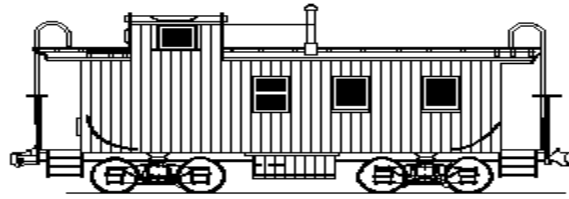


Wayne H. Nickum Town Hall  
12641 Chapel Road  
Clifton, VA 20124

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



**CLIFTON TOWN COUNCIL SPECIAL MEETING  
THURSDAY, JUNE 25, 2026, 8:00 PM  
WAYNE H. NICKUM COMMUNITY MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VIRGINIA 20124**

**Present:** Mayor Lynn Screen; Vice Mayor Jay Davis; Councilmember JP Hess (Remote);  
Councilmember Darrell Poe; Councilmember Amanda Hencken (Remote);  
Councilmember Steve Effros  
**Staff:** Laura Jane Cohen, Town Administrator; Kerrie Gogoel, Town Clerk; Suzy  
Murphy, Town Treasurer

---

The Special Meeting was called to order by Mayor Screen at 8:00 PM.

1. Apply Policy for Remote Participation by Electronic Means for the Town of Clifton.
- **VM Davis made a motion to allow CM Hencken and CM Hess to participate in the meeting remotely. The motion was seconded by CM Effros and approved by poll, 4-0.**
2. Meals Tax.
  - a. The Council took up the adoption of an increase in the meals tax from 2% to 3%.  
It was noted that all written comments had been circulated and that all commenters had attended the public hearing.
  - b. The Mayor called for additional discussion, and there was none.
- **CM Effros made a motion to adopt the change in the Town Code from 2% to 3% on the meals tax. The motion was seconded by CM Poe and approved by roll call.**

**CM Hencken: Aye**  
**CM Hess: Aye**  
**CM Poe: Aye**  
**VM Davis: Aye**  
**Mayor Screen: Aye**  
**CM Effros: Aye**

  - c. It was noted that the Town Code will be officially amended to reflect the increase in the meals tax, though the change still needs to be physically written into the Code.

- d. Mr. Greg Young of the Clifton Café inquired whether the increase would be effective July 1, 2026 which was confirmed.
  - e. Mr. Young emphasized the need to formally notify the Town's restaurants so that they can begin collecting the increased tax effective July 1, and Mayor Screen agreed to draft the notification message.
3. CARES Funding and Other End of Fiscal Year Invoices.
  - a. The Town Treasurer explained that the CARES funding originated from COVID-19 relief, through which the Town received money that it committed to various town projects, and that \$3,000 remained in a caboose renovation project. She noted that the Town had heard from John Powell, who submitted an estimate from Craftsman Upholstery for \$4,700. Because the vendor was unable to complete the windows in time to meet the funding deadline, they pivoted to ordering the upholstery so that the work could begin. The scope of the work includes the materials (foam, vinyl, etc.) and the labor. She added that there was ample money remaining in the budget because some projects did not occur and proposed moving funds from the permanent signs line item. The Clerk noted that the previous motion regarding the CARES funding going to the caboose work specifically stated that it would go towards the windows, and so that would need to be updated in a new motion.
- **VM Davis made a motion to spend the remaining CARES Act money to support the general caboose restoration. The motion was seconded by CM Poe and approved by poll, 6-0.**
- **VM Davis made a motion to move \$5,000 from the permanent signs line item in the budget to the caboose restoration. The motion was seconded by CM Poe and approved by poll, 6-0.**
- **VM Davis made a motion to pay \$4,700 to Craftsman Upholstery for the caboose renovation. The motion was seconded by CM Poe and approved by roll call.**  
**CM Hencken: Aye**  
**CM Hess: Aye**  
**CM Poe: Aye**  
**VM Davis: Aye**  
**Mayor Screen: Aye**  
**CM Effros: Aye**
- b. It was noted that an attorney bill for \$900 required no vote, as it was under \$1,000.
  - c. CM Hencken noted that the invasive treatment invoice should be coming in before the end of the fiscal year, the Town Treasurer emphasized that she needed the invoice submitted to her by June 30.
  - d. The Town Treasurer noted that she will be requesting additional items at the next meeting, as insurance is due.

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

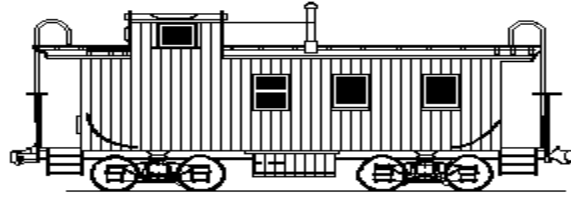
Mailing Address:  
P.O. Box 309  
Clifton, VA 20124

4. Adjournment.

- **CM Poe made a motion to adjourn. The motion was seconded by VM Davis and approved by poll, 6-0.**

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

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



**CLIFTON TOWN COUNCIL SPECIAL MEETING  
STREETSCAPE PROJECT BID OPENING  
THURSDAY, JUNE 25, 2026  
WAYNE H. NICKUM COMMUNITY MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VIRGINIA 20124**

**Present:** Mayor Lynn Screen; Vice Mayor Jay Davis; Councilmember JP Hess (Remote); Councilmember Darrell Poe; Councilmember Amanda Hencken (Remote); Councilmember Steve Effros  
**Staff:** Laura Jane Cohen, Town Administrator; Kerrie Gogoel, Town Clerk; Suzy Murphy, Town Treasurer

---

**Streetscape Project Bid Opening**

The special meeting was called to order by Mayor Screen at 7:30 PM.

Also present was Geri Yantis, who presented the results of the Streetscape project bid opening.

1. Report on Bids Received:
  - a. Mr. Yantis reported that four bids were received for the Streetscape project.

|                                 | Stage 1         | Stage 2         | Total           |
|---------------------------------|-----------------|-----------------|-----------------|
| M&F Concrete Incorporated       | \$ 772,280.43   | \$ 967,276.92   | \$ 1,739,557.35 |
| A&M Concrete Corporation        | \$ 1,046,511.00 | \$ 746,794.00   | \$ 1,793,305.00 |
| Sagres Construction Corporation | \$ 966,618.04   | \$ 903,400.00   | \$ 1,870,018.04 |
| B&D Excavating Incorporated     | \$ 1,530,195.55 | \$ 2,463,121.60 | \$ 3,993,317.15 |

- b. Mr. Yantis noted that the next step is to meet with the committee to analyze the bids. He noted that three of the bids are close, and that one line item had been missing, which two contractors had called the team about. He noted that this would need to be communicated with everyone.
    - c. Mr. Yantis noted that the consultants are familiar with these companies. He noted that the Town must accept a bid within 60 days.
    - d. Mr. Yantis noted that the electrical work for the individual buildings that require new meters had been pulled out of the Invitation for Bids (IFB). He explained that this type of electrical work is not typical for roadway construction, as it requires

going into the buildings to run wiring and other work, particularly at the church, and that it would therefore be best to have the Town's own consultants perform that work.

2. Council Discussion:

- a. CM Effros inquired whether, given that three of the bids are close, there is any latitude in selecting among them, and whether the bids would need to be cleared by the Virginia Department of Transportation (VDOT) first.
  - i. Mr. Yantis replied that the selection is essentially the lowest bid unless there is something that nullifies a bid, and that all of the bidders are already prequalified.
- b. Mayor Screen inquired whether the Town would not need to return to VDOT to request additional funding.
  - i. Mr. Yantis replied that, while the bids still need to be analyzed, the situation is better than had been anticipated.
- c. Mayor Screen inquired about the financial implications of the missing addendum, and whether there were financial implications resulting from the missing item.
  - i. Mr. Yantis replied that this is not yet known and that the bid information would need to be reviewed.
- d. Mr. Yantis noted that the electrical work is estimated at no more than \$40,000, at an estimated \$10,000 for each building.
- e. CM Effros noted that the Town Administrator had pointed out that there had been a meeting with the café and others, and that there was a suggestion that the sidewalks in front of Main Street on the west side may be shut down for longer than previously thought, with discussion of routing access behind the café.
  - i. Mr. Yantis replied that this is not more than previously estimated. He noted that it had already been known that that side of the road would be shut down during Stage 2, and that there had been discussion of ensuring that a pathway could be created to connect the properties and allow access. He noted that the café driveway will be closed.
- f. CM Effros inquired about the anticipated length of the Ford Lane shutdown.
  - i. Mr. Yantis replied that once a contractor is selected, the team will meet with all of the business owners to coordinate and develop a plan, applying the lessons learned from Stage 1 to Stage 2. He noted that Ford Lane will remain open, and that ideally the adjacent property owners would be included in those meetings. He noted that the access limitations are likely closer to a month.