



**TOWN COUNCIL MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
TUESDAY, JANUARY 13, 2026, 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. Also present were Town Manager, Charles (Chuck) Unroe and Town Attorney Mike Lockaby. Absent from the meeting was Councilman Benjamin Nicely.

Councilwoman Laudermilk motioned to amend the agenda as follows:

Add Action Item #7-To consider a joint public hearing with the Planning Commission to consider approval of a Conditional Use Permit submitted by Sameh Alhayek regarding the building locate at 531 Main Street.

Councilwoman Laudermilk’s motion was seconded by Councilman Wolfe.

Councilman Nicely: Absent
Councilman Wolfe: Yes
Councilwoman Laudermilk: Yes

January 13, 2026

Vice Mayor Burdette: Yes

Mayor Irvine: Yes

APPROVAL OF MINUTES

Minutes

Council Meeting

December 9, 2025

RECOMMENDATION: Approve the minutes for December 9, 2025

Motion to approve: Councilwoman Laudermilk

Seconded by: Councilman Wolfe

Councilman Nicely: Absent

Councilman Wolfe: Yes

Councilwoman Laudermilk: Yes

Vice Mayor Burdette: Yes

Mayor Irvine: Yes

PRESENTATION

Stephanie Davis, PHD, of Virginia Tech, provided a Town of Clifton Forge pay plan update and the proposed pay scale implementation plan.

ACTION ITEMS

1) Department Reports

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

RECOMMENDATION: Approve the reports as submitted and written.

Motion to approve: Councilwoman Laudermilk

Seconded by: Councilman Wolfe

Councilman Nicely: Absent

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

- 2) To consider approval of the proposed pay scale implementation plan

RECOMMENDATION: Approve the proposed pay scale implementation plan.

Motion to approve: Councilwoman Laudermilk
Seconded by: Councilman Wolfe

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

- 3) To consider approval of an amendment to the Employee Handbook- Under Annual Leave-Annual leave request must be submitted and approved at least two weeks prior to the requested time off.

RECOMMENDATION: Approve the amendment.

Motion to approve: Councilwoman Laudermilk
Seconded by: Councilman Wolfe

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

- 4) To consider the disposition of two and a half lots on Ridgeway Street which are owned by the Town of Clifton Forge. An offer for the lots has been submitted.

RECOMMENDATION: Schedule a public hearing.

Councilwoman Laudermilk motioned to schedule public hearing at February's meeting on February 10, 2026, seconded by Councilman Wolfe.

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

- 5) To consider an appointment to the Architectural Review Board. David Oeltjen's appointment expires on February 28, 2026, and he requests reappointment.

RECOMMENDATION: Approve the appointment.

Motion to approve: Councilwoman Laudermilk
Seconded by: Councilman Wolfe

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

- 6) To consider the reappointment of Glenn Perry to the Economic Development Authority Board. His term expired on December 31, 2025, and he wishes to be reappointed.

RECOMMENDATION: Approve the reappointment of Glenn Perry to the Economic Development Authority Board.

Motion to approve: Councilwoman Laudermilk
Seconded by: Councilman Wolfe

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

- 7) To consider a joint public hearing with the Planning Commission to consider approval of a Conditional Use Permit submitted by Sameh Alhayek regarding the building locate at 531 Main Street.

Motion to approve: Councilwoman Laudermilk
Seconded by: Councilman Wolfe

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

UPDATE FROM PARKS AND TRAILS COMMITTEE

Mr. Unroe advised everyone that the next Parks and Trails meeting would be held on Tuesday, January 20th, at 6:30 p.m. at Town Hall.

MANAGER'S COMMENTS

Mr. Unroe spoke on the following:

608 Main Street-The roofing project is complete except the flashing, which will be completed by the end of this week. He has met with the potential new owners, and they are working through the process.

Yard Office-They are working on the wording that needs to be placed in the deed and will be ready to close once they get that information. The survey is completed.

Paving-Several big projects need to be completed, and they will begin as soon as the plant opens in March. The bridge on Ridgeway Street will be the first project. The cold patch falls through when the bridge is patched. The town is in the application process for state of good repair with VDOT. We are in the approval process for funding.

The town has received 1.8 million dollars in wastewater upgrade money. The project will go out to bid in the spring or early summer.

West Ridgeway Waterline Project-There will be bids on tank maintenance and repair (Forester Road water tank).

Wendy is working with Edmunds Gov Tech regarding system updates for payroll and Human Resources, as well as utility billing. Patrons will be able to create their own portal online once the process is completed.

Virginia Walkability Action Institute-We have received \$8,000 from the Virginia Department of Health for the possible construction of a walking trail between Kroger and the east end of town.

New Year's Eve Party-The town had a very successful celebration, businesses were packed, and the fireworks and performers were great.

PUBLIC COMMENTS

Pam Lightfoot, McCormick Street, spoke on the Conditional Use Permit regarding 531 Main Street. She does not agree with the permit for various reasons, one that the building is next to a vape shop, and because the applicant allegedly has a prior legal charge.

Ron Goings, 1717 Ridgevue Avenue, spoke on the Conditional Use Permit regarding 531 Main Street. He thinks it's a darn good idea and said that we need to encourage and welcome new businesses.

John Moser, Church Street, spoke about water issues and taxes. He made several comments regarding the Town Manager, Finance Director, and Council, expressing his disapproval of how things are done.

COUNCIL COMMENTS

Councilwoman Laudermilk said she appreciates everyone coming out and that she appreciates Stephanie Davis for her informative presentation. She congratulated Dave Oeltjen and Glenn Perry on their reappointment. She advised Mr. Moser that the town has never claimed it was broke and that Mr. Unroe works very hard. She explained that taxes are raised by bringing in businesses.

Councilman Wolfe said it was good to see the employees there. He said that Stephanie explained her presentation very well, and that the new pay plan implementation was a going to be a good thing. He congratulated Dave Oeltjen and Glenn Perry on their reappointment. He stated that Mike Simmons' garage is very neat.

Vice Mayor Burdette thanked everyone for coming out. He said that it is important to hear everyone's viewpoints. He stated that he is happy about the new pay plan for employees, as they are very appreciated.

Mayor Irvine thanked everyone for coming out and everyone involved in the new pay plan. He thanked Glenn Perry and Dave Oeltjen. He said that Mr. Unroe may not live in Clifton Forge, but he has done more for this town than the last six town managers. He said that every one of the Council members have done their part for the town. He went on to say that Chuck has brought more to our infrastructure than previous managers. He stated that Wendy, the Finance Director, is transparent and does not lie. He said that Public Works employees work hard and do what they can with what they have. He said they do a hell of a job.

Mr. Unroe requested to speak after the Council comments. He said that anyone who claims that anyone working for the town is doing something illegal to put their proof on the table and to stop talking.

NEW BUSINESS/IF APPLICABLE

There was no new business to come before Council.

ADJOURNMENT

Motion to adjourn: Councilwoman Laudermilk

Seconded by: Councilman Wolfe

Councilman Nicely: Absent

Councilman Wolfe: Yes

Councilwoman Laudermilk: Yes

Vice Mayor Burdette: Yes

Mayor Irvine: Yes

January 13, 2026