Approved by the Town Council as presented on August 12, 2026

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, JULY 7, 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 Amanda Hencken; Councilmember Steve Effros
Staff:	Laura Jane Cohen, Town Administrator; Kerrie Gogoel, Town Clerk; Suzy Murphy, Town Treasurer

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

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed).
   This item was not needed.

2. Mayor's Remarks.
   a. Mayor Screen thanked everyone for their support through a busy month of meetings and noted that the Council would hear updates on the various projects that have taken place, including invasive species treatments in the floodplain, progress on the Pink House, and excitement after the Clifton Betterment Association's (CBA) Fourth of July celebrations and World Cup watch parties.
   b. Mayor Screen shared the news that the Town Treasurer will be stepping away from her role. She noted that the Town is searching for a new Treasurer and will share that information shortly. She expressed that this is difficult news for the Town, thanking the Treasurer for being such a delight to work with and for being so good at her job, and noted that she will remain through at least one more Council meeting.
   c. Mayor Screen noted that there are a number of loose ends the Council hopes to tie up this evening in order to keep some of the larger projects moving along.

3. Report of the Town Clerk:
   See attached report.
   a. The Town Clerk requested approval of the minutes from the previous meetings listed on the agenda: the Pink House public hearing, the Meals Tax public

hearing, the June 2026 Town Council meeting (closed and open), and the Town Code Meals Tax public meeting, as well as the Streetscape bid opening meeting.

- **VM Davis made a motion to approve all of the minutes requested in the Town Clerk's report. The motion was seconded by CM Effros and approved by poll, 5-0.**

  Note that CM Poe arrived late to the meeting and was not present for this vote; he was present for all other business. All votes from the Report of the Treasurer onward include his input.

   b. The Town Clerk noted that she will be out of town from July 18 through July 25.
   c. The Town Clerk further noted that since submitting her report she has sent out the draft use permits to Mayor Screen for review, assisted with Streetscape document searches, and submitted a Department of Forestry survey after discussing with the Chair of the Planning Commission.

4. Report of the Treasurer:
   See attached report.
   a. The Town Treasurer noted that, while there is a deadline to find a replacement, she would be happy to help that person get up to speed over the next year.
   b. The Treasurer noted that a number of previously approved items were completed in June. She explained that she also thought it prudent to include these other payments of note in the report that do not require a roll-call vote, as another way for residents to see what the Town Council is doing.
   c. The Treasurer noted that the pre-audit work may be completed this month.
   d. The Treasurer noted that the Town still needs to interview a few audit companies. She explained that the Town is not required to conduct a routine audit due to its small population, but will be required to do so by the federal government for the Streetscape project because of its size. She suggested it may be advisable to conduct an audit now as a baseline before that requirement arrives, and to have the auditors identify issues in advance to streamline the later, full audit.
      i. Mayor Screen inquired whether the Treasurer needed help with the interview process.
      ii. The Treasurer replied that yes she will need help, but that she is in the preliminary stages at this time. She noted that she is trying to determine basics like a timeline and cost, and that she would like to narrow the field to a couple of companies for Town Council approval.
      iii. CM Effros inquired whether this was the same situation in which only three firms in the state are still performing this work. The Treasurer replied that it was, but that the Town may be able to work with firms in Washington, D.C., and elsewhere, and that she is confident they will be able to find someone.
   e. The Treasurer reported that the Pink House security deposit has been outstanding since 2017. She noted that she had to research the matter because of the pre-audit, during which questions were raised about why the security deposit had not been returned. She explained that while there were items the Town wanted to keep, if

that had been the case the funds should have been moved out of the account and documented in the minutes or elsewhere, which did not happen; the funds remain in the security deposit account. Her research showed that the deposit had originally been paid by Laura Jane Cohen, the Town Administrator, back when she owned the Belle Jar. When ownership changed it was never collected from the new owner. The Treasurer requested that the Town Council issue her a check for $2,200.

f. The Treasurer noted that the Town also received an email from Units for the period of December 8, 2025 through June 8, 2026, in the amount of $1,224.37 for Haunted Trail storage.
g. The Treasurer reported that Clearpoint, the pre-audit firm, performed the FY24 work, for which the Town had approved $15,000 and they went over by $4,000. The Town will receive a credit for that amount in their FY25 work, but in the meantime, it is outstanding, and they believe they will come in under budget for FY25.
h. The Treasurer noted the following additional invoices:
    i. VRSA invoice #20262027 (VRSA 0490-1) for $7,905.
    ii. Flag disposal for the third quarter for $1,800.
    iii. Green Valley Landscaping, invoice #60162, for $1,225 for June mowing (five times).

- **VM Davis made a motion to pay the requested invoices. The motion was seconded by CM Effros and approved by roll call.**
  CM Hess: Aye
  CM Poe: Aye
  CM Hencken: Aye
  VM Davis: Aye
  Mayor Screen: Aye
  CM Effros: Aye

i. The Treasurer noted that the Art Guild had not cashed their check from March, which was the last one, and that it is already accounted for in expenses.
j. The Treasurer requested approval of the financials. She noted that they are not quite final for June because the Units, Green Valley, and Clearpoint balances still need to be included in the report.

- **Mayor Screen made a motion to approve the financial report. The motion was seconded by CM Effros and approved by poll, 6-0.**

5. Report of the Administrator:
   See attached report.
   a. The Town Administrator noted that the procurement policy is on the agenda later, and that she needed only the amounts. She noted that, in a perfect world, it would be good to kick off the policy with the new fiscal year, and offered a reminder to review it annually.

   b. The Town Administrator referenced the HUD continued participation intention letter and noted that should the Council decide to continue to participate, they should sign the letter at this meeting so it can be submitted on time.
   c. Playground: The Town Administrator noted that a presentation was given with Mayor Screen. The next steps are to review the matter internally and discuss it, and then to schedule a public information session to gather more input.
   d. Maintenance: The Town Administrator noted the need to meet with CM Hess to discuss what the Town's maintenance will look like next year and what work is needed to get the park grass in good shape, with more to come on a landscaping plan going forward.
   e. The Town Administrator noted that an administrative column was added to the maintenance calendar to include operational items. The Clerk noted that there is already a file called 'calendar of operational events' that she had put together which can be used to fill in gaps.
   f. The Town Administrator noted that the Town is getting quotes for electrical work in the town office, including LEDs, and that she also needs to talk to the CBA about bathroom usage to identify whether that is occurring.
   g. Newsletter: The Town Administrator noted that the biggest clicks have been the links for the CBA book club, and that this is a good indicator that residents are in fact reading the newsletter. She noted that the July newsletter topics were sent out and requested feedback and articles by July 13.
      i. Mayor Screen inquired what the next-biggest clicks were. The Town Administrator replied that they were Inner Compass Therapy and the book club information.

6. Citizens' Remarks.
   There were no citizens' remarks.

7. Reports of Committees:
   a. Planning Commission
      i. The Commission did not meet.
   b. Architectural Review Board
      i. The Board did not meet.
   c. Parks Committee
      See attached report.
      i. CM Hess noted that the committee did not meet, and that there was not much to report beyond the attached report.
   d. Environmental Committee
      i. CM Hencken noted that the invasive treatment had been completed and that she had not heard of any issues. She noted that she will meet with Laura McDonald to discuss next steps and will have more to report next month.
      ii. CM Hess relayed that Mike Davis spoke with PRISM about getting invasive plant treatments done on July 11 in 8 acre park. He noted that they have five volunteers coming from PRISM to chop down the autumn

olives, starting in the back and working forward. He noted that volunteers should meet at the First Baptist Church at 8:00 AM and walk down, and encouraged residents to volunteer. The Town Clerk will send out a communication.

e. Legal Committee
    i. CM Effros noted that the committee did not meet, but that its matters would be discussed under the Pink House item.

f. Finance Committee
    i. Mayor Screen noted that the committee met this past month. Among its recommendations, the Town should consider long-term investments that will return at a higher rate than funds currently sitting in the bank; Kevin Hutto and the Town Treasurer will meet with the new account manager at United Bank and create a policy for the Council to review. Another recommendation was to establish a line of credit for the Town, requesting $250,000 unrestricted as a means of building credit as a strategy for the Town.
    ii. The Town Treasurer noted that the Town's usual bank contact has moved on, so the Town is beginning a new relationship with a new account manager.
    iii. Mayor Screen noted an additional item: a desire to see the grants for the Streetscape project, noting that the Town needs to locate six documents. She asked the Town Clerk to investigate that.

g. Special Projects Committee (Streetscape)
See attached report.
    i. Geri Yantis reported that the bid opening was held and four bids were received. The committee met last week and will send the M&F bid, the lowest, to VDOT.
    ii. Mr. Yantis reported on railroad coordination, noting that the Town received a response raising two issues: the streetlight and the overlaying of the asphalt located in the right-of-way. The railroad indicated that the Town will need a permit for the asphalt and that they will amend the agreement for the streetlight. The Town had to send it back regarding the permit and is working on it. Mr. Yantis noted that the project is in good shape.
    iii. CM Effros inquired about the timing. Mr. Yantis replied that there was no firm timeline yet, but that he would hope that within 60 days the Town would have things lined up with a signed contract, with the goal of beginning in September.
    iv. Mayor Screen asked whether, once the Town hears back from VDOT, it would learn whether the bids had passed their review. It was noted by Mr. Yantis that the Town had asked VDOT to award and review the lowest bidder.
    v. CM Effros asked whether the Town was going back to VDOT about increasing the grant. Mr. Yantis replied that it was, and that the committee is also working with VDOT to identify how much money is truly needed,

which sounds like approximately $200,000. He explained that part of this involves obtaining a final VDOT summary for the last reimbursement, which the Town has not received, and that it is unclear how VDOT applied the donation of the easement ($40,400). He noted that because the Town has been pressing VDOT on this, as well as on the in-kind matches, it is receiving responses. VDOT stated that it does not have on file that it would provide in-kind matches, which is what the Town Clerk is searching for in old emails; it sounds as though it is grandfathered in and should not be an issue based on conversations with contacts, but the committee is still working on it.

vi. The Town Administrator noted that Saif Qargha from VDOT sent an email late the night before stating that it was obvious evidence of the match, so they agree that the agreement must have existed. Mr. Yantis replied that it sounded as though it was part of the original award going back to 2008, when it was a policy that this could be done, and that he did not believe there was ever a separate agreement.

vii. CM Effros asked whether it could have been in the very first award. Mr. Yantis replied that he did not see it in that language.

viii. Mr. Yantis noted that it sounds as though there is a bucket of available money for in-kind matches, and that the Town has not submitted in years; he will look into whether the Town can still be paid.

ix. Mayor Screen asked whether the original agreement referred to the grant or a separate document. Mr. Yantis replied that there is an original agreement and then a series of funding applications that were made, probably six different ones, to take care of the budget at that time.

x. CM Effros asked whether it was in the appendices. Mr. Yantis noted that he looked into it and did not see them in those he reviewed.

h. Call for Any Other Committees

i. Parking Committee: Mike Davis reported that the committee held its first parking management effort for the Fourth of July, putting up signs outside Ayre Square from 4:00 to 5:00 PM, which worked well. The next Parking Committee meeting will be held on August 11, which the Town Clerk will add to the calendar. The committee's next goals are no-parking signs for Halloween and the Haunted Trail.

8. Unfinished Business:

a. Pink House

i. Mayor Screen noted that the Council continued its discussion from the last meeting and had received additional comments from the public calling for the Council to look into various procurement options for the Pink House. She thanked Dwayne Nitz for drafting a recommendation on the procurement possibilities available to the Town, based on the limitations of the grant, the progress made, and the numbers that had been made public. She noted that Mr. Nitz made his recommendations after researching the Virginia Code, and that the Council put those recommendations to the Town Attorney.

ii. CM Effros noted that the Town Attorney agreed with Mr. Nitz that a design-build approach is the only viable approach at this point. He explained that this requires two things Mr. Nitz has been working on: a declaration by the Town Council as to why it should pursue a design-build, addressing a specific set of issues that the state code and Town Attorney identified (a first draft exists but is not yet done); and, per the Virginia Code, a licensed architect working with Mr. Nitz to draft the statement and develop the Request for Qualifications (RFQ). He noted that the Town asked Mr. Yantis, who is too busy with Streetscape; Mr. Yantis recommended someone else, the same person Mr. Nitz recommended, so Mr. Nitz has spoken with Scott Williamson, who would participate in, review, and comment on the RFQ and be part of the group that grades proposals through the numerical grading process in the RFQ. Once the drafts are completed with Mr. Williamson, everything would go to the Town Attorney, who would confirm that all Virginia Code requirements are met, and it would then return to the Council for a decision. He noted that there is no reason the RFQ and the Council decision cannot be done at the same meeting, and that the only question is timing; he is confident it can all be completed for the August meeting, though that depends on vacation schedules. He noted that if the vote occurs in August, the RFQ must sit for 30 days, after which the responses are graded by the architect and Mr. Nitz in terms of qualifications; the Town must move as quickly as possible because the grant currently has a deadline of November.

iii. VM Davis noted that Brant and Kathy Baber, the grantors, had also asked to be involved in the selection process if the Town did not go with One Dwelling, and asked whether they need to be involved or would be amenable to giving general approval as long as they know the criteria, to ensure the RFQ asks the right questions. It was confirmed that the latter is the case, and that they would then understand the timeline.

iv. CM Effros noted that the small-purchase procurement policy would be discussed later, and that what is anticipated with Mr. Williamson would be well under the procurement policy amounts. He noted that as soon as Mr. Williamson sends Mr. Nitz something, it will be shared with the Town, and that he was unsure whether the Council will need to take action in that regard, noting that the Town is unusual in that it votes on everything over $1,000.

v. CM Hess noted that the point of the procurement policy is to allow the Town to make decisions more efficiently, not to have less oversight.

vi. Mr. Nitz noted that the September meeting is on September 1, and that to put the Town in the best position, having the RFQ posted by August 1 and then allowing 30 days would mean the responses would be in hand at the September meeting, though not yet reviewed.

vii. Mayor Screen noted that the Council would then have to approve both going to the design-build and the bids.
viii. Mr. Nitz noted that at the August meeting the Council would approve the RFQ document, which could then be posted by mid-August.
ix. CM Hess confirmed that the Council is looking to approve a framework that allows the use of the design-build process, and then the RFQ itself that will go out for responses, which is how the Town will evaluate and grade what it receives. Mr. Nitz noted that the grading criteria are in the RFQ itself, so that bidders know what they are being evaluated against and the Town knows how to grade them.
x. CM Effros noted that if the drafts can get through Mr. Nitz, Mr. Williamson, and the Town Attorney so that they can be voted on at the August meeting, all the Town has to do is publish it on the website; it does not need to be printed anywhere. He noted that Mr. Nitz had suggested including the Architectural Review Board (ARB) requirements in the RFQ as an attachment, and that the RFQ will not be small. He noted that if this is completed by the August meeting, the Town can see how many respondents it has.
xi. CM Hess asked whether the only requirement is that there be an expectation of competition. CM Effros replied that if the Town receives two or three responses, it has the right to select the one it believes is best; CM Hess noted that if the Town receives only one, it does not need to redo the process.
xii. The Town Administrator asked whether information from Royce Jarrendt of One Dwelling, Inc. had been redacted. It was noted that it had not, and that this needs to be done.
xiii. Mr. Nitz asked whether an action could be taken now to allow the Town to move forward with Mr. Williamson. CM Effros replied that yes, the Mayor could do that. Mr. Nitz noted that he is used to seeing architects and engineers charge between $200 and $250 per hour, and that a not-to-exceed amount of $2,000 would set the goal of coming in under that; he clarified that they are not being asked to write the RFQ, but to review and comment on it.

- **VM Davis made a motion to approve up to $3,000 for the rendering of services by the architect to help draft the RFQ and declaration for the Pink House. The motion was seconded by CM Poe and approved by roll call.**
  CM Hess: Aye
  CM Poe: Aye
  CM Hencken: Aye
  VM Davis: Aye
  Mayor Screen: Aye
  CM Effros: Aye

xiv. Mr. Nitz noted that the architect would submit an hourly proposal that the Town would then agree upon.

b. NFL Opportunity
   i. The Town Administrator noted that she spoke with Kobie Turner's agent yesterday. The Town compared the Rams' schedule against some of its own events; it had originally thought about Clifton Day, but that did not work out schedule-wise. The agent believes Mr. Turner would be most interested in the playground, as the NFL currently gives back through its playgrounds, which are focused on urban and low-income areas. The Town Administrator told the agent that the Town had not applied because it does not fit their usual model, but the agent noted that Kobie could approach NFL Gives Back on the Town's behalf to see whether money is available even though the Town does not fit the mold. The Administrator told the agent that the Town can craft an event, such as an opening ceremony of some sort, around Mr. Turner's schedule. The agent is going to get back to Mr. Turner regarding his interest level; he is reportedly very excited and committed.
   ii. Mr. Nitz noted that this is a good town story, and that there is another Centreville player now, Joe School, who four years ago held his draft celebration at the pub when he was drafted in the seventh round.
   iii. Mayor Screen noted that there had been a conversation about the playground and a desire for an accessible path from the road, and suggested there could be a "50-yard dash" that connects the road to the playground area.

c. Haunted Trail
   i. Mayor Screen noted that a call for submissions for the design of the t-shirt was officially posted in the last newsletter, with submissions due at the end of July.
   ii. Mayor Screen noted that she is looking to schedule a real kickoff meeting the week of July 20, and asked CM Poe and CM Hencken, who had expressed interest in participating, to let her know their availability.
   iii. The Town Administrator noted that as soon as the July 20 meeting is set, she is thinking about using the Town's school board contacts to reach out to the theatre directors for Centreville, Robinson, and Lake Braddock, so that they could start the school year with this as a topic.

d. Art Guild MOU
   See attached
   i. CM Effros noted that the Memorandum of Understanding (MOU) was distributed and that Chuck Rusnack has agreed to it; all that is needed is a signature, and CM Poe indicated that he could take it to Mr. Rusnack.

- **CM Poe made a motion to approve the grant MOU as proposed for the Art Guild. The motion was seconded by VM Davis and approved by roll call.**
  CM Hess: Aye
  CM Poe: Aye

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

e. Procurement Policy
See attached
   i. The Town Administrator noted that everyone should have a copy, both in hand and by email. She noted that the Council has looked at different iterations and she has tried to make it as simple as possible, having researched what other small towns in the area do. She explained that everything highlighted consists of items the Council needs to discuss, and that, as a refresher, the policy is about procedure, providing a process for goods and non-professional services. She asked what the Town would be responsible for regarding construction other than the Pink House, inquiring if that bit should be removed from the policy. VM Davis noted that if the Town decides to extend parking for the railroad tracks, that would fall to the Town, and the Town Administrator noted that they would leave that in.
   ii. VM Davis asked whether the policy can be modified at any time. The Town Administrator confirmed that it can. VM Davis suggested not stressing about it too much at this point, and recommended that the Town adopt it and right-size it going forward.
   iii. CM Effros noted that the policy is written because most towns have committees that write contracts, and it is designed to tell those committees and staff how they can do something. He noted that Clifton has a different situation in which everything comes to the Council, and that if there is a problem or question, the Council deals with it then. He noted that this is useful and required, and that towns under 3,500 have various allowances under the Virginia Public Procurement Act (VPPA), but that it is required to have the document.
   iv. The Town Administrator noted that the Treasurer mentioned that the $8,001 to $19,999 range should be written quotes for the Treasurer’s purposes.
   v. Mayor Screen noted the need to have a centralized place to keep these documents and to conduct an annual review of them. CM Effros noted that the Town has some other procedures that should be included here, and the Town Clerk noted that these are in the Operations folder in Drive.
   vi. The Town Administrator noted that the document also includes some lessons learned, such as including shipping on items.

- **CM Effros made a motion to approve the Town of Clifton small purchase procurement policy, including the edits discussed above. The motion was seconded by Mayor Screen and approved by roll call.**
  CM Hess: Aye

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

9. New Business:
    a. Clifton Day
        i. The Council considered the Clifton Day requests, including holding Clifton Day 2026 on Sunday, October 11, and hanging the Clifton Day banner from Saturday, September 26 through Saturday, October 10.

- **VM Davis made a motion to approve holding Clifton Day on October 11 and hanging their banner for the two weeks prior. The motion was seconded by CM Poe and approved by poll, 6-0.**

    b. Fairfax County HUD Urban Designation
        i. The Town Administrator noted that Fairfax County reached out to say that the Town has been eligible to participate in Community Development Block Grants, the Home Investment Partnerships Program, and Emergency Solutions Grants, because it is in Fairfax County. She noted that the Town has never taken advantage of these grants but must notify the County if it wants to continue. The Town went back and confirmed that it has signed a number of times and let the County know that it intends to continue participation, but the County requires, by the end of the month, a signed letter from the Mayor. She noted that she drafted this letter, and that if the Council supports the initiative, she can have it signed and submitted.
        ii. VM Davis noted that the understanding is that the Town is already part of the program and is stating that it wants to continue in order to open up the opportunity to participate in these grants, which are now at the County level. Mayor Screen noted that the Town could not pursue these grants at the state level if it is participating at the county level, but did not see that as an issue.
        iii. CM Effros noted that, presumably, if the Town were doing something with the state or federal government, it would not be looking for grants from the County anyway, and that it is not a prohibition unless the Town is receiving a county grant for the same program.

- **CM Poe made a motion to approve the Town's continued participation in the program. The motion was seconded by CM Effros and approved by poll, 6-0.**

    c. Intern Opportunities
        i. The Town Clerk noted that there are two buckets: one person who has reached out, as well as overall intern opportunities.

- ii. Mayor Screen noted the need to make sure the Town is in compliance with labor laws.
- iii. VM Davis noted that CM Hess had kindly dug up alternate funding mechanisms for the Town, and suggested that this individual could further that research and draft a set of opportunities should the Town need to pursue alternate funding streams for projects, which could be useful to have in more detail. CM Effros noted that the difficulty is that the Town had been looking at grants for specific items; VM Davis noted that it is not just grants, but also loans.
- iv. The Town Clerk noted that, whatever the Town does, it should make sure it can commit to providing guidance to the intern. VM Davis noted the need to clarify the expected timeline. The Town Clerk noted she would reach out to the individual and clarify their timeline, with the understanding that should they only be available for the summer that the Town probably could not take them on for the remaining short timeframe.
- v. CM Poe volunteered to help, as did the Town Clerk. The Town Clerk suggested considering formalizing the relationship with Anna Lawrence if the Town looks to develop a true internship program as she is already doing work under a volunteer status.

d. Town Code Updates / Political Signs

- i. The Town Clerk introduced the topic of signage needing to be content-neutral, both for political signs and with respect to the ARB reviewing content.
- ii. CM Effros noted that the Town needs to look at this more carefully. He noted that the Town is still learning to work with the attorney, and that he did not want to start loading him up with several items.
- iii. The Town Administrator noted that, as a temporary fix, the Town could adopt something stating that these are simply “temporary signs” and treat them all the same way; the question would be if someone reached out to ask whether a political sign is a temporary sign.
- iv. CM Effros noted that this issue was raised before and that the Town should talk to Mr. Jarrendt, who chairs the ARB, about the matter and what they have done in the past. Mayor Screen asked about the ideal sequence of events. CM Effros suggested talking to Mr. Jarrendt about what he learned last time he went through this, and agreed with the Town Administrator that the easiest thing to do is to consider all temporary signs the same, without looking at their content.
- v. Mayor Screen expressed concern that something in the code is not compliant. CM Effros noted that the Town simply does not enforce it. CM Poe noted that because it is in the code, the Town is restricting it and could still be at risk.
- vi. The Town Clerk noted that she can share a document containing a number of findings that need to be addressed.
- vii. CM Poe asked whether it would be sufficient to show the public that the Town is making progress toward compliance. The Town Administrator

noted that once it has been identified that the Town is out of compliance with the Virginia Code, her suggestion would be to strike that section of the code and then work together to decide what to include and piece it back together, because the Town knows the code is in violation, and that it is not a satisfactory response for the Town Clerk to say the Town is simply not enforcing it.

viii. The Town Administrator noted that a section of code that is out of compliance can be struck and repealed without a public hearing, or, in the future, the Town can cite the regulation it uses and have the regulation determine the process rather than codifying it.

ix. CM Poe asked what should be struck. The Town Administrator replied the section regarding political signs. CM Hess asked where this came from. The Town Administrator explained that it originally came from her Zoning Administration training, which specified that it was out of compliance; she had brought it up to the Planning Commission, but it never went anywhere, and she is very concerned that the Town knows the section is out of compliance, so her suggestion is to strike it.

x. The section identified was Town Code section 9-14.h.8, in relation to the Virginia Code (Section 15.2-109).

xi. CM Effros noted that it is already superseded by state law, so the Town does not have to do anything tonight. VM Davis noted that the Town needs to make the code generically about temporary signs. The Town Administrator noted that the Town does not reference the state code, and that the only concern is that, because the Town does not cite the Virginia Code for signs, people may not know that the section has been superseded.

xii. The Town Clerk will put a notice on the website that Town Code section 9-14.h.8 has been superseded by the Virginia Code (Section 15.2-109).

xiii. The Town Administrator suggested that the Council adopt a process whereby administrative matters can be handled administratively, but that any material changes be discussed, perhaps at the May meeting, noting that a Town Attorney would typically attend such a meeting to present decision points, and that VML (the Virginia Municipal League) would likely be willing to assist as well. She noted that the Virginia Code goes into effect July 1, but that changes are made available in February or March. CM Effros noted that the Town should be able to put a notation in the code referencing the state code.

xiv. CM Effros can reach out to Mr. Jarrendt to discuss, and the Town Clerk will send the findings to all. The Town Clerk asked for help on the proper procedures for publishing code, and the Town Administrator will look into VML.

10. Adjournment.

- **CM Effros made a motion to adjourn. The motion was seconded by CM Hess and approved by poll, 6-0.**