



**TOWN COUNCIL MINUTES
TOWN OF CLIFTON FORGE, VIRGINIA
TUESDAY, FEBRUARY 10, 2026, 7 P.M.
CLIFTON FORGE TOWN COUNCIL CHAMBERS
547 MAIN STREET**

INVOCATION

The invocation was given by David Crosier.

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 Ben Nicely. Also present at the meeting were Town Manager, Charles “Chuck” Unroe and Town Attorney, Mike Lockaby. Absent from the meeting was Councilman Carl “Shorty” Wolfe.

APPROVAL OF MINUTES

Minutes Council Meeting January 13, 2026

RECOMMENDATION: Approve the minutes for January 13, 2026

Motion to approve: Councilwoman Laudermilk

Seconded by: Councilman Nicely

Councilman Nicely: Yes

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

PUBLIC HEARING

Possible sale of property on Ridgeway Street to Gwynn Glasscock and David Garner-Gwynn Glasscock stated that it had been her dream to run a small business. She said there would be a garden, eggs, etc., and she and Mr. Garner were hoping to run the business as an exchange/trade.

Mayor Irvine stated that the town was gaining by selling the property.

Councilman Nicely said he thought it was a great idea and looks forward to seeing progress.

With no further comments, Mayor Irvine closed the public hearing.

PRESENTATION

Jeremy Holmes, from the Roanoke Valley/Alleghany Regional Commission, provided an annual update.

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: Councilman Nicely
Seconded by: Councilwoman Laudermilk

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

- 2) To consider approval of an ordinance providing for conveyance of certain real estate, Alleghany tax map parcels 129-1-24-43A, 129-1-24-44, 129-1-24-45 and 129-1-24-46.

RECOMMENDATION: Approve the ordinance

Motion to approve: Councilwoman Laudermilk
Seconded by: Councilman Nicely

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

- 3) To consider approval of a resolution adopting a comprehensive agreement between the town, the Masonic Theatre Preservation Foundation, Historic Masonic Theatre, LLC and the Economic Development Authority of the town and providing for certain related matters.

RECOMMENDATION: Approve the resolution.

Motion to approve: Councilwoman Laudermilk
Seconded by: Councilman Nicely

Councilman Nicely: Yes
Councilman Wolfe: Absent

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

- 4) To consider a request from the Alleghany Highlands Chamber of Commerce to close Church Street between Jefferson Avenue and Commercial Avenue for the 2026 Agony in the Alleghanies Gran Fondo, which will be held on May 9, 2026.

RECOMMENDATION: Approve the request.

Motion to approve: Councilman Nicely
Seconded by: Councilwoman Laudermilk

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

- 5) To consider a request from Clifton Forge Main Street for a parade permit on Tuesday, March 17th for the Shortest St. Patrick's Day Parade. This includes the closure of Church Street between CFSOTA and the back parking lot of HMT from 4:30 p.m. until approximately 5:15 p.m.

RECOMMENDATION: Approve the request.

Motion to approve: Councilwoman Laudermilk
Seconded by: Councilman Nicely

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

- 6) To consider an appointment to the Economic Development Authority to fill the vacant seat of Jason Helmintoller

RECOMMENDATION: Approve the appointment.

Councilman Nicely motioned to table the decision until second interviews can be held. This motion was carried by Councilwoman Laudermilk.

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

- 7) To consider the recommendation of appointment of Dominique Washington to the Board of Zoning Appeals.

RECOMMENDATION: Approve the recommendation of appointment.

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

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

- 8) To consider the appointment of Brad Balser as Zoning Administrator for the Town of Clifton Forge

RECOMMENDATION: Approve the appointment.

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

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

- 9) To consider approval of the creation of six full time EMS positions, three of which will be certified EMT Basic, and three of which will be EMT Advanced or higher

RECOMMENDATION: Approve the creation of six full-time EMS positions.

Motion to approve: Councilwoman Laudermilk
Seconded by: Councilman Nicely

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

UPDATE FROM PARKS AND TRAILS COMMITTEE

There will be a Parks and Trails meeting on Tuesday, February 17th, at 6:30 p.m., at Clifton Forge Town Hall.

MANAGER'S COMMENTS

Mr. Unroe thanked all Council members for their unanimous decision to upgrade pay for town employees.

He shared that Amanda Gunter was now Director of Public Works, and Brandon Nicely was Assistant Director of Public Works. He said that Amanda had worked hard managing her crew. Mr. Unroe went on to say that his salary was adjusted back to where it was before he became the

acting Director of Public Works. He congratulated Amanda on her promotion.

608 Main Street-The renovation is complete, and the town is negotiating with the potential new owners. Once this project is completed, we will be moving further down the block.

Smith Creek Waterline Project-The project is complete with the exception of the last tie-in. A pressure test needs to be completed, a bacterial test will be sent to the state lab. If the test comes back clean, they will do the final tie-in at the water treatment plant and then do the residential area. Paving will be done in the spring. The project is very close to completion.

Ridgeway Street Bridge-As soon as the asphalt plant resumes operations, the bridge is the first on the list to be repaired.

Upgraded software-The Finance Department has been attending training seminars with Edmunds for the new software program. The program should be complete (payroll, utilities) by fall.

Maria Saxton has obtained a \$75,000.00 grant from the Department of Housing and Community Development for the Downtown Master Plan. The plan is accurate for what we want downtown to develop into.

Virginia Walkability Action Institute-An \$8,000.00 grant has been received for the plan.

Restaurant Week-February 20-March 1, local restaurants will be showcased. One hundred percent of restaurants are participating.

Juneteenth-The Black Excellence Ball will be held on February 28th at Mennefer. It is a fundraiser for Juneteenth. The event will be formal with food and music. The proceeds will support the Juneteenth program. The Town of Clifton Forge and Mennefer are the sponsors for this event. Lamona West, Chair of the Juneteenth Planning Committee), spoke on Black History Month and provided details of the event.

Brand Unveiling Event-The event will be held on February 11th at 5 p.m. at the Historic Masonic Theatre.

PUBLIC COMMENTS

John Moser, Church Street, said that the sidewalks were full of snow, and the town needed to start giving out tickets. He mentioned several famous people who were from the Town of Clifton Forge.

COUNCIL COMMENTS

Councilman Nicely thanked everyone for coming. He said there were a lot of events coming up, and that the Juneteenth event sounds interesting and fun.

Councilwoman Laudermilk thanked everyone for coming. She said she appreciates Mr. Holmes for the update on RVARC. She said that RVARC is a valuable organization. She gave a shout-out to Public Works and congratulated Amanda. She congratulated Brad Balser on his promotion to Zoning Administrator. She told Maria she had done a great job. Ms. Laudermilk said that she was very excited about Restaurant Week and the Black Excellence Ball. She said that she hopes everyone comes out to the Branding Event.

Vice Mayor Burdette thanked everyone for coming. He wished Gwynn Glasscock and David Garson the best of luck. He thanked Lamona for the information she provided. He told Mr. Unroe to continue to do great work, and that he is appreciated.

Mayor Irvine thanked everyone for coming. He thanked Jeremy Holmes (RVARC) for his presentation. He congratulated Gwynn and David, as well as Brad and Dominique. He thanked Maria and all of the restaurants. He thanked Chuck for his hard work.

NEW BUSINESS/IF APPLICABLE

There was no new business to come before Council.

CLOSED SESSION

The Council for the Town of Clifton Forge will enter into closed session pursuant to Virginia Code Section 2.2-3711 (A) (3) to discuss real estate owned by the town.

The Council for the Town of Clifton Forge will enter into closed session pursuant to subsection A.1 of Section 2.2-3711 of the Code of Virginia of 1950, as amended, for the purpose of discussing performance and salary of specific public officers, appointees, or employees of any public body, relating to the Town Manager.

Motion to enter Closed Session-Councilman Nicely
Seconded by: Councilwoman Laudermilk

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

MOTION TO RECONVENE OPEN MEETING

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

Motion to approve: Councilman Nicely
Seconded by: Councilwoman Laudermilk

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

CERTIFICATION FOLLOWING CLOSED MEETING

I move pursuant to Virginia Code § 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 Virginia 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: Vice Mayor Burdette

Seconded by: Councilwoman Laudermilk

Councilman Nicely: Yes

Councilman Wolfe: Absent

Councilwoman Laudermilk: Yes

Vice Mayor Burdette: Yes

Mayor Irvine: Yes

ADJOURNMENT

Motion to approve: Councilwoman Laudermilk

Seconded by: Councilman Nicely

Councilman Nicely: Yes

Councilman Wolfe: Absent

Councilwoman Laudermilk: Yes

Vice Mayor Burdette: Yes

Mayor Irvine: Yes

