



**TOWN COUNCIL MINUTES  
TOWN OF CLIFTON FORGE, VIRGINIA  
TUESDAY, MARCH 10, 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; Councilman Ben Nicely. Also present were Town Manager, Chuck Unroe, and Attorney Jennifer Baker sitting in for Town Attorney Mike Lockaby.

**APPROVAL OF MINUTES**

Minutes                      Council Meeting                      February 10, 2026

**RECOMMENDATION:** Approve the minutes for February 10, 2026.

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

## **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 Wolfe  
Seconded by: Councilwoman Laudermilk

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

### **2) To consider approval of a proclamation declaring April as Clean Up Month in the Alleghany Highlands.**

**RECOMMENDATION:** Approve the proclamation.

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

- 3) To consider a request from Alleghany Highlands Community Services to close Church Street between Jefferson Ave and Commercial Ave on March 28, 2026, from 6 am-5 pm for the Developmental Services Awareness Festival.

**RECOMMENDATION:** Approve the request.

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

- 4) CFMS requests the closure of Church Street from Jefferson Street to Commercial Avenue on May 16, 2026, at 10:00 a.m., for the Triathlon event.

**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

- 5) CFMS requests the closure of Roxbury to Ridgeway Street, including Commercial Avenue from Ridgeway to Main Street, on Saturday, April 4th from 10:45 a.m. until approximately noon, for the Easter Bonnet/Hat Parade.

**RECOMMENDATION:** Approve the request.

Motion to approve: Councilman Nicely

Seconded by: Councilman Wolfe

Councilman Nicely: Yes

Councilman Wolfe: Yes

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 made a motion to approve the appointment of Ann Foster to fill the vacant seat of Jason Helmintoller on the Economic Development Authority Board of Directors.

The motion was carried by Councilwoman Laudermilk.

Councilman Nicely: Yes

Councilman Wolfe: Yes

Councilwoman Laudermilk: Yes

Vice Mayor Burdette: No

Mayor Irvine: Yes

- 7) Thank you letter from Lamona West for sponsorship of the Black Excellence Ball

- 8) To consider the disposition of three properties which are owned by the Town of Clifton Forge. An offer for the properties has been submitted.

**RECOMMENDATION:** Schedule a public hearing.

Councilman Nicely motioned to schedule a public hearing for April 14, 2026, at 7 p.m.

The motion was carried by Councilwoman Laudermilk.

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

- 9) To consider approval of the adoption of the Hazard Mitigation Plan for the Town of Clifton Forge.

**RECOMMENDATION:** Approve the Hazard Mitigation Plan for the Town of Clifton Forge.

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

- 10) To consider naming Saturday, April 18, 2026, as the Town of Clifton Forge's Community Clean-Up Day

**RECOMMENDATION:** Approve naming Saturday, April 18, 2026, as the Town of Clifton Forge's Community Clean-Up Day.

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

- 11) To consider approval of a Letter of Support for the reservoir grant.

**RECOMMENDATION:** Approve the Letter of Support.

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 DOUTHAT FRIENDS AND AHTA-David Elwood**

Mr. Elwood provided Council with an update on Friends of Douthat and the Alleghany Highlands Trails Alliance. He also provided more details regarding the IMBA Trail Accelerator Program to develop a recreational trail master plan for the Clifton Forge Reservoir property.

**MANAGER'S COMMENTS**

All Abilities Park Grant-The Town received a 2.9-million-dollar grant from HUD. We are waiting to hear from HUD to get things started. We are working on determining a location for the park. This is a big advantage for Clifton Forge.

Smith Creek Waterline-The final tie-in is complete. The area will be paved once we get asphalt, and everyone is getting water off the new line.

Full-time EMS-All six positions have been filled. Orientation will be on Monday, and the schedule is being worked on. Part time employees will be rotated off schedule. Advanced Life Support can be kept running all day every day. This is the 4<sup>th</sup> year of a growing program. We will have our own drug exchange room. All paid personnel will be cross-trained.

Audit-Wendy Biggs is currently working on the audit. Wendy and I are working on the budget for fiscal year 26/27. We have received budget requests from all department heads. The budget will be reviews in late April, with the first reading being in May and the second reading in June.

New Software Program-The Finance Department is integrating a new software program relating to payroll, utilities, and other finance functions. There will be a payment portal, and all payments will be able to be processed online. It will take around 12 months to get everything integrated.

Fire Hydrants-The town is working with Thrasher in making preliminary plans to improve the flow of fire hydrants. Additional funds left over from the water line project will be used.

Bike Rack-The bike rack was moved to a no parking area in front of Jack Mason's Tavern.

Route 60 Pump Station-This has been a constant battle that Public Works has worked on all weekend. There was a mop head wrapped in the propellers, which damaged the pump. The town is looking into getting a grinding mechanism to keep debris from getting to the pumps. We have talked to Alleghany Health and Rehab.

Virginia Walkability Action Institute Grant-Eight thousand dollars will go towards a grant to construct sidewalks from Mountain View/Cliftwood Apartments to Kroger. Dominion Energy will install more lighting. We are waiting on the Health Department for insight on the development of the trail walkway.

## **PUBLIC COMMENTS**

Pam Lightfoot, 924 McCormick Boulevard, said she was glad to hear of the payroll increases. She expressed concern over the town's Finance Director also being the treasurer for Clifton Forge Main Street. She mentioned a concern regarding the meeting of the Board of Supervisors and a comment allegedly made by the town's mayor. Mayor Irvine clarified that he attended the meeting in support of the Alleghany Highlands Chamber of Commerce and that it was silly to change when they were already doing a good job. He went on to say that the decision affects Clifton Forge because the county does a lot of stuff in Clifton Forge.

Kristen McConnell stated that she had asked Councilwoman Laudermilk for the new pay rates for town employees. She asked when the last pay raise for the town had been. Chuck said that it been ten years. Mrs. McConnell questioned why Chuck's pay information was listed in red, and Chuck explained it was due to the stipend he lost when he gave up the Acting Director of Public Works' position. Mrs. McConnell said there was a problem when a town employee was getting paid more than the town's manager.

## **COUNCIL COMMENTS**

Councilman Nicely thanked everyone for coming and thanked Pam and Kristen for speaking. He spoke on upcoming events in the town. He said that everything was going good and thanked Chuck for the information on the park.

Councilman Wolfe thanked everyone for coming. He thanked Ann and Tom for their interest in the EDA. He commented on streetlights in the town being out. Chuck advised residents to take the number off from the unlit light poles and notify Public Works.

Councilwoman Laudermilk said there was a lot going on in the next few weeks. She spoke of the Developmental Awareness Festival and Kids' Fishing Day on March 28<sup>th</sup>, and told people there was time to attend both events. She congratulated Ann Foster on her appointment to the EDA. She said that Council appreciates all the volunteer work that David Elwood does. She complimented Chuck on having leftover funds from the waterline project and

for the 2.9-million-dollar grant for the All-Abilities playground. She thanked Pam Lightfoot for coming out. She also stated that the question of the Town Manager's pay raise has still not been resolved.

Vice Mayor Burdette thanked Pam Lightfoot and Kristen McConnell for speaking. He thanked David Elwood for his update. He told Chuck that he appreciated all he did on the grant. He thanked everyone for coming.

Mayor Irvine congratulated Ann Foster and David Elwood. He congratulated EMS. He also congratulated Chuck for his success in obtaining the \$2.9 million dollar grant.

### **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) (7) for legal counsel consultation.

Motion to go into closed session: Councilwoman Laudermilk  
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**

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

Motion made by: Councilwoman Laudermilk

Seconded by: Councilman Nicely

Councilman Nicely: Yes  
Councilman Wolfe: Yes  
Councilwoman Laudermilk: 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 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 made by: Vice Mayor Burdette  
Seconded by: Councilwoman Laudermilk

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

### **ADJOURNMENT**

Motion to adjourn: Councilman Nicely  
Seconded by: Councilwoman Laudermilk

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

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