

CLIFTON TOWN MEETING MINUTES
FOR TUESDAY, April 3, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

Order of business

1. **Review of Minutes-** The Minutes of March 6, 2007 Town Council Meeting were reviewed and accepted by the council. Chuck Rusnak requested changes under the topic of reducing the speed limit and some additional details under the Dominion Power noise topic as submitted in writing. **Motion:** Wayne concurred and Chuck moved to accept the Minutes as modified. Mayor Tom Peterson seconded the motion and it was unanimously approved.
2. **Report of the Treasurer -** Marilyn Barton presented the Treasurer's Report for the period ended March 31, 2007, passing out to all present the Statement of Cash Balances and the Profit and Loss Budget versus Actual Reports. She proceeded to report the investment and checking balances for an overall total of \$491,922.02. Revenues were reported as \$121,452.92, expenses as \$93,450.75, for a net gain of \$28,002.17. Wayne pointed out, as noted at the bottom of the report, that with the FEMA grant advance of \$28,483 netted, an actual loss for the period was (\$480). There were no questions raised. Chuck Rusnak added that he was adding another \$325.25 from sign sales, leaving only 5 signs left. **Motion:** Wayne Nickum moved to approve the Treasurer's Report as presented. Pat Layden seconded the motion and the motion was passed.
3. **Reading of communication (Tom Peterson) -** Tom Peterson explained that the Town Council will be losing a very important member of the Clifton Community, Amber Healy of the *Connection*. Amber will be moving on to a non profit organization. Amber indicated that she will transfer all contact information to her replacement. She will be working with Generations United. Tom thanked Amber for all she's done for Clifton, saying "she's the one person who is always contacting me." Amber thanked Tom Peterson sincerely. Mike Anton reported that a letter to VDOT with a picture showing how Clifton Creek Drive was repaired temporarily was sent from the Mayor. Mike is still waiting for a response.
4. **Citizens' remarks-** Lynn Hodge presented copies of the May 5th Clifton Clean Up Day flyer urging everyone's participation. Tom Peterson presented that he sent out an e-mail and that it is on the website. "We'll work to get a good turn out." Brant Baber pointed out that the last Town Council made a Resolution that among other things stated there be no private storage in the Town Hall. He continued by saying that the manager was not encouraged to enforce this—there are still mats on the side of the facility and the closets are loaded with junk. Brant Baber then asked if there might be a change. Wayne Nickum responded by saying that there is a committee for the Town Hall, and the Town Council Representative had one meeting. Wayne explained that he would refer the issue to the committee. It was further reported that Wayne, Margo, and Mark cleaned out all the Town Hall rooms. Tom Peterson advised that this be brought up at the May Town Council meeting. Mike Anton finished up by asking whether the letter to all the people who rented the Town Hall about the parking situation had been sent and whether the storage problem could be added to the letter. Shortly following, Dwayne Nitz pointed out the poor air quality in town. He wondered aloud if traffic was the cause and if the Traffic Committee would be inquiring of the Dept. of Environmental Quality in Woodbridge so the cause would be known. Wayne

Nickum contributed that Clifton, Va. has the worst air quality in Northern Va. Tom Peterson suggested they put it on the committee's agenda to find out.

5. **Unfinished business.**

- a. **Special Meeting** (Wayne Nickum) – Wayne Nickum proposed the scheduling of a special meeting in order to set the proposed budget and a Public Hearing and to approve the draft FY06 Audit. He reported that Tom Peterson will pass the budget out at the end of the May meeting. **Motion:** Wayne Nickum made the motion to include this topic under Unfinished Business on the Town Meeting agenda and to schedule the Special Meeting. The motion was duly seconded and approved. Pat Layden advised that he received a few changes to the agenda. He reported an addition under section 5b Old Town Hall and that section 7d should be deleted. He added that under 8. New Business a closed session is needed to discuss the disposition of town property.
- b. **Buckley Bridge repair status** (Lane Johnston) - Dwayne Nitz presented that the format drafted to the Fairfax County Procurement Office who advised that it be changed to the Invitation to Bid (ITB) format used within the County without question. A representative said with a few moderations our format could work. The representative also mentioned that if Virginia zeroed in on us, there could be argument to whether we're in between two formats. Dwayne felt that (this) was the way to go, and however 3 formats might be needed. Dwayne presented these formats:
 1. Soil report
 2. Sediment Control
 3. Minimal structural engineering

Dwayne continues, saying that the County shouldn't be requiring sediment control, however sediment control ought to be a factor and contractors should be providing this. There is re-vegetation in the work areas and this will need stabilizing. Dwayne also added that these things should be considered, and recommended some consultation with Joe McClellan soon to ask what the next step should be. Pat Layden mentioned that he and Lane Johnson talked with Richmond about the small project of clearing trees on the other end of the creek. In conclusion Pat Layden asked Dwayne if there is a target date for this. Dwayne responds that if the minimal design from Joe, the engineer, and the soil analysis is completed, the target date and publication of the invitation to bid could be out in a time frame of two weeks. Dwayne pointed out however that he does not know the duration nor does he know the amount of time to be given for the bidders. Everything would have to be advertised, however the public notice, Dwayne explained, doesn't have to go any further in extremity than posting it on the wall. Pat Layden asked if anybody wished to review the documentation before it went out. Chuck Rusnak announced that yes; he would like to review the documentation. By the next meeting, the committee will be charged with getting the bid out, advertised, selecting a contractor, and coming back with a schedule showing the project is completed by September or earlier. Wayne Nickum added that \$1,500 for inspection services do not have to go into the bid, and that an inspector will be needed. If a target date is being set for mid September, there should be a contract May 1st. **Motion:** Tom Peterson made a motion to give the committee permission to contact the soil engineer and the consultant engineer. Wayne Nickum seconded the motion. It was approved.

- c. **Sale of Old Town Hall** (Mike Anton) – Mike Anton presented that last week Royce Jarrendt gave comments to him. The committee met and some of Royce's items were agreeable. However, there were some issues. Mike noted that they had responded to him, and Royce would like to set up a meeting. A closed session was requested so that the issues can be discussed. Mike ended saying that they would like the committee, including Brant Baber, to attend the closed session. **Motion:** Tom Peterson motioned to authorize the closed session to follow the meeting. Wayne seconded the motion. It was approved.

- d. **Town Clerk position** (Tom Peterson) – Tom Peterson began by appointing Kathleen Barton as the Town Clerk of Clifton. Wayne Nickum noted that the appointment was approved at the last meeting. Chuck Rusnak pointed out that Kathleen should have available business hours. The range of hours available for contact or potential meetings was identified as 4-8 weekdays and some weekend hours. The hours were accepted by the Town Council.
- e. **Wine Festival** (Tom Peterson) – There was open discussion concerning the Wine Festival. Chuck Rusnak brought up the issue of wine being served to underage drinkers. Tom Peterson mentioned there should be police present to keep things orderly, however gave an example of another town who had successfully hosted wine festivals without a problem. **Motion:** Wayne Nickum made the motion to approve the Wine Festival schedule. The Festival will be held on Saturday, August 11, 2007. Chuck Rusnak brought up a few concerns held by the Council for Arts: being able to control the amount of alcohol that is consumed is important. The concerns go back a number of years, he added, when wine was available to anyone who showed up. The Council for Arts wanted some assurance that there is a limit to how much wine will be served to an individual. Tom responded this was the reason for the police presence. Chuck asked if the Council for Arts should put together a policy plan, or a method of operation. Tom stated that the Council of Arts already had something they were going to present for approval by the committee. Tom thought it was something that had been successful in other places—so in conclusion, that it should work here. **Motion:** Wayne Nickum made the motion to accept the wine festival. Tom Peterson seconded the motion and it was approved.
- f. **Committee Budget requests and FY08 budget** (Tom Peterson) – Tom Peterson proposed that a date be set for the public hearing, under new business, concerning the Committee Budget requests and FY08 budget. **Motion:** Wayne Nickum motioned that the public hearing to authorize the town budget be set for the May Town Council Meeting at 7:30 p.m. Wayne added that seven days must past following the Budget meeting in order to approve the Budget. The Budget must be approved by 4 members of the Town Council. Pat Layden seconded Wayne’s motion—it was approved.

6. **Reports of Committees, Planning Commission, and ARB**

- a. **Planning Commission** – Tom asked if there were any representatives for the Planning Commission, but there was none to be said.
- b. **ARB**- Chuck announced that the ARB did not have a meeting.
- c. **Communication Committee** – (Chuck Rusnak) – Chuck Rusnak explained that Erich is working from his house and is attempting to increase the size of the server to make it larger, as had been spoken about previously. He reported that Erich paid for six months worth and that he had asked him to put in a request for reimbursement for that.
- d. **Council for the Arts** – (Chuck Rusnak) – Chuck Rusnak announced that the next Council for the Arts event will take place on June 2nd as an art exhibit. The art show’s paintings, the Clifton locals’ paintings, photographers, etc. are welcome to participate. Their art will be present in tents behind the coffee mill. Those participating, Chuck continued, will be paying five dollars per item they include. A part of the proceeds they receive will go to the Town. He further reported that the revenue for Coffee House Concert was \$803 in donations, with about 130 people attending. The funds shared with the church are going to be donated this to an orphanage in Kenya. Chuck added that since the town did not have to pay for the hall, their total was \$190. **Motion:** Chuck Rusnak motioned to take the proceeds from the concert, divide them in half between the Town and the Clifton Presbyterian Church. (This is a change from the last meeting.) Wayne Nickum seconded the motion and it was approved. In conclusion, after brief discussion, Wayne made the motion to authorize the Town to put the check in for the members of the Arts Council. Tom Peterson seconded the motion, and it was approved.
- e. **Special Projects** – (Mike Anton) – Mike Anton explained that a chairman was elected, and then proposed the idea that the Town uses some of the ear marked money to go out and purchase an aerial photo of the Town. There is the question, why not just do it ourselves, it will be cheaper. Yet, Mike continues, there is a Town time frame, November through March. The cost is 1,200

dollars. **Motion:** Wayne Nickum made the motion to approve this. Pat Layden asked Mike Anton if the map could be manipulated. Mike Anton responded confidently that the picture would be good, in fact it would be as detailed as a square foot, so good that a potted plant could be noticed. Many questioned whether just the photo would be obtainable or would the whole photo software be accessible, so a certain area could be looked upon. Mike responded that yes, manipulation could be done, it is a digital picture. **Motion:** Wayne Nickum made the motion to authorize money to get the aerial photograph of the Town taken. Mike Anton seconded the motion and it was unanimously approved.

7. **New business**

- a. **Mowing contract for Children's Park** (Wayne Nickum) – Wayne Nickum reported that a contract was not yet been received, however, a follow-up call has been made to Green Valley Landscaping. Wayne reported that the contract would be the same dollar amount as the current fiscal year. **Motion:** Pat Layden moved to authorize the proposed contract with Green Valley Landscaping at the same price as last year. The motion was duly seconded and unanimously approved.
- b. **IDA membership appointments** (Wayne Nickum) – The Council immediately began voting on the Industrial Development Association (IDA) appointments. **Motion:** Wayne motioned that Brant Baber be appointed to the IDA Committee, with an additional 4-year term. Tom Peterson seconded the motion, and it was approved. Next Wayne made the motion to appoint Pat Layden to the Buckley Bridge Committee. Tom Peterson seconded the motion and it was approved.
- c. **Audit options** (Mike Anton) – Mike Anton asked for a recommendation for an audit process for the BPOL revenues. Marilyn agreed to report back at the next meeting. Wayne Nickum recommended that the process call for a request of validation documentation for BPOL returns from an anonymous draw for 3 to 5 businesses to be audited on a 3 year interim basis. Mike Anton requested that the Treasurer make a recommendation to the Town Council.
- d. **Special Meeting for the Budget:** Tom Peterson asked for a suggestion as to when a Special Meeting concerning the budget should take place. Pat Layden suggested seven days after the Public Hearing. Wayne Nickum disagreed, concluding that the council will need review the budget prior to the meeting. Tom Peterson suggested the following week and after discussion, the Council agreed on Thursday, April 12th as an acceptable date for the Special Meeting.

Adjournment – Pat made the motion to adjourn at around 9:35.

Special meeting/Executive Session - Sale of Town Hall

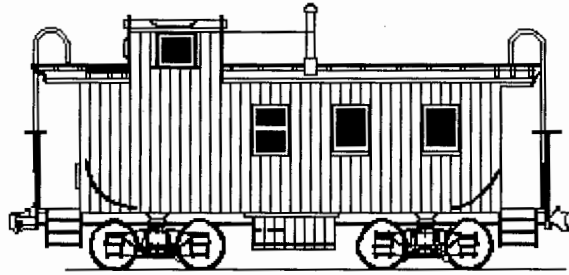
- a. Motion was made and seconded to enter executive session to discuss legal matters on sale of old town hall & construction services for Buckley Bridge. The motion was passed unanimously. Motion adopted in compliance with Sections 2.2-3711(A)(7) & (A)(3) of the Virginia Code (The Virginia Freedom of Information Act).
- b. Motion made and seconded that certifies to the best of each member's knowledge:
 1. Only public business matters lawfully exempted from open meeting requirements under this chapter, and
 2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. The motion passed unanimously.

The Executive Session was adjourned by passed motion.

The Minutes were prepared by Kathleen Barton, Town Clerk.

KATHLEEN BARTON 7/4/07
KATHLEEN BARTON, TOWN CLERK

official minutes of April 3, 2007
Town Council Meeting as approved
May 1, 2007.



**CLIFTON SPECIAL TOWN MEETING
THURSDAY, April 12, 2007 7:30 PM
Mayor Peterson's Office
CLIFTON, VA 20124**

Town Council Members Present: Mayor Tom Peterson, Council Members: Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak

Other Town Officials: Marilyn Barton, Treasurer

Also Present: Michelle Stein

Special Town Council Meeting for Review of the Proposed FY08 Budget

Order of business

1. **Review of the Agenda – Motion:** Wayne Nickum moved that discussion regarding the Buckley Bridge be tabled for a later time. Pat Layden duly seconded the motion and it was unanimously approved. **Motion:** Mike Anton requested authorization for funding for a contractor to develop specifications and drawings for bringing the Old Town Hall up to code and for meeting the Town's expectations. This information will be important for defining the Town's Construction Agreement for the Old Town Hall. **Motion:** Pat Layden moved to authorize \$1,500 for paying a contractor for this purpose. Wayne Nickum duly seconded the motion and it was approved. Lane Johnston abstained.
2. **Citizens' remarks** – Michelle Stein presented her input on the drafted Town Budget for FY08 for consideration by the Town Council as submitted on a handout. She urged the Town Council to make more conservative estimates on both revenue potentials and projected costs. On behalf of the Clifton Betterment Association (CBA) she encouraged that a request be made to fund certain costs for historical preservation. Michelle further reported that the CBA approved \$10,000 for the flood plain park. She further indicated that the CBA had \$2,250 remaining for the Playground Fund. Michelle's input was received and discussed. Tom Peterson thanked Michelle Stein for coming and for presenting her input. He then turned the meeting over to Wayne Nickum for the budget presentation.
3. **New business** – Review and approval of the Proposed FY08 Budget for Presentation at the May 2007 Public Hearing - Wayne Nickum presented the Proposed FY08 Budget compiled with all the input provided by the various committees as submitted. He reviewed administrative adjustments to the Operating Budget that changed the net income to \$29,559. The Town Council then proceeded to reviewing the proposed budget line-by-line.

- a. **Review of Operating Revenues** – Each line of revenues was discussed with the following changes made: BPOL income was increased to \$20,000. Lane Johnston expressed disagreement with the Meals Tax. Chuck Rusnak expressed that the Meals tax should be estimated at a lower rate. **Motion:** Lane Johnston moved that the Meals Tax be removed from the budget. Chuck Rusnak seconded the motion. No vote was taken. Tom Peterson expressed that the Meals Tax should be considered. Mike Anton said that the Town Council did charge the Finance Committee to propose funding suggestions and he recommended that it be raised at the Public Hearing for input. **Motion:** Wayne Nickum moved to consider 2% rather than a 4% Meals tax. Tom Peterson agreed with the 2% rate and recommended a discount to \$37,500 as Northern Virginia Cigarette Tax was reduced to \$3,000. Use Permit Income was reduced to \$300. Tom Peterson suggested that Motor Vehicle Tags be extended to CBA members. Community Hall Revenues were reduced to \$12,000.
- b. **Review of Operating Expenses** – Each line of proposed expenses were reviewed and discussed. Pat Layden recommended that the Town Clerk Salary be increased to \$3,600. Tom Peterson recommended that the Treasurer Salary be increased to \$9,000. Wayne Nickum indicated that Payroll Taxes would be increased accordingly. Insurance was increased to \$5,800. Professional fees for Accounting (Audit) were decreased to \$3,500. Lane Johnston recommended that removal of funding to create a Capital Town Plan. Wayne Nickum indicated that the Town Council had charge the Planning Commission with this task. Community Hall Electric was decreased to \$15,000. Elections were increased to \$800. Beautification Committee expenses was reduced to \$5,000. Clifton Day expenses were reduced to zero. Communication Committee expenses were reduced to \$9,150. Council of the Arts Committee expenses were increased to \$27,013 (\$21,313 for the Wine Festival). Finance Committee expenses were reduced to zero. **Motion:** Lane Johnston and Wayne Nickum moved to remove the expense of \$48,000 for a part-time Town Manager. Tom Peterson duly seconded the motion and it was unanimously approved. **Motion:** Wayne Nickum moved to remove the expense of \$3,000 for a BPOL audit. Tom Peterson duly seconded the motion and it was unanimously approved.
- c. **Review of the Capital Budget** – Each line of the proposed Capital budget were reviewed and discussed. **Revenues:** Wayne Nickum reported that the Buckley Bridge Restoration revenue includes the deferred revenue set up in FY07. He further reported that the SAFETEA-LU Grant is the Transportation Enhancement funding which requires no match. Given the input and report of Michelle Stein on behalf of the CBA, Wayne Nickum reported that the Playground Fundraiser is reduced to zero. **Expenses:** Town Parks Committee expenses were reduced to \$20,000 for Landscape Improvements, \$6,000 for Hardscape and Equipment Improvements for table and benches, \$1,500 as requested for Old Playground Equipment Refurbishment, and an additional \$1,000 was added for Memorial. Chuck Rusnak proposed additional funding for Community Hall Improvements. After discussion, \$2,000 was added for this purpose. With the changes proposed, the net loss for the Capital/Grants Budget is projected as (\$32,500).

Motion: Wayne Nickum moved that the FY08 Budget Proposal be approved with the changes concurred for presentation at the May Public Hearing and Town Council Meeting. Tom Peterson duly seconded the motion and it was unanimously approved.

The Special Meeting of the Town Council was adjourned at 11:15 p.m.

Minutes were prepared by Marilyn Barton, Treasurer.

official minutes of April 12, 2007
special town council meeting as
approved May 1, 2007.

Kathleen Barton 7/4/07
Kathleen Barton, Town Clerk

Marilyn

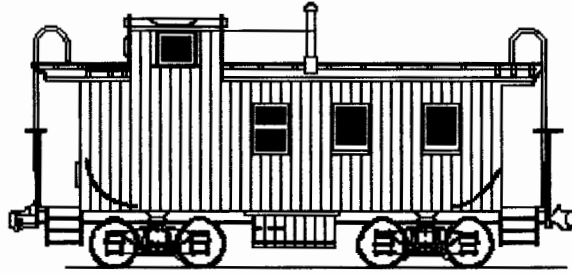
From: "Marilyn" <pawsnfins@cox.net>
To: <pjlayden@verizon.net>; <Mikefanton@aol.com>; <Mayorofcliftonva@aol.com>;
<lgjohnston@cox.net>; <CLIFNICK@att.net>; <ChuckRusnak@cliftonva.us>
Cc: ""Barton, Marilyn" <mbarton@comres.org>; "Gifford Hampshire" <ghampshire@blankeith.com>
Sent: Saturday, April 28, 2007 8:51 PM
Attach: April Minutes!.doc
Subject: April Minutes

Town Council -

Here are the April Minutes for your review =) Please reply with your input by Monday, as my Mom will need to copy the minutes at work on Tuesday.

*Thanks,
Cya Tuesday :)*

-Kathleen-



**CLIFTON TOWN MEETING AGENDA
FOR TUESDAY, April 3, 2007 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124**

Order of business

1. Reading of minutes of last regular meeting and any subsequent special meetings.
2. Report of the Treasurer
3. Reading of communication
4. Citizens' remarks

(Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council. Each person wishing to address the Council shall, when recognized by the Mayor; Give his name and address, Direct his remarks to the Council and not to other citizens present, Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council.). Priority shall be given to persons who have signified to the Clerk their desire to address the Council and the Mayor shall enforce this Subsection.

5. Unfinished business. (The Councilperson making request is in parenthesis).
 - a. Buckley Bridge repair status (Lane Johnston) - Status of progress (Dwayne Nitz presenting).
 - b. Sale of Old Town Hall (Mike Anton) – Update and vote on Special meeting.
 - c. Town Clerk position (Tom Peterson) – Appointment of Town Clerk (discussion of requirements and vote)
 - d. Wine Festival (Tom Peterson) – Discussion (vote)
 - e. Committee Budget requests and FY08 budget (Tom Peterson) – Information and date set for Public Hearing.

7. Reports of Committees, Planning Commission, and ARB
 - a. Planning Commission
 - b. ARB
 - c. Communication Committee – (Chuck Rusnak) – Information.
 - d. Historic Preservation Committee –
 - e. Council for the Arts – (Chuck Rusnak) – Concert summary and request for membership to Fairfax Co. Council for the Arts (vote).
 - f. Special Projects – Approval request for aerial survey photograph.

8. New business

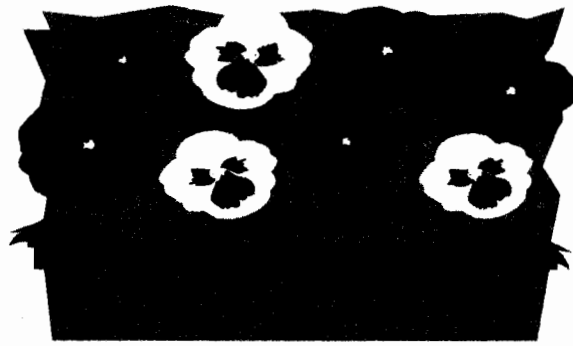
- a. Mowing contract for Children's Park (Wayne Nickum) – Discussion and vote.
- b. IDA membership appointments (Wayne Nickum) – Vote
- c. Audit options (Mike Anton) – Information and discussion.

Adjournment

Special meeting/Executive Session sale of Town Hall

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Tom Peterson at 703-830-6769. A request should be made at least five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

POSTED March 30, 2007 – CLIFTON POST OFFICE, CLIFTON STORE, CLIFTON COFFEE MILL,
TOWN WEBSITE (www.cliftonva.us)



CLIFTON
CLEAN-UP DAY

When: Saturday, May 5th
9:00am – Noon

Where: Meet anytime at the
Caboose for assignments:

What: Flower planting,
weeding, tidy area around Gazebo,
tidying & pruning

Questions? Call Beautification Committee Co-Chairs:
Jennifer Chesley, (703) 830-2129 or
Lynne Garvey Wark, (703) 322-1811

Via Hand Delivery

*Susan K. Yantis
Town of Clifton
Planning Commission Member
12639 Water Street
Clifton, VA 20124
703-623-2198
skyantis@aol.com*

February 8, 2007

Pamela K. Pelto
Assistant County Attorney
Fairfax County Attorney's Office
12000 Government Center Parkway, Suite 549
Fairfax, Virginia 22035-0064

Re: Building Code Services Agreement

Dear Pam:

Enclosed please find two (2) original copies of the Building Code Services Agreement dated February 6, 2007 which has been executed by Tom Peterson, the Mayor of the Town of Clifton.

I would appreciate it if you could forward to me an original signed copy of the agreement once it is executed after the Board of Supervisors takes action at their February 26th meeting. If possible, I would also appreciate the signed copy forwarded to me electronically as well. Please advise if you think it is necessary for a representative of the Town to attend the Board meeting. We are happy to attend.

We greatly appreciate all of your assistance along with Ray Pylant, Fairfax County Building Official, DPWES for your expeditious work on our behalf. It was a pleasure working with you both.

Very Truly Yours,



Susan K. Yantis

Enclosures

cc: Supervisor Elaine McConnell
Tom Peterson, Mayor of the Town of Clifton
Town Clerk

BUILDING CODE SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this 6TH day of FEBRUARY 2007, by and between the BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA (hereinafter "County"), and the TOWN OF CLIFTON, VIRGINIA (hereinafter "Town").

W I T N E S S E T H :

WHEREAS, the County has been granted by the Commonwealth the authority to adopt and enforce such measures as it may deem expedient to secure and promote the health, safety, and general welfare of its inhabitants under Va. Code Ann. § 15.2-1200 (2003); and

WHEREAS, the County has adopted and enforces such measures in accordance with the authority granted it under Va. Code Ann. § 15.2-1200; and

WHEREAS, the Virginia Uniform Statewide Building Code, Part II, Virginia Construction Code ("VUSBC"), as amended, charges the County and its Department of Public Works and Environmental Services ("DPWES") with the administration and enforcement of the VUSBC; and

WHEREAS, the Town, by resolutions adopted January 5, 1977, and January 7, 1997, authorized the County to administer and enforce the VUSBC within the Town; and

WHEREAS, the Town desires to continue utilizing the services of DPWES and to designate the Fairfax County Building Official as the Clifton Building Official for the purpose of administering and enforcing the VUSBC as provided for in Va. Code Ann. § 36-105(A) (Supp. 2006); and

WHEREAS, the County is agreeable to providing such services on the basis of the terms and conditions hereinafter set forth.

NOW, THEREFORE, the County and the Town hereby agree as follows:

1. The County agrees to provide building code services under the VUSBC, as amended, and The Code of the County of Fairfax, Virginia (hereinafter “the Code”), Chapters 61, 64, 65, and 66, within the Town for all building, plumbing, mechanical, and electrical work.

2. The County, through the Building Official and his/her designated agents, assistants, and employees, shall administer and enforce in the Town the VUSBC and the related provisions of the Code.

3. Building, plumbing, mechanical, and electrical permit application forms shall be provided by DPWES. All applications shall be processed initially by the Town prior to submission to DPWES. Among the required forms for a building permit shall be a certificate of appropriateness and/or a use permit (hereinafter “certificate/use permit”) issued by the Town verifying that submitted plans comply with the Town’s duly adopted zoning ordinance, including the historic overlay district provisions, if the plans so comply. Prior to submission of such application and plans to DPWES, the Mayor of the Town or an agent designated by the Town Council shall have first reviewed the submission and, if it complies with the Town Ordinances, shall so indicate on the form submitted to DPWES and affix the Town stamp to the plans.

4. Permit and inspection fees as set forth in the Code shall be paid to the Director of Finance of Fairfax County. The Town may separately charge a permit fee and impose bond requirements upon the applicant.

5. The application forms as processed by the Town shall be forwarded by the applicant, together with the stamped plans required by DPWES and certificate/use permit, to DPWES, Land Development Services. No application for approval of any plumbing, mechanical, or electrical work in the Town will be processed by DPWES without submission of required plans stamped by the Town and the required certificate/use permit from the Town. No

extension of any permit shall be approved by DPWES without an extension of the Town's certificate/use permit approved by the Town.

6. Upon payment of all fees, and upon receipt of the stamped plan and certificate/use permit from the Town indicating that the submitted plans comply with the duly adopted Town zoning ordinances, the County shall process said applications and plans, and after approving same, shall issue the necessary building permits. Any permit obtained from DPWES either without, or in violation, of the Town's certificate/use permit shall be void ab initio.

7. The Town shall require each applicant to provide such information as DPWES may require.

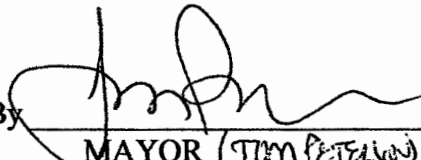
8. The appropriate officials of the Town and the County shall agree to furnish to each other such supplemental information as shall be necessary to comply with the intent of this Agreement.

9. The Mayor of the Town or an agent designated by the Town Council shall notify the County of any violations of the certificate/use permit. Construction in violation of a County permit and/or the Town's certificate/use permit shall be a basis for enforcement, including without limitation, issuance of stop work orders and permit revocation. Violations of the VUSBC and related provisions shall be prosecuted at the discretion of the Fairfax County Building Official as provided in Va. Code Ann. § 36-105(A).

10. It is mutually agreed that the term of this Agreement shall be a period of ten (10) years. This Agreement may be terminated, however, by either party upon ninety (90) days written notice to the other.

IN WITNESS WHEREOF, the parties have executed this Agreement in Fairfax County,
Virginia, the above day and year.

THE TOWN OF CLIFTON, VIRGINIA

By  _____
MAYOR (TOM PETERSON)
TOWN OF CLIFTON, VIRGINIA, PURSUANT
TO A RESOLUTION OF TOWN COUNCIL
ADOPTED ON FEBRUARY 6, 2007

BOARD OF SUPERVISORS OF
FAIRFAX COUNTY, VIRGINIA

By _____
CHAIRMAN, BOARD OF SUPERVISORS
OF FAIRFAX COUNTY, VIRGINIA

APPROVED AS TO FORM:

DAVID P. BOBZIEN
COUNTY ATTORNEY

By: _____
Assistant County Attorney

\\S17prolaw01\Documents\94440\PKP\103134.doc

Marilyn Barton

From: <mikefanton@aol.com>
To: <pawsnfins@cox.net>
Sent: Monday, April 30, 2007 4:09 PM
Attach: anabnr2.gif; April_Minutes_with_MA_comments.doc
Subject: Re: April Minutes

Hello Kathleen - I had a couple comments and highlighted them in red. Let me know if you have any questions. Thanks, Michael

-----Original Message-----

From: pawsnfins@cox.net
To: pjlayden@verizon.net; Mikefanton@aol.com; Mayorofcliftonva@aol.com; lgjohnston@cox.net; CLIFNICK@att.net; ChuckRusnak@cliftonva.us
Cc: mbarton@comres.org; ghampshire@blankeith.com
Sent: Sat, 28 Apr 2007 8:51 PM
Subject: April Minutes



*Town Council -
Here are the April Minutes for your review => Please reply with your input by Monday, as my Mom will need to copy the minutes at work on Tuesday.*

*Thanks,
Cya Tuesday :)*

-Kathleen-

AOL now offers free email to everyone. Find out more about what's free from AOL at AOL.com.

File w/
April 2007
Minutes

03/31/07

Town of Clifton
Cash Balance Report
As of March 31, 2007

	<u>Mar 31, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking-SunTrust	22,921.04
Investments-LGIP	259,293.66
UBS Investment	205,947.94
Total Investments - SunTrust	<u>3,759.38</u>
Total Checking/Savings	<u>491,922.02</u>
Total Current Assets	<u><u>491,922.02</u></u>

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through March 2007

	<u>Jul '06 - Mar 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Interest Income	12,761.43	4,500.00	8,261.43	283.59%
Sign Sales Income	780.00			
Clifton Day Revenues	0.00	450.00	(450.00)	0.0%
Community Hall Revenues				
Community Hall Rentals	10,061.50	11,250.00	(1,188.50)	89.44%
Total Community Hall Revenues	<u>10,061.50</u>	<u>11,250.00</u>	<u>(1,188.50)</u>	<u>89.44%</u>
Grants				
Federal				
FEMA	28,482.62	59,999.99	(31,517.37)	47.47%
SAFET-LU Grant				
SAFET-LU Town Match/In-Kind	0.00	14,999.99	(14,999.99)	0.0%
SAFET-LU Grant - Other	0.00	59,999.99	(59,999.99)	0.0%
Total SAFET-LU Grant	<u>0.00</u>	<u>74,999.98</u>	<u>(74,999.98)</u>	<u>0.0%</u>
Transportation Project-Trails				
Town Match-Trails	0.00	7,650.00	(7,650.00)	0.0%
Transportation Project-Trails - Other	0.00	38,250.00	(38,250.00)	0.0%
Total Transportation Project-Trails	<u>0.00</u>	<u>45,900.00</u>	<u>(45,900.00)</u>	<u>0.0%</u>
Federal - Other	<u>0.01</u>			
Total Federal	<u>28,482.63</u>	<u>180,899.97</u>	<u>(152,417.34)</u>	<u>15.75%</u>
Other				
CBA Grant	0.00	4,500.00	(4,500.00)	0.0%
Donations	0.00	149,999.99	(149,999.99)	0.0%
Total Other	<u>0.00</u>	<u>154,499.99</u>	<u>(154,499.99)</u>	<u>0.0%</u>
State				
Fire Program Funds	8,000.00	6,000.00	2,000.00	133.33%
Total State	<u>8,000.00</u>	<u>6,000.00</u>	<u>2,000.00</u>	<u>133.33%</u>
Total Grants	<u>36,482.63</u>	<u>341,399.96</u>	<u>(304,917.33)</u>	<u>10.69%</u>
Haunted Trail Event	0.00	0.00	0.00	0.0%
Homes Tour	7,579.00	6,400.00	1,179.00	118.42%
Other Income	2,300.00			
Park Rental	0.00	200.00	(200.00)	0.0%
Playground Reserve Donations	0.00	14,999.99	(14,999.99)	0.0%
S.R. - Litter Control Grant	1,000.00	0.00	1,000.00	100.0%
Tax and Permits Revenue				
FEMA - Buckley Park	2,390.33	3,200.00	(809.67)	74.7%
Franchise Fees - Cox Cable	4,633.17	5,999.99	(1,366.82)	77.22%
ABC Profits	222.13	300.00	(77.87)	74.04%
ARB Permits	65.00	60.00	5.00	108.33%
BPOL tax	19,970.19	18,000.00	1,970.19	110.95%
Cigarette Tax	2,264.13	2,287.49	(23.36)	98.98%
Motor Vehicle Tags	4,356.00	5,800.00	(1,444.00)	75.1%
Railroad Tax	1,194.12	1,700.00	(505.88)	70.24%

Town of Clifton
Profit & Loss Budget vs. Actual
 July 2006 through March 2007

	<u>Jul '06 - Mar 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Sales Tax	14,293.02	14,364.76	(71.74)	99.5%
Use Permits	225.00	599.99	(374.99)	37.5%
Utility Consumption Tax	875.27	789.17	86.10	110.91%
Total Tax and Permits Revenue	50,488.36	53,101.40	(2,613.04)	95.08%
Total Income	121,452.92	432,301.35	(310,848.43)	28.1%
Expense				
Payroll Expenses				
Gross Wages				
Town Clerk (Administrative)	1,500.00	1,500.00	0.00	100.0%
Town Treasurer	4,000.00	4,000.00	0.00	100.0%
Total Gross Wages	5,500.00	5,500.00	0.00	100.0%
Payroll Taxes				
FICA	0.00	841.50	(841.50)	0.0%
Total Payroll Taxes	0.00	841.50	(841.50)	0.0%
Total Payroll Expenses	5,500.00	6,341.50	(841.50)	86.73%
Contractual				
Citizens' REcognition Fund	0.00	1,350.00	(1,350.00)	0.0%
Insurance	5,369.00	6,442.00	(1,073.00)	83.34%
Town Government				
Architectural Review Board	0.00	149.99	(149.99)	0.0%
BZA	0.00	74.98	(74.98)	0.0%
Planning Commission	3,400.00	3,749.99	(349.99)	90.67%
Town Committees Expense	255.07	1,499.99	(1,244.92)	17.01%
Total Town Government	3,655.07	5,474.95	(1,819.88)	66.76%

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through March 2007

	<u>Jul '06 - Mar 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Professional Fees				
Web site maintenance	0.00	1,800.00	(1,800.00)	0.0%
Professional fees - Other	0.00	2,250.00	(2,250.00)	0.0%
Accounting	9,930.87	15,000.00	(5,069.13)	66.21%
Legal Fees	18,760.20	5,999.99	12,760.21	312.67%
Special Counsel	4,558.72	2,250.00	2,308.72	202.61%
Total Professional Fees	33,249.79	27,299.99	5,949.80	121.79%
Rent				
Ayre Square Rental	413.24	600.00	(186.76)	68.87%
Railroad Siding Rental	775.00	775.00	0.00	100.0%
Total Rent	1,188.24	1,375.00	(186.76)	86.42%
Town Facilities				
Beautification Comm.	1,301.82	3,187.49	(1,885.67)	40.84%
Buckley Park FEMA Cleanup	3,187.10	2,399.99	787.11	132.8%
Grounds Maintenance	1,411.60	1,125.00	286.60	125.48%
Town Hall Maintenance	411.06	3,749.99	(3,338.93)	10.96%
Town Office	0.00	3,674.98	(3,674.98)	0.0%
Office Equipment Expense	0.00	3,900.01	(3,900.01)	0.0%
Total Town Facilities	6,311.58	18,037.46	(11,725.88)	34.99%
Town Services				
Fire Program	0.00	6,000.00	(6,000.00)	0.0%
Grass Mowing	2,550.00	3,200.00	(650.00)	79.69%
Trash Collection	576.00	824.99	(248.99)	69.82%
Total Town Services	3,126.00	10,024.99	(6,898.99)	31.18%
UBS Investment Loss				
Utilities	909.25			
Gas and Electric	(989.84)	374.99	(1,364.83)	(263.96%)
Town Voice Mail	285.66			
Water	257.00	225.00	32.00	114.22%
Total Utilities	(447.18)	599.99	(1,047.17)	(74.53%)
Dues and Subscriptions				
Conference Attendance	0.00	1,499.99	(1,499.99)	0.0%
Va. Municipal League	0.00	450.00	(450.00)	0.0%
Dues and Subscriptions - Other	0.00	262.52	(262.52)	0.0%
Total Dues and Subscriptions	0.00	2,212.51	(2,212.51)	0.0%
Caboose Expenses				
Caboose - Trentane Gas	275.81	187.51	88.30	147.09%
Caboose Electric	97.88	187.51	(89.63)	52.2%
Caboose Maintenance	81.94	225.00	(143.06)	36.42%
Total Caboose Expenses	455.63	600.02	(144.39)	75.94%
Community Hall Expenses				
C.H.-Cleaning	421.78	2,925.00	(2,503.22)	14.42%
C.H.-Equipment	157.99	299.98	(141.99)	52.67%

Town of Clifton
Profit & Loss Budget vs. Actual
 July 2006 through March 2007

	<u>Jul '06 - Mar 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
C.H.-General Maintenance	1,616.56	2,475.00	(858.44)	65.32%
C.H.-Management Fee	2,062.15	4,500.00	(2,437.85)	45.83%
C.H. - Electric	14,000.45	14,999.99	(999.54)	93.34%
C.H. Floors	1,000.00	600.00	400.00	166.67%
Total Community Hall Expenses	19,258.93	25,799.97	(6,541.04)	74.65%
Clifton Day Expenses	0.00	200.00	(200.00)	0.0%
Homes Tour/Bazaar Exp	2,210.24	2,900.00	(689.76)	76.22%
Legal Advertising	280.00	843.75	(563.75)	33.19%
Mayoral Reimbursement	41.51	374.99	(333.48)	11.07%
Miscellaneous	891.33	975.01	(83.68)	91.42%
Printing and Reproduction	144.36	225.00	(80.64)	64.16%
Total Contractual	76,643.75	104,735.63	(28,091.88)	73.18%
Haunted Trail Expenses	0.00	1,000.00	(1,000.00)	0.0%
Summer in the Parks Event	0.00	200.00	(200.00)	0.0%
Commodities				
Computer Supplies	0.00	525.01	(525.01)	0.0%
Copies	30.63	37.49	(6.86)	81.7%
License Plates	828.75	855.00	(26.25)	96.93%
Miscellaneous	0.00	7,500.01	(7,500.01)	0.0%
Miscellaneous - Commodities	213.44	374.99	(161.55)	56.92%
Office Supplies	156.92	374.99	(218.07)	41.85%
Postage and Delivery	144.26	374.99	(230.73)	38.47%
Total Commodities	1,374.00	10,042.48	(8,668.48)	13.68%

Town of Clifton
Profit & Loss Budget vs. Actual
July 2006 through March 2007

	<u>Jul '06 - Mar 07</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
CIF Expenses				
Comm Hall Equipment	0.00	2,999.98	(2,999.98)	0.0%
Comm Hall Improvements	9,930.00	13,500.00	(3,570.00)	73.56%
FEMA - Buckley Bridge Repair	0.00	59,999.99	(59,999.99)	0.0%
Signage	0.00	1,499.99	(1,499.99)	0.0%
Clifton Entrance Triangle	0.00	1,499.99	(1,499.99)	0.0%
CIF-Miscellaneous	0.00	149,999.99	(149,999.99)	0.0%
CIF-Playground Impr.	0.00	17,625.01	(17,625.01)	0.0%
CIF Cable Burial Undergrnd Util	0.00	5,249.98	(5,249.98)	0.0%
Total CIF Expenses	<u>9,930.00</u>	<u>252,374.93</u>	<u>(242,444.93)</u>	<u>3.94%</u>
Fed Fund-Transportation Proj				
F.F.- Transp. Project-Trails	0.00	38,250.00	(38,250.00)	0.0%
Total Fed Fund-Transportation Proj	<u>0.00</u>	<u>38,250.00</u>	<u>(38,250.00)</u>	<u>0.0%</u>
SAFET-LU Grant Administrator	0.00	14,999.99	(14,999.99)	0.0%
SAFET-LU Improvements	0.00	59,999.99	(59,999.99)	0.0%
Special Revenue Expenses				
S.R. - Litter Control	3.00			
Total Special Revenue Expenses	<u>3.00</u>			
Total Expense	<u>93,450.75</u>	<u>487,944.52</u>	<u>(394,493.77)</u>	<u>19.15%</u>
Net Ordinary Income	<u>28,002.17</u>	<u>(55,643.17)</u>	<u>83,645.34</u>	<u>(50.33%)</u>
Net Income	<u>28,002.17</u>	<u>(55,643.17)</u>	<u>83,645.34</u>	<u>(50.33%)</u>
<i>Notes:</i>				
<i>Less FEMA Grant rec'd in advance of expenditure:</i>	(28,482.62)			
<i>Adjusted Net Income (Loss):</i>	(480.45)			

TOWN OF CLIFTON

March 28, 2007

Dennis C. Morrison
Northern Virginia District Administrator
Avion Lakeside I
14685 Avion Parkway
Chantilly, VA 20151-1104

Dear Mr. Morrison:

On behalf of the Town of Clifton, I want to thank you and the Virginia Department of Transportation for all the services you provide to our Town. We are very grateful to you for keeping our roads safe.

I wanted to raise your attention to an area that has become a major concern for our town. The floods that occurred last summer washed away a section of Main Street and Clifton Creek Drive. After the waters subsided, VDOT immediately responded to the problem and patched the area with large building stones to prevent any more erosion. I assumed that the patch was temporary until something more substantial was done to correct the problem. I believe the building stones along with the guard rail wires are a serious hazard.

Clifton prides itself on being a safe community for our residents and our visitors. Since this area is used as a walkway for pedestrians to and from Clifton Elementary and the neighboring community, I'm afraid for their safety.

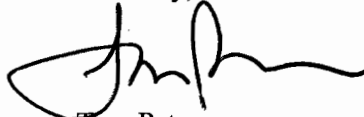
Please feel free to contact me or our VDOT point person, Michael Anton.

Tom Peterson
Mayor
P.O. Box 309
Clifton, VA 20124
Tom_Peterson@cliftonva.us

Michael Anton
Town Councilman
P.O. Box 309
Clifton, VA 20124
Mike_Anton@cliftonva.us

Thank you for your attention to this matter.

Sincerely,



Tom Peterson
Mayor

Enclosures

CC: Douglas C. Miller, VDOT Program Manager

P.O. BOX 309 • CLIFTON, VIRGINIA 20124 • www.cliftonva.us

TOWN OF CLIFTON



TOWN OF CLIFTON



Barton, Marilyn

om: WAYNE H. NICKUM [CLIFNICK@ATT.NET]
Sent: Friday, April 27, 2007 8:23 AM
To: MARLYN BARTON; Barton, Marilyn
Subject: APRIL TC MINUTES

PLEASE USE WORDAGE FOR THE EXECUTIVE SESSION PORTION OF THE MEETING OF THE MINUTES. SEE FEB 11, 2007 SPECIAL MTG MINUTES AS ATTACHED

4/27/2007

MINUTES
CLIFTON TOWN COUNCIL MEETING
Sunday, February 11, 2007
7150 Main Street
Clifton, VA 20124

Council Members

Present: Tom Peterson, Lane Johnston, Pat Layden, Wayne Nickum, Chuck Rusnak.

The Town Council Meeting was called to order at 1:00 p.m.

Executive session

a. Motion made by Wayne Nickum, seconded by Pat Layden, to enter executive session to discuss legal matters on sale of old town hall & construction services for Buckley Bridge. Passed unanimously. Motion adopted in compliance with Sections 2.2-3711(A)(7) & (A)(3) of the Virginia Code (The Virginia Freedom of Information Act).

b. Motion made by Wayne Nickum, seconded by Tom Peterson, that certifies to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under this chapter, and
2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Passed unanimously.

Motion made by Wayne Nickum and seconded by Tom Peterson to adjourn at 3:54 pm. Passed unanimously.

As part of Phase I of the Streetscape Master Plan for Main Street, each of the engineers that The SPC contacted regarding the preparation of the as-built survey for Main Street recommended that an aerial survey be done. An aerial survey is done by a company that takes high resolution photography of the Town from the air. The final as-built survey will be the combination of aerial photography and field survey work. The air survey will locate all of the major physical features including topography and limits the actual field crew time by the engineers to do the survey work. The engineering company would then locate by field survey the detail and as-built features that the aerial can't provide.

It was brought to our attention last week that aerial survey's are typically done in the winter months - between late Nov and the last week of March. Once the foliage grows, the aerial photography will not result in a detailed enough survey. Therefore, the SPC contacted the company, Aero-Metrics Inc. in Sterling, who agreed to perform the aerial survey for \$1200. This is to fly the entire town - this will enable the Town to have this information not only for Main Street but for future improvements within the Town limits. (It was not much more \$\$\$ to fly the entire town versus only Main St). It is vital to have this information for the development of the as-built survey of Main Street. It would be significantly more expensive to have the engineers field locate all of the physical features and topography without the availability of the detailed aerial photography.

Barton, Marilyn

From: Barton, Marilyn
Sent: Tuesday, April 03, 2007 8:33 AM
To: 'pjlayden@verizon.net'; 'Mikefanton@aol.com'; 'Mayorofcliftonva@aol.com'; 'lgjohnston@cox.net'; 'ChuckRusnak@cliftonva.us'; 'CLIFNICK@att.net'; 'Nickum, Wayne (OCFO)'
Cc: 'ghampshire@blankeith.com'; 'Marilyn Barton'; 'kathleen barton'
Subject: FW: draft town minutes
Importance: High

Hi all,

A few minor corrections have been made on the attached minutes. As I haven't received any feedback on these, I will go ahead and copy these for the meeting tonight. If anyone has corrections that need to be inserted before the meeting - please email me back with reply today.

Thank you all and see you tonight.

Sincerely,

Marilyn

Marilyn Lane Barton
Finance Manager
Community Residences
www.comres.org

mbarton@comres.org
703/842-2333
fax: 703/842-2311

-----Original Message-----

From: Marilyn [mailto:pawsnfins@cox.net]
Sent: Sunday, April 01, 2007 6:06 PM
To: pjlayden@verizon.net; Mikefanton@aol.com; Mayorofcliftonva@aol.com; lgjohnston@cox.net; ChuckRusnak@cliftonva.us; CLIFNICK@att.net
Cc: Barton, Marilyn; Gifford Hampshire
Subject: draft town minutes
Importance: High



Dear Town Council Members,

Thank you for having the trust in me to appoint me as your new Town Clerk. In future months I'll definitely work toward getting the Minutes to you the week following the meeting. I look forward to my first meeting on Tuesday. Attached are the Minutes for your input. Please reply with your corrections, and I'll add them prior to the meeting.