TOWN OF ORANGE

ORANGE
VIRGINIA
Sweet Living, Steady Progress

COUNCIL MEETING PACKAGE

DECEMBER 5, 2022

7:00 P.M.

Regular Meeting Agenda
Monday, December 05, 2022
Town of Orange Community Meeting Room

7:00 p.m.

1. **Call to order by Mayor.**

2. **Pledge of Allegiance.**

3. **Roll Call – Town Council:**

Mayor Martha B. Roby
Vice-Mayor Frederick W. Sherman, Jr.
Councilmember Timothy Bosford, Jr.
Councilmember Elliott Fox, Jr.
Councilmember Donna Waugh-Robinson

4. **Adoption of Agenda**

5. **Public Comment** - *Town Council receives public input on issues concerning our citizens. Citizens are encouraged to sign-up prior to the meeting beginning and turn in slip to the Town Clerk.*

6. **Consideration of Town Council Meeting Minutes of November 21, 2022.**

7. **Reports**

   [A] **Presentation of FY22 Audit Report – Benjamin Packett, CPA, Robinson, Farmer, Cox and Associates**
   [B] **Presentation by Virginia Main Street.**
   [C] **Finance Report – Director of Finance**

8. **Unfinished Business:**

   [A] **Consideration of Resolution (RES2023-04) to amend the budget for the Wastewater Plant Dump Truck.**
   [B] **Consideration to Extend Personal Property Taxes Due Date for 2022.**

9. **New Business:**

   [A] **Consideration of Resolution for the Rappahannock Regional Criminal Justice Training Academy amending the Charter Agreement.**
   [B] **Consideration to cancel the Monday, January 2, 2023 Town Council Meeting because it falls on a Town Holiday, New Year's Day observed.**
   [C] **Consideration of moving the regular Monday, January 16th Town Council meeting to Tuesday, January 17th because it falls on a Town Holiday – Martin Luther King Jr. Day.**

10. **Town Council Adjournment.**

MINUTES

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 Timothy Bosford, Jr., Elliott Fox, Jr., and Donna Waugh-Robinson. Staff members present were: Town Clerk Wendy J. Chewning, MMC, Town Attorney Catherine Lea, Director of Community Development John Cooley, AICP, Director of Finance Dianna Gomez, and Police Chief Kiline Madison. Town Manager Gregory S. Woods was absent.

CALL TO ORDER

Councilmember Fox led everyone in the Pledge of Allegiance.

ADOPTION OF AGENDA

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

PUBLIC COMMENT

Barry and Marsha Jacobs of 11090 Landon Lane opposed Council authorizing the advertisement of a public hearing for the potential sale of a portion of the Lafayette Street property.

The following individuals appeared before Council to express their concerns regarding the recent Council election:

Davi Leventhal – 391 Piedmont Street, Orange
Council Member-Elect Jason Cashell – 133 East Main Street, Orange
Rita Caroll – 171 Landon Lane, Orange

Mayor Roby thanked everyone for their comments this evening. Mayor Roby stated that in response to the recent election, while Council was aware there are concerns and we are diligent about these concerns, Council does not run the election.

Mayor Roby stated further that the election was run by Orange County. Mayor Roby reported that per the Orange County Voter Registrar the election concerns had been taken to the Orange County Commonwealth Attorney.

TOWN COUNCIL CONSIDERED TOWN COUNCIL MEETING MINUTES OF OCTOBER 17, 2022

Vice-Mayor Sherman stated that Henry's last name was Sydnor not Snyder under Call to Order.

Motion was made by Councilmember Fox, seconded by Councilmember Bosford, to adopt the minutes of October 17, 2022, as corrected. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Bosford – aye, Councilmember Fox – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

FINANCE REPORT – DIRECTOR OF FINANCE

The Director of Finance stated that she would be reporting on the fourth month of FY 2023:

The Director of Finance stated that the General Fund Tax revenues included the following significant YTD favorable variances to budget: $37,000 for Meals Tax, and 60,000 for Local Sales Tax. The Director of Finance stated further that $45,000 had been collected in delinquent Real Estate taxes and $70,000 in Personal Property delinquencies.

The Director of Finance stated that Water Sales Revenue through October was $533,142. The Director Finance stated further that revenue came in $21,000 above budget.

The Director of Finance stated that Sewer Sales Revenue through October was $658,810. The Director of Finance stated further that the revenue was favorable for October at $10,000 for the year.

The Director of Finance stated that payments for October were $388,481. The Director of Finance stated further that the payments included $27K to Edmonds for annual maintenance, and $17K for Rinker Design (Madison/Main Street Signal Light, Hilltop Road), and the remaining payments were normal course of business expenses.

The Director of Finance stated that Expenditures from the $2,643,592 ARPA tranche 1 funding amounted to $603,576 YTD, of which $85,000 went toward engineering services for the Liquid Feed project at the Water Plant, $231,132 went toward the new SCADA system for the Sewer Plant, and $287,444 went to Standpipe Engineering services. The Director of Finance stated further that we had received the second funding of $2,643,592, but there had been no disbursements yet.

The Director of Finance reported that we had applied for the Safe Streets for All grant and the grant application had been accepted. The Director of Finance stated that the requested amount for the Jefferson Street sidewalk was $490,500 and the grant would cover 80% of the project cost which was $392,400.

MISCELLANEOUS REPORTS

PERSONAL PROPERTY DUE DATE

A discussion was held by Council and staff regarding extending the late payment date for Personal Property taxes. The Town Attorney stated that she didn't think we could move dates because the dates were in the Code. The Town Attorney stated further that she would do some more investigating and report back to Council.

WATER REPORT TO COUNCIL

Councilmember Fox reported that the RSA figure on Water Report on page 9-8 was wrong and the Town Manager was going to talk to the Water Plant Facility Manager.

PD-9 ANNUAL MEETING

Mayor Roby stated that she and the Town Manager attended the PD-9 Annual Meeting on October 26th in Sperryville.

ROTARY CHRISTMAS PARADE

The Town Clerk stated that the Rotary Christmas parade was being held on Saturday, December 3rd this year at 4:30 p.m. and she needed an exact head count of who would be riding. Mayor Roby and Councilmember Bosford both stated they planned to ride.

DECEMBER TOWN COUNCIL MEETING

The Town Clerk reminded Town Council that the regular December Town Council meeting was being held on Monday, December 5th at 7 p.m. in the Town's Community Meeting Room.

NEW BUSINESS

TOWN COUNCIL CONSIDERED AUTHORIZING THE ADVERTISEMENT FOR PUBLIC HEARING FOR THE POTENTIAL SALE OF THREE LOTS OWNED BY THE TOWN OF ORANGE

The Town Attorney stated that the Town has had several requests for potential sales of three lots owned by the Town of Orange. The Town Attorney stated further that all requests trigger the process, and that three separate requests were made to include:

1) A portion of the Lafayette Street property.
2) Two separate lots acquired in the land acquisition from Norfolk Southern on Robinson Street known as lots:

a. Parcel 044A4002300070 – 0 Robinson Street
b. Parcel 044A4002300080 - 0 Robinson Street

The Town Attorney stated that the Town Manager was requesting the authorization of a public hearing to declare the properties surplus.

The Town Attorney supported by the Director of Community Development clarified information for Town Council. After discussion, motion was made by Mayor Roby, seconded by Councilmember Waugh-Robinson, to authorize staff to advertise a Public Hearing for the potential sale of three lots owned by the Town of Orange to declare them surplus. On vote, Mayor Roby – aye, Vice-Mayor Sherman – nay, Councilmember Bosford – nay, Councilmember Fox – nay, and Councilmember Waugh-Robinson – nay. The motion failed with one member voting aye and the other four voting nay.

TOWN COUNCIL CONSIDERED RECOMMENDING RE-APPOINTMENT OF ARTHUR BRYANT TO THE ORANGE COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Motion was made by Vice-Mayor Sherman, seconded by Councilmember Waugh-Robinson, to make a recommendation to Orange County to re-appoint Mr. Arthur Bryant to serve as the Town's representative on the County's Economic Development Authority. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Bosford – aye, Councilmember Fox – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

DISCUSSION OF BUY-OUT OF TOWERCOM LEASE

The Town Attorney stated that staff had received an offer from TowerCom to buyout the current antennae lease and provide for a 40-year lease of the property for a one-time lump sum payment of $250,000. The Town Attorney stated that after the 40 years were up the Town would be free to lease the land again to TowerCom or some other provider for usage of the land.

After discussion, motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to authorize the Town Manager to complete the buy-out of the lease to TowerCom. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Bosford – aye, Councilmember Fox – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

TOWN HOLIDAY LIGHTS AND DECORATIONS

Mayor Roby stated that Public Works had been a bit delayed getting up lights and decorations in the Town this year due to the illness of a seasoned employee who normally did most of this.

With no further business the meeting adjourned at 8:02 p.m.

Wendy J. Chewning, MMC
Town Clerk

Martha B. Roby, Mayor

REPORTS

REPORTS SUMMARY

Monday, December 5, 2022

AGENDA ITEM: 7A

Presentation of the FY22 Audit Report – Benjamin Packett, CPA, Robinson, Farmer, Cox and Associates.

SUMMARY:

- Mr. Packett, CPA, with Robinson, Farmer, and Cox Associates will present the FY22 Audit Report.

REPORTS SUMMARY

Monday, December 5, 2022

AGENDA ITEM: 7B

Presentation by Virginia Main Street.

SUMMARY:

- Please see attached memorandum from the Director of Community Development.

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Town of Orange
Department of Community Development
119 Belleview Avenue, Orange, Virginia 22960 - 1401
Phone: (540) 672-6917 Fax: (540) 672-4435
Email – townplanner@townoforangeva.org

MEMORANDUM

TO: Mayor Roby and Town Council Members
FROM: John G. Cooley, Director of Community Development
DATE: 11-29-2022
SUBJECT: Virginia Main Street (VMS) December 5, 2022

Town staff was requested to invite Virginia Main Street representatives to attend the December 5, 2022 regular Town Council meeting. VMS representatives agreed to attend and will be presenting information regarding:

a. General Main Street information.
b. Best practices and the new accreditation criteria.

Staff has also requested VMS personnel to discuss the comment made by the former Executive Director of the Orange Downtown Alliance accusation that the Orange Downtown Alliance was going to lose accreditation because the President of the ODA Board signed the contract currently in force.

UNFINISHED BUSINESS

UNFINISHED BUSINESS
December 5, 2022

AGENDA ITEM: 8A

Consideration of Resolution (RES2023-04) to amend the budget for the Wastewater Plant Dump Truck.

SUMMARY:

- Please see attached memorandum from the Director of Finance.
- Please also find attached Resolution (RES2023-04) before Council for consideration.

MOTION:

"I move that Town Council adopt Resolution (RES2023-04) amending the FY2023 budget for the purchase of a new dump truck at the Wastewater Treatment Plant."

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Town of Orange
Finance Office

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

MEMORANDUM

TO: Town Council

FROM: Dianna Gomez, Director of Finance

DATE: November 30, 2022

SUBJECT: Budget Amendment for New Dump Truck

This request is to amend the 2023 Budget for the purchase of a new dump truck at the Wastewater plant. The current truck requires engine repairs/replacement and is not a long-term solution. The purchase will be funded by the Reserve Fund.

R E S O L U T I O N – RES2023-04

BE IT RESOLVED, by the Town Council of the Town of Orange, that the budget for FY 2023 be amended for the following item:

REQUEST FOR ADDITIONAL FUNDS:
SEWER FUND – FUND 40

New Dump Truck for Wastewater Plant

• Utility Truck – Capital Outlays	40-7480-58200	$	117.000
• Reserve Fund	40-0000-32505	$	(117,000)

Given this under my hand, after necessary approval of the Town Council, this the 21st day of November, 2022.

Martha B. Roby, Mayor

ATTEST:

Wendy J. Chewning, MMC, Town Clerk

UNFINISHED BUSINESS
December 5, 2022

AGENDA ITEM: 8B

Consideration to extend Personal Property Taxes Due Date for 2022.

SUMMARY:

- Please see attached memorandum from the Director of Finance.

MOTION:

"I move that Town Council extend the Personal Property Tax Due Date from December 5, 2022 to December 19, 2022."

Town of Orange
Finance Office

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

MEMORANDUM

TO: Town Council

FROM: Dianna Gomez, Director of Finance

DATE: November 29, 2022

SUBJECT: Change to Personal Property Tax Due Date

I would like to request a change to this year's Personal Property Tax due date from December 5, 2022, to December 19, 2022. This request is made due to the delay in mailing the tax bills. The delay was partly caused by the extra time needed to update the tax rate to offset the increase in assessed values. This update equalized the billing compared to last year. The bigger issue was that the third-party print vendor experienced challenges this month producing and mailing the tax bills, including both mechanical problems and unforeseen staffing shortages. The tax bills were not mailed until the week of November 21st. The change is temporary and will only affect 2022 tax bills.

NEW BUSINESS

NEW BUSINESS SUMMARY

December 5, 2022

AGENDA ITEM: 9A

Consideration of Resolution for the Rappahannock Regional Criminal Justice Training Academy amending the Charter Agreement.

SUMMARY:

- Please see attached information from the Chief of Police.
- Please see attached Resolution before Council for consideration.

MOTION FOR CONSIDERATION:

"I move that Town Council adopt the 2022 Charter Amendments Resolution for the Rappahannock Regional Criminal Justice Training Academy, as presented."

August 25, 2022

To: RRCJA Academy Members

From: Michael C. Harvey, Executive Director

Re: Academy Charter and By-laws Revisions

During the annual academy full board meeting on December 7, 2021, several members expressed concerns over the structure of the academy board and executive committee. Training members brought concerns to the full board meeting regarding the perception of unfair practices in creating and approving the budget and limited seats on the Executive Committee. The original Charter and By-laws designate only the Charter members as having a financial interest in the academy and the authority to approve and/or adjust the academy budget. It also required ¾ of the members of the Executive Board be Charter members. The academy currently supports 43 agencies with only 20 of those being identified as Charter members. After discussion, the academy board convened a committee to examine the current academy Charter and By-laws and to propose changes allowing for full equity of all members. The Charter/By-law committee found no evidence that Charter members have ever assumed a higher burden of dues payment or separately funded any capital project or debt service. All members have consistently paid the same level of dues payments across the history of the academy. Several revisions were made and approved by the Charter Committee on August 24, 2022. The revised Academy Charter and By-laws shall become effective on January 1, 2023.

In accordance with Code of Virginia 15.2-1747, "Creation of Academies" the Charter must be approved by your Governing body in the form of a Resolution or Ordinance. The Charter has a space for your Governing Body to adopt it by resolution on its last page. **Please make every effort to have the amended Charter adopted and returned prior to the Academy Annual Full Board Meeting on December 6, 2022.**

- Major Changes are highlighted below and the Charter and By-Laws, are attached for your review.
  - Defined Charter Members
    - "Shall mean the original agencies chartered under the resolution adopted November 1978."
  - Defined Training Members
    - "Shall mean any agency which has joined the academy after its original charter."
  - Defined Board of Directors
    - "Shall include all charter and training member of the academy which by virtue of membership are responsible for the supervision of the Rappahannock Regional Criminal Justice Training Academy as set forth in Section 15.2-1747 of the Code of Virginia."
  - Clarified Officer and Executive Committee Elections
    - Two-year appointments on staggered terms
      1. Chairperson – Elected by Full Board
      2. Vice-Chairperson – Elected by Full Board
      3. Past-Chair – automatic term upon election of new chair
      4. Member – At-large – Elected by Full Board
      5. Member – Chief – Elected by board Chiefs
      6. Member – Sheriff – Elected by board Sheriffs
      7. Member – Jail – Elected by Jail Superintendents
      8. Member – Campus – Elected by Campus Chiefs
      9. Member – Communications – Elected by Comm Directors
      10. Executive Director – Non-voting Ex-Officio member
      11. Secretary -Non-voting Ex-Officio member elected upon rec. of ED.

- Defined Standing and Special Committee formation and appointments.
    - Standing committees include the Finance and Training Committees
    - Appointed by the Board Chair 4-6 members
    - Committee Chair member of Executive Committee, all other members selected from Board of Directors.
- Clarified budgetary process and timelines
- Separated Debt Service from Operating Budget
    - The separation will not raise the cost of dues but will allow member to see how their dues are being spent.
    - As debt service is paid members will see their costs reduced.
    - Members will have to agree (majority vote) to any new debt service and once agreed will be responsible for their portion of that debt.
    - Created satisfying member portion of debt service as a condition of withdrawal replacing the current language of paying an additional year of dues payment.
- Defined quorum requirements of the board or any committee.
    - "In order to achieve a quorum two/thirds (2/3) of the voting members of the board, or any committee, must be in attendance. The member may assign an alternate or give their vote to a proxy to constitute a quorum. An alternate may be sent to represent the interests of the member. The alternate shall have the authority of the absent member. The member may also request another board member act as their proxy and vote on the members behalf. Alternates and proxies shall be counted as the member being present in constituting a quorum. All members assigning an alternate or proxy shall notify the secretary in writing."
- Cleaned up outdated and/or redundant language

Please review the changes to the academy Charter and By-laws and reach out to me with any questions or concerns you may have. I can also make myself available to your Governing Bodies should they have questions or concerns regarding the Charter. I hope to see you at the board meeting on December 6, 2022 to participate in our new board and financial structure.

Yours in training.

Sincerely,

Michael C. Harvey

Attachments:
Academy Charter
Academy By-laws

RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING

ACADEMY BYLAWS

ARTICLE I - THE ACADEMY

1.1 Description: The Rappahannock Regional Criminal Justice Training Academy was created and exists pursuant to a charter agreement dated November 28, 1978 by and between the original local political subdivisions. The remaining charter jurisdictions are as listed:

City of Fredericksburg	County of Goochland
Town of Bowling Green	County of King George
Town of Colonial Beach	County of King William
Town of Kilmarnock	County of Lancaster
Town of Orange	County of Northumberland
Town of Tappahannock	County of Orange
Town of Warrenton	County of Richmond
Town of Warsaw	County of Spotsylvania
County of Caroline	County of Stafford
County of Essex	County of Westmoreland

1.2 Name: The name of this regional organization shall be the Rappahannock Regional Criminal Justice Training Academy.

1.3 Purpose: The purpose of the Academy is to provide the highest achievable level of professional law enforcement and criminal justice-related training to the participating jurisdictions through the development and operation of initial recruit training, continuing in-service training and advanced training programs.

1.4 Agencies to be Served: The Academy shall serve the charter member agencies and any other agency that may become a training member.

1.5 Office: The principal office of the Academy shall be the office of the Executive Director of the Rappahannock Regional Criminal Justice Training Academy at 3630 Lee Hill Drive, Fredericksburg, VA 22408.

1.6 Records: All of the books and records of the Academy shall be kept at the principal office, except as may be otherwise required by the Academy for the conducting of business.

1.7 Definitions Terms used in these by laws shall be defined as follows:

A. "Agreement" - Shall mean the charter agreement entered into by resolutions adopted in November 1978 or any subsequent revisions of such charter.

B. "Board of Directors" - Shall include all charter and training members of the Academy which by virtue of membership are responsible for the supervision of the Rappahannock Regional Criminal Justice Training Academy as set forth in Section 15.2-1747 of the Code of Virginia.

C. "Charter Members" - Shall mean the original agencies chartered under the resolution adopted in November 1978.

D. "Training Members" - Shall mean any agency which has joined the Academy after its original charter.

ARTICLE II - MEMBERSHIP TO THE ACADEMY

2.1 Joining: The Academy may admit any other jurisdiction of the Commonwealth of Virginia as a training member following two-thirds vote of the Board and providing that the requesting jurisdiction has met the requirements of section 15.2-1747 of the Code of Virginia and stipulations as set forth by the Board.

2.2 Withdrawal: A jurisdiction may withdraw membership from the academy only by two-thirds vote of the Board of Directors of the Academy. Such withdrawals are considered in October once every five years commencing in October 2001. No requests to withdraw will be considered at any other time, unless agreed to unanimously. Any withdrawal agreed to by the Board of Directors will normally be effective on June 30 of the following year. In addition to fulfilling any financial obligations for the current fiscal year, withdrawing agencies will be required to satisfy any outstanding debt service as outlined in the current fiscal budget.

2.3 Duration: The Academy and this charter shall exist in perpetuity, subject, however, to the dissolution under one of the following conditions:

A. At any time, by unanimous agreement of the governing members of the academy.

B. In the event the governing member desiring to withdraw receives approval under section 2.2.

2.4 Termination: Termination of this cooperative endeavor shall occur only as provided for in this section. In the event this agreement and charter is terminated, payment and/or credit for the furnishing and use of real property owned by a member shall be adjusted ratable to the date of termination. All property shall be scheduled and valued by or at the direction of the Board of Directors and distributed in kind to the members as nearly as is feasible in the same proportion as each member contributed to acquiring it; provided, however, that one or more members may purchase the interests of one or more of the other members in the property.

ARTICLE III - BOARD OF DIRECTORS

3.1 Board Members: There is hereby created the Academy Board of Directors (hereinafter called the "Board") which shall be comprised of the Chief of Police, Sheriff, Superintendent or Director from each of the member agencies.

3.2 Term: Each board member shall serve so long as the member agency remains in good standing with the academy.

3.3 Ex-officio Members: Ex-officio members may be admitted at the discretion of the Board. They shall not have a vote in decisions made by the Board. The Executive Director shall be an Ex-officio member of the Board.

3.4 Powers and Duties of the Board:

A. Appointment of the Academy Director
B. Fix compensation of the Director and staff
C. Establish duties of the director
D. Evaluate performance of the director
E. Establish staffing level for the Academy
F. Establish the level of support personnel
G. Authorize budget and revenue
H. Establish fees for outside users
I. Approve contractual arrangements
J. Adopt and approve Academy By-laws
K. Review policies, rules and procedures
L. Other duties as specified in the Academy Charter, and the Code of VA

ARTICLE IV - OFFICERS OF THE BOARD

4.1 Officers: The Officers of the Board shall be selected or nominated from the Board members and shall consist of a Chairperson, a Vice-Chairperson and a Secretary. The Secretary need not be a member of the Board.

4.2 Elections: The election of officers shall occur at the regular meeting of the Board in December of each year. The Secretary shall be elected by the Board upon recommendation of the Executive Director. Officers shall be elected at the regular meeting of the Board in December of each year to serve a staggered term of two years, unless sooner removed by the Board. The officers will take office in January of the proceeding calendar year. Officers are eligible to serve consecutive terms.

4.3 Vacancies: Any vacancy occurring in an office shall be filled for the unexpired term by the Board at the next regular scheduled meeting, or at a special meeting called for that purpose. An office shall become vacant when the holder of an office ceases to be a member of the Board.

4.4 Chairperson: The Chairperson shall preside at all meetings of the Board and shall serve as Chairperson of the Executive Committee. The Chairperson shall appoint such committees as may be deemed appropriate and shall have such other powers or duties as may be prescribed in these By-laws, by applicable law, or as directed by the Board.

4.5 Vice Chairperson: The Vice Chairperson shall preside at all meetings of Board and Executive Committee when the Chairperson is not in attendance and shall have such other powers or duties as may be prescribed in these By-laws, by applicable law, or as directed by the Board.

4.6 Secretary: The Secretary shall attend all regular and special meetings of the Board and Executive Committee. The Secretary shall be responsible for keeping the minutes of the Board and Executive Committee and keeping a record of their proceedings, which shall be a public record, and copies of which shall be mailed or delivered to the members of the Board.

ARTICLE V - COMMITTEES

5.1 Executive Committee: The Executive Committee shall consist of nine (9) voting members, as outlined below. The Executive Committee shall be composed as follows: The Chairperson of the Board, the Vice Chairperson of the Board, past-chairperson and six 6 members elected by the Board. All members of the Executive Committee shall serve two (2) year staggered terms. In the event the nominating committee cannot fill a specific member role, the position shall become an at-large position and voted on by the full board.

RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING

ACADEMY BYLAWS

A. Executive Committee Membership

- Chairperson – elected from full board membership
- Vice-Chairperson – elected from full board membership
- Past Chairperson – automatic two (2) year term upon election of new chairperson
- Member – At-Large – elected from full board membership
- Member – Chief of Police – elected from Board Chiefs
- Member – Sheriff – elected from Board Sheriffs
- Member – Jail Superintendent – elected from Board Superintendents
- Member – Campus Chief of Police – elected from Campus Chiefs
- Member – Communications Director – elected from Board Communications Directors
- Executive Director – ex-officio member
- Secretary – ex-officio member elected on recommendation of Executive Director

5.2 The Executive Committee shall be responsible for the following functions:

A. Overseeing the budgeting, financial operation and quality of training of the Academy.
B. Meeting quarterly or as needed to conduct Academy business.
C. The Chairman shall conduct an annual performance evaluation of the Academy Director.
D. The committee will present the budget for the coming fiscal year for amendment, modification or approval, to the Board of Directors at the annual meeting.
E. The Chairman shall call special meetings of the Executive Committee as required to conduct Academy business which is time sensitive.

5.3 Nominating Committee: The Executive Committee shall serve as the nominating committee.

5.4 Finance Committee: The Finance Committee shall be a standing committee reporting to the Executive Committee. The Finance Chair shall be appointed by the Board of Director Chair and will be a member of the Executive Committee. The Board Chair will also appoint 3-5 board members to participate in the finance committee. The finance committee shall with work the academy director in crafting and amending the Academy annual budget.

5.5 Training Committee: The Training Committee shall be a standing committee reporting to the Executive Committee. The Training Chair shall be appointed by the Board of Director Chair and will be a member of the Executive Committee. The Board Chair will also appoint 3-5 board members to participate in the training committee. The training committee shall work with the academy director in developing, changing and amending academy training programs.

5.6 Special Committees: The Board Chair may appoint from time to time such committees as may be deemed necessary for the effective operation of the Academy. All special committees shall be chaired by a member of the executive committee and have 3-5 board members appoint by the board chair.

ARTICLE VI - MEETINGS

6.1 Full Board Meeting: The annual meeting of the Board of Directors shall take place during the month of December of each year. Should the Executive Committee determine, for good and sufficient reason, that a December meeting is not possible all members of the Board will be given thirty days (30) advance written notice of the changed meeting date, time and place. At the annual meeting the Executive Committee shall present the budget for the coming fiscal year and any other matters that may require action by the Board. The Executive Director of the Academy shall make a report concerning Academy activities for the previous year. The officers for the coming year shall be elected and installed.

6.2 Special Meetings: The Chairman shall have the authority to call special meetings of the Board of Directors and the Executive Committee for urgent Academy business.

6.3 Quorum: In order to achieve a quorum two/thirds (2/3) of the voting members of the board, or any committee, must be in attendance. The member may assign an alternate or give their vote to a proxy to constitute a quorum. An alternate may be sent to represent the interests of the member. The alternate shall have the authority of the absent member. The member may also request another board member act as their proxy and vote on the members behalf. Alternates and proxies shall be counted as the member being present in constituting a quorum. All members assigning an alternate or proxy shall notify the secretary in writing.

6.4 Vote: Each member of the Board shall be entitled one (1) vote. All actions of the Board, outside of Article II – Membership to the Academy, shall require a simple majority vote of those present plus alternates and proxies for the motion to pass.

6.5 Procedure: Meetings of the Board and Executive Committee shall be conducted in compliance with the Virginia Freedom of Information Act. In all matters of parliamentary procedure not specifically governed by these By-laws, Robert's Rules of Order shall be parliamentary authority in all meetings of the Board and Executive Committee.

ARTICLE VII - ADMINISTRATION

7.1 Executive Director: The Chief Executive and Administrative Officer of the Rappahannock Regional Criminal Justice Training Academy shall be the Executive Director who shall have direct supervision of all the other employees of the Academy. The Executive Director will have direct control, subject to the authority and approval of the Board for the management of the affairs of the Academy. The Executive Director shall have such duties as provided by the Code of Virginia, and other such duties as established by the Board. The Executive Director shall be employed under a written contract establishing terms, conditions and rate of pay of employment. The contract shall be for no more than a period of two years. The Chairperson of the Board shall review the Executive Director's performance at least annually.

7.2 Personnel Actions: The Executive Committee will hear appeals of personnel actions of termination taken by the Executive Director. At the discretion of the Chairperson, Executive Committee members may be appointed to hear such matters.

7.3 Policy: The Board retains the right to establish policy for the operation of the Academy and the conduct of Academy business.

ARTICLE VIII - FINANCIAL

8.1 Fiscal Year: The Fiscal Year of the Board shall begin each year on July 1st, and shall end on June 30th of the following year.

8.2 Budget: The Board, at the annual meeting, shall approve an annual budget for the coming fiscal year.

8.3 Audits: An audit shall be conducted annually by an independent Certified Public Accountant of all academy revenue and expenditures. A full report of the audit shall be made to the Board at the annual meeting.

8.4 Insurance: The Board shall cause to be secured such casualty and liability insurance coverage as the Board deems necessary to protect its liability and cover its assets.

ARTICLE IX - AMENDMENTS

9.1 Amendments: These By-laws may be amended upon recommendation of the Executive Committee and affirmed by a majority vote of the Board of Directors at the next regularly scheduled meeting or a special meeting called for that purpose.

Last Reviewed: 08/24/2022
Revised: 08/24/2022
Adopted: 01/01/2023

Charter Agreement
For the
Rappahannock Regional Criminal Justice Training Academy
(Eff. 01/01/2023, Amended 08/24/2022)

Section 1. Creation

On July 13, 1978 the participating Counties, Cities and Towns created the Rappahannock Regional Criminal Justice Training Academy (hereinafter called the "Academy") which shall exist under and be subject to the terms and conditions of this charter, which shall be deemed to constitute the agreement required by Section 15.2-1747 Code of Virginia, 1950, as amended, for the joint exercise of powers of participating political subdivisions.

Section 2. Purpose

The purpose of the Academy is to furnish the highest achievable level of professional law enforcement and criminal justice-related training to the participating jurisdictions through the development and operation of initial recruit training, continuing in-service training and advanced training programs.

Section 3. Duration

The Academy and this charter shall exist in perpetuity, subject, however, to the dissolution under one of the following conditions:

A. At any time, by unanimous agreement of the governing bodies of the academy.

B. In the event the governing body of a jurisdiction desiring to withdraw receives approval.

   - Withdrawal: Pursuant to Virginia Code 15.2-1747, an agency seeking to withdraw membership from RRCJA must signify its desire by resolution or ordinance issued from the agency's governing body and submitted to the Board of Directors. Withdrawals are only considered in October, once every five (5) years, commencing in October, 2001, and will not be considered at any other time, unless agreed to unanimously. Approval for the withdrawal requires a favorable vote of two-thirds of the Board of Directors of the academy. Withdrawals agreed to by the Board will be effective on June 30 of the following year, unless stipulated as otherwise by the Board. In addition to fulfilling any financial obligations for the current fiscal year, agencies granted withdrawal will be required to satisfy any outstanding debt service as outlined in the current fiscal budget.

Section 4. Board of Directors

There is hereby created the Academy Board of Directors (hereinafter called the "Board") which shall be comprised of the Chief of Police, Sheriff, Superintendent or Director from each of the member agencies.

A. Organization - - The Board shall conduct an annual meeting on a date selected by the Chairperson. Board officers and Executive Committee members shall be elected at this annual meeting in accordance with the Academy by-laws. Members shall serve a two-year term and may be re-elected at the expiration of the term. The secretary need not be a member of the Board. The Board shall fix such other meeting times as it deems necessary. Written minutes shall be recorded for all board and committee meetings.

B. Powers of the Board - - The Board shall have the following powers and duties:

1. To develop and approve the Academy curriculum in cooperation with and subject to review by the Virginia Department of Criminal Justice Services, and the academy policy.

2. To oversee and be responsible for the operation of the Academy, giving due consideration to the needs of the participating jurisdictions for recruit and in-service training and to the maximum benefits of instruction available, in fixing length and frequency of training, and in accordance with demand fixing the operational and staffing levels of the Academy, with which it shall have the power to expend funds appropriated to it.

3. To appoint a Director of the Academy, fix compensation and prescribe powers and responsibilities.

4. To contract with participating jurisdictions for necessary administrative and maintenance services.

5. To provide for the admission of trainees not employed by a participating jurisdiction and to fix necessary fees.

6. To create such standing committees as are deemed necessary to assist in developing plans for regional training programs and projects for criminal justice agencies and for proper administration and operation of the Academy.

Section 5. Financing and Budget

The Board shall designate the Chief Financial Officer of one of the participating jurisdictions to act as its fiscal agent. The Board shall provide for the manner in which and by whom disbursements may be authorized provided that it shall ensure that the disbursement authorization system of the fiscal agent is employed.

A. Capital Assets and Expenditures

1. Real Estate - - The Board may own or lease necessary real property, or may contract for its location needs. In the event an Academy location is furnished by a participating jurisdiction; the Board shall determine the method by which payment and/or credit for the furnishing of the physical facilities shall be given.

2. Equipment - - The Board shall, from time to time as it deems necessary, approve a schedule of equipment requirements, provided, however, that one or more participants may purchase the interests of one or more of the other participants in the property.

3. Debt Service – The Board, by majority vote, may enter into debt service to secure real property or equipment necessary to meet the needs and requirements of the academy. Each agency shall be responsible for its share of the debt service as outlined in the initial debt approval and subsequent budget reviews.

B. Operating Expenses

1. The Executive Committee shall be responsible for preparation of an annual operating budget, and shall submit its approved proposal to the Board not later than December 15^{th} preceding the next fiscal year. Upon the receipt of the proposed budget, the Board may make adjustments as approved by a majority of the Board members.

2. The operating budget and debt service appropriations shall be determined by the number of sworn personnel and that cost shall be established by the Board. Payments of the operational and debt appropriation to the academy shall be made at such intervals as the Board may provide.

Section 6. Termination

Termination of this cooperative endeavor shall occur only as provided for in Section 3. In the event this charter is terminated, payment and/or credit for the furnishing and use of real property owned by a member shall be adjusted ratable to the date of termination. All property shall be scheduled and valued by or at the direction of the Board and distributed in kind to the members as nearly as is feasible in the same proportion as each member contributed to acquiring it; provided, however, that one or more members may purchase the interests of one or more of the other members in the property.

Section 7. Amendments

The Executive Committee may recommend minor amendments to this Charter to keep the academy in compliance with any state or federal law or regulation change. Such amendments shall become effective upon approval by two-thirds of the Board Members.

The board may recommend amendments to this Charter. Such amendments shall become effective upon approval by two-thirds of the Board Members, and by Resolution duly adopted by their respective governing bodies.

R E S O L U T I O N FOR ADOPTING 2022 CHARTER AMENDMENTS

Amendment to the Charter Agreement of the Rappahannock Regional Criminal Justice Academy

RESOLVED that the Charter Agreement for the Rappahannock Regional Criminal Justice Training Academy shall be amended, revised, and updated by the adoption of the changes reflected in the document entitled, "CHARTER AGREEMENT FOR THE RAPPAHANNOCK REGIONAL CRIMINAL JUSTICE TRAINING ACADEMY, (As Amended 2022)" attached hereto and incorporated herein.

The foregoing Resolution was duly adopted by the Town Council of the Town of Orange on the 5th day of December 2022.

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Martha B. Roby, Mayor

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Gregory B. Woods, Town Manager

NEW BUSINESS SUMMARY
December 5, 2022

AGENDA ITEM: 9B

Consideration to cancel the Monday, January 2, 2023, Town Council Meeting because it falls on a Town Holiday, New Year's Day observed.

SUMMARY:

- The Monday, January 2, 2023 scheduled Town Council Work Session meeting falls on a Town holiday, New Year's Day observed.
- Staff is recommending that the meeting be canceled.

MOTION:

"I move that Town Council cancel the Monday, January 2, 2023 Town Council Work Session meeting because it fall on a Town holiday, New Year's Day observed."

NEW BUSINESS SUMMARY
Monday, December 5, 2022

AGENDA ITEM: 9C

Consideration of moving the regular Monday, January 16th Town Council meeting to Tuesday, January 17th because it falls on a Town Holiday – Martin Luther King Jr. Day.

SUMMARY:

- The regular January Town Council meeting is scheduled for Monday, January 16, 2023, at 7 p.m. which is a Town holiday – Martin Luther King Jr. Day.
- Staff is recommending that the meeting be moved to Tuesday, January 17th.

MOTION:

"I move that Town Council move the Monday, January 16th Town Council meeting to Tuesday, January 17th because the Monday meeting falls on a Town holiday – Martin Luther King Jr. Day.