

# ***TOWN OF ORANGE***



## ***COUNCIL MEETING PACKAGE***

***TUESDAY, FEBRUARY 20, 2024***

***7:00 P.M.***



**Regular Meeting Agenda  
Tuesday, February 20, 2024  
Town of Orange Community Meeting Room**

**7:00 p.m.**

- 1. Call to order by Town Manager.**
- 2. Pledge of Allegiance.**
- 3. Roll Call – Town Council:**

Mayor Martha B. Roby  
Vice-Mayor Frederick W. Sherman, Jr.  
Councilmember Jason R. Cashell

Councilmember Jeremiah V. Pent  
Councilmember Donna Waugh-Robinson

- 4. Adoption of Agenda**
- 5. Public Comment - *Town Council receives public input from residents and taxpayers of the Town. Citizens are encouraged to sign up prior to the meeting beginning and turn in a/their slip to the Town Clerk. Please note that Public Comment is limited to 3 minutes per individual.***
- 6. Consideration of Town Council Meeting Minutes of January 22<sup>nd</sup> and February 5<sup>th</sup>, 2024.**
- 7. Reports**
  - [A] Presentation of the Town’s Newly Re-Designed Website**
  - [B] Finance Report – Director of Finance**
- 8. Unfinished Business:**
  - [A] Discussion and consideration of appointments to Town’s Boards and Commissions.**
  - [B] Discussion and consideration of written policy in response to the Orange Volunteer Fire Company’s request for additional address identification for buildings with multi-tenant spaces.**
- 9. New Business:**
- 10. Town Council Adjournment.**

# MINUTES

Town Council Meeting Minutes  
January 22, 2024  
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The Orange Town Council held a regular meeting at 7 p.m. in the Town's Community Meeting Room. Town Councilmembers present were: Mayor Martha B. Roby, Vice-Mayor Frederick W. "Rick" Sherman, Jr., Councilmembers Jason Cashell, Jeremiah Pent, and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, Town Clerk Wendy J. Chewing, MMC, Town Attorney Catherine Lea, Director of Finance Dianna Gomez, John Cooley, AICP, and Deputy Chief Rebecca Moody.

CALL TO ORDER

The Town Manager led everyone in the Pledge of Allegiance.

ADOPTION OF AGENDA

The Town Clerk requested that the Sneak Peek of the website be removed from the agenda. The Town Clerk stated that the Town's redesigned website went live last Thursday, January 18<sup>th</sup> and could be viewed at [www.townoforangeva.gov](http://www.townoforangeva.gov).

Councilmember Roby requested tabling the discussion of Board and Committee appointments to the regular February 20<sup>th</sup> Town Council meeting. Councilmember Cashell recommended adding a discussion of scheduling a dinner with the Board of Supervisors to the end of the agenda as 11C.

Motion was made by Councilmember Sherman, seconded by Councilmember Pent, to adopt the agenda, as amended. On vote: Councilmember Cashell – aye, Councilmember Pent – aye, Councilmember Roby – aye, Councilmember Sherman – aye, and Councilmember Waugh-Robinson – aye.

ELECTION OF MAYOR

The Town Manager called for nominations for Mayor. Motion was made by Councilmember Sherman, seconded by Councilmember Waugh-Robinson, to nominate Martha B. Roby to serve as Mayor for a term of one year (January 1, 2024 – December 31, 2024). There being no more nominations, motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Sherman, to close the nominations. On vote: Councilmember Cashell – aye, Councilmember Pent – aye, Councilmember Roby – aye, Councilmember Sherman – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

On roll call vote to appoint Martha B. Roby, Mayor for a term to expire December 31, 2024: Councilmember Cashell – aye, Councilmember Waugh-Robinson – aye, Councilmember Pent – aye, Councilmember Sherman – aye, and Councilmember Roby – aye. The motion carried unanimously.

The Mayor for FY2024 was Martha B. Roby. The Town Manager handed the gavel over to Mayor Roby and congratulated her.

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ELECTION OF VICE-MAYOR

Mayor Roby called for nominations for Vice-Mayor. Motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Pent, to nominate Councilmember Sherman as Vice-Mayor for a term of one year (January 1, 2024 – December 31, 2024). There being no more nominations, motion was made by Councilmember Pent, seconded by Councilmember Waugh-Robinson, to close the nominations. On vote: Councilmember Cashell – aye, Councilmember Pent – aye, Mayor Roby – aye, Councilmember Sherman – aye, and Councilmember Waugh-Robinson – aye.

On roll call vote to appoint Frederick W. Sherman, Jr., Vice-Mayor, for a term to expire December 31, 2024: Councilmember Sherman – aye, Councilmember Cashell – aye, Councilmember Waugh-Robinson – aye, Councilmember Pent – aye, and Mayor Roby – aye. The motion carried unanimously.

PUBLIC COMMENT

Ms. Ellen Sawaya of 134 N. Madison Street appeared before Council noting concern over the loud exhaust and noise.

Ms. Grayson Butterfield of 11499 Rapidan Road appeared before Council stating that Public Works did a great job cleaning up after the snow, but snow backs up on Main Street. Ms. Butterfield stated that she got out and shoveled at her businesses on Main Street after the snow and most business owners did. Ms. Butterfield questioned why the two Council Members who lived and had businesses on Main Street didn't do the same.

Mayor Roby questioned the Director of Public Works if they could take care of the snow piled up in handicap parking spaces and at crosswalks on Main Street after it snowed. The Director of Public Works stated that they would do their best.

Ms. Kathy Judge of North Madison Street stated that dog waste was getting out of control around town and more waste stations were needed. A small discussion was held.

TOWN COUNCIL CONSIDERED TOWN COUNCIL MEETING MINUTES OF DECEMBER 4, 2023

Motion was made by Vice-Mayor Sherman, seconded by Councilmember Waugh-Robinson, to adopt the minutes of December 4, 2023, as presented. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell- aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

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REPORTS

DIRECTOR OF FINANCE -FINANCE REPORT

The Director of Finance stated that she would be reporting on the sixth month of FY24.

The Director of Finance reported that General Fund revenues included the following significant YTD favorable variances to budget: \$152K for Meals Tax. The Director of Finance stated that the Orange County Commissioner of Revenue was still working on the Personal Property tax billing for the additional 444 residents. The Director of Finance reported that staff was collecting on the 2023 Real Estate tax and Personal Property tax delinquencies.

The Director of Finance reported that the income was \$114K favorable to budget due to rate increases and timing of ARPA fund deposits.

The Director of Finance stated that Water Sales Revenue through December was \$861K and was in line with budget.

The Director of Finance reported that Sewer Sales Revenue through December was \$1.169M and was in line with the budget.

The Director of Finance stated that payments for December were \$773K. The Director of Finance stated that \$345K was paid to Johnston Construction Company for Standpipe work, \$62K was paid to Rinker Design for sewer/water line designs, and other payments were normal course of business.

The Director of Finance reported that expenditures from the \$5.3M ARPA funding were \$2,060,000, ITD of which \$121K toward engineering services and equipment for the Liquid Feed project at the Water Plant, \$231K toward the new SCADA system for the Sewer Plant, \$408K to the Standpipe Engineering services and new generator, \$7K for the Macon Road Mixer, \$25K covered the Water Line Engineering, \$318K on the Sewer Line Engineering services and \$87K covered an intake pump. The Director of Finance stated that \$863K was submitted to VDH for Standpipe Construction and the town was reimbursed \$257K. The Director of Finance stated further that quarterly reimbursement documents for \$606K was submitted last week.

The Director of Finance stated that the Virginia Investment Pool report showed in the final two months of the year improving inflation data and indications the Feds may begin to cut the Fed Funds rate in the first half of 2024. The Director of Finance reported that the Town of Orange has \$932K invested in the fund. The Director of Finance stated that the VIP High Quality Bond fund yield was 5.17% for December. The Director of Finance reported that the Town of Orange has \$679K invested in the fund.

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COMMITTEE REPORTS

Mayor Roby stated that Councilmember Waugh-Robinson, the Director of Public Works, and herself all attended a breakfast with the kids at Grymes Memorial School last Thursday.

Councilmember Waugh-Robinson stated that she attended the ODA meeting today. Councilmember Waugh-Robinson stated further that the meeting was well attended, and the following items were discussed: 2024 Events Orangetoberfest – September 28<sup>th</sup>, Business Breakfast, banners, Halloween, and Holiday Village. Councilmember Waugh-Robinson stated that financials were presented, and a new Executive Director was not discussed.

The Town Manager stated that he had met with Jess Ciffizari. The Town Manager reported that he had also tried to meet with Cameron Hamilton, ODA Executive Director, but scheduled dates kept falling through.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

PRESENTATION AND DISCUSSION OF LOUD EXHAUST IN TOWN

Police Deputy Chief Rebecca Moody made a presentation of the legalities and survey findings about exhaust (noise) in Town. The Town Attorney explained the legal requirements. After discussion, Town Council requested that the Town Attorney look further into this matter and report back.

PRESENTATION AND REQUEST FROM THE ORANGE VOLUNTEER FIRE COMPANY THAT THE TOWN OF ORANGE AND TOWN COUNCIL CONSIDER ADOPTING AN ORDINANCE THAT REQUIRES BUILDINGS WITH MULTI-TENANT SPACES PLACE ADDRESS MARKERS ON THE BACK SIDE OF THE BUSINESS DOORS

Mayor Roby recused herself from the discussion due to her husband being the Assistant Chief of Orange Volunteer Fire Company and sat in the audience. Vice-Mayor Sherman resided over the discussion.

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Orange Volunteer Fire Company Chief Whit Jacobs appeared before Council requesting a Town ordinance that required buildings with multi-tenant spaces place 4-inch address markers on the back side on their doors. The Town Manager was opposed to an ordinance because it would impose potential jail time for the businesses. The Town Manager did, however, state that it was a good idea but noted that it was not required by the Building Code or by the State Fire Code. After discussion, it was the consensus of the Council to have the Town Attorney come up with a policy for review.

DISCUSSION OF SCHEDULING A DINNER WITH THE ORANGE COUNTY BOARD OF SUPERVISORS

Councilmember Cashell stated that he would like to see Town Council invite the Orange County Board of Supervisors to an informal Meet and Greet dinner for the purpose of allowing everyone to get to know each other. Town Council agreed that this was a good idea and asked the Town Clerk to work with Orange County to get a date on the books.

With no further business the meeting adjourned at 9:15 p.m.

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Wendy J. Chewning, MMC  
Town Clerk

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Martha B. Roby, Mayor



Town Council Meeting Minutes  
February 5, 2024  
Page One

The Orange Town Council held a work session meeting at 6:00 p.m. in the Town of Orange Community Center Meeting Room. Town Councilmembers present were: Mayor Martha B. Roby, Vice-Mayor Frederick W. "Rick" Sherman, Jr., and Councilmembers Jason Cashell, Jeremiah Pent, and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, Town Clerk Wendy J. Chewing, MMC, Town Attorney Catherine Lea, Director of Community Development John Cooley, AICP, CZA, Director of Finance Dianna Gomez, Director of Public Works Larry Bond, and Police Chief Kiline Madison.

CALL TO ORDER

Mayor Roby opened the meeting. The Town Clerk called roll and noted that there was a quorum present.

ADOPTION OF AGENDA

Councilmember Cashell requested that a discussion of Public Comment at meetings be added to the agenda as Item #6. Mayor Roby requested that the discussion of information sent from the Orange County Planning Commission regarding a Special Use Permit and rezoning be added to the agenda as #7. Finally, the Mayor requested on behalf of the Town Clerk that another discussion be held on the Town's meet and greet with the County to be held on Wednesday, March 27<sup>th</sup> at 6 p.m. This would be agenda item #8.

Motion was made by Vice-Mayor Sherman, seconded by Councilmember Waugh-Robinson, to adopt the agenda, as amended. On vote, Mayor Roby – aye, Vice- Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

CONSIDERATION OF PURCHASE OF PROPERTY ADJACENT TO THE STANDPIPE PROPERTY

The Director of Community Development stated that leading up to the Standpipe project a surveyor was hired to see what property the Town owned around the Standpipe, and as part of the survey project, several parcels were identified, that if acquired by the Town, would provide a better buffer to the reservoir. The Director of Community stated further that during a conversation with the owner of 157 S. Almond Street the question was asked if the owner would consider selling the Town the lot adjacent to the Standpipe parcel, and the owner said she would sell it to us. The Director of Community Development stated that staff had been discussing and working with the owner for several months to finalize the Deed and Sales Contract for a sale price of \$10,000. The Director of Community Development stated further that the purchase of this property was before the Council this evening for consideration.

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After discussion, motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Pent, to move that Town Council authorize the purchase of a small portion of 157 S. Almond Street for \$10,000 with ARPA funds, that this was needed for the Town's Standpipe maintenance. On vote, Mayor Roby – aye, Vice- Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

#### FY-2025 BUDGET WORK SESSION

The Town Manager gave an overview of the DRAFT FY25 Budget to date:

The Town Manager stated that there were no tax or rate increases in the FY25 proposed draft budget; there was a 5.0% COLA increase for employees (effective July 1, 2024) with additional 0.5% for under \$20/hour; and a 5% health insurance increase. The Town Manager stated that the health insurance increase amount was also not known as of this time. The Town Manager stated that the VRS rates would change this year and those rates were unknown at this time. The Town Manager stated that all donations were the same as last year with the exception of an increase in miscellaneous donations and the Rappahannock Area Orchestra for \$500. (The Director of Finance requested this evening that this be increased.)

The Town Manager reported that Capital expenditures included \$150,000 for street paving (not revenue sharing), \$125,000 for Public Works vehicle, \$30,000 for automation and computers, \$25,000 for improvements to the Community Room floor, \$120,000 for new sidewalk, and \$75,000 for improvements to Lafayette Street.

The Town Manager stated that revenues for the DRAFT FY25 Budget included Water and Sewer availability fees for 25 homes in the Round Hill Meadows buildout (there are 67 lots that could be done) with additional lots throughout Town and includes revenues related to the buildout, increased tax revenue by revenue increases already experiencing, and increased interest income to reflect Town funds at today's rates.

A lengthy discussion was held on the Town's Classification and Pay Schedule.

The Town Manager stated that staff had received a proposal from Rinker Design Associates for a consistent design of Main Street from the railroad tracks to Caroline Street. The Town Manager stated further that he would like to go ahead with this in FY24. After discussion, motion was made by, Councilmember Waugh-Robinson, and seconded by Vice-Mayor Sherman, to hire Rinker Design Associates to provide a consistent design from the railroad tracks to Caroline Street for up to \$17,000. On vote, Mayor Roby – aye, Vice- Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

The Director of Public Works presented pictures of the Town's new trash cans and outlined a tentative process to start a new trash collection schedule in early July 2024.

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The Director of Finance stated that the Town Manager had put \$500 in the FY25 budget for the Rappahannock Area Orchestra. The Director of Finance stated that she had been to their show in December, and it was wonderful. The Director of Finance stated that the Orchestra's home base was the Music Room in Town, and their shows were free to the public. The Director of Finance inquired whether Town Council would consider donating \$2,000 to the Orchestra in FY25.

The Town Manager requested that Town Council review the FY25 DRAFT budget and be prepared to discuss it at the Monday, March 4, 2024, Work Session meeting. The Town Manager outlined the FY25 Budget Schedule with the Public Hearing on the Budget being held at the regular April 22<sup>nd</sup> Town Council meeting, and the consideration of the FY25 Budget at the regular May 20<sup>th</sup> Town Council meeting.

#### DISCUSSION OF PUBLIC COMMENT AT MEETINGS

Councilmember Cashell stated that he understood that public comments needed to be held at meetings, but that he would like to see the Town Council consider limiting public comment to 3 minutes per individual at our Council meetings. Councilmember Cashell also brought up the idea of having Town Hall meetings for the public a couple of times a year. The Town Attorney stated that guidelines could be set for Public Comment but must remain content neutral. After discussion, it was the consensus of Council to keep Public Comment at 3 minutes per individual and open Public Comment up only to Town residents and town property/business owners. Town Council requested that the Town Attorney and Town Clerk work together on a Public Comment statement for the agenda and forward to Town Council for their review.

#### INFORMATION FROM THE ORANGE COUNTY'S PLANNING COMMISSION

The Town Manager stated that he received information today from the Orange County Planning Commission inquiring whether the Town wanted to make comments on a rezoning for Grymes Memorial School to build a new gym or if the Town wanted to make comment on a Special Use Permit from ESA Solar to allow a solar generation facility on property located near Mayhurst Lane adjacent to the Town of Orange. Councilmember Waugh-Robinson recused herself from both discussions stating that she was the President of the Orange County Toy Box and Grymes Memorial School did a fundraiser for the Toy Box each year, and this year the Orange County Toy Box was a recipient of a grant from ESA Solar. Councilmember Cashell stated that Solar Farms were not good for drone footage, marketing, or tourism. After discussion, it was the consensus of Council to not make a response to the County as the Town Council.

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MEET AND GREET (SOCIAL EVENT) WITH ORANGE COUNTY BOARD OF SUPERVISORS

The Town Clerk stated that she had been contacted by Orange County to clarify again that the meeting with the Orange County Board of Supervisors on Wednesday, March 27<sup>th</sup> at 6 p.m., was a social meeting and that no business would take place. Town Council clarified that this was only a social event. The Town Clerk stated that she would notify the County and begin planning for the event.

CHINESE NEW YEAR

Mayor Roby stated that she attended the Chinese New Year event at Taylor Park over the weekend and it was a well-attended and well-done event. Mayor Roby stated that she also attended a Chinese tea at the Holladay house.

With no further business the meeting was adjourned at 8:35 p.m.

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Wendy J. Chewning, MMC, Town Clerk

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Martha B. Roby, Mayor

## REPORTS



**REPORTS SUMMARY**  
**February 20, 2024**

*AGENDA ITEM: 7A*

**Presentation of the Town's Newly Re-Designed Website.**

SUMMARY:

- There will be a quick presentation of the Town's Newly Re-Designed Website.

# FINANCE REPORT



**Town of Orange  
Director of Finance's Office**

119 Belleview Avenue, Orange Virginia 22960 - 1401  
Phone: (540) 672-1020 Fax: (540) 672-2821  
Email - directoroffinance@townoforangeva.gov

**MEMORANDUM**

**TO:** Mayor and Council Members  
**FROM:** Dianna Gomez, Director of Finance  
**DATE:** February 8, 2024  
**SUBJECT:** Summary Financial Report – January 2024

The following is a summary report of the financial condition of the Town as of January 31, 2024, the seventh period of FY 2024 budget as approved and amended (amendments were made in August). This report covers 58.33% of the current fiscal year. Please review the attached schedules for specific category results.

**General Fund**

General Fund revenues year to date were \$3,746,261 or 39.81% of the FY 2024 annual budget. Referring to our annual projections spreadsheet (attached) the revenue position for the General Fund (excluding reserve usage) is \$414,396 higher than the budget.

Tax revenue for the month was \$251,062 of which 61% was derived from Meals Tax.

Year to date Tax revenue was \$180,688 higher than budget. This was driven by Meals Tax.

Year to date Interest Income was \$128,812 favorable to budget due to timing of ARPA spending.

Year to date General Fund expenditures were \$3,524,159 or 37.45% of the amount budgeted for FY 2024. Expenditures are in line for this period considering the timing of the debt payments.

**Water Fund**

Water Fund revenues year to date were \$991,447 or 14.65% of the annual budget. Year to date revenue was \$118,702 higher than the budget driven by Water Sales. Water Availability fees are projected to pick up later in the year, so they are assumed to be in line with the budget at this time.

Year to date Water Fund expenditures of \$1,275,601 were 18.84% of the annual budget. Sludge treatment costs have been high due to low water levels. Unexpected repairs were required due to the pump issues. VDH reimbursement was received for all outstanding Standpipe expenses. Other costs are in line with the budget for the period considering the timing of the debt payments.

*"A Main Street Community"  
&  
"A Designated Enterprise Zone"*



**Waste Water Fund**

Sewer Fund Revenues year to date were \$1,339,309 or 42.77% of the annual budget. Sewer revenue includes the offset to the higher Water Fund Sludge treatment costs. Year to date revenue was \$159,471 higher than budget driven by Sewer Sales and Sludge. Sewer Availability fees are projected to pick up later in the year, so they are assumed to be in line with the budget at this time.

Year to date Sewer Fund expenditures of \$1,672,641 were at 53.42% of the annual budget. Costs are in line for this period considering the timing of the debt payments.

**Cash Balances**

The combined cash balance for the Town's Funds as of January 31, 2024 was \$9,402,915 with \$5,250,358 reserved for projects or dedicated to specific uses. The cash balance includes \$1,617,441 on deposit with the Virginia Investment Pool Trust Fund. Significant payments occurred in July and January for the US Bank loan and November for the Virginia Resource Authority loan.

**Debt Balances**

A summary of the Town's Debt as of January 31, 2024 is included with this report. The summary includes the significant debt payments.

**Town of Orange  
Revenue Accounts  
Month of January 2024**

Description	FY-2024 Budget	Actual Revenues			Projected		FY-2024 Variance to Budget
		Previous Months	Current Month	FY-2024 Year-To-Date	Remaining Months	FY-2024 Revenues	
<b>General Fund</b>							
<b>Taxes</b>							
Real Estate	635,000	294,346	2,807	297,153	338,535	635,688	688
Personal Property	195,000	197,497	8,290	205,787	1,000	206,787	11,787
Public Service Corp.	28,000	23,144	-	23,144	-	23,144	(4,856)
Delinquent	-	-	-	-	-	-	-
Cigarette	72,000	28,800	3,600	32,400	30,000	62,400	(9,600)
Bank Franchise	150,000	-	-	-	150,000	150,000	-
Utility Consumer	231,600	110,073	18,704	128,777	96,500	225,277	(6,323)
Electric Consumption	15,000	6,503	1,368	7,871	6,250	14,121	(879)
Local Sales	350,000	191,111	28,832	219,942	145,831	365,773	15,773
Motor Vehicle Registration Fees	95,000	85,195	8,194	93,388	2,500	95,888	888
Business & Prof. License	200	100	23	123	200	323	123
Meals	1,500,000	902,228	153,854	1,056,082	625,000	1,681,082	181,082
Transient/Occupancy	150,000	91,919	15,733	107,651	41,000	148,651	(1,349)
Communications	127,500	58,070	9,658	67,728	53,125	120,853	(6,647)
<b>Sub-Total Taxes</b>	<b>3,649,300</b>	<b>1,988,985</b>	<b>251,062</b>	<b>2,240,047</b>	<b>1,489,941</b>	<b>3,729,988</b>	<b>180,688</b>
<b>Licenses &amp; Permits</b>							
Licenses & Permits	100	200	100	300	-	300	200
<b>Sub-Total Licenses</b>	<b>100</b>	<b>200</b>	<b>100</b>	<b>300</b>	<b>-</b>	<b>300</b>	<b>200</b>
<b>Fines &amp; Forfeitures</b>							
Court Fines	86,000	48,737	12,929	61,666	35,831	97,497	11,497
<b>Sub-Total Fines</b>	<b>86,000</b>	<b>48,737</b>	<b>12,929</b>	<b>61,666</b>	<b>35,831</b>	<b>97,497</b>	<b>11,497</b>
<b>Intergovernmental - State</b>							
Skills Games Fee	1,800	-	-	-	750	750	(1,050)
Rolling Stock	6,600	7,235	-	7,235	-	7,235	635
Motor Vehicle Rental	-	17,407	3,705	21,113	-	21,113	21,113
Mobile Home (RV) Registration	-	-	-	-	-	-	-
Law Enforcement Assistance	117,460	67,987	-	67,987	58,730	126,717	9,257
PPTR Revenue	89,615	89,615	-	89,615	-	89,615	-
State Highway Maint. Fund	1,261,052	630,901	-	630,901	630,526	1,261,427	375
Misc. Grants - (DMV) Law Enf. OT	2,000	944	-	944	1,000	1,944	(56)
Litter Control Grant	3,745	5,871	-	5,871	-	5,871	2,126
Fire Programs Grant	19,108	21,972	-	21,972	-	21,972	2,864
<b>Sub-Total Intergovernmental</b>	<b>1,501,380</b>	<b>841,932</b>	<b>3,705</b>	<b>845,637</b>	<b>691,006</b>	<b>1,536,643</b>	<b>35,263</b>
<b>Investments/Sales of Assets</b>							
Interest Income	100,000	164,025	23,118	187,143	41,669	228,812	128,812
TowerCom Capital Lease	-	-	-	-	-	-	-
Sale of Surplus Property	-	16,750	-	16,750	-	16,750	16,750
Sales of Recycled Materials	-	653	-	653	-	653	653
<b>Sub-Total Investments/Sales of Asset</b>	<b>100,000</b>	<b>181,428</b>	<b>23,118</b>	<b>204,546</b>	<b>41,669</b>	<b>246,215</b>	<b>146,215</b>
<b>User Fees</b>							
Planning & Development Fees	2,500	2,225	1,529	3,754	1,250	5,004	2,504
Transit Collections	21,684	10,842	-	10,842	10,842	21,684	-
Porterfield Park Shelter	3,000	550	150	700	1,250	1,950	(1,050)
Depot Community Room	300	355	160	515	125	640	340
Public Works Community Room	3,300	960	450	1,410	1,650	3,060	(240)
Trash Collection - Commercial	50,000	28,016	4,656	32,673	20,831	53,504	3,504
Trash Collection - Residential	106,000	51,576	8,753	60,329	44,169	104,498	(1,502)
Taylor Park	50	171	-	171	50	221	171
<b>Sub-Total User Fees</b>	<b>186,834</b>	<b>94,695</b>	<b>15,699</b>	<b>110,393</b>	<b>80,167</b>	<b>190,560</b>	<b>3,726</b>
<b>Miscellaneous Revenue</b>							
Misc. General Fund Revenue	10,000	10,565	1,045	11,610	2,081	13,691	3,691
DMV Stop Fees	500	2,665	456	3,121	206	3,327	2,827
Administrative Fee	2,004	3,193	692	3,885	835	4,720	2,716
VRTA Reimbursements - TOOT	-	22,311	6,734	29,045	-	29,045	29,045
Expenditure Refunds	20,000	7,486	1,043	8,529	10,000	18,529	(1,471)
Internal Charges	413,328	206,664	34,444	241,108	172,220	413,328	-
ARPA - NEU FUNDS	-	-	-	-	-	-	-
Capital Fund (Real Estate Applied)	59,160	-	-	-	59,160	59,160	-
Add'l Transfers to Capital Fund	(3,573,840)	-	-	-	(3,573,840)	(3,573,840)	-
Reserve Fund	3,552,541	-	-	-	3,552,541	3,552,541	-
<b>Sub-Total Miscellaneous</b>	<b>483,693</b>	<b>252,884</b>	<b>44,414</b>	<b>297,298</b>	<b>223,203</b>	<b>520,501</b>	<b>36,808</b>

**Town of Orange  
Revenue Accounts  
Month of January 2024**

Description	FY-2024 Budget	Actual Revenues			Projected		FY-2024 Variance to Budget
		Previous Months	Current Month	FY-2024 Year-To-Date	Remaining Months	FY-2024 Revenues	
<b>Total General Fund</b>	<b>5,907,307</b>	<b>3,408,860</b>	<b>351,026</b>	<b>3,759,887</b>	<b>2,561,817</b>	<b>6,321,704</b>	<b>414,396</b>
<b>Capital Fund</b>							
Byrd Street Project	-	-	-	-	-	-	-
VDOT - Paving Reimbursement	947,790	6,009	-	6,009	941,781	947,790	-
ISTEA Mainstreet Project	-	-	-	-	-	-	-
ISTEA Railroad Avenue	-	-	-	-	-	-	-
General Fund Capital Proceeds	(59,161)	-	-	-	(59,161)	(59,161)	-
Add'l Transfers from General Fund	2,615,121	-	-	-	2,615,121	2,615,121	-
Loan Proceeds	-	-	-	-	-	-	-
Capital Reserve Fund	-	-	-	-	-	-	-
<b>Total Capital Fund</b>	<b>3,503,750</b>	<b>6,009</b>	<b>-</b>	<b>6,009</b>	<b>3,497,741</b>	<b>3,503,750</b>	<b>-</b>
<b>Net General Fund</b>	<b>9,411,057</b>	<b>3,414,869</b>	<b>351,026</b>	<b>3,765,895</b>	<b>6,059,558</b>	<b>9,825,453</b>	<b>414,396</b>
<b>Water Fund</b>							
<b>Investments/Sales of Assets</b>							
Interest Income	20,000	43,398	12,058	55,456	8,331	63,787	43,787
Sale of Surplus Property	-	-	-	-	-	-	-
<b>Sub-Total Investments/Asset Sales</b>	<b>20,000</b>	<b>43,398</b>	<b>12,058</b>	<b>55,456</b>	<b>8,331</b>	<b>63,787</b>	<b>43,787</b>
<b>Utility Revenues</b>							
Water Sales	1,345,255	739,359	115,597	854,957	560,523	1,415,480	70,224
Water Availability	105,000	28,744	3,000	31,744	73,000	104,744	(256)
Water Reconnection Fees	20,000	9,150	1,850	11,000	8,331	19,331	(669)
<b>Sub-Total Utility</b>	<b>1,470,255</b>	<b>777,253</b>	<b>120,447</b>	<b>897,700</b>	<b>641,854</b>	<b>1,539,554</b>	<b>69,299</b>
<b>Miscellaneous Revenue</b>							
Miscellaneous Revenues	41,500	39,963	1,653	41,616	5,500	47,116	5,616
Expenditure Refunds	-	-	-	-	-	-	-
Water Fund Grant	2,658,204	-	-	-	2,658,204	2,658,204	-
Reserve Fund	2,579,733	-	-	-	2,579,733	2,579,733	-
<b>Sub-Total Miscellaneous</b>	<b>5,279,437</b>	<b>39,963</b>	<b>1,653</b>	<b>41,616</b>	<b>5,243,437</b>	<b>5,285,053</b>	<b>5,616</b>
<b>Total Water Fund</b>	<b>6,769,692</b>	<b>860,614</b>	<b>134,158</b>	<b>994,772</b>	<b>5,893,622</b>	<b>6,888,394</b>	<b>118,702</b>
<b>Sewer Fund</b>							
<b>Investments/Sales of Assets</b>							
Interest Income	-	-	-	-	-	-	-
<b>Sub-Total Interest</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Utility Revenues</b>							
Sewer Sales	1,583,518	840,440	134,473	974,913	659,799	1,634,712	51,195
Sewer Availability	431,550	89,895	12,330	102,225	329,230	431,455	(95)
Sewer Sales - Sludge	60,000	92,392	6,093	98,485	25,000	123,485	63,485
<b>Sub-Total Utility</b>	<b>2,075,068</b>	<b>1,022,727</b>	<b>152,896</b>	<b>1,175,623</b>	<b>1,014,029</b>	<b>2,189,652</b>	<b>114,585</b>
<b>Miscellaneous Revenue</b>							
Miscellaneous Revenues	2,000	2,378	-	2,378	-	2,378	378
Nutrient Credit Exchange	4,500	6,981	-	6,981	-	6,981	2,481
Leachate Sales	100,000	98,500	22,386	120,886	7,701	128,587	28,587
Septic Hauling	52,000	38,785	6,986	45,771	19,669	65,440	13,440
Expenditure Refunds	-	-	-	-	-	-	-
Transfers	1,042,660	-	-	-	1,042,660	1,042,660	-
Reserve Fund	(145,144)	-	-	-	(145,144)	(145,144)	-
<b>Sub-Total Miscellaneous</b>	<b>1,056,016</b>	<b>146,644</b>	<b>29,372</b>	<b>176,016</b>	<b>924,886</b>	<b>1,100,902</b>	<b>44,886</b>
<b>Total Sewer Fund</b>	<b>3,131,084</b>	<b>1,169,372</b>	<b>182,268</b>	<b>1,351,639</b>	<b>1,938,915</b>	<b>3,290,554</b>	<b>159,471</b>
<b>Total Revenues</b>	<b>19,311,833</b>	<b>5,444,855</b>	<b>667,452</b>	<b>6,112,307</b>	<b>13,892,095</b>	<b>20,004,402</b>	<b>692,569</b>

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TOWN OF ORANGE

Fund Balances

The following numbers represent our best estimates of unencumbered fund balances (cash) as of January 31, 2024:

	Cash Balance	Encumbered	Unencumbered Balance
General Fund	\$ 8,588,876	\$ -	\$ 8,588,876
Capital Improvement Fund	(2,584,236)	2,004,667	(4,588,903)
Water Fund	4,675,155	2,360,189	2,314,966
Sewer Fund	(1,462,111)	700,271	(2,162,382)
Water Deposit Fund	99,642	99,642	-
Taylor Park Fund	73,674	73,674	-
Grant Fund	11,915	11,915	-
Totals	<u>\$ 9,402,915</u>	<u>\$ 5,250,358</u>	<u>\$ 4,152,557</u>

Town Debt Service  
As of January 31, 2024

	Original Debt	Principal @ 06/30/2023	FY - 2024 Principal & Interest			Principal Remaining
			Budgeted	Paid	Remaining	
<b>General Fund</b>						
Route 20 Expansion	\$ 1,372,000	\$ 182,000	\$ 92,412	\$ 92,412	\$ -	\$ 92,400
Public Works Center	\$ 931,000	\$ 123,500	\$ 62,709	\$ 62,709	\$ -	\$ 62,700
<b>Debt Service Activity</b>	<b>\$ 2,303,000</b>	<b>\$ 305,500</b>	<b>\$ 155,121</b>	<b>\$ 155,121</b>	<b>\$ -</b>	<b>\$ 155,100</b>
<b>Water Fund</b>						
Macon Road Tank	\$ 392,000	\$ 52,000	\$ 26,404	\$ 26,404	\$ -	\$ 26,400
Raw Water Storage Basin	\$ 2,196,000	\$ 1,126,000	\$ 134,989	\$ 134,989	\$ -	\$ 1,023,200
<b>Debt Service Activity</b>	<b>\$ 2,588,000</b>	<b>\$ 1,178,000</b>	<b>\$ 161,393</b>	<b>\$ 161,393</b>	<b>\$ -</b>	<b>\$ 1,049,600</b>
<b>Sewer Fund</b>						
Wastewater Treatment Plant Upgrade	\$ 2,009,000	\$ 266,500	\$ 135,318	\$ 135,318	\$ -	\$ 135,300
New WWTP - Total /Cumulative Debt	\$ 15,882,032	\$ 8,128,807	\$ 650,304	\$ 325,152	\$ 325,152	\$ 7,803,655
<b>Debt Service Activity</b>	<b>\$ 17,891,032</b>	<b>\$ 8,395,307</b>	<b>\$ 785,622</b>	<b>\$ 460,470</b>	<b>\$ 325,152</b>	<b>\$ 7,938,955</b>
<b>Total Debt Service</b>	<b>\$ 22,782,032</b>	<b>\$ 9,878,807</b>	<b>\$ 1,102,136</b>	<b>\$ 776,984</b>	<b>\$ 325,152</b>	<b>\$ 9,143,655</b>

Town of Orange  
 ARPA Funds (Including VDH ARPA Funds)  
 As of January 31, 2024

		<u>Funds Received</u>	<u>Funds Spent</u>	<u>Remaining Funds</u>
<b>Standpipe -</b>	Engineering	342,000.00	(347,439.00)	(5,439.00)
	Generator	61,057.00	(61,057.00)	-
	Construction	1,864,914.00	(862,768.32)	1,002,145.68
	Construction Contingency	466,229.00		466,229.00
	<b>Sub-Total</b>	<b>2,734,200.00</b>	<b>(1,271,264.32)</b>	<b>1,462,935.68</b>
<b>Standpipe -</b>	Reservoir	200,000.00	-	200,000.00
	Pump Station	75,000.00	-	75,000.00
	Reservoir Mixer	65,000.00	-	65,000.00
<b>Macon Road Mixer</b>		65,000.00	(6,750.00)	58,250.00
<b>Water Line (NS Railroad)</b>		150,000.00	(29,579.20)	120,420.80
<b>Fiber Optics</b>		1,000,000.00	-	1,000,000.00
<b>Waste Water Sludge Truck</b>		126,000.00	-	126,000.00
<b>Waste Water Scada System</b>		231,132.00	(231,132.00)	-
<b>Liquid Feed System -</b>	Engineering	79,500.00	(79,500.00)	-
	Emergency System	22,194.00	(22,194.00)	-
	Building	500,000.00	(19,300.19)	480,699.81
<b>Sewer Lines Engineering -</b>	Greenfields	479,375.00	(182,879.93)	296,495.07
	Houseworth	165,575.00	(58,462.64)	107,112.36
	Brizzolara	271,710.00	(101,045.99)	170,664.01
<b>Water Plant -</b>	Millimeter Screen	500,000.00		500,000.00
	125 HP Intake Pump	87,383.12	(87,383.12)	-
<b>Water Line Meters Replacement -</b>		866,257.88		866,257.88
	<b>Total</b>	<b>7,618,327.00</b>	<b>(2,089,491.39)</b>	<b>5,528,835.61</b>

**FINANCIAL STATEMENT ENDING**

**January, 2024**

**Town of Orange  
Financial Statement  
January, 2024  
58.33% of Budget Year  
Fund Summaries**

**REVENUES**

FUND	FY-2024 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
GENERAL	5,592,306.00	315,000.00	343,819.95	3,740,252.06	39.81%	2,167,053.94
GF-CAP IMPROVEMENTS	1,252,189.00	2,251,562.00	-	6,008.75		3,497,742.25
WATER	1,519,990.00	5,249,702.00	134,109.94	991,446.60	14.65%	5,778,245.40
SEWER	2,088,424.00	1,042,660.00	182,267.56	1,339,309.34	42.77%	1,791,774.66
GRANTS/SPECIAL REVENUE	-	-	7,170.25	34,722.84	0.00%	(34,722.84)
WATER DEPOSIT	-	-	48.48	325.63	0.00%	(325.63)
TAYLOR PARK	-	-	36.04	241.47	0.00%	(241.47)
<b>TOTAL</b>	<b>\$ 10,452,909.00</b>	<b>\$ 8,858,924.00</b>	<b>\$ 667,452.22</b>	<b>\$ 6,112,306.69</b>	<b>N/A</b>	<b>\$ 13,199,526.31</b>

Note: A ( ) in Remaining Balance means that we have collected more than anticipated.

**EXPENDITURES**

FUND	FY-2024 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
GENERAL	5,592,306.00	315,000.00	471,379.22	3,326,916.82	37.45%	2,580,389.18
GF-CAP IMPROVEMENTS	1,252,189.00	2,251,562.00	874.67	197,241.66		3,306,509.34
WATER	1,519,990.00	5,249,702.00	(382,629.03)	1,275,600.69	18.84%	5,494,091.31
SEWER	2,088,424.00	1,042,660.00	172,410.04	1,672,640.91	53.42%	1,458,443.09
GRANTS/SPECIAL REVENUE	-	-	3,557.64	24,741.19	0.00%	(24,741.19)
WATER DEPOSIT	-	-	-	-	0.00%	-
TAYLOR PARK	-	-	-	-	0.00%	-
<b>TOTAL</b>	<b>\$ 10,452,909.00</b>	<b>\$ 8,858,924.00</b>	<b>\$ 265,592.54</b>	<b>\$ 6,497,141.27</b>	<b>N/A</b>	<b>\$ 12,814,691.73</b>

NOTE: A ( ) in Remaining Balance means we have spent more than what we planned

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**Town of Orange  
Financial Statement  
January, 2024  
58.33% of Budget Year  
General Fund**

**REVENUES**

DESCRIPTION	FY-2024 BUDGET		COLLECTED	COLLECTED	PERCENT	REMAINING
	ORIGINAL	CHANGES	MTD	YTD	COLLECTED	BALANCE
LOCAL TAXES	3,549,300.00	-	251,061.84	2,233,269.38	62.92%	1,316,030.62
LICENSES & PERMITS	100.00	-	100.00	175.00	175.00%	(75.00)
FINES	86,000.00	-	12,928.55	61,665.65	71.70%	24,334.35
STATE FUNDS	1,307,380.00	194,000.00	3,705.23	837,130.61	55.76%	664,249.39
INV / SALE OF ASSETS	-	-	-	-	0.00%	0.00
USER FEES	186,834.00	-	15,698.62	110,413.28	59.10%	76,420.72
MISCELLANEOUS	545,832.00	-	60,325.71	497,598.14	91.16%	48,233.86
ARPA - NEU FUNDS	-	-	-	-	0.00%	0.00
RESERVE FUND	869,199.00	2,767,342.00	-	-	0.00%	3,636,541.00
TRANSF TO CAP. IMPROVEM.	(952,339.00)	(2,646,342.00)	-	-	0.00%	(3,598,681.00)
<b>TOTAL</b>	<b>\$ 5,592,306.00</b>	<b>\$ 315,000.00</b>	<b>\$ 343,819.95</b>	<b>\$ 3,740,252.06</b>	<b>63.32%</b>	<b>\$ 2,167,053.94</b>

Note: A ( ) in Remaining Balance means that we have collected more than anticipated.

**EXPENDITURES**

DEPARTMENT	FY-2024 BUDGET		EXPENSED	EXPENSED	PERCENT	REMAINING
	ORIGINAL	CHANGES	MTD	YTD	EXPENSED	BALANCE
LEGISLATIVE	123,442.00	-	1,722.40	25,924.26	21.00%	97,517.74
TOWN MANAGER	438,078.00	-	29,313.67	212,842.73	48.59%	225,235.27
TOWN ATTORNEY	38,500.00	-	-	16,489.14	42.83%	22,010.86
FINANCE DEPARTMENT	413,500.00	-	28,056.58	249,695.59	60.39%	163,804.41
ELECTIONS	-	-	-	-	0.00%	0.00
POLICE DEPARTMENT	1,749,188.00	-	144,022.89	1,089,494.11	62.29%	659,693.89
FIRE AND RESCUE	56,341.00	-	-	61,972.00	109.99%	(5,631.00)
PUBLIC WORKS	1,540,381.00	315,000.00	189,728.70	900,630.08	48.54%	954,750.92
TRASH COLLECTION	274,371.00	-	14,777.00	139,237.53	50.75%	135,133.47
MUNICIPAL BUILDING	47,719.00	-	8,951.48	49,668.32	104.08%	(1,949.32)
DEPOT	16,000.00	-	1,936.50	9,333.51	58.33%	6,666.49
TRANSPORTATION SYSTEM	120,852.00	-	-	60,425.50	50.00%	60,426.50
PARKS AND GROUNDS	111,000.00	-	3,983.45	23,034.65	20.75%	87,965.35
COMMUNITY DEVELOPMENT	267,186.00	-	33,253.48	134,883.25	50.48%	132,302.75
NON-DEPT - DEBT & OTHER	395,748.00	-	15,633.07	353,286.15	89.27%	42,461.85
NON-DEPT - DONATIONS	-	-	-	-	0.00%	0.00
NON-DEPT - CAPITAL	-	-	-	-	0.00%	0.00
<b>TOTAL</b>	<b>\$ 5,592,306.00</b>	<b>\$ 315,000.00</b>	<b>\$ 471,379.22</b>	<b>\$ 3,326,916.82</b>	<b>56.32%</b>	<b>\$ 2,580,389.18</b>

NOTE: A ( ) in Remaining Balance means we have spent more than what we planned

**Town of Orange  
Financial Statement  
January, 2024  
58.33% of Budget Year  
General Fund - Capital Improvements**

**REVENUES**

DESCRIPTION	FY-2024 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
TRANSFER FROM GENERAL	952,279.00	1,603,682.00	-	-	0.00%	2,555,961.00
STATE FUNDS	299,910.00	647,880.00	-	6,008.75	0.63%	941,781.25
MISCELLANEOUS	-	-	-	-	0.00%	0.00
MADISON/MAIN STREET SIGNAL LIGH	-	-	-	-	0.00%	0.00
<b>TOTAL</b>	<b>\$ 1,252,189.00</b>	<b>\$ 2,251,562.00</b>	<b>\$ -</b>	<b>\$ 6,008.75</b>	<b>0.17%</b>	<b>\$ 3,497,742.25</b>

Note: A ( ) in Remaining Balance means that we have collected more than anticipated.

**EXPENDITURES**

DEPARTMENT	FY-2024 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
ROAD PROJECTS	702,189.00	1,158,562.00	-	38,680.40	2.08%	1,822,070.60
MACHINERY & EQUIPMENT	495,000.00	93,000.00	-	142,522.79	24.24%	445,477.21
MADISON/MAIN STREET SIGNAL LIGH	-	-	-	-	0.00%	0.00
COMPUTERS	30,000.00	-	574.67	14,931.12	49.77%	15,068.88
FIBER OPTICS BACKBONE (ARPA)	-	1,000,000.00	-	-	0.00%	1,000,000.00
CELL TOWER	-	-	-	-	0.00%	0.00
COMMUNITY ROOM SOUND SYSTEM	25,000.00	-	300.00	1,107.35	4.43%	23,892.65
<b>TOTAL</b>	<b>\$ 1,252,189.00</b>	<b>\$ 2,251,562.00</b>	<b>\$ 874.67</b>	<b>\$ 197,241.66</b>	<b>5.63%</b>	<b>\$ 3,306,509.34</b>

NOTE: A ( ) in Remaining Balance means we have spent more than what we planned

**Financial Statement**  
**January, 2024**  
**58.33% of Budget Year**  
**Water Fund**

**REVENUES**

DESCRIPTION	FY-2024 BUDGET		SALES MTD	SALES YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
TRANSFER FROM GENERAL	-	-	-	-	0.00%	-
INV/ SALE OF ASSETS	-	-	-	-	0.00%	-
WATER SALES	1,345,255.00	-	115,597.04	854,956.53	63.55%	490,298.47
WATER AVAILABILITY	105,000.00	-	3,000.00	28,743.75	27.38%	76,256.25
WATER RECONNECTIONS	20,000.00	-	1,850.00	11,000.00	55.00%	9,000.00
EXPENDITURE REFUNDS	-	-	-	-	0.00%	-
MISCELLANEOUS	61,500.00	-	13,662.90	96,746.32	157.31%	(35,246.32)
ARPA - NEU FUNDS	-	2,658,204.00	-	-	0.00%	2,658,204.00
RESERVE FUND	(11,765.00)	2,591,498.00	-	-	0.00%	2,579,733.00
<b>TOTAL</b>	<b>\$ 1,519,990.00</b>	<b>\$ 5,249,702.00</b>	<b>\$ 134,109.94</b>	<b>\$ 991,446.60</b>	<b>14.65%</b>	<b>\$5,778,245.40</b>

Note: A ( ) in Remaining Balance means that we have collected more than anticipated.

DEPARTMENT	FY-2024 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
WATER/SEWER LINE PROJ.	-	5,210,702.00	(601,301.05)	150,512.51	2.89%	5,060,189.49
WATER TREATMENT	1,087,779.00	-	125,851.81	777,170.11	71.45%	310,608.89
WATER DISTRIBUTION	270,778.00	39,000.00	31,853.08	186,526.44	60.21%	123,251.56
NON-DEPT - DEBT & OTHER	161,433.00	-	60,967.13	161,391.63	99.97%	41.37
<b>TOTAL</b>	<b>\$ 1,519,990.00</b>	<b>\$ 5,249,702.00</b>	<b>\$ (382,629.03)</b>	<b>\$ 1,275,600.69</b>	<b>\$ 2.35</b>	<b>\$ 5,494,091.31</b>

**Town of Orange  
Financial Statement  
January, 2024  
58.33% of Budget Year  
Sewer Fund**

**REVENUES**

DESCRIPTION	FY-2024 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
LICENSES & PERMITS	-	-	-	-	0.00%	-
TRANSFER FROM GENERAL	-	-	-	-	0.00%	-
SEWER SALES	1,583,518.00	-	134,473.20	974,913.36	61.57%	608,604.64
SEWER AVAILABILITY FEES	431,550.00	-	12,330.00	89,895.00	20.83%	341,655.00
SEWER SALES - SLUDGE	60,000.00	-	6,092.73	98,484.94	164.14%	(38,484.94)
NUTRIENT CREDIT	4,500.00	-	-	6,981.30	155.14%	(2,481.30)
LEACHATE	100,000.00	-	22,385.73	120,885.96	120.89%	(20,885.96)
SEPTIC HAULING	52,000.00	-	6,985.90	45,770.68	88.02%	6,229.32
MISCELLANEOUS	2,000.00	-	-	2,378.10	118.91%	(378.10)
RESERVE FUND	(145,144.00)	-	-	-	0.00%	(145,144.00)
TRANSFER FROM GENERAL	-	1,042,660.00	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,088,424.00</b>	<b>\$ 1,042,660.00</b>	<b>\$ 182,267.56</b>	<b>\$ 1,339,309.34</b>	<b>42.77%</b>	<b>\$ 749,114.66</b>

Note: A ( ) in Remaining Balance means that we have collected more than anticipated.

**EXPENDITURES**

DEPARTMENT	FY-2024 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
SEWER TREATMENT	1,092,004.00	-	129,106.02	744,169.65	68.15%	347,834.35
SEWER COLLECTION	210,708.00	-	17,084.91	125,612.05	59.61%	85,095.95
NON-DEPT - DEBT & OTHER	785,712.00	-	1,386.83	460,470.65	58.61%	325,241.35
CAPITAL OUTLAYS - ARPA	-	1,042,660.00	24,832.28	342,388.56	32.84%	700,271.44
<b>TOTAL</b>	<b>\$ 2,088,424.00</b>	<b>\$ 1,042,660.00</b>	<b>\$ 172,410.04</b>	<b>\$ 1,672,640.91</b>	<b>53.42%</b>	<b>\$ 1,458,443.09</b>

NOTE: A ( ) in Remaining Balance means we have spent more than what we planned

**BILLS AND CLAIMS**

**For the month January, 2024**

**TOWN OF ORANGE  
CHECK REGISTER**

**JANUARY 1 - 31, 2024**

Check #	Check Date	Vendor Name	Net Amount
1233	1/31/2024	TRUIST	\$ 5,507.95
1237	1/31/2024	TOWN OF ORANGE	3,065.81
1241	1/31/2024	LOUISA CIRCUIT COURT	372.27
10124	1/31/2024	ANTHEM BLUE CROSS & BLUE SHIELD	58,156.00
10224	1/31/2024	TREASURER OF VIRGINIA	52,107.66
10324	1/31/2024	EMPOWER	1,200.00
10424	1/31/2024	MISSIONSQUARE RETIREMENT	839.35
10524	1/31/2024	MISSIONSQUARE RETIREMENT	642.36
10624	1/31/2024	MISSIONSQUARE RETIREMENT	839.35
10724	1/31/2024	MISSIONSQUARE RETIREMENT	642.36
34970	1/2/2024	ADT SECURITY SERVICES	251.98
34971	1/2/2024	ANDRUS, MELANIA L	4.16
34972	1/2/2024	BMS DIRECT	4,920.30
34973	1/2/2024	CAPITAL CITY SERVICES CO	59,854.12
34974	1/2/2024	CINTAS	15.97
34975	1/2/2024	CIVICPLUS	3,315.88
34976	1/2/2024	COECO FINANCIAL SERVICES	672.33
34977	1/2/2024	COMCAST	843.44
34978	1/2/2024	COMPANION LIFE INSURANCE	290.00
34979	1/2/2024	CRYSTAL SPRINGS	9.00
34980	1/2/2024	DODSON PEST CONTROL	427.50
34981	1/2/2024	DOMINION ENERGY VIRGINIA	34,143.78
34982	1/2/2024	DORSETT TECHNOLOGIES, INC	240.00
34983	1/2/2024	FEREBEE-JOHNSON CO., INC	537.16
34984	1/2/2024	HIGHWAY MOTORS	221.44
34985	1/2/2024	MCMASTER-CARR SUPPLY CO	575.75
34986	1/2/2024	PACE ANALYTICAL SERVICES, INC	1,073.00
34987	1/2/2024	SHEENA PAYETTE	78.08
34988	1/2/2024	PITNEY BOWES GLOBAL FINANCIAL	152.22
34989	1/2/2024	RICHMOND MACHINERY	1,087.40
34990	1/2/2024	STEROBEN ASSOCIATES	4,090.00
34991	1/2/2024	UNIVAR SOLUTIONS	26,428.83
34992	1/2/2024	UPS	4.20
34993	1/2/2024	USABLUBOOK	217.84
34994	1/2/2024	CHEWNING, WENDY	90.00
34995	1/2/2024	WELLS FARGO VENDOR FINANCIAL	230.64
34996	1/2/2024	WHITE, TIMOTHY D & ANNA S	375.32
34997	1/9/2024	ADT SECURITY SERVICES	130.78

34998	1/9/2024 ADVANCE AUTO PARTS	97.29
34999	1/9/2024 CENTRAL VIRGINIA ELECTRIC COOP	409.82
35000	1/9/2024 AT&T MOBILITY	1,556.66
35001	1/9/2024 CINTAS CORPORATION #385	2,770.53
35002	1/9/2024 COMCAST	519.72
35003	1/9/2024 DMV	275.00
35004	1/9/2024 ENVIRONMENTAL SYSTEMS SERVICE	150.00
35005	1/9/2024 FAYE'S OFFICE SUPPLY	708.05
35006	1/9/2024 FEREBEE-JOHNSON CO., INC	771.21
35007	1/9/2024 FORTILINE INC	2,127.58
35008	1/9/2024 GRELEN NURSERY	2,175.00
35009	1/9/2024 HACH COMPANY	1,895.92
35010	1/9/2024 JAMES MADISON MEMORIAL FOUNDATION	2,500.00
35011	1/9/2024 MCMASTER-CARR SUPPLY CO	1,750.79
35012	1/9/2024 MICROSOFT	574.67
35013	1/9/2024 ORANGE DOWNTOWN ALLIANCE	17,500.00
35014	1/9/2024 ORANGE TIRE INC	3,332.99
35015	1/9/2024 PACE ANALYTICAL SERVICES, INC	485.00
35016	1/9/2024 PETTY, TRAVIS EDWARD	93.08
35017	1/9/2024 ROSE HAULING, LLC	88.00
35018	1/9/2024 THE DAILY PROGRESS	275.00
35019	1/9/2024 THORPE'S TREE SERVICE & LANDSCAPE	1,775.00
35020	1/9/2024 TRACTOR SUPPLY CREDIT PLAN	264.86
35021	1/9/2024 MAY CAY LLC	69.09
35022	1/9/2024 MORRIS, CORRIE L	2.45
35023	1/9/2024 LUCAS, HALEY	54.66
35024	1/9/2024 VALENTINE, KATHY	82.65
35025	1/9/2024 ESPINOZA, CLAUDIA	12.32
35026	1/9/2024 PHELAN, DORIS	10.82
35027	1/9/2024 SHIFFLETT, DAKOTA	104.88
35028	1/9/2024 COECO OFFICE SYSTEMS, INC	225.41
35029	1/9/2024 NEW VIRGINIA TRACTOR	630.00
35030	1/9/2024 VERIZON	1,572.24
35031	1/9/2024 VIRGINIA BUSINESS SYSTEMS	95.36
35032	1/9/2024 VUPS	49.59
35033	1/18/2024 ACCESS TELECOM INC	10,056.00
35034	1/18/2024 AMAZON CAPITAL SERVICES	1,518.13
35035	1/18/2024 AXON ENTERPRISE, INC	13,838.68
35036	1/18/2024 ROBERT C. BRAGG	55.99
35037	1/18/2024 CEDAR MOUNTAIN STONE CORP	6,570.08
35038	1/18/2024 AT&T MOBILITY	5,362.91
35039	1/18/2024 CORE & MAIN LP	12.29
35040	1/18/2024 DEBORAH MARLENE WAREHAM	150.00
35041	1/18/2024 DIX, JR JAMES A	1,853.47
35042	1/18/2024 EZ PERFORMANCE CENTER	20.00
35043	1/18/2024 FISHER AUTO PARTS	1,692.58
35044	1/18/2024 FORTILINE INC	2,631.48

35045	1/18/2024 IACP	190.00
35046	1/18/2024 JAMES RIVER EQUIPMENT	86.93
35047	1/18/2024 JP MORGAN CHASE BANK NA	168.46
35048	1/18/2024 LIBERTY PROCESS EQUIPMENT	1,534.10
35049	1/18/2024 LINDE GAS & EQUIPMENT INC	19.20
35050	1/18/2024 MADISON FORD	1,885.19
35051	1/18/2024 MADISON COMPANION ANIMAL HOSPITAL	144.95
35052	1/18/2024 MASON INSURANCE AGENCY	1,000.00
35053	1/18/2024 MINNESOTA LIFE INSURANCE CO	1,802.34
35054	1/18/2024 ORANGE COUNTY LANDFILL	9,292.92
35055	1/18/2024 ORANGE CO REVIEW	165.88
35056	1/18/2024 ORANGE TIRE INC	1,439.00
35057	1/18/2024 O'REILLY	25.99
35058	1/18/2024 PACE ANALYTICAL SERVICES, INC	641.30
35059	1/18/2024 RAPPAHANOCK REGIONAL CRIMINAL	459.00
35060	1/18/2024 ROSEMOUNT, INC	50.71
35061	1/18/2024 SEDWICK	4,313.90
35062	1/18/2024 W.A. SHERMAN COMPANY	100.00
35063	1/18/2024 SOUTHERN STATES	10,494.70
35064	1/18/2024 TIGER FUEL COMPANY	970.46
35065	1/18/2024 TRACTOR SUPPLY CREDIT PLAN	567.39
35066	1/18/2024 TRANSAMERICA EMPLOYEE BENEFITS	1,241.30
35067	1/18/2024 RIDDLE, JAMES	52.50
35068	1/18/2024 USABLUBOOK	134.76
35069	1/18/2024 US BANK CHARLOTTE	63,943.74
35070	1/18/2024 COECO OFFICE SYSTEMS, INC	20.00
35071	1/18/2024 VIRGINIA BUSINESS SYSTEMS	236.11
35072	1/18/2024 WOODWARD, CODY RAY	136.06
35073	1/23/2024 120 WATER AUDIT INC	15,200.00
35074	1/23/2024 ADT SECURITY SERVICES	370.07
35075	1/23/2024 AFLAC	1,357.30
35076	1/23/2024 ALLIED CONCRETE CO	878.00
35077	1/23/2024 BAKER, DWIGHT	211.06
35078	1/23/2024 BARTLETT TREE EXPERTS	3,120.00
35079	1/23/2024 COMCAST	1,062.80
35080	1/23/2024 DODSON PEST CONTROL	370.50
35081	1/23/2024 DODSON, KENNETH	124.00
35082	1/23/2024 DOMINION ENERGY VIRGINIA	44,011.91
35083	1/23/2024 ECIVIS, INC.	4,000.00
35084	1/23/2024 ECONO SIGNS LLC	2,055.75
35085	1/23/2024 PACE ANALYTICAL SERVICES, INC	868.30
35086	1/23/2024 SHEENA PAYETTE	127.88
35087	1/23/2024 RINKER DESIGN ASSOCIATES, P.C.	26,184.98
35088	1/23/2024 ROBERT E MASON & ASSOC., INC	3,010.23
35089	1/23/2024 RAPIDAN SERVICE AUTHORITY	17.68
35090	1/23/2024 SPECTRUM INTEGRATORS	300.00
35091	1/23/2024 UNIVAR SOLUTIONS	4,800.04



35092	1/23/2024 VIRGINIA BUSINESS SYSTEMS	316.23
35093	1/23/2024 WW ASSOCIATES, INC	2,500.00
35094	1/30/2024 ADT SECURITY SERVICES	60.15
35095	1/30/2024 TRUIST	1,721.81
35096	1/30/2024 CENTRAL VIRGINIA ELECTRIC COOP	490.14
35097	1/30/2024 COECO FINANCIAL SERVICES	672.33
35098	1/30/2024 COLONIAL SCIENTIFIC, INC	372.34
35099	1/30/2024 COMCAST	810.53
35100	1/30/2024 CRYSTAL SPRINGS	9.00
35101	1/30/2024 DORSETT TECHNOLOGIES, INC	849.82
35102	1/30/2024 DIX, JR JAMES A	312.60
35103	1/30/2024 FEDEX	37.85
35104	1/30/2024 HOLTZMAN OIL CORP	849.66
35105	1/30/2024 MADISON FORD	80.63
35106	1/30/2024 PACE ANALYTICAL SERVICES, INC	512.30
35107	1/30/2024 POPLAR HERITAGE LLC	204.57
35108	1/30/2024 SHADE EQUIPMENT CO., INC	1,140.00
35109	1/30/2024 SNAP-ON	143.50
35110	1/30/2024 KIM STRAWSER	55.00
35111	1/30/2024 UNIVAR SOLUTIONS	12,647.00
35111	1/30/2024 UNIVAR SOLUTIONS	12,948.33
35112	1/30/2024 USABLUBOOK	1,421.55
35113	1/30/2024 VIRGINIA BUSINESS SYSTEMS	91.66
35114	1/30/2024 CHEWNING, WENDY	90.00
		<b>\$ 599,945.87</b>

## **UNFINISHED BUSINESS**



**UNFINISHED BUSINESS SUMMARY**  
**February 20, 2024**

*AGENDA ITEM: 8A*

**Discussion and consideration of appointments to Town's Boards and Commissions.**

SUMMARY:

- Discussion and new appointments (if any) to Boards and Commissions take place at the beginning of each year with the election of Mayor and Vice-Mayor. This discussion was moved from the January 22, 2024 meeting.
- Below are the current following appointments:
  - Rappahannock-Rapidan Regional Commission – Councilmember Pent and the Town Manager
  - Planning Commission – Mayor Roby
  - Orange Downtown Alliance-Councilmember Waugh-Robinson and the Director of Community Development
  - Orange County Board of Supervisors-Vice-Mayor Sherman and Councilmember Cashell



**UNFINISHED BUSINESS SUMMARY**  
**February 20, 2024**

*AGENDA ITEM: 8B*

**Discussion and consideration of written policy in response to the Orange Volunteer Fire Company's request for additional address identification for buildings with multi-tenant spaces.**

SUMMARY:

- Please see attached memorandum and policy from the Town Attorney.

MOTION:

“I move that Town Council adopt the written policy provided by the Town Attorney in response to the Orange Volunteer Fire Company's request for additional address identification for buildings with multi-tenant spaces, as presented.”

MEMORANDUM

To: Members of Town Council, Town Manager  
From: Catherine B. Lea, Town Attorney  
Date: February 20, 2024  
Re: Proposed Town Policy – Address Identification

In light of Council's decision at the January Council meeting to have the Town implement a written policy in response to the request of the OVFD for additional address identification, I have prepared and present the attached draft, as presented to the Town Manager.

### Policy: Address Identification

The Virginia Uniform Statewide Fire Prevention Code, adopted by the Town of Orange in the Code of Ordinances Sec. 30-66, "Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response." In response to concerns of the health, safety, and welfare of our citizens and out first responders, the Town Manager, as the fire code official for the Town of Orange has instituted the following policy.

Property owners of commercial buildings where 3 or more businesses share a common wall or shared roof structure and have multiple entrances or doors shall mark all entrances or doors with the numeric address of each business accessible through the door or entrance.

Orange Virginia Fire Department personnel shall report any business which is not in compliance with this policy to the office of the Town Manager.

The Town Manager may, when this Policy is violated, notify the property owner by first class mail to the address shown on the tax assessment records.

As stated in the Town of Orange Code of Ordinances Sec. 30-75. - Penalties.:

(a) Any person who shall violate any of the provisions of the fire prevention code adopted by this article or fail to comply therewith, or who shall violate or fail to comply with any order made or notice given thereunder, or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder, or any certificate or permit issued thereunder, and from which no appeal has been taken, or who shall fail to comply with such an order or notice as affirmed or modified by the town council or by a court of competent jurisdiction within the time therein stated, shall be guilty of a class 1 misdemeanor, as defined in Code of Virginia, § 18.2-11. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time. When not otherwise specified, each ten days that prohibited conditions are maintained shall constitute a separate offense.

(b) The application of the above penalty shall not be construed to prevent the enforced removal of prohibited conditions.