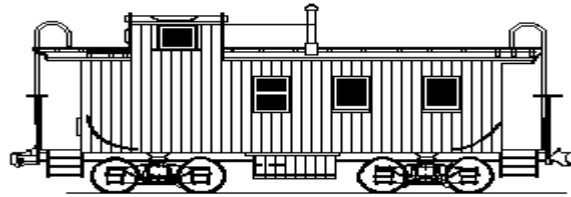


Wayne H. Nickum Town Hall
12641 Chapel Road
Clifton, VA 20124

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



**CLIFTON TOWN COUNCIL MEETING
TUESDAY, MARCH 3, 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 7:30PM followed by the pledge of allegiance

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed).
2. Report of the Town Clerk:
 - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
- **CM Poe made a motion to approve the minutes from the regular Town Council meeting on February 3, 2026 and the Strategic Planning Session on February 16, 2026. The motion was seconded by VM Davis and approved by poll, 6-0.**
 - b. The Clerk reported out that they sent out the first newsletter after working with the Mayor. She noted that she worked with Constant Contact to get on a provisional license to get the initial newsletter sent out. The Clerk recommended using the tool going forward for newsletters as well as other Town-wide communications. Pricing for three users is typically \$35/month, but government users can get it at a discount for 30% off if you pay for a full year, so a total of \$294. The Council agreed this was acceptable.
 - c. The Clerk reported that they received the annual US Census Bureau survey regarding any changes to boundaries or annexation activity and confirmed with the Planning Commission that there is to be no change. The Clerk will fill out the survey.
 - d. The Clerk attended a Parks committee meeting and helped facilitate tasking from that meeting, as well as discussed a potential community work day in Harris Park with CM Hess.
 - e. The Clerk met with CM Poe to review the reservations calendar and discuss potential changes that need to be made to the website relating to this topic.

- f. The Clerk met with a representative from Pinnacle Flooring solutions, who did the work in the Town Offices previously, to discuss redoing the floors in the Town Hall and acquired a quote. The Administrator added that when the Town previously used this contractor, they were the best bid of all those acquired both by price and comprehensiveness. The Clerk added that the quote was to demo the existing LVP, and put the new flooring on top of the existing tile; however, if there are issues with the tile underneath the flooring, then that could increase the cost. The Council discussed that the quote was potentially out of budget and that with the upcoming budget discussions, this would wait until next month.
 - g. The Clerk reported that the Farmers Market is requesting to put their opening date on the CES sign and it was approved to put that up.
3. Report of the Treasurer:
See attached report.
 - a. The Treasurer inquired if the updated format was working better for Town Councilmembers and it was determined that it is more clear.
 - b. Budget work sessions will be March 18th, at the Town Office and then the 24th, and 25th, at Town Hall. The Treasurer has been working in Quickbooks to better align with the budget. She noted there will be a call for committees for their input and that it will be requested to be submitted by February 16.
 - c. CM Poe inquired whether the check from Legacy Irish Dance has been received yet and it was determined that it has not, so he will reach out to them.
- **VM Davis made motion to approve the Treasurer's report. The motion was seconded by CM Effros and approved by poll, 6-0.**
4. Report of the Administrator –
See attached report.
 - a. The Administrator noted that she will reach out to VML to inquire after the status of welcome packages for the Council and noted also that they have free legal help that the Town could avail themselves of. They would be happy to put together a presentation for Council regarding the services they have available. The Clerk requested that they also update their contact information to remove old contacts and to have things sent to the Councilmembers' home addresses rather than the PO box.
 - b. Speed Project: it was suggested that there may need to be a Town ordinance passed. FCDOT is happy to help. CM Effros noted that the roads do not belong to the Town, they belong to VDOT or private access.
 - c. CES Path: The Administrator inquired after what changes or improvements the Town wants to see here so that this can be passed along to FCPS. Mayor Screen noted that there used to be a rough surface that provided traction and it is now smooth and also reported that a rail on the steeper parts of the path would be helpful. CM Effros suggested slip strips to add traction. CM Hencken suggested adding lighting.

- d. Regarding maintenance priorities, CM Hess requested assistance from the Administrator in getting in touch with VDOT regarding his requests for signage and supplies for the upcoming Town cleanup.
 - e. Newsletter: The Administrator thanked the Clerk and Mayor for putting together the initial newsletter and inquired after topics that the Council would like to see in upcoming iterations, and as to inclusion of businesses and restaurants. CM Effros replied that it is his opinion that the newsletter not be intended as a magazine or promotional material, but that it should be kept to informing residents about what the Council is doing each month. CM Poe wanted to ensure that there is value provided to the Town. CM Hencken suggested that the CBA already promotes the businesses so we do not need to assist there and agreed with keeping it short. She also suggested that we try to provide something unique and different, and highlight what we do every month.
5. Citizens' Remarks:
- a. CM Poe on behalf of resident Jacob King:
 - i. Mr. King requested to park his equipment trailer on site at the Town Hall, not in a parking spot, to better serve his local business as he cannot park the trailer at his own home. The request was clarified to go alongside the tree line on the grass near where the stage goes on Clifton Day. CM Effros noted he does not believe that the Council has the authority to rent it out based on the current lease. It was discussed that parking trailers in town has resulted in citizen complaints in the past. It was determined that the logistics were complicated and that there was not much support to allow this request.
 - b. Mayor Screen on behalf of Charlie Nickum:
 - i. There was a request to remove Wayne Nickum from the name of the Town Hall. The Mayor reported that this is something that she is working on with the County and will provide information relevant to the request. The Council has received the request.
6. Reports of Committees:
- a. Planning Commission
 - i. No applications were received but a meeting was still held. They discussed the Town Plan and adding an additional map detailing property that the Town owns.
 - ii. Other items considered included updating the use permit application to be more user friendly and incorporating different applications that would be geared towards various pieces. VM Davis reported that it had previously been discussed to make the application process completely digital, but given the number of applications received per year and the cost of external software to do so, it makes more sense to simply update the PDF process. This will begin with making the PDF itself editable and minor updates,

and subsequent iterations would include breaking it out into separate forms depending on the type of application.

- iii. Chair Kalinowski noted that she has been informed that the Town MOU on VA ENS Stormwater Management will go before the board on April 14, hopefully this will get passed.
- iv. Chair Kalinowski reported that every year the Town fills out an annual report with DEQ, and this year it requests the status of the Town ordinances on resiliency and tree ordinances, which were meant to be done by the end of 2025. Currently, the Town does not have these ordinances, and this will involve the Town Attorney. She estimates this will cost up to \$10,000.
 1. Regarding the redevelopment in RPAs, Chair Kalinowski reported that the ordinances are to promulgate regulations requiring local governments to assess impacts of flooding with respect to redevelopment in the RPAs. It was determined that there are many impacted properties along the creek. The simple solution would be to ban redevelopment; however, this limits the ability to rebuild should there be damage to a property, so the ordinance would define this ability. CM Poe suggested leveraging VML resources. CM Effros noted that Clifton is so unique that many things that DEQ suggests, the Town will never have the capability of accomplishing. Chair Kalinowski reported that it will involve discussion and negotiation with DEQ regarding what they will approve.
 2. This will involve the Town Attorney, Planning has about \$5,000 allocated towards this sort of effort and the remaining funds will need to be found elsewhere. The Treasurer reported that there is funding remaining allocated towards legal expenses that could be used. This along with the tree ordinance will require public hearings.
 3. The Legal Committee will reach out to the Town Attorney on this effort.

b. Environmental Committee

- i. CM Hencken reported that the bluebird trail surveying is about to get started. The Town typically provides about \$500 for repairing the boxes and such, and noted that monitoring will be done weekly through August. She noted that from 2021 to 2025, the Clifton bluebird tribe has produced about 375 fledglings. She noted that if anyone is interested in being a bluebird trail monitor to let her know.

c. Parks Committee

- i. CM Hess reported that the committee met this past month and that it was a good meeting and that they are getting things organized. VM Davis

reported that he is meeting with another playground company to get a second quote and that he will pass this along to the Parks committee.

- d. Special Projects Committee (Streetscape).
See attached report
 - i. CM Poe inquired whether we have received any information regarding the estimate for the duct bank project and Chair Yantis reported that they have not.
 - ii. CM Effros inquired whether there is any different timing on getting the new IFP out for bid. It was reported that yes, we need to be out for advertising by April 30, though the team is aiming for the end of March for a 45 day period. Mayor Screen inquired if there are any barriers to this goal and it was reported that just getting through VDOT procedures could slow them down. Mayor Screen also reported that she is speaking with Supervisor Herrity about this and he mentioned that FCDOT may have additional funding that could be available.
7. Unfinished Business:
- a. Pink House
 - i. Dwayne Nitz provided the following update:
 - 1. **Design Update:** Productive month; structural investigation by Mr. Jarrendt is complete after opening the floor for better access.
 - 2. **Procurement:** Currently obtaining quotes for concrete and roofing. All items except finishes are being priced; finishes go to bid later this week.
 - 3. **Budget:** On track to present the full budget by the end of March.
 - 4. **Structural Issues:** Floor joists are not currently tied to wall studs. Plan is to replace them, raise them 3.5”, and tie them into both the studs and the floor.
 - 5. **Porch Transition:** The height adjustment creates a step up from the porch. Discussion was held on raising the porch height; Mr. Nitz mentioned this is possible but noted the porch may require a repour.
 - ii. Citizen Geri Yantis inquired whether accessibility has been investigated yet. Mr. Nitz replied that it would be challenging to ever meet the letter of being fully accessible at this property, for example you would never be fully ADA compliant getting upstairs without an elevator. Mr. Yantis noted that the Town will likely be required to spend a certain portion of the budget on accessibility. Mayor Screen noted this should be something that the Town pays attention to as we want our citizens to be able to access the building. Mr. Nitz noted that the biggest challenge will be the parking lot.
 - b. Mayor Screen received feedback regarding the future of the Pink House and inquired whether we should consider expanding the footprint to allow for a more normal sized kitchen to be a better residence in the future. Mr. Nitz noted that it is

being designed to meet the requirements for a residence.

Meals Tax

i. On hold.

- c. AV Equipment
- i. CM Effros noted that it is here and being used for this meeting, and while there is a learning curve, the equipment seems to work well. CM Poe noted it may be better to have a locking bin that the equipment is stored in rather than in the Clerk closet so that it is more easily accessible. It was noted that it will continue to be stored in the closet for now.
 - ii. CM Effros requested reimbursement for the equipment.
- **VM Davis made a motion to reimburse CM Effros \$2,200.48 for the purchase of AV equipment for the Town. The motion was seconded by CM Poe and approved by roll call:**
 - CM Hess: Aye**
 - CM Hencken: Aye**
 - CM Poe: Aye**
 - VM Davis: Aye**
 - Mayor Screen: Aye**
 - CM Effros: abstain**

d. Eagle Scout Project Ideas

i. Mayor Screen inquired whether there are additional ideas. Citizen Steve Bittner suggested that they help with laying sod around the edges of the basketball court and other Parks Maintenance items.

e. Trash Collection / Art Guild

i. CM Poe noted that Mr. Rusnak was unable to attend but he passed along his discussion. The Council discussed transitioning park maintenance and trash services from the Art Guild, represented by Mr. Rusnak, to a professional contractor, Flag. Mr. Rusnak has provided these services for over seven years at a rate of approximately \$2,500 per year (\$50/week), with funds supporting music scholarships and arts classes. Mr. Rusnak expressed concern that an outside contractor may not match his current level of service due to his local proximity.

ii. VM Davis noted that while the Art Guild has done a good job, the current arrangement is not a viable long-term solution and that investing in professional services is a proper use of Town funds. VM Davis suggested an audit of Flag's performance to ensure bins in the middle of the parks are being serviced and will call the contractor to coordinate. CM Effros noted that the Town still needs a plan for high-volume summer trash, such as pizza boxes. CM Hess noted that a part of what the Art Guild was doing was to get the trash from the middle of the parks and consolidate it for pickup. The Treasurer noted that Flag needs to invoice the Town more frequently.

- iii. CM Effros highlighted that the Town cannot directly fund an entity that then independently selects grant or scholarship recipients. A new Memorandum of Understanding (MOU) has been redrafted circulated by CM Hess to clearly define the specific services the Art Guild will provide to the Town in exchange for set consideration.
- iv. Mayor Screen requested that the draft MOU be circulated and placed on the agenda for next month's meeting. CM Poe will arrange to meet with Mr. Rusnak to personally thank him for his years of service to the Town.
- v. VM Davis noted he will coordinate with Flag.

8. New Business:

- a. Head on collisions on Clifton Road
 - i. This arose after Councilmembers noted many local reports of these issues. The Administrator reached out to authorities and Sully PD has been monitoring the road, and they have not seen any traffic violations thus far. She noted also that VDOT would be doing a survey of the road and this is outstanding.
- b. Clifton Cup
See attached request
 - i. Citizen Steve Bittner represented the Clifton Cup organizers. This was a CBA event last year and they would like to make it a Town event this year. It is scheduled for 9/30 at 1PM at Westfields Golf Club. Last year the event net about \$19,000, with most money coming in from sponsors. They would like for the Town to fund the up front costs (reservation fees, etc.) totaling about \$15,000.
 - ii. CM Poe inquired whether this would be handled similar to how we handled the Haunted Trail where the Town foots the bill up front but is paid back afterwards. CM Davis noted that the only difference is that the Haunted Trail is hosted in the Town's Square account, directly linked to the Town bank accounts, and something similar could be set up. The Clerk noted that bringing this event under one roof has been discussed in the past.
 - iii. Citizen Bittner wanted to discuss how the proceeds could be directed to various charities or projects within Town. CM Effros noted that the Town cannot run events that raise money for specific charities, the event would need to be managed by a committee that holds to FOIA requirements, and the funds cannot be earmarked. It was determined that this may make the event less attractive to sponsors and it was agreed this event is better suited to sit with CBA.
 - iv. The Town Council noted that they can still assist with promoting it and ensuring it is on the calendars etc.
- c. CARES Funding
 - i. The Council discussed the allocation of remaining federal funds specifically earmarked for caboose repairs. The Treasurer noted that these

funds must be obligated and spent by a specific deadline, or the Town will be required to return them.

- ii. VM Davis reported that John Powell has volunteered to oversee the restoration project due to a personal connection to the caboose. CM Hencken noted that Mr. Powell possesses unique expertise in historical accuracy, including specific details like the refrigerator and exterior decals. CM Effros added that while Mr. Powell previously managed this project during his time on the Town Council, they must remain mindful of potentially high costs.
 - iii. CM Hess and the Treasurer clarified that for federal compliance, the Town must provide a line item and specific dollar amount for the "repairs." The current remaining budget for this upkeep is \$3,000. Potential projects include replacing or upgrading windows, adding historically accurate decals, and repairing a door handle that is not sealing properly.
 - iv. CM Hencken will reach out to Mr. Powell to request a formalized list of restoration tasks that fit within the \$3,000 budget. If this list is provided by the April meeting, the Council will move to approve the expenditure at that time.
- d. Banner request from the Lions Club for Drug Takeback day
 - i. The Lions club requests to hang their banner over Main Street 4/11-4/28.
 - ii. Mayor Screen also requested that this be put in the next newsletter to help promote.
- **Mayor Screen made a motion to approve the banner over Main Street from April 11-28 to support the Clifton Lions Club.. The motion was seconded by CM Effros and approved by poll, 6-0.**

9. Adjournment.

- a. The meeting was adjourned by general acclamation

TREASURER MONTHLY REPORT

February 2026

COUNCIL MEETING – March 3, 2026

Other Payments – Previously approved by Council

- Clifton VIP Cleaning, biweekly Oct 2025-Jan 2026, \$1200 (Treasurer has requested monthly invoices)
- J-2, inv#30824 for plats and VDOT mtgs, etc \$5,515.09
- Snow removal \$6,772.00

Requests for Approval of Payment

- none

Of NOTE:

- just over ½ of BPOL forms have been sent in as of 2/27/2026
- Pre-Audit folks anticipate FY24 to be complete by Late March/Early April

TOWN OF CLIFTON - FY2026 Budget (July 1, 2025 - June 30, 2026)

	Feb-26	July 2025-February 2026	FY 2026 Budget
<u>OPERATING REVENUES:</u>			
Taxes & Permits Revenues:			
ARB Permits		1,010.00	500.00
BPOL	20,533.11	22,178.71	50,000.00
BZA Fees			
VA Communications Sales Tax	304.24	2,470.72	3,500.00
VA Car Rental Distribution	-	1,774.24	
Cox & Verizon PEG Franchise Revenue & State Communication Sales and Use Tax	707.96	2,158.98	2,750.00
Motor Vehicle Registration	307.58	5,382.07	9,000.00
No. Va. Cigarette Tax	-	269.18	0.00
Railroad Tax		383.79	1,800.00
Sales Tax	3,002.78	19,633.47	25,000.00
Meals Tax - NEW	17,384.73	190,276.33	225,000.00
Use Permits		575.00	600.00
Utility Consumption Tax	135.74	847.55	1,200.00
TOTAL TAXES & PERMITS:	42,376.14	246,960.04	319,350.00
Town Facilities Rentals:			
Community Hall	250.00	1,250.00	4,000.00
Pink House			0.00
Property Rental-Park/Square/Gazebo		550.00	150.00
TOTAL FACILITIES RENTALS:	250.00	1,800.00	4,150.00
Grants:			
Fire Program State Grant- FCFD		15,000.00	15,000.00
Litter Control Grant - Non-competitive		1,000.00	4,000.00
Litter Control Grant - Competitive		15,308.25	10,000.00
TOTAL GRANTS:	-	31,308.25	29,000.00
Town Events:			
Celebrate Clifton Gala			0.00
Environmental Event			0.00
Haunted Trail Event		72,627.51	35,000.00
Homes Tour			5,000.00
TOTAL EVENTS:	-	72,627.51	40,000.00
Other Revenue:			
Interest Income	4,349.37	40,827.94	60,000.00
Other income (Donations)			
TOTAL OTHER REVENUE:	4,349.37	40,827.94	60,000.00
TOTAL OPERATING REVENUES:	46,975.51	393,523.74	452,500.00
<u>OPERATING EXPENSES:</u>			
Payroll Expenses:			
Town Clerk Salary	2,500.00	20,000.00	30,250.00
Town Treasurer Salary	2,916.66	23,333.28	36,000.00
Dir of Economic Development, Comms & Marketing - NEW	4,888.00	39,104.00	58,656.00
Additional support staff			11,700.00
Payroll Taxes	1,183.47	9,339.44	13,600.00
Employee Incentives			6,200.00
TOTAL PAYROLL EXPENSES:	11,488.13	91,776.72	156,406.00

CONTRACTUAL EXPENSES:**Town Government:**

ARB			0.00
Board of Zoning Appeals			10,000.00
Civil Rights Committee			0.00
Planning Commission			
<i>update to town plan</i>			20,000.00
<i>Revisions to the Town Code</i>			5,000.00
<i>Advertising for Public Hearings for Use Permits</i>			
<i>Translation & Interpretive Services for Public Meetings</i>			
<i>Legal Services</i>			
<i>General Admin/Education</i>	-	360.00	5,000.00
Dues & Subscriptions:			
<i>Conference Attendance</i>			3,000.00
<i>Other Dues & Subscriptions & Training</i>			250.00
<i>VA Municipal League</i>	-	500.00	500.00
Insurance	-	7,367.00	7,000.00
Legal Advertising	-	4,440.00	2,000.00
Mayoral Reimbursement			1,000.00
Citizen Recognition Fund			500.00
Bank Fees			0.00
Miscellaneous Contractual Expenses			2,500.00
Professional Fees:			
<i>Accounting - Year Audit Review</i>	-	7,772.50	30,000.00
<i>Legal Fees</i>			25,000.00
<i>Web Server Annual Maintenance with Domain</i>			2,500.00
<i>Web Site Updating & Configuration</i>	-	7,880.00	10,000.00
TOTAL TOWN GOVERNMENT:	-	28,319.50	124,250.00

Town Facilities:

Utilities - verizon + electric	90.92	1,209.08	5,000.00
Caboose	-	-	5,000.00
Railroad Siding Rent	-	2,261.13	2,200.00
Town Meeting Hall:			
<i>Electric</i>	1,114.51	3,048.39	7,000.00
<i>Supplies</i>			500.00
<i>General Maintenance - including floors</i>	1,200.00	3,150.00	10,000.00
<i>Mgt Fee (25% of Community Hall Rentals)</i>			2,000.00
Parks and Public Spaces			
<i>Town Parks Committee</i>		10,349.13	6,000.00
<i>Aye Square Plantings</i>			3,000.00
<i>Ayre Square Christmas Tree replacement</i>			0.00
<i>Banner Replacement</i>			1,000.00
<i>Flag Replacement in Town</i>			1,000.00
<i>Railroad Siding Boxes - North & South Sides</i>			0.00
<i>Mgt Fee (25% of Property Rentals)</i>			
<i>Invasive species prevention and conservation management</i>	-	1,650.00	10,000.00
Pink House:			
<i>Maintenance & Repairs</i>	635.44	2,674.14	5,000.00
MISC Emergency Repairs	6,772.00	6,772.00	7,500.00
TOTAL TOWN FACILITIES	9,812.87	31,113.87	67,700.00

Town Services:

Recurring services

Town Lawn Maintenance and Mowing	-	6,800.00	10,000.00
Tree Trimming and Replacement Planting	-	-	5,000.00
Fall Zone Mulching - Annual	-	-	3,000.00
Trash Collections	-	5,716.85	2,400.00
Trash Consolidation - Art Guild (non-comp litter grant)	1,000.00	1,000.00	4,000.00

Non-recurring services

Landscape/Ground Maintenance - Playground, Ayre Square, 8 acre Park & Triangle Maintenance, Harris Park, Flood Playground Equipment Maintenance			12,000.00 2,500.00
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TOTAL TOWN SERVICES:	1,000.00	13,516.85	38,900.00
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Grants:

Litter Control Grant - Expense	457.00	7,301.00	14,000.00
Fire Program State Grant Expense - passthrough to FCFD	-	15,000.00	15,000.00

TOTAL GRANTS	457.00	22,301.00	29,000.00
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Events: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)

Celebrate Clifton Gala			2,500.00
Christmas Tree Lighting		1,200.00	1,300.00
Environmental Events (clean up, Camp Fire, TBD)	-	663.99	1,300.00
Haunted Trail Event	-	14,444.67	20,000.00
Historic Events			0.00
Homes Tour			3,000.00

TOTAL EVENTS	-	16,308.66	28,100.00
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Committees: (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$500)

Clifton Arts Council			0.00
Clifton Business Coalition			0.00
Communication Committee			500.00
<i>Welcome baskets</i>			
Committee on the Environment			1,150.00
<i>Wildlife preservation - Mark K equipment</i>			
<i>Bluebird Trail - NEW</i>			
Historic Preservation Committee			0.00
Finance			0.00
Mayor's Initiatives - delete			0.00
Parking and Traffic Committee			15,000.00

TOTAL COMMITTEES	-	-	16,650.00
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TOTAL CONTRACTUAL:			304,600.00
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Commodities:

Computer Supplies - Hardware & Software	1,608.98	2,665.33	500.00
Copies	-	-	200.00
License Plates	-	42.36	100.00
Miscellaneous Commodities - storage & constant contact	32.77	3,521.44	750.00
Office Supplies	58.25	278.67	500.00
Office Equipment	-	-	500.00
Postage & Delivery		159.80	500.00
Miscellaneous- (TOWN COUNCIL APPROVAL REQUIRED FOR OVER \$1000)	-	0.03	

TOTAL COMMODITIES:	1,700.00	6,667.63	3,050.00
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TOTAL EXPENSES:	24,458.00	210,004.23	464,056.00
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NET INCOME (LOSS):	22,517.51	183,519.51	-11,556.00
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Town of Clifton
CAPITAL IMPROVEMENTS/GRANT INCOME - FY26
REVENUE/COST STATEMENT

REVENUES:

FEDERAL GRANTS

MAP21 TAP: TAP Statewide (Match to Expenditures) 80/20	104,440.31	
MAP 21 TAP: TAP > 200K:		1,600,000.00

TOTAL VDOT TA - MAIN ST IMPROVEMENTS

TOTAL REVENUES:	-	104,440.31	1,600,000.00
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COSTS:

Special Projects - Streetscape

Streetscape 2A - Preliminary Engineering			
Streetscape 2A - Right of Way	5,515.09	15,241.69	
VDOT TA -Main Street Improvements (80% - 20% MATCH GRANT)			
Processing Easements			
Streetscape 2A - Construction			2,000,000.00

TOTAL SPECIAL PROJECTS COMMITTEE:	5,515.09	15,241.69	2,000,000.00
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NET REVENUES/(COST)	(5,515.09)	89,198.62	-400,000.00
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Town of Clifton
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY26
REVENUE/COST STATEMENT - Public Hearing

COSTS:

Town-Funded Projects

Permanent Signs (Historic and Informational)			5,000.00
Safety Signs - Traffic Solutions - delete			
Harris Park Improvements		(500.00)	125,000.00
8-Acre Park Entrance - Improvements	-	1,168.27	3,000.00
Purchase of Green Space - delete			
Public Parking Improvements			5,000.00
Caboose & Luggage Cart Renovation - delete			
Trash Enclosure			4,000.00
Pink House Improvements		25,000.00	
Town Historic Building -- delete			
TOTAL CAPITAL PROJECTS from Allocation of Town Equity Fi	-	25,668.27	142,000.00

NET REVENUES/(COST)	(5,515.09)		
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TOTAL CAPTIAL COSTS		40,909.96	2,142,000.00
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TOTAL CAPITAL NET REVENUES/(COST)	-	48,288.66	-542,000.00
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Funds used from saving			553,556.00
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TOTAL FY2025 ANTICIPATED NET INCOME (LOSS)	17,002.42	247,049.86	0.00
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**Town of Clifton
Account Balances
FY26**

		<u>2/28/2026</u>			<u>Notes</u>
ASSETS					
Current Assets					
Checking/Savings					
	United Bank - Haunted Trail Account	32,447.32			
	United Bank - Events Acct	56,510.32			
	United Bank - Checking	192,914.39	Min Bal \$2,500	"Chairman's Club"	
	United Bank - Security Deposit	3,118.70			
	United Bank - Money Market Savings	242,161.93	Min Bal \$15,000		
	Investments-LGIP	1,365,233.54			
	Total Checking/Savings	1,892,386.20			

Town of Clifton CARES Summary - SLGRF

Total Received SLGRF 303,992.00

	Obligated as of 12/31/24	Expended as of 2/28/2026	Dates	
Ayre Square Purchase	\$ 91,184.55	\$ 91,184.55	12/21/2021	
Harris Park Extension Purchase	\$ 74,452.95	\$ 74,452.95	12/21/2021	
Harris Park Extension Cleanup	\$ 11,500.00	\$ 11,500.00	4/1/22-5/31/22	
Administrator Position	\$ 108,670.85	\$ 103,610.75	4/16/24-12/31/26	
Floodplain Park Invasive Plant Control	\$ 775.00	\$ 775.00	9/1/23-3/31/24	
Gazebo Repair	\$ 3,050.00	\$ 3,050.00	7/1/24-7/31/24	
Caboose Repairs	\$ 9,500.00	\$ 6,500.00	8/6/24-6/30/26	
Flood Plain Parking Lot Rehab	\$ 4,858.65	\$ 4,858.65	9/1/24-6/30/26	portion of bridge repairs
	\$ 303,992.00	\$ 295,931.90		
Remaining	-	as of 12/31/24		



PROPOSAL

Customer: Town of Clifton	Address: 12641 Chapel Rd Clifton, VA 20124
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SCOPE OF WORK

7" Aqua Armor SPC (Stone Plastic Composite Core) LVP	\$14,250.00
<ul style="list-style-type: none"> - Color: TBD - 4" Toe Vinyl Cove Base, Color: TBD - Floating Installation - Main Area, Two Closets - Coordinating T-Molding at Doorway Thresholds 	
OPTION: 9" Diamond SPC (Stone Plastic Composite Core) LVP	Add: \$1,900.00
<ul style="list-style-type: none"> - Color: TBD - 4" Toe Vinyl Cove Base, Color: TBD 	
Demo/Haul Away	\$2,250.00
<ul style="list-style-type: none"> - LVP and Vinyl Cove Base 	
<p><i>*Scope of Work that extends beyond above listed will be subject to a Change Order.</i></p>	

All installations guaranteed for one year, (b) Labor does not include cutting off any doors that do not clear the carpet, (c) We are not responsible for breakage in removal and replacing of shoemolding, (d) in as much as the material is made to special measurements this order is not subject to cancellation, (e) There will be a separate charge for unwrapping and spreading all room size rugs, (f) No statement or representation shall be binding on seller unless made in writing and signed by the authorized agent, (g) Seller is not responsible for any variation in dye lots, (h) In the event this contract is placed with an attorney for collection, buyer agrees to pay all attorney's fees plus court costs, (i) On any unpaid balance not fulfilled by purchaser by the time payment is due as specified, (j) Interest will be charged for due payments not received at 18% per annum, or the maximum allowable under the law, whichever is higher, plus reasonable attorney's fees. It is understood that this job and total prices are subject to measurement.

Upon acceptance of the proposal, a 50% deposit will be required, with the remaining balance due upon completion of the job. Payment by check or credit card is accepted with a 4% credit card processing fee.

Total Estimated Price:	\$16,500.00
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Signature:	Pinnacle Signature:	Date: 3/3/2026
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LJC update 3/3/26

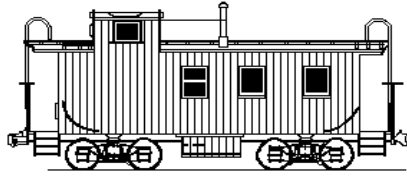
- 1) Onboarding of new members-
 - a) You should have all the materials-Once you have a chance to look over them, please send me any questions you might have and I'll get them answered

- 2) Speed project-
 - a) letter to Herrity and McKay was received and a request was sent to FCDOT from Herrity's office to ask about timing for opening the program to new roads. I'm hopeful we hear back shortly.

- 3) Clifton ES path-
 - a) FCPS does acknowledge they own the part of the pathway that is on school property. I asked about the surface, but their maintenance staff believes the path's surface is not unsafe.
 - b) What changes/improvements would you like to see there?

- 4) Maintenance priorities for March-(please no more snow!)
 - a) New mulch for playground-working with Donna to get a quote from JR and procuring two additional quotes for fully mulching the playground. Will bring quotes for selection and approval
 - b) Town hall-County will repaint exterior. I will follow up again to get a timeline.
 - i) Flooring-Kerrie met the floor guy here that we used for the town office and has samples for review. Will need a budget from TC to know if we can afford it this fiscal year or wait until next?
 - c) Town cleanup March 14th-do we need sign up genius?

- 5) Newsletter
 - a) Thanks to Kerrie and Lynn for the great work on our first newsletter!
 - i) What topics would TC members like to see?
 - ii) town businesses/restaurants?



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

March 2, 2026

TOWN OF CLIFTON STREETScape PROJECT FOR MAIN STREET - Phase II
VDOT Project: CLFT-029-101, P102, R201, C502
(UPC 109949) & (UPC 126584)

PROJECT UPDATE

- A. Combining of the Projects for Advertisement - Duct Bank Construction Project & Roadway Construction Project – The Design Team is preparing the combined IFB as part of the PS&E package that will be submitted to VDOT for approval to advertise.

An Approval letter was received from VDOT Central Office to combine the projects for advertisement.

- B. Estimates – The estimate for the Roadway Project was reviewed by VDOT’s Project Controls Team. Their review resulted in an estimate \$3,700 greater than the engineers estimate. Their evaluation is based on their recent bids received for other projects.
- C. Easements – All easements have been recorded.
- D. Utilities – some initial discussion took place with NOVEC on their ability and availability to be as productive as possible on the transferring of their utility. Similar discussion will be held with Verizon and Cox.
- E. Railroad Coordination - The Town continues to have communication through Keyana Holloway with Norfolk Southern.

The Project Team is waiting for a final amendment to the existing lease between the Town and the railroad for the required mill and overlay in the railroad right-of-way, as well as the new Street Light that will be located in the railroad right-of-way.

Needed actions for Project by the Town Council

None.

Susan Yantis & Geri Yantis
Streetscape Project - Project Managers



Clifton Clerk <clerk@cliftonva.gov>

Clifton Cup Golf Tournament (Discussion Point for Town Council Meeting on Tuesday)

1 message

Stephen Bittner <stephen.n.bittner@gmail.com>

Sun, Mar 1, 2026 at 11:09 PM

To: Laura Jane Cohen <administrator@cliftonva.gov>, Clifton Treasurer <treasurer@cliftonva.gov>, Clifton Clerk <clerk@cliftonva.gov>, "planning@cliftonva.gov" <planning@cliftonva.gov>, "ARB@cliftonva.gov" <ARB@cliftonva.gov>, Darrell Poe <dpoe@cliftonva.gov>, Donna Netschert <villagetimesaver@aol.com>, Lynn Screen <lscreen@cliftonva.gov>, Jay Davis <jdavis@cliftonva.gov>, "seffros@cliftonva.gov" <seffros@cliftonva.gov>, JP Hess <jhess@cliftonva.gov>, "ahencken@cliftonva.gov" <ahencken@cliftonva.gov>

Cc: Vernon Keen <nonrev96@aol.com>, "TOMMYPCLIFTON@aol.com" <TOMMYPCLIFTON@aol.com>, Tom Peterson <tpeterson@cliftonva.gov>, Jeff Sealy <jsealy@flintheill.org>

Town Council Members,

Here are some general revenue and cost numbers from the 2025 Clifton Cup. We would like to organize the tournament for September 30, 2026 at 1:00 PM and make it a town event. Please take a look at the spreadsheet below. I have also created a list of questions/requests from the Town Council below. In 2025, it was a CBA event raising \$10K to each of the Joel Byrne Foundation and the Equine Riding Center.

Approximate 2025 revenue and cost of the Clifton Cup

Type	Revenue	Cost	Net
Sales (Online)	\$13,125.00	\$467.62	\$12,657.38
Sales (check)	\$1,400.00		\$1,400.00
Upsell Items (Card)	\$1,530.00	\$82.98	\$1,447.02
Upsell Items (Cash)	\$940.00		\$940.00
Sponsorships	\$16,000.00		\$16,000.00
Villagio Tip		\$200.00	-\$200.00
Signage		\$500.00	-\$500.00
Westfields Fee Deposit		\$1,000.00	-\$1,000.00
Westfields Total Fee Less Deposit		\$12,211.64	-\$12,211.64
TOTAL	\$32,995.00	\$14,462.24	\$18,532.76

Sponsors for the 2025 Event

Contact	Level	Company
May Jane Woodbridge	\$1,500	Carrie and Co, REMAX
Beth Walters	\$500	Sun Design
Adam Cirigliano	\$1,500	Consigli
Jon Hurley	\$1,500	Hurley Homes
Greg Young	In Kind	Clifton Café
Mary Rita Bender	In Kind	Villagio Group
Kevin Hutto	\$5,000	Signature Financial Partners
Tom Peterson	\$1,500	Icecream Depot
Roy Edwards	\$1,500	

Cameron Ingersoll	\$500	CameronIngersollRoche
Anonymous	\$1,500	
Donna Netschert	\$250	
Pat Herrity	\$500	
Steve DeAntonio	\$400	

Support we are requesting from the Town Council

1. We would like the town to fund the costs of the tournament to include the event costs paid to Westfields Golf Course amounting to about \$13K, signage about \$500, miscellaneous charges about \$1K.
2. Is there an opportunity to work with the Town Council to create a registration site that couples the registration payments with town bank accounts?
3. We would like to advertise the event on the town web-site and any other town communications that are appropriate.
4. We would like to work with the town to determine how the profits from the event will be directed.
5. This event has been organized by the team of Tom Peterson, Vernon Keen, Jeff Sealy and Steve Bittner. We would like autonomy to meet at our own discretion to organize the event. We will provide updates to the Town Council as needed.

Our goal is the discuss this email during the town council meeting on Tuesday.

Thanks, Steve Bittner