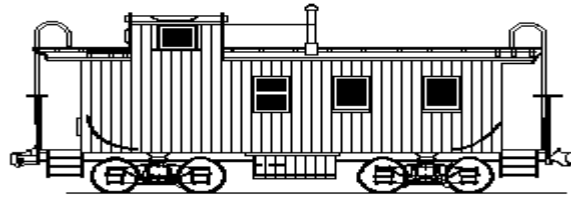


Wayne H. Nickum Town Hall
12641 Chapel Road
Clifton, VA 20124

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



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, DECEMBER 2, 2025, 7:30 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VIRGINIA 20124**

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

Staff: Laura Jane Cohen, Town Administrator; Kerrie Gogoel, Town Clerk; Suzy Murphy, Town Treasurer

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

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed).
2. Awards and Presentations:
 - a. Mayors Presentations:
 - i. Geri and Susan Yantis were awarded the Wayne and Donna Nickum Community Service Award.
 - ii. Mayor Peterson thanked his wife Jean, as well as all members of council and staff for their support during his tenure.
 - b. Senator Stella Pekarsky Award Presentation:
 - i. The following awards were presenting by Senator Pekarsky and were voted on by the Virginia Senate:
 1. Lynn Screen: Resolved that Lynn Screen commended by Virginia Senate of her exemplary service to the Town of Clifton
 2. Geri and Susan Yantis: They initiated the Streetscape Project 13 years ago, to improve aesthetics, accessibility improvements and pedestrian traffic. It was resolved that they be commended for their legacy of service.
3. Report of the Town Clerk:
 - a. Presented by Acting Clerk, Councilmember Hess. She noted that she primarily worked on transitioning back to the Town Clerk as Kerrie returns from maternity leave, as well as processing golf cart registrations and other administrative items. Any other items of note were placed on the agenda for discussion.

- **Mayor Peterson made a motion to approve the minutes from the November Town Council meeting. The motion was seconded by VM McDonald and approved by poll, 6-0.**

4. Report of the Treasurer:

See attached report.

- a. The Treasurer noted that the Town has an outstanding agreement with Norfolk Southern up for renewal and that previously there had been questions as ownership is changing. Per Citizen Mike Davis, while the overall ownership is changing, at least in the short term, Norfolk Southern will continue to operate. It was determined that the agreement could be renewed.
 - b. CM Hess inquired whether the Town received the refund for the police support that didn't happen in October, the Treasurer reported yes it was received.
 - c. CM Screen noted that there was a donation made which gave the Town a new Clifton bell and that there will need to be future discussions around where that bell goes. Citizen Mike Davis noted that the CBA is willing to sponsor an Eagle Scout project to build a mounting structure for the bell.
- **CM Effros made a motion to approve both invoices requested in the report, for J2 and Norfolk Southern. The motion was seconded by CM Davis and approved by roll call:
CM Hess: Aye
CM Screen: Aye
VM McDonald: Aye
CM Davis: Aye
Mayor Peterson: Aye
CM Effros: Aye**

5. Report of the Administrator –

- a. National Railroad Partnership Program / Federal-State Partnership for Intercity Rail Grant Program: this effort is in progress, and she has reached out to Supervisor Herrity's office for assistance.
- b. Donation Benches: The Administrator noted that the material, location, etc. will need to be determined. Mayor Peterson noted that Wayne Nickum has requested that the bench for Donna Nickum be placed outside of the community hall, and that he and Jean would like the bench for Rachel to be placed in Harris Park. He also noted that the Council should consider composite benches which look like wood but are more cost effective. The Administrator also noted that the benches will need to be anchored into the ground and the Council will need to budget for shipping and installation. Citizen Geri Yantis noted that as part of Streetscape in the past, they had a landscape architect who had spec-ed out benches, so he would reach out to them to get information.
- c. The Fairfax County Board of Supervisors adopted a new code regarding massage establishments, the Administrator noted that they would coordinate with any impacted businesses and will speak with the Planning Commission to establish any impacts.

6. Citizens' Remarks:

- a. N/A

7. Reports of Committees:

- a. Planning Commission

- i. No report

- b. Architectural Review Board

- i. No report; however, Chair Jarrendt noted that the November meeting was rescheduled for 12/11 due to lack of quorum and requested that the date be advertised.

- c. Special Projects Committee (Streetscape).

See attached report

- i. Chair Yantis noted that they received the recommendation from VDOT to readvertise the duct bank project (separate from the railway project). There were two pre-bid conference attendees and they know of potentially two other groups interested, which is all positive. There were questions inquired that were helpful and do impact cost so they will get an addendum out. They do also have questions for NOVEC based on the conference and as a result, they may need to push the deadline for bids beyond the current 12/17 depending on how quickly responses are received. CM Screen inquired how this impacts the opening event, and Chair Yantis replied that they need to get it advertised and they will have an idea by this Friday as to impacts. They will need to get another public meeting scheduled to open the bids, targeting 12/23 pending availability.
 - ii. Chair Yantis noted that one contractor wanted to have an on-site trailer to store materials that need to be in a conditioned space and Chair Yantis would suggest either parking a trailer in the floodplain or other location, or using the Barker Building. CM Davis suggested parking a trailer next to the Pink House in the parking lot, though Chair Yantis noted that that parking lot may need to be used for other materials so trying to think of solutions which leave that area open. CM Effros suggested coordinating with Brant Baber to see if the lodge parking could be used. Citizen Mike Davis noted that the lodge doesn't actually own any of that lot, its all Town parking. Royce Jarrendt reported that during construction for the Pink House, he will be fencing off that entire parking lot as much as possible to be used for construction purposes. Mr. Davis reported that there is a lot of property owned by the CBA in that area so perhaps they can approach the CBA for assistance. He also noted that behind the caboose the Town has the ability to pave or gravel that area so that could be used, Chair Yantis acknowledged this but noted that getting access to that area when there are cars in the parking lot would be tricky. Additional brainstorming is required for this challenge.
 - iii. CM Screen inquired if there is a requirement in terms of who has to be present at the public meeting. CM Effros indicated that a public meeting should be opened by Town Council, so a quorum would be required, but

that he would verify. It was clarified that the Council will not be selecting bids at that time, the meeting is to open the bids which will then be opened and vetted by VDOT outside of the meeting, and a recommendation would be made back to Council.

- iv. Chair Yantis noted that he needs contact information for the pump and haul folks, and the Town Administrator reported that she would pass along that contact information.
- d. Parking Committee
 - i. CM Hess reported that the committee will continue on in her absence next year.
- e. Finance Committee
 - i. No report
- f. Legal Committee
 - i. CM Effros noted that of interest, the Town are in possession of all Town arrest records etc. from 1937 forwards, as well as the sheriffs badge, gun, and bills from the three previous appointed sergeants.
 - ii. CM Effros noted that they require a signature, they had previously approved Dwayne Nitz to monitor the Pink House construction on behalf of the Town and he has agreed. The full requirements and proposal for pricing have been provided.
- **CM Effros made a motion to accept the proposal provided by Dwayne Nitz to monitor the Pink House construction on behalf of the Town. The motion was seconded by CM Davis and approved by poll, 6-0.**
- g. Maintenance Committee
 - i. Received a quote from LCS to address various small items around Town:
 - 1. Playground: install replacement playground log steps, reinstall ladybug in playground, dispose of broken bench in playground, replace rotted fence, remove foundation of damaged wobble horse, fix seesaw
 - 2. Ayre Square: true up benches
 - 3. Floodplain: resetting granite benches in floodplain, remove sign post that is stuck
 - 4. 8-Acre park: replace panels on foot bridge, remove old and damaged picnic table, remove old mailbox, general cleanup
- **VM McDonald made a motion to approve the proposal from LCS up to \$3,500 to accomplish the above described items. The motion was seconded by CM Screen and approved by roll call:**
 - CM Hess: Aye**
 - CM Screen: Aye**
 - VM McDonald: Aye**
 - CM Davis: Aye**
 - Mayor Peterson: Aye**

CM Effros: Aye

- ii. VM McDonald noted that he has received another quote to replace all of the timbers around the caboose plaza. It would be \$5,800 to replace everything, or \$1,450 just to replace the top pieces. No request being made at this time, this is for future consideration. CM Screen asked how much of this is within Streetscape territory. Streetscape Chair Yantis noted that it is very close and would recommend waiting until after the Streetscape effort is completed to do any work in this area. The Treasurer noted that in the CARES report there is some money left which was allocated for work at the Caboose, about \$3,000, and it must be spent by 12/31/2026.

8. Unfinished Business:

a. Pink House

- i. CM Effros noted that Royce Jarrendt is ready to begin construction and Dwayne Nitz is ready to oversee on behalf of the Town Council. Mr. Jarrendt noted that he needs a copy of the keys, the Town Clerk indicated she would provide them. The initial steps are to begin more extensive investigation of the existing building and begin drawings and associated pricing. They feel confident that the preliminary budget provided will be in line.
- ii. CM Effros noted that once Mr. Jarrendt is done with the initial review of the contract that the Council has already signed for him to do that, he'll provide an estimate number back to the Town Council, who will then approve it and that will trigger the beginning of construction. The first part of the job is to determine that the initially provided estimate is good. Mr. Jarrendt anticipates that the project will take 2-3 months, and that they will fence off as much of the parking lot as possible. He also noted that he will need a certified copy of the plat of the property.

b. Meals Tax

- i. CM Effros noted that there is a requirement that in the final public hearing for instituting or adjusting a meals tax, you cannot have a variable number (i.e. "up to" language). The State code says that you have to have a specific number. Given that the Council has been putting together a spreadsheet so that all can be comfortable, there's no point in having a hearing until a specific number is established.

c. Ayre Square Benches

- i. See Administrator report.
- ii. CM Screen noted that last meeting it was discussed that previously Laura McDonald had been working with someone to do a larger plan for the square overall. The Council had previously approved John McGee to do the design work, and he anticipates being done in February. CM Screen indicated she would ensure that Mrs. McDonald and Mr. McGee have the

information on the benches being donated. VM McDonald also noted it should be a part of the larger Town Plan.

d. CES Path to Main Street

- i. Mayor Peterson noted that he received an email from a local citizen who slipped and sprained her ankle coming down the path, and that it appeared to have been resurfaced such that it is now slick and presents a safety concern. The Town Administrator noted that the property is owned by the School Board and that it was resurfaced 3 years ago, and as such a first step would be to reach out to our local School Board member. Citizen Mike Davis noted that the bottom flat area is owned by the Bridges and that the Town has an easement on that land. CM Screen noted that Jim Fullerton had just sent over copies of all Town easements to be reviewed. She also noted that there is a long term project to make the path perfect, but the immediate safety issue should be resolved. She requested that the Administrator reach out to the School Board.

e. FRA Grant Opportunity

- i. See Administrator report.

9. New Business:

a. Playground

- i. Mayor Peterson reported that he received an email from someone in the community who lives close to Town, who inquired whether the playground equipment could be updated. CM Davis noted that there has been much discussion about wanting to start this project this upcoming year and that CM Screen has already done research on larger elements that could be replaced – for example, the train is starting to fall apart. There are immediate actions that can be taken within the budget, he suggests revisiting some of that research and proceeding with those elements. He would like to start to consolidate a list of projects, forecast costs for them, and then line them up by fiscal year to identify when the Town can realistically take some things on. CM Davis volunteered to take what CM Screen has already done and build it out to advertise so that the train could be replaced.
- ii. CM Effros noted that there has been discussion of using a different material for the base in the past. CM Davis agreed and noted that it should be considered what as a Town we want to preserve, or example, wood based vs. composite items, and use this information to help guide the design. CM Effros noted that when the park was redone years ago, a specific type of park which was popular at the time was copied; however, those parks have all largely been replaced due to safety concerns.

b. Baptist Church fundraising signage

- i. CM Hess reported that the signage was approved for 45 days, and that the church is requesting an additional 45 days to keep the signs up.

- **CM Hess made a motion to approve that the signage remain up for an additional 45 days as needed. The motion was seconded by VM McDonald and approved by poll, 6-0.**

- ii. The Council inquired how the fundraising is going, and church representatives noted that it is going very well. He noted that the CBA has put in a matching gift offer up to \$10,000. They are hopeful that the work will be completed in about two weeks.

10. Adjournment.

- a. CM Screen thanked Mayor Peterson for all of the work he has completed over the last two years while leading the Town Council. She noted that he has brought a sense of fun and community to the Town and brought people together in celebration of Clifton. Additionally, she noted that he has made incredible strides in terms of communication with the community
- b. The meeting was adjourned by general acclamation.

TREASURER MONTHLY REPORT

November 2025

COUNCIL MEETING – December 2, 2025

Other Payments – Previously approved by Council

- Resource Recovery Project, invoice# 2025-09 for September fees and shredding event \$1,932.00
- Revize LLC, invoice# 22038 for website hosting, software updates, training, annual fee, etc for \$2,990.00
- LCS Property Srvs, invoice # 2160 for walking path bridge rebuild for \$3,880.00
- Fairfax County Fire Department for Fire Program funds for \$15,000
- One Dwelling, \$25000, pink house deposit for renovations
- Sunbelt Rental, \$2,225.00, haunted trail

Requests for Approval of Payment

- J2, invoice# 29911, for further design work, \$1,425.00
- Norfolk Southern – any information on our railroad agreement. Invoice from October for \$2,161.33

		November '25	Month Budget	July '25 - June '26	YTD Budget	Annual Budget
OPERATIONS - FY25						
Income						
	Taxes and Permits					
	Town Permits and Licenses (ARB, Use, BPOL)	0	4,258	1,010	21,292	51,100
	Town Meals Tax - NEW	24,111	18,750	126,041	93,750	225,000
	All Other Tax and Permit (State, County, NVCTB)	6,700	3,604	22,189	18,021	43,250
	Facility Rentals (Town Hall, Pink House, Parks)	400	346	1,350	1,729	4,150
	Grants (Fire, Litter Control)	(3,152)	2,417	11,848	12,083	29,000
	Events				0	
	Celebrate Clifton Gala		0		0	0
	Haunted Trail	12	2,917	72,378	14,583	35,000
	Homes Tour		417		2,083	5,000
	Interest Income	4,967	5,000	26,718	25,000	60,000
	Other Income		0		0	0
	Total Income	33,039	37,708	261,534	188,542	452,500
Expense						
	Payroll Expenses	11,443	13,034	57,215	65,169	156,406
	Contractual				0	
	Town Government (Prof fees, dues, web, storage)	2,990	10,354	25,999	51,771	124,250
	Facilities (Town Hall, Pink House & Parks)	3,880	5,225	10,782	26,125	62,700
	Services (Landscape, trash, electric)	3,041	3,658	16,394	18,292	43,900
	Grants (Fire, Litter)	16,932	2,417	19,228	12,083	29,000
	Events	4,420	2,342	14,345	11,708	28,100
	Committees		1,388	507	6,938	16,650
	Commodities	212	254	615	1,271	3,050
	Other (Council Approval Required)	(525)		664		
	Total Expense	42,393	38,671	145,748	193,357	464,056
	Net Income from Operations	(9,355)	(963)	115,786	(4,815)	(11,556)
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY25						
Expense						
	Town-Funded Projects	25,000	11,833	25,000	59,167	142,000
	Harris & 8 acre parks improvements, signs, parking and trash enclosure					
	Net Income - CIF Funds/Town Funded		(11,833)	(24,500)	(59,167)	(142,000)
CAPITAL IMPROVEMENTS/GRANT INCOME - FY25						
CIF Income						
	CIF - Reimbursement from VDOT	15,240	133,333	119,681	666,667	1,600,000
			0		0	
	CIF Expenses		0		0	
	Processing Easements		0		0	0
	Streetscape 2A - Preliminary Engineering		0		0	
	Streetscape 2A - Right of Way		0	8,302	0	
	Streetscape Phase 2A Construction		166,667		833,333	2,000,000
	Total CIF Expenses	0	166,667	8,302	833,333	2,000,000
	Net Income - CIF Funds/Grant	15,240	(33,333)	111,379	(166,667)	(400,000)
	Consolidated Net Income	5,885	(46,130)	202,665	(230,648)	(553,556)

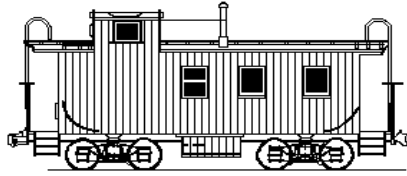
Town of Clifton
Account Balances
FY26

				11/30/2025				<u>Notes</u>
ASSETS								
	Current Assets							
	Checking/Savings							
		United Bank - Haunted Trail Account	32,447.32					
		United Bank - Events Acct	49,337.52					
		United Bank - Checking	198,450.73	Min Bal \$2,500	"Chairman's Club"			
		Untied Bank - Security Deposit	3,118.32					
		United Bank - Money Market Savings	240,964.70	Min Bal \$15,000				
		Investments-LGIP	1,352,364.08					
		Total Checking/Savings	1,876,682.67					

Town of Clifton CARES Summary - SLGRF

Total Received SLGRF 303,992.00

	Obligated as of 12/31/24	Expended as of 11/30/25	Dates	
Ayre Square Purchase	\$ 91,184.55	\$ 91,184.55	12/21/2021	
Harris Park Extension Purchase	\$ 74,452.95	\$ 74,452.95	12/21/2021	
Harris Park Extension Cleanup	\$ 11,500.00	\$ 11,500.00	4/1/22-5/31/22	
Administrator Position	\$ 108,670.85	\$ 88,946.75	4/16/24-12/31/26	
 Floodplain Park Invasive Plant Control	 \$ 775.00	 \$ 775.00	 9/1/23-3/31/24	
Gazebo Repair	\$ 3,050.00	\$ 3,050.00	7/1/24-7/31/24	
Caboose Repairs	\$ 9,500.00	\$ 6,500.00	8/6/24-6/30/26	
Flood Plain Parking Lot Rehab	\$ 4,858.65	\$ 4,858.65	9/1/24-6/30/26	portion of bridge repairs
	\$ 303,992.00	\$ 281,267.90		
 Remaining	 -	 as of 12/31/24		



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

December 2, 2025

TOWN OF CLIFTON STREETSCAPE PROJECT FOR MAIN STREET - Phase II
VDOT Project: CLFT-029-101, P102, R201, C502
(UPC 109949) & (UPC 126584)

PROJECT UPDATE

- A. Roadway Construction Project – Holding. Waiting on completion of the Duct Bank Construction.
- B. Duct Bank Construction Project – An email was received from VDOT recommending the readvertisement of the Duct Bank Project. The Project Design immediately readvertised the Project on November 14th. The bid due date is December 17th. As mentioned previously, if a favorable bid is then received the Duct Bank Project would move forward. If a favorable bid is not received the Duct Bank Project would then be rejoined with the parent project. While the readvertisement is taking place the IFB for the parent project is being completed with a goal of having it completed by December 15th in case the projects are required to be rejoined at that time.
- C. Easements – All easements have been recorded.
- D. Utilities – A response is still pending from Verizon and Cox Communications. A response was received from NOVEC. They offered some amendments to the agreement. They were minor and the amended agreement was returned to NOVEC with comments that corrected a few items that are believed to be unintentional. The Project Team is waiting for a response.

A final plan and estimate were received from all the utility companies. These were submitted to VDOT for their approval which is in lieu of requiring a separate land use permit. Approval was received from VDOT on August 26, 2025. Each utility company received a letter for Authorization for Facility Relocation.

Verizon has begun the process of mining the existing copper lines. They have tagged the lines with a red ribbon. The Project Team is waiting for Verizon to provide a schedule.

- E. Railroad Coordination - The Town continues to have communication through Keyana Holloway with Norfolk Southern.

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

- F. Construction Services Approval – The Project Team is reviewing the proposed change orders received from CES. A final resolution is still pending along with a change order from J2. These will be presented to the Town Council for approval..

Needed actions for Project by the Town Council

Approval of September Invoice for J2.

Advertisement for Public Hearing for opening of bids November 18th.

Susan Yantis & Geri Yantis

Streetscape Project - Project Managers

PROPOSAL

Dwayne Nitz
d/b/a Restoration Partners
PO Box 322
Clifton, VA 20124

To: Town of Clifton, Virginia
Attn: Steve Effros
Re: Proposal for Construction Management

To the Mayor and Town Council of Clifton, Virginia;

As requested by the Town Council, I'm happy to offer professional Construction Management services for the upcoming "Pink House" project located at 7137 Main St. Clifton, VA. In this role, Restoration Partners would provide Owner's representation for a variety of tasks, including the following:

- Specification review and recommendations
- Submittal review and approval
- Scope oversight
- Schedule of Values and Pay Application review and recommendation
- Owner Allowances oversight
- Regular progress meetings with the Design-Build Contractor
- Reporting to the Town Council at a cadence TBD
- Change Order review and recommendation
- Regular site visits
- Schedule review
- Review As-Built drawings
- General Owner representation as requested by the Town Council

Restoration Partners (RP) does not hold an Architectural or Class A Contractor license but brings 26 years' experience in Commercial General Contracting including historic restoration, sensitive cultural landmarks, Federal and local government projects, higher education, K-12, institutional, commercial real estate, religious, transportation, and foreign Embassies. In this context, we are familiar with best management practices and all facets of commercial building and construction management. As Owner's representative, Restoration Partners will work to ensure the Owner's vision for the project is faithfully implemented by the Design-Build Contractor in accordance with the project specifications,

priority goals, budget constraints, and schedule and quality expectations. Restoration Partners will provide regular formal reports that identify project risks, progress and milestone achievements, financial status, and photo documentation of the work. In most cases, RP will provide recommendations for Council action. As directed, however, RP will provide direct approvals when authorized.

RP proposes to provide these services as an independent consultant to the Town Council. Although it may advise from time to time on code and construction issues, RP assumes no professional liability either for design or construction. These are the responsibility of the Design-Build professional.

RP proposes to provide the above services on an hourly compensation basis with a Not to Exceed limit on services. Services will be billed monthly at \$150/hr. Invoices will include a Log of activities and durations. With an expectation of 8-12 hours per month, RP estimates the total cost of services to be \$10,000-12,000 and includes a Not to Exceed amount of \$15,000. Work and cost will not exceed this threshold unless expressly approved by the Town Council in writing.

Should the Town Council wish to move forward, please confirm acceptance of this proposal with signature below.

Submitted By: Dwayne Nitz (d/b/a Restoration Partners)

Signature: _____

Date: 12/2/25

Accepted on behalf of The Town of Clifton, Virginia

Name: _____

Tom Peterson, Mayor

Signature: _____

[Signature]

Date: _____

12/2/25