

**CLIFTON TOWN MEETING MINUTES
FOR TUESDAY, March 6, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Council Members Present:

Tom Peterson, Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak, Mike Anton

Other Town Officials Present: Marilyn Barton, Town Treasurer

Order of business:

- 1. Reading of minutes of last regular meeting and subsequent special meeting. – Motion:** Wayne Nickum moved to approve the Minutes of the February 6, 2007 Town Council Meeting as submitted. The motion was duly seconded and unanimously approved. **Motion:** Wayne Nickum moved to approve the minutes of the special meeting, Sunday, February 11th as submitted. Pat Layden seconded the motion and it was unanimously approved.
- 2. Introduction of Lane Johnston as Vice Mayor.** Lane Johnston introduced herself as the new Vice Mayor and reported that she will be chairing the meeting until Mayor Tom Peterson arrives.
- 3. Award Presentation:** Chuck Rusnak presented three award presentations to former Town Council Members for their distinguished public service to the Town of Clifton. Awards were to Trisha Robertson for her service from 2004 to 2006, to Brant Baber for his service from 2004 to 2006 and to Mac Arnold for his dedication in service from 1983 to 2006.
- 4. Report of the Treasurer –** Marilyn Barton provided an overview of the Treasurer's Reports for the period ended February 28, 2007 as submitted to the Town Council. She also presented copies of the printed audited Financial Statements for the period ended June 30, 2005. She reported cash balances of \$10,588 in the SunTrust, \$258,326 in the LGIP Fund, and \$205,077 in the UBS Fund at month end. Fiscal year to date income was reported as \$95,789, less YTD expenses of \$76,494 which resulted in net income of \$19,295 as of February 28, 2007. Other reports provided were the Clifton Presbyterian Church Escrow Report and supplemental reports on legal and electrical expenses. **Motion:** Wayne Nickum moved to approve the Treasurer's Report as presented. Lane Johnston seconded the motion and it was unanimously approved.
- 5. Reading of communication –** Lane Johnston deferred the reading of communications to later in the meeting.
- 6. Citizens' Remarks–** Trish Robertson reported that two fundraisers are upcoming. The Clifton Yard Sale will be Saturday, April 28th from 8:00 am to 2:00 pm. Secondly, Shaklee Earth Day Celebration on April 22nd. Flyers were distributed. Karen Arnold raised concern about the path from Popes Head Creek to Clifton Creek Drive being washed out. Mike Anton reported that he had notified VDOT and he is working toward getting them to improve this. **Motion:** Wayne Nickum moved that a letter be sent from the Mayor to VDOT, with photos and a copy to Elaine McConnell. Lane Johnston seconded the motion and it was unanimously approved. Michelle Stein reported that the CBA will be meeting the next Wednesday and announced the Clifton Birthday Party.
- 7. Unfinished business.**

- a. **Buckley Bridge repair status (Lane Johnston)**- Lane Johnston reported that she is working with Dwayne Nitz to prepare the RFP/IFB for repair of the Buckley Bridge.
- b. **Sale of Old Town Hall (Mike Anton)** – Mike Anton reported that at last meeting the Town Council concurred to deliver a contract or a response back to Royce Jarrendt. The team met that requirement, delivered a response to him and had their first meeting with him. Another draft will be coming. Pat Layden reported that work is getting accomplished. An Executive Meeting will be scheduled under New Business.
- c. **Progress of Verizon wiring (Mike Anton)** – Mike Anton reported that he spoke to Verizon. Due to the freezing weather they were delayed. They plan to install wires around Centreville as well. He reported that everything in Centreville, including Clifton, will be built within sixty days. They are still trying to bid out the underground wiring on Main Street. Mike Anton spoke with an engineer who said that he would give him the bid. An update will be forthcoming from the negotiating team.
- d. **Change for speed limit (Tom Peterson)** – It was reported that consideration allowing Clifton to legislate its own speed limit did not make it out of the committee, at the Virginia State Legislature.
- e. **Inspection agreement renewal/extension County of Fairfax (Tom Peterson)** – Chuck Rusnak reported that the inspection agreement was indeed finalized at the last town council meeting, and also negotiated with the county attorney. The next step being to meet with the county attorney on other issues regarding inspections and grading plans. The meeting was very productive.
- f. **Reading of communication** –Tom Peterson, Mayor, reported that there were no communications that he received to be read.
- g. **Town Clerk position (Tom Peterson)** – Tom Peterson reported that formal resignation from the Town Clerk has not been received, however Carolyn Leetch has expressed her desire to do so. He further added that an application has been received from Kathleen Barton expressing her interest and qualifications for serving as Town Clerk. Mayor Peterson further expressed assurances that her Mom and Dad (Marilyn and Tom Barton) will provide oversight and support. Lane contributed that Kathleen's application be received and considered until Carolyn's written resignation is received. Tom Peterson added that because Clifton is a small town it is great that a high school student would have the courage to apply for a position like this, and furthermore concluded that the position of Town Clerk is practically a volunteer job based on what the pay is. Wayne Nickum advised that an email was received from Carolyn indicating that she planned to keep the position only until someone else was found for the job. However, Tom concluded, it was an email but was not signed. Lane contributed that although Carolyn has not provided her written resignation, she has not been at the meetings writing the minutes. Chuck Rusnak inquired as to whether Town Clerk is an employed position, and whether age would be a concern. Wayne responded his understanding that the legal working age is sixteen. Tom added that Kathleen is over the age of sixteen. Chuck Rusnak indicated that verification should be obtained. Tom Peterson recommending considering Kathleen's application after receipt of an official resignation and requested Kathleen attend the April meeting. Wayne Nickum recommended that the Town Council proceed to appoint Kathleen as Town Clerk, contingent upon receipt of the written resignation. **Motion:** Lane Johnston made a motion to approve Kathleen Barton as the Town Clerk contingent upon Carolyn Leetch's official resignation and Kathleen's position start as of the next meeting. The motion was amended to be subject to applicable labor laws. Tom Peterson duly seconded the motion and it was unanimously approved.
- h. **Dominion Power Plant noise (Pat Layden)** – Pat Layden reported that on February 27th that he and Chuck Rusnak attended the meeting with Elaine McConnell, Fairfax County Supervisor, as well as representatives from the Clifton Creek Association and Dominion Power Plant to talk about the noise problem coming from Dominion's transformer site behind Clifton Creek Drive. In attendance was Pete Murphy, two people from Dominion Power, Pat Layden and Chuck Rusnak. Dominion Power stated in this meeting that the noise is coming from the new transformers they installed a year ago. They presented themselves as being committed to doing something to reduce the noise. They have engaged the work of a consultant to come in and look at the situation. They have started that work and the consultant's report is due this March. One of the things they are exploring is to fill the sound barrier around the new transformers because they cannot retrofit those transformers because they did not come equipped with sound panels. When they get the report Elaine McConnell has suggested that they come back up to Northern Virginia to present the

consultant's report. The recommendation is to control or diminish the noise. Vernon Keen asked whether Dominion has been asked to do specific measurements that could be set as a baseline so that at some point in the future if there is a concern we would have the baseline to determine where we are now; do the measurement after they've done the repairs and then have something to show. Pat Layden said they are aware that these measures are needed and further explained that a matrix is needed to measure different points. The result of the measurements done by the county and that of the power company records indicate that they are within the county guidelines for noise. Vernon Keen further added that atmosphere also is a resistor, depending on what the atmosphere is like. He believes that there must be some kind of way to meet that standard on a consistent basis, not on a random basis and that the Town should be below that standard at all times, rather than optimal times.

8. Reports of Committees, Planning Commission, and ARB

a. Planning Commission Kathy Kalinowski, Chair of the Planning Commission, presented the report of the Planning Commission as submitted. She reported that the Planning Commission recommends three use permits for approval: 1) The application by Erich Russek-Robbins for a use permit for office space at 7157 Main Street for a high tech business office with the hours changed from 8am to 10pm, 7 days a week, and the allocation of two parking spaces on the approved parking plat of option number 1 of spaces 1 through 6 with lines designating spaces and number. There are five parking spaces in front of the garage, two of them have already been allocated to Tom's Ice Cream Depot, two would be allocated to Erich's new business. Wayne said this would not be a problem, however, it was questionable whether the applicant needed to be present. Kathy Kalinowski reported that the presence of the applicant is not required unless questions are not able to be answered. 2) The application by the Lustmans for rebuilding the addition to their home at 7221 Dell Ave. on the same footprint as prior to the fire and the previous addition with the exception of the expansion of the front porch. They meet the set back requirements because they are out no further than their immediate neighbors. 3) The application for a final use permit to be granted to the Clifton Presbyterian Church based on the letter from Joe McClellan of the as built drawings and his recommendation based on the conformance of the as built to the approved site plan. Pat Layden clarified furthermore that attendance is indeed required as stated in the code. **Motion:** Wayne Nickum moved to approve the recommendation of the Planning Commission to approve the use permit application of Erich Russek-Robbins. Pat Layden seconded and it was unanimously approved. There was brief discussion over Tom Peterson's agent until Tom concluded to serve as agent for applicants since it was taking place on his property. It was briefly suggested that the Lustmans be called for attendance. **Motion:** Wayne Nickum moved to approve the Clifton Presbyterian Church application. Mike Anton duly seconded the motion and it was unanimously approved. Mike Anton raised the issue of the need to consolidate the lots of the Old Town Hall and requested that the Planning Commission make a recommendation. Kathy Kalinowski indicated that an application should be submitted by the Town Council. **Motion:** Mike Anton moved that the Town Hall Committee, on behalf of the Town Council, submit an application to the Planning Commission to consolidate the three lots into one. The motion was seconded by Wayne Nickum and Lane Johnston and unanimously approved.

b. ARB – Chuck Rusnak announced that he would be able to speak for the ARB since he had attended the last meeting. Three applications were considered. One was for Tom Peterson's Ice Cream Depot sign which will go at the entrance to the long path. The ARB approved the sign with a slight modification. The Lustman's front porch design was discussed at the meeting. Royce Jarrendt had the plans and it was passed by the ARB. Lastly, a pool that the Silvas will build behind their home was discussed. The ARB approved it, with the understanding that the Silvas will come back with the texture of their pool cover and the redesign of the chimney. A change was requested in the line of the fence somewhat so it won't look like a wall.

c. Special Projects – (Mike Anton) – Mike Anton presented the report of the Special Projects Committee and reported that the committee has established a goal to facilitate the development and implementation of a streetscape plan for Main Street, as presented in his written report. They defined that there were three phases for developing a streetscape master plan.

1. Phase I- Develop an as-built survey for Main Street.

2. Phase II- Create a Streetscape Master Plan for Main Street
3. Phase III- Implementation

Lengthy discussion followed. Mayor Peterson stated the importance of realizing the Special Projects Committee will play the important role of coordinating the efforts of a number of committees to design, fund, and make the streetscape plan. Dwayne Nitz stated that the Traffic and Safety Committee along with Fundraising Committee was charged with beginning to administer this grant and suggested that the Special Projects Committee would be better for this task. Mike Anton agreed to consider this. The sidewalk to Clifton Heights also included in the VDOT money, noted Wayne. **Motion:** Pat Layden moved to approve the committee charter. This was seconded by Pat Layden and was unanimously approved.

d. Communication Committee – (Chuck Rusnak) – Chuck Rusnak reported that Erich paid for the annual contract on the website server. Chuck will be working to reimburse. Michelle Stein said that the CBA is paying for the server update. Tom Peterson suggested that Michelle Stein talk to Erich about the CBA paying. Margo will be keeping the Community Hall events up to date. Chuck reported that the Committee agreed to address the role of honor for the town, deciding who should be on it, where it should be and what it should look like. It was requested that input be sent to the committee. Tom Peterson suggested another town meeting for this issue and that in the very near future a town meeting will be needed for the old town hall. Pat Layden said that a public hearing will be required. Tom Peterson suggested somewhere around the end of March. Michelle Stein suggested that with five town events in March that it could be raised at any event. A decision was deferred to next Town Council Meeting.

e. Historic Preservation – Pat Layden reported that Steve Bitner, the new owner of the Wallaces' house on Chapel St. asked to be a member. **Motion:** Pat Layden moved to approve his appointment to the committee. Wayne Nickum seconded the motion and it was unanimously approved.

f. Finance Committee - Brant Baber reported that the Finance Committee has a report under new business.

g. Council for the Arts – (Chuck Rusnak) – Chuck Rusnak reported on the first annual talent show scheduled for March 24th from 7:30-9:30 at Clifton Presbyterian Church. He requested a resolution to approve this as an activity of the town and need of a budget. **Motion:** Wayne Nickum moved to approve the Talent Show as activity. Tom Peterson seconded the motion and it was unanimously approved. The committee estimated a budget of \$600 for refreshments and supplies – all talent is volunteer. Donations will be requested with proceeds split between the Clifton Presbyterian Church and Playground Funds. Wayne Nickum said that funds were in the in budget. Brant Baber clarified that it would be 50/50 of net proceeds. Questions were raised about the budget level. Kathy Kalinowski offered her tablecloths and Trish Robertson offered to make cookies. Tom Peterson amended the budget (estimated 100 people) to \$300. Mike Anton agreed. **Motion:** Tom Peterson moved that the committee be granted funds not to exceed \$300. This was duly seconded and approved. Brant Baber added that the need for insurance is implicated and reported that the Town Council made a resolution to be sure that every town event be covered under the Town's insurance. He indicated that all names need to be on record with the events' report to capture all the information. Tom Peterson noted that the Council of Arts Committee is doing a great job. Rusnak reported on an upcoming art show at the Coffee Mill.

9. New business

a. Request for new web domain name (Chuck Rusnak) – Chuck Rusnak requested consideration for a new web domain name. Chuck said that Historiccliftonva.com and historicClifton.com is also available. He reported that domain names are cheap and could be added to current server easily for about \$10 a month. **Motion:** Wayne Nickum moved to lock on both names as recommended. Tom Peterson duly seconded the motion and it was unanimously approved. Chuck Rusnak will work with Erich to do this.

b. Fire Prevention Seminar (Tom Peterson) – Tom Peterson said the Fire Prevention Seminar coming up. Dwayne Nitz, Chairman of the Traffic and Safety Committee, said it is this Sunday from 5 to 6 in Clifton Hall. Wayne Nickum highlighted that there may be confusion because of the difference in the time change. Dwayne Nitz said he will note this on flyer.

c. **FY2008 Budget** (Wayne Nickum) – Wayne Nickum reported that the FY08 Budget is coming up. Brant Baber passed out the budget proposal from the Finance Committee. He said the committee has met several times is proposing a recommendation with a timeline and a number of recommendations including a process for establishing a 5 year capital improvements plan. He highlighted that Wayne Nickum made the form to have completed. Timeline was proposed for the 5 year plan to start in October and then when process starts in February to complete the form from all official bodies. The budget will be compiled with the input received and presented for March meeting - operating and capital budgets segregated. The Public Hearing will be in May and approval in June. This defines the formal budget process and adds the development of a multi-year capital budget plan to be proposed by the Planning Commission. Tom Peterson expressed appreciation to the Finance Committee for development of this product. Wayne Nickum expressed that need for input to develop budget will be needed by March 26th before April meeting to meet obligations. Forms will be on website. Brant said that the first year this can be a rough process, then next year will improve. Wayne Nickum suggested that the entire package be sent to all the committees to give direction to committees as contributors to the planning process for the town. **Motion:** Tom Peterson moved to approve Finance Committee recommendation for a budget planning process for the town. Wayne Nickum duly seconded the motion and it was unanimously approved.

d. **Town website server** (Pat Layden) – Pat Layden reported that the Crouch School House website will be set up by first week of April and requested that if problems arise the Clifton VA site be used temporarily. He asked the Town Council for approval for temporary use. Michelle Stein, of the CBA welcomed to use the CBA site. **Motion:** Wayne Nickum moved to approve the use on a temporary basis as requested. Pat Layden seconded the motion and it was approved.

e. **Fundraising by Committees** (Tom Peterson) – Tom Peterson reported that fundraising is important Committee role in considering the budget process. He requested that the committee provide focus on ideas of how we can raise money. Tom continued by raising many ideas for raising money. He proposed that consideration be given to a Clifton Wine Tasting Festival for August with the support of an event planner and partner. He reported that the Town will be asked for some volunteers, but that they will provide most. Wayne Nickum stated that more role clarification will be needed in the proposal. Michelle Stein asked if this would be an assignment for one of the committees. Wayne Nickum expressed support of the concept. Tom Peterson asked if the Arts Committee will be interested in this as a project. **Motion:** Wayne Nickum moved that the Town Council support this concept and ask the Arts Committee to review the proposal and bring back a recommendation to the next Town Council meeting. Chuck Rusnak accepted the idea on behalf of the committee. Tom Peterson reported that he will bring his list to the Committee Chairs. Mike Anton and Pat Layden seconded the motion and it was unanimously approved.

Motion for Adjournment: Wayne Nickum moved that the Town Council Meeting be adjourned. Lane Johnston seconded the motion and town council was adjourned at 9:40 PM.

Minutes were prepared by Kathleen L. Barton, Town Clerk.

OFFICIAL MINUTES OF MARCH 6TH, 2007 TOWN COUNCIL MEETING AS APPROVED April 3rd, 2007.

Kathleen Barton 4/29/07
Kathleen Barton, Town Clerk

Marilyn Barton

From: <Lampbulb@aol.com>
To: <clifnick@att.net>
Sent: Friday, March 23, 2007 2:36 AM
Attach: Clifton Town Tags.eml
Subject: Fwd: Clifton Town Tags

Wayne, I had been printing these out and putting them in the town tag file in the black box and noting it on the list in that file.

Thanks.

Carolyn

AOL now offers free email to everyone. Find out more about what's free from AOL at <http://www.aol.com>.

Marilyn Barton

From: "Rachel Howell" <quiethavenfarm@yahoo.com>
To: <lampbulb@aol.com>
Sent: Thursday, March 22, 2007 9:07 PM
Subject: Clifton Town Tags

I received a letter in the mail indicating that I had not paid for my town tags. I have moved out of the town of Clifton in 2006 and am no longer in the town limits.

Please confirm receipt of this message.

Thank you!

Rachel Howell (formerly of Dell Ave).

"Health is the greatest gift, contentment the greatest wealth, faithfulness the best relationship." - Buddha

We won't tell. Get more on shows you hate to love
(and love to hate): [Yahoo! TV's Guilty Pleasures list](#).

Marilyn Barton

From: <Lampbulb@aol.com>
To: <CLIFNICK@att.net>
Sent: Tuesday, March 20, 2007 3:25 PM
Subject: Re: TOWN RECORDS

That's because I processed them, Wayne. And the people have all picked up their tags, also. And I mailed the checks to Marilyn Barton. If you look in the town tag folder in the black box, you will see the latest list of checks I sent to her - those were the ones you brought.

Carolyn

AOL now offers free email to everyone. Find out more about what's free from AOL at <http://www.aol.com>.

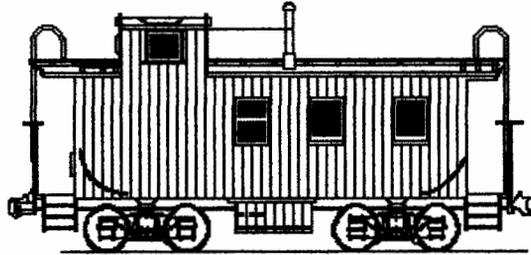
Marilyn Barton

From: <Lampbulb@aol.com>
To: <CLIFNICK@att.net>
Sent: Tuesday, March 20, 2007 3:29 PM
Subject: Re: TOWN RECORDS

Also, Wayne, in the town tag folder in the black box is a list of who has purchased a tag. Also, in that folder are copies of late notices I sent out the first of March. The town tags are all up to date, except for the lady whose house burned. Her check has been deposited, however, I did not know where to contact her to pick up her tag. So, that is the only one outstanding.

Carolyn

AOL now offers free email to everyone. Find out more about what's free from AOL at <http://www.aol.com>.



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, March 6, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of business

1. Reading of minutes of last regular meeting and any subsequent special meetings.
2. Introduction of Lane Johnston as Vice Mayor.
3. Award presentation.
4. Report of the Treasurer
5. Reading of communication
6. Citizens' 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; Give his name and address, Direct his remarks to the Council and not to other citizens present, Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council.)

- A. Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
 - B. The Mayor shall enforce this Subsection.
5. Unfinished business. (The Councilperson making request is in parenthesis).
- a. Buckley Bridge repair status (Lane Johnston)- Information update only.
 - b. Sale of Old Town Hall (Mike Anton) – Update from the negotiating team.
 - c. Progress of Verizon wiring (Mike Anton) – Information update only.
 - d. Change for speed limit (Tom Peterson) – (Information only)
 - e. Inspection agreement renewal/extension County of Fairfax (Tom Peterson)- Update
 - f. Award Resolutions previous Town Council (Tom Peterson) – Update.
 - g. Town Clerk position (Tom Peterson) – No applicants as yet, how do we proceed.
 - h. Dominion Power Plant noise (Pat layden) - Update
7. Reports of Committees, Planning Commission, and ARB
- a. Planning Commission
 - b. ARB
 - c. Special Projects – (Mike Anton) – Committee Charter vote.
 - d. Communication Committee – (Chuck Rusnak) – Discussion only.
 - e. Historic Preservation Committee – (Pat Layden) – Steve Bittner appointment (vote)
 - f. Council for the Arts – (Chuck Rusnak) – Resolution to approve activities (vote)

8. New business

- a. Request for new web domain name (Chuck Rusnak) – Discussion and vote.
- b. Fire Prevention Seminar (Tom Peterson) – Information and discussion.
- c. FY2008 Budget (Wayne Nickum) – Discussion, timelines, Public Hearing process.
- d. Town web site server (Pat Layden) – Discussion and vote concerning Crouch Schoolhouse.
- e. Fundraising by Committees (Tom Peterson) – Discussion.

Adjournment

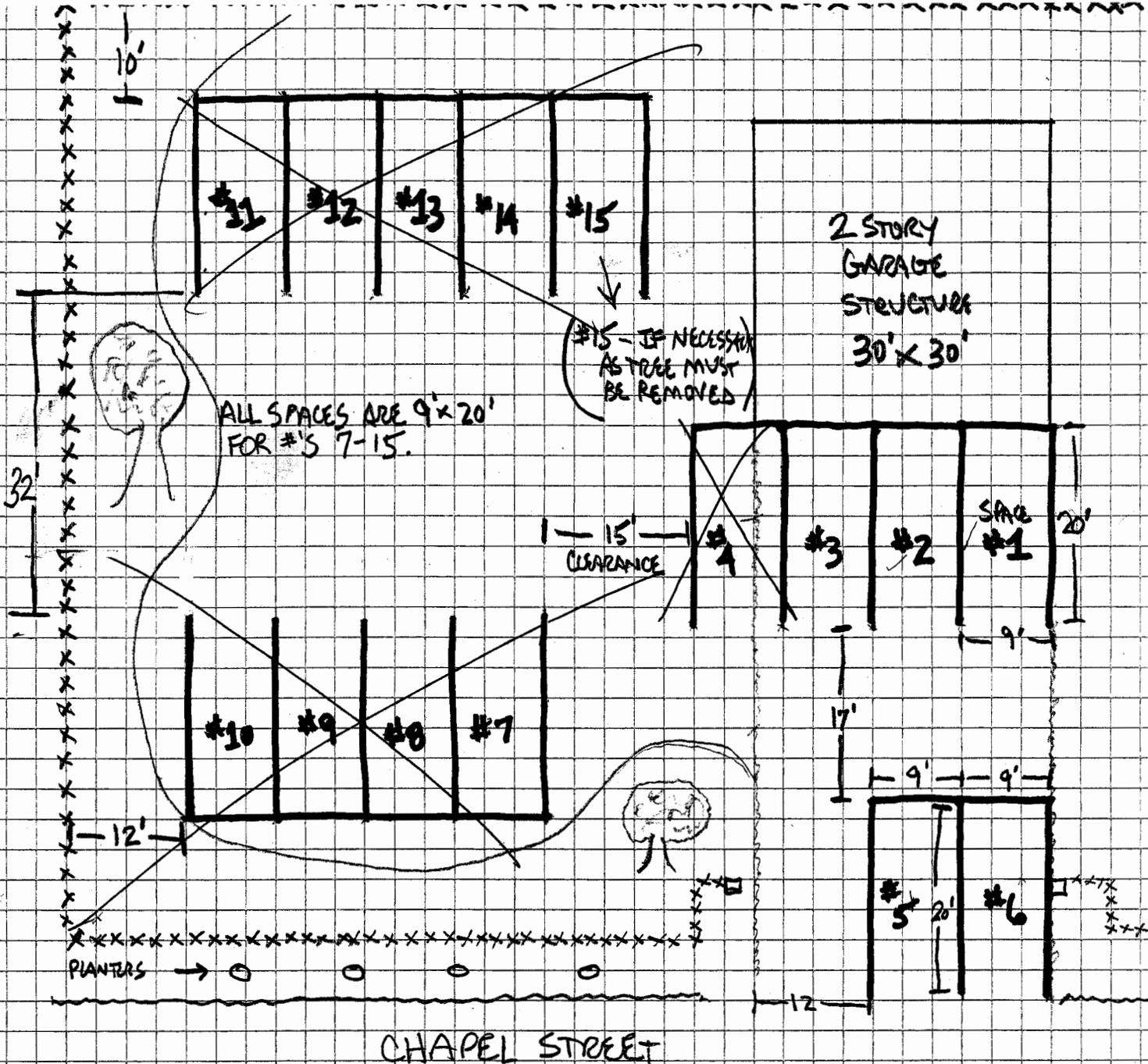
If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Tom Peterson at 703-830-6769. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED March 2, 2007 – CLIFTON POST OFFICE, CLIFTON STORE, CLIFTON COFFEE MILL,
TOWN WEBSITE (www.cliftonva.us)

Town of Clifton
Planning Commission Report 2/27/2007

In attendance: members Lev Buller, Susan Yantis, Lane Johnston, Kathy Kalinowski, Judy McNamara, Rob Clark, Marilyn Stoney, Michelle Stein, Patrick Pline.

1. Application by Erich Russek-Robbins for a use permit for office space at 7150 Main Street for a high tech business office recommended for approval with hours changed to 8AM to 10PM 7 days per week, allocation of two parking spaces on the approved parking plat of option number 1 of spaces 1 through 6 with lines designating spaces and ~~number~~ ^{NUMBER} of number 4.
2. Application by the Lustmans for rebuilding the addition to their home at 7221 Dell on same footprint as prior to the fire and the previous addition with the exception of the expansion of the front porch is recommended for approval.
3. Application for a final use permit to be granted to the Clifton Presbyterian Church based on the review by Joe McClellan of the as built drawings and his recommendation based on the conformance of the as built to the approved site plan is recommended for approval.



- NOTES:
- 1) SPACE #4 REQUIRES A 6'x20' DUSTLESS SURFACE TO BE INCLUDED NEXT TO THE EXISTING DRIVEWAY
 - 2) RESIDENTS WOULD LIKE ALL 15 SPACES APPROVED BUT SPACES 7-15 WOULD NOT BE USED UNTIL ADDITIONAL SPACE IS REQUIRED BY TOWN CODE.
 3. THERE SHOULD BE PLENTY OF SPACE TO MANUEVER VEHICLES TO THE VARIOUS SPACES

OPTION #1

Special Project Committee – DRAFT DOCUMENT FOR DISCUSSION PURPOSES ONLY

Background: After several meetings exploring the purpose of the Special Projects Committee, it was determined that the committee could help facilitate an identified goal for the Town and serve as a coordinating group between Town committees to accomplish an identified initiative.

It was discussed that there have been incremental improvements to the streets, sidewalks, utilities, and drainage system over time to address specific problems and on the basis of the Town's available financial resources. The Special Projects Committee recommends that the Town be proactive and develop a coordinated vision and general design standards for the Town's streetscape; specifically Main Street. Improvements in the streetscape can be better coordinated and achieve a more attractive and harmonious design when they are guided by an overall design vision. Therefore, the Committee has developed the following goal, objectives and process to accomplish this task.

Goal: To facilitate the development and implementation of a Streetscape Master Plan for Main Street.

What is a Streetscape Master Plan?

The "streetscape" is a term commonly used in urban planning and design to describe the look and character of the public streets in a community. It is primarily those areas that are in public ownership but it may also include the buildings and open spaces that are visible along the public streets.

Typical components of a streetscape are built elements such as sidewalks, cross walks, plazas, streetlights, signs, benches, trash receptacles and landscaping. They can be organized into functional categories such as: Gateways, Circulation-Vehicular and Pedestrian, Signage, Street/Sidewalk/Trail design, and open space.

Objectives:

- To enhance the image of the Town
- To create a "quality" experience for residents/businesses/visitors to the Town
- Strengthen the "gateways" as residents/visitors enter/exit the town
- Develop continuity in streetscape design along Main St.
- Help strengthen the Town as an historic place to visit
- Help to maintain current business base
- Create a "stimulus" to encourage economic development in the Town and attract a business base suitable to the town
- Enhance pedestrian circulation system

- Make the streets safer
- Slow down traffic
- Improve drainage/culvert system/street parking
- Main Street is the “public space” of the Town; many events occur on Main St (Clifton Day, Auto show...)
- Establish a theme to utilize for future streetscape planning of other streets in Town

Development of a Streetscape Master Plan for Main Street

- *Phase I - Develop an as-built survey for Main Street.*
 - Typically, existing information such as VDOT right-of-way “r/w” plans, FFX Co info for aerial photos, aerial topography, property maps can be utilized for the initial development of a streetscape plan. However, there are no engineering drawings from VDOT of the existing roadway or other sources that identify existing conditions along Main Street. Need to identify design constraints/parameters along the public street.
 - Solicit proposals from engineers for the preparation of an as-built survey. (Letters were sent on 2/20/07 to three engineers)
 - Determine committee members to coordinate with engineers
 - Committee members to meet with the engineers to review the scope of services
 - Evaluate the proposals and present to Committee
 - Present to Planning Commission/Town Council the goals/objectives for a Streetscape Master Plan for Main Street and to authorize Special Projects committee to function as a “steering committee” for this effort.
 - Town Council should request Town Finance Committee to determine available funding sources
 - Obtain Town Council approval for funding for Phase I.
- *Phase II - Create a Streetscape Master Plan for Main Street*
 - Identify various Town Committees to solicit input for their ideas for Main Street (Beautification, Clifton Life, Commercial District, Council for the Arts, Finance, Haunted Trail Traffic, Parking & Safety, Historic Preservation, Town Parks, Welcoming & Sunshine)
 - Prepare document to submit to each committee for input with timeframe for response
 - Identify outside design consultant to assist in the creation of the Streetscape Master Plan; solicit proposals
 - Present to Town Council for funding for design consultant

- Schedule “Town Hall” meetings/workshops to solicit opinions and concerns from Town citizens about the current and future look of Main Street
 - Prepare Draft of a Streetscape Master Plan
 - Schedule additional “Town Hall” meetings to present/discuss Draft
 - Revise Draft as necessary
 - Present to Planning Commission/Town Council for approval and adoption.
- *Phase III - Implementation*
 - Obtain cost estimates for construction of improvements in the Streetscape Master Plan
 - Identify possible phasing of construction for improvements
 - Coordinate with Finance Committee to develop sources for funding

Barton, Marilyn

From: Marilyn Barton [pawsnfins@cox.net]
Sent: Monday, March 05, 2007 8:59 PM
To: ghampshire@blankeith.com; pjlayden@verizon.net; Mikefanton@aol.com; lgjohnston@cox.net; crusnak@cox.net; Nickum, Wayne (OCFO); Mayorofcliftonva@aol.com
Cc: CLIFNICK@ATT.NET; Barton, Marilyn
Subject: Feb 2007 Treasurer's Report
Importance: High



Hello all,

Attached is the file with the Treasurer's Reports for the period ended 2/28/07. I spent extra time preparing an analysis of the NoVec bills received to date and have made entries to accrue appropriate payments to FY06 as well as credit the refund due from NoVec for their adjustments made during the past 3 months. This will be helpful in projecting the budget for FY08 based upon current year experience. A separate schedule is provided showing the analysis - NoVec Summary.

I have also provided supplemental schedules for selected expenses for your review.

Please let me know if you have questions or comments.

Thank you,
Marilyn

Do Sum for web

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through February 2007

	<u>Jul '06 - Feb 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest Income	10,920	4,000	6,920	273%
Sign Sales Income	780			
Clifton Day Revenues	0	450	(450)	0%
Community Hall Revenues				
Community Hall Rentals	8,799	10,000	(1,201)	88%
Total Community Hall Revenues	<u>8,799</u>	<u>10,000</u>	<u>(1,201)</u>	<u>88%</u>
Grants				
Federal				
FEMA	28,483	53,333	(24,850)	53%
SAFET-LU Grant				
SAFET-LU Town Match/In-Kind	0	13,333	(13,333)	0%
SAFET-LU Grant - Other	0	53,333	(53,333)	0%
Total SAFET-LU Grant	<u>0</u>	<u>66,666</u>	<u>(66,666)</u>	<u>0%</u>
Transportation Project-Trails				
Town Match-Trails	0	6,800	(6,800)	0%
Transportation Project-Trails - Other	0	34,000	(34,000)	0%
Total Transportation Project-Trails	<u>0</u>	<u>40,800</u>	<u>(40,800)</u>	<u>0%</u>
Federal - Other	0			
Total Federal	<u>28,483</u>	<u>160,799</u>	<u>(132,316)</u>	<u>18%</u>
Other				
CBA Grant	0	4,000	(4,000)	0%
Donations	0	133,333	(133,333)	0%
Total Other	<u>0</u>	<u>137,333</u>	<u>(137,333)</u>	<u>0%</u>
State				
Fire Program Funds	8,000			
Total State	<u>8,000</u>			
Total Grants	<u>36,483</u>	<u>298,132</u>	<u>(261,649)</u>	<u>12%</u>
Haunted Trail Event	0	0	0	0%
Homes Tour	7,534	6,400	1,134	118%
Other Income	2,300			
Park Rental	0	200	(200)	0%
Playground Reserve Donations	0	13,333	(13,333)	0%
S.R. - Litter Control Grant	1,000	0	1,000	100%
Tax and Permits Revenue				
FEMA - Buckley Park	2,390	3,200	(810)	75%
Franchise Fees - Cox Cable	3,176	5,333	(2,157)	60%
ABC Profits	222	300	(78)	74%
ARB Permits	65	50	15	130%
BPOL tax	4,130			
Cigarette Tax	2,020	2,033	(13)	99%
Motor Vehicle Tags	4,056	5,800	(1,744)	70%
Railroad Tax	1,194	1,700	(506)	70%
Sales Tax	9,878	12,769	(2,891)	77%
Use Permits	200	533	(333)	38%

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through February 2007

	<u>Jul '06 - Feb 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Utility Consumption Tax	642	550	92	117%
Total Tax and Permits Revenue	27,973	32,268	(4,295)	87%
Total Income	95,789	364,783	(268,994)	26%
Expense				
Payroll Expenses				
Gross Wages				
Town Clerk (Administrative)	1,500	1,500	0	100%
Town Treasurer	4,000	4,000	0	100%
Total Gross Wages	5,500	5,500	0	100%
Payroll Taxes				
FICA	0	842	(842)	0%
Total Payroll Taxes	0	842	(842)	0%
Total Payroll Expenses	5,500	6,342	(842)	87%
Contractual				
Citizens' REcognition Fund	0	1,200	(1,200)	0%
Insurance	5,369	6,442	(1,073)	83%
Town Government				
Architectural Review Board	0	133	(133)	0%
BZA	0	67	(67)	0%
Planning Commission	2,800	3,333	(533)	84%
Town Committees Expense	220	1,333	(1,113)	17%
Total Town Government	3,020	4,866	(1,846)	62%
Professional Fees				
Web site maintenance	0	1,600	(1,600)	0%
Professional fees - Other	0	2,000	(2,000)	0%
Accounting	9,931	15,000	(5,069)	66%
Legal Fees	13,426	5,333	8,093	252%
Special Counsel	4,559	2,000	2,559	228%
Total Professional Fees	27,916	25,933	1,983	108%
Rent				
Ayre Square Rental	413	600	(187)	69%
Railroad Siding Rental	775	775	0	100%
Total Rent	1,188	1,375	(187)	86%
Town Facilities				
Beautification Comm.	1,302	2,833	(1,531)	46%
Buckley Park FEMA Cleanup	3,187	2,133	1,054	149%
Grounds Maintenance	1,062	1,000	62	106%
Town Hall Maintenance	411	3,333	(2,922)	12%
Town Office	0	3,267	(3,267)	0%
Office Equipment Expense	0	3,467	(3,467)	0%
Total Town Facilities	5,962	16,033	(10,071)	37%
Town Services				
Fire Program	0	6,000	(6,000)	0%
Grass Mowing	2,550	3,200	(650)	80%

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through February 2007

	<u>Jul '06 - Feb 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Trash Collection	384	733	(349)	52%
Total Town Services	2,934	9,933	(6,999)	30%
UBS Investment Loss	909			
Utilities				
** Gas and Electric	(1,727)	333	(2,060)	(519%)
Town Voice Mail	215			
Water	257	225	32	114%
Total Utilities	(1,255)	558	(1,813)	(225%)
Dues and Subscriptions				
Conference Attendance	0	1,333	(1,333)	0%
Va. Municipal League	0	450	(450)	0%
Dues and Subscriptions - Other	0	233	(233)	0%
Total Dues and Subscriptions	0	2,016	(2,016)	0%
Caboose Expenses				
Caboose - Trentane Gas	276	167	109	165%
** Caboose Electric	69	167	(98)	41%
Caboose Maintenance	82	200	(118)	41%
Total Caboose Expenses	427	534	(107)	80%
Community Hall Expenses				
C.H.-Cleaning	422	2,600	(2,178)	16%
C.H.-Equipment	143	267	(124)	54%
C.H.-General Maintenance	1,225	2,200	(975)	56%
C.H.-Management Fee	1,810	4,000	(2,190)	45%
** C.H. - Electric	5,140	13,333	(8,193)	39%
C.H. Floors	1,000	600	400	167%
Total Community Hall Expenses	9,740	23,000	(13,260)	42%
Clifton Day Expenses	0	200	(200)	0%
Homes Tour/Bazaar Exp	2,210	2,900	(690)	76%
Legal Advertising	280	750	(470)	37%
Mayoral Reimbursement	42	333	(291)	13%
Miscellaneous	829	867	(38)	96%
Printing and Reproduction	144	200	(56)	72%
Total Contractual	59,716	97,140	(37,424)	61%
Haunted Trail Expenses	0	1,000	(1,000)	0%
Summer in the Parks Event	0	200	(200)	0%
Commodities				
Computer Supplies	0	467	(467)	0%
Copies	31	33	(2)	94%
License Plates	829	855	(26)	97%
Miscellaneous	0	6,667	(6,667)	0%
Miscellaneous - Commodities	213	333	(120)	64%
Office Supplies	150	333	(183)	45%
Postage and Delivery	122	333	(211)	37%
Total Commodities	1,345	9,021	(7,676)	15%
CIF Expenses				
Comm Hall Equipment	0	2,667	(2,667)	0%

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through February 2007

	<u>Jul '06 - Feb 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Comm Hall Improvements	9,930	12,000	(2,070)	83%
FEMA - Buckley Bridge Repair	0	53,333	(53,333)	0%
Signage	0	1,333	(1,333)	0%
Clifton Entrance Triangle	0	1,333	(1,333)	0%
CIF-Miscellaneous	0	133,333	(133,333)	0%
CIF-Playground Impr.	0	15,667	(15,667)	0%
CIF Cable Burial Undergrnd Util	0	4,667	(4,667)	0%
Total CIF Expenses	<u>9,930</u>	<u>224,333</u>	<u>(214,403)</u>	<u>4%</u>
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0	34,000	(34,000)	0%
Total Fed Fund-Transportation Proj	<u>0</u>	<u>34,000</u>	<u>(34,000)</u>	<u>0%</u>
SAFET-LU Grant Administrator	0	13,333	(13,333)	0%
SAFET-LU Improvements	0	53,333	(53,333)	0%
Special Revenue Expenses				
S.R. - Litter Control	3			
Total Special Revenue Expenses	<u>3</u>			
Total Expense	<u>76,494</u>	<u>438,702</u>	<u>(362,208)</u>	<u>17%</u>
Net Ordinary Income	<u>19,295</u>	<u>(73,919)</u>	<u>93,214</u>	<u>(26%)</u>
Net Income	<u>19,295</u>	<u>(73,919)</u>	<u>93,214</u>	<u>(26%)</u>

** See comments - Refer to NoVec Summary for Adjustments made per analysis.

03/05/07

Town of Clifton
Cash Balance Report
As of February 28, 2007

	<u>Feb 28, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
Investments-LGIP	258,325.81
UBS Investment	205,076.56
Total Balance - SunTrust	<u>10,588.49</u>
Total Checking/Savings	<u>473,990.86</u>
Total Current Assets	<u>473,990.86</u>
TOTAL ASSETS	<u><u>473,990.86</u></u>

Town of Clifton
Clifton Presbyterian Church Escrow Report
All Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Investments - SunTrust						
CPC PC Escrow Fund						
Sales Receipt	12/30/2004	00-1641	Clifton Presbyterian Church	Required escrow set up to cover future charges rel	(7,000.00)	(7,000.00)
General Journal	12/31/2004		CPC	Initialize CPC Escrow AP Liability	7,000.00	0.00
General Journal	12/31/2004		CPC	Segregate CPC Escrow from Investments	7,000.00	7,000.00
Deposit	01/21/2005			Deposit		7,000.00
Transfer	02/26/2005			Funds Transfer	(3,246.73)	3,753.27
Transfer	03/31/2005			VOID: Funds Transfer	0.00	3,753.27
Transfer	03/31/2005			VOID: Funds Transfer	0.00	3,753.27
Transfer	05/14/2005			Funds Transfer	(1,003.95)	2,749.32
Transfer	01/31/2006			Funds Transfer	(1,716.17)	1,033.15
Transfer	02/28/2007			Funds Transfer	(100.00)	933.15
Total CPC PC Escrow Fund					933.15	933.15
Total Investments - SunTrust					933.15	933.15
CPC Escrow Fund Balance						
General Journal	12/31/2004		CPC	Initialize CPC Escrow AP liability	(7,000.00)	(7,000.00)
Check	02/13/2005	4251	William Gordon Associates, Inc.	Inv 0404143 2 19 05	481.92	(6,518.08)
Check	02/26/2005	4274	Blankingship & Keith, Law Offices	Inv 60114 - CPC matters	441.05	(6,077.03)
Check	02/26/2005	4278	William Gordon Associates, Inc.	Inv 0500130 2/22/05	2,830.30	(3,246.73)
Check	03/21/2005	4288	Blankingship & Keith, Law Offices	Inv 60550 - CPC matters	400.00	(2,846.73)
Check	03/31/2005	4297	William Gordon Associates, Inc.	Inv 0500478 3/25/05	673.58	(2,173.15)
Check	05/09/2005	4313	William Gordon Associates, Inc.	Inv 0500853 4/1/05	360.00	(1,813.15)
Check	07/01/2005	4344	Blankingship & Keith, Law Offices	#61575 CPC Escrow	360.00	(1,453.15)
Check	07/31/2005	4375	Blankingship & Keith, Law Offices	#61931 CPC Escrow	40.00	(1,413.15)
Check	09/11/2005	4392	Blankingship & Keith, Law Offices	#62322 CPC Escrow	380.00	(1,033.15)
Check	02/10/2007	4694	William Gordon Associates, Inc.	Proj 1620-0101-Inv 0602399 Clifton Baptist Church	100.00	(933.15)
Total CPC Escrow Fund Balance					(933.15)	(933.15)
TOTAL					0.00	0.00

Town of Clifton
Vendor QuickReport
July 1, 2006 through March 5, 2007

Type	Date	Num	Memo	Clr	Amount
NoVEC					
Check	07/30/2006	4582	Electric Services Bill Date 5-6/15/06 bill date	√	3,153.65
Check	08/26/2006	4595	Electric Services Bill Date 6/16-7/16/06 service pe	√	5,749.13
Check	10/14/2006	4620	Electric Services Bill Date 8/06	√	1,353.51
Check	11/29/2006	4635	Electric Services Bill Date 10/06	√	1,684.63
Check	11/30/2006	4645	Electric Services Bill Date 11/06	√	61.77
Check	12/15/2006	4658	Electric Services Bill Date 11/06	√	1,105.80
Total Payments YTD FY07					13,108.49
Payments applicable to FY06:					
check	7/30/2007	4582	Bill Date 5/16-6/15/06		(3,153.65)
check	8/26/2006	4595	Bill Date 6/16-30/06		(2,874.57)
Total Accrual to FY06:					(6,028.22)
Net FY07 Payments booked YTD:					7,080.28

NoVec Summary

		28-Feb-07						2007				Cash	FY06	Accrual
NoVec Payments Summary		2006										YTD	Accruals	YTD
NoVec Accounts:	GL Acct Name	July	August	September	October	November	December	December	January	February	March			Total
1475045-002 C.H.	C.H. Electric	3,126.20	5,747.57	1,853.79	2,167.09	-	1,105.80					14,000.45	(5,999.99)	8,000.47
1475045-003 Chapel St Lt	Utilities	9.70	10.06	(498.40)	(468.29)	9.36						(937.57)	(14.73)	(952.30)
1475045-001 Caboose	Caboose Elect	20.91	3.00	23.87	24.59	25.51						97.88	(22.41)	75.47
1475045-000 Main & Chapel	Utilities	12.00		12.00	12.00	15.17						51.17	(12.00)	39.17
883514-000 12640 Chapel	Utilities	15.38	4.32	15.33	21.62	19.15						75.80	(17.54)	58.26
883514-001 Gazebo	Utilities	(30.54)	(15.82)	(53.08)	(72.38)	(7.42)						(179.24)	38.45	(140.79)
Total Paid:		3,153.65	5,749.13	1,353.51	1,684.63	61.77	1,105.80	-	-	-	-	13,108.49	(6,028.22)	7,080.28
Service Period Accrual:		(3,153.65)	(2,874.57)										(6,028.22)	
Service Dates:		5/16-6/16/06	6/16-7/15/06	08/16/06	09/16/06	10/16/06	10/16/06	11/14/06	12/14/06	01/14/06	02/14/06			
Check Number:		#4582	#4595	#4620	#4635	#4645	#4658							

NoVec Charges Summary

1475045-002 C.H.	C.H. Electric	3,126.20	5,747.57	1,853.79	2,167.09	-	1,105.80	(717.65)	(1,353.94)	(788.21)		11,140.65	(5,999.99)	5,140.67
1475045-003 Chapel St Lt	Utilities	9.70	10.06	(498.40)	(468.29)	9.36		9.21	(287.92)	(497.48)		(1,713.76)	(14.73)	(1,728.49)
1475045-001 Caboose	Caboose Elect	20.91	3.00	23.87	24.59	25.51		(26.93)	(1.79)	22.50		91.66	(22.41)	69.25
1475045-000 Main & Chapel	Utilities	12.00		12.00	12.00	15.17		(15.17)	46.24	24.69		106.93	(12.00)	94.93
883514-000 12640 Chapel	Utilities	15.38	4.32	15.33	21.62	19.15		(25.22)	(5.43)	17.53		62.68	(17.54)	45.14
883514-001 Gazebo	Utilities	(30.54)	(15.82)	(53.08)	(72.38)	(7.42)		10.50	0.04	(8.15)		(176.85)	38.45	(138.40)
Total Paid:		3,153.65	5,749.13	1,353.51	1,684.63	61.77	1,105.80	(765.26)	(1,602.80)	(1,229.12)		9,511.31	(6,028.22)	3,483.10
Service Period Accrual:		(3,153.65)	(2,874.57)										(6,028.22)	
Service Dates:		5/16-6/16/06	6/16-7/15/06	08/16/06	09/16/06	10/16/06	10/16/06	11/14/06	12/14/06	01/14/06	02/14/06			

TOTAL OVERPAYMENT YTD: 3,597.18

NOTES: Column N - The FY06 accrual entry has been made on the Financials prior to audit entries to better reflect costs for budgeting purposes.
 Column M - The analysis of most recently received invoices reflects NoVec adjustments resulting in refund due. This has been entered to the Financials also, to better reflect costs for the current Fiscal Year.

Town of Clifton
Legal Services Expense Report
July 2004 through May 2005

Type	Date	Num	Name	Memo	Account	Class	Amount	Balance
Check	07/19/2004	4155	Blankingship & Keith, Law Offices	Inv 57847 June 04 services	Legal Fees		978.84	978.84
Check	08/30/2004	4175	Blankingship & Keith, Law Offices	Inv58044 July 2004 services	Legal Fees		3,265.54	4,244.38
Check	11/29/2004	4227	Blankingship & Keith, Law Offices	Inv 59025	Legal Fees		2,884.30	7,108.68
Check	11/29/2004	4229	Blankingship & Keith, Law Offices	Inv 56086	Legal Fees		1,513.92	8,622.60
Check	12/31/2004	4244	Blankingship & Keith, Law Offices	Inv 59385- general	Legal Fees		1,767.53	10,390.13
Check	02/13/2005	4252	Blankingship & Keith, Law Offices	Inv 59819 general	Legal Fees		580.00	10,950.13
Check	02/26/2005	4275	Blankingship & Keith, Law Offices	Inv 60141- General Town matters	Legal Fees		2,725.62	13,675.75
Check	03/21/2005	4269	Blankingship & Keith, Law Offices	Inv 60549 Conservancy Trust Property	Legal Fees		40.00	13,715.75
Check	03/21/2005	4291	Blankingship & Keith, Law Offices	Invoice 60547 general town matters	Legal Fees		1,165.75	14,881.50
Check	05/09/2005	4305	Blankingship & Keith, Law Offices	Inv 60807 - general town matters	Legal Fees		237.58	15,119.08
General Journal	07/01/2004		Blankingship & Keith, Law Offices	Reverse 6/04 legal fees expense	Legal Fees		(978.84)	14,140.24
Check	07/19/2004	4157	Blankingship & Keith, Law Offices	Inv 57648 June 04 HUD Program	Special Counsel	HUD Homes	1,014.00	15,154.24
Check	08/30/2004	4177	Blankingship & Keith, Law Offices	Inv58045 July 2004 HUD Program -to be reimb.	Special Counsel	HUD Homes	270.00	15,424.24
Check	09/07/2004	4179	Blankingship & Keith, Law Offices	Inv58299 Aug 2004 HUD Program -to be reimb.	Special Counsel	HUD Homes	569.87	15,994.11
Check	09/14/2004	4181	Blankingship & Keith, Law Offices	Inv58305 Aug 2004 town services	Special Counsel		2,786.55	18,780.66
Check	10/13/2004	4192	Blankingship & Keith, Law Offices	Inv58662 Sept 2004 town services	Special Counsel		2,189.47	20,950.13
Check	10/16/2004	4193	Blankingship & Keith, Law Offices	Inv58863 Sept 2004 HUD Program	Special Counsel	HUD Homes	562.50	21,512.63
Check	11/29/2004	4226	Blankingship & Keith, Law Offices	Inv 59026-CP Church	Special Counsel		100.00	21,612.63
Check	12/31/2004	4244	Blankingship & Keith, Law Offices	Inv 59386 - HUD Program	Special Counsel	HUD Homes	202.50	21,815.13
Check	12/31/2004	4244	Blankingship & Keith, Law Offices	Inv 59387 - Conservancy Trust Property	Special Counsel		212.12	22,027.25
Check	02/13/2005	4252	Blankingship & Keith, Law Offices	Inv 59820 - HUD Program	Special Counsel	HUD Homes	640.00	22,667.25
Check	02/13/2005	4252	Blankingship & Keith, Law Offices	Inv 59821 - Conservancy Trust Property	Special Counsel		68.64	22,735.89
Check	02/26/2005	4275	Blankingship & Keith, Law Offices	Inv 60142-HUD Program	Special Counsel	HUD Homes	1,240.00	23,975.89
Check	02/26/2005	4275	Blankingship & Keith, Law Offices	Inv 60143-Conservancy Trust Property	Special Counsel		120.00	24,095.89
Check	03/21/2005	4290	Blankingship & Keith, Law Offices	Inv 60548 HUD Program	Special Counsel	HUD Homes	920.00	25,015.89
Check	05/09/2005	4306	Blankingship & Keith, Law Offices	Inv 60808 - HUD Program	Special Counsel		465.55	25,481.44
Check	05/09/2005	4307	Clifton Presbyterian Church	Inv 60809 - CPC Escrow fund	Special Counsel	Planning Comm	1,003.95	26,485.39
General Journal	07/01/2004		Blankingship & Keith, Law Offices	Reverse 6/04 special counsel expense	Special Counsel		(1,014.00)	25,471.39
							<u>26,471.39</u>	<u>26,471.39</u>

Jul '04 - May 05

Town of Clifton
Finance Committee

Recommendations on
Developing Annual
Budgets and Five Year Capital
Improvement Plans

Contents

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Submission Form

Overview

A budget process is established in order to ensure the Town of Clifton plans for its ordinary operating expenses and physical needs on an annual basis. There are two basic parts of the budget: revenues and expenses.

Revenues come from funds received by the town. There are primarily two types of revenues: recurring and non-recurring. Sources of recurring revenues include taxes, licenses/permits, rentals and annual events. Sources of non-recurring revenues include grants, appropriated funds (state or federal) and monetary gifts.

Expenses are what the town has to pay to maintain or improve the town. Like revenue, there are primarily two types of expenses: recurring and non-recurring. Examples of recurring expenses are salaries, insurance, professional and service fees and utilities. Examples of non-recurring expenses are acquiring property, rebuilding bridges, planting trees, burying utility lines and restoring the old town hall.

In order to build an annual budget, the town needs to determine the expected cost of routine expenses, the expected cost of selected capital improvements and the amount it would be prudent to establish as a reserve for unanticipated costs.

The town also needs to determine what to expect from existing recurring revenues, what new recurring revenues will be available for future fiscal years and what non-recurring revenues will be available in the fiscal year.

Further, because capital improvements can take multiple years to accomplish, the town needs to know how much a capital improvement will cost over the course of its construction and *lifetime*. The town also needs to know whether there are any financial commitments that may come due in the next or future years (e.g. balloon loans).

Because there are so many inputs to building a sound budget, a well defined process will help ensure the town makes financial decisions based on careful examination of accurate and complete financial information and the needs of the community.

Glossary

Annual Budget – The annual budget approved by the town council authorizes town money to be spent during a fiscal year and should be divided into an operating budget and a capital improvements budget. The capital improvements budget should be based on the capital improvements program adopted by the planning commission.

Capital Improvements Program – Based on the comprehensive plan, the planning commission shall recommend specific capital improvement programs to be undertaken by the town during a five year period. Each capital improvement program should contain specific recommendations, estimated cost of facilities/improvements and the means of financing them. (Virginia Code 15.2-2223).

Committees -- This term includes all boards, commissions, committees and other official bodies established by the Council or under Virginia law as instrumentalities of the Town.

Comprehensive Plan –Authorized under Virginia Code 15.2-2223, the purpose of a comprehensive plan is to guide and accomplish a coordinated, adjusted and harmonious development of the town which will best promote the health, safety, morals, order, convenience, prosperity and general welfare of all town residents.

Fiscal Year - A fiscal year is a twelve month period during which funds are spent and received according to an approved budget. The Town's fiscal year runs from July 1 until June 30th of the following year.

Roles and Responsibilities

The town council shall adopt an annual budget that authorizes those operating expenses and capital improvement programs which will be pursued in the next fiscal year and designates sources of funding for them.

The **planning commission** shall prepare and keep current the Town's comprehensive plan. It shall prepare and revise annually a capital improvement program based on the comprehensive plan for a period of the ensuing five years.

The Town Council should designate one or more persons (such as the Council Member that supervises financial matters, the Treasurer and/or an administrator retained by the Town) to coordinate the budget process. This requires close cooperation with the planning commission, town council, town committees and treasurer. Managing the process means ensuring all participants have required materials to prepare the budget, due dates are met, public hearings are scheduled and advertised and the proposed budget is available to the public in time for review before public hearings.

Committees shall provide information to the planning commission concerning needed for capital improvements within the purview of the committee, and estimates of operating and capital improvement costs to the town council. Potential sources of revenue shall be identified in detail.

Town Treasurer shall prepare and distribute to the Council, the planning commission and the Finance Committee proposed and final versions of the budget.

Timeline for Adoption of Capital Improvements Plan and Budget

Capital Improvements:

October. Committees provide written input to the planning commission concerning proposed improvements within their purvue, to be used by planning commission to create and/or update the Capital Improvement Program.

December TC Meeting. Planning commission delivers the Capital Improvement Plan to the town council covering the five year period on and after the start of the next fiscal year. CIP is posted on the web site after meeting.

January TC Meetings. Town council considers which capital improvements to include in the budget for next fiscal year.

Annual Budget:

February. Council solicits written input, on forms approved by the Council, from all Committees concerning costs of their activities and proposed improvements within their purvue during the next year.

March TC Meeting. Treasurer compiles information submitted by Committees and delivers draft budget to town council, divided into an operating budget and a capital budget. Draft budget shall compare the revenues and expenditures for the prior fiscal year and year to date with the proposed revenues and expenditures. Draft budget posted on town's web site.

April TC Meeting. Town Council provides Treasurer with mark-up of a proposed budget and authorizes a public hearing to be advertised and held at or prior to its next monthly meeting.

May TC Meeting. Treasurer submits a revised budget to the Town Council; public hearing held on proposed budget.

June TC Meeting. Budget approved. Budget is posted on web site after meeting.

July 1 – Fiscal Year begins.

Appendix A Budget Submission Form

Clifton Forge Sound Wall



METRO

SATURDAY, MARCH 3, 2007

Md. Dish Soap Bill Might Help Clean Bay

By LISA FARR
Washington Post Staff Writer

Maryland lawmakers are taking aim at a product in every kitchen that happens to be polluting the Chesapeake Bay: dish soap.

Washing dirty plates and silverware, it turns out, contributes to a dirty bay because of detergents that make the dishes sparkling clean. The soaps contain phosphorus, which gets dumped into the bay and depletes oxygen vital to fish. Now, environmentally minded lawmakers want to all but eliminate phosphorus from dishwashing detergents in the state.

"This is an opportunity for Marylanders to clean the Bay while they clean their dishes," Sen. Brian E. Frosh (D-Montgomery), co-sponsor of bill with Del. James W.

Hubbard (D-Prince George's), told the Senate environment committee at a hearing yesterday. "We can stop this without significant costs to our constituents."

But the soap industry says the cost could come in dishes that don't sparkle: Low-phosphorus detergents do not clean as well as their counterparts, representatives say.

The Maryland bill would limit the amount of phosphorus in dish soap to half a percent, down from the 7 percent allowed by current law. The Bay's phosphorus load, also made heavy by runoff from lawn and farm fertilizers, could decline by 3 percent, estimated Frosh, environmental advocates and officials with the O'Malley administration, which supports the measure.

See SOAP, B1, Col. 1



SOAP, From B1

Washington state, prompted by pollution in the Spokane River, voted last year to require soap companies to curtail phosphates.

If it takes effect next year, the Maryland legislation would take several products off of store shelves, but supporters said consumers would still be able to choose from a number of phosphorus-free soaps.

"I don't really think there's another side to it," Attorney General Douglas F. Gansler (D), another supporter, told the committee. He placed a green bottle of Seventh Generation detergent and a box of Ecover Natural dishwashing tablets on the edge of a table at the hearing to show two of the three niche brands of phosphorus-free detergents on the market.

Soap companies said at the hearing that the General Assembly could force their Maryland customers to live without the cleanest dishes. They said they've spent hundreds of millions of dollars in recent years in unsuccessful efforts to come up with good substitutes, said Dennis Griesing of the Washington-based Soap and Detergent Association.

Although the eco-alternatives run about the same price as mainstream detergents, he said, "They have a population of users that find their product acceptable."

Yet the industry, which bitterly fought a similar law limiting phosphorus for laundry detergent 22 years ago, says it is prepared to accept a similar fate for dish detergent. But soap industry officials urged the legislature to delay implementation until 2010 to allow time

to remake their products.

That suggestion irritated some senators.

"Are people just going to go to the stream and wash their dishes there?" asked Sen. Paul G. Pinsky (D-Prince George's).

The industry also opposes another provision of the bill that would restrict phosphorus in commercial dish detergent.

Restaurants and hospitals use big machines that work faster and use hotter water than household machines — and a product without phosphorus would definitely not clean the dishes properly, they said.

"We're in an industry where clean, sanitized dishes are very important to our customers," said Melvin Thompson of the Restaurant Association of Maryland.

Academy Awards

People Magazine – On-line edition / Feb. 22, 2007 | 07:00 PM EST

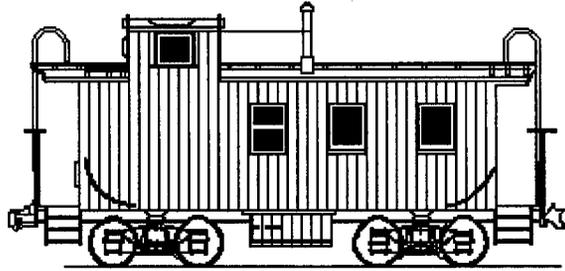
SWAG MOUNTAIN'S WAISTLINE GROWS!



Swag Mountain's Waistline Grows Sweet mother of swag! It has to be a good day when the haul includes an itsy-bitsy teeny-weeny polka-dot bikini, along with gourmet chocolate-and-nut-dipped apples and politically correct non-toxic bio-degradable wipes to clean it all up. The only thing bringing us down: something called "anti-energy" drinks.

In another day of Oscar swag-suite hopping, PEOPLE.com added about \$730 to Swag Mountain's value and two feet to its waistline. The tasty highlights:

- The Sonya Dakar Suite in Beverly Hills offered everything to put on the pounds: chocolate-dipped strawberries, marshmallows and Rice Krispies treats from Carrie Zack Events – then spa treatments to try to rub it all away. To wear when (if?) you're slim again: a Girl ExtraOrdinaire bikini!
- More decadent chocolate was available at the GBK Suite in the Hollywood Roosevelt Hotel, courtesy of Bodega and its bodacious dark chocolate-and-caramel-with-almonds apples, encased in a clear plastic box. There were also calming Malava Relax drinks, billed as the "world's first anti-energy drinks" (we thought that was beer), as well as nonsmoking candles from Effusion and Get Clean nontoxic, natural, biodegradable wipes from Shaklee.



**CLIFTON TOWN MEETING MINUTES
FOR TUESDAY, March 6, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Council Members Present:

Tom Peterson, Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak, Mike Anton

Other Town Officials Present: Marilyn Barton, Town Treasurer

Order of business:

- 1. Reading of minutes of last regular meeting and subsequent special meeting.** – **Motion:** Wayne Nickum moved to approve the Minutes of the February 6, 2007 Town Council Meeting as submitted. ----- seconded the motion and it was unanimously approved. **Motion:** Wayne Nickum moved to approve the minutes of the special meeting, Sunday, February 11th as submitted. Pat Layden seconded the motion and they were approved.
- 2. Introduction of Lane Johnston as Vice Mayor.** Lane Johnston introduced herself as the new Vice Mayor and reported that she will be chairing the meeting until Mayor Tom Peterson arrives.
- 3. Award Presentation:** Chuck Rusnak presented three award presentations to former Town Council Members for their distinguished public service to the Town of Clifton. Awards were to Trisha Robertson for her service from 2004 to 2006, to Brant Baber for his service from 2004 to 2006 and to Mac Arnold for his dedication in service from 1983 to 2006.
- 4. Report of the Treasurer** – Marilyn Barton provided an overview of the Treasurer's Reports for the period ended February 28, 2007 as submitted to the Town Council. She also presented copies of the printed audited Financial Statements for the period ended June 30, 2005. She reported cash balances of \$10,588 in the SunTrust, \$258,326 in the LGIP Fund, and \$205,077 in the UBS Fund at month end. Fiscal year to date income was reported as \$95,789, less YTD expenses of \$76,494 which resulted in net income of \$19,295 as of February 28, 2007. Other reports provided were the Clifton Presbyterian Church Escrow Report and a supplemental reports on legal and electrical expenses. **Motion:** Wayne Nickum moved to approve the Treasurer's Report as presented. Lane Johnston seconded the motion and it was unanimously approved.
- 5. Reading of communication** – Lane Johnston deferred the reading of communications to later in the meeting.
- 6. Citizens' Remarks-** Trish Robertson reported that two fundraisers are upcoming. The Clifton Yard Sale will be Saturday, April 28th from 8:00 am to 2:00 pm. Secondly, Shaklee Earth Day Celebration on April 22nd. Flyers were distributed. Karen Arnold raised concern about the path from Popes Head Creek to Clifton Creek Drive being washed out. Mike Anton reported that he had notified VDOT and he is working toward getting them to improve this. **Motion:** Wayne Nickum moved that a letter be sent from the Mayor to VDOT, with photos and a copy to Elaine McConnell. Lane Johnston seconded the motion and it was unanimously approved. Michelle Stein reported that the CBA will be meeting the next Wednesday and announced the Clifton Birthday Party.
- 7. Unfinished business.**

OFFICIAL Minutes
of 3/6/07 Town
Council Meeting
as approved 4/3/07

date

Kathleen L. Barton,
Town Clerk

KL B

DATE

- a. **Buckley Bridge repair status (Lane Johnston)**- Lane Johnston reported that she is working with Dwayne Nitz to prepare the RFP/IFB for repair of the Buckley Bridge.
- b. **Sale of Old Town Hall (Mike Anton)** – Mike Anton reported that at last meeting the Town Council concurred to deliver a contract or a response back to Royce Jarrendt. The team met that requirement, delivered a response to him and had their first meeting with him. Another draft will be coming. Pat Layden reported that work is getting accomplished. An Executive Meeting will be scheduled under New Business.
- c. **Progress of Verizon wiring (Mike Anton)** – Mike Anton reported that he spoke to Verizon. Due to the freezing weather they were delayed. They plan to install wires around Centreville as well. He reported that everything in Centreville, including Clifton, will be built within sixty days. They are still trying to bid out the underground wiring on Main Street. Mike Anton spoke with an engineer who said that he would give him the bid. An update will be forthcoming from the negotiating team.
- d. **Change for speed limit (Tom Peterson)** – It was reported that consideration allowing Clifton to legislate its own speed limit did not make it out of the committee, at the Virginia State Legislature
- e. **Inspection agreement renewal/extension County of Fairfax (Tom Peterson)** – Chuck Rusnak reported that the inspection agreement was indeed finalized at the last town council meeting, and also negotiated with the county attorney. The next step being to meet with the county attorney on other issues regarding inspections and grading plans. The meeting was very productive.
- f. **Reading of communication** –Tom Peterson, Mayor, reported that there were no communications that he received to be read.
- g. **Town Clerk position (Tom Peterson)** – Tom Peterson reported that formal resignation from the Town Clerk has not been received, however Carolyn Leetch has expressed her desire to do so. He further added that an application has been received from Kathleen Barton expressing her interest and qualifications for serving as Town Clerk. Mayor Peterson further expressed assurances that her Mom and Dad (Marilyn and Tom Barton) will provide oversight and support. Lane contributed that Kathleen’s application be received and considered until Carolyn’s written resignation is received. Tom Peterson added that because Clifton is a small town it is great that a high school student would have the courage to apply for a position like this, and furthermore concluded that the position of Town Clerk is practically a volunteer job based on what the pay is. Wayne Nickum advised that an email was received from Carolyn indicating that she planned to keep the position only until someone else was found for the job. However, Tom concluded, it was an email but was not signed. Lane contributed that although Carolyn has not provided her written resignation, she has not been at the meetings writing the minutes. Chuck Rusnak inquired as to whether Town Clerk is an employed position, and whether age would be a concern. Wayne responded his understanding that the legal working age is sixteen. Tom added that Kathleen is over the age of sixteen. Chuck Rusnak indicated that verification should be obtained. Tom Peterson recommending considering Kathleen’s application after receipt of an official resignation and requested Kathleen attend the April meeting. Wayne Nickum recommended that the Town Council proceed to appoint Kathleen as Town Clerk, contingent upon receipt of the written resignation. **Motion:** Lane Johnston made a motion to approve Kathleen Barton as the Town Clerk contingent upon Carolyn Leetch’s official resignation and Kathleen’s position start as of the next meeting. The motion was amended to be subject to applicable labor laws. Tom Peterson duly seconded the motion and it was unanimously approved.
- h. **Dominion Power Plant noise (Pat Layden)** – Pat Layden reported that on February 27th he and Chuck Rusnak attended the meeting with Elaine McConnell, Fairfax County Supervisor, as well as representatives from the Clifton Creek Association, and Dominion Power Plant to talk about the noise problem coming from Dominion’s transformer site behind Clifton Creek Drive. In attendance was Pete Murphy, Lane Johnston, two people from Dominion Power and ourselves. Dominion Power stated in this meeting that the noise is coming from the new transformers they installed a year ago. They presented themselves as being committed to doing something to reduce the noise. They have engaged the work of a consultant to come in and look at the situation. They have started that work and the consultant’s report is due this March. One of the things they are exploring is to fill the sound barrier around the new transformers because they cannot retrofit those transformers because they did not come equipped with sound panels. When

they get the report Elaine McConnell has suggested that they come back up to Northern Virginia to present the consultant's report. The recommendation is to control or diminish the noise. Vernon Keen asked whether Dominion has been asked to do specific measurements that could be set as a baseline so that at some point in the future if there is a concern we would have the baseline to determine where we are now; do the measurement after they've done the repairs and then have something to show. Pat Layden said they are aware that these measures are needed and further explained that a matrix is needed to measure different points. The result of the measurements done by the county and that of the power company records indicate that they are within the county guidelines for noise. Vernon Keen further added that atmosphere also is a resistor, depending on what the atmosphere is like. He believes that there must be some kind of way to meet that standard on a consistent basis, not on a random basis and that the Town should be below that standard at all times, rather than optimal times.

8. Reports of Committees, Planning Commission, and ARB

a. Planning Commission Kathy Kalinowski, Chair of the Planning Commission, presented the report of the Planning Commission as submitted. She reported that the Planning Commission recommends three use permits for approval: 1) The application by Erich Russek-Robbins for a use permit for office space at 7157 Main Street for a high tech business office with the hours changed from 8am to 10pm, 7 days a week, and the allocation of two parking spaces on the approved parking plat of option number 1 of spaces 1 through 6 with lines designating spaces and number. There are five parking spaces in front of the garage, two of them have already been allocated to Tom's Ice Cream Depot, two would be allocated to Erich's new business. Wayne said this would not be a problem, however, it was questionable whether the applicant needed to be present. Kathy Kalinowski reported that the presence of the applicant is not required unless questions are not able to be answered. 2) The application by the Lustmans for rebuilding the addition to their home at 7221 Dell Ave. on the same footprint as prior to the fire and the previous addition with the exception of the expansion of the front porch. They meet the set back requirements because they are out no further than their immediate neighbors. 3) The application for a final use permit to be granted to the Clifton Presbyterian Church based on the letter from Joe McClellan of the as built drawings and his recommendation based on the conformance of the as built to the approved site plan. Pat Layden clarified furthermore that attendance is indeed required as stated in the code. **Motion:** Wayne Nickum moved to approve the recommendation of the Planning Commission to approve the use permit application of Erich Russek-Robbins. Pat Layden seconded and it was unanimously approved. There was brief discussion over Tom Peterson's agent until Tom concluded to serve as agent for applicants since it was taking place on his property. It was briefly suggested that the Lustmans be called for attendance. **Motion:** Wayne Nickum moved to approve the Clifton Presbyterian Church application. Mike Anton duly seconded the motion and it was unanimously approved. Mike Anton raised the issue of the need to consolidate the lots of the Old Town Hall and requested that the Planning Commission make a recommendation. Kathy Kalinowski indicated that an application should be submitted by the Town Council. **Motion:** Mike Anton moved that the Town Hall Committee, on behalf of the Town Council, submit an application to the Planning Commission to consolidate the three lots into one. The motion was seconded by Wayne Nickum and Lane Johnston and unanimously approved.

b. ARB – Chuck Rusnak announced that he would be able to speak for the ARB since he had attended the last meeting. Three applications were considered. One was for Tom Peterson's Ice Cream Depot sign which will go at the entrance to the long path. The ARB approved the sign with a slight modification. The Lustman's front porch design was discussed at the meeting. Royce Jarrendt had the plans and it was passed by the ARB. Lastly, a pool that the Silvas will build behind their home was discussed. The ARB approved it, with the understanding that the Silvas will come back with the texture of their pool cover and the redesign of the chimney. A change was requested in the line of the fence somewhat so it won't look like a wall.

c. Special Projects – (Mike Anton) – Mike Anton presented the report of the Special Projects Committee and reported that the committee has established a goal to facilitate the development and implementation of a streetscape plan for Main Street, as presented in his written report. They defined that there were three phases for developing a streetscape master plan.

1. Phase I- Develop an as-built survey for Main Street.
2. Phase II- Create a Streetscape Master Plan for Main Street
3. Phase III- Implementation

Lengthy discussion followed. Mayor Peterson stated the importance of realizing the Special Projects Committee will play the important role of coordinating the efforts of a number of committees to design, fund, and make the streetscape plan. Dwayne Nitz stated that the Traffic and Safety Committee along with Fundraising Committee was charged with beginning to administer this grant and suggested that the Special Projects Committee would be better for this task. Mike Anton agreed to consider this. The sidewalk to Clifton Heights also included in the VDOT money, noted Wayne. **Motion:** Pat Layden moved to approve the committee charter. This was seconded by Pat Layden and was unanimously approved.

d. Communication Committee – (Chuck Rusnak) – Chuck Rusnak reported that Erich paid for the annual contract on the website server. Chuck will be working to reimburse. Michelle Stein said that the CBA is paying for the server update. Tom Peterson suggested that Michelle Stein talk to Erich about the CBA paying. Margo will be keeping the Community Hall events up to date. Chuck reported that the Committee agreed to address the role of honor for the town, deciding who should be on it, where it should be and what it should look like. It was requested that input be sent to the committee. Tom Peterson suggested another town meeting for this issue and that in the very near future a town meeting will be needed for the old town hall. Pat Layden said that a public hearing will be required. Tom Peterson suggested somewhere around the end of March. Michelle Stein suggested that with five town events in March that it could be raised at any event. A decision was deferred to next Town Council Meeting.

e. Historic Preservation – Pat Layden reported that Steve **Bitner**, the new owner of the Wallace's house on Chapel St. asked to be a member. **Motion:** Pat Layden moved to approve his appointment to the committee. Wayne Nickum seconded the motion and it was unanimously approved.

f. Finance Committee - Brant Baber reported that the Finance Committee has a report under new business.

g. Council for the Arts – (Chuck Rusnak) – Chuck Rusnak reported on the first annual talent show scheduled for March 24th from 7:30-9:30 at Clifton Presbyterian Church. He requested a resolution to approve this as an activity of the town and need of a budget. **Motion:** Wayne Nickum moved to approve the Talent Show as activity. Tom Peterson seconded the motion and it was unanimously approved. The committee estimated a budget of \$600 for refreshments and supplies – all talent is volunteer. Donations will be requested with proceeds split between the Clifton Presbyterian Church and Playground Funds. Wayne Nickum said that funds were in the in budget. Brant Baber clarified that it would be 50/50 of net proceeds. Questions were raised about the budget level. Kathy Kalinowski offered her tablecloths and Trish Robertson offered to make cookies. Tom Peterson amended the budget (estimated 100 people) to \$300. Mike Anton agreed. **Motion:** Tom Peterson moved that the committee be granted funds not to exceed \$300. This was duly seconded and approved. Brant Baber added that the need for insurance is implicated and reported that the Town Council made a resolution to be sure that every town event be covered under the Town's insurance. He indicated that all names need to be on record with the events' report to capture all the information. Tom Peterson noted that the Council of Arts Committee is doing a great job. Rusnak reported on an upcoming art show at the Coffee Mill.

9. New business

a. Request for new web domain name (Chuck Rusnak) – Chuck Rusnak requested consideration for a new web domain name. Chuck said that Historiccliftonva.com and historicClifton.com is also available. He reported that domain names are cheap and could be added to current server easily for about \$10 a month. **Motion:** Wayne Nickum moved to lock on both names as recommended. Tom Peterson duly seconded the motion and it was unanimously approved. Chuck Rusnak will work with Erich to do this.

b. Fire Prevention Seminar (Tom Peterson) – Tom Peterson said the Fire Prevention Seminar coming up. Dwayne Nitz, Chairman of the Traffic and Safety Committee, said it is this Sunday from 5 to 6 in Clifton Hall. Wayne Nickum highlighted

that there may be confusion because of the difference in the time change. Dwayne Nitz said he will note this on flyer.

c. **FY2008 Budget** (Wayne Nickum) – Wayne Nickum reported that the FY08 Budget is coming up. Brant Baber passed out the budget proposal from the Finance Committee. He said the committee has met several times is proposing a recommendation with a timeline and a number of recommendations including a process for establishing a 5 year capital improvements plan. He highlighted that Wayne Nickum made the form to have completed. Timeline was proposed for the 5 year plan to start in October and then when process starts in February to complete the form from all official bodies. The budget will be compiled with the input received and presented for March meeting - operating and capital budgets segregated. The Public Hearing will be in May and approval in June. This defines the formal budget process and adds the development of a multi-year capital budget plan to be proposed by the Planning Commission. Tom Peterson expressed appreciation to the Finance Committee for development of this product. Wayne Nickum expressed that need for input to develop budget will be needed by March 26th before April meeting to meet obligations. Forms will be on website. Brant said that the first year this can be a rough process, then next year will improve. Wayne Nickum suggested that the entire package be sent to all the committees to give direction to committees as contributors to the planning process for the town. **Motion:** Tom Peterson moved to approve Finance Committee recommendation for a budget planning process for the town. Wayne Nickum duly seconded the motion and it was unanimously approved.

d. **Town website server** (Pat Layden) – Pat Layden reported that the Crouch School House website will be set up by first week of April and requested that if problems arise the Clifton VA site be used temporarily. He asked the Town Council for approval for temporary use. Michelle Stein, of the CBA welcomed to use the CBA site. **Motion:** Wayne Nickum moved to approve the use on a temporary basis as requested. Pat Layden seconded the motion and it was approved.

e. **Fundraising by Committees** (Tom Peterson) – Tom Peterson reported that fundraising is important Committee role in considering the budget process. He requested that the committee provide focus on ideas of how we can raise money. Tom continued by raising many ideas for raising money. He proposed that consideration be given to a Clifton Wine Tasting Festival for August with the support of an event planner and partner. He reported that the Town will be asked for some volunteers, but that they will be provide most. Wayne Nickum stated that more role clarification will be needed in the proposal. Michelle Stein asked if this would be an assignment for one of the committees. Wayne Nickum expressed support of the concept. Tom Peterson asked if the Arts Committee will be interested in this as a project. **Motion:** Wayne Nickum moved that the Town Council support this concept and ask the Arts Committee to review the proposal and bring back a recommendation to the next Town Council meeting. Chuck Rusnak accepted the idea on behalf of the committee. Tom Peterson reported that he will bring his list to the Committee Chairs. Mike Anton and Pat Layden seconded the motion and it was unanimously approved.

Motion for Adjournment: Wayne Nickum moved that the Town Council Meeting be adjourned. Lane Johnston seconded the motion and town council was adjourned at 9:40 PM.

Minutes were prepared by Kathleen L. Barton, Town Clerk.

Marilyn Barton

From: "Barton, Marilyn" <mbarton@comres.org>
To: <pjlayden@verizon.net>; <Mikefanton@aol.com>; <Mayorofcliftonva@aol.com>; <lgjohnston@cox.net>; <ChuckRusnak@cliftonva.us>; <CLIFNICK@att.net>; "Nickum, Wayne (OCFO)" <Wayne.Nickum@dc.gov>
Cc: <ghampshire@blankeith.com>; "Marilyn Barton" <pawnsfins@cox.net>; "kathleen barton" <babysquirrels7@cox.net>
Sent: Tuesday, April 03, 2007 8:33 AM
Attach: town council minutes march 07.doc
Subject: FW: draft town minutes

Hi all,

A few minor corrections have been made on the attached minutes. As I haven't received any feedback on these, I will go ahead and copy these for the meeting tonight. If anyone has corrections that need to be inserted before the meeting - please email me back with reply today.

Thank you all and see you tonight.

Sincerely,

Marilyn

Marilyn Lane Barton
 Finance Manager
 Community Residences
www.comres.org

mbarton@comres.org
 703/842-2333
 fax: 703/842-2311

-----Original Message-----

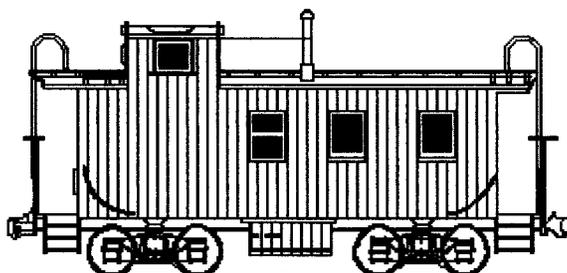
From: Marilyn [mailto:pawnsfins@cox.net]
Sent: Sunday, April 01, 2007 6:06 PM
To: pjlayden@verizon.net; Mikefanton@aol.com; Mayorofcliftonva@aol.com; lgjohnston@cox.net; ChuckRusnak@cliftonva.us; CLIFNICK@att.net
Cc: Barton, Marilyn; Gifford Hampshire
Subject: draft town minutes
Importance: High



Dear Town Council Members,

K - These
are the March
Minutes as
Presented @ mtg.
These need to
be filed True
print after you've
added Chuck's &

Thank you for having the trust in me to appoint me as your new Town Clerk. In future months I'll definitely work toward getting the Minutes to you the week following the meeting. I look forward to my first meeting on Tuesday :) Attached are the Minutes for your input. Please reply with your corrections, and I'll add them prior to the meeting.



**CLIFTON TOWN MEETING MINUTES
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- e. **Inspection agreement renewal/extension County of Fairfax (Tom Peterson)** – Chuck Rusnak reported that the inspection agreement was indeed finalized at the last town council meeting, and also negotiated with the county attorney. The next step being to meet with the county attorney on other issues regarding inspections and grading plans. The meeting was very productive.
- f. **Reading of communication** –Tom Peterson, Mayor, reported that there were no communications that he received to be read.
- g. **Town Clerk position (Tom Peterson)** – Tom Peterson reported that formal resignation from the Town Clerk has not been received, however Carolyn Leetch has expressed her desire to do so. He further added that an application has been received from Kathleen Barton expressing her interest and qualifications for serving as Town Clerk. Mayor Peterson further expressed assurances that her Mom and Dad (Marilyn and Tom Barton) will provide oversight and support. Lane contributed that Kathleen’s application be received and considered until Carolyn’s written resignation is received. Tom Peterson added that because Clifton is a small town it is great that a high school student would have the courage to apply for a position like this, and furthermore concluded that the position of Town Clerk is practically a volunteer job based on what the pay is. Wayne Nickum advised that an email was received from Carolyn indicating that she planned to keep the position only until someone else was found for the job. However, Tom concluded, it was an email but was not signed. Lane contributed that although Carolyn has not provided her written resignation, she has not been at the meetings writing the minutes. Chuck Rusnak inquired as to whether Town Clerk is an employed position, and whether age would be a concern. Wayne responded his understanding that the legal working age is sixteen. Tom added that Kathleen is over the age of sixteen. Chuck Rusnak indicated that verification should be obtained. Tom Peterson recommending considering Kathleen’s application after receipt of an official resignation and requested Kathleen attend the April meeting. Wayne Nickum recommended that the Town Council proceed to appoint Kathleen as Town Clerk, contingent upon receipt of the written resignation. **Motion:** Lane Johnston made a motion to approve Kathleen Barton as the Town Clerk contingent upon Carolyn Leetch’s official resignation and Kathleen’s position start as of the next meeting. The motion was amended to be subject to applicable labor laws. Tom Peterson duly seconded the motion and it was unanimously approved.
- h. **Dominion Power Plant noise (Pat Layden)** – Pat Layden reported that on February 27th he and Chuck Rusnak attended the meeting with representatives from the Clifton Creek Association and Dominion Power Plant to talk about the noise problem. In attendance was Pete Murphy, Lane Johnston, two people from Dominion Power, Pat Layden and Chuck Rusnak. Dominion Power stated in this meeting that the noise is coming from the new transformers they installed a year ago. They presented themselves as being committed to doing something to reduce the noise. They have engaged the work of a consultant to come in and look at the situation. They have started that work and the consultant’s report is due this March. One of the things they are exploring is to fill the sound barrier around the new transformers because they cannot retrofit those transformers because they did not come equipped with sound panels. When they get the report Elaine McConnell has suggested that they come back up to Northern Virginia to present the consultant’s report. The recommendation is to control or diminish the noise. Vernon Keen whether they have been asked

to do specific measurements that could be set as a baseline so that at some point in the future if there is a concern we would have the baseline to determine where we are now; do the measurement after they've done the repairs and then have something to show. Pat Layden said they are aware that these measures are needed and further explained that a matrix is needed to measure different points. The result of the measurements done by the county and that of the power company records indicate that they are within the county guidelines for noise. Vernon Keen further added that atmosphere also is a resister, depending on what the atmosphere is like. He believes that there must be some kind of way to meet that standard on a consistent basis, not on a random basis and that the Town should be below that standard at all times, rather than optimal times.

8. Reports of Committees, Planning Commission, and ARB

a. Planning Commission Kathy Kalinowski, Chair of the Planning Commission, presented the report of the Planning Commission as submitted. She reported that the Planning Commission recommends three use permits for approval: 1) The application by Erich Russek-Robbins for a use permit for office space at 7157 Main Street for a high tech business office with the hours changed from 8am to 10pm, 7 days a week, and the allocation of two parking spaces on the approved parking plat of option number 1 of spaces 1 through 6 with lines designating spaces and number. There are five parking spaces in front of the garage, two of them have already been allocated to Tom's Ice Cream Depot, two would be allocated to Erich's new business. Wayne said this would not be a problem, however, it was questionable whether the applicant needed to be present. Kathy Kalinowski reported that the presence of the applicant is not required unless questions are not able to be answered. 2) The application by the Lustmans for rebuilding the addition to their home at 7221 Dell Ave. on the same footprint as prior to the fire and the previous addition with the exception of the expansion of the front porch. They meet the set back requirements because they are out no further than their immediate neighbors. 3) The application for a final use permit to be granted to the Clifton Presbyterian Church based on the letter from Joe McClellan of the as built drawings and his recommendation based on the conformance of the as built to the approved site plan. Pat Layden clarified furthermore that attendance is indeed required as stated in the code. **Motion:** Wayne Nickum moved to approve the recommendation of the Planning Commission to approve the use permit application of Erich Russek-Robbins. Pat Layden seconded and it was unanimously approved. There was brief discussion over Tom Peterson's agent until Tom concluded to serve as agent for applicants since it was taking place on his property. It was briefly suggested that the Lustmans be called for attendance. **Motion:** Wayne Nickum moved to approve the Clifton Presbyterian Church application. Mike Anton duly seconded the motion and it was unanimously approved. Mike Anton raised the issue of the need to consolidate the lots of the Old Town Hall and requested that the Planning Commission make a recommendation. Kathy Kalinowski indicated that an application should be submitted by the Town Council. **Motion:** Mike Anton moved that the Town Hall Committee, on behalf of the Town Council, submit an application to the Planning Commission to consolidate the three lots into one. The motion was seconded by Wayne Nickum and Lane Johnston and unanimously approved.

b. ARB – Chuck Rusnak announced that he would be able to speak for the ARB since he had attended the last meeting. Three applications were considered. One was for Tom Peterson's Ice Cream Depot sign which will go at the entrance to the long path. The ARB approved the sign with a slight modification. The Lustman's front porch design was discussed at the meeting. Royce Jarrendt had the plans and it was passed by the ARB. Lastly, a pool that the Silvas will build behind their home was discussed. The ARB approved it, with the understanding that the Silvas will come back with the texture of their pool cover and the redesign of the chimney. A change was requested in the line of the fence somewhat so it won't look like a wall.

c. Special Projects – (Mike Anton) – Mike Anton presented the report of the Special Projects Committee and reported that the committee has established a goal to facilitate the development and implementation of a streetscape plan for Main Street, as presented in his written report. They defined that there were three phases for developing a streetscape master plan.

1. Phase I- Develop an as-built survey for Main Street.
2. Phase II- Create a Streetscape Master Plan for Main Street

3. Phase III- Implementation

Lengthy discussion followed. Mayor Peterson stated the importance of realizing the Special Projects Committee will play the important role of coordinating the efforts of a number of committees to design, fund, and make the streetscape plan. Dwayne Nitz stated that the Traffic and Safety Committee along with Fundraising Committee was charged with beginning to administer this grant and suggested that the Special Projects Committee would be better for this task. Mike Anton agreed to consider this. The sidewalk to Clifton Heights also included in the VDOT money, noted Wayne. **Motion:** Pat Layden moved to approve the committee charter. This was seconded by Pat Layden and was unanimously approved.

d. Communication Committee – (Chuck Rusnak) – Chuck Rusnak reported that Erich paid for the annual contract on the website server. Chuck will be working to reimburse. Michelle Stein said that the CBA is paying for the server update. Tom Peterson suggested that Michelle Stein talk to Erich about the CBA paying. Margo will be keeping the Community Hall events up to date. Chuck reported that the Committee agreed to address the role of honor for the town, deciding who should be on it, where it should be and what it should look like. It was requested that input be sent to the committee. Tom Peterson suggested another town meeting for this issue and that in the very near future a town meeting will be needed for the old town hall. Pat Layden said that a public hearing will be required. Tom Peterson suggested somewhere around the end of March. Michelle Stein suggested that with five town events in March that it could be raised at any event. A decision was deferred to next Town Council Meeting.

e. Historic Preservation – Pat Layden reported that Steve Pitners, the new owner of the Wallaces' house on Chapel St. asked to be a member. **Motion:** Pat Layden moved to approve his appointment to the committee. Wayne Nickum seconded the motion and it was unanimously approved.

f. Finance Committee - Brant Baber reported that the Finance Committee has a report under new business.

g. Council for the Arts – (Chuck Rusnak) – Chuck Rusnak reported on the first annual talent show scheduled for March 24th from 7:30-9:30 at Clifton Presbyterian Church. He requested a resolution to approve this as an activity of the town and need of a budget. **Motion:** Wayne Nickum moved to approve the Talent Show as activity. Tom Peterson seconded the motion and it was unanimously approved. The committee estimated a budget of \$600 for refreshments and supplies – all talent is volunteer. Donations will be requested with proceeds split between the Clifton Presbyterian Church and Playground Funds. Wayne Nickum said that funds were in the in budget. Brant Baber clarified that it would be 50/50 of net proceeds. Questions were raised about the budget level. Kathy Kalinowski offered her tablecloths and Trish Robertson offered to make cookies. Tom Peterson amended the budget (estimated 100 people) to \$300. Mike Anton agreed. **Motion:** Tom Peterson moved that the committee be granted funds not to exceed \$300. This was duly seconded and approved. Brant Baber added that the need for insurance is implicated and reported that the Town Council made a resolution to be sure that every town event be covered under the Town's insurance. He indicated that all names need to be on record with the events' report to capture all the information. Tom Peterson noted that the Council of Arts Committee is doing a great job. Rusnak reported on an upcoming art show at the Coffee Mill.

9. New business

a. Request for new web domain name (Chuck Rusnak) – Chuck Rusnak requested consideration for a new web domain name. Chuck said that Historiccliftonva.com and historicClifton.com is also available. He reported that domain names are cheap and could be added to current server easily for about \$10 a month. **Motion:** Wayne Nickum moved to lock on both names as recommended. Tom Peterson duly seconded the motion and it was unanimously approved. Chuck Rusnak will work with Erich to do this.

b. Fire Prevention Seminar (Tom Peterson) – Tom Peterson said the Fire Prevention Seminar coming up. Dwayne Nitz, Chairman of the Traffic and Safety Committee, said it is this Sunday from 5 to 6 in Clifton Hall. Wayne Nickum highlighted that there may be confusion because of the difference in the time change. Dwayne Nitz said he will note this on flyer.

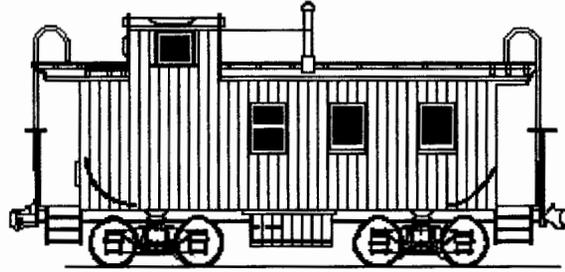
c. **FY2008 Budget** (Wayne Nickum) – Wayne Nickum reported that the FY08 Budget is coming up. Brant Baber passed out the budget proposal from the Finance Committee. He said the committee has met several times is proposing a recommendation with a timeline and a number of recommendations including a process for establishing a 5 year capital improvements plan. He highlighted that Wayne Nickum made the form to have completed. Timeline was proposed for the 5 year plan to start in October and then when process starts in February to complete the form from all official bodies. The budget will be compiled with the input received and presented for March meeting - operating and capital budgets segregated. The Public Hearing will be in May and approval in June. This defines the formal budget process and adds the development of a multi-year capital budget plan to be proposed by the Planning Commission. Tom Peterson expressed appreciation to the Finance Committee for development of this product. Wayne Nickum expressed that need for input to develop budget will be needed by March 26th before April meeting to meet obligations. Forms will be on website. Brant said that the first year this can be a rough process, then next year will improve. Wayne Nickum suggested that the entire package be sent to all the committees to give direction to committees as contributors to the planning process for the town. **Motion:** Tom Peterson moved to approve Finance Committee recommendation for a budget planning process for the town. Wayne Nickum duly seconded the motion and it was unanimously approved.

d. **Town website server** (Pat Layden) – Pat Layden reported that the Crouch School House website will be set up by first week of April and requested that if problems arise the Clifton VA site be used temporarily. He asked the Town Council for approval for temporary use. Michelle Stein, of the CBA welcomed to use the CBA site. **Motion:** Wayne Nickum moved to approve the use on a temporary basis as requested. Pat Layden seconded the motion and it was approved.

e. **Fundraising by Committees** (Tom Peterson) – Tom Peterson reported that fundraising is important Committee role in considering the budget process. He requested that the committee provide focus on ideas of how we can raise money. Tom continued by raising many ideas for raising money. He proposed that consideration be given to a Clifton Wine Tasting Festival for August with the support of an event planner and partner. He reported that the Town will be asked for some volunteers, but that they will provide most. Wayne Nickum stated that more role clarification will be needed in the proposal. Michelle Stein asked if this would be an assignment for one of the committees. Wayne Nickum expressed support of the concept. Tom Peterson asked if the Arts Committee will be interested in this as a project. **Motion:** Wayne Nickum moved that the Town Council support this concept and ask the Arts Committee to review the proposal and bring back a recommendation to the next Town Council meeting. Chuck Rusnak accepted the idea on behalf of the committee. Tom Peterson reported that he will bring his list to the Committee Chairs. Mike Anton and Pat Layden seconded the motion and it was unanimously approved.

Motion for Adjournment: Wayne Nickum moved that the Town Council Meeting be adjourned. Lane Johnston seconded the motion and town council was adjourned at 9:40 PM.

Minutes were prepared by Kathleen L. Barton, Town Clerk.



**CLIFTON TOWN MEETING MINUTES
FOR TUESDAY, June 5, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

The regular Town Council Meeting was called to order at 7:34 p.m.

Order of business

Reading of the Minutes- Motion: Wayne Nickum moved to approve the Minutes for the May 1, 2007 Town Council Meeting and for the Thursday, May 10, 2007 Special Meeting. Pat Layden seconded the motion to approve the regular Town Council Meeting Minutes and the motion passed unanimously. Mike Anton seconded the motion to approve the May 10 Special Meeting Minutes and the motion was approved unanimously.

Report of the Treasurer (Marilyn Barton, Town Treasurer)- Wayne Nickum presented the Financial Reports for the period ended May 31, 2007 with the following highlights:

- Community Hall is running at a deficit of \$10,000
- The Net Income reflects the FEMA money. If the money was pulled out of the report, the Net Loss is \$11,000.
- Interest from May and June wasn't posted

Motion: After further discussion, a motion to approve the Treasurer's Report as submitted was made by Wayne Nickum and seconded by Tom Peterson. The motion was unanimously approved.

Reading of Communication- Tom Peterson reported that he had received a note from Giff Hampshire. Giff has heard from VML about the haunted trail missing funds. The town will need to fill out the proper paper work to file a claim. Deb Dillard announced that the farmer's market will be cancelled for the rest of the summer due to lack of interest. She mentioned that only 9 people came to the market during the 3 hour window. Tom Peterson announced that he has received word from Giff Hampshire about the HUD program. Giff spoke to a person at HUD who has cleared the town to reapply.

Citizens' remarks- Lynn Garvey Wark stood up and informed the group that the Saturday's art show was a huge success. The Arts committee is discussing whether to host the art show twice a year. Lynn also mentioned that the sunshine committee is overwhelmed by the number of new families moving into Clifton. Trish Robertson stood up and reported on the Community Yard Sale and the Earth Day Event. The Yard Sale raised \$555 and the Earth Day Event raised \$20 which will be earmarked for the playground.

Unfinished business.

- a. **Buckley Bridge repair status (Pat Layden)** – Pat Layden reported that they have

received abutment design drawings, topographical surveys, and erosion control plans. They submitted a building permit application and a site plan to Fairfax County. They have requested to wave the fees since it is not covered under the FEMA funds. The committee is anticipating on having the RFP ready on June 15 with a request for bid 3 weeks following. Reports attached.

- b. **Sale of Old Town Hall and request for Survey for consolidation of lots** (Mike Anton). Mike Anton informed the council that the committee received communications from Royce on May 10th. The communications indicated that he was pleased that the committee was moving forward. The committee submitted an application to the planning commission last month and it was unanimously approved. The OTHSC plans on submitting an application to rezone the property as commercial this month. The OTHC is proceeding with the sale according to the letter of intent and in good faith.
- c. **Insurance for Missing Haunted Trail Funds.** (Tom Peterson) – Tom Peterson reported that the Town was notified by VML that it will need to file a claim. Tom will follow-up with Giff to make sure the right person is assigned this task.
- d. **Verizon power line burial** (Mike Anton). Mike reported that he met with Verizon last month and was promised to have a cost estimate by June's meeting. He requested from Verizon an estimate in 3 phases (Main Street, Chapel Road and Flood Plain). Verizon did not fulfill their promise. Mike will follow-up.
- e. **Wine Festival** (Tom Peterson). Tom Peterson reported that the vendor is working hard. They received their first corporate sponsor. The goal is to locate another \$10,000 in sponsorships. The wine festival is scheduled for August 11 from 12:00 to 6:00 p.m.
- f. **Community Hall Discussion** (Wayne Nickum): Wayne Nickum reported that 12 of the 24 lights are out. The council discussed that the committee should request the county to change all the lights. Lane Johnson will set-up a meeting with the Community Hall Committee and contact the county about the lights.
- g. **Income Generation Survey** (Mike Anton). Mike Anton discussed the need to have a survey even though the budget might potentially pass at tonight's meeting. Pat Layden thought that the survey is important and would provide a lot of data. Wayne Nickum discussed that the town must communicate its goals and why the need to generate more revenue. Motion was made by Wayne Nickum to appoint Mike Anton and Tom Peterson to develop the survey and the process as well as appoint Wayne Nickum, Mike Anton and Lynn Garvey Wark to administer the survey. Chuck Rusnek seconded the motion and it was approved unanimously.

Reports of Committees, Planning Commission, and ARB

ARB- Royce Jarrendt announced that board met and approved Lev Buller's application. He also announced that the board doesn't have a new chairman but Phyllis Lovett agreed to act as co-chairman with Royce until her new baby arrived and could assume the duties once settled.

Planning Commission- Michelle Stein announced that the commission met and approved the lot consolidation application by the town. She also announced that they approved Lev Buller's application. **Motion:** Lane Johnson moved to approve the planning recommendation for the Buller User Permit. Wayne Nickum seconded and it was unanimously approved.

History Preservation Committee- Pat Layden announced that on July 28, 2007, the Clifton Post Office celebrates the 100th anniversary of the first rural route in Clifton. They plan on hosting an event, displaying pictures of the old post office and carriers in the post office and creating a cancellation stamp to sell. Phoebe Peterson has done the art and the committee is working with the post office to get them produced.

New business

a. Lot consolidation (Pat Layden). Pat Layden announced that the planning commission unanimously approved the consolidation of the lots at the Old Town Hall site. Pat Layden made a motion to allow Tom Peterson sign the plat and the deed that will be submitted to the county. Wayne Nickum seconded and it was unanimously approved.

b. Budget (Wayne Nickum). Wayne Nickum discussed the proposed budgets and how they were developed. The new budget reflected the comments made at the May 1st public hearing. Wayne Nickum moved to approve the budget with changes in the Clifton Life Committee income from \$5000 to \$3000, Park/Square/Gazebo rental income from \$300 to \$2300 and the Contractual Insurance Expense from \$5800 to \$6200. Pat seconded the motion and the budget was unanimously passed.

c. Possibility for HUD program Reapplication (Tom Peterson). Tom Peterson discussed that HUD informed the Town via telephone call that the Town can reapply for the HUD program. Wayne Nickum thought the town should receive a close out letter from HUD before making any decision to reapply. The council agreed and Tom Peterson will follow-up with Giff in order to make the request from HUD.

d. VDOT Issues (Tom Peterson) – Tom Peterson acknowledged that there were issues around town that need to be addressed by VDOT. Tom Peterson is going to set up a meeting with the Director of Northern Virginia Office to establish a relationship between the Town and VDOT.

e. Farmers Market Signs (Mike Anton). Mike discussed having signs at all three entrances. Beautification Committee will propose signs that would allow to marketing and communicate upcoming activities.

f. VDOT Management of Lie Grant Funding (Mike Anton). Mike Anton made a motion to allow Tom Peterson authority to sign an agreement with VDOT to allow the Town to manage the grant funds. (See separate resolution in files). Wayne seconded and motions was passed. Chuck Rusnek abstained.

g. CBA 4th of July Resolution (Mike Anton). Mike Anton presented a resolution (see separate resolution in files) to grant the CBA the use of the town for the 4th of July Celebration. Wayne Nickum made a motion to approve the resolution, Pat Layden seconded and it was unanimously approved.

h. High School Seniors Resolution (Tom Peterson). Tom Peterson made a motion to make June 15th High School Seniors Day in Clifton to honor Jordon Baber, Casey Mills and Nick Sampson, Clifton's Graduating Class of seniors. Wayne Nickum Seconded and it was unanimously passed.

i. July Meeting (Pat Layden). Pat Layden asked whether the Town Council would be in town and available for a July 3rd meeting. 4 of the 6 members indicated they would be here so the Town Council will hold its next meeting as planned.

Adjournment: Wayne Nickum moved to adjourn the June 5th Town Council meeting. Tom Peterson seconded the motion, and it was approved.

The Minutes were prepared by Michael Anton, Town Councilman.

Attached
Buckley Bridge Report
Resolutions
Town approved budget for FYE 0608

Official minutes of June 5, 2007 Town Council Meeting as Approved
July 3, 2007.

Kathleen Barton 7/4/07
Kathleen Barton, Town Clerk

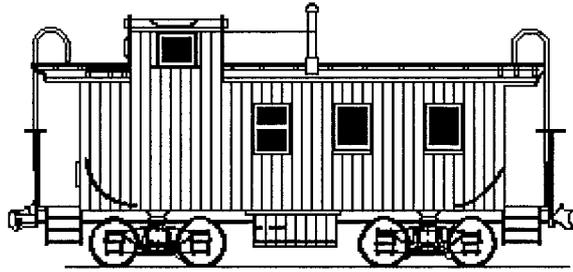
Marilyn Barton

From: ":o)" <babysquirrels7@cox.net>
To: "Marilyn Barton" <pawsnfins@cox.net>
Sent: Sunday, April 01, 2007 6:10 PM
Subject: march 07 town minutes

Dear Town Council Members,

Thank you for having the trust in me to appoint me as your new Town Clerk. In future months I'll definitely work toward getting the Minutes to you the week following the meeting. I look forward to my first meeting on Tuesday :) Attached are the Minutes for your input. Please reply with your corrections, and I'll add them prior to the meeting.

Correct &
Sign official
Copy



MINUTES

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FOR TUESDAY, June 5, 2007 7:30 PM
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