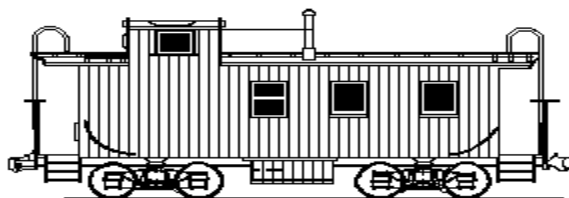


Wayne H. Nickum Town Hall
12641 Chapel Road
Clifton, VA 20124

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



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

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

Staff: Suzy Murphy, Town Treasurer and Laura Jane Cohen, Town Administrator

Absent: Kerrie Gogel, Town Clerk (maternity leave - Mary Hess acting Clerk)

Meeting called to order by Mayor Peterson at 7:30pm, followed by the pledge of allegiance lead by the Boy Scouts

Regular Meeting Order of Business

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed). - Not needed.
Mayor Peterson thanked the community for the prayers and support for he and his family. He mentioned he may leave meeting early since they are still grieving so.
2. Report of the Town Clerk:
 - a. Website update by CM Davis. New site is up and running. All are to let him know if changes are needed or they have suggestions
 - b. CM Hess wants to send an email with the new links, particularly for Haunted Trail.
 - c. CM Davis reminded all about golf cart tag registrations are due. Telling folks to register their cart and all carts need tags because of insurance mainly. Please stay up to date.
 - d. Approval of the Minutes (previous meetings, special meetings, and work sessions).

CM Effros made a motion to approve the minutes from the September Town Council meeting. The motion was seconded by CM Davis and approved by poll, 5-0. Mayor Peterson abstained.

3. Report of the Treasure: See attached report

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- a. Payment made based on approvals from previous TC meeting
 - b. Request for approvals of the following invoices:
 - Clearpoint preaudit firm, sent first invoice - \$7,772.50
 - Harrison and Johnson - VESMP and Code - \$1,050.00
 - LCS Property - \$3,322.00
 - Bowman - \$891.36 and \$839.33
 - Greenvally - \$1,515.00
 - Art Guild - \$1,950.00 (have not resolved flag invoice for the same period of time)
- Mayor Peterson added: Flag jumped the gun and started prior to the end of the previous service, they did start in June. But we have seen an improvement with the trash around town. Both were doing work.

CM Effros made a motion to approve all invoice payment requests. The motion was seconded by Mayor Peterson.

CM Hess: Aye

CM Screen: Aye

CM Davis: Aye

VM McDonald: Aye

CM Effros: Aye

Mayor Peterson: Aye

- 4. Report of the Administrator: See report
 - a. 8 acre park - boulders moved
 - b. bridge painted
 - c. town hall lease with a letter from Mayor Peterson has been completed.
 - d. Barker building has new locks. Still checking out the door to the storage room door knob. Town council has the key pad lock numbers and Michelle Stein. Lock can do special codes but it will not tell who is using what. Back office has a lock but the storage closet does not have a separate lock. CM Davis says move the files and get rid of the storage unit. Town Administrator is making sure it is done by next week.
 - e. Sunday motorcycles - Rep. Herrity to have a meeting with us, Oct 15th 11am or 16th at 10:30 - CM Davis and CM Effros to meet, more board members can attend. Meeting will be held in the Barker building. Rep Herrity will bring Police Cpt. from Sully Station.who comes to the Sunday events - says a couple are rowdy but overall a good event. There will be explanation of use. No permits have been pulled by the event organizers so far. If the participants are blocking

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driveways and businesses the Town is to call police. CM Screen wants to attend the meeting on the 15th. John Esposito is to be invited (one of the event organizers). Mayor Peterson has met with him prior.

5. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.
—insert names—

*Michelle Ward, 12644 Chapel Road and Jennifer Youngen, 12641 Chapel Road
Ms. Ward could not attend. Jennifer Young - Physical therapy - Clifton Wellness
Collective 7 private practitioners in various skill sets. Having an open house to let
everyone know. She listed the 7 people.
November 9th from 1-3pm. Free offerings to engage folks, wellness refreshments, skin
care samples, screenings, resources. They have cards to pass around.*

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.*

6. Reports of Committees:

- a. COTE Committee - *Laura and Margaret - Full names needed* - spoke on invasive plants and trees. They are interested in forming a coalition to stop the spotted lantern fly - by using planting, etc. The town is removing the preferred host tree (Tree of Heaven) but unless other members of the community remove them will still be a problem. There are a bunch lining the railroad tracks. CM Hess will connect with her. The Tree of Heaven has to be killed not just cut down. Volunteer organization to help citizens learn to deal with invasive species management Fairfax Tree rescuers. They are looking for partners. Nov 8th & 15th - event throughout the county. Nov 15th raindate on the 16th they will be at CES to take vines out of the trees. JD asked if they are partnered with VNTC and they are. For CLifton to partner there is nothing for us to do. They would just like the council/town to use word of mouth to share knowledge and to help disseminate information. They hope to have incentive grants in the future.

CM Screen made a motion to partnership. The motion was seconded by VM McDonald and approved by poll 6-0.

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- b. Planning Commission - no applications
 - i. VESMP agreement - a resolution to approve is needed; town attorney has approved and edited. The resolution needs to be signed by the clerk and the mayor. Once signed it can then go to the county for final approval. Town will now be subject to the VESMP rules. Mayor is authorized to take actions to effectuate the agreement. A signed resolution means the town will be adopting the county guidelines within the Town regulations. There are many new regulations and rules. Once the county approves which is expected then the Town will change its ordinance to match.

CM Screen made a motion to approve the resolution. The motion was seconded by CM Effros and approved by poll 5-0.

- c. Architectural Review Board - An application to replace decking and a front porch floor for the Currans on Dell was received. The only change is to talk to the Currans about the railing.
- d. Special Projects Committee (Streetscape) - see attached report.

On Aug 4th the Town was allowed to advertise; did so on the EVA state site on the 11th. Sept 25th applications for the job were due and opened that date. The Town received 1 bid, still analyzing the bid. All 3 utilities submitted and VDOT approved their plans. Easements have been obtained and recorded. The amount of the bid was disappointing. Figuring out why so much higher than expected. Others are doing research. EVA website not the right way to find the correct contractor. Going to reask in another way to discuss a way to get next steps. Matt McLaughlin to help. VDOT is recommending to combine the projects again so the bid will be larger and attract more contractors. Were split due to the utility companies delaying their part. Options combine, cancel or rebid. VDOT is hesitant on the rebid. Matt Hill would be a good person to try to minimize affect of delays by other utilities so combining looks to be the direction to go. CM Davis asked where to hit the target audience since EVA did not work? McLaughlin says some learn by word of mouth. CM Effros asked are we allowed to ask around? Mr. Yantis says we are not allowed to reach out to individual contractors - must be through a public forum. CM Effros says he has asked around and there are tons of contracting jobs and labor shortages are part of the problem. Mr. Yantis says most of those companies are so big they do not want the Town project. Have been told this is a good project just not seen by right folks. CM Effros asked if Verizon signed agreements? The plan and estimate was signed but the actual scope contract has not yet been signed. None of the utility companies have signed the formal contract yet. CM Screen asked about where/how the communication with VDOT went. Mr. Yantis says it was via email that outlines VDOT recommendations. CM Screen asked if we combine the parts can there be a gap? Utility duct bank must be done first before roadway work. CM McDonald asked if

we know the contractors that do the work for the utility companies. Mr. Yantis says he can get the names. All are VDOT qualified. The challenge is still getting the word out. CM Screen asked if the deadline to get the contract by the end of the year or does that need to be changed? Mr. Yantis says we have received an extension letter to advertised by 9/30 if an approved contract is not received the project can be cancelled. But VDOT wants to help the Town see this through. CM Effros asked what new approvals are needed? Mr. Yantis says yes and no. CM Effros asked about timing and liabilities. How much time since there will not be another 45 days rebid? What is the new timing? The contractor that bid knew they were the only one to submit. Mr. Yantis says advertisement before the end of the year. Need to expedite the IFB. Opening of new bids will be in the new year. The IFB should not be that tough to get back together in the new format. VDOT is expected to help it go through. Construction could still potentially start in the Spring. CM Effros is concerned about the amount to be bid and explained the town may not have the funds to pay for it. The funds that were received were supposed to include in-kind. The ask was for \$137K. VDOT added to ours and no in-kind match as been applied. They (the state) was to send Mr. Yantis details as to how the funds received were calculated and when to receive, etc. We should get a spreadsheet from the website. On the website where the reimbursement was sent says it is an open issue. CM Hess asked: Where are we going to advertise? MR. Yantis says we are going to find the best site not the same site. Most conversations will be general in nature. CM Effros brought up the names of the various accounts related to Streetscapes that are in the Twon accounting system. Mr. Yantis says the treasurer should use the UPC numbers. He explained Master and Triangle were the 1st phase and the floodplain part, Phase II is Duct bank (A) and current (study and construction)

- e. Parking and Traffic Committee - CM Hess secured 4 off duty police officers with vehicles for Halloween - cheaper than originally thought. 4 hours 4pm - 8pm, will be placed at main points where people cross the streets. The restaurants will be sure no one is parked in front of their businesses on that night. Going to ask the fire department to block off water and school to residents only. Trying to deter the traffic to Chapel.

CM Hess asked CM Screen if reserve police are needed for the haunted trail? CM Screen stated she will call the police this week to see what they plan for the Haunted Trail and that 2 police officers would work if needed. CM Effros asked about cars on Chapel during Haunted Trail? CM Screen explained they are not allowed.

- f. Finance Committee - CM Effros reported

Committee gathered data as to how the meals tax would affect/help. There is lots of data. The bottom line is that the likely implications of Streetscapes, pink house, other sidewalks, trees in 8 acre park, playground equipment - the Town needs to protect itself by increasing revenue. Increase the meals tax and Town can create a real estate tax. He explained there are 3 options for the town to make money: BPOL, Meals tax, real estate tax. And that Meals is the only one that helps bring in money from outside the town. Costs are constantly going up - labor, materials and inflation. The committee is looking at how the increase will go with the budget. Committee recommends we match the county for a 4% meals tax. The town code has a specific number. Attorney says only need 1 meeting. There was no resolution tonight from the finance committee.

g. Call for any other Committees

Legal committee - pink house contract language needs to be changed. Towns cannot sign an indemnity agreement. But no major changes, just a delay, the numbers are not the issue. The only need is to get the language correct. Anything over \$10,000 regarding how to hire people needs to be in the contract. Should be ready shortly. Should be done by next town council meeting.

CM Davis asked if the finance committee would be able to make a recommendation by next meeting? Without the Streetscape numbers what are they going to be? Now there is a delay. CM Screen says she wants the Town to do some long term projections. Felt some pressure because of the county making a change. Town wants to be more informed about the numbers so we can base future decisions regarding spending, etc. Will be putting together better numbers.

CM Screen made a Haunted Trail announcement. The Town would like to tap into everyone fears. She made a call for volunteers and asked all to please spread the word. CM Screen has some skit ideas. Have sold over 500 tickets. There is a short blip with the website. Greg's waitress' did a skit and may want to do it again. Sidney has to step back due to an eye surgery. Another mention of skits needed. CM Screen will ask the high school drama clubs. There are materials for folks that want to step forward. There is a pod full of material, outfits, etc... Great response from sponsors this year our Town Administrator has lead the charge and many town businesses are supporting.

Communications - CM Davis reiterated that the town has a new website and it is live. There will be lots more information. Please send feedback to the clerk.

7. Unfinished Business:

- a. Trash Collection- resolved
- b. Town Hall Lease - resolved
- c. Barker Building Next Steps - resolved except for better access to bathroom

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d. Meals Tax - been addressed

8. New Business:

- a. Clifton Scout Troop 1104: Sign Request, Scouting for Food November 1st and 8th

This was moved to the beginning of the meeting. The Boy Scouts asked for signs to advertise Scouting for Food and to put it on the CES sign. Signs will be up for 1 week. Farmers market is fine to let them use the CES sign for 1 week. The request was for support to place 7 signs in and around town

CM Hess made a motion to approve the sign request. The motion was seconded by CM Effros and approved by poll 5-0.

- b. Holiday Parade Banner Request - no exact date. There is no holiday homes tour this year. Banner will be for a date in November. Horse parade is Dec 6th at 2pm. November 20th - Dec 6th .

CM Screen made a motion to approve the Clifton Horse Society to hang a banner with the above dates. The motion was seconded by CM Hess and approved by poll 5-0.

- c. 2026 Lucia Effros Perseverance Award - It was decided that Mayor Peterson wants to make the announcement so this was tabled for the next meeting
- d. 2026 Farmers Market and Sign Request - wants approval for same sign requests as 2025 and at CES. The Farmer's Market been approved by county to have the market again in 2026. The Town has agreed she does not need to redo the use permit.

CM Screen made a motion to approve the signs. The motion was seconded by CM Davis and approved by poll 5-0.

9. Adjournment.

CM Davis made a motion to adjourn the meeting. The motion was seconded by CM Effros and approved by poll 5-0.