



# TOWN OF CLIFTON FORGE

547 MAIN STREET · P. O. BOX 631  
CLIFTON FORGE, VIRGINIA 24422  
(540) 863-2500 / 2501 · FAX (540) 863-2534

**TOWN COUNCIL MINUTES  
TOWN OF CLIFTON FORGE, VIRGINIA  
TUESDAY, SEPTEMBER 9, 2025, 7 P.M.  
CLIFTON FORGE TOWN COUNCIL CHAMBERS  
547 MAIN STREET**

## INVOCATION

The invocation was given by Carl “Shorty” Wolfe.

## PLEDGE OF ALLEGIANCE

## CALL TO ORDER

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

## APPROVAL OF MINUTES

Minutes                      Council Meeting                      August 12, 2025

RECOMMENDATION: Approve the minutes for August 12, 2025

Motion to Approve: Councilman Nicely

Seconded by: Councilman Wolfe

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

### 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: Councilman Wolfe

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

#### 2) To conduct the second reading of an ordinance providing for the registration of vacant buildings.

RECOMMENDATION: Waive the second reading and approve the ordinance.

Motion to waive 2<sup>nd</sup> reading: Councilman Nicely  
Seconded by: Councilman Wolfe

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

Motion to approve ordinance: Councilman Wolfe  
Seconded by: Mayor Irvine

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

- 3) To conduct the second reading of an amendment to the Code of the Town of Clifton Forge, Virginia, 2015, as amended, to amend and reenact a portion of Chapter 78-Taxation, Article IX-Transient Occupancy Tax

RECOMMENDATION: Waive the second reading and approve the amendment.

Motion to waive second reading: Councilman Nicely  
Seconded by: Councilman Wolfe

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

Motion to approve amendment: Councilman Nicely  
Seconded by: Councilman Wolfe

Councilman Nicely: Yes  
Councilman Wolfe: Yes

Councilwoman Laudermilk: Absent  
Vice Mayor Burdette: Absent  
Mayor Irvine: Yes

- 4) To consider approval of a request from Michael Foster to close Ridgeway Street between Roxbury Street and Commercial Avenue for the Clifton Forge Craft Beer Fest from 10 a.m. until 9 p.m. on September 20, 2025. Mr. Foster also requests the use of the Town's stage.

RECOMMENDATION: Approve the requests.

Motion to approve: Councilman Nicely  
Seconded by: Councilman Wolfe

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

- 5) To consider approval of a request from Glenn Perry to grant the Clifton Forge Shrine Club a resolution to conduct the annual Fall Foliage Festival on October 17, 18, and 19, 2025, with town set-up beginning on Thursday, October 16, 2025, after 5 p.m. They also request the Town provide them with the same terms as established in the 2024 authorizing resolution.

Mr. Glenn Perry spoke in favor of the request.

RECOMMENDATION: Approve the requests.

Motion to approve: Councilman Wolfe  
Seconded by: Mayor Irvine

Councilman Nicely: Yes  
Councilman Wolfe: Yes

Councilwoman Laudermilk: Absent  
Vice Mayor Burdette: Absent  
Mayor Irvine: Yes

- 6) To consider approval of a request from Carl Wolfe of Loving Life Fellowship Church to have the lower end of Rose Street between Church Street and Main Street closed for their annual Halo-Ween event on October 31<sup>st</sup> between the hours of 3 p.m. to 10 p.m.

RECOMMENDATION: Approve the request.

Motion to approve: Councilman Nicely  
Seconded by: Councilman Irvine

Councilman Nicely: Yes  
Councilman Wolfe: Absconded from vote  
Councilwoman Laudermilk: Absent  
Vice Mayor Burdette: Absent  
Mayor Irvine: Yes

Note: Councilman Wolfe was disqualified due to a “personal interest in a transaction.” His disqualification did not break quorum because of Virginia Code Section 2.2-3112 (D), which allows a quorum to continue.

- 7) To consider the approval of a resolution to name the park on Mound Street the Jada Celeste Callender Park.

Coutney Howard read the resolution to Council.

Motion to approve: Councilman Nicely  
Seconded by: Councilman Wolfe

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

- 8) To consider an appointment to the Architectural Review Board.  
Wilma McClung's appointment expired on August 31, 2025, and she wishes to be reappointed.

RECOMMENDATION: Approve the appointment.

Motion to approve: Councilman Wolfe  
Seconded by: Mayor Irvine

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

#### UPDATE FROM PARKS AND TRAILS COMMITTEE

Courtney Howard provided Council with an update on raffle ticket sales. She said that milkweed seeds are still for sale and will be sold at various upcoming event.

#### MANAGER'S COMMENTS

West 60 Waterline Project-The project is complete except for paving, which is scheduled to be completed next week.

West Ridgeway Paving-The project is complete, and striping began today and should be completed this week.

Additional paving to be completed includes the streets that were impacted by Columbia Gas-Rose, Brussels, Lafayette, Girard, Revere, Agnes, Olive, McCormick at Lafayette, and Sioux.

There will also be paving to all utility cuts in town.

Jefferson School-The performance agreement with the Jefferson School partners has been signed and we are now in the due diligence period. There will be more activity at the school as things progress.

Finally, the wayfinding signs that we have been talking about are scheduled to be installed. Foundations will be dug and poured the week of September 22<sup>nd</sup>, with installation the week of September 29<sup>th</sup>.

The town is working with the high school seniors to help them get their required 10 hours of community service needed for graduation. So far, the seniors have washed some vehicles, scraped the dugouts at Matthews Park in preparation for painting.

Public Works has switched from bulk/brush pickup to leaf pickup. They will start next month and continue until the bulk of the leaves are gone, usually sometime after the first of the year.

608 Main Street-The asbestos was removed today, and the demolition of the roof will start on October 6<sup>th</sup> with the new roof being put on immediately. Hopefully, the new business owners can get in the building by the first of the year.

## PUBLIC COMMENTS

Mar Jimenez, owner of Silver Prick, expressed her concern to Council regarding the time it has taken to act on her application to the Architectural Review Board. She explained that she will be selling silver jewelry and cactus plants. She said that the name of her business is descriptive and lawful, and that she provided the ARB with all required information. She asked that Council resolve the matter fairly and in a timely manner.

Mr. Raymond Austin, 1720 Forest Hill Drive, spoke regarding issues with his water bill. He inquired as to what the extra charges were. Council recommended that he make an appointment to discuss the issue with Chuck and Wendy.

## COUNCIL COMMENTS

Councilman Nicely thanked everyone for coming out. He thanked everyone for their comments. He reminded Mr. Austin to make an appointment. He said that he is looking forward to upcoming events in the town. He spoke fondly of Ms. Callender and said that it was pretty cool that the resolution had passed. He told Chuck the streets coming through town look good.

Councilman Wolfe thanked everyone for showing up. He told Glenn Perry the Fall Foliage Festival was always great. He stated that volunteers make this town a great place to live. He thanked Wilma McClung for her willingness to be reappointed to the Architectural Review Board. He reminded everyone not to forget the Halo-Ween event.

Mayor Irvine thanked everybody for coming out. He said that he was proud to have a park named after Jada Callender. He is glad to see Ridgeway Street repaved. He stated that the new electric car charges were being used a lot. He thanked the Shriners for everything they do. He thanked Mike Foster for the Beer Fest event and Shorty Wolfe for the Halo-Ween event.

#### NEW BUSINESS/IF APPLICABLE

There was no new business to come before Council.

#### ADJOURNMENT

Motion to adjourn: Councilman Nicely

Seconded by: Councilman Wolfe

Councilman Nicely: Yes

Councilman Wolfe: Yes

Councilwoman Laudermilk: Absent

Vice Mayor Burdette: Absent

Mayor Irvine: Yes

Respectfully Submitted,

Kyla D. Crosier

Deputy Clerk/Administrative Assistant

## UPCOMING EVENTS

September 27      3-6 p.m.      Fridays in the Forge

## HISTORIC MASONIC THEATRE EVENTS

September 13      7 p.m.      Johnny King & Friends ft. B.B. King's Rhythm Section

September 20      11 a.m.      Tour the Theatre

September 25      6:30 p.m.      Movies at the Masonic/Jaws

September 26      7 p.m.      Tell Me Lies the Fleetwood Mac Experience

October 10      7:30 p.m.      Movies @ The Masonic-The Rocky Horror Picture Show

