Approved by the Town Council on 9/1/2026.

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CLIFTON TOWN COUNCIL MEETING
WEDNESDAY, AUGUST 12, 2026, 7:30 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VIRGINIA 20124

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

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

1. Apply Policy for Remote Participation by Electronic Means for the Town of Clifton (if needed).
   This item was not needed, and no action was taken.

2. Mayor's Remarks.
   a. Mayor Screen thanked all present for their patience with the delayed meeting, noting that it allowed the Town to make important progress in a number of areas and accommodated the special election held the previous week. She thanked the Town Treasurer for her assistance in the search for her replacement. She noted that the Council would hear about the Streetscape project during the meeting, while observing that the project team were not in attendance. She previewed that the meeting would include several citizens' remarks and updates on the NFL connection, the Haunted Trail, and other matters.

3. Report of the Town Clerk:
   See attached report.
   a. In addition to the written report, the Town Clerk provided the following updates:
      i. She established a Town of Clifton email address for Mr. Dwayne Nitz, the consultant retained by the Town in connection with the Pink House project.
      ii. She completed all outstanding Freedom of Information Act (FOIA) requests.
      iii. She completed an assessment of Dropbox versus Google Drive for the Town's file storage, noting that certain questions regarding the setup of Dropbox remained outstanding and would be discussed during the Pink House item.

- **CM Poe made a motion to approve the minutes from the previous month. The motion was seconded by CM Effros and approved by poll, 5-0.**

4. Report of the Treasurer:
   See attached report.
   a. In addition to the written report, the Town Treasurer noted an additional invoice received from Mr. Dwayne Nitz (Invoice #2), covering the period from March through July, for 15 hours at $150.00 per hour, totaling $2,250.00, and requested approval of all outstanding invoices.

- **CM Poe made a motion to approve payment of the invoices as presented. The motion was seconded by CM Effros and approved by roll call.**
  CM Hess: Aye
  CM Poe: Aye
  VM Davis: Aye
  Mayor Screen: Aye
  CM Effros: Aye

   b. The Town Treasurer reported on the status of the Town's accounting and a potential audit.
      i. She noted that the Town's accountant is re-reviewing the books and that the Town expects to hear back within the week. She further noted that she had spoken with representatives of McConnell Jones LLP, a firm based in Washington, D.C. that performs municipal work for other localities, regarding serving as the Town's auditor. The firm requested the Town's trial balances (a more granular version of the financial information the Council typically reviews) and related materials to determine its fee, and she anticipated that other firms would request similar information.
      ii. She explained that the Town is not required to undergo an audit based on its size, but that if the Town spends more than $1 million in a fiscal year on a project, as is likely with the Streetscape project, an audit would be required, depending on the timing of that project. She noted that while a federal audit would be required for such a project, that the requirement applies only to the project itself, and that auditing firms are generally unlikely to undertake a project-only audit without also auditing the entire finances. She noted that the pre-audit professionals advise against a full audit where one is not required, as it is resource-intensive and expensive.
      iii. She recommended that the Town complete FY26 with the pre-audit professionals again, providing an independent set of eyes, and then use the trial balances to obtain estimates from audit firms and decide from there whether to proceed with a full audit.
      iv. CM Effros noted that, with respect to the $1 million threshold on a project, the Town should confirm the requirement, as he did not believe the required audit was solely a financial audit but also a compliance audit. The

Town Treasurer responded that there is a financial component on the federal side, but that the Virginia Department of Transportation (VDOT) also requires a process audit, consisting of paperwork, notifying the Town when events occur, safety items, and similar matters, which she noted are typically built into standard construction plans.

v. CM Poe asked whether it is typical to obtain a non-disclosure agreement (NDA) with respect to the trial balances. The Town Treasurer replied that it is not unreasonable to request one.

5. Report of the Administrator:
   See attached report.
   a. CM Hess also reported on a proposal from Apex Electric to replace the current fluorescent ballasts at the Town office, noting that the change was to add a new outlet. He noted that under the Town's procurement policy the cost should be below the applicable threshold, that he had conducted market research confirming that the pricing aligns, and that there was a small increase in scope and cost.

- **VM Davis made a motion to approve up to $6,500.00 to pay Apex Electric for repairs to the Town office. The motion was seconded by CM Poe and approved by roll call.**
  CM Hess: Aye
  CM Poe: Aye
  VM Davis: Aye
  Mayor Screen: Aye
  CM Effros: Aye

6. Citizens' Remarks:
   a. Junior League of Northern Virginia — Find the Good Day.
      i. Ms. Alicia Campbell, President-Elect, and Ms. Jenna Tom appeared on behalf of the Junior League of Northern Virginia (JLNV) and thanked the Council for the opportunity to present. Ms. Campbell explained that the JLNV is a nonprofit organization founded in 1958 whose mission is to advance women's leadership through meaningful community impact, volunteer action, collaboration, and training. She noted that its current focus area is "women helping women," providing professional development and essential services to women in Northern Virginia, that the organization provides $10,000 annually in community grants and products to assist women, and that it has over 350 members in Northern Virginia.
      ii. Ms. Campbell explained that "Find the Good Day" is a Junior League International initiative taking place on September 17 to celebrate the good created in communities, describing it as a movement reflecting the Junior Leagues' spirit of empowerment and community transformation, with communities throughout the United States aiming to make a difference by embracing the power of unity, change, and "finding the good".

iii. Mayor Screen noted that part of the purpose of the presentation was to ask the Council to adopt a resolution establishing September 17, 2026 as "Find the Good Day" in Clifton.
iv. Ms. Tom noted that she is newer to the JLNV and to the area and that it has been a wonderful place to find her home.
v. Mayor Screen asked whether, if the Council adopts the resolution, there is any other expectation of the Town, and what the organization would be doing on that day in Clifton and in other towns. Ms. Tom replied that the initiative is a "find your own adventure," encouraging people to do something more for their community, and that suggestions have included sending postcards to communities among other small things. Ms. Campbell added that the goal is to celebrate the good in others and show kindness, and that the organization typically holds collections for its period pantries, taking donations and holding shop-and-donate days that support partner businesses.
vi. CM Poe asked whether the Town's declaration would help the organization engage with Clifton businesses. Ms. Campbell replied that the Town is not required to do anything and that the organization looks to be able to engage with Clifton businesses.

- **Mayor Screen made a motion to adopt the proclamation as drafted, with the addition of specific information regarding the Councilmembers' names, to support September 17, 2026 as "Find the Good Day" in Clifton. The motion was seconded by VM Davis and approved by poll, 5-0.**

b. Citizen Ashley Freis — Lemonade Stand Request.
   i. Citizen Ashley Freis explained that her five-year-old son, Braden, would like to operate a lemonade stand to earn and save money, and that she would like to set it up on a grassy area somewhere in Clifton.
   ii. Mayor Screen noted that this was the first request of its kind the Town had received and asked about the family's connection to the Town. Ms. Freis replied that the family lives about a mile down the road and that she would like to set up in Ayre Square, without a specific date.
   iii. CM Effros asked about the nature of the venture. Mayor Screen asked whether anything else was planned in Ayre Square, and VM Davis suggested that the stand align with one of the motorcycle or car events.

- **VM Davis made a motion to approve Braden's lemonade stand in Ayre Square for one day between the date of the meeting and the end of September. The motion was seconded by Mayor Screen and approved by poll, 5-0.**

   iv. CM Poe thanked Ms. Freis for taking the time to engage with the Council on the matter.

7. Reports of Committees:

a. Planning Commission.
   See attached report.
   i. VM Davis reported that no applications were reviewed. The Commission reviewed maps and suggested minor changes back to the Northern Virginia Regional Commission (NVRC). He noted that the Chesapeake Bay Preservation Area map remains on hold, and that review of the Department of Environmental Quality (DEQ) changes to Chapter 11 is also on hold pending a complete response, with an ongoing dialogue between Ms. Kathy Kalinowski and DEQ.
   ii. CM Effros noted that the Town is also considering changing a portion of the Town code regarding signage. The Town Clerk noted that the Virginia Municipal League (VML) had responded that the Town does not have to do much to update its code. VM Davis noted that the Commission is updating the use permit and instructions.
b. Architectural Review Board.
   i. The Architectural Review Board (ARB) did not meet.
c. Parks Committee.
   See attached report.
   i. CM Hess reported that the Committee needs to table the comprehensive agreement with Imageworks at this point, as he does not believe it has obtained several quotes on the exact comprehensive maintenance package.
   ii. CM Poe asked whether this pertained to mulching or only mowing. CM Hess replied that it concerns overall groundskeeping consolidated into one or two contracts. VM Davis noted that this did not affect the mulching or other work. CM Hess noted that the Town simply needs comparable quotes for this scope of work. VM Davis noted that the Town has a fleshed-out maintenance calendar and needs to determine which items to include in the contract, and CM Hess added that the Town needs to identify whether to include items such as summer weeding.
   iii. CM Effros noted that the church has decided to put out a request for a part-time maintenance person to work on the church grounds and suggested this may be something the Town wishes to consider.
   iv. There was discussion regarding the wildfires occurring in the area. CM Effros noted that many people believe it was a mistake to have recommended that they always leaving material in the woods due to environmental benefits, as it also poses a significant fire risk, and that from what he has gathered, areas close to residential areas should be cleared. CM Hess noted that the Town needs to engage with the County arborist, who has views on clearing underbrush, and that there may be more appetite for such clearing. VM Davis clarified that this is in reference to the eight-acre park and floodplain. CM Hess noted that the Town Administrator had previously reached out to the County arborist and that he would ask her to resurrect that conversation to obtain guidance.
   v. Mr. Mike Davis noted that the platform bridge in the floodplain is broken and rotten and is not sufficient for Clifton Day. CM Hess offered that he

has some leftover wood and could help. Mr. Davis noted that he and Mr. Regan McDonald had replaced the boards on top four to five years ago and that the boards underneath are now rotten. CM Poe asked whether the Eagle Scouts could assist. Mayor Screen noted that if the work needs to be completed before Clifton Day it should be done sooner rather than later, and that she would coordinate with the Town Administrator.

d. Environmental Committee.
   See attached report.
   i. There was discussion of the landscaping designs. Mayor Screen noted that, because the drawings had been circulated, the Council could discuss them. She noted that two of the locations would be impacted by the Streetscape project, so there is no point in addressing those, and that the remaining areas are the Gazebo and the Triangle. She noted that while the current designs are beautiful and use native plants, the Town is not ready for next steps, particularly given the absence of a budget or estimate and no obvious source of funding, and suggested that the effort may be premature, recommending that it be revisited in the spring while expressing curiosity about the timing of spring landscaping work.
   ii. VM Davis suggested that the Town first sort out the comprehensive maintenance plan so that it does not have to re-explain the effort to a new group, which might even assist in executing the plan. CM Hess suggested including the landscaping as part of that conversation.

e. Legal Committee.
   i. The Legal Committee did not meet.

f. Special Projects Committee (Streetscape).
   i. Mayor Screen reported that she had spoken with Mr. Yantis and that the 60-day clock has been running since the Committee's meeting on June 25. In response to the question of what happens at the 60-day mark, she noted that she would follow up with the team to ensure they have everything needed to move the project forward.
   ii. CM Effros asked whether VDOT has funds to cover additional costs and whether the Town is pursuing them, noting that if the bid comes in consuming the entire grant already obtained, VDOT had indicated it has another source of funds the Town could seek. VM Davis and Mayor Screen both noted that the Town needs to follow up with the team.

g. Communications Committee.
   See attached report.
   i. The Council agreed to have the Communications Committee, chaired by CM Hencken, present a policy and strategy.

h. Call for Any Other Committees — Parking Committee.
   i. Mr. Mike Davis presented on behalf of the Parking Committee. He noted the principal items: no parking on Main Street for Halloween, and no parking from Main Street to the First Baptist Church for the Haunted Trail. For Halloween, the no-parking area would extend from the railroad tracks to the Dell; for the Haunted Trail, from the railroad tracks to Ayre

Square. He noted the need to identify whether residents would be amenable, and that Mr. Nitz had observed the Town used to do this and it worked well. He noted that for the Haunted Trail the bollards and cones needed to block off the area would not be available because they are used for the trail event itself.

ii. Mayor Screen asked Mr. Davis to clarify the Haunted Trail no-parking areas. He explained that the issue arises because Mr. Marcus Silva operates the hayride; the affected stretch runs from the ice cream depot to the First Baptist Church, but that it may be simplest to close from the railroad tracks to the church, and he suggested also including the area in front of Villagio and Ayre Square. He noted this would help with traffic and pedestrian safety, and that the prior year the Town had closed from the railroad tracks to Chapel Street on only one side, resulting in people walking in the street because the sidewalks physically could not accommodate the crowd.

iii. CM Effros asked whether permission from VDOT would be needed and whether the Town was arranging to have police present for those days. VM Davis replied that this is not currently arranged, explaining that the biggest issue the prior year was that the Town had not realized it needed to offer a high enough rate to attract officers, and that doing so this year may be cost-prohibitive; he did not believe the Town could attract officers to assist. CM Hess suggested asking the Town Administrator whether she has a connection who could help, potentially through a request outside the standard pay arrangement.

iv. CM Effros further asked whether, if the Town proposes to close half of Main Street to parking VDOT approval would be required. VM Davis questioned why, noting that the Town can state that it does not want parking there. Mr. Davis noted there is no plan for enforcement or towing. CM Poe asked whether a sponsor could be found to cover the added law enforcement. VM Davis replied that the sponsorship amount would increase substantially, noting it is $10,000 for what the Town would have wanted. Mr. Davis noted that the Town had been unable to get a single police officer to appear for the 5K.

8. Unfinished Business:
   a. Treasurer.
      i. VM Davis reported that a position had been opened for the Town Treasurer, that two applications were received, and that he and the Town Treasurer interviewed both candidates. Following the interviews and discussion, they recommended that the Town Council hire Ms. Janie Trost for the position, and Ms. Trost was invited to attend in case the Council had questions.
      ii. Mayor Screen thanked Ms. Trost for applying and invited her to share her interest and motivation. Ms. Trost explained that until two months ago the family lived on Main Street and now lives just outside of Town, but that

she remains very much a part of the community and wishes to continue supporting it and helping ensure sound financial decisions. She noted that she enjoys working with numbers and staying organized, that this is within her wheelhouse, and that she had recently left a full-time role at Capital One to stay home with her young children; while a full-time role is not what she is seeking, this part-time position would be ideal.

iii. CM Effros asked whether she was concerned about being overqualified for the position. Ms. Trost replied that she is not, that she enjoys learning new things, and that while she has the skillset to do the job well, there will be things she needs to learn, and that she can both bring her skillset to bear and learn new things.

b. Pink House.

i. Mayor Screen noted that three documents were teed up but that a lot of information is wrapped up in the process. She emphasized the importance of ensuring the opportunity to discuss unresolved questions so that everyone is comfortable. She noted that the Town needs to approve these documents, or a version of them, to meet the grant deadline of November 1, and that while the timeline is tight, she recognized there may be conversations not yet had that are needed to make people comfortable. She asked whether there were any outstanding questions.

ii. VM Davis noted that the first matter is the determination and design-build. Mr. Nitz clarified the order as adoption of the resolution first, then the determination statement, then the design-build, explaining that the resolution is general while the determination is specific to this project.

iii. CM Effros noted that none of these documents determines that the Town has agreed to take the funds or perform the work; rather, they are preliminary steps to determine whether the Town can do the work. CM Poe asked whether it was a feasibility exercise. CM Effros replied that it is in part, but that it is mostly to ensure the Town is legally in compliance with the code, and that the Request for Qualifications (RFQ) is to determine whether there is a qualified party, not that the Town must move forward with anyone. VM Davis noted that the Town intends to try to select someone, but that this should not be a decision about whether to rehabilitate the building; it is purely procedural. CM Hess noted that it also permits the Town to select other than the lowest-price offer on a best-value basis, and that the Town is adopting a framework to run a competitive procurement process that complies with state code. VM Davis noted that this had been reviewed by the Town’s attorney.

iv. Mr. Nitz noted that the most significant point the attorney raised is the need for a two-part procurement — first a Request for Qualifications (RFQ), then a Request for Proposals (RFP) requesting a cost proposal. He noted the recommendation to request a combined cost and technical proposal rather than cost alone, because the building is sensitive and the Town needs a combination of good price and quality. CM Hess noted that respondents would need to provide proof that they have completed similar projects. VM Davis asked whether it is a technical proposal rather than a past-performance proposal. Mr. Nitz replied that the Town cannot make past performance in Town a requirement, but can require that a qualified respondent has done work on buildings of similar scope and age.

v. Mayor Screen asked who the review body's members should be, noting that this is not outlined in the document. Mr. Nitz replied that there must be a minimum of three people and recommended that they not be Councilmembers; the discussion so far contemplated a third-party architect (Mr. Scott Williams), Mr. Nitz himself, and a third member ideally with construction expertise, for whom Mr. Nitz has suggestions. He noted that the members are needed by the September meeting, that RFQs are due September 14, and that the Town would want to give the body about a week to organize and understand the criteria. The Town Clerk asked whether it is an open committee and what the requirements are, and it was determined that the body should be called a "panel" as opposed to a committee, with that change to be made in the document and in the Town's terminology. It was decided that the panel would consist of three people.

- **Mayor Screen made a motion to approve the resolution for the design-build procedures for the Town of Clifton, Virginia, with the edit to change the "committee" terminology to "panel" and with three members. The motion was seconded by CM Hess and approved by roll call.**
  CM Hess: Aye
  CM Poe: Aye
  VM Davis: Aye
  Mayor Screen: Aye
  CM Effros: Aye

vi. With respect to the determination statement, VM Davis noted that the primary reason for pursuing this route is the timeline associated with the grant, which further justifies the approach beyond the building simply being historic, and confirmed the document had been reviewed by the attorney. Mayor Screen noted there was also a time element. Mr. Nitz noted that the default process is typically design-bid-build, which is time-intensive; that if the project is to happen, it likely needs the grant; and that the state of the building is also subpar further making the project time sensitive.

- **VM Davis made a motion to adopt the determination statement for the Pink House project to engage in a design-build procurement process. The motion was seconded by CM Poe and approved by roll call.**
  CM Hess: Aye
  CM Poe: Aye
  VM Davis: Aye

Mayor Screen: Aye
CM Effros: Aye

vii. With respect to the RFQ, Mayor Screen noted that the document raised a number of logistical questions. She confirmed it is a two-step process — first the RFQ, then a qualified party may bid — and asked whether the Town must create the referenced RFP. Mr. Nitz confirmed that the RFP is still to come and must be reviewed and approved at the following month's meeting.

viii. Mayor Screen asked whether a site walk is typical and whether it is typical for everyone to arrive and walk the site at the same time. Mr. Nitz replied that site walks are typically mandatory — a party that does not attend is not considered — and that while not always done, they are common.

ix. VM Davis noted that the qualifications reference compliance with the ARB but do not mention the Planning Commission at all, and also reference obtaining County permits, which cannot be obtained without Planning Commission involvement, and asked whether Planning should be specified. Mr. Nitz replied that the document refers to "Town processes" and specifically calls out the ARB because that is not typical. VM Davis suggested adding "Town and County" level drawings and making the requirement specific to the Town. CM Effros asked whether the ARB requirements would be included as an appendix and kept short; it was noted that Planning can be referenced but that the Town Code would not be included as an appendix.

x. Mayor Screen asked whether there are other approval points to anticipate. Mr. Nitz noted that the RFP must be approved by September 1 and will be issued on September 17, covering technical and cost proposals, and that Council approval will be required before award, with award anticipated approximately one week after receiving RFP responses. He noted that the RFP is due October 7 and award is anticipated October 15, after which a few steps remain before November 1.

xi. Mr. Nitz further noted that the same panel could review the technical and cost proposals and make a recommendation to the Council, but that the Council must take the action. VM Davis noted that he wants someone to make a recommendation. The Town Clerk asked whether the bid opening must be a separate public meeting, and it was noted that it does not. Mr. Nitz confirmed the three-person panel would perform the technical assessments and make the recommendation.

xii. CM Poe agreed that, to meet the timeline, experts will be needed to make the recommendation, and asked after El Paso's participation in the selection process, as they had previously requested that. CM Effros replied that, according to the Town attorney, anyone involved should not be on the panel and therefore should not be included, and that all parties are comfortable with this. He explained that the process is designed so that, if multiple bids are received, the Town negotiates with those parties rather than simply selecting the best number; there is time for a negotiation and discussion process, after which the panel recommends the contract that works. He described this as a negotiated contract that follows the applicable state rules.

xiii. Mr. Nitz noted that October 15 is the award date and that, if an award is made, final negotiations begin at which point the Town could proceed or adjust terms. He noted it is likely the RFP would include a few add-alternates in pricing (such as retaining the side building as a mechanical space to allow a larger kitchen), all to be negotiated before November 1. CM Effros noted matters such as accessibility, observing that the original design placed accessibility at the rear of the building, which was considered acceptable, though there had been discussion about adjusting the front door size.

xiv. CM Hess asked what the Town must accomplish by November 1 to satisfy the grantors — whether an executed contract is required or a demonstration of progress. CM Effros replied that the Town needs votes to approve what it is doing and he does not believe a final negotiated contract will be required. Mayor Screen noted this is an interesting question given what the contract looks like and how long it takes to prepare.

xv. VM Davis noted that in the grant offer letter, the grantors indicated the Town must take all required steps, including selecting a contractor that meets the previously specified requirements and specifications, and that a signed, agreed-upon contract is needed. CM Effros noted that, once the Town has selected a design-builder and is in negotiations, the grantors could theoretically be part of the process and would likely be amenable.

xvi. Mayor Screen noted that the Town still needs to negotiate the agreement with El Paso. CM Effros noted that the Town had essentially adopted the agreement El Paso offered over a year ago but never formally adopted it, and that El Paso has indicated a willingness to change the term from 20 years to 15 and to address a question CM Hess had raised regarding closing out the organization, namely what happens and whom to contact if something occurs, which requires adding language regarding trustee names. Mr. Nitz noted that, for the design-builder agreement, he would like to use the same agreement the Town started with, since the Town attorney and Council have agreed to it, and it simply needs review. CM Effros asked whether that agreement included a metal roof. Mr. Nitz noted that the substance of the contract is already written and that it is standard to include the contract while also discussing anything else the Town wishes to address as part of it.

- **VM Davis made a motion to publish the Request for Qualifications, with the one addition to clarify that both Town and County permits are required, on the listed date of August 14, 2026, and to proceed. The motion was seconded by CM Poe and approved by roll call.**
  CM Hess: Aye

CM Poe: Aye
VM Davis: Aye
Mayor Screen: Aye
CM Effros: Aye

xvii. The Town Clerk asked about late submissions, and it was determined, following consultation with the Town attorney, that no late submissions would be accepted. The Town Clerk noted the Dropbox title will be listed as "Design-Build Renovation Services for Historic Structure at 7137 Main Street."

xviii. CM Effros noted that, per the attorney, the Town must formally terminate the contract with One Dwelling. Mr. Nitz noted that he was being proactive and that Mr. Royce Jarrendt of One Dwelling understood the process. CM Hess asked whether the process allows Mr. Jarrendt to participate if he wishes. Mr. Nitz replied that it does, provided he alerts the Town of his prior knowledge, which is not held against him but must be disclosed. CM Effros added that Mr. Jarrendt would also have to disclose that he is the chair of the ARB and would abstain from related ARB votes.

xix. CM Poe raised procedural questions regarding how the Town is procuring and whether the Town may alert people to the RFQ. VM Davis noted that these are public documents and that the best approach is to send the RFQ once it is issued, and Mr. Nitz suggested directing interested parties to the Town's website.

c. NFL Opportunity.

i. No update was provided on this item at this meeting.

d. Haunted Trail.

i. Mayor Screen reported that the Haunted Trail effort kicked off with its first meeting in July, with weekly meetings set to begin at the barn the following week. She noted that the t-shirt designs are in and that selection committee members are being sought, suggesting CM Hess and CM Poe. She noted an idea to have the Town's restaurants serve as sponsors of the Haunted Trail without a financial exchange, given the extent to which they fund the Town.

ii. CM Poe suggested the concept of a base level of representation on the Town's materials, while still offering restaurants the opportunity to add more, so that they receive good exposure and business.

iii. Mr. Davis asked whether restaurants could set up booths on their own property given the lack of parking. Mayor Screen noted that this is an interesting idea, but that Villagio had been hesitant about even bringing a food truck in past years because it does not do much business on trail night, and that from her conversations over the past couple of years it is not a compelling offer for restaurants to bring in an external vendor; the Town tends to keep that opportunity open to groups such as the Boy Scouts. CM Poe noted the space could be used for other vendors.

iv. Mayor Screen reported significant news affecting the Haunted Trail: an outreach from Visit Fairfax offering the Town $22,000 to promote America 250, with the only requests being that the Town display Visit Fairfax's logo and host a booth at Clifton Day. She thanked Ms. Rana Novak and Mr. Mike Davis for attending and expressed a desire to develop a general plan so the Town can accept. She noted that the Haunted Trail would like to use $5,000 of the funding to support America 250 skits, as the Town tends to have difficulty obtaining skits.

v. VM Davis asked for firm confirmation that all the Town must do is place the logo on materials and allow a booth. Mayor Screen noted that the funding must come through the Town, that an invoice must be submitted, and that after-action reporting must be provided. Ms. Novak likewise wished to confirm the requirements. Mayor Screen noted she would also reach out to Herndon and Vienna to see whether this had occurred there.

vi. Ms. Novak asked whether it would be helpful to develop a proposal for Clifton Day. Mr. Mike Davis asked whether the t-shirts and Haunted Trail materials could carry the logos to cover the funds. Mayor Screen noted that the Town can manage the spend without placing the logo on everything it creates. Ms. Novak noted that the committee had thought the entire theme of Clifton Day needed to be America 250, but needed to confirm that, as long as the logo is displayed prominently, the Town may still pursue a theme that is not America 250.

vii. The Town Treasurer noted that the funding could be handled like the fire program, in which the Town receives the money and passes it through, spending its portion and writing a check for the balance. VM Davis suggested characterizing it as "Event Support." CM Hess asked whether the funder could be connected directly to the Clifton Betterment Association (CBA) as opposed to going through the Town, and it was noted that the Visit Fairfax representatives seemed to want to hand the funds to a government. VM Davis believed the Town would be in the clear, and Mayor Screen noted that the Town had already advised the funder that the event is run by the CBA rather than the Town, which appeared acceptable. Mr. Davis asked whether the funds must be spent by September 30 and whether the funder must spend them.

- **Mayor Screen made a motion that the Town collectively build an invoice adding up to $22,000 and submit it to Patrick of Visit Fairfax within the next two weeks, for the purpose of supporting the Haunted Trail and Clifton Day Events.**
    - Additional discussion ensued, inquiring whether there are other items that should be replaced such as the flags on Main Street. CM Hess noted that it would not hurt to get additional inventory in that space.

- **Mayor Screen made a motion that the Town collectively work with the CBA to create an invoice, totaling $22,000, to support the Haunted Trail, Clifton Day, and any flag supply needs to align with the America 250 event, and submit it to Mr. Patrick of Visit**

Fairfax within the next two weeks. The motion was seconded by CM Poe and approved by poll, 5-0.

viii. The Council discussed allocating approximately $5,000 for the Haunted Trail and leaving $1,000 for flags and supplies, and asked whether the CBA could provide an itemized list for the remainder, which the CBA aimed to provide by Friday, August 21.

ix. CM Effros suggested holding the meetings at the Town office, while CM Poe and Mayor Screen preferred the barn for its ambience and additional space.

e. Town Code Updates / Political Signs.

i. CM Effros noted that the Town attorney will address this matter, and that under new items in the State statute the Town cannot place any restrictions on erecting a political sign prior to an election, but may limit how long it remains up after an election. CM Poe noted that he has questions but that now is not the time.

9. New Business:

a. Drone Operation Request.

i. VM Davis noted that the Town is outside of any restricted zones and that an operator need only remain within Federal Aviation Administration (FAA) guidelines. He noted that the last time, the Town granted permission to fly a drone with a stipulation about respecting people's properties. The Town Clerk noted that the Town does not have a drone ordinance that would allow it to restrict such operation. CM Poe noted that the Council should be sensitive to its authority, as issues could arise and upset residents. The Council agreed to grant permission with a request that the operator be respectful of people's properties, noting that it had previously directed such operators to Fairfax County's resources on unmanned aircraft flights (https://www.fairfaxcounty.gov/uas/uas-flights-within-fairfax-county). The Town Clerk noted that she would call the requester to relay the above.

b. Junior League — Find the Good Day Request.

This item was addressed under Citizens' Remarks; see above.

10. Closed Session.

- **Mayor Screen made a motion that the Clifton Town Council recess its open meeting and convene a closed session to discuss Town personnel, as authorized by the Code of Virginia of 1950, as amended, Section 2.2-3711(A)(1). The motion was seconded by CM Poe and approved by roll call.**
  CM Hess: Aye
  CM Poe: Aye
  VM Davis: Aye
  Mayor Screen: Aye

CM Effros: Aye

- **Mayor Screen made a motion to adjourn the closed session and reconvene the open meeting. The motion was seconded by CM Poe and approved by roll call.**
  CM Hess: Aye
  CM Poe: Aye
  VM Davis: Aye
  Mayor Screen: Aye
  CM Effros: Aye

- **Mayor Screen made a motion certifying that, while in closed session, only the matters identified in the motion to convene the closed session were discussed and that no action was taken during the closed session. The motion was seconded by CM Effros and approved by roll call.**
  CM Hess: Aye
  CM Poe: Aye
  VM Davis: Aye
  Mayor Screen: Aye
  CM Effros: Aye

  a. Upon reconvening in open session, the Council considered the appointment of the Town Treasurer.
     i. Mayor Screen noted, for further discussion, that the process is that if the Council agrees, the position will be offered to Ms. Trost at the posted rate, and that the Council would reconvene if a salary negotiation is requested. The Town Treasurer noted that Ms. Trost wishes to start after Labor Day. VM Davis noted that she would like to wait until at least her oldest child returns to school (about two weeks), and possibly until the youngest returns after Labor Day, which he would confirm with her, and that he did not believe this would preclude her from engaging beforehand.

- **VM Davis made a motion to hire Ms. Janie Trost as Town Treasurer at the posted rate. The motion was seconded by CM Hess and approved by roll call.**
  CM Hess: Aye
  CM Poe: Aye
  VM Davis: Aye
  Mayor Screen: Aye
  CM Effros: Aye

11. Adjournment.

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