



**TOWN COUNCIL AGENDA  
TOWN OF CLIFTON FORGE, VIRGINIA  
TUESDAY, MARCH 12, 2024, AT 7:00PM  
CLIFTON FORGE TOWN COUNCIL CHAMBERS  
547 MAIN STREET**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**PRESENTATION:**

**Chris Fisher – Youth Day Rodeo**

*Officer Chris Fisher spoke on the annual Youth Day Rodeo that will be held on Saturday, May 4, 2024. Chris thanked the Town for their many years of generous donations to the yearly event. The council members gathered to discuss a proper amount of donation and \$400 was put up for motion.*

*Councilman Nicely made a motion to donate \$400.00 to the Youth Day Rodeo event and Councilman Wolfe seconded the vote.*

*Councilman Nicely- Yes*

*Councilman Wolfe- Yes*

*Councilwoman Laudermilk- Yes*

*Vice Mayor Burdette- Yes*

*Mayor Irvine- Yes*

## **1. MINUTES**

### **A) Council Meeting**

**February 13, 2024**

**RECOMMENDATIONS:** Approve the minutes for February 13, 2024.

Motion to approve: Councilwoman Laudermilk

Seconded by: Councilman Nicely

Councilman Nicely- Yes

Councilman Wolfe- Yes

Councilwoman Laudermilk- Yes

Vice Mayor Burdette- Yes

Mayor Irvine- Yes

## **2. ACTION ITEMS**

### **A) DEPARTMENT REPORTS**

- Code Enforcement
- Police Department
- Public Works
- Library
- Water Plant (no report)
- Fire Department

**RECOMMENDATION:** Approve the reports as submitted and written.

Motion to approve: Vice Mayor Burdette

Seconded by: Councilwoman Laudermilk

Councilman Nicely- Yes

Councilman Wolfe- Yes

Councilwoman Laudermilk- Yes

Vice Mayor Burdette- Yes  
Mayor Irvine- Yes

**B)** CFMS is asking to close Commercial Street between Ace Hardware and former PrimisBank lot from 10:30am to 12:30pm on March 30<sup>th</sup> for the Easter Bonnet/Hat Parade.

**RECOMMENDATION:** Approve the new request.

Motion to approve: Councilman Nicely  
Seconded by: Councilman Wolfe

Councilman Nicely- Yes  
Councilman Wolfe- Yes  
Councilwoman Lauder milk- Yes  
Vice Mayor Burdette- Yes  
Mayor Irvine- Yes

### **3. DISCUSSION ITEMS**

#### **4. MANAGERS COMMENTS**

*-Utility cuts that were made to repair water and sewer lines are scheduled to be repaired in early April. Chuck checked with the asphalt company and although we may not be first on the list we are very close and should receive this work early April 2024. Chuck mentioned sitting down and going over the Roads Maintenance Budget to possibly do some springtime paving this year.*

*-ER Gilbert, a Class I operator, has decided to return to the Town of Clifton Forge Water Treatment Plant. With ER returning this does put our water treatment plant into compliance with the Health Department. Chuck mentioned how very excited he was to have ER back at the Water Treatment Plant.*

*-A new mandate has been handed out that localities need Inventory starting by October for lead and copper service lines leading into residence into their locality. Amanda Gunter signed up to take the courses to be certified to have this properly taken care of. A lot of this was taken care of back in 2011-2012 when water meters were put in but the rest of them will need to be checked.*

*-Taylor has now moved up to the position of HR/Payroll, with Kyla Crosier filling into her previous position starting on Monday morning. Wendy Biggs will move into the Finance Director position as Bridgett Goff has left.*

*- The Smith Creek project is going out for bid the first week in April. First ad will be out April 2<sup>nd</sup>, and the second will be April 9<sup>th</sup>, and mandatory Prebid meeting will be April 18<sup>th</sup>, the last addendum to that will be April 30<sup>th</sup>, with the bids opening May 7<sup>th</sup>. This project will be a year to 18-month completion, with boots on the ground starting July/August 2024.*

*-Chuck read the financial highlights of the 2022 final Audit. He mentioned everything is moving up and that's the trend the Town hopes to keep. He mentioned the Finance department doing a great job and all this being doable by working together.*

*-At this time about a year ago the Town worked on the Congressionally Directed Spending Request that was submitted to the Federal Government. They lumped us into the Shenandoah District in Virginia. They are proud to announce the Senator successfully secured \$1,845,000.00 for the Town of Clifton Forge to upgrade portions of the sanitary sewer collection system. Of the 8 awards we were the highest awarded locality.*

## **5. PUBLIC COMMENTS**

*Bill Atherholt gave a few updates on behalf of Clifton Forge Mainstreet. He first brought up the Stars and Stripes celebration planning has begun, this event will be on June 14<sup>th</sup> at 6pm, a flag ceremony and picnic will be afterwards at the Amphitheater grounds. Bill then announced the 3<sup>rd</sup> annual Juneteenth celebration on June 19<sup>th</sup> at Washington Park where food, vendors, and kids' activities will be going on throughout the day.*

*He talked about the 14<sup>th</sup> annual S & S celebration that will be held at the C & O Heritage Center at 6pm on July 3<sup>rd</sup>, with fireworks. A parade will be held the following day July 4<sup>th</sup> beginning at 11am. The community gathering will take place on Thursday March 21<sup>st</sup> at the HMT where there will be presentations from four local non-profits to learn how to support their businesses. The community gatherings begin at 6:30pm and end by 8pm.*

*Bill Atherholt then spoke about the Vietnam Wall that is arriving in the Alleghany Highlands on October 1<sup>st</sup>. The wall will be placed at the Jackson River Sports Complex located in Covington, Va. The VFW Post 1033 is looking for volunteers to assist with this event and the setup of the wall as well as donations for the event as it's costing \$11k to have it. The wall is 375 ft long and will consist of 58,281 names.*

## **6. COUNCIL COMMENTS**

*Councilwoman Lauder milk- Thanked everyone for coming out to the meeting, and thanked Chris for all he does for the community. She told Chuck that he is making council proud for all his hard work and that they appreciate it.*

*Councilman Nicely- He started by thanking Chris on the many years of hard work a dedication to the bike rodeo, mentioning he has brought home many bikes in the past. Ben then thanked Bill explaining how excited he was to take his own family to see the wall that is coming to the area.*

*Councilman Wolfe- Thanked Chris for all he does on top of the rodeo every year. He then quoted Bill on the numbers of names on the wall and explained how excited he was to witness the wall in our area. He thanked Chuck for doing such a great job and thanked those for attending the meeting.*

*Vice Mayor Burdette- He started by thanking Bill Atherholt for coming, as well as Chris Fisher. He spoke about what a great job they both do for the community. Burdette then told Chuck that he does a great job and then he mentioned the Town has a lot of exciting events that are coming up. He finished thanking those for coming out.*

*Mayor Irvine- Irvine started by thanking everyone who came out to the meeting and those who had information to share. He thanked Chris Fisher for all his involvement with the Bike Rodeo and the impact it has on the area. He then thanked Bill Atherholt for sharing the important information and knowledge about the Vietnam Wall. He then welcomed Kyla Crosier to the new administrative spot and ER Gilbert back to the Water Treatment Plant. He finished by congratulating Chuck on all his hard work for all the grants the Town has received.*

Motion to approve: Councilwoman Laudermilk  
Seconded by: Councilman Nicely

Councilman Nicely- Yes  
Councilman Wolfe- Yes  
Councilwoman Laudermilk- Yes  
Vice Mayor Burdette- Yes  
Mayor Irvine- Yes

*\*Possibility that an action will be taken once out of Closed Session\**

## **7. CLOSED SESSION**

CLOSED SESSION PURSUANT TO SECTION 2.2-3711 REAL ESTATE  
BASED UPON CODE SECTION A:3, AND SECTION 2.2-3711 PERSONNEL  
BASED UPON CODE SECTION A:1

**8. RETURN TO OPEN SESSION**

Motion to approve: Councilwoman Laudermilk  
Seconded by: Vice Mayor Burdette

Councilman Nicely- Yes  
Councilman Wolfe- Yes  
Councilwoman Laudermilk- Yes  
Vice Mayor Burdette- Yes  
Mayor Irvine- Yes

**9. CERTIFY CLOSED SESSION**

Motion to approve: Vice Mayor Burdette  
Seconded by: Councilwoman Laudermilk

Councilman Nicely- Yes  
Councilman Wolfe- Yes  
Councilwoman Laudermilk- Yes  
Vice Mayor Burdette- Yes  
Mayor Irvine- Yes

**\*Motion to Hire Michael Lockaby as the new Town Attorney\***

Motion to approve: Councilman Nicely  
Seconded by: Councilwoman Laudermilk

Councilman Nicely- Yes