

November 12, 2024

**MINUTES
REGULAR MEETING
NOVEMBER 12, 2024**

The Council for the Town of Clifton Forge held their regular meeting on Tuesday, November 12, 2024, at 7:00 p.m., in the Council Chambers of Clifton Forge Town Hall, 547 Main Street, Clifton Forge, Virginia.

The invocation was given by Carl “Shorty” Wolfe, followed by the Pledge of Allegiance.

Mayor Jeff Irvine called the meeting to order with the following members present: Mayor Irvine; Vice Mayor Dale Burdette; Councilman Carl “Shorty” Wolfe, Councilwoman Debbie Laudermilk; Councilman Ben Nicely.

Also present, but not on the roll, were Town Manager, Charles “Chuck” Unroe and Town Attorney, Mike Lockaby.

Consent Agenda/Correction and Approval of Minutes

Motion to approve agenda: Councilwoman Laudermilk
Seconded by: Councilman Nicely

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

Action Items

- 1) Department Reports
 - a. Code Enforcement
 - b. Police Department
 - c. Public Works
 - d. Library
 - e. Water Treatment Plant
 - f. Fire Department

Motion to approve: Vice Mayor Burdette
Seconded by: Councilman Nicely

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

- 2) Appointment to the Economic Development Authority

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- a. To consider an appointment to the Economic Development Authority to fill the unexpired term of Ron McConnell.

There were letters of interest submitted by Mrs. Pamela Lightfoot and Mr. Jason Helmtoller.

Councilwoman Lauder milk motioned to approve appointment of Jason Helmtoller to the EDA, seconded by Councilman Wolfe.

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

- 3) To consider adoption of an ordinance providing for the registration of vacant buildings
 - a. Code of Virginia-Vacant Building Registration/Civil Penalty

Recommendation: Conduct the first reading of the ordinance and move to second reading on December 10, 2024

Motion to approve: Councilman Nicely
Seconded by: Councilwoman Lauder milk

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

- 4) To consider approval to amend the Town's holiday schedule to include Monday, December 23, 2024.

Motion to approve: Councilman Nicely
Seconded by: Vice Mayor Burdette

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

- 5) Proclamation-The Wall that Heals

Mr. Unroe read a proclamation regarding The Wall that Heals.

Motion to approve: Councilwoman Lauder milk
Seconded by: Councilman Wolfe

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

6) Request from Clifton Forge Main Street-Street Closure for Tree Lighting Ceremony

Motion to approve: Councilman Nicely
Seconded by: Councilwoman Laudermilk

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

Update from Parks and Trails Committee

Pamela Lightfoot provided an update on the Parks and Trails Committee. She stated that Maria Saxton had submitted a grant for sunshades in the parks. They are still in the process of setting up Wi-Fi in the parks with Lumos. She said they were not sure of the status of the donated tables for the Sensory Trail. She asked about Public Works using an auger to dig holes for the raspberry plants. She mentioned that the trellises could be installed in the spring when the ground is softer. She thanked the Public Works department for mulching the parks and keeping children safe. She also provided information on Kriskndlmrkt, saying that the Parks and Trails committee will be selling hot cocoa, tea, and coffee, as well as having a gift-wrapping station and milkweed sales. Mrs. Lightfoot also asked when the Light the Creek event was going to occur.

Manager's Comments

Mr. Unroe started off by congratulating the Council members for their reelection. He also congratulated Bob Umstead for his upcoming term on the School Board.

Smith Creek Waterline Replacement

The easements are in place for the project. Contractors have moved equipment in, surveyed, and taken a video for the entire length of the trail, which is important so they can fix things exactly as they were before the project.

West Ridgeway Street Waterline Project

The West Ridgeway Street Waterline Project is out for bid. We are hoping to start on this project by the beginning of January, as a pipe from the bridge to 5th Street will be installed. We'd like to have this done before the asphalt stations open in the spring, when the paving of Ridgeway Street will begin.

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Jefferson School

The first draft of the performance agreement for the Jefferson School has been completed. Mr. Lockaby is waiting on Wendy from Finance to ensure the money flow provisions make sense. We hope to have this underway by the first of January.

Food Pantry

We will be going over layouts and designs for the Food Pantry.

Sensory Trail

Dominion Virginia Power has installed cable and poles for electricity to the kiosk. This will help with the Christmas light display. The Town will also wrap the sycamore tree with cascading snowballs. The sides of the trail will also be lit, so people will not trip or fall.

Christmas Decorations

All Christmas decorations are installed and put up. The town will turn the lights on after the Tree Lighting Ceremony. The Light the Trail/Creek event has not been scheduled yet, due to things needed to be completed on the trail.

Public Comments

Mr. Richard Harmeling, 917 Rose Avenue, spoke of concerns regarding speeding traffic on Rose Street to the end of Tremont Street. He requested that Council approve of a four way stop sign in an effort to slow down traffic. Mr. Unroe advised that he had received concerns from another citizen and is following up on the issue.

Mrs. Susan Goings, 1717 Ridgeway Avenue, gave information on the Holiday Home Tours, sponsored by the Clifton Forge Women's Club. Holiday Home Tours will take place on December 7, 2024. There are six beautifully decorated homes. She also advised of the Silent Auction to be held at the Masonic Theatre on December 5th, 6th, and 7th, 2024. She went on to say that the Women's Club believes that these events will enhance the holiday experience and is not only a fundraiser for the club. She is grateful for the support of the town, and she appreciates Public Works for putting up her banners for the events.

Council Comments

Councilman Wolfe

Councilman Wolfe thanked everyone for coming out. He stated that the Holiday Home Tour was a big deal for the Women's Club, as it was their main fundraising event. He thanked Chuck for doing a great job. He also advised Mr. Harmeling that he understood where he was coming from about the speeding traffic on Rose Street.

Councilman Nicely

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Councilman Nicely thanked Chuck for his good work and keeping Council informed. He said the Fall Festival was great and thanked Pam Lightfoot for the Parks and Trails update. He congratulated Jason Helmintoller on his appointment to the EDA. He went on to say that it meant a lot to Area 18 Special Olympics to have a police escort on their way out of Clifton Forge, heading to VA Beach for competition. He congratulated Shorty and Jeff for their reelection, as well as everyone who had the courage to put their name on the ballot.

Councilwoman Laudermilk

Councilwoman Laudermilk advised Mr. Harmeling that we hear you and are going to investigate the issue. She congratulated Jeff and Shorty on their reelection, as well as everyone who ran. She thanked Susan Goings for the information on the Holiday Home Tours and Silent Auction, and thanked Chuck for all his hard work.

Vice Mayor Burdette

Vice Mayor Burdette thanked everyone for coming out. He thanked Pam Lightfoot for the Parks and Trails update, and Chuck for all his hard work. He told Mr. Harmeling that he appreciates his issue, and trusts that the Town Manager and Director of Safety will look into it. He thanked Mr. Harmeling and Mrs. Goings for coming.

Mayor Irvine

Mayor Irvine thanked everyone for coming out. He thanked Susan Goings and the Women's Club. He also thanked everyone for everything they do, and everyone who voted for him, stating that he will do his best for everyone whether they voted for him or not.

Closed Session

The Council for the Town of Clifton Forge will convene into closed session pursuant to Virginia Code Section 2.2-3711 (A) (3) to discuss property at 600 Main Street, which is owned by the Town of Clifton Forge, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of a public body.

The Council for the Town of Clifton Forge will convene into closed session pursuant to Virginia Code Section 2.2-3711 (A) (1) to discuss personnel.

Motion to approve: Councilman Wolfe
Seconded by: Councilman Nicely

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

Motion to Reconvene Open Meeting

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I move that the Town Council end its closed meeting and reconvene its regular meeting.

Motion by: Vice Mayor Burdette
Seconded by: Councilwoman Lauder milk

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

Certification Following Closed Meeting

I move pursuant to Virginia Code Section 2.2-3712 (D) that the Town Council certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements of the Virginian Freedom of Information Act and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered during the closed meeting.

Motion to approve: Councilman Nicely
Seconded by: Councilwoman Lauder milk

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

Adjournment

Motion by: Councilman Nicely
Seconded by: Councilman Wolfe

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