



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, SEPTEMBER 25, 2025, 7:30 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VIRGINIA 20124**

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

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

Absent: Tom Peterson, Mayor

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

1. Policy for Remote Participation by Electronic Means for Town of Clifton was not needed
2. Report of the Town Clerk:
 - a. The Clerk noted continuing work on the new Town of Clifton website and CM Davis will lead and continue to support while the Clerk is on leave.
 - b. The Clerk supported coordination with the new fence for the 8 Acre Park.
 - c. The Clerk suggested letting the Clerk Dropbox account lapse, it is not being used and the only files remaining are in transition documents from the previous Clerk which appear to be all on Google Drive, a backup of all files has been created. Savings would be \$200 a year.
 - d. The Clerk updated planning commission instructions and notice files.
 - e. The Clerk noted a need to start planning transition plans for any contracts or committees etc. led by CMs not returning to council (i.e., VM McDonald and CM Hess). The Clerk requested a list from VM McDonald and CM Hess.
 - f. The Clerk noted maternity leave would start on September 3rd.
 - g. Approval of the Minutes (previous meetings, special meetings, and work sessions).

CM Hess made a motion to approve the minutes from the August Town Council meeting. The motion was seconded by CM Effros and approved by poll, 5-0.

3. Report of the Treasurer: See attached report.
 - a. The Treasurer noted the following regarding the Virginia Investment Pool:
 - i. The meeting in person only.
 - ii. Request that the town inquire.
 - b. The Treasurer requested approval for all items listed in the Treasurer's report and one item that arrived in the mail:
 - i. The Treasurer noted the following regarding Flag Disposal invoices:
 1. The Treasurer has paid American through August.
 2. The Treasurer noted that Flag has invoiced the Town for the period of June 10, 2025 through September.
 3. The Treasurer noted that Flag also sent an upfront request for the fourth quarter.
 4. The Administrator has the action to discuss the Flag agreement with Mayor Peterson and requested copies of current invoices from Flag.
 5. CM Effros suggested approving what Flag has already done, and believes that the services started in July.
 - ii. The Treasurer requested approval for the Green Valley Landscaping invoice in the amount of \$1,340.00.

VM McDonald made a motion to approve Bowman invoice in the amount of \$1,175.68, Harrison & Johnston payment in the amount \$2,400.00, and the Flag trash pickup invoice for a maximum amount of \$1,525.00 dependent upon confirmation of pickup dates, and the Flag trash invoice in advance for fourth quarter. The motion was seconded by CM Effros.

CM Hess: Aye

CM Screen: Aye

CM Davis: Aye

VM McDonald: Aye

CM Effros: Aye

4. Report of the Administrator: See report.
 - a. The Administrator noted that *Builders* has concerns with the split rail fence and that removable posts can present structural issues with split rail portions and rails might fall out. CM Davis and CM Effros suggested making one post removable, similar to Harris park. Just the one that's at either side so that there is a total of a 16' opening.

VM McDonald made a motion to approve payment up to \$1,500.00 to construct a fence at the entrance to 8 Acre Park in the Town's easement. The motion was seconded by CM Hess.

CM Hess: Aye

CM Screen: Aye

CM Davis: Aye

VM McDonald: Aye

CM Effros: Aye

- i. The Administrator noted the following regarding the Town Hall Lease: the County would like the Town to submit a letter signed by the Mayor (similar to what was submitted in 2019) to extend the current lease another 5 year period.
 1. CM Effros proposed sending the lease to the Legal Committee for review.
 2. The Administrator and CM Davis noted this is the same lease and has already been reviewed by the Legal Committee.
 3. CM Hess noted the lease can be broken at any time with a 60 day notice.
 4. CM Effros suggested submitting the requested letter for continued use of the Town Hall.
 5. CM Screen noted historically any issues required a negotiation with the county to complete work, but noted that our current concerns are somewhat alleviated with the submission of the requested letter.
 6. CM Davis suggested sending lease terms and asking the County to sign. CM Effros disagreed and suggested this could cause more delays and the County has already noted no interest in changing terms.
 7. CM Hess suggested the Council should move forward with the requested letter.
 8. The Administrator has the action to draft the letter.

CM Effros made a motion to send the requested acceptance letter from the County that will be effective as of the date of signature, for 5 years. The motion was seconded by CM Hess and approved by poll, 5-0.

- ii. The Administrator noted the following regarding Barker Building:
 - 1. A new lock will be added to the entrance and CM Effros noted that no approval needed on the lock. CM Effros clarified that the Town would need the ability to assign different codes to different groups.

CM Davis made a motion to approve up to \$500.00 for the locks in the Barker Building. The motion was seconded by CM Effros and approved by poll, 5-0.

5. Citizens' remarks:

a. Kathy Kalinowski 12801 Ford Lane:

Mrs. Kalinowski requested that for the next 2nd Sunday motorcycle gathering that the Town request a police presence to help direct parking. Mrs. Kalinowski noted that On August 10, 2025, there were a substantial number of motorcycles blocking both sides of the crosswalk at the entrances of side walks; pedestrians were not able to safely cross the street. Pedestrians had to walk outside of the crosswalk to cross the street. This is a dangerous situation especially considering the Sunday Farmers Market (which is a Town authorized event). The situation requires more action than reaching out to the organizers of the 2nd Sunday motorcycle gatherings. Mrs. Kalinowski suggested that a couple of Sundays with police presence managing the parking will make a difference.

- i. CM Effros noted he went downtown that Sunday and while approaching members of the gathering it was highlighted that nobody knew who was in charge of the event. Additionally, the members of the gathering are parking in the spaces at 7145 Main Street (Trattoria Villagio) and in the Town parking spaces. CM Effros noted that Trattoria Villagio customer traffic were unable to access the parking lot due to the gathering and Main Street was completely blocked with traffic sitting on the train tracks. CM Effros noted that only 4 town parking spaces were available to customers. There is a blockage to the point where it is a non-functioning situation. CM Effros noted that he stopped counting at 150 motorcycles.
- ii. CM Davis noted and agreed the Town could not do much the last time this issue was raised to the Town Council. Mrs. Kalinowski noted the Council could enforce State parking laws. CM Davis noted/asked what would be different from our requested paid police presence? CM Davis expressed concerns about paying for police presence to do this and suggested calling in tips to the hotline.
- iii. CM Hess noted the Traffic and Parking Committee is reserving off duty police officers for Halloween to help direct traffic for the safety of

pedestrians and noted that police presence comes with an hourly rate. CM Hess noted uncertainty with this situation and how police would help. CM Hess would like funds saved for approved gatherings. CM Hess noted that anyone could call the police to note there is an unapproved gathering in Town with no use permit. CM Hess suggested meeting with the County police and asking if there is a way that they can help with the situation.

- iv. Mrs. Kalinowski asked if the Town could do all the above suggestions and requested someone calling and speaking to someone at the police in advance of the next gathering.
- v. The Administrator will engage Herrity's office as well. The Town of Clifton should contact the Sully Police Station for support, the Administrator noted the station has a relatively new commander, and has the action to call.
- vi. CM Screen noted these are our community members coming in, we should make sure we have an approach that is respectful. CM Screen noted that it is a problem, but it isn't something to eradicate.
- vii. VM McDonald noted the setting up of tents, raffles, and the use of bullhorns in the Town's leased parking needs to be addressed as that requires town approval and a use permit.
 - 1. CM Effros asked the gatherers about the authorization with no answer.
 - 2. CM Effros noted there is no use permit for an event that we aren't controlling, the Town could close off the parking that the Town controls. Business and property owners could block off parking spaces for customers.
- viii. Mr. Ehlers asked if the Town had considered embracing the gathering? Or asked if the gathering could move to the floodplain? CM Effros noted the Town has asked the members of gathering to move and the response was no.
- ix. CM Hess reminded the Council the gathering lists the Main Street Pub on the bikes/breakfast website as the meeting spot for the gathering. CM Hess has spoken to Mr. McNamara about removing the Main Street Pub as the meeting place and that is not an option.

6. Reports of Committees:

- a. Planning Commission:

- i. There was one application this month for 12638 School Street. The Planning Commission recommended the application for preliminary construction approval with the following conditions:
 1. The extension be built in accordance with the submitted plans (land disturbing activity <2500 square feet), in accordance with the Architectural Review Board certificate, and that the owners return within 2 years for final use permit.

CM Screen made a motion to approve the preliminary use permit as stated by the Planning Commission at 12638 School Street. The motion was seconded by CM Effros and approved by poll, 4-0-1 (Jay abstains as it's his house).

- ii. The committee stated there was going to be an MOU between Town and County regarding E&S and Stormwater Management. It is progressing but when the county combined everything, changes were made to the land disturbing activity of the ordinance. The County and Town each have their own ordinances and there are differences. The Town might need to change to confirm it in order for the County to effectuate and review any plans. Not something that will be agreed to without discussing it with the Town Council. This would require a significant code change and would impact the work that is able to happen within the Town. The County's requirements will make it harder to put additions onto small lots such as what we have in Town.
 1. CM Effros asked if there is a way that the Town can get an exemption? The Planning Commission responded with "No".

b. Architectural Review Board (ARB):

- i. There was one application from the Clifton Baptist Church. The Church is raising money to renovate the steeple at the church, and requested permission to put up a sign to request donations. The sign includes wording and a QR code. The ARB made a recommendation to approve as the signs are not permanent and it requires Town Council approval. Recommend a 45 day approval per the code and the applicant will return if longer is needed.

CM Hess made a motion to allow the church to put up a temporary sign for donations to replace their steeple for 45 days. The motion was seconded by VM McDonald and approved by poll, 5-0.

c. Special Projects Committee (Streetscape):

- i. See attached report (Administrator reported)
- ii. The Administrator noted the Town can advertise requests for proposal for the Duct Bank project and requested a special public meeting for September 25, 2025 to accept submitted proposals.
- iii. The Clerk noted there is an ARB meeting on September 25, 2025 in the Town Hall. The committee would need to meet earlier or on a different day.
- iv. CM Effros noted we are still waiting on a response from Verizon and Cox. The assumption is that Verizon is moving forward, but waiting on a signed agreement. CM Effros is concerned that the Council is not aware of the costs and how they will be split with the Town.
 1. CM Davis noted it has been agreed to, Verizon needs to provide the signed paperwork.
 2. The Administrator noted there are emails with that confirmation, but agreed that signed paperwork has not been provided.
- v. CM Screen stated that the Town has paid invoices on time and asked if those payments have been submitted to VDOT for reimbursement. The Treasurer stated requests for reimbursements were submitted in August. The Treasurer noted clarification is still needed on how the in-kind hours are to be billed and the Town should receive additional reimbursements once that is clarified. The submitted reimbursement was for the period of August 2024 to July 2025.

d. Parking and Traffic:

- i. CM Hess spoke with the business owners regarding Halloween and trick or treaters. Halloween is on a Friday night and it will be a busy night with congested traffic. All business owners agreed to block off parking in front of their respective restaurants so that there will be room for kids to walk along that section of Main Street. Mr. Silva (Trattoria Villagio) agreed to set up separate spaces for any mobile orders. The committee is requesting funds to reserve off duty police officers to support directing traffic and pedestrians. The cost is roughly between \$150-200/hour for 4 police for 4 hours (4-8).
 1. The Treasurer noted the Town credit card has a \$10,000.00 limit and funds would be needed for the Haunted Trail.

2. The Administrator suggested asking for an increase on the credit limit for just October.
 - ii. CM Hess noted the committee would like to close Water Street and School Street to residential traffic only.
 - iii. CM Davis suggested a motion for an amount up to \$6,000.00 for police presence to support. This will cover the proposed cost for Halloween and Haunted Trail. VM McDonald suggested that for Halloween we request financial assistance from CBA.
 - iv. CM Screen noted in the past the Town has not requested formal support from police for the Haunted Trail, but the Town has notified the police and they showed up. CM Screen suggested that when the Administrator reaches out to the police about motorcycle gathering issues to also request support for Halloween and the Haunted Trail event.

CM Screen made a motion to approve up to \$6,000.00 to spend on police support for both Halloween and the Haunted Trail evenings, the motion was seconded by CM Davis.

CM Hess: Aye

CM Screen: Aye

CM Davis: Aye

VM McDonald: Aye

CM Effros: Aye

- e. Communications Committee:
 - i. CM Davis noted the committee is still working on getting control of DNS hosting for the cliftonva.gov domain. It is proving to be more challenging than originally anticipated. CM Davis has a call scheduled with Growth Media on Friday, September 5th, to go over it. CM Davis hopes to have this resolved this month.
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7. Unfinished Business:
 - a. Trash collection: see the Treasurer's report.
 - b. Town Hall lease: see above meeting minutes.
 - c. Barker Building: see the Administrator report.
 - i. CM Screen asked if all walls in the building could be knocked down and if it could be used as a Town Hall and meeting space. This is not realistic

- and noted that this type of work should not be done without knowing what's going on with the town hall lease etc.
- ii. The CBA confirmed the bathroom would not be used for CBA barn rental events.
 - iii. CM Davis suggested requesting a plan from the CBA fully in writing prior to agreeing to use the building.
 - iv. VM McDonald had a conversation with Mr. Kevin Hutto, and the Clifton Gentleman's club will be taking over toys for tots, hoping to use the Barker building to store donated toys for a few weeks.
- d. 8 Acre Park Fencing: see above meeting minutes.
- e. Clifton Road Bridge by floodplain:
- i. CM Hess suggested the Town move forward with the only quote received. CM Hess asked if this is a project that CBA would support and help fund.
 - ii. CM Hess noted the Town Council and CBA have similar goals and suggested collaborating on goals if possible.
 - iii. CM Effros attended the last CBA meeting and suggested that the Council provide liaison to meet with the CBA to discuss common goals and how the Town Council and CBA could support one another.
 - iv. CM Davis suggested having a representative from the CBA come to the monthly Town Council meetings.

VM McDonald made a motion for \$3,800.00 for the repair and to repaint the bridge railing on both sides and requested that it be completed by Clifton Day. The motion was seconded by CM Davis.

CM Hess: Aye

CM Screen: Aye

CM Davis: Aye

VM McDonald: Aye

CM Effros: Aye

- v. VM McDonald stated on the old bridge in floodplain 2x6s are rotted out on the Town's part of the trail. The Town has received a quote from Enrique to have it completely replaced in kind with new material for \$2,950.00.

VM McDonald made a motion to approve an amount of \$2,950.00 to have Enrique repair the bridge in the floodplain. The motion seconded by CM Effros.

CM Hess: Aye

CM Screen: Aye

CM Davis: Aye

VM McDonald: Aye

CM Effros: Aye

f. Meals Tax

- i. VM McDonald noted that Mr. Kevin Hutto and the Finance committee have been tasked with looking at the Meals Tax and if there should be a long term plan including big ticket items etc.
- ii. The Treasurer noted that Mr. Hutto reached out to discuss.
- iii. CM Screen noted that at this point Mr. Hutto is working on collecting information etc.
- iv. CM Effros noted if we did a Meals Tax, the Town would only put it in January alongside Fairfax County.

8. New Business

- a. The Haunted Trail Banner Request October 11, 2025 through October 26, 2025 (as soon as Clifton Day banner goes down)

CM Screen made a motion to approve the Haunted Trail Banner across Main Street from October 11, 2025 through October 26, 2025, the motion was seconded by CM Hess and approved by poll, 5-0.

- b. The Administrator noted the November Town Council meeting is on Election Day and needs to reschedule. The Town Council agreed to move it to November 5, 2025.
- c. Mr. Ehlers (citizen) stated there is a free shredding event occurring at Clifton Elementary School on September 12, 2025.

9. Adjournment.

CM Hess made a motion to adjourn the meeting. The motion was seconded by CM Screen and approved by poll, 5-0.