



**TOWN COUNCIL MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
TUESDAY, NOVEMBER 11, 2025, 7 P.M.
CLIFTON FORGE TOWN COUNCIL CHAMBERS
547 MAIN STREET**

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER

Mayor Jeff Irvine called the meeting to order with the following members present: Mayor Irvine; Vice Mayor Dale Burdette; Councilwoman Debbie Laudermilk; Councilman Carl "Shorty" Wolfe; Councilman Ben Nicely. Also present were Town Manager, Charles "Chuck" Unroe and Town Attorney, Mike Lockaby.

Councilwoman Laudermilk motion to make two amendments to the agenda. The amendments were Action Item 6, to consider closing Ridgeway Street for New Year's event, and Action Item 7, to consider amending employees' work schedule for the Thanksgiving and Christmas holidays.

This motion was seconded by Councilman Nicely.

Councilman Nicely: Yes

Councilman Wolfe: Yes

Councilwoman Laudermilk: Yes

Vice Mayor Burdette: Yes

Mayor Irvine: Yes

APPROVAL OF MINUTES

Minutes Council Meeting October 14, 2025

RECOMMENDATION: Approve the minutes for October 14, 2025

Motion to approve: Councilwoman Laudermilk

Seconded by: Councilman Wolfe

Councilman Nicely: Yes

Councilman Wolfe: Yes

Councilwoman Laudermilk: Yes

Vice Mayor Burdette: Yes

Mayor Irvine: Yes

PUBLIC HEARING

Proposed issuance of bonds by the Town of Clifton Forge, VA

Mr. Lockaby explained the process to the citizens and Council. Mr. Unroe discussed financing for the acquisition and predevelopment phases of the CSX Yard Office.

PRESENTATION

Amanda McGee from the Roanoke Valley/Alleghany Regional Commission held a presentation regarding the Strategic Plan for the Town of Clifton Forge. She spoke on citizens' responses to several surveys pertaining to the Town of Clifton Forge.

ACTION ITEMS

- 1) Department Reports

- Code Enforcement
- Police Department
- Public Works
- Library
- Water Plant
- Fire Department
- Director of Planning and Community Development

RECOMMENDATION: Approve the reports as submitted and written.

Motion to approve: Councilman Nicely
Seconded by: Councilwoman Laudermilk

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

- 2) To consider approval to adopt a resolution regarding the proposed issuance of bonds/CSX Yard Office

RECOMMENDATION: Approve the resolution.

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

- 3) Request from Clifton Forge Main Street
Clifton Forge Main Street is requesting permission to hold their annual Town Tree Lighting event on Saturday, November 22nd at 6

p.m.in front of Town Hall. They are requesting that Main Street be closed off from Commercial Avenue to D Street and that Jefferson Avenue be closed from Main to Church Street.

RECOMMENDATION: Approve the request.

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

4) Request from Clifton Forge Main Street

Clifton Forge Main Street is requesting permission to hold a Christmas parade on Friday, December 5th, at 6 p.m. from the 400 block of E. Ridgeway Street to the Clifton Forge Fire Department on D Street.

RECOMMENDATION: Approve the request.

Motion to approve: Councilwoman Laudermilk
Seconded by: Councilman Wolfe

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

5) To consider approval of moving forward with the proposed Business Spotlight Initiative

RECOMMENDATION: Approve moving forward with the proposed Business Spotlight Initiative.

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

- 6) To consider closing Ridgeway Street from 8 p.m. on 12/31 to 1 a.m. on 01/01 for a New Year's event.

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

- 7) To consider amending employees' work schedule for the Thanksgiving and Christmas holidays.

Councilman Nicely motioned to approve giving town employees the entire day off the day before Thanksgiving and the day before Christmas. He motioned to make this a permanent change in the Employee Handbook.

The motion was 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

Mr. Unroe provided some updates for Parks and Trails. He said there will be a fundraiser booth at Kriskndlmrkt with hot chocolate, tea, and cider. More milkweed seeds have been ordered. The swing has been fixed and put back on the Sensory Trail. Volunteers are still needed to work the booth.

MANAGER'S COMMENTS

Mr. Unroe said there was a very moving Veterans' Day Ceremony this morning. He thanked all who served.

Smith Creek Waterline-The crews are back on the job. We met today with contractors and engineers. They will be tying in the first section tomorrow and working their way up to tie in at the water tank.

Paving-All paving is complete. We are working on utility cuts. 1.4 million dollars was spent on paving, not including utility cuts.

Town Hall Roof-The town has a contractor who will repair the roof. It is the same contractor that is installing new roofing fabric on 608 Main Street.

Jefferson School-We are still working with developers. Maria Saxton has all grants filed and applied for.

Leaf Pick Up-The truck is in the shop with electrical problems. There has been no communication from the mechanic on the repair date. The town is discussing the potential purchase of a new truck.

Sensory Trail-The work has been done, and the steps have been removed. It is now a complete walking trail. We are working on ways to lessen the grade where the steps were.

The security cameras have been ordered from Highland Computers. Chief Balser will walk with them to show them where to install the cameras.

Mr. Unroe said that next week will be his 5th anniversary with the town as Town Manager. He said that the town has been making positive moves forward. He appreciates the support from Council. He thanked Mr. Umstead, Mr. Irvine, and Ms. Marshall for voting for him to be Town Manager.

PUBLIC COMMENTS

Susan Goings, 1717 Ridge Vue Drive, President of the Woman's Club, spoke on the upcoming Holiday Home Tours and Silent Auction events to take place on December 6th. She said there are six homes to tour in Clifton Forge and the surrounding areas. The Home Tour tickets are \$15 each and proceeds go to nonprofits and local projects. She expressed deep appreciation to the homeowners who opened their doors and hearts.

COUNCIL COMMENTS

Councilman Wolfe thanked everyone for coming out. He thanked Chuck, Maria Saxton, Mike Lockaby, and Kyla Crosier for their work.

Councilman Nicely thanked everyone for coming out and the veterans who served. He thanked Chief Balser, the Virginia State Police, and the Alleghany County Sheriff's Department for escorting the Special Olympics team out of town and back into town for the Virginia Beach trip. Mr. Nicely said he is trying to do his part to get more people involved with Special Olympics. He reminded everyone of the STARS concert coming up on December 7th. He thanked Chuck and said he is looking forward to the upcoming events in town.

Councilwoman Laudermilk thanked everyone for coming out. She thanked all veterans and said there was a good turnout at the Veterans' Day Ceremony. She wished Chuck a happy work anniversary. She told Chuck and Maria to continue the work they are doing and congratulated the Area 18 Special Olympics team.

Vice Mayor Burdette thanked everyone for coming out. He thanked all veterans. He said that he is excited about the Christmas things coming up.

Mayor Irvine thanked everyone for coming out. He thanked Main Street. He thanked the EDA for their work on getting the bonds for the Yard Office and Amanda McGee for her presentation on the Strategic Plan for the Town of Clifton Forge. He thanked Maria for her work and David Crosier for his help with the presentation. He thanked Susan Goings for speaking on the upcoming events. He thanked all veterans and said that younger people were needed in the VFW. He thanked Chuck for his work.

NEW BUSINESS/IF APPLICABLE

There was no new business to come before Council.

ADJOURNMENT

Councilman Nicely motioned to adjourn the meeting, seconded by Councilwoman Laudermilk.

Councilman Nicely: Yes

Councilman Wolfe: Yes

Councilwoman Laudermilk: Yes

Vice Mayor Burdette: Yes

Mayor Irvine: Yes

Respectfully Submitted,

Kyla D. Crosier

Deputy Clerk/Administrative Assistant