

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, FEBRUARY 6, 2024, 7:30 PM  
ACACIA LODGE  
7135 MAIN STREET  
CLIFTON, VIRGINIA 20124**

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

**Staff:** Amanda Christman, Town Clerk; Lisa Wax, Town Treasurer.

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**The Regular Meeting was called to order by Mayor Peterson at 7:30 PM.**

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton.

a. Confirm and Declare Physical In-Person Quorum for Meeting.

b. Identify Remote Participants.

i. General Location of Remote Participant.

ii. Reason for Remote Participation.

All Councilmembers were physically present.

2. Report of the Town Clerk:

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

- **Councilmember Hess moved to approve the January 16, 2024 meeting minutes as presented, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

b. Proposed Resolution to set Town Council Meeting Schedule for 2024.

- **Mayor Peterson moved to approve the Resolution to set the Town Council Meeting Schedule for 2024, with the November meeting to be set for the 12<sup>th</sup> of the month to account for Election Day, seconded by Councilmember Hess. The meeting was approved by poll, 6-0.**

3. Report of the Treasurer:

See attached report.

- **Mayor Peterson moved to approve payment of the invoice from the Town Attorney for legal services rendered, in the amount of \$1,000, seconded by Councilmember**

**Hess. The motion was approved by roll-call: Peterson: Aye; McDonald: Aye; Davis: Aye; Hess: Aye; Screen: Aye.**

4. Citizen's Remarks.

David Zimmerman, member of Clifton Baptist Church: spoke in favor of the utility-undergrounding aspect of the streetscape project and noted that their planned steeple renovation would be less costly if the overhead utility cables were removed and opined that the undergrounding would enhance everyone's property values.

Ethan Eppley, member of Boy Scout Troop 1104: presented the Boy Scout Troop's proposal to use the Town Hall for their annual lock-in event Town Hall Lock-in Request on March 2-3 and requested a waiver of the rental fees.

Mayor Peterson replied that the HVAC system is not currently functioning in the facility and there is no Certificate of Occupancy on file. A suggestion was made that the Clifton Presbyterian Church might serve as a suitable alternative.

- **Councilmember Screen moved to approve the request on the condition that the proper legal authorizations are received, and the HVAC system is functioning in time for the planned event, seconded by Councilmember Hess. The motion was approved by poll, 6-0.**

5. Reports of Committees:

a. Planning Commission.

See attached report.

- **Mayor Peterson moved to accept the recommendations of the Planning Commission to approve a Use Permit for Helmer for Congress, seconded by Councilmember Davis. The motion was approved by poll, 6-0.**

b. Zoning Administrator.

No report.

c. Architectural Review Board.

Royce Jarrendt reported that directional signage approved for 12642 Chapel Road. He noted that the ARB reviewed an informal proposal for signage from the Farmers Market, although a newer proposal has since been circulated. The ARB did not view favorably the request for a Main Street banner, nor hanging a shingle in the triangle, nor corrugated yard signs. The "feather flags" that were approved by the Town Council for 2023 were viewed as a better alternative.

d. Committee on the Environment:

Laura McDonald announced that the Town's annual trash pick-up event, in partnership with the Resource Recovery Project, will be held on March 9<sup>th</sup>. Refreshments will be provided.

i. Bluebird Report for 2023

A request was made to move a nesting box to the newly-acquired area of the Town park. The plan is to work with Town Naturalist, Mark Khosravi, to monitor nesting boxes as a result of recent human predation.

- **Councilmember Screen moved to approve the relocation of a nesting box to the newly-acquired area of the Town park, seconded by Vice Mayor McDonald. The motion was approved by poll, 6-0.**

e. Special Projects Committee (Streetscape).

See attached report

i. Authorize J2 Agreement (corrected & amended) – Vote Required.

Councilmember Effros voiced concern that the cost estimate for the project is \$2.9 million while the funding is for \$2.5 million, of which the Town must pay 20%. He noted that the cost estimate does not account for unforeseen elements that could arise during the right of way and construction phases of the project. He estimated that the Town is now expected to pay out of its own pocket close to \$900,000 or more. He wondered whether it makes fiscal sense to use this much public money to fix one street in Town, and noted further that the Town Attorney has not reviewed the J2 Agreement or the project.

- **Mayor Peterson moved to approve the J2 agreement, seconded by Councilmember Hess. The motion was approved by roll-call: Peterson: Aye; McDonald: Aye; Davis: Aye; Hess: Aye; Screen: Aye; Effros: Nay.**

6. Unfinished Business:

a. HVAC Issue Update.

Mayor Peterson indicated that he has an HVAC specialist who will work with Darrell Poe to produce a second quote on repairing the system, since only one estimate has been received.

b. Committees: Committee Assignments and Consolidation.

See attached roster.

- **Mayor Peterson moved to approve the new Committee roster as presented, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

i. “Wayne & Donna Nickum Community Service Award”

- **Mayor Peterson moved to nominate Senator George and Mrs. Jane Barker to receive the Wayne & Donna Nickum Community Service Award, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

7. New Business:

a. Information on the School Board’s plans for Clifton Elementary School (CES).

Kyle McDaniel, At-Large Member of the Fairfax County School Board, introduced himself to the Town Council and made a report on the County’s plan for the Clifton Elementary School property. He reported that the most cost-efficient action is to tear down the existing structure due to its state of extreme disrepair. The plan is to demolish the structure and allow the

Adopted by the Town Council on March 5, 2024 as revised

Fairfax County Park Authority to convert the land into a park. Nothing will be done for 3-4 years at the earliest.

b. Dominion Energy Work in February (Chestnut Street)

See attached communication from Dominion.

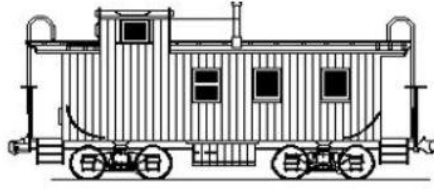
No action taken.

c. Meals Tax Discussion

Mayor Peterson introduced the topic of a Meals Tax discussion and indicated his intention to refer the initiative to the newly-established Finance Committee. He preliminarily envisions a 2% tax rate. The Treasurer offered to leverage the BPOL data collected by March to assist in estimating the revenue yield at that rate.

8. Adjournment.

The meeting was adjourned at the conclusion of business by general acclamation.



Town of Clifton, Virginia

**PRESENTED:** February 6, 2024

**A RESOLUTION: ADOPTING THE 2024 REGULAR MEETING SCHEDULE AND HAZARDOUS WEATHER POLICY OF THE CLIFTON TOWN COUNCIL**

WHEREAS, the Town of Clifton had a duly elected Mayor and fully constituted Town Council effective \_\_\_\_\_, 2024; and

WHEREAS, the Clifton Town Council desires to set a schedule of regular meetings and to determine the day to which any meeting may be continued in the event that the Mayor, the Vice Mayor or Mayor pro tem finds and declares that weather or other conditions are such that it is hazardous for members to attend a meeting; and

WHEREAS, Code of Virginia of 1950, as amended, § 15.2-1416 requires a town governing body to adopt a resolution in July of each year setting forth a schedule of regular meetings; and

WHEREAS, beginning with elections after 2022, Code of Virginia of 1950, as amended § 15.2-1400 (E), established terms commencing on January 1, thereby creating a circumstance where mayoral and town council members elected and appointed after January 2022, may not have qualified to serve prior to a first meeting in July; and

WHEREAS, the Clifton Town Council finds that newly qualified Mayoral and Town Council members should participate in the setting of a meeting schedule.

NOW THEREFORE, BE IT RESOLVED that the Clifton Town Council hereby adopts the following:

1. During calendar year 2024, the Clifton Town Council shall hold its regular monthly meeting on the first Tuesday of each month except the November 2024 meeting which shall be held on November \_\_, 2024 all as set forth on the attached schedule, which is incorporated into this Resolution.
2. In the event that weather or other conditions are such that it is hazardous for members to attend a meeting, any business scheduled to come before the Town Council shall be scheduled for the next monthly meeting. All hearings and other matters previously

scheduled and advertised for such meeting shall be conducted at the continued meeting and no further advertisement shall be necessary.

Motion made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote as follows:

**ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024.**

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor

DRAFT

## TREASURER MONTHLY REPORT

January 2024

COUNCIL MEETING – February 6, 2024

### Invoices

Request approval to pay legal invoice for \$1,000.00 for December 2023-January 2024 legal fees.

### BPOL

- As of 2/5, received 6 payments plus additional filings where payment is not owed.

### Accounts

- United Bank Certificate of Deposit matures on 3/2/24.
  - United: 11-month CD rate is 4.75% or 5-month rate is 5%.
  - John Marshall: 12-month CD rate is 3.9%, 6-month rate is 3.05%.
  - *Note: Rates can change daily; above are estimates.*
- **Recommendations:**
  - **Roll over to 5-month CD at United; allows for standup of Finance Committee and update of Streetscape plan.**
  - **Move up to \$125K from money market into CD.**

### Budget

- Confirm Council would like Treasurer to solicit input from Committee chairs prior to public meetings.
- Budget meeting schedule to be determined at March 5 Council meeting.

ASSETS	1/31/2024	2/4/2024	Maturity Date	APR %	<u>Notes</u>
		CD Term			
Current Assets					
Checking/Savings					
John Marshall Bank CDs	331,570.15		4/2/2024	4.41%	Interest credited monthly
United Bank - Haunted Trail Account	9,645.26				
United Bank - Events Acct	5,812.56				
United Bank - Checking	28,863.19	Min Bal \$2,500	"Chairman's Club"		
Untied Bank - Security Deposit	4,415.17				
United Bank - Money Market Savings	221,315.65	Min Bal \$15,000		3.75%	
United Bank - CD	926,988.58		3/2/2024	4.00%	Interest credited quarterly (Mar, Jun, Sep, Dec)
Investments-LGIP	1,049.91			0.15%	as of 12/31/23 - statements lag
<b>Total Checking/Savings</b>	<b>1,529,660.47</b>				





## Town of Clifton Profit & Loss Budget Performance December 2023 (as of 1/7/24)

	January 2024	Month Budget	Jul '23 - June '24	YTD Budget	Annual Budget
<b>Income</b>					
Committees Fundraising (Homes Tour, Park)	0	250	3,594	1,750	3,000
Community Hall Revenues	969	958	4,569	6,708	11,500
General Donations	0	0	0	0	0
American Rescue Plan	0	0	0	0	0
Haunted Trail Event	0	3,125	65,487	21,875	37,500
Interest Income	1,237	4,583	30,013	32,083	55,000
1 Other Income	0	13	1,154	88	150
Pink House Rental	4,200	2,900	24,650	20,300	34,800
S.R. - Litter Control Grant	0	111	14,990	775	1,329
2 State Funding	0	1,250	15,000	8,750	15,000
Tax and Permits Revenue - BPOL & Permits	3,495	3,417	8,689	23,917	41,000
Tax and Permits Revenue - Other	3,263	4,308	30,499	30,158	51,700
<b>Total Income</b>	<b>13,163</b>	<b>20,915</b>	<b>198,645</b>	<b>146,404</b>	<b>250,979</b>
<b>Gross Profit</b>	<b>13,163</b>	<b>20,915</b>	<b>198,645</b>	<b>146,404</b>	<b>250,979</b>
<b>Expense</b>					
Bank Service Charges	15	0	15	0	0
Citizens' Recognition Expense	0	63	0	438	750
Commodities	298	394	1,766	2,759	4,730
3 Contractual	21,411	12,879	54,410	90,154	154,550
Haunted Trail Expenses	186	175	17,104	1,225	2,100
OTHER - TC approval req'd +\$500	0	1,250	0	8,750	15,000
4 Special Revenue Expenses	730	0	3,923	0	0
Other Expenses	0	525	0	3,675	6,300
Payroll Expenses	6,024	6,192	43,205	43,342	74,300
Town Assoc of NoVA Event	0	0	0	0	0
<b>Total Expense</b>	<b>28,663</b>	<b>21,478</b>	<b>120,423</b>	<b>150,343</b>	<b>257,731</b>
<b>Net Income</b>	<b>(15,499)</b>	<b>(563)</b>	<b>78,222</b>	<b>(3,938)</b>	<b>(6,752)</b>
<b>CIF FUNDS:</b>					
<b>CIF Income</b>					
CIF - Capital Improvements Fund	0	6,667	2,547	46,667	80,000
<b>CIF Expenses</b>					
CIF -Streetscape Phase 2 Constr	0	0	0		0
Processing Easements	0	3,500	0	24,500	42,000
Streetscape 2A - Construction	0	4,833	0	33,833	58,000
CIF -Streetscape Phase 2 Design	0	0	17,289	0	0
CIF Expenses	0	32,500	0	227,500	390,000
<b>Total CIF Expenses</b>	<b>0</b>	<b>40,833</b>	<b>17,289</b>	<b>285,833</b>	<b>490,000</b>
<b>Net Income - CIF Funds</b>	<b>0</b>	<b>(34,167)</b>	<b>(14,742)</b>	<b>(239,167)</b>	<b>(410,000)</b>
<b>Consolidated Net Income</b>	<b>(15,499)</b>	<b>(34,729)</b>	<b>63,480</b>	<b>(243,105)</b>	<b>(416,752)</b>

**NOTES & Highlights:** Only major items are highlighted.

- 1 Insurance reimbursement for Town Hall window replacement
- 2 Fire Program funds of \$15,000 received 12/22/23
- 3 Includes one-time annual payment of \$15,000 Fire Program funds to Fairfax County
- 4 Resource Recovery - SR Litter Control Grant



Amanda Christman <clerk@cliftonva.gov>

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## Planning Commission report

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**Planning Commission** <planning@cliftonva.gov>

Mon, Feb 5, 2024 at 9:54 AM

To: Steve Effros <steve@effros.com>, rmcDonald@cliftonva.gov, lscreen@cliftonva.gov, teampetersonclifton@aol.com, Jdavis@cliftonva.gov, marymalonehess77@gmail.com

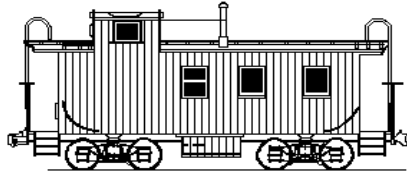
Cc: Amanda Christman <clerk@cliftonva.gov>

Below is our Planning Commission report for our January 30, 2024 meeting. Please do not hesitate to contact me with any questions.

### PLANNING COMMISSION REPORT for January 30, 2024

Attending: Kathy Kalinowski, Paula Sampson, Michelle Stein, Terry Winkowski, Adam Trost; Absent: Susan Yantis

1. The Planning Commission reviewed the application of Helmer for Congress at 7137b Main Street for a commercial office use of 690 square feet of space, with hours of operation as shown on the application, and the allocation of 3 parking spaces. The Planning Commission recommends approval.
2. The Planning Commission reviewed the application of Virginie Rodriguez, The Fruitful Forest, a Prince William County business to operate a farmers market of 15 vendors in Clifton every Sunday from 7am to 2 pm from Mid April to mid November in the parking lot of 12644 Chapel. This application was adjourned until the February meeting of the Planning Commission in order to work with the applicant to obtain further information concerning the impact of doubling the market size this year from the previous year, from the surrounding neighbors, to obtain a detailed plan of the vendor locations on the parking area, to address the need for any County permits, to obtain a written shared parking agreement, and review possible restroom access and a trash plan, among others.
3. The Planning Commission under Member Paula Sampson's guidance is continuing its internal review of the Town Plan in order to prepare issues and questions for various committees in Town in order to update the 2009 Town Plan.



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

February 4, 2024

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

PROJECT UPDATE

Over the last few weeks, per our commitment to the Town Council, the Streetscape Committee conducted a number of meetings in an effort to minimize the potential risk in costs increases to the Project while also obtaining possible sources of additional funding for the Project if needed.

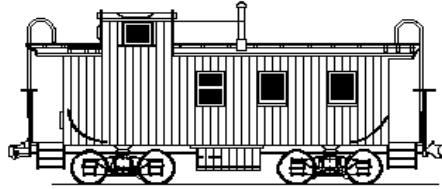
Please find below our findings.

1. **Cost Estimate** - The cost estimate for the Project has been updated after receiving updated proposals from Verizon, and CES (the contractor for construction oversight on behalf of the Town). The cost estimate also includes the previously revised proposal from J2 and the proposal from NOVEC reported to the council by Jim Chesley at the last town council meeting. Please find attached the redlined previous cost estimate for the Project reflecting these proposals and a summary of the cost increases/cost reductions providing an explanation of the same.
2. **Sources for additional funding for the Project** -
  - a. TAP Federal Funding – The next funding application date is spring of 2025 for FY2027 & FY2028 Funding. Thus, the Project will be in the construction phase or completed by the time the funding would be available.
  - b. Surplus TA Funding – This is a potential funding source. These funds are a collection of funds that are held to the side every two years as part of the regular funding cycle as well as funds that may have been forfeited by other projects that were not completed. There is a process for the awarding of these funds which was explained to us during our meeting in person with Terry Short & Brittany Voll at the VDOT Richmond Office. Brittany is the Federal Programs Manager and was able to provide us with great information on the process. In general, these funds are awarded at various times during the Construction Phase of a project. The total potential TAP Funding the Project can receive is 2.5 million. Thus, we have approximately \$500,000.00 we can still receive in Federal Funding through this source.

- c. Fairfax County – We are still pursuing the potential for a funding source with Supervisor Herrity, but do not have an update at this time.
3. **Meeting with Terry Short & Brittany Voll** – Along with Mayor Tom Peterson and Terry Yates with the NOVA District, we met with Terry and Brittany. In general, the meeting was very positive and we certainly feel they have a much better perspective on the Project and the Town of Clifton as a whole. Our project along with about 70% of other federally funded projects are in a position where the project is behind schedule. Thus, we are squarely on their radar and they want to be sure the project gets executed successfully. This is why they wanted to initially pull the funds from the project, but after much discussion with the NOVA District folks, Terry decided to allow our Project to move forward. The NOVA District is fully vested and believes the Project can be completed successfully.

We are very pleased to report the very positive findings in the update above and look forward to the Town Council bringing up the J2 Agreement for approval which allows the Project to move forward.

Susan Yantis & Geri Yantis  
Streetscape Committee



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

## Town of Clifton Cost Estimate Update February 2024

### Preliminary Engineering Phase (J2 Engineers and Sub-consultants)

**Roadway – (Fee increase)**

**Hydraulics – (Fee increase)**

**Utilities – (Fee increase)**

**Survey/SUE/Quality Level A Sue – (No change)**

**Other –** This represents the engineering fees spent previously under the original agreement. **(No change)**

**VDOT PE Oversight on Local Assistance Projects – (No change)**

**Fee Increase –** The fee increase is due to the update of J2's contract. Specifically, since the work will be completed in the 2<sup>nd</sup> 12 months of the original contract there was a fee increase associated with this. The revised agreement put the work back into the first 12 months of the time frame, but of course the fees were increased. **Total increase in fees - \$12,116.01)**

### Right-of-Way & Utility Phase

**Right-of-Way Acquisition –** Right-of way consultants fees and potential easement costs. **(No change)**

**Utilities –** This includes the total cost of the relocation of each of the three utilities as well as additional potential costs outlined below.

NOVEC - \$173,000.00 **(adjusted per recent proposal provided to the Town)**

Verizon - \$318,000.00 **(reduced fee per updated proposal - \$22,000.00)**

Cox - \$20,000.00 **(No change)**

Service Drops Relocation (3 properties) - \$60,000.00 **(No change)**

Manhole & Conduits (possible duct bank installation) - \$120,000.00 **(No change)**

**Utilities Allowance (Consultant)** – This represents the proposal provided for Utility Construction Coordination and oversight. **(No change)**

**VDOT PE Oversight on Local Assistance Projects – (No change)**

**Fee Reduction** – While NOVEC is no longer agreeing to their previous commitment to be responsible for all the costs of the relocation of their utilities, they are agreeing to be responsible for some of the costs. The proposal provided to the Town establishes the Town's portion of the costs to be \$173,000.00. The updated proposal from Verizon reduced the cost of the relocation of their utilities to \$318,000.00 from \$340,000.00. There was no change in the design from either utility.

### **Construction Phase**

**Total Bid Items – (No change)**

**VDOT PE Oversight on Local Assistance Projects – (No change)**

**Total Non-Bid Items** – 5% construction contract contingency. **(No change)**

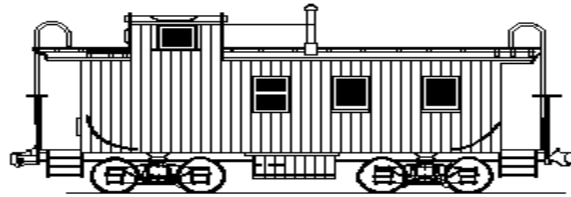
**Phase Risk Type and Contingency** – Contingency 10%. **(No change)**

**Construction Engineering (CEI) Source - (reduced fee)**

**Fee Reduction** – The only cost that was updated was the CEI Services. CES, the contractor, revised their proposal to reflect the advertisement of the Project to June 30, 2025 versus they had the road construction occurring in 2023 in their previous proposal. They also changed their duration of construction by one month. They still have 8 months for construction. The fee reduction is \$1210.76 or \$1,331.83 when including the 10% contingency.

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

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



**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, FEBRUARY 6, 2024, 7:30 PM  
WAYNE H. NICKUM COMMUNITY MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VIRGINIA 20124**

Order of Business

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton.
  - a. Confirm and Declare Physical In-Person Quorum for Meeting.
  - b. Identify Remote Participants.
    - i. General Location of Remote Participant.
    - ii. Reason for Remote Participation.
2. Report of the Town Clerk:
  - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
  - b. Proposed Resolution to set Town Council Meeting Schedule for 2024.
3. Report of the Treasurer:
4. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

*Each person wishing to address the Council shall, when recognized by the Mayor:*

- *Give their name and address;*
  - *Direct their remarks to the Council and not to other citizens present;*
  - *Be limited to one period of not over three (3) minutes, unless granted additional time by unanimous consent of the Council.*
  - *Persons requesting to speak must have registered with the Town Clerk by no later than Noon of the day of the meeting. Priority to speak shall be given to persons in order registered with the Town Clerk.*
- a. Laura McDonald, Committee on the Environment presentation on the Alice Ferguson Watershed Cleanup.
  - b. Jason Lawrence, Troop 1104 Town Hall Lock-in Request (March 2-3).
5. Reports of Committees:
    - a. Planning Commission.
    - b. Zoning Administrator.
    - c. Architectural Review Board.
    - d. Committee on the Environment:
      - i. Bluebird Report for 2023
    - e. Special Projects Committee (Streetscape).

1| If anyone attending this meeting requires an ASL or English language interpreter, or any other type of special accommodation or auxiliary aid, please contact the Town Clerk at [clerk@cliftonva.gov](mailto:clerk@cliftonva.gov). A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Wayne H. Nickum Town Hall  
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P.O. Box 309  
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- i. Authorize J2 Agreement (corrected & amended) – Vote Required.
6. Unfinished Business:
  - a. HVAC Issue Update.
  - b. Committees: Committee Assignments and Consolidation.
    - i. “Wayne & Donna Nickum Community Service Award”
7. New Business:
  - a. Information on the School Board’s plans for Clifton Elementary School (CES).
  - b. Dominion Energy Work in February (Chestnut Street)
  - c. Meals Tax Discussion
  - d. Taylor Swift and the Town of Clifton (discussion only)
8. Adjournment.

2| If anyone attending this meeting requires an ASL or English language interpreter, or any other type of special accommodation or auxiliary aid, please contact the Town Clerk at [clerk@cliftonva.gov](mailto:clerk@cliftonva.gov). A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.