses this. The VDOT central office looks at it and checks that the project includes the

percentage needed. Town has a Title VI plan and CM Screen will look to be sure both align. This is in the Google drive package. CM Screen asked where they will advertise, and Chair Yantis is working on that now. Trying to get the best coverage to get the best contractors. 45 days vs 30 days to capture as many bids as possible at possible; hoping for at least three. The VDOT folks feel this will be an attractive project. There will be a Title VI interview process for those that bid. VM McDonald asked if it would be okay to do a pre-application process. Chair Yantis asked if that has been in a VDOT project. VM McDonald said yes for contractors to prepare their best proposals. CM Davis says Town Council will react if needed. Chair Yantis thinks it may need to be quick.

- xi. CM Screen asked when speaking about the budget on this phase being under only and Chair Yantis said yes. CM Screen asked if there are any projections for the next phase. Chair Yantis said it is too hard to tell at this point. No new numbers for future phases, yet. Material numbers should already be included but numbers may move. It is going to be more than the original estimate a year or so ago.

- d. Legal Committee – no issues, no meetings and no nothing. CM Davis asked Chair Baber – is a resolution needed to rezone the Pink House. Chair Baber said yes, as long as the Council decides what to change it to. CM Davis and Planning Chair Kalinowski said low- commercial

- e. Communications Committee – see attached report. The new website is in BETA. Four members went through training. The Committee will meet on the 8th to discuss a transition to cut over to the new site – hoping for August. Will be good for the Town, it is exciting. Special Projects Committee Chair Yantis said this is critical about the documents. CM Davis said we are all ready to do it. Payment portal is different, and will be post transition. Hoping to connect to BPOL and Planning forms, among others.

6. Unfinished Business:

- a. Town Hall Lease – The Administrator says we are still at an impasse. Town Hall Manager Poe thought that there was a binder in the storage room but we cannot find it. Town Hall Manager Poe is trying to see if the interior components of the HVAC have been replaced. The Administrator asked the County but has not heard back yet.
In the insurance piece there is/may be another path forward
Mayor Peterson wants to back out of the lease due to potential risks. Town only uses once per month. He thinks the meetings can be at the Barker Helmer building. CM Hess said committees meet here and it was asked if it is worth the maintenance. It was noted that the CBA uses it as a staging area. Mayor Peterson thinks the Town does not.

CM Effros asked for the costs and inquired what happens if Town does not renew the lease. We do not know but could be a fight with the County. No parking so would not uses are limited.

CM Hess asked if parking is included in the lease and we would lose that. Clifton Day would lose the use, too.

CM Effros says we need to be careful of losing control of the building. CM Hess asked if they would do a shorter lease? CM Davis says more information is needed. No one is pushing – not in a rush.

CM Hess asked if the HVAC breaks in this the limbo period who is responsible. We would not need to but what if the County does not. May need to wait. The Administrator emailed CM Davis that the old lease would be effective. CM Hess says the County could kick us out. Mayor Peterson says we can survive. VM McDonald says lease is month to month.

- b. 8 acre park fencing – CM Effros says they have measured, etc. The current situation where the stumps are can be changed to a fence without legal issues. The owner, Amy, is happy with the plan. CM Effros suggested use same type of fence as existing. The county plan of using the large stones does not help us. Fence seems to be the best solution. He further remarked to move forward and do it. 30 feet needed and would be on the existing easement. CM Davis asked the Administrator – she is going to source quotes. She noted that on the plat that she saw she thought was the area in question was on Chuck's property. CM Effros says it is not and that they measured it. The 30 feet in question are within the existing easement. The Administrator took picture and will get quotes and asks someone else to walk it. CM Effros would like to walk it with Administrator. CM Effros wants same split rail fence. VM McDonald says needs to be big enough to a mower, so it needs to be the same width as the bridge. CM Effros spoke with Legal Chair Baber and they agreed about which post should be removable. CM Davis says it should be the same thing as at the other park. CM Effros says roughly under \$1,000 and is in the budget. CM Effros will work with Administrator.
- c. Clifton Elementary School annexation discussion – Mayor Peterson says we should go in closed session. CM Effros says we need to ask the Town Attorney. The topic was tabled to be discussed at the next Town Council meeting. CM Effros says Mayor Peterson needs to make a motion to ask the Town Attorney for recommendations and liabilities and ask them for details on how it would be done. Mayor Peterson will do that with the Legal committee. Once we hear back from Town Attorney we can then go to session.
- d. Trash Collection – Mayor Peterson has a quote from his provider Flag Disposal. Mayor Peterson walked him through the issues. The proposal –see attached. The

provider subcontracts with American. Mayor Peterson wants an estimate of what we currently pay. He does it at Harris and 8 acre park. Is it fiscally responsible? He would take the little cans and dumps them in his trash truck. Mayor Peterson commented that he has 10 cans from the company ready to go. Mayor Peterson explained to him we need to vote. He says they are very customer service related. Mayor Peterson says someone else should talk to him. CM Screen asked if we would be replacing our current contract. CM Davis says Chuck Rusnack grandson does items 1 and 2 American does the third thing. Flag Disposal is proposing doing all of it. CM Davis thinks this will not fix the problem. 3 times per week – maybe seasonal. Mayor Peterson is going to go back to Flag. CM Davis thinks there is no problem as long as we get what we need. CM Effros says to expand the cans. Flag Disposal will donate 3 cans to use for pizza boxes and Jean Peterson will paint them.

7. New Business:

- a. VRSA Insurance policy –CM Screen and VM McDonald noted that this has not been renewed yet. And the Council needs to vote. Includes workers comp, cyber, property, general liability. The contract needs to be signed. They are in the process of negotiating the original fee. CM Screen asked about the HVAC and insurance says maintenance (not replacement) / repair would be \$32 per year but that is not exactly how it works. The policy renewal is a bit over the budget but not by much. CM Davis asked for clarification. Wear and tear are not covered. Casualty policy not a repair; Legal Chair Baber explained - like a house policy/ NOT repair. We are tabling the conversation about the repair part.
- **CM Hess made a motion to approve the new insurance policy, and invoice of \$7,367. Mayor Peterson seconded the motion and approved by roll call:**
CM Hess: Aye
VM McDonald: Aye
CM Screen: Aye
CM Davis: Aye
Mayor Peterson: Aye
CM Effros: Aye
- b. Meals Tax Increase – It was noted that the Council was not going to talk about it right now. Mayor Peterson asked if others know what other municipalities are doing and noted that Vienna is 4%, City of Fairfax 4%, Herndon 4.5%. Clifton's 2% is a bargain. It is necessary to increase by 1%. Greg Young, owner of the Clifton Café chimed in - All restaurants are increasing experiencing higher costs, cost of goods, labor, shipping, etc. The burden of the tax falls on the guests, and the increase must go on the guests, too. The impact on the business is that the guests go out less often. He noted that restaurants are a unique business in that the fixed costs are higher than other businesses. To cover that he is not in favor of any increase. Mayor Peterson says Clifton will still be lower than everyone else. He went on to say he hate taxes and no one has said a thing to him regarding the

meals tax. Mayor Peterson is saying the Town can have a temporary increase at least. The Town does not get other taxes. The Town used to do other fundraising events. Will still talk about it. Mayor Peterson says he has spoken with the owner of Villagio and he knows that the owner of Motier is very concerned about it. Mr. Young says he is all about a win-win situation and inquired whether the Town needs the money to improve the way we live – if the town says we cannot do a project without the funds then he says let's talk about it at that time. CM Davis says he thinks we can do what is budgeted this year and we can delay the increase. Then if we have a demonstrated need, it can be done. CM Davis emphasized that he just wants to be sure we have a good, documented reason. He is asking the Council to really think about it. The Town can possibly hold off. CM Effros says we have reserves; however, we really do not know what the Streetscape will actually cost. He believes the Town needs consistent reserves and cannot decide policy based on one project. CM Effros explained that cannot assume the Town will not have increased costs. CM Effros says it is not real that a 1% difference in tax. And he goes on to say, we should do it now because the entire Fairfax County area is experiencing the same thing at the same time; that waiting is a mistake. CM Screen says we budget it and use it quickly. CM Effros says we are now doing projects that we had not done prior because we did not have the money. CM Screen says we do not have a great reason to increase it right now. She thinks we can make the current amount of work. CM Davis says we should not levy a tax unless we need it not to hoard cash. Mayor Peterson says as a food establishment owner – the owners say we are raising money for the Town and they are not getting anything. CM Hess thinks we need to meet with the business owners to find out what they mean by “they are not getting anything out of it”. She continues by saying the town is doing lots of things to help business. Mayor Peterson asked, “are we doing things that benefit the business?” CM Effros says parking, trash pick-up, and safer streets do benefit the businesses. CM Hess reiterates that we need to ask the businesses to ask what they want. She says there are other ways to do events to get more money, but she is not sure we can do it. Mayor Peterson says that the businesses want music events brought in. CM Effros says there is no evidence that bringing in music may not be acceptable to the citizens. We want to bring others in but there is nowhere to park. He further says that it is his belief that the suggestion that the meals tax increase would negatively impact the Town is not true. CM Effros says the amount we are bringing in shows the businesses are doing well. The citizens are upset about parking and trash. Mayor Peterson says he respectfully disagrees with CM Effros on some of it. Mr. Young of the Clifton Café finds Clifton a fascinating place as it has challenges about growing business while also being a quiet place to raise a family. He thinks it would be good to see a 3-5 year plan and wonders what that would look like.

CM Davis says we are not voting on the meals plan tonight so we need to move forward. CM Hess and CM Davis will go talk to the businesses about what they want. We need to encourage business owners to come. CM Screen says we need to look at things we have done with the year of meals tax.

- c. Fourth of July Parade – Mayor Peterson cannot guarantee he can be in attendance. He cannot guarantee being the lead in the parade. He thinks the Town Council should lead it. CM Screen asked what would be different. Mayor Peterson explained that typically the Mayor leads the parade. CM Davis is to tell Michelle Stein there may not be anyone to lead the parade
8. Closed Session
The Clifton Town Council will recess its open meeting and convene a closed session to discuss the consideration of the investment of public funds in the Pink House, where competition or bargaining is to be involved, as authorized by Code of Virginia of 1950, as amended Section 2.2-3711(A)(6). The Town Council will reconvene its open meeting at the conclusion of the closed session.
Motion to Convene Closed Session by Mayor Peterson:
 - **Mayor Peterson moved that the Clifton Town Council recess its open meeting and convene a closed session to discuss the consideration of the investment of public funds in the Pink House, where competition or bargaining is to be involved, as authorized by Code of Virginia of 1950, as amended Section 2.2-3711(A)(6)."**
CM Davis seconded the motion and approved by roll call:
CM Hess: Aye
VM McDonald: Aye
CM Screen: Aye
CM Davis: Aye
Mayor Peterson: Aye
CM Effros: Aye
 - **Mayor Peterson moved that the Clifton Town Council reconvene its open meeting and adjourn its closed session. He further moved that the Clifton Town Council certify that while in closed session, only the matters that were identified in the motion to convene the closed session were discussed and that no action was taken during the closed session."** CM Hess seconded the motion and it was approved by roll call:
CM Hess: Aye
VM McDonald: Aye
CM Screen: Aye
CM Davis: Aye
Mayor Peterson: Aye
CM Effros: Aye
9. Adjournment.
 - **CM Effros made a motion to adjourn the meeting. The motion was seconded by CM Screen and approved by poll, 6-0.**

Key activities

- Picked up Notary Commission and acquired stamp, can now serve as Notary for the Town as needed.
- Primarily focused on website, see Communications Committee Report
 - Attended 2 trainings and began planning and coordinating with core group
- Met with Mary and Suzy regarding maternity leave planning – Mary will do the heavy lifting of taking my laptop and monitoring emails. Trained Suzy on minutes taking etc. and performing dry run this month in July. Will look for support from Laura Jane and Jay for supporting Planning Commission meetings and Mary will support ARB meetings.
- Coordinated with VRSA representative as well as Town Council representatives regarding renewal, this topic will be discussed by Lynn and Regan later in the agenda.

Awaiting response

- Reached out to Planning Commission chair to facilitate moving hardcopy files in their possession to back building of Pink House, aiming to have those in hand before end of August if possible. Awaiting coordination details.

Need guidance / Still to do

- Need to reach out to Josie at DPWES regarding 8 acre park, may request Laura Jane to assist as this project is likely to extend into the fall.

Other

- Note that I will be out of town June 27 – July 8, but available via phone and will monitor emails.

TREASURER MONTHLY REPORT

June 2025

COUNCIL MEETING – July 1, 2025

*Note: Financial reports not yet available since Council meeting is on the 1st of the month.

Other Payments – Previously approved by Council

- J2 Engineers \$7430.22 invoice paid 6/9/25
- Bowman Construction \$1,063.07 paid 6/15/25
- Clifton714, Inc \$3,200 paid 6/23/25, sent via Fed-Ex to Bowman 6/27/25

Requests for Approval of Payment

- Green Valley Landscaping invoice #58188 dated 6/30/2025 for 4 lawn mowing sessions and trimming: \$1,440.00
- Invasive Plant Control, invoice #2025188 dated 6/26/25 for quarterly maintenance \$1,650.00

Accounting Support

- To begin soon – Rodefer Moss just added to their locations and have some new hires. We will still be handed by Tamara who is one of their partners

New Fiscal Year began today. Thanks to all for helping me through my first budgeting cycle.

Clifton Architectural Review Board (ARB) Report

June Town Council Meeting

The ARB met on 6/26 to review one applications.

12638 School Street, addition to existing structure. Home and garage addition using the same materials and architecture of existing structure.

Former Nickum residence fence repair and new footprint. Remove the fence in the front of the house and update new footprint.

COMMUNICATIONS COMMITTEE MONTHLY UPDATE

1. KEY AND ONGOING ACTIVITIES/RECOMMENDATIONS (PLEASE INFORM IF COUNCIL NEEDS TO VOTE OR LEGAL REVIEW)

- A. **Revize hosted two training sessions for system administrators** (Jay Davis, Kerrie Gogoel, Laura Jane Cohen). Suzy Murphy attended as Treasurer for visibility as well in case discussions of payments were held.

2. ACCOMPLISHMENTS

- A. **Attained full access to beta website:** Now that system administrators have gained access to the beta website, we can begin updating content in preparation for go-live.

3. CHALLENGES/ISSUES

- A. **Payments Portal works slightly differently than anticipated:** We envisioned a single payments portal, but the integration with Stripe works such that we actually have the ability to set it up using unique forms for each payment which may be more user friendly. Jay is investigating how best to set this up but may work out better than anticipated.

4. UPCOMING PLANS

- A. **Meet with Communications Committee:** We will meet with the larger committee and delegate work for updating missing/outdated information. For example: need to contact businesses and determine if they'd like to be included in our business directory and if so, obtain information from them (picture/logo, phone number, etc.) to post on the site.

5. IMPORTANT DATES

- A. We think we may be able to cutover the site from the old to the new sometime in July. Our goal is no later than mid-August.

6. ATTACHMENTS AND SUPPORTING DOCUMENTS

A. **NA**

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) and (UPC 126584)
Sponsor: Town Of Clifton

Month: July
Year: 2025

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

- ☒ 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 – **On or about May 15 all VDOT comments were closed for both the Streetscape Project (UPC109949) and the Duct Bank Construction (UPC 126584).**
 - b. Advertise Project for Construction Date to be completed by the end of June 2025 **PC&E Package Submitted on June 24. Awaiting approval for Advertisement. A letter requesting an extension for the Project to Advertise by August 29th was submitted to VDOT on June 25th. Waiting for a reply.**
 - c. Progress Reports to be done Quarterly – **2nd Quarter 2025 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. Notice was received on or about May 15th the VDOT Comments for the Signature Set of the Engineering Drawings for the Parent Project (UPC 109949) and the Engineering Drawings for the Utility Duct Bank Construction Project (UPC 126584) were closed.

3. Utilities

On April 2nd a meeting with Verizon, VDOT and the Project Team took place at VDOT's offices. The discussion concerned Verizon's Utility Agreement and their responsibility for costs for the Duct Bank Construction. Given there is not a current franchise agreement in place between the Town and Verizon, it was determined Verizon would be responsible for the costs in-kind to the relocation of the utilities above ground. Verizon agreed to determine an estimate of what this In-Kind cost would be. Subsequently, Verizon did not provide this estimate, thus the Town provided a proposal to Verizon. On June 25, a meeting was held with Verizon, NOVEC, Cox, VDOT and the Project Team to reach a resolution. The Agreements with all the Utility Companies were discussed and in conclusion Verizon agreed to be responsible for the cost of all the materials required for the Verizon portion of the Utility Bank and the cost for the transition of their utility once the duct bank construction was complete.

In addition, the logistics of the Utility Bank Construction were discussed including the Plan and Estimates from each utility, the projected Advertisement Date, the schedule of the Duct Bank Construction, and the subsequent schedule for each utility to complete their transition work. The utilities transition schedule was emphasized due to its impact of being able to start the Streetscape Parent Project.

The Utility companies were informed, their plan and estimate were due no later than August 1st.

A meeting will be held mid-July with the utility companies to ensure the schedule is being adhered to and answer any outstanding questions.

4. Railroad Coordination

The Town continues to have communication through Keyana Holloway with Norfolk Southern. NOVEC received approval of their application for the location of their utility within the railroad right-of-way.

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.

5. Easements

The Project Team has obtained all the required easements for the Project including the Permanent VDOT Utility Easements, the Permanent Maintenance Easements and the

Temporary Construction Easements. These are in the process of being recorded as required.

6. PC&E Package

The P&E Package was submitted to VDOT on June 24th. This included the Issue for Bid (IFB), required signed plans, the Contract Time Determination Report, (CTDR), updated Project Cost Estimate, and the various VDOT forms. While the requested extension date for Advertisement is August 29th. The Project Team is hopeful to receive approval for Advertisement sooner.

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. VDOT Maintenance completed the three repairs along Main Street which are within the Project limits. This included a new manhole in the roadway. This new manhole will be evaluated during construction for coordination with the new roadway.

Explain any delays experienced and efforts made to correct:

While coordination with the utility providers and our consultants has been ongoing since April 2024, final design and plan preparation of the duct bank took additional time due to the complexity of utility relocations in the constrained corridor of the Project.

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

1. Receive authorization for the Utility Duct Bank Construction.
2. Advertise of Bid for the Utility Duct Bank Construction.
3. Receive final Plan and Estimate from each utility company.
4. Receive signed Utility Agreements from each utility company.
5. Receive amended agreement from Norfolk Southern Railroad for the required work to be completed in the railroad right-of-way.

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

**Quote for Trash Pickup Services for July 1 – September 30,
2025**

Servicing little cans at 3 parks every Tuesday (14 total for quarter): \$50/service = \$700/quarter.

Servicing little cans at 3 parks again on Saturdays (13 total for quarter): \$25/service = \$325/quarter.

Pick up trash cans at Caboose, Parks and Town Hall:
\$275/month x 3 months = \$825/quarter.

Thank you,
Flag Disposal Inc.
www.flagdisposalva.com
703-273-5226