

**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JANUARY 16, 2024, 7:30 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
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.

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. Swearing in of the Mayor and Town Council for the 2024-2026 Term.

The Councilmembers were sworn in previously.

- a. Mayor's Remarks and "Meet and Greet."

Mayor Peterson began his remarks by thanking Mayor Bill Hollaway and the previous Town Council for their stewardship and for leaving the Town in a strong financial position. He followed by outlining his general goals for the 2024-25 term.

- b. Confirmation of Vice Mayor

In keeping with the modern tradition of selecting the candidate who garnered the most votes in the election, the Council confirmed Vice Mayor McDonald.

- **Mayor Peterson moved to address Agenda items 8(c) and 6(e) first, seconded by Vice Mayor McDonald. The motion was approved by poll, 6-0.**

3. Report of the Town Clerk:

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

- **Councilmember Screen moved to approve the December 5, 2023 meeting Minutes as presented with the correction of one typo, seconded by Mayor Peterson. The motion was approved by poll, 6-0.**

Adopted by the Town Council on February 6, 2024 as presented

b. Proposed Resolution to set the Town Council meeting schedule for 2024.
Not action taken.

4. Report of the Treasurer.
See attached report.

- **Mayor moved to authorize himself, Vice Mayor McDonald, and the Treasurer to sign checks drawn on the Town's accounts, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**
- **Mayor Peterson moved to approve the Treasurer's report as presented, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

5. Citizen's Remarks.

Jim Chesley: Provided historical context on the 40-year franchise that was granted to NOVEC during his tenure as Mayor, in exchange for taller poles and new lighting. He noted that Cox moved their active cables to the higher poles at that time. Verizon did not relocate their aerial equipment at that time, but two vaults connected by underground conduits were installed 20 years ago and sit empty today. The idea was that the Town would require Verizon to relocate their equities to the taller poles when their franchise came due for renewal. Such a scenario would result in the removal of 16 existing poles and the installation of two new poles for Chapel Road and Main Street.

Mr. Chesley presented a cost estimate for electrical conversion for Streetscape and recommended that the Town secure similar estimates from Cox and Verizon.

6. Reports of Committees:

a. Planning Commission.
See attached report.

- **Councilmember Effros moved to accept the recommendations of the Planning Commission to approve a Use Permit for Purple Hayes Gallery, seconded by Mayor Peterson. The motion was approved by poll, 6-0.**
- **Mayor Peterson moved to accept the recommendations of the Planning Commission to approve a Use Permit for Apex Electric Service, Inc., seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

b. Zoning Administrator.
No report.

c. Architectural Review Board.

Royce Jarrendt reported that VDOT's standard width requirement for a driveway is 52 feet, which would not be in keeping with the historic character of the Town of Clifton if imposed at the old Town Hall premises. He requested a letter from the Town Council stating that the standard width is not in keeping with the Town's character. Mayor Peterson asked that Mr. Jarrendt prepare a draft letter for review.

d. Streetscape Committee.

- i. Discuss Final Requirements from VDOT to Enable the Streetscape Project (UPC 109949) to move forward with the approved current funding.
See attached report.

Geri Yantis presented the report of the Special Projects Committee on Streetscape and asked that the Mayor sign the proposed letter of acknowledgment of the Open Forum Public Hearing to be submitted to VDOT.

Councilmember Effros recounted his phone conference with Terry Short, of VDOT's Central Office. Mr. Short indicated in that call that his impression is that the Town's Streetscape project should be canceled as soon as possible to avoid expending additional funding before the project's cancelation due to a high probability of failure to meet the deadlines that have been imposed by VDOT. Mr. Short also explained that the qualified staff requirement means an employee who works 30 hours per week, which would not be satisfied by the current proposal to create an Open Spaces Administrator paid a nominal salary per year. Finally, Mr. Short explained that the Town must proceed with the understanding that no further grant funding will be awarded for the project.

Councilmember Davis noted that the Town supports the project and emphasized the need to move forward with obtaining the updated cost estimate and approving the J2 Engineers contract to prevent further delays and increasing costs due to inflation.

Mr. Yantis responded that the Special Projects Committee will have the cost estimates and general commitments from Verizon and Cox, in addition to the J2 Engineers contract proposal with revised construction services costs at the February Council meeting.

Councilmember Hess suggested that the discussion should be tabled until next month when there will be more information available, particularly regarding the cost commitments from Verizon and Cox.

Councilmember Screen cautioned that there would be human resources concerns with appointing part-time staff with a \$100 annual salary. She explained that current regulations mandate \$684 per week as a minimum salary requirement.

The Treasurer added that there would be tax concerns for both the Town and the appointed staff with respect to the salary requirement.

- ii. Authorize J2 Engineers Agreement (corrected & amended) – Vote Required.
Tabled.

- e. Committee on the Environment – Flood Plain Presentation (Laura McDonald).
See attached presentation.

The Committee on the Environment, in conjunction with the Northern Virginia Conservation Trust (NVCT) and Invasive Plant Control presented a 3–5-year plan proposing to mitigate the invasive flora at the Flood Plain Park trail, whereby each year NVCT would contribute its \$5,000 grant portion to be matched with Town funds to pay for the work to be done by Invasive Plant Control. The first year would begin with a “cut and treat” method on two acres.

- **Vice Mayor McDonald moved to approve \$1,500 of Town funds to be expended as a match to NVCT's \$5,000 contribution, seconded by Councilmember Effros. The motion was approved by roll-call: Hess: Aye; McDonald: Aye; Screen: Aye; Peterson: Aye; Davis: Aye; Effros: Aye.**

f. Parks Committee.

i. Dominion Energy Tree Work in 8-Acre Park – Update.

Laura McDonald reported that Dominion Energy’s planned tree work involves the cutting or removal of 18 trees, each of which is marked with a red dot. The project is currently planned for mid-March and will likely close the Park to the public for approximately three days. More details will be forthcoming.

7. Unfinished Business:

a. Alternative Sources of Revenue for the Town of Clifton – Continue Discussion.

Mayor Peterson explained his intention of establishing a new Finance Committee consisting of Kevin Hutto, Brant Baber, Lisa Wax, and others who may be willing to serve.

Mayor Peterson explained his intention of establishing a Revenue Producing Committee with a mission of resurrecting successful events from years past, such as the Clifton Gala and the Wine Festival. He volunteered to chair the committee and noted that Marcus Silva is also willing to join.

Councilmember Effros indicated his support for the Finance Committee and spoke a word of caution as to the risk of over-reliance on volunteer-driven “nice weather” events to raise essential funds for the Town.

8. New Business:

a. Creation of a Paid Part-Time Position “Open Spaces Administrator” with annual salary of \$100 (This is necessary to meet requirements for the Streetscape).

No action taken.

b. Creation of a “Finance Committee” and “Revenue Producing Committee.”

No action taken.

c. Moving Town Elections Back to Nickum Community Hall per County Request.

See attached proposal.

- **Mayor Peterson moved to approve Fairfax County’s proposal to move the polling place for Clifton Town Precinct back to the Town Hall as set forth by County Board of Elections Clerk, Beth Methfessel, seconded by Councilmember Davis. The motion was approved by poll 6-0.**

d. Wayne & Donna Nickum Community Service Award.

Mayor Peterson explained his intention to create the “Wayne & Donna Nickum Community Service Award” to recognize the important community service contributed by dedicated individuals and suggested that former State Senator George and wife Jane Barker should be the first nominees. He further indicated his plan to form a selection committee and added that this item will be in next month’s agenda.

9. Adjournment.

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

The meeting was adjourned at 9:26 PM.

TREASURER MONTHLY REPORT

December 2023

COUNCIL MEETING – January 9, 2024

BPOL

- Form updated for 2024; posted to website; mailing of paper copies to business with use permits to occur by 1/16.
- Business license form to be updated for automatic creation in QuickBooks (eliminates duplicate data entry).

Accounts

- Need to update bank account signers. Identify Council member as a third signer on any or all of Town bank accounts (in addition to Mayor and Treasurer).
- Checking balance high because of \$15K State fire pass-thru received 12/22/23; paying out to Fairfax County week of 1/9/24.

Pink House Rent

- Received security deposit for new lease under Helmer for Congress, along with January rent.
- Refund of security deposits from previous lease ended 12/31/23 will go out this week.
- Using Events account as designated account for incoming electronic transfers, since Stripe and Square

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

	December 2023	Month Budget	Jul '23 - June '24	YTD Budget	Annual Budget
Income					
Committees Fundraising (Homes Tour, Park)	3,257	250	3,594	1,500	3,000
Community Hall Revenues	519	958	3,600	5,750	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	18,750	37,500
Interest Income	10,256	4,583	28,771	27,500	55,000
1 Other Income	1,154	13	1,154	75	150
Pink House Rental	3,750	2,900	20,450	17,400	34,800
S.R. - Litter Control Grant	0	111	14,990	665	1,329
2 State Funding	15,000	1,250	15,000	7,500	15,000
Tax and Permits Revenue - BPOL & Permits	382	3,417	27,236	20,500	41,000
Tax and Permits Revenue - Other	3,127	4,308	5,195	25,850	51,700
Total Income	37,445	20,915	185,477	125,490	250,979
Gross Profit	37,445	20,915	185,477	125,490	250,979
Expense					
Bank Service Charges	0	0	0	0	0
Citizens' Recognition Expense	0	63	0	375	750
Commodities	232	394	1,468	2,365	4,730
Contractual	5,133	12,879	32,999	77,275	154,550
Haunted Trail Expenses	186	175	16,918	1,050	2,100
OTHER - TC approval req'd +\$500	0	1,250	0	7,500	15,000
4 Special Revenue Expenses	349	0	3,193	0	0
Other Expenses	0	525	0	3,150	6,300
Payroll Expenses	6,010	6,192	37,181	37,150	74,300
Town Assoc of NoVA Event	0	0	0	0	0
Total Expense	11,910	21,478	91,760	128,865	257,731
Net Income	25,535	(563)	93,717	(3,376)	(6,752)
CIF FUNDS:					
CIF Income					
CIF - Capital Improvements Fund	0	6,667	2,547	40,000	80,000
CIF Expenses					
CIF -Streetscape Phase 2 Constr	0	0	0	0	0
Processing Easements	0	3,500	0	21,000	42,000
Streetscape 2A - Construction	0	4,833	0	29,000	58,000
CIF -Streetscape Phase 2 Design	0	0	17,289	0	0
CIF Expenses	0	32,500	0	195,000	390,000
Total CIF Expenses	0	40,833	17,289	245,000	490,000
Net Income - CIF Funds	0	(34,167)	(14,742)	(205,000)	(410,000)
Consolidated Net Income	25,535	(34,729)	78,975	(208,376)	(416,752)

NOTES & Highlights: Only major items are highlighted at the Town Council's request.

- 1 Insurance reimbursement for Town Hall window replacement
- 2 Fire Program funds of \$15,000 received 12/22/23
- 3 Resource Recovery - SR Litter Control Grant

ASSETS	12/31/2023	1/7/2024	Maturity Date	APR %	<u>Notes</u>
		CD Term			
Current Assets					
Checking/Savings					
John Marshall Bank CDs	330,336.15		4/2/2024	4.41%	
United Bank - Haunted Trail Account	9,830.76				
United Bank - Events Acct	5,827.56				
United Bank - Checking	48,656.95	Min Bal \$2,500			"Chairman's Club"
Untied Bank - Security Deposit	4,414.96				
United Bank - Money Market Savings	220,626.66	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	1,044.97			0.15%	as of 11/30/23 (statements lag)
Total Checking/Savings	1,547,726.59				



**PLANNING COMMISSION REPORT for December 2023 held on January 3, 2024:
in person**

Present: Terry Winkowski, Paula Sampson, Adam Trost, Kathy Kalinowski,

Absent: Michelle Stein, Susan Yantis

1. The Planning Commission reviewed the use permit application of Haze Freelance LLC, made by Rebecca Hayes, located at 12642 Chapel Road for a commercial/office use, for an art studio, with no employees, other than owner, or client visits, at the property to be located in Space 7M, which comprises 95 square feet, hours and days of operation to be Monday thru Sunday 8AM – 8PM, and the allocation of 1 parking space. The Planning Commission recommends approval of the application upon the aforesated terms and conditions.
2. The Planning Commission reviewed the use permit application of Apex Electric Service, Inc., made by Stanley Scott, for a commercial office use for an electric contractor life to conduct daily management operations, located at 12642 Chapel Rd, Clifton in Space 8M, which comprises 80 square feet, hours of operation Monday through Friday 8AM – 5 PM, with one employee on site at any one time, no client visits, and the allocation of 1 parking space. The Planning Commission recommends approval of the application upon the aforesated terms and conditions.

January 7, 2024

Clifton Town Precinct Polling Place Relocation Request

Statutory Context:

On July 1, 2020, Virginia Code § 24.2-307 established the requirement that each precinct be wholly contained within a single congressional district, Senate district, House of Delegates district, and election district used for the election of one or more members of the governing body. Additionally, as of January 1, 2022, Virginia Code § 15.2-1400 moved the required elections for mayor, members of a local governing body, or members of an elected school board to the date of the November general election for terms to commence January 1.

Overview:

In 2021, the Virginia Supreme Court drew district lines that under Virginia Code § 24.2-307 required a split of the Clifton precinct, already over 5000 registered voters. As a result, in February 2022, Clifton precinct was divided using the railroad tracks and the Town of Clifton's municipal boundaries to create Liberty precinct north of the tracks, Clifton South precinct south of the tracks, and Clifton Town precinct. Liberty's polling place was established at Liberty Middle School. Because this split reduced the number of voters by half who previously voted at the Clifton Presbyterian Church, the Office of Elections agreed to co-locate the newly created Clifton Town precinct with Clifton South precinct at the Clifton Presbyterian Church. However, after two November elections (2022 and 2023), the Office of Elections was informed by both election teams that the Church was too small to continue to accommodate both polling places.

Action Requested:

Office of Elections staff recommends that the polling place for Clifton Town precinct be relocated to the Clifton Town Hall beside the fire station. When the town elections were held in May, this location served as the polling place. Adopting this change will greatly increase the options for parking, setting up voting equipment, including the check-in stations, and staging the flow of voters through the voting room. This change will significantly improve overall accessibility for voters in both precincts. Because the precinct for Clifton Town has already been established along with dedicated voting equipment and election personnel, there is no additional associated cost for the Town of Clifton to approve this relocation.

Info for TC Meeting - Flood Plain Trail proposal

Laura McDonald <laura.e.mcdonald@icloud.com>
To: Amanda Christman <clerk@cliftonva.gov>
Cc: Regan McDonald <rmcdonald@cliftonva.gov>

Wed, Dec 27, 2023 at 1:54 PM

Hi Amanda,

I hope that you've had a wonderful holiday! Could you please share this information with the TC? If anyone has any questions before the JAN meeting I'm happy to chat with them...

Also, just wanted to follow up the email from Dominion Energy - they won't be able to attend the JAN meeting. I'll reach out to them before the 9th to see if they have a start date and final determination on leaving some of the trees as snags. Has an email been sent out about the restrictions at the park while the work is being done? Michelle Stein will also send one to CBA members. Have you or Sydney had time to walk the trail and make sure that none of the trees will impact Haunted Trail sites?

Best wishes for a happy and healthy New Year.

Kind regards,

Laura

Message for TC:

The Flood Plain Trail invasive management proposal is a multi partner effort (see attached pdf). The goal of this program is to remove invasive plants along the flood plain trail on town property (see map). Funding for this project would be provided by Northern Virginia Conservation Trust (through an ongoing grant) and the Town of Clifton. Several residents have also indicated that they would donate funds for this program.

The success of this initiative is dependent on a **long term** investment from all partners.

2 attachments



Floodplain parcels.jpg
319K

 **TOC_FLOOD_PLAIN_INVASIVE_TEAM_INTRO.pdf**
27K

Flood Plain Trail Invasive Plant Management Team:

Margaret Fisher: Margaret is a Fairfax Master Naturalist, Audubon-at-Home Ambassador, and the coordinator of the **Plant NOVA Natives**, which promotes the planting and preservation of native plants in Northern Virginia. She is the volunteer Fairfax Invasives Management Area site leader for Chapel Road Park. As one of the founders of the Wild About Clifton team, she has helped organize volunteer tree rescue events for the CBA property.

Alyssa Helmer: **Land Stewardship Specialist**, Northern Virginia Conservation Trust

Alyssa Hemler graduated from Oberlin College with a bachelor's degree in Environmental Studies. Before coming to NVCT she worked in the Adventure and Outdoors division of Howard County Recreation and Parks in Maryland. With HCRP, Alyssa planned and led camps and programs in rock climbing, kayaking, hiking, archery, camping, and biking. She grew up in Columbia, Maryland and now lives in Fairfax County.

Kayla Cross: **Mid-Atlantic Regional Supervisor**, Invasive Plant Control Inc.

Kayla has worked for IPC since 2016 and has been in a supervisory position since 2017 mainly in the Northern Virginia area but not limited to the surrounding mid-Atlantic region such as Maryland, Pennsylvania, New Jersey, Delaware, North Carolina, and southern Virginia. She has managed invasive plant control projects with various clients such as NPS, Fairfax County Virginia, Arlington County Virginia, National Arboretum, City of Alexandria, Virginia Department of Forestry, NOVA Parks and Department of Defense. Experienced with strategizing sites for varying goals and issues depending on the invasive species, site conditions, and possible limitations. Kayla attended the University of Rhode Island with a BS in Environmental Management and while in school she studied under one of the leading scholars who specializes in phragmites research. Kayla has always had a great interest in invasive species studies and looks forward to furthering her experience in conservation and invasive species projects.

Laura McDonald: Committee on the Environment Chair, Clifton, VA

Laura earned a BIS in Urban Ecology from George Mason University and recently completed the Ecological Gardening Certificate program at Mt. Cuba Center, Hockessin, DE. She is an accomplished professional with over 20 years of experience in Federal and non-profit conservation operations, focusing on birds, other wildlife

and people. A native of Northern Virginia, she is a skilled communicator with a proven record of building a network of stakeholders to protect and enhance wildlife habitat.





INVASIVE PLANT CONTROL, INC.

Kayla Cross
Mid-Atlantic Crew Leader
Kayla@ipc.us.com
(615) 478-4375
PO Box 50556
Nashville, TN 37205

ATTENTION:

Laura McDonald
laura.e.mcdonald@icloud.com

Alyssa Hemler
ahemler@nvct.org

September 1, 2023

Clifton Creek Nature Walk –All NNI Proposal

BRIEF

Thank you for the opportunity to submit this cost proposal for treatment at Clifton Creek Nature Walk. We at IPC take pride in providing high quality invasive plant treatments for our customers, with minimal off-target damage and environmental impact, and we are excited about the possibility of providing our services for you. Below you will find our suggested strategy for treatment of NNI species at Clifton Creek Nature Walk and the estimated cost for completion, in accordance with the information gathered at the site visit. You have my contact information above if you have any questions about the content of this proposal.

ASSUMPTIONS & RECOMMENDATIONS

- Cut and treat all NNI using 50% Roundup Custom
 - Estimate given is under the assumption the cutting and treating portion would be conducted during fall/winter timing
- Foliar treat all NNI using either 2% Garlon 3A or a mixture of 2% Garlon 3A and 2% Roundup Custom
- Will break it down in terms of cost per acre – further management will be needed for 3-5 years

IPC crews will complete the treatment described above within the treatment polygon. Species include but not limited to multiflora rose, tree of heaven, porcelain berry, and oriental bittersweet.

COST SHEET

Western Polygon:

Year 1 (cut and treat + foliar 1 treatment a year)	\$3,300.00
Year 2 follow up	\$1,650.00

Year 3 follow up	\$1,155.00
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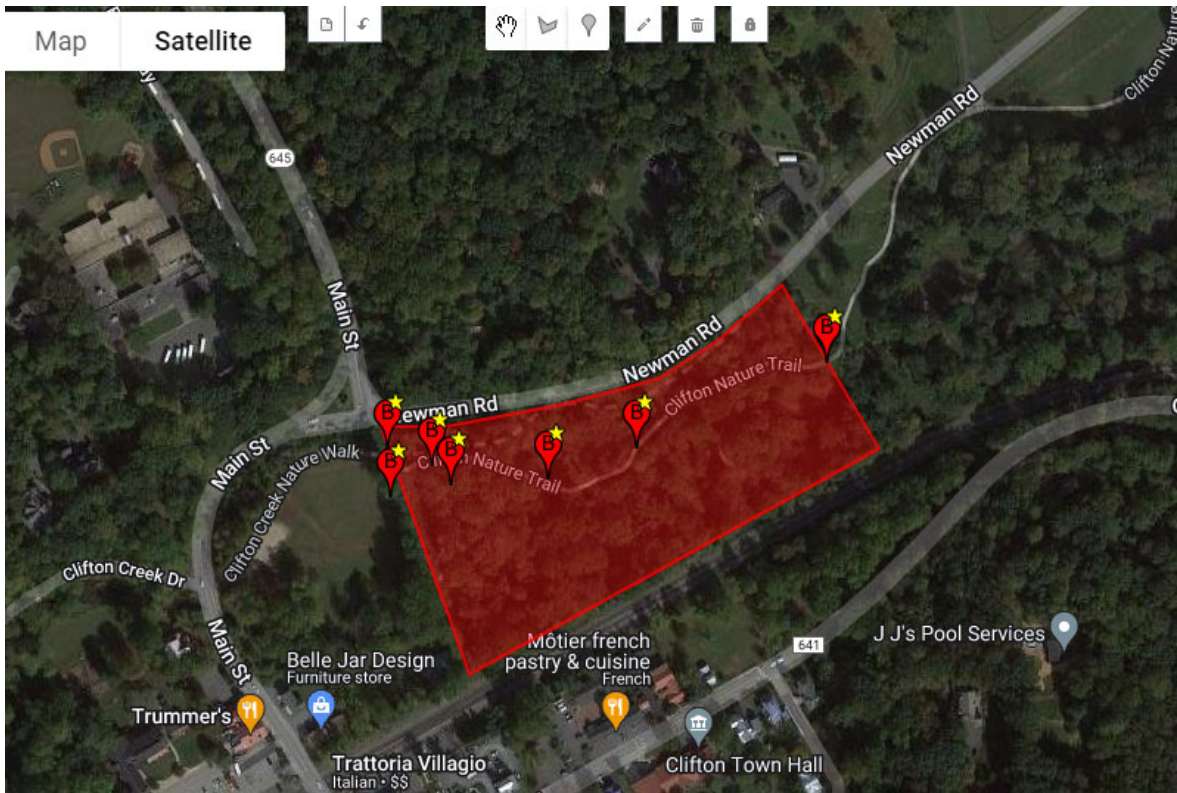
Eastern Polygon:

Year 1 (cut and treat + foliar 1 treatment a year)	\$2,475.00
Year 2 follow up	\$1,155.00
Year 3 follow up	\$825.00

Approximate cost per acre:

Year 1 (cut and treat + foliar 1 treatment a year)	\$3,795.00
Year 2 follow up	\$1,980.00
Year 3 follow up	\$1,650.00







INVASIVE PLANT CONTROL, INC.

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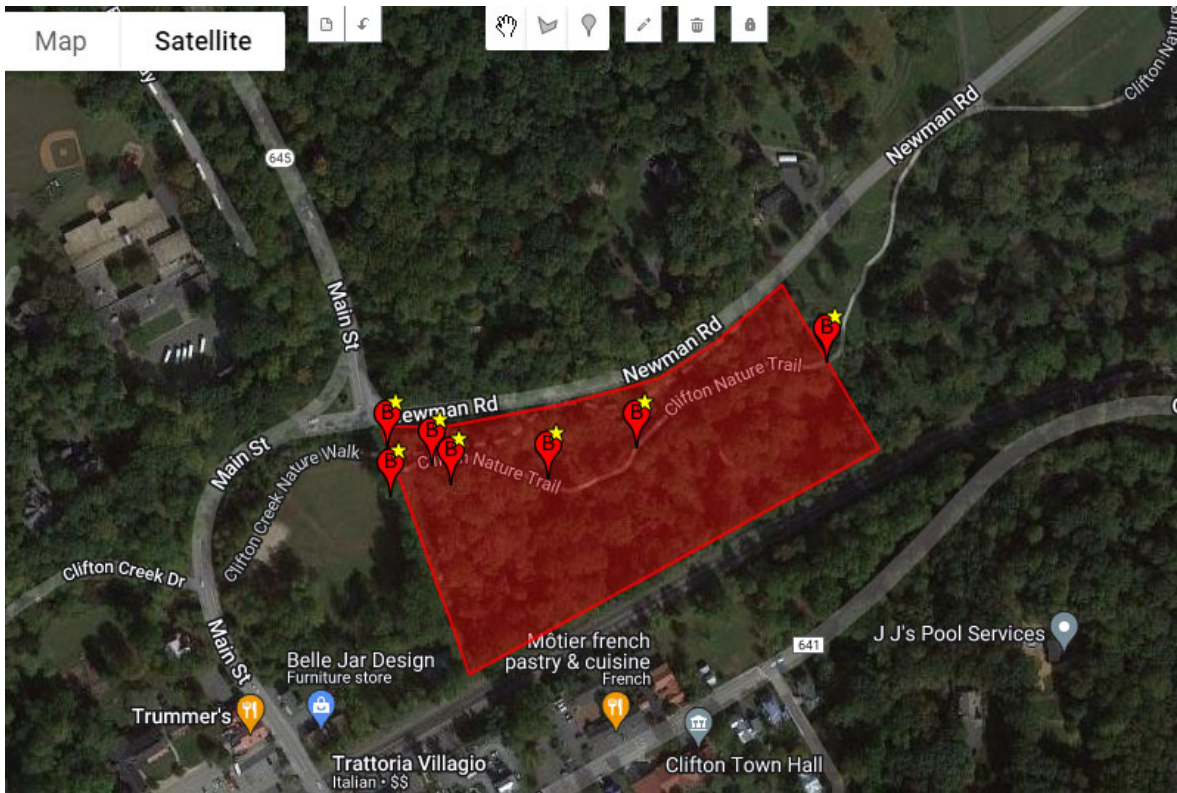
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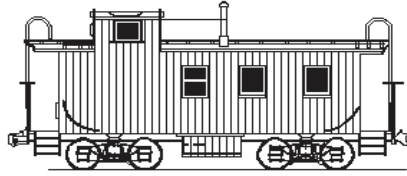
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Town of Clifton, Virginia
P.O. Box 309
Clifton, VA 20124

January 8, 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, the Town has received approval from the VDOT Central Office to proceed with the Project with certain stipulations (see attached). The scheduled meeting with Terry Short from VDOT Central Office was postponed by recommendation of the VDOT NOVA District to allow the meeting to occur once the new Town Council had officially taken office. We have conducted meetings with Mayor Elect Tom Peterson, Council Members Elect Mary Hess, and Jay Davis, to provide them with information and documents regarding the Streetscape Project and to answer any questions they may have to be sure they are properly informed on the Project. We also met with the other members of the Town Council who chose to meet with us to discuss the Project.

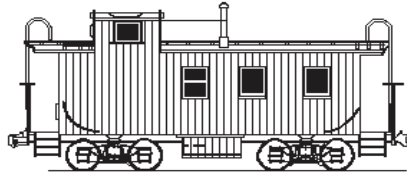
The Streetscape Project has been subject to many delays over the last 3 years for many reasons, but based on our recent discussions mentioned above, it seems there is positive momentum to allow the project to move forward. As has been discussed over the last 8 months, the critical path forward is to approve the J2 Engineers Agreement for engineering services.

We hereby are committed to do the following 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 see attached for specifics of each of the tasks below.

1. Meet with Terry Short at the VDOT Central Office to clarify all stipulations they may require.
2. Have J2 Engineers finish revising the construction phase portion of their agreement.
3. Meet with NOVEC, Verizon, and COX to confirm all utility costs and have those costs be fixed for the project.
4. Conclude meetings with Fairfax County which are efforts to possibly obtain funding from the County for the project.

The goal is to have these items completed over the next 4 weeks and to present the findings to the Town Council at the February meeting and to present 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

January 8, 2024

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

VDOT REQUIREMENTS FOR THE PROJECT MOVING FORWARD

Quarterly reports will be due to VDOT district office at the end of each of the following months: March, June, September, December. These reports will then be submitted to the CO from the NOVA district.

- Preliminary Engineering Phase (J2 Engineers & VDOT approval) to be completed by the end of December 2024
- Advertise Project for Construction Date to be completed by the end of June 2025
- Progress Reports to be done Quarterly.
- Update Agreement to reflect new costs.
- Resolution from the town that covers the town's match and speaks to covering costs above and beyond the award amount.
- Town's part time staff to attend locality qualification program within 6 months.

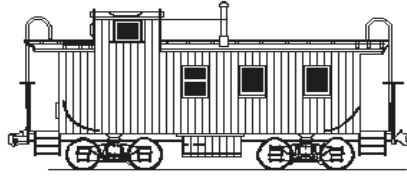
The 1st quarterly report is due Monday April 1, the following is required:

- Consultant agreement executed.
- Updated estimate/schedule
- VDOT to update the revised appendix A and provide to the town for signature.
- Town signs the revised Appendix A
- Resolution from the town that covers the town's match and speaks to covering cost above and beyond the award amount.
- Plan revisions underway.

The 2nd quarterly report due Monday July 1 the following is required:

- Town staff complete LAP qualification program
- TBD and is based on action items identified on the schedule submitted in the 1st quarter.

Susan Yantis & Geri Yantis
Streetscape Committee



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

January 8, 2024

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

PROJECT UPDATE
ADDITIONAL INFORMATION REGARDING TASKS TO BE COMPLETED

1. *Meet with Terry Short at the VDOT Central Office to clarify all stipulations they may require.*

We will be joined by Mayor Elect Tom Peterson for this meeting. This meeting will mainly be a “Good Will” gesture, which will hopefully put the Town in the best light possible and pay dividends in the future on this Project or any other future projects. Clarification will also be sought on the requirement of “resolution from the Town that speaks to covering costs above and beyond the award amount”. We want to understand the intent of this and affirm the Town has the ability to apply for additional federal funding if needed.

2. *Have J2 Engineers finish revising the construction phase portion of their agreement.*

We provided to the Town Council the revised J2 Engineers Agreement which includes services up to the construction phase. The construction phase portion of the agreement is a significant cost to the project and needs to be updated as well. Thus, we will have this revised, with focus on the subconsultant CEI. Their proposal needs to be corrected since the construction time frame noted in their proposal was 2023. It also allowed for a construction time frame of 9 months. We will have discussions on the appropriate time frame to be allotted. Since CEI is also providing Utility Coordination Services, we will have discussions on revising this proposal as well to ensure the scope of work is accurate and to be sure the Town is receiving their “best” price since they are providing the construction coordination services as well.

3. *Meet with NOVEC, Verizon, and COX to confirm all utility costs and have those costs be fixed for the project.*

We reached out to Jim Chesley after the last Town Council meeting to discuss reaffirming NOVEC’s previous commitment to the Town for them being responsible for the costs of relocating their utilities per the written commitment received in November of 2022 (see attached). Unfortunately, they are pulling back from this commitment. Kevin Whyte (Director System Engineering), who provided the commitment on behalf of NOVEC is no longer with NOVEC. He was the decision maker at the time regarding the utility relocation for the Streetscape Project. Pat Toulme (Vice President and Corporate

Council), and Bob Bisson (Vice President) who also is no longer with NOVEC, were also NOVEC representatives Jim Chesley had discussions with regarding NOVEC's commitment to being responsible for the costs of relocating their utilities. Obviously, this is a significant cost to the project and needs to be resolved. The ongoing discussions are favorable, and NOVEC is willing to be responsible for some of the cost of relocating their utilities, but the conclusion of these discussions may result with some costs becoming a part of the Project. This will be finalized over the next few weeks.

We will also reach out to Verizon and Cox to reaffirm their utility costs and ask for their costs to be valid for a time period that will fall into the time frame of the actual work so we know there will not be any future increases in their work. We will also make every effort to initiate discussions with Verizon for their potential to absorb some of their costs for relocating their utilities.

If any adjustment to the design of the utilities needs to be considered to adjust costs to keep them within the current budget, then this will be explored as well.

4. *Conclude meetings with Fairfax County which are efforts to possibly obtain funding from the County for the project.*

Mayor Elect Tom Peterson initiated our discussions with Supervisor Herrity and his staff for the initial reason to understand the possibility of Fairfax County administering the Project. Since the last town council meeting, we met with them again and they confirmed the current federal funding would not be transferrable to the county as we were told by VDOT. We then turned the focus to the possibility of obtaining funds from the County for the Streetscape Project. They informed us there may be a source of funds and they would look in it further. We will continue these discussions in an effort to have additional funding for the project if needed.

Susan Yantis & Geri Yantis
Streetscape Committee

**Town of Clifton Streetscape Electrical Conversion
Estimate**

Scope of Work: Convert existing overhead power and service lines to an underground distribution system along Main Street from Chapel Street to the railroad tracks. This assumes the Town of Clifton will provide all easements necessary for the overhead to underground conversion.

UG conversion - \$951,000

\$250,000 UG installation

- 1/0 cable, 1000mcm cable, service conductor, conduit, equipment, pullboxes, trenching & boring

\$96,000 flagging

- \$3000/day (8 weeks)

\$570,000 restoration/paving

- (this cost assumes NOVEC will be required to repair the roadway and sidewalks prior to the streetscape project commencing)

\$35,000 remove existing OH

- Remove and dispose material

In-kind OH replacement - \$208,000

\$125,000 OH installation

- Poles, equipment, guying, conductors

\$48,000 flagging

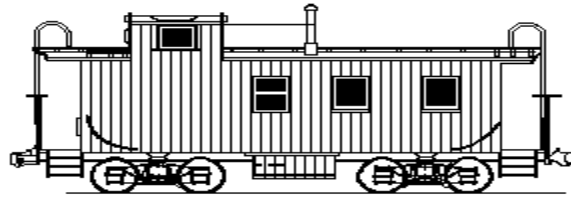
- \$3000/day (4 weeks)

\$35,000 remove existing OH

- Remove and dispose material

Special Note:

- The UG cost can be reduced if the Town chooses to restore permanent sidewalks and paving.
- The In-Kind estimate assumes the cost of relocating the wood poles along the UG conversion area.
- This estimate is plus or minus 20%. This estimate can be firmed up when easements are acquired and field conditions are known. This estimate is a ballpark estimate because we do not have a final determination on what items are considered "in conflict" with the streetscape project.
- This estimate does not assume any additional work on the customer side of the meter.
- Based on the Franchise Agreement, NOVEC will credit approximately \$210,000 for the Streetscape project.
- As with all VDOT projects, the cost will be true-up at the end to reflect actual cost.



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, JANUARY 16, 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. Swearing in of the Mayor and Town Council for the 2024-2026 Term
 - a. Mayor's Remarks and "Meet and Greet."
 - b. Confirmation of Vice Mayor
3. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
4. Report of the Treasurer:
5. Financial Report.
6. 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.*
7. Reports of Committees:
 - a. Planning Commission.
 - b. Zoning Administrator.
 - c. Architectural Review Board.
 - d. Streetscape Committee.
 - i. Discuss Final Requirements from VDOT to Enable the Streetscape Project (UPC 109949) to move forward with the approved current funding.

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. 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
12641 Chapel Road
Clifton, VA 20124

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

- ii. Authorize J2 Engineers Agreement (corrected & amended) – Vote Required.
 - e. Committee on the Environment – Flood Plain Presentation (Laura McDonald).
 - f. Parks Committee.
- Dominion Energy Tree Work in 8-Acre Park – Update.
8. Unfinished Business:
- a. Alternative Sources of Revenue for the Town of Clifton – Continue Discussion.
9. New Business:
- a. Creation of a Paid Part-Time Position “Open Spaces Administrator” with annual salary of \$100 (This is necessary to meet requirements for the Streetscape).
 - b. Creation of a “Finance Committee” and “Revenue Producing Committee.”
 - c. Moving Town Elections Back to Nickum Community Hall per County Request (Beth Methfessel)
10. Adjournment.

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