

DRAFT MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, January 4, 2005
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Lev Buller, Trish Robertson, Brant Baber, Mac Arnold

Absent: Jim Chesley, Margo Buckley

Attendees: Giff Hampshire, Marilyn Barton, Fawn Freeman, 19 citizens, 1 COX representative, and 1 representative from the League of Women Voters

The Clifton Town Meeting was called to order at 7:25 p.m. and the Pledge of Allegiance was led by Brant Baber.

PUBLIC INFORMATION MEETING
Discussion of intended use of "Old Town Hall" building

Brant Baber mentioned that in December 2003, input on what to do with the Old Town Hall building was solicited from the town residents, so this is a continuing topic.

Royce Jarrendt presented a proposal that he prepared on October 21, 2004, to purchase the Old Town Hall and adjacent property, to improve the Town Hall and permit it to be used in perpetuity by the Town and to build adjacent rental office space. In addition, Melissa Glidden and her husband are interested in purchasing the Old Town Hall and adding square footage. Ms. Glidden inquired about the process that needs to take place for the Town to decide whether it cares to sell the Town Hall either for residential or commercial use.

Public comment was solicited, and the following persons made comments:

- o *Michelle Stein*, planning commission chair – Town Hall has 3 lots zoned residential – lots 19, 20, 21
- Royce Jarrendt* – handed out copies of his proposal at the last Town Council meeting – he wants to purchase the town hall and renovate it for use as professional offices – seems to be need for a town museum – wants to build an addition to the Town Hall and move his business and two other professional offices there; he will pay for heating and cooling and all maintenance and give town use of the renovated old Town Hall. He would keep the signage to absolute minimum. He's sensitive to impact on adjacent residences – discussed landscaping – would pull fence off the front lot line in order to permit people to gather there after Town meetings. He would consider different products for surfacing the parking lot but doesn't believe gravel is appropriate.

- *Sheldon Hoffer* – owned property in town for 30 years – includes 6 lots adjacent to the Town Hall, and owns Buckley store building – 15 years ago wanted to put new siding and windows in building and enlarge some of them and add a window. Was told building was part of historic district and couldn't do anything. Since then other homes and buildings have been put on lots. Sewer moratorium – unable to build on six lots he has zoned residential. Wants to be treated equally and able to improve his lots and hook up lots and build homes or businesses. Not asking for property to be rezoned.
- *Chris Spina* – questioned whether sprinklers are required to be installed in Town Hall upon renovation and whether it is economical to renovate for future use; Mr. Jarrendt responded that he has not done any investigating into these issues and has not employed engineers or attorneys but doesn't not want to start doing until he gets approval and satisfaction of town – needs to have everything out in front.
- *William Holloway* – with regard to the County's sewer policy, is Royce Jarrendt proposing a single sewer connection or a separate building on a separate lot? Royce Jarrendt responded that he doesn't know what the fixture requirements are yet but he would do a lot line consolidation.
- *Steve Effros* – he supports Royce Jarrendt effort – win-win for town – we retain the use of an historical building and improve the property which improves all property around it. Doesn't know next step but asked about whether it is legally enforceable to grant perpetual use of town hall to the Town. Royce Jarrendt responded that he hasn't obtained a nickel's worth of advice from an attorney yet.
- *Jeff Stein* – thinks this would be a good project – meeting place for smaller groups – hall good – if dollars work then we probably need to determine value of sale price and what is worth to the town to have a meeting hall – blend of the two. Concept is good one – out of the box.
- *Lynne Wark* – knows the energy and interest that went into the park – wants to hear the interest of those residents impacted.
- *Ken Buckley* - talked to Royce Jarrendt about project – concern is parking and lighting – agrees the concept is good reasonable way – but concern is that town is losing green space.
- *Deb Dillard* – it doesn't make any sense for the town to hang on to property when it is let to rot – makes sense to sell it to Royce Jarrendt and preserve the building – historic property
- *Melissa Glidden* – she and her husband are interested in purchasing and adding square footage – what process needs to take place to see if the Town wants to retain property for residential use or rezone it for commercial use?
- *Brant Baber* – asked what does the council want to do? The Town is not close to making a decision yet, but there's a growing consensus that to do nothing is a waste of a precious asset.
- *Mac Arnold* – procedural steps – 1: property was planned to be residential – 2: rezone and require public hearing – 3: nature of proposal – need to have a 3/4th vote [5 out of 6 Council members] to sell property, need a public hearing for the sale – could spend the money to fix it up by town – rent as residential – who would manage?
- *Jason Mitchell* – a lot of discussion has been what to do – big driver in all this is the money – need the money to do other things in Clifton – such as a park for kids

- *Pete Mills* – fair market value – town evaluating what it is worth to the Town?
- *Giff Hampshire* – Tom Reed did view the house – saw RJ plans and viewed flood plain maps; he estimated property worth \$300K to \$350K as is
- *Richard King* – concur that Tom Reed is intimately familiar with all structures here. He and his father have appraised numerous homes and the county employs him. He floats a lot of water with the judge – knows Fairfax and historical factors – either one is good and both can stand up in court
- *Brant Baber* - No other comments being presented - next steps – propose a date to have a hearing – pleasure of the council is ?–
- *Lev Buller* - thought the meeting was not as well publicized as it should have been. Reluctance – make sure all are represented – notice only sent through email?
- *Mr. Hofferma*n – only learned of meeting third hand after asking a bunch of questions.
- *William Holloway* – process question – town email list – not sure how to get on it. Council should look at way of getting people on the list.
- *Michelle Stein* – Jennifer Chesley is maintaining the email list – and Michelle would be happy to forward names to her.
- *Melissa Glidden* – who would you submit the contract to? - do you then decide to have a public hearing to determine if it is going to be residential or rezoned?
- *Brant Baber* – we could measure proposed deals in dollars and terms of use and then apply a sliding scale to determine whether to get a higher sales price if the Town gets no future use from the property, or, if we are going to have use out it, then we should accept a price concession
- *Steve Effros* – town council needs to articulate its position on the property – disposition of property – does the town prefer continued use of property? – ask town council and make a proposal
- *Ken Buckley* – disturbed how the meeting is going – the property belongs to the town
- *Trish Robertson* – experience with public hearings is that we never get the same people to attend 100% of time – in favor of full disclosure information – agree with Steve
- *Ms. Dillard* – we did a survey a year ago – the consensus of the survey was to keep it as town use.
- *Marilyn Barton* – should town put out RFP to open up ideas?
- *Brant Baber* – should anybody have a right to make a proposal to town? Sure, get feed back from as many sources as possible

Brant Baber made a Motion for the Town Council to meet on January 19 , 2005 for the purpose of holding a work session on alternatives for the Town Hall and to discuss and come up with a consensus as how to proceed. Trish Robertson seconded the Motion and it passed unanimously.

Take a break for a few minutes 8:34 p.m. – Lev Buller to review with Brant Baber notes from Jim Chesley – meeting resumed at 8:39 p.m.

1. Reading of Clifton Town Meeting Minutes

The reading of December 7, 2004 Clifton Town Council Meeting Minutes were tabled until the February 1, 2005, Clifton Town Council Meeting.

2. Treasurer's Report

Marilyn Barton being present, the Treasurer's Report was given for December, 31, 2004. Marilyn mentioned that the Request for Proposal was sent to eight Certified Public Account (CPA) firms for the purpose of conducting the Clifton Town audit and two negative replies were received to date. Brant Baber requested the list of CPA's via email to review and follow-up with who replied and who did not.

Brant Baber recommended format change to separate regular revenues and expenses from extraordinary revenues and expenses. Form of Brant's suggested revision is attached.

Brant Baber requested that Marilyn look into the reason that the community hall expenses are less than the 12 month budget and how does it compare to last year expense.

Lev Buller – on the BPOL - expressed concern whether the Town is collecting tax from all to whom it applies; tax bills are sent out in month of March – due the end of March. Run the businesses by the clerk since she has the list of current use permits – run by planning commission and clerk – send to Michelle Stein the list of businesses that you expect tax from for March 2005 - if an application is needed, it's available from Marilyn.

Marilyn Barton mentioned that the new application has correct dates.

3. Reading of Communications to the Mayor

To be discussed under old business.

4. Citizen's Remarks

Two Christmas Trees will be disposed. A home on Maple Branch and the "castle" home are putting in basements. Lynne Wark presented the 2004 Clifton Candlelight Tour Financial, Reconciliation and Financial Report, which reported gross revenue of \$4,147.95. Ms. Dillard recommended repairing the "Eagle's" broken wing on the flag staff in the meeting hall. Motion passed unanimously.

5. Old Business

a. Cox Cable Reimbursement of Fees Paid to Fairfax County

It was discussed that since COX knows their cable customers they should prepare a statement that shows the franchise fee to be turned over to the Clifton Town from initiation. Giff Hampshire mentioned that he obtained the following rough calculations from COX: 40 COX cable users; franchise expired in 1998; \$1,440 per year which equates to approximately \$8,648. Giff Hampshire will request COX to do a formal calculation. Brant Baber mentioned that a Motion was not needed.

b. Water Sampling Issue / Fee for Town Meeting Hall

Mayor Chesley received a letter from Fairfax County to have the well tested before the end of year which Lev Buller mentioned was done.

The question was raised whether the county proposed we split the bill for this?

- o Trish Robertson – originally we decided to split the bill
- o Lev Buller - the total cost is specified in the letter to be paid by the town in accordance with the lease agreement.
- o Mr. King – dealt with the county one time and the well failed – bacteria in the faucet area and not in the well - uses Dewberry and Davis - only about \$100 – if you flunk 3 times then you flunk the well – SCS engineers were retained
- o Lev Buller – looks like it cost \$1300 per quarter
- o Mac Arnold - the County's letter indicates that there are 3 different wells.

c. Letter re: Main Street Vibrations at Speed Hump Area

Brant Baber mentioned that a letter will be sent to VDOT regarding the vibration caused from the Main Street “hump area.” Lev Buller mentioned that there will be testing of the speed hump to consider moving it. Lynne Wark mentioned that the “crown molding” in her home is moving away from the wall due to the vibration caused by the speed hump and that this issue was brought to the attention of the Town Council in August.

d. Ayre Square Christmas Tree Update

John Eubank got Merrifield Garden Center to move the tree off Compton Road and plant it in Ayre Square. And a special thank you to Chris O'Donnell who trimmed and decorated the tree.

e. Playground Committed Update from Fairfax County

Trish read highlights of the “Playground Inspection for Town of Clifton’s Community Park Playground,” located on Chapel Street. The inspector, Matthew Devor, a Certified Playground Safety Inspector, certified by the National Playground Safety Institute and National Recreation and Park Association, works for Parks and Mowing Manager for Area 5 Management of the Fairfax County Park Authority. At Mayor Chesley’s request, Mr. Devor conducted an inspection of the playground equipment to point out major deficiencies in the playground’s overall layout and equipment. Recommendations for fixing equipment were not given. A copy of the report is in the Town’s records.

Brant Baber made a Motion to hire someone to take down the equipment identified as having safety hazards. Mac Arnold seconded the Motion. Discussion followed.

Brant Baber amended his previous motion so that the Town would remove all equipment and determine what is worth saving and put it at the town hall until we decide what to renovate. Mac Arnold seconded the Motion. Three council members in favor of Motion and Mr. Buller opposed.

Brant Baber made a Motion to spend up to \$1,000 to have equipment moved. Trish Robertson seconded the Motion. Three council members in favor and Mr. Buller opposed. Brant Baber asked volunteers to report to the playground at 10:00 on Saturday morning, January 8, 2005, to help secure playground equipment and the rain date is set for Sunday, January 9, 2005.

f. Chesapeake Bay Local Assistance Department (CBLAD)

Brant Baber reported that the determination was made that we have amended our Phase One Program to be consistent with the adopted resolution which puts the town on notice for local program review to comply with Chesapeake Provision Act.

g. HUD Update

Giff Hampshire mentioned that the HUD Inspector General Report confirmed that the Town was authorized to purchase homes anywhere and had no objection to having a private contractor carry out work. The Inspector General inspected ten homes and some of the work that the town paid for was not done such as powder rooms. The problems should have been caught by our Administrator which focused on record keeping. At this point, we don't know what HUD itself will say since the report was done by the HUD Inspector General but we should be allowed another chance to get our records in order.

HUD may choose to inspect all remaining houses that we bought. The focus of the negative part of the report was on record keeping – sloppy invoicing and record keeping relating to scope of repairs and failure of Town's administrator to do proper inspections after repair work completed.

h. Purchase of property interest from NVCT

Giff Hampshire spoke with Paul Gilbert of the Northern VA Community Trust about the Town's purchase of a 63% interest in the flood plain property. NVCT doesn't object to the Town's paying its purchase price with a promissory note, rather than cash, in anticipation of receiving ICTEA funds as long as the Town's interest is pledged as collateral as a way to guarantee payment of the promissory note. ICTEA funds 80% of the purchase price and the Town has to come up with 20% (the equivalent of \$16,000). Michelle Stein mentioned that CBA has committed to donate \$10,000 toward this purchase, so the Town's net investment will be \$6,000.

i. Town Meeting Hall Committee Status

A report will be ready for the next Clifton Town Council Meeting.

j. 2003 Haunted Trail Missing Money Update

Giff Hampshire mentioned that there is no new information from the last report other than there is an extension to submit insurance claims.

6. New Business

a. Transportation Resolution

Postponed until February 1, 2005, Clifton Town Council Meeting

b. Inspection of "Old Town Hall" building

Giff Hampshire reported on this matter earlier in the meeting.

c. Sister Cities Invitation

Postponed until the February 1, 2005, Clifton Town Council Meeting

7. Reports of Standing Committees

Michelle Stein reported that the Planning Commission is still waiting on the Presbyterian Church. Mr. Witt had an application for a fence which 3 out of 7 members approved the fence. The only thing the Planning Commission looks at is the fence height which is six feet tall. The Architectural Review Board approved the fence. Recommend that the council approve the fence. Lev Buller moved to approve the fence and Trish Robertson seconded. The Motion passed unanimously.

8. Reports of Special Committees

None Reported

9. Adjournment

The Clifton Town Council meeting adjourned at 10:24 pm (time recorded on Sony Viao laptop). Brant Baber made a Motion to adjourn the Clifton Town Council Meeting. Mac Arnold seconded the Motion; passed unanimously.

DRAFT MINUTES
SPECIAL CLIFTON TOWN COUNCIL MEETING
TOWN GAZEBO
SATURDAY, JANUARY 8, 2005
9:00 a.m.

Council Members

Present: Jim Chesley, Brant Baber, Mac Arnold, Lev Buller, Trish Robertson,

Absent: Margo Buckley

Attendees: Giff Hampshire, Fawn Freeman, approximately 20 Town citizens
Town staff Absent: Marilyn Barton

The purpose of the meeting was to (i) reconsider the action of the Town Council, taken Tuesday, January 4, 2005, with respect to the removal and / or refurbishment of playground equipment in the Town park, and (ii) consider such further action as may be necessary or appropriate in connection with the removal and / or refurbishment of playground equipment in the Town park.

The meeting began at 9:00 a.m.

Mayor Chesley asked the Town Council members for their input.

Mac Arnold mentioned that the Fairfax County Park Authority report does not condemn the park equipment and we should reconsider to evaluate what to remove and what to replace. Mr. Arnold made a Motion to reconsider the resolution concerning the Town playground adopted at the meeting of the Town Council held on January 4, 2005, and Mr. Buller seconded that motion. The motion passed unanimously.

Mac Arnold stated that the second part of this meeting is to determine what pieces of equipment can be saved. Mr. Arnold made a motion that all playground equipment be disabled until the "Group of 6 Committee" meet prior to the next regularly scheduled Town Council meeting, and that the Committee recommend at the next Clifton Town Council meeting what park equipment should be removed, what equipment should be refurbished and retained and what park equipment should be replaced. The Motion was seconded by Lev Buller. Discussion ensued.

Brant Baber mentioned that the town liability insurance policy limit with the Virginia Municipal League Insurance Fund is \$1 Million per occurrence. One of their largest liability concerns is playgrounds. Mr. Baber contacted VML, determined that it has several staff persons dedicated to inspecting playgrounds and making recommendations as to their condition and repair, and has arranged for two such persons to inspect the playground equipment at 9:30 a.m. on January 20, 2005.

A town citizen remarked that the evaluation should include the cost of repairs, number of items to fix and number of items that could be repaired, and advise us on the Town's liability if private citizens repair equipment.

It was noted that the playground equipment is near and dear, specifically the "spider, truck, and see-saw" which are unique pieces.

Lynne Wark provided copies of "10 common questions about playground safety" News Release and a "Playground Safety Checklist" from the American Academy of Orthopedic Surgeons Online Services website.

Trish Robertson mentioned disabling the playground pieces and Mayor Chesley mentioned the consideration of pieces to be incorporated into the new park.

A citizen inquired about the definition of "disable"? Mac Arnold mentioned that the playground equipment should be wrapped in a tarp, take off seat swings, and use caution tape.

Brant Baber noted that there has been long term lack of playground maintenance, and that it's important for the Town to come up with a plan to accomplish ongoing maintenance for any refurbished or new equipment.

Mr. Arnold's motion passed unanimously.

A citizen recommended placing park equipment closed signs at entrance. Ms. Wark agreed to produce them after the meeting.

Mayor Chesley remarked that he had tape with which to secure the playground equipment and Giff Hampshire recommended using tarps.

Wayne Nickum remarked that there should be timely notice of meetings, not an email one day before a meeting. Mr. Baber pointed out that notice is required to be posted in the post office three days in advance of meetings, as Mr. Nickum knows due to his long service on the council and as mayor. Sending notice by email is offered as a courtesy, to provide an additional helpful means of communication and is not a requirement. Mayor Chesley said if someone would like to be added to the Town of Clifton email list, they may call Jennifer Chesley or email townofclifton@aol.com.

The meeting adjourned at 9:45 a.m. (Motion)

**Town of Clifton
January 2005 Planning Commission Report**

In attendance: Michelle Stein, Lev Buller, Kathy Kalinowski, Judy McNamara, Pat Pline
Absent: Travis Worsham, Richard King

- 1. Patrick Pline recommended for appointment to Planning Commission. Travis Worsham has resigned.**
- 2. Lot consolidation public hearing has been set for Feb 28th at 7:30 for Clifton Presbyterian Church at 12748 Richards Ln. Church has asked Giff for opinion.**
- 3. Continued Review of use permit for addition for Clifton Presbyterian Church at 12748 Richards Ln.**
 - a. Richards Ln right of way "ownership" is under question**
 - b. BMP waiver was recommended for approval subject to final review of plans by Joe McClellan**
 - c. Temporary trailer plan was recommended for approval subject to written timing statement by church. Church requests action by TC in order to move forward.**
 - d. Church is reworking landscaping for review**

Old Business:

Parking (waiting for Town Council to advise)

2005 Dates

**apps due
Jan 15th
Feb 15th
Mar 15th
Apr 15th
May 15th**

**Plan Comm meeting
Jan 25th
Feb 28th
Mar 28th
Apr 25th
May 30th**

**Town Council meeting
Feb 1st
Mar 1st
April 5th
May 3rd
Jun 7th**

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From: "Brant Baber" <bb@baberkal.com>

To: "fawn freeman" <freemanfawn@yahoo.com>

CC: "Jim Chesley" <chesleyjc@nswccd.navy.mil>

Subject: RE: revised minutes attached

Date: Wed, 26 Jan 2005 14:09:12 -0500

What's your Credit Score? See it FREE!

Netflix DVD Rentals Delivered!

Netflix DVD Rentals Delivered!

A Credit Card for You!

Further and final suggestions, as well as the format for treasurer mentioned in minutes., att
Although short, will we also have minutes for special meeting on jan. 8?

From: fawn freeman [mailto:freemanfawn@yahoo.com]
Sent: Wednesday, January 26, 2005 1:44 AM
To: bb@baberkal.com
Cc: Jim Chesley
Subject: Re: revised minutes attached

Brant,

Thank you for your comments and suggestions. Attached are the revised draft town council
Please note that this revision contains your changes and a few more of my changes.

I don't know if Jim shared with you the meaning of "Fawn's Notes" annotated in red through
goes I prepare the meeting minutes from my notes using the agenda as my format. Where
represents additional *unedited* notes that I took for a given topic. I mentioned to Jim that u
meeting minutes expectations that I would include Fawn's Notes as a reminder of the c
to retain, edit, or strike these notes in total as deemed appropriate.

I will follow-up with your status in the morning.

Regards,
Fawn

Brant Baber <bb@baberkal.com> wrote:

It may be helpful to you from now on to not take such detailed notes, b/c it's hard to get talking. Great job.

> ATTACHMENT part 2 application/msword name=Minutes of Clifton Town C. suggestions].doc

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Attachment



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Town of Clifton
December 2004 Planning Commission Meeting

In attendance: Michelle Stein, Lev Buller
Absent: Travis Worsham, Judy McNamara, Kathy Kalinowski, Richard King

- 1. Review of use permit for fence for Witt at 12728 Clifton Heights Ln. No quorum, those in attendance would recommend approval. Rescheduled for prior to Jan 4th Town Council.**

Old Business:

- 1. Decision postponed on use permit for addition for Clifton Presbyterian Church at 12748 Richards Ln. (plans are being reviewed by engineer)**
- 2. Parking (waiting for Town Council to advise)**

2004-5 Dates

apps due	Plan Comm meeting	Town Council meeting
Dec 15th	Dec 20th	Jan 6th
Jan 15th	Jan 31st	Feb 1st
Feb 15th	Feb 28th	Mar 1st
Mar 15th	Mar 28th	April 5th
Apr 15th	Apr 25th	May 3rd
May 15th	May 30th	Jun 7th



Clifton Candlelight Tour – 2004

Financial Reconciliation & Financial Report – January 4, 2005

Total Summary – Income & Expenses – as of 1/4/05

Total Income - \$171.00 – Raffle

\$280.00 – Advertising

\$ 30.00 – Sharon Hitzelberg

\$365.00- 330.00 – All That Glitters + \$35.00 Advertising

\$1,285.00 – \$275.00 on 1st p/u; \$1,010.00 on 2nd p/u/-12/11/04 - Basket & Boughs

\$1,540.00 - Clifton Store

\$ 400.00 - Cottage Art

\$325.00 – Heart in Hand

\$ 35.00 – (advertizing) The Hermitage

\$300.00 - Noodles & Noggins

\$ 85.00 - Coffee Time

45.00 Paynes Restaurant (outstanding)

\$ 0 Picture Place

\$415.00 – Temptations – Burke

\$690.00 - Temptations – Clifton

Grand Total \$5,966.00

Gross Receipts

Total Expenses - \$ 60.00 – Elaine Creigh – 3 Gazebo Ornaments for Home Owners

\$ 53.89 – Lynne Garvey Wark (Kinko's costs)

\$15.00 - Signs by Tomorrow – (clean & re-do date on banner)

\$440.00 – Executive Press (Tickets & posters-2004; ordered 500)

\$465.00 - Executive press (Tickets & posters-2003; had ordered 750 tickets)

**\$384.16 – Jim Chesley (food & paper products for Docent party & 3 poinsettias
as thank you gifts for Home Owners who had already received
Elaine Creigh gifts in the past)**

\$100.00 – Robinson HS choir

\$300.00 – 2nd Baptist Choir

Grand Total \$1,818.05

Expenses

NET REVENUE GENERATION - \$4,147.95

Town of Clifton
Balance Sheet
 As of December 31, 2004

	Dec 31, 04
ASSETS	
Current Assets	
Checking/Savings	
Checking	(3,159.72)
Investments	
CPC PC Escrow Fund	7,000.00
Playground Reserve Fund	
Playground - Patty Moore Fund	11,462.68
Playground Reserve Fund - Other	1,025.00
Total Playground Reserve Fund	12,487.68
Investments - Other	486,573.51
Total Investments	506,061.19
Total Checking/Savings	502,901.47
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	(27.47)
Accounts Receivable - Other	1,933.61
Total Accounts Receivable	1,906.14
Total Accounts Receivable	1,906.14
Total Current Assets	504,807.61
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	113,469.06
Total Fixed Assets	223,837.59
Total Fixed Assets	223,837.59
TOTAL ASSETS	728,645.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	456.21
CPC Escrow Fund Balance	7,000.00
Total Accounts Payable	7,456.21
Total Current Liabilities	7,456.21
Total Liabilities	7,456.21
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,125.16
Retained Earnings	449,161.35
Net Income	30,000.80
Total Equity	721,188.99
TOTAL LIABILITIES & EQUITY	728,645.20

Town of Clifton
Profit & Loss Budget vs. Actual
 July through December 2004

	Jul - Dec 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest Income	871	555	316	157%
Clifton Day Revenues	514	1,000	(486)	51%
Community Hall Revenues				
Community Hall Rentals	4,282	11,649	(7,367)	37%
Total Community Hall Revenues	4,282	11,649	(7,367)	37%
Farmers' Market Income	0	420	(420)	0%
Grants				
Federal				
Federal Grant-Land				
CBA Match - Land	0	6,000	(6,000)	0%
Federal Grant-Land - Other	0	48,000	(48,000)	0%
Total Federal Grant-Land	0	54,000	(54,000)	0%
Transportation Project-Trails				
CBA Match - Trails	0	2,262	(2,262)	0%
Town Inkind -Trails	0	2,262	(2,262)	0%
Transportation Project-Trails - Other	0	18,096	(18,096)	0%
Total Transportation Project-Trails	0	22,620	(22,620)	0%
Total Federal	0	76,620	(76,620)	0%
State				
Fire Program Funds	18,000	6,000	12,000	300%
Total State	18,000	6,000	12,000	300%
Total Grants	18,000	82,620	(64,620)	22%
Haunted Trail Event	14,807	6,000	8,807	247%
Homes Tour	5,951	2,200	3,751	271%
HUD Homes	55,278			
Other Income	241			
Park Rental	0	400	(400)	0%
S.R. - Litter Control Grant	0	1,100	(1,100)	0%
Tax and Permits Revenue				
ABC Profits	222	420	(198)	53%
ARB Permits	60	60	0	100%
BPOL tax	1,070			
Cigarette Tax	675	900	(225)	75%
Motor Vehicle Tags	4,876	4,713	163	103%
PC-Subdivision	701			
Railroad Tax	1,278	752	526	170%
Sales Tax	9,467	7,500	1,967	126%
Use Permits	375	500	(125)	75%
Utility Consumption Tax	414	558	(144)	74%
Total Tax and Permits Revenue	19,138	15,403	3,735	124%
Total Income	119,081	121,347	(2,266)	98%
Expense				
HUD Homes Management Fee Expense	23,575			
Payroll Expenses				
Gross Wages				
Town Clerk (Administrative)	2,000	3,000	(1,000)	67%
Town Treasurer	3,000	3,000	0	100%
Total Gross Wages	5,000	6,000	(1,000)	83%
Payroll Taxes				
FICA	703			
Payroll Taxes - Other	0	918	(918)	0%
Total Payroll Taxes	703	918	(215)	77%
Total Payroll Expenses	5,703	6,918	(1,215)	82%

Town of Clifton
Profit & Loss Budget vs. Actual
 July through December 2004

	Jul - Dec 04	Budget	\$ Over Budget	% of Budget
Contractual				
Clifton Web Site Development	0	2,500	(2,500)	0%
Insurance	4,998	3,612	1,386	138%
Town Government				
Architectural Review Board	0	525	(525)	0%
BZA	0	250	(250)	0%
Planning Commission	421	1,327	(906)	32%
Total Town Government	421	2,102	(1,682)	20%
Professional Fees				
Accounting	0	10,000	(10,000)	0%
Legal Fees	10,805	4,000	6,805	270%
Special Counsel	7,472	5,750	1,722	130%
Total Professional Fees	18,277	19,750	(1,473)	93%
Rent				
Ayre Square Rental	300	551	(251)	54%
Railroad Siding Rental	775	441	334	176%
Total Rent	1,075	992	83	108%
Town Maintenance				
Beautification Comm.	785	1,250	(465)	63%
Grounds Maintenance	0	2,000	(2,000)	0%
Town Hall Maintenance	728	5,250	(4,522)	14%
Total Town Maintenance	1,513	8,500	(6,987)	18%
Town Services				
Fire Program	18,000	6,000	12,000	300%
Grass Mowing	2,550	1,929	621	132%
Trash Collection	636	933	(297)	68%
Total Town Services	21,186	8,862	12,324	239%
Utilities				
Gas and Electric	117	1,378	(1,261)	8%
Water	157	166	(9)	95%
Total Utilities	274	1,543	(1,270)	18%
Dues and Subscriptions				
Va. Municipal League	306	342	(36)	89%
Dues and Subscriptions - Other	18	232	(214)	8%
Total Dues and Subscriptions	324	574	(250)	56%
Caboose Expenses				
Caboose - Trentane Gas	145	165	(20)	88%
Caboose Electric	30	165	(135)	18%
Caboose Maintenance	299	2,500	(2,201)	12%
Total Caboose Expenses	474	2,831	(2,357)	17%
Community Hall Expenses				
C.H.-Cleaning	450	992	(542)	45%
C.H.-Equipment	85	1,000	(915)	8%
C.H.-General Maintenance	810	1,598	(788)	51%
C.H.-Management Fee	1,135	2,330	(1,195)	49%
C.H. - Electric	1,295	5,306	(4,011)	24%
C.H. Floors	0	1,323	(1,323)	0%
Total Community Hall Expenses	3,776	12,550	(8,774)	30%
Clifton Day Expenses				
Homes Tour/Bazaar Exp	834	662	172	126%
Legal Advertising	736	551	185	133%
Mayoral Reimbursement	414	992	(578)	42%
Miscellaneous	395	2,756	(2,361)	14%
Printing and Reproduction	165	331	(166)	50%
Total Contractual	54,863	70,158	(15,296)	78%
Haunted Trail Expenses	2,760	2,205	555	125%
Summer in the Parks Event	0	300	(300)	0%

5:31 PM

01/02/05

Accrual Basis

Town of Clifton
Profit & Loss Budget vs. Actual
July through December 2004

	Jul - Dec 04	Budget	\$ Over Budget	% of Budget
Commodities				
Computer Supplies	364	662	(297)	55%
Copies	0	1,665	(1,665)	0%
License Plates	0	607	(607)	0%
Miscellaneous	0	551	(551)	0%
Office Supplies	155	496	(341)	31%
Postage and Delivery	207	239	(32)	87%
Total Commodities	<u>726</u>	<u>4,220</u>	<u>(3,494)</u>	<u>17%</u>
CIF Expenses				
CIF-Miscellaneous	0	3,750	(3,750)	0%
CIF-Playground Impr.	0	5,000	(5,000)	0%
Total CIF Expenses	<u>0</u>	<u>8,750</u>	<u>(8,750)</u>	<u>0%</u>
Fed Fund-Transportation Proj				
F. F.-Transp - Inkind Svcs	0	2,262	(2,262)	0%
F.F.- Transp. Project-Trails	0	20,358	(20,358)	0%
Fed Trans.Land - Town Match	1,453	60,000	(58,547)	2%
Total Fed Fund-Transportation Proj	<u>1,453</u>	<u>82,620</u>	<u>(81,167)</u>	<u>2%</u>
Total Expense	<u>89,080</u>	<u>175,171</u>	<u>(86,091)</u>	<u>51%</u>
Net Ordinary Income	<u>30,001</u>	<u>(53,824)</u>	<u>83,825</u>	<u>(56)%</u>
Net Income	<u><u>30,001</u></u>	<u><u>(53,824)</u></u>	<u><u>83,825</u></u>	<u><u>(56)%</u></u>

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From: TownofClifton@aol.com Add to Address Book

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Subject: 1-4-05 Town Council Agenda

To: TownofClifton@aol.com

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Attached, is the Agenda for the January 4, 2005 Town Council Meeting.

Let me know if you're unable to open it for some reason.

Attachment



1_4_05_TC_Agenda.doc
.doc file

Attachment scanning provided by: **AntiVirus** 2005

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January 4, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

PUBLIC INFORMATION MEETING:
Discussion of Intended Use of "Old Town Hall" Building

CLIFTON TOWN COUNCIL MEETING
AGENDA

1. Reading of minutes of last regular and any subsequent Town Council meetings.
2. Report to the Town Treasurer.
3. Reading of communications to the Mayor
4. Citizen's Remarks.
5. Old Business.
 - ~ Cox Cable reimbursement of Fees paid to Fairfax County
 - ~ Water Sampling Issue / Fee for Town Meeting Hall
 - ~ Letter re: Main Street Vibrations at Speed Hump Area - DOT
 - ~ Ayre Square Christmas Tree Update
 - ~ Playground Committee Update from Fairfax County
 - ~ Chesapeake Bay Local Assistance Department (CBLAD)
 - ~ HUD Update
 - ~ Town Meeting Hall Status
 - ~ Northern Va. Conservation Trust (NVCT) / Town Joint Owned Property Update
 - ~ 2003 Haunted Trail Missing Money Update
6. New Business
 - ~ Transportation Resolution
 - ~ Inspection of "Old Town Hall" Building
 - ~ Sister Cities Invitation
7. Reports of Standing Committees
8. Reports of Special Committees
9. 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 Mayor Jim Chesley at 703-830-2129. A request should be made 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, CLIFTON POST OFFICE

Royce C. Jarrendt
12639 Chapel Road P.O. Box 201
Clifton, VA 20124

October 21, 2004

Re: Old Town Hall

Dear Mayor Chesley,

I want to submit a proposal to purchase the Old Town Hall and adjacent property. With the purchase of the property I propose to provide needed repairs, replacements and updates to the existing building as detailed below.

Foundation * Repair all cracks, holes and loose material
* Increase clearance between floor joists and crawl space floor
* Reduce the moisture level in the crawl space area
* Provide new insulation and vapor barrier
* Provide mechanical ventilation in crawl space

First Floor * Replace/repair all sill plates
* Replace/repair all necessary floor joists or beams

Wall Studs * Replace/repair any necessary wood studs due to insects or rot

Second Floor * No work anticipated

Roof * Check integrity of existing roof structure, repair as necessary
* Determine an appropriate paint over the existing roof coating

Exterior Finish * Replace/repair all wood trim
* Replace/repair all wood siding
* Repair existing windows and doors if necessary
* Prepare all surfaces for new paint

Systems * Provide mechanical heating and cooling
* Investigate methods to provide cleaner water
* Electrical system to remain

Interior * Patch and repair all drywall surfaces
* Prepare all surfaces for new paint
* Refinish existing wood floors

I request permission to construct an addition (approx. 2400 sq. ft.) to the existing building using architectural planning and details to preserve the historic integrity of the existing structure. I am asking for the entire property to be rezoned to allow business offices.

While I retain ownership of the property the sole use of the renovated Town Hall will be given to the Town of Clifton to use as;

Meeting rooms

Elected official office

File storage

Town Museum

There will be a conference room in the addition that will be available for official town use. As the property owner I will continue to be responsible for maintenance of the Town Hall and addition including interior and exterior maintenance, utility costs and real estate taxes.

Attached you will find schematic architectural drawings depicting my concept. I request an opportunity to address the Town Council to discuss the possibilities of my proposal.

Sincerely,

Royce C. Jarrendt

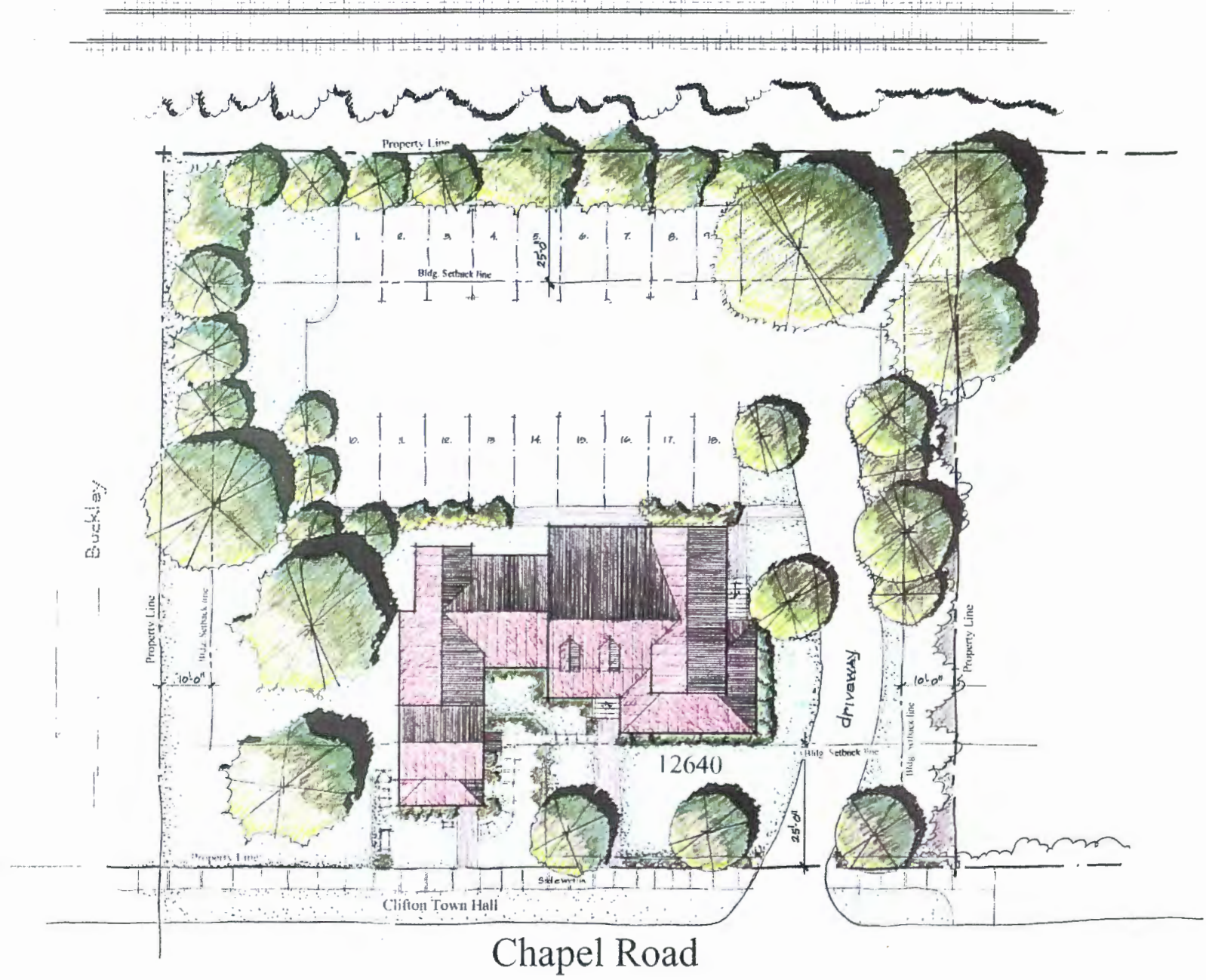
The Lexington Group, LLC, 10/17/04 © Schematic Design Charlotte



Clifton Town Hall

New Business Center

The Lexington Group, L.L.C. 10/17/04 © Schematic Design Character



Chapel Road

MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, February 1, 2005

12641 Chapel Road

Clifton, VA 20124

Council Members

Present: Lev Buller, Trish Robertson, Brant Baber, Mac Arnold, Jim Chesley,
Margo Buckley

Attendees: Giff Hampshire, Marilyn Barton, Fawn Freeman, 26 citizens, 1 League of
Women Voters representative

The Clifton Town Meeting was called to order at 7:10 pm and Brant Baber led the Pledge of Allegiance.

Mayor Chesley joined the Clifton Town Council meeting around 7:42 p.m. following a NOVEC meeting.

1. Reading of minutes of last regular and any subsequent Town Council meetings

Brant Baber made a Motion to approve minutes of Special Clifton Town Council Meeting held at the Town Gazebo on January 8, 2005, _____ seconded and the Motion passed unanimously. Brant Baber made a Motion to approve the January Town Council meeting minutes. Lev Buller seconded the Motion and the Motion passed unanimously.

2. Treasurer Report

Marilyn Barton being present, the Treasurer's Report was given for January 31, 2005. Ms. Barton structured the Treasurer's Report to separate regular revenues and expenses from extraordinary revenues and expenses per Brant Baber recommendation. Ms. Barton remarked that the BPOL applications would be updated and mailed out the first weekend in February and Michelle Stein will post them on the website. The Treasurer's Report was unanimously approved.

3. Reading of Communications to the Mayor

Brant Baber mentioned there were no communications to read.

4. Citizen's Remarks

Michelle Stein reported that the Clifton Coffee Mill is ready to accept job applications and may open for business in February. The Clifton Betterment Association (CBA) events are the Town of Clifton Birthday Party in April, the CBA Town Golf Tournament on May 2, and the 5K on June 11. Ms. Stein received a request to move part of the trail that is close to the water. Mark Warner, a forester, will pick out a new trail ten (10) feet from the water and the boy scouts will help to move the trail. Brant Baber suggested that the names of people volunteering to work on the trail should be delivered to the Town Clerk so that they could be covered by the Town's insurance. Mac Arnold made a

Motion to move the trail ten (10) feet from the creek. Trish Robertson seconded the Motion with the notation that the names of the volunteers will be at the discretion of the forester. The Motion passed unanimously.

provided to the Town and the road trail location will be

Lane Johnston made a request for a sign to be erected at the corner of the Clifton Creek Drive, the private driveway, and intersection to identify her house and one other that front on and use the address "Clifton Creek Drive, and that Wesley Tyler Drive is accessible from the unnamed private road that intersects with Clifton Creek Drive. *Lev Buller* made a Motion that the Town does not name private roads, *but* Ms Johnston's driveway is off the private road in question *and* her home faces Clifton Creek Drive. The Town will erect signage at the corner of Clifton Creek Drive and the private road indicating that the two houses at the Clifton Creek addresses of Ms. Johnston and her neighbor are accessible up the private road. The Town will also erect a sign at the same intersection indicating that Wesley Tyler Drive, which is outside the Town limits, is also up the private road. A Motion was made for signage cost and Mac Arnold seconded the Motion which passed unanimously. Ms. Johnston will draft a letter to the County for the Mayor's signature.

affirming but and

Bill Wark - experiencing damage to house due to speed bump — wonder if anything is happening with VDOT who was to put in sensor to check on rumbling but it has not happened as of yet. Brant Baber remarked that he didn't know if VDOT put in a sensor but the Mayor is making arrangements with VDOT.

intends to do

Jim Chesley stated that VDOT did a seismic analysis of speed hump. *Lynne Wark* mentioned that she brought this matter to the Town in August. Ms. Wark stated that nothing has been done and desires a swift resolution.

5. Old Business

Cox Cable reimbursement of Fees paid to Fairfax County

Giff Hampshire mentioned Clifton is covered under the franchise between Cox and Fairfax County up to 1998; Fairfax County will need to determine the number of users in the Town.

Cox

NOVEC

Jim Chesley remarked that the old poles were taken down by NOVEC and the cable will be underground where the electric service is put underground on Main Street.

Water Sampling Issue / Fee for Town Meeting Hall

Lev Buller remarked that at the last meeting it was said the water sampling could be done cheaper. Lev made a Motion that Clifton Town pays the County for one sampling for \$204.00 dollars and inquired about payment for SES engineers. Lev Buller mentioned that if the Town gets a bill then Marilyn Barton, Town Treasurer, could have an invoice at house and needs to check. Jim Chesley remarked that the sampling was done but doesn't know if it passed.

Playground Committee Update from Fairfax County

Bill Holloway remarked that the G6 Committee for renovating the playground official report is pleased to report they are close to an agreement. Mr. Holloway mentioned that he was not going into further details to allow the Committee to finish their work but did note that the equipment in park is secure and G6 plans to provide a comprehensive report at next the Council Meeting. There are ways to save pieces that will continue to be covered by liability insurance.

HUD Update

Jim Chesley asked John Eubank to outline what has been going on with the HUD program. John Eubank provided the Council Members with the handouts as listed 1) Commercial Lending Corporation, LLC (CLC), Summary of Participation with the Town of Clifton In the HUD Homes Program, 2) Long & Foster, Addendum to Sales Contract entered on May 8, 2003, between Miquel Escaloar and Town of Clifton, 3) Letter from Steve Howell Home Repair, 4) House Photo, 5) Virginia Pool Builders Contract for 8548 Stonewall Road, Manassas, VA, 6) Virginia Pool Builders Contract repair work order / receipt for 8548 Stonewall Road, Manassas, VA, 7) letter from Keith and Taya Abbott (Long & Foster, Realtors) to Mr. John Eubank, 8) Letter of Appreciation from Josh and Nichole Shipp, 607 Red Horse Lane, Virginia Beach, VA, 9) Letter of Appreciation from Chamaine Henry, 10) Home Inspection / Repair Invoice for 2922 Leta Court, Hampton, VA, and 11) January 28 , 2005 letter from Professional Construction Consultants, LLC to Mr. John Eubank.

Mr. Eubank's HUD status remarks are as follows. The Town of Clifton goals were to raise revenue for the town, provide affordable homes to median income buyers, and rehab homes to excellent market condition through the purchase and rehabilitation of homes. The outcome of the Town of Clifton HUD program resulted in net revenues to the Town of \$450,000, with average home sales of \$119,000, and average repairs of \$12,500 per home. Most homes were sold below market value and approximately sixty percent of the property was located in the tidewater area. The home buyers had income restrictions imposed by the HUD program. Small contractors were targeted to do the work. CLC received several thank you letters from home buyers.

CLC service providers had 35 man hours per home. Work was accomplished without the assistance and guidance from HUD. HUD said we made a mistake in the income eligibility calculations but HUD wouldn't share their numbers or say where they got their numbers. Mr. Eubank created a template for the contractor to fill in as an invoice with respect to the work at each property but HUD did not consider this instrument to be an invoice and did not offer any assistance to Town. The Office of Inspector General (OIG) reported that CLC kept excellent financial records and in some cases the Town was the only bidder. HUD looked at 10 properties to inspect that had the highest amount of repairs. One of these properties was in Dumfries and the home inspection was done prior to purchase. The inspector said the hot water heater was not working and that the heating elements needing replacing. HUD said that the water heater was not replaced, and CLC explained that the elements, not the heater, were intended to be replaced. The replaced heating elements are inside hot water heater and therefore could not be inspected by the OIG auditors. The next

property was on Stonewall Road in Manassas, VA. Taya Abbott, a real estate agent, had seen the property which had a concrete pool and recommended it be filled in with dirt. The neighbor said the property was vacant for two years and the pool water was black. The pool contractor looked at the pool and hauled away two pick-up trucks full of debris from the pool then acid washed the pool and replaced the pump motor. HUD claims we did not do any work on pool. A homeowners warranty was bought by the town. The residents never winterized the pool and then said the pool pump doesn't work. In August 2003, HUD inspected the property on Blackmill Road. The HUD report says nothing about the quality of work yet we inspected the property prior to getting home and some properties were condemned.

The OIG finished their report and released it to the press. Mr. Eubanks recommendations are 1) wait to see what HUD recommendations are to be successful in the program, and 2) hire an inspector. Of the 88 properties inspected there were three complaints from home buyers. The OIG recommended to HUD that the Town inspect houses.

HUD public comments are as follows.

- *Bill Holloway* asked if town has given thoughts to closing books – moving forward – not going to win by fighting HUD.
- *Margo Buckley* - why was a letter sent to Congressman Davis before the council discussed?
- *Brant Baber* - the Council discussed the situation and the intended response at several meetings, as Ms. Buckley would know if she were in attendance at those meetings
- *Giff Hampshire* - Congressman Davis doesn't want the meeting to turn into a public meeting and so the town council should limit its attendees to two members
- *Jim Chesley* - purpose of meeting with Davis is to go over latest IG report
- *Lev Buller* - IG presents their report - dialog with management – think more important then staying in HUD program – have Davis help us mitigate crisis that will be discussed
- *Ken Buckley* - auditors focus on controls – what is the positive action that the town will take to address controls?
- *Margo Buckley* – there are more controls for town fund raisers than there are with the HUD program
- *Ken Buckley* - what is the town going to do to remediate? probably at whim of HUD as citizen
- *John Eubank* - one recommendation is for the Town to hire a third party inspector and work with the contractor to ensure work is done properly from beginning to end
- *Steve Effros* – Ken is right in terms of controls for the future – reality of OIG report was done in reaction to HUD report – town was operating under law and finally they found something wrong – the easiest way to talk to HUD is when there is someone else in the room like Congressman Davis – it is irrelevant to discuss controls if we can't participate in program

- *Brant Baber* – the most important thing to assist in the process is to bring HUD and us together for a fair resolution – need to close the book on this so town has no liability.

Discussion of rezoning old town hall property as commercial

Michelle Stein remarked that the Town does not have non-retail zoning category and such a category would need to be established. This will require a public hearing and will have to write zoning. Giff Hampshire mentioned that the ordinance needs to be passed for proper advertising and might be able to rezone commercial. Bill Holloway asked if commercial zoning could be used as residential. *Michelle Stein* remarked that the planning commission would come back to the Town Council with a recommendation for new zoning category “commercial without retail.”

Town Meeting Hall Status; report of Town Meeting Hall Committee

Jeff Stein remarked that the committee examined current operations in the Town Hall and discussed some recommendations to decide what to do. The major expense is electricity which accounted for 54% of the FY2004 Town Hall’s expenses. These expenses can be reduced by installing computer control systems for the HVAC and hot water heater. The system would cost approximately \$9,000.00 with an anticipated cost savings of 80% over a two year period. Another expense is cleaning the Town Hall every two weeks. The committee has received complaints by users that the building is dirty. We are responsible for mechanical systems and currently have no reserve set aside for operations and maintenance over equipment and building life cycle. Recommend that the building be cleaned weekly. The majority of renters are only charged \$15.00 and records are not detailed. A \$25.00 renter fee was approved by the Town Council two years ago.

Public comment was solicited, and the following persons made comments:

- *Brant Baber* - asked Margo if she knew of fee establishment?
- *Margo Buckley* - when I took over there were different rates – I rather bargain a rate with someone then let the hall sit idle – I carried out with the tradition
- *General discussion* - charging a schedule fee then revenues increase – modify fee structure - some periods where we could lower rate – surcharge for a holiday - adding a cleaning fee for rentals over 4 hours – market property to increase revenue – should market on the internet with policies – Margo doesn’t have email currently – use the CBA Clifton Clatter to get the word out - should be standard documentation to help users get access to items such as chairs – renters need guidance
- *Margo Buckley* - she requires a \$150.00 security deposit
- *Ken Buckley* - expressed concern about marketing town hall – there are no controls- people use it for parties – not enough parking – too noisy
- *Margo Buckley* - recalls the high of \$18,000 – and unhappy with some of the parties held - tried to screen renters
- *Trish Robertson* - we can use a happy median
- *Chris O’Donnell* – could install an alarm system in the building that would go off if parties were over at certain time

- *Bill Holloway* – Council needs to address intensity of use – facility to cover cost
- *Marilyn Barton* - is community hall covered by liability insurance during rental?
- *Lev Buller* – would like to see town hall moved back to town
- *Trish Robertson* - if we gave building back to County could we lose control of building use?
- *Lev Buller* - wouldn't the County control parking?
- *Citizen remark* – what is the percentage of users that are town residents?
- *Margo Buckley* – the percent is pretty high
- *Citizen remark* – we lost two yoga teachers – cost wise searched where she could pay less and found place
- *Brant Baber* requested that Jeff Stein make a recommendation at next Town Council meeting as to method for operating meeting hall
- *Bill Holloway* - Town resident pay taxes – legally possible that Town residents could have a discount
- *Mac Arnold* – part of negotiation for terms of lease of meeting hall from Fairfax County is that rental rates be consistent
- *Jeff Stein* – board of supervisors have to approve schedule of rents– read lease-
- *Brant Baber* – who are authorized users of this facility? wrote Town Council a memo two years ago on this subject
- *Jim Chesley* – the Town Hall Committee will be on next month agenda

2003 Haunted Trail Missing Money Update

Giff Hampshire remarked that the he has not heard a word but put a call into FBI agent. Jim Chesley mentioned that he talked to the FBI and expects it to go to prosecutor.

Rezoning of Church

Giff Hampshire remarked that the legal question posed to him by the Church through the Council is the question of the ability to construct across lot lines without consolidation into one parcel. The church parcel contains a reversionary interest stemming back from 19th century. The concern of the church is that, if there is a consolidation the reversion could spread to what is now the Manse lot, depriving the church of a separate building lot that it could sell should the Presbyterian organization decide that the church property should no longer be used for church purposes. The question posed is whether there was legal way to amend the zoning ordinance to allow property owners facing the spread of reversionary clauses in the event of consolidation to build over the lot lines. Giff answered this question in the negative, citing concerns that such an amendment would likely constitute illegal spot zoning because it would not further zoning policy of the Town and that any such waiver provision would run afoul of the Virginia Supreme Court case of **Cole v. City of Waynesboro** because it did not seem as if the decision whether to grant such a waiver would be based in objective standards in the zoning ordinance reflecting good zoning practice, as opposed to the alleged hardship, inconvenience or expense to the

landowner. Giff also mentioned that he checked with other jurisdictions to see whether they allow the construction across lot lines. He reported that the City of Alexandria and the Town of Front Royal deem the lot consolidated if a landowner constructs across the lot lines. He said that he understood Fairfax County's policy to be similar.

Brant Baber asked Larry, "What does this mean for the Church?" Larry remarked that it is a disappointment to have to consolidate property. He said that the Church intended to proceed with consolidation and present that alternative to the planning commission since the Church can't be assured that they have another position. Larry mentioned that he met with zoning board and demonstrated hardship. Mark Reimers remarked the Church property is owned by the Presbytery (congregation) and not by the Church organization - if the Church goes through a down size in congregation they are surrendering 100 %. Mark Reimers provided the Council members with a 1) letter, January 30, 2005, from the Clifton Presbyterian Church Building Committee Chair addressed to Michelle Stein, Chair of Clifton Planning Commission, and 2) January 10, 2005, Town of Clifton Clifton Presbyterian Church Report for the Planning Commission, by William Gordon Associates, Inc.

6. New business

Clifton Lions Club Banner for 2/27/05 Pancake Day

Jim Chesley remarked that the Clifton Lions Club requested permission to put up a banner announcing their Pancake Day event and reminded the Council that there was a five year permit in place since Wayne Nickum was tired of hearing the same request every year. Brant Baber made a Motion to permit the Clifton Lions Club to put up a banner this year. The Motion was seconded by Mac Arnold and the Motion passed unanimously.

Vintage Motorcycle Rally on 4/24/05

Jim Chesley remarked that the Vintage Motorcycle Rally would not interfere with the farmer's market that begins in the morning and they are seeking permission to use the Town Hall bathroom facilities. Mac Arnold made a Motion to allow the Vintage Motorcycle Rally to use the facilities. Brant Baber seconded the Motion and it passed unanimously. Trish Robertson inquired if the town charged for the use of facilities. Jim Chesley remarked that the Vintage Motorcycle Rally has given the town a \$75 donation for use of rest rooms.

Inspection of "Old Town Hall" Building

Giff Hampshire remarked that there was no new news.

Rental Request

Jim Chesley received a request for the use of the Gazebo in the park for a wedding on July 2, 2005 – twenty (20) minute ceremony. If it rains then the wedding party will make arrangements with the church. The Gazebo and Ayre Square rental fee is \$100 per hour.

7. Reports of Standing Committees

Planning Commission Report

Michelle Stein presented the January 2005 Planning Commission Report. Ms. Stein remarked that Travis Worsham resigned and recommended approval for Patrick Pline's appointment to the Planning Commission. Mac Arnold made a Motion to approve Mr. Pline. Brant Baber seconded the Motion and the Motion passed unanimously.

Placement of a temporary trailer on the Presbyterian Church premises:

9 Jim Chesley made a Motion for the Presbyterian Church to put two temporary trailers on premises for use as classroom buildings and ~~Robertson~~ seconded. Brant Baber made a Motion to amend the previous Motion to require removal of the trailers not later than three years from date of their installation. Trish Robertson seconded the Motion and it passed unanimously. Council members voting in favor of Mr. Chesley's Motion were Lev Buller, Trish Robertson, Brant Baber, Mac Arnold, opposed was Margo Buckley. Discussion regarding the placement of temporary trailers on the Presbyterian Church premises is as follows.

Status of Richards Lane:

Mark Reimers – Richards lane – Church believes that title to this road was abandoned and reverted to the Church - asked mayor and town council to help find solution to parking if tomorrow's meeting with VDOT does not result in a favorable outcome

- Jim Chesley – suggested to back in vehicles and not pull them in – VDOT representative said the Church would have responsibility for road as long as VDOT abandoned it and the church was taking over responsibility for road
- Brant Baber – would you provide that the Clemens have a recorded easement filed in the land records to describe their right to use the road and their lack of responsibility for any maintenance costs?

Architecture Review Board

Nothing to report

Old Town Hall

- Jim Chesley – rezoning property – is the first action
- Lev Buller - decided that we were going have a public meeting
- Steve Effros – the problem to address is “what am I allowed to do?” then you can ask the public for formal proposals
- Royce Jarrendt– will town sell the property and would it be zoned
- Paul – Steve was saying what requirements do you have - will you disseminate requirements? - how will you pick a plan and run with it?
- Jim Chesley – will address next month in consistence with Paul
- Paul (last name) – Council propose the requirements for the town hall - will you send out an email spelling out requirements or do we need a hearing
- Bill Holloway – select a group to propose visions statement at the next Council meeting to serve as a vehicle to work with

- Lev Buller – what is the purpose of public meeting – Town Council needs to make a decision with what to do with Town Hall.

Jim Chesley asked those present if they knew of a place in the town called “castle hills farm.” He had a request from a couple who wants to get married there and to please contact him if someone recalled the whereabouts of the site.

Reports of Special Committees

None reported

Adjournment

The Clifton Town Council meeting adjourned at 10:59 p.m. Jim Chesley made a Motion to adjourn the meeting and the Motion passed unanimously.

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Date: Wed, 09 Feb 2005 19:02:38 -0800

From: "mark khosravi" <marky@erols.com> View Contact Details

To: "Chesley James C CRBE" <ChesleyJC@nswccd.navy.mil>

CC: "Brant Baber" <bb@baberkal.com>, "Fawn Freeman" <freemanfawn@yahoo.com>, "Giff Hampshire" <ghampshire@blankeith.com>, "Lev Buller" <lbuller@cns.gov>, "Trisha Robe" <rtrishr@aol.com>, "William Arnold" <marnold@mccandlaw.com>

Subject: Re: FW: RE Boy Scout Lock-in

Dear all,\

We addressed this issue several years ago with the women's c and the boy scouts and we determined at that time that there would be special rates for these groups, mainly because if you give the b scouts a special rate, then the women's club wants the same rate, t the Lions, then the girl scouts, etc. Correct me if I'm wrong, but thought the whole point of re-addressing the fee schedule was to ma more money with the hall since it's supposedly so expensive for the town

to run. If you want to charge the scouts \$15 an hour, fine, but be aware that everyone else will want that rate and your revenues wil lower than ever. Also be aware that the Knight of Columbus from St Clare's would like to rent the hall for that same night and are wil to pay \$50 an hour. Please advise on what I'm supposed to do here because the Knights of Columbus need an answer as to whether or not they can have the hall on the 12th of March.

Margo

Chesley James C CRBE wrote:

>All,
>
>This is our local scout troop - so how do we handle their 24 hr. rental?
>
>Jim

>
 >-----Original Message-----
 >From: Hensle, Lawrence F [PVTC]
 >[mailto:lawrence.f.hensle@smithbarney.com]
 >Sent: Wednesday, February 09, 2005 14:35
 >To: 'Jim Chesley, work'
 >Subject: RE Boy Scout Lock-in
 >
 >
 >Jim,
 >
 >Boy Scout Troop 1104 has reserved the town meeting hall for a
 "lock-in" on
 >Saturday, March 12th. The troop will normally begin activities at
 am with
 >training, merit badge work and/or a community service project (roa
 >clean-up). The scouts have some down time in the late afternoon an
 >additional instruction in the early evening. At about 10 PM the sc
 will
 >leave for bowling and broom hockey. They will return at 3 AM. The
 troop will
 >rise at 7:30 AM for breakfast and we will depart mid-morning.
 >
 >The question has come up as to what should we expect to pay? Do we
 need to
 >make a deposit? At the Town Council meeting there was mention of a
 different
 >rate for groups like scout troops. Would you let me know what we
 should plan
 >on for costs?
 >
 >Best,
 >Larry Hensle
 >Troop 1104 Committee Chair
 >703 556-8111 (o)
 >
 >-----
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To Kathy From Michelle 7039126300

Town of Clifton
February 2004 Planning Commission Meeting

In attendance: Michelle Stein, Lev Buller, Judy McNamara, Kathy Kalinowski, Patrick Pline
Absent: Richard King

1. Recommend approval of lot consolidation application for Clifton Presbyterian Church at 12748 Richards Ln.
2. Recommend approval of use permit for addition for Clifton Presbyterian Church at 12748 Richards Ln subject to the following:

drafted w/ 30 days,

- a. the word "Alternate" removed from plans
- b. an elevation to be included in plans
- c. construction easements to be signed with Acacia, CBA, Long & Foster
- d. hours of operation to be: 7 days a week, 7 am to 11 pm, with possible expanded hours (max. of 24 hours) up to, but not to exceed 24 occurrences per year.
- e. lighting must be approved by ARB and will conform to hours of operation
- f. abandonment to be commenced
- g. VDOT parking plan approval
- h. an agreement/easement to be signed by Church, Clamons, Swing to address, and include:

4. Reviewed by Hangshir and

before construc. commences

- i. ingress and egress
- ii. maintenance of land and pipe
- iii. 23 foot wide roadway
- iv. use and agreement of ownership of SW strip of land
- v. access to second isle of parking (recommended, not required)

and recorded

drafted w/ 30 days and

Old Business:

1. Revision and corrections to zoning districts
2. Parking (waiting for Town Council to advise)

2004-5 Dates

apps due
 Mar 15th
 Apr 15th
 May 15th

Plan Comm meeting
 Mar 28th
 Apr 25th
 May 23rd

Town Council meeting
 April 5th
 May 3rd
 Jun 7th

Town of Clifton
February 2004 Planning Commission Meeting – 2/28/05

In attendance: Michelle Stein, Lev Buller, Judy McNamara, Kathy Kalinowski, Patrick Pline
Absent: Richard King

1. Recommend approval of lot consolidation application for Clifton Presbyterian Church at 12748 Richards Ln.

2. Recommend approval of use permit for addition for Clifton Presbyterian Church at 12748 Richards Ln subject to the following:

- a. the word "Alternate" removed from classroom addition on plans
- b. an elevation showing building heights to be in compliance with Town code will be included in plans
- c. construction easements (for storm drain pipe) to be signed with Acacia, CBA, Long & Foster
- d. hours of operation to be:
7 days a week, 7 am to 11 pm, with possible expanded hours (max. of 24 hours) up to, but not to exceed 24 occurrences per year.
- e. Parking lot lighting must be approved by ARB and will conform to hours of operation
- f. abandonment of Richards Ln to be commenced
- g. VDOT parking plan approval
- h. an agreement/easement to be signed by Church, Clamons, Swing to address and include:
 - i. ingress and egress
 - ii. maintenance of land and pipe
 - iii. 23 foot wide roadway
 - iv. use and agreement of ownership of SW strip of land
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Old Business:

- 1. Revision and corrections to zoning districts**
- 2. Parking (waiting for Town Council to advise)**

2004-5 Dates

apps due
Mar 15th
Apr 15th
May 15th

Plan Comm meeting
Mar 28th
Apr 25th
May 23rd

Town Council meeting
April 5th
May 3rd
Jun 7th

*Plans
end of April
sign
aiff a landowner
30 days for
agreement
signed in accordance*

not finalized ^{& signed} permits

not a problem

Town of Clifton
Clifton Presbyterian Church Use Permit
Approved on 2/1/05

Lot consolidation application for Clifton Presbyterian Church at 12748 Richards Ln was approved.

Use permit for addition for Clifton Presbyterian Church at 12748 Richards Ln was approved subject to the following:

- a. the word "Alternate" removed from classroom addition on plans**
- b. an elevation showing building heights to be in compliance with Town code will be included in plans**
- c. Construction easements (for storm drain pipe) to be signed with Acacia, CBA, Long & Foster. A draft to be completed and provided to town attorney and Planning Commission within 30 days. Signed copies to be provided prior to breaking ground.**
- d. hours of operation to be:
7 days a week, 7 am to 11 pm, with possible expanded hours (max. of 24 hours) up to, but not to exceed 24 occurrences per year.**
- e. Parking lot lighting must be approved by ARB and will conform to hours of operation**
- f. abandonment of Richards Ln to be commenced**
- g. VDOT parking plan approval to be obtained prior to breaking ground**
- h. an agreement/easement to be signed by Church, Clamons, Swing to address and include:**
 - i. ingress and egress**
 - ii. maintenance of land and pipe**
 - iii. 23 foot wide roadway**
 - iv. use and agreement of ownership of SW strip of land**
 - v. access to second isle of parking
(recommended, not required)**

A draft to be completed and provided to town attorney and Planning Commission within 30 days. Signed copies to be provided prior to breaking ground.

February 1, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING
AGENDA

1. Reading of minutes of last regular and any subsequent Town Council meetings.
2. Report to the Town Treasurer.
3. Reading of communications to the Mayor
4. Citizen's Remarks.
5. Old Business.
 - ~ Cox Cable reimbursement of Fees paid to Fairfax County
 - ~ Water Sampling Issue / Fee for Town Meeting Hall
 - ~ Playground Committee Update from Fairfax County
 - ~ HUD Update
 - ~ Town Meeting Hall Status
 - * **Consideration to REZONE "Old Town Hall" Building to Commercial/Residential**
 - ~ 2003 Haunted Trail Missing Money Update
6. New Business
 - ~ Clifton Lions Club Banner for 2/27/05 Pancake Day
 - ~ Vintage Motorcycle Rally on 4/24/05
 - ~ Inspection of "Old Town Hall" Building
 - ~ Sister Cities Invitation
7. Reports of Standing Committees
8. Reports of Special Committees
9. 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 Mayor Jim Chesley at 703-830-2129. A request should be made 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, CLIFTON POST OFFICE

February 1, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

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POSTED, CLIFTON POST OFFICE

February 1, 2005, 7:00 P.M.
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AGENDA**

1. Approval of minutes of last regular and any subsequent Town Council meetings.
2. Report of the Town Treasurer.
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4. Citizen's Remarks.
5. Old Business.
 - ~ Cox Cable reimbursement of Fees paid to Fairfax County
 - ~ Water Sampling Issue / Fee for Town Meeting Hall
 - ~ Playground Committee Update
 - ~ HUD Update
 - * Discussion of Rezoning Old Town Hall Property as Commercial
 - ~ Town Meeting Hall Status; report of Town Meeting Hall Committee
 - ~ 2003 Haunted Trail Missing Money Update
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POSTED, CLIFTON POST OFFICE

As a result of Brant's addition to the March agenda regarding the "violation of use permit for 7144 Main Street," can one of you please give me with a 15 minute crash course on "use permit" prior to March Council meeting?

Many thanks,
Fawn

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To: "Brant Baber" <bb@baberkal.com>, "Fawn Freeman" <freemanfawn@yahoo.com>, "Giff Hampshire" <ghampshire@blankeith.com>, "Jim Chesley" <chesleyjc@nswccd.navy.mil>, "Buller" <lbuller@cns.gov>, "Margo Buckley" <marky@erols.com>, "Trisha Robertson" <rtrishr@aol.com>, "William Arnold" <marnold@mccandlaw.com>

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Subject: March 1, 2005 - Clifton Town Council Meeting Agenda - UPDATED

Date: Tue, 22 Feb 2005 12:29:29 -0500

- Added Line on Auditor under Treasurer

- Fawn - please make copies for the meeting, thanks.

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MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, February 1, 2005
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Lev Buller, Trish Robertson, Brant Baber, Mac Arnold, Jim Chesley,
Margo Buckley

Attendees: Giff Hampshire, Marilyn Barton, Fawn Freeman, 26 citizens, 1 League of
Women Voters representative

The Clifton Town Meeting was called to order at 7:10 pm and Brant Baber led the Pledge of Allegiance.

Mayor Chesley joined the Clifton Town Council meeting around 7:42 p.m. following a NOVEC meeting.

1. Reading of minutes of last regular and any subsequent Town Council meetings

Brant Baber made a Motion to approve minutes of Special Clifton Town Council Meeting held at the Town Gazebo on January 8, 2005, _____ seconded and the Motion passed unanimously. Brant Baber made a Motion to approve the January Town Council meeting minutes. Lev Buller seconded the Motion and the Motion passed unanimously.

2. Treasurer Report

Marilyn Barton being present, the Treasurer's Report was given for January 31, 2005. Ms. Barton structured the Treasurer's Report to separate regular revenues and expenses from extraordinary revenues and expenses per Brant Baber recommendation. Ms. Barton remarked that the BPOL applications would be updated and mailed out the first weekend in February and Michelle Stein will post them on the website. The Treasurer's Report was unanimously approved.

3. Reading of Communications to the Mayor

Brant Baber mentioned there were no communications to read.

4. Citizen's Remarks

Michelle Stein reported that the Clifton Coffee Mill is ready to accept job applications and may open for business in February. The Clifton Betterment Association (CBA) events are the Town of Clifton Birthday Party in April, the CBA Town Golf Tournament on May 2, and the 5K on June 11. Ms. Stein received a request to move part of the trail that is close to the water. Mark Warner, a forester, will pick out a new trail ten (10) feet from the water and the boy scouts will help to move the trail. Brant Baber suggested that the names of people volunteering to work on the trail should be delivered to the Town Clerk so that they could be covered by the Town's insurance. Mac Arnold made a

Motion to move the trail ten (10) feet from the creek. Trish Robertson seconded the Motion with the notation that the names of the volunteers will be at the discretion of the forester. The Motion passed unanimously.

Would be provided to town

Lane Johnston made a request for a sign to be erected at the corner of the Clifton Creek Drive, the private driveway, and intersection to identify her house and one other that front on and use the address "Clifton Creek Drive, and that Wesley Tyler Drive is accessible from the unnamed private road that intersects with Clifton Creek Drive. Lev Buller made a Motion that the Town does not name private roads, yet Ms Johnston's driveway is off the private road in question and her home faces Clifton Creek Drive. The Town will erect signage at the corner of Clifton Creek Drive and the private road indicating that the two houses at the Clifton Creek addresses of Ms. Johnston and her neighbor are accessible up the private road. The Town will also erect a sign at the same intersection indicating that Wesley Tyler Drive, which is outside the Town limits, is also up the private road. A Motion was made for signage cost and Mac Arnold seconded the Motion which passed unanimously. Ms. Johnston will draft a letter to the County for the Mayor's signature.

and affirming that the town

Bill Wark - experiencing damage to house due to speed bump — wonder if anything is happening with VDOT who was to put in sensor to check on rumbling but it has not happened as of yet. Brant Baber remarked that he didn't know if VDOT put in a sensor but the Mayor is making arrangements with VDOT.

Jim Chesley stated that VDOT did a seismic analysis of speed hump. Lynne Wark mentioned that she brought this matter to the Town in August. Ms. Wark stated that nothing has been done and desires a swift resolution.

Present input

5. Old Business

Cox Cable reimbursement of Fees paid to Fairfax County

Giff Hampshire mentioned Clifton is covered under the franchise between Cox and Fairfax County up to 1998; Fairfax County will need to determine the number of users in the Town.

Cox cable

NOVEC

Jim Chesley remarked that the old poles were taken down by NOVEC and the cable will be underground where the electric service is put underground on Main Street.

Water Sampling Issue / Fee for Town Meeting Hall

Lev Buller remarked that at the last meeting it was said the water sampling could be done cheaper. Lev made a Motion that Clifton Town pays the County for one sampling for \$204.00 dollars and inquired about payment for SES engineers. Lev Buller mentioned that if the Town gets a bill then Marilyn Barton, Town Treasurer, could have an invoice at house and needs to check. Jim Chesley remarked that the sampling was done but doesn't know if it passed.

Playground Committee Update from Fairfax County

Bill Holloway remarked that the G6 Committee for renovating the playground official report is pleased to report they are close to an agreement. Mr. Holloway mentioned that he was not going into further details to allow the Committee to finish their work but did note that the equipment in park is secure and G6 plans to provide a comprehensive report at next the Council Meeting. There are ways to save pieces that will continue to be covered by liability insurance.

HUD Update

Jim Chesley asked John Eubank to outline what has been going on with the HUD program. John Eubank provided the Council Members with the handouts as listed 1) Commercial Lending Corporation, LLC (CLC), Summary of Participation with the Town of Clifton In the HUD Homes Program, 2) Long & Foster, Addendum to Sales Contract entered on May 8, 2003, between Miquel Escaloar and Town of Clifton, 3) Letter from Steve Howell Home Repair, 4) House Photo, 5) Virginia Pool Builders Contract for 8548 Stonewall Road, Manassas, VA, 6) Virginia Pool Builders Contract repair work order / receipt for 8548 Stonewall Road, Manassas, VA, 7) letter from Keith and Taya Abbott (Long & Foster, Realtors) to Mr. John Eubank, 8) Letter of Appreciation from Josh and Nichole Shipp, 607 Red Horse Lane, Virginia Beach, VA, 9) Letter of Appreciation from Chamaine Henry, 10) Home Inspection / Repair Invoice for 2922 Leta Court, Hampton, VA, and 11) January 28 , 2005 letter from Professional Construction Consultants, LLC to Mr. John Eubank.

Mr. Eubank's HUD status remarks are as follows. The Town of Clifton goals were to raise revenue for the town, provide affordable homes to median income buyers, and rehab homes to excellent market condition through the purchase and rehabilitation of homes. The outcome of the Town of Clifton HUD program resulted in net revenues to the Town of \$450,000, with average home sales of \$119,000, and average repairs of \$12,500 per home. Most homes were sold below market value and approximately sixty percent of the property was located in the tidewater area. The home buyers had income restrictions imposed by the HUD program. Small contractors were targeted to do the work. CLC received several thank you letters from home buyers.

CLC service providers had 35 man hours per home. Work was accomplished without the assistance and guidance from HUD. HUD said we made a mistake in the income eligibility calculations but HUD wouldn't share their numbers or say where they got their numbers. Mr. Eubank created a template for the contractor to fill in as an invoice with respect to the work at each property but HUD did not consider this instrument to be an invoice and did not offer any assistance to Town. The Office of Inspector General (OIG) reported that CLC kept excellent financial records and in some cases the Town was the only bidder. HUD looked at 10 properties to inspect that had the highest amount of repairs. One of these properties was in Dumfries and the home inspection was done prior to purchase. The inspector said the hot water heater was not working and that the heating elements needing replacing. HUD said that the water heater was not replaced, and CLC explained that the elements, not the heater, were intended to be replaced. The replaced heating elements are inside hot water heater and therefore could not be inspected by the OIG auditors. The next

property was on Stonewall Road in Manassas, VA. Taya Abbott, a real estate agent, had seen the property which had a concrete pool and recommended it be filled in with dirt. The neighbor said the property was vacant for two years and the pool water was black. The pool contractor looked at the pool and hauled away two pick-up trucks full of debris from the pool then acid washed the pool and replaced the pump motor. HUD claims we did not do any work on pool. A homeowners warranty was bought by the town. The residents never winterized the pool and then said the pool pump doesn't work. In August 2003, HUD inspected the property on Blackmill Road. The HUD report says nothing about the quality of work yet we inspected the property prior to getting home and some properties were condemned.

The OIG finished their report and released it to the press. Mr. Eubanks recommendations are 1) wait to see what HUD recommendations are to be successful in the program, and 2) hire an inspector. Of the 88 properties inspected there were three complaints from home buyers. The OIG recommended to HUD that the Town inspect houses.

HUD public comments are as follows.

- *Bill Holloway* asked if town has given thoughts to closing books – moving forward – not going to win by fighting HUD.
- *Margo Buckley* - why was a letter sent to Congressman Davis before the council discussed?
- *Brant Baber* - the Council discussed the situation and the intended response at several meetings, as Ms. Buckley would know if she were in attendance at those meetings
- *Giff Hampshire* - Congressman Davis doesn't want the meeting to turn into a public meeting and so the town council should limit its attendees to two members
- *Jim Chesley* - purpose of meeting with Davis is to go over latest IG report
- *Lev Buller* - IG presents their report - dialog with management – think more important than staying in HUD program – have Davis help us mitigate crisis that will be discussed
- *Ken Buckley* - auditors focus on controls – what is the positive action that the town will take to address controls?
- *Margo Buckley* – there are more controls for town fund raisers than there are with the HUD program
- *Ken Buckley* - what is the town going to do to remediate? probably at whim of HUD as citizen
- *John Eubank* - one recommendation is for the Town to hire a third party inspector and work with the contractor to ensure work is done properly from beginning to end
- *Steve Effros* – Ken is right in terms of controls for the future – reality of OIG report was done in reaction to HUD report – town was operating under law and finally they found something wrong – the easiest way to talk to HUD is when there is someone else in the room like Congressman Davis – it is irrelevant to discuss controls if we can't participate in program

- *Brant Baber* – the most important thing to assist in the process is to bring HUD and us together for a fair resolution – need to close the book on this so town has no liability.

Discussion of rezoning old town hall property as commercial

Michelle Stein remarked that the Town does not have non-retail zoning category and such a category would need to be established. This will require a public hearing and will have to write zoning. Giff Hampshire mentioned that the ordinance needs to be passed for proper advertising and might be able to rezone commercial. Bill Holloway asked if commercial zoning could be used as residential. *Michelle Stein* remarked that the planning commission would come back to the Town Council with a recommendation for new zoning category “commercial without retail.”

Town Meeting Hall Status; report of Town Meeting Hall Committee

Jeff Stein remarked that the committee examined current operations in the Town Hall and discussed some recommendations to decide what to do. The major expense is electricity which accounted for 54% of the FY2004 Town Hall’s expenses. These expenses can be reduced by installing computer control systems for the HVAC and hot water heater. The system would cost approximately \$9,000.00 with an anticipated cost savings of 80% over a two year period. Another expense is cleaning the Town Hall every two weeks. The committee has received complaints by users that the building is dirty. We are responsible for mechanical systems and currently have no reserve set aside for operations and maintenance over equipment and building life cycle. Recommend that the building be cleaned weekly. The majority of renters are only charged \$15.00 and records are not detailed. A \$25.00 renter fee was approved by the Town Council two years ago.

Public comment was solicited, and the following persons made comments:

- *Brant Baber* - asked Margo if she knew of fee establishment?
- *Margo Buckley* - when I took over there were different rates – I rather bargain a rate with someone then let the hall sit idle – I carried out with the tradition
- *General discussion* - charging a schedule fee then revenues increase – modify fee structure - some periods where we could lower rate – surcharge for a holiday - adding a cleaning fee for rentals over 4 hours – market property to increase revenue – should market on the internet with policies – Margo doesn’t have email currently – use the CBA Clifton Clatter to get the word out - should be standard documentation to help users get access to items such as chairs – renters need guidance
- *Margo Buckley* - she requires a \$150.00 security deposit
- *Ken Buckley* - expressed concern about marketing town hall – there are no controls- people use it for parties – not enough parking – too noisy
- *Margo Buckley* - recalls the high of \$18,000 – and unhappy with some of the parties held - tried to screen renters
- *Trish Robertson* - we can use a happy median
- *Chris O'Donnell* – could install an alarm system in the building that would go off if parties were over at certain time

- *Bill Holloway* – Council needs to address intensity of use – facility to cover cost
- *Marilyn Barton* - is community hall covered by liability insurance during rental?
- *Lev Buller* – would like to see town hall moved back to town
- *Trish Robertson* - if we gave building back to County could we lose control of building use?
- *Lev Buller* - wouldn't the County control parking?
- *Citizen remark* – what is the percentage of users that are town residents?
- *Margo Buckley* – the percent is pretty high
- *Citizen remark* – we lost two yoga teachers – cost wise searched where she could pay less and found place
- *Brant Baber* requested that Jeff Stein make a recommendation at next Town Council meeting as to method for operating meeting hall
- *Bill Holloway* - Town resident pay taxes – legally possible that Town residents could have a discount
- *Mac Arnold* – part of negotiation for terms of lease of meeting hall from Fairfax County is that rental rates be consistent
- *Jeff Stein* – board of supervisors have to approve schedule of rents– read lease-
- *Brant Baber* – who are authorized users of this facility? wrote Town Council a memo two years ago on this subject
- *Jim Chesley* – the Town Hall Committee will be on next month agenda

2003 Haunted Trail Missing Money Update

Giff Hampshire remarked that he has not heard a word but put a call into FBI agent. Jim Chesley mentioned that he talked to the FBI and expects it to go to prosecutor.

Rezoning of Church

Giff Hampshire remarked that the legal question posed to him by the Church through the Council is the question of the ability to construct across lot lines without consolidation into one parcel. The church parcel contains a reversionary interest stemming back from 19th century. The concern of the church is that, if there is a consolidation the reversion could spread to what is now the Manse lot, depriving the church of a separate building lot that it could sell should the Presbyterian organization decide that the church property should no longer be used for church purposes. The question posed is whether there was legal way to amend the zoning ordinance to allow property owners facing the spread of reversionary clauses in the event of consolidation to build over the lot lines. Giff answered this question in the negative, citing concerns that such an amendment would likely constitute illegal spot zoning because it would not further zoning policy of the Town and that any such waiver provision would run afoul of the Virginia Supreme Court case of **Cole v. City of Waynesboro** because it did not seem as if the decision whether to grant such a waiver would be based in objective standards in the zoning ordinance reflecting good zoning practice, as opposed to the alleged hardship, inconvenience or expense to the

landowner. Giff also mentioned that he checked with other jurisdictions to see whether they allow the construction across lot lines. He reported that the City of Alexandria and the Town of Front Royal deem the lot consolidated if a landowner constructs across the lot lines. He said that he understood Fairfax County's policy to be similar.

Brant Baber asked Larry, "What does this mean for the Church?" Larry remarked that it is a disappointment to have to consolidate property. He said that the Church intended to proceed with consolidation and present that alternative to the planning commission since the Church can't be assured that they have another position. Larry mentioned that he met with zoning board and demonstrated hardship. Mark Reimers remarked the Church property is owned by the Presbytery (congregation) and not by the Church organization - if the Church goes through a down size in congregation they are surrendering 100 %. Mark Reimers provided the Council members with a 1) letter, January 30, 2005, from the Clifton Presbyterian Church Building Committee Chair addressed to Michelle Stein, Chair of Clifton Planning Commission, and 2) January 10, 2005, Town of Clifton Clifton Presbyterian Church Report for the Planning Commission, by William Gordon Associates, Inc.

6. New business

Clifton Lions Club Banner for 2/27/05 Pancake Day

Jim Chesley remarked that the Clifton Lions Club requested permission to put up a banner announcing their Pancake Day event and reminded the Council that there was a five year permit in place since Wayne Nickum was tired of hearing the same request every year. Brant Baber made a Motion to permit the Clifton Lions Club to put up a banner this year. The Motion was seconded by Mac Arnold and the Motion passed unanimously.

Vintage Motorcycle Rally on 4/24/05

Jim Chesley remarked that the Vintage Motorcycle Rally would not interfere with the farmer's market that begins in the morning and they are seeking permission to use the Town Hall bathroom facilities. Mac Arnold made a Motion to allow the Vintage Motorcycle Rally to use the facilities. Brant Baber seconded the Motion and it passed unanimously. Trish Robertson inquired if the town charged for the use of facilities. Jim Chesley remarked that the Vintage Motorcycle Rally has given the town a \$75 donation for use of rest rooms.

Inspection of "Old Town Hall" Building

Giff Hampshire remarked that there was no new news.

Rental Request

Jim Chesley received a request for the use of the Gazebo in the park for a wedding on July 2, 2005 – twenty (20) minute ceremony. If it rains then the wedding party will make arrangements with the church. The Gazebo and Ayre Square rental fee is \$100 per hour.

7. Reports of Standing Committees

Planning Commission Report

Michelle Stein presented the January 2005 Planning Commission Report. Ms. Stein remarked that Travis Worsham resigned and recommended approval for Patrick Pline's appointment to the Planning Commission. Mac Arnold made a Motion to approve Mr. Pline. Brant Baber seconded the Motion and the Motion passed unanimously.

Placement of a temporary trailer on the Presbyterian Church premises:

Jim Chesley made a Motion for the Presbyterian Church to put two temporary trailers on premises for use as classroom buildings and _____ seconded. Brant Baber made a Motion to amend the previous Motion to require removal of the trailers not later than three years from date of their installation. Trish Robertson seconded the Motion and it passed unanimously. Council members voting in favor of Mr. Chesley's Motion were Lev Buller, Trish Robertson, Brant Baber, Mac Arnold, opposed was Margo Buckley. Discussion regarding the placement of temporary trailers on the Presbyterian Church premises is as follows.

Status of Richards Lane:

Mark Reimers – Richards lane – Church believes that title to this road was abandoned and reverted to the Church - asked mayor and town council to help find solution to parking if tomorrow's meeting with VDOT does not result in a favorable outcome

- Jim Chesley – suggested to back in vehicles and not pull them in – VDOT representative said the Church would have responsibility for road as long as VDOT abandoned it and the church was taking over responsibility for road
- Brant Baber – would you provide that the Clemens have a recorded easement filed in the land records to describe their right to use the road and their lack of responsibility for any maintenance costs?

Architecture Review Board

Nothing to report

Old Town Hall

- Jim Chesley – rezoning property – is the first action
- Lev Buller - decided that we were going have a public meeting
- Steve Effros – the problem to address is “what am I allowed to do?” then you can ask the public for formal proposals
- Royce Jarrendt– will town sell the property and would it be zoned
- Paul – Steve was saying what requirements do you have - will you disseminate requirements? - how will you pick a plan and run with it?
- Jim Chesley – will address next month in consistence with Paul
- Paul (last name) – Council propose the requirements for the town hall - will you send out an email spelling out requirements or do we need a hearing
- Bill Holloway – select a group to propose visions statement at the next Council meeting to serve as a vehicle to work with

- Lev Buller – what is the purpose of public meeting – Town Council needs to make a decision with what to do with Town Hall.

Jim Chesley asked those present if they knew of a place in the town called “castle hills farm.” He had a request from a couple who wants to get married there and to please contact him if someone recalled the whereabouts of the site.

Reports of Special Committees

None reported

Adjournment

The Clifton Town Council meeting adjourned at 10:59 p.m. Jim Chesley made a Motion to adjourn the meeting and the Motion passed unanimously.

1:06 PM
02/26/05
Accrual Basis

Town of Clifton Balance Sheet Prev Year Comparison As of February 26, 2005

	Feb 26, 05	Feb 26, 04	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Checking	969	(532)	1,501	282%
Investments				
Clifton Heights Escrow	0	5,206	(5,206)	(100)%
CPC PC Escrow Fund	3,753	0	3,753	100%
Haunted Trail Funds	864	0	864	100%
Playground Reserve Fund				
Playground - Patty Moore Fund	11,463	11,463	0	0%
Playground Reserve Fund - Other	1,025	1,025	0	0%
Total Playground Reserve Fund	<u>12,488</u>	<u>12,488</u>	<u>0</u>	<u>0%</u>
Investments - Other	475,735	366,681	109,054	30%
Total Investments	<u>492,840</u>	<u>384,374</u>	<u>108,466</u>	<u>28%</u>
Total Checking/Savings	<u>493,809</u>	<u>383,842</u>	<u>109,967</u>	<u>29%</u>
Accounts Receivable				
Accounts Receivable				
BPOL Receivable	3	150	(147)	(98)%
Sales Tax Receivable	0	2,697	(2,697)	(100)%
Accounts Receivable - Other	1,934	508	1,426	281%
Total Accounts Receivable	<u>1,937</u>	<u>3,356</u>	<u>(1,419)</u>	<u>(42)%</u>
Total Accounts Receivable	<u>1,937</u>	<u>3,356</u>	<u>(1,419)</u>	<u>(42)%</u>
Total Current Assets	<u>495,746</u>	<u>387,198</u>	<u>108,548</u>	<u>28%</u>
Fixed Assets				
Fixed Assets				
Buildings	11,354	11,354	0	0%
Equipment	21,058	21,058	0	0%
Improvements	77,957	77,957	0	0%
Land	113,469	113,469	0	0%
Total Fixed Assets	<u>223,838</u>	<u>223,838</u>	<u>0</u>	<u>0%</u>
Total Fixed Assets	<u>223,838</u>	<u>223,838</u>	<u>0</u>	<u>0%</u>
Other Assets				
Other Asset				
Prepaid Expenses	0	136	(136)	(100)%
Prepaid Insurance	0	661	(661)	(100)%
Total Other Asset	<u>0</u>	<u>797</u>	<u>(797)</u>	<u>(100)%</u>
Total Other Assets	<u>0</u>	<u>797</u>	<u>(797)</u>	<u>(100)%</u>
TOTAL ASSETS	<u><u>719,583</u></u>	<u><u>611,832</u></u>	<u><u>107,751</u></u>	<u><u>18%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	456	3,002	(2,546)	(85)%
CPC Escrow Fund Balance	3,247	0	3,247	100%
Total Accounts Payable	<u>3,703</u>	<u>3,002</u>	<u>701</u>	<u>23%</u>
Other Current Liabilities				
Escrow for PC -Clifton Heights	0	5,206	(5,206)	(100)%
Total Other Current Liabilities	<u>0</u>	<u>5,206</u>	<u>(5,206)</u>	<u>(100)%</u>
Total Current Liabilities	<u>3,703</u>	<u>8,208</u>	<u>(4,505)</u>	<u>(55)%</u>
Total Liabilities	<u>3,703</u>	<u>8,208</u>	<u>(4,505)</u>	<u>(55)%</u>
Equity				
Opening Bal CIF Equity	220,902	220,902	0	0%

1:06 PM

02/26/06

Accrual Basis

Town of Clifton
Balance Sheet Prev Year Comparison
As of February 26, 2005

	Feb 26, 05	Feb 26, 04	\$ Change	% Change
Opening Bal G.F. Equity	21,125	21,770	(645)	(3)%
Retained Earnings	449,161	161,079	288,082	179%
Net Income	24,692	199,874	(175,182)	(88)%
Total Equity	715,880	603,624	112,256	19%
TOTAL LIABILITIES & EQUITY	719,583	611,832	107,751	18%

Town of Clifton
Operating Profit Loss Budget vs. Actual
July 1, 2004 through January 15, 2005

Ordinary Income/Expense	Jul 1, '04 - Jan 15, 05	Budget	\$ Over Budget	% of Budget
Income				
Interest Income	1,126	734	392	153%
Clifton Day Revenues	514	1,000	(486)	51%
Community Hall Revenues				
Community Hall Donations	0	0	0	0%
Community Hall Rentals	6,607	15,393	(8,786)	43%
Total Community Hall Revenues	6,607	15,393	(8,786)	43%
Farmers' Market Income	0	420	(420)	0%
Haunted Trail Event	15,671	6,000	9,671	261%
Homes Tour	6,066	2,200	3,866	276%
HUD Homes	55,297	0	55,297	100%
Other Income	241	0	241	100%
Park Rental	150	400	(250)	38%
Playground Reserve Donations	0	0	0	0%
Tax and Permits Revenue				
ABC Profits	222	555	(333)	40%
ARB Permits	60	79	(19)	76%
BPOL tax	1,698	0	1,698	100%
BZA Fee	0	0	0	0%
Cigarette Tax	791	1,189	(398)	67%
Motor Vehicle Tags	4,926	4,713	213	105%
PC-Subdivision	701	0	701	100%
Railroad Tax	1,278	994	284	129%
Sales Tax	11,089	9,911	1,178	112%
Use Permits	525	661	(136)	79%
Utility Consumption Tax	596	737	(141)	81%
Total Tax and Permits Revenue	21,886	18,839	3,047	116%
Total Income	107,558	44,986	62,572	239%
Expense				
HUD Homes Management Fee Expens	23,575	0		
Payroll Expenses				
Gross Wages				
Town Clerk (Administrative)	2,250	3,000	(750)	75%
Town Treasurer	3,000	3,000	0	100%
Total Gross Wages	5,250	6,000	(750)	88%
Payroll Taxes				
FICA	620	0	620	100%
Medicare	145	0	145	100%
Payroll Taxes - Other	0	918	(918)	0%
Total Payroll Taxes	765	918	(153)	83%
Total Payroll Expenses	6,015	6,918	(903)	87%
Contractual				
Clifton Web Site Development	0	3,304	(3,304)	0%
Insurance	4,998	3,612	1,386	138%
Town Government	0	0		

Town of Clifton
Operating Profit Loss Budget vs. Actual
July 1, 2004 through January 15, 2005

	<u>Jul 1, '04 - Jan 15, 05</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Architectural Review Board	0	694	(694)	0%
BZA	0	330	(330)	0%
Planning Commission	421	1,753	(1,332)	24%
Total Town Government	421	2,777	(2,356)	15%
Professional Fees				
Accounting	0	10,000	(10,000)	0%
Legal Fees	14,799	5,286	9,513	280%
Special Counsel	7,472	7,598	(126)	98%
Professional Fees - Other	1,360	0	1,360	100%
Total Professional Fees	23,631	22,884	747	103%
Rent				
Ayre Square Rental	300	551	(251)	54%
Railroad Siding Rental	775	583	192	133%
Total Rent	1,075	1,134	(59)	95%
Town Maintenance				
Beautification Comm.	812	1,652	(840)	49%
Grounds Maintenance	0	2,643	(2,643)	0%
Town Hall Maintenance	1,081	6,938	(5,857)	16%
Total Town Maintenance	1,893	11,233	(9,340)	17%
Town Services				
Elections	0	0	0	0%
Grass Mowing	2,550	1,929	621	132%
Trash Collection	828	1,233	(405)	67%
Total Town Services	3,378	3,162	216	107%
Utilities				
Gas and Electric	137	1,821	(1,684)	8%
Water	237	248	(11)	96%
Total Utilities	374	2,069	(1,695)	18%
Dues and Subscriptions				
Va. Municipal League	306	342	(36)	89%
Dues and Subscriptions - Other	313	232	81	135%
Total Dues and Subscriptions	619	574	45	108%
Caboose Expenses				
Caboose - Trentane Gas	226	219	7	103%
Caboose Electric	83	219	(136)	38%
Caboose Maintenance	299	2,500	(2,201)	12%
Total Caboose Expenses	608	2,938	(2,330)	21%
Community Hall Expenses				
C.H.-Cleaning	1,050	1,311	(261)	80%
C.H.-Equipment	153	1,321	(1,168)	12%
C.H.-General Maintenance	870	2,112	(1,242)	41%
C.H.-Management Fee	1,600	3,079	(1,479)	52%
C.H. - Electric	3,361	7,011	(3,650)	48%
C.H. Floors	500	1,748	(1,248)	29%
Community Hall Expenses - Other	0	0	0	0%
Total Community Hall Expenses	7,534	16,582	(9,048)	45%

Town of Clifton
Operating Profit Loss Budget vs. Actual
 July 1, 2004 through January 15, 2005

	<u>Jul 1, '04 - Jan 15, 05</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Clifton Day Expenses	0	1,048	(1,048)	0%
Homes Tour/Bazaar Exp	1,868	662	1,206	282%
Legal Advertising	736	729	7	101%
Mayoral Reimbursement	531	1,311	(780)	41%
Miscellaneous	669	3,642	(2,973)	18%
Printing and Reproduction	165	437	(272)	38%
Total Contractual	48,500	78,098	(29,598)	62%
Farmers' Market Expense	0	0	0	0%
Haunted Trail Expenses	2,760	2,205	555	125%
Summer in the Parks Event	0	300	(300)	0%
Commodities				
Computer Supplies	364	874	(510)	42%
Copies	7	2,201	(2,194)	0%
License Plates	0	607	(607)	0%
Miscellaneous	0	729	(729)	0%
Office Supplies	238	655	(417)	36%
Postage and Delivery	249	315	(66)	79%
Total Commodities	858	5,381	(4,523)	16%
HUD Homes Reserves				
HUD Reserve for Unexpected Exp.	0	0	0	0%
HUD Reserve for CH CIF Imp	0	0	0	0%
Total HUD Homes Reserves	0	0	0	0%
Total Expense	81,708	92,902	(11,194)	88%
Net Ordinary Income	25,850	(47,916)	73,766	(54%)
Net Income	25,850	(47,916)	73,766	(54%)

Town of Clifton
Grants Profit Loss Budget vs. Actual
July 1, 2004 through January 15, 2005

	<u>Jul 1, '04 - Jan 15, 05</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Grants				
Federal				
Federal Grant-Land				
CBA Match - Land	0	7,929	(7,929)	0%
Town Match - Land	0	0	0	0%
Federal Grant-Land - Other	0	63,429	(63,429)	0%
Total Federal Grant-Land	0	71,358	(71,358)	0%
Transportation Project-Trails				
CBA Match - Trails	0	2,989	(2,989)	0%
Town Inkind -Trails	0	2,989	(2,989)	0%
Town Match-Trails	0	0	0	0%
Transportation Project-Trails - Other	0	23,913	(23,913)	0%
Total Transportation Project-Trails	0	29,891	(29,891)	0%
Total Federal	0	101,249	(101,249)	0%
State				
Fire Program Funds	18,000	6,000	12,000	300%
Total State	18,000	6,000	12,000	300%
Total Grants	18,000	107,249	(89,249)	17%
S.R. - Litter Control Grant	1,000	1,100	(100)	91%
Total Income	19,000	108,349	(89,349)	18%
Expense				
Town Services				
Fire Program	18,000	6,000	12,000	300%
CIF Expenses				
CIF-Miscellaneous	0	4,955	(4,955)	0%
CIF-Playground Impr.	0	6,607	(6,607)	0%
CIF Cable Burial	0	0	0	0%
Total CIF Expenses	0	11,562	(11,562)	0%
Fed Fund-Transportation Proj				
F. F.-Transp - Inkind Srvs	0	2,989	(2,989)	0%
F.F.- Transp. Project-Trails	0	26,902	(26,902)	0%
F.F. - Transp. Project-Land	0	0	0	0%
Fed Trans.Land - Town Match	1,453	79,286	(77,833)	2%
Total Fed Fund-Transportation Proj	1,453	109,177	(107,724)	1%
Special Revenue Expenses				
S.R. - Litter Control	0	0	0	0%
Total Special Revenue Expenses	0	0	0	0%

Town of Clifton
Grants Profit Loss Budget vs. Actual
July 1, 2004 through January 15, 2005

	<u>Jul 1, '04 - Jan 15, 05</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Expense	<u>19,453</u>	<u>126,739</u>	<u>(107,286)</u>	<u>15%</u>
Net Ordinary Income	<u>(453)</u>	<u>(18,390)</u>	<u>17,937</u>	<u>2%</u>
Net Income	<u>(453)</u>	<u>(18,390)</u>	<u>17,937</u>	<u>2%</u>

Town of Clifton
Community Hall Report
 July 1, 2004 through February 27, 2005

	<u>Jul 1, '04 - Feb 27, 05</u>	<u>Jul 1, '03 - Feb 27, 04</u>
Ordinary Income/Expense		
Income		
Community Hall Revenues		
Community Hall Rentals	6,607.00	9,137.50
Total Community Hall Revenues	<u>6,607.00</u>	<u>9,137.50</u>
Total Income	6,607.00	9,137.50
Expense		
Contractual		
Community Hall Expenses		
C.H.-Cleaning	1,050.00	1,350.00
C.H.-Equipment	152.86	1,428.30
C.H.-General Maintenance	870.00	1,067.20
C.H.-Management Fee	1,600.40	1,827.50
C.H. - Electric	3,360.72	4,152.16
Community Hall Expenses - Other	0.00	115.54
Total Community Hall Expenses	<u>7,033.98</u>	<u>9,940.70</u>
Total Contractual	<u>7,033.98</u>	<u>9,940.70</u>
Total Expense	<u>7,033.98</u>	<u>9,940.70</u>
Net Ordinary Income	<u>(426.98)</u>	<u>(803.20)</u>
Net Income	<u><u>(426.98)</u></u>	<u><u>(803.20)</u></u>

1:37 PM
02/27/05
Accrual Basis

Town of Clifton
Account QuickReport
July 1, 2004 through February 27, 2005

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Contractual						
Professional Fees						
Legal Fees						
	Check	07/19/2004	4155	Blankingship & Keith, Law Offices	Inv 57647 June 04 services	978.84
	Check	08/30/2004	4175	Blankingship & Keith, Law Offices	Inv58044 July 2004 services	3,265.54
	Check	11/29/2004	4227	Blankingship & Keith, Law Offices	Inv 59025	2,864.30
	Check	11/29/2004	4229	Blankingship & Keith, Law Offices	Inv 56086	1,513.92
	Check	12/31/2004	4244	Blankingship & Keith, Law Offices	Inv 59385- general	1,767.53
	Check	12/31/2004	4244	Blankingship & Keith, Law Offices	Inv 59386 - HUD Program	202.50
	Check	12/31/2004	4244	Blankingship & Keith, Law Offices	Inv 59387 - Conservancy Trust Property	212.12
	Check	02/13/2005	4252	Blankingship & Keith, Law Offices	Inv 59819 general	560.00
	Check	02/13/2005	4252	Blankingship & Keith, Law Offices	Inv 59820 - HUD Program	640.00
	Check	02/13/2005	4252	Blankingship & Keith, Law Offices	Inv 59821 - Conservancy Trust Property	68.64
	Check	02/26/2005	4275	Blankingship & Keith, Law Offices	Inv 60141- General Town matters	2,725.62
	Total Legal Fees					14,799.01
Special Counsel						
	Check	07/19/2004	4157	Blankingship & Keith, Law Offices	Inv 57648 June 04 HUD Program	1,014.00
	Check	08/30/2004	4177	Blankingship & Keith, Law Offices	Inv58045 July 2004 HUD Program -to be reimb.	270.00
	Check	09/07/2004	4179	Blankingship & Keith, Law Offices	Inv58299 Aug 2004 HUD Program -to be reimb.	569.87
	Check	09/14/2004	4181	Blankingship & Keith, Law Offices	Inv58305 Aug 2004 town services	2,786.55
	Check	10/13/2004	4192	Blankingship & Keith, Law Offices	Inv58662 Sept 2004 town services	2,169.47
	Check	10/16/2004	4193	Blankingship & Keith, Law Offices	Inv58663 Sept 2004 HUD Program	562.50
	Check	11/29/2004	4226	Blankingship & Keith, Law Offices	Inv 59026-CP Church	100.00
	Total Special Counsel					7,472.39
	Total Professional Fees					22,271.40
	Total Contractual					22,271.40
TOTAL						22,271.40

2:16 PM
02/27/05
Accrual Basis

Town of Clifton
Clifton Presbyterian Church Escrow Report
All Transactions

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Investments							
CPC PC Escrow Fund							
	Sales Receipt	12/30/2004	00-1641	Clifton Presbyterian Church	Required escrow set up to cover future charges re	(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
						<u>3,753.27</u>	<u>3,753.27</u>
Total CPC PC Escrow Fund						3,753.27	3,753.27
Total Investments						3,753.27	3,753.27
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 80114 - 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)
						<u>(3,246.73)</u>	<u>(3,246.73)</u>
Total CPC Escrow Fund Balance						506.54	506.54
TOTAL						506.54	506.54

✓ AS GRANTED
unanimously

MINUTES
CLIFTON TOWN COUNCIL MEETING
Tuesday, March 1, 2005
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Mac Arnold, Brant Baber, Margo Buckley, Lev Buller, Trish Robertson

Absent: Jim Chesley

Attendees: Marilyn Barton, Giff Hampshire, Fawn Freeman, 22 citizens, 1 League of Women Voters representative, 2 Mott Community Center representatives

The Clifton Town Meeting was called to order at 7:24 pm and Brant Baber led the Pledge of Allegiance.

1. Reading of minutes of last regular and any subsequent Town Council meetings

Motion: Mac Arnold made a Motion to approve February meeting minutes. Motion seconded by Trish Robertson.

Motion carried unanimously.

2. Report from Town Treasurer

Presentation: The February Treasury report is deferred until the April town council meeting since the Treasurer printed out the January report. Michelle Stein and Lev Buller are working on the BPOL list.

Headings to refer

Discussion: Royce Jarrendt mentioned he pays BPOL tax to Fairfax County and not Clifton. Giff Hampshire will follow up with Mr. Jarrendt's comment. Tony Reid knows someone in the town who could conduct the Town audit. Mr. Baber expressed he wants someone experienced doing governmental audits. Mr. Baber will call VML for an audit reference per Ms. Stein's recommendation.

Motion: Lev Buller made a Motion to approve reports applicable to this meeting. The Motion was not seconded.
Motion was dismissed.

3. Reading of communications to the mayor
None presented

4. Citizen's remarks

Mott Community Center

Presentation: The Director of "Mott Community Center" was invited by Mr. Baber to share with the town citizens the Centers' activities, rental rates, hours of operation, and website address www.fairfaxcounty.gov/rec/Comm_Ctr/Mott.htm for more information.

Old Town Hall Building

Presentation: Royce Jarrendt presented a site and design plan proposal for the Old Town Hall building. He spoke about restoration efforts for preserving the building, proposing to add 2400 square foot addition, and building usage.

Discussion: Trish Robertson commented that the citizens want to see the building and not lose the use of the town hall, yet are conscious of the loss of green space and increase in traffic if the old town hall building is in use. Ms. Robertson moved to take next steps with guidance from peers. Lev Buller inquired, "How does the town get rid of town property?" Giff Hampshire remarked the town needs a public hearing to dispose of town property.

Motion: Trish Robertson made a motion for the town council to form a committee to enter proposals and / or negotiations from Royce Jarrendt with the understanding that the change in the zoning ordinance would be happening independently and changes are not guaranteed. Lev Buller seconded the Motion.

Motion carried unanimously.

Ms. Stein stated that at the April Town Council Meeting, the Planning Commission will present "office-zoning category" for commercial real estate to include office and exclude retail use.

Clifton Clatter

Presentation: Michelle Stein reported that updates are due.

5. Unfinished business (formerly Old Business)

Cox cable reimbursement of fees paid to Fairfax County

Presentation: None

Town Meeting Hall Committee Update

Discussion: Fee recommendations not available at this time - seeking fee guidance and direction for the Boy Scouts usage.

Motion: Trish Robertson made a Motion that the boy scouts pay nothing this year and submit a record of their services for the fiscal year. Margo Buckley seconded the Motion.

Motion carried unanimously

Playground Committee Update

Presentation: Peter Noonan presented recommendations of the "G6" playground committee. The 3 pieces that should be refurbished are the 1) spider, 2) watermelon, and 3) truck. Next steps are to remove equipment not part of new master plan. Funding refurbishment estimate to remove pieces is \$2,500 to \$3,500. The committee further recommends that the Town proceed to contract with a landscape architect. Total cost for park improvement is estimated to be \$100,000. Estimates will be forwarded to Town Council. Fund raising effort – all items require action by the Council. Recommend the Council approve plan.

Discussion: Mac Arnold inquired if G6 recommendation can be approved without entering into contracts and can the 11,000 in the Patty Moore Fund be allocated to this effort?

Motion: Mac Arnold made a Motion to approve G6 concept and approve up to \$3500 in playground reserve fund to be used to remove all equipment from the park. Trish Robertson seconded the Motion.

Motion carried unanimously.

Mac Arnold informed the Town Clerk that the tape stopped working at 8:43 p.m.

HUD Update

Presentation: Giff Hampshire stated that he, Jim Chesley, Brant Baber, John Eubank and Tim Lewis met with Tom Davis and HUD representatives. HUD's Inspector General determined that the town was selling houses to the right people. HUD's position is that it wants all houses to be inspected that have not been inspected, and that a 3rd party contractor retained by the Town can inspect houses along with HUD inspector. HUD will not insist that the Town repay the discounts received by the Town when it purchased the house, no matter what the inspections show, but will require that any work contracted for by the Town but not performed on the houses result in refunds to the home purchaser from the Town in the amount of that undone work.

Discussion: Meeting at 11:00 a.m. tomorrow with HUD in DC. Lev Buller inquired about who will pay for the review – inspection of 88 houses.

Main Street Seismic Traffic Measurements

Discussion: Trish Robertson volunteered to follow-up. Giff Hampshire mentioned that VDOT met with Allison Richter.

2003 Haunted Trail Missing Money Update

Presentation: None

6. New Business

Use Permit Conditions for 7144 Main Street

Presentation: Michelle Stein presented the Planning Commission approval of the Use Permit Conditions for 7144 Main Street.

Discussion: Process for abandonment commences.

Motion: Trish Robertson made a Motion to approve the Planning Commission Use Permit for the addition to the Clifton Presbyterian Church with amendment changes as noted below. Mac Arnold seconded the Motion.

- 2.c. add text "drafted within 30 days, reviewed by Giff Hampshire and" after the phrase "...easements to be"
- 2.e. add text "in parking lot" after the word "lighting"
- 2.f. add text "of Richards Lane" after the word "abandonment"
- 2.h. add text "drafted within 30 days, reviewed by Giff Hampshire and" after the phrase "... agreement/easement to be"
- 2.h. add text "and recorded" after the word "signed"
- 2.h. add text "before construction commences" after the phrase "... to address"

Motion was approved by Arnold, Baber, Buller and Robertson, ^{and} Buckley opposed.

CBA sponsored "Clifton Twilight 5K Run"

Motion: ~~Brant Baber (I think my notes read Brant Baber - please validate)~~ made a motion to approve the CBA sponsored "Clifton Twilight 5K Run" and signage. ~~Trish Robertson (I think my notes read Mac Arnold - please validate)~~ seconded the Motion.

Motion carried *Unanimously*

Inspection of "Old Town Hall" Building

Presentation: None

Sister Cities Invitation

Presentation: None

7. Reports of Standing Committees

Planning Commission

Presentation: Michelle Stein presented the February 2004 Planning Commission Meeting Minutes. The members approved the 1) lot consolidation application for Clifton Presbyterian Church at 12748 Richards Lane, and 2) Use Permit for Addition for Clifton Presbyterian Church at 12748 Richards Lane

8. Reports of Special Committees

Presentation: None

9. Adjournment

Motion: Trish Robertson made a Motion to adjourn the March Clifton Town Council Meeting at 10:02 p.m. Mac Arnold seconded the Motion.

Motion carried unanimously.

Action Items

- ~~1. Unfinished: Cox Cable Reimbursement of Fees Paid to Fairfax County~~
- ~~2. Unfinished: Town Meeting Hall Committee Update~~
- ~~3. Unfinished: Playground Committee Update~~
- ~~4. Unfinished: HUD Update~~
- ~~5. Unfinished: Main Street Seismic Traffic Measurements~~
- ~~6. Unfinished: 2003 Haunted Trail Missing Money Update~~
- ~~7. Unfinished: Inspection of Old Town Hall Building~~
- ~~8. Unfinished: Sister Cities Invitation~~
- ~~9. New business: The Planning Commission will present "office-zoning category" for commercial real estate to include retail and office at the April council meeting.~~

PROPOSED CAPITAL/GRANT BUDGET FISCAL YEAR 2006

	<u>Actuals YTD</u> <u>@ 3/31/05</u>	<u>FY05 Actuals 3/31</u> <u>Annualized</u>	<u>Budget</u> <u>FY2005</u>	<u>Proposed</u> <u>FY2006</u>	<u>Proposed</u> <u>Change</u>	
REVENUES:						
CBA contribution-playground				10,000		
Fundraising-Playground				20,000		
Federal Grants - Land			96,000	96,000	-	
Town Match - Land			-	-		
CBA Match - Land			12,000	12,000	-	
Total Land Grant	-	-	108,000	108,000	-	
Federal Trans. Project - Trails			36,192	36,192	-	
Town Match - Trails			-	-		
Town Inkind - Trails			4,524	4,524	-	
CBA match - Trails			4,524	4,524	-	
Total Trails Grant:	-	-	45,240	45,240	-	
TOTAL FEDERAL GRANTS:	-	-	153,240	153,240	-	
Fire Programs Grant	18,000	18,000	6,000	6,000	-	
Litter Control Grant	1,000	1,000	1,100	1,100	-	
Total Revenues	19,000	19,000	160,340	190,340		
Costs:						
Land Purchase			108,000	108,000	-	
Trails Improvements	-	-	45,240	45,240	-	
Fire Program - FCFD	18,000	6,000	6,000	6,000	-	0%
Litter Control			1,100	1,100	-	
Community Hall:						
Equipment	236	315	2,000	500	(1,500)	
Porcelain tile		-		8,000	8,000	
hvac work				3,000		
cypher locks				1,000		
TOTAL COMMUNITY HALL	236	-	2,000	12,000	10,000	
Playground		2500	10,000	30,000	20,000	
Miscellaneous			7,500	1,000	(6,500)	
Underground Utility (Main St.)			-	5,000	5,000	
TOTAL COSTS:	#VALUE!	#VALUE!	179,840	208,340	28,500	
Net Revenues			(19,500)	(18,000)		


Treasurer's Time Estimates Projected 04 to 05

	<u>FY04 Hours</u>	<u>Increase</u>	<u>FY05 Hours</u>	<u>Information for FY06 consideration</u>
Weekly basic for checks, calls, deposits,	312		416	
Monthly TC meeti 12X 3	12		36	
Monthly Preparation for TC meetings	36		96	
Annual Cycles				
BPOL Preparation and Mailing	16		16	
BPOL deposits and mailings and follow up	16		16	
Auto tags reconciliation and deposits	8		8	
Haunted trail event banking, deposits and reporting	4		4	
Clifton Homes Tours 2 X annually Reconciliation, deposits, reports, and expenditures	10		10	
Annual reports, close outs, set up of new year	16		24	
Annual Audit - preparation, meetings, schedules, etc <i>(Work with HUD auditors not included)</i>	0		24	
Annual budget preparation, invitation, proposal and final	18		18	
Accounting Software & computer system management	4		8	
Preparation of Audit RFP, research and coordination			10	
Supplemental reporting requirements			12	
Meeting with PC			3	
Meetings regarding finance issues			4	
Fire Funds coordination and reporting- County/State			4	
Investments review and reporting			12	<i>Rate discounted 17%</i>
	<u>452</u>	60%	<u>721</u>	<u>\$ 30.00 \$ 21,630.00</u>

Increased requirements and expectations:

*Reporting increased from quarterly accounting reports to monthly reformatted reports with supplemental schedules.
 TC meeting attendance increased from an hour monthly to attending the full meeting monthly.
 Town activities and events have increased - impacts on increased transactions and reporting requirements.
 HUD Homes Program - coordination with CLC, auditors, increased transactions and reporting.
 Auditing research and coordination
 Facilitation, review and reporting of investments
 Increase in supplemental reporting and meeting requirements
 Coordination and accounting for Fire Funds with County and State
 Increased complexity and time required to manage computer software and system.*



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March 1, 2005, 7:00 P.M.

Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

1. Reading of minutes of last regular and any subsequent Town Council meetings
2. Report from the Town Treasurer
 - ~ Balance Sheet, Profits /Loss and Account Balances
 - ~ List of Businesses / Individuals to whom BPOL forms will be sent
3. Reading of communications to the Mayor
4. CitizenTMs Remarks
 - ~ Presentation by Director of the Mott Community Center
 - ~ What the Town wants to do with the "Old Town Hall" Building
5. Old Business
 - ~ Cox Cable reimbursement of Fees paid to Fairfax County
 - ~ Town Meeting Hall Committee Update
 - ~ Playground Committee Update
 - ~ HUD Update
 - ~ Main Street Seismic Traffic Measurements

~ 2003 Haunted Trail Missing Money Update

6. New Business

- ~ Use Permit Conditions for 7144 Main Street
- ~ CBA sponsored "Clifton Twilight 5K Run" Building
- ~ Inspection of "Old Town Hall" Building
- ~ Sister Cities Invitation

7. Reports of Standing Committees

- ~ Planning Commission Language regarding creation of zoning category permitting only office use and no retail use

8. Reports of Special Committees

9. 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 Mayor Jim Chesley at 703-830-2129. A request should be made 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.

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Subject: march meeting agenda
Date: Tue, 15 Feb 2005 13:46:10 -0500
From: "Brant Baber" <bb@amervillage.org> Add to Address Book
To: "fawn freeman" <freemanfawn@yahoo.com>
CC: townofclifton@aol.com

Please put on the March agenda the following items:

- o Presentation by Director of the Mott Community Center re activities at center
- o Discussion of violation of Use Permit condition for former Judy's Junque building

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March 1, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING
AGENDA

1. Reading of minutes of last regular and any subsequent Town Council meetings.

2. Report from the Town Treasurer.

~ Balance Sheet, Profits/Loss and Account Balances

~ List of Persons to whom BPOL forms will be sent

3. Reading of communications to the Mayor

4. Citizen's Remarks.

~ Presentation by Director of Mott Community Center

What do you want the Town to do with the "Old Town Hall" Building ?

5. Old Business.

~ Cox Cable reimbursement of Fees paid to Fairfax County

~ Town Meeting Hall Committee Update

~ Playground Committee Update

~ HUD Update

~ Main Street Seismic Traffic Measurements

~ 2003 Haunted Trail Missing Money Update

6. New Business

~ Enforcement of Use Permit Conditions for 7144 Main Street

~ CBA sponsored "Clifton Twilight 5K Run"

~ Inspection of "Old Town Hall" Building

~ Sister Cities Invitation

7. Reports of Standing Committees

~ Planning Commission Language re creation of zoning category permitting only office and no retail use

Deleted: Z

Deleted: Change for "Old Town Hall"
Bldg.

8. Reports of Special Committees

9. Adjournment

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March 1, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

1. Reading of minutes of last regular and any subsequent Town Council meetings
2. Report from the Town Treasurer
 - ~ Balance Sheet, Profits /Loss and Account Balances
 - ~ List of Businesses / Individuals to whom BPOL forms will be sent
 - ~ Town Audit – Update on search for auditor
3. Reading of communications to the Mayor
4. Citizen's Remarks
 - ~ Presentation by Director of the Mott Community Center
 - ~ What do you want the Town to do with the "Old Town Hall" Building ?
5. Old Business
 - ~ Cox Cable reimbursement of Fees paid to Fairfax County
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 - ~ HUD Update
 - ~ Main Street Seismic Traffic Measurements
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 - ~ Use Permit Conditions for 7144 Main Street
 - ~ CBA sponsored "Clifton Twilight 5K Run"
 - ~ Inspection of "Old Town Hall" Building
 - ~ Sister Cities Invitation

*per letter to you
more to appear
Mac all in person*
7. Reports of Standing Committees
 - ~ Planning Commission Language re creation of zoning category permitting only office use and no retail use
8. Reports of Special Committees
9. Adjournment

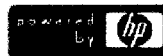
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Date: Sat, 2 Apr 2005 06:48:32 -0800 (PST)

From: "fawn freeman" <freemanfawn@yahoo.com> [View Contact Details](#)

Subject: DRAFT March Town Council Meeting Minutes

To: bb@baberkal.com, "Jim Chesley" <chesleyjc@nswccd.navy.mil>, "Freeman" <freemanfawghampshire@blankeith.com, lbuller@cns.gov, marky@erols.com, marnold@mccandlaw.co townofclifton@aol.com

Dear Council Members,

Attached are the revised DRAFT March Town Council Meeting Minutes for your review. Plk attending the April meeting as I will be returning from business travel.

Meeting Minute Format Modifications

1. Format: I modified the meeting minute format to streamline the layout and highlight the

Decision: Please let me know if you prefer the February or March meeting minute format.

2. Action Items: I included action items which follow "adjournment." Doing so, can help to next month meeting and denote specific council member actions items for a respective topi

Decision: Please let me know if the action item section is helpful/useful or not.

Many thanks for your comments/suggestions.

Regards,
Fawn

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From: RTrishR@aol.com View Contact Details

Date: Wed, 9 Mar 2005 17:49:24 EST

Subject: Playground Equipment Removal

To: Yipee@earthlink.net, whollawa@skadden.com, Nonrev96@aol.com, CliftonDav@aol.com, Peter.Noonan@fcps.edu, chesleyjc@nswccd.navy.mil, macarnold@mccandlaw.com, bb@baberkal.com, marky@erols.com, lbuller@cns.gov, RTrishR@aol.com, pawsnfins@earthlink.net, freemanfawn@yahoo.com

Hello all:

Moving forward from last week's council decision, I contacted John at Vail Landscaping to remove the equipment.

Weather permitting, they are able to remove the equipment sometime either this week or early next week – possibly as early as tomorrow. John has been advised regarding the three pieces of equipment that will have to be removed carefully for restoration. Should they be moved to the lot adjacent to the Old Town Hall for their restoration? They need to be moved so that the grading and safety zones can be done.

– Trish

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From: RTrishR@aol.com [View Contact Details](#)

Date: Thu, 10 Mar 2005 16:52:00 EST

Subject: Re: Playground Equipment Removal

To: CliftonDav@aol.com, ChesleyJC@nswccd.navy.mil, Yipee@earthlink.net, whollawa@skadden.com, Nonrev96@aol.com, Peter.Noonan@fcps.edu, macarnold@mccandlaw.com, bb@baberkal.com, marky@erols.com, lbuller@cns.gov, pawsnfins@earthlink.net, freemanfawn@yahoo.com

The barn does make sense ... a dry workspace would definitely be a bonus and it is more secure than the Old Town Hall lot. I'll check with Michelle to make sure it's OK and if so we'll move it all over there.

Unfortunately, Dwayne isn't willing to take on the restoration project with the new baby on the way ... but Bill has stepped forward. He just needs a team to help out. Any volunteers? I already sent a volunteer call to the whole playground list so I'm sure we'll get some folks to step forward.

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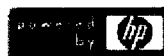
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Subject: RE:

Date: Tue, 1 Mar 2005 16:17:00 -0500

From: "Gifford Hampshire" <ghampshire@blankeith.com> View Contact Details

To: "Gifford Hampshire" <ghampshire@blankeith.com>, lawrence.f.hensle@smithbarney.com

CC: "Chesley James C CRBE" <ChesleyJC@nswccd.navy.mil>, "Brant Baber" <bb@baberkal.com>, "fawn freeman" <freemanfawn@yahoo.com>

In the last line of the draft, take out the words "the posting of" so that it reads "of the notice" as notice from the CTB need not be posted but placed in a newspaper of general circulation. Giff

From: Gifford Hampshire
Sent: Tuesday, March 01, 2005 4:11 PM
To: 'lawrence.f.hensle@smithbarney.com'
Cc: 'Chesley James C CRBE'; 'Brant Baber'; 'fawn freeman'
Subject:

Larry

Here is my draft of a resolution that would do what I think you would like the Council to resolve tonight under the Planning Commission report on the use permit for the Church. By copy, I provide this draft to Mayor, Vice Mayor and Clerk.

Giff.

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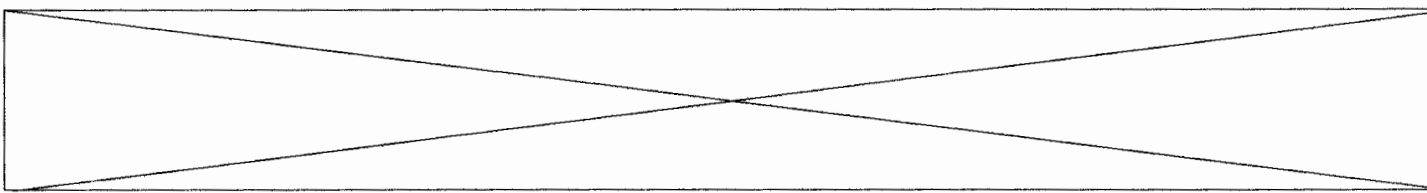
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Subject:

Date: Tue, 1 Mar 2005 16:11:10 -0500

From: "Gifford Hampshire" <ghampshire@blankeith.com> [View Contact Details](#)

To: lawrence.f.hensle@smithbarney.com

CC: "Chesley James C CRBE" <ChesleyJC@nswccd.navy.mil>, "Brant Baber" <bb@baberkal.com>, "fawn freeman" <freemanfawn@yahoo.com>

Larry

Here is my draft of a resolution that would do what I think you would like the Council to resolve tonight under the Planning Commission report on the use permit for the Church. By copy, I provide this draft to Mayor, Vice Mayor and Clerk.

Giff.

Attachment



Richardslaneabandonment.doc
.doc file

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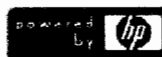
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Subject: RE: copy of resolution(3)
Date: Tue, 29 Mar 2005 09:06:53 -0500
From: "Gifford Hampshire" <ghampshire@blankeith.com> [View Contact Details](#)
To: "fawn freeman" <freemanfawn@yahoo.com>

My day to email you, I guess. FYI, Larry Hensel (sp) says that he came by you house and picked up a copy of the resolution. Giff.

From: fawn freeman [mailto:freemanfawn@yahoo.com]
Sent: Monday, March 28, 2005 8:33 PM
To: Gifford Hampshire
Subject: Re: copy of resolution

The attachment is the resolution from the March Council meeting.

How have you been? How is your dog?

R/Fawn

Gifford Hampshire <ghampshire@blankeith.com> wrote:

Fawn,

Are you able to email or fax me a copy of the resolution passed last Council meeting regarding the Clifton Pres. Church and the initiation of abandonment proceedings? Thanks. Giff

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Lev,

Thank you for your recap which I will compare to my notes. It was so cold in the town hall that I found it challenging to keep my hands warm so I could take notes.

Again, thank you,

Fawn

"Buller, Levon" <LBULLER@cns.gov> wrote:

Fawn – here's a recap of my motion regarding the naming of the roadway up Choo choo Hill.
(I realize that it was mumbling and changing at the meeting)

As I recall, Lane Johnston said that she'd draft a letter from Jimmy to the County.

- The Town of Clifton does not name driveways.
- The driveway to Ms. Johnston's house is off the private driveway in question.
- Ms. Johnston's house faces Clifton Creek Drive.
- The Town will erect signage at the corner of Clifton Creek Drive and the private driveway indicating that the two houses at the Clifton Creek addresses of Ms. Johnston and her neighbor are accessible up the driveway. The Town will also erect a sign at the same intersection indicating that Wesley Tyler Drive (which is outside the Town limits) is also up the driveway.

I hope this helps. Let me know if you can recall anything else that was thrown into the motion.

Lev

Baber & Kalinowski, P.C.

**3937C University Drive
Fairfax, Virginia 22030**

Telephone 703-591-2323

Facsimile 703-591-9347

TO: Fawn Freeman (703) 735-4121

FROM: Brant Baber

DATE: April 26, 2005

PAGES: 5 plus cover sheet

RE: Town Council Meeting

NOTES: Attached is a copy of the Minutes from the Clifton Town Council Meeting which were approved at the April 5, 2005 meeting. Call me if you have any questions.

IF YOU HAVE ANY PROBLEMS WITH THIS FAX TRANSMISSION, PLEASE CALL.

PLEASE MAKE CERTAIN THAT THIS FAX IS DELIVERED ONLY TO THE ADDRESSEES. PRIVILEGED INFORMATION CONTAINED IN THE ATTACHED DATA, CONSTITUTING COMMUNICATION BETWEEN ATTORNEY AND CLIENT, SHOULD NOT BE DISSEMINATED OR READ BY ANYONE OTHER THAN THE ADDRESSEES OR PERSONS WITH WHOM THEY CHOOSE TO SHARE THIS INFORMATION.

April 5, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

1. Reading of minutes of last regular and any subsequent Town Council meetings
2. Report from the Town Treasurer
 - ~ Balance Sheet, Profits /Loss and Account Balances
 - ~ List of Businesses / Individuals to whom BPOL forms will be sent
 - ~ Town Audit – Update on search for auditor
3. Reading of communications to the Mayor
4. Citizen's Remarks
5. Old / Unfinished Business
 - ~ Cox Cable reimbursement of Fees paid to Fairfax County
 - ~ Town Meeting Hall Committee Update
 - ~ Playground Committee Update
 - ~ HUD Update
 - ~ Main Street Seismic Traffic Measurements
 - ~ 2003 Haunted Trail Missing Money Update
 - ~ Clifton Creek / Wesley Tyler Road Signage
 - ~ Old Town Hall Building: Soliciting Concept Papers for Town Hall Property
6. New Business
 - ~ Congressional Earmark for Town
 - ~ Sister Cities Invitation
 - ~ Underground Conduit for Verizon
7. Reports of Standing Committees
 - ~ Planning Commission Language re creation of zoning category permitting only office use and no retail use
 - ~ Town Committee consists of Brant Baber, Mac Arnold, Jeff Stein, Lynne Wark
8. Reports of Special Committees
9. 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 Mayor Jim Chesley at 703-830-2129. A request should be made 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.

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\$150k loan for \$560/mo. Go!

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From: "Chesley James C CRBE" <ChesleyJC@nswccd.navy.mil> [View Contact Details](#)

To: "Buller, Levon" <LBULLER@cns.gov>, "Chesley James C CRBE" <ChesleyJC@nswccd.navy.mil>, "Brant Baber" <bb@baberkal.com>, "Fawn Freeman" <freemanfawn@yahoo.com>, "Giff Hampshire" <ghampshire@blankeith.com>, "Margo Buckley" <marky@erols.com>, "Trisha Robertson" <rtrishr@aol.com>, "William Arnold" <marnold@mccandlaw.com>

Subject: RE: April 5, 2005 - Clifton Town Council Meeting Agenda - DRAFT

Date: Tue, 29 Mar 2005 09:43:25 -0500

Sounds OK to me.

Fawn, please add under "Unfinished Business".

Thanks,

Jim

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

From: Buller, Levon [mailto:LBULLER@cns.gov]
Sent: Tuesday, March 29, 2005 9:39
To: Chesley James C CRBE; Brant Baber; Fawn Freeman; Giff Hampshire; Margo Buckley; Trisha Robertson; William Arnold
Subject: RE: April 5, 2005 - Clifton Town Council Meeting Agenda - DRAFT

Friends -

I'm thinking about making a motion for the Town to publish a public notice in the paper soliciting ideas for refurbishing the town hall. I'm still uncomfortable with us proceeding with one of the two proposals we have received for improving the building and property. Talking this over with people, it seems that we could be accused of favoritism without allowing for open competition (i.e., without attempting to get the best deal for the Town). Even after a couple quasi attempts at public meetings, the Council has never come to a conclusion over what it wants to do with the property, other than pursue Royce's plan. Incidentally, personally, I'd like

to see Royce's proposal happen.

**On the agenda I'd like to see an item called something like:
Discussion of Soliciting Concept Papers for Town Hall
Property**

Lev

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

From: Chesley James C CRBE [mailto:ChesleyJC@nswccd.navy.mil]
Sent: Monday, March 28, 2005 2:57 PM
To: Brant Baber; Fawn Freeman; Giff Hampshire; Jim Chesley; Buller, Levon; Margo Buckley; Trisha Robertson; William Arnold
Subject: FW: April 5, 2005 - Clifton Town Council Meeting Agenda - DRAFT
Importance: High

All,

Please see draft, if no changes by tomorrow (3/29) at Noon, Fawn please post.

Jim

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

From: Chesley James C CRBE
Sent: Thursday, March 24, 2005 13:57
To: Chesley James C CRBE
Cc: 'bbaber@baberkal.com'
Subject: April 5, 2005 - Clifton Town Council Meeting Agenda - DRAFT
Importance: High

DRAFT

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\$150k loan for \$560/mo. Go!

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From: "Brant Baber" <bb@baberkal.com> View Contact Details

To: "fawn freeman" <freemanfawn@yahoo.com>

Subject: here are the april minutes; please make copies for distribution

Date: Mon, 2 May 2005 08:50:38 -0400

Attachments Attachment scanning prov

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April_5__2005_CliftonTown_Council_Meeting_Minutes.doc (51k) [View] Save to Compute

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Town of Clifton
April 2005 Planning Commission Meeting – 04-25-05

In attendance: Michelle Stein, Lev Buller, Patrick Pline, Judy McNamara, Kathy Kalinowski
Absent: Richard King, Rob Clark

- 1. Recommend approval of use permit application for Booths at 7204 Main St – deck.**
- 2. Review of use permit application for Clarks at 12653 School St (decision postponed, awaiting more info).**
- 3. Clifton Presbyterian Church – updated draft of easement agreement distributed**

Old Business:

Schedule public hearing for revisions & corrections to zoning districts

Parking (public forum to be scheduled at a later date)

2005 Dates

apps due
May 15th
June 15th
July 15th
Aug 15th

Plan Comm meeting
May 23rd
June 27th
tbd
Aug 29th

Town Council meeting
Jun 7th
July 5th
Aug 2nd
Sept 6th

EASEMENT AND MAINTENANCE AGREEMENT

THIS EASEMENT AND MAINTENANCE AGREEMENT ("Agreement"), made this _____ day of _____, 2005, by and among Swing-Barbe Partnership (hereinafter, "SBP"), Morris DeFeo, Peter Coughlan and _____, Trustees of the Clifton Presbyterian Church (hereinafter, "Church"), and J. Dean Clamons and Carolyn Jan Gewirz, husband and wife (hereinafter "CG").

RECITALS

A. SBP is the owner of certain real property described as all that certain lot or parcel of land located in the Town of Clifton, Virginia with improvements thereon and appurtenances thereto, as more particularly described on **Exhibit A** hereto ("SBP Property").

B. Church owns certain real property which adjoins the SBP Property to the south described as all of those certain lots or parcels of land, with the improvements thereon and the appurtenances thereto as more particularly described on **Exhibit B** hereto ("Church Property").

C. CG owns as tenants by the entirety, certain real property which adjoins the Church Property to the west described as all that certain lot or parcel of land, with the improvements thereon and the appurtenances thereto belonging, as more particularly described on **Exhibit C** hereto ("CG Property").

D. A deed from W.H. Mathers et al. to the Church dated September 23, 1921, recorded in Fairfax County, Virginia in Deed Book V-8 page 514 (the "Deed") created a non-exclusive ingress and egress to the Church being 20 feet wide plus an additional 4 feet for sidewalk use (the "Old Outlet Road"), which right of ingress and egress runs across the SBP Property and the Church Property, as well as tract designated "Unknown Owner" on the Plat (as hereinafter defined).

E. Part of the Old Outlet Road has been designated a secondary state road by the State and is known as "Richards Lane." The Church is seeking to have Richards Lane abandoned as a public road by applicable state and local authorities (with the acquiescence and consent of SBP, CG and the Clifton Town Council), which abandonment procedure may be ongoing as of the date hereof.

F. It is the intent and expectation of the parties hereto that upon abandonment of Richards Lane as a public road, full title to the underlying property shall revert to the underlying fee owners, SBP and the Church, subject to any existing recorded easements and/or rights of way.

G. SBP, Church and CG desire (i) to vacate the use as a sidewalk of the aforesaid 4' sidewalk easement as set forth in the Deed and (ii) to grant easements for use of the additional and/or overlapping area designated as "Easement Area" on the plat

attached hereto as **Exhibit D** ("Plat") as more particularly set forth herein, the Easement Area together with the Old Outlet Road hereinafter being referred to together as the "New Outlet Road," and further to bind themselves to certain liability for the repairs and maintenance of the New Outlet Road as hereinafter set forth and declare that their properties shall be held, transferred, sold, conveyed, and occupied subject to the obligations imposed by this agreement and all valid amendments hereto, such obligations to run with the land.

H. SBP desires to grant to Church an easement within the New Outlet Road to permit Church to run a storm drain pipe out to Main Street.

NOW, THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

1. RECITALS. The Recitals are hereby incorporated by reference.
2. ORIGINAL EASEMENT AFFIRMED; VACATION OF SIDEWALK USE. The parties hereto agree and acknowledge that the Deed creating the Old Outlet Road remains in full force and effect for the benefit of all parties hereto subject to the terms of this Agreement. In the event of a conflict between the Deed and this Agreement, this Agreement shall govern. The parties hereto acknowledge and agree that the use of a 4' strip within the Old Outlet Road as a sidewalk is hereby vacated.
3. CREATION OF ACCESS EASEMENT. The parties hereto hereby create and establish a perpetual, non-exclusive easement for access, ingress and egress of vehicles and pedestrians to be located on the Easement Area, and to be further located on all portions of the New Outlet Road to the full extent of their rights to encumber the said New Outlet Road, for the use in common of the parties hereto and their respective Permittees. The term "Permittees" includes all occupants and the officers, directors, employees, agents, contractors, customers, vendors, suppliers, visitors, invitees, licensees, subtenants, and concessionaires of any party insofar as their activities relate to the use of the SBP Property, the Church Property or the CG Property, or any part of such properties.
4. REGULATION OF NEW OUTLET ROAD. Except as otherwise expressly permitted in this Agreement, no fence or other barrier which would prevent, obstruct or interfere with the passage of vehicular or pedestrian travel for the purposes herein permitted shall be erected or permitted within or across the New Outlet Road.
5. MAINTENANCE, REPAIR AND REPLACEMENT.
 - a. The maintenance responsibilities of the parties hereto are contingent, in part, upon successful completion of the abandonment of Richards Lane as a public road. In the event the abandonment procedure is not completed, and Richards Lane remains a part of the Virginia secondary road system, no party hereto shall have any maintenance responsibility hereunder with respect to any portion of the New Outlet Road which remains a state-maintained public road. However, the parties shall continue to

have maintenance responsibilities as set forth herein for any portion of the New Outlet Road which is not part of the state-maintained public road.

b. Church shall bear all costs for repair and maintenance of the New Outlet Road in a reasonably smooth and passable condition.

6. INTERRUPTION OF USE OF NEW OUTLET ROAD FOR CONSTRUCTION AND MAINTENANCE. SBP and the Church reserve the right to temporarily interrupt the use of the New Outlet Road for so long as and to the extent reasonably necessary in connection with the construction, reconstruction, repair or maintenance of it.

7. CREATION OF UTILITY EASEMENT. SBP hereby creates and establishes a perpetual, non-exclusive easement for the use in common of the Church and for the benefit of, and as an appurtenance to the Church Property in, to, over, under, along and across the New Outlet Road for the installation, operation, flow, passage, use, maintenance, connection, repair, reconstruction, replacement, relocation and removal of a storm water drain pipe (the "Pipe"). The Pipe shall be located in the New Outlet Road as shown on the Plat.

8. REGULATION OF UTILITY EASEMENT. The use, benefit and burden of the storm water easement shall be subject to the following covenants, conditions, reservations and restrictions.

a. Except as may be necessary during periods of installation, construction, maintenance, repair, replacement or temporary service, the Pipe shall be located underground.

b. No structure, planting or other materials shall be placed or permitted which may damage or interfere with the use, construction, maintenance, operation and replacement of the Pipe.

c. Any installation, alteration, relocation or reconstruction of the Pipe shall be diligently prosecuted by the party undertaking same and shall be completed in a good and workmanlike manner as is customary for such Utility Facilities. Following such work, the surface area shall be restored.

d. The Church shall permanently maintain records of the plans for the Pipe, shall maintain as-built plans and shall make the same available for inspection and copying by SBP.

9. DEFAULT AND CURE.

a. If any party fails to comply with any provision herein ("Defaulting Party"), then any other party ("Non-Defaulting Party") whose rights or interests hereunder are affected by such failure, at its option and with thirty (30) days prior written notice, may proceed to cure the default (and shall have a license to enter upon the

property of the Defaulting Party to the extent reasonably required to do so) by the payment of money or other action for the account of the Defaulting Party. The foregoing right to cure shall not be exercised if within the thirty (30) day period (i) the Defaulting Party cures the default, or (ii) although curable, the default cannot be reasonably cured within such time period, but the Defaulting Party begins to cure such default within such time period and diligently pursues such action to completion. The thirty (30) day notice period shall not be required if, using reasonable judgment, the Non-Defaulting Party believes that an emergency exists which requires immediate attention. In the event of such an emergency, the Non-Defaulting Party shall give whatever notice to the Defaulting Party as is reasonable under the circumstances.

b. If the Non-Defaulting Party elects to cure the default of a Defaulting Party, then, upon completion of such cure, or from time to time if the default is of a continuing nature, the Defaulting Party shall reimburse the Non-Defaulting Party for (i) any sums reasonably expended by the Non-Defaulting Party to cure such default upon written demand for reimbursement accompanied by an itemized statement of the costs thereof, (ii) interest thereon at the judgment rate until paid.

c. Any remedies in this Section are cumulative and shall be deemed additional to any and all other remedies to which any such Party may be entitled in law or in equity and shall include the right to restrain by injunction any violation or threatened violation by any such Party of any of the terms, covenants or conditions of this Agreement and by decree to compel performance of any such terms, covenants or conditions, it being agreed that the remedy at law for any breach of any such term, covenant or condition (except those, if any, requiring payment of a liquidated sum) is not adequate.

d. Any amount due to a Non-Defaulting Party pursuant to this Section 9, together with costs and expenses of collection thereof, including reasonable attorneys' fees, shall be the binding personal obligation of the Defaulting Party. The Non-Defaulting Party may bring an action at law against the Defaulting Party and may record in the Clerk's Office of the Circuit Court of the County of Fairfax, a Notice of Lien against the Defaulting Party for that party's share of said costs. Any such lien shall be subordinate to the lien or liens of any previously recorded deed of trust.

10. ESTOPPEL CERTIFICATE. Each Party covenants that, upon written request from time-to-time of any other Party, it will issue to a prospective mortgagee of such other party, a prospective successor of such other party, or such other party, an estoppel certificate stating:

a. Whether the party to whom the request has been directed has actual knowledge of any default by the requesting party under this Agreement, and if there are known defaults, specifying the nature thereof;

b. Whether the interest or rights of such party under this Agreement have been assigned, modified or amended in any way by such party (and if such be the case, then stating the nature thereof);

c. That to such party's knowledge, this Agreement as of that date is in full force and effect.

Such statement shall act as a waiver of any claim by the party furnishing it to the extent such claim is based upon facts contrary to those asserted in the statement and to the extent the claim is asserted against a bona fide encumbrance, or purchaser for value without knowledge of facts to the contrary of those contained in the statement and who has acted in reasonable reliance upon the statement; however, such statement shall in no event subject the party furnishing it to any liability whatsoever, notwithstanding the negligent or otherwise inadvertent failure of such party to disclose correct and/or relevant information.

11. NOTICES. All notices, demands, statements, requests and other communications ("notice") required or permitted to be given under this Agreement must be in writing and given, delivered or served, either by personal delivery, prepaid express mail carrier with receipt or by prepaid registered or certified mail, return receipt requested. Notices shall be deemed properly given, delivered, served and received as of deposit as provided hereinabove with the appropriate carrier or as of delivery if delivered personally; provided unless evidence of delivery, inability to make delivery due to change of address or refusal of delivery can be produced by the Party making the deposit upon the request of the receiving Party, any time periods which run from receipt shall not be binding.

Each Party shall deliver to any other Party requesting same a notice containing its address for receiving notices hereunder. If any such party shall fail to specify its notice address, then any such Party may deliver notices either to such party's registered agent within the State of Virginia or to the address maintained by such party on file with the state tax assessor for delivery of ad valorem tax statements relating to the property owned by such party.

Any party shall have the right from time-to-time and at any time, upon at least ten (10) days prior written notice thereof in accordance with the provisions hereof, to change its respective address and to specify any other address within the United States of America; provided, however, notwithstanding anything contained herein to the contrary, in order for the notice of address change to be effective, it must actually be received; and further provided such address may not be a post office box.

12. LEGAL EFFECT. Each of the easements and rights created by this Agreement are appurtenant to the properties to which they relate and may not be transferred, assigned or encumbered except as an appurtenance to such property. Each covenant contained in this Agreement (a) is made for the direct, mutual and reciprocal benefit of each other property now or hereafter consisting of a part of the three Properties; (b) creates mutual equitable servitude on each property in favor of each other property; (c) constitutes a covenant running with the land; (d) binds every party now having or hereafter acquiring an interest in any property; and (e) will inure to the benefit of each party and each party's successors, assigns and mortgagees. Each party agrees that on conveyance of all or any part of its property, the grantee thereof, by accepting such conveyance, will thereby become a new party and be bound by this Agreement. At such time as any party shall convey fee simple title to its party to a successor owner and an

instrument evidencing and effecting such conveyance is recorded among the land records, the conveying party will thereafter be released from any obligation under this Agreement arising thereafter with respect to the portion of the properties so conveyed. Each party agrees on written request of any conveying party to execute and deliver any appropriate documents or assurances to evidence such release. If at any time two or more persons are the joint owners of a property, such joint owners will be jointly and severally liable for the performance of all obligations and the payment of all sums to be performed or paid pursuant to the provisions of this Agreement.

13. NO PUBLIC DEDICATION. Nothing herein contained shall be deemed to be a gift or dedication or offer thereof of any portion of the Properties, to the general public or for any public use of purpose whatsoever.

14. SEVERABILITY. No determination by any court, governmental or administrative body or otherwise that any of the provisions of this Agreement or amendment thereof is invalid or unenforceable in any instance shall affect the validity or enforceability of (a) any such other provisions or (b) such provision in any instance not controlled by such determination. Each such provision shall be valid and enforceable to the fullest extent allowed by law and shall be construed whenever possible as being consistent with applicable law.

15. NON-WAIVER. The failure of any party to insist upon strict performance of any of the terms, covenants or conditions hereof shall not be deemed a waiver of any rights or remedies which any such party may have hereunder or at law or in equity and shall not be deemed a waiver of any subsequent breach or default in any such terms, covenants and conditions.

16. NO THIRD-PARTY RIGHTS. This Agreement is enforceable only by the parties and their respective successors, assigns and/or mortgagees. No Permittee or other person shall have any right to enforce the terms and conditions of this Agreement other than each party and its respective personal representatives, successors, assigns and mortgagees.

WITNESS the following signatures and seals:

SWING-BARBE PARTNERSHIP, a Virginia
general partnership

By: _____

Name:

Title: General Partner

TRUSTEES OF CLIFTON PRESBYTERIAN
CHURCH:

By: _____
Name: Morris DeFeo

By: _____
Name: Peter Coughlan

By: _____
Name: _____

J. Dean Clamons

Carolyn Jan Gewirz

STATE OF _____, COUNTY OF _____, to wit:

I HEREBY CERTIFY that on this ____ day of _____ 2005, before me, the subscriber, a Notary Public of the Commonwealth of Virginia, personally appeared _____ who acknowledged to be _____ of SWING-BARBE PARTNERSHIP, and that he\she, as such General Partner being authorized so to do, acknowledged that he\she executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and Notarial Seal.

Notary Public
My Commission Expires: _____

STATE OF _____, COUNTY OF _____, to wit:

I HEREBY CERTIFY that on this ____ day of _____ 2005, before me, the subscriber, a Notary Public of the Commonwealth of Virginia, personally appeared MORRIS DEFEO, who acknowledged himself to be a Trustee of the Clifton Presbyterian Church, and that he, as such Trustee being authorized so to do, acknowledged that he executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and Notarial Seal.

Notary Public
My Commission Expires: _____

STATE OF _____, COUNTY OF _____, to wit:

I HEREBY CERTIFY that on this ____ day of _____ 2005, before me, the subscriber, a Notary Public of the Commonwealth of Virginia, personally appeared PETER COUGHLAN, who acknowledged himself to be a Trustee of the Clifton Presbyterian Church, and that he, as such Trustee being authorized so to do, acknowledged that he executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and Notarial Seal.

Notary Public
My Commission Expires: _____

STATE OF _____, COUNTY OF _____, to wit:

I HEREBY CERTIFY that on this ____ day of _____ 2005, before me, the subscriber, a Notary Public of the Commonwealth of Virginia, personally appeared _____, who acknowledged himself to be a Trustee of the Clifton Presbyterian Church, and that he, as such Trustee being authorized so to do, acknowledged that he executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and Notarial Seal.

Notary Public
My Commission Expires: _____

STATE OF _____, COUNTY OF _____, to wit:

I HEREBY CERTIFY that on this _____ day of _____ 2005, before me, the subscriber, a Notary Public of the Commonwealth of Virginia, personally appeared J. DEAN CLAMONS and acknowledged that he executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and Notarial Seal.

Notary Public
My Commission Expires: _____

STATE OF _____, COUNTY OF _____, to wit:

I HEREBY CERTIFY that on this _____ day of _____ 2005, before me, the subscriber, a Notary Public of the Commonwealth of Virginia, personally appeared CAROLYN JAN GEWIRZ and acknowledged that she executed the foregoing instrument for the purposes therein contained.

WITNESS my hand and Notarial Seal.

Notary Public
My Commission Expires: _____

LEGAL DESCRIPTION

All of that certain lot or parcel of land located in the Town of Clifton, Fairfax County, Virginia and more particularly described as follows:

Beginning at a point being the intersection of the northerly right of way line of the Southern Railroad right of way with the westerly side of Main Street, said point lying 40.00 feet northerly of the centerline of the south bound track of the said Southern Railroad; thence departing said Main Street and running with the said northerly right of way line of the Southern Railroad right of way, S. 64 degrees 49' W. 104.77 feet to a point being the southeasterly corner of Lot 4, Mathers Property; thence departing said Southern Railroad right of way and running with the easterly line of said Lot 4, N. 26 degrees 31' W. 300.75 feet to a point lying in the southerly line of Lot 3, Mathers Property and being the northeasterly corner of said Lot 4; thence departing said Lot 4 and running with the said southerly line of Lot 3, N. 66 degrees 15' E. 90.00 feet to a point lying in the said westerly side of said Main Street; thence departing Lot 3 and running with the said westerly side of said Main Street; S. 33 degrees 49' E. 132.25 feet and S. 25 degrees 30' E. 169.51 feet to the point and place of beginning and containing 0.7067 acres more or less. This property is known on the Fairfax County Tax Map as 075-4-02-0011.

RECORD OWNER: THE SWING-BARBE PARTNERSHIP

EXHIBIT A

LEGAL DESCRIPTION FOR CLIFTON PRESBYTERIAN CHURCH, CLIFTON, VA

Said property consisting of the original Church Lot as recorded in Deed Book P-4, at pages 165-166; Lot 4 of the Janie E. Mathers property as recorded in Deed Book 2545, at pages 293-295; and an additional parcel recorded in Deed Book 3620 at pages 250-251 and more particularly described as follows:

Beginning at a point in the northerly right-of-way of the Norfolk Southern Railroad (formerly Southern Railroad) in the Town of Clifton, VA, said point being S. 65° 49' 00" W. 104.77 feet from the intersection of the westerly side of Main Street with the northerly side of said Railroad, said point also being the southeast corner of property owned by Clifton Presbyterian Church; thence continuing S. 65° 49' W. 220.31 feet to a point, said point also being the southwest corner of said Church property; thence N. 26° 10' 55" W. 87.00 feet to a point; thence N. 31° 25' 10" W. 120.55 feet to a point; thence N. 02° 25' 57" W. 27.31 feet to a point; thence N. 26° 10' 55" W. 338.89 feet more or less to a pipe just north of Popes Head Run; thence N. 56° 13' E. 62.86 feet and N. 70° 56' W. 135 feet to a pipe at the northerly corner of Lot 3 and in the southerly side of Clifton Creek Drive (formerly Detwiler Road); thence with the boundary of said Lot 3 S. 26° 55' 30" E. 269.05 feet and N. 66° 15' E. 18.44 feet to the northwesterly corner of Lot 2; thence with the westerly boundary of said Lot 2 and continuing with the westerly boundary of Lot 1 S. 26° 31' E. 300.75 feet to a pipe in the northerly right of way of said Norfolk Southern Railroad, said point also being the place of beginning, containing 2.799 acres more or less.

This property is subject to a 24-foot right-of-way across the southeasterly 120.17 feet thereof and adjacent to the Norfolk Southern Railroad, and a 20-foot outlet road and 4-foot sidewalk easement across the southwesterly 100.14 feet of said property and also adjacent to the Norfolk Southern Railroad.

TEMPORARY (new metes
EXHIBIT B + bounds
description
being prepared)

Beginning at a point lying on the northerly side of the Southern Railroad right of way, said point being the southwesterly corner of the Presbyterian Church Lot and the southeasterly corner of the herein described property; thence departing said church lot and running with the northerly side of said Southern Railroad right of way S' 60 45' 20" W, 467.85 feet and N 29 14' 40" W 7.92 feet to a point; thence in a westerly direction 367.96 feet measured along the arc of a curve to the right, having a radius of 3,769.83 feet, to a point being the intersection of the said northerly side of the Southern Railroad right of way with a line being an extension of the face of the easterly abutment of the Southern Railroad bridge across Popes Head Creek; thence departing said Southern Railroad right of way and running with the extension of the said abutment alignment with the westerly line of the land now, or formerly, in the name of R. C. Hickey, N 20 15' 10" W 205.05 feet to a point lying in the southerly line of Clifton Creek Drive, Route 659; thence running with the southerly side of said Clifton Creek Drive N 49 07' 20" E 76.11 feet, N 26 21' 20" E 400.00 feet, N 41 04' 20" E 100.00 feet and N 51 09' 20" E 287.14 feet to a point being the northwesterly corner of the Presbyterian Church property; thence departing Clifton Creek Drive and running with the westerly line of said church property S 31 13' 40" E 339.28 feet S 7 28' 42" E 27.31 feet, S 36 27' 55" E 120.50 feet and S 31 13' 40" E 87.00 feet to the point of beginning, containing 7.986 acres. Property located among the land records of Fairfax County, Virginia.

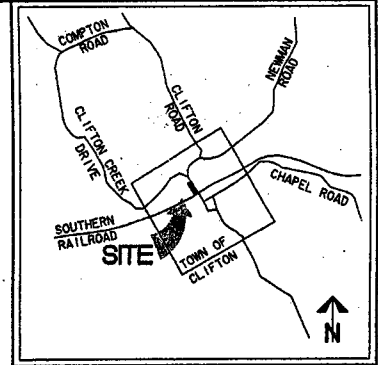
EXHIBIT C

NOTES

1. THE PROPERTY DELINEATED ON THIS PLAT IS LOCATED ON FAIRFAX COUNTY ASSESSMENT MAP: 75-4-02-11, ZONED CD; AND 75-4-02-13 AND 13A, ZONED RD.
2. THIS PROPERTY IS NOW IN THE NAME OF: THE SWING-BARBE PARTNERSHIP AS RECORDED IN DEED BOOK 6491 AT PAGE 817; AND TRUSTEES OF THE CLIFTON PRESBYTERIAN CHURCH, AS RECORDED IN DEED BOOK P-4 AT PAGE 165, DEED BOOK V-8 AT PAGE 514, DEED BOOK 2546 AT PAGE 293, AND DEED BOOK 3620 AT PAGE 250.
3. THIS EXHIBIT DOES NOT SHOW ALL DEDICATIONS, EASEMENTS, RESTRICTIONS, OR COVENANTS THAT EXIST IN THE CHAIN OF TITLE.
4. THIS EXHIBIT IS BASED ON A FIELD SURVEY OF THE CLIFTON PRESBYTERIAN CHURCH PROPERTY AND EXISTING RECORDS.
5. THE PROPERTY SHOWN HEREON IS REFERENCED TO THE VIRGINIA COORDINATE SYSTEM OF 1983 AS COMPUTED FROM A FIELD SURVEY WHICH TIES THIS BOUNDARY TO THE FAIRFAX COUNTY GEOGRAPHIC INFORMATION MONUMENT HV9151: GPS 161. THE GRID FACTOR (ELEVATION FACTOR X SCALE FACTOR) WHICH HAS BEEN APPLIED TO THE FIELD DISTANCES TO DERIVE THE REFERENCED COORDINATES IS 0.99994359. THE FOOT DEFINITION USED FOR CONVERSION OF THE MONUMENT COORDINATES IS THE U.S. SURVEY FOOT.



CROSS HATCHING SHOWS EXISTING 4' SIDEWALK EASEMENT DEED BOOK V-8 PAGE 514 HEREBY VACATED



VICINITY MAP

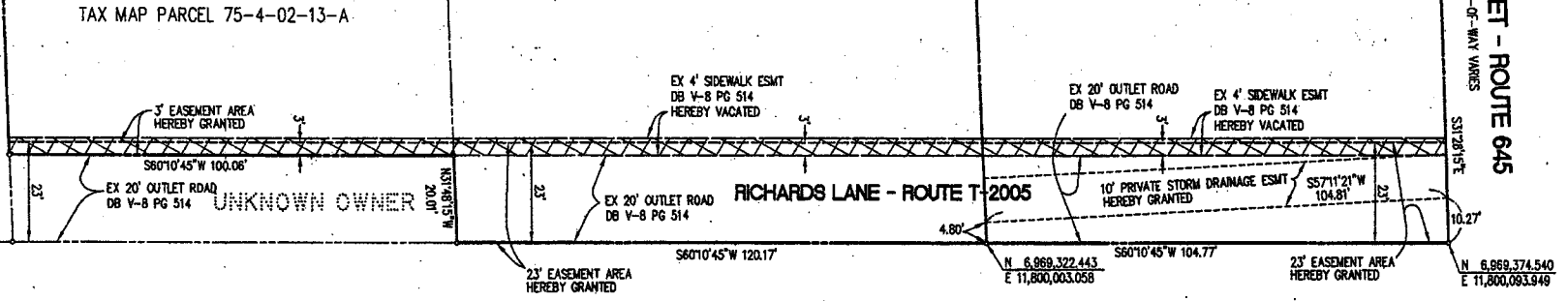
SCALE: 1"=2000'

TRUSTEES OF THE CLIFTON PRESBYTERIAN CHURCH
TAX MAP PARCEL 75-4-02-13

THE SWING-BARBE PARTNERSHIP
TAX MAP PARCEL 75-4-02-11

CLAMONS AND GEWIRTZ
N 61.5181° W 99.99'

MAIN STREET - ROUTE 645
RIGHT-OF-WAY VARIES
S 72° 15' E 104.81'



N/F SOUTHERN RAILROAD

EXHIBIT D

EXHIBIT D SHOWING
VACATION OF SIDEWALK EASEMENT, AND
GRANTING OF EASEMENT AREA, AND
PRIVATE STORM DRAINAGE EASEMENT
ON THE PROPERTY OF
THE SWING-BARBE PARTNERSHIP
AND
VACATION OF SIDEWALK EASEMENT, AND
GRANTING OF EASEMENT AREA
ON THE PROPERTY OF
CLIFTON PRESBYTERIAN CHURCH
TOWN OF CLIFTON, VIRGINIA
SPRINGFIELD DISTRICT
FAIRFAX COUNTY, VIRGINIA

	<p>WALTER L. PHILLIPS INCORPORATED CIVIL ENGINEERS LAND SURVEYORS PLANNERS LANDSCAPE ARCHITECTS 207 PARK AVENUE FALLS CHURCH, VIRGINIA 22048 (703) 532-6183 FAX (703) 533-1301 http://www.wlphillips.com</p>		
	<p>SCALE: 1" = 20'</p>	<p>DATE: APRIL 20, 2005</p>	

MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, April 5, 2005

12641 Chapel Road

Clifton, VA 20124

Council Members Present: Mac Arnold, Brant Baber, Lev Buller, Trish Robertson, Jim Chesley

Absent: Margo Buckley, Fawn Freeman

Attendees: Marilyn Barton, Giff Hampshire, approximately 10 members of the public

The Clifton Town Meeting was called to order at 7:05 pm and Jim Chesley led the Pledge of Allegiance.

1. Reading of minutes of last regular and any subsequent Town Council meetings

Ad ditra
Motion: Sew. made a Motion to approve March meeting minutes, seconded by Mac; adopted unanimously.

2. Report from Town Treasurer

The March Treasurer's report was delivered.

The Town Finance Committee should recommend investments for all Town funds in excess of the FDIC \$100,000 insurance limit. Finance Committee members are Brant Baber, Mac Arnold, the Treasurer and, if they will accept, Bill Ridenour and Larry Hensel.

The Treasurer has sent out all BPOL invoices for those she has on her list. Michelle Stein will compare the BPOL list and the list of use permit holders to determine if any additional persons should be sent invoices.

The Town now has two bids for services from CPA firms with experience doing audits of Virginia municipalities. Robertson Farmer Cox & Associates bid \$800 for an initial review, \$2,200 for each annual review and \$6,750 for each audit; Anderson White & Co. bid \$3,000 for each annual review and \$5,000 for each audit. The Finance Committee should review the bids and make a recommendation for acceptance at the next Council meeting.

Motion: Baber made a Motion to approve March report minutes, seconded by Robertson; adopted unanimously.

Motion: Buller made a Motion to approve February report minutes, seconded by Baber; adopted unanimously.

3. Reading of communications to the Mayor

None presented

4. Citizen's remarks

Michelle Stein noted that the Town birthday party is scheduled for April 9 at 6 p.m. in the meeting hall, and that the CBA golf tournament has 76 persons signed up to play.

Giff Hampshire reported that Cox has communicated that state legislation recently was enacted that requires a change in its proposed franchise agreement, and that, if such change were to be made, it would require an amendment to the Town's cable franchise ordinance to be adopted. The change appears to give Cox protection against competition from vendors who may want to use its cables to transmit data by granting cable operators exclusive rights to cable use, and is not to be required by the statute but only desired by Cox. The proposed change would be in conflict with the Town's ordinance, adopted November 2, 2004, which continues to be effective, whether or not a franchise agreement is entered into, and that the Town can continue to rely on its adopted ordinance and not accede to the change to the proposed franchise agreement. He will discuss the matter with Cox's counsel and report the results at the next Council meeting.

5. Unfinished Business

Playground Committee Update

The three pieces of equipment that are being saved for refurbishment now are stored in the CBA's barn, and the balance of the equipment has been disposed of.

HUD Homes

Giff Hampshire sent a letter to Joseph McCloskey, Director of the HUD Single Family Asset Management, summarizing the results of the Town's meeting with HUD, and CLC sent the requested annual report to the HUD Philadelphia office and a letter to HUD Philadelphia transmitting information concerning homes in Northern Virginia, Richmond and Lynchburg. Further information concerning homes in the Tidewater area will be forwarded shortly. We expect HUD's third party inspectors, together with an inspector retained on behalf of the Town, to inspect the remaining 88 homes that were not inspected by the HUD IG and determine if the Town complied with the net development cost limitations imposed by HUD under the program.

VDOT testing

Testing was done for a short time one day, and the equipment operator said that the equipment could not be left overnight. Jim Chesley suggested that the Town retain an engineer or testing company to do our own testing for a multiday period and test for various sources of vibration, including train, truck and car traffic on Main Street.

Motion: Chesley made a motion that up to \$2,500 be spent to obtain vibration testing, Robertson seconded the Motion; adopted unanimously.

Old Town Hall Building

Motion: Baber made a motion for the following persons to be appointed to a committee to prepare a list of the Town's specific objectives for the Town Hall building and to engage in negotiations with Royce Jarrendt: Jeff Stein, Richard King, Mac Arnold and Lev Buller; Robertson seconded the Motion; adopted unanimously.

2003 Haunted Trail Missing Money Update

No update available.

6. Reports of Standing Committees

Planning Commission

Michelle Stein presented the March 2004 Planning Commission Meeting results.

A request was made by the Clarks, owners of 12653 School Street, for the Planning Commission to assist them in obtaining a waiver of Fairfax County's requirement to present a grading plan from an engineer in order to fill in and regrade the foundation hole on their property. Discussion ensued, during which it was observed that the grading plan is a requirement of the Chesapeake Bay Preservation Ordinance, and that the Town has no power to waive that requirement.

The Commission recommended language for the Council to adopt in order to establish a "Low Impact Commercial" zoning category. Arnold suggested that the ordinance contain landscaping and open space requirements. It was observed that no other zoning category contains those requirements.

Motion: Chesley made a motion to advertise a public hearing for the purpose of considering adoption of an amendment to the Town's ordinance to include the proposed zoning category, Baber seconded the motion; adopted unanimously.

Motion: Chesley made a motion to appoint Rob Clark to the Planning Commission, Robertson seconded the motion; adopted unanimously.

Presbyterian Church: It was reported that Fairfax County, not the Town, must initiate the abandonment process with VDOT concerning Richards Lane, and the Town should recommend abandonment to Fairfax County in order to start that process.

Motion: Arnold made a motion to recommend abandonment of Richards Lane and to forward a copy of the resolution to Fairfax County, Robertson seconded the motion; adopted unanimously.

Larry Hensel stated that an easement may be required to be obtained by the church from Long & Foster and the Acacia Lodge with respect to installation of the “outfall” pipe that leads to Pope’s Head Creek.

7. Reports of Special Committees

None

8. Miscellaneous

May 7 is Clifton cleanup day.

Potomac Vintage Motorcycle Riders will meet at the parking lot of the Town Meeting Hall on April 24 at 9 a.m. for a ride.

9. Adjournment

The April 5 Clifton Town Council Meeting adjourned at 9:54 p.m.

approved

**MINUTES
CLIFTON TOWN COUNCIL MEETING**

Tuesday, May 3, 2005
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Jim Chesley, Mac Arnold, Brant Baber, Margo Buckley, Lev Buller, Trish Robertson,

Absent:

Attendees: Marilyn Barton, Fawn Freeman, Giff Hampshire, 27 citizens, 1 League of Women Voters representative

The Clifton Town Meeting was called to order at 7:17 pm and Jim Chesley led the Pledge of Allegiance.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion: Jim Chesley made a Motion to approve the April meeting minutes and Brant Baber seconded the Motion.

Motion carried; unanimously.

2. Report from the Town Treasurer

Discussion: Marilyn Barton expressed that she was not able to print the April report due to an application issue – email report and comments.

Motion: Jim Chesley made a Motion to approve the report and Margo Buckley seconded the Motion.

Motion carried; unanimously.

3. Reading of communications to the Mayor

The Mayor read a letter from Donna Netschert requesting to serve as the Clifton Town Park Gazebo reservationists. Pam Wallace, the former Town Clerk, served in this role.

Motion: Brant Baber made a Motion to accept Donna Netcherts request and Mac Arnold seconded the Motion.

Motion carried; unanimously.

4. Citizen's Remarks

Golf tournament: Jeff Stein thanked the participating golfers who helped make the event successful. Golf tournament - \$6000 to \$9000 potential proceeds to go to the Playground Fund. Jim Chesley thanked Vernon Keen, Jeff Stein, and Tom Peterson for their efforts in organizing the tournament.

Eighth Annual Clifton Caboose Twilight Run aka Clifton 5K Run/Walk: Scheduled for June 11, 2005, 6:00 p.m. is the 1Mile Fun Run/Walk and 6:20 p.m. is the 5K Run/Walk. Flyers are available in the Coffee Mill Shop.

CBA Scholarship: Accepting applications from high school seniors.

Speed bump: Water on south side of speed bump is causing structure damage – engineer to look at.

Mosquito Control: Steve Effros recommended that the Town looking into spraying the floodplain where mosquito's breed – it was mentioned that at one time Clifton did not want mosquito spraying. Jim Chesley remarked this topic will be addressed in the topic "standing water."

Street pavement: Consider entertaining a milling a foot - sidewalk

Drainage ditch: Down paver – Clifton Heights – The County still has a bond outstanding with the developer but they may need to seek Town assistance if they cannot get issue resolved by inspector

Beautification Committee: Power washing and painting the bridge.

5. Old / Unfinished Business

a. Old Town Hall Sale Committee

Discussion: Lev Buller expressed the need for a detailed plan of vision – committee needs to get \$ for appraisal – there are 3 lots including town hall. Alternative analysis – 1) Expend up to \$3000 for appraisal; 2) \$ to fix up town hall to accommodate 20 to 25 people to include 2 handicap bathrooms which is the what is expressed in Royce Jarrendt's proposal. Mac Arnold mentioned the need to keep in mind that the building needs to brought up to certain standards in accordance with county regulations, present uses do not generate income, and could open it up to other purposes homeowner association. Royce Jarrendt expressed that his proposal has been out for 7 months and seeks expediency in the appraisal.

Motion: Jim Chesley made a Motion to set aside up to \$3000 for an Old Town Hall appraisal and Mac Arnold seconded the Motion.

Motion carried; unanimously.

b. Town Meeting Hall Committee Report

Presentation: Town Meeting Hall Committee membership is Jeff Stein, Lev Buller, Margo Buckley, and Richard King. Jeff Stein reported the committee is looking at creating uniform rate schedule, providing discounts for frequent users, implementing a cleaning fee, and appointing a person to monitor building usage. He commented that the last meeting got sidetracked and they have been unable to reach an agreement.

Discussion: Recap what Committee is doing. A formal cost structure is not in place; have several proposals; issue is group seems to have different objectives; need guidance from Town Council. Lev Buller asked what dollars have been set aside in the Fairfax County budget since the description of funds seems that it is at the discretion of the Town

Council as to how money is used; need agreement with the town. Jim Chesley stated that we could consider using the staff person at the Mott Community Center. Each council member has a fiduciary responsibility to support the building. Some options are the Mott Community Center staff person could take reservation on the internet; could have an electronic lock on door to eliminate the need for keys; need town approval for anything that they do for us. There is \$20,000 recurring line item from the County in their budget for the Clifton Town Hall. Lev Buller remarked that the Town's biggest expense is the Town Hall, there is no capital improvement money, and who makes the decision on who uses hall? Jim Chesley suggested having 2 Town Citizens and 2 Town Council members make such a decision. He stated the last sentence in budget item refers to partnership and agreement. Brant Baber agreed with Jim that he never heard any of this stuff with budget and that we are in charge as to who uses facilities. Pat Laden remarked that in the late 1980's the only change is the County is giving us more money to manage. Margo Buckley read a letter of the Mayor meeting to discuss operating cost most of similar types of facilities that run at a deficit. The Town loses about \$2000 to \$3000 per year money on the Town Hall facility. If we enable the County to manage the Town Hall they might take over and increase building usage. Margo Buckley asked who is negotiating with County and discovered by accident from a County employee and called Elaine McConnell who said it was being worked on since August 2004. She stated that it would have been nice to inform Town Hall Committee and she tried to FOIA the Council to find out who is speaking to the County and but never heard back from her request. Jim Chesley stated that a committee needs to hammer out a partnership. The Mott Community Center is willing to help manage the calendar not the building. Brant Baber remarked that there is no clarity of the purpose of the money. Bill Hollaway stated key options are 1) let the county take back facility at \$110,000 a year, which we don't want to do, 2) continue with rental agreement where the Town pays operating/repair and maintenance/costs and if we can use the \$20,000 for operating cost and let us continue to handle management of building. A citizen remarked that we can not lose control of building. Trish Robertson remarked that it would be financially irresponsible to not fully consider the county's offer of an annual \$20,000 to help us offset costs associated with the Town Hall. Trish Robertson was hearing a concern from town members about potentially losing control so we need to ensure that doesn't happen. Ms. Robertson suggested that perhaps the funds could be used to develop a website and/or clerical support to take reservations; these would not be management functions.

Motion: Trish Robertson made a Motion to pursue looking into what can and not be done with the County's money. Brant Baber seconded the Motion.

Motion amendment: Margo Buckley asked to be involved in discussions with the county and that this be amended to Trish's Motion and Lev Buller seconded the Motion.

Discussion: Brant Baber said no to Margo's Motion. Persons involved with the present management of the Town Hall should not be involved getting money and should not be on committee. Lev Buller mentioned to have the Town Hall committee look into the usage of the \$20,000 set aside by the County. Brant Baber remarked that the Town Hall Committee needs to find out the terms and what is acceptable. Brant asked Jeff if his

Town Hall Committee was able to pursue negotiation since members interests vary and should there be a separate group. Jeff Stein indicated that his committee probably would not be able to reach such an agreement and that a new group should be formed. Margo Buckley recommended Bill Hollaway as a member and noted that he had worked with Trish Robertson on the G6 Playground Committee.

Motion Withdrawn: Margo Buckley withdrew her Motion to be involved with discussions with the County.

Motion: Trish Robertson made a Motion to amend her Motion to state that we form a committee to include 2 council members (Mac Arnold and Trish Robertson) and 2 citizens (Royce Jarrendt and Bill Hollaway) to pursue with the county what can be done with the \$20,000 proposed in their budget and to make a recommendation regarding how the Town should proceed and Brant Baber seconded the Motion.

Motion carried; unanimously.

c. Playground Committee Update

The Community Yard Sale is a fund raising event scheduled for May 21, 2005 in the yard behind the Weaver House (7144 Main St) We are looking for people interested in renting a space for \$15 to sell items, or donate items for us to sell on behalf of the playground fund and volunteers. The dollar goal for the playground fund is \$115,000 to restore the playground (with new and refurbished equipment), improve the basketball court, and add picnic tables, benches and trash cans and to landscape park.

d. HUD Update

e. Main Street Seismic Traffic Measurements Status

Jim Chesley reviewed the outcome of the VDOT traffic study report. Conclusion is town engineer suggested a company and recommended a 2 week study to cover 24 hours a day which uses a calibration that can tell if spikes are existence where as VDOT uses a Swedish calibration. Ms. Wark suggested removing speed bump and reiterated her home structural damage resulting from speed bump.

f. 2003 Haunted Trail Missing Money Update

The Federal Bureau of Investigation is still actively conducting this investigation.

New business

a. Underground Conduit for Verizon on Main Street

Discussion: Estimate is \$6349.00 to put in additional conduit to accommodate cable - 370 feet in total next to Ford Lane and Heart *in* Hand.

Motion: Jim Chesley made a Motion to adding a \$7000 line item in FY 2006 budget to cover under-grounding Cox/Verizon cabling from Ford Lane telephone pole to Chapel

Road telephone pole at the corner of Heart *in* Hand restaurant and Mac Arnold seconded the Motion.

Motion carried; unanimously.

b. Painting Town Bridge

Discussion: Estimate is \$1450 for power-washing and replacing wood.

Motion: Jim Chesley made a Motion to set aside up to \$1600 in FY05 to repair and paint the bridge and Brant Baber seconded the Motion.

Motion carried; unanimously.

c. Eagle Scouts

Jim Chesley gave the scouts a list of different projects to include a two tier planter in an octagon shape for Ayre Square

d. Clifton Clean Up Day

Saturday, May 7th, from 8:00 a.m. to noon. Meet in the morning at the Caboose.

e. VML

Discussion: Three year agreement – no action required in order to participate in community development .

Motion: Jim Chesley made a Motion not to opt out of Community Block Grant and Home Investment Partnership of the County and Brant Baber seconded the Motion.

Motion carried: unanimously.

d. VDOT Ditch Line and Standing Water

Discussion: Jim Chesley gave VDOT a list of grates to clean out and mentioned that he'd asked for congressional earmarks. He recommended that VDOT put a grate on the corner of brick plaza.

7. Reports of Standing Committees

a. Planning Commission Report:

Presentation: Michelle Stein presented the Planning Commission Report.

Motion: Lev Buller made a Motion to approve Planning Commission Report and Trish Robertson seconded the Motion.

Motion carried; unanimously.

Motion: Jim Chesley made a Motion to for the FY2006 Budget Public Hearing Advertisement and Zoning Revisions on the next month [June Town Council Meeting] agenda and Mac Arnold seconded the Motion

Motion carried; unanimously.

b. Finance Committee

Presentation: The Finance Committee presented the proposed "FY06 Budget Operating Budget and Capital and Grants Budget" for the purpose of having the annual budget in the same format at monthly financial reports. This is the budget proposal/consideration for FY06 by Clifton Town Council.

Additional input for proposed FY06 Budget:

Cox Cable has submitted a bid for approximately \$6000 to place additional conduit underground for the future use of Verizon. This underground section will run from the RR tracks to the corner of Main St and Chapel Rd. Council agreed to include this item in the proposed Budget.

Selection of auditor

Motion: Brant Baber made a Motion that Anderson & White conduct the Town of Clifton FY2003 and FY2004 Audit at a fee of \$12,500 to \$15,000 to include a review of prior 5 years and Jim Chesley seconded the Motion.

Recommendation for investment of funds

Motion: Brant Baber made a Motion that the town invest \$100,000 in VML short term investment fund and leave \$95,000 in Sun Trust and that the committee recommendations re: what to do with the balance of funds in Sun Trust when we receive more information.

Action: Put budget on CBA website within the next 2 weeks.

8. Reports of Special Committees

None reported.

9. Adjournment

Motion: Jim Chesley made a Motion to adjourn the Clifton Town Council Meeting and Brant Baber seconded at Motion. Meeting adjourned at 9:54 p.m.

Motion carried; unanimously.



THE TOWN OF
Clifton

P.O. BOX 309
CLIFTON, VIRGINIA 20124

FACSIMILE TRANSMISSION COVER SHEET

DATE: 11 May 2005
FROM: OFFICE OF THE TOWN CLERK
PHONE NUMBER: 703-266-2885

TO: Centreview

PHONE NUMBER: ~~703-648-1861~~

917-6461

6-2

FAX NUMBER: ~~703-648-9143~~

917-0992

NUMBER OF PAGES
(Including cover sheet): 2

Attn: Andea Smith

COMMENTS

1. Please run the attached Public Hearing Notice in your "Legal" section of paper on Thursday, May 19 and Thursday, May 26, 2005.
2. Please submit invoice to address as listed below.

Town of Clifton
P.O. Box 309
ATTN: Treasurer
Clifton, Virginia 20124-0309

The Centre View



THE TOWN OF
Clifton

P.O. BOX 309
CLIFTON, VIRGINIA 20124

FACSIMILE TRANSMISSION COVER SHEET

DATE: 11 May 2005
FROM: OFFICE OF THE TOWN CLERK
PHONE NUMBER: 703-266-2885

TO: Centreview
PHONE NUMBER: 703-648-1861
FAX NUMBER: 703-648-9143

NUMBER OF PAGES
(Including cover sheet): 2

COMMENTS

1. Please run the attached Public Hearing Notice in your "Legal" section of paper on Thursday, May 19 and Thursday, May 26, 2005.
2. Please submit invoice to address as listed below.

Town of Clifton
P.O. Box 309
ATTN: Treasurer
Clifton, Virginia 20124-0309

May 3, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

1. Reading of minutes of last regular and any subsequent Town Council meetings
2. Report from the Town Treasurer
 - ~ Balance Sheet, Profits /Loss and Account Balances
 - ~ Preparation of Draft 2006 Budget
3. Reading of communications to the Mayor
4. Citizen's Remarks
5. Old / Unfinished Business
 - ~ Old Town Hall Sale Committee report
 - ~ Town Meeting Hall Committee report
 - ~ Playground Committee Update
 - ~ HUD Update
 - ~ Main Street Seismic Traffic Measurements Status
 - ~ 2003 Haunted Trail Missing Money Update
6. New Business
 - ~ Underground Conduit for Verizon on Main Street
7. Reports of Standing Committees
 - ~ Finance Committee – Selection of auditor
 - Recommendation for investment of funds
8. Reports of Special Committees
9. Adjournment

*Jeff / Emmi Halme, Mark
Jim Maess, Richard K
Painting town bridge
Eagle Scouts
VDOT ditch line
Standing water*

*Jim -
FBI
next month
way up
muckhatcher*

If anyone attending the Town Council Meeting needs a sign language interpreter or any other type of special accommodation or auxiliary aid, please call Mayor Jim Chesley at 703-830-2129. A request should be made 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, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

*BRANT
HUD mtg set up next w/ Inspector
tomorrow @ 3:00*

DOT traffic study
- info only.

Town of Clifton
May 2005 Planning Commission Meeting 5/23/05

In attendance: Michelle Stein, Lev Buller, Patrick Pline, Rob Clark, Kathy Kalinowski
Absent: Richard King, Judy McNamara

- 1. Recommend approval of use permit application for Silvius at Weaver House 7144 Main St – new business replacing vacating tenant.**
- 2. Clifton Presbyterian Church progress report**

Old Business:

Public hearing for revisions & corrections to zoning districts

Parking (public forum to be scheduled at a later date)

2005 Dates

apps due
May 15th
June 15th
July 15th
Aug 15th
Sept 15th
Oct 15th
Nov 15th
Dec 15th

Plan Comm meeting
May 23rd
June 27th
tbd
Aug 29th
Sept 26th
Oct 24th
Nov 28th
tbd

Town Council meeting
Jun 7th
July 5th
Aug 2nd
Sept 6th
Oct 4th
Nov 1st
Dec 6th
Jan 3rd

Town of Clifton
Balance Sheet
As of May 31, 2005

	<u>May 31, 05</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	243.98
Investments	
CPC PC Escrow Fund	1,169.20
Haunted Trail Funds	863.76
Playground Reserve Fund	
Playground - Patty Moore Fund	11,462.68
Playground Reserve Fund - Other	<u>9,281.43</u>
Total Playground Reserve Fund	<u>20,744.11</u>
Investments - Other	<u>490,519.61</u>
Total Investments	<u>513,296.68</u>
Total Checking/Savings	513,540.66
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	298.58
Accounts Receivable - Other	<u>1,933.61</u>
Total Accounts Receivable	<u>2,232.19</u>
Total Accounts Receivable	<u>2,232.19</u>
Total Current Assets	515,772.85
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	<u>113,469.06</u>
Total Fixed Assets	<u>223,837.59</u>
Total Fixed Assets	<u>223,837.59</u>
TOTAL ASSETS	<u><u>739,610.44</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	925.35
CPC Escrow Fund Balance	<u>1,813.15</u>
Total Accounts Payable	<u>2,738.50</u>
Total Current Liabilities	<u>2,738.50</u>
Total Liabilities	2,738.50

**Town of Clifton
Balance Sheet
As of May 31, 2005**

	<u>May 31, 05</u>
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,100.16
Retained Earnings	448,586.38
Net Income	<u>46,283.72</u>
Total Equity	<u>736,871.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>739,610.44</u></u>

Town of Clifton

Operating Profit Loss Budget vs. Actual

July 1, 2004 through May 31, 2005

	<u>Jul 1, '04 - May 31, 05</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest Income	1,929	1,018	911	189%
Clifton Day Revenues	714	1,000	(286)	71%
Community Hall Revenues				
Community Hall Donations	0	0	0	0%
Community Hall Rentals	10,807	21,357	(10,550)	51%
Total Community Hall Revenues	<u>10,807</u>	<u>21,357</u>	<u>(10,550)</u>	<u>51%</u>
Farmers' Market Income	0	560	(560)	0%
Haunted Trail Event	15,671	6,000	9,671	261%
Homes Tour	6,066	2,200	3,866	276%
HUD Homes	55,297	0	55,297	100%
Other Income	241	0	241	100%
Park Rental	150	400	(250)	38%
Playground Reserve Donations	11,056	0	11,056	100%
Tax and Permits Revenue				
ABC Profits	222	770	(548)	29%
ARB Permits	60	110	(50)	55%
BPOL tax	16,797	15,000	1,797	112%
BZA Fee	0	0	0	0%
Cigarette Tax	1,102	1,650	(548)	67%
Motor Vehicle Tags	5,031	4,713	318	107%
PC-Subdivision	701	0	701	100%
Railroad Tax	1,278	1,379	(101)	93%
Sales Tax	16,083	13,750	2,333	117%
Use Permits	575	917	(342)	63%
Utility Consumption Tax	950	1,023	(73)	93%
Total Tax and Permits Revenue	<u>42,799</u>	<u>39,312</u>	<u>3,487</u>	<u>109%</u>
Total Income	144,730	71,847	72,883	201%
Expense				
HUD Homes Management Fee Expens	23,575	0		
Payroll Expenses				
Gross Wages				
Town Clerk (Administrative)	2,250	3,000	(750)	75%
Town Treasurer	3,000	3,000	0	100%
Total Gross Wages	<u>5,250</u>	<u>6,000</u>	<u>(750)</u>	<u>88%</u>
Payroll Taxes				
FICA	658	0	658	100%
Medicare	145	0	145	100%
Payroll Taxes - Other	0	918	(918)	0%
Total Payroll Taxes	<u>803</u>	<u>918</u>	<u>(115)</u>	<u>87%</u>
Total Payroll Expenses	6,053	6,918	(865)	87%
Contractual				
Clifton Web Site Development	0	4,583	(4,583)	0%
Insurance	4,998	3,612	1,386	138%
Town Government	0	0		
Architectural Review Board	0	963	(963)	0%

Town of Clifton
Operating Profit Loss Budget vs. Actual
July 1, 2004 through May 31, 2005

	<u>Jul 1, '04 - May 31, 05</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
BZA	0	458	(458)	0%
Planning Commission	421	2,433	(2,012)	17%
Total Town Government	421	3,854	(3,433)	11%
Professional Fees				
Accounting	0	10,000	(10,000)	0%
Legal Fees	17,162	7,333	9,829	234%
Special Counsel	8,942	10,542	(1,600)	85%
Professional Fees - Other	1,360	0	1,360	100%
Total Professional Fees	27,464	27,875	(411)	99%
Rent				
Ayre Square Rental	300	551	(251)	54%
Railroad Siding Rental	775	809	(34)	96%
Total Rent	1,075	1,360	(285)	79%
Town Maintenance				
Beautification Comm.	1,055	2,292	(1,237)	46%
Grounds Maintenance	1,172	3,667	(2,495)	32%
Town Hall Maintenance	1,192	9,625	(8,433)	12%
Total Town Maintenance	3,419	15,584	(12,165)	22%
Town Services				
Elections			0	0%
Grass Mowing	2,550	3,216	(666)	79%
Trash Collection	1,020	1,711	(691)	60%
Total Town Services	3,570	4,927	(1,357)	72%
Utilities				
Gas and Electric	423	2,526	(2,103)	17%
Water	317	331	(14)	96%
Total Utilities	740	2,857	(2,117)	26%
Dues and Subscriptions				
Va. Municipal League	306	342	(36)	89%
Dues and Subscriptions - Other	333	232	101	144%
Total Dues and Subscriptions	639	574	65	111%
Caboose Expenses				
Caboose - Trentane Gas	226	303	(77)	75%
Caboose Electric	129	303	(174)	43%
Caboose Maintenance	299	2,500	(2,201)	12%
Total Caboose Expenses	654	3,106	(2,452)	21%
Community Hall Expenses				
C.H.-Cleaning	1,050	1,820	(770)	58%
C.H.-Equipment	271	1,833	(1,562)	15%
C.H.-General Maintenance	1,801	2,931	(1,130)	61%
C.H.-Management Fee	2,440	4,272	(1,832)	57%
C.H. - Electric	6,548	9,728	(3,180)	67%
C.H. Floors	1,000	2,426	(1,426)	41%
Community Hall Expenses - Other			0	0%
Total Community Hall Expenses	13,110	23,010	(9,900)	57%
Clifton Day Expenses	0	1,048	(1,048)	0%

Town of Clifton

Operating Profit Loss Budget vs. Actual

July 1, 2004 through May 31, 2005

	Jul 1, '04 - May 31, 05	Budget	\$ Over Budget	% of Budget
Homes Tour/Bazaar Exp	1,868	662	1,206	282%
Legal Advertising	736	1,011	(275)	73%
Mayoral Reimbursement	679	1,820	(1,141)	37%
Miscellaneous	705	5,054	(4,349)	14%
Printing and Reproduction	165	607	(442)	27%
Total Contractual	60,243	101,544	(41,301)	59%
Farmers' Market Expense	0	600	(600)	0%
Haunted Trail Expenses	2,760	2,205	555	125%
Summer in the Parks Event	0	400	(400)	0%
Commodities				
Computer Supplies	425	1,213	(788)	35%
Copies	11	3,053	(3,042)	0%
License Plates	0	607	(607)	0%
Miscellaneous	0	1,011	(1,011)	0%
Office Supplies	238	909	(671)	26%
Postage and Delivery	286	437	(151)	65%
Total Commodities	960	7,230	(6,270)	13%
HUD Homes Reserves				
HUD Reserve for Unexpected Exp.			0	0%
HUD Reserve for CH CIF Imp			0	0%
Total HUD Homes Reserves	0	0	0	0%
Total Expense	93,591	118,897	(25,306)	79%
Net Ordinary Income	51,139	(47,050)	98,189	(109%)
Net Income	51,139	(47,050)	98,189	(109%)

Town of Clifton
Grants Profit Loss Budget vs. Actual
July 1, 2004 through May 31,
2005

	Jul 1, '04 - May 31, 05	Budget	\$ Over Budget	% of Budget
Grants				
Federal				
Federal Grant-Land				
CBA Match - Land	0	11,000	(11,000)	0%
Town Match - Land			0	0%
Federal Grant-Land - Other	0	88,000	(88,000)	0%
Total Federal Grant-Land	0	99,000	(99,000)	0%
Transportation Project-Trails				
CBA Match - Trails	0	4,147	(4,147)	0%
Town Inkind -Trails	0	4,147	(4,147)	0%
Town Match-Trails			0	0%
Transportation Project-Trails - Other	0	33,176	(33,176)	0%
Total Transportation Project-Trails	0	41,470	(41,470)	0%
Total Federal	0	140,470	(140,470)	0%
State				
Fire Program Funds	18,000	6,000	12,000	300%
Total State	18,000	6,000	12,000	300%
Total Grants	18,000	146,470	(128,470)	12%
S.R. - Litter Control Grant	1,000	1,100	(100)	91%
Total Income	19,000	147,570	(128,570)	13%
Expense				
Town Services				
Fire Program	18,000	6,000	12,000	300%
CIF Expenses				
CIF-Miscellaneous	1,600	6,875	(5,275)	23%
CIF-Playground Impr.	2,800	9,167	(6,367)	31%
CIF Cable Burial			0	0%
Total CIF Expenses	4,400	16,042	(11,642)	27%
Fed Fund-Transportation Proj				
F. F.-Transp - Inkind Srvs	0	4,147	(4,147)	0%
F.F.- Transp. Project-Trails	0	37,323	(37,323)	0%
F.F. - Transp. Project-Land			0	0%
Fed Trans.Land - Town Match	1,453	110,000	(108,547)	1%
Total Fed Fund-Transportation Proj	1,453	151,470	(150,017)	1%
Special Revenue Expenses				
S.R. - Litter Control	#REF!	#REF!	#REF!	#REF!
Total Special Revenue Expenses	#REF!	#REF!	#REF!	#REF!

Town of Clifton
Grants Profit Loss Budget vs. Actual
July 1, 2004 through May 31,
2005

	<u>Jul 1, '04 - May 31, 05</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Expense	<u>#REF!</u>	<u>#REF!</u>	<u>#REF!</u>	<u>#REF!</u>
Net Ordinary Income	<u>#REF!</u>	<u>#REF!</u>	<u>#REF!</u>	<u>#REF!</u>
Net Income	<u><u>#REF!</u></u>	<u><u>#REF!</u></u>	<u><u>#REF!</u></u>	<u><u>#REF!</u></u>

Tow Clifton
Legal Services Expense Report
July 2004 through May 2005

Type	Date	Num	Name	Memo	Account	Class	Amount	Balance
Jul '04 - May 05								
Check	07/19/2004	4155	Blankingship & Keith, Law Offices	Inv 57647 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		2,864.30	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	12/31/2004	4244	Blankingship & Keith, Law Offices	Inv 59386 - HUD Program	Legal Fees	HUD Homes	202.50	10,592.63
Check	12/31/2004	4244	Blankingship & Keith, Law Offices	Inv 59387 - Conservancy Trust Property	Legal Fees		212.12	10,804.75
Check	02/13/2005	4252	Blankingship & Keith, Law Offices	Inv 59819 general	Legal Fees		560.00	11,364.75
Check	02/13/2005	4252	Blankingship & Keith, Law Offices	Inv 59820 - HUD Program	Legal Fees	HUD Homes	640.00	12,004.75
Check	02/13/2005	4252	Blankingship & Keith, Law Offices	Inv 59821 - Conservancy Trust Property	Legal Fees		68.64	12,073.39
Check	02/26/2005	4275	Blankingship & Keith, Law Offices	Inv 60141- General Town matters	Legal Fees		2,725.62	14,799.01
Check	03/21/2005	4289	Blankingship & Keith, Law Offices	Inv 60549 Conservancy Trust Property	Legal Fees		40.00	14,839.01
Check	03/21/2005	4290	Blankingship & Keith, Law Offices	Inv 60548 HUD Program	Legal Fees	HUD Homes	920.00	15,759.01
Check	03/21/2005	4291	Blankingship & Keith, Law Offices	Invoice 60547 general town matters	Legal Fees		1,165.75	16,924.76
Check	05/09/2005	4305	Blankingship & Keith, Law Offices	Inv 60807 - general town matters	Legal Fees		237.58	17,162.34
Check	07/19/2004	4157	Blankingship & Keith, Law Offices	inv 57648 June 04 HUD Program	Special Counsel	HUD Homes	1,014.00	18,176.34
Check	08/30/2004	4177	Blankingship & Keith, Law Offices	Inv58045 July 2004 HUD Program -to be reimb.	Special Counsel	HUD Homes	270.00	18,446.34
Check	09/07/2004	4179	Blankingship & Keith, Law Offices	Inv58299 Aug 2004 HUD Program -to be reimb.	Special Counsel	HUD Homes	569.87	19,016.21
Check	09/14/2004	4181	Blankingship & Keith, Law Offices	Inv58305 Aug 2004 town services	Special Counsel		2,786.55	21,802.76
Check	10/13/2004	4192	Blankingship & Keith, Law Offices	Inv58662 Sept 2004 town services	Special Counsel		2,169.47	23,972.23
Check	10/16/2004	4193	Blankingship & Keith, Law Offices	Inv58663 Sept 2004 HUD Program	Special Counsel	HUD Homes	562.50	24,534.73
Check	11/29/2004	4226	Blankingship & Keith, Law Offices	Inv 59026-CP Church	Special Counsel		100.00	24,634.73
Check	05/09/2005	4306	Blankingship & Keith, Law Offices	Inv 60808 - HUD Program	Special Counsel		465.55	25,100.28
Check	05/09/2005	4307	Clifton Presbyterian Church	Inv 60809 - CPC Escrow fund	Special Counsel	Planning Comm	1,003.95	26,104.23
							26,104.23	26,104.23
Jul '04 - May 05								

Tow Clifton
Clifton Presbyteria Church Escrow Report
All Transactions

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Investments							
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			Funds Transfer	(1,073.58)	2,679.69
	Transfer	03/31/2005			Funds Transfer	(506.54)	2,173.15
	Transfer	05/14/2005			Funds Transfer	(1,003.95)	1,169.20
						<u>1,169.20</u>	<u>1,169.20</u>
Total CPC PC Escrow Fund						1,169.20	1,169.20
Total Investments						1,169.20	1,169.20
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)
						<u>(1,813.15)</u>	<u>(1,813.15)</u>
Total CPC Escrow Fund Balance						(1,813.15)	(1,813.15)
TOTAL						(643.95)	(643.95)

Town of Clifton
Community Hall Report
July 2004 through May 2005

	<u>Jul '04 - May 05</u>	<u>Jul '03 - May 04</u>
Ordinary Income/Expense		
Income		
Community Hall Revenues		
Community Hall Rentals	10,807.00	12,267.50
Total Community Hall Revenues	<u>10,807.00</u>	<u>12,267.50</u>
Total Income	10,807.00	12,267.50
Expense		
Contractual		
Community Hall Expenses		
C.H.-Cleaning	1,050.00	1,350.00
C.H.-Equipment	271.01	1,428.30
C.H.-General Maintenance	1,801.25	2,253.21
C.H.-Management Fee	2,440.40	2,493.50
C.H. - Electric	6,547.86	9,807.96
Community Hall Expenses - Other	0.00	115.54
Total Community Hall Expenses	<u>12,110.52</u>	<u>17,448.51</u>
Total Contractual	<u>12,110.52</u>	<u>17,448.51</u>
Total Expense	<u>12,110.52</u>	<u>17,448.51</u>
Net Ordinary Income	<u>(1,303.52)</u>	<u>(5,181.01)</u>
Net Income	<u><u>(1,303.52)</u></u>	<u><u>(5,181.01)</u></u>

Reconciliation of Operating and Grants P&L

	<u>Jul 1, '04 - Mar 31, 05</u>	<u>Budget</u>
Operating Income	144,730	71,847
Grants Income	19,000	147,570
Total P&L Income:	<u>163,730</u>	<u>219,417</u>
Operating Expense	93,591	118,897
Grants Expense	23,853	173,512
Total P&L Expense:	<u>117,444</u>	<u>292,409</u>
Net Income:	<u>46,286</u>	<u>(72,992)</u>

MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, June 7, 2005
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Jim Chesley, Mac Arnold, Brant Baber, Margo Buckley, Lev Buller, Trish Robertson

Absent:

Attendees: Marilyn Barton, Fawn Freeman, Giff Hampshire, 16 citizens, 1 League of Women Voters representative

The Public Hearing was called to order at 7:12 pm. Jim Chesley led the Pledge of Allegiance.

Public Hearing

Proposed FY06 Town Budget

Presentation

Brant Baber and Marilyn Barton presented an overview of the proposed Town Budget for FY06. A proposal in the budget is to change Town Treasurer salary to \$8000. Brant Baber recommends the Town Treasurer salary at \$8000. A recommendation was made to consider requesting that the CBA Treasurer support Marilyn with her Town Treasurer activities. It was also recommended that the Town Treasurer salary remain at \$6000 with the proposed increase to be reviewed after consideration of whether increased automation can reduce the amount of time required of the position. Brant Baber also recommended hiring a facilities manager with the funds made available by Fairfax County.

Motion

Jim Chesley moved to close the Public Hearing for Proposed FY06 Town Budget and Brant Baber seconded the Motion. Public Hearing closed at 7:55 p.m.

Motion carried; unanimously.

Proposed Ordinance Change

The proposed ordinance change is "low impact commercial zoning."

Motion

Lev Buller made a Motion to adopt the new zoning ordinance and _____ seconded the Motion.

Motion carried; unanimously.

Motion

Jim Chesley moved to close the Propose Ordinance Change hearing and Brant Baber seconded Motion.

Motion carried; unanimously

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

Mac Arnold made a motion to approve the May 3, 2005 meeting minutes and Brant Baber seconded the Motion.

Motion carried; Margo Buckley abstained.

2. Report from the Town Treasurer

Balance Sheet, Profits / Loss and Account Balance

Presentation

Marilyn reported that a report will be required from Fairfax County to document how the Fire Program funds were spent during FY05 for the Town to continue receiving the funds from the State. This was made clear last year.

The Town Council requested that the Playground Funds be merged with the Patty Moore funds no longer segregated. The Playground Committee ensured that a memorial to Patty Moore will be included in the Playground Improvements Plans.

Motion

Mac Arnold made a Motion that the Mayor and Treasurer are required signatures for deposits and transfers. A resolution by the Town Council is made to require two signatures for transactions on the investment account.

Discussion

At the last Town Council meeting, the Town Council approved investing \$100,000 in Virginia Local Government Investment Pool. Only a public official can make or change account. Two authorized officials should be assigned to initiate withdrawals.

Motion

Lev Buller moved to approve the Town Treasurer Report and Jim Chesley seconded the Motion.

Motion carried; unanimously.

3. Reading of communications to the Mayor

Jim Chesley gave Lev Buller a letter dated May 18, 2005 where the writer expressed an interest in the purchase of the Old Town Hall. Contracts are submitted to Town Council and interested parties names are added to the list.

Jim Chesley received a letter addressing incentive assistance. Jim has call into Delegate Hugo to get information.

4. Citizen's Remarks

Town Hall and ditch line on Chapel Road

Royce Jarrendt expressed concern about the "ponding" water in front of the Town Hall and the ditch line on Chapel Road and that something should be done to maintain as they drive across. Additionally the firehouse large tank is flushed more often with fire hoses and produces water then floods Royce's yard and line of landscaping mulch goes into ditch. Jeff Stein remarked there are a number of drains and culverts that fill up and probably need to be cleaned. Need to checkout problem and note that VDOT controls the drains. Town needs to raise money since there are no plans and funds.

Action

Jim Chesley will contact VDOT and Margo Buckley will address with the fire fighters the water damage caused by the large tank flushing with fire hoses.

Motion

Jim Chesley made a Motion to have Fairfax County come out and assess the ditch and storm drain issues and Brant Baber seconded the Motion.

Motion carried; unanimously.

Eighth Annual Caboose Twilight Run (5K / 1 Mile Fun Run)

Scheduled for Saturday, June 11, 2005 at 6:00 p.m. Volunteers needed to help with registration and packet pick up at the Coffee Mill.

Trees in Trail

Scheduled for Sunday, July 3, 2005. Need to provide a list of persons working to Town Council.

5. Old / Unfinished Business

Old Town Hall Sale Committee Report

Motion

Lev Buller made a Motion to approve a resolution affirming that the Town Council supports having the Town Hall building fixed up and that the Town should continue to use the Town Hall building for its official business. Brant Baber seconded the Motion.

Motion carried; unanimously.

Discussion

The letter that was earlier given to Buller by the mayor was returned to the mayor for the Town to respond that the offer to purchase the property and use it as a residence did not meet the Council's objectives for the use of the property.

Lev Buller will provide an appraisal at the July Clifton Town Council Meeting. Mac Arnold mentioned that the Mr. Sharp, head of Fairfax County, approved the Old Town Hall for small meetings. The building was built as a residence and the town bought property saying it could be used as a town office and for holding small meetings in the facility as long as

Motion

Jim Chesley made a motion to spend \$8,800 to repave the parking lot next to caboose and Brant Baber seconded the Motion.

~~Deleted: accept Sheldon (?) and~~
~~Deleted: for~~

Motion carried, unanimously

Discussion

Mayor Chesley stated that the contractor did not have specifications when he estimated the cost at \$6,000, and so the bid came in higher than was anticipated. Funds that previously were approved for dealing with the water problem at the entrance to Ford Lane next to the Clifton Store will not be available from the amounts approved in the budget due to this increase.

~~Deleted: Motion pertains to parking lot -~~

~~Deleted: (discussion comment may not be relevant to include in meeting minutes)~~

Additional Conduit for Verizon / Cox Cable

Motion

Jim Chesley made a Motion to authorize \$7,000 to be spent to have a conduit installed under Main Street and to authorize the Mayor to sign an agreement to this effect with Cox. Brant Baber seconded the Motion.

~~Deleted: for a \$6,700 marker in the budget -~~

~~Deleted: have~~

~~Deleted: and send to~~

Motion carried, unanimously

Payment for Northern Virginia Conservation Trust

Presentation

The Town needs to find a way to fund – spend \$ to get reimbursed – 30 days after settlement. Jim Chesley mentioned the Town has the money but there is not a budget line item. Brant Baber stated the Town could ask NVCT to loan the money to the Town until the Town can be reimbursed, at which time the Town would repay the loan, so in this manner, NVCT would not be out of pocket any money for any period.

~~Deleted: borrow~~

~~Deleted: (pay them 80,000 – give us the property)~~

Motion

Jim Chesley made a Motion for the Town Attorney to inquire with the Northern Virginia Conservation Trust if they would lend the Town the money to purchase the Town's interest in the Trust's property on Newman Road and if not then hold a public hearing to consider moving \$80,000 from savings to pay for the property. Brant Baber seconded the Motion.

Motion carried, unanimously

~~Deleted: Resolution – Brant ¶~~

8. Adjournment

Motion

Jim Chesley made a Motion to adjourn the meeting and _____ seconded the Motion. Meeting adjourned at 10:13 p.m.

Motion carried; unanimously

meetings are ancillary. Mr. Sharp informed Mac Arnold that he could write him a letter and Mac will seek clarification.

Town Meeting Hall Committee Report

Presentation

Jeff Stein presented a proposed rate schedule for the Town Hall and will revise to include cancellation language, equipment storage fee, non-prime time hours, and basic rate fee.

Motion

Mac Arnold moved to accept the rate schedule and Brant Baber seconded the Motion with the amendment of adding the effective date of August 1, 2005.

Motion carried; unanimously.

Discussion

The Town has not adopted a unified rate – need unified rate to abide by rate. Non prime time hours were taken from the County. Revisit rates in a few months and adjust if necessary.

Playground Committee Update

Fund Raising Presentation

Aileen Mitchell presented a Playground Fund Raising progress chart to illustrate fund raising milestones. The success of fund raising events and application for grants was mentioned. The committee is creating a tax contribution form and seeking ideas for the Children's Festival.

HUD Update

Recommend that the Town Attorney compose letter to HUD since there has been no change and set up interviews. HUD has a new inspector.

Main Street Seismic Traffic Measurement Status

The seismic study was completed last week and the company should have the report next month.

2003 Haunted Trail Missing Money Update

Presentation

Giff Hampshire reported that the FBI will close the investigation with no recommendation for prosecution and inform him when the case is closed but the Virginia State Police will likely pursue the case.

Motion

Mac Arnold made a Motion that the Town Council asks the FBI to provide report to the Town and Trish Robertson seconded the Motion.

Motion carried; unanimously.

Discussion

Brant Baber remarked that this issue has been around since May 2004 and investigations by police and criminal prosecution discover if there is evidence to indict and convict beyond a reasonable doubt. We are wasting time. The issue has been “where is the money” – somebody owes us this money. As a public official, I am interested in protecting the assets of this Town. Should we hire a private detective to collect the money? The Town Council should take this as a civil matter. The Town has a fiduciary responsibility to go after the preponderance of the money. If we hire a private detective can we know what questions the FBI has asked if they will not provide a report? A public official of the Town mishandled the money and there is a question of negligence and a civil matter. Jim Chesley took a polygraph and requested a hard copy to make results public. Giff Hampshire commented on the cost of a private investigator. Mac Arnold inquired if the FBI will provide reports to us. Brant Baber asked such a request and given to Town Attorney. This matter should be put in hands of Town Attorney to advise the group. Don’t need to create the privilege – if we don’t want it to be disclosed and if town has information to support procedure?

6. New Business

Town Web Site

The Town seeks a website design that can be maintained by the Town. Lev Buller asked if \$3000 budget line item is sufficient to set up a website. Brant Baber will work with Jason Mitchell and Fawn Freeman to identify web design requirements. Brant Baber provided a Town website proposal by IT Lifesaver.

Truck Cut-Thru Letter to Delegate Hugo

Public Hearing – BOS

Discussed on July 6, 2004.

Motion

Jim Chesley made a Motion that the Town pass a resolution to restrict thru-truck traffic on Route 645, “Clifton Road” thru Town of Clifton and roads in Clifton area “not recommended for truck traffic,” Route 612, “Yates Ford Road” in Prince William County; Route 612, “Old Yates Ford Road”; and Route 643, “Henderson Road” in Fairfax County proposed pursuant to section 46.2-809 of VA Code “Regulation of Truck Traffic on Primary and Secondary Highways.” Brant Baber seconded the Motion.

Motion carried; Margo Buckley opposed.

Discussion

Margo Buckley inquired how the “Truck cut-thru” is enforced by police coverage. Brant Baber stated there is signage at Clifton, Henderson, Hampton, and Old Yates to the Bridge. The state has signs up now that say trucks not recommended. Regulations held by the board of supervisors. Jim Chesley talked to Connolly about the issue.

Action

Trish Robertson will get a copy of the regulation

Town Christmas Tree Health

Town of Clifton
June 2005 Planning Commission Meeting 6/27/05

In attendance: Michelle Stein, Lev Buller, Rob Clark, Kathy Kalinowski, Judy McNamara

Absent: Richard King, Pat Pline

- 1. Review of use permit application for Silva at 7151 Pendleton – new house (decision postponed, awaiting more info).**
- 2. Recommend approval of use permit for town playground acknowledging there is a parking issue that should be addressed.**
- 3. Clifton Presbyterian Church progress report**
 - public hearing scheduled by Fairfax County on July 11th
 - CBA easement is almost complete

Old Business:

Parking – Planning Commission to have discussion at the August 29th meeting. Ideas, problems, solutions to be solicited from public by email, signs, etc.

Review of use permit application for Clarks at 12653 School St.

2005 Dates

<u>apps due</u>	<u>Plan Comm meeting</u>	<u>Town Council meeting</u>
June 15th	June 27th	July 5th
July 15th	July 25th	Aug 2nd
Aug 15th	Aug 29th	Sept 6th
Sept 15th	Sept 26th	Oct 4th
Oct 15th	Oct 24th	Nov 1st
Nov 15th	Nov 28th	Dec 6 th
Dec 15 th	tbd	Jan 3 rd

Town of Clifton
June 2005 Planning Commission Meeting 6/27/05

In attendance: Michelle Stein, Lev Buller, Rob Clark, Kathy Kalinowski, Judy McNamara

Absent: Richard King, Pat Pline

capacities of app. to law new eff. attached

1. Review of use permit application for Silva at 7151 Pendleton – new house (decision postponed, awaiting more info).
2. Recommend approval of use permit for town playground acknowledging there is a parking issue that should be addressed.

overall

3. Clifton Presbyterian Church progress report

- public hearing scheduled by Fairfax County on July 11th
 - CBA easement is almost complete
- storm water drain - crossed CBA property*

road abandonment

Old Business:

n. rd town hall

Parking – Planning Commission to have discussion at the August 29th meeting. Ideas, problems, solutions to be solicited from public by email, signs, etc.

Review of use permit application for Clarks at 12653 School St.

2005 Dates

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June 15th	June 27th	July 5th
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Nov 15th	Nov 28th	Dec 6 th
Dec 15 th	tbd	Jan 3 rd

Michelle Stein

Baber & Kalinowski, P.C.
3937C University Drive
Fairfax, Virginia 22030

Phone 703-591-2323
Fax 703-591-9347

Writer's Email:
bb@baberkal.com

June 27, 2005

TO: JOHN EUBANK
TIM LEWIS

FROM: BRANT BABER

CC: MARILYN BARTON
MAYOR AND COUNCIL

RE: EXPENSE REIMBURSEMENT

I asked Giff Hampshire to go over his bills sent to the Town since June 2004 (the last time we submitted his invoices to CLC) and identify those line items that relate to services with respect to the HUD audit and investigation. The cost for those services \$5,585 for that period, and I have enclosed copies for your records. Check marks indicate those items included, and X indicates the items not included, in the total. This is the amount the Town requests that CLC reimburse it for.

If you find the amounts appropriate, please send a check, made out to the Town of Clifton, to me. Thanks.

Yahoo! My Yahoo! Mail

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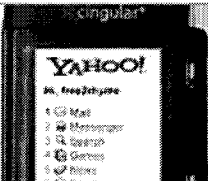
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Subject: RE: Kathryn's use permit and license

Date: Thu, 9 Jun 2005 10:28:13 -0400

From: "Barton, Marilyn" <mbarton@comres.org> [Add to Address Book](#)

To: "Michelle Stein" <mcampau@algxmail.com>, "fawn freeman" <freemanfawn@yahoo.com>, pawsnfins@cox.net

Good morning.

From my end, she will need to complete the BPOL application with estimated revenues for the remainder of the year to determine her BPOL tax. Then I will send her a confirmation of her BPOL once it has been processed. Do you still have the forms on the website that she can download? If not, let me know and I can email the form to her.

Sincerely,

Marilyn

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

Yahoo! My Yahoo! Mail

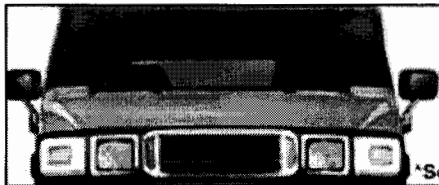
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Date: Thu, 09 Jun 2005 10:24:10 -0400

From: "Michelle Stein" <mcampau@algxmail.com> Add to Address Book

Subject: Kathryn's use permit and license

To: "'fawn freeman" <freemanfawn@yahoo.com>, pawsnfins@cox.net, "Barton, Marilyn" <mbarton@comres.org>

Tues night the Town Council approved the use permit for Kathryn Silvius. She is trying to get going with her business and needs to know what to do next. Can you guys give me an idea of what she should expect.

Michelle Stein michellestein@cox.net
Town of Clifton, Planning Commission Chairman
PO Box 307, 7227 Dell Ave, Clifton, VA 20124
703-912-6300 office 703-830-4908 home

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Town of Clifton
Proposed Budget Fiscal Year 2006

	Actuals YTD @ 3/31/05	FY05 Actuals 3/31 Annualized	Budget FY2005	Proposed FY2006	Proposed Change Amount	%	
REVENUES:							
Taxes & Permits Revenues:							
Sales Tax	14,678	19,571	15,000	19,600	4,600	31%	
BPOL Tax	15,504	21,550	15,000	21,600	6,600	44%	Reallocation from Fx Co.
Utility Consumption Tax	839	1,119	1,116	1,120	4	0%	
Motor Vehicle Tags	4,926	5,000	4,713	5,000	287	6%	
No. Va. Cigarette Tax	1,013	1,351	1,800	1,800	-	0%	
Use Permits	524	699	1,000	1,000	-	0%	
Cox franchise revenue	-	-	-	2,000	2,000	#DIV/0!	new revenue source
PC Subdivision Permits	701	935	-	-	-	#DIV/0!	
ABC Tax	222	296	840	300	(540)	-64%	
ARB Permits	60	80	120	80	(40)	-33%	
Railroad Tax	1,278	1,704	1,504	1,504	-	0%	
TOTAL TAXES & PERMITS:	39,745	52,303	41,093	54,004	12,911	31%	
Town Facilities Rentals:							
Community Hall	8,637	11,516	23,298	14,000	(9,298)	-40%	
Park/Square/Gazebo	150	200	400	400	-	0%	
Other Revenues:							
Interest Income	1,654	2,205	1,111	2,500	1,389	125%	
Haunted Trail Event	15,671	16,000	6,000	16,000	10,000	167%	
Clifton Day Revenues	714	714	1,000	1,000	-	0%	
Homes Tour	6,066	6,100	2,200	6,100	3,900	177%	
Farmers' Market Income	-	-	700	700	-	0%	
HUD Homes	55,297	55,297	-	-	-		
Other income-refunds	241	-	-	-	-		
TOTAL OTHER REVENUE:	79,643	80,316	11,011	26,300	15,289	139%	
TOTAL REVENUES:	128,175	144,336	75,802	94,704	18,902	24.9%	

Town of Clifton
Proposed Budget Fiscal Year 2006

	Actuals YTD @ 3/31/05	FY05 Actuals 3/31 Annualized	Budget FY2005	Proposed FY2006	Proposed Change Amount	%	
EXPENSES:							
Payroll Expenses:							
Town Clerk Salary	2,250	3,000	6,000	3,000	(3,000)	-50%	
Town Treasurer Salary	3,000	6,000	6,000	8,000	2,000	33%	[see next tab for info]
Payroll Taxes	765	1,377	1,836	1,683	(153)	-8%	
Payroll Miscellaneous			-		-		
TOTAL PAYROLL EXPENSES:	6,015	10,377	13,836	12,683	(1,153)	-8%	
CONTRACTUAL EXPENSES:							
	<i>Proposed Increase: 2%</i>						
Insurance	4,998	5,000	3,612	3,684	72	2%	
Town Government:							
ARB Expenses	0	0	1,051	1,051	-	0%	
BZA Expenses	0	0	500	100	(400)		
Planning Commission Expenses	421	561	2,654	1,000	(1,654)	-62%	
TOTAL GOVERNMENT:	421	561	4,205	2,151	(2,054)	-49%	
Professional Fees:							
Accounting - Multi Year Audit Review	0	0	10,000	13,000	3,000	30%	
Legal Fees	16,925	22,567	8,000	10,000	2,000	25%	
Special Counsel	7,472	9,963	11,500	10,000	(1,500)	-13%	
Professional fees - other	1,360	1,360	-	-	-	#DIV/0!	
Web site hosting/maintenance	0	0	5,000	1,500	(3,500)	-70%	
TOTAL PROFESSIONAL FEES:	25,757	33,889	34,500	34,500	-	0%	
Town Facilities:							
Railroad Siding Rent	775	1,033	882	900	18	2%	
Ayre Square Rent	300	600	551	600	49	9%	
Beautification Committee	884	1,179	2,500	2,500	-	0%	
Grounds	127	169	4,000	500	(3,500)	-88%	
Town Hall	1,120	1,493	10,500	1,500	(9,000)	-86%	
Caboose Expenses:							
Equipment	0	0	-	-	-		
Electric	106	141	331	160	(171)	-52%	
Gas	226	301	331	338	7	2%	
Maintenance - Painting	299	399	2,500	-	(2,500)	-100%	
TOTAL CABOOSE EXPENSES:	3,837	5,316	21,595	6,497	(15,098)	-70%	

Town of Clifton
Proposed Budget Fiscal Year 2006

	Actuals YTD @ 3/31/05	FY05 Actuals 3/31 Annualized	Budget FY2005	Proposed FY2006	Proposed Change Amount	%	
Town Meeting Hall Expenses:							
General Maintenance	1,715	2,287	3,197	3,261	64	2%	
Cleaning	1,050	1,400	1,985	5,200	3,215	162%	<i>weekly cleaning/floor</i>
Floors - cleaning &/or carpets	500	667	2,646	-	(2,646)	-100%	<i>mopping @100/wk</i>
Electric	4,953	6,604	10,612	6,000	(4,612)	-43%	<i>install timer</i>
Mgt Fee - 20% gross rental incom	2,006	2,675	4,660	1,000	(3,660)	-79%	<i>change mgmt system</i>
TOTAL MEETING HALL EXPENSES	10,224	13,632	23,100	15,461	(7,639)	-33%	
TOTAL TOWN FACILITIES:	14,061	18,948	44,695	21,958	(22,737)	-51%	
Town Services:							
Elections	0	0	-	-	-	100%	
Fire Hall Tree Watering	0	0	-	-	-		
Grass Mowing	2,550	3,400	3,859	3,936	77	2%	
Trash Collections	828	1,104	1,866	1,903	37	2%	
TOTAL TOWN SERVICES:	3,378	4,504	5,725	5,840	115	2%	
Utilities:							
Utilities - Gas and Electric	318	424	2,756	600	(2,156)	-78%	
Utilities - Water and Sewer	237	316	331	338	7	2%	
TOTAL UTILITIES:	555	740	3,087	938	(2,149)	-70%	
Dues & Subscriptions:							
Va Municipal League	306	325	342	349	7	2%	
Other Dues & Subscriptions	333	350	232	350	118	51%	
TOTAL DUES & SUBSCRIPTIONS:	639	675	574	699	125	22%	
Other Contractual Expenses:							
Legal Advertising	736	981	1,103	1,125	22	2%	
Printing & Publication	165	220	662	675	13	2%	
Clifton Web Site Design	0	0	5,000	5,000	-	0%	
Mayoral Reimbursement	531	708	1,985	1,000	(985)	-50%	
Clifton Day Expenses	0	0	1,048	200	(848)	-81%	
Homes Tour Expense	1,868	1,870	662	2,500	1,838	278%	
Farmers' Market Expense	0	0	600	600	-	0%	
Haunted Trails Event	2,760	2,760	2,205	4,000	1,795	81%	
Summer in the Parks Event	0	0	500	500	-	0%	
Miscellaneous Contractual Expenses	693	924	5,513	1,000	(4,513)	-82%	
TOTAL OTHER CONTRACTUAL:	6,753	7,463	19,278	16,600	(2,678)	-14%	
Commodities:							
Calendars & Posters Expense		0	-	-	-		
Copies	11	15	3,331	50	(3,281)	-98%	
Postage & Delivery	249	332	477	487	10	2%	
Computer Supplies	425	567	1,323	500	(823)	-62%	
Office Supplies	238	317	992	500	(492)	-50%	
License Plates	0	0	607	619	12	2%	
Miscellaneous Commodities	0	0	1,103	500	(603)	-55%	
TOTAL COMMODITIES:	923	1,231	7,833	2,656	(5,177)	-66%	

Town of Clifton
Proposed Budget Fiscal Year 2006

	Actuals YTD @ 3/31/05	FY05 Actuals 3/31 Annualized	Budget FY2005	Proposed FY2006	Proposed Change Amount	%	
HUD Homes Program:	23,575	23,575		14,250	14,250	100%	55% of inspection cost of 88 homes @\$300 each
TOTAL EXPENSES:	87,075	106,964	137,345	115,958	(21,387)	84%	
NET INCOME:	41,100	37,372	(61,543)	(21,254)	40,289	-65%	

Treasurer's Time Estimates Projected 04 to 05

	<u>FY04 Hours</u>	<u>Increase</u>	<u>FY05 Hours</u>	<u>Information for FY06 consideration</u>
Weekly basic for checks, calls, deposits,	312		416	
Monthly TC meetin 12X 3	12		36	
Monthly Preparation for TC meetings	36		96	
Annual Cycles				
BPOL Preparation and Mailing	16		16	
BPOL deposits and mailings and follow up	16		16	
Auto tags reconciliation and deposits	8		8	
Haunted trail event banking, deposits and reporting	4		4	
Clifton Homes Tours 2 X annually				
Reconciliation, deposits, reports, and expenditures	10		10	
Annual reports, close outs, set up of new year	16		24	
Annual Audit - preparation, meetings, schedules, etc <i>(Work with HUD auditors not included)</i>	0		24	
Annual budget preparation, invitation, proposal and final	18		18	
Accounting Software & computer system management	4		8	
Preparation of Audit RFP, research and coordination			10	
Supplemental reporting requirements			12	
Meeting with PC			3	
Meetings regarding finance issues			4	
Fire Funds coordination and reporting- County/State			4	
Investments review and reporting			12	<i>Rate discounted 17%</i>
	<u>452</u>	60%	<u>721</u>	<u>\$ 30.00 \$ 21,630.00</u>

Increased requirements and expectations:

*Reporting increased from quarterly accounting reports to monthly reformatted reports with supplemental schedules.
 TC meeting attendance increased from an hour monthly to attending the full meeting monthly.
 Town activities and events have increased - impacts on increased transactions and reporting requirements.
 HUD Homes Program - coordination with CLC, auditors, increased transactions and reporting.
 Auditing research and coordination
 Facilitation, review and reporting of investments
 Increase in supplemental reporting and meeting requirements
 Coordination and accounting for Fire Funds with County and State
 Increased complexity and time required to manage computer software and system.*

PROPOSED CAPITAL/GRANT BUDGET FISCAL YEAR 2006

	<u>Actuals YTD</u> <u>@ 3/31/05</u>	<u>FY05 Actuals 3/31</u> <u>Annualized</u>	<u>Budget</u> <u>FY2005</u>	<u>Proposed</u> <u>FY2006</u>	<u>Proposed</u> <u>Change</u>	
<u>REVENUES:</u>						
CBA contribution-playground				10,000	10000	
Fundraising-Playground				20,000	20000	
Federal Grants - Land			96,000	96,000	-	
Town Match - Land			-	-	-	
CBA Match - Land			12,000	12,000	-	
Total Land Grants	-	-	108,000	138,000	30,000	
Federal Trans. Project - Trails			36,192	36,192	-	
Town Match - Trails			-	-	-	
Town Inkind - Trails			4,524	4,524	-	
CBA match - Trails			4,524	4,524	-	
Total Trails Grants	-	-	45,240	45,240	-	
Fire Programs Grant	18,000	18,000	6,000	6,000	-	
Litter Control Grant	1,000	1,000	1,100	1,100	-	
Total Revenues			160,340	190,340	30,000	
<u>Costs:</u>						
Land Purchase	0	0	108,000	108,000	-	
Trails Improvements	0	0	45,240	45,240	-	
Fire Program - FCFD	18,000	6,000	6,000	6,000	-	0%
Litter Control	0	0	1,100	1,100	-	
Town Meeting Hall:						
Physical Improvements			-	22,000		
Equipment	236	315	2,000	500	(1,500)	
TOTAL MEETING HALL	236	315	2,000	22,500	20,500	
Playground	0	0	10,000	30,000	20,000	
Caboose Parking Lot Paving	0	0	-	7,000	7000	
<i>Underground Utility (Main St.)</i>	0	0	-	7,000	7,000	
Miscellaneous	0	0	7,500	1,000	(6,500)	
TOTAL COSTS:	18,236	6,315	179,840	227,840	48,000	
Net Revenues	(18,236)	(6,315)	(19,500)	(37,500)	(18,000)	

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Subject: FW: Clifton Town Report 5/31/05

Date: Tue, 7 Jun 2005 09:30:55 -0400

From: "Barton, Marilyn" <mbarton@comres.org> Add to Address Book

To: TownofClifton@aol.com, MARNOLD@MCCANDLAW.COM, ghampshire@blankeith.com, CHESLEYJC@NSWCCD.NAVY.MIL, lbuller@cns.gov, bb@baberkal.com, freemanfawn@yahoo.com, rtrishr@aol.com, MARKY@EROLS.COM

CC: "Barton, Marilyn" <mbarton@comres.org>

My apology to you ~ the attachment doesn't appear to have come through on the previous email. I'm attaching it again here. Please let me know if you don't receive it and I'll try again.

Thank you.

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 Barton [mailto:pawsnfins@cox.net]

Sent: Monday, June 06, 2005 11:19 PM

To: trish; TownofClifton@aol.com; MARNOLD@MCCANDLAW.COM; Margo & Mark; ghampshire@blankeith.com; Fawn Freeman; CHESLEYJC@NSWCCD.NAVY.MIL; Bul Brant Baber

Cc: Barton, Marilyn

Subject: Clifton Town Report 5/31/05



Hello everyone,

Attached for your review is the Town Financial Reports with supplemental schedule the period ended May 31, 2005.

I will make copies tomorrow to have available for the meeting tomorrow night.

See you all there.

Sincerely,


Marilyn

This message is intended only for the use of the addressee and may contain information that is privileged, confidential and exempt from disclosure under applicable law. NOTE WHERE INFORMATION ACCOMPANIES THIS DISCLOSURE FORM: This information may have been confidential or otherwise protected by records laws. The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as permitted by the applicable law. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal Rules restrict the use of this information to criminally investigate or prosecute any alcohol or drug abuse patient. If you are not the intended recipient, please notify the sender by reply e-mail and destroy all copies of the original message. Thank you!

Attachments

Attachment scanning provided by: **Anti**

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 Treas_Report_May_31_05.xls (127k) [View]	Save to Computer - Save to Yahoo! Briefcase
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Subject: RE: DRAFT March Town Council Meeting Minutes
Date: Tue, 7 Jun 2005 10:37:44 -0400
From: "Buller, Levon" <LBULLER@cns.gov> [View Contact Details](#)
To: "fawn freeman" <freemanfawn@yahoo.com>

Fawn – on Brant’s proposed Town budget for 2005/06, there is \$5000 set aside for a Town web site. Do you have any idea if this is a high or low estimate? For the development of a basic web site that would be maintained by the Town.

Lev

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

From: fawn freeman [mailto:freemanfawn@yahoo.com]
Sent: Saturday, April 02, 2005 9:49 AM
To: bb@baberkal.com; Jim Chesley; Freeman; ghampshire@blankeith.com; Buller, Levon; marky@erols.com; marnold@mccandlaw.com; rtrishr@aol.com; townofclifton@aol.com
Subject: DRAFT March Town Council Meeting Minutes

Dear Council Members,

Attached are the revised DRAFT March Town Council Meeting Minutes for your review. Please note that I will not be attending the April meeting as I will be returning from business travel.

Meeting Minute Format Modifications

1. Format: I modified the meeting minute format to streamline the layout and highlight the Motions.

Decision: Please let me know if you prefer the February or March meeting minute format.

2. Action Items: I included action items which follow "adjournment." Doing so, can help to outline the agenda topics for the next month meeting and denote specific council member actions items for a respective topic.

Decision: Please let me know if the action item section is helpful/useful or not.

Many thanks for your comments/suggestions.

Regards,
Fawn

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**CLIFTON TOWN MEETING HALL
PROPOSED RATE SCHEDULE**

The basic rate shall be \$25 per hour without kitchen ²⁰
\$50 per hour with kitchen (4 hour minimum) ⁴⁰

Non-prime time use receives a 20% discount off the base hourly rate. Non-prime time use is any use Monday through Friday before 4 p.m.

define

Non-profit groups receive a 20% discount off the base hourly rate.

Renters are responsible for clean-up. Renters failing to (or choosing not to) clean up will be charged a cleaning fee. Cleaning fees to be determined.

Deposit: \$150 with Kitchen / \$100 without kitchen

Frequent user discount:

Any user who rents the Hall for 4 or more unique times per month shall receive a 10% discount. Any user who rents the hall for 8 or more unique times per month shall receive a 20% discount. Any user who rents the Hall for 12 or more unique times per month shall receive a 25% discount.

All rentals must be booked and paid in advance to receive the discounted rate. →

Minimum rent: The minimum discounted rent shall be \$16/ per hour

need:
- cancellation language
- exp. storage fee

DANNA
Hall - not used as Sunday
could be. 1000 per month

Jeff
- cleaned
every other week

MINUTES
CLIFTON TOWN COUNCIL MEETING
Tuesday, June 7, 2005
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Jim Chesley, Mac Arnold, Brant Baber, Margo Buckley, Lev Buller, Trish Robertson

Absent:

Attendees: Marilyn Barton, Fawn Freeman, Giff Hampshire, 16 citizens, 1 League of Women Voters representative

The Public Hearing was called to order at 7:12 pm. Jim Chesley led the Pledge of Allegiance.

Public Hearing

Proposed FY06 Town Budget

Presentation

Brant Baber and Marilyn Barton presented an overview of the proposed Town Budget for FY06. A proposal in the budget is to change Town Treasurer salary to \$8000. Brant Baber recommends the Town Treasurer salary at \$8000. A recommendation was made to consider requesting that the CBA Treasurer support Marilyn with her Town Treasurer activities. It was also recommended that the Town Treasurer salary remain at \$6000 with the proposed increase to be reviewed after consideration of whether increased automation can reduce the amount of time required of the position. Brant Baber also recommended hiring a facilities manager with the funds made available by Fairfax County.

Motion

Jim Chesley moved to close the Public Hearing for Proposed FY06 Town Budget and Brant Baber seconded the Motion. Public Hearing closed at 7:55 p.m.

Motion carried; unanimously.

Proposed Ordinance Change

The proposed ordinance change is "low impact commercial zoning."

Motion

Lev Buller made a Motion to adopt the new zoning ordinance and _____ seconded the Motion.

Motion carried; unanimously.

Motion

Jim Chesley moved to close the Propose Ordinance Change hearing and Brant Baber seconded Motion.

Motion carried; unanimously

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

Mac Arnold made a motion to approve the May 3, 2005 meeting minutes and Brant Baber seconded the Motion.

Motion carried; Margo Buckley abstained.

2. Report from the Town Treasurer

Balance Sheet, Profits / Loss and Account Balance

Presentation

Marilyn reported that a report will be required from Fairfax County to document how the Fire Program funds were spent during FY05 for the Town to continue receiving the funds from the State. This was made clear last year.

The Town Council requested that the Playground Funds be merged with the Patty Moore funds no longer segregated. The Playground Committee ensured that a memorial to Patty Moore will be included in the Playground Improvements Plans.

Motion

Mac Arnold made a Motion that the Mayor and Treasurer are required signatures for deposits and transfers. A resolution by the Town Council is made to require two signatures for transactions on the investment account.

Discussion

At the last Town Council meeting, the Town Council approved investing \$100,000 in Virginia Local Government Investment Pool. Only a public official can make or change account. Two authorized officials should be assigned to initiate withdrawals.

Motion

Lev Buller moved to approve the Town Treasurer Report and Jim Chesley seconded the Motion.

Motion carried; unanimously.

3. Reading of communications to the Mayor

Jim Chesley gave Lev Buller a letter dated May 18, 2005 where the writer expressed an interest in the purchase of the Old Town Hall. Contracts are submitted to Town Council and interested parties names are added to the list.

Jim Chesley received a letter addressing incentive assistance. Jim has call into Delegate Hugo to get information.

4. Citizen's Remarks

Town Hall and ditch line on Chapel Road

Royce Jarrendt expressed concern about the "ponding" water in front of the Town Hall and the ditch line on Chapel Road and that something should be done to maintain as they drive across. Additionally the firehouse large tank is flushed more often with fire hoses and produces water then floods Royce's yard and line of landscaping mulch goes into ditch. Jeff Stein remarked there are a number of drains and culverts that fill up and probably need to be cleaned. Need to checkout problem and note that VDOT controls the drains. Town needs to raise money since there are no plans and funds.

Action

Jim Chesley will contact VDOT and Margo Buckley will address with the fire fighters the water damage caused by the large tank flushing with fire hoses.

Motion

Jim Chesley made a Motion to have Fairfax County come out and assess the ditch and storm drain issues and Brant Baber seconded the Motion.

Motion carried; unanimously.

Eighth Annual Caboose Twilight Run (5K / 1 Mile Fun Run)

Scheduled for Saturday, June 11, 2005 at 6:00 p.m. Volunteers needed to help with registration and packet pick up at the Coffee Mill.

Trees in Trail

Scheduled for Sunday, July 3, 2005. Need to provide a list of persons working to Town Council.

5. Old / Unfinished Business

Old Town Hall Sale Committee Report

Motion

Lev Buller made a Motion to approve a resolution affirming that the Town Council supports having the Town Hall building fixed up and that the Town should continue to use the Town Hall building for its official business. Brant Baber seconded the Motion.

Motion carried; unanimously.

Discussion

The letter that was earlier given to Buller by the mayor was returned to the mayor for the Town to respond that the offer to purchase the property and use it as a residence did not meet the Council's objectives for the use of the property.

Lev Buller will provide an appraisal at the July Clifton Town Council Meeting. Mac Arnold mentioned that the Mr. Sharp, head of Fairfax County, approved the Old Town Hall for small meetings. The building was built as a residence and the town bought property saying it could be used as a town office and for holding small meetings in the facility as long as

meetings are ancillary. Mr. Sharp informed Mac Arnold that he could write him a letter and Mac will seek clarification.

Town Meeting Hall Committee Report

Presentation

Jeff Stein presented a proposed rate schedule for the Town Hall and will revise to include cancellation language, equipment storage fee, non-prime time hours, and basic rate fee.

Motion

Mac Arnold moved to accept the rate schedule and Brant Baber seconded the Motion with the amendment of adding the effective date of August 1, 2005.

Motion carried; unanimously.

Discussion

The Town has not adopted a unified rate – need unified rate to abide by rate. Non prime time hours were taken from the County. Revisit rates in a few months and adjust if necessary.

Playground Committee Update

Fund Raising Presentation

Aileen Mitchell presented a Playground Fund Raising progress chart to illustrate fund raising milestones. The success of fund raising events and application for grants was mentioned. The committee is creating a tax contribution form and seeking ideas for the Children's Festival.

HUD Update

Recommend that the Town Attorney compose letter to HUD since there has been no change and set up interviews. HUD has a new inspector.

Main Street Seismic Traffic Measurement Status

The seismic study was completed last week and the company should have the report next month.

2003 Haunted Trail Missing Money Update

Presentation

Giff Hampshire reported that the FBI will close the investigation with no recommendation for prosecution and inform him when the case is closed but the Virginia State Police will likely pursue the case.

Motion

Mac Arnold made a Motion that the Town Council asks the FBI to provide report to the Town and Trish Robertson seconded the Motion.

Motion carried; unanimously.

Discussion

Brant Baber remarked that this issue has been around since May 2004 and investigations by police and criminal prosecution discover if there is evidence to indict and convict beyond a reasonable doubt. We are wasting time. The issue has been “where is the money” – somebody owes us this money. As a public official, I am interested in protecting the assets of this Town. Should we hire a private detective to collect the money? The Town Council should take this as a civil matter. The Town has a fiduciary responsibility to go after the preponderance of the money. If we hire a private detective can we know what questions the FBI has asked if they will not provide a report? A public official of the Town mishandled the money and there is a question of negligence and a civil matter. Jim Chesley took a polygraph and requested a hard copy to make results public. Giff Hampshire commented on the cost of a private investigator. Mac Arnold inquired if the FBI will provide reports to us. Brant Baber asked such a request and given to Town Attorney. This matter should be put in hands of Town Attorney to advise the group. Don’t need to create the privilege – if we don’t want it to be disclosed and if town has information to support procedure?

6. New Business

Town Web Site

The Town seeks a website design that can be maintained by the Town. Lev Buller asked if \$3000 budget line item is sufficient to set up a website. Brant Baber will work with Jason Mitchell and Fawn Freeman to identify web design requirements. Brant Baber provided a Town website proposal by IT Lifesaver.

Truck Cut-Thru Letter to Delegate Hugo

Public Hearing – BOS

Discussed on July 6, 2004.

Motion

Jim Chesley made a Motion that the Town pass a resolution to restrict thru-truck traffic on Route 645, “Clifton Road” thru Town of Clifton and roads in Clifton area “not recommended for truck traffic,” Route 612, “Yates Ford Road” in Prince William County; Route 612, “Old Yates Ford Road”; and Route 643, “Henderson Road” in Fairfax County proposed pursuant to section 46.2-809 of VA Code “Regulation of Truck Traffic on Primary and Secondary Highways.” Brant Baber seconded the Motion.

Motion carried; Margo Buckley opposed.

Discussion

Margo Buckley inquired how the “Truck cut-thru” is enforced by police coverage. Brant Baber stated there is signage at Clifton, Henderson, Hampton, and Old Yates to the Bridge. The state has signs up now that say trucks not recommended. Regulations held by the board of supervisors. Jim Chesley talked to Connolly about the issue.

Action

Trish Robertson will get a copy of the regulation

Town Christmas Tree Health

FY06 Clifton Town Budget

Motion

Brant Baber moved to approve Town Budget as discussed in Public Hearing and Jim Chesley seconded the Motion.

Motion carried; unanimously

Margo Buckley needs a check for \$1000 for Joe for refurbishing floors in Town Hall. Margo stated her last paycheck included in the bill for the boy scouts use of the Town Hall. She mentioned she did a barter arrangement and determined usage was \$600. She called the IRS who told her bartered jobs should be included on tax income. Thus, she is seeking reimbursement for usage.

Motion

Lev Buller made a Motion to pay Margo Buckley \$600.

Motion was not seconded, thus it died.

Action

Brant Baber asked for a copy of the written scope of duties for non concession.

7. Reports of Standing / Special Committees

Planning Commission

Presentation

A new tailoring business will replace the vacating construction business at 7144 Main Street. Michelle Stein requested that the Council move Planning Commission to item 4 for July meeting.

Motion

Lev Buller made a Motion to approve the new business replacement and Brant Baber seconded the Motion

Motion carried; unanimously.

Church abandonment hearing

Motion

Jim Chesley made a Motion to schedule a Public Hearing on Monday if needed and Mac Arnold seconded the Motion.

Motion carried; unanimously.

8. Adjournment

Motion

Brant Baber made a Motion to adjourn the meeting and Jim Chesley seconded the Motion. Meeting adjourned at 10:13 p.m.

Motion carried; unanimously.

June 7, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

PUBLIC HEARING: 1) Proposed FY 06 Town Budget
2) Proposed Ordinance Change

1. Reading of minutes of last regular and any subsequent Town Council meetings
2. Report from the Town Treasurer
 - ~ Balance Sheet, Profits /Loss and Account Balances
3. Reading of communications to the Mayor
4. Citizen's Remarks
5. Old / Unfinished Business
 - ~ Old Town Hall Sale Committee report
 - ~ Town Meeting Hall Committee report
 - ~ Playground Committee Update
 - ~ HUD Update
 - ~ Main Street Seismic Traffic Measurements Status
 - ~ 2003 Haunted Trail Missing Money Update
 - ~ Underground Conduit for Verizon on Main Street
6. New Business
 - ~ Town Web Site
 - ~ Truck Cut-Thru Letter to Del. Hugo
Public Hearing – BOS
 - ~ Town Christmas Tree Health
 - ~ FY 06 Clifton Town Budget
7. Reports of Standing / Special Committees
8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made 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, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

June 7, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

PUBLIC HEARING: 1) Proposed FY 06 Town Budget
2) Proposed Ordinance Change

1. Reading of minutes of last regular and any subsequent Town Council meetings
2. Report from the Town Treasurer
 - ~ Balance Sheet, Profits /Loss and Account Balances
3. Reading of communications to the Mayor
4. Citizen's Remarks
5. Old / Unfinished Business

*\$11650
Yard
sale
profit*

- ~ Old Town Hall Sale Committee report -
- ~ Town Meeting Hall Committee report - *Jeff - defer to play no*
- ~ Playground Committee Update
- ~ HUD Update
- ~ Main Street Seismic Traffic Measurements Status
- ~ 2003 Haunted Trail Missing Money Update
- ~ Underground Conduit for Verizon on Main Street - *part of budget discussion*

6. New Business

- ~ Town Web Site →
- ~ Truck Cut-Thru Letter to Del. Hugo - - - - - *July 6, 04*
- Public Hearing - BOS
- ~ Town Christmas Tree Health - *trans on memo* • *46-2.109*
- ~ FY 06 Clifton Town Budget

hold

7. Reports of Standing / Special Committees

A. Siggins

8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made 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, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

Action: Submit invoice to address as listed below.

Town of Clifton
P.O. Box 309
Attn: Treasurer
Clifton, Virginia 20124-0309

Action: Please run Public Hearing Notice below on Thursday, May 19 and Thursday, May 26, 2005.

**PUBLIC HEARING
TOWN OF CLIFTON
June 7, 2005**

Notice is hereby given that the Clifton Town Council will hold a Public Hearing on Tuesday, June 7, 2005 at 7:00 P.M. at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, Virginia 20124 to consider the FY2006 Town Budget and also being considered will be the following proposed change to the Town Zoning Ordinance, Sec. 9.23B "LOW IMPACT COMMERCIAL DISTRICT." Copies of the proposed FY2006 Town Budget and proposed Town Zoning Ordinance change are available from the Town of Clifton Clerk by calling 703-266-2885 and copies will also be available at the Public Hearing. All interested parties are invited to attend to express their views with respect to the proposed revision. Town residents are strongly urged to attend. The June Town Council meeting will immediately follow.

By order of the Town Council, Clifton, Virginia

Fawn Freeman, Town Clerk

Thursday May 19 Thursday May 26
Please run on ~~Tuesday, April 18~~ and ~~Tuesday, April 25, 2000.~~ 2005

PUBLIC HEARING
TOWN OF CLIFTON
May 2, 2000

~~June 1, 2005~~ JUNE 7, 2005

Notice is hereby given that the Clifton Town Council will hold a Public Hearing on Tuesday, ~~May 2, 2000~~ at ~~8:00~~ ^{7:00} P.M. at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, Va. 20124 to consider the FY200~~6~~ Town Budget. Copies are available from the Town of Clifton Clerk by calling ~~833-9019~~. Copies will also be available at the Public Hearing. All interested parties are invited to attend to express their views with respect to the proposed revision. Town residents are strongly urged to attend. The ~~May~~ ^{JUNE} Town Council meeting will immediately follow.

By order of the Town Council, Clifton, VA.

~~Pamela Wallace~~
FAWN FREEMAN
Pamela Wallace, Town Clerk

Billing should be forwarded to: Town of Clifton
P.O. Box 309
ATTN: Treasurer
Clifton, VA 20124-0309

- ① ALSO BEING CONSIDERED WILL BE THE FOLLOWING PROPOSED CHANGES TO THE
- ② Sec 9.23B LOW IMPACT COMMERCIAL DISTRICT.

③ TOWN Zoning Ordinance,

Centreville Paper - Legals - section of papers

703-648-1861

(Fax) 703-648-9143

830-4908 - Michelle

- email to me at Jim
the latest

Zony language



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TO: JIM CHESLEY, MAC ARNOLD, LEV BULLER,

MARGO BUCKLEY, TRISH ROBERTSON

CC: BILL HOLLAWAY, ROYCE JARRENDT

DATE: 6-20-05

RE: TOWN ADMINISTRATIVE FUNCTIONS

Fairfax County's funding of a 20 hour/week position for the Town has caused me to think about the Town's needs and how best to deal with them. In addition to the Town meeting hall, the Town operates various other facilities, including the old Town hall, the Town park and kiosk, Ayre Square and the Buckley park. The Town also carries out activities, such as getting the storm sewer surveyed, trying to get the culverts and ditches cleaned, putting up street signs, getting the grass cut, painting the bridge railings, interfacing with VDOT about speed bumps and signage, identifying and submitting grant requests. We have been relying on volunteers to get things done. It's time to establish a Town Facilities Manager to take on many of these tasks.

The duties of a Town Facilities Manager [which could be divided between 2 or more persons] would be as follows:

- be the contact for making reservations to use any Town facility, including keeping a reservations and events calendar that is updated daily and made accessible by daily posting on various Town bulletin boards and a Town internet website
- be in charge of retaining third parties service providers and/or coordinating volunteers when required, for such activities as:
 - grass cutting and landscaping
 - facility repairs and ongoing maintenance
 - painting
 - cleanup
 - flower planting
 - web site maintenance
- administer the Town's contracts, such as:
 - annual VML insurance policy renewal applications and claims
 - lease between Fairfax County and Town for meeting hall
 - federal and state grant compliance
- administer compliance with the Town's use permit requirements, including maintaining a list of businesses with existing use permits, sending out letters to persons who need to apply for a use permit, determining compliance with conditions for existing permits, making recommendations to the Council with respect to enforcement of use permit requirements
- handle sale and collection of funds for Town license plates
- cause Council agendas and updated ordinances and application forms to be posted on the Town web site

It would be most convenient if the Town would provide office space for use in carrying out these functions. Space is available in the closet inside the meeting hall [to the left as you enter]. A ceiling light, tile, a phone and cable line, A/C venting, phone, computer, printer, table, file cabinet and 3 chairs could be installed, and the office would be functional. The compactor could be removed from the other closet, and the tables/chairs stored there. The cost for this work would be \$3-4K. While space in the Town hall ultimately may become available for office purposes, it appears that any upgrade to that facility is not imminent, and the conversion of the meeting hall closets could be done in 30 days.

I recommend coming up with a concept that is broader than merely administering the Town meeting hall, identifying the activities to be handled and the location for carrying out the work (in the Town, not remote from the Town) and presenting that package to Fairfax County for approval. The County's authorized funding starts July 1. Delay in deciding these matters

will cause the Town to lose out on funding.

When is the meeting hall committee meeting to discuss how to approach the County? I'd like the concepts set forth in this memo to be considered at that time.

intent
next steps
therefore

The attached is self explanatory. The process is the same - the County holds a public hearing to start the process. The only difference is that now there is a 9 month timeframe for the review process and the Commissioner can approve restrictions on the Secondary System.

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

From: Lockwood, Philomena B.
Sent: Tuesday, October 28, 2003 2:52 PM
To: District Administrators
Cc: District Traffic Engineers; Khoury, Raymond J. 'Ray', P.E.; Caldwell, Larry C., P.E.; Myers, Curtis W.
Subject: Through Truck Restrictions - Board Decisions and Revised Guidelines

This is to let you know that on October 16, 2003, the CTB adopted revised guidelines for the Restriction of Through Trucks on Secondary and Primary Highways. The Board's resolution delegated authority to restrict through trucks on **secondary** routes to the Commissioner and retained the authority to restrict through trucks on **primary** routes.

The new guidelines are attached. Highlights of the guidelines are:

- The proposed guidelines apply to primary routes as well as secondary
- The **Commissioner** has the authority to restrict through trucks on secondary routes
- The **CTB** has authority to restrict through trucks on primary routes.
- Action must be taken on request within 9 months of the date the request is received by VDOT
- The criteria are similar to the existing guidelines, but are considered slightly differently:
 - o **Mandatory Criteria:**
 - § Suitable Alternate Route
 - § Safety and engineering issues with the existing roadway
 - o Plus, Either
 - § Residential in nature, or
 - § Local or collector

As the Commissioner now has the authority to restrict through trucks on secondary roads, we have prepared letters for his signature on all of the (secondary) requests that have been on hold these past few months while we have been waiting board action. we will send you notification as soon as these letters are signed.

Please contact me or your District Traffic Engineer if you have any questions.

Mena Lockwood

Adopted by Commonwealth Transportation Board October 16, 2003

**GUIDELINES FOR CONSIDERING REQUESTS TO
RESTRICT THROUGH TRUCKS ON PRIMARY AND SECONDARY HIGHWAYS**

Section 46.2- 809 of the Code of Virginia provides:

The Commonwealth Transportation Board, *or its designee*, in response to a formal request by a local governing body, after such body has held public hearings, may, after due notice and a proper hearing, prohibit or restrict the use by through traffic of any part of a *primary or secondary* highway if a reasonable alternate route is provided. *The Board, or its designee, shall act upon any such formal request within nine months of its receipt, unless good cause is shown.* Such restriction may apply to any truck or truck and trailer or semitrailer combination, except a pickup or panel truck, as may be necessary to promote the health, safety, and welfare of the citizens of the Commonwealth. Nothing in this section shall affect the validity of any city charter provision or city ordinance heretofore adopted.

Background

It is the philosophy of the Commonwealth Transportation Board that all vehicles should have access to the roads on which they are legally entitled to travel. Travel by any class of vehicle on any class of highway should be restricted only upon demonstration that it will promote the health, safety and welfare of the citizens of the Commonwealth without creating an undue hardship on any of the users of the transportation system. The Board recognizes that there may be a limited number of instances when restricting through trucks from using a segment of a primary or secondary roadway will reduce potential conflicts, creating a safer environment and one that is in accord with the current use of the roadway. The Board has adopted these guidelines to govern and regulate requests for through truck restrictions on primary and secondary highways.

Process

The Commonwealth Transportation Board delegates the authority to restrict through truck traffic on secondary highways to the Commissioner of the Virginia Department of Transportation. Such

restrictions can apply to any truck, truck and trailer or semi trailer combination, or any combination of those classifications. Consideration of all such restrictions by the Commissioner is subject to these guidelines as adopted by the Board. The Commonwealth Transportation Board retains the authority to restrict through truck traffic on primary highways.

In order to conform to the requirements of the Code of Virginia and to insure that all concerned parties have an opportunity to provide input, the local governing body must hold a public hearing and make a formal request of the Department. The following must be adhered to:

- (A) The public notices for the hearing must include a description of the proposed through truck restriction and the alternate route with the same termini. A copy of the notices must be provided.
- (B) A public hearing must be held by the local governing body and a transcript of the hearing must be provided with the resolution.
- (C) The resolution must describe the proposed through truck restriction and a description of the alternate, including termini.
- (D) The governing body must include in the resolution that it will use its good offices for enforcement of the proposed restriction by the appropriate local law enforcement agency.

Failure to comply with (A), (B), (C) and (D) will result in the request being returned. The Commonwealth Transportation Board and the Commissioner shall act upon any such formal request within nine months of its receipt, unless good cause is shown.

Criteria

Travel by any class of vehicle should be restricted only upon demonstration that it will promote the health, safety and welfare of the citizens of the Commonwealth without creating an undue hardship on any users of the transportation network. The Virginia Department of Transportation will consider criteria 1 through 4 in reviewing a requested through truck restriction. The proposed restriction must meet **both** the first and second criteria in order to be approved:

1. Reasonable alternate routing is provided. The alternate route will be evaluated for traffic and

safety related impacts. To be considered "reasonable", the alternate route(s) must be engineered to a standard sufficient for truck travel, and must be judged at least as appropriate for truck traffic as the requested truck restriction route. If an alternate route must be upgraded, the improvement shall be completed before the truck restriction can be implemented. The termini of the proposed restriction must be identical to the alternate routing to allow a time and distance comparison to be conducted between the two routings. Also, the alternate routing must not create an undue hardship for trucks in reaching their destination.

2. The character and/or frequency of the truck traffic on the route proposed for restriction is not compatible with the affected area. Evaluation will include safety issues, accident history, engineering of the roadway, vehicle composition, and other traffic engineering related issues.

In addition to meeting the first two criteria, the proposed restriction must meet either the third or the fourth criteria in order to be approved.

3. The roadway is residential in nature. Typically, the roadway will be judged to be residential if there are at least 12 dwellings combined on both sides within 150' of the existing or proposed roadway center line per 1,000 feet of roadway.
4. The roadway must be functionally classified as either a local or collector.

Failure to satisfy criteria 1 and 2, and either criteria 3 or 4 will normally result in rejection of the requested restriction.

The Commonwealth Transportation Board when deemed necessary may modify or revise any provisions or criteria contained in these guidelines.

LARA HEGLER

email: Lara.Hegler@VDOT.Virginia.gov

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Subject: FW: Virginia Municipal League Insurance Programs - Summer 2005 Newsletter

Date: Tue, 5 Jul 2005 14:24:47 -0400

From: "Chesley, James C CIV NAVSURFWARCEN" <james.chesley@navy.mil> Add to Address Book

"Brant Baber" <bb@baberkal.com>, "Fawn Freeman" <freemanfawn@yahoo.com>, "Giff Hampshire" <ghampshire@blankeith.com>, "Jim Chesley" <chesleyjc@nswccd.navy.mil>, "Lev Buller" <lbuller@cns.gov>, "Margo Buckley" <marky@erols.com>, "Trisha Robertson" <rtrishr@aol.com>, "William Arnold" <marnold@mccandlaw.com>

What's your Credit Score? See it FREE!

\$ \$160,000 Loan only \$617/mo.

\$ \$300k Loan \$1190/mo. Go!

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

From: Dickie, Greg [mailto:GDickie@vmlins.org]

Sent: Tuesday, July 05, 2005 14:19

To: Newsletter

Subject: Virginia Municipal League Insurance Programs - Summer 2005 Newsletter

The Summer 2005 edition of the Virginia Municipal League Insurance Programs newsletter is now available on our web site: www.vmlins.org/Newsletters.asp

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Public Hearing July 5, 2005

Mayor and Town Council,

We are opposed to the "new zoning district" that could result in "No through truck traffic" restrictions for the following reasons:

1. Restriction of truck traffic will have a negative impact on our business.
2. The existing signage is sufficient.
3. VDOT defines truck by weight, not axles (7500 lbs.)
4. No thru truck restrictions are used elsewhere for exclusively residential neighborhoods.
5. This restriction increases energy consumption.
6. This restriction reeks of exclusivity and NIMBY (not in my backyard).

nois too bad

Tom and Judy McNamara
12637 Chapel Road
703.631.2060
and
7140 Main Street
703.830.0038

Buses to Hemlock - not to come thru town
Larry Hensel - Pres. - Occugun Water Shed
- DWC - founded 10 yrs ago
- top protect
- Hazard Material
- Accident @ Crossing truck
- Restrict thru traffic

57:40
7:48

pg 1 - increase Treasure Salary to
lang change made avail

pg. 2 - grammar

pg. 3 - what was said by homeowner

pg. 5 - to provide
request

Notice - to approve w/ corrector what
checked

Nacljin requ 3/15/6
3.7. Ba

July 5, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

PUBLIC HEARING: Restricting Thru Truck Traffic in Clifton

1. Reading of minutes of last regular and any subsequent Town Council meetings
2. Report from the Town Treasurer
 - ~ Balance Sheet, Profits /Loss and Account Balances
3. Reading of communications to the Mayor
4. Reports of Standing / Special Committees
5. Citizen's Remarks
6. Old / Unfinished Business
 - ~ Old Town Hall Sale Committee report
 - ~ Town Meeting Hall Committee report
 - ~ Playground Committee Update
 - ~ HUD Update
 - ~ Main Street Seismic Traffic Measurements Status
 - ~ 2003 Haunted Trail Missing Money Update
 - ~ Town Website
7. New Business
 - ~ Fairfax County Storm Water Drainage Website Information
 - ~ Parking Lot Paving
 - ~ Additional Conduit for Verizon / Cox Cable
 - ~ Payment for NVCT Property

Neuman Rd & Zellan

Action - to use resolution table

1) Study of fiscal year with two sp lca of meeting - can change subsequent mtg. part 13 counties - agenda/minutes

8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made 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, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

not labor day can show & take down dont see
FRONT moved
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MEMORANDUM

TO: Members of Town Council
Town of Clifton

FROM: Gifford R. Hampshire

DATE: June 7, 2005

RE: Status of FBI investigation of missing money

On June 3, 2005, I received a return voice mail memorandum from FBI Special Agent Karen L. LoStracco, who is heading the FBI investigation of the 2003 Haunted Trail missing money. She related that the FBI will close the investigation with no recommendation for prosecution. She did relate, however, that Virginia State Police are likely to take up the case, although she could not say how active an investigation the police would conduct. She said that she would let me know when the investigation is closed.

Submitted for your information.

Playground Motion:

T.R. move to purchase
the playground equipment
from Kompan and store at secure
~~site~~ until installation
in playground.
JC Secunda.

Judith Anderson
League of Women Voters
rgajpa@erols.com

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Subject: FW: DRAFT June Clifton Town Council Meeting Minutes & Posted July 2005 Town Council Meeting Minutes

Date: Fri, 1 Jul 2005 12:28:03 -0400

From: "Buller, Levon" <LBULLER@cns.gov> View Contact Details

To: freemanfawn@yahoo.com

Fawn – here are a few minor changes, in red, to the minutes. (see #5, #6, & #7) I gave you wording for my motion regarding the use of the Town Hall property included it here, in very slightly different language.

I have a procedural question. When we have comments/changes to the draft, should we send them to everyone or just you?

As usual, good minutes.

Lev

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

From: fawn freeman [mailto:freemanfawn@yahoo.com]
Sent: Thursday, June 30, 2005 7:41 PM
To: marilyn barton; bb@baberkal.com; Jim Chesley; Freeman; ghampshire@blankeith.com; marky@erols.com; marnold@mccandlaw.com; rtrishr@aol.com; townofclifton@aol.com
Subject: DRAFT June Clifton Town Council Meeting Minutes & Posted July 2005 Town Council Meeting Minutes

Appreciate your June Clifton Town Council Meeting Minutes comments by Saturday.

Wishing you and your family a Safe and Happy 4th of July!

Thank you,
Fawn

Yahoo! Sports
Rekindle the Rivalries. Sign up for Fantasy Football

Attachments

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Subject: RE: DRAFT June Clifton Town Council Meeting Minutes & Posted July 2005 Town Council Agenda

Date: Fri, 1 Jul 2005 09:15:45 -0400

From: "Buller, Levon" <LBULLER@cns.gov> View Contact Details

To: "fawn freeman" <freemanfawn@yahoo.com>, "marilyn barton" <pawnsfins@cox.net>, bb@baberkal.com, "Jim Chesley" <chesleyjc@nswccd.navy.mil>, ghampshire@blankeith.com, marky@erols.com, marnold@mccandlaw.com, rtrishr@aol.com, townofclifton@aol.com

What's your Credit Score? See it FREE!

Netflix-Try Free! No Late Fees

Win a trip to a luxury spa!

1.99% Mortgage! Limited Time!

Fawn – my motion in 5 was on the order of

The Town Council supports having the Town Hall building fixed up and the Town continuing to use the Town Hall building for its official business.

I may have more comments that I'll send to you by the end of the day.

Lev

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

From: fawn freeman [mailto:freemanfawn@yahoo.com]
Sent: Thursday, June 30, 2005 7:41 PM
To: marilyn barton; bb@baberkal.com; Jim Chesley; Freeman; ghampshire@blankeith.com; Buller, Levon; marky@erols.com; marnold@mccandlaw.com; rtrishr@aol.com; townofclifton@aol.com
Subject: DRAFT June Clifton Town Council Meeting Minutes & Posted July 2005 Town Council Agenda

Appreciate your June Clifton Town Council Meeting Minutes comments by Saturday, July 2, 2005.

Wishing you and your family a Safe and Happy 4th of July!

Thank you,
Fawn

6.59 - Public Hearing
6.59 - 2nd

Set aside

6.59
4:05
Approx 11 minutes
TRUCK/YEAR 2

**MINUTES
CLIFTON TOWN COUNCIL MEETING**

Tuesday, July 5, 2005
12641 Chapel Road
Clifton, VA 20124

Council Members

- Present: Jim Chesley, Brant Baber, Margo Buckley, Lev Buller, Trish Robertson,
- Absent: Marilyn Barton, William Arnold
- Attendees: Fawn Freeman, Giff Hampshire, 16 citizens, 1 VDOT representative, 1 League of Women Voters representative, State Senator Jay O'Brien

The Public Hearing was called to order at 7:10 pm. Jim Chesley led the Pledge of Allegiance.

Public Hearing

Pursuant to Section 46.2-809 of the VA Code (Regulation of truck traffic on primary and secondary highways) - Town Resolution Restricting Through Truck Traffic on Clifton Road, route 645 through the Town of Clifton and on roads in the Clifton area marked as "Not Recommended for Truck Traffic," route 612 (Yates Road) in Prince William County and route 612 (Old Yates Ford Road) and route 643 (Henderson Road) in Fairfax County.

Jim Chesley informed attendees that 46.2-908 VA Code Regulation of truck traffic on primary and secondary highways copies are located on the table. He mentioned the alternative truck routes, and approximately ten (10) years ago large signs were placed in Clifton and surrounding area "not recommending that trucks travel the area." It was noted that traffic volume has gone down since the installation of the Fairfax County Parkway.

Presentations

Lara Hegler, Transportation Engineer, Virginia Department of Transportation (VDOT), presented the "Through Truck Restrictions – Board Decisions and Revised Guidelines." Guideline highlights apply to primary and secondary routes.

- Commissioner has authority to restrict through trucks on secondary routes, CTB has authority to restrict through trucks on primary routes, and action must be taken on request within nine (9) months of the date request received by VDOT.
- Mandatory Criteria: Suitable alternate route, safety and engineering issues with the existing roadway, either residential in nature or local or collector.

Tom and Judy McNamara presented their reasons for opposing the new zoning district for the "No through truck traffic"

Jerry Little, of Wolf Valley Drive, located at the corner of Henderson Road, mentioned his concern to get trucks off the road.

Senator Jay O'Brien stated that his legislative district includes several precincts in Prince William County and that institution of a truck traffic limitation in the Town may adversely affect some of his Prince William County constituents, and so he is unable to commit to support it with VDOT.

Motion

Jim Chesley moved to close the Public Hearing and Brant Baber seconded the Motion. Public Hearing closed at 7:48 p.m.

Motion carried; unanimously.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

Sen Buller made a Motion to approve the June 7, 2005 meeting minutes and Brant Baber's comments. Brant Baber seconded the Motion.

Motion carried; Margo Buckley abstained.

2. Report from the Town Treasurer

Balance Sheet, Profits / Loss and Account Balance

A preliminary financial report for fiscal year ending June 30, 2005 was emailed to the council members. The treasurer is in the process of validating accounts to ultimately segregate it by Operating Report and Capital Grants Report. It was noted that because invoices / vouchers are often submitted up through September the financial report will need to be updated accordingly.

Anderson, White & Company, P.C., a CPA firm submitted engagement letters for the June 30, 2003 and 2004 for signature to include a list of items to be mailed for them to begin their audit.

3. Reading of Communications to the Mayor

Read a letter from Paul and Debbie Dillard asking the Mayor to do what it takes to eliminate truck traffic through Clifton and enclosed a photo of their downed fence as a result of truck driver.

4. Reports of Standing / Special Committees

Planning Commission

Presentation

Reviewed use permit application for Silva at 7151 Pendleton Road awaiting additional information before a decision can be made. Recommended approval of use permit for town playground acknowledging there is an overall parking issue to be addressed. Reported on the progress of the Clifton Presbyterian Church.

Motion

Trish Robertson made a Motion to purchase the playground equipment from KOMPAN, Inc. and store equipment at a secure site until installation in playground. Jim Chesley seconded the Motion. Margo Buckley opposed.

Motion carried; passed 4 to 1

5. Citizen's Remarks

Clifton Betterment Association acknowledged Gary Anderson's contribution as the Clifton Twilight 5K and 1M Fun Run Race Director.

6. Old / Unfinished Business

Old Town Hall Sale Committee Report

Lev Buller stated that an appraiser was hired to appraise the Old Town Hall. A meeting with held with Royce Jarrendt and it appears the committees non-monetary issues can be dealt with accordingly. The committee anticipates having a report for presentation at the next Council meeting to include a cost comparison of improving the Town Hall in the manner proposed by Jarrendt without adding office space versus the Jarrendt proposal.

Town Meeting Hall Committee Report

Presentation

Bill Holloway spoke of the overall Community Hall issues and needs. It was noted that the County allocated \$20,000 in their FY2006 budget for the meeting hall. Facility maintenance costs are estimated between \$4,000 and \$6,000 and approximately \$10,000 is projected for replacing the heating / cooling system. Facility Administrative costs for a part-time employee are estimated between \$5,000 and \$6,000. It is recommended the employee be held accountable and salary should be a flat rate rather than a usage fee and compensated at level of treasurer (\$6,000). The staffers responsibilities include but are not limited to coordinating with contractors, managing reservations and fee collection, opening/closing of facility, records maintenance to include quarterly reports (rentals / fees / expenditures / security deposits), managing on-line reservations including a live calendar of events, updating web pages and their content (e.g., policy, rates, forms.)

Bill Holloway met with the Director of the Department of Community and Recreation Services for the County and learned they are of same mind in terms of what is required for a meeting hall. A Memorandum of Understanding with the Town should be implemented.

Citizen Comments

Ken Buckley stated the Town Hall was never intended to be rented out – turn into profitable – people who live here have lot to lose if original deal is altered — focus should be on cutting deficit not hours. Royce Jarrendt stated six (6) cars is the parking lot design limit and is opposed to maximizing the use of the building. Margo Buckley stated the capacity is 200 / 120 and was told that the Town could not refuse to rent to those who called. Jim Chesley asked to consider a no alcohol policy for use of the facility. Brant Baber stated the Town has not promulgated Town Hall use standards and never adopted a

uniform schedule of rental rates. Jim Chesley remarked there should be no alcohol at CBA or other events.

Brant Baber observed that it is likely that a staff person to administer the Town meeting hall will cost much more than \$5-6,000, since the job will require at least 20 hours a week and, even at \$10/hour, the cost would be more than \$10,000.

Motion

Jim Chesley made a Motion to ask the Town Council to consider tonight that future Town Hall reservations be advised that the facility is considering becoming an alcohol free facility and this could take affect next week. Brant Baber seconded the Motion.

Motion carried; unanimously

Actions

a) Meet with CBA to acquire number of events held per year at the Town Hall and how often alcohol is served at these occasions. Need a public information meeting at next meeting.

b) Margo Buckley to report on number of alcohol parties to include revenue at the August Town Council Meeting Action.

c) Town Attorney to look into the grandfather exceptions based on historic issues that donated monies to the Town Hall such as the Gentlemen's Club, CBA, and lions club.

Playground Committee Update

Presentation

Bill Holloway stated that equipment was identified and needed to be procured before it stopped being available from the manufacturer, and that the committee has been informed that several pieces will not be available unless ordered soon.

Motion

Trish Robertson made a Motion that the Town put up 50% of funds to procure playground equipment town. Jim Chesley seconded the Motion.

Brant Baber objected to making such a large deposit with a vendor, since the Town would bear risk of its bankruptcy and being an unsecured creditor. He stated that he would rather see the Town pay the full amount for the equipment upon its delivery, and then store the equipment until it can be installed.

Ms. Robertson amended her Motion to permit the Town to order the equipment and be obligated to pay for it on delivery. She stated that delivery time is expected to be 30 days after the order is placed. Mr. Chesley accepted the amendment.

Motion as amended carried unanimously, with Margo Buckley absent from the room during the vote.

HUD Update

Presentation

Brant Baber sent a letter to HUD Homeownership Center confirming agreed upon procedures as to how HUD is conducting their review of the home repairs for those homes the Town purchased from them. Specifically, the letter described activities taken by HUD employee that violate agreement.

Giff Hampshire sent a letter to HUD protesting their demand that the Town pay for items or services that the Town and CLC previously demonstrated had been performed. He is awaiting a response from HUD.

Main Street Seismic Traffic Measurement Status

Jim Chesley read a letter signed by the Warks, Mills, Nickums, and Petersons regarding the speed bump located on Main Street. The Town hired ECS Atlantic who conducted a seismic study of the speed bump at 7151 Main Street to assess the seismic impact from May 18 to June 13. The study revealed the vibrations were not of a level necessary to cause damage, although the study acknowledged that significant noise could be created by them.

Jim Chesley recommended looking at alternative ways to control speed of traffic such as a three-way-stop or one-way traffic. The Town could petition VDOT to reduce speed limit from 25 miles per hour to 15 mph on route 645. Another option for reducing speed is requesting the state to perform a study similar to the one done in Herndon, such as a bypass.

Citizen Remark: Before Town road improvements are done, we should suggest to VDOT that they grade down hump and whether they intend to take out the humps and reinstall them as part of the improvement process. May want to ask VDOT not to put humps back in or mill 6 to 8 inches off crown.

Actions

Jim Chesley will invite a VDOT senior representative to next month meeting to get ideas about all traffic issues in terms of what we can and cannot do. Next step is to form a committee to execute actions.

2003 Haunted Trail Missing Money Update

Presentation

Giff Hampshire stated the FBI referred the investigation to the Virginia State Police. He asked FBI Special Agent Karen LoStracco, who has been heading the subject case, for its records and was told that she is not able to discuss the matter but that a request for the records can be made under FOIA. Received FBI results of the polygraph taken by Mayor Jim Chesley and the FBI stated that Mr. Chesley answered all questions truthfully and without deception.

Jim Chesley stated he voluntarily took a polygraph and was asked specific questions related to the Haunted Trail Missing Money as well as other questions. As to the Haunted Trail Investigation, Jim reported having no knowledge of receiving the proceeds from Margo Buckley or anyone else or having any knowledge of the whereabouts of the missing proceeds. The polygraph verified his statements. Questions posed to him that were not part of the Haunted Trail Investigation were 1) did he receive any kick back from the recabling done in the Town by NOVEC and by Cox Communications, 2) has any member of his family or any friend of his ever benefited from any action taken by him as Mayor of Clifton, and 3) did he know anything about an anonymous \$10,000.00 donation to the Lions Club. Jim answered negative to the first two questions and that was verified by the polygraph. As to the anonymous donation to the Clifton Lions Club, there was a \$3000.00 donation made to the Lions Club, and Jim gave to the FBI the information about the donor. Basically, the FBI polygraph exam of Jim Chesley showed no knowledge of or connection to the missing Haunted Trail money as well as clearing up other rumors.

Motion

Brant Baber made a Motion that Giff Hampshire make a FOIA request to the FBI to release the investigation records to Mr. Hampshire, and Lev Buller seconded the Motion.

Motion carried, unanimously

Town Web Site

TABLED

7. New Business

Fairfax county storm water drainage website information

Parking Lot Paving

Motion

Jim Chesley made a motion to spend \$8,800 to repave the parking lot next to caboose and Brant Baber seconded the Motion.

Motion carried, unanimously

Discussion

Mayor Chesley stated that the contractor did not have specifications when he estimated the cost at \$6,000, and so the bid came in higher than was anticipated. Funds that were previously approved for dealing with the water problem at the entrance to Ford Lane next to the Clifton Store will not be available from the amounts approved in the budget due to this increase.

Additional Conduit for Verizon / Cox Cable

Motion

Jim Chesley made a Motion to authorize \$7,000 to be spent to have a conduit installed under Main Street and to authorize the Mayor to sign an agreement to this effect with Cox. Brant Baber seconded the Motion.

Motion carried, unanimously

Payment for Northern Virginia Conservation Trust

Presentation

The Town needs to find a way to fund – spend \$ to get reimbursed – 30 days after settlement. Jim Chesley mentioned the Town has the money but there is not a budget line item. Brant Baber stated the Town could ask NVCT to loan the money to the Town until the Town can be reimbursed, at which time the Town would repay the loan, so in this manner, NVCT would not be out of pocket any money for any period.

Motion

Jim Chesley made a Motion for the Town Attorney to inquire with the Northern Virginia Conservation Trust if they would lend the Town the money to purchase the Town's interest in the Trust's property on Newman Road and if not then hold a public hearing to consider moving \$80,000 from savings to pay for the property. Brant Baber seconded the Motion.

Motion carried, unanimously

8. Adjournment

Motion

Jim Chesley made a Motion to adjourn the meeting and _____ seconded the Motion. Meeting adjourned at 10:16 p.m.

Just

Motion carried; unanimously

MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, July 5, 2005

12641 Chapel Road

Clifton, VA 20124

Council Members

Present: Jim Chesley, Brant Baber, Margo Buckley, Lev Buller, Trish Robertson,

Absent: Marilyn Barton, William Arnold

Attendees: Fawn Freeman, Giff Hampshire, 16 citizens, 1 VDOT representative, 1 League of Women Voters representative, State Senator Jay O'Brien

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Public Hearing

Pursuant to Section 46.2-809 of the VA Code (Regulation of truck traffic on primary and secondary highways) - Town Resolution Restricting Through Truck Traffic on Clifton Road, route 645 through the Town of Clifton and on roads in the Clifton area marked as "Not Recommended for Truck Traffic," route 612 (Yates Road) in Prince William County and route 612 (Old Yates Ford Road) and route 643 (Henderson Road) in Fairfax County.

Jim Chesley informed attendees that 46.2-908 VA Code Regulation of truck traffic on primary and secondary highways copies are located on the table. He mentioned the alternative truck routes, and approximately ten (10) years ago large signs were placed in Clifton and surrounding area "not recommending that trucks travel the area." It was noted that traffic volume has gone down since the installation of the Fairfax County Parkway.

Presentations

Lara Hegler, Transportation Engineer, Virginia Department of Transportation (VDOT), presented the "Through Truck Restrictions – Board Decisions and Revised Guidelines." Guideline highlights apply to primary and secondary routes.

- Commissioner has authority to restrict through trucks on secondary routes, CTB has authority to restrict through trucks on primary routes, and action must be taken on request within nine (9) months of the date request received by VDOT.
- Mandatory Criteria: Suitable alternate route, safety and engineering issues with the existing roadway, either residential in nature or local or collector.

Tom and Judy McNamara presented their reasons for opposing the new zoning district for the "No through truck traffic"

Jerry Little, of Wolf Valley Drive, located at the corner of Henderson Road, mentioned his concern to get trucks off the road.

Senator Jay O'Brien stated that his legislative district includes several precincts in Prince William County and that institution of a truck traffic limitation in the Town may adversely affect some of his Prince William County constituents, and so he is unable to commit to support it with VDOT.

Motion

Jim Chesley moved to close the Public Hearing and Brant Baber seconded the Motion. Public Hearing closed at 7:48 p.m.

Motion carried; unanimously.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

_____ made a Motion to approve the June 7, 2005 meeting minutes and Brant Baber's comments. Brant Baber seconded the Motion.

Motion carried; Margo Buckley abstained.

2. Report from the Town Treasurer

Balance Sheet, Profits / Loss and Account Balance

A preliminary financial report for fiscal year ending June 30, 2005 was emailed to the council members. The treasurer is in the process of validating accounts to ultimately segregate it by Operating Report and Capital Grants Report. It was noted that because invoices / vouchers are often submitted up through September the financial report will need to be updated accordingly.

Anderson, White & Company, P.C., a CPA firm submitted engagement letters for the June 30, 2003 and 2004 for signature to include a list of items to be mailed for them to begin their audit.

3. Reading of Communications to the Mayor

Read a letter from Paul and Debbie Dillard asking the Mayor to do what it takes to eliminate truck traffic through Clifton and enclosed a photo of their downed fence as a result of truck driver.

4. Reports of Standing / Special Committees

Planning Commission

Presentation

Reviewed use permit application for Silva at 7151 Pendleton Road awaiting additional information before a decision can be made. Recommended approval of use permit for town playground acknowledging there is an overall parking issue to be addressed. Reported on the progress of the Clifton Presbyterian Church.

Motion

Trish Robertson made a Motion to purchase the playground equipment from KOMPAN, Inc. and store equipment at a secure site until installation in playground. Jim Chesley seconded the Motion. Margo Buckley opposed.

Motion carried; passed 4 to 1

5. Citizen's Remarks

Clifton Betterment Association acknowledged Gary Anderson's contribution as the Clifton Twilight 5K and 1M Fun Run Race Director.

6. Old / Unfinished Business

Old Town Hall Sale Committee Report

Lev Buller stated that an appraiser was hired to appraise the Old Town Hall. A meeting with held with Royce Jarrendt and it appears the committees non-monetary issues can be dealt with accordingly. The committee anticipates having a report for presentation at the next Council meeting to include a cost comparison of improving the Town Hall in the manner proposed by Jarrendt without adding office space versus the Jarrendt proposal.

Town Meeting Hall Committee Report

Presentation

Bill Holloway spoke of the overall Community Hall issues and needs. It was noted that the County allocated \$20,000 in their FY2006 budget for the meeting hall. Facility maintenance costs are estimated between \$4,000 and \$6,000 and approximately \$10,000 is projected for replacing the heating / cooling system. Facility Administrative costs for a part-time employee are estimated between \$5,000 and \$6,000. It is recommended the employee be held accountable and salary should be a flat rate rather than a usage fee and compensated at level of treasurer (\$6,000). The staffers responsibilities include but are not limited to coordinating with contractors, managing reservations and fee collection, opening/closing of facility, records maintenance to include quarterly reports (rentals / fees / expenditures / security deposits), managing on-line reservations including a live calendar of events, updating web pages and their content (e.g., policy, rates, forms.)

Bill Holloway met with the Director of the Department of Community and Recreation Services for the County and learned they are of same mind in terms of what is required for a meeting hall. A Memorandum of Understanding with the Town should be implemented.

Citizen Comments

Ken Buckley stated the Town Hall was never intended to be rented out – turn into profitable – people who live here have lot to lose if original deal is altered — focus should be on cutting deficit not hours. Royce Jarrendt stated six (6) cars is the parking lot design limit and is opposed to maximizing the use of the building. Margo Buckley stated the capacity is 200 / 120 and was told that the Town could not refuse to rent to those who called. Jim Chesley asked to consider a no alcohol policy for use of the facility. Brant Baber stated the Town has not promulgated Town Hall use standards and never adopted a

uniform schedule of rental rates. Jim Chesley remarked there should be no alcohol at CBA or other events.

Brant Baber observed that it is likely that a staff person to administer the Town meeting hall will cost much more than \$5-6,000, since the job will require at least 20 hours a week and, even at \$10/hour, the cost would be more than \$10,000.

Motion

Jim Chesley made a Motion to ask the Town Council to consider tonight that future Town Hall reservations be advised that the facility is considering becoming an alcohol free facility and this could take affect next week. Brant Baber seconded the Motion.

Motion carried; unanimously

Actions

a) Meet with CBA to acquire number of events held per year at the Town Hall and how often alcohol is served at these occasions. Need a public information meeting at next meeting.

b) Margo Buckley to report on number of alcohol parties to include revenue at the August Town Council Meeting Action.

c) Town Attorney to look into the grandfather exceptions based on historic issues that donated monies to the Town Hall such as the Gentlemen's Club, CBA, and lions club.

Playground Committee Update

Presentation

Bill Holloway stated that equipment was identified and needed to be procured before it stopped being available from the manufacturer, and that the committee has been informed that several pieces will not be available unless ordered soon.

Motion

Trish Robertson made a Motion that the Town put up 50% of funds to procure playground equipment town. Jim Chesley seconded the Motion.

Brant Baber objected to making such a large deposit with a vendor, since the Town would bear risk of its bankruptcy and being an unsecured creditor. He stated that he would rather see the Town pay the full amount for the equipment upon its delivery, and then store the equipment until it can be installed.

Ms. Robertson amended her Motion to permit the Town to order the equipment and be obligated to pay for it on delivery. She stated that delivery time is expected to be 30 days after the order is placed. Mr. Chesley accepted the amendment.

Motion as amended carried unanimously, with Margo Buckley absent from the room during the vote.

HUD Update

Presentation

Brant Baber sent a letter to HUD Homeownership Center confirming agreed upon procedures as to how HUD is conducting their review of the home repairs for those homes the Town purchased from them. Specifically, the letter described activities taken by HUD employee that violate agreement.

Giff Hampshire sent a letter to HUD protesting their demand that the Town pay for items or services that the Town and CLC previously demonstrated had been performed. He is awaiting a response from HUD.

Main Street Seismic Traffic Measurement Status

Jim Chesley read a letter signed by the Warks, Mills, Nickums, and Petersons regarding the speed bump located on Main Street. The Town hired ECS Atlantic who conducted a seismic study of the speed bump at 7151 Main Street to assess the seismic impact from May 18 to June 13. The study revealed the vibrations were not of a level necessary to cause damage, although the study acknowledged that significant noise could be created by them.

Jim Chesley recommended looking at alternative ways to control speed of traffic such as a three-way-stop or one-way traffic. The Town could petition VDOT to reduce speed limit from 25 miles per hour to 15 mph on route 645. Another option for reducing speed is requesting the state to perform a study similar to the one done in Herndon, such as a bypass.

Citizen Remark: Before Town road improvements are done, we should suggest to VDOT that they grade down hump and whether they intend to take out the humps and reinstall them as part of the improvement process. May want to ask VDOT not to put humps back in or mill 6 to 8 inches off crown.

Actions

Jim Chesley will invite a VDOT senior representative to next month meeting to get ideas about all traffic issues in terms of what we can and cannot do. Next step is to form a committee to execute actions.

2003 Haunted Trail Missing Money Update

Presentation

Giff Hampshire stated the FBI referred the investigation to the Virginia State Police. He asked FBI Special Agent Karen LoStracco, who has been heading the subject case, for its records and was told that she is not able to discuss the matter but that a request for the records can be made under FOIA. Received FBI results of the polygraph taken by Mayor Jim Chesley and the FBI stated that Mr. Chesley answered all questions truthfully and without deception.

Jim Chesley stated he voluntarily took a polygraph and was asked specific questions related to the Haunted Trail Missing Money as well as other questions. As to the Haunted Trail Investigation, Jim reported having no knowledge of receiving the proceeds from Margo Buckley or anyone else or having any knowledge of the whereabouts of the missing proceeds. The polygraph verified his statements. Questions posed to him that were not part of the Haunted Trail Investigation were 1) did he receive any kick back from the recabling done in the Town by NOVEC and by Cox Communications, 2) has any member of his family or any friend of his ever benefited from any action taken by him as Mayor of Clifton, and 3) did he know anything about an anonymous \$10,000.00 donation to the Lions Club. Jim answered negative to the first two questions and that was verified by the polygraph. As to the anonymous donation to the Clifton Lions Club, there was a \$3000.00 donation made to the Lions Club, and Jim gave to the FBI the information about the donor. Basically, the FBI polygraph exam of Jim Chesley showed no knowledge of or connection to the missing Haunted Trail money as well as clearing up other rumors.

Motion

Brant Baber made a Motion that Giff Hampshire make a FOIA request to the FBI to release the investigation records to Mr. Hampshire, and Lev Buller seconded the Motion.

Motion carried, unanimously

Town Web Site

TABLED

7. New Business

Fairfax county storm water drainage website information

Parking Lot Paving

Motion

Jim Chesley made a motion to spend \$8,800 to repave the parking lot next to caboose and Brant Baber seconded the Motion.

Motion carried, unanimously

Discussion

Mayor Chesley stated that the contractor did not have specifications when he estimated the cost at \$6,000, and so the bid came in higher than was anticipated. Funds that were previously approved for dealing with the water problem at the entrance to Ford Lane next to the Clifton Store will not be available from the amounts approved in the budget due to this increase.

Additional Conduit for Verizon / Cox Cable

Motion

Jim Chesley made a Motion to authorize \$7,000 to be spent to have a conduit installed under Main Street and to authorize the Mayor to sign an agreement to this effect with Cox. Brant Baber seconded the Motion.

Motion carried, unanimously

Payment for Northern Virginia Conservation Trust

Presentation

The Town needs to find a way to fund – spend \$ to get reimbursed – 30 days after settlement. Jim Chesley mentioned the Town has the money but there is not a budget line item. Brant Baber stated the Town could ask NVCT to loan the money to the Town until the Town can be reimbursed, at which time the Town would repay the loan, so in this manner, NVCT would not be out of pocket any money for any period.

Motion

Jim Chesley made a Motion for the Town Attorney to inquire with the Northern Virginia Conservation Trust if they would lend the Town the money to purchase the Town's interest in the Trust's property on Newman Road and if not then hold a public hearing to consider moving \$80,000 from savings to pay for the property. Brant Baber seconded the Motion.

Motion carried, unanimously

8. Adjournment

Motion

Jim Chesley made a Motion to adjourn the meeting and _____ seconded the Motion.
Meeting adjourned at 10:16 p.m.

Motion carried; unanimously

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Subject: Pub Hearing 2006 Budget Amendment
Date: Thu, 7 Jul 2005 09:50:53 -0400
From: "Chesley, James C CIV NAVSURFWARCEN" <james.chesley@navy.mil>
 Add to Address Book
To: "Chesley, James C CIV NAVSURFWARCEN" <james.chesley@navy.mil>
CC: freemanfawn@yahoo.com

Please run on Thursday, July 21, 2005.

PUBLIC HEARING
 TOWN OF CLIFTON
 August 2, 2005

Notice is hereby given that the Clifton Town Council will hold a Public Hearing on Tuesday, August 2, 2005 at 7:00 P.M. at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, Va. 20124 to consider proposed amendments to the 2006 Town Budget. Copies are available from the Town of Clifton Mayor by calling 830-2129. Copies will also be available at the Public Hearing. All interested parties are invited to attend to express their views with respect to the town budget. Town residents are strongly urged to attend. The July Town Council meeting will immediately follow.

By order of the Town Council, Clifton,
 VA.

Fawn Freeman, Town Clerk

Billing should be forwarded to: Town of Clifton
P.O. Box 309
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Marilyn Barton

From: "Marilyn Barton" <pawsnfins@cox.net>
<MARNOLD@MCCANDLAW.COM>; <TownofClifton@aol.com>; "Buller, Lev" <lbuller@cns.gov>; "trish"
<rtrishr@aol.com>; "Margo & Mark" <MARKY@EROLS.COM>; <ghampshire@blankeith.com>; "Fawn Freeman"
<freemanfawn@yahoo.com>; <CHESLEYJC@NSWCCD.NAVY.MIL>; "Brant Baber" <bb@baberkal.com>
Cc: "Barton, Marilyn" <mbarton@comres.org>
Sent: Monday, July 04, 2005 10:53 PM
Attach: June 05 Treasurer's Report.xls
Subject: Preliminary Financial Reports June 2005



Hello everyone.

I hope you all have enjoyed the weekend and the 4th of July!

I am attaching the preliminary financial reports for fiscal year ended June 30, 2005. The analysis and preparation of the final year-end Financial Reports requires more time than the monthly reports which is why these are only preliminary. There are many accruals and some adjusting entries that need to be made before the reports are complete. I am sending you this preliminary so you have it prior to the Town Council meeting tomorrow night. Once the remaining vouchers and checks are received for the year and I have had time to analyze the accounts and enter the accruals and adjustments needed, I will prepare the year end reports and reformat them in the manner that segregates the Operating Report and the Capital Grants Report. We often don't receive all accruals that need to be entered until late August or September; so some accruals may need to be adjusted again at that time.

We received the engagement letters from the selected CPA firm, Anderson, White & Company. I will make copies to hand out at the meeting tomorrow night. I would have sent them to you earlier, but I just received the letters on Saturday. The letters will need to be signed and returned with requested materials to initiate the audit process.

Thank you. Let me know if you have any questions or concerns.

Sincerely,

Marilyn

Town of Clifton
 Balance Sheet
 As of June 30, 2005

	<u>Jun 30, 05</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking-SunTrust	111.48
Investments - SunTrust	
CPC PC Escrow Fund	1,169.20
Haunted Trail Funds	863.76
Playground Reserve Fund	20,744.11
Investments - SunTrust - Other	479,011.31
Total Investments - SunTrust	<u>501,788.38</u>
Total Checking/Savings	501,899.86
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	285.37
Accounts Receivable - Other	1,933.61
Total Accounts Receivable	<u>2,218.98</u>
Total Accounts Receivable	<u>2,218.98</u>
Total Current Assets	504,118.84
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	113,469.06
Total Fixed Assets	<u>223,837.59</u>
Total Fixed Assets	<u>223,837.59</u>
TOTAL ASSETS	<u><u>727,956.43</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	925.35
Accounts Payable	1,813.15
CPC Escrow Fund Balance	2,738.50
Total Accounts Payable	<u>2,738.50</u>
Total Current Liabilities	<u>2,738.50</u>
Total Liabilities	2,738.50
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,100.16
Retained Earnings	448,586.38
Net Income	34,629.71
Total Equity	<u>725,217.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>727,956.43</u></u>

Town of Clifton Profit & Loss Budget Performance

July 2004 through June 2005

	Jul '04 - Jun 05	Budget	Jul '04 - Jun 05	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Interest Income	1,929	1,111	1,929	1,111	1,111
Clifton Day Revenues	714	1,000	714	1,000	1,000
Community Hall Revenues					
Community Hall Rentals	12,132	23,298	12,132	23,298	23,298
Total Community Hall Revenues	12,132	23,298	12,132	23,298	23,298
Farmers' Market Income	0	700	0	700	700
Grants					
Federal					
Federal Grant-Land					
CBA Match - Land	0	12,000	0	12,000	12,000
Federal Grant-Land - Other	0	96,000	0	96,000	96,000
Total Federal Grant-Land	0	108,000	0	108,000	108,000
Transportation Project-Trails					
CBA Match - Trails	0	4,524	0	4,524	4,524
Town Inkind -Trails	0	4,524	0	4,524	4,524
Transportation Project-Trails - Other	0	36,192	0	36,192	36,192
Total Transportation Project-Trails	0	45,240	0	45,240	45,240
Total Federal	0	153,240	0	153,240	153,240
State					
Fire Program Funds	18,000	6,000	18,000	6,000	6,000
Total State	18,000	6,000	18,000	6,000	6,000
Total Grants	18,000	159,240	18,000	159,240	159,240
Haunted Trail Event	15,671	6,000	15,671	6,000	6,000
Homes Tour	6,066	2,200	6,066	2,200	2,200
HUD Homes	55,297		55,297		
Other Income	241		241		
Park Rental	150	400	150	400	400
Playground Reserve Donations	11,056		11,056		
S.R. - Litter Control Grant	1,000	1,100	1,000	1,100	1,100
Tax and Permits Revenue					
ABC Profits	222	840	222	840	840
ARB Permits	60	120	60	120	120
BPOL tax	16,860	15,000	16,860	15,000	15,000
Cigarette Tax	1,376	1,800	1,376	1,800	1,800
Motor Vehicle Tags	5,043	4,713	5,043	4,713	4,713
PC-Subdivision	701		701		
Railroad Tax	1,278	1,504	1,278	1,504	1,504
Sales Tax	16,083	15,000	16,083	15,000	15,000
Use Permits	600	1,000	600	1,000	1,000
Utility Consumption Tax	1,054	1,116	1,054	1,116	1,116
Total Tax and Permits Revenue	43,276	41,093	43,276	41,093	41,093
Total Income	165,531	236,142	165,531	236,142	236,142
Expense					
HUD Homes Management Fee Expens	23,575		23,575		
Payroll Expenses					
Gross Wages					
Town Clerk (Administrative)	3,750	6,000	3,750	6,000	6,000
Town Treasurer	6,000	6,000	6,000	6,000	6,000
Total Gross Wages	9,750	12,000	9,750	12,000	12,000
Payroll Taxes					
FICA	658		658		
Medicare	145		145		
Payroll Taxes - Other	0	1,836	0	1,836	1,836
Total Payroll Taxes	803	1,836	803	1,836	1,836
Total Payroll Expenses	10,553	13,836	10,553	13,836	13,836
Contractual					
Clifton Web Site Development	0	5,000	0	5,000	5,000
Insurance	4,998	3,612	4,998	3,612	3,612
Town Government					
Architectural Review Board	0	1,051	0	1,051	1,051
BZA	0	500	0	500	500
Planning Commission	421	2,654	421	2,654	2,654
Total Town Government	421	4,205	421	4,205	4,205
Professional Fees					
Accounting	0	10,000	0	10,000	10,000
Legal Fees	20,807	8,000	20,807	8,000	8,000
Special Counsel	8,942	11,500	8,942	11,500	11,500
Professional Fees - Other	1,360		1,360		
Total Professional Fees	31,109	29,500	31,109	29,500	29,500

Town of Clifton Profit & Loss Budget Performance

July 2004 through June 2005

	Jul '04 - Jun 05	Budget	Jul '04 - Jun 05	YTD Budget	Annual Budget
Rent					
Ayre Square Rental	300	551	300	551	551
Railroad Siding Rental	775	882	775	882	882
Total Rent	<u>1,075</u>	<u>1,433</u>	<u>1,075</u>	<u>1,433</u>	<u>1,433</u>
Town Maintenance					
Beautification Comm.	1,105	2,500	1,105	2,500	2,500
Grounds Maintenance	1,172	4,000	1,172	4,000	4,000
Town Hall Maintenance	2,205	10,500	2,205	10,500	10,500
Total Town Maintenance	<u>4,482</u>	<u>17,000</u>	<u>4,482</u>	<u>17,000</u>	<u>17,000</u>
Town Services					
Fire Program	18,000	6,000	18,000	6,000	6,000
Grass Mowing	3,750	3,859	3,750	3,859	3,859
Trash Collection	1,020	1,866	1,020	1,866	1,866
Total Town Services	<u>22,770</u>	<u>11,725</u>	<u>22,770</u>	<u>11,725</u>	<u>11,725</u>
Utilities					
Gas and Electric	482	2,756	482	2,756	2,756
Water	317	331	317	331	331
Total Utilities	<u>799</u>	<u>3,087</u>	<u>799</u>	<u>3,087</u>	<u>3,087</u>
Dues and Subscriptions					
Va. Municipal League	306	342	306	342	342
Dues and Subscriptions - Other	333	232	333	232	232
Total Dues and Subscriptions	<u>639</u>	<u>574</u>	<u>639</u>	<u>574</u>	<u>574</u>
Caboose Expenses					
Caboose - Trentane Gas	254	331	254	331	331
Caboose Electric	153	331	153	331	331
Caboose Maintenance	299	2,500	299	2,500	2,500
Total Caboose Expenses	<u>706</u>	<u>3,162</u>	<u>706</u>	<u>3,162</u>	<u>3,162</u>
Community Hall Expenses					
C.H.-Cleaning	1,050	1,985	1,050	1,985	1,985
C.H.-Equipment	373	2,000	373	2,000	2,000
C.H.-General Maintenance	1,775	3,197	1,775	3,197	3,197
C.H.-Management Fee	3,139	4,660	3,139	4,660	4,660
C.H. - Electric	7,509	10,612	7,509	10,612	10,612
C.H. Floors	2,000	2,646	2,000	2,646	2,646
Total Community Hall Expenses	<u>15,846</u>	<u>25,100</u>	<u>15,846</u>	<u>25,100</u>	<u>25,100</u>
Clifton Day Expenses	0	1,048	0	1,048	1,048
Homes Tour/Bazaar Exp	1,868	662	1,868	662	662
Legal Advertising	904	1,103	904	1,103	1,103
Mayoral Reimbursement	707	1,985	707	1,985	1,985
Miscellaneous	705	5,513	705	5,513	5,513
Printing and Reproduction	165	662	165	662	662
Total Contractual	<u>87,194</u>	<u>115,370</u>	<u>87,194</u>	<u>115,370</u>	<u>115,370</u>
Farmers' Market Expense	0	600	0	600	600
Haunted Trail Expenses	2,760	2,205	2,760	2,205	2,205
Summer in the Parks Event	0	500	0	500	500
Commodities					
Computer Supplies	425	1,323	425	1,323	1,323
Copies	17	3,331	17	3,331	3,331
License Plates	0	607	0	607	607
Miscellaneous	0	1,103	0	1,103	1,103
Office Supplies	238	992	238	992	992
Postage and Delivery	286	477	286	477	477
Total Commodities	<u>966</u>	<u>7,833</u>	<u>966</u>	<u>7,833</u>	<u>7,833</u>
CIF Expenses					
CIF-Miscellaneous	1,600	7,500	1,600	7,500	7,500
CIF-Playground Impr.	2,800	10,000	2,800	10,000	10,000
Total CIF Expenses	<u>4,400</u>	<u>17,500</u>	<u>4,400</u>	<u>17,500</u>	<u>17,500</u>
Fed Fund-Transportation Proj					
F. F.-Transp - Inkind Svcs	0	4,524	0	4,524	4,524
F.F.- Transp. Project-Trails	0	40,716	0	40,716	40,716
Fed Trans.Land - Town Match	1,453	120,000	1,453	120,000	120,000
Total Fed Fund-Transportation Proj	<u>1,453</u>	<u>165,240</u>	<u>1,453</u>	<u>165,240</u>	<u>165,240</u>
Special Revenue Expenses					
S.R. - Litter Control	0	1,100	0	1,100	1,100
Total Special Revenue Expenses	<u>0</u>	<u>1,100</u>	<u>0</u>	<u>1,100</u>	<u>1,100</u>
Total Expense	<u>130,901</u>	<u>324,183</u>	<u>130,901</u>	<u>324,183</u>	<u>324,183</u>
Net Ordinary Income	<u>34,630</u>	<u>(88,042)</u>	<u>34,630</u>	<u>(88,042)</u>	<u>(88,042)</u>
Income	<u>34,630</u>	<u>(88,042)</u>	<u>34,630</u>	<u>(88,042)</u>	<u>(88,042)</u>

July 5, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

PUBLIC HEARING: Restricting Thru Truck Traffic in Clifton

1. Reading of minutes of last regular and any subsequent Town Council meetings
2. Report from the Town Treasurer
 - ~ Balance Sheet, Profits /Loss and Account Balances
3. Reading of communications to the Mayor
4. Reports of Standing / Special Committees
5. Citizen's Remarks
6. Old / Unfinished Business
 - ~ Old Town Hall Sale Committee report
 - ~ Town Meeting Hall Committee report
 - ~ Playground Committee Update
 - ~ HUD Update
 - ~ Main Street Seismic Traffic Measurements Status
 - ~ 2003 Haunted Trail Missing Money Update
 - ~ Town Website
7. New Business
 - ~ Fairfax County Storm Water Drainage Website Information
 - ~ Parking Lot Paving
 - ~ Additional Conduit for Verizon / Cox Cable
 - ~ Payment for NVCT Property
8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made 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, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

Agenda

Public Hearing

1. Restricting thru truck traffic in Clifton

Move 7 to 4 Planning request

Take out underground conduit for Verizon

New business

Solicit from Brant

Fairfax County storm water drainage website information

Parking Lot

Resolution – restrict thru truck traffic on Clifton rd, route 645, thru town of Clifton and roads in Clifton area “not recommend for truck traffic” , 612 yates ford road in prince William county and 612 “old Yates ford road”, and 643 henderson road in ffc proposed pursuant to section 46.2 -809 of va code “regulation of truck traffic on primary and secondary highways”

Therefore ~~it is~~ hereby resolved that ^{by Town Council of Clifton} truck traffic be restricted
restricted

Whereas [the situation]

Whereas Reg. of 46.2.-809

Whereas [conditions Public Use] etc

Therefore it ~~is~~ hereby resolved that we will
Resolve

increase to truck restriction & weight through structural requirement

[previous](#) | [next](#)

§ 46.2-809. Regulation of truck traffic on primary and secondary highways.

2009 ordinance is 10,000 lb.
3 axle + 10,000 lb.

The Commonwealth Transportation Board, or its designee, in response to a formal request by a local governing body, after such body has held public hearings, may, after due notice and a proper hearing, prohibit or restrict the use by through traffic of any part of a primary or secondary highway if a reasonable alternate route is provided. The Board, or its designee, shall act upon any such formal request within nine months of its receipt, unless good cause is shown. Such restriction may apply to any truck or truck and trailer or semitrailer combination except a pickup or panel truck, as may be necessary to promote the health, safety, and welfare of the citizens of the Commonwealth. Nothing in this section shall affect the validity of any city charter provision or city ordinance heretofore adopted.

The provisions of this section shall not apply in (i) cities, (ii) any town which maintains its own system of streets, and (iii) in any county which owns, operates, and maintains its own system of roads and streets.

does not apply panel trucks

(1973, c. 67, § 46.1-171.2; 1989, c. 727; 2003, c. 300.)

[previous](#) | [next](#) | [new search](#) | [table of contents](#) | [home](#)

horse trailers not included

40 days

- VDOT website

- \$1000 or more - filed on record & need to be recorded

for study

not covered that has origin or stop within area
& construction vehicles - not covered

Enforce
1st offense
2nd offense

\$250 traffic fine + civil court penalties
accelerated fine

Tom McNamara

VDOT truck specs

- online - VA state code

- No info on axle

VDOT
- def of ? truck

- Concern - neg business impact

12 dwellings ^{per} 1000 ft.
w/in 100 ft

Tom: Measured from bridge to Chapel Rd

3125 ft - NON residential

828 - residential prop. - 73% vs 75%

• Not a gated community

Jerry Little

Wolf Valley Dr - Corner Henderson Rd

- effort to get trucks off road

aid 4 Tom Hugo

Chesley - 1995 letter for alternative route

- Jerry Connolly. Jay O'Brien - minutes -

Police have a say in safety so does VDOT.

WIT with the Board of Supr. talk w/ Tom Hugo.

Senate District is Prince William - neg
commuters & trucks

- need trucks impact

- Pleasant Valley - not too traffic

Notice for Public Hearing
Everytime you do a new ordinance, ~~such as~~
new budget, sale of property

15.1.431

Notice for Public Hearing

~~The~~ 15.1.431 - §8113 of Chapter
15 of VA Code

② 830-1975

- Marilyn -
current copies of ~~Budget~~ proposed FY06

NOTICE

SPECIAL TOWN COUNCIL MEETING

Time:

Date:

Place:

Subject:

Posted:

ANDERSON, WHITE & COMPANY, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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510 NORTH COALTER STREET
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MEMBERS
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VIRGINIA SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

June 24, 2005

Town of Clifton, Virginia
Marilyn Barton, Treasurer
PO Box 309
Clifton, VA 20124

Dear Ms. Barton:

Enclosed are our engagement letters for the June 30, 2003 and 2004 audits. Please have both copies of each letter signed and return one of the copies for each year to us in the enclosed return envelope.

Also, following is a list of items we would like mailed to us to begin planning the audits:

1. Copy of the last audit report and any management letter comments issued;
2. QuickBooks disk with data from last audit through June 30, 2004;
- ✓ 3. Any paperwork from HUD showing arrangement with them and any audit requirements they have established;
4. The name and address of the Town's attorney;
- ✓ 5. Copies of any active grant or contract agreements for June 30, 2003 and 2004; - *Mae & Brant*
- ✓ 6. Copies of any lease agreements or debt agreements on which payments were being made during June 30, 2003 and 2004; and - *Mae & Brant*
7. Copies of Town budgets for June 30, 2003 and 2004.

Upon receipt of these items we will begin planning the audit and schedule our visit to your office to obtain the remaining information and perform the audit testing.

Please do not hesitate to call should you have any questions regarding the above.

Sincerely,

ANDERSON WHITE & COMPANY, P.C.



Andrew L. Cannaday

AC:aw

ANDERSON, WHITE & COMPANY, P.C.

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LAYTON W. YANCEY, CPA
HOWARD H. ANDERSON, CPA

June 24, 2005

To the Town Council of
Town of Clifton, Virginia
PO Box 309
Clifton, VA 20124

We are pleased to confirm our understanding of the services we are to provide the Town of Clifton, Virginia (the Town) for the year ended June 30, 2003. We will audit the primary government financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the entity's basic financial statements, of the Town as of and for the year ended June 30, 2003. The document we submit to you will include the following supplementary information required by generally accepted accounting principles that will be subjected to certain limited procedures, but will not be audited.

1. Budgetary Comparison Schedules

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Town and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statement and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. This report will include a statement that the report is intended solely for the information and use of the Town Council, management, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal control and for compliance with laws, regulations, contracts, and agreements. In fulfilling this responsibility, estimates and judgments by

management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will advise you in the preparation of your financial statements, but the responsibility for the financial statements remains with you. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud, or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud, or illegal acts affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

As part of the audit, we will prepare a draft of your financial statements and related notes. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

We will prepare the general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the Town's general ledger into a working trial balance.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse. Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial

misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagements, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Identifying and ensuring that the Town complies with laws, regulations, contracts, and agreements is the responsibility of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Audit Procedures—Internal Controls

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on the Town's financial statements.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. We will also inform you of any nonreportable conditions or other matters involving internal control, if any, as required by *Government Auditing Standards*.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Anderson, White & Company, P.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Anderson White & Company, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Our fee for these services will be at our standard hourly rates except that we agree that our gross fee, excluding travel expenses, will not exceed \$7,500 to \$10,000 (\$5,000 for the audit plus \$2,500 to \$5,000 for prior year work). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Fifty percent of our fee will be invoiced upon completion of audit fieldwork and the remaining fifty percent upon completion of the audit report. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2003 peer review report and letter of comment accompanies this letter.

We appreciate the opportunity to be of service to the Town of Clifton and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Anderson, White & Company, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Clifton, Virginia.

By: _____

Title: _____

Date: _____

Boyce, Spady & Moore PLC

Certified Public Accountants & Consultants

December 9, 2003

To the Shareholders
Anderson, White & Company, P.C.
Staunton, Virginia

We have reviewed the system of quality control for the accounting and auditing practice of Anderson, White & Company, P.C. (the firm) in effect for the year ended September 30, 2003. A system of quality control encompasses the firm's organizational structure and the policies adopted and procedures established to provide it with reasonable assurance of conforming with professional standards. The elements of quality control are described in the Statements of Quality Control Standards issued by the American Institute of Certified Public Accountants (AICPA). The design of the system and compliance with it are the responsibility of the firm. Our responsibility is to express an opinion on the design of the system, and the firm's compliance with the system based on our review.

Our review was conducted in accordance with standards established by the Peer Review Board of the AICPA. In performing our review, we obtained an understanding of the system of quality control for the firm's accounting and auditing practice. In addition, we tested compliance with the firm's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the firm's policies and procedures on selected engagements. Because our review was based on selective tests, it would not necessarily disclose all weaknesses in the system of quality control or all instances of lack of compliance with it.

Because there are inherent limitations in the effectiveness of any system of quality control, departures from the system may occur and not be detected. Also, projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice of Anderson, White & Company, P.C. for the year ended September 30, 2003, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

Boyce, Spady & Moore PLC

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Suffolk, Virginia 23434
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(757) 925-1191
fax (757) 539-3808

boycespadyandmoore.com

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Smithfield, Virginia 23431
(757) 357-5200
fax (757) 357-0500

Boyce, Spady & Moore PLC

Certified Public Accountants & Consultants

December 9, 2003

To the Shareholders
Anderson, White & Company, P.C.
Staunton, Virginia

We have reviewed the system of quality control for the accounting and auditing practice of Anderson, White & Company, P.C. in effect for the year ended September 30, 2003, and have issued our report thereon dated December 9, 2003. That report should be read in conjunction with the comments in this letter, which were considered in determining our opinion.

Engagement Performance

Finding – The firm's quality control policies and procedures require that procedures performed on auditing engagements be properly documented in the working papers of the engagement. Our review disclosed that certain procedures on one of the engagements were not appropriately documented. After discussion with engagement personnel, we were satisfied that adequate procedures had been performed and the engagement met professional standards in all material respects. The letter of comments issued to the firm on its previous peer review had a similar finding on documentation of procedures on audit engagements.

Recommendation – The firm should reemphasize to professional personnel in a training session and during the planning of audit engagements the importance of documenting all procedures performed during the course of the audit. Matters that should be emphasized are those that have a significant effect on the audit or the financial statements.

Monitoring

Finding – The firm's monitoring policies and procedures do not require the preparation of documentation summarizing procedures performed, matters noted and corrective actions taken. As a result, we could not ascertain the results of monitoring procedures. We did review documentation of certain monitoring procedures performed during the year, but the total monitoring process was not summarized as required by professional standards.

Recommendation – The firm should revise its quality control policies and procedures to require the preparation of monitoring documentation summarizing findings, recommended corrective actions and corrective actions taken. At a minimum, the documentation should be distributed to key personnel and a qualified person should be designated to monitor the firm's compliance with its policies.

Boyce, Spady & Moore PLC

ANDERSON, WHITE & COMPANY, P.C.

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June 24, 2005

To the Town Council of
Town of Clifton, Virginia
PO Box 309
Clifton, VA 20124

We are pleased to confirm our understanding of the services we are to provide the Town of Clifton, Virginia (the Town) for the year ended June 30, 2004. We will audit the primary government financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the entity's basic financial statements, of the Town as of and for the year ended June 30, 2004. The document we submit to you will include the following supplementary information required by generally accepted accounting principles that will be subjected to certain limited procedures, but will not be audited.

1. Budgetary Comparison Schedules

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Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will advise you in the preparation of your financial statements, but the responsibility for the financial statements remains with you. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

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misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagements, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Identifying and ensuring that the Town complies with laws, regulations, contracts, and agreements is the responsibility of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Audit Procedures—Internal Controls

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on the Town's financial statements.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. We will also inform you of any nonreportable conditions or other matters involving internal control, if any, as required by *Government Auditing Standards*.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Anderson, White & Company, P.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Anderson White & Company, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Our fee for these services will be at our standard hourly rates except that we agree that our gross fee, excluding travel expenses, will not exceed \$5,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Fifty percent of our fee will be invoiced upon completion of audit fieldwork and the remaining fifty percent upon completion of the audit report. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2003 peer review report and letter of comment accompanies this letter.

We appreciate the opportunity to be of service to the Town of Clifton and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Anderson, White & Company, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Clifton, Virginia.

By: _____

Title: _____

Date: _____

Boyce, Spady & Moore PLC

Certified Public Accountants & Consultants

December 9, 2003

To the Shareholders
Anderson, White & Company, P.C.
Staunton, Virginia

We have reviewed the system of quality control for the accounting and auditing practice of Anderson, White & Company, P.C. (the firm) in effect for the year ended September 30, 2003. A system of quality control encompasses the firm's organizational structure and the policies adopted and procedures established to provide it with reasonable assurance of conforming with professional standards. The elements of quality control are described in the Statements of Quality Control Standards issued by the American Institute of Certified Public Accountants (AICPA). The design of the system and compliance with it are the responsibility of the firm. Our responsibility is to express an opinion on the design of the system, and the firm's compliance with the system based on our review.

Our review was conducted in accordance with standards established by the Peer Review Board of the AICPA. In performing our review, we obtained an understanding of the system of quality control for the firm's accounting and auditing practice. In addition, we tested compliance with the firm's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the firm's policies and procedures on selected engagements. Because our review was based on selective tests, it would not necessarily disclose all weaknesses in the system of quality control or all instances of lack of compliance with it.

Because there are inherent limitations in the effectiveness of any system of quality control, departures from the system may occur and not be detected. Also, projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice of Anderson, White & Company, P.C. for the year ended September 30, 2003, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

Boyce, Spady & Moore PLC

1013 West Washington Street
Suffolk, Virginia 23434
(757) 539-2953
(757) 925-1191
fax (757) 539-3808

boycespadyandmoore.com

353 Main Street (23430)
P.O. Box 152
Smithfield, Virginia 23431
(757) 357-5200
fax (757) 357-0500

Boyce, Spady & Moore PLC

Certified Public Accountants & Consultants

December 9, 2003

To the Shareholders
Anderson, White & Company, P.C.
Staunton, Virginia

We have reviewed the system of quality control for the accounting and auditing practice of Anderson, White & Company, P.C. in effect for the year ended September 30, 2003, and have issued our report thereon dated December 9, 2003. That report should be read in conjunction with the comments in this letter, which were considered in determining our opinion.

Engagement Performance

Finding – The firm's quality control policies and procedures require that procedures performed on auditing engagements be properly documented in the working papers of the engagement. Our review disclosed that certain procedures on one of the engagements were not appropriately documented. After discussion with engagement personnel, we were satisfied that adequate procedures had been performed and the engagement met professional standards in all material respects. The letter of comments issued to the firm on its previous peer review had a similar finding on documentation of procedures on audit engagements.

Recommendation – The firm should reemphasize to professional personnel in a training session and during the planning of audit engagements the importance of documenting all procedures performed during the course of the audit. Matters that should be emphasized are those that have a significant effect on the audit or the financial statements.

Monitoring

Finding – The firm's monitoring policies and procedures do not require the preparation of documentation summarizing procedures performed, matters noted and corrective actions taken. As a result, we could not ascertain the results of monitoring procedures. We did review documentation of certain monitoring procedures performed during the year, but the total monitoring process was not summarized as required by professional standards.

Recommendation – The firm should revise its quality control policies and procedures to require the preparation of monitoring documentation summarizing findings, recommended corrective actions and corrective actions taken. At a minimum, the documentation should be distributed to key personnel and a qualified person should be designated to monitor the firm's compliance with its policies.

Boyce, Spady & Moore PLC

Town Meeting Hall / County Allocation

Fairfax County Allocation for Facilities Operations \$20,000

Facility Maintenance Costs \$14,000 - \$16,000

- Replace heating/cooling system (\$10,000 projected)
- Office equipment: phone, fax, computer, printer
- Combination entry system
- Kitchen appliances repair / replacement
- Moisture abatement
- Furniture
- Lighting
- Painting
- Cleaning
- Utilities

Facility Administrative Costs \$5,000 - \$6,000

Part-time staff responsibilities

- Coordination with contractors for cleaning, maintenance, repairs, purchases
- Reservations and fee collection
- Opening/closing facility for events
- Maintain records and generate quarterly reports (rentals/fees, expenditures, security deposits)
- Maintenance of on-line reservation system to include live calendar of events, rental policies/rate schedule, reservation form, check-in/check-out lists
- Regular office hours at Town Meeting Hall / Old Town Hall TBD

*presented by Bill Holloway @ July 5, 2005
Town Council Meeting*

<freemanfawn@yahoo.com>;
 Gifford Hampshire <ghampshire@blankeith.com>; Jim Chesley
 <chesleyjc@nswccd.navy.mil>; Lev Buller <lbuller@cns.gov>; Margo
 Buckley
 <marky@erols.com>; Trisha Robertson <rtrishr@aol.com>; William Arnold
 <marnold@mccandlaw.com>
 Sent: Mon Jul 18 07:10:41 2005
 Subject: FW: Virginia Resources Authority

FYI and action as appropriate.

Jim

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

From: Darrell V. Hill [mailto:dhill@VirginiaResources.org]
 Sent: Thursday, July 07, 2005 15:58
 To: Darrell V. Hill
 Subject: Virginia Resources Authority

Good morning,

I trust this email finds you well and enjoying another summer day in the Commonwealth.

Included in this email are three items as summarized below:

- I. VRA 2005 Annual Financing Conference;
- II. New Legislatively-authorized financing areas; and
- III. New direct dial phone numbers and updated email addresses.

I. The Authority's annual infrastructure financing conference is fast approaching. The conference is Monday and Tuesday, September 12th and 13th at the Hampton Road Convention Center adjacent to the Hampton Coliseum. This year's conference will focus on the financial resources and challenges facing Virginia's local governments and service authorities. The most up-to-date information can be found on our website: www.VirginiaResources.org.

II. In the 2005 General Assembly Session, Legislators expanded VRA's financing authority to include (i) transportation projects including roads, parking facilities, and light commuter rail; and (ii) infrastructure at current and former federal facilities. If you want to learn more about these, or any of VRA's other financing areas, please do not hesitate to call on us.

III. The Authority's main phone number (804.644.3100) and fax number (804.644.3109) are unchanged. However, staff's direct dial phone numbers and email addresses have changed. To reach anyone on staff directly, please dial 804.644.3331 and then enter the appropriate extension (as shown below) for the individual you are trying to reach. The direct extensions and emails are as follows:

Mary Barnes, Director of Loan Origination x112
mbarnes@VirginiaResources.org

Genia Weeks, Program & Financial Analyst x113
gweeks@VirginiaResources.org

Trisha Henshaw, Office Manager x115
thenshaw@VirginiaResources.org

Darrell Hill, Executive Director dhill@VirginiaResources.org	x116
Ron Shepherd, Development Officer rshepherd@VirginiaResources.org	x117
Corrine Louden, Assistant Controller clouden@VirginiaResources.org	x118
Terri Dixon, Controller tdixon@VirginiaResources.org	x119
Diane Jones, Fiscal Manager djones@VirginiaResources.org	x120
Howard Estes, Deputy Director hestes@VirginiaResources.org	x121

I am hopeful that you will find this information useful and we look forward to seeing you at our conference in September.

Darrell Hill
804.644.3100
804.644.3109 fax
www.VirginiaResources.org

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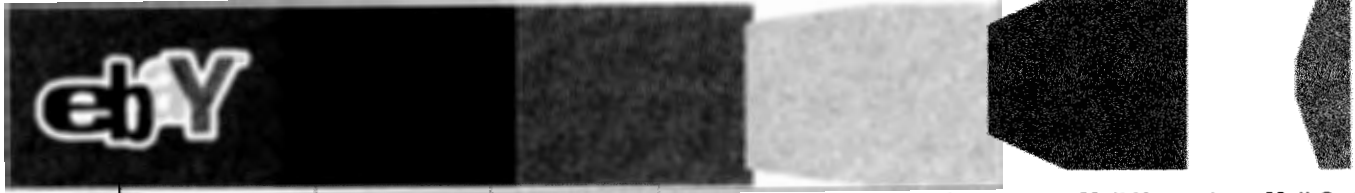
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Subject: FW: August 2, 2005 Clifton Town Council Meeting Agenda - DRAFT and DRAFT July meeting min

Date: Fri, 29 Jul 2005 08:51:39 -0400

From: "Chesley, James C CIV NAVSURFWARCEN" <james.chesley@navy.mil> Add to Address Book

To: freemanfawn@yahoo.com

Free Credit Score in Seconds!

Flirt via email at Y! Personals

Free 3D Screen Savers, Get One

Get a Free \$100 Gift Card!

Fawn,

Just changed agenda - in blue

Jim

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

From: fawn freeman [mailto:freemanfawn@yahoo.com]
Sent: Thursday, July 28, 2005 13:08
To: Chesley, James C CIV NAVSURFWARCEN; Freeman; townofclifton@aol.com
Subject: RE: August 2, 2005 Clifton Town Council Meeting Agenda - DRAFT and DRAFT July meeting

Jim: Thank you for your input. The August agenda is attached and includes your two "new business" post the agenda this evening and email it to the council members. Additionally, attached are the DRAFT minutes for your preliminary review and comment - I will send them out for comment either Thursday you elect me to do otherwise.

As a follow-on to our telecon, I am not able to attend the September meeting as my daughter is getting 10th and we are anticipating a hectic week. I'll remind you again at the August meeting.

Regards,
Fawn

"Chesley, James C CIV NAVSURFWARCEN" <james.chesley@navy.mil> wrote:

That is fine with me.

Jim

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

From: fawn freeman [mailto:freemanfawn@yahoo.com]
Sent: Friday, July 22, 2005 22:52
To: fawn freeman; bb@baberkal.com; Jim Chesley; townofclifton@aol.com
Subject: Re: August 2, 2005 Clifton Town Council Meeting Agenda - DRAFT

Any objections to having the Committee Chair for the "Old Town Hall Sale Committee," "To

Meeting Hall Committee," and the "Playground Committee" reporting under agenda heading number 4. "Reports of Standing / Special Committees" and deleting these three co reports as current line items under the "Old / Unfinished Business" heading?

Thank you,
Fawn

fawn freeman <freemanfawn@yahoo.com> wrote:

Soliciting input for the subject document. A response by Monday, July 25, 2005, is appreciated.

Thank you,
Fawn

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Fawn Freeman
703-735-4121
Jul 12 2005 11:37am

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Subject: Pub Hearing 2006 Budget Amendment
Date: Thu, 7 Jul 2005 09:50:53 -0400
From: "Chesley, James C CIV NAVSURFWARCEN" <james.chesley@navy.mil>
To: "Chesley, James C CIV NAVSURFWARCEN" <james.chesley@navy.mil>
CC: freemanfawn@yahoo.com

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Please run on Thursday, July 21, 2005.

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PUBLIC HEARING
TOWN OF CLIFTON
August 2, 2005

Back to school special! Get a Free Laptop!

Notice is hereby given that the Clifton Town Council will hold a Public Hearing on Tuesday, August 2, 2005 at 7:00 P.M. at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, Va. 20124 to consider proposed amendments to the 2006 Town Budget. Copies are available from the Town of Clifton Mayor by calling 830-2129. Copies will also be available at the Public Hearing. All interested parties are invited to attend to express their views with respect to the town budget. Town residents are strongly urged to attend. The July Town Council meeting will immediately follow.

By order of the Town Council, Clifton, VA.

Fawn Freeman, Town Clerk

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Date: Sat, 30 Jul 2005 19:21:47 -0700 (PDT)

From: "fawn freeman" <freemanfawn@yahoo.com> View Contact Details
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Subject: July 5, 2005 Minutes Clifton Town Council Meeting & Revised August 2, 2005 Clifton Town Council

To: "marilyn barton" <pawsnfins@cox.net>, bb@baberkal.com, "Jim Chesley" <chesleyjc@nswccd.navy.mil>, freemanfawn@yahoo.com, ghampshire@blankeith.com, lbuller@cns.gov, marky@erols.com, marnrtrishr@aol.com, townofclifton@aol.com

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You will need to nominate a note taker for the September meeting. My daughter is getting married or anticipating a hectic week.

Regards,
Fawn

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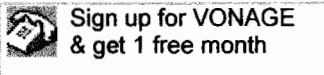
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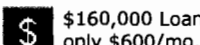
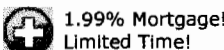
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Subject: RE: DRAFT - July Meeting minutes

Date: Thu, 28 Jul 2005 14:48:09 -0400

From: "Buller, Levon" <LBULLER@cns.gov>  [View Contact Details](#)

To: "fawn freeman" <freemanfawn@yahoo.com>

Fawn – I don't think I made any motion regarding this. I reported that we had hired an appraiser, that we had met with Royce and it looks like the non-monetary issues the committee has can be worked out, and the committee expects to have a report, including a cost comparison, to the Council by the next meeting.

Do you still want the Minutes to be an Agenda item for the meeting? I have not yet asked Jimmy to include this but I will.

Are the car tag forms at the post office? I keep forgetting to look.

Lev
202/606-5000 x383

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

From: fawn freeman [mailto:freemanfawn@yahoo.com]
Sent: Thursday, July 28, 2005 2:01 PM
To: Freeman; Buller, Levon
Subject: DRAFT - July Meeting minutes

Lev: Attached are the DRAFT July Meeting Minutes. I am sending you a preliminary draft since I need your input, specifically for your Motion under item 6. Old / Unfinished Business "Old Town Hall Sale Committee Report."

If possible, please respond by COB today. I have not sent the remaining council members the draft meeting minutes as I hoping to get your comments then send out the draft minutes either Thursday or Friday.

Many thanks,
Fawn

Jerry Little, of Wolf Valley Drive, located at the corner of Henderson Road, mentioned his concern to get trucks off the road.

Senator Jay O'Brien stated that his legislative district includes several precincts in Prince William County and that institution of a truck traffic limitation in the Town may adversely affect some of his Prince William County constituents, and so he is unable to commit to support it with VDOT.

Motion

Jim Chesley moved to close the Public Hearing and Brant Baber seconded the Motion. Public Hearing closed at 7:48 p.m.

Motion carried; unanimously.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

[maybe Lev Buller?] made a Motion to approve the June 7, 2005 meeting minutes and the Brant Baber's comments. Brant Baber seconded the Motion.

Deleted: Mac Arnold

Motion carried; Margo Buckley abstained.

2. Report from the Town Treasurer

Balance Sheet, Profits / Loss and Account Balance

A preliminary financial report for fiscal year ending June 30, 2005 was emailed to the council members. The treasurer is in the process of validating accounts to ultimately segregate it by Operating Report and Capital Grants Report. It was noted that because invoices / vouchers are often submitted up through September the financial report will need to be updated accordingly.

Anderson, White & Company, P.C., a CPA firm submitted engagement letters for the June 30, 2003 and 2004 for signature to include a list of items to be mailed for them to begin their audit.

3. Reading of Communications to the Mayor

Read a letter from Paul and Debbie Dillard asking the Mayor to do what it takes to eliminate truck traffic through Clifton and enclosed a photo of their downed fence as a result of truck driver.

4. Reports of Standing / Special Committees

Planning Commission

Presentation

Reviewed use permit application for Silva at 7151 Pendleton Road awaiting additional information before a decision can be made. Recommended approval of

use permit for town playground acknowledging there is an overall parking issue to be addressed. Report on the progress of Clifton Presbyterian Church.

Motion

Trish Robertson made a Motion to purchase the playground equipment from KOMPAN, Inc. and store at secure site until installation in playground. Jim Chesley seconded the Motion. Margo Buckley opposed.

Motion carried; passed 4 to 1

5. Citizen's Remarks

Clifton Betterment Association acknowledged Gary Anderson's contribution as the Clifton Twilight 5K and 1M Fun Run Race Director.

6. Old / Unfinished Business

Old Town Hall Sale Committee Report

[i recall that buller's motion was the prior month and it was covered by those minutes]

Deleted: Motion
Lev Buller made a Motion that a resolution of the Town Council --- Town Hall and Brant Baber seconded the Motion.

Discussion

Hired appraiser to appraise property, met with Royce Jarrendt last week to resolve issues; committee expects to present to town council a cost comparison of improving the Town Hall in the manner proposed by Jarrendt without adding office space versus the Jarrendt proposal.

Deleted: Motion carried; unanimously

Deleted: ,

Deleted: , and signed agreement week before last

Town Meeting Hall Committee Report

Presentation

Bill Holloway spoke of the overall Community Hall issues and needs. It was noted that the County allocated 20,000 for the meeting hall during County fiscal year 2006. Facility improvement costs are estimated between \$14,000 and \$16,000 of which approximately \$10,000 is projected for replacing heating/cooling system. Facility Administrative costs for a part-time employee are estimated between \$5,000 and \$6,000. It is recommended the employee be held accountable and salary should be a flat rate rather than a usage fee and compensated at level of treasurer (6,000). The staffer responsibilities include but are not limited to coordinating with contractors, managing reservations and fee collection, opening/closing of facility, records maintenance to include quarterly reports (rentals / fees / expenditures / security deposits), managing on-line reservations including a live calendar of events, updating web pages and their content (e.g., policy, rates, forms.)

Deleted: maintenance

Met with the Director of the Department of Community and Recreation Services for the County and learned they are of same mind in terms of what is required for a meeting hall. A Memorandum of Understanding with the Town should be implemented.

Citizen Comments

Ken Buckley stated the Town Hall was never intended to be rented out – turn into profitable – people who live here have lot to lose if original deal is altered – focus should be on cutting deficit not hours. Royce Jarrendt stated six (6) cars is the parking lot design limit and is opposed to trying to create maximize use of the building. Margo Buckley stated the capacity is 200 / 120 and was told that the Town could not refuse to rent to those who called. Jim Chesley asked to consider a no alcohol policy for use of the facility. Brant Baber stated the Town has not promulgated Town Hall use standards and never adopted a uniform schedule of rental rates. Jim Chesley remarked there should be no alcohol at CBA or other events.

Deleted: use of alcohol except for use of old space

Deleted: rule

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Deleted: period

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Deleted: records

Brant Baber observed that it is likely that a staff person to administer the Town meeting hall will cost much more than \$5-6,000, since the job will require at least 20 hours a week and, even at \$10/hour, the cost would be more than \$10,000.

Motion

Jim Chesley made a Motion to ask the Town Council to consider tonight that future Town Hall reservations be advised that the facility is considering becoming an alcohol free facility and this could take affect next week. Brant Baber seconded the Motion.

Motion carried; unanimously

Actions

- a) Meet with CBA to acquire number of events held per year at the Town Hall and how often alcohol is served at these occasions. Need a public information meeting at next meeting.
- b) Margo Buckley to report on number of alcohol parties to include revenue at the August Town Council Meeting Action.
- c) Town Attorney to look into the grandfather exceptions based on historic issues that donated monies to the Town Hall such as the Gentlemen’s Club, CBA, and lions club.

Playground Committee Update

Presentation

Bill Holloway stated that equipment was identified and needed to be procured before it stopped being available from the manufacturer, and that the committee has been informed that several pieces will not be available unless ordered soon.

Deleted: equipment

Motion

Trish Robertson made a Motion that the Town put up 50% of funds to procure playground equipment town. Jim Chesley seconded the Motion.

Brant Baber objected to making such a large deposit with a vendor, since the Town would bear risk of its bankruptcy and being an unsecured creditor. He stated that he would rather see the Town pay the full amount for the equipment upon its delivery, and then store the equipment until it can be installed.

Ms. Robertson amended her Motion to permit the Town to order the equipment and be obligated to pay for it on delivery. She stated that delivery time is expected to be 30 days after the order is placed. Mr. Chesley accepted the amendment,

Motion as amended carried unanimously, with Margo Buckley absent from the room during the vote.

Deleted: with a request to

Deleted: include to negotiate funds available and

Deleted: (amend to pay in full over next month)

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HUD Update

Presentation

Brant Baber sent a letter to HUD Homeownership Center confirming agreed upon procedures as to how HUD is conducting their review of the home repairs for those homes the Town purchased from them. Specifically, the letter described activities taken by HUD employee that violate agreement.

Giff Hampshire sent a letter to HUD protesting their demand that the Town pay for items or services that the Town and CLC previously demonstrated had been performed. He is awaiting a response from HUD.

Deleted: reimbursables

Main Street Seismic Traffic Measurement Status

Jim Chesley read a letter signed by the Warks, Mills, Nickums, and Petersons regarding the speed bump located on Main Street. The Town hired ECS Atlantic who conducted a seismic study of the speed bump at 7151 Main Street to access the seismic impact from May 18 to June 13. The study revealed the vibrations were not of a level necessary to cause damage, although the study acknowledged that significant noise could be created by them.

Deleted: a

Jim Chesley recommended looking at alternative ways to control speed of traffic such as a three-way-stop or one-way traffic. The Town could petition VDOT to reduce speed limit from 25 miles per hour to 15 mph on route 645. Another option for reducing speed is requesting the state to perform a study similar to the one done in Herndon, such as a bypass.

Citizen – before road improvements are done in Town, we should suggest to VDOT that they grade down hump and whether they intend to take out the humps and reinstall them as part of the improvement process; may want to ask VDOT, not to put humps back in, or mill 6 to 8 inches off crown –

Deleted: Bill Wark mentioned – watch traffic – many speed up some slow down – sign seeing speed – live in 120 year old structured with ¶

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Deleted: if they do to needs to know

Deleted: to know what the state will ask

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Actions

Jim Chesley will invite a VDOT senior representative to next month meeting to get ideas about all traffic issues in terms of what we can and cannot do. Next step is to form a committee to execute actions.

2003 Haunted Trail Missing Money Update

Presentation

Giff Hampshire stated the FBI referred the investigation to the Virginia State Police; he asked FBI agent for its records and was told that she is not able to discuss the matter but that a request for the records can be made under FOIA. Received FBI results of the polygraph taken by Mayor Jim Chesley and the FBI stated that Mr. Chesley answered all questions truthfully and without deception.

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Deleted: s
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Motion

Brant Baber made a Motion that Giff Hampshire make a FOIA request the FBI to release the investigation records to Mr. Hampshire, and Lev Buller seconded the Motion.

Deleted: to see if
Deleted: would
Deleted: _____

Motion carried, unanimously

Town Web Site
TABLED

7. New Business

Fairfax county storm water drainage website information

Parking Lot Paving

MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, July 5, 2005

12641 Chapel Road

Clifton, VA 20124

Council Members

Present: Jim Chesley, Brant Baber, Margo Buckley, Lev Buller, Trish Robertson,

Absent: Marilyn Barton, William Arnold

Attendees: Fawn Freeman, Giff Hampshire, 16 citizens, 1 VDOT representative, 1 League of Women Voters representative, State Senator Jay O'Brien

The Public Hearing was called to order at 7:10 pm. Jim Chesley led the Pledge of Allegiance.

Public Hearing

Pursuant to Section 46.2-809 of the VA Code (Regulation of truck traffic on primary and secondary highways) - Town Resolution Restricting Through Truck Traffic on Clifton Road, route 645 through the Town of Clifton and on roads in the Clifton area marked as "Not Recommended for Truck Traffic," route 612 (Yates Road) in Prince William County and route 612 (Old Yates Ford Road) and route 643 (Henderson Road) in Fairfax County.

Jim Chesley informed attendees that 46.2-908 VA Code Regulation of truck traffic on primary and secondary highways copies are located on the table. He mentioned the alternative truck routes, and approximately ten (10) years ago large signs were placed in Clifton and surrounding area "not recommending that trucks travel the area." It was noted that traffic volume has gone down since the installation of the Fairfax County Parkway.

Presentations

Lara Hegler, Transportation Engineer, Virginia Department of Transportation (VDOT), presented the "Through Truck Restrictions – Board Decisions and Revised Guidelines." **Guideline highlights apply to primary and secondary routes.**

Commissioner has authority to restrict through trucks on secondary routes, CTB has authority to restrict through trucks on primary routes, and action must be taken on request within nine (9) months of the date request received by VDOT.

Mandatory Criteria: Suitable alternate route, safety and engineering issues with the existing roadway, either residential in nature or local or collector.

Tom and Judy McNamara presented their reasons for opposing the new zoning district for the "No through truck traffic"

Jerry Little, of Wolf Valley Drive, located at the corner of Henderson Road, mentioned his concern to get trucks off the road.

Senator Jay O'Brien stated that his legislative district includes several precincts in Prince William County and that institution of a truck traffic limitation in the Town may adversely affect some of his Prince William County constituents, and so he is unable to commit to support it with VDOT.

Motion

Jim Chesley moved to close the Public Hearing and Brant Baber seconded the Motion. Public Hearing closed at 7:48 p.m.

Motion carried; unanimously.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

_____ made a Motion to approve the June 7, 2005 meeting minutes and Brant Baber's comments. Brant Baber seconded the Motion.

Motion carried; Margo Buckley abstained.

2. Report from the Town Treasurer

Balance Sheet, Profits / Loss and Account Balance

A preliminary financial report for fiscal year ending June 30, 2005 was emailed to the council members. The treasurer is in the process of validating accounts to ultimately segregate it by Operating Report and Capital Grants Report. It was noted that because invoices / vouchers are often submitted up through September the financial report will need to be updated accordingly.

Anderson, White & Company, P.C., a CPA firm submitted engagement letters for the June 30, 2003 and 2004 for signature to include a list of items to be mailed for them to begin their audit.

3. Reading of Communications to the Mayor

Read a letter from Paul and Debbie Dillard asking the Mayor to do what it takes to eliminate truck traffic through Clifton and enclosed a photo of their downed fence as a result of truck driver.

4. Reports of Standing / Special Committees

Planning Commission

Presentation

Reviewed use permit application for Silva at 7151 Pendleton Road awaiting additional information before a decision can be made. Recommended approval of use permit for town playground acknowledging there is an overall parking issue to be addressed. Report on the progress of Clifton Presbyterian Church.

Motion

Trish Robertson made a Motion to purchase the playground equipment from KOMPAN, Inc. and store at secure site until installation in playground. Jim Chesley seconded the Motion. Margo Buckley opposed.

Motion carried; passed 4 to 1

5. Citizen's Remarks

Clifton Betterment Association acknowledged Gary Anderson's contribution as the Clifton Twilight 5K and 1M Fun Run Race Director.

6. Old / Unfinished Business

Old Town Hall Sale Committee Report

Lev Buller stated that an appraiser was hired. Met with Royce Jarrendt and it appears the committees non-monetary issues can be dealt with accordingly. The committee anticipates having a report for presentation at the next Council meeting to include a cost comparison of improving the Town Hall in the manner proposed by Jarrendt without adding office space versus the Jarrendt proposal.

Town Meeting Hall Committee Report

Presentation

Bill Holloway spoke of the overall Community Hall issues and needs. It was noted that the County allocated \$20,000 in their FY2006 budget for the meeting hall. Facility maintenance costs are estimated between \$14,000 and \$16,000 of which approximately \$10,000 is projected for replacing the heating / cooling system. Facility Administrative costs for a part-time employee are estimated between \$5,000 and \$6,000. It is recommended the employee be held accountable and salary should be a flat rate rather than a usage fee and compensated at level of treasurer (\$6,000). The staffers responsibilities include but are not limited to coordinating with contractors, managing reservations and fee collection, opening/closing of facility, records maintenance to include quarterly reports (rentals / fees / expenditures / security deposits), managing on-line reservations including a live calendar of events, updating web pages and their content (e.g., policy, rates, forms.)

Bill Holloway met with the Director of the Department of Community and Recreation Services for the County and learned they are of same mind in terms of what is required for a meeting hall. A Memorandum of Understanding with the Town should be implemented.

Citizen Comments

Ken Buckley stated the Town Hall was never intended to be rented out – turn into profitable – people who live here have lot to lose if original deal is altered — focus should be on cutting deficit not hours. Royce Jarrendt stated six (6) cars is the parking lot design limit and is opposed to maximizing the use of the building. Margo Buckley stated the capacity is 200 / 120 and was told that the Town could not refuse to rent to those who called. Jim Chesley asked to consider a no alcohol policy for use of the facility. Brant

Baber stated the Town has not promulgated Town Hall use standards and never adopted a uniform schedule of rental rates. Jim Chesley remarked there should be no alcohol at CBA or other events.

Brant Baber observed that it is likely that a staff person to administer the Town meeting hall will cost much more than \$5-6,000, since the job will require at least 20 hours a week and, even at \$10/hour, the cost would be more than \$10,000.

Motion

Jim Chesley made a Motion to ask the Town Council to consider tonight that future Town Hall reservations be advised that the facility is considering becoming an alcohol free facility and this could take affect next week. Brant Baber seconded the Motion.

Motion carried; unanimously

Actions

a) Meet with CBA to acquire number of events held per year at the Town Hall and how often alcohol is served at these occasions. Need a public information meeting at next meeting.

b) Margo Buckley to report on number of alcohol parties to include revenue at the August Town Council Meeting Action.

c) Town Attorney to look into the grandfather exceptions based on historic issues that donated monies to the Town Hall such as the Gentlemen's Club, CBA, and lions club.

Playground Committee Update

Presentation

Bill Holloway stated that equipment was identified and needed to be procured before it stopped being available from the manufacturer, and that the committee has been informed that several pieces will not be available unless ordered soon.

Motion

Trish Robertson made a Motion that the Town put up 50% of funds to procure playground equipment town. Jim Chesley seconded the Motion.

Brant Baber objected to making such a large deposit with a vendor, since the Town would bear risk of its bankruptcy and being an unsecured creditor. He stated that he would rather see the Town pay the full amount for the equipment upon its delivery, and then store the equipment until it can be installed.

Ms. Robertson amended her Motion to permit the Town to order the equipment and be obligated to pay for it on delivery. She stated that delivery time is expected to be 30 days after the order is placed. Mr. Chesley accepted the amendment.

Motion as amended carried unanimously, with Margo Buckley absent from the room during the vote.

HUD Update

Presentation

Brant Baber sent a letter to HUD Homeownership Center confirming agreed upon procedures as to how HUD is conducting their review of the home repairs for those homes the Town purchased from them. Specifically, the letter described activities taken by HUD employee that violate agreement.

Giff Hampshire sent a letter to HUD protesting their demand that the Town pay for items or services that the Town and CLC previously demonstrated had been performed. He is awaiting a response from HUD.

Main Street Seismic Traffic Measurement Status

Jim Chesley read a letter signed by the Warks, Mills, Nickums, and Petersons regarding the speed bump located on Main Street. The Town hired ECS Atlantic who conducted a seismic study of the speed bump at 7151 Main Street to assess the seismic impact from May 18 to June 13. The study revealed the vibrations were not of a level necessary to cause damage, although the study acknowledged that significant noise could be created by them.

Jim Chesley recommended looking at alternative ways to control speed of traffic such as a three-way-stop or one-way traffic. The Town could petition VDOT to reduce speed limit from 25 miles per hour to 15 mph on route 645. Another option for reducing speed is requesting the state to perform a study similar to the one done in Herndon, such as a bypass.

Citizen Remark: Before Town road improvements are done, we should suggest to VDOT that they grade down hump and whether they intend to take out the humps and reinstall them as part of the improvement process. May want to ask VDOT not to put humps back in or mill 6 to 8 inches off crown.

Actions

Jim Chesley will invite a VDOT senior representative to next month meeting to get ideas about all traffic issues in terms of what we can and cannot do. Next step is to form a committee to execute actions.

2003 Haunted Trail Missing Money Update

Presentation

Giff Hampshire stated the FBI referred the investigation to the Virginia State Police. He asked FBI Special Agent Karen LoStracco, who has been heading the subject case, for its records and was told that she is not able to discuss the matter but that a request for the records can be made under FOIA. Received FBI results of the polygraph taken by Mayor Jim Chesley and the FBI stated that Mr. Chesley answered all questions truthfully and without deception.

Jim Chesley stated he voluntarily took a polygraph and was asked specific questions related to the Haunted Trail Missing Money as well as other questions. As to the Haunted Trail Investigation, Jim reported having no knowledge of receiving the proceeds from Margo Buckley or anyone else or having any knowledge of the whereabouts of the missing proceeds. The polygraph verified his statements. Questions posed to him that were not part of the Haunted Trail Investigation were 1) did he receive any kick back from the recabling done in the Town by NOVEC and by Cox Communications, 2) has any member of his family or any friend of his ever benefited from any action taken by him as Mayor of Clifton, and 3) did he know anything about an anonymous \$10,000.00 donation to the Lions Club. Jim answered negative to the first two questions and that was verified by the polygraph. As to the anonymous donation to the Clifton Lions Club, there was a \$3000.00 donation made to the Lions Club, and Jim gave to the FBI the information about the donor. Basically, the FBI polygraph exam of Jim Chesley showed no knowledge of or connection to the missing Haunted Trail money as well as clearing up other rumors.

Motion

Brant Baber made a Motion that Giff Hampshire make a FOIA request to the FBI to release the investigation records to Mr. Hampshire, and Lev Buller seconded the Motion.

Motion carried, unanimously

Town Web Site

TABLED

7. New Business

Fairfax county storm water drainage website information

Parking Lot Paving

Motion

Jim Chesley made a motion to spend \$8,800 to repave the parking lot next to caboose and Brant Baber seconded the Motion.

Motion carried, unanimously

Discussion

Mayor Chesley stated that the contractor did not have specifications when he estimated the cost at \$6,000, and so the bid came in higher than was anticipated. Funds that were previously approved for dealing with the water problem at the entrance to Ford Lane next to the Clifton Store will not be available from the amounts approved in the budget due to this increase.

Additional Conduit for Verizon / Cox Cable

Motion

Jim Chesley made a Motion to authorize \$7,000 to be spent to have a conduit installed under Main Street and to authorize the Mayor to sign an agreement to this effect with Cox. Brant Baber seconded the Motion.

Motion carried, unanimously

Payment for Northern Virginia Conservation Trust

Presentation

The Town needs to find a way to fund – spend \$ to get reimbursed – 30 days after settlement. Jim Chesley mentioned the Town has the money but there is not a budget line item. Brant Baber stated the Town could ask NVCT to loan the money to the Town until the Town can be reimbursed, at which time the Town would repay the loan, so in this manner, NVCT would not be out of pocket any money for any period.

Motion

Jim Chesley made a Motion for the Town Attorney to inquire with the Northern Virginia Conservation Trust if they would lend the Town the money to purchase the Town's interest in the Trust's property on Newman Road and if not then hold a public hearing to consider moving \$80,000 from savings to pay for the property. Brant Baber seconded the Motion.

Motion carried, unanimously

8. Adjournment

Motion

Jim Chesley made a Motion to adjourn the meeting and _____ seconded the Motion.
Meeting adjourned at 10:16 p.m.

Motion carried; unanimously

Please run on Thursday, June 23, 2005.


PUBLIC HEARING
TOWN OF CLIFTON
July 5, 2005

Notice is hereby given that the Clifton Town Council will hold a Public Hearing on Tuesday, July 5, 2005 at 7:00 P.M. at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, Va. 20124 to consider the proposed Town Resolution restricting through truck traffic on Clifton Road, RT 645, through the Town of Clifton and on roads in the Clifton area which are currently marked as "Not Recommended For Truck Traffic", RT 612 (Yates Ford Road) in Prince William County and RT 612 (Old Yates Ford Road) and RT 643 (Henderson Road) in Fairfax County. This is proposed pursuant to Section 46.2-809 of the VA Code (Regulation of truck traffic on primary and secondary highways). Copies are available from the Town of Clifton Mayor by calling 830-2129. Copies will also be available at the Public Hearing. All interested parties are invited to attend to express their views with respect to through truck traffic. Town residents are strongly urged to attend. The July Town Council meeting will immediately follow.

By order of the Town Council, Clifton, VA.

Fawn Freeman, Town Clerk

Billing should be forwarded to: Town of Clifton
P.O. Box 309
ATTN: Treasurer
Clifton, VA 20124-0309



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- Draft
- Sent
- Bulk (4)** [Empty]
- Trash [Empty]

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From: "Brant Baber" <bb@baberkal.com>

To: "Gifford Hampshire" <ghampshire@blankeith.com>, james.chesley@navy.mil, freemanfawn@yahoo.com, ChesleyJC@nswccd.navy.mil, lbuller@cns.gov, marky@erols.com, rtrishr@aol.com, marnold@mccandlaw.com

Subject: RE: Virginia Resources Authority

Date: Mon, 18 Jul 2005 13:12:56 -0400

What's your Credit Score? See it FREE!

Netflix DVD Rentals Delivered!

\$160,000 Loan only \$600/mo.

\$160,000 Loan only \$600/mo.

Before the Town advances its own funds, we should get written confirmation from the disbursing entity that our transaction will comply with the requirements for funding. We should write a letter describing our situation with precision so that there is no issue found hiding when the funder reviews it.

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

From: Gifford Hampshire [mailto:ghampshire@blankeith.com]
 Sent: Monday, July 18, 2005 7:29 AM
 To: james.chesley@navy.mil; bb@baberkal.com; freemanfawn@yahoo.com; ChesleyJC@nswccd.navy.mil; lbuller@cns.gov; marky@erols.com; rtrishr@aol.com; marnold@mccandlaw.com
 Subject: Re: Virginia Resources Authority

To piggy back off Jim's message, two things:

1. I have heard back from the Northern Virginia Conservatiom Trust. It is not willing to lend the Town the money to purchase the Town' s interest in the Trust's property on Newman Road. Per the Councils' directive last meeting, therefore, the Council will need to budget and appropriate the necessary funds at the next meeting and submit for reimbursement.
2. Detective Lynch from the Va State Police says he no objection to the Town submitting a FOIA request to the FBI for docs relating to the Haunted Trail/missing money investigation which I will do promptly.

 Sent from my BlackBerry Wireless Handheld

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

From: Chesley, James C CIV NAVSURFWARCEN <james.chesley@navy.mil>
 To: Brant Baber <bb@baberkal.com>; Fawn Freeman

Yahoo! My Yahoo! Mail

YAHOO! MAIL Welcome, **freemanfawn**
[Sign Out, My Account]

Search the Web

[Mail Home](#) - [Mail Tutorials](#) - [Help](#)

I'm a seeking a
Age: to City or ZIP:

Mail \ **Addresses** ▾ **Calendar** ▾ **Notepad** ▾ **What's New - Mail Upgrades - Mail Options**

▾

Get unlimited calls to U.S./Canada

- Folders** [Add - Edit]
- Inbox (128)
 - Draft
 - Sent
 - Bulk (4)** [Empty]
 - Trash [Empty]

What's your Credit Score? See it FREE!

Netflix DVD Rentals Delivered!

\$160,000 Loan only \$600/mo.

Blockbuster Online \$4.99 first month

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This message is not flagged. [[Flag Message](#) - [Mark as Unread](#)]

Subject: Re: Virginia Resources Authority
Date: Mon, 18 Jul 2005 07:28:49 -0400
From: "Gifford Hampshire" <ghampshire@blankeith.com> [View Contact Details](#)
To: james.chesley@navy.mil, bb@baberkal.com, freemanfawn@yahoo.com, ChesleyJC@nswccd.navy.mil, rtrishr@aol.com, marnold@mccandlaw.com

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 Sent from my BlackBerry Wireless Handheld

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

From: Chesley, James C CIV NAVSURFWARCEN <james.chesley@navy.mil>
 To: Brant Baber <bb@baberkal.com>; Fawn Freeman <freemanfawn@yahoo.com>; Gifford Hampshire <ghampshire@blankeith.com>; Jim <chesleyjc@nswccd.navy.mil>; Lev Buller <lbuller@cns.gov>; Margo Buckley <marky@erols.com>; Trisha Robertson <rtrishr@aol.com>; William Arnold <marnold@mccandlaw.com>
 Sent: Mon Jul 18 07:10:41 2005
 Subject: FW: Virginia Resources Authority

FYI and action as appropriate.

Jim

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

From: Darrell V. Hill [mailto:dhill@VirginiaResources.org]
 Sent: Thursday, July 07, 2005 15:58
 To: Darrell V. Hill
 Subject: Virginia Resources Authority

Good morning,

I trust this email finds you well and enjoying another summer day in the Commonwealth.

Included in this email are three items as summarized below:

- I. VRA 2005 Annual Financing Conference;
- II. New Legislatively-authorized financing areas; and
- III. New direct dial phone numbers and updated email addresses.

I. The Authority's annual infrastructure financing conference is fast approaching. The conference is Monday and Tuesday, September 12th and 13th at the Hampton Road Convention Center adjacent to the Hampton Coliseum. This year's conference will focus on the financial resources and challenges facing Virginia's local governments and service authorities. The most up-to-date information can be found on our website: www.VirginiaResources.org.

II. In the 2005 General Assembly Session, Legislators expanded VRA's financing authority to include (i) transportation projects including roads, parking facilities, and light commuter rail; and (ii) infrastructure at current and former federal facilities. If you want to learn more about these, or any of VRA's other financing areas, please do not hesitate to call on us.

III. The Authority's main phone number (804.644.3100) and fax number (804.644.3109) are unchanged. However, staff's direct dial phone numbers and email addresses have changed. To reach anyone on staff direct: please dial 804.644.3331 and then enter the appropriate extension (as shown below) for the individual you are trying to reach. The direct extensions and emails are as follows:

Mary Barnes, Director of Loan Origination mbarnes@VirginiaResources.org	x112	
Genia Weeks, Program & Financial Analyst gweeks@VirginiaResources.org	x113	
Trisha Henshaw, Office Manager	x115	the
Darrell Hill, Executive Director	x116	dhi
Ron Shepherd, Development Officer rshepherd@VirginiaResources.org	x117	
Corrine Louden, Assistant Controller clouden@VirginiaResources.org	x118	
Terri Dixon, Controller	x119	tdi
Diane Jones, Fiscal Manager	x120	djo
Howard Estes, Deputy Director	x121	hes

I am hopeful that you will find this information useful and we look forward to seeing you at our conference in September.

Darrell Hill
 804.644.3100
 804.644.3109 fax
www.VirginiaResources.org

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MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, July 5, 2005
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Jim Chesley, Brant Baber, Margo Buckley, Lev Buller, Trish Robertson,
Absent: Marilyn Barton, William Arnold
Attendees: Fawn Freeman, Giff Hampshire, 16 citizens, 1 VDOT representative, 1
League of Women Voters representative, State Senator Jay O'Brien

The Public Hearing was called to order at 7:10 pm. Jim Chesley led the Pledge of Allegiance.

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Commissioner has authority to restrict through trucks on secondary routes, CTB has authority to restrict through trucks on primary routes, and action must be taken on request within nine (9) months of the date request received by VDOT.

Mandatory Criteria: Suitable alternate route, safety and engineering issues with the existing roadway, either residential in nature or local or collector.

Tom and Judy McNamara presented their reasons for opposing the new zoning district for the "No through truck traffic"

Jerry Little, of Wolf Valley Drive, located at the corner of Henderson Road, mentioned his concern to get trucks off the road.

Motion

Jim Chesley moved to close the Public Hearing and Brant Baber seconded the Motion. Public Hearing closed at 7:48 p.m.

Motion carried; unanimously.

1. Reading of minutes of last regular and any subsequent Town Council meetings.

Motion

Mac Arnold made a Motion to approve the June 7, 2005 meeting minutes and the Brant Baber's comments. Brant Baber seconded the Motion.

Motion carried; Margo Buckley abstained.

2. Report from the Town Treasurer

Balance Sheet, Profits / Loss and Account Balance

A preliminary financial report for fiscal year ending June 30, 2005 was emailed to the council members. The treasurer is in the process of validating accounts to ultimately segregate it by Operating Report and Capital Grants Report. It was noted that because invoices / vouchers are often submitted up through September the financial report will need to be updated accordingly.

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Read a letter from Paul and Debbie Dillard asking the Mayor to do what it takes to eliminate truck traffic through Clifton and enclosed a photo of their downed fence as a result of truck driver.

4. Reports of Standing / Special Committees

Planning Commission

Presentation

Reviewed use permit application for Silva at 7151 Pendleton Road awaiting additional information before a decision can be made. Recommended approval of use permit for town playground acknowledging there is an overall parking issue to be addressed. Report on the progress of Clifton Presbyterian Church.

Motion

Trish Robertson made a Motion to purchase the playground equipment from KOMPAN, Inc. and store at secure site until installation in playground. Jim Chesley seconded the Motion. Margo Buckley opposed.

Motion carried; passed 4 to 1

5. Citizen's Remarks

Clifton Betterment Association acknowledged Gary Anderson's contribution as the Clifton Twilight 5K and 1M Fun Run Race Director.

6. Old / Unfinished Business

Old Town Hall Sale Committee Report

Motion

Lev Buller made a Motion that a resolution of the Town Council --- Town Hall and Brant Baber seconded the Motion.

Motion carried; unanimously

Discussion

Hired appraiser to appraise property, met with Royce Jarrendt last week to resolve issues, present to town council a cost comparison, and signed agreement week before last without adding office space.

Town Meeting Hall Committee Report

Presentation

Bill Holloway spoke of the overall Community Hall issues and needs. It was noted that the County allocated 20,000 for the meeting hall. Facility maintenance costs are estimated between \$14,000 and \$16,000 of which approximately \$10,000 is projected for replacing heating/cooling system. Facility Administrative costs for a part-time employee are estimated between \$5,000 and \$6,000. It is recommended the employee be held accountable and salary should be a flat rate rather than a usage fee and compensated at level of treasurer (6,000). The staffer responsibilities include but are not limited to coordinating with contractors, managing reservations and fee collection, opening/closing of facility, records maintenance to include quarterly reports (rentals / fees / expenditures / security deposits), managing on-line reservations including a live calendar of events, updating web pages and their content (e.g., policy, rates, forms.)

Met with the Director of the Community and Recreation for the County and learned of same mind in terms of what is required for a meeting hall. A Memorandum of Understanding with the Town should be implemented.

Citizen Comments

Ken Buckley stated the Town Hall was never intended to be rented out – turn into profitable – people who live here have lot to lose if original deal is altered – use

of alcohol except for use of old space – focus should be on cutting deficit not hours. Royce Jarrendt stated six (6) cars is parking lot rule and opposed to maximize use of efficiency. Margo Buckley stated the capacity is 200 / 120 and told could not refuse to rent to those who called. Jim Chesley asked to consider a no alcohol period. Brant Baber stated the Town never promulgated Town Hall standards it never adopted a uniform schedule of records. Jim Chesley remarked there should be no alcohol at CBA events.

Motion

Jim Chesley made a Motion to ask the Town Council to consider tonight that future Town Hall reservations be advised that the facility is considering becoming an alcohol free facility and this could take affect next week. Brant Baber seconded the Motion.

Motion carried; unanimously

Actions

a) Meet with CBA to acquire number of events held per year at the Town Hall and how often alcohol is served at these occasions. Need a public information meeting at next meeting.

b) Margo Buckley to report on number of alcohol parties to include revenue at the August Town Council Meeting Action.

c) Town Attorney to look into the grandfather exceptions based on historic issues that donated monies to the Town Hall such as the Gentlemen's Club, CBA, and lions club.

Playground Committee Update

Presentation

Bill Holloway stated that equipment was identified equipment to procure.

Motion

Trish Robertson made a Motion that the Town put up 50% of funds to procure playground equipment town. Jim Chesley seconded the Motion with a request to amend Motion to include to negotiate funds available and delivery time is 30 days (amend to pay in full over next month).

Motion carried; abstention – Margo Buckley was absent

HUD Update

Presentation

Brant Baber sent a letter to HUD Homeownership Center confirming agreed upon procedures as to how HUD is conducting their review of the home repairs for those homes the Town purchased from them. Specifically, the letter described activities taken by HUD employee that violate agreement.

Giff Hampshire sent a letter to HUD protesting their demand that the Town pay for reimbursables. He is awaiting a response from HUD.

Main Street Seismic Traffic Measurement Status

Jim Chesley read a letter signed by the Warks, Mills, Nickams, and Petersons regarding the speed bump located on Main Street. The Town hired ECS Atlantic who conducted a seismic study of the speed bump at 7151 Main Street to assess the seismic impact from May 18 to June 13. The study revealed the vibrations were not of level necessary to cause damage.

Jim Chesley recommended looking at alternative ways to control speed of traffic such as a three-way-stop or one-way traffic. The Town could petition VDOT to reduce speed limit from 25 miles per hour to 15 mph on route 645. Another option for reducing speed is requesting the state to perform a study similar to the one done in Herndon, such as a bypass.

Bill Wark mentioned – watch traffic – many speed up some slow down – sign seeing speed – live in 120 year old structured with
Citizen – suggest with state planning do they grade down hump and if they do it needs to know not to put hump back in to know what the state will ask – mill 6 to 8 inches off crown –

Actions

Jim Chesley will invite a VDOT senior representative to next month meeting to get ideas about all traffic issues in terms of what we can and cannot do. Next step is to form a committee to execute actions.

2003 Haunted Trail Missing Money Update

Presentation

Giff Hampshire stated the State Police now have the investigation and asked FBI agents for records presently not able to discuss but that can be obtained under FOIA. Received FBI results of the polygraph taken by Jim Chesley and the FBI stated that he answered all questions truthfully and without deception.

Jim Chesley stated he voluntarily took a polygraph and was asked specific questions related to the Haunted Trail Missing Money as well as other questions. As to the Haunted Trail Investigation, Jim reported having no knowledge of receiving the proceeds from Margo Buckley or anyone else or having any knowledge of the whereabouts of the missing proceeds. The polygraph verified his statements. Questions posed to him that were not part of the Haunted Trail Investigation were 1) did he receive any kick back from the recabling done in the Town by NOVEC and by Cox Communications, 2) has any member of his family or any friend of his ever benefited from any action taken by him as Mayor of Clifton, and 3) did he know anything about an anonymous \$10,000.00 donation to the Lions Club. Jim answered negative to the first two questions and that was

verified by the polygraph. As to the anonymous donation to the Clifton Lions Club, there was a \$3000.00 donation made to the Lions Club, and Jim gave to the FBI the information about the donor. Basically, the FBI polygraph exam of Jim Chesley showed no knowledge of or connection to the missing Haunted Trail money as well as clearing up other rumors.

Motion

Brant Baber made a Motion to see if FBI would release the records _____ and Lev Buller seconded the Motion.

Motion carried, unanimously

Town Web Site

TABLED

7. New Business

Fairfax county storm water drainage website information

Parking Lot Paving

Motion

Jim Chesley made a motion to accept Sheldon (?) and spend \$8,800 for parking next to caboose and Brant Baber seconded the Motion.

Motion carried, unanimously

Discussion

Motion pertains to parking lot – did not have specifications. (discussion comment may not be relevant to include in meeting minutes)

Additional Conduit for Verizon / Cox Cable

Motion

Jim Chesley made a Motion for a \$6,700 marker in the budget - authorize \$7,000 and have the Mayor sign agreement and send to Cox. Brant Baber seconded the Motion.

Motion carried, unanimously

Payment for Northern Virginia Conservation Trust

Presentation

The Town needs to find a way to fund – spend \$ to get reimbursed – 30 days after settlement. Jim Chesley mentioned the Town has the money but there is not a budget line item. Brant Baber stated the Town could borrow the money (pay them 80,000 – give us the property).

Motion

Jim Chesley made a Motion for the Town Attorney to inquire with the Northern Virginia Conservation Trust if they would lend the Town the money to purchase the Town's interest in the Trust's property on Newman Road and if not then hold a public hearing to consider moving 80,000 from savings for property. Brant Baber seconded the Motion.

Motion carried, unanimously

Resolution – Brant

8. Adjournment

Motion

Jim Chesley made a Motion to adjourn the meeting and _____ seconded the Motion. Meeting adjourned at 10:13 p.m.

Motion carried; unanimously

Town of Clifton
July 2005 Planning Commission Meeting 7/25/05

In attendance: Lev Buller, Kathy Kalinowski, Patrick Pline, Richard King
Absent: Michelle Stein, Judy McNamara, Rob Clark

1. **Review of use permit application for Silva at 7151 Pendleton – new house (decision postponed, awaiting more info).**
2. **Recommend approval of use permit for Hammond at 12700 Chapel Rd with hours of operation 9-6, Mon – Sat and 2 parking spaces**
3. **Clifton Presbyterian Church progress report**
 - public hearing scheduled by Fairfax County on July 11th
 - CBA easement is almost complete

*Aug 20/21
PK-wr-L &
piff will be paid
in*

Old Business:

Parking – Planning Commission to have discussion at the August 29th meeting. Ideas, problems, solutions to be solicited from public by email, signs, etc.

Review of use permit application for Clarks at 12653 School St.

- Clifton Presbyterian Church progress report**
- public hearing by Fairfax County on July 11th
 - CBA easement is almost complete

2005 Dates

<u>apps due</u>	<u>Plan Comm meeting</u>	<u>Town Council meeting</u>
July 15th	July 25th	Aug 2nd
Aug 15th	Aug 29th at Comm Hall	Sept 6th
Sept 15th	Sept 26th	Oct 4th
Oct 15th	Oct 24th	Nov 1st
Nov 15th	Nov 28th	Dec 6 th
Dec 15 th	tbd	Jan 3 rd

Town of Clifton
Profit & Loss
 July 2005

	<u>Jul 05</u>
Ordinary Income/Expense	
Income	
Community Hall Revenues	
Community Hall Rentals	1,575.00
Total Community Hall Revenues	<u>1,575.00</u>
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Payroll Taxes	
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6:16 PM
08/02/05
Cash Basis

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July 2005**

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Total Community Hall Expenses	<u>2,852.19</u>
Legal Advertising	172.00
Mayoral Reimbursement	30.77
Total Contractual	<u>17,142.66</u>
Commodities	
Computer Supplies	405.39
Miscellaneous	146.97
Postage and Delivery	66.00
Total Commodities	<u>618.36</u>
Total Expense	<u>18,449.52</u>
Net Ordinary Income	<u>(10,435.33)</u>
Net Income	<u><u>(10,435.33)</u></u>

MINUTES
CLIFTON TOWN COUNCIL MEETING

Tuesday, July 5, 2005
12641 Chapel Road
Clifton, VA 20124

Council Members

Present: Jim Chesley, Brant Baber, Margo Buckley, Lev Buller, Trish Robertson,
Absent: Marilyn Barton, William Arnold
Attendees: Fawn Freeman, Giff Hampshire, 16 citizens, 1 VDOT representative, 1
League of Women Voters representative, State Senator Jay O'Brien

The Public Hearing was called to order at 7:10 pm. Jim Chesley led the Pledge of Allegiance.

Public Hearing

Pursuant to Section 46.2-809 of the VA Code (Regulation of truck traffic on primary and secondary highways) - Town Resolution Restricting Through Truck Traffic on Clifton Road, route 645 through the Town of Clifton and on roads in the Clifton area marked as "Not Recommended for Truck Traffic," route 612 (Yates Road) in Prince William County and route 612 (Old Yates Ford Road) and route 643 (Henderson Road) in Fairfax County.

Jim Chesley informed attendees that 46.2-908 VA Code Regulation of truck traffic on primary and secondary highways copies are located on the table. He mentioned the alternative truck routes, and approximately ten (10) years ago large signs were placed in Clifton and surrounding area "not recommending that trucks travel the area." It was noted that traffic volume has gone down since the installation of the Fairfax County Parkway.

Presentations

Lara Hegler, Transportation Engineer, Virginia Department of Transportation (VDOT), presented the "Through Truck Restrictions – Board Decisions and Revised Guidelines." Guideline highlights apply to primary and secondary routes.

Commissioner has authority to restrict through trucks on secondary routes, CTB has authority to restrict through trucks on primary routes, and action must be taken on request within nine (9) months of the date request received by VDOT.

Mandatory Criteria: Suitable alternate route, safety and engineering issues with the existing roadway, either residential in nature or local or collector.

Tom and Judy McNamara presented their reasons for opposing the new zoning district for the "No through truck traffic"

Tuesday, July 12, 2005

To: Andrea Smith
c/o Centreview

Phone Number: (703) 917-6401
Fax Number: (703) 917-0992

From: Fawn Freeman
Town Clerk, Town of Clifton

Subject: Pubic Hearing Notice

*andreas
classified @ connecticut
521 5030 newspapers
CSM*

In reference to our telecom this morning, please run the Public Hearing Notice as described in the paragraph below on Thursday, July 21, 2005.

Notice is hereby given that the Clifton Town Council will hold a Public Hearing on Tuesday, August 2, 2005 at 7:00 p.m. at the Clifton Town Meeting Hall, 12641 Chapel Road, Clifton, VA 20124 to consider proposed amendments to the 2006 Town Budget. Copies are available from the Town of Clifton Mayor by calling (703) 830-2129. Copies will also be available at the Public Hearing. All interested parties are invited to attend to express their views with respect to the town budget. Town residents are strongly urged to attend. The August Town Council meeting will immediately follow.

By order of the Town Council,
Clifton, VA

Fawn Freeman, Town Clerk

Please submit billing to the address below.

Town of Clifton
P.O. Box 209
Attn: Treasurer
Clifton, VA 20124-03090

If you have questions regarding this request, then please call me at my office number at (703) 735-4120 or leave a message at my home number (703) 266-2885. It was a pleasure speaking with you today.

Sincerely,

Fawn Freeman

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Date: Sat, 3 Sep 2005 21:43:46 -0700 (PDT)

From: "fawn freeman" <freemanfawn@yahoo.com> View Contact Details

Subject: August Town Council Meeting Minutes

To: "marilyn barton" <pawsnfins@cox.net>, bb@baberkal.com, "Jim Chesley" <chesleyjc@nswccd.navy.mil>, ghampshire@blankeith.com, lbuller@cns.gov, marky@erols.com, marnold@mccandlaw.com, rtrishr@aol.com, townofclifton@aol.com

Folks: It was my intent to have the draft meeting minutes to you a week ago, but there has just not been enough hours in the day these past few weeks to get things done at work, home, and finalizing items for our daughters wedding next Saturday. As with most weekends and evenings these past weeks, I will be in the office tomorrow around 9:00 a.m. and be reached on my work cell number at 202-320-1228. I am hoping my office day will only be a few hours. If possible, please email your comments to me tomorrow evening and I will incorporate them and resend the minutes tomorrow night. I am trying not to do work of any kind on Labor Day - I am in need of some down time to maintain sanity.

Reminder: I am not attending the September Town Council Meeting - due to a work commitment. I recall that Margo is taking meeting minutes and I will give her the recorder to use.

Hope to see you at the Labor Day events.

Take care,
Fawn

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Attachments

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august_meeting_minutes.doc (53k) [View]

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Date: Mon, 01 Aug 2005 15:27:25 -0400

From: "Michelle Stein" <mcampau@algxmail.com>

Subject: Upcoming events.....

To: mcampau@erols.com

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The Return of the White Elephant!!!! We need you again! Dawna and Dave Thompson are expecting again. Amelia is getting a sister. This means another trip to China and another chance to help the children they can't bring home. Please join them in the fun of giving. Sunday, August 7th, 4 pm to 8 pm at the Esmay's home, 12976 Clifton Creek Dr. Please bring a donation for our auction table and an appetizer for our munching table. You may bring donations at anytime and leave it at the Esmay's back porch. Questions and regrets: Elizabeth Esmay 703-803-0781 or Dawna Thompson: 703-631-2570

Reserve the date – Labor Day will be a big day in Clifton! The Annual Lion's Club Car Show is scheduled along with the Virginia Chili Cook-Off! So mark Monday, September 5th in your calendar. Richard King needs Chili Cook-Off volunteers – 703-631-9198 or king.richard@epa.gov

The Clifton Planning Commission is having a parking forum at its August 29th meeting at the Community Hall. Your ideas, problems, solutions are needed. Please contact a Planning Commission rep and/or attend the meeting! Planning Commission members: Michelle Stein, Patrick Pline, Lev Buller, Rob Clark, Kathy Kalinowski, Richard King, Judy McNamara. Some thoughts.....is there an increase in number of cars per houseshared parking in commercial areas needs monitoring.....are numbers in the ordinance realistic.....are current businesses assigned realistic numbers of spaces.....homes on some streets often have no place to park.....some streets and driveways get blocked regularly.....special events cause parking issues...should we develop guidelines for special event parking.....will the updated playground affect parking? Suggestions:have no parking restrictionschange our current regs.....increase fines for parking violations.....new ideas? Download the parking regulations (in section 9 of the Town Code) at www.cliftonva.org

Michelle Stein, President michellestein@cox.net
Clifton Betterment Association www.cliftonva.org
703-912-6300 office 703-830-4908 home

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August 2, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

PUBLIC HEARING: Proposed Amendments to the 2006 Town Budget

1. Reading of minutes of last regular and any subsequent Town Council meetings
2. Report from the Town Treasurer
 - ~ Balance Sheet, Profits /Loss and Account Balances
3. Reading of Communications to the Mayor
4. Reports of Standing / Special Committees
 - ~ Planning Commission
 - ~ Old Town Hall Sale Committee
 - ~ Town Meeting Hall Committee
 - ~ Playground Committee
5. Citizen's Remarks
6. Old / Unfinished Business
 - ~ HUD Update
 - ~ Main Street Seismic Traffic Measurements Status
VDOT Discussion re: alternative traffic measures
 - ~ 2003 Haunted Trail Missing Money Update
 - ~ Town Website
 - ~ Payment for Northern VA Conservation Trust
7. New Business
 - ~ Sidewalk at Hermitage Inn
 - ~ Labor Day Car Show

8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made 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, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

August 2, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

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4. Reports of Standing / Special Committees
~ Planning Commission ✓
~ Old Town Hall Sale Committee ✓
~ Town Meeting Hall Committee ✓
~ Playground Committee

*Noal what @ next mtg.
1. Chapel - vdot come
1. town jurseu school &
clifton rd*

5. Citizen's Remarks ✓

6. Old / Unfinished Business

~ HUD Update
~ Main Street Seismic Traffic Measurements Status ✓
~ VDOT Discussion re: alternative traffic measures ✓
~ 2003 Haunted Trail Missing Money Update ✓
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*8:26
7:26
7:*

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Jim how Mac generate a GTR.

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Subject: FW: TRANSPORTATION ENHANCEMENT PROGRAM - APPLICANT WORKSHOPS
Date: Tue, 2 Aug 2005 09:19:02 -0400
From: "Chesley, James C CIV NAVSURFWARCEN" <james.chesley@navy.mil>
 Add to Address Book
To: "Brant Baber" <bb@baberkal.com>, "Fawn Freeman" <freemanfawn@yahoo.com>, "Giff Hampshire" <ghampshire@blankeith.com>, "Jim Chesley" <chesleyjc@nswccd.navy.mil>, "Lev Buller" <lbuller@cns.gov>, "Margo Buckley" <marky@erols.com>, "Trisha Robertson" <rtrishr@aol.com>, "William Arnold" <marnold@mccandlaw.com>

FYI

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

From: Miller, Douglas C. [mailto:Douglas.Miller@VDOT.Virginia.gov]
Sent: Monday, August 01, 2005 13:50
To: Chesley, James C CIV NAVSURFWARCEN
Subject: TRANSPORTATION ENHANCEMENT PROGRAM - APPLICANT WORKSHOPS

Mr. Chesley -
As discussed in our phone conversation a few minutes ago, appended below is the schedule for the Enhancement program **applicant** workshops. This workshop will be of use for those wishing to apply for a new EN project, or to seek additional funding for an existing EN project. VDOT also offers sponsor workshops, which focus more on how to implement a EN project once it has been approved.

Please let me know if you have any questions or if I can provide any additional information.

Doug Miller

Douglas C. Miller
Program Manager
Arlington/Fairfax Preliminary Engineering
703-383-2108

TRANSPORTATION ENHANCEMENT PROGRAM

APPLICANT WORKSHOPS

APPLICATION DEADLINE - NOVEMBER 1, 2005

Thursday, August 4, 2005 at 10AM
VDOT Culpeper District Office
Main Auditorium
1601 Orange Road (Route 15)
Culpeper, VA

Tuesday, August 16, 2005 at 10AM
Hanover Tavern
13181 Hanover Courthouse Road (Route 301)
Hanover Courthouse, VA

Friday, August 19, 2005 at 10AM
Augusta County Government Center
Board Room
18 Government Center Lane (off Route 11 in Verona)
Verona, VA

Tuesday, August 23, 2005 at 1PM
Bedford Area Welcome Center
Main Auditorium
816 Burks Hill Road (D-Day Memorial Exit off Route 460 Bypass)
Bedford, VA

Wednesday August 24 2005 at 10AM
VDOT Wytheville Residency Office
Meeting Room
2843 Chapman Road (Frontage Road F-042 along I-81)
Wytheville, VA

Tuesday, August 30, 2005 at 10AM
VDOT Northern Virginia District Office
Main Auditorium
14685 Avion Parkway
Chantilly, VA

Thursday, September 1, 2005 at 10AM
VDOT Hampton Roads District Office
Main Auditorium

1700 North Main Street
Suffolk, VA

For additional information about the workshops please call 1-800-444-7832

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6:16 PM
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 Cash Basis

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 Profit & Loss
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\$6,419 will be accrued to FY04-Net loss <\$4,016>. Ins adv.

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08/02/05
Cash Basis

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Profit & Loss
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Mayoral Reimbursement	30.77
Total Contractual	<u>17,142.66</u>
Commodities	
Computer Supplies	405.39
Miscellaneous	146.97
Postage and Delivery	66.00
Total Commodities	<u>618.36</u>
Total Expense	<u>18,449.52</u>
Net Ordinary Income	<u>(10,435.33)</u>
Net Income	<u><u>(10,435.33)</u></u>

Town of Clifton
Profit & Loss
 July 2005

	Jul 05
Ordinary Income/Expense	
Income	
Community Hall Revenues	
Community Hall Rentals	1,575.00
Total Community Hall Revenues	1,575.00
Tax and Permits Revenue	
Cigarette Tax	146.45
Motor Vehicle Tags	100.00
Railroad Tax	1,262.24
Sales Tax	4,756.38
Utility Consumption Tax	174.12
Total Tax and Permits Revenue	6,439.19
Total Income	8,014.19
Expense	
Payroll Expenses	
Payroll Taxes	
FICA	688.50
Total Payroll Taxes	688.50
Total Payroll Expenses	688.50
Contractual	
Insurance	5,082.00
Town Government	
Planning Commission	360.00
Total Town Government	360.00
Professional Fees	
Legal Fees	4,889.32
Total Professional Fees	4,889.32
Rent	
Ayre Square Rental	270.27
Total Rent	270.27
Town Maintenance	
Grounds Maintenance	1,850.00
Town Hall Maintenance	532.44
Total Town Maintenance	2,382.44
Town Services	
Grass Mowing	600.00
Trash Collection	192.00
Total Town Services	792.00
Utilities	
Gas and Electric	(129.46)
Water	80.50
Total Utilities	(48.96)
Dues and Subscriptions	
Va. Municipal League	318.00
Dues and Subscriptions - Other	20.00
Total Dues and Subscriptions	338.00
Caboose Expenses	
Caboose Electric	22.63
Total Caboose Expenses	22.63

6:16 PM
08/02/05
Cash Basis

Town of Clifton
Profit & Loss
July 2005

	<u>Jul 05</u>
Community Hall Expenses	
C.H.-Cleaning	900.00
C.H.-Equipment	15.94
C.H.-General Maintenance	30.00
C.H.-Management Fee	315.00
C.H. - Electric	1,591.25
	<hr/>
Total Community Hall Expenses	2,852.19
Legal Advertising	172.00
Mayoral Reimbursement	30.77
	<hr/>
Total Contractual	17,142.66
Commodities	
Computer Supplies	405.39
Miscellaneous	146.97
Postage and Delivery	66.00
	<hr/>
Total Commodities	618.36
	<hr/>
Total Expense	18,449.52
	<hr/>
Net Ordinary Income	(10,435.33)
	<hr/>
Net Income	<u><u>(10,435.33)</u></u>

**Town of Clifton
 Balance Sheet
 As of July 31, 2005**

	<u>Jul 31, 05</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking-SunTrust	2,869.28
Investments-LGIP	100,000.00
Investments - SunTrust	
CPC PC Escrow Fund	1,169.20
Haunted Trail Funds	863.76
Playground Reserve Fund	20,744.11
Investments - SunTrust - Other	365,418.18
Total Investments - SunTrust	<u>388,195.25</u>
Total Checking/Savings	491,064.53
Accounts Receivable	
Accounts Receivable	
BPOL Receivable	285.37
Accounts Receivable - Other	1,933.61
Total Accounts Receivable	<u>2,218.98</u>
Total Accounts Receivable	2,218.98
Total Current Assets	493,283.51
Fixed Assets	
Fixed Assets	
Buildings	11,353.56
Equipment	21,058.22
Improvements	77,956.75
Land	113,469.06
Total Fixed Assets	<u>223,837.59</u>
Total Fixed Assets	223,837.59
TOTAL ASSETS	<u><u>717,121.10</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	925.35
CPC Escrow Fund Balance	1,413.15
Total Accounts Payable	<u>2,338.50</u>
Total Current Liabilities	2,338.50
Total Liabilities	2,338.50
Equity	
Opening Bal CIF Equity	220,901.68
Opening Bal G.F. Equity	21,100.16
Retained Earnings	483,216.09
Net Income	(10,435.33)
Total Equity	<u>714,782.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>717,121.10</u></u>

Professional Construction Consultants LLC
5316 Brockie Street
Virginia Beach, VA 23464
(757) 773-8084
FAX (757) 479-4013

July 13, 2005

Mr. John Eubank
Manager, Commercial Lending LLC
7603 Maple Branch Road
Clifton, VA 20124

RE: Work verification for HUD homes purchased by the Town of Clifton, VA

Dear Mr. Eubank:

During the week of June 27th staff members from Professional Construction Consultants LLC (PCC) performed on-site assessments of seven (7) homes that were purchased by the town of Clifton, Virginia from HUD and later resold to private homeowners. Individuals also participating in this on-site assessment included Mr. John Maertz, Management Solutions of America, Inc.(contracted to HUD), Ms. Sharon Farrow, HUD Baltimore (June 27th and 28th), Mr. Bruce Greenawalt, HUD Richmond (June 29th) and yourself.

The purpose of these assessments was to verify that all work, as described in your March 23, 2005 repair and certification document to HUD, was actually completed as described (in this document). The Home Inspection/Repair Invoices, contained within this document, were used as a brief specification of the work to be performed at each residence.

In general, PCC staff members and Mr. John Maertz collectively concluded that most of the work items were indeed performed and completed by the contractors who were hired by the Town of Clifton to perform the work. Unfortunately, due to the significant time period that has elapsed from the time the work was to be performed to the date of the assessments, PCC staff members and Mr. John Maertz were unable to determine if several of the repairs (at each residence) were actually performed. It should be said, however, that in all such situations where these individuals could not determine if the repair work was performed, no visible signs of existing damage or deterioration was observed. It is thus the opinion of PCC that these work items were indeed performed and completed.

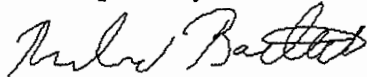
July 13, 2005
Mr. John Eubank
Page 2

Enclosed you will find an individual work verification report for each of the seven (7) homes that were assessed during the week noted above. Please note that only those items that were noted as "unable to determine" are listed therein; all other work items have been completed and verified by PCC and MSA staff members. The photos referenced in the report are indicative of the general and universal condition of the surfaces, fixtures or appliances in each residence.

Should you have any questions or comments on this report, please do not hesitate to contact me.

Thank you for allowing Professional Construction Consultants LLC to provide this service.

Respectfully,



Richard Bartlett, P.E.

encls

Property Address: 21753 Rockwood Terrace
Sterling, VA

Completion Date: June 6, 2003

Final Inspection Date: June 10, 2003

Date of work verification: June 27, 2005

All work on the Home Inspection/Repair Invoice for this property, except as noted herein, has been verified and accepted as complete by MSA and PCC inspectors.

MSA and PCC inspectors were unable to determine the extent of the repairs (or replacement) of the following work items:

Exterior

- Repair Trim/Soffit/Fascia (\$250)
No apparent damage of the trim/soffit/fascia was observed, therefore it appears that the work has been completed. See photo 01 for a typical exterior view.

Interior

- Post repair cleaning (\$200)
- Replace kitchen sink/faucet (\$150)
The kitchen sink and faucet appear to be in new condition with no apparent deterioration visible. See photo 02.

Property Address: 6657 Rockleigh Way
Alexandria, VA

Completion Date: May 30, 2003

Final Inspection Date: May 30, 2003

Date of work verification: June 27, 2005

The resident was not available at the scheduled time of inspection. The interior of the unit was not inspected.

All work on the Home Inspection/Repair Invoice for this property, except as noted herein, has been verified and accepted as complete by MSA and PCC inspectors.

MSA and PCC inspectors were unable to determine the extent of the repairs (or replacement) of the following work item:

Exterior

- Repair rear deck/porch (\$300)
No apparent damage of the rear deck and porch was observed, therefore it appears that the work has been completed. See photo 03.

Property Address: 4851 Benecia Lane
Dumfries, VA

Completion Date: February 28, 2003

Final Inspection Date: Not available

Date of work verification: June 28, 2005

All work on the Home Inspection/Repair Invoice for this property, except as noted herein, has been verified and accepted as complete by MSA and PCC inspectors.

MSA and PCC inspectors were unable to determine the extent of the repairs (or replacement) of the following work items:

Exterior

- Replace front doors (\$250)
The front door appears to be in relatively new condition. There is no apparent damage to the door. See photos 04 and 05.

Interior

- Repair hardwood (\$200)
The only wood floor in the residence was located in the foyer. It appears that the floor has been cleaned and perhaps sealed. There is no apparent damage to the floor. See photo 06.
- Post repair cleaning (\$300)
- Foyer ceiling/wall repair (\$100)
There is no apparent damage to the foyer ceiling and walls. It appears that the work has been completed. See photos 04 and 05.
- Repair refrigerator (\$200)
There is no apparent damage to the refrigerator; it is functioning properly. It appears that the work has been completed. See photo 07.
- Repair family room ceiling/wall (\$500)
There is no apparent damage to the family room ceiling and walls. It appears that the work has been completed. See photos 08 and 09.
- Repair hall bath plumbing fixtures (\$50)
There is no apparent problem with the plumbing fixtures; they are functioning properly. It appears that the work has been completed.

Other

- Dump fees (\$175)
Unable to determine.

Property Address: 3362 Nadia Loop
Woodbridge, VA

Completion Date: September 5, 2003

Final Inspection Date: Not available

Date of work verification: June 28, 2005

All work on the Home Inspection/Repair Invoice for this property, except as noted herein, has been verified and accepted as complete by MSA and PCC inspectors.

MSA and PCC inspectors were unable to determine the extent of the repairs (or replacement) of the following work items:

Exterior

- Service A/C unit (\$250)
The A/C was functioning properly at the time of inspection. It appears that the work has been completed.

Interior

- Post repair cleaning (\$250)
- Foyer ceiling/wall repair (\$100)
There is no apparent damage to the foyer ceiling and walls. It appears that the work has been completed.
- Living room ceiling/wall repair (\$100)
There is no apparent damage to the living room ceiling and walls. It appears that the work has been completed.
- Dining room ceiling/wall repair (\$100)
There is no apparent damage to the dining room ceiling and walls. It appears that the work has been completed. See photo 10.
- Repair kitchen cabinets (\$150)
There is no apparent damage to the kitchen cabinets; they are all functioning (opening, closing, gliding) properly. It appears that the work has been completed.

Property Address: 261 Union Hill Road
Amherst, VA

Completion Date: April 28, 2004
Final Inspection Date: Not available

Date of work verification: June 29, 2005

All work on the Home Inspection/Repair Invoice for this property, except as noted herein, has been verified and accepted as complete by MSA and PCC inspectors.

MSA and PCC inspectors were unable to determine the extent of the repairs (or replacement) of the following work items:

Exterior

- Roof Repair (\$300)
The homeowner stated that the roof had been repaired, missing shingles were replaced. The homeowner has since replaced the roofing in its entirety.
- Siding vinyl clean (\$60)
- A/C unit repair (\$1,000)
The A/C was functioning properly at the time of inspection. It appears that the work has been completed.
- Power wash (\$100)

Interior

- Post repair cleaning (\$300)
- Smoke/fire alarms (\$30)
All were in place.
- Dining room ceiling/wall repair (\$50)
There is no apparent damage to the dining room ceiling and walls. It appears that the work has been completed. See photo 11.
- Kitchen window/screens (\$80)
There is no apparent damage; all screens are in place. It appears that the work has been completed.
- Kitchen repair stove (\$100)

^
IN BASEMENT NOT ON
WINDOWS

Homeowner stated that the original stove was repaired, however the homeowner has recently replaced the existing stove with a new one since occupying the residence. See photo 12.

- Bedroom 2 ceiling/wall repair (\$50)
There is no apparent damage. It appears that the work has been completed. See photo 13.
- Bedroom 3 ceiling/wall repair (\$50)
There is no apparent damage. It appears that the work has been completed.
- Bedroom 3 door replace knobs (\$50)
There is no apparent damage; all door knob hardware is functioning (opening, closing) properly. One door knob appears newer than the other. It appears that the work has been completed. See photo 14.
- Master Bath ceiling/wall repair (\$50)
There is no apparent damage.
- Hall Bath ceiling/wall repair \$(50)
There is no apparent damage. It appears that the work has been completed. See photo 15.
- Hall Bath towel bar/paper hanger replace (\$50)
Homeowner has replaced the towel bar since occupying the dwelling. See photo 16.

Other

- Replace receptacles (\$60)
None were missing; it appears that the work has been completed.
- Insulation-basement replace (\$100)
15 LF of basement ceiling insulation is missing; several sections of loose insulation appear to have been re-stapled.

Property Address: 167 Wedgewood Drive
Madison Heights, VA

Completion Date: unknown

Final Inspection Date: Not available

Date of work verification: June 29, 2005

All work on the Home Inspection/Repair Invoice for this property, except as noted herein, has been verified and accepted as complete by MSA and PCC inspectors.

MSA and PCC inspectors were unable to determine the extent of the repairs (or replacement) of the following work items:

1. HOME INSPECTION/REPAIR INVOICE (total cost \$ 14,175)

Exterior

- Trim/soffit/fascia (\$600)
There is visual evidence of partial finish replacement in some areas, and no finish is missing. It appears that the work has been completed. See photos 17 and 18.
- Gutters/downspouts (\$55)
It appears that the work has been completed, none are missing. See photo 17 and 19.
- A/C unit repair (\$100)
Original unit was functioning. Homeowner has recently replaced the unit since occupying the residence. See photo 20.

Interior

- Post repair cleaning (\$100)
- Living room window/screens repair (\$60)
There is no apparent damage to the screens. It appears that the work has been completed. See photo 21.
- Kitchen cabinet repair (\$180)
There is no apparent damage to the kitchen cabinets; they are all functioning (opening, closing, gliding) properly. It appears that the work has been completed.
- Family room baseboard (\$260)

Storm window Glass was Replaced, have photo of missing Glass

There is no apparent damage to the baseboard. It appears that the work has been completed. See photo 22.

- Master bath cabinet/vanity (\$210)
Homeowner opted to use the \$210 allowance for a new pedestal sink in lieu of a vanity. See photo 23.

Other

- Basement repairs/alt. (\$200)

2. HOME INSPECTION/REPAIR INVOICE (total cost \$ 1,200)

Exterior

- Storm water drains (\$500)
Underground drains have been installed across the left front of the house foundation (apparent low point grade elevation). In addition, the downspout has been connected to a drain with corrugated pipe to prevent flooding in the front of the house. See photos 24, 25 and 26.

Other

- Basement window repair (\$150)
There is no apparent damage to the windows. It appears that the work has been completed. See photo 27.

Property Address: 143 Oakland Drive
Madison Heights, VA

Completion Date: March 14, 2003

Final Inspection Date: Not available

Date of work verification: June 29, 2005

All work on the Home Inspection/Repair Invoice for this property, except as noted herein, has been verified and accepted as complete by MSA and PCC inspectors.

MSA and PCC inspectors were unable to determine the extent of the repairs (or replacement) of the following work items:

Exterior

- Trim/soffit/fascia (\$250)
There is visual evidence of partial finish replacement in areas; no finish is missing. It appears that the work has been completed. See photo 28.
- A/C unit service (\$175)
The unit is functioning. It appears that the work has been completed. See photo 29.

Interior

- Post repair cleaning (\$200)
- Air Filter (\$10)
- Foyer – this room does not exist in this house. For this reason, listed repairs could not be verified.
- Living room ceiling/wall repair (\$50)
There is no apparent damage. See photo 30.
- Window/screens (\$50)
There is no apparent damage to the screens. It appears that the work has been completed.
- Dining Room ceiling/wall repair (\$50)
There is no apparent damage. See photo 30.
- Dining room window/screens (\$50)
There is no apparent damage to the screens. It appears that the work has been completed.
- Kitchen ceiling/wall repair (\$100)
There is no apparent damage.

- Bedroom 1 ceiling/wall repair (\$50)
There is no apparent damage. It appears that the work has been completed. See photo 31.
- Bedroom 1 window/screens (\$50)
There is no apparent damage, all are in place. It appears that the work has been completed.
- Bedroom 2 window/screens (\$50)
There is no apparent damage, all are in place. It appears that the work has been completed.
- Bedroom 3 window/screens (\$50)
There is no apparent damage, all are in place. It appears that the work has been completed.
- Master Bath plumbing fixtures replace (\$50)

Other

- Basement window replace (\$200)
Replacement of glass possible. See photo 32.

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 - Draft
 - Sent
 - Bulk [Empty]
 - Trash [Empty]

Date: Fri, 26 Aug 2005 12:41:28 -0700 (PDT)

From: "fawn freeman" <freemanfawn@yahoo.com> View Contact Details
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Subject: Fwd: FY06 TOWN OF CLIFTON AUTO AND MOTORCYCLE TAG ORDER

To: karen.watley@vadoc.virginia.gov

CC: freemanfawn@yahoo.com

Monitor all 3 Bureau Credit Reports!

Karen: Resending since I had an incorrect email. Have a great weekend.

Online Degrees: Start Today!

Fawn

\$200,000 Loan only \$670/mo.

Note: forwarded message attached.

\$200k loan for only \$730/mo.!

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Date: Fri, 26 Aug 2005 12:22:43 -0700 (PDT)

From: "fawn freeman" <freemanfawn@yahoo.com>

Subject: FY06 TOWN OF CLIFTON AUTO AND MOTORCYCLE TAG ORDER

To: karen.watley@vadoc.va.gov

CC: "marilyn barton" <pawnsfins@cox.net>, "Jim Chesley" <chesleyjc@nswccd.navy.mil>, "Freeman" <ftownofclifton@aol.com>

HTML Attachment [Download File | Save to Yahoo! Briefcase]

Dear Karen,

The attachment describes the specifications, shipping, and billing information for the FY06 Town of C tag order. Please call me at 703-735-4120 if you questions about the order.

Sincerely yours,

Fawn Freeman
Town Clerk

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Attachments

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Files:

 **The_Town_of_Clifton_auto_and_motorcycle_tag_for_FY06_fvf_.doc** (51k) [\[View\]](#) [Save to Compute](#)

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**Town of Clifton
 Balance Sheet
 As of July 31, 2005**

	<u>Jul 31, 05</u>
ASSETS	
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Net Income	(10,435.33)
Total Equity	<u>714,782.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>717,121.10</u></u>

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Subject: RE: July 5, 2005 Minutes Clifton Town Council Meeting & Revised August 2, 2005 Clifton Town Council Meeting Agenda

Date: Mon, 1 Aug 2005 12:13:54 -0400

From: "Chesley, James C CIV NAVSURFWARCEN" <james.chesley@navy.mil>
 Add to Address Book

To: "Buller, Levon" <LBULLER@cns.gov>, "fawn freeman" <freemanfawn@yahoo.com>, "marilyn barton" <pawnsfins@cox.net>, bb@baberkal.com, "Jim Chesley" <chesleyjc@nswccd.navy.mil>, ghampshire@blankeith.com, marky@erols.com, marnold@mccandlaw.com, rtrishr@aol.com, townofclifton@aol.com

CC: "Jeff Stein" <jeffstein@cox.net>, King.Richard@epamail.epa.gov

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Netflix-\$9.99/mo No Late Fees!

Jim

Refinance Today Bad Credit OK!

\$200k loan for only \$730/mo.!

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

From: Buller, Levon [mailto:LBULLER@cns.gov]
Sent: Monday, August 01, 2005 12:06
To: fawn freeman; marilyn barton; bb@baberkal.com; Jim Chesley; ghampshire@blankeith.com; marky@erols.com; marnold@mccandlaw.com; rtrishr@aol.com; townofclifton@aol.com
Cc: Jeff Stein; King.Richard@epamail.epa.gov
Subject: RE: July 5, 2005 Minutes Clifton Town Council Meeting & Revised August 2, 2005 Clifton Town Council Meeting Agenda

Mr. Mayor and Councilmembers

The committee that is looking into Royce's proposal received the appraisal from the appraiser just last Thursday. Folks were out of town then and this weekend so we are not going to be able to have a recommendation or report to the Town Council by tomorrow's meeting.

At the meeting I'm going to propose that we hold another council meeting this month to discuss this topic. It is important enough to have a meeting all its own. Will you all be available on either the 16th or the 23rd. (At one time we said a second monthly meeting could be on the 3rd Tuesday but if the 4th Tuesday works better, I don't know why we couldn't have it then).

Lev

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From: TownofClifton@aol.com [View Contact Details]
Date: Sat, 6 Aug 2005 22:35:55 EDT
Subject: Clifton Road Closure Info. and Town Parking
To: TownofClifton@aol.com

Clifton Rd will be closed on Saturday, August 20th from 6:00 am until midnight.

The following people met on site, August 3, to discuss road closure provisions for Norfolk Southern maintenance of their track on Clifton Rd. In attendance were:

- o Dorothy Purvis, VDOT Permits
- o Dan Owens, VDOT Permits
- o Steve Evans, VDOT Permits
- o David Klink, Camp 30, Trans Ops
- o Brian Fry, VDOT Traffic Engineering
- o Joe Barb, Norfolk Southern Asst Track Supervisor
- o Mark Reimer, Church Supt, Clifton Presbyterian Church
- o Sully Construction

Items agreed to were:

1) Per Joe Barb, Norfolk Southern need Clifton closed at their crossing on the north side of town on Saturday, August 20th from 6:00 am until midnight.

2) Fairfax Maintenance, Camp 30, will provide message boards, signage and necessary crew for the road closure at Norfolk Southern expense. David will provide Joe Barb an estimate for their planning purposes.

3) Maintenance will set up variable message signs at the Newman Rd triangle on the north and just south of the RR Xing to the south. David will coordinate with the Mayor of Clifton concerning the placement of the VMS in town. Signs will be in

place on Friday.

- 4) Detour route starting from the south will be Chapel Rd to 123 to 7100 to Fairfax Station to Newman.
- 5) Maintenance will notify emergency services. Brian will discuss the closure with the Mayor.
- 6) VDOT Permits will provide an inspector during operations.
- 7) Sully Construction is installing a storm drain and structure just north of the crossing and also requires a closure. Dan will coordinate this work to ensure only one closing is required.
- 8) Steve will get with Ed Quillian to discuss missing portions of the permit. Joe explained that NS lawyers are having some difficulty with the MP-63.

For more information contact
 Stephen Evans, P.E.
 Asst Permits Manager, Fairfax
 NOVA District
 Virginia Department of Transportation
 Office: 703-383-2651 Mobile: 703-474-1105

~~~~~

The Clifton Planning Commission is having a parking forum at its August 29th meeting at the Community Hall.

Your ideas and suggestions are needed. Please contact a Planning Commission representative and/or attend the meeting!

Planning Commission members: Michelle Stein, Patrick Pline, Lev Buller, Rob Clark, Kathy Kalinowski, Richard King, Judy McNamara.

Some thoughts/questions: ~is there an increase in number of cars per house ~does shared parking in commercial areas needs monitoring ~are numbers in the ordinance realistic ~are current businesses assigned realistic numbers of spaces ~homes on some streets often have no place to park ~some streets and driveways get blocked regularly ~do special events cause parking issues ~should we develop guidelines for special event parking ~will the updated playground affect parking?

Suggestions: ~have no parking restrictions ~change our current regulations ~increase fines for parking violations ~new ideas/suggestions?

For parking regulations information (section 9 of the Town Code) see [www.cliftonva.org](http://www.cliftonva.org)

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**Date:** Thu, 21 Jul 2005 16:54:49 -0400  
**From:** "Michelle Stein" <mcampau@algxmail.com> Add to Address Book  
**Subject:** Upcoming Events  
**To:** mcampau@erols.com

What's your Credit Score? See it FREE!

Wells Fargo Home Equity Loan

\$160,000 Loan only \$600/mo.

\$200k loan for only \$730/mo.!

Kathryn's Tailoring & Alterations, located at 7144 Main Street, Suite C (just below the Clifton Coffee Mill) is now open. "I would like to extend an invitation to everyone in the CBA to come in for tailoring and receive 50% off of your first order. I bring to Clifton 20 years of experience in the tailoring industry. I moved to Clifton just under a year ago and have had the pleasure of meeting many of Clifton's residents while working at the Clifton Coffee Mill for the past three months. In addition to years of experience in the field, I have also studied design, worked under an Armani tailor and apprenticed under a tailor from Italy. Your garments will be in good hands. Hope to see you soon." Kathryn Silvius

Kidsfest is Saturday July 30<sup>th</sup> from 10 to 4 at the Town Park. This is a fundraiser for the town playground and has been organized by Jacquie from Noodles and Noggins. Music! Moon Bounces! Gift Bazaar! Arts & Crafts! Go to <http://www.novakidfest.com/> for details.

To change your email address, add another email or be removed from the CBA email distribution, just reply!

The Clifton community affirms a desire to interact with one another in an environment of respect and integrity.

- We are a community that:
- is committed to the dignity and value of one another.
  - assumes the best in each other.
  - communicates clearly and directly.
  - provides open forums to address difficult issues in an orderly, respectful manner.
  - behaves towards one another, both individually and collectively, with honesty, decency and responsibility.
  - holds the preservation of our unique historic character in the highest regard.
  - participates in community activities, organizations and events in the best interest of all.

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## **PARKING IN CLIFTON**

**The Planning Commission is having a parking forum at its August 29<sup>th</sup> meeting. Your ideas, problems, solutions are needed. Please contact a Planning Commission representative and/or attend the meeting!**

Some thoughts.....

is there an increase in number of cars per house  
shared parking in commercial areas needs monitoring  
are numbers in the ordinance realistic  
are current businesses assigned realistic numbers of spaces  
homes on some streets often have no place to park  
some streets and driveways get blocked regularly  
special events cause parking issues

Halloween

Car Show

Farmers Market

Haunted Park

should we develop guidelines for special event parking  
will the updated playground affect parking

Suggestions:

have no parking restrictions  
change our current regs  
increase fines for parking violations  
new ideas?

**Planning Commission members:**

**Michelle Stein, Patrick Pline, Lev Buller,  
Rob Clark, Kathy Kalinowski,  
Richard King, Judy McNamara**

***download the parking regulations (in section 9 of the Town Code) at [www.cliftonva.org](http://www.cliftonva.org) or request a copy from the Planning Commission***

**MINUTES**  
**CLIFTON TOWN COUNCIL MEETING**

Tuesday, August 2, 2005  
12641 Chapel Road  
Clifton, VA 20124

**Council Members**

Present: Jim Chesley, Lev Buller, Trish Robertson,

Absent: Margo Buckley, Brant Baber

Attendees: Fawn Freeman, Giff Hampshire, Marilyn Barton, 12 citizens, Douglas Miller of  
VDOT

The Public Hearing was called to order at 6:59 pm. Jim Chesley led the Pledge of Allegiance.

**Public Hearing - Proposed Amendments to the 2006 Town Budget**

Presentation

Jim Chesley reviewed proposed amendments to the 2006 Town Budget and opened for discussion.

Motion

Jim Chesley moved to close the Public Hearing and Lev Buller seconded the Motion.  
Public Hearing closed at 7:08 p.m.

Motion carried; unanimously.

**1. Reading of minutes of last regular and any subsequent Town Council meetings.**

Motion

Trish Robertson made a Motion to approve the July 5, 2005 meeting minutes and the Lev Buller seconded the Motion.

Motion carried.

**2. Report from the Town Treasurer**

Marilyn Barton mentioned that the reports are to be preliminary - balance sheet – not had time to upload new budget – opened investment with local investment pool – transpired with application – playground reserve funds merged together as requested – CPC escrow fund is short for accounts payable need to request increase in their escrow account. – POC is Michelle Stein. Profit/loss – cash basis – printed out transaction – and expenses – net difference is reducing.

Motion

Mac Arnold made a Motion to approve Treasury report and Lev Buller seconded the Motion.

Motion passed; unanimously

Motion

Mac Arnold made a Motion for approval in FY06 budget for NVCT property at 85,000 for capital improvements and after 30 days we get reimbursed. Trish Robertson seconded the Motion.

Motion passed; unanimously

Motion

Jim Chesley made a Motion to allocate 5000 capital improvement fund to pave and fix standing ponding water – talked with assist district engineer – end of Ford Lane to Clifton Store to intersection with Main Street. Lev Buller seconded the Motion.

Motion passed; unanimously

**3. Reading of Communications to the Mayor**

The Mayor Golf Tournament is scheduled for October 9, 2005. The Virginia Land Conservation Grant is September 20, 2005 for land protection. August 12, 2005 received two (2) letters on his door about the RR work next month and its impact on Clifton to Braddock. Contractor from Verizon underground bearing lines in community is not so - it is being down outside of town – Verizon for DSL – Verizon is buying MCI. COX has not signed the agreement with us as of yet. Paving work on Clifton Road will continue from July 24 to September 15. Potomac watershed forum registration is \$20 and from 9 to 3 at George Mason University.

**4. Reports of Standing / Special Committees**

*Planning Commission*

Presentation

Clifton Presbyterian Church report – need to sign deed of consolidation – 2 CBA easements not signed since the Steins were on vacation and CBA own part of easement. Jim Chesley approved occupancy from County for Church's temporary school in trailer. Recommend approval of Betty Hammond Use Permit at 12700 Chapel Road, with hours of operation 9-6, Monday through Saturday, and use of two (2) parking spaces. BJ will be working out the Holistic Veterinary Building. The RR will be doing work August 20 & 21. Sent email about the parking forum meeting on August 29.

Motion

Trish Robertson made a Motion to approve Betty Hammond use permit in the Holistic Veterinary Building and Jim Chesley seconded the Motion.

Motion passed, unanimously

Discussion

Lev Buller mentioned Motion should amended to be “approval subject to landlord's signature.”

*Old Town Hall Committee*

Presentation

Received copy of appraisal and sent it to the Stein's but they were on vacation and not had a chance to review it. Lev had intended to ask for a Special Town Council Meeting this month, but Royce Jarrendt mentioned to him that it was not necessary.

*Town Meeting Hall Committee*

Presentation

The first KidsFest event raised approximately \$7000 for playground equipment and donations are tax deductible. The playground equipment order was placed yet storage location is undetermined at this time.

**5. Citizen Remarks**

Gary Anderson, Clifton Coffee Mill, remarked on the lack of public bathrooms in Clifton within a five (5) mile radius. Additionally, town visitors seem to be using the CCM restroom as a public facility. Recommend this item for next months meeting.

Michelle Stein mentioned that Polly in a nursing home. Shelly and Jay Fairfax are engaged and is Tom Peterson. There is a lack of cell phone towers in Clifton and would like to see if we could change the small tower on fire house making it taller to use cell phones. Two towers are going up but could not interest companies to install a tower in town. Jim Chesley stated he would talk with county personnel about using the tower at the firehouse.

Aileen mentioned the care of the trees - Bill beech donating - asked if they could adopt trees in Ayre Square. In mid August the eagle scouts will build two (2) tier planters in Ayre Square.

**6. Old / Unfinished Business**

*HUD Update*

HUD goal is to grant re-admittance - per Giff Hampshire a meeting is scheduled on August 9, 2005 allowing for only two (2) council members to be present.

*Main Street Seismic Traffic Measurement Status (VDOT Discussion re: alternative traffic measures)*

Jim Chesley inquired about other solutions that affect the town, such as a decision / verdict of a signal or stop sign, or we could change traffic pattern to one way, install a stop sign at RR track, reduce speed limit to 15 miles per hour, install a bypass around the town.

VDOT Discussion alternative traffic measures

Doug Miller and Bill Carmen of VDOT, stated they were opposed to stop sign at Chapel Road; a light could be explored at Chapel road - not meet federal guidelines due to volume with a multi way stop - light keeps car moving. Approval to remove the "hump"

needs to be vetted through McConnell's office. Main Street is to be milled and resurfaced next spring. If the speed hump stays: do they mill it out or resurface- mill off and replace with the same distance taken off – this is up to the paving contractor – other devices in traffic guide – urban funding.

Could install a choker – like the ones at South Hampton urban street state but the down fall is it could impact parking. Jim Chesley asked if a crosswalk could be installed where the hump is located. The Town could consider installing a choker in at Chapel and Main – choker shaped like a trapezoid. An “oneway” could be viable but would take more checking into -- Main Street could be a ‘oneway’ and have an “oneway” square. An advantage of an “oneway” is reduction in traffic on Main Street, yet Pendleton may not be able to handle the traffic.

Jim Chesley stated intersections of Pendleton, School, and Clifton road were asked about in terms of stop signs but can't put one up due to vehicles coming down Clifton Road and foliage blocking view. Trees are not in right of way and we cannot go in and trim trees. This issue has to be addressed by property owners. Mac Arnold asked if home owner could be asked to remove trees – cut through easement is only time where you put in a no right turn. Lynn Wark inquired if the speed bump came out what then what can we do about traffic merging onto Clifton from Chapel? Jim Chesley remarked that reducing the speed limit from 25 to 15 is probably not possible since the lowest statutory speed limit in VA is 25 with only or 2 by special exceptions. We could install playground signs and “watch for children” signs.

In Arlington at Washington Blvd in Westover – reminds Jim Chesley of Main Street. There are no humps but the roadway is stamped and has with old style lights causing him to slow down at road sections with stamping. Lynn Wark remarked that it was exactly a year ago in August when the Warks, Petersons, and Nickums asked about removing the hump. Jim remarked that the ideal time to remove the hump is when the road will be resurfaced in spring. Jim further stated he walked it and the crown at road seems not to have been removed and there are severe crown in several places. Lynn Wark mentioned when it rains the water goes under the house. Jim Chesley stated one of reasons this happens is the severe crowning at Chapel and Main and there is more swale on their side. Jim talk to Bob Driscal about the ditch work and the park at Main and Chapel where the crown is so high that road trash accumulates on sidewalk.

#### Motion

Jim Chesley made a Motion that VDOT come back to speak to the Town Council and the Town citizens on what can be done at Main &, School; Main & Chapel; Chapel and Clifton; and School and Pendleton and Trish Robertson seconded the Motion.

Motion passed; unanimously

Jim made a Motion for VDOT to look at bypass as a long-term solution and take traffic out of down town.

Motion \_\_\_\_\_

Discussion

Doug Miller mentioned that a "bypass" needs a study of alternatives analysis – impact of right-of-way cost/ historic district / disporting impact – conduct a preliminary engineer study – budget several hundred (500 to 1M); need an environmental assessment which the town could pursue through their congressman and or land office (CTB representative) and design year is twenty years out.

Action

Jim Chesley will schedule a Special Town Council Meeting and Giff Hampshire will look at line of site for property at School Street and Clifton Road where it intersects at Pendleton.

*2003 Haunted Trail*

Giff Hampshire had a VML extension and the state police are getting active in their investigation. FOIA - Haunted Trail money investigation.

*Town Website*

In Brant Baber's absence, this item will be discussed at the next meeting.

*Payment for Northern VA Conservation Trust*

Motion

Mac Arnold made a Motion to move the money to spend from 63.95 acres from them to buy and Lev Buller seconded authorization of payment for \$85,000 to buy property.

Discussion: Giff Hampshire needs a check for \$85,000 by next week.

Action: Ford Lane discussed in budget at the next meeting

**7. New Business**

*Sidewalk at Hermitage Inn*

Jim Chesley stated he got a letter from Tyler about the sidewalk from Popes Head Creek to the Coffee Mill – Town authorized with Ice Tea Grant in 1994 (four year programs) funds to build sidewalk that was discussed but not requested to VDOT – have 165K of which 132K is Federal dollars and the remaining funding is local match. Jim had plans drawn up with connections to have a path from Clifton School through the easement in front of Watt's property, Hermitage Inn and RR at General Store. Jim recommended we consider how to move forward - how do we go for bids – match is 20% which can be dollars or income expenses. Jim has a brochure on a public workshop in Virginia scheduled for August 30. There are 2 workshops and that we should apply to the second one which is how you administer the money. Congressman Davis – shave us from 200K for Main Street transportation improvement which could include sidewalks – move what is left on 40K of Ice Tea funds – could use dollars for surfacing.

Action

Mac Arnold will write a thank you letter to Congressman Davis for helping us obtain funding.

*Labor Day Car Show*

Jim Chesley stated that he and Brant Baber memorialized the Labor Day Car Show in a resolution. He asked Town to pass a resolution for this year only. Last year show raised 15000 and it cost \$2800 to put on the show. 100 % of funds raised went to 5013c charities. The car show is 10:00 a.m. until 3:00 p.m. and the Chili Cook Off is at the barn. Cars will be able to park in the flood plain and motorcycle parking will be at Hermitage Inn. Asked that town pass resolution to encourage shops to open on Labor Day.

Motion

Trish Robertson made a Motion to approve the Town resolution and Lev Buller seconded the Motion.

Motion passed; unanimously

Discussion

Jim Chesley will personally talk to Main Street residents about parking on Labor Day.

Amendment to Motion is to request all effective residents to not park on Main Street on Labor Day and to please consider asking Nancy to open lot for residential parking

Motion Amended

Trish Robertson accepted the change to the Motion.

Motion passed; 4 yes

Action

Next month agenda topics should be no alcohol policy in meeting hall, cell phone tax, and COX franchise.

**8. Adjournment**

Motion

Trish Robertson made a Motion to adjourn the meeting and Lev Buller seconded the Motion. Meeting adjourned at 10:13 p.m.

Motion passed; unanimously

Margo to take

Mtg. Minutes

- never received

- offered to assist  
her to compile &  
publish



BRANT BABER  
provided on 11/1/05 @  
meeting

**MINUTES  
CLIFTON TOWN COUNCIL MEETING**

Tuesday, October 4, 2005  
12641 Chapel Road  
Clifton, VA 20124

**Council Members**

Present: Jim Chesley, Brant Baber, Mac Arnold, Lev Buller  
Absent: Margo Buckley, Trish Robertson, Marilyn Barton  
Attendees: Fawn Freeman, Giff Hampshire, 10 citizens, 1 representative from League of Women Voters

The meeting was called to order at 7:16 pm. Jim Chesley led the Pledge of Allegiance.

**1. Reading of minutes of last regular and any subsequent Town Council meetings.**

In absence of the Town Clerk at the September meeting, it was Ms. Buckley turn to record the September meeting minutes. She was absent at the October meeting therefore, the approval of the September minutes are deferred until the November meeting.

**2. Report from the Town Treasurer**

None reported since Ms Barton was absent.

Action

Mr. Baber requested the Finance Committee sample securities to invest funds.

**3. Reading of Communications to the Mayor**

None reported.

**4. Reports of Standing / Special Committees**

*Planning Commission*

Presentation

Ms. Stein provided a list of needs by street. The list will be sent out under the "townofclifton" email. Planning Commission put out a request for proposal (RFP) for a consultant to assist with list of needs.

*Old Town Hall Committee*

Presentation

Lev Buller met with Royce Jarrendt.

*Town Meeting Hall Committee*

A status report will be provided at the November meeting.

*Playground Committee*

Tabled until the November meeting.

## 5. Citizen's Remarks

*Signage at Clifton Creek.* Ms. Lane Johnson was asked and confirmed that she has signage but only one sign is in place and she needs a metal pole to post the second sign. Mr. Chesley mentioned there might be poles at the old town hall building.

*Police presence.* Mr. Chesley remarked regarding the increase in police presence. He stated the increase is due to then Town's request several years ago for police presence due to unwarranted activity and as a result of the division of the Fair Oaks district and we are the only town in the Sully district. There is an on duty police officer assigned to Clifton 4 hours a day and they set up in the town for Over Time duty in the evening hours. Mr. Chesley requested that police not to be here during morning traffic hours but did remark that [we] do not have control over their patrol time and place.

### *Hurricane Katrina Relief*

Ms. Wark reported that she shipped over 100 Children kits and requested support to subsidize shipping cost. She asked for assistance to subsidize shipping cost. Mr. Chesley stated that \$100 is to be set aside to defer shipping costs.

*Parking in front of General Store.* Vehicles often park their vehicle directly in front [straight in] or at a slight angle in front of the General Store cause a driving hazard for persons crossing RR and needing to stop on tracks to wait for persons backing out of parking space in front of general store. Vehicles that pull straight in cause blockage of view for vehicles coming from Ford Lane and pulling out of Kitchen, Tailor, and Coffee Mill parking lot. It was mentioned that the General Store was approved for two (2) (per use permit) parallel parking spaces in front of the store.

### Action

The Planning Commission will locate the General Store use permit to verify parking spaces approved.

## 6. Old / Unfinished Business

### *HUD Update*

Of the 60 plus remaining homes that were inspected, HUD determined that there were 12 as to which expenditures totaling approximately \$3,000 could not be verified ~~were inspected that resulted in over 3000 hours.~~ HUD did commit to provide an application format for the Town's readmission into the program but did not do so. Mr. Hampshire provided a letter from his August meeting with HUD.

### *VDOT Discussion re: alternative traffic measures on Main Street* Presentation

Ms. Wark presented a "Summary of Speed Hump Concerns/Recommendations gathered from residents residing on Main Street, Clifton, VA." The preferred outcomes are 1) removal of the speed hump, 2) decrease of speeders during off hours, 3) preservation of the historicity of Main Street, and 4) preservation of parking

**Subject:** Motion made by Brant, seconded by Levon, and all those in favor

**Date:** Wed, 2 Nov 2005 10:07:28 -0500



**From:** "Buller, Levon" <LBULLER@cns.gov> [View Contact Details](#) [Add Mobile Alert](#)

**To:** "fawn freeman" <freemanfawn@yahoo.com>

Here 'tis:

In directing the Planning Commission to proceed to consider the possible lot consolidation and rezoning of the Town Hall properties from Residential classification to Commercial Non-retail classification, the Town Council is not directing the Planning Commission to recommend approval of either the rezoning or the lot consolidation because of the coincidental letter of intent relating to the possible sale or development of the Town Hall properties to Royce Jarrendt.

The Town has not contracted to rezone the Town Hall properties or to grant any other legislative or administrative permits or in any way facilitate the development of the Town Hall properties by Royce Jarrendt.

availability. The non-preferred outcomes are 1) removing speed humps with out alternative solution in place, 2) police presence when it is not needed, 3) one-way traffic, and 4) traffic signals. The solutions are 1) placing a stop sign before the RR tracks, 2) using chockers, 3) changing and/or beautifying the appearance of Main Street, 4) using police coverage at times of concern, and 5) replacing speed hump with an alternative traffic calming device. Ms. Wark passed two (2) booklets addressing "traffic calming devices" within a community around to the council members.

Mr. Chesley mentioned that he spoke with Elaine McConnell about the potential removal of the speed table on Main Street.

*2003 Haunted Trail Missing Money Update*

Mr. Hampshire reported that a request has been submitted to extend the deadline to October 19, 2005.

~~VML~~

On three occasions Mr. Hampshire has written to VML but has not received a response.

*Town Website*

Tabled until the November meeting.

*No use of alcohol policy for events held at Town Meeting Hall*

Tabled until the November meeting.

*School Street and Clifton Road line of sight issue*

The Town offered to pay Mr. McIntyre for tree removal since his lot is not in VDOT right of way.

**7. New Business**

*Clifton Heights Lane re: request by developer to turn over to VDOT*

Bob Hillis sent a letter to Mr. Chesley to remove him from the bond and he was ready to go about 2 years ago. Spoke to Bill Dunlop from VDOT. County says they have no agreement with the Town. Mr. Dunlop said [they] needed the County to letter saying road is acceptable for VDOT standards.

Action

Planning Commission will pursue.

*Vehicle Tag*

Processed 36 vehicle tag applications. General remarks from town residents were they thought setting up vehicle tag disbursement [shop] at the Clifton Coffee Mill was a good idea. Next distribution date is scheduled at the Clifton Coffee Mill for October 23, from 2:00 to 4:30.

*2005 Town Directory re: software applications ACCESS and PAGEMAKER*

Ms. Holmes needs assistance with the Town Directory specifically the software application Pagemaker. Ms. Stein stated she would follow-up.

*Clifton Day Resolution*

Motion

Mac Arnold made a Motion that the CBA hold Clifton Day on October 9 with a rain date of October 19 and Jim Chesley seconded the Motion

Motion passed; unanimously

*Eagle Scouts Projects*

Following meetings Mr. Chesley had with Mr. Peterson and with Ms. Stein, he worked up a plat for a 10 acre trail of the property. A scout project could be the removal of the vines in the park that cause moisture and make the area look dark. Additionally, consider cutting the tree cover back to about 12 feet off the ground. The result would be a safer trail for all visitors. Jim has 2 (two) eager scouts willing to do work for the Town. The Town could pay for the materials, which are discounted, and the scouts could do the work. Ms. Johnson volunteered to help with this project.

Mr. Chesley stated Congress has a VDOT \$200,000 budget earmark for the Town. Mr. Chesley is requesting that the Town manage the \$200,000. These funds spurred a list of ideas which include: 1) Sidewalk to Clifton Heights –Action: Ms. Stein will get Joe McCullen’s, an engineer, opinion; 2) Caboose Plaza – install a black steel trash can cost approximately \$700, and need a 3<sup>rd</sup> light at the end of booth which costs about \$2500 - 3000, 3) Relocate the historic marker with a town clock or clock tower which cost about \$5000 – Action: Planning Commission will look into, 4) Install bathroom at Ayre Square – work with Sheldon Hofferan.

Mr. Chesley received an estimate from Gossom and Costello Paving Co. for \$4980 to remove and replace asphalt on drive next to in front of Clifton Store.

*Verizon Cable*

Mr. Chesley received a call from Verizon wanting to put in cable. A 40 forty-year franchise is in effect until 2017 and signed in 1987. Verizon wants to hang another line. Mr Baber asked what are the advantages to sign the Cox Cable franchise agreement –Federal statute requires (exclusively). Mr. Chesley received a letter from Cox for free offerings such as TNT – high definition, and Fit TV to name a few.

*Haunted Trail*

Seed money for the Haunted Trail was authorized at the September meeting. The intent to move forward with the event was discussed due to the complex infrastructure needs. It was mentioned having school skits for younger aged children would be a good idea since the trail is not appropriate for young children even

thought some parents allowed or took their young children on the trail last year. Ticket sales are from 7:30 to 10:00 for either 5.00 or 6.00. Mr. Baber stated a resolution is needed to include a list of names covering the event tasks.

#### Motion

Mr. Baber made a Motion to hold a Special Town Council Meeting to review event status in two (2) weeks at 7:00 p.m. and Mr. Arnold seconded the Motion.

~~Motion passed; unanimously~~

#### Discussion

Mr. Chesley requested the Motion be amended to hold the meeting sooner than 2 weeks and time at 7:00 to Monday, October 10, 2005.

Motion amended to include change in date. Motion passed; unanimously

#### *Mayors Cup – Herndon at 8:30 a.m. on October 9*

Mr. Chesley mentioned that [we] are defending Champs.

#### *Railroad Trespassing Flyer*

Mr. Chesley handed out a flyer from the Norfolk Southern railroad police that describes unauthorized use of railroad right of way are off limits to walkers, joggers, bikers, hikers, hunters, fisherman, three-wheelers, and others out of concern for safety and the safety of the train crews and passengers.

### **8. Closed Session**

Motion was made by Mr. Buller, seconded by Mr. Arnold, to go into closed session for the purpose of discussing matters relating to the potential sale of the Town Hall that are exempted from the Virginia Freedom of Information Act. Motion passed unanimously. All persons except Mayor, Council members and Mr. Hampshire left the Town Meeting Hall.

Public meeting reconvened. Motion was made by Mr. Buller, seconded by Mr. Arnold, that no matters were discussed during the closed session other than those that were the subject of the prior motion. Motion passed unanimously.

### **Adjournment**

The meeting adjourned at approximately 9:30 p.m. ~~following an executive session.~~

**MINUTES**  
**CLIFTON TOWN COUNCIL MEETING**  
Supplemental Meeting to Discuss Clifton Haunted Trail  
Monday, October 10, 2005  
7140 Main Street, Clifton, VA 20124

**Council Members**

Present: Jim Chesley, Brant Baber, Margo Buckley, Trish Robertson,  
Absent: Mac Arnold, Lev Buller  
Attendees: 3 citizens

The Meeting was called to order at 7:25 pm.

**1. Presentation of 2005 Haunted Trail Plans & Budget Request**

Kathy Kinter and Ester Pline presented their plans and progress to date for the 2005 Clifton Haunted Trail including: infrastructure/electrical, skits/scenes, security, concessions, the committee structure and responsibilities, and volunteer recruitment.

Jim Chesley inquired about the section of the trail that had been close to the creek's edge. It was confirmed that the new trail, cleared by Alex Keen as part of an Eagle Scout project, keeps trail walkers at a safe distance from the creek. This fork in the trail and other hazards will be (a) removed where possible, (b) covered with mulch or (c) blocked by snow fencing. In addition, a new feature will be added to this year's Haunted Trail – "sentinels" whose tasks will include guiding people along the correct path as well discouraging stragglers and misbehavior. They will have walkie-talkies to communicate serious problems to police on duty at the Trail. Margo Buckley indicated that police had been present on the Trail in prior years. It was confirmed that this would be the case this year as well.

Haunted Trail Committee Member, Chris Spina mentioned that a GPS trail map has been plotted to facilitate Trail planning. It will be shared with the Clifton Fire Dept. when finalized.

Margo Buckley asked about publicity for the event and indicated that in the past word of mouth was the primary means – supplemented by articles in the Centreview and newsletters at schools. Last year Dominoes also included flyers on their delivery boxes.

In addition to the purchase of props and supplies, it was recommended that the Town purchase four (4) generators for use in this on-going event rather than relying on borrowing such a critical part of the Trail's infrastructure. The generators would then also be available to serve the Town as an emergency power supply should one be needed. The Main Street LLC offered the basement of the Weaver House as secure storage site for the equipment when not in use.

A draft budget was submitted and a request made for up to \$6,000 for Haunted Trail expenses plus \$4,000 for the purchase of generators.

Motion

Jim Chesley made a Motion to approve the proposed plans for the 2005 Haunted Trail and up to \$10,000 in expenditures -- \$6,000 for the Haunted Trail and \$4,000 for the purchase of generators -- and Brant Baber seconded the Motion.

Motion carried; unanimously.

Motion

Brant Baber made a Motion to change the Town Council representative on the Haunted Trail Committee from himself to Trisha Robertson and Jim Chesley seconded the Motion.

Motion carried; unanimously.

**8. Adjournment**

Motion

Brant Baber made a Motion to adjourn the meeting and Trisha Robertson seconded the Motion.

Motion carried; unanimously.

Meeting adjourned at 7:50 p.m.



**Chesley, James C CIV NSWCCD W. Bethesda, 2120**

---

**Subject:** TOWN OF CLIFTON POLICE PRESENCE

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

**From:** WAYNE NICKUM [mailto:CLIFNICK@worldnet.att.net]**Sent:** Wednesday, October 05, 2005 7:27 PM**To:** Springfield BOS Email**Cc:** RobinGraine@cox.net; Phyllis.Lovett@shawpittman.com; JulGord8@aol.com; James D. Fullerton; David Smith; cfullerton@fullertonlaw.com; BILL HOLLAWAY; TOMMYPCLIFTON@aol.com; PAM WALLACE**Subject:** TOWN OF CLIFTON POLICE PRESENCE

WHY DOES THE COUNTY OF FAIRFAX CONTINUE TO USE POLICE OFFICERS IN THE TOWN OF CLIFTON IN A WAY TO INCREASE THE DAILY COMMUTE FOR TOWN OF CLIFTON AND CLIFTON RESIDENTS IN ADDITION TO THE PASSTHROUGH TRAFFIC? TODAY, A POLICE OFFICER WAS STATIONED AT THE INTERSECTION OF SCHOOL ST AND MAIN ST IN THE TOWN OF CLIFTON. THE ONLY ITEMS THE OFFICERS WAS CHECKING FOR EXPIRED LICENSE PLATES AND EXPIRED INSPECTION STICKERS. THE RESULT WAS A VEHICLE BACK UP ON CLIFTON ROAD TO COMPTON ROAD WHICH ADDS APPROX. 20-30 MINUTES ADDITIONAL COMMUTE FOR THE CLIFTON AREA RESIDENTS. I NOTE THE POLICE OFFICER AT THAT LOCATION FROM 5:45PM UNTIL 7 PM.

PLEASE DO NOT RESPOND TO ME THAT JIM CHESLEY HAS REQUESTED SUCH POLICE PRESENCE. THE TOWN COUNCIL NEVER HAD AN OPPORTUNITY TO VOTE ON THE CLIFTON PRESENCE IN THE TOWN OF CLIFTON.

WAYNE H. NICKUM  
7156 MAIN ST  
CLIFTON, VA 20124-0127

703-830-1430(HE)  
202-442-6586(WK)

10/25/2005

Town of Clifton and Area Residents,

This Tuesday 11-1-05, at 7:00, at the Clifton Town Council meeting, an important discussion will be held regarding the presence of the Fairfax County Police in our Town and surrounding area. This meeting will be attended by the Sully Station District Commander, Captain Culin, and by our Springfield District Supervisor, Elaine McConnell.

Our police officers and Supervisor McConnell are concerned because several Town residents have said the police presence in Town is not welcome. They claim the police are causing customers to stay away from their business and that the police inconvenience residents when they stop and ticket vehicles that are speeding, ignoring stop signs, and/or have safety violations. Someone even questioned why Town residents are not exempt from tickets, since "we have Town tags and the police can easily identify us as Town residents ...". Someone also said they do not want the Town to have a reputation as a "speed trap".

In the past few weeks, some disturbing events have taken place. A Duty Officer reported that two police officers stopped in the Clifton Store, purchased something to drink, and were sitting in front of the store on a bench. After a short time, a store proprietor informed the officers that they had been there for 13 minutes and that, during that time, there had been no customers and their presence was the reason. Three weeks ago, another Town resident, and former mayor, sent an e-mail to Supervisor McConnell, complaining that the police were issuing tickets "for expired license plates and expired inspection stickers" which was causing a traffic back-up, additional commute time and inconveniencing the Clifton area residents.

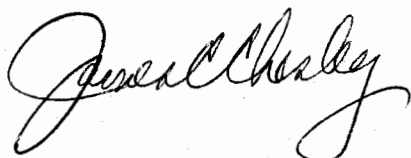
When someone complains about the police presence, it makes us wonder why. At a time when we are faced with more traffic and crime in our area – why is this negativism being directed towards our police by some individuals in Town? The majority of the people who live in and around the Town have said the police officers are very welcome and appreciated here and the reputation of being a "speed trap" is a positive change. It has caused traffic through Town to finally slow down which is important since Clifton is a residential community with many children, parents, residents and visitors on foot. We would like our Town to be a safe place for everyone.

Unfortunately, as we all know, there is an immense amount of cut-through traffic in our Town each day. If we could remove that cut-through traffic from our Town and our area, we would all be better off. A bypass around the Town or our area is something that many of us desire for our health and safety. Even though the chance of that happening is slim, we should not give up on a potential bypass, as a long term solution. However, until then, we need the traffic laws to be enforced so that vehicles will stop at stop signs, will have valid safety inspections, won't stop on the railroad tracks, and won't speed through the Town.

These issues have been discussed many times over the years at numerous Town Council meetings. We have had our County Police present statistics on speeding and violations in our area, the results of which were much higher than any of us thought. In March and April of 2002, the Town Council was given traffic statistics by VDOT and the County Police showing vehicles in excess of 70 mph on Main Street. During April, area residents sent letters to the Board of Supervisors asking for additional police. In May, the Board of Supervisors approved funding for a dedicated police officer in the Town.

You will have an opportunity, at the Town Council meeting on Tuesday evening, to express our appreciation and support for the efforts of our police officers and to thank Supervisor McConnell for making it possible for them to be here. It would be a shame to lose this important service to our Town. If you are unable to attend the meeting and would like to share your comments, suggestions, etc., you may send an email to this address [townofclifton@aol.com](mailto:townofclifton@aol.com).

We hope you will be able to attend this important Town Council meeting tomorrow night and voice your thoughts on this crucial issue that involves all of us who call the Clifton area home. Thank you.



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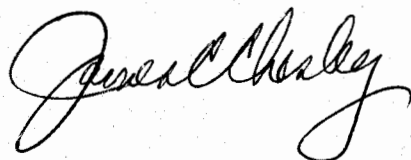
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**MINUTES**  
**CLIFTON TOWN COUNCIL MEETING**  
Supplemental Meeting to Discuss Clifton Haunted Trail  
Monday, October 10, 2005  
7140 Main Street, Clifton, VA 20124

**Council Members**

Present: Jim Chesley, Brant Baber, Margo Buckley, Trish Robertson,  
Absent: Mac Arnold, Lev Buller  
Attendees: 3 citizens

The Meeting was called to order at 7:25 pm.

**1. Presentation of 2005 Haunted Trail Plans & Budget Request**

Kathy Kinter and Ester Pline presented their plans and progress to date for the 2005 Clifton Haunted Trail including: infrastructure/electrical, skits/scenes, security, concessions, the committee structure and responsibilities, and volunteer recruitment.

Jim Chesley inquired about the section of the trail that had been close to the creek's edge. It was confirmed that the new trail, cleared by Alex Keen as part of an Eagle Scout project, keeps trail walkers at a safe distance from the creek. This fork in the trail and other hazards will be (a) removed where possible, (b) covered with mulch or (c) blocked by snow fencing. In addition, a new feature will be added to this year's Haunted Trail – "sentinels" whose tasks will include guiding people along the correct path as well discouraging stragglers and misbehavior. They will have walkie-talkies to communicate serious problems to police on duty at the Trail. Margo Buckley indicated that police had been present on the Trail in prior years. It was confirmed that this would be the case this year as well.

Haunted Trail Committee Member, Chris Spina mentioned that a GPS trail map has been plotted to facilitate Trail planning. It will be shared with the Clifton Fire Dept. when finalized.

Margo Buckley asked about publicity for the event and indicated that in the past word of mouth was the primary means – supplemented by articles in the Centreview and newsletters at schools. Last year Dominoes also included flyers on their delivery boxes.

In addition to the purchase of props and supplies, it was recommended that the Town purchase four (4) generators for use in this on-going event rather than relying on borrowing such a critical part of the Trail's infrastructure. The generators would then also be available to serve the Town as an emergency power supply should one be needed. The Main Street LLC offered the basement of the Weaver House as secure storage site for the equipment when not in use.

A draft budget was submitted and a request made for up to \$6,000 for Haunted Trail expenses plus \$4,000 for the purchase of generators.

Motion

Jim Chesley made a Motion to approve the proposed plans for the 2005 Haunted Trail and up to \$10,000 in expenditures -- \$6,000 for the Haunted Trail and \$4,000 for the purchase of generators -- and Brant Baber seconded the Motion.

Motion carried; unanimously.

Motion

Brant Baber made a Motion to change the Town Council representative on the Haunted Trail Committee from himself to Trisha Robertson and Jim Chesley seconded the Motion.

Motion carried; unanimously.

**8. Adjournment**

Motion

Brant Baber made a Motion to adjourn the meeting and Trisha Robertson seconded the Motion.

Motion carried; unanimously.

Meeting adjourned at 7:50 p.m.

**Subject:** november agenda

**Date:** Mon, 24 Oct 2005 10:16:43 -0400

**From:** "Brant Baber" <bb@amervillage.org> [Add to Address Book](#) [Add Mobile Alert](#)

**To:** "Fawn Freeman" <freemanfawn@yahoo.com>

**CC:** townofclifton@aol.com

Please put the following items on the agenda:

- Discussion of police presence in Clifton
- Discussion of town meeting hall procedures
- Report from Haunted Trail Committee

---

**From:** TownofClifton@aol.com [View Contact Details](#) [Add Mobile Alert](#)

**Date:** Tue, 25 Oct 2005 18:32:25 EDT

**Subject:** Clifton Planning Commission

**To:** TownofClifton@aol.com

Hello Fellow Clifton Folks,

Michelle Stein asked us to send out the following information .....

The Planning Commission is assessing the conditions of roadways within the town limits for the purpose of improving the health and welfare of its citizens and businesses. We want to identify items that most can agree need to be changed. We are looking for input from you!

We are looking for ideas, suggestions, problems, or comments regarding but not limited to: parking, traffic, safety, signs, lighting, landscaping, trash, and beautification. While suggested solutions for problems would be helpful, don't be afraid to list a problem even if you can't think of a cure.

Please help us by listing your comments/suggestions/needs for any or all of the street sections listed below. Thanks in advance for your help.

Email to [michellestein@cox.net](mailto:michellestein@cox.net) and [lbuller@earthlink.net](mailto:lbuller@earthlink.net).

**Street Sections:**

Main from town limit to triangle

Triangle

Main from triangle to train tracks  
Main from train tracks to Chapel  
Main from Chapel to 3 way stop  
Main from 3 way stop to Clifton Heights  
Newman Rd  
Clifton Creek Rd  
Ford Lane  
Chapel St  
Chestnut St  
Dell Ave  
Pendleton Ave  
Chapel Rd from Main St to Pendleton  
Chapel Rd from Pendleton to Water St  
Chapel Rd from Water St to town limits  
Water St from Chapel Rd to School St  
Water St from School St to cul de sac  
School St from Main to Clifton Rd  
School St from Clifton Rd to Water St  
Clifton Rd from School St to town limits

Michelle Stein  
Planning Commission Chairman

Lev Buller  
Town Council Rep to Planning Commission

**Subject:** Incomplete Mailing Address

**Date:** Tue, 25 Oct 2005 14:44:02 -0400

**From:** "Lee, Jee" <jlee@executiveboard.com>  Add to Address Book  Add Mobile Alert

**To:** freemanfawn@yahoo.com

Dear Ms. Freeman:

As part of your membership with the CIO Executive Council, we want to send you copies of our recent research. However, we do not have your mailing address on file and therefore you have not been receiving these studies. Please reply to this email with this information. Thank you for taking time out of your busy schedule.

Regards,

Jee

---

**Jee Hae Lee**

IT Member Services

Corporate Executive Board

2000 Pennsylvania Avenue N.W.

Washington, DC 20006

phone: 202.777.5685

fax: 202.777.5100

[jlee@executiveboard.com](mailto:jlee@executiveboard.com)

**Date:** Tue, 25 Oct 2005 13:11:35 -0400

**From:** "Michelle Stein" <[mcampau@algxmail.com](mailto:mcampau@algxmail.com)> [View Contact Details](#)  [Add Mobile Alert](#)

**Subject:** tickets

**To:** "Fawn Freeman" <[freemanfawn@yahoo.com](mailto:freemanfawn@yahoo.com)>

Do you want to sell Haunted Park tickets on Sat night?



Two shifts

6:30 to 8:30 or 8 to 10

Michelle Stein [michellestein@cox.net](mailto:michellestein@cox.net)

PO Box 307, 7227 Dell Ave, Clifton, VA 20124

703-912-6300 office 703-830-4908 home

**From:** "LGH, Inc." <[lghassoc@erols.com](mailto:lghassoc@erols.com)>  [View Contact Details](#)  [Add Mobile Alert](#)

**To:** "'Nick and Lynn'" <[Nichec@earthlink.net](mailto:Nichec@earthlink.net)>, [ZaraUSA@aol.com](mailto:ZaraUSA@aol.com), [rtrishr@gmail.com](mailto:rtrishr@gmail.com), [yipee@earthlink.net](mailto:yipee@earthlink.net)



**CC:** "'fawn freeman'" <[freemanfawn@yahoo.com](mailto:freemanfawn@yahoo.com)>

**Subject:** another volunteer for security

**Date:** Mon, 24 Oct 2005 21:36:26 -0400



Nic – I believe I have another volunteer for you for Security on Saturday – give Paul Freeman a call (he is the hubby of new Town Clerk, Fawn Freeman) – he might be interested in helping Bill out. (703) 266-2885. Lynne

**From:** "LGH, Inc." <lghassoc@erols.com>  View Contact Details  Add Mobile Alert

**To:** BETBOS@aol.com, ox6525@aol.com



**CC:** "'fawn freeman'" <freemanfawn@yahoo.com>

**Subject:** additional home for the CCWC Homes Tour

**Date:** Mon, 24 Oct 2005 21:34:40 -0400

Ladies – I may have another home for you for your Spring CCWC Homes Tour – Fawn Freeman & her hubby Paul are relatively new to Town – they live in a home way back in the woods across from Frosty Meadows – their home & 9 acres is wonderful – especially in the spring – daffodils abounding all over the property – very fairy-tale like & the home is beautiful – very worthy of the tour. At any rate, Fawn is emailed above – feel free to be in touch with her on this. Fawn is also the new Town Clerk in Clifton.

Take good care & please be in touch. Have a great day! Lynne Garvey Wark

**From:** "LGH, Inc." <lghassoc@erols.com>  View Contact Details  Add Mobile Alert

**To:** swyharlow@aol.com

**CC:** "'fawn freeman'" <freemanfawn@yahoo.com>

**Subject:** invitation to Halloween party

**Date:** Mon, 24 Oct 2005 21:31:25 -0400

Sherry – I have cc'd Fawn Freeman above – they did not receive an evite Halloween party invitation & I think they would be wonderful guests. Fawn & her hubby Paul are relatively new to town (live up off Frosty Meadows in a wonderful home way back in the woods). Fawn is the new Town Clerk. If it is too hard to send out an evite – Bill & I can bring them as guests – please advise.

Take good care & have a great day! Lynne Garvey Wark

Thanks for following up on the HinH Halloween party with Sherry...but what a huge disappointment to know that we can't attend. Paul and I were looking forward to it and taking advantage of the opportunity for us to meet new Clifton residents and hang with those we know.

No house name as of yet -- names are still in discussion mode. Let me know if the CCWC Homes Tour is interested in our home.

Many thanks,  
Fawn

**From:** TownofClifton@aol.com  View Contact Details  Add Mobile Alert

**Date:** Sun, 23 Oct 2005 14:46:25 EDT

**MINUTES**  
**CLIFTON TOWN COUNCIL MEETING**

Tuesday, October 4, 2005  
12641 Chapel Road  
Clifton, VA 20124

**Council Members**

Present: Jim Chesley, Brant Baber, Mac Arnold, Lev Buller  
Absent: Margo Buckley, Trish Robertson, Marilyn Barton  
Attendees: Fawn Freeman, Giff Hampshire, 10 citizens, 1 representative from League of Women Voters

The meeting was called to order at 7:16 pm. Jim Chesley led the Pledge of Allegiance.

**1. Reading of minutes of last regular and any subsequent Town Council meetings.**

In absence of the Town Clerk at the September meeting, it was Ms. Buckley turn to record the September meeting minutes. She was absent at the October meeting therefore, the approval of the September minutes are deferred until the November meeting.

**2. Report from the Town Treasurer**

None reported since Ms Barton was absent.

Action

Mr. Baber requested the Finance Committee sample securities to invest funds.

**3. Reading of Communications to the Mayor**

None reported.

**4. Reports of Standing / Special Committees**

*Planning Commission*

Presentation

Ms. Stein provided a list of needs by street. The list will be sent out under the "townofclifton" email. Planning Commission put out a request for proposal (RFP) for a consultant to assist with list of needs.

*Old Town Hall Committee*

Presentation

Lev Buller and Jeff Stein met with Royce Jarrendt and reported to him the Town's interest in working out a plan similar to the one he proposed. Mr. Buller said that he would discuss this further with the Council at a closed session at the end of the Council Meeting.

*Town Meeting Hall Committee*

A status report will be provided at the November meeting.

*Playground Committee*

Tabled until the November meeting.

**5. Citizen's Remarks**

*Signage at Clifton Creek.* Ms. Lane Johnson was asked and confirmed that she has signage but only one sign is in place and she needs a metal pole to post the second sign. Mr. Chesley mentioned there might be poles at the old town hall building.

*Police presence.* Mr. Chesley remarked regarding the increase in police presence. He stated the increase is due to then Town's request several years ago for police presence due to unwarranted activity and as a result of the division of the Fair Oaks district and we are the only town in the Sully district. There is an on duty police officer assigned to Clifton 4 hours a day and they set up in the town for over-time duty in the evening hours. Mr. Chesley requested that police not to be here during morning traffic hours but did remark that [we] do not have control over their patrol time and place.

*Hurricane Katrina Relief*

Ms. Wark reported that over 100 children kits were shipped. Mr. Chesley stated that \$100 is to be set aside to defer shipping costs.

*Parking in front of General Store.* Drivers often park their vehicle straight-in or at an angle in front of the General Store which creates a driving hazard for drivers crossing the RR and needing to stop on tracks to wait for vehicles to back out of their parking space in front of General Store. Vehicles parked straight-in block the view for vehicles on Ford Lane and those vehicles exiting from the Kitchen, Tailor, and Coffee Mill parking lot. It was mentioned that the General Store was approved for two (2) (per use permit) parallel parking spaces in front of the store.

Action

The Planning Commission will locate the General Store use permit to verify parking spaces approved.

**6. Old / Unfinished Business**

*HUD Update*

Of the 60 plus homes, 12 were inspected that resulted in over 3000 hours. HUD did commit to provide an application format but did not do so. Mr. Hampshire provided a letter from his August meeting with HUD.

*VDOT Discussion re: alternative traffic measures on Main Street*

Presentation

Ms. Wark presented a "Summary of Speed Hump Concerns/Recommendations gathered from residents residing on Main Street, Clifton, VA." The preferred outcomes are 1) removal of the speed hump, 2) decrease of speeders during off hours,

3) preservation of the historicity of Main Street, and 4) preservation of parking availability. The non-preferred outcomes are 1) removing speed humps with out alternative solution in place, 2) police presence when it is not needed, 3) one-way traffic, and 4) traffic signals. The solutions are 1) placing a stop sign before the RR tracks, 2) using chockers, 3) changing and/or beautifying the appearance of Main Street, 4) using police coverage at times of concern, and 5) replacing speed hump with an alternative traffic calming device. Ms. Wark presented two (2) booklets addressing "traffic calming devices" within a community.

Mr. Chesley mentioned that he spoke with Elaine McConnell about the potential removal of the speed table on Main Street.

*2003 Haunted Trail Missing Money Update*

Mr. Hampshire reported that a request has been submitted to extend the deadline to October 19, 2005.

*VML*

On three occasions Mr. Hampshire has written to VML but has not received a response.

*Town Website*

Tabled until the November meeting.

*No use of alcohol policy for events held at Town Meeting Hall*

Tabled until the November meeting.

*School Street and Clifton Road line of sight issue*

The Town offered to pay Mr. McIntyre for tree removal since his lot is not in VDOT right of way.

**7. New Business**

*Clifton Heights Lane re: request by developer to turn over to VDOT*

Bob Hillis sent a letter to Mr. Chesley to remove him from the bond and he was ready to go about 2 years ago. Spoke to Bill Dunlop from VDOT. County says they have no agreement with the Town. Mr. Dunlop said they needed the County to send a letter stating the road is acceptable for VDOT standards.

Action

Planning Commission will pursue.

*Vehicle Tag*

36 Vehicle tag applications have been processed to date. General remarks from town residents were they thought setting up vehicle tag disbursement [shop] at the Clifton Coffee Mill was an overall good idea. . Next distribution date is scheduled at the Clifton Coffee Mill for October 23, from 2:00 to 4:30.

*2005 Town Directory re: software applications ACCESS and PAGEMAKER*

Ms. Holmes needs assistance with the Town Directory specifically the software application Pagemaker. Ms. Stein stated she would follow-up.

*Clifton Day Resolution*

Motion

Mac Arnold made a Motion that the CBA hold Clifton Day on October 9 with a rain date of October 19 and Jim Chesley seconded the Motion

Motion passed; unanimously

*Eagle Scouts Projects*

Following meetings Mr. Chesley had with Mr. Peterson and with Ms. Stein, he worked up a plat for a 10 acre trail of the property. A scout project could be the removal of the vines in the park that cause moisture and make the area look dark. Additionally, consider cutting the tree cover back to about 12 feet off the ground. The result would be a safer trail for all visitors. Jim has 2 (two) eager scouts willing to do work for the Town. The Town could pay for the materials which are discounted and the scouts could do the work. Ms. Lane Johnson volunteered to help with this project.

Mr. Chesley stated Congress has a VDOT \$200,000 budget earmark for the Town. Mr. Chesley is requesting that the Town manage the \$200,000. These funds spurred a list of ideas which include: 1) Sidewalk to Clifton Heights –Action: Ms. Stein will get Joe McCullen’s, an engineer, opinion; 2) Caboose Plaza – install a black steel trash can cost approximately \$700, and need a 3<sup>rd</sup> light at the end of booth which costs about \$2500 - 3000, 3) Relocate the historic marker with a town clock or clock tower which cost about \$5000 – Action: Planning Commission will look into, 4) Install bathroom at Ayre Square – work with Sheldon Hofferan.

Mr. Chesley received an estimate from Gossom and Costello Paving Co. for \$4980 to remove and replace asphalt in front of and to the railroad side of the Clifton Store. The railroad side might be able to accommodate three parking spaces without blocking Ford Lane traffic.

*Verizon Cable*

Mr. Chesley received a call from Verizon wanting to put in cable. A 40 forty-year franchise is in effect until 2017 and signed in 1987. Verizon wants to hang another line. Mr Baber inquired about the advantages to sign Cox Cable – Federal statute requires (exclusively). Mr. Chesley received a letter from Cox for free offerings such as TNT – high definition, and Fit TV to name a few.

*Haunted Trail*

Seed money for the Haunted Trail was authorized at the September meeting. The intent to move forward with the event was discussed due to the complex

infrastructure needs. It was mentioned having school skits for younger aged children would be a good idea since the trail is not appropriate for young children even though some parents allowed or took their young children on the trail last year. Ticket sales are from 7:30 to 10:00 for either 5.00 or 6.00. Mr. Baber stated a resolution is needed to include a list of names covering the event tasks.

#### Motion

Mr. Baber made a Motion to hold a Special Town Council Meeting to review event status in two (2) weeks at 7:00 p.m. and Mr. Arnold seconded the Motion.

Motion passed; unanimously

#### Discussion

Mr. Chesley requested the Motion be amended to hold the meeting sooner than 2 weeks and time at 7:00 to Monday, October 10, 2005

Motion amended to include change in date.

*Mayors Cup – Herndon at 8:30 a.m. on October 9*

Mr. Chesley mentioned that [we] are defending Champs.

#### *Railroad Trespassing Flyer*

Mr. Chesley handed out a flyer from the Norfolk Southern railroad police that describes unauthorized use of railroad right of way are off limits to walkers, joggers, bikers, hikers, hunters, fisherman, three-wheelers, and others out of concern for safety and the safety of the train crews and passengers.

#### *Executive Session*

#### Motion

Mr. Buller made a Motion pursuant to Section 2.2-3 711 (A)(3) of the Virginia Code for the Council to go into closed session to discuss the disposition of publicly held properties, specifically the Town Hall properties.

Motion passed unanimously.

### **8. Adjournment**

The meeting adjourned at approximately 9:20 and the executive session adjourned at approximately 9:45.

October 4, 2005, 7:00 P.M.  
Clifton Town Meeting Hall, 12641 Chapel Road

**CLIFTON TOWN COUNCIL MEETING AGENDA**

1. Reading of minutes of last regular and any subsequent Town Council meetings
2. Report from the Town Treasurer
  - ~ Balance Sheet, Profits /Loss and Account Balances
3. Reading of Communications to the Mayor
4. Reports of Standing / Special Committees
  - ~ Planning Commission
  - ~ Old Town Hall Sale Committee
  - ~ Town Meeting Hall Committee
  - ~ Playground Committee
5. Citizen's Remarks
6. Old / Unfinished Business
  - ~ HUD Update
  - ~ Main Street Seismic Traffic Measurements Status  
VDOT Discussion re: alternative traffic measures
  - ~ 2003 Haunted Trail Missing Money Update
  - ~ Town Website
  - ~ Payment for Northern VA Conservation Trust
  - ~ No use of alcohol policy for events held at Town Meeting Hall
  - ~ Town pursue School and Clifton Road
7. New Business
  - ~ Clifton Height Road re: request by develop to turn it over to VDOT
  - ~ Vehicle Tag
  - ~ 2005 Town Directory re: software applications ACCESS and PAGEMAKER
8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made 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, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP**

Lane - police presence  
Johns -  
Fuel had (M)  
650K - Storm Damage on Main Street start @ 7:16 pm.  
250K - Verizon pole  
160K

October 4, 2005, 7:00 P.M.  
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

1. Reading of minutes of last regular and any subsequent Town Council meetings

2. Report from the Town Treasurer

~ Balance Sheet, Profits /Loss and Account Balances - NO

3. Reading of Communications to the Mayor - NO

4. Reports of Standing / Special Committees

- ~ Planning Commission - ~~NO~~ yes - see Michelle's hand out
- ~ Old Town Hall Sale Committee - Sen - met at Royce - presented doc proposal
- ~ Town Meeting Hall Committee - No report - discuss in last session
- ~ Playground Committee - No report

5. Citizen's Remarks

- Parking Plan - 2 parallel in front of ~~Store~~ - Use Permit

6. Old / Unfinished Business

- ~ HUD Update - HUD committed to provide application format - but did not
- ~ VDOT Discussion re: alternative traffic measures on Main Street
- ~ 2003 Haunted Trail Missing Money Update - No + Gift - 10/19 deadline can be extended 3x write ltr to VML
- ~ Town Website - table
- ~ No use of alcohol policy for events held at Town Meeting Hall ? BRANT - did you look @ VML coverage
- ~ School St. and Clifton Road line of sight Issue ask Jim - town offer to pay for Mac Mac 2 type table

7. New Business

- ~ Clifton Heights Lane re: request by develop to turn it over to VDOT - Bob Hillis - ltr to Jim - need - get him off band
- ~ Vehicle Tag ✓
- ~ 2005 Town Directory re: software applications ACCESS and PAGEMAKER - ready 2 yrs ago
- ~ Clifton Day Resolution - Mac - CBA to move - J.C. seconded - spoke to Bill Dunlop @ VDOT
- ~ Eagle Scout Projects - Clifton Day 10/19 rain date 10/19 - County says - have no agreement w/ town
- ~ Verizon Cable + call from Verizon - turn put cable [4 yr franchise signed in 1987 up to 2017] + Clifton trunk line + 6th - 6th ave cable + present from getting?
- ~ Mayors Cup - Herndon @ 0830

8. Adjournment

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POSTED, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

regat next mtg.

reassigned to Lynchburg

8/9/05 - charged 5208 - charges Bill Parmer - shut down Put a new guy on it will have some change next month - Jim Chesley

Work provided as summary - see design worked w/

J.C. talked to Peterson & Mitchell - worked up

- J.C. - trail of a plot - property - cont pd - vine cause - moisture - at back - result - 12 feet

trail - jagging - safe - cross trails - fence benches - RICK - has 2 eagle scouts - took down - J.C. - town pay material - get material @ dis count

IOACUS 21st in - depend on change - Flyer - Trespassing to walk ll

- County says - have no agreement w/ town - Dunlop said needed county - He saying road acceptable for VDOT standards - ACTION - Planning Commis, to pursue



trail - multi use  
 - walking / jogging path, horse trail  
 - consider bikes  
 - initial cut is 6' wide

Lane - volunteers to help

MACT - how to content to Saere part  
 = 40K - Transportation Enhancement Grant - attain ~80%

J.C - Cong / VDOT - Renee Hamilton  
 contact 200K budget  
 earmark - 100% attain - get copy from Jim  
 - town manage 200K & J.C has list of ideas

★ see  
 Fossini &  
 Costello  
 FAVING Co estimate

- No one claims land

- Standing water & road -  
 - install grate - cut rd in front of Main St  
 ? - Abandment -

① Action - Mae - look into?

② Sidewalk to Clifton Heights - 200K - idea

③ feasible to do what Lere suggested  
 easement from Nigby's - No - J.C - yes

Action - Michelle - get Joe McCuller's opinion - Eng.  
 - address parking lot when (3) CABOSE - steel fence can \$700  
 need 3rd light of \$1000

④ more to share marker & put a town clock \$5000  
 ⑤ Clock tower  
 Action get thoughts from Planning

wood at bin  
 Sheldon  
 Heart of Home  
 @ Agre Square on

**MINUTES**  
**CLIFTON TOWN COUNCIL MEETING**

Tuesday, October 4, 2005

12641 Chapel Road

Clifton, VA 20124

**Council Members**

Present: Jim Chesley, Brant Baber, Mac Arnold, Lev Buller

Absent: Margo Buckley, Trish Robertson, Marilyn Barton

Attendees: Fawn Freeman, Giff Hampshire, 10 citizens, 1 representative from League of Women Voters

The meeting was called to order at 7:16 pm. Jim Chesley led the Pledge of Allegiance.

**1. Reading of minutes of last regular and any subsequent Town Council meetings.**

In absence of the Town Clerk at the September meeting, it was Ms. Buckley turn to record the September meeting minutes. She was absent at the October meeting therefore, the approval of the September minutes are deferred until the November meeting.

**2. Report from the Town Treasurer**

None reported since Ms Barton was absent.

Action

Mr. Baber requested the Finance Committee sample securities to invest funds.

**3. Reading of Communications to the Mayor**

None reported.

**4. Reports of Standing / Special Committees**

*Planning Commission*

Presentation

Ms. Stein provided a list of needs by street. The list will be sent out under the "townofclifton" email. Planning Commission put out a request for proposal (RFP) for a consultant to assist with list of needs.

*Old Town Hall Committee*

Presentation

Lev Buller met with Royce Jarrendt.

*Town Meeting Hall Committee*

A status report will be provided at the November meeting.

*Playground Committee*

Tabled until the November meeting.

## 5. Citizen's Remarks

*Signage at Clifton Creek.* Ms. Lane Johnson was asked and confirmed that she has signage but only one sign is in place and she needs a metal pole to post the second sign. Mr. Chesley mentioned there might be poles at the old town hall building.

*Police presence.* Mr. Chesley remarked regarding the increase in police presence. He stated the increase is due to his request for police presence due to unwarranted activity and as a result of the division of the Fair Oaks district and we are the only town in the Sully district. There is an on duty police officer assigned to Clifton 4 hours a day and they set up in the town for Over Time duty in the evening hours. Mr. Chesley requested that police not to be here during morning traffic hours but did remark that [we] do not have control over their patrol time and place.

### *Hurricane Katrina Relief*

Ms. Wark reported that she shipped over 100 Children kits and requested <sup>assistance to</sup> support to subsidize shipping cost. ~~She asked for assistance to subsidize shipping cost.~~ Mr. Chesley stated that \$100 is to be set aside to defer shipping costs.

*Parking in front of General Store.* <sup>Drivers</sup> ~~Vehicles~~ often park their vehicle directly in front [straight in] or at a slight angle in front of the General Store cause a driving hazard for persons crossing RR and needing to stop on tracks to wait for persons backing out of parking space in front of general store. Vehicles that pull straight in cause blockage of view for vehicles coming from Ford Lane and pulling out of Kitchen, Tailor, and Coffee Mill parking lot. It was mentioned that the General Store has twp (2) parallel parking spaces in front of the store.

### Action

The Planning Commission will locate the General Store use permit to verify parking spaces approved.

## 6. Old / Unfinished Business

### *HUD Update*

Of the 60 plus homes, 12 were inspected that resulted in over 3000 hours. HUD did commit to provide an application format but did not do so. Mr. Hampshire provided a letter from his August meeting with HUD.

### *VDOT Discussion re: alternative traffic measures on Main Street Presentation*

Ms. Wark presented a "Summary of Speed Hump Concerns/Recommendations gathered from residents residing on Main Street, Clifton, VA." The preferred outcomes are 1) removal of the speed hump, 2) decrease of speeders during off hours, 3) preservation of the historicity of Main Street, and 4) preservation of parking availability. The non-preferred outcomes are 1) removing speed humps with out alternative solution in place, 2) police presence when it is not needed, 3) one-way

traffic, and 4) traffic signals. The solutions are 1) placing a stop sign before the RR tracks, 2) using chockers, 3) changing and/or beautifying the appearance of Main Street, 4) using police coverage at times of concern, and 5) replacing speed hump with an alternative traffic calming device. Ms. Wark passed two (2) booklets addressing "traffic calming devices" within a community around to the council members.

Mr. Chesley mentioned that he spoke with Elaine McConnell and should have a report (Jim: What is the subject of the report?) for the November meeting. Additionally, a new VDOT staffer was assigned to this report to replace Bill Parmen (Jim please validate spelling of last name – thanks) who was reassigned to Lynchberg.

*2003 Haunted Trail Missing Money Update*

Mr. Hampshire reported that a request has been submitted to extend the deadline to October 19, 2005.

*VML*

On three occasions Mr. Hampshire has written to VML but has not received a response.

*Town Website*

Tabled until the November meeting.

*No use of alcohol policy for events held at Town Meeting Hall*

Tabled until the November meeting.

*School Street and Clifton Road line of sight issue*

The Town offered to pay Mr. McIntyre for tree removal since his lot is not in VDOT right of way.

**7. New Business**

*Clifton Heights Lane re: request by developer to turn over to VDOT*

Bob Hillis (Jim please verify spelling of last name - thanks) sent a letter to Mr. Chesley to remove him from the bond and he was ready to go about 2 years ago. Spoke to Bill Dunlop from VDOT. County says they have no agreement with the Town. Mr. Dunlop said [they] needed the County to letter saying road is acceptable for VDOT standards.

Action

Planning Commission will pursue.

*Vehicle Tag*

Processed 36 vehicle tag applications. General remarks from town residents were they thought setting up vehicle tag disbursement [shop] at the Clifton Coffee Mill was

a good idea. Next distribution date is scheduled at the Clifton Coffee Mill for October 23, from 2:00 to 4:30.

*2005 Town Directory re: software applications ACCESS and PAGEMAKER*

Ms. Holmes needs assistance with the Town Directory specifically the software application Pagemaker. Ms. Stein stated she would follow-up.

*Clifton Day Resolution*

Motion

Mac Arnold made a Motion that the CBA hold Clifton Day on October 9 with a rain date of October 19 and Jim Chesley seconded the Motion

Motion passed; unanimously

*Eagle Scouts Projects*

Following a meeting Mr. Chesley had with Mr. Peterson and Ms. Stein, he worked up a plat for a 10 acre trail of the property. A scout project could be the removal of the vines in the park that cause moisture and make the area look dark. Additionally, consider cutting the trees back to about 12 feet off the ground. The result would be a safer trail for all visitors. Rick (Jim: Please provide Rick's last name) has 2 (two) eager scouts willing to do work for the Town. The Town could pay for the materials, which are discounted, and the scouts could do the work. Ms. Johnson volunteered to help with this project.

Mr. Chesley stated Congress has a VDOT \$200,000 budget earmark for the Town. Mr. Chesley is requesting that the Town manage the \$200,000. These funds spurred a list of ideas which include: 1) Sidewalk to Clifton Heights –Action: Ms. Stein will get Joe McCullen's, an engineer, opinion; 2) Caboose Plaza – install a black steel trash can cost approximately \$700, and need a 3<sup>rd</sup> light at the end of booth which costs about \$1000, 3) Relocate the historic marker with a town clock or clock tower which cost about \$5000 – Action: Planning Commission will look into, 4) Install bathroom at Ayre Square – work with Sheldon.

Mr. Chesley received an estimate from Gossom and Costello Paving Co. for \$4980 to remove and replace asphalt in front of Clifton Store.

*Verizon Cable*

Mr. Chesley received a call from Verizon wanting to put in cable. A 40 forty-year franchise is in effect until 2017 and signed in 1987. Verizon wants to hang another line. Mr Baber asked what are the advantages to sign Cox Cable – Federal statute requires (exclusively). Mr. Chesley received a letter from Cox for free offerings such as TNT – high definition, and Fit TV to name a few.

*Haunted Trail*

Seed money for the Haunted Trail was authorized at the September meeting. The intent to move forward with the event was discussed due to the complex

infrastructure needs. It was mentioned having school skits for younger aged children would be a good idea since the trail is not appropriate for young children even though some parents allowed or took their young children on the trail last year. Ticket sales are from 7:30 to 10:00 for either 5.00 or 6.00. Mr. Baber stated a resolution is needed to include a list of names covering the event tasks.

#### Motion

Mr. Baber made a Motion to hold a Special Town Council Meeting to review event status in two (20 weeks at 7:00 p.m. and Mr. Arnold seconded the Motion. Motion passed; unanimously

#### Discussion

Mr. Chesley requested the Motion be amended to hold the meeting sooner than 2 weeks and time at 7:00 to Monday, October 10, 2005

Motion amended to include change in date.

*Mayors Cup – Herndon at 8:30 a.m.*

Mr. Chesley mentioned that [we] are defending Champs.

#### *Railroad Trespassing Flyer*

Mr. Chesely handed out a flyer from the Norfolk Southern railroad police that describes unauthorized use of railroad right of way are off limits to walkers, joggers, bikers, hikers, hunters, fisherman, three-wheelers, and others out of concern for safety and the safety of the train crews and passengers.

### **8. Adjournment**

The meeting adjourned at approximately 9:30 p.m. following an executive session.

Vermont Cable -

- ① Brant advantage to sign Cox contract
- Federal statute requires (excusivity) look up.

⑩

Nal  
Jim  
Gene  
Brant  
Giff  
Faur

- ① Vermont Cable wants to have another line
- only advantage
- ? lease

- ② J.C. got ltr from TNT - H.D. free
- FTU - free
- N.A. - cheaper

Special hours covered week  
4 renewals - from 7:00 pm  
M-Fri - from  
Mac services special rates  
proposed

• Sherman - get separate splits  
such as 100:10  
• ticket sale  
7:30 to 12:00  
\$5.00 - proposed

add: ① sample - Securities to Invest D  
BEANT - Finance Committee

- ② Deal at Haunted Trail, Duane Nitz, Peter, Peter Blind
- intent to keep Haunted trail
- infrastructure to complex
- John Eubanks -
- Steve Howell -
- Drop from NDEC
- Pump & Hall ⇒ electric supply

Brody Michelle  
had Keenan  
- get to mama  
to crew

08-29-

Approved seed & fuel  
Haunted trail at  
Sept Mtg.

Children 1st - 100 - work  
5 - can book for

36

3 102

39 39

Planning Commission

List the needs for each street section and those for overall.  
Email to [michellestein@cox.net](mailto:michellestein@cox.net) and [LBULLER@cns.gov](mailto:LBULLER@cns.gov)

- Main from town limit to triangle
- Main from triangle to train tracks
- Main from train tracks to Chapel
- Main from Chapel to 3 way stop
- Main from 3 way stop to Clifton Heights
- Newman Rd
- Clifton Creek Rd - *fallens into water*
- Ford Lane
- Chapel St
- Chestnut St
- Dell Ave
- Pendleton Ave
- Chapel Rd from Main St to Pendleton
- Chapel Rd from Pendleton to Water St
- Chapel Rd from Water St to town limits
- Water St from Chapel Rd to School St
- Water St from School St to cul de sac
- School St from Main to Clifton Rd
- School St from Clifton Rd to Water St
- Clifton Rd from School St to town limits

*input to next mtg.*

*Planning - RFP for a consultant  
Sidewalk Clifton Heights & Well*

- town of Clifton send out
- put a header together

*• executive session*

*get from for - none  
Brant - second*



# Gossom and Costello Paving Co.

P.O. Box 175  
Haymarket, Va. 20168  
(703) 754-0930  
(fax) 703-754-4897

## Estimate

| Date     | Estimate # |
|----------|------------|
| 9/6/2005 | 289        |

| Name / Address                                                                                 |
|------------------------------------------------------------------------------------------------|
| Town of Clifton<br>Att: James C. Chesley<br>Mayor<br>Loc: Clifton Store,<br>Clifton, Va. 20124 |

|             |              |
|-------------|--------------|
| Fax Number  | 301-227-5991 |
| Home Number | 703-830-2129 |
| Cell Number | 301-908-3534 |
| Work Number | 301-227-1709 |

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Total             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <p>Location: Clifton Store<br/>Remove and replace asphalt in front of store.<br/>Install asphalt swale to allow water flow towards railroad tracks.</p> <p>Area to the right of Clifton Store.<br/>Area will be large enough to accommodate &lt;3&gt; parking spaces.<br/>Area will be stripped of all vegetation, graded to proper plane and fall.<br/>After completion of all prep work we will install 2 1/2" of SM-9.5 surface asphalt and compact to no less than 2".</p> | 4,980.00          |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>\$4,980.00</b> |

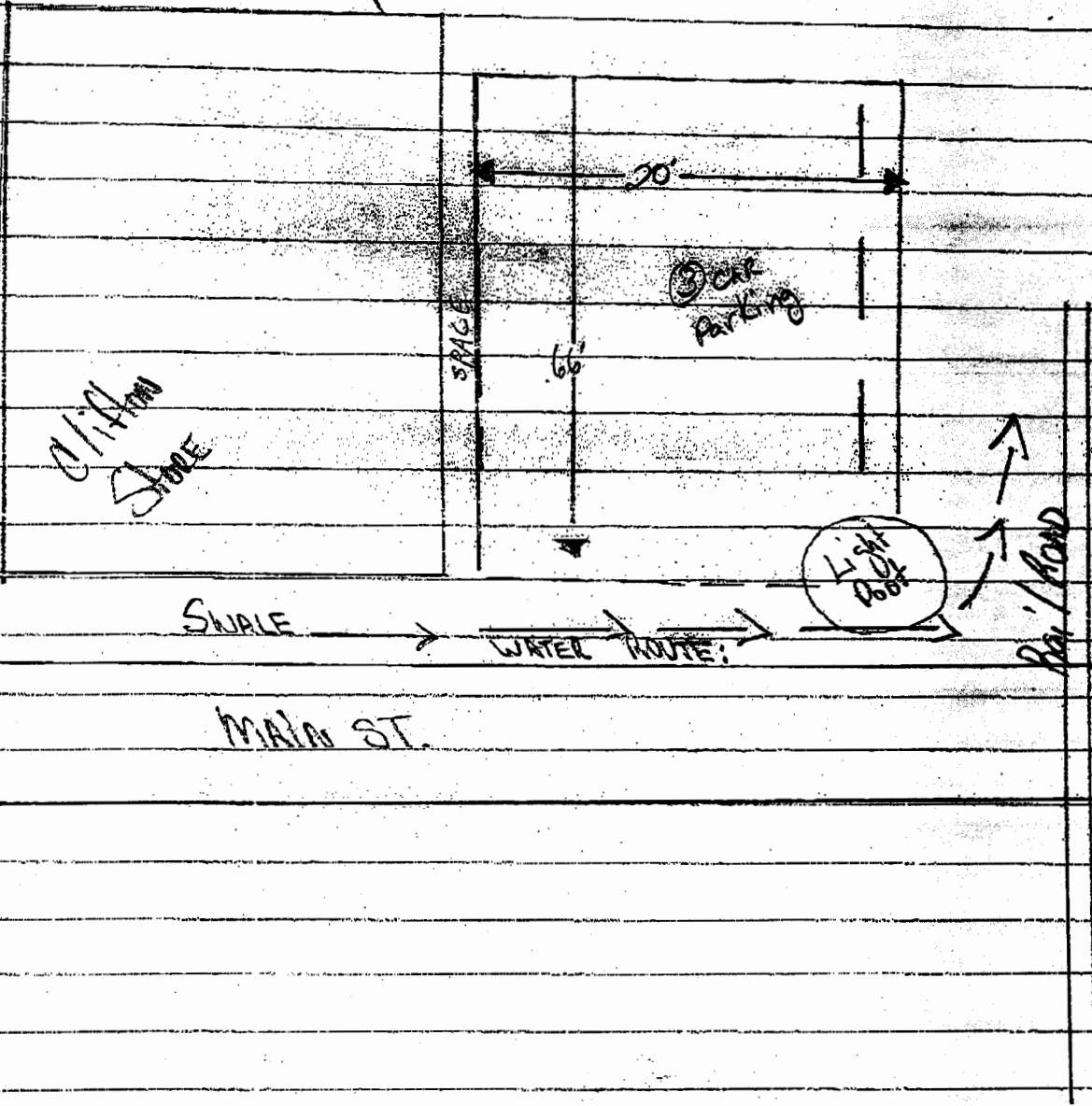
Signature \_\_\_\_\_

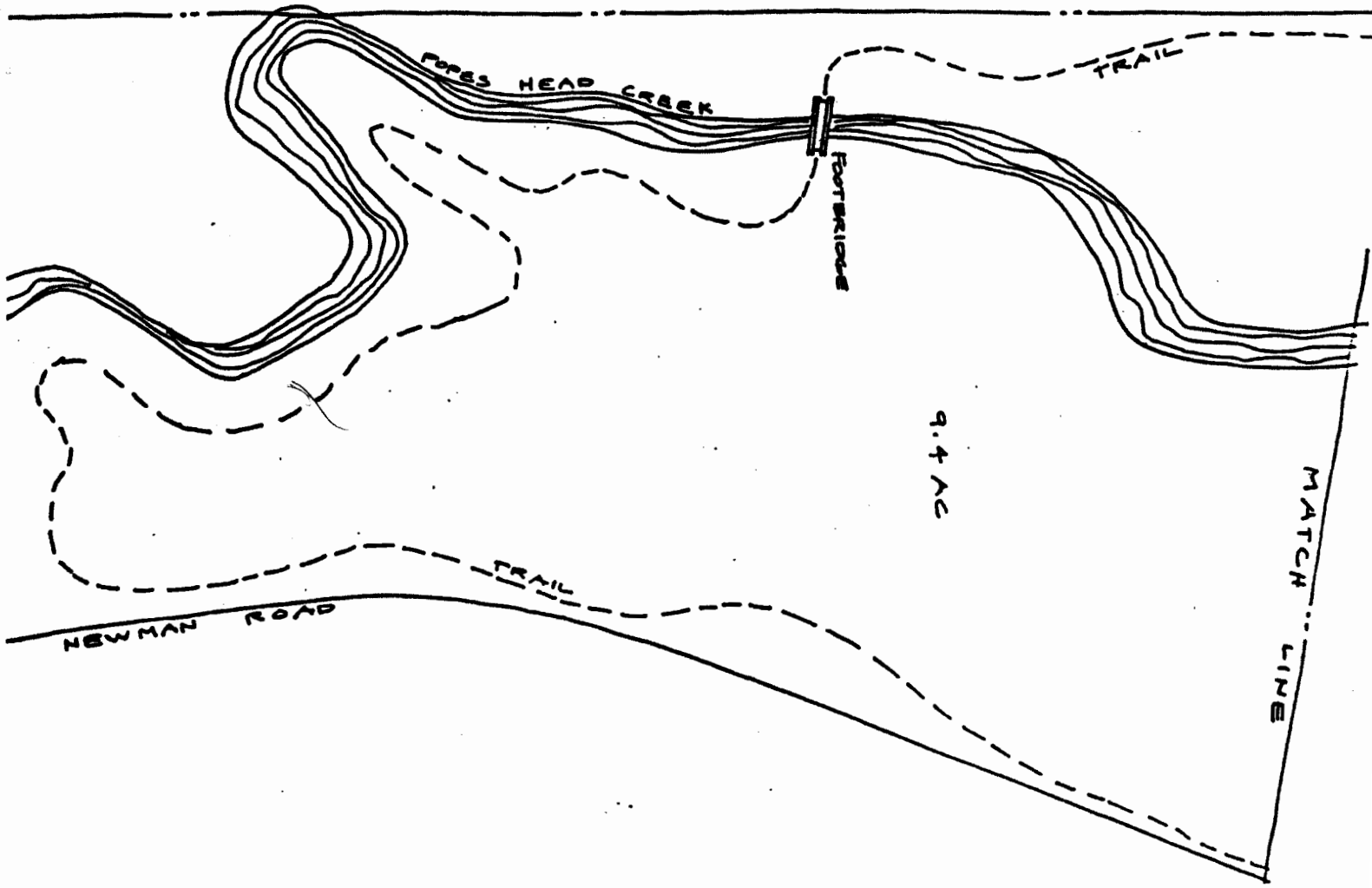
Town of Clifton

Per 301 - 227-5991

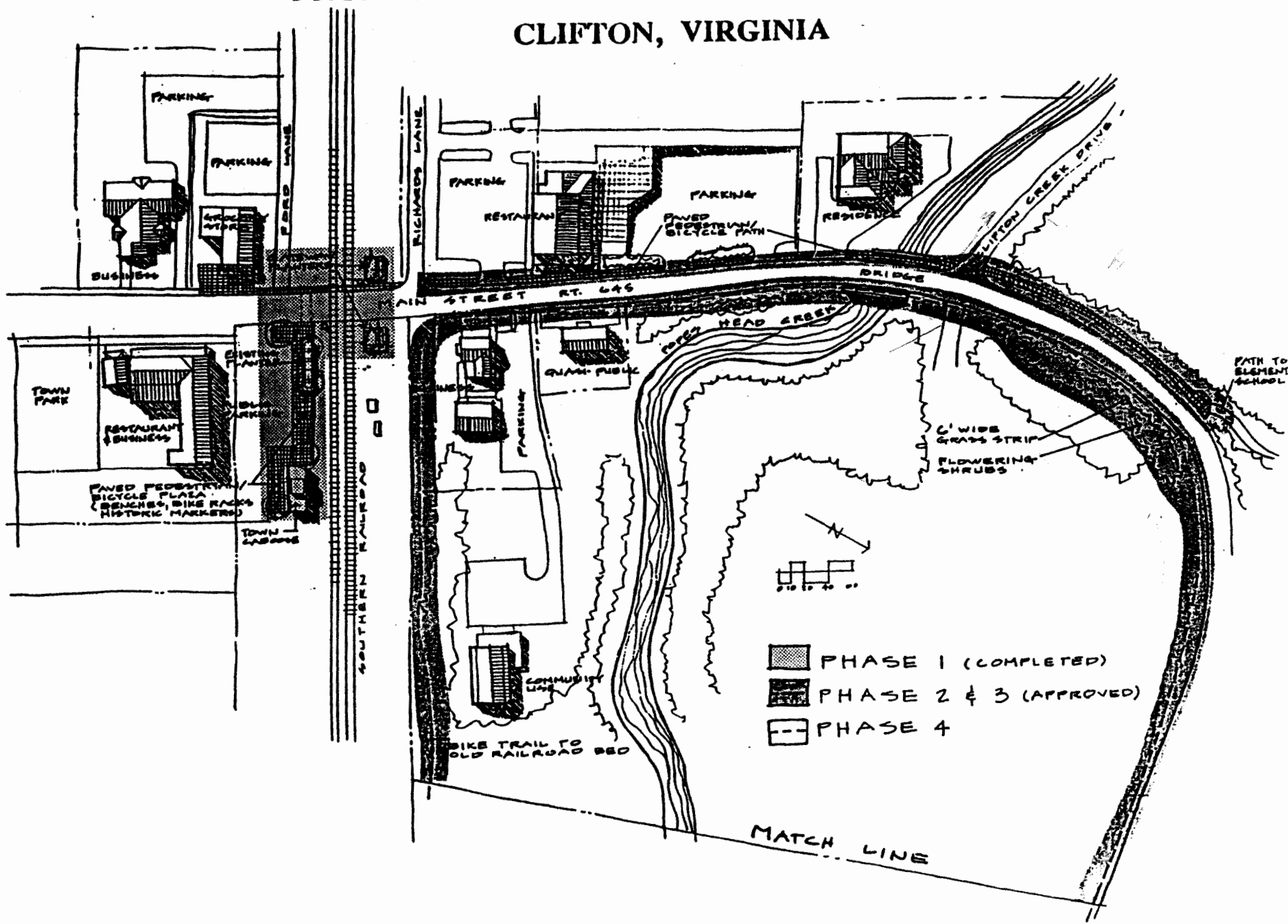
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# PROPOSED TRANSPORTATION ENHANCEMENTS CLIFTON, VIRGINIA



October 4, 2005, 7:00 P.M.  
Clifton Town Meeting Hall, 12641 Chapel Road

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2. Report from the Town Treasurer
  - ~ Balance Sheet, Profits /Loss and Account Balances
3. Reading of Communications to the Mayor
4. Reports of Standing / Special Committees
  - ~ Planning Commission
  - ~ Old Town Hall Sale Committee
  - ~ Town Meeting Hall Committee
  - ~ Playground Committee
5. Citizen's Remarks
6. Old / Unfinished Business
  - ~ HUD Update
  - ~ VDOT Discussion re: alternative traffic measures on Main Street
  - ~ 2003 Haunted Trail Missing Money Update
  - ~ Town Website
  - ~ No use of alcohol policy for events held at Town Meeting Hall
  - ~ School St. and Clifton Road line of sight Issue
7. New Business
  - ~ Clifton Heights Lane re: request by develop to turn it over to VDOT
  - ~ Vehicle Tag
  - ~ 2005 Town Directory re: software applications ACCESS and PAGEMAKER
  - ~ Clifton Day Resolution
  - ~ Eagle Scout Projects
  - ~ Verizon Cable
  - ~ Mayors Cup – Herndon @ 0830
8. Adjournment

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**POSTED, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP**

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  - ~ Town Meeting Hall Committee
  - ~ Playground Committee
5. Citizen's Remarks
6. Old / Unfinished Business
  - ~ HUD Update
  - ~ Main Street Seismic Traffic Measurements Status  
VDOT Discussion re: alternative traffic measures
  - ~ 2003 Haunted Trail Missing Money Update
  - ~ Town Website
  - ~ Payment for Northern VA Conservation Trust
  - ~ No use of alcohol policy for events held at Town Meeting Hall
  - ~ Town pursue School and Clifton Road
7. New Business
  - ~ Clifton Height Road re: request by develop to turn it over to VDOT
  - ~ Vehicle Tag
  - ~ 2005 Town Directory re: software applications0 ACCESS and PAGEMAKER
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POSTED, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

## Summary of Speed Hump Concerns/Recommendations

From Main St., Clifton, VA

Compiled by Lynne Garvey Wark (7153 Main St., Clifton)

October 3, 2005

### **A. Collectively we desire:**

- \* removal of the speed hump
- \* decrease of speeders during off hours
- \* preservation of the historicity of Main St.
- \* preservation of parking availability

### **B. Individual Suggestions:**

- \* Definitely believe a consultant is needed (D. Dillard)
- \* Need for space on street for parking: (W. Nickum & Dillard)
- \* *"MY ASSESSMENT OF THE TRAFFIC PROBLEM IS TRAFFIC CONTROL NOT TRAFFIC CALMING MEASURES. WE NEED TO FIND A WAY TO MOVE THE TRAFFIC MORE QUICKLY THRU THE TOWN. THE PAST ATTEMPTS TO DISCOURAGE TRAFFIC I.E. THE INCREASED POLICE PRESENCE AND THE TRAFFIC CALMING MEASURES HAS NOT MATERIALLY REDUCED THE FLOW OF TRAFFIC THRU TOWN. WE SHOULD ASK THE COUNTY TO DIVERT SOME OF THE POLICE OVERTIME MONIES TO TRAFFIC CONTROL OFFICERS SIMILAR TO SCHOOL CROSSING GUARDS FOR THE INTERSECTION OF SCHOOL ST AND MAIN ST AT THE EVENING RUSH HOUR. WE SHOULD BE INTERESTED IN THE QUALITY OF LIFE OF ALL THE RESIDENTS OF THE TOWN OF CLIFTON. THE MOVEMENT OF TRAFFIC THRU SHOULD REDUCE THE AIR POLLUTION IN THE TOWN (NOT JUST ON MAIN ST) AND ENABLE OUR TOWN RESIDENTS AND CLIFTON COMMUNITY RESIDENTS BETTER ENJOY OUR COMMUNITY WITHOUT DECLARING OUR TOWN AS A POLICE TRAP."* (W. Nickum)
- \* *Reviewing the process to ensure citizen involvement at all levels of implementation* (W. Nickum)
- \* *"I agree with Wayne. It's a fact of life that people are going to use Clifton as a cut through regardless of what we do. We need to look at ways to get them out of town as quickly as possible, not slow them down. The speed bump and police presence during rush hour have only made the problem worse."* (T. Peterson)
- \* Change the speed limit to 15 MPH & aggressively enforce it – use other TCD's such as trees, raised side walks, etc. (see pp. 7 & 9 in "Streets and Sidewalks, People and Cars – a Citizens Guide to Traffic Calming" – by Dan Burden, "Walkable Communities, Inc.") – P. & M. Mills, L.G. Wark & B. Wark, others)
- \* Avoid consultant: T. Peterson, L. G. & B. Wark, P. & M. Mills

### **C. Collectively what is not desired:**

- \* Removing humps w/o other alternatives in place
- \* Police presence when it is not needed
- \* One-way traffic
- \* Traffic signals

Peterson  
Mills



### **D. Discoveries:**

\* (From p. 37, "Streets and Sidewalks, People and Cars – a Citizens Guide to Traffic Calming" – by Dan Burden, "Walkable Communities, Inc.")

#### ***Speed Humps***

\* *Has minimal effect on trucks & sport utility vehicle & may worsen speeding with problem drivers*

\* *May make a neighborhood appear to be a "problem area"*

\* *Should not be used in a series on emergency response routes or bus routes*

\* *Use when problems are localized & can be controlled with a single measure*

\* *Often found by adjacent neighbors to be noisy.*

### **E. Recommendations:**

\* Stop sign before the RR tracks (especially since the RR tracks are now not a 'natural' TCD)

\* Chockers ( see p. 26 - "Streets and Sidewalks, People and Cars – a Citizens Guide to Traffic Calming" – by Dan Burden, "Walkable Communities, Inc.")

\* Changing/beautifying the appearance of Main St. (see "Streets and Sidewalks, People and Cars – a Citizens Guide to Traffic Calming" – by Dan Burden, "Walkable Communities, Inc.")

\* Having police coverage at times of concern

\* Replace Speed Hump with an alternative TCD – *Traffic Calming Device*

## Summary of Speed Hump Concerns/Recommendations

### From Main St., Clifton, VA

Compiled by Lynne Garvey Wark (7153 Main St., Clifton)

October 3, 2005

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- \* *Reviewing the process to ensure citizen involvement at all levels of implementation* (W. Nickum)
- \* *"I agree with Wayne. It's a fact of life that people are going to use Clifton as a cut through regardless of what we do. We need to look at ways to get them out of town as quickly as possible, not slow them down. The speed bump and police presence during rush hour have only made the problem worse."* (T. Peterson)
- \* Change the speed limit to 15 MPH & aggressively enforce it – use other TCD's such as trees, raised side walks, etc. (see pp. 7 & 9 in "Streets and Sidewalks, People and Cars – a Citizens Guide to Traffic Calming" – by Dan Burden, "Walkable Communities, Inc.") – P. & M. Mills, L.G. Wark & B. Wark, others)
- \* Avoid consultant: T. Peterson, L. G. & B. Wark, P. & M. Mills

#### **C. Collectively what is not desired:**

- \* Removing humps w/o other alternatives in place
- \* Police presence when it is not needed
- \* One-way traffic
- \* Traffic signals

## **D. Discoveries:**

\* (From p. 37, “Streets and Sidewalks, People and Cars – a Citizens Guide to Traffic Calming” – by Dan Burden, “Walkable Communities, Inc.”)

### ***Speed Humps***

\* *Has minimal effect on trucks & sport utility vehicle & may worsen speeding with problem drivers*

\* *May make a neighborhood appear to be a “problem area”*

\* *Should not be used in a series on emergency response routes or bus routes*

\* *Use when problems are localized & can be controlled with a single measure*

\* *Often found by adjacent neighbors to be noisy.*

## **E. Recommendations:**

\* Stop sign before the RR tracks (especially since the RR tracks are now not a ‘natural’ TCD)

\* Chockers ( see p. 26 - “Streets and Sidewalks, People and Cars – a Citizens Guide to Traffic Calming” – by Dan Burden, “Walkable Communities, Inc.”)

\* Changing/beautifying the appearance of Main St. (see “Streets and Sidewalks, People and Cars – a Citizens Guide to Traffic Calming” – by Dan Burden, “Walkable Communities, Inc.”)

\* Having police coverage at times of concern

\* Replace Speed Hump with an alternative TCD

October 4, 2005

Engram A. Lloyd  
Director  
HUD  
Homeownership Center  
100 Penn Square East  
Philadelphia, Pennsylvania 19107

RE: Town of Clifton, Virginia

Dear Mr. Lloyd:

This follows the August 9, 2005 meeting in my office about the issues raised in your letter to me of July 28, 2005 (the "Letter"). You and Ms. Cheryl Walker were present on behalf of HUD. Mayor Chesley, Vice Mayor Baber and I attended on behalf of the Town of Clifton. Mr. Richard Bartlett, the Town's home inspector, also attended the meeting. Mr. Tim Lewis attended the first part of the meeting on behalf of Commercial Lending Corporation ("CLC"). Mr. Lewis and Mr. Bartlett were excused from the second half of the meeting at which only HUD and Town representatives were present.

We appreciate your initiation of the meeting. In the Letter, you suggested the meeting "to discuss elements of a written plan acceptable to HUD that describe program administration and management controls that will ensure adequate oversight of business partners/subcontractors and maintenance of acceptable documentation to support repairs and sales to eligible homeowners." The meeting was not limited to this subject, however. The first part of the meeting concerned HUD's basis for \$5,200 in requested refunds to homeowners with respect to the five (5) properties itemized in the Letter, and for \$830.00 with respect to the two (2) additional properties that HUD has determined to have ineligible repairs. The inspection of these two (2) additional properties had its origin in the first binder containing invoices for twenty-six (26) of the remaining eighty-eight (88) homes to be inspected. At the conclusion of the meeting, we sent to Ms. Walker via Federal Express Priority Overnight the two (2) additional binders for the remaining sixty-three (63) properties for inspection.

Engram A. Lloyd  
October 4, 2005  
Page 2

You will recall that we took issue with HUD's summary conclusion that the Town owed \$5,200 in refunds to homeowners without providing the Town the opportunity to be heard on the evidence set forth in the Town's December 21, 2004 Response to Audit Report of the HUD IG (the "Response"). The meeting provided the Town with its first opportunity to discuss with HUD the evidence set forth in the Response with respect to each of the five (5) properties set forth in the Letter. The discussion with respect to those properties was as follows.

- **8548 Stonewall Road:** The repair at issue was whether various repairs had been performed on an existing swimming pool. We directed your attention to Tab 5 of the Response containing the December 13, 2004 letter from the listing agent, attesting to the reconditioning of the pool and the photograph demonstrating same. Tab 5 also contains an invoice from Virginia Pool Builders itemizing the replacement of the pool motor as one of the work items of that reconditioning. HUD offered no evidence that the pool reconditioning had not been performed. This repair represented \$2,500 of the \$5,200 at issue. You agreed to reevaluate HUD's position in light of this evidence. To date, we have received no response from HUD as to its conclusion.
- **506 Peregrine Street:** The repair at issue is that of a wooden fence and gate for \$350 and the replacement of a sliding glass door for \$500. We directed your attention to the documentation at Tab 8 of the Response. While there was no sliding glass door, the front and rear doors were replaced. The \$500 amount charged for the repair was a reasonable price for replacement of these doors. We directed your attention to the December 21, 2004 letter from the property owner stating her satisfaction with the replacement of the front and rear doors and her statement that that "[t]he fence in the backyard was repaired and looked great." HUD presented no evidence that these repairs were not done. Thus, the evidence was that the repairs in the amount of \$850 were made. You agreed to reevaluate HUD's position in light of this evidence. To date, we have received no response from HUD as to its conclusion.
- **3220 Asaway Road:** The repair at issue is a chain link fence for \$900. At Tab 10 of the Response, CLC states that it confirmed the repair with the contractor; however HUD states, in the Letter, that the Town should reimburse the \$900 because of "lack of clear documentation and adequate management control procedures." We pointed out the agreement reached in Congressman Davis' office on February 10, 2005, and as reflected in my letter to Mr. McCloskey of March 31, 2005 that:

Engram A. Lloyd  
October 4, 2005  
Page 3

it may be impossible, in some cases, to determine whether work was actually performed because of the very nature of some of that work (e.g., repair or painting of walls), the time that has passed since the work was contracted and the lack of detailed recordkeeping practices by the contractors. In the February 10, 2005 meeting at Congressman Davis' office, you made it clear that, in such event, the presumption would be that the work was performed.

As stated at our meeting on August 9, 2005, we feel that the repair of the chain link fence falls into this category and request that HUD honor its agreement that, notwithstanding the lack of clear invoice documentation, the presumption will be that the repair was done.

- **2252 Fort Pickens:** The repair at issue involves \$500 for the replacement of a hot water heater. HUD has focused on the photographs showing what appears to be the same housing for the heater before and after the repair. We directed you to Tab 4 of Response that includes a letter from Steve Howell, the contractor, who confirms that the work was to repair and replace the heater elements within the same housing. In response, HUD states in the Letter that the owner claims to have been out of hot water for a week and that he paid an unspecified amount in an insurance claim deductible. We emphasized that the Town's obligation was to repair and replace the hot water heater elements, but not to guarantee continuous hot water service after sale of the house. As we stated at the meeting, the work that was contracted for was completed at a reasonable charge of \$500. HUD has offered no evidence that the repair and replacement was not made. Therefore, there is no basis to require the Town to reimburse the \$500 to the owner. You agreed to reevaluate HUD's position in light of this evidence. To date, we have received no response from HUD as to its conclusion.
- **13372 Blackwell Mills Road:** The repairs at issue were \$200 for a damaged garage door and \$250 for a kitchen cabinet door. We directed you back to Tab 4 of the Response containing the same December 13, 2004 letter from the listing agents about this property and the Stonewall Road property. With respect to this property, the agent states that:

The property at 13372 Blackwells Mill Rd. had a damaged garage door and broken cabinets that were repaired for resale. We saw that garage door and the cabinets before and after the repairs were made.

Engram A. Lloyd

October 4, 2005

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HUD offered no evidence to contradict the agents' statement. Therefore, the Town should not be required to reimburse the owner for the \$450 at issue. You agreed to reevaluate HUD's position in light of this evidence. To date, we have received no response from HUD as to its conclusion.

Next, we discussed the two (2) additional properties that HUD has determined to have ineligible repairs in the total amount of \$830.

- **143 Oakland Drive:** The letter relates that "no foyer was present to justify the \$150 cost on the repair invoice." Mr. Bartlett stated, however, the agreement between himself and HUD's inspector that the "foyer" in fact was a second floor landing area, and that the repair was to a light fixture in that area. Given the agreement between Mr. Bartlett and the HUD inspector in this regard, the Town should not be required to reimburse the \$150 at issue.
- **261 Union Hill Road:** The repairs at issue were \$300 in roof repairs by the homeowner, \$50 for foyer repairs, \$230 for fiberglass mesh, new stove, towel bar/paper holder that were removed/replaced by the homeowner and \$100 for replacement of insulation "where it appeared that the insulation was re-stapled and not replaced. Mr. Bartlett stated the agreement between himself and the HUD inspector that the roof repairs performed by the homeowner had nothing to do with a leaky roof, but were because the homeowner objected to the color of the original replacement shingles and decided to fully reshingle the house. Similarly, he explained that the homeowner replaced the paper towel holder not because it was broken, but because he did not like the color. He also explained the agreement of the inspectors that reference to a "new stove" on the repair invoice was to the replacement of a burner (as indicated by the \$230 price for that work and the other work done for the same price) and that this replacement was done. Finally, he also explained that the reference to "fiberglass mesh" was actually screen mesh and that this work was done. The only work that Mr. Bartlett could not verify was that for the replacement of approximately 15-lineal feet of insulation that may have just been re-stapled instead of replaced. The Town represented that it would reimburse for this \$100 cost.

Following this conversation, we recessed to a private meeting between the Town and HUD representatives. Mr. Bartlett and Mr. Lewis of CLC were excused. You related HUD's position that it was uncomfortable with CLC as the Town's contractor because of the poor record keeping practices and lack of contractor oversight. You related that readmission to the Program would be conditioned on the Town securing a


Engram A. Lloyd  
October 4, 2005  
Page 5

different contractor. As set forth in the Letter, you also related that readmission to the Program would be conditioned on submission of a written narrative describing the Town's plan for continued participation in the Program. You committed to providing the Town with an application form and examples of plan description formats that HUD has found to be acceptable. All agreed that the goal would be for the plan description to also provide a basis for future review by HUD. You stated that once this plan narrative was approved by HUD the Town would be readmitted to the Program whether or not the inspections on the remaining 63 homes had been completed.

We very much appreciate your taking the time to meet with us on August 9, 2005. We look forward to receiving an amendment to the Letter that will confirm HUD's agreement with a reduced reimbursement amount in accordance with the details set forth above. In the meantime, we will be submitting the plan narrative for HUD review.

Thanking you for your continued assistance in this matter, I remain,

Sincerely yours,



Gifford R. Hampshire

cc:

Town Council  
Honorable Tom Davis



Margo absent

November 1, 2005, 7:00 P.M.  
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

- 1. Reading of minutes of last regular and any subsequent Town Council meetings *7:14* *BRANT, MacZuel*
- 2. Report from the Town Treasurer
  - ~ Balance Sheet, Profits /Loss and Account Balances

3. Reading of Communications to the Mayor

4. Reports of Standing / Special Committees

- ~ Planning Commission ✓
- ~ Old Town Hall Sale Committee ✓
- ~ Town Meeting Hall Committee ✓
- ~ Playground Committee - *Nothing to report*
- ~ Haunted Trail Committee - *garbage*

5. Citizen's Remarks - Lynn - *canceled 12/13* *int town* *4-7:30 PM* *DOMINOS - 5% of earnings*

6. Old / Unfinished Business

- ~ HUD Update *N/A*
- ~ VDOT Discussion re: alternative traffic measures on Main Street *exception to vulgar comment*
- ~ 2003 Haunted Trail Missing Money Update - *VML insurance - 4th reference*
- ~ Town Website - *table*
- ~ No use of alcohol policy for events held at Town Meeting Hall *table Giff*
- ~ School St. and Clifton Road line of sight Issue - *table*
- ~ Clifton Heights Lane re: request by develop to turn it over to VDOT -
- ~ Verizon Cable - *tabled - directive for Giff to look into - Cox only bidder*
- ~ *Verizon - how - get from Giff - VA statute*

7. New Business

- ~ Discussion of Police Presence in Clifton - *done*
- ~ Discussion of Town Meeting Hall Procedures - *done next month agenda*

8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made 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, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

*Haunted trail minutes*  
*task -*

*Action*

*Start*

*Pine*  
*Refers*  
*Pax bus*

*Town meeting*  
*hall committee*

Albert

AKBS

FFS Station

Action - Lev to  
meet w/ New Vision

Jim C - Franchise talk  
Cox - choice not to go due  
to Coax cable -  
DK - Fox Lane

11-1-05 MT :

Baker - I move that the Mayor & Council confirm that continued presence of Fairfax County police in and around the town of Clifton is desired and important to the well-being of the citizens of the Clifton area and request the continued support of the Board of Supervisors to achieve this objective. and the Sully District Station

Arnold - second

The Mayor and Council thank Supervisor ~~McConnell~~ McConnell and ~~Sullivan~~ officers of the Sully District for their assistance. support and.

~~captain Susan. colin@fairfaxcounty.gov~~

# Town of Clifton

## November 2005 Planning Commission Meeting 11/28/05

In attendance: Lev Buller, Patrick Pline, Michelle Stein, Judy McNamara, Rob Clark  
 Absent: Richard King, Kathy Kalinowski,

**1. Recommend approval of use permit application for Fannon – new business at 7145 Main St**

**Building summary:**

*Antique shop*

| <u>Unit #</u> | <u>Tenant</u>                | <u>Required parking spaces</u> |
|---------------|------------------------------|--------------------------------|
| 1A            | Fannon - <i>Antique shop</i> | 3                              |
| 1B            | Heart in Hand                | 9                              |
| 1C            | Noodles & Noggins            | 3 (4 total for N&N)            |
| 2A            | Benefit Management           | 2                              |
| 2B            | Noodles & Noggins            | 1 (4 total for N&N)            |
| 2C            | storage                      | none                           |
| 2D            | Fairfax Capital              | 3                              |

21 required of 24 on site

**2. Old Town Hall - Recommend January joint public hearing (PC & TC) on zoning change to Low Impact Commercial - *January 3* → *(has been that so called) for public hearing***

**Old Business:**

Recommend a consultant to review items including but not limited to: parking, traffic, safety, ordinances, enforcement. Currently in collection of ideas stage.

*Low compliance on hold due to wetlands*

Silva conditional approval- 7151 Pendleton. Waiting for additional information

Clifton Presbyterian Church progress report

*Bill Hilligay - propane tanks - no ordinance per local city not underground storage tank*

Clifton Heights Road acceptance by VDOT

Pump and Haul

Unregistered/abandoned cars on Chestnut St

*Low potm - if glass submitted to ARB not included. Propane tank - Church needs to resubmit plans showing tank and any shielding - they will not be required to pay any additional fee*

Clifton Heights path to downtown

Clifton Store parking

*Jessie Michelle net w/ Tom*

*no documentation as to what was passed within a solution*

*work in progress*

**2006 Dates**

| <u>apps due</u>       | <u>Plan Comm meeting</u> | <u>Town Council meeting</u> |
|-----------------------|--------------------------|-----------------------------|
| Jan 15 <sup>th</sup>  | Jan 30 <sup>th</sup>     | Feb 7 <sup>th</sup>         |
| Feb 15 <sup>th</sup>  | Feb 27 <sup>th</sup>     | Mar 7 <sup>th</sup>         |
| Mar 15 <sup>th</sup>  | Mar 27 <sup>th</sup>     | Apr 4 <sup>th</sup>         |
| Apr 15 <sup>th</sup>  | Apr 24 <sup>th</sup>     | May 2 <sup>nd</sup>         |
| May 15 <sup>th</sup>  | May 29 <sup>th</sup>     | Jun 6 <sup>th</sup>         |
| Jun 15 <sup>th</sup>  | Jun 26 <sup>th</sup>     | Jul 11 <sup>th</sup>        |
| July 15 <sup>th</sup> | July 31 <sup>st</sup>    | Aug 1 <sup>st</sup>         |
| Aug 15 <sup>th</sup>  | Aug 28 <sup>th</sup>     | Sept 5 <sup>th</sup>        |
| Sept 15 <sup>th</sup> | Sept 25 <sup>th</sup>    | Oct 3 <sup>rd</sup>         |
| Oct 15 <sup>th</sup>  | Oct 30 <sup>th</sup>     | Nov 7 <sup>th</sup>         |
| Nov 15 <sup>th</sup>  | Nov 27 <sup>th</sup>     | Dec 5 <sup>th</sup>         |

Antique Shop -

- Mae moved
- Buckley scolded

**MINUTES**  
**CLIFTON TOWN COUNCIL MEETING**

Tuesday, November 1, 2005

12641 Chapel Road

Clifton, VA 20124

**Council Members**

Present: Jim Chesley, Brant Baber, Mac Arnold, Lev Buller, Trish Robertson

Absent: Margo Buckley, Marilyn Barton

Attendees: Fawn Freeman, Giff Hampshire, 29 citizens, 1 representative from League of Women Voters, 2 Fairfax County Police Officers, and Elaine McConnell

The meeting was called to order at 7:14 pm. Mayor Chesley led the Pledge of Allegiance. He pointed out items on the back table which included an email sent to the Supervisor two weeks ago on "police presence," a Washington Post article July 2002 "requested overtime police," and a letter he sent to Town residents within the last 24 hours. He introduced Supervisor Elaine McConnell.

**1. Reading of minutes of last regular and any subsequent Town Council meetings.**

Brant Baber and Giff Hampshire recommended changes to the meeting minutes are as listed below and approved by the Council. Italicized text represents additions and deleted text is stricken through.

Item 6. Old / Unfinished Business

*HUD Update: "Of the 60 plus remaining homes were inspected, HUD determined that there were 12 as to which expenditures totaling approximately \$3,000 could not be verified ~~were inspected that resulted in over 3000 hours~~. HUD did commit to provide an application format for the Town's readmission into the program but did not do so. Mr. Hampshire provided a letter from his August meeting with HUD.*

2003 Haunted Trail Missing Money Update: "...extended the deadline for filing a *proof of claim...*"

VML: ~~VML~~

Motion

Brant Baber made a motion to approve the meeting minutes to include the recommended changes he and Giff Hampshire made. Mac Arnold seconded the motion.

Motion passed unanimously.

**2. Report from the Town Treasurer**

None reported.

**3. Reading of Communications to the Mayor**

None reported.

#### **4. Reports of Standing / Special Committees**

##### *Planning Commission*

Work is continuing on the Clifton Presbyterian parking lot. And, working on junk vehicles and unlicensed issue. Sidewalk issue from Clifton Heights Lane to Main Street - feels not to do on Trish Robertson's side but should be done on the Hocketts side - path through – need to talk to property owners. Clifton VDOT issues still a long way away should have something at next meeting. Proceed with zoning on old town hall? Received a good number of email responses regarding the parking study.

##### Motion

Brant Baber made a Motion directing the Planning Commission to proceed to consider the possible lot consolidation and rezoning of the Town Hall properties from Residential classification to Commercial Non-retail classification. Lev Buller seconded the Motion. The Town Council is not directing the Planning Commission to recommend approval of either the rezoning or the lot consolidation because of the letter of intent relating to the possible sale or development of the Town Hall properties to Royce Jarrendt. The Town has not contracted to rezone the Town Hall properties or to grant any other legislative or administrative permits or in any way facilitate the development of the Town Hall properties by Royce Jarrendt.

Motion passed unanimously.

##### *Old Town Hall Sale Committee*

##### Presentation

Lev Buller addressed the signed a letter of intent with Royce Jarrendt that calls for him to purchase the property for \$217,751. Following a 60 day study period, then Royce Jarrendt will present a \$20,000 deposit..

Royce expressed he is excited about the potential. Has presented drawings and talked with bank, attorney, and engineer. Needs to sit with somebody to get Town requirements of the building and he is providing architecture services for building and he is working with the Architectural Review Board and Planning Commission.

##### Motion

Jim Chesley made a Motion that the Architectural Review Board and Planning Commission work with Royce Jarrendt to define needs and terms. Trish Robertson seconded the Motion.

Motion passed, unanimously.

##### *Town Meeting Hall Committee*

No report presented this month. Brant Baber remarked that Margo Buckley has a key to the Town Meeting Hall and that neither the Mayor or any other Council member has a key and so cannot gain access when Ms. Buckley fails to open the room. He expressed his concern about the management of the building. Ken Buckley expressed that Ms. Buckley is attending anger management class and can't be in two places at one time. Brant Baber stated that two other private persons, Mark Khosravi and Emmi Holmes, have a key to the Town Meeting Hall.

### Motion

Brant Baber made a Motion that Margo Buckley be removed from the management of the facility effective immediately. Jim Chesley seconded the Motion.

### Discussion

Lane Johnson asked if the Motion was legal. Mayor Chesley responded that the Motion is legal. Mac Arnold stated it is not appropriate to make a decision with what appears to be kin to anger. Jim Chesley asked for comments from Town Council members to pursue the motion or if they agreed to table the Motion until all parties can be present? Giff Hampshire recommended a substitute Motion to the effect perhaps there be a discussion about the matter with Council member Buckley being present.

### Amended Motion

Brant Baber amended the Motion that this issue be raised at next Town Council meeting and a quorum is present. Jim Chesley seconded the Motion.

### Discussion

Trish Robertson expressed she is more comfortable with the amended Motion. Trish Robertson mentioned the building management job description is being put together which doesn't currently exist. Brant Baber expressed he is not willing to postpone consideration of the Motion if a council member chooses not to be present.

Motion passed unanimously.

### Motion

Lev Buller made a Motion that a duplicate key be given to the Vice Mayor so two Council members we have a key at all times that should take care of all situations. Lev Buller withdrew his Motion.

### Discussion

Mayor Chesley and Brant Baber inquired about the idea of a cipher lock on the front door of the Town Meeting Hall room and each month provide the combination to the Council members, Police, and Fire Department.

### Motion

Brant Baber made a Motion that a cipher lock be put on the front door and provide the combination to all Council members. Lev Buller seconded the Motion.

Motion passed unanimously.

### *Playground Committee*

None reported.



*Haunted Trail Committee*

Trish Robertson reported that the funds are being tallied and will be available for next month meeting. She thanked everyone for their assistance and contributions.

**5. Citizen's Remarks**

*Candlelight Homes Tour*

Lynne Wark stated that the Historic Clifton Candlelight Tour of Homes Tour is scheduled on Saturday, December 3, 2005. She highlighted the events, raffle tickets, and mentioned that tickets sold-out last year.

**6. Old / Unfinished Business**

*HUD Update*

None reported.

*VDOT Discussion re: alternative traffic measures on Main Street*

Presentation

Mayor Chesley reported that this is the third month where there has been no response from VDOT regarding the VDOT traffic measure. He suggested that the residents call VDOT to register their complaint.

Mayor Chesley read the VDOT Report for Chapel Street and School Street and request for Elaine McConnell's assistance. He stated with her assistance truck restriction signs were posted and she has been instrumental with other traffic issues such as getting speed limit signs - traffic count dropped to less than 10000 but is now back to 12000. If traffic cannot be reduced then drivers need to obey traffic law.

*Town Website*

Tabled until the December meeting.

*No use of alcohol policy for events held at Town Meeting Hall*

Tabled until the December meeting and to be addressed by the Town Meeting Hall Committee.

*School Street and Clifton Road line of sight issue*

Tabled until the December meeting.

*Clifton Heights Lane re: request by developer to turn over to VDOT*

Planning Commission to address.

*Verizon Cable*

Tabled until the December meeting. Giff Hampshire was asked to look into the issue of whether the Town needs to have a signed franchise agreement with Cox or whether the Town Council resolution approving Cox as the cable franchisee is legally sufficient.

**7. New Business**

*Discussion of Police Presence in Clifton*

Mayor Chesley provided a background on the increase in traffic in Town over the last four to five years. He read VDOT traffic statistics counts for Main Street between Chapel Road, and School Street going back to June of 1986 reported a vehicle count of 4,596; February 1988 reported an increase of 5%; September 1989 reported an increase of 40%; July 1991 reported an increase of 56%; November 1993 reported an increase of 54%. Ms. McConnell and some people in the office of Secretary of Transportation Martinis were asked if the Town could hold a “traffic summit” due to the immense traffic problems in the Town. At the time of the traffic summit request the Fairfax County Parkway was not finished, Prince William Parkway was not built, and 123 had not been worked on. The Town was seeking assistance from Secretary Martinis, who held a meeting at the Government Center, and he drove through the Town with the Mayor and saw the traffic issues. As a result of his visit the Town was able to post no through truck traffic signs and speed bumps were installed. On March 22, 2005, VDOT presented traffic alternatives at the Town Council Meeting. The Town has had police coverage for July 4 and other Town events at no cost to the Town. The Community Hall has been broken into on seven occasions. On September 3, 2002, the police reported \$67,000 of overtime funds for Clifton coverage and the issuance of 149 tickets. A Neighborhood Watch Program was discussed but no one signed up. Mayor Chesley stated he was recently informed that Police were asked to leave the front porch of the Clifton Store and move to the table. He read excerpts taken from Clifton Town Council Meeting Minutes, emails, news clippings, and other related media. (See attachment 1). Mayor Chesley remarked that the town needs police coverage and opened the floor for citizen’s comments.

*Ms. McConnell* asked if the police presence should be discontinued in Clifton?

*Paul Radum* remarked that he agreed with the Mayor and welcomed police presence, which brings about a positive improvement in lives of residents and promote safety.

*Donna Netschert* stated she is not opposed to police presence but when they are in town during commuting time they cause back up.

*Brant Baber* inquired is it police presence that causes huge traffic jams from people commuting to prince William county – does having police when commuters come thru town help us or hurt us?

*Tom McNamara* stated he makes flower deliveries for Judy’s shop within the 20124 zipcode and if police are stopped on Main Street then it causes considerable back up on Clifton Road.

*Donna Netschert* suggested that police should be here at night.

*Michelle Stein* remarked that police presence cause drivers to stop at the stop sign on Dell Avenue who normally don’t, and that’s a good thing.

*Donna Netschert* stated that maybe [we] should live in police state.

*Lane Johnson* noted that when police stop during rush hour traffic causing rubber necking could they pull off on side street.

*Fairfax County Police Officer* stated it is difficult to get people to pull over without blocking a driveway. The roads in Clifton are not conducive to pulling over a vehicle since they are narrow.

*Sheldon Hofferan* who owns the Buckley Store Building and property on Chapel Road and Water Street provided a statement for the meeting. He welcomes police presence that lessens vandalism and ensures safer streets. On weekends he is often afraid to drive at night due to drunks on road and wants people to know Clifton is safe.

*Carolyn Reech* remarked she lives by a stop sign and the traffic in Clifton is no different than other places in Fairfax County. The Ivacoda Road speed bumps do help and she is for using speed bumps.

*Mayor Chesley* stated that State maintains the roads and VDOT will not allow a speed hump as the one on Ivacoda Road and sporadic speed humps are not so helpful.

*Captain Susan Culin* of the Fairfax County Police Department, Sully District Station, stated overtime is divided up. There is sign up for Clifton for 6-hour overtime increments and it does include a.m. and p.m. rush hour. If we have the officers break up overtime then it is not conducive to getting a commitment of their time. When the Sully District Station opened there is a given 70 mile radius and the increase is due to Chantilly - - - minimum staffing per shift is 7 officers - - - Clifton doesn't have consistent heavy crime thus an officer is not routinely assigned to Clifton if not for the overtime.

*Jeff Stein* who lives on Dell Avenue remarked he is thankful for police presence. He has lived here since 1986 and runs the Soccer Field at Kinchloe and travels on Clifton Road to Kinchloe to the Soccer Field --- he frequently travels on Newman Road and notes the back up on Clifton Road / Main Street is attributable to drivers stopping at the stop sign. He desires to keep police presence in Clifton.

*Lynne Garvey Wark* stated she is delighted with police presence and desires an increase preferably at late night from 8:00 pm until early morning hours. She remarked that her car and her daughter's car were vandalized.

*Mike Booth* remarked that he commutes to Washington DC between 5:30 to 6:00. When police aren't here then traffic goes a little smoother

*Tom Peterson* mentioned he lives on Main Street and has worked with the police on the Haunted Trail and Clifton Days and remarked they are a welcomed addition. He agrees when police are here during rush hour it backs up traffic but is sensitive to the safety of young children. He does see people getting pulled over in front of his house at night.

*Phoebe Peterson* stated she lives on Water Street and police occasionally park on her driveway, which she welcomes.

*Marty Moore* remarked that when first moved here she noticed reckless drivers. She also noticed in the past few years there is less tailgating. She asked if police pull over a driver on Main Street that their lights shine into the restaurant and as an employee of the business she does not like police lights shining when customers are present.

*Jamie Netschert* remarked that he appreciates the police time. He walks his dog between 10 and 11 and has never seen a police trap on Main Street.

*Elaine McConnell* stated she came here tonight to listen to remarks of those who did not want police presence, which she found unusual since the funding was approved by the board. If the negativity continues that police are bad for business then the Captain may not be able to get officers to sign up for duty in Clifton when the Sully Station is short staffed.

*Jason Mitchell* remarked he was surprised people haven't said they don't want police presence during rush hour as to make people stop at stop signs.

*Kathy Kinter* stated she lives on Newman Road just out of the town. She has young child and does not feel she cannot back out from the General Store since cars come barreling through. She remarked she is all for supporting town business. She also supports the police.

*Donna Netschert* remarked that she has not had trouble backing out of the General Store.

*Royce Jarrendt* stated he is glad to have police and they can park in his driveway. He mentioned drivers typically blast run the stop sign on Pendleton. If police presence causes traffic jams then he can deal with that.

*Bill Wark* remarked he amplified what Lynne mentioned and thanked Elaine and the Board for getting the police. He stated traffic is one thing and there is no quick solution. He also noted that a driver smashed their daughter's windshield at about 4 am in the morning and he is for police presence.

*Jennifer Chesley* stated she appreciates police presence and there are only a few who do not want police. Their fence was hit several times and she has watched cars on Kinchloe driving fast and not stopping.

*Lev Buller* inquired, "Is the major problem with police presence, the back up?"

*Captain Susan Culin* stated she disagrees with the logic and statement made by McNamaras that, "police presence prevents people from coming into a business and is bad for business." She remarked that the thinking in today's time it is seen as reaching out to communities.

*Judy McNamara* mentioned that she watched out the window and didn't see the police being asked to leave.

*Captain Susan Culin* stated another officer came in the General Store and bought food and asked to use the restroom and was told no. Again, that is perceived as though police are not wanted.

*Fairfax County Police Officer* noted that if you drive by a 7/11 there are often police and you'll see it has no impact on their business.

*Alfred Akers*, President of Occoquan Watershed Coalition, remarked he has driven through Clifton with his wife. Much effort was made to get police presence in Clifton. As an observer, once you get rid of police presence they are gone, and he was amazed that anyone would desire such a result.

*Lane Johnson* inquired about the ticketing statistics such as are there statistics to see how many were issued in 2004 tickets and of those issued what are the reasons.

*Captain Susan Culin* stated that over 100 tickets a month is written and police officers often find that drivers who have an expired license often have other safety issues.

*Mike Thompson* of the Springfield District Council mentioned that Clifton is an "oasis" and we do not want to send the message to get rid of police presence.

*Tom Peterson* stated he is not speaking to get rid of police --- need to look at the traffic patterns and expand police presence later in the night --- look at times when people are most affected.

*Captain Susan Culin* remarked if you are willing to have an officer sit in your driveway then send her an email at [sulcapt@fairfaxcounty.gov](mailto:sulcapt@fairfaxcounty.gov)

*Trish Robertson* stated she is happy to hear overwhelming support for the police. As a citizen she feels rush hour coverage is appropriate and noted that it troubled her that police officers feel unwelcome, no one should feel unwelcome. She stated the police are doing a great job.

### Motion

Brant Baber moved that the Mayor and Council confirm that continued presence of Fairfax County police in and around the Town of Clifton is desired and important to the well-being and safety of the citizens of the Clifton area and request the continued support of the Board of

Supervisors and the Sully District Station to the achieve this objective. Mac Arnold seconded the motion.

Motion passed unanimously.

The Mayor and Council thanked Supervisor McConnell and officers of the Sully District for their support and assistance.

*Discussion of Town Meeting Hall Procedures*

Tabled until December meeting.

## **8. Adjournment**

The meeting adjourned at approximately 10:06.

**Town of Clifton**  
**Balance Sheet**  
As of November 30, 2005

Nov 30, 05

**ASSETS**

**Current Assets**

**Checking/Savings**

Checking-SunTrust

*Outstanding checks in transit.*  
(637) *Balance in account 12/4/05 is \$6,440.98*

Investments-LGIP

100,876

Investments - SunTrust

CPC PC Escrow Fund

2,749

Haunted Trail Funds

864

Playground Reserve Fund

20,744

Investments - SunTrust - Other

332,493

**Total Investments - SunTrust**

356,850

**Total Checking/Savings**

457,089

**Accounts Receivable**

Accounts Receivable

BPOL Receivable

285

Accounts Receivable - Other

1,933

**Total Accounts Receivable**

2,218

**Total Accounts Receivable**

2,218

**Total Current Assets**

459,307

**Fixed Assets**

**Fixed Assets**

Buildings

11,354

Equipment

21,058

Improvements

77,957

Land

NVCT-No Va Conservancy Trust

80,665

Land - Other

113,469

**Total Land**

194,134

**Total Fixed Assets**

304,503

**Total Fixed Assets**

304,503

**TOTAL ASSETS**

763,810

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

Accounts Payable

Accounts Payable

3,471

CPC Escrow Fund Balance

1,033

**Total Accounts Payable**

4,504

**Total Current Liabilities**

4,504

**Town of Clifton**  
**Balance Sheet**  
**As of November 30, 2005**

Nov 30, 05

Total Liabilities 4,504

Equity

Opening Bal CIF Equity 220,902

Opening Bal G.F. Equity 21,125

Retained Earnings 479,779

Net Income 37,501

Total Equity 759,307

**TOTAL LIABILITIES & EQUITY** 763,811

**Town of Clifton**  
**Income Statement for Period Ended November 30, 2005**

|                                                                                    | Actuals YTD<br>@ 11/30/05 | Budget YTD<br>Annualized | Change         |              | Approved 6/7/05  |                     |
|------------------------------------------------------------------------------------|---------------------------|--------------------------|----------------|--------------|------------------|---------------------|
|                                                                                    |                           |                          | Amount         | Change %     | Budget<br>FY2006 | Budget<br>Remaining |
| <b>REVENUES:</b>                                                                   |                           |                          |                |              |                  |                     |
|                                                                                    |                           |                          |                |              |                  | 5                   |
| <b>Taxes &amp; Permits Revenues:</b>                                               |                           |                          |                |              |                  |                     |
| Sales Tax                                                                          | 3,791                     | 8,167                    | 4,376          | 54%          | 19,600           | 15,809              |
| BPOL Tax                                                                           | -                         | 9,000                    | 9,000          | 100%         | 21,600           | 21,600              |
| Utility Consumption Tax                                                            | 379                       | 467                      | 88             | 19%          | 1,120            | 741                 |
| Motor Vehicle Tags                                                                 | 4,033                     | 2,083                    | (1,950)        | -94%         | 5,000            | 967                 |
| No. Va. Cigarette Tax                                                              | 1,141                     | 750                      | (391)          | -52%         | 1,800            | 659                 |
| Use Permits                                                                        | 300                       | 417                      | 117            | 28%          | 1,000            | 700                 |
| Cox franchise revenue                                                              | 2300                      | 4,167                    | 1,867          | 45%          | 10,000           | 7,700               |
| PC Subdivision Permits                                                             | -                         | -                        | -              | #DIV/0!      | -                | -                   |
| ABC Tax                                                                            | 222                       | 125                      | (97)           | -78%         | 300              | 78                  |
| ARB Permits                                                                        | 30                        | 33                       | 3              | 10%          | 80               | 50                  |
| Railroad Tax                                                                       | 1,262                     | 627                      | (636)          | -101%        | 1,504            | 242                 |
| <b>TOTAL TAXES &amp; PERMITS:</b>                                                  | <b>13,458</b>             | <b>25,835</b>            | <b>12,377</b>  | <b>48%</b>   | <b>62,004</b>    | <b>49,627</b>       |
| <i>NOTE: \$1,522.00 additional Motor Vehicle tags deposit is made in December.</i> |                           |                          |                |              |                  |                     |
| <b>Town Facilities Rentals:</b>                                                    |                           |                          |                |              |                  |                     |
| Community Hall                                                                     | 4,630                     | 5,833                    | 1,204          | 21%          | 14,000           | 9,371               |
| Park/Square/Gazebo                                                                 | -                         | 167                      | 167            | 100%         | 400              | 400                 |
|                                                                                    |                           |                          |                | #DIV/0!      |                  |                     |
| <b>Other Revenues:</b>                                                             |                           |                          |                |              |                  |                     |
| Interest Income                                                                    | 1,826                     | 1,042                    | (784)          | -75%         | 2,500            | 674                 |
| Haunted Trail Event                                                                | -                         | 6,667                    | 6,667          | 100%         | 16,000           | 16,000              |
| Clifton Day Revenues                                                               | 445                       | 417                      | (28)           | -7%          | 1,000            | 555                 |
| Homes Tour                                                                         | 465                       | 2,542                    | 2,077          | 82%          | 6,100            | 5,635               |
| Farmers' Market Income                                                             | -                         | 292                      | 292            | 100%         | 700              | 700                 |
| HUD Homes                                                                          | -                         | -                        | -              | #DIV/0!      | -                | -                   |
| Other income-refunds                                                               | -                         | -                        | -              | #DIV/0!      | -                | -                   |
| <b>TOTAL OTHER REVENUE:</b>                                                        | <b>2,736</b>              | <b>10,958</b>            | <b>8,223</b>   | <b>75%</b>   | <b>26,300</b>    | <b>23,564</b>       |
| <b>TOTAL REVENUES:</b>                                                             | <b>20,824</b>             | <b>42,793</b>            | <b>21,970</b>  | <b>51%</b>   | <b>102,704</b>   | <b>82,962</b>       |
| <b>EXPENSES:</b>                                                                   |                           |                          |                |              |                  |                     |
| <b>Payroll Expenses:</b>                                                           |                           |                          |                |              |                  |                     |
| Town Clerk Salary                                                                  | 0                         | 1,250                    | 1,250          | 100%         | 3,000            | 3,000               |
| Town Treasurer Salary                                                              | 0                         | 3,333                    | 3,333          | 100%         | 8,000            | 8,000               |
| Payroll Taxes                                                                      | 0                         | 701                      | 701            | 100%         | 1,683            | 1,683               |
| Payroll Miscellaneous                                                              | -                         | -                        | -              | #DIV/0!      | -                | -                   |
| <b>TOTAL PAYROLL EXPENSES:</b>                                                     | <b>0</b>                  | <b>5,285</b>             | <b>5,285</b>   | <b>100%</b>  | <b>12,683</b>    | <b>7,398</b>        |
| <b>CONTRACTUAL EXPENSES:</b>                                                       |                           |                          |                |              |                  |                     |
| <b>Insurance</b>                                                                   | <b>5,082</b>              | <b>1,535</b>             | <b>(3,547)</b> | <b>-231%</b> | <b>3,684</b>     | <b>7,231</b>        |
| <b>Town Government:</b>                                                            |                           |                          |                |              |                  |                     |
| ARB Expenses                                                                       | 0                         | 438                      | 438            | 100%         | 1,051            | 1,051               |
| BZA Expenses                                                                       | 0                         | 42                       | 42             | 100%         | 100              | 100                 |
| Planning Commission Expenses                                                       | 1,980                     | 417                      | (1,563)        | -375%        | 1,000            | (980)               |
| <b>TOTAL GOVERNMENT:</b>                                                           | <b>1,980</b>              | <b>896</b>               | <b>(1,084)</b> | <b>-121%</b> | <b>2,151</b>     | <b>3,235</b>        |
| <b>Professional Fees:</b>                                                          |                           |                          |                |              |                  |                     |
| Accounting - Multi Year Audit Review                                               | 0                         | 5,417                    | 5,417          | 100%         | 13,000           | 13,000              |
| Legal Fees                                                                         | 3,472                     | 4,167                    | 695            | 17%          | 10,000           | 6,528               |
| Special Counsel                                                                    | 3,230                     | 4,167                    | 937            | 22%          | 10,000           | 6,770               |
| Professional fees - other                                                          | 0                         | -                        | -              | #DIV/0!      | -                | -                   |
| Web site hosting/maintenance                                                       | 0                         | 625                      | 625            | 100%         | 1,500            | 1,500               |
| <b>TOTAL PROFESSIONAL FEES:</b>                                                    | <b>6,702</b>              | <b>14,375</b>            | <b>7,673</b>   | <b>53%</b>   | <b>34,500</b>    | <b>26,827</b>       |



**Town of Clifton**  
**Income Statement for Period Ended November 30, 2005**

|                                        | Actuals YTD<br>@ 11/30/05 | Budget YTD<br>Annualized | Change         |              | Approved 6/7/05  |                     |
|----------------------------------------|---------------------------|--------------------------|----------------|--------------|------------------|---------------------|
|                                        |                           |                          | Amount         | Change %     | Budget<br>FY2006 | Budget<br>Remaining |
| <b>Town Facilities:</b>                |                           |                          |                |              |                  |                     |
| Railroad Siding Rent                   | 100                       | 375                      | 275            | 73%          | 900              | 800                 |
| Ayre Square Rent                       | 270                       | 250                      | (20)           | -8%          | 600              | 330                 |
| Beautification Committee               | 232                       | 1,042                    | 810            | 78%          | 2,500            | 2,268               |
| Grounds                                | 0                         | 208                      | 208            | 100%         | 500              | 500                 |
| Town Hall                              | 1,158                     | 625                      | (533)          | -85%         | 1,500            | 342                 |
| <b>Caboose Expenses:</b>               |                           |                          |                |              |                  |                     |
| Equipment                              | 0                         | -                        | -              | #DIV/0!      | -                | -                   |
| Electric                               | 80                        | 67                       | (13)           | -20%         | 160              | 80                  |
| Gas                                    | 127                       | 141                      | 14             | 10%          | 338              | 211                 |
| Maintenance - Painting                 | 218                       | -                        | (218)          | #DIV/0!      | -                | (218)               |
| <b>Subtotal - Facilities:</b>          | <b>2,185</b>              | <b>2,708</b>             | <b>523</b>     | <b>19%</b>   | <b>6,498</b>     | <b>5,975</b>        |
| <b>Town Meeting Hall Expenses:</b>     |                           |                          |                |              |                  |                     |
| General Maintenance                    | 939                       | 1,359                    | 420            | 31%          | 3,261            | 2,322               |
| Cleaning                               | 0                         | 2,167                    | 2,167          | 100%         | 5,200            | 5,200               |
| Equipment & Supplies                   | 73                        | -                        | (73)           | #DIV/0!      | -                | (73)                |
| Electric                               | 5,875                     | 2,500                    | (3,375)        | -135%        | 6,000            | 125                 |
| Mgt Fee - 20% gross rental incor       | 927                       | 1,250                    | 323            | 26%          | 3,000            | 2,073               |
| <b>TOTAL MEETING HALL EXPENSES:</b>    | <b>7,814</b>              | <b>7,275</b>             | <b>(539)</b>   | <b>-7%</b>   | <b>17,461</b>    | <b>18,000</b>       |
| <b>TOTAL TOWN FACILITIES:</b>          | <b>9,999</b>              | <b>9,983</b>             | <b>(16)</b>    | <b>0%</b>    | <b>23,959</b>    | <b>23,975</b>       |
| <b>Town Services:</b>                  |                           |                          |                |              |                  |                     |
| Elections                              | 0                         | -                        | -              | #DIV/0!      | -                | -                   |
| Fire Hall Tree Watering                | 0                         | -                        | -              | #DIV/0!      | -                | -                   |
| Grass Mowing                           | 2,400                     | 1,640                    | (760)          | -46%         | 3,936            | 1,536               |
| Trash Collections                      | 384                       | 417                      | 33             | 8%           | 1,000            | 616                 |
| <b>TOTAL TOWN SERVICES:</b>            | <b>2,784</b>              | <b>2,057</b>             | <b>(727)</b>   | <b>-35%</b>  | <b>4,936</b>     | <b>5,663</b>        |
| <b>Utilities:</b>                      |                           |                          |                |              |                  |                     |
| Utilities - Gas and Electric           | -36                       | 250                      | 286            | 114%         | 600              | 636                 |
| Utilities - Water and Sewer            | 82                        | 141                      | 59             | 42%          | 338              | 256                 |
| <b>TOTAL UTILITIES:</b>                | <b>46</b>                 | <b>391</b>               | <b>345</b>     | <b>88%</b>   | <b>938</b>       | <b>593</b>          |
| <b>Dues &amp; Subscriptions:</b>       |                           |                          |                |              |                  |                     |
| Va Municipal League                    | 318                       | 145                      | (173)          | -119%        | 349              | 31                  |
| Other Dues & Subscriptions             | 53                        | 146                      | 93             | 64%          | 350              | 297                 |
| <b>TOTAL DUES &amp; SUBSCRIPTIONS:</b> | <b>371</b>                | <b>291</b>               | <b>(80)</b>    | <b>-27%</b>  | <b>699</b>       | <b>779</b>          |
| <b>Other Contractual Expenses:</b>     |                           |                          |                |              |                  |                     |
| Legal Advertising                      | 72                        | 469                      | 397            | 85%          | 1,125            | 1,053               |
| Printing & Publication                 | 0                         | 281                      | 281            | 100%         | 675              | 675                 |
| Clifton Web Site Design                | 0                         | 2,083                    | 2,083          | 100%         | 5,000            | 5,000               |
| Mayoral Reimbursement                  | 224                       | 417                      | 193            | 46%          | 1,000            | 776                 |
| Clifton Day Expenses                   | 0                         | 83                       | 83             | 100%         | 200              | 200                 |
| Homes Tour Expense                     | 1,358                     | 1,042                    | (316)          | -30%         | 2,500            | 1,142               |
| Farmers' Market Expense                | 0                         | 250                      | 250            | 100%         | 600              | 600                 |
| Haunted Trails Event                   | 6,000                     | 1,250                    | (4,750)        | -380%        | 3,000            | (3,000)             |
| Summer in the Parks Event              | 0                         | 208                      | 208            | 100%         | 500              | 500                 |
| Miscellaneous Contractual Expense:     | 347                       | 417                      | 70             | 17%          | 1,000            | 653                 |
| <b>TOTAL OTHER CONTRACTUAL:</b>        | <b>8,001</b>              | <b>6,500</b>             | <b>(1,501)</b> | <b>-23%</b>  | <b>15,600</b>    | <b>17,101</b>       |
| <b>Commodities:</b>                    |                           |                          |                |              |                  |                     |
| Calendars & Posters Expense            | -                         | -                        | -              | #DIV/0!      | -                | -                   |
| Copies                                 | 0                         | 21                       | 21             | 100%         | 50               | 50                  |
| Postage & Delivery                     | 208                       | 203                      | (5)            | -2%          | 487              | 279                 |
| Computer Supplies                      | 405                       | 208                      | (197)          | -95%         | 500              | 95                  |
| Office Supplies                        | 100                       | 208                      | 108            | 52%          | 500              | 400                 |
| License Plates                         | 641                       | 258                      | (383)          | -149%        | 619              | (22)                |
| Miscellaneous Commodities              | 147                       | 208                      | 61             | 29%          | 500              | 353                 |
| <b>TOTAL COMMODITIES:</b>              | <b>1,501</b>              | <b>1,107</b>             | <b>(395)</b>   | <b>-36%</b>  | <b>2,656</b>     | <b>3,051</b>        |
| <b>HUD Homes Program:</b>              | <b>0</b>                  | <b>5,938</b>             | <b>5,938</b>   | <b>100%</b>  | <b>14,250</b>    | <b>14,250</b>       |
| <b>TOTAL EXPENSES:</b>                 | <b>36,466</b>             | <b>48,357</b>            | <b>11,891</b>  | <b>25%</b>   | <b>116,056</b>   | <b>110,102</b>      |
| <b>NET INCOME (LOSS):</b>              | <b>-15,642</b>            | <b>(5,563)</b>           | <b>10,079</b>  | <b>-181%</b> | <b>(13,352)</b>  | <b>(23,431)</b>     |

NOTE: \$6,000 Haunted Trail Expense represents advance for the event, not a net loss - leaving the net loss \$6,813  
The majority of the budget variance is reflective of the timing of receipt of documentation.

**CAPITAL/GRANT Income Statement for Period ended 11//30/05**

|                                      | Actuals YTD<br>@ 11/30/05 | Budget YTD<br>Annualized | Change<br>Amount | Change %    | Approved 6/7/05<br>Budget<br>FY2006 | Budget<br>Remaining |
|--------------------------------------|---------------------------|--------------------------|------------------|-------------|-------------------------------------|---------------------|
| <b>REVENUES:</b>                     |                           |                          |                  |             |                                     |                     |
| CBA contribution-playground          |                           | 5<br>4,167               | 4,167            | 100%        | 10,000                              | 10,000              |
| Fundraising-Playground               |                           | 8,333                    | 8,333            | 100%        | 20,000                              | 20,000              |
| Federal Grants - Land                | 64,532                    | 40,000                   | (24,532)         | -61%        | 96,000                              | 31,468              |
| Town Match - Land                    |                           | -                        | -                | #DIV/0!     | -                                   | -                   |
| CBA Match - Land                     | 10,000                    | 5,000                    | (5,000)          | -100%       | 12,000                              | 2,000               |
| <b>Total Land Grants</b>             | <b>74,532</b>             | <b>57,500</b>            | <b>(17,032)</b>  | <b>-30%</b> | <b>138,000</b>                      | <b>63,468</b>       |
| Federal Trans. Project - Trails      |                           | 15,080                   | 15,080           | 100%        | 36,192                              | 36,192              |
| Town Match - Trails                  |                           | -                        | -                | #DIV/0!     | -                                   | -                   |
| Town Inkind - Trails                 |                           | 1,885                    | 1,885            | 100%        | 4,524                               | 4,524               |
| CBA match - Trails                   |                           | 1,885                    | 1,885            | 100%        | 4,524                               | 4,524               |
| <b>Total Trails Grants</b>           | <b>-</b>                  | <b>18,850</b>            | <b>18,850</b>    | <b>100%</b> | <b>45,240</b>                       | <b>45,240</b>       |
| Fire Programs Grant                  | -                         | 2,500                    | 2,500            | 100%        | 6,000                               | 6,000               |
| Litter Control Grant                 | -                         | 458                      | 458              | 100%        | 1,100                               | 1,100               |
| <b>Total Revenues</b>                | <b>74,532</b>             | <b>79,308</b>            | <b>4,776</b>     | <b>6%</b>   | <b>190,340</b>                      | <b>115,808</b>      |
| <b>Costs:</b>                        |                           |                          |                  |             |                                     |                     |
| Land Purchase - Fed Proj-Town Match  | 789                       | 45,000                   | 44,211           | 98%         | 108,000                             | 107,211             |
| Trails Improvements                  | 0                         | 18,850                   | 18,850           | 100%        | 45,240                              | 45,240              |
| Fire Program - FCFD                  | 0                         | 2,500                    | 2,500            | 100%        | 6,000                               | 6,000               |
| Litter Control                       | 0                         | 458                      | 458              | 100%        | 1,100                               | 1,100               |
| Town Meeting Hall:                   |                           |                          |                  |             |                                     |                     |
| Physical Improvements                |                           | 9,167                    | 9,167            | 100%        | 22,000                              | 22,000              |
| Equipment                            | 0                         | 208                      | 208              | 100%        | 500                                 | 500                 |
| <b>TOTAL MEETING HALL</b>            | <b>-</b>                  | <b>9,375</b>             | <b>9,375</b>     | <b>100%</b> | <b>22,500</b>                       | <b>22,500</b>       |
| Playground                           | 7,495                     | 12,500                   | 5,005            | 40%         | 30,000                              | 22,505              |
| Caboose Parking Lot/Ford Lane Paving | 0                         | 3,333                    | 3,333            | 100%        | 8,000                               | 8,000               |
| Underground Utility (Main St.)       | 0                         | 2,917                    | 2,917            | 100%        | 7,000                               | 7,000               |
| Miscellaneous                        | 12,927                    | 417                      | (12,510)         | -3002%      | 1,000                               | (11,927)            |
| <b>Total Costs</b>                   | <b>21,211</b>             | <b>95,350</b>            | <b>74,139</b>    | <b>78%</b>  | <b>228,840</b>                      | <b>207,629</b>      |
| <b>Net Revenues/(Cost)</b>           | <b>53,321</b>             | <b>(16,042)</b>          | <b>(69,363)</b>  | <b>432%</b> | <b>(38,500)</b>                     | <b>(91,821)</b>     |

11/19/05 Received a check for \$64,532 from the Commonwealth of VA, DOA-Statewide, noted Clifton Sidewalks - special grant - DOT Ped Bike Plaza.

Federal funds will be reimbursing the Town for Land purchase of \$80,665 booked as asset on the Balance Sheet Report.

Playground Improvements of \$7,495 are funded by the Town's Playground Fund. This will be capitalized as an improvement and reflected on the Balance Sheet accordingly.

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**Subject:** FW: NLC strongly opposes H.R. 4128, the Private Property Rights Protection Act

**Date:** Tue, 1 Nov 2005 10:58:19 -0500

**From:** "Chesley, James C CIV NSWCCD W. Bethesda, 2120" <james.chesley@navy.mil>  
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**To:** "Brant Baber" <bb@baberkal.com>, "Fawn Freeman" <freemanfawn@yahoo.com>, "Jim Chesley" <chesleyjc@nswccd.navy.mil>, "Margo Buckley" <marky@erols.com>, "Michelle Stein" <michellestein@cox.net>, "McCampau" <mcampau@algxmail.com>, "Trisha Robertson" <rtrishr@aol.com>, "William Marnold" <marnold@mccandlaw.com>

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

**From:** Terry, Joni [mailto:JTerry@vml.org]  
**Sent:** Monday, October 31, 2005 16:53  
**Subject:** NLC strongly opposes H.R. 4128, the Private Property Rights Protection Act  
**Importance:** High

----Original Message-----

**From:** Flynn, Mark  
**Sent:** Monday, October 31, 2005 4:47 PM  
**Subject:** FW: NLC strongly opposes H.R. 4128, the Private Property Rights Protection Act  
**Importance:** High

To: VML Key Officials

VML Liaisons

The anti- eminent domain sentiment has hit the Congress of the United States in the House of Representatives. The judiciary committee has reported the bill last referred to committee. It will now go before the House of Representatives.

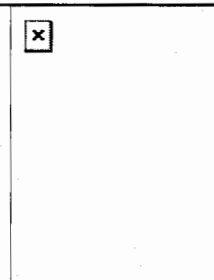
Please review the email, below from the National League of Cities as well as the description in the Issue section states the impact of the bill well.

If this bill becomes law, it will cripple blight remediation efforts of Virginia's cities, eminent domain is needed to complete the project.

Please contact your representative in Congress to oppose the bill. Virginia Cong sponsor, as are Congresswomen Thelma Drake and Jo Ann Davis.

More information about the bill is available at <http://thomas.loc.gov>. Insert H.R. 4

Mark Flynn  
 Director of Legal Services  
 Virginia Municipal League  
 804-649-8471



**Action Alert**

**ISSUE: The National League of Cities (NLC) strongly opposes Property Rights Protection Act of 2005.**

This week - (Wednesday or Thursday), the House of Representatives will vote on a bill sponsored by House Judiciary Chair Sensenbrenner (R-WI) and Conyers (D-MI) that would punish state and local governments that use eminent domain to "subsequently use" private property for economic development, by freezing federal economic development funds for a two-year period. The bill also prohibits the federal government from using eminent domain as a reason to exercise eminent domain.

The bill's language defines "economic development" to mean either using eminent domain from A and give to B "for commercial enterprise carried on for profit," or "to promote the public base, employment, or general economic health." Exceptions are limited to eminent domain for public use and property acquired for use by the public "as of right," public property when leased for a private enterprise, acquiring abandoned property, clearing debris, and eminent domain removal defined narrowly as "removing harmful uses" that "constitute an imminent public health or welfare. The bill would also grant final authority to the courts to determine what constitutes "economic development," giving homeowners up to seven years after the bill's passage to file a challenge.

NLC believes that H.R. 4128 would freeze the process of economic development in this country.

**ACTION NEEDED:**

The House leadership expects to bring H.R. 4128 to the floor during the week of Thursday. Call 202.225.3121 and urge your Member of Congress to oppose H.R. 4128.

- Lead sponsors include **Reps. Sensenbrenner (R-WI), Conyers (**

- **Herseth (D-ND), Bonilla (R-TX), Watters (D-CA), DeLay (R-TX), and Blunt (R-MO).**

**TALKING POINTS**

- **Eminent domain is a state-derived power. States and local governments or the courts - are best suited to govern eminent domain including processes and protections to guard property owners. [Use if applicable [state], the state legislature has passed / indicated that it will address eminent domain. Federal legislation is not needed to address eminent domain [state]]**
- **Congress should not respond with one-size-fits-all, federal legislation with unintended consequences. This bill would quash investor interest in municipal bonds for economic development projects, due to the overreach on projects that involve federal money.**
- **Without the ability to exercise eminent domain to help with economic development, your community would not have: [Insert specific examples of economic development projects your community that would not exist but for the exercise of eminent domain.]**
- **Let state governments act on their own eminent domain laws and not require federal legislation.**




*For more information contact, Stacy Casimiro (casimiro@nlc.org) or Jimmy C. Casimiro "Your Field Operations Team" 202-626-3020*

Marilyn Mohrman-Gillis  
 Director, Policy and Federal Relations  
 National League of Cities  
 1301 Pennsylvania Avenue, N.W.  
 Suite 550  
 Washington, D.C. 20004  
 Direct Dial: 202-626-3023  
 Fax: 202-626-3043  
 mohrman-gillis@nlc.org

**Attachments**

Attachment scan

Files:

|                                                                                                                                                       |                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
|  <b>NLC_Letter_AGAINST_HR4128_3135_102605.doc</b> (114k) [Preview] | <a href="#">Save to Co</a> |
|  <b>Action_Alert_HR_4128_102805__2_.doc</b> (50k) [Preview]        | <a href="#">Save to Co</a> |
|  <b>HR_4128_IH.doc</b> (42k) [Preview]                             | <a href="#">Save to Co</a> |

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**Date:** Tue, 1 Nov 2005 14:12:16 -0800 (PST)

**From:** "fawn freeman" <freemanfawn@yahoo.com> [View Contact Details](#)  
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**Subject:** RE: October Meeting Minutes

**To:** bb@baberkal.com

Brant: I appreciate your comments but sending them on the day (late afternoon) of the meeting does not give me time to review and make any changes. I sent the Council members the October minutes on the 17th.

As previously mentioned, I do not have internet access at my desk. I share a internet station with approximately 80 employees making it challenging, sometimes impossible, to view email at work. On occasion, I have gone to the local library to access the internet during working hours. Additionally, I typically do not leave the office until 7:00 thus getting home around 8:00. We have dial up at home. During the school year I allow my daughter to use the internet to do her homework which typically translates to me accessing our home email only a few times per week.

**Brant Baber <bb@baberkal.com>** wrote:

Here are my suggestions for the minutes.

**From:** fawn freeman [mailto:freemanfawn@yahoo.com]  
**Sent:** Tuesday, November 01, 2005 3:17 PM  
**To:** pawsnfins@cox.net; bb@baberkal.com; chesleyjc@nswccd.navy.mil; freemanfawn@yahoo.com; ghampshire@blankeith.com; lbuller@cns.gov; marnold@mccandlaw.com; townofclifton@aol.com; marky@erols.com  
**Subject:** October Meeting Minutes

Thanks...

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Subject:RE: FW: DRAFT OCTOBER MEETING MINUTES

Date: Wed, 19 Oct 2005 17:34:35 -0400

From: "Buller, Levon" <LBULLER@cns.gov> View Contact Details  Add

Mobile Alert

To: "fawn freeman" <freemanfawn@yahoo.com>

Here's updated language for my motion to move into closed session:

### Motion

Mr. Buller made a Motion pursuant to Section 2.2-3 711 (A)(3) of the Virginia Code for the Council to go into closed session to discuss the disposition of publicly held properties, specifically the Town Hall properties.

Motion passed unanimously.

Mike & Betty:

**Sunday, November 20**

I am hosting a Southern Living Party at my house from 2:00 until 4:00. I have several Southern Living items such as their cast iron folding tables with glass tops that I use on the deck and in the dining room; crystal carafe w/glass that I keep by my bedside; and many other such lovely items.

**Saturday, December 3**

Historic Clifton Candlelight Tour of Homes. Tickets are \$15 each which are printed as a brochure and includes a write up for each tour that highlights when it was built, what it was used as, and its present use.

**Schedule of Events**

2:00 pm Caroling on Horseback - sponsored by the Clifton Horse society. Local residents decorate their horses in Christmas finery and parade around Clifton singing Christmas carols.

4:00 to 7:30 Historic Homes Tour

8:00 p.m. Lighting of Christmas Tree in Ayre Square

Raffle Tickets - \$1.00 each and can be purchased at the Caboose and Clifton Primitive Baptist Church. Prizes Include - Dinners at Heart in Hand, The Hermitage Inn, Rosemary's Thyme restaurants; one night stay at the Canary Cottage Bed & Breakfast; and gift certificate from Baskets and Boughs gift shop.

**Quasar**

The following emails are from residents in and around the Town of Clifton. All of the emails that were sent voiced support for the police presence in Town.

~~~~~

I can only speak for myself and my family, but the presence of police officers in the town of Clifton adds immeasurably to our feeling safe and assured that we can let our kids walk through the town or to the park and enjoy freedoms that we could not allow in a different environment. My kids frequent the Clifton store and the shops on Chapel Street and I am always happy to see a police officer in the vicinity. I can't imagine why anyone would feel otherwise. Just as we appreciate the presence of Fire Station 16, we view the police presence as an important benefit of living in Clifton. I have noticed far less speeding and running of stop signs since we have had a dedicated police presence also. When I am inconvenienced by a police check or the stopping of a vehicle on Main Street, I think of it as a good thing and one that may make Clifton less attractive as a pass through for the masses. Thanks for the opportunity to express my appreciation for the Fairfax police officers who work in Clifton.
Karen Williams

~~~~~

I welcome the presence of the Fairfax County Police Department in and around Clifton.  
Lucky Owen  
12726 Clifton Heights Lane  
Clifton, VA 20124

~~~~~

I was amazed when a town resident whined at me because she thought she should be exempt from being ticketed for speeding in "her own town." Then she told me she was doing 50 mph on Main Street! The nerve! I

have kids who cross Main Street (and so does she)! I got a ticket, myself, last year for doing 35 as I was approaching town. Of course I didn't like paying it, but it was a good wake-up call. Now, I am much more attentive to speed limit signs and, therefore, a better driver.

If you don't appreciate the police presence in town, I'd say you're either a criminal, an idiot, or, like that woman I just mentioned, a really big jerk.

Terre Simpson

Due to prior plans we will not be able to attend this evenings meeting but do have some very strong feelings supporting the police officers who have made this community a much, much safer place to live, walk, and enjoy. Here are just two obvious examples:

- The stretch of Chapel road from in front of the Post Office to Frosty Meadows is no longer a two way speedway, with cars not even attempting to slow down for the stop sign - the speed bump makes no difference, cars either go over it or swerve around it through the parking lot by the Post Office.
- We no longer have cars racing over School Street or up and down Water Street looking for shortcuts. These speeders were endangering the many children who live and play in the area as well as the adults - including firefighters - who use the peaceful streets for walking.

If a towns person is complaining about getting a ticket it is not the police officer making that decision, it was the decision of the towns person to break the law - no sympathy there at all!

If a local merchant thinks that police officers purchasing goods from their store and staying to consume those goods is hurting business - consider when the police officers are not present and no one can turn in or get out of certain parking areas in front of certain stores because of the speeding traffic. Also, if the presence of a police officer on the premises of a business turns away customers - do you really want people in your store who are afraid to be seen by the police? I wouldn't.

We were totally shocked and angered reading about the actions of certain townspeople towards the police - the same police who were asked to come in and help with a growing safety issue, have people forgotten why we asked for help in the first place? What will it take for some people in town to figure out WHY we haven't had a child run over or a high speed head on collision in our town?

Put our family on record as fully supporting the police officers who have made a positive difference in the safety of our town.

The Williams Family, Frog Hill

Mayor Chesley,

I live outside the town of Clifton about 3 miles on Henderson Road. My wife has a retail establishment in town. We feel very connected to the town. We have lived here for 11 years.

I support your views on police presence in Clifton. This is a good thing. Just saw the email.

Please keep me informed on this issue if you are able to, and if I can support you on this issue, please do not hesitate to contact me.

Thank you,

Gregory Lambertson
12219 Henderson Road
Clifton, VA 20124
(703)222-0307
(571)338-2862

We support the police presence in our Town. I think it's great to see the police out of their cars and interacting with our community. Let's welcome them as much as we welcome our firemen!

Paula Sampson

Dear Mayor and Town Council Members,

I understand some Clifton residents and/or business owners have voiced objection to the recent increased police presence in Town. As a law-abiding citizen, long-time property owner, and nearby resident, I welcome this presence. Having the police more visible in Town means less of a chance of a break-in, vandalism, or other damage to my property. Having the police watching out for traffic violations means less speeding, safer streets, and an increased opportunity to arrest drunk drivers. Furthermore, I would be delighted to have people know that the Town of Clifton does not tolerate speeding, running stop signs, or other assorted traffic violations.

Accordingly, I am wholeheartedly in favor of continuing the increased police presence and checking for traffic violations. Thank you.

Sincerely,

Sheldon Hofferan

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3. Write name and submit after completing each steps please send me an email and give me a pulse check on your situation.

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Thanks,
Rick

Rick Nierengarten
Enrollment Director

Direct Line: 612-977-5801
Toll Free: 1-888-CAPELLA ext. 5801
Fax: 612-977-5064 or 612-977-5801
E-mail: rick.nierengarten@capella.edu

Capella University
225 South 6th Street, 9th Floor
Minneapolis, MN 55402

www.capella.edu

If you have family, friends, or colleagues who are expressing interest in obtaining a Bachelor's, Master's, MBA or PhD Degree, I would be glad to assist them in their pursuits. If you can provide their name and email address, I will reach out to them with an introductory email. Those same individuals can also reach me at 1-888-227-3552 (1-888-CAPELLA) Ext. 5801 or Rick.nierengarten@capella.edu

The Federal Trade Commission's "Do Not Call" law went into effect October 1, 2003. A provision of this rule allows us to call you for a period of 90 days from your initial inquiry. After that time, we are not allowed to call a prospective learner if they are on the "Do Not Call" list. Because Capella University supports this legislation and your right to privacy, we are seeking consent to call from all of our prospective learners, not just those who have put their names on the "Do Not Call" list. I respectfully request your permission to contact you by phone. To grant permission for telephone contact, please visit the link below: <http://www.capella.edu/agreement/consent.asp>

Town of Clifton
Profit & Loss Budget Performance
July through November 2005

	<u>Jul - Nov 05</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
Interest Income	1,826	473	1,353	386%	1,411
Clifton Day Revenues	445				524
Community Hall Revenues					
Community Hall Rentals	4,630	4,450	180	104%	13,723
Total Community Hall Revenues	4,630	4,450	180	104%	13,723
Farmers' Market Income	0	525	(525)	0%	525
Franchise Fees	2,300				
Grants					
County of Fairfax					
Clifton Sidewalks	64,352				
Total County of Fairfax	64,352				
Federal					
Transportation Project-Trails					
Town Match-Trails	10,000				
Total Transportation Project-Trails	10,000				
Total Federal	10,000				
Total Grants	74,352				
Haunted Trail Event	0	(219)	219	0%	(219)
Homes Tour	465				2,905
HIID Homes	0	131,851	(131,851)	0%	290,484
Other Income	0	9	(9)	0%	6,941
Playground Reserve Donations	0	11,463	(11,463)	0%	11,463
S.R. - Litter Control Grant	0	1,000	(1,000)	0%	1,000
Tax and Permits Revenue					
ARC Profits	222	78	144	285%	457
ARR Permits	30	30	0	100%	535
BPOL tax	0				12,660
R7A Fee	0	250	(250)	0%	750
Cigarette Tax	1,141	410	731	278%	1,375
Motor Vehicle Taxes	4,033	3,621	412	111%	5,356
PC-Subdivision	0	66	(66)	0%	791
Railroad Tax	1,262	1,278	(16)	99%	1,278
Sales Tax	3,791	7,117	(3,326)	53%	19,411
Use Permits	300	150	150	200%	950
Utility Consumption Tax	379	475	(96)	80%	1,161
Total Tax and Permits Revenue	11,158	13,475	(2,317)	83%	44,724
Total Income	95,176	163,027	(67,851)	58%	373,481
Expense					
Payroll Expenses					
Gross Wages					
Town Clerk (Administrative)	0				4,500
Town Treasurer	0				4,500
Total Gross Wages	0				9,000
Payroll Taxes					
FICA	0	574	(574)	0%	1,262
Total Payroll Taxes	0	574	(574)	0%	1,262
Total Payroll Expenses	0	574	(574)	0%	10,262
Contractual					
Insurance	5,082	2,453	2,629	207%	2,453
Town Government					

Town of Clifton
Profit & Loss Budget Performance
July through November 2005

	<u>Jul - Nov 05</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Architectural Review Board	0				5
Planning Commission	1,980	66	1,914	3,000%	3,236
Total Town Government	1,980	66	1,914	3,000%	3,241
Professional Fees					
Legal Fees	3,472	1,980	1,492	175%	13,360
Special Counsel	3,230				7,078
Total Professional Fees	6,702	1,980	4,722	338%	20,438
Rent					
Ayre Square Rental	270	154	116	175%	308
Railroad Siding Rental	100	100	0	100%	775
Total Rent	370	254	116	146%	1,083
Town Maintenance					
Beautification Comm.	232	450	(218)	52%	945
Grounds Maintenance	0	1,472	(1,472)	0%	1,550
Town Hall Maintenance	1,158	1,738	(580)	67%	2,032
Total Town Maintenance	1,390	3,660	(2,270)	38%	4,527
Town Services					
Elections	0				495
Grass Mowing	2,400	2,850	(450)	84%	3,750
Trash Collection	384	702	(318)	55%	1,687
Total Town Services	2,784	3,552	(768)	78%	5,932
Utilities					
Gas and Electric	(36)	(208)	172	17%	512
Water	82	150	(68)	55%	301
Total Utilities	46	(58)	104	(79%)	813
Dues and Subscriptions					
Va. Municipal Leaque	318	306	12	104%	306
Dues and Subscriptions - Other	53	35	18	151%	285
Total Dues and Subscriptions	371	341	30	109%	591
Caboose Expenses					
Caboose - Trentane Gas	127	135	(8)	94%	264
Caboose Electric	80	98	(18)	82%	260
Caboose Maintenance	218				
Total Caboose Expenses	425	233	192	182%	524
Community Hall Expenses					
C.H.-Cleaning	0	600	(600)	0%	1,350
C.H.-Equipment	73				1,562
C.H.-General Maintenance	939	618	321	152%	2,337
C.H.-Management Fee	926	890	36	104%	2,835
C.H. - Electric	5,875	1,605	4,270	366%	10,457
C.H. Floors	0	1,000	(1,000)	0%	2,499
Community Hall Expenses - Other	0	107	(107)	0%	116
Total Community Hall Expenses	7,813	4,820	2,993	162%	21,156
Clifton Day Expenses	0	191	(191)	0%	191
Homes Tour/Bazaar Exp	1,358	50	1,308	2,716%	680
Legal Advertising	72	200	(128)	36%	399
Mavoral Reimbursement	224	548	(324)	41%	1,655
Miscellaneous	347	372	(25)	93%	1,316
Printing and Reproduction	0	153	(153)	0%	153
Total Contractual	28,964	18,815	10,149	154%	65,152
Farmers' Market Expense	0	463	(463)	0%	463
Haunted Trail Expenses	6,000	1,160	4,840	517%	1,160

Town of Clifton
Profit & Loss Budget Performance
 July through November 2005

	<u>Jul - Nov 05</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Commodities					
Computer Supplies	405				1,108
Copies	0	32	(32)	0%	72
License Plates	641				
Miscellaneous	147	232	(85)	63%	792
Office Supplies	100	234	(134)	43%	427
Postage and Delivery	208	221	(13)	94%	544
Total Commodities	1,501	719	782	209%	2,943
CIF Expenses					
CIF-Miscellaneous	12,927				
CIF-Playground Impr.	7,495				
Total CIF Expenses	20,422				
Fed Fund-Transportation Proj					
F.F.- Transp. Project-Trails	0	1,445	(1,445)	0%	1,895
F.F. - Transp. Project-Land	0	475	(475)	0%	850
Fed Trans.Land - Town Match	789				183
Total Fed Fund-Transportation Proj	789	1,920	(1,131)	41%	2,928
Total Expense	57,676	23,651	34,025	244%	82,908
Net Ordinary Income	37,500	139,376	(101,876)	27%	290,573
Net Income	37,500	139,376	(101,876)	27%	290,573

Town of Clifton
Income Statement for Period Ended November 30, 2005

	Actuals YTD @ 11/30/05	Budget YTD Annualized	Change		Approved 6/7/05	
			Amount	Change %	Budget FY2006	Budget Remaining
REVENUES:						
		5				
Taxes & Permits Revenues:						
Sales Tax	3,791	8,167	4,376	54%	19,600	15,809
BPOL Tax	-	9,000	9,000	100%	21,600	21,600
Utility Consumption Tax	379	467	88	19%	1,120	741
Motor Vehicle Tags	4,033	2,083	(1,950)	-94%	5,000	967
No. Va. Cigarette Tax	1,141	750	(391)	-52%	1,800	659
Use Permits	300	417	117	28%	1,000	700
Cox franchise revenue	2300	4,167	1,867	45%	10,000	7,700
PC Subdivision Permits	-	-	-	#DIV/0!	-	-
ABC Tax	222	125	(97)	-78%	300	78
ARB Permits	30	33	3	10%	80	50
Railroad Tax	1,262	627	(636)	-101%	1,504	242
TOTAL TAXES & PERMITS:	13,458	25,835	12,377	48%	62,004	49,627
<i>NOTE: \$1,522.00 additional Motor Vehicle tags deposit is made in December.</i>						
Town Facilities Rentals:						
Community Hall	4,630	5,833	1,204	21%	14,000	9,371
Park/Square/Gazebo	-	167	167	100%	400	400
				#DIV/0!		
Other Revenues:						
Interest Income	1,826	1,042	(784)	-75%	2,500	674
Haunted Trail Event	-	6,667	6,667	100%	16,000	16,000
Clifton Day Revenues	445	417	(28)	-7%	1,000	555
Homes Tour	465	2,542	2,077	82%	6,100	5,635
Farmers' Market Income	-	292	292	100%	700	700
HUD Homes	-	-	-	#DIV/0!	-	-
Other income-refunds	-	-	-	#DIV/0!	-	-
TOTAL OTHER REVENUE:	2,736	10,958	8,223	75%	26,300	23,564
TOTAL REVENUES:	20,824	42,793	21,970	51%	102,704	82,962
EXPENSES:						
Payroll Expenses:						
Town Clerk Salary	0	1,250	1,250	100%	3,000	3,000
Town Treasurer Salary	0	3,333	3,333	100%	8,000	8,000
Payroll Taxes	0	701	701	100%	1,683	1,683
Payroll Miscellaneous	-	-	-	#DIV/0!	-	-
TOTAL PAYROLL EXPENSES:	0	5,285	5,285	100%	12,683	7,398
CONTRACTUAL EXPENSES:						
Insurance	5,082	1,535	(3,547)	-231%	3,684	7,231
Town Government:						
ARB Expenses	0	438	438	100%	1,051	1,051
BZA Expenses	0	42	42	100%	100	100
Planning Commission Expenses	1,980	417	(1,563)	-375%	1,000	(980)
TOTAL GOVERNMENT:	1,980	896	(1,084)	-121%	2,151	3,235
Professional Fees:						
Accounting - Multi Year Audit Review	0	5,417	5,417	100%	13,000	13,000
Legal Fees	3,472	4,167	695	17%	10,000	6,528
Special Counsel	3,230	4,167	937	22%	10,000	6,770
Professional fees - other	0	-	-	#DIV/0!	-	-
Web site hosting/maintenance	0	625	625	100%	1,500	1,500
TOTAL PROFESSIONAL FEES:	6,702	14,375	7,673	53%	34,500	26,827

Town of Clifton
Income Statement for Period Ended November 30, 2005

	Actuals YTD @ 11/30/05	Budget YTD Annualized	Change		Approved 6/7/05	
			Amount	Change %	Budget FY2006	Budget Remaining
Town Facilities:						
Railroad Siding Rent	100	375	275	73%	900	800
Ayre Square Rent	270	250	(20)	-8%	600	330
Beautification Committee	232	1,042	810	78%	2,500	2,268
Grounds	0	208	208	100%	500	500
Town Hall	1,158	625	(533)	-85%	1,500	342
Caboose Expenses:						
Equipment	0	-	-	#DIV/0!	-	-
Electric	80	67	(13)	-20%	160	80
Gas	127	141	14	10%	338	211
Maintenance - Painting	218	-	(218)	#DIV/0!	-	(218)
Subtotal - Facilities:	2,185	2,708	523	19%	6,498	5,975
Town Meeting Hall Expenses:						
General Maintenance	939	1,359	420	31%	3,261	2,322
Cleaning	0	2,167	2,167	100%	5,200	5,200
Equipment & Supplies	73	-	(73)	#DIV/0!	-	(73)
Electric	5,875	2,500	(3,375)	-135%	6,000	125
Mgt Fee - 20% gross rental incorr	927	1,250	323	26%	3,000	2,073
TOTAL MEETING HALL EXPENSES:	7,814	7,275	(539)	-7%	17,461	18,000
TOTAL TOWN FACILITIES:	9,999	9,983	(16)	0%	23,959	23,975
Town Services:						
Elections	0	-	-	#DIV/0!	-	-
Fire Hall Tree Watering	0	-	-	#DIV/0!	-	-
Grass Mowing	2,400	1,640	(760)	-46%	3,936	1,536
Trash Collections	384	417	33	8%	1,000	616
TOTAL TOWN SERVICES:	2,784	2,057	(727)	-35%	4,936	5,663
Utilities:						
Utilities - Gas and Electric	-36	250	286	114%	600	636
Utilities - Water and Sewer	82	141	59	42%	338	256
TOTAL UTILITIES:	46	391	345	88%	938	593
Dues & Subscriptions:						
Va Municipal League	318	145	(173)	-119%	349	31
Other Dues & Subscriptions	53	146	93	64%	350	297
TOTAL DUES & SUBSCRIPTIONS:	371	291	(80)	-27%	699	779
Other Contractual Expenses:						
Legal Advertising	72	469	397	85%	1,125	1,053
Printing & Publication	0	281	281	100%	675	675
Clifton Web Site Design	0	2,083	2,083	100%	5,000	5,000
Mayoral Reimbursement	224	417	193	46%	1,000	776
Clifton Day Expenses	0	83	83	100%	200	200
Homes Tour Expense	1,358	1,042	(316)	-30%	2,500	1,142
Farmers' Market Expense	0	250	250	100%	600	600
Haunted Trails Event	6,000	1,250	(4,750)	-380%	3,000	(3,000)
Summer in the Parks Event	0	208	208	100%	500	500
Miscellaneous Contractual Expense:	347	417	70	17%	1,000	653
TOTAL OTHER CONTRACTUAL:	8,001	6,500	(1,501)	-23%	15,600	17,101
Commodities:						
Calendars & Posters Expense		-	-	#DIV/0!	-	-
Copies	0	21	21	100%	50	50
Postage & Delivery	208	203	(5)	-2%	487	279
Computer Supplies	405	208	(197)	-95%	500	95
Office Supplies	100	208	108	52%	500	400
License Plates	641	258	(383)	-149%	619	(22)
Miscellaneous Commodities	147	208	61	29%	500	353
TOTAL COMMODITIES:	1,501	1,107	(395)	-36%	2,656	3,051
HUD Homes Program:	0	5,938	5,938	100%	14,250	14,250
TOTAL EXPENSES:	36,466	48,357	11,891	25%	116,056	110,102
NET INCOME (LOSS):	-15,642	(5,563)	10,079	-181%	(13,352)	(23,431)

NOTE: \$6,000 Haunted Trail Expense represents advance for the event, not a net loss - leaving the net loss \$6,813
The majority of the budget variance is reflective of the timing of receipt of documentation.

Town of Clifton
Balance Sheet
As of November 30, 2005

Nov 30, 05

ASSETS

Current Assets

Checking/Savings

Checking-SunTrust	(637)	<i>Outstanding checks in transit.</i>
Investments-LGIP	100,876	<i>Balance in account 12/4/05 is \$6,440.98</i>
Investments - SunTrust		
CPC PC Escrow Fund	2,749	
Haunted Trail Funds	864	
Playground Reserve Fund	20,744	
Investments - SunTrust - Other	332,493	
Total Investments - SunTrust	<u>356,850</u>	

Total Checking/Savings 457,089

Accounts Receivable

Accounts Receivable	
BPOL Receivable	285
Accounts Receivable - Other	1,933
Total Accounts Receivable	<u>2,218</u>

Total Accounts Receivable 2,218

Total Current Assets 459,307

Fixed Assets

Fixed Assets

Buildings	11,354
Equipment	21,058
Improvements	77,957
Land	
NVCT-No Va Conservancy Trust	80,665
Land - Other	113,469
Total Land	<u>194,134</u>

Total Fixed Assets 304,503

Total Fixed Assets 304,503

TOTAL ASSETS 763,810

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	
Accounts Payable	3,471
CPC Escrow Fund Balance	1,033
Total Accounts Payable	<u>4,504</u>

Total Current Liabilities 4,504

Town of Clifton
Balance Sheet
As of November 30, 2005

	<u>Nov 30, 05</u>
Total Liabilities	4,504
Equity	
Opening Bal CIF Equity	220,902
Opening Bal G.F. Equity	21,125
Retained Earnings	479,779
Net Income	<u>37,501</u>
Total Equity	<u>759,307</u>
TOTAL LIABILITIES & EQUITY	<u><u>763,811</u></u>

CAPITAL/GRANT Income Statement for Period ended 11//30/05

	Actuals YTD @ 11/30/05	Budget YTD Annualized	Change		Approved 6/7/05	
			Amount	Change %	Budget FY2006	Budget Remaining
REVENUES:						
		5				
CBA contribution-playground		4,167	4,167	100%	10,000	10,000
Fundraising-Playground		8,333	8,333	100%	20,000	20,000
Federal Grants - Land	64,532	40,000	(24,532)	-61%	96,000	31,468
Town Match - Land		-	-	#DIV/0!	-	-
CBA Match - Land	10,000	5,000	(5,000)	-100%	12,000	2,000
Total Land Grants	74,532	57,500	(17,032)	-30%	138,000	63,468
						-
Federal Trans. Project - Trails		15,080	15,080	100%	36,192	36,192
Town Match - Trails		-	-	#DIV/0!	-	-
Town Inkind - Trails		1,885	1,885	100%	4,524	4,524
CBA match - Trails		1,885	1,885	100%	4,524	4,524
Total Trails Grants	-	18,850	18,850	100%	45,240	45,240
Fire Programs Grant	-	2,500	2,500	100%	6,000	6,000
Litter Control Grant	-	458	458	100%	1,100	1,100
Total Revenues	74,532	79,308	4,776	6%	190,340	115,808
						-
Costs:						
Land Purchase - Fed Proj-Town Match	789	45,000	44,211	98%	108,000	107,211
Trails Improvements	0	18,850	18,850	100%	45,240	45,240
Fire Program - FCFD	0	2,500	2,500	100%	6,000	6,000
Litter Control	0	458	458	100%	1,100	1,100
Town Meeting Hall:						-
Physical Improvements		9,167	9,167	100%	22,000	22,000
Equipment	0	208	208	100%	500	500
TOTAL MEETING HALL	-	9,375	9,375	100%	22,500	22,500
Playground	7,495	12,500	5,005	40%	30,000	22,505
Caboose Parking Lot/Ford Lane Paving	0	3,333	3,333	100%	8,000	8,000
Underground Utility (Main St.)	0	2,917	2,917	100%	7,000	7,000
Miscellaneous	12,927	417	(12,510)	-3002%	1,000	(11,927)
Total Costs	21,211	95,350	74,139	78%	228,840	207,629
						-
Net Revenues/(Cost)	53,321	(16,042)	(69,363)	432%	(38,500)	(91,821)

11/19/05 Received a check for \$64,532 from the Commonwealth of VA, DOA-Statewide, noted Clifton Sidewalks - special grant - DOT Ped Bike Plaza.

Federal funds will be reimbursing the Town for Land purchase of \$80,665 booked as asset on the Balance Sheet Report.

Playground Improvements of \$7,495 are funded by the Town's Playground Fund. This will be capitalized as an improvement and reflected on the Balance Sheet accordingly.

Town of Clifton
Chronicle Listing of Events for Town Police Coverage and Related Items that Warrant Police Enforcement
August 2000 October 2005

No.	Date	Source	Text
1	10/4/05	Town Council Meeting Minutes	Item 5. Citizen Remarks: Mr. Chesley remarked regarding the increase in police presence. He stated the increase is due to the Town's request several years ago for police presence due to unwarranted activity and as a result of the division of the Fair Oaks district and we the only town in the Sully district. There is an on duty police officer assigned to Clifton 4 hours a day and they set up in the town for over-time duty in the evening hours. Mr. Chesley requested that police not be here during morning traffic hours but did remark [we] do not have control over their patrol time and place.
2	10/5/05	Email from Wayne Nickum to Jim Chesley	Why does the County of Fairfax continue to use Police Officers in the Town of Clifton in a way to increase the daily commute for Town of Clifton and Clifton residents in addition to the pass-through traffic? Today, a Police Officer was stationed at the intersection of School Street and Main Street in the Town of Clifton. The only items the Officer was checking for expired license plates and expired inspection stickers. The result was a vehicle back up on Clifton Road to Compton Road which adds approximately 20-30 minutes additional commute for the Clifton area residents. I note the Police Officer at that location from 5:45 p.m. until 7 p.m. Please do not respond to me that Jim Chesley has requested such Police presence. The Town Council never had an opportunity to vote on the Clifton presence in the Town of Clifton.
3	1/6/04	Town Council Meeting Minutes	Item 10. Town speed bumps have been placed on Main Street and on Chapel Road. A speed table has been installed at Main Street and Dell Avenue. Chris O'Donnell expressed concern over the speeders on Pendleton Avenue. Mayor Chesley will look into the installation of a hump on this street.
4	10/7/03	Town Council Meeting Minutes	Item 6. Citizen Deb Dillard reported two instances of motorists' running stop sign on Chapel Road. She will be filing a complaint with police.
5	6/3/03	Town Council Meeting Minutes	Officer Mary Hulse from Sully Station spoke about the Neighborhood Watch Program. Individuals must be 18 years of age and trained in rules and regulations of the program in order to participate. On June 17 there will be a meeting at the station where town representatives form CAC Citizens' Advisory Committee will have the opportunity to speak and ask questions of the police Captain. There meetings are held monthly on the third Tuesday of every month, with the exception of July and August. The station number is 703-691-2131, and will be included in our next directory. Also discussed

Town of Clifton
Chronicle Listing of Events for Town Police Coverage and Related Items that Warrant Police Enforcement
August 2000 October 2005

			was the dangerous intersection of Newman and Colchester where a recent accident and fatality occurred involving a car and motorcycle.
6	4/1/03	Town Council Meeting Agenda	5. Unfinished Business - Police enforcement stats - Speed tables on Main Street
7	4/1/03	Town Council Meeting Minutes	Not included in stack received from Jim
8	1/7/03	Town Council Meeting Minutes	Item 14. Location and placement of speed bill board will be handled by Laura Harrington and Wayne Nickum
9	1/12/02	Town Council Meeting Minutes	Item 8. Speed billboards: These show individual driver speeds and must be attached to telephone poles and hooked up to power. Motion made to include recommendation from Wayne Nickum and Laura Harrington as to where these boards should be placed at January Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Holloway, Nickum
10	12/3/02	Town Council Meeting Agenda	Item 8. Placement of Speed Billboards Item 9. Haunted Trail Debrief/Suggestions (Armed Police)
11	10/18/02	Email from Jim Chesley to Ingram Technologies, LLC	On September 30, 2002 we received a pro forma invoice to confirm the price of two-V12C-2M speed sign internal power supply indicators. You faxed a copy of the invoice to Wayne Nickum and Amanda West on that date. The Town of Clifton authorized the purchase of speed sign indicators at our September 2002 Town Council meeting. Your Pro Forma invoice was discussed at our October 2002 Town Council meeting. With this letter we order the items as indicated in the Pro Forma invoice #903102A. The billing and shipping directions are noted on the Pro Forma invoice. In order to meet our grant requirements for reimbursement our submission date is November 15, 2002. Please process ASAP.
12	9/3/02	Town Council Meeting Minutes	Item 5. Clifton area Police enforcement discussed. \$67,000 has been allotted, giving 30 hours weekly of officer coverage to Clifton. In July and August of 2002, over 31 days, 149 tickets were issued, 131 warnings given, and 10 accidents reported. Item 15. Grant money has been received for traffic calming devices and radar gun. Motion made to authorize the spending of \$4,400 for this purpose. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Holloway, Nickum

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13	8/6/02	Town Council Meeting Minutes	Item 7. Proposed traffic calming techniques: Doug Hanson, Fairfax County Department of Transportation presented information on the following: Main Street and Dell Avenue: discussion of multi-way stop sign; raised crosswalk; speed table at Pendleton Avenue/Chapel Road and Dell Avenue/Main Street to slow speeding vehicles; Speeding penalty fines; Motion made to put multi-way stop sign at Main and Dell on hold for the present time and to look into speed tables on Pendleton Avenue, on Main Street at Booth property, and on Main Street between Chapel Road and School Street; and to consider raised pedestrian crosswalk adjacent to Fire Station on Chapel Road. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Holloway, Nickum
14	8/6/02	Fairfax County Department of Transportation Residential Traffic Administration Program R-TAP	Proposed Traffic Calming Measures Town of Clifton Virginia: 1. Multi-way stop at Main Street/Dell Avenue (already installed); 2. Raised pedestrian crosswalk at current location of painted crosswalk on Chapel Road adjacent to fire station; 3. (Option 1): Raised pedestrian crosswalk on Main Street approximately 10-15 feet south of Chapel Road and the eradication of the painted crosswalk in the north quadrant of intersection; (Option 2): Speed table located on Main Street midway between Chapel Road and School Street. Existing painted crosswalks at both intersections crossing Main Street to remain; 4. \$200 Fine for speeding penalty on Newman Road between Clifton Road and Old Yates Ford Road.
15	7/2/02	Town Council Meeting Minutes	Item 15. Community Hall break-ins (five times in two years) were discussed. Motion made to look into the upgrading of security measures for hall. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Holloway, Nickum Item 18. Town police officer will give report at August meeting. Item 23. State of Virginia will contribute up to \$5000 in supplies (such as radar gun) for communities to fight crime. Motion made for Richard King and Michelle Stein to look in to grant and develop proposal. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Holloway, Nickum
16	6/4/02	Town Council Meeting Minutes	Item. 19 Police coverage for July 4 th event has been arranged. Police invited to July Town Council meeting to present what will be best to ensure adequate coverage for our Town. Also to be discussed: Town radar gun. Item 20. Mayor's report of traffic calming devices for Town of Clifton. VDOT has

Town of Clifton
 Chronicle Listing of Events for Town Police Coverage and Related Items that Warrant Police Enforcement
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			approved three-way stop at Dell and Main Streets with warning sign and 25 mph speed signs erected. Also being considered are raised brick crosswalks that help to slow traffic. Mayor Chesley urged Town Council members to look at these raised crosswalks on Burke Station Road in Fairfax to get an idea of how they look and work. Item 21. Also being considered are additional signs at railroad crossing. Wayne Nickum brought up concern over cars being stopped on the tracks as cars are backing out from the Clifton Store. Bill Holloway asked to look into original use permit issued to store to see how parking was to be addressed. This issue will be put on July agenda.
17	5/2/02	Email from Lynn Stanton-Hoyle [Clifton Presbyterian Church] forwarding email sent to her from Sharon Bulova [Fairfax County]	Because you brought the problem of traffic congestion and speeding in Clifton to my attention, I wanted to let you know that the Fairfax County Board of Supervisors has approved roughly \$2,000 to fund the presence of a police officer in the Town of Clifton during peak traffic hours. This action was in line with Mayor Chesley's request for additional police support for five hours per day. Hopefully, this police presence will reduce some of the speeding, traffic accidents and near misses reported in Clifton. I and the Board of Supervisors were happy to take this action to alleviate a dangerous situation.
18	4/24/02	"Tiny Town Besieged by Traffic" More Than 10,500 Cars Go Through Clifton: Population 225; by William Branigin, Washington Post, Wednesday, April 24, 2002; Page PW04	Paragraph 1: Clifton and braked sharply as Nick Heckett crossed Main Street, pushing his 9-month-old son in a stroller. Paragraph 3: Residents...say such incidents threaten them often as more than 10,500 cars pass through every weekday, clogging Main Street and creating backups of up to two miles long during rush hours. With the traffic volume have come occasional speeders, some whom barrel into Clifton at more than twice the town's 25 mph speed limit. Paragraph 4: "I'm starting to accept the volume, but I am not going to accept the speeding." Mayor James Chesley, "That is completely unacceptable, and it's not going to be tolerated." A crackdown, he warns is coming soon. Paragraph 9: The traffic is so bad residents say that they often cannot pull out of their driveways or safely cross the street. Vehicles parked on the street and picket fences on corner lots are routinely clipped by hit-and-run drivers. Exhaust from passing cars and trucks coats clapboard houses with grime and raises air pollution levels above the nation average.

Town of Clifton
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			<p>Paragraph 10: Even shop owners complain, saying drivers often dare not to stop to buy something for fear of not being able to get back out into traffic.</p> <p>Paragraph 11: "...some residents favor putting a traffic light in the middle of Clifton. Some have even proposed setting up a tollbooth."</p> <p>Paragraph 13: "...VDOT informed him that the Byrd Road Act of 1932 supersedes the town's charter, effectively ruling out a tollbooth. Instead, the department suggested Chesley look into "possible traffic calming measure."</p> <p>Paragraph 14: Chesley said he is working with Fairfax County and state officials to implement some of these measures. Meanwhile, he is urging county police to crack down on speeders by assigning "a full-time policeman for the Clifton area."</p> <p>Paragraph 15: Police say their closest station, at Fair Oaks, does not have the manpower to put someone in Clifton permanently but might be able to do "selective enforcement." The county board of supervisors approved a proposal by Supervisor Elaine N. McConnell (R-Springfield), whose district includes Clifton, to add \$62,000 a year to the county budget to pay for a police presence in the town six hours a day, using officers on overtime.</p> <p>Paragraph 17. Of the 10,542 vehicles that passed in front of Heart in Hand restaurant on Main Street in both directions during a 24 hour period last October, more than 1,7000 exceeded the speed limit, and 53 of them were clocked at more than 50 mph, a traffic study showed.</p> <p>Paragraph 19. Thomas P. McNamara, 54, who owns the Clifton General Store and is running against Chesley for mayor in local elections May 7, said the traffic "is a nuisance, but it's not new." He said there needs to be some sort of "balance"... "I'm very much against something radical like a tollbooth, he said."</p> <p>Paragraph 20. "...originated with Chesley's wife, Jennifer..." She has since proposed that a \$1 toll be levied on nonresident motorists leaving town unless they could produce a token from a purchase in a local shop."</p> <p>Paragraph 26. Wayne Nickum, 58 , a former Clifton mayor who is running for reelection to the Town Council, sits on his porch about 15 feet from Main Street most days after coming home from work in the District. He monitors the traffic, occasionally wandering over to a nearby stop sign to "eyeball" motorists and make sure they stop, he said.</p>
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Town of Clifton
 Chronicle Listing of Events for Town Police Coverage and Related Items that Warrant Police Enforcement
 August 2000 October 2005

			<p>Paragraph 27. During rush hours, he said, it's an ordeal just to pull out of his driveway. "If somebody knows you, you get let in. Otherwise, you just have to force your way in."</p> <p>Paragraph 28. But his biggest problem has been the hit-and-run drivers who have sideswiped or rear-ended his cars at least nine times since he moved to Clifton in 1971, Nickum said. The latest casualty was a Dodge van that was smashed in the early hours of New Year's Day and is still in the shop, he said. It was the third time someone had hit that vehicle, he said.</p>
19	4/17/02	<p>Email from William Holloway to braddock@fairfaxcounty.gov; chairman@fairfaxcounty.gov; Springfield@fairfaxcounty.gov – subject: Traffic Safety Issues in Clifton</p>	<p>I am fearful everyday for my 2 and 6 year old based on the outrageous speeds that people drive on Main Street right through downtown Clifton. In my opinion, for the 100 yards or so in downtown Clifton, waivers and exemptions should be granted to permit a 15 mph speed limit and elevated sidewalks to ensure that cars, in fact, drive that speed and pay attention.</p>
20	4/16/02	<p>Email from Jim Chesley to Heather Clark</p>	<p>"...resident of Clifton and we have a serious traffic problem in our Town." We need a dedicated police officer for the safety of our citizens. Please help us before a tragedy occurs. The Town and its immediate area must have a dedicated police officer.</p>
21	4/16/02	<p>Letter from Katherine Hanley County of Fairfax Board of Supervisors Office of the Chairman – to Mr. & Mrs. Albert Akers</p>	<p>I thought you would like to know that I will be meeting with Clifton and County officials in the near future to address traffic calming measures in the town.</p>
21	4/16/02	<p>Email from Richard King to chairman@fairfaxcounty.gov;</p>	<p>"...yesterday evening while I was attempting to cross Main Street from Chapel Street at 5:00 p.m. pm foot, a very large Dump Truck tried to run me over and the driver hollered our an obscenity at me as he narrowly missed me. This was a professional truck driver with a CDL commercial driver's license who should know traffic safety.</p>

Town of Clifton
 Chronicle Listing of Events for Town Police Coverage and Related Items that Warrant Police Enforcement
 August 2000 October 2005

		Springfield@fairfaxcount.y.gov ; braddock@fairfaxcounty.gov – subject: Safety on the Streets and Roadways in Clifton	Unfortunately, this occurrence is not an isolated instance. Something (i.e., increased traffic enforcement) has to done before there is a real tragedy.”
22	4/2/02	Town Council Meeting Minutes	Item 4. Traffic issues discussed <ul style="list-style-type: none"> - recent count revealed 10,500 cars per day pass through the town, with four cars traveling over 70 mph - ways to reduce speeding were discussed to include raised cross walks, speed tables, and \$200 fines. - If a resident witnesses a speeding driver, or a driver not stopping at a stop sign, they can leave a report on line for the Fair Oaks District.
23	3/5/02	Town Council Meeting Minutes	Item 6. VDOT traffic presentation <ul style="list-style-type: none"> - a report on recent traffic study using stealth pads to record speeds of cars entering and leaving the town of Clifton on 2/20/02; many drivers are traveling speeds beyond the 25 mph limit - main problems: volume and speeding - suggestions to address problems: traffic light, additional stop signs, radar gun, and posted signs warning that cars going 10 miles over speed limit will be charged an additional \$200 fine. Supervisor McConnell, as well as residents, would have to approve such traffic calming devices. Areas being considered are Newman Road at Colchester, Clifton Road south to Yates Ford Road, Clifton Road north to Clifton Elementary, and Chapel Road to Glen Cove. These sites were suggested as locations for erection of posted warning and speed limit (35 mph) signs. - Town must set priorities for which streets are of most concern; VDOT will put counters on Dell and Chapel Street and report back to town with results. - Item 7. Motion made to arrange VDOT to conduct traffic study and also arrange to have Fairfax County Police representative from traffic enforcement

Town of Clifton
Chronicle Listing of Events for Town Police Coverage and Related Items that Warrant Police Enforcement
August 2000 October 2005

			<p>speak at that April 2002, Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Holloway, Nickum</p> <ul style="list-style-type: none"> - Item 15. Motion made to buy radar gun for town to enforce speed limit. Ayes: Arnold, Buckley, Harrington, Holloway, Nickum. Abstain: Chesley. Motion passed.
24	2/11/02	Letter from Elaine McConnell to Mayor Chesley	My staff has contacted both the Virginia Department of Transportation and the Fairfax County Department of Transportation (FCDOT) concerning your request for a multi-way stop at the intersection of Main Street and Dell Avenue. VDOT has indicated that it would not object to the stop an FCDOT has it scheduled for consideration at the March 4, 2002 Board of Supervisors meeting Mr. Bill Parman has been coordinating your multi-way stop request from FCDOT. Your request that the fine vehicular speeding on all roads within Clifton be increased by \$200 has been forwarded to Mr. Doug Hansen, Traffic Engineer at FCDOT.
25	No date	Letter from Jim Chesley to Elaine McConnell	<p>"...I am requesting on behalf of the residents of the Town and the Council, three immediate step that we all agreed (Town and VDOT) would help.</p> <p>1. Multiple Way (Three Way) Stop signs at Main Street and Dell Avenue. 2. "...enact the following VA Code provision (an enhanced penalty for speeding in residential areas) – VA Code 46.2-878.2. Maximum speed limits in certain residence districts. The Town of Clifton requests the application of this section to all streets within the Town limits. 3. Any pressure you could add to the Fairfax County police department to assign us an officer.</p>
26	1/8/02	Town Council Meeting Minutes	Item 7. Speeding problems on Yates Ford and Henderson Roads were discussed. Concerns relating to this and other locations should be relayed Jimmy so he can inform VDOT. Traffic and speed counts will be conducted.
27	8/7/01	Town Council Meeting Minutes	Item 7. VDOT representative informed the town that a traffic count would have to be conducted in order to properly analyze our traffic problems. Cars are presently using the following streets as they pass through Clifton: Pendleton Avenue, Chapel Road, Clifton Road, School Street and Water Street. A residential road has a 25 mph or lesser speed limit, and in order to install speed bumps, 75% of the residents would have to vote in favor. VDOT will proceed with the study and report back to the Council

Town of Clifton
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 August 2000 October 2005

			when it is completed.
28	7/10/01	Town Council Meeting Minutes	Item 7. VDOT traffic flow issue: VDOT will conduct study but will need suggestions such as looking at making Pendleton Avenue one way installing a stop sign at Dell Avenue and making School Street one way. Mayor Chesley will contact VDOT.
29	6/5/01	Town Council Meeting Minutes	Item 8. Issue of traffic problems on Pendleton Avenue. Chris O'Donnell suggested this street be made one way. Mayor Chesley offered to contact VDOT and ask that they be present at August Town Council meeting to report on our traffic problems and overall traffic flow. Motion made for VDOT to conduct study and report findings to Town Council at August meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum
30	8/1/00	Town Council Meeting Minutes	Item 1. A police report was presented to the Council from Fairfax County Police for the period from January 1 to July 25, 2000. It was noted that overall, Clifton is a tight knit community with a minimum of activity. Among recent incidents discussed were the following: <ul style="list-style-type: none"> a) Domestic abuse incident involving phone call place to police from a nine year old child reporting abuse being directed toward his mother by the child's father. This situation necessitated the police's canvass the town in order to locate the house from which the phone call was made. Marilyn Barton mentioned her daughter being questioned and confronted in home by police officers. Margo Buckley gave the name and address of the family and mentioned going to the Clifton Elementary School to inform school authorities of the situation. b) Ongoing problem on Main Street involving loud noise and underage drinking at night. Margo mentioned making repeated phone calls to the police with little being done to remedy the problem. Tony Puig and Deb Dillard echoed these concerns as adjacent residents. Citations could be made for parental responsibility, underage drinking, contributing to the delinquency of a minor, and designation of a community nuisance. In addition, strong suspicion was expressed that this house was also being used for regular drug dealing. Margo offered her home to police to be used as a surveillance location. c) Problem with speeding cars, cars not stopping at stop signs, horns being blown late at night, and screeching tires. Chris O'Donnell expressed his concern over

Town of Clifton
Chronicle Listing of Events for Town Police Coverage and Related Items that Warrant Police Enforcement
August 2000 October 2005

			speeding cars on his street Pendleton Avenue. Item 11. Mayor Chesley brought up possibility of Clifton linking up with Hamilton, Bermuda, as sister cities. Motion made to give Mayor Chesley permission to promote further discussion on possible interchange with Hamilton. Passed: Ayes: Buckley, Harrington, Hollaway. Abstain: Mayor Chesley
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 - Trash [Empty]


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Date: Sat, 31 Dec 2005 11:33:17 -0800 (PST)


From: "fawn freeman" <freemanfawn@yahoo.com>  View Contact Details  Add Mobile Alert

Subject:  Draft December Town Council Meeting Minutes


To: pawsnfins@cox.net, bb@baberkal.com, chesleyjc@nswccd.navy.mil, freemanfawn@yahoo.com, ghampshire@blankeith.com, marky@erols.com, marnold@mccandlaw.com, townofclifton@aol.com, rtrishr@gmail.com, llbuller@earthlink.net

 What's your Credit Score?


Comments/remarks/suggestions appreciated by 8:00 p.m. Monday, January 2, 2006.

 Sport & Health FREE 3-day pass


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 \$175,000 Loan for under \$875/month!

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 december_6__2005_meeting_minutes.doc (45k) [Preview] Save to Computer - Save to Yahoo! Briefcase

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Welcome, **freemanfawn**
[Sign Out, My Account]

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Minutes roll over for 12 months 2-year service agreement and other restrictions apply.



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Date: Mon, 02 Jan 2006 10:35:07 -0500

From: "Michelle Stein" <mcampau@algxmail.com> View Contact Details Add Mobile Alert

Subject: RE: Low Commercial Impact info. discussion at the January TC mtg - Need reahead packet

To: "'fawn freeman'" <freemanfawn@yahoo.com>

CC: "Lev Buller" <lbulle@earthlink.net>

- What's your Credit Score?
- RingtonesForYou All Free!
- Yahoo! Games - Rack' em up
- Ringtones For You Totally Free

Fawn,
I have been out of town.
Here is what I have that describes the new zoning.

Lev, can you confirm that this is the final version of the zoning language?
Michelle

From: fawn freeman [mailto:freemanfawn@yahoo.com]
Sent: Wednesday, December 28, 2005 10:08 AM
To: mcampau@algxmail.com
Subject: Low Commercial Impact info. discussion at the January TC mtg - Need reahead packet

Michelle,

Happy Hanukkah!

Do you have a Low Commercial Impact packet for discussion at the upcoming Town Council meeting. As you may know, the Public Hearing Notice includes a statement to contact the Town Clerk for discussion packet/information.

I received a few calls about the topic and Carolyn Leetch called has requested the discussion packet/information - and I told her I would try to get her the information today or tomorrow.

Please call me at 703-266-2885 (home) or 703-475-1298 (mobile). I have family arriving today around noon from out of town so please leave a message if I don't answer.


Thanks in advance for your assistance,
Fawn

Yahoo! Photos
Ring in the New Year with Photo Calendars. Add photos, events, holidays, whatever.

Attachments

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>Here is what I have that describes the new zoning.
>
>Lev, can you confirm that this is the final version of the zoning
language?
>Michelle
>
> _____
>
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>Sent: Wednesday, December 28, 2005 10:08 AM
>To: mcampau@algxmail.com
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- Need
>reahead packet
>
>
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>if I don't answer.
>
>Thanks in advance for your assistance,
>Fawn
>
>
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> _____
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>Yahoo! Photos
>Ring in the New Year with Photo

><http://us.rd.yahoo.com/mail_us/taglines/photos/*http://pg.photos.yahoo.com/ph//page?.file=calendar_splash.html&.dir=> Calendars. Add photos,
events,
>holidays, whatever.

Subj: RE: Proposed November Town Council Meeting Minutes
Date: 12/6/2005 2:33:03 PM Eastern Standard Time
From: ghampshire@blankeith.com
To: Fawnfreeman@aol.com, llbuller@earthlink.net, pawsnfins@cox.net, bb@baberkal.com, chesleyjc@nswccd.navy.mil, freemanfawn@yahoo.com, marky@erols.com, marnold@mccandlaw.com, RTrishR@aol.com, TownofClifton@aol.com

Sorry that I have a conflicting public hearing before the PWC Board on a land use application tonight and will not be able to attend. On page 3 of the minutes, under "Discussion", "manner" should be "matter."

From: Fawnfreeman@aol.com [mailto:Fawnfreeman@aol.com]
Sent: Tuesday, December 06, 2005 12:31 PM
To: llbuller@earthlink.net; marilyn barton; bb@baberkal.com; Jim Chesley; freemanfawn@yahoo.com; Gifford Hampshire; marky@erols.com; marnold@mccandlaw.com; RTrishR@aol.com; TownofClifton@aol.com
Subject: Proposed November Town Council Meeting Minutes

Please accept my apologies for getting the minutes out on the meeting day. I had to recreate them since my mini pen drive crashed and my Yahoo account is not properly working. Please note there are three attached files.

Regards,
Fawn

skul
7:13

10:03

December 6, 2005, 7:00 P.M.
Clifton Town Meeting Hall, 12641 Chapel Road

CLIFTON TOWN COUNCIL MEETING AGENDA

Just
approved
seconded
passed
voted

1. Reading of minutes of last regular and any subsequent Town Council meetings

2. Report from the Town Treasurer
~ Balance Sheet, Profits /Loss and Account Balances

3. Reading of Communications to the Mayor (5)

4. Reports of Standing / Special Committees

- ✓ ~ Planning Commission - Peters on
- ✓ ~ Old Town Hall Sale Committee - Lowe - talked to Payne
- ✓ ~ Town Meeting Hall Committee -
- ✓ ~ Playground Committee - basketball court
- ✓ ~ Haunted Trail Committee - security fence & paint

Agenda
Portable storage units
PODS

5. Citizen's Remarks

6. Old / Unfinished Business

- ✓ ~ HUD Update
- ✓ ~ 2003 Haunted Trail Missing Money Update
- ~ Town Website - Open - Lynne will email Brant, Mark has email name website
- ~ Verizon Cable
- ~ Continue Town Parking Discussion - tabled

7. New Business

- ✓ ~ Discussion of the request for proposals by the Va. Dept. of Historic Resources and making application funds to conduct an updated survey of historic resources in Town and to create a website for use of that data.
- ✓ ~ Establishment of Town History Commission
- ~ Discussion of Town Meeting Hall Procedures - Holloway - # of ideas - rather present to voters
- ✓ ~ Discussion of upgrading the Town Hall HVAC system - Coastal Bldg automation
- ✓ ~ License Plates Update
- ✓ ~ Farmers Market Update - tabled
- ~ Discussion of Riparian Buffer Grant - Michelle postcard here to Mark plan from Peterson
- ✓ ~ Request from the Presbyterian Church for placement of a propane tank

8. 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 Mayor Jim Chesley at 703-830-2129. A request should be made 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, CLIFTON POST OFFICE AND CLIFTON COFFEE SHOP

Karen Arnold
(Mac's wife - former Plans.Com member)

Brant
Gram Spang
Association

Motion making
+ negotiate

Lynne

Mary
Barbara
Passed away - cause party

4. Asked Chasley if plan could be presented @ flood plain property - combination of 2 properties

9 acres from Mr. Gilliam

- create a park w/ field / forest & wetlands

[replacing lakes & ponds

actions want to - due soil testing - for content - done
- time but create note plan to town

- private / public / enterprise of use / land

- Michelle granted permission on CBA property

Mae request? - asked if projects NOVA wetland proj. - helpful to see

action - desires - send email to Peterson

Mae - authorize wetland soil & studies to do soil tests on projects.
Trish seconds

Mark K. -
also

Baker & Robertson - opposed

~~Deane Dygde~~
Dygue

Mark K - asked status of Marquis Isle
Brent Town Mtg Hall - nothing

Historic Clifton Candlelight Tour – 2005

Preliminary Financials

(monies have already been turned over to Marilyn Barton – 12/6/05)

Raffle Monies:

Caboose - \$52.00

Primitive Baptist Church - \$162.00 = \$214.00

Clifton Coffee Mill

\$275.00 – Checks

\$705.00 - Cash = \$980.00

Basket & Boughs

\$515.00 – Checks

\$395.00 – Cash = \$910.00

Clifton Store

\$215.00 – Checks (+ one made to Clifton Store – needs to be endorsed)

\$535.00 – Cash = \$750.00

Temptations – Clifton

\$345.00 – Checks

\$370.00 – Cash = \$715.00

Cottage Art

\$90.00 – Checks

\$220.00 – Cash = \$310.00

Noodles & Noggins

\$165.00 – Checks (made out to CBA – need to be endorsed by Michelle Stein)

\$140.00 – Cash = \$305.00

Temptations – Burke

\$75.00 – Checks

\$225.00 – Cash = \$300.00

All That Glitters

\$195.00 – Check

\$105.00 – Cash = \$300.00

Centreville Hallmark - \$60.00 (cash)

Miscellaneous - \$550.00 - Fairfax Auto Dealers Association, \$75.00 - Fawn Freeman (tickets), SunWise (Deb Dillard – ad) - \$40.00; A Flower Blooms in Clifton (Ad) - \$40.00, Kathleen Mckee (ticket) -\$15.00, Rita Robertson - \$225.00 = \$945.00

Gross Receipts = \$5,789.00

(Still need to deduct expenses for: Shuttle rental (should be close to a wash), \$325.00 – additional tickets, ?? - shuttle signage, food, Petersons & Kinko's expenses – Lynne)

Fairfax Auto Dealers - sponsored & paid

Town Meeting Hall Committee December Report

Members

- Trish Robertson, Mac Arnold, Bill Hollaway, Royce Jarrendt

Meetings

- Town Meeting Hall Committee: November 17
- Fairfax County Community & Recreational Services: November 29

Committee Summary

- Mission: Maintain the Town Meeting Hall as a vital community center by increasing Town-sponsored events, preventing intensive / undesirable usage, and seeking to not make a profit but to minimize the financial burden on the Town's overall budget.
- Goals: Professionalize the management of the Town Meeting Hall including: policies and procedures, staff job description(s), project maintenance and equipment repair/replacement needs
- Tasks:
 - Meeting with the County to negotiate some form of financial assistance
 - Drafting recommended (a) policies/procedures including alcohol policy, (b) job description(s), (c) access/new keyless locks (d) repairs/maintenance needed in short and medium terms.

County Offer Summary

- County will provide Town with sample job descriptions, rental agreements, policies and procedures.
- The Town and County would either (a) end the lease and form a partnership or (b) modify the terms of the existing lease.
- The County could assume financial responsibility for staff, utilities, equipment repairs, maintenance. The County would expend up to a net of \$20,000 per year. Repairs and maintenance would be on their regular county maintenance schedule. The County could help develop web-based tools to help manage rentals.
- The Town could retain day-to-day cleaning responsibilities.
- Town Hall management staff could be recommended by the Town but ultimately would be hired and paid by the county on an hourly-wage basis up to 1,000 hours per year.
- All revenue (rental checks) would go directly to the County to offset their expenditures.

Committee Recommendations

- Continue negotiations with the county. Meeting in early January.
- Town retains revenues and responsibility for staff payments and day-to-day maintenance.
- County assumes utilities, building maintenance, ~~web site design/launch~~
- Town and County modify terms of existing lease.

*Mitzi
Trish
Mac Arnold*



2005 HAUNTED TRAIL SUMMARY

Skits (8)

Blair Witch
Gothpires
Scarecrow Alley
Deer Hunters
The Ring
Gorillas
Frog Hell
Witches' Coven

Scenes (8)

Troll Bridge
Bates Motel
Skeleton Wedding
Spider Webs
Pumpkin Head Patch
Voodoo Graveyard
Growling Brush Monsters
Ghost Train

Volunteers

Over 140 volunteers helped to make the trail a success.
Thank you notes were sent to each to recognize their contribution.

Tickets

Sold 2,865 in three hours.
Sales amounted to \$17,188. / No free tickets were given.

Budget

\$6,000 was allocated by Town Council.
The Trail came in under budget spending \$4,642. Majority was spent on props which can be used in future years and represent an investment in future years.
The Town Money Management Policies followed. A full financial report provided.

Income

After expenses, \$12,653. was raised for the Town.

Concessions

An additional \$994 was raised and dedicated to the playground fund.

Sponsors

Bagel Buddies, Care of Trees, Cox Communications, Dominoes Pizza, Food Lion, Giant, Greensleeves Florist, Manhattan Bagels, Starbucks, and Tony's NY Pizza

Follow-up

- Full financial and narrative reports are being provided to the Town tonight including an execution plan, skit/scene descriptions, lessons learned and prop inventory.



Motion / Robertson

move that we talk further
with the county to clarify
what the \$20K budget line item
for the Town Hall can be used
for and a committee of
4 (Bill Holloway, Royce Jarrendt,
Mac Arnold, Trish Robertson)
to do ~~so~~^{at} next month's mtg.
; make recommendations






(please note MB stepped out
after discussion of T+1 ;
missed the vote that came
next)



Photo: Natural Color Imagery 1998
 Source: VARGIS, LLC 1-800-834-0225

L:\21321\01\gis\cliftonpark_peterson11x17.mxd

Legend

-  Proposed Trail
-  5 foot Topography
-  Parcel Boundaries
-  Town of Clifton
-  Water

Town of Clifton
 Fairfax County, Virginia



Scale
 1" = 110'

Produced by:
 Wetland Studies and Solutions, Inc.