

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, FEBRUARY 1, 2022, 7:30 PM
ELECTRONIC MEETING VIA ZOOM
12641 CHAPEL ROAD
CLIFTON, VA 20124**

In accordance with the Town of Clifton's Declaration of a Local Emergency due to the COVID-19 pandemic under Virginia Code § 44-146.21 which enables the Town of Clifton Government bodies to conduct Town business through electronic public meetings under Virginia Code § 2.2-3708.2, the Town of Clifton Town Council held the Meeting noticed herein electronically for the purpose of continuity of government of the Town of Clifton.

The meeting was conducted using Zoom teleconferencing audio and video service, and connection information was provided by the Town Clerk to members of the public to afford the opportunity to citizens to witness the operation of the Town of Clifton government.

Present: Mayor Bill Hollaway; Vice Mayor Regan McDonald; Councilmember Steve Effros; Councilmember Patrick Pline; Councilmember Lynn Screen.

Staff: Amanda Christman, Town Clerk; Nick Orrison, Treasurer.

Town Council Meeting - Order of Business:

1. Report of the Town Clerk:

a. Approval of the Minutes (previous meetings and work sessions).

• **Mayor Hollaway moved to approve the January 4, 2022 Minutes as presented, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

2. Report of the Treasurer.

See attached report.

• **Mayor Hollaway moved to approve payment of the December 2021 invoice for \$3,125 from Maureen Gilmore for legal services rendered, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; McDonald: Aye; Effros: Aye; Pline: Aye; Poe: Aye; Screen: Aye.**

a. Scheduling of Budget Work Sessions.

The FY2023 Budget Work Sessions will be placed on the March meeting agenda for scheduling.

3. Communications (received by the Mayor).

Mayor Hollaway reported that he was contacted by Supervisor Pat Herrity regarding options for the renaming and location of the Town of Clifton's voting precinct. The Council discussed naming the Town's precinct "Clifton Town," with voting to occur at the Clifton Presbyterian Church for reasons of clarity and cost-effectiveness in elections.

4. Citizen's Remarks.

Teresa Greenfield, of Clifton Heights Lane: introduced herself and her family as new residents to the Town. She indicated that there should be more handicap parking spaces in the Town to accommodate people with disabilities and noted that this issue applies directly to her family. The Council agreed that this issue should be reviewed, beginning with the expertise provided by the Planning Commission. (See further discussion under item 6., below).

5. Reports of Committees:

a. Planning Commission.

See attached report.

- **Mayor Hollaway moved to accept the recommendation of the Planning Commission and issue a Preliminary Use Permit for the construction of an equestrian riding ring at 12800 Chapel Street with the conditions as stated in the report, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

i. Appoint Adam Trost to Planning Commission.

- **Mayor Hollaway moved to appoint Adam Trost to the Planning Commission to fulfill the remainder of Mac Arnold's term, which expires July 11, 2024, seconded by Vice Mayor McDonald. The motion was approved by poll, 6-0.**

b. Report of the Zoning Administrator:

i. Update on Residential Construction Projects:

No update.

c. Architectural Review Board.

Royce Jarrendt reported that the ARB approved an application for exterior renovations of windows, doors, and siding at 12800 Richards Lane.

d. Streetscape Committee:

See attached report.

i. Approve Resolution Supporting Increase in Funding for VDOT Grant Request.

No action taken. Additional guidance will be provided by VDOT after the Commonwealth Transportation Board (CTB) has finished reviewing the pending grant application submitted by the Town in September 2021.

6. Unfinished Business:

a. Standing Agenda Item – Determine if Next Council Meeting Will be In-Person or Electronic.

- **Councilmember Effros moved to schedule the March 1, 2022 Regular Council Meeting to be held electronically, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

b. Air Filtration for Clifton Town Hall - Update.

Councilmember Poe indicated he will provide an update at the March meeting. Vice Mayor McDonald noted that there is an existing UV system operating within the HVAC system, although the effectiveness against COVID-19 is unknown.

7. New Business:

a. Handicap Accessible Parking in Clifton.

The Council and the Chair of the Planning Commission agreed that, although it is complicated, the issue of handicap accessible parking should be reviewed for possible improvement in the Town. It was noted that it may be feasible to add an accessible space to the Town's railroad siding parking lot which is adjacent to the Buckley Store building and adjacent to Villagio.

Kathy Kalinowski and the Planning Commission will begin research with respect to existing, applicable requirements.

Councilmember Pline added that the Town Engineer should be consulted to provide a civil planning perspective.

Councilmember Poe indicated that he would support restriping the Town's railroad siding parking lot to accommodate handicap accessible parking depending on the impact on any existing Use Permits, which would need to be reviewed.

Councilmember Screen suggested that the Town should broadly encourage the issue of accessibility, for example, by addressing it in the Town Plan and considering the issue regularly in other Town decisions.

Ms. Kalinowski remarked that the Planning Commission will take up the initiation of the project at their next meeting.

8. Adjournment.

- **Councilmember Effros moved to adjourn, seconded by Councilmember Poe. The motion was approved by poll, 6-0.**

The meeting was adjourned at 9:13 PM.



Clifton Clerk <clerk@cliftonva.gov>

January 2022 Financial Statements

1 message

treasurer@cliftonva.gov <treasurer@cliftonva.gov>

Tue, Feb 1, 2022 at 7:18 PM

To: Clifton Clerk <clerk@cliftonva.gov>, William Hollaway <whollaway@cliftonva.gov>, Regan McDonald <rmcdonald@cliftonva.gov>, Stephen Effros <seffros@cliftonva.gov>, Pat Pline <ppline@cliftonva.gov>, Darrell Poe <dpoe@cliftonva.gov>, Lynn Screen <lscreen@cliftonva.gov>

Good Evening Everyone,

Sorry to have missed the last meeting! Our daughter arrived a few days after – so it has been a fun month!

Please see the attached January 2022 Financial Statements and the below notes.

- All CDs have rolled into the Money Market account, bringing the balance to \$880,053.72
 - Cash following land purchases sits at \$1.27M
 - As previously noted – we are waiting on direction from United Bank manager on best options for funds. Considering the rate on CDs and Money Market are comparable, the funds sit more liquid where they are.
- The Town is showing a net income of \$55,368 for the year, which is \$43,935 lower than budgeted.
 - The “American Rescue Plan” deposit expected in June has been spread over 12 months on the budget. Adjusting for this, we are right on track!

Checks:

- One check for approval this evening:
 - Legal Services Maureen Gilmore December 2021 - \$3,125.00
 - I have attached, please bring to vote for approval

Misc

- Speaking with Belle Jar Design regarding Fairfax Water bill, utility transfer
- American Disposal has been set to autopay, and brought current as of 02/01/2022
- BPOL FY2022 application has been published
 - Amanda – we should confirm business list so I can start an Accounts Receivable
- OnPoint has paid their Fy2020 and Fy2021 BPOL back dues!
- Federal and VA State tax portals have been set up under my name, making tax payments much easier
 - W3 and W2s have been issued and filed with the state and federal gov for wages paid

TO DO:

- Gather Payroll documents for payroll service historical build

Best,

Nick Orrison

Treasurer

Email: treasurer@cliftonva.gov

Town of Clifton

P.O. Box 309

Clifton, VA 20124-0309

www.cliftonva.gov

2 attachments



01.31.22 Financial Statements.pdf
201K



December 2021 Clifton Fees.pdf
56K

ASSETS	1/31/2022	<u>Bank Rates Effective 12/1/2020</u>			<u>Negotiated Increases</u>
		CD Term	Maturity Date	APR %	
Current Assets					
Checking/Savings					
John Marshall Bank CDs	318,813.12	1 yr	8/1/2021	0.65%	Balance reported as of 05.31.21. Working on Account access
C-.D. - United Bank - 2 13 mos CDs	0.00	13 months	1/17/2022	0.30%	Down from .75% to .3% due to COVID-19 beginning 12/17/20
C.D. - United Bank 1	0.00	13 months	1/4/2022	0.30%	Down from 1.4% to .3% due to COVID-19 @ 12/04/2020
C.D. - United Bank 2	0.00	13 months	1/4/2022	0.30%	Down from 1.4% to .3% due to COVID-19 @ 12/04/2020
C.D. - United Bank 3	0.00	13 months	1/4/2022	0.30%	Down from 1.4% to .3% due to COVID-19 @ 12/04/2020
C.D. - United Bank 4	0.00	13 months	1/4/2022	0.30%	Down from 1.4% to .3% due to COVID-19 @ 12/04/2020
C.D. - United Bank - 4 7-month CDs	0.00	13 months	1/8/2022	0.75%	Down from .75% to .3% due to COVID-19 beginning 12/08/20
United Bank - Events Acct	100.00				
United Bank - Haunted Trail Account	3,719.59				
Checking-United Bank	65,851.36	Min Bal \$2,500	"Chairman's Club"	0.10%	
Investments-LGIP	980.22			0.15%	
Money Market Savings-United	880,053.72	Min Bal \$15,000	10/31/2020	0.25%	Down from 1.39% @ 8/30/19
Security Deposit - United Bank	4,410.73				
Total Checking/Savings	1,273,928.74				



Town of Clifton
Profit & Loss Budget Performance
 November 2021

	January 2022	Budget	Jul '21 - Jan '22	YTD Budget	Annual Budget
Income					
Committees Fundraising	0	0	150	0	0
Community Hall Revenues	491	417	3,099	2,917	5,000
1 Federal CARES Act - COVID-19	0	0	62,497	0	0
General Donations	0	0	20	0	0
American Rescue Plan	0	22,500	0	157,500	270,000
Haunted Trail Event	0	0	1,000	0	0
Interest Income	273	792	1,821	5,542	9,500
Other Income	0	0	643	0	0
Pink House Rental	3,400	2,900	18,850	20,300	34,800
2 S.R. - Litter Control Grant	0	78	1,329	545	935
State Funding	0	1,250	15,000	8,750	15,000
Tax and Permits Revenue	5,447	8,183	47,514	57,283	98,200
Total Income	9,610	36,120	151,923	252,837	433,435
Gross Profit	9,610	36,120	151,923	252,837	433,435
Expense					
Bank Service Charges	29	0	111	0	0
Citizens' Recognition Expense	0	63	0	438	750
Commodities	7	357	758	2,497	4,280
Contractual	204	12,809	53,146	89,664	153,710
Haunted Trail Expenses	175	175	1,224	1,225	2,100
OTHER - TC approval req'd +\$500	0	1,250	845	8,750	15,000
Other Expenses	0	625	0	4,375	7,500
Payroll Expenses	5,395	6,563	39,827	45,941	78,757
Town Assoc of NoVA Event	0	0	0	0	0
Total Expense	5,809	21,841	95,911	152,890	262,097
Net Income	3,801	14,278	56,012	99,947	171,338
CIF FUNDS:					
CIF Income					
CIF - Capital Improvements Fund	0	74,672	644	522,701	896,059
CIF Expenses					
CIF -Streetscape Phase 2 Constr	0	4,833	0	33,833	58,000
Processing Easements	0	18,668	0	130,675	224,015
Streetscape 2A - Construction	0	1,667	0	11,667	20,000
CIF -Streetscape Phase 2 Design	0	73,148	0	512,035	877,775
CIF Expenses	0	35,000	0	245,000	420,000
Total CIF Expenses	0	133,316	0	933,211	1,599,790
Net Income - CIF Funds	0	(58,644)	644	(410,510)	(703,731)
Consolidated Net Income	3,801	(44,366)	55,368	(310,562)	(532,392)

Town of Clifton
Profit & Loss Budget Performance
November 2021

NOTES & Highlights: Only major items are highlighted at the Town Council's request. For details refer to the P&L Detail Export tab.

- 1 **Federal CARES Act Revenues:** These funds were returned to Fairfax County following final report as of 06.30.2021. Transaction would have been on previous fiscal year, but change are not allowed during audit.

COVID State and Local Fiscal Recovery Funds: \$82,818.75 received in June 2021 based on original submitted report for total \$220,850 (75% payout of \$165,637.50). Eligibility was changed to include Capital Expenditures, raising total to \$656,248 (75% payout \$492,186). Town received add'l \$69,177.25 09/14/2021. Remaining funds will be in 12 months.

These funds are not as restricted as CARES funding. Details have been provided to Town Council

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

- 2

S.R. Litter Control Grant - Received in the amount of \$1,329.00. This is an increase from last year \$935.00

PLANNING COMMISSION REPORT for January 25, 2022

Present: Terry Winkowski, Patrick Pline, Kathy Kalinowski, Paula Sampson, Susan Yantis; Absent: Michelle Stein

1. The Planning Commission reviewed an application for a preliminary use permit for construction of an equestrian riding ring, as detailed in the application for a use permit dated January 13, 2022, located at 12800 Chapel Street in the Town of Clifton on residentially zoned property owned by Amy Luyster, the applicant. The proposed Plan of Development dated 1-24-22 for the installation of the equestrian riding ring involves approximately .52 acre or approximately 22,650 square feet of land disturbing activity. The Planning Commission recommends that the preliminary use permit be issued with the conditions that prior to the issuance of a final use permit, the applicants comply with all the requirements set forth in the letter of the Town Engineer, Scott Peterson, dated January 25, 2022, with respect to this property; that the equestrian riding ring be utilized only for the personal use of the owner and family; that no lights are installed on or around the riding ring, that the nutrient credits actually be obtained prior to the issuance of the final use permit; that the applicant, no later than two years after issuance of the preliminary use permit, complete construction and apply for a final use permit from the Town, and tender proof of compliance with the Town Engineer letter and proof that all necessary inspections, permits, nutrient credits have been obtained, and the property was constructed in accordance with the approved Plan of Development, dated January 24, 2022.
2. The Planning Commission acknowledges receipt of the resignation of Mac Arnold from the Planning Commission as of December 2021 and are pleased to recommend that Adam Trost, who has volunteered, be appointed by the Town Council to Mac Arnolds unexpired term.



Clifton Clerk <clerk@cliftonva.gov>

Agenda for Town Council Meeting: Tues., 2/1/2022 at 7:30 PM via Zoom

Clifton Clerk <clerk@cliftonva.gov>

Sun, Jan 30, 2022 at 11:08 AM

To: Pat Pline <ppline@cliftonva.gov>

Cc: William Hollaway <whollaway@cliftonva.gov>, Regan McDonald <rmcdonald@cliftonva.gov>, Stephen Effros <seffros@cliftonva.gov>, Darrell Poe <dpoe@cliftonva.gov>, Lynn Screen <lscreen@cliftonva.gov>, Clifton Treasurer <treasurer@cliftonva.gov>, "Yantis, Susan" <syantis@hunton.com>, "Geri Yantis (gyantis@syaa.com)" <gyantis@syaa.com>, Planning Commission <planning@cliftonva.gov>

Dear Council Members and SPC Members,

Here is a brief introduction to the Streetscape agenda item. I hope this information is helpful, and that the SPC members will jump in if I have left anything out.

The Town submitted an application for additional Transportation Alternatives (TA) funding through VDOT on September 30, 2021 for FY2023-2024 in the amount of \$400,000. This amount was requested based on guidance from VDOT given to the SPC based on previously-submitted cost-estimates prepared by our engineer (J2E) along with estimates for easement acquisitions from our contractor (Bowman) and preliminary information from utilities/consultants (Richter & Associates).

The application was under consideration by VDOT when we were contacted in mid-December with some encouraging news: based on VDOT's assessment of our cost estimate, they thought our estimate was too low, and that we would be entitled to ask for additional funding of up to \$750,775 based on their calculations. Please see the attached "SME Review markup 8264 clifton est" file in order to see VDOT's detailed assessment of our previous cost estimate, and how they think it ought to be adjusted. As the Mayor noted at last month's meeting, it would be worth the SPC's effort to take a look at some of the non-standard design elements as noted by VDOT to determine if they should be updated to a more standard form.

In order to officially request the additional funding, we would need to submit a new Resolution in Support. Please see the attached draft proposed Resolution, which is a marked-up version of the Resolution that was submitted as part of the September 30, 2021 application package. If the Council is in favor of the proposal, please send me any suggested edits, and help me figure out what the 20% cost share amount would be (my math was off in the last round).

Historically, it has been the practice of the Town to ask for the maximum amount of funding as recommended by VDOT for each award cycle. Receiving funding does not obligate the Town to expend all or even part of the funding.

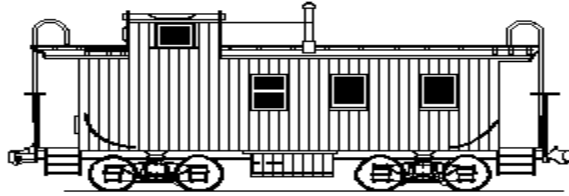
This past week, VDOT contacted the SPC to request an updated cost estimate that includes the potential costs of undergrounding the utilities. This information is required in order for a new Appendix A of the project agreement to be prepared. This document should be forthcoming, based on recent conversations with the utility companies as reported to the Council by the SPC over the past few months.

[Quoted text hidden]

2 attachments

 **DRAFT Local_Government_Resolution_2022.docx**
46K

 **SME Review markup 8264 clifton est (1).pdf**
644K



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Town Council Meeting - Order of Business:

1. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings and work sessions).
2. Report of the Treasurer.
 - a. Scheduling of Budget Work Sessions.
3. Citizen's 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:

- (i) Give their name and address;
- (ii) Direct their remarks to the Council and not to other citizens present;
- (iii) Be limited to one period of not over three (3) minutes, unless granted additional time by unanimous consent of the Council.

Persons requesting to speak must have registered with the Town Clerk by no later than Noon of the day of the meeting. Priority to speak shall be given to persons in the order that they registered with the Town Clerk.

4. Reports of Committees:
 - a. Planning Commission.
 - i. Appoint Adam Trost to Planning Commission.
 - b. Report of the Zoning Administrator:
 - i. Update on Residential Construction Projects:
 - A. 7184 Clifton Road.
 - c. Architectural Review Board.
 - d. Streetscape Committee:
 - i. Approve Resolution Supporting Increase in Funding for VDOT Grant Request.
5. Unfinished Business:
 - a. Standing Agenda Item – Determine if Next Council Meeting Will be In-Person or Electronic.

- b. Air Filtration for Clifton Town Hall - Update.
6. New Business:
 - a. Handicap Accessible Parking in Clifton.
7. Adjournment.