

TOWN OF ORANGE



COUNCIL MEETING PACKAGE

MONDAY, APRIL 21, 2025

7:00 P.M.



Meeting Agenda
Monday, April 21, 2025
Town of Orange Community Meeting Room

7:00 p.m.

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

Mayor J. Harrison Cluff
Vice-Mayor Delmer G. Seal, Jr.
Councilmember Jason R. Cashell

Councilmember Jeremiah V. Pent
Councilmember Donna Waugh-Robinson

- 4. Adoption of Agenda**
- 5. Public Hearing – Town Council will hold a Public Hearing on the FY26 Budget and Appropriation Ordinance.**
- 6. 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.***
- 7. Consideration of Town Council Meeting Minutes of March 17th and April 7th, 2025.**
- 8. Reports**
 - [A] Finance Report – (Director of Finance)**
- 9. Unfinished Business:**
 - [A] Continued discussion of Chatter Island.**
 - [B] Discussion of revised sidewalks list.**
 - [C] Consideration of Procurement Ordinance (ORD2025-01).**
 - [D] Continued discussion of a liaison to Montpelier.**
 - [E] Continued discussion of Town’s newsletter.**
- 10. New Business:**
 - [A] Consideration of appointment of Zoning Administrator and Subdivision Agent.**
- 11. Adjournment.**

PUBLIC HEARINGS



PUBLIC HEARING SUMMARY
April 21, 2024

AGENDA ITEMS: 5

Town Council will hold a Public Hearing on the FY26 Budget and Appropriation Ordinance.

SUMMARY:

- Please see attached memorandum from the Town Manager along with supporting documentation.
- Please also see attached the DRAFT FY26 Appropriation Ordinance.

PUBLIC HEARING OUTLINE:

1. Mayor calls for presentation. (*Town Manager*)
2. Mayor declares the Public Hearing open and calls for public comment.
3. Mayor declares the Public Hearing closed.
4. Mayor Cluff calls for questions/comments (if any) from Town Council.

MOTION:

The FY26 Budget and Appropriation Ordinance will be voted on at a later date.



**Town of Orange
Town Manager's Office**

119 Belleview Avenue, Orange, Virginia 22960 - 1401

Phone: (540) 672-5505 Fax: (540) 672-4435

Email – townmanager@townoforangeva.org

MEMORANDUM

TO: Mayor and Council Members

FROM: Greg Woods, Town Manager

DATE: April 15, 2025

SUBJECT: Public Hearing documentation for public hearing on proposed FY-2026 Budget

The proposed budget totals \$10,350,690 in revenues and \$11,779,169 in expenditures, resulting in a decrease in our reserves by \$1,428,479. The budget memo for the 4th draft is attached for explanation of these amounts. Also enclosed is the proposed appropriation ordinance and the advertised public hearing notice.



MEMORANDUM

TO: Mayor and Council Members

FROM: Greg Woods, Town Manager

DATE: March 24, 2025

SUBJECT: **FY-2026 Draft Budget Information – 4th Draft**

The draft budget totals \$10,350,690 in revenues and \$11,779,169 in expenditure, resulting in a decrease in our reserves by \$1,428,479. The breakdown by fund is:

	<u>Revenues</u>	<u>Expenses</u>	<u>Reserves</u>
General Fund	\$ 4,486,590	\$ 5,837,247	\$(1,350,657)
Capital Fund	1,952,500	1,952,500	-
Water Fund	1,753,650	1,857,944	(104,294)
Wastewater Fund	<u>2,157,950</u>	<u>2,151,478</u>	<u>6,472</u>
Total	<u>\$10,350,690</u>	<u>\$11,779,169</u>	<u>\$(1,428,479)</u>

Without the major capital projects all funds are in the black. This year does not include a return to Revenue Sharing. Revenue Sharing should return with the FY2027-FY2028 budgets. The availability fees from the Round Hills Meadows housing project continue as the major contributor for the water and sewer funds. This second draft includes the change for employee health insurance and changes to capital to the first draft including:

- Deferring and removing Hill Top Avenue to a later budget.
- Including the PW Dump Truck needed for FY-2027.
- Including the sand filter replacement at the Water Treatment Plant.

The third draft includes capital expenditures for:

- \$500,000 - Engineering for Main Street Streetscape to Caroline Street
- \$500,000 - Preliminary Engineering and Design toward James Madison Highway
- \$300,000 – Sewer line project for Houseworth Street

This 4th Draft includes the capital additions for:

- Quiet Zone Study

The significant impacts to this draft budget are:

Taxes & Rates:

- 1) All taxes and rates stay the same as FY-2025. This assumes a real estate tax equalization when we receive the increased assessment values from the County.

Revenues:

- 1) Revenues projected for Water & Sewer Availability Fees 15 homes in the Round Hill Meadows buildout and throughout Town and includes and revenues related to the buildout. We believe this to be conservative.
- 2) Increased tax revenue by revenue increases already experiencing in Meals Tax and State Highway Maintenance Revenues

Expenses:

- 1) Personnel COLA increase of 3.0% and Merit Increase of 2% with add'l 0.5% for under \$20/hour.
- 2) 12.00% increase in health care costs.
- 3) VRS rates remain unchanged for this year.
- 4) Donations – same as last year with the exception of reducing the Gordonsville pool donation as shown on Sch. D-6.

Capital:

- 1) Includes:
 - a. \$150,000 for street paving – not revenue sharing.
 - b. \$122,500 for 2-Public Works vehicles and snow plow attachment.
 - c. \$46,100 for automation and computers, furniture and small equipment
 - d. \$25,000 for improvements to the Community Room audio and video.
 - e. \$125,000 for a new sidewalk.
 - f. \$40,000 for renovations at the Police Department.
 - g. \$165,000 for a Dump Truck expected for the FY-2027 budget.
 - h. \$182,000 for sand filter replacement at the Water Treatment Facility.
 - i. \$500,000 for engineering for Main Street Streetscape to Caroline Street.
 - j. \$500,000 for preliminary engineering and design for James Madison Highway.
 - k. \$300,000 for Houseworth Street Sewer line project.
 - l. \$20,000 for a quiet zone study.



APPROPRIATION

ORDINANCE

ORD2025-02

Section 2-7.1 Appropriation Ordinance July 1, 2025 – June 30, 2026 BE IT ENACTED BY THE COUNCIL OF THE TOWN OF ORANGE, VIRGINIA, that the following sums of money are hereby appropriated for the necessary functions of the municipal government of the Town of Orange for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

GENERAL FUND

REVENUES

Taxes and Fees from	
Local Sources	\$ 4,833,306
Transfers to	
Capital Fund	(1,952,500)
Revenue from the	
Commonwealth	1,605,784
General Fund Reserve	1,350,657

Total Revenue \$ 5,837,247

EXPENDITURES

Legislative	\$ 145,956
General Admin.	924,747
Law Enforcement	1,985,350
Fire & Rescue	62,000
Public Works	1,764,591
Trash Collection	197,906
Miant. B/G Parks	98,584
Transportation System	136,631
Cultural Enrichment	98,500
Planning & Develop.	198,569
Economic Develop.	119,442
Non-Departmental	104,971
Debt Service	-
GF Reserve	-
Total Expenditures	<u>\$ 5,837,247</u>

GENERAL FUND – CAPITAL

REVENUES

Transfer From	
General Fund	\$ 1,952,500
Loan Proceeds	-
Revenue from the	-
Commonwealth	-
Miscellaneous	-
Total Revenue	<u>\$ 1,952,500</u>

EXPENDITURES

Road Projects	\$1,000,000
Machinery & Equip	357,500
New Sidewalk Projects	125,000
Paving Projects	150,000
Other Projects	320,000
Total Expenditures	<u>\$1,952,500</u>

ENTERPRISE FUND – WATER

REVENUES

Water Sales	\$ 1,655,000
Water Fund Reserve	104,294
Miscellaneous	98,650
ARPA Funding	<u>-</u>
Total Revenue	<u>\$ 1,857,944</u>

EXPENDITURES

Water Treatment	\$1,435,065
Water Distribution	296,437
Capital Projects	-
Debt Service	<u>126,442</u>
Total Expenditures	<u>\$1,857,944</u>

ENTERPRISE FUND – SEWER

REVENUES

Sewer Sales	\$1,954,950
Sewer Fund Reserve	(6,472)
Miscellaneous	<u>203,000</u>
Total Revenue	<u>\$2,151,478</u>

EXPENDITURES

Sewage Treatment	\$1,278,659
Sewage Collection	222,426
Capital Projects	-
Debt Service	<u>650,393</u>
Total Expenditures	<u>\$2,151,478</u>

TAXES

Real Estate Tax (Jan 1 to June 30, 2026)	\$0.157 per \$100 of assessed value
Personal Property Tax (Jan. 1 to June 30, 2026)....	\$0.620 per \$100 of assessed value
Machinery & Tools Tax (Jan. 1 to June 30, 2026).	\$0.066 per \$100 of assessed value
Consumer Utility Tax:	
Residential (water & telephone).....	20% of each monthly bill not to exceed \$ 3.00 monthly
Comm'l, Indust, Inst (water & telephone)	20% of each monthly bill not to exceed \$30.00 monthly
Local Telecom Service.....	10% of each monthly bill not to exceed \$ 3.00 monthly
Comm'l, Indust, Inst (electric)	\$2.29 plus the rate of \$0.014300 for each kWh delivered not to exceed \$30.00 monthly
Residential (electric)	\$1.40 plus the rate of \$0.015101 for each kWh delivered not to exceed \$3.00 monthly
T.V. Cable Franchise.....	3% of all gross receipts
Bank Franchise Tax	\$0.80 on each \$100 of taxable value
Meals Tax	8% of the amount paid for the meal
Transient Occupancy Tax.....	5% of rental fee
Cigarette Tax.....	\$0.12 per pack

LICENSE FEES & TAXES

Automobile License Fee.....	\$35.00
Motorcycle License Fee	\$21.00
Peddlers License Tax	\$100.00 per annum
Carnivals/Circuses License Tax	\$100.00 per annum
Telephone and Telegraph companies License Tax	1/2 of one percent of gross receipts

ADMINISTRATIVE FEE SCHEDULE

Utility deposit per user - both Water & Sewer	\$150.00
Utility deposit per user - either Water or Sewer	\$100.00
Water Service Disconnection/Reconnection fee for non-payment:	
During Work Hours.....	\$50.00
After Hours	\$100.00
Copies.../ Sheet.....	\$ 0.10
Parking tickets:	
Exceeding time limit	\$25.00
Parking to the left side of curb	\$15.00
Parking in prohibited zone.....	\$25.00
Parking within 15 feet of a fire hydrant	\$15.00
Occupying two parking spaces.....	\$20.00
Parking in marked fire lane	\$45.00
Parking in a marked crosswalk.....	\$45.00
Parking in a handicapped space without authorization	\$150.00
Parking late payment fines	
Failing to pay (72 hours)	\$5.00
Failing to pay (144 hours)	\$10.00
Accident Report Copy (for reports requested 30 days after the accident).....	\$5.00

Administrative Fee: Delinquent Collections \$30.00
 Administrative Fee: Fingerprinting
 Town of Orange Residents \$0.00
 Out of Town Residents - Individual: First Card \$10.00
 Out of Town Residents - Individual (each add'l card/per transaction) \$ 5.00

Administrative Fee: Reviewing plans for underground construction within
 The Town's property including Streets, Sidewalks and Right of Way
 Per Structure Up to \$500.00
 In addition, per Linear Foot..... Up to \$1.00

DMV STOP Processing Fee.....as charged by the State
 Returned Check Fee \$35.00
 Police Investigative background checks..... \$25.00
 Main Street Banner Placement Fee.....\$85.00

Taylor Park: (daily rates)
 Civic/non-profit/governmental..... Free
 In-Town Private/Business..... \$50.00
 Out of Town Private/Business..... \$100.00
 Clean Up Fee..... up to \$100.00

Lion's Pavilion at Veteran's Park shelter: (daily rates)
 Civic/non-profit/governmental..... Free
 In-Town Private/Business..... \$75.00
 Out of Town Private/Business..... \$125.00
 Clean Up Fee..... \$100.00
 Deposit.....\$100.00

Depot Community Room: (daily rates)
 Civic/non-profit/governmental..... Free
 In-Town Private/Business \$15.00
 Out of Town Private/Business \$30.00
 Key Deposit \$20.00
 Clean Up Fee..... up to \$100.00

Public Works Community Room: (daily rates)
 Local, Civic, Non-Profit, Activity Groups, and In-Town Business \$15.00
 Same Groups as above serving food or beverages \$50.00
 Governmental Use No Fee
 In-Town Residents for Private Use..... Mon-Thurs \$150.00 plus \$250 deposit
 Fri/Sat/Sun/Holidays \$250.00 plus \$250 deposit

Certificate of Public Convenience and Necessity Fee \$25 per vehicle per year
 Taxicab Driver's Permit..... \$25 per person per year

Planning/Development Fee schedule

Permit Fees:

Zoning Permit (Dwellings/Additions)\$50.00¹
 Zoning Permit (Accessory Structure).....\$25.00¹
 Sign Permit (new).....\$25.00 plus \$1.00 per square foot¹

Sign Permit (face replacement).....	\$10.00 ¹
Sign permit (recognized Non-Profit Organization applying for a special sign permit – bulletin board sign).....	\$150.00
Variance.....	\$200.00
plus \$175.00 advertising costs*	

Modification	\$100.00
plus cost of mailing	
Appeal of Zoning Administrator Determination.....	\$200.00
plus \$175.00 advertising costs*	

¹ There are no permit fees for commercial and industrial entities located within the enterprise zone although permits will need to be approved before work commences or signs are installed.

Planning Fees:

Rezoning.....	\$1,000.00 plus \$75 per acre*
Zoning Text Amendment.....	200.00
plus \$175.00 advertising costs*	
Special Use Permit.....	\$2,000.00*
Site Development Plan (1/2 acre or less)*.....	\$ 500.00*
Site Development Plan (over 1/2 acre)*.....	\$1,000.00 plus \$75.00 per acre*
<i>(This includes two (2) reviews, any additional reviews will be billed as necessary to applicant.)</i>	

Subdivision Review Fees:

Minor subdivision 3 new lots plus the residue (Preliminary and Final)	\$500 + \$100 per new lot created
Major subdivision 4 or more new lots and the residue (Preliminary and Final)	\$1,000 + \$100 per new lot created*
Boundary adjustment	\$ 50.00

*Applicant is responsible for all costs associated with advertising and mailings; figures given are estimates.

REFUSE COLLECTION FEES

Residential:

Residential Refuse Collection Fee.....	\$ 7.00 per month per container
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Commercial Pickup Rates:

4 Cubic Yard Dumpster.....	\$185.00 per month, two pickups a week
6 Cubic Yard Dumpster.....	\$255.00 per month, two pickups a week
Additional pickups	\$40.00 per pickup

Non-dumpster Rates:

2 pickups per week	\$44.00 per month per 2/95 gallon containers
Additional 95 gallon containers	\$22.00 per month (maximum 4 containers)

EQUIPMENT CHARGES

Excavator/Backhoe.....	\$110.00 per hour
Utility Truck.....	\$35.00 per hour
Pickup.....	\$20.00 per hour
Flatbed or dump	\$75.00 per hour
Street sweeper	\$100.00 per hour

Sewer cleaner.....	\$40.00 per hour
Air compressor.....	\$40.00 per hour
Bucket Truck.....	\$50.00 per hour
Storage fees for SOLD Surplus Property	\$25 per day (after 1 st 30 days)

Plus cost of operator per hour per piece of equipment.

LABOR & MATERIAL CHARGES

Labor Charges:

1.5 times the direct labor hourly rate for each employee.

Material Charges:

1.5 times the direct material cost.

Pavement Millings:

\$75 per load (for delivery in town) \$100 (for delivery within 3 mile radius of town limits) during milling operations.

If sold from stockpile after milling operations \$10 per backhoe bucket.

Millings administration fee (applies to request) \$25.

Construction/Utility Inspection/Service Work Permit fees - Actual cost of time and material (\$25.00-minimum charge per inspection). All inspection fees shall be due prior to final approval.

WATER & SEWER RATES

WATER RATES & FEES:

In Town Water Rates (Billed Monthly) – Section 74-42

Residential User	\$6.60 base rate + \$0.42 per 100 gallons of consumption
Commercial User.....	\$13.20 base rate + \$0.42 per 100 gallons of consumption
Industrial User.....	\$45.10 base rate + \$0.42 per 100 gallons of consumption
Institutional User.....	\$48.40 base rate + \$0.42 per 100 gallons of consumption

Out of Town Water Rates (Billed Monthly) – Section 74-42

Residential User	\$31.90 base rate + \$0.68 per 100 gallons of consumption
Commercial User.....	\$64.90 base rate + \$0.68 per 100 gallons of consumption
Industrial User.....	\$187.00 base rate + \$0.68 per 100 gallons of consumption
Institutional User.....	\$96.80 base rate + \$0.68 per 100 gallons of consumption

Water sold from hydrants (In or Out of Town) (minimum 1,000 gallon charge) \$6.80per 1,000 gallons

In Town Water Availability Fees – Section 74-34(a)

Meter Size (Inches):

¾".....	\$3,000.00
1".....	\$4,743.75
2".....	\$8,486.25
3".....	\$12,000.00
4".....	\$15,000.00
6".....	\$21,213.75
8".....	\$26,831.25

Out of Town Water Availability Fees – Section 74-34(a)

Meter Size (Inches):

¾".....	\$4,500.00
1".....	\$7,115.62
2".....	\$12,729.38
3".....	\$18,000.00
4".....	\$22,500.00
6".....	\$31,820.62
8".....	\$40,246.87

In addition to Availability Fees based on water meter size enumerated above, the following fees are also due; where applicable:

<u>Apartment Buildings</u>	\$ 750.00 per unit
<u>Hotel/Motel</u>	\$ 750.00 per unit
<u>Nursing/Adult Home/Incarceration Facilities</u>	\$ 562.50 per bed
<u>Schools/Day Care Facility</u>	\$ 75.00 per pupil
<u>Restaurants</u>	\$ 75.00 per 100 sq. ft. of seating area

Laundromat	\$ 750.00 per washing machine
Car Wash	\$ 3,750.00 per bay
Multi-Commercial	\$ 1,125.00 per unit
Conference Center	\$ 75.00 per 100 sq ft of seating area
Hair Salons	\$ 375.00 per chair

Fire Suppression dedicated lines shall pay the following availability fees:

3"	\$ 1,500.00
4"	\$ 2,250.00
6"	\$ 3,750.00
8"	\$ 5,250.00

SEWER RATES & FEES:

In Town Sewer Rates (Billed Monthly) – Section 74-86

Residential User.....	\$ 25.38 base rate + \$0.55 per 100 gallons of consumption
Commercial User.....	\$ 64.29 base rate + \$0.55 per 100 gallons of consumption
Industrial User.....	\$146.38 base rate + \$0.55 per 100 gallons of consumption
Institutional User.....	\$189.26 base rate + \$0.55 per 100 gallons of consumption

Out of Town Sewer Rates (Billed Monthly) – Section 74-86

Residential User.....	\$ 59.22 base rate + \$0.81 per 100 gallons of consumption
Commercial User.....	\$131.95 base rate + \$0.81 per 100 gallons of consumption
Industrial User.....	\$363.51 base rate + \$0.81 per 100 gallons of consumption
Institutional User.....	\$216.51 base rate + \$0.81 per 100 gallons of consumption

Private Septic Haulers from ...(minimum 500 gallons per month) \$81.00 per 1,000 gallons

In Town Sewer Availability Fee – Section 74-80(a)

Meter Size (Inches):

¾"	\$12,330.00
1"	\$15,915.00
2"	\$28,477.50
3"	\$40,267.50
4"	\$50,340.00
6"	\$71,190.00
8"	\$90,045.00

Out of Town Sewer Availability Fee – Section 74-80(a)

Meter Size (Inches):

¾"	\$18,495.00
1"	\$23,872.50
2"	\$42,716.25
3"	\$60,401.25
4"	\$75,510.00

6".....\$106,785.00
8".....\$135,067.50

CERTIFICATE

I hereby certify that this Ordinance was duly revised by the Town Council of the Town of Orange at a regular meeting on the 19th day of May 2025.

Wendy J. Chewning, MMC, Town Clerk

2-13



NOTICE OF PUBLIC HEARING

The public is hereby advised that the Town Council of the Town of Orange will hold a public hearing on the FY-2026 Budget and Appropriation Ordinance. The Real Estate Tax is unchanged at \$0.157 per \$100 assessment. Fee increases are being proposed. This public hearing will be held in the Town of Orange Community Meeting Room located at 235 Warren Street on **Monday, April 21, 2025 at 7:00 p.m.**

The complete budget document and appropriation ordinance are available for inspection at the Town Municipal Building located at 119 Belleview Avenue during regular office hours, 8:00 a.m. to 4:30 p.m., Monday through Friday. All persons with an interest are encouraged to attend this public hearing. Oral and/or written comments will be received at that time, and comments will also be accepted via email to townclerk@townoforangeva.gov prior to the meeting.

TOWN OF ORANGE PROPOSED BUDGET JULY 1, 2025- JUNE 30, 2026		
GENERAL FUND REVENUES		
BUDGET ITEM	FY-2025	FY-2026 Proposed
Taxes and Fees from Local Sources	\$ 4,644,988	\$ 4,833,306
Transfer to Capital Fund	(525,000)	(1,952,500)
General Reserve Fund Decrease/(Increase)	24,271	1,350,657
Revenue from the Commonwealth	1,545,372	1,605,784
TOTAL GENERAL FUND REVENUE	\$ 5,689,631	\$ 5,837,247

GENERAL FUND EXPENDITURES		
BUDGET ITEM	FY-2025	FY-2026 Proposed
Legislative	\$ 144,834	\$ 145,956
General Administration	940,023	924,747
Law Enforcement	1,894,764	1,985,350
Fire & Rescue	59,500	62,000
Public Works	1,613,810	1,764,591
Trash Collection	203,676	197,906
Maintenance Buildings & Grounds & Parks	94,845	98,584
Transportation System	126,936	136,631
Cultural Enrichment	70,860	98,500
Planning & Community Development	200,016	198,569
Economic Development	-	119,442
Non-Departmental	183,522	104,971
Debt Service	156,845	-
General Reserve Fund Increase	-	-
TOTAL GENERAL FUND EXPENDITURES	\$ 5,689,631	\$ 5,837,247

CAPITAL FUND (GENERAL FUND)		
REVENUES		
BUDGET ITEM	FY-2025	FY-2026 Proposed
Revenue from the Commonwealth	\$ -	\$ -
Transfer from General Fund (RE Taxes)	122,292	122,292
Transfer from General Fund (add'l)	402,708	1,830,208
CAPITAL FUND REVENUES	\$ 525,000	\$ 1,952,500

CAPITAL FUND (GENERAL FUND)		
CAPITAL FUND EXPENDITURES		
BUDGET ITEM	FY-2025	FY-2026 Proposed
Road Projects	\$ -	\$ 1,000,000
Purchase of Capital Assets	250,000	357,500
Sidewalk Projects	125,000	125,000
Paving Projects	150,000	150,000
Other Projects	-	320,000
CAPITAL FUND EXPENDITURES	525,000	1,952,500

ENTERPRISE FUND - WATER		
WATER REVENUES		
BUDGET ITEM	FY-2025	FY-2026 Proposed
Water Sales	\$ 1,431,000	\$ 1,610,000
Water Reserve Fund Decrease/(Increase)	17,906	104,294
Water Availability Charges	75,000	45,000
Miscellaneous Water Revenues	77,400	98,650
TOTAL WATER FUND REVENUES	\$ 1,601,306	\$ 1,857,944

ENTERPRISE FUND - WATER		
WATER EXPENDITURES		
BUDGET ITEM	FY-2025	FY-2026 Proposed
Water Treatment	\$ 1,156,139	\$ 1,435,065
Water Distribution	285,989	296,437
Debt Service	159,178	126,442
Capital Projects - Water Fund	-	-
TOTAL WATER FUND EXPENDITURES	\$ 1,601,306	\$ 1,857,944

ENTERPRISE FUND - SEWER		
SEWER REVENUES		
BUDGET ITEM	FY-2025	FY-2026 Proposed
Sewer Sales	\$ 1,690,000	\$ 1,770,000
Sewer Reserve Fund Decrease/(Increase)	(45,943)	(6,472)
Sewer Availability Charges	308,250	184,950
Miscellaneous Sewer Revenues	193,000	203,000
TOTAL SEWER FUND REVENUES	\$ 2,145,307	\$ 2,151,478

ENTERPRISE FUND - SEWER		
SEWER EXPENDITURES		
BUDGET ITEM	FY-2025	FY-2026 Proposed
Sewage Treatment	\$ 1,134,292	\$ 1,278,659
Sewage Collection	223,935	222,426
Debt Service	787,080	650,393
Capital Projects - Wastewater Fund	-	-
TOTAL SEWER EXPENDITURES	\$ 2,145,307	\$ 2,151,478

RATES

- (1) Real Estate tax is unchanged from the FY-2025 rate at \$0.157 / \$100 assessed, but will apply to the end of FY-2026 (June 30, 2026).
- (2) Personal Property Tax will remain unchanged but will run with the Fiscal Year as well.

All other Taxes, Rates or Fees remain the same as applied for FY-2025.

Respectfully,
 Greg Woods
 Town Manager

MINUTES

Town Council Meeting Minutes
March 17, 2025
Page One

The Orange Town Council held a regular meeting at 7 p.m., in the Town's Community Meeting Room. Town Councilmembers present were: Mayor J. Harrison Cluff, Vice-Mayor Delmer G. Seal, Jr., Councilmembers Jason R. Cashell, Jeremiah V. Pent and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, Town Clerk Wendy J. Chewning, MMC, Town Attorney Catherine Lea, Director of Finance Dianna Gomez, and Police Chief Kiline Madison.

CALL TO ORDER

Mayor Cluff opened the meeting and led everyone in the Pledge of Allegiance. The Town Clerk called roll and noted that a quorum was present. Mayor Cluff welcomed the Town Clerk back from medical leave.

ADOPTION OF AGENDA

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

PUBLIC COMMENT

Ms. Doreen Brown appeared before Council on behalf of the Orange County Free Clinic. Ms. Brown thanked Town Council for their donations to the Clinic in the past and hopefully in the future. Ms. Brown stated that these donations made a huge difference in the past and will in the future.

Ms. Brown gave an overview of what the Free Clinic does for the Community, and the new projects that the Free Clinic had coming up in the future including the Food Pharmacy.

Mr. Sid Sidelko appeared before Town Council representing the Veterans of Foreign War. Mr. Sidelko questioned where the Town and VFW stood with regard to a Town/County Veteran's Memorial on Chatter Island. The Town Manager stated that Town Council had already approved the placement of the Memorial. The Town Manager reported that the location for the Memorial was good and that he would write a letter to that effect so they could start fundraising. Mr. Sidelko told the Town Council that he would email them a picture of the proposed Memorial.

Town Council Meeting Minutes
March 17, 2025
Page Two

TOWN COUNCIL CONSIDERED TOWN COUNCIL MEETING MINUTES OF FEBRUARY 18th AND MARCH 3rd, 2025

Motion was made by Councilmember Pent, seconded by Councilmember Waugh-Robinson, to adopt the minutes of February 18th and March 3rd, as presented. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

REPORTS

DIRECTOR OF FINANCE - FINANCE REPORT

The Director of Finance reported on the eighth month for FY25.

The Director of Finance reported that the General Fund Tax revenues were \$2.592M YTD and was \$178K favorable to budget.

The Director of Finance reported that in addition to the favorable tax revenue variances, interest income was \$59K favorable to the budget due to timing of ARPA Fund deposits.

The Director of Finance reported that General Fund Revenue was \$338K favorable to budget.

The Director of Finance reported that Water Sales Revenue YTD was \$1.428M and was \$202K favorable to the budget.

The Director of Finance reported that Sewer Sales Revenue YTD was \$1.673M and the revenue was \$111K favorable to the budget.

The Director of Finance reported that Revenues YTD were \$651K favorable to budget.

The Director of Finance reported that payments for the month were \$438K. A \$10K payment was made to RTW Media for community room improvements, \$15K went to Trojan Technologies Corp for Sewer plant supplies, and \$7K for Rinker Designs for the Madison/Main Street signal light project. The other payments are normal course of business expenses.

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March 17, 2025
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The Director of Finance stated that expenditures from the \$8.0M ARPA funding (including VDH) were \$4.7M ITD, of which \$140K went toward engineering services and equipment for the Liquid Feed project at the Water Plant, \$231K went toward the SCADA system for the Sewer Plan, \$288K was used for sewer system upgrades, \$123K was paid for a dump truck, \$460K was paid for standpipe engineering services, a new generator and land, \$108K was for the Macon Road Mixer, \$90K covered water line engineering services, \$522K was spent on sewer line engineering services, \$754K for the water meter replacement, \$87K covered an intake pump and pump repairs, \$68K covered engineering services for the millimeter screen project and \$27K purchased turbidity meters.

The Director of Finance reported that \$1.562M was submitted to VDH for standpipe construction and had been reimbursed. The Director of Finance stated that \$205K additional standpipe construction costs was submitted to VDH for the quarter. The Water Meter Replacement project was expected to be \$1.256M and the Standpipe Phase 2 would be \$2.039M.

The Director of Finance stated there is no indication of further rate cuts in the near future. The VIP Stable Value fund yield was 4.49% for February; this fund tends to closely track the Fed Funds rate. The Town of Orange has \$990K invested in the fund. The VIP High Quality Bond fund gross market yield was 4.03% for February. The Town of Orange has \$713K invested in the fund.

UNFINISHED BUSINESS

CONTINUED DISCUSSION OF TOWN COUNCIL RETREAT

The Town Manager read over the list of proposed agenda items for the Town Council Retreat scheduled for Monday, April 7th from 4p.m. to 8 p.m., that was discussed at a previous meeting.

Mayor Cluff inquired whether staff wished to hold the Retreat meeting in the Town's Community Meeting Room or move the meeting to another location. After discussion, it was the consensus of Council to hold the Retreat in a facility somewhere in Town or in the Community Meeting Room.

NEW BUSINESS

DISCUSSION OF VACANCIES ON THE TOWN'S PLANNING COMMISSION

The Town Manager stated that there were currently two vacancies on the Town's Planning Commission. The Town Manager stated that Don Schafer resigned at the end of 2024, and his term was due to expire on June 30, 2025; and LJ Taylor recently resigned with a term to expire June 30, 2026.

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March 17, 2025
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The Town Manager stated that staff had received an application to the serve on the Town's Planning Commission from Mr. Jeff Crane of 14412 Kirkwall Road in the Town to fill Mr. Schafer's term on the Planning Commission through June 30, 2025, and then to be re-appointed through June 30, 2029.

Motion was made by Councilmember Pent, seconded by Councilmember Cashell, to appoint Jeff Crane of 14412 Kirkwall Road, Orange to fill the Town's Planning Commission vacancy left by Don Schafer to expire June 30, 2025. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

Another motion was then made by Councilmember Pent, seconded by Councilmember Cashell, to appoint Jeff Crane to the Town's Planning Commission with a term to expire June 30, 2029. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

DISCUSSION AND CONSIDERATION OF RECOMMENDATION OF APPOINTMENT TO THE ORANGE COUNTY ECONOMIC DEVELOPMENT AUTHORITY (EDA)

The Town Manager stated that Arthur Bryant had asked to vacate his term as the Town's representative on the Orange County Economic Development Authority.

Councilmember Waugh-Robinson stated that Anthony Schienschang, the Town's Economic Development Manager and a Town Resident, would be a great representative for the Town on the Orange County Economic Development Authority.

After discussion, the motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to recommend the appointment to Orange County Board of Supervisors of Anthony Schienschang to serve as the Town's representative on the Orange County Economic Development Authority. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

CONSIDERATION OF AUTHORITY OF ADVERTISEMENT OF PUBLIC HEARING FOR THE FY26 DRAFT BUDGET AND APPROPRIATION ORDINANCE

The Town Manager reported that the DRAFT budget totaled \$10,350,690 in revenues and \$11,779,169 in expenditure resulting in a decrease in our reserves of \$1,428,479. The Town Manager reported that also before the Town Council there was a proposed Appropriation Ordinance for FY2026 representing the budget amounts, as well as all taxes and fees to be applicable for FY26. The Town Manager stated that there were no tax or rate increases proposed.

Town Council Meeting Minutes

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The Town Manager stated that all changes had been made to the budget, as requested by the Council to include: \$500,000 Main Street/Caroline Street Streetscape, \$500,000 for Madison Road Engineering, and \$300,000 for Houseworth Sewer Line Project. The Town Manager stated that staff received a Preliminary Engineering Report today for the millimeter screen project for \$4 million that must be complete by the end of 2027.

Councilmember Pent stated that he had been speaking with Dave Huntly about the Quiet Zone as a potential project for the Town. Councilmember Pent requested that \$20,000 be added to the FY26 DRAFT budget for a Preliminary Cost Study for the Quiet Zone. The Town Manager stated that Council could add this in the budget, but Norfolk Southern had already outlined their process for Quiet Zones. The Town Manager stated further that Norfolk Southern implied that they would be doing the study at our expense. Councilmember Pent stated that the study was necessary to find out the true cost.

After discussion, it was the consensus of Town Council to add \$20,000 for a Preliminary Cost Study for the Quiet Zone.

Motion was made by Councilmember Pent, seconded by Councilmember Waugh-Robinson, to advertise the FY26 DRAFT Budget and Appropriation Ordinance, as amended. On roll call vote, Councilmember Cashell – aye, Councilmember Pent – aye, Vice-Mayor Seal – aye, Councilmember Waugh-Robinson – aye, and Mayor Cluff – aye. The motion carried unanimously.

WATER METER PROJECT

Vice-Mayor Seal inquired on how the Water Meter project was going. The Director of Finance stated that 22 meters had been installed to date.

With no further business the meeting adjourned at 8:05 p.m.

Wendy J. Chewning, MMC
Town Clerk

J. Harrison Cluff, Mayor

Town Council Retreat Meeting Minutes
Monday, April 7, 2025
Page One

The Orange Town Council held a retreat meeting at 4:00 p.m., at Greenock Manor in the Town of Orange. Town Councilmembers present were: Mayor J. Harrison Cluff, Vice-Mayor Delmer G. Seale, 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, Police Chief Kiline Madison, and Economic Development Manager Anthony Schienschang.

CALL TO ORDER

Mayor Cluff called the meeting to order. The Town Clerk called roll and noted that there was a quorum present.

ADOPTION OF AGENDA

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

COUNCIL RETREAT – DISCUSSIONS ON THE TOWN’S PROCUREMENT POLICY/REVISIONS TO ORDINANCE, ECONOMIC DEVELOPMENT, FY26 GOALS, COMMUNICATION TO CITIZENS, PROJECT MANAGEMENT, PARLIAMENTARY PROCEDURES (APPROACHING THE DAIS)

A discussion was held by Town Council on the Procurement policy/revisions to ordinance, Economic Development, FY26 Goals, Communications to Citizens, Project Management, and Parliamentary Procedures (approaching the Dais).

ACTION ITEMS TAKEN BY COUNCIL DURING THE RETREAT MEETING:

- **Procurement Policy.** It was the consensus of Council to accept amendments changing the procurement levels from \$5,000 to \$15,000 and \$15,000 to \$80,000 for quotations, and all other amendments recommended by the Director of Finance and bring to Town Council at the regular April 21st meeting for consideration.
- **Economic Development.** The Economic Development Manager presented a 2025 Economic Vision Statement. Discussions were held on the Town’s Façade Grant, American Woodmark leaving, a train stop coming to the Town, growth, tourism and the Town as a liaison to Montpelier. Councilmember Pent presented a list of Orange Economic Development opportunities that were presented at a previous Town Council meeting. It was decided that the Economic Development Manager would make revisions to Councilmember Pent’s list and discussion would be held at a later date at a work session meeting.

Town Council Retreat Meeting Minutes
Monday, April 7, 2025
Page Two

Town Council had a dinner break from 5:20 to 5:45 p.m. Councilmember Pent was absent from the meeting from 5:50 to 6:30 p.m.

- **Goals to be accomplished.** Town Council discussed their goals that they would like to see accomplished in FY26 to include: sidewalk projects, North Madison Road Engineering Study, sand filters, implementation of Economic Development items, more broadband options, what to do with Chatter Island, Taylor Park improvements, paint traffic light boxes, finish ARPA projects, finish standpipe, finish water meter project, what to do with Gardener property, communication with town citizens, and a liaison to Montpelier. The Town Manager stated that the budget sets the goals. The Town Manager stated further that he wasn't against any of these goals/projects, but we had to have the money. The Town Manager reported that Houseworth Street wanted to be annexed, and he was waiting to hear from them.
- **Communications to Town citizens:** A discussion was held on ways for Town Council to communicate with citizens. Councilmember Waugh-Robinson stated that she loved getting the Town Manager's Weekly Report. The Town Council discussed getting a blast out to citizens via Code Red or sending out a quarterly newsletter via water bills. Councilmember Seal reminded staff that Spring clean-up wasn't supposed to happen over Easter and this year it was happening again. The Town Manager stated that he did not realize this and would check with Public Works.
- **Project Management:** Councilmember Cashell inquired who managed projects in the Town. The Town Manager stated that they were all different and a small discussion was held on this.
- **Approaching the Dias:** A discussion was held on approaching the Dias after a Town Council meeting. The Town Manager stated that when Town Council's backs were at the door, that Town Council didn't want the public approaching them at the Dias. The Town Attorney reminded the Town Council that if there were three Council Members in the building it could appear to be a meeting and a violation of FOIA. Councilmember Waugh-Robinson stated that perhaps the Mayor could read a statement that citizens must wait and approach Town Council members after they have left their tables for the evening.
- **Parliamentary Procedures:** The Town Attorney gave a short overview of the parliamentary procedures and Code of Ethics/Standards of Conduct that she had drafted. The Town Attorney stated that Town Council had not previously adopted either one of these and she felt something should be adopted even if Council just wanted to adopt that it loosely followed Roberts Rules of Order. Mayor Cluff stated that once everyone had a chance to review, this could be discussed further at another work session meeting.

Town Council Retreat Meeting Minutes
Monday, April 7, 2025
Page Three

QUIET ZONE

The Town Manager handed out Quiet Zone material to the Town Council for their review at their convenience.

With no further business to come before Council, the meeting was adjourned at 7:38 p.m.

Wendy J. Chewning, MMC, Town Clerk

J. Harrison Cluff, Mayor

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: April 8, 2025
SUBJECT: Summary Financial Report – March 2025

The following is a summary report on the financial condition of the Town as of March 31, 2025, the ninth period of FY 2025 budget as approved and amended (amendments made in August 2024). The report covers 75% of the current fiscal year. Please review the attached schedules for specific category results.

General Fund

General Fund revenues year to date were \$5,056,126 or 65.79% of the FY 2024 annual budget. Referring to our annual projections spreadsheet (attached), the revenue position for the Net General Fund (excluding reserve usage) is \$371,617 higher than the budget.

Tax revenue for the month was \$222,072, of which 61% was derived from Meals Tax and 19% was collected for Local Sales Tax.

Year to date Tax revenue was \$177,737 higher than budget.

Year to date Interest Income was \$60,993 favorable to budget due to timing of ARPA spending.

Year to date General Fund expenditures were \$4,931,231 or 64.16% of the amount budgeted for FY 2024. Expenditures are in line for this period considering the timing of the debt payments (\$156,689) and July donation payouts.

Water Fund

Water Fund revenues year to date were \$1,596,897 or 29.38% of the annual budget. Year to date revenue (excluding reserve usage) was \$264,357 higher than the budget driven by Water Sales, Water Availability Fees and Interest Income.

Year to date Water Fund expenditures of \$2,631,874 were 48.43% of the annual budget. Received VDH reimbursement of \$1,561,552 inception to date. Costs are in line with the budget for the period considering the timing of the debt payments (\$159,137) and the ARPA expenditures of \$1,287,973. There is \$205,065 in outstanding VDH payments at this time.

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

Waste Water Fund

Sewer Fund Revenues year to date were \$1,957,096 or 65.38% of the annual budget. Year to date revenue (excluding reserve usage) was \$308,181 higher than budget driven by Sewer Sales, Sewer Availability Fees, Sludge and an increase in the Nutrient Credit Exchange payment. The favorable variances are partially offset by lower than budget Leachate Sales.

Year to date Sewer Fund expenditures of \$2,113,732 were 70.62% of the annual budget. Costs are in line for this period considering the timing of the debt payments (\$461,839) and the ARPA expenditures of \$467,760.

Cash Balances

The combined cash balance for the Town's Funds as of March 31, 2025 was \$7,262,746 with \$3,019,899 reserved for projects or dedicated to specific uses. The cash balance includes \$1,709,184 on deposit with the Virginia Investment Pool Trust Fund. Significant payments occurred in July and January for the US Bank loan and in November for the Virginia Resource Authority loan.

Debt Balances

A summary of the Town's Debt as of March 31, 2025 is included with this report. The summary includes the significant debt payments and payoffs. No debt payments were made in March.

ARPA Funds

The Town of Orange ARPA Funds have been fully committed by the required deadline of December 31, 2024. Please review the detailed analysis included in this report.

**Town of Orange
Revenue Accounts
Month of March 2025**

Description	FY-2025 Budget	Actual Revenues			Projected		FY-2025 Variance to Budget
		Previous Months	Current Month	FY-2025 Year-To-Date	Remaining Months	FY-2025 Revenues	
General Fund							
Taxes							
Real Estate	640,000	316,609	537	317,146	322,897	640,043	43
Personal Property	215,000	204,768	3,192	207,960	8,000	215,960	960
Public Service Corp.	28,000	22,386	-	22,386	-	22,386	(5,614)
Delinquent	-	-	-	-	-	-	-
Cigarette	66,000	32,650	1,800	34,450	16,500	50,950	(15,050)
Bank Franchise	150,000	-	-	-	150,000	150,000	-
Utility Consumer	231,600	147,421	19,588	167,009	57,900	224,909	(6,691)
Electric Consumption	15,000	9,786	1,797	11,584	3,750	15,334	334
Local Sales	370,000	300,209	41,834	342,043	61,666	403,709	33,709
Motor Vehicle Registration Fees	95,000	90,861	2,998	93,859	1,500	95,359	359
Business & Prof. License	200	1,444	223	1,667	-	1,667	1,467
Meals	1,650,000	1,284,774	134,649	1,419,423	412,500	1,831,923	181,923
Transient/Occupancy	160,000	104,735	5,839	110,574	40,000	150,574	(9,426)
Communications	120,000	76,110	9,613	85,724	30,000	115,724	(4,276)
Sub-Total Taxes	3,740,800	2,591,753	222,072	2,813,824	1,104,713	3,918,537	177,737
Licenses & Permits							
Licenses & Permits	100	200	-	200	-	200	100
Sub-Total Licenses	100	200	-	200	-	200	100
Fines & Forfeitures							
Court Fines	90,000	69,139	8,187	77,326	22,500	99,826	9,826
Sub-Total Fines	90,000	69,139	8,187	77,326	22,500	99,826	9,826
Intergovernmental - State							
Skills Games Fee	-	-	-	-	-	-	-
Rolling Stock	6,600	8,117	-	8,117	-	8,117	1,517
Motor Vehicle Rental	30,000	33,771	4,519	38,290	7,500	45,790	15,790
Mobile Home (RV) Registration	-	-	-	-	-	-	-
Law Enforcement Assistance	132,504	104,892	-	104,892	33,126	138,018	5,514
PPTR Revenue	89,615	89,615	-	89,615	-	89,615	-
State Highway Maint. Fund	1,261,800	654,660	327,330	981,990	315,450	1,297,440	35,640
Misc. Grants - (DMV) Law Enf. OT	2,000	10,260	-	10,260	-	10,260	8,260
Litter Control Grant	3,745	5,177	-	5,177	-	5,177	1,432
Fire Programs Grant	19,108	25,010	-	25,010	-	25,010	5,902
Sub-Total Intergovernmental	1,545,372	931,501	331,849	1,263,350	356,076	1,619,426	74,054
Investments/Sales of Assets							
Interest Income	150,000	159,381	14,112	173,493	37,500	210,993	60,993
TowerCom Capital Lease	-	-	-	-	-	-	-
Sale of Surplus Property	-	-	-	-	-	-	-
Sales of Recycled Materials	-	289	-	289	-	289	289
Sub-Total Investments/Sales of Asset	150,000	159,670	14,112	173,782	37,500	211,282	61,282
User Fees							
Planning & Development Fees	2,500	5,002	342	5,344	-	5,344	2,844
Transit Collections	22,776	22,503	-	22,503	-	22,503	(273)
Porterfield Park Shelter	3,000	1,200	725	1,925	750	2,675	(325)
Depot Community Room	300	915	-	915	100	1,015	715
Public Works Community Room	2,800	2,650	350	3,000	703	3,703	903
Trash Collection - Commercial	50,000	20,404	2,912	23,316	12,497	35,813	(14,187)
Trash Collection - Residential	106,000	85,822	12,369	98,192	26,503	124,695	18,695
Taylor Park	100	150	-	150	-	150	50
Sub-Total User Fees	187,476	138,646	16,698	155,344	40,553	195,897	8,421
Miscellaneous Revenue							
Misc. General Fund Revenue	10,000	15,335	6,778	22,114	-	22,114	12,114
DMV Stop Fees	1,200	1,123	275	1,398	300	1,698	498
Administrative Fee	2,000	1,412	300	1,712	497	2,209	209
VRTA Reimbursements - TOOT	-	24,802	6,106	30,908	-	30,908	30,908
Expenditure Refunds	20,000	16,117	349	16,466	-	16,466	(3,534)
Internal Charges	443,412	295,609	36,951	332,560	110,853	443,413	-
ARPA - NEU FUNDS	-	-	-	-	-	-	-
Capital Fund (Real Estate Applied)	(122,292)	-	-	-	(122,292)	(122,292)	-
Add'l Transfers to Capital Fund	(2,044,992)	-	-	-	(2,044,992)	(2,044,992)	-
Reserve Fund	1,849,555	-	-	-	1,849,555	1,849,555	-
Sub-Total Miscellaneous	158,883	354,399	50,760	405,159	(206,079)	199,080	40,196
Total General Fund	5,872,631	4,245,308	643,678	4,888,986	1,355,263	6,244,249	371,617

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**Town of Orange
Revenue Accounts
Month of March 2025**

Description	FY-2025 Budget	Actual Revenues			Projected		FY-2025 Variance to Budget
		Previous Months	Current Month	FY-2025 Year-To-Date	Remaining Months	FY-2025 Revenues	
Capital Fund							
Byrd Street Project	-	-	-	-	-	-	-
VDOT - Paving Reimbursement	616,000	207,550	-	207,550	408,450	616,000	-
ISTEA Mainstreet Project	-	-	-	-	-	-	-
ISTEA Railroad Avenue	-	-	-	-	-	-	-
General Fund Capital Proceeds	122,292	-	-	-	122,292	122,292	-
Add'l Transfers from General Fund	1,074,708	-	-	-	1,074,708	1,074,708	-
Loan Proceeds	-	-	-	-	-	-	-
Capital Reserve Fund	-	-	-	-	-	-	-
Total Capital Fund	1,813,000	207,550	-	207,550	1,605,450	1,813,000	-
Net General Fund	7,685,631	4,452,859	643,678	5,096,537	2,960,713	8,057,249	371,617
Water Fund							
Investments/Sales of Assets							
Interest Income	36,000	74,076	6,369	80,445	9,000	89,445	53,445
Sale of Surplus Property	-	-	-	-	-	-	-
Sub-Total Investments/Asset Sales	36,000	74,076	6,369	80,445	9,000	89,445	53,445
Utility Revenues							
Water Sales	1,411,000	1,064,535	128,540	1,193,075	352,753	1,545,828	134,828
Water Availability	75,000	106,988	31,116	138,103	18,000	156,103	81,103
Water Reconnection Fees	20,000	7,750	2,800	10,550	4,997	15,547	(4,453)
Sub-Total Utility	1,506,000	1,179,273	162,456	1,341,728	375,750	1,717,478	211,478
Miscellaneous Revenue							
Miscellaneous Revenues	41,400	38,122	613	38,734	2,100	40,834	(566)
Add'l Reserve Fund	2,545,521	-	-	-	2,545,521	2,545,521	-
ARPA Funding	1,288,120	136,424	-	136,424	1,151,696	1,288,120	-
Reserve Fund	17,906	-	-	-	17,906	17,906	-
Sub-Total Miscellaneous	3,892,947	174,546	613	175,158	3,717,223	3,892,381	(566)
Total Water Fund	5,434,947	1,427,894	169,437	1,597,331	4,101,973	5,699,304	264,357
Sewer Fund							
Investments/Sales of Assets							
Interest Income	-	-	-	-	-	-	-
Sub-Total Interest	-	-	-	-	-	-	-
Utility Revenues							
Sewer Sales	1,630,000	1,112,842	131,112	1,243,954	407,503	1,651,457	21,457
Sewer Availability	308,250	394,560	98,640	493,200	70,000	563,200	254,950
Sewer Sales - Sludge	60,000	74,831	16,302	91,134	15,000	106,134	46,134
Sub-Total Utility	1,998,250	1,582,234	246,055	1,828,288	492,503	2,320,791	322,541
Miscellaneous Revenue							
Miscellaneous Revenues	2,000	8	-	8	-	8	(1,992)
Nutrient Credit Exchange	5,000	15,728	-	15,728	-	15,728	10,728
Leachate Sales	130,000	19,364	27,629	46,992	35,835	82,827	(47,173)
Septic Hauling	56,000	56,103	9,976	66,079	13,997	80,076	24,076
Expenditure Refunds	-	-	-	-	-	-	-
Transfers	847,992	-	-	-	847,992	847,992	-
Reserve Fund	(45,943)	-	-	-	(45,943)	(45,943)	-
Sub-Total Miscellaneous	995,049	91,203	37,605	128,808	851,881	980,689	(14,360)
Total Sewer Fund	2,993,299	1,673,437	283,659	1,957,096	1,344,384	3,301,480	308,181
Total Revenues	16,113,877	7,554,190	1,096,774	8,650,964	8,407,070	17,058,034	944,155

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TOWN OF ORANGE

Fund Balances

The following numbers represent our best estimates of unencumbered fund balances (cash) as of March 31, 2025:

	Cash Balance	Encumbered	Unencumbered Balance
General Fund	\$ 9,234,051	\$ -	\$ 9,234,051
Capital Improvement Fund	(3,684,302)	575,666	(4,259,968)
Water Fund	3,298,534	1,627,776	1,670,758
Sewer Fund	(1,779,986)	622,009	(2,401,995)
Water Deposit Fund	100,321	100,321	-
Taylor Park Fund	74,168	74,168	-
Grant Fund	19,959	19,959	-
Totals	<u>\$ 7,262,746</u>	<u>\$ 3,019,899</u>	<u>\$ 4,242,847</u>

Town Debt Service
As of March 31, 2025

	Original Debt	Principal @ 06/30/2024	FY - 2025 Principal & Interest			Principal Remaining
			Budgeted	Paid	Remaining	
General Fund						
Route 20 Expansion	\$ 1,372,000	\$ 92,400	\$ 93,347	\$ 93,347	\$ -	\$ -
Public Works Center	\$ 931,000	\$ 62,700	\$ 63,343	\$ 63,343	\$ -	\$ -
Debt Service Activity	\$ 2,303,000	\$ 155,100	\$ 156,690	\$ 156,690	\$ -	\$ -
Water Fund						
Macon Road Tank	\$ 392,000	\$ 26,400	\$ 26,671	\$ 26,671	\$ -	\$ -
Raw Water Storage Basin	\$ 2,196,000	\$ 1,023,200	\$ 132,467	\$ 132,467	\$ -	\$ 920,000
Debt Service Activity	\$ 2,588,000	\$ 1,049,600	\$ 159,137	\$ 159,137	\$ -	\$ 920,000
Sewer Fund						
Wastewater Treatment Plant Upgrade	\$ 2,009,000	\$ 135,300	\$ 136,687	\$ 136,687	\$ -	\$ -
New WWTP - Total /Cumulative Debt	\$ 15,882,032	\$ 7,478,503	\$ 650,304	\$ 325,152	\$ 325,152	\$ 7,153,351
Debt Service Activity	\$ 17,891,032	\$ 7,613,803	\$ 786,991	\$ 461,839	\$ 325,152	\$ 7,153,351
Total Debt Service	\$ 22,782,032	\$ 8,818,503	\$ 1,102,818	\$ 777,666	\$ 325,152	\$ 8,073,351

Town of Orange
 ARPA Funds
 As of March 31, 2025

VDH Funds			Allocated	Spent	Balance	Committed	Remaining Funds
	Standpipe Phase 1	Construction	1,864,914.00	1,766,616.85	98,297.15	98,297.15	-
	Standpipe Phase 2	Reservoir Etc.	869,286.00	-	869,286.00	869,286.00	-
			<u>2,734,200.00</u>	<u>1,766,616.85</u>	<u>967,583.15</u>	<u>967,583.15</u>	<u>-</u>
Town of Orange Funds							
Water	Standpipe Phase 2	Reservoir Etc.	1,169,915.06	-	1,169,915.06	1,169,915.06	-
	Standpipe Phase 1	Engineering	388,891.05	388,891.05	-	-	-
	Standpipe Phase 1	Generator	61,057.00	61,057.00	-	-	-
	Standpipe Phase 1	Land	10,000.00	10,000.00	-	-	-
	Macon Road Mixer		107,383.38	107,383.38	-	-	-
	Water Line (NS Railroad)		90,260.56	90,260.56	-	-	-
	Millimeter Screen		67,500.00	67,500.00	-	-	-
	Turbidity Meters		27,330.15	27,330.15	-	-	-
	Actuators		8,370.66	-	8,370.66	26,800.00	(18,429.34)
	125 HP Intake Pump		87,383.12	87,383.12	-	-	-
	Liquid Feed System		168,216.18	166,319.96	1,896.22	1,896.22	-
	Water Meter Replacement		1,255,465.69	807,871.27	447,594.42	447,594.42	-
Wastewater	Sludge Truck	(WWTP)	123,214.00	123,214.00	-	-	-
	System Upgrades	(WWTP)	413,626.96	328,138.63	85,488.33	85,488.33	-
	Scada System	(WWTP)	231,132.43	231,132.43	-	-	-
	Sewer Lines - GreenFields		544,605.37	280,219.02	264,386.35	264,386.35	-
	Sewer Lines - Houseworth		213,978.04	116,198.41	97,779.63	97,779.63	-
	Sewer Lines - Brizzolara		318,854.35	144,500.07	174,354.28	174,354.28	-
			-	-	-	-	-
		Totals	<u>5,287,184.00</u>	<u>3,037,399.05</u>	<u>2,249,784.95</u>	<u>2,268,214.29</u>	<u>(18,429.34)</u>
			<u>8,021,384.00</u>	<u>4,804,015.90</u>	<u>3,217,368.10</u>	<u>3,235,797.44</u>	<u>(18,429.34)</u>

FINANCIAL STATEMENT ENDING

MARCH 2025

**Town of Orange
Financial Statement
March, 2025
75% of Budget Year
Fund Summaries**

REVENUES

FUND	FY-2025 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
GENERAL	5,689,631.00	183,000.00	637,534.70	4,848,575.57	65.79%	1,024,055.43
GF-CAP IMPROVEMENTS	525,000.00	1,288,000.00	-	207,550.41		1,605,449.59
WATER	1,601,306.00	3,833,641.00	169,387.87	1,596,896.95	29.38%	3,838,050.05
SEWER	2,145,307.00	847,992.00	283,659.12	1,957,095.87	65.38%	1,036,203.13
GRANTS/SPECIAL REVENUE	-	-	6,112.45	40,093.75	0.00%	(40,093.75)
WATER DEPOSIT	-	-	49.26	435.92	0.00%	(435.92)
TAYLOR PARK	-	-	30.16	315.33	0.00%	(315.33)
TOTAL	\$ 9,961,244.00	\$ 6,152,633.00	\$ 1,096,773.56	\$ 8,650,963.80	N/A	\$ 7,462,913.20

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

EXPENDITURES

FUND	FY-2025 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
GENERAL	5,689,631.00	183,000.00	466,451.90	4,581,417.61	64.16%	1,291,213.39
GF-CAP IMPROVEMENTS	525,000.00	1,288,000.00	712.50	349,813.70		1,463,186.30
WATER	1,601,306.00	3,833,641.00	210,265.79	2,631,874.44	48.43%	2,803,072.56
SEWER	2,145,307.00	847,992.00	191,964.50	2,113,732.47	70.62%	879,566.53
GRANTS/SPECIAL REVENUE	-	-	3,193.91	24,097.48	0.00%	(24,097.48)
WATER DEPOSIT	-	-	-	-	0.00%	-
TAYLOR PARK	-	-	-	-	0.00%	-
TOTAL	\$ 9,961,244.00	\$ 6,152,633.00	\$ 872,588.60	\$ 9,700,935.70	N/A	\$ 6,412,941.30

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

**Town of Orange
Financial Statement
March, 2025
75% of Budget Year
General Fund**

REVENUES

DESCRIPTION	FY-2025 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
LOCAL TAXES	3,740,800.00	-	222,071.70	2,814,888.48	75.25%	925,911.52
LICENSES & PERMITS	100.00	-	50.00	300.00	300.00%	(200.00)
FINES	90,000.00	-	8,186.60	77,326.03	85.92%	12,673.97
STATE FUNDS	1,545,372.00	-	331,849.16	1,255,030.94	81.21%	290,341.06
INV / SALE OF ASSETS	-	-	-	-	0.00%	0.00
USER FEES	187,476.00	-	16,648.33	155,292.97	82.83%	32,183.03
MISCELLANEOUS	626,612.00	-	58,728.91	545,737.15	87.09%	80,874.85
ARPA - NEU FUNDS	-	-	-	-	0.00%	0.00
RESERVE FUND	24,271.00	1,702,992.00	-	-	0.00%	1,727,263.00
TRANSF TO CAP. IMPROVEM.	(525,000.00)	(1,519,992.00)	-	-	0.00%	(2,044,992.00)
TOTAL	\$ 5,689,631.00	\$ 183,000.00	\$ 637,534.70	\$ 4,848,575.57	82.56%	\$ 1,024,055.43

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

EXPENDITURES

DEPARTMENT	FY-2025 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
LEGISLATIVE	142,334.00	3,000.00	6,280.79	119,097.51	81.95%	26,236.49
TOWN MANAGER	471,486.00	(63,000.00)	31,510.96	278,976.97	68.30%	129,509.03
TOWN ATTORNEY	38,500.00	-	-	21,905.00	56.90%	16,595.00
FINANCE DEPARTMENT	430,037.00	-	38,783.82	374,361.94	87.05%	55,675.06
ELECTIONS	2,500.00	-	-	-	0.00%	2,500.00
POLICE DEPARTMENT	1,894,764.00	-	146,325.25	1,477,399.26	77.97%	417,364.74
FIRE AND RESCUE	59,500.00	-	-	65,010.00	109.26%	(5,510.00)
PUBLIC WORKS	1,613,810.00	180,000.00	184,991.46	1,283,746.26	71.57%	510,063.74
TRASH COLLECTION	203,676.00	-	17,632.69	178,546.50	87.66%	25,129.50
MUNICIPAL BUILDING	49,145.00	-	3,640.58	46,847.64	95.33%	2,297.36
DEPOT	16,000.00	-	1,552.20	28,388.05	177.43%	(12,388.05)
TRANSPORTATION SYSTEM	126,936.00	-	-	95,202.75	75.00%	31,733.25
PARKS AND GROUNDS	29,700.00	-	2,568.27	18,613.22	62.67%	11,086.78
COMMUNITY DEVELOPMENT	200,016.00	-	336.51	119,165.95	59.58%	80,850.05
ECONOMIC DEVELOPMENT	-	63,000.00	8,200.12	56,977.41	90.44%	6,022.59
NON-DEPT - DEBT & OTHER	411,227.00	-	24,629.25	417,179.15	101.45%	(5,952.15)
NON-DEPT - DONATIONS	-	-	-	-	0.00%	0.00
NON-DEPT - CAPITAL	-	-	-	-	0.00%	0.00
TOTAL	\$ 5,689,631.00	\$ 183,000.00	\$ 466,451.90	\$ 4,581,417.61	78.01%	\$ 1,291,213.39

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

**Town of Orange
Financial Statement
March, 2025
75% of Budget Year
General Fund - Capital Improvements**

REVENUES

DESCRIPTION	FY-2025 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
TRANSFER FROM GENERAL	525,000.00	672,000.00	-	-	0.00%	1,197,000.00
STATE/FEDERAL FUNDS	-	616,000.00	-	207,550.41	33.69%	408,449.59
MISCELLANEOUS	-	-	-	-	0.00%	0.00
MADISON/MAIN STREET SIGNAL LIGHT	-	-	-	-	0.00%	0.00
TOTAL	\$ 525,000.00	\$ 1,288,000.00	\$ -	\$ 207,550.41	11.45%	\$ 1,605,449.59

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

EXPENDITURES

DEPARTMENT	FY-2025 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
ROAD PROJECTS	345,000.00	531,000.00	-	69,017.84	7.88%	806,982.16
MACHINERY & EQUIPMENT	125,000.00	117,000.00	712.50	3,710.00	1.53%	238,290.00
MADISON/MAIN STREET SIGNAL LIGHT	-	616,000.00	-	-	0.00%	616,000.00
COMPUTERS	30,000.00	-	-	239,634.02	798.78%	(209,634.02)
FIBER OPTICS BACKBONE (ARPA)	-	-	-	-	0.00%	0.00
CELL TOWER	-	-	-	-	0.00%	0.00
COMMUNITY ROOM IMPROVEMENTS	25,000.00	24,000.00	-	37,451.84	76.43%	11,548.16
CAP. OUTLAYS - WATER/SEWER LINES	-	-	-	-	0.00%	0.00
TOTAL	\$ 525,000.00	\$ 1,288,000.00	\$ 712.50	\$ 349,813.70	\$ 8.85	\$ 1,463,186.30

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

Financial Statement
March, 2025
75% of Budget Year
Water Fund

REVENUES

DESCRIPTION	FY-2025 BUDGET		SALES MTD	SALES YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
TRANSFER FROM GENERAL	-	-	-	-	0.00%	-
INV/ SALE OF ASSETS	-	-	-	-	0.00%	-
WATER SALES	1,411,000.00	-	128,540.05	1,193,075.13	84.56%	217,924.87
WATER AVAILABILITY	75,000.00	-	31,115.62	138,103.12	184.14%	(63,103.12)
WATER RECONNECTIONS	20,000.00	-	2,800.00	10,550.00	52.75%	9,450.00
EXPENDITURE REFUNDS	-	-	-	-	0.00%	-
MISCELLANEOUS	77,400.00	-	6,932.20	118,744.80	153.42%	(41,344.80)
ARPA - NEU FUNDS	-	1,288,120.00	-	136,423.90	10.59%	1,151,696.10
RESERVE FUND	17,906.00	2,545,521.00	-	-	0.00%	2,563,427.00
TOTAL	\$ 1,601,306.00	\$ 3,833,641.00	\$ 169,387.87	\$ 1,596,896.95	29.38%	\$3,838,050.05

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

DEPARTMENT	FY-2025 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
WATER/SEWER LINE PROJ.	-	3,822,641.00	79,915.42	1,287,972.87	33.69%	2,534,668.13
WATER TREATMENT	1,156,139.00	-	101,631.77	968,093.89	83.74%	188,045.11
WATER DISTRIBUTION	285,989.00	11,000.00	28,718.60	216,670.53	72.96%	80,318.47
NON-DEPT - DEBT & OTHER	159,178.00	-	-	159,137.15	99.97%	40.85
TOTAL	\$ 1,601,306.00	\$ 3,833,641.00	\$ 210,265.79	\$ 2,631,874.44	\$ 2.90	\$ 2,803,072.56

**Town of Orange
Financial Statement
March, 2025
75% of Budget Year
Sewer Fund**

REVENUES

DESCRIPTION	FY-2025 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
LICENSES & PERMITS	-	-	-	-	0.00%	-
TRANSFER FROM GENERAL	-	-	-	-	0.00%	-
SEWER SALES	1,630,000.00	-	131,112.04	1,243,954.33	76.32%	386,045.67
SEWER AVAILABILITY FEES	308,250.00	-	98,640.00	493,200.00	160.00%	(184,950.00)
SEWER SALES - SLUDGE	60,000.00	-	16,302.47	91,133.92	151.89%	(31,133.92)
NUTRIENT CREDIT	5,000.00	-	-	15,728.38	314.57%	(10,728.38)
LEACHATE	130,000.00	-	27,628.83	46,992.39	36.15%	83,007.61
SEPTIC HAULING	56,000.00	-	9,975.78	66,079.15	118.00%	(10,079.15)
MISCELLANEOUS	2,000.00	-	-	7.70	0.39%	1,992.30
RESERVE FUND	(45,943.00)	-	-	-	0.00%	(45,943.00)
TRANSFER FROM GENERAL	-	847,992.00	-	-	-	-
TOTAL	\$ 2,145,307.00	\$ 847,992.00	\$ 283,659.12	\$ 1,957,095.87	65.38%	\$ 188,211.13

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

EXPENDITURES

DEPARTMENT	FY-2025 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
SEWER TREATMENT	1,134,292.00	-	117,284.74	1,015,335.56	89.51%	118,956.44
SEWER COLLECTION	223,935.00	-	20,202.15	168,798.37	75.38%	55,136.63
NON-DEPT - DEBT & OTHER	787,080.00	-	-	461,839.01	58.68%	325,240.99
CAPITAL OUTLAYS - ARPA	-	847,992.00	54,477.61	467,759.53	55.16%	380,232.47
TOTAL	\$ 2,145,307.00	\$ 847,992.00	\$ 191,964.50	\$ 2,113,732.47	70.62%	\$ 879,566.53

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

BILLS AND CLAIMS

For the month of March 2025

**TOWN OF ORANGE
CHECK REGISTER**

MARCH 1 - 31, 2025

Check #	Check Date	Vendor Name	Net Amount
1418	3/21/2025	RANDY DICKERSON	\$ 398.55
1422	3/21/2025	CAMPBELL CIRCUIT COURT	380.66
1423	3/21/2025	FREDERICKSBURG CIRCUIT COURT	434.32
1424	3/21/2025	OEI EVENTS	2,550.00
3125	3/21/2025	ANTHEM BLUE CROSS & BLUE SHIELD	69,075.00
3225	3/21/2025	TREASURER OF VIRGINIA	57,858.15
3325	3/21/2025	EMPOWER	2,300.00
3425	3/21/2025	VOYA FINANCIAL	947.52
3525	3/21/2025	VOYA FINANCIAL	722.59
3625	3/21/2025	VOYA FINANCIAL	900.04
3725	3/21/2025	VOYA FINANCIAL	690.93
14251	3/31/2025	ORANGE COUNTY	979.20
36933	3/7/2025	AARON HINES	10,986.00
36934	3/7/2025	ADT SECURITY SERVICES	43.06
36935	3/7/2025	ADVANCE AUTO PARTS	57.94
36936	3/7/2025	BAKER, DWIGHT	51.02
36937	3/7/2025	BATTLEFIELD FORD CULPEPER	69.74
36938	3/7/2025	CENTRAL VIRGINIA ELECTRIC COOP	510.74
36939	3/7/2025	CHEMUNG CONTRACTING CORP	33,371.47
36940	3/7/2025	AT&T MOBILITY	1,689.24
36941	3/7/2025	CINTAS CORPORATION #385	2,520.29
36942	3/7/2025	CIVICPLUS	3,481.64
36943	3/7/2025	COMCAST	1,062.63
36944	3/7/2025	COMCAST	1,677.90
36945	3/7/2025	COMPANION LIFE INSURANCE	308.25
36946	3/7/2025	DOMINION ENERGY VIRGINIA	8,803.15
36947	3/7/2025	DORSETT TECHNOLOGIES, INC	26,032.78
36948	3/7/2025	FISHER, ROBERT	71.75
36949	3/7/2025	GALLS, LLC	32.24
36950	3/7/2025	GOOD SHERPHERD TRAINING	400.00
36951	3/7/2025	HIGHWAY MOTORS	89.90
36952	3/7/2025	KIMBALL MIDWEST	135.20
36953	3/7/2025	LINDE GAS & EQUIPMENT INC	41.36
36954	3/7/2025	MILLER'S SUPPLIES AT WORK	33.80
36955	3/7/2025	MINNESOTA LIFE INSURANCE CO	1,763.07
36956	3/7/2025	ORANGE TIRE INC	30.00

36957	3/7/2025	PACE ANALYTICAL SERVICES, INC	952.60
36958	3/7/2025	PAINT 'N' PAPER	40.49
36959	3/7/2025	SHEENA PAYETTE	134.73
36960	3/7/2025	BEALE, ADRIENNE S	339.22
36961	3/7/2025	RINKER DESIGN ASSOCIATES, P.C.	14,698.84
36962	3/7/2025	RAPIDAN SERVICE AUTHORITY	17.68
36963	3/7/2025	STEROBEN ASSOCIATES	4,180.00
36964	3/7/2025	STRAIGHTPATH CONSULTING	892.50
36965	3/7/2025	TOWN OF ORANGE	3,150.01
36966	3/7/2025	TRACTOR SUPPLY CREDIT PLAN	133.53
36967	3/7/2025	WASHINGTON, SHARON	38.72
36968	3/7/2025	TRICE, LOUISE	97.34
36969	3/7/2025	BYRD, AUSTIN	68.16
36970	3/7/2025	REEL, ROBERT	93.99
36971	3/7/2025	UNIONVILLE FLORIST	94.94
36972	3/7/2025	UNIVAR SOLUTIONS	13,979.00
36973	3/7/2025	USABLUEBOOK	80.25
36974	3/7/2025	VACORP	278.12
36975	3/7/2025	UBEO BUSINESS SERVICE	15.51
36976	3/7/2025	VERIZON	1,638.47
36977	3/7/2025	VRSA	19,464.00
36978	3/7/2025	VUPS	71.00
36979	3/7/2025	XPRESS COPY & GRAPHICS	730.60
36980	3/17/2025	ADT SECURITY SERVICES	107.45
36981	3/17/2025	AQUA-AEROBIC SYSTEMS, INC	28,091.00
36982	3/17/2025	ATLANTIC PUMP & EQUIPMENT CO	1,022.00
36983	3/17/2025	TRUIST	5,977.12
36984	3/17/2025	BMS DIRECT	1,005.15
36985	3/17/2025	CCLS INCORPORATED	74.97
36986	3/17/2025	AT&T MOBILITY	642.31
36987	3/17/2025	CONSOLIDATED PIPE & SUPPLY CO	904.00
36988	3/17/2025	DEBORAH MARLENE WAREHAM	100.00
36989	3/17/2025	DOMINION ENERGY VIRGINIA	3,748.48
36990	3/17/2025	EAGLE ELECTRICAL	11,687.77
36991	3/17/2025	EDMUNDS GOVTECH	5,100.00
36992	3/17/2025	HPI2, LLC	464.51
36993	3/17/2025	ENVIRONMENTAL SYSTEMS SERVICE	105.00
36994	3/17/2025	FERGUSON WATERWORKS #7575	238.00
36995	3/17/2025	FERGUSON ENTERPRISES LLC #3326	593.78
36996	3/17/2025	FISHER AUTO PARTS	1,998.39
36997	3/17/2025	FORTILINE INC	12,795.29
36998	3/17/2025	GOMEZ, DIANNA	42.50
36999	3/17/2025	JAMES RIVER EQUIPMENT	4,853.66
37000	3/17/2025	LOU'S GLOVES INC	314.00

37001	3/17/2025	OCDSS	25.00
37002	3/17/2025	ORANGE MOTOR SPECIALTY	172.67
37003	3/17/2025	ORANGE TIRE INC	3,001.00
37004	3/17/2025	ORANGE COUNTY TREASURER	9,769.35
37005	3/17/2025	PACE ANALYTICAL SERVICES, INC	626.10
37006	3/17/2025	RINKER DESIGN ASSOCIATES, P.C.	712.50
37007	3/17/2025	ROSE HAULING, LLC	1,720.00
37008	3/17/2025	SEDWICK	4,028.13
37009	3/17/2025	SOUTHERN STATES	12,209.89
37010	3/17/2025	UNIVAR SOLUTIONS	19,318.87
37011	3/17/2025	UPS	13.79
37012	3/17/2025	USABLUBOOK	596.82
37013	3/17/2025	VIRGINIA TRACTOR	214.47
37014	3/17/2025	VIRGINIA BUSINESS SYSTEMS	177.74
37015	3/28/2025	AARON HINES	10,936.00
37016	3/28/2025	ADT SECURITY SERVICES	463.26
37017	3/28/2025	AFLAC	1,575.44
37018	3/28/2025	AMERICAN GREEN	138.00
37019	3/28/2025	AMSOIL INC	257.06
37020	3/28/2025	BAKER, DWIGHT	51.02
37021	3/28/2025	BEACON HILL BOARDING	175.00
37022	3/28/2025	CENTRAL VIRGINIA ELECTRIC COOP	315.18
37023	3/28/2025	CHEEK, DAVID	4,358.00
37024	3/28/2025	CHEMUNG CONTRACTING CORP	531.70
37025	3/28/2025	CINTAS	154.68
37026	3/28/2025	COLLIER III, JOHN	60.00
37027	3/28/2025	COMCAST	1,187.08
37028	3/28/2025	CONSOLIDATED PIPE & SUPPLY CO	5,553.00
37029	3/28/2025	DOMINION ENERGY VIRGINIA	30,259.45
37030	3/28/2025	FORTILINE INC	4,703.15
37031	3/28/2025	GALLS, LLC	72.93
37032	3/28/2025	GOODWIN MANUFACTURING CO, INC	358.66
37033	3/28/2025	GREENOCK MANOR	500.00
37034	3/28/2025	HIGHWAY MOTORS	458.87
37035	3/28/2025	KIMBALL MIDWEST	138.95
37036	3/28/2025	LACY'S FLORIST	141.63
37037	3/28/2025	MASON INSURANCE AGENCY	1,661.00
37038	3/28/2025	MIKE'S GLASS & MIRROR	76.56
37039	3/28/2025	NIBBLINS CLEANING SERVICE	1,045.00
37040	3/28/2025	PACE ANALYTICAL SERVICES, INC	1,447.60
37041	3/28/2025	RED BUD SUPPLY, INC	453.71
37042	3/28/2025	DONALD B. RICE TIRE CO., INC	639.12
37043	3/28/2025	ROSE HAULING, LLC	524.00
37044	3/28/2025	SHADE EQUIPMENT CO., INC	363.80

37045	3/28/2025	KIM STRAWSER	51.98
37046	3/28/2025	THORPE'S TREE SERVICE & LANDSC	3,300.00
37047	3/28/2025	TOWN OF ORANGE	4.15
37048	3/28/2025	TRANSAMERICA EMPLOYEE BENEFITS	1,241.30
37049	3/28/2025	TREASURERS' ASSOCIATION OF VA	325.00
37050	3/28/2025	TURNER GURLZ FOODS, LLC	325.00
37051	3/28/2025	UNIONVILLE TIRE SERVICE, INC	195.94
37052	3/28/2025	UPS	18.62
37053	3/28/2025	VIRGINIA HYDRAULIC SERVICES	320.00
37054	3/31/2025	ADT SECURITY SERVICES	43.06
37055	3/31/2025	ALLIED CONCRETE CO	1,559.01
37056	3/31/2025	BENNETT, KADIERA C	14.16
37057	3/31/2025	BMS DIRECT	918.25
37058	3/31/2025	AT&T MOBILITY	1,689.24
37059	3/31/2025	COMCAST	1,062.63
37060	3/31/2025	COMCAST	585.22
37061	3/31/2025	COMPANION LIFE INSURANCE	308.25
37062	3/31/2025	CRYSTAL SPRINGS	11.99
37063	3/31/2025	DEBORAH MARLENE WAREHAM	50.00
37064	3/31/2025	DOMINION ENERGY VIRGINIA	8,795.56
37065	3/31/2025	ENVIRONMENTAL SYSTEMS SERVICE	105.00
37066	3/31/2025	FORTILINE INC	36,302.80
37067	3/31/2025	JASPER, CRYSTAL	143.09
37068	3/31/2025	KAUFFMAN, JEN	882.36
37069	3/31/2025	LA NARANJA COCINA	6,447.06
37070	3/31/2025	MCI A VERIZON COMPANY	13.93
37071	3/31/2025	ORANGE TIRE INC	30.00
37072	3/31/2025	PACE ANALYTICAL SERVICES, INC	156.20
37073	3/31/2025	PAINT 'N' PAPER	600.09
37074	3/31/2025	W.A. SHERMAN COMPANY	1,440.00
37075	3/31/2025	TOM'S AUTOMOTIVE	170.00
37076	3/31/2025	TOWN OF ORANGE	2,879.99
37077	3/31/2025	UBEO LLC	1,276.84
37078	3/31/2025	UNIVAR SOLUTIONS	9,540.85
37079	3/31/2025	USABLUEBOOK	1,172.88
37080	3/31/2025	VACORP	263.63
37081	3/31/2025	VIRGINIA TRACTOR	73.44
37082	3/31/2025	VIRGINIA EQUIPMENT DISTRIBUTOR	2,450.00
37083	3/31/2025	VIRGINIA BUSINESS SYSTEMS	385.74
			\$ 577,894.65

UNFINISHED BUSINESS



UNFINISHED BUSINESS SUMMARY
April 21, 2025

AGENDA ITEM: 9A

Continued discussion of Chatter Island.

SUMMARY:

- This item has been placed on the agenda for continued discussion.
- Staff wishes to know how Town Council wishes to proceed with this property.



UNFINISHED BUSINESS SUMMARY
April 21, 2025

AGENDA ITEM: 9B

Discussion of revised sidewalks list.

SUMMARY:

- This item has been placed on the agenda for discussion.
- Please see attached revised sidewalk list.

**Staff will be able to provide cost estimates after February 19th Concrete Contractor RFP bid opening

Sidewalk Existing upgrades:

E Main St. - Landon Lane to N. Madison St (including some storm sewer upgrades) *planned Spring 2025 Sidewalk only*

Harper Dr. Repairs - the newest section of Harper Dr. has MANY failed sidewalk areas from tree root damage. To correctly fix this issue all the trees between curb and gutter and sidewalks need to be removed. There are many pedestrian hazards in town, but it is in staffs' opinion that this needs attention immediately and plan to correct in 2025 at some point but will require removal of trees within right-of-way.

E Main St. - N Madison St. to N. Almond St. (possibly Spring 2025 if funding allows)

Belleview Ave - Sprouse Dr. to Washington St. (possible retaining wall work near Washington St)

Madison Rd. - from Blue Ridge Bank to Woodmark Dr. (East side of street)

Madison Rd. - from Nelson St. to Newton St. (West side of street)

New Sidewalks:

North St. - from Parker Pl. to Aidan Dr. (some storm upgrades)

Jefferson St. - from Byrd St. to Selma Rd.

Spicers Mill Rd. - from N. Madison Rd. to North St.

Spicers Mill Rd. - from North St. to Peliso Ave. to Montevista

Madison Rd. - from Dogwood Ln. to Uva Medical

Madison Rd. - (along shopping center) from Taco Bell to Wells Fargo

Warren St. - from Byrd St. to Public Works

Newton St. - from Montevista Ave. to Veterans Park

Boxley Ln - from Rapidan Rd. to Maddox Dr., sidewalk only. In future complete Boxley Ln., but will require extensive work with ditches and more infrastructure issues



UNFINISHED BUSINESS SUMMARY
April 21, 2025

AGENDA ITEM: 9C

Consideration of Procurement Ordinance (ORD2025-01).

SUMMARY:

- Town Council discussed the amended Procurement Ordinance at the Town Council Retreat. It was the consensus of the Council to accept amendments to change the procurement policy levels from \$5,000 to \$15,000, and 15,000 to \$80,000 for quotations, and all other amendments recommended by the Director of Finance.
- Town Council recommended bringing the Procurement Ordinance to them at the regular April meeting for consideration.
- Attached is Procurement Ordinance (ORD2025-01).

VOTE:

“I move that Town Council adopt Ordinance (ORD2025-01), as presented.”



ORDINANCE (ORD 2025-01)

AN ORDINANCE TO REPEAL AND REENACT CHAPTER 2 (ADMINISTRATION), ARTICLE VI. (PURCHASING AND PROCUREMENT), SEC. 2-281 (SMALL PURCHASES) OF THE CODE OF THE TOWN OF ORANGE (2018), AS AMENDED, TO CONFORM THE TOWN'S PROCESS FOR SMALL PURCHASE PROCUREMENT WITH THE VIRGINIA PUBLIC PROCUREMENT ACT, AS EFFECTIVE JANUARY 1, 2025.

Sec. 2-281. - Small purchases.

~~(a) Any contract not exceeding \$14,999.00 may be made in accordance with small purchases procedures promulgated by the town manager; provided, however, that contract requirements shall not be artificially divided so as to constitute a small purchase under this section. Insofar as it is practical, no less than three businesses shall be solicited to submit quotations. Single quote purchases may be made to a limit of \$4,999.00. Award shall be made to the business offering the lowest acceptable quotation. The name of the business submitting a quotation and the date and amount of each quotation shall be recorded and maintained as a public record.~~

~~(b) All other purchases shall be made in accordance with the provisions of this article.~~

(a) The Town Manager may enter into single or term contracts without following the requirements of this article for competitive sealed bids or competitive negotiation for the purchase of:

1. Goods and nonprofessional services and non-transportation-related construction if the aggregate or the sum of all phases is not expected to exceed \$80,000.00;
2. Transportation-related construction, If the aggregate or sum of all phases is not expected to exceed \$25,000.00; and
3. Professional services, if the aggregate or sum of all phases is not expected to exceed \$80,000.00.

(b) The Town Manager shall, wherever practicable, seek competitive prices on small purchases pursuant to this section. For the purchase of goods in excess of \$15,000.00, the Town manager shall secure at least three estimates or proposals from different vendors, where practicable. Verbal quotations will be permitted, provided the Town Manager causes a written record of all such verbal quotations to be made and filed with records of the transaction.

(c) All other purchases shall be made in accordance with the provisions of this article.

State Law Reference – Methods of procurement, Code of Virginia § 2.2-4303(G)

NOW, therefore, BE IT ORDAINED by the Town Council of the Town of Orange, this 21st day of April 2025, that Section 2-281 – Small purchases be amended to become effective immediately.

Adopted by the Town Council of the Town of Orange on April 21, 2025.

By: _____

J. Harrison Cluff, Mayor

ATTEST:

Wendy J. Chewning, MMC, Town Clerk

**TOWN OF ORANGE, VIRGINIA
SMALL PURCHASE POLICY**

STATEMENT OF PURPOSE:

The Town Council of the Town of Orange, Virginia, adopts this policy for the purpose of establishing a uniform small purchase program for the Town of Orange.

STATEMENT OF INTENT:

The intent of the small purchase program is to obtain the necessary equipment, supplies, and services for the Town of Orange in the most cost-efficient and effective manner, while providing for the equitable treatment of all vendors. Purchasing decisions will be based on information concerning cost per item, conformance to requirements and specifications, and availability.

PROCUREMENT PROCEDURES:

Subject to compliance with other terms and conditions of this policy, the following procedures shall govern Town procurement:

1. **Purchases of Goods and Services for less than \$15,000.00:** Users are encouraged to compare pricing and utilize previous research when purchasing at this level.
2. **Purchases of Goods and Services between \$15,000 and \$80,000:** This level of purchase shall be made on the open market based on terms most advantageous to the Town. It will be accomplished using at least three written or electronic quotations.
3. **Purchases of Transportation-related Construction for \$25,000 or less:** This level of purchase shall be made on the open market based on terms most advantageous to the Town. It will be accomplished using at least three written or electronic quotations.
4. **Purchases of Professional Services for \$80,000 or less:** This level of purchase shall be made on the open market based on terms most advantageous to the Town. It will be accomplished using at least three written or electronic quotations.

The appropriate department shall obtain all researched pricing and quotations, which shall be attached to the purchase order form for review.

TOWN OF ORANGE VENDORS:

It is desirable that Town of Orange vendors participate in the quotation process for goods and services and secure as many Town contracts as possible without compromising the goal of securing goods and services at a fair and competitive cost. To that end, the following policy shall be followed:

1. When soliciting price quotations, the department head is encouraged to solicit price quotations from vendors located within the Town of Orange.
2. The price quotation of a vendor located in the Town of Orange may be accepted even when such quotation is not the lowest quotation received. Reasons for accepting the quotation of a Town of Orange vendor which is not the low quote include the following: availability for service after procurement; nominal difference between the Town vendor's quote and the low quote. When the Town accepts the quotation of a Town of Orange vendor which is not the low quote, the specific reason for not accepting the low quote shall be set forth in a written document to be attached to the purchase order.

EXCEPTION TO REQUIREMENT FOR MINIMUM NUMBER OF SOLICITATIONS:

If the Town Manager determines that there are fewer than the required number of qualified vendors for the good or service being procured, or that for good reason it is impracticable to solicit the required number of quotations, the Town Manager or his designee shall make a written notation of the reason for the determination. Reasons could be the distance of the vendor from the Town, or the vendor's inability to provide timely service after a good or service is procured.

RETENTION OF PROCUREMENT RECORDS:

The Town Manager shall maintain a written record of compliance with this Small Purchase Policy. Such written documentation shall be retained by the Director of Finance for a period of one (1) year from the date of the procurement. After the first anniversary of the date of any such procurement, the City Manager or designee may destroy or otherwise dispose of such documentation.

GENERAL GUIDELINES

A. COOPERATIVE PROCUREMENT

The VPPA provides for participation in specific types of joint procurement with other public bodies, even where the Town did not participate in the initial proposal or invitation to bid, so long as that invitation or proposal specified that the procurement was a cooperative procurement being behalf of other public bodies.

All personnel participating in the procurement should familiarize themselves with the processes for joint and cooperative procurement under the VPPA.

B. TOWN MANAGER DESIGNEE(S)

The Town Manager may designate other individual(s) to manage the purchasing process and responsibilities of their department or office. Such designation shall be made in writing and transmitted to all affected personnel.

C. MITIGATION OF RULES

Only the Town Manager or his designee shall be empowered to waive the rules and guidelines set forth in this policy. The Town Manager or designee shall base such decisions on information provided by the requesting department, which shall include cost and/or time savings, emergency requirements, sole source, or other mitigating circumstances.

D. BRAND NAME SPECIFICATION

The use of brand names during the purchasing process shall be kept to a minimum. While it is acknowledged that certain standardization of equipment is necessary under certain circumstances, documentation shall be required for inclusion of brand name specifications.

E. NON-DISCRIMINATION ASSURANCE

No purchasing decision shall be influenced by race, creed, religion, sex, political affiliation, age, or handicap. The Town shall act without favoritism, prejudice, or any form of discrimination.



UNFINISHED BUSINESS SUMMARY
April 21, 2025

AGENDA ITEM: 9D

Continued discussion of liaison to Montpelier.

SUMMARY:

- This is a continued discussion from the April 7th Town Council Retreat.



UNFINISHED BUSINESS SUMMARY
April 21, 2025

AGENDA ITEM: 9E

Continued discussion of Town Newsletter.

SUMMARY:

- This is a continued discussion from the Town Council Retreat.
- Please see attached DRAFT Newsletter and possible Newsletter name suggestions.

Newsletter Name Suggestions

- Town of Orange Connection
- Orange Connection
- Town Connection
- Town of Orange Buzz
- Town of Orange Brief
- The Town Talk
- Town Community Connection
- Town Community Messenger

The Town Talk



PROJECTS

Standpipe Replacement Project: The new standpipe is in operation. Phase II rehabilitation of the reservoir, new electrical building and pump building and fencing will begin this spring.

Sewer Line Projects: All survey work and information from homeowners for the Sewer Line projects in the Greenfields, Brizzolara and Houseworth subdivisions have been completed. The engineers are revising the plans as requested, particularly for the Houseworth subdivision.

ROUND HILL MEADOWS

Richmond American Homes

Phase II consisting of 67 plats have been recorded at the courthouse. All utilities are in place, of these 55 zoning permits have been issued and construction is in progress. 12 zoning permits are still to be issued

KEAN ROAD SUBDIVISION

A 21-lot subdivision has been submitted for initial review and comment by Town staff and outside reviewing agencies. Updated plans have been submitted for comment by the reviewing agencies. We have received comments from VDOT, Public Works and Culpeper Soil and Water. We are awaiting the arrival of our new Director of Community Development who will then review.

GARDNER
PROPERTY

We have just received the report from TEC regarding the hand auger 12 inch deep soil samples. Town Council has a copy and will be discussing in the near future.

METER
REPLACEMENT
PROJECT

Bid has been accepted and contract awarded. This project was necessitated by the notice given that our old meters would no longer be supported - forcing us to replace them. New meters are being installed for all meters in the Town. These meters will be more accurate than the old ones and residents may see an increase in their usage.



UPCOMING EVENTS



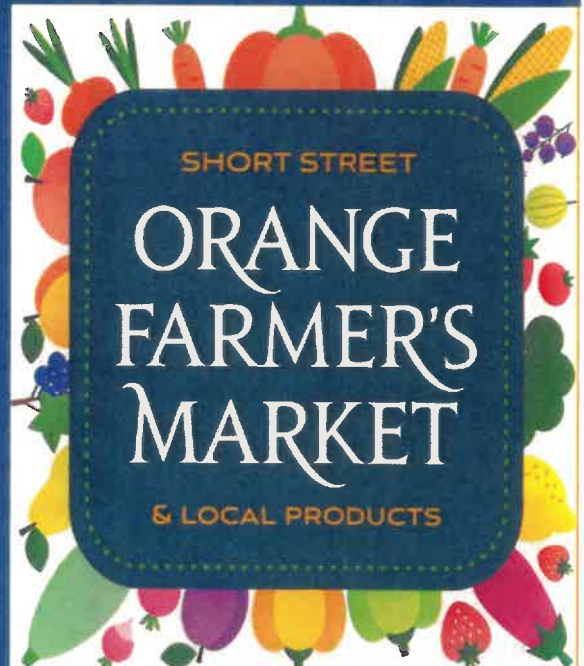
MUSIC
IN THE PARK
2025



MAY 22
JUNE 26
JULY 24
AUG 28

THURSDAY NIGHTS

6pm - 9pm | Taylor Park



THE 2025 ORANGE FARMER'S MARKET IS EVERY SATURDAY FROM 8:30AM-12:30PM MAY-OCTOBER (EXCLUDING 09/06/25 & 09/27/25).

NEW BUSINESS



NEW BUSINESS
April 21, 2025

AGENDA ITEM: 10A

Consideration of appointment of Zoning Administrator and Subdivision Agent.

SUMMARY:

Per Article 1-4.1 of the Town of Orange Subdivision Ordinance that Town Council will delegate and agent to administer provisions of the Subdivision Ordinance and Per Article 2-60 of the Town of Orange Zoning Ordinance and Va. Code Sec. 15.2-2286 A(4), the designated agent shall enforce and administer the Zoning Ordinance.

MOTION:

“I move that Town Council appoint Deborah Kendall as the Town’s Subdivision Agent and Zoning Administrator. “