

TOWN OF ORANGE



COUNCIL MEETING PACKAGE

TUESDAY, JANUARY 17, 2023

7:00 P.M.



**Meeting Agenda
Tuesday, January 17, 2023
Town of Orange Community Meeting Room**

5:45 p.m.

Special Meeting to Adopt Proclamations for former Council Members Bosford and Fox.

6:00 p.m.

Reception honoring former Council Members Bosford and Fox.

7:00 p.m.

1. Call to order by the Town Manager.

2. Pledge of Allegiance.

3. Roll Call – Town Council:

Councilmember-Elect Jason R. Cashell
Councilmember-Elect Jeremiah V. Pent
Councilmember Martha B. Roby

Councilmember Frederick W. Sherman, Jr.
Councilmember Donna Waugh-Robinson

4. Adoption of Agenda

5. Election of Mayor.

6. Election of Vice-Mayor.

7. Public Hearings – Town Council will hold two Public Hearings on Declaring Town Owned Land on Robinson Street as Surplus.

A. Parcel 044A4002300070 – 0 Robinson Street (attached map)

B. Parcel 044A4002300080 – 0 Robinson Street (attached map)

8. 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.

9. Consideration of Town Council Meeting Minutes of December 5, 2022.

10. Reports

[A] Finance Report – Director of Finance.

11. Unfinished Business:

12. New Business:

[A] Consideration of appointments to Boards and Committees.

13. DRAFT FY24 Budget Informational Presentation – Town Manager

14, FOIA/COIA Presentation – Town Attorney

15. Town Council Adjournment.



ELECTION OF MAYOR
January 17, 2023
Agenda Item No. 5

OUTLINE:

1. The Town Manager will call for nominations for Mayor. All nominations will be seconded.
2. The Town Manager will call for a motion for nominations of Mayor to be closed. This motion will need to be seconded and a vote taken.
3. The Town Clerk will call a roll call vote for each nominee for Mayor.
4. The Mayor for 2023 is _____.



ELECTION OF VICE-MAYOR
January 17, 2023
Agenda Item No. 6

OUTLINE:

1. The Mayor will call for nominations for Vice-Mayor. All nominations will be seconded.
2. The Mayor will call for a motion for nominations of Vice-Mayor to be closed. This motion will need to be seconded and a vote taken.
3. The Town Clerk will call a roll call vote for each nominee for Vice-Mayor.
4. The Vice-Mayor for 2023 is _____.

PUBLIC HEARINGS



PUBLIC HEARING SUMMARY
January 17, 2023

AGENDA ITEMS: 7A & 7B

Town Council will hold two Public Hearings on declaring Town owned land on Robinson Street as Surplus Property.

SUMMARY:

- Please see attached memorandum from the Town Manager along with supporting documentation.
- There will be two separate Public Hearings for two separate lots on Robinson Street:
 - A. Parcel 044A4002300070 – 0 Robinson Street (see attached map)
 - B. Parcel 044A4002300080 – 0 Robinson Street (see attached map)

STAFF RECOMMENDATION:

- Staff is requesting that Town Council declare each of these properties as surplus, independent of each other.

PUBLIC HEARING OUTLINE: (Two separate Public Hearings)

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 Roby calls for questions/comments (if any) from Town Council.
5. Mayor Roby calls for vote, if any, from Town Council.

MOTION:

“I move that Town Council declare Parcel 044A4002300070 on Robinson Street as surplus.”

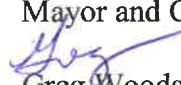
“I move that Town Council declare Parcel 044A4002300080 on Robinson Street as surplus.”



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

119 Belleview Avenue, Orange Virginia 22960 - 1401
Phone: (540) 672-5005 Fax: (540) 672-4435
Email - townmanager@townoforangeva.org

MEMORANDUM

TO: Mayor and Council Members
FROM:  Greg Woods, Town Manager
DATE: January 10, 2023

SUBJECT: Potential Surplus Property

We have had requests for the potential sale of two lots owned by the Town of Orange. The lots have been approached independently of each other. Two separate Public Hearings on the properties should be held. Both lots were acquired from the land acquisition from Norfolk Southern on Robinson Street.

- 1) Parcel 044A4002300070 - 0 Robinson Street (attached map)
- 2) Parcel 044A4002300080 - 0 Robinson Street (attached map)

Staff is requesting to declare each of these properties as surplus, independent of each other.

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



NOTICE OF PUBLIC HEARINGS

The public is hereby advised that the Town of Orange Town Council will hold two Public Hearings on the following matters in the Town of Orange Community Meeting Room located at 235 Warren Street on Tuesday, January 17, 2023 at 7:00 p.m. All persons with an interest in the same are encouraged to attend these Public Hearings. Oral and/or written comments will be received at that time; comments will also be accepted via email at townplanner@townoforangeva.org prior to the meeting.

Declaring Town Owned Land on Robinson Street as Surplus

Per State code §15.2-1800 The Town of Orange Town Council will hold two public hearings on the disposition of Town-owned land to gather comments from interested individuals regarding the the possible determination of said parcels as surplus real property and the disposition thereof.

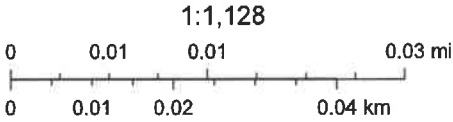
Further information and copies of the complete request are on file in the Department of Community Development located on the Third Floor at 119 Belleview Avenue, or by contacting John G. Cooley, AICP, CZA, at (540) 672-6917.

Tax Parcel 044A4002300070



January 9, 2023

- Driveway
- Private
- Roads
 - Primary
 - Secondary
-  Town Boundary
-  County Boundary



Virginia Geographic Information Network (VGIN)



0 ROBINSON ST

Parcel Information

[Click Here to View Official Property Card](#)

Parcel ID: 044A4002300070

Tax Map: 044

Block: 23

Parcel Address 1: 0 ROBINSON ST

Legal Description 1: 44A4-23-7 SOUTHERN RR CO

Legal Description 2: LOT 1 ON PLAT

District: TOWN OF ORANGE

Topology: N/A

Class: LOCAL GOVT

PRN/Link: 21942

Double Circle: 00

Lot: 0007

Parcel Address 2: N/A

Deed: DB-2018-3990

Will: NONE

Plat: NONE

Utilities: NONE

Owner Information

Owner: TOWN OF ORANGE

Owner Address: 119 BELLEVIEW AVE

Owner City, ST Zip: ORANGE VA 22960

Current Valuation

Assessment Year: 2020

Exempt: Yes

Current Land: \$10,900

Current Building: N/A

Current Improvements: N/A

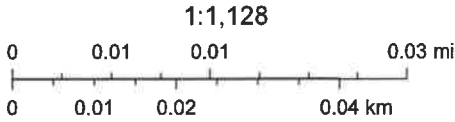
Current Total: \$10,900

Tax Parcel 044A4002300080



January 9, 2023

- Driveway
- Private
- Roads
 - Primary
 - Secondary
- ▤ Town Boundary
- ▭ County Boundary



Virginia Geographic Information Network (VGIN)



0 ROBINSON ST

Parcel Information

[Click Here to View Official Property Card](#)

Parcel ID: 044A4002300080

Tax Map: 044

Block: 23

Parcel Address 1: 0 ROBINSON ST

Legal Description 1: 44A4-23-8 SOUTHERN RR CO

Legal Description 2:

District: TOWN OF ORANGE

Topology: N/A

Class: LOCAL GOVT

PRN/Link: 21943

Double Circle: 00

Lot: 0008

Parcel Address 2: N/A

Deed: DB-2018-3990

Will: NONE

Plat: NONE

Utilities: NONE

Owner Information

Owner: TOWN OF ORANGE

Owner Address: 119 BELLEVIEW AVE

Owner City, ST Zip: ORANGE VA 22960

Current Valuation

Assessment Year: 2020

Exempt: Yes

Current Land: \$13 300

Current Building: N/A

Current Improvements: N/A

Current Total: \$13.300

MINUTES

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December 5, 2022
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The Orange Town Council held a regular meeting at 7 p.m. in the Town's Community Meeting Room. Town Councilmembers present were: Mayor Martha B. Roby, Vice-Mayor Frederick W. "Rick" Sherman, Jr., Councilmembers Timothy Bosford, Jr., Elliott Fox, Jr., 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 Community Development John Cooley, AICP, Director of Finance Dianna Gomez, and Police Chief Kiline Madison.

CALL TO ORDER

Councilmember Bosford led everyone in the Pledge of Allegiance.

ADOPTION OF AGENDA

The Town Manager stated that a business in Town would like to see Town Council re-address the consideration of authorizing public hearings advertisements for the potential sale of two lots in the Town of Orange on Robinson Street.

Mayor Roby added a Closed Session to the end of the agenda regarding Virginia State Code 2.2-3711, Subsection 3711, subsection 8 for the purpose of consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel involving communications from citizens related to the recent election.

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

PUBLIC COMMENT

Ms. Grayson Butterfield of 11499 Rapidan Road appeared before Council regarding her continued concern over local election integrity.

TOWN COUNCIL CONSIDERED TOWN COUNCIL MEETING MINUTES OF
NOVEMBER 22, 2022

Motion was made by Councilmember Bosford, seconded by Vice-Mayor Sherman, to adopt the minutes of November 21, 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.

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REPORTS

PRESENTATION OF THE FY2022 AUDIT REPORT

Mr. Benjamin Packett, CPA, of Robinson, Farmer, Cox and Associates presented the FY22 Audit Report.

After discussion, Mr. Packett thanked the Town staff for their dedication and for their good working relationship.

PRESENTATION BY VIRGINIA MAIN STREET

Ms. Rebecca Rowe, Assistant Director of Virginia Main Street, presented General Main Street information and best practices for new accreditation criteria to assist the Town and ODA.

After discussion, Mayor Roby stated that the Town wanted ODA to be a vibrant partner. Mayor Roby stated it made good sense for the community and she looked forward to the Town working with ODA.

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: \$55,000 for Meals Tax, and \$73,000 for Local Sales Tax. The Director of Finance stated further that Delinquent Real Estate Taxes had not changed since the last meeting, and Personal Property Tax Delinquencies amounted to \$77,000.

The Director of Finance stated that Water Sales Revenue through November was \$647,004. The Director Finance stated further that Revenue was projected to be at budget for the year.

The Director of Finance stated that Sewer Sales Revenue through November was \$811,300. The Director of Finance stated further that the revenue was projected to come in \$57K unfavorable for the year due to the reduction of sewer availability fees in the forecast.

The Director of Finance stated that payments for November were \$707,880. The Director of Finance stated further that the payments included \$325K to VRA for the Wastewater debt related to the 2014 refinancing, 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 \$634,898 YTD, of which \$86,000 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 \$317,016 went to Standpipe Engineering services. The Director of Finance stated

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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 have not received an update for the Safe Streets for All grant. The Director of Finance reported further that she was working with Aaron Hines on a Cyber Security grant application, but the potential amount of the funding was not know yet.

UNFINISHED BUSINESS

CONSIDERATION OF RESOLUTION (RES2023-04) AMENDING THE BUDGET FOR THE WASTEWATER PLANT DUMP TRUCK

The Town Manager stated that Town Council had already approved the purchase of the Wastewater Plant Dump Truck from the Reserve Fund. The Town Manager stated that tonight before Council was a Resolution (RES2023-04) for consideration which would amend the FY23 Budget allowing for the purchase of a new dump truck at the Wastewater Plant.

Motion was made by Councilmember Bosford, seconded by Vice-Mayor Sherman, to adopt Resolution (RES2023-04) amending the FY2023 budget for the purchase of a new dump truck at the Wastewater Treatment Plant. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Bosford – aye, Councilmember Fox – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

CONSIDERATION TO EXTEND PERSONAL PROPERTY TAXES DUE DATE FOR 2022

The Director of Finance requested a change to this year's Personal Property Tax due date from December 5, 2022, to December 19, 2022. The Director of Finance stated that the request was being made due to the delay in the mailing of tax bills. The Director of Finance reported that the delay was partly caused by the extra time needed to update the tax rate to offset the increased values which was equalizing the billing compared to last year. The Director of Finance stated that this request was temporary and only affected 2022 Personal Property tax bills.

The Town Attorney stated that she verified the Town could extend the tax due date.

After discussion, motion was made by Councilmember Bosford, seconded by Councilmember Waugh-Robinson, to extend the personal property tax due date from December 5, 2022, to December 19, 2022. 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 Council requested that this change be advertised on the Town's website, Town's Facebook page, and a Code Red be sent out announcing the extension of due date.

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TOWN COUNCIL CONSIDERED AUTHORIZING THE ADVERTISEMENT FOR TWO
PUBLIC HEARINGS FOR THE POTENTIAL SALE OF TWO LOTS OWNED BY THE
TOWN OF ORANGE

The Town Manager stated that the Town has had a request from business owners to reconsider the advertisements for public hearings for the potential sale of the two lots owned by the Town of Orange to include:

- 1) 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

Vice-Mayor Sherman inquired why would you just keep the one piece. The Town Manager stated that the authorization of a public hearing was to declare the properties surplus. The Town Manager stated that we have had two separate inquiries independent of each other about the properties.

After discussion, motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to authorize staff to advertise two Public Hearings for the potential sale of two Robinson lots owned by the Town of Orange to declare them surplus. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Bosford – aye, Councilmember Fox – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

NEW BUSINESS

TOWN COUNCIL CONSIDERED A RESOLUTION FOR THE RAPPAHANNOCK
REGIONAL CRIMINAL JUSTICE ACADEMY AMENDING THE CHARTER AGREEMENT

The Chief of Police reported that the bylaws had changed for the Police Academy members and that the Rappahannock Regional Criminal Justice Academy was requesting a resolution from all jurisdictions to allow the Charter Agreement to be amended.

Motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Fox, to move that Town Council adopt the 2022 Charter Amendments Resolution for the Rappahannock Regional Criminal Justice Academy, as presented. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Bosford – aye, Councilmember Fox – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

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TOWN COUNCIL CANCELED THE MONDAY, JANUARY 2, 2023, TOWN COUNCIL MEETING BECAUSE IT FELL ON A TOWN HOLIDAY, NEW YEAR'S DAY

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to move that Town Council cancel the Monday, January 2, 2023, Town Council work session meeting because it fell on a Town holiday, New Year's Day observed. 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 COUNCIL CONSIDERED MOVING THE DATE OF THE REGULAR SCHEDULED MONDAY, JANUARY 16, 2023, TOWN COUNCIL MEETING TO TUESDAY, JANUARY 17th BECAUSE IT FELL ON A TOWN HOLIDAY – MARTIN LUTHER KING JR. DAY

Motion was made by Councilmember Bosford, seconded by Councilmember Waugh-Robinson, to move that the Monday, January 16, 2023, Town Council meeting be moved to Tuesday, January 17, 2023, because the regularly scheduled Monday meeting fell on a Town holiday – Martin Luther King Jr. Day. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Bosford – aye, Councilmember Fox – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

The Town Clerk reminded everyone that we would be honoring Councilmembers Bosford and Fox with a reception for their service on Tuesday, January 17th at 6 p.m. in the Town's Community Meeting Room.

ROTARY CHRISTMAS PARADE

Mayor Roby stated that the Rotary Christmas Parade was excellent. Mayor Roby also commented how beautiful the storefronts were in Town and how it was so nice to have something to do most of the day this past Saturday.

TOWN COUNCIL WILL HOLD A CLOSED SESSION UNDER STATE CODE SECTION 2.2-3711, SUBSECTION 8 FOR THE PURPOSE OF CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL INVOLVING COMMUNICATIONS FROM CITIZENS RELATED TO THE RECENT ELECTION

Motion was made by Mayor Roby, seconded by Councilmember Waugh-Robinson, to move into closed session under the provisions of State Code Section 2.2-3711, subsection 8 for the purpose of consultation with legal counsel regarding specific legal matter requiring the provision of legal advice by such counsel involving communications from citizens related to the recent election. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Bosford – aye, Councilmember Fox – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

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A five-minute recess was held before going into closed session.

Motion was made by Councilmember Bosford, seconded by Vice-Mayor Sherman, to leave closed session and reconvene in regular session. On roll call vote, Councilmember Waugh-Robinson – aye, Councilmember Bosford – aye, Councilmember Fox – aye, Vice-Mayor Sherman – aye, and Mayor Roby – aye. All members swore that they only discussed matters lawfully permitted under the State Code and so noted in the motion convening the Closed Session.

With no further business the meeting adjourned at 9:30 p.m.

Wendy J. Chewning, MMC
Town Clerk

Martha B. Roby, 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.org

MEMORANDUM

TO: Mayor and Council Members
FROM: Dianna Gomez, Director of Finance
DATE: January 5, 2022
SUBJECT: Summary Financial Report – December 2022

The following is a summary report of the financial condition of the Town as of December 31, 2022, the sixth period of FY 2023 budget as approved and amended. This report covers 50% of the current fiscal year. Please review the attached schedules for specific category results.

General Fund

General Fund revenues are \$3,403,966 or 47.89% of the FY 2023 annual budget. Referring to our annual projections spreadsheet (attached) the current revenue position for the General Fund (excluding reserve usage) is \$596,937 higher than budget. This includes a \$250,000 lump sum rent payment from TowerCom.

Tax revenue for the month was \$480,687 of which 26.8% was derived from Personal Property Tax, 17.6% was Real Estate Tax and 26.7% came from Meals Tax.

Motor Vehicle Rental Tax has decreased year over year. Enterprise Car Rentals has closed down in Orange; they were the main source of this revenue.

Year to date General Fund expenditures were \$3,003,040 or 42.24% of the amount budgeted for FY 2023. Expenditures are in line for this period.

Water Fund

Water Fund revenues are \$3,445,630 or 47.26% of the annual budget. Included in the water revenues are ARPA funds of \$2,643,592.

Year to date water fund expenditures of \$1,049,656 are 14.40% of the annual budget. Chemical pricing has increased. Equipment repair and electric are trending higher than budget. Other expenditures are in line for this period.

Waste Water Fund

Sewer Fund Revenues are \$1,105,301 or 56.15% of the annual budget. Sewer revenue projections have been reduced because the availability fees expected from the Seasons at Round Hill Meadows housing development are falling behind budgeted levels. Year to date Sewer Fund expenditures of \$1,174,407 were at 59.67% of the annual budget. Chemicals, fuel, equipment repair and electric are trending higher than budget. A significant principal payment to Virginia Resource Authority (\$325,152) was made in November for the financing of the WTP upgrade in 2004. Other costs are in line for this period.

Cash Balances

The combined cash balance for the Town's Funds is \$8,991,682 with \$5,366,769 reserved for projects or dedicated to specific uses. The cash balance includes \$1,500,000 on deposit with the Virginia Investment Pool Trust Fund. Significant payments occurred in July for the US Bank loan and November for the Virginia Resource Authority loan.

Debt Balances

A summary of the Town's Debt as of December 31, 2022 is included with this report. The summary includes the significant July and November payments.

**Town of Orange
Revenue Accounts
Month of December 2022**

Description	FY-2023 Budget	Actual Revenues			Projected		FY-2023 Variance to Budget
		Previous Months	Current Month	FY-2023 Year-To-Date	Remaining Months	FY-2023 Revenues	
General Fund							
Taxes							
Real Estate	635,000	217,163	84,513	301,676	323,535	625,211	(9,789)
Personal Property	185,000	69,559	128,972	198,531	17,000	215,531	30,531
Public Service Corp.	31,000	2,203	21,811	24,015	-	24,015	(6,985)
Delinquent	-	-	-	-	-	-	-
Cigarette	90,000	34,200	1,800	36,000	45,000	81,000	(9,000)
Bank Franchise	165,000	-	-	-	165,000	165,000	-
Utility Consumer	231,600	97,678	19,066	116,744	115,800	232,544	944
Electric Consumption	15,000	5,980	1,156	7,136	7,500	14,636	(364)
Local Sales	300,000	197,865	31,409	229,274	150,000	379,274	79,274
Motor Vehicle Registration Fees	88,000	44,260	44,209	88,469	3,000	91,469	3,469
Business & Prof. License	200	100	-	100	200	300	100
Meals	1,400,000	658,772	128,463	787,234	679,998	1,467,232	67,232
Transient/Occupancy	140,000	73,063	9,108	82,172	60,000	142,172	2,172
Communications	135,000	51,316	10,180	61,496	67,500	128,996	(6,004)
Sub-Total Taxes	3,415,800	1,452,159	480,687	1,932,846	1,634,533	3,567,379	151,579
Licenses & Permits							
Licenses & Permits	100	225	-	225	50	275	175
Sub-Total Licenses	100	225	-	225	50	275	175
Fines & Forfeitures							
Court Fines	80,000	39,950	6,861	46,811	39,998	86,809	6,809
Sub-Total Fines	80,000	39,950	6,861	46,811	39,998	86,809	6,809
Intergovernmental - State							
Skills Games Fee	3,456	-	-	-	1,728	1,728	(1,728)
Rolling Stock	6,600	6,640	-	6,640	-	6,640	40
Motor Vehicle Rental	37,000	740	29	769	1,359	2,128	(34,872)
Mobile Home (RV) Registration	-	-	-	-	-	-	-
Law Enforcement Assistance	114,584	66,787	-	66,787	57,292	124,079	9,495
PPTR Revenue	89,615	89,615	-	89,615	-	89,615	-
State Highway Maint. Fund	984,356	266,764	266,764	533,527	492,178	1,025,705	41,349
Misc. Grants - (DMV) Law Enf. OT	2,000	-	4,052	4,052	1,500	5,552	3,552
Litter Control Grant	2,500	-	-	-	2,500	2,500	-
Fire Programs Grant	17,094	19,579	-	19,579	-	19,579	2,485
Sub-Total Intergovernmental	1,257,205	450,124	270,845	720,969	556,557	1,277,526	20,321
Investments/Sales of Assets							
Interest Income	1,500	13,056	17,371	30,427	750	31,177	29,677
TowerCom Capital Lease	14,688	6,242	251,248	257,491	-	257,491	242,803
Sale of Surplus Property	-	4,010	-	4,010	-	4,010	4,010
Sales of Recycled Materials	-	35	333	368	-	368	368
Sub-Total Investments/Sales of Asset:	16,188	23,344	268,952	292,296	750	293,046	276,858
User Fees							
Planning & Development Fees	2,500	2,065	1,775	3,840	1,250	5,090	2,590
Transit Collections	19,512	5,070	-	5,070	14,634	19,704	192
Porterfield Park Shelter	1,200	1,150	-	1,150	600	1,750	550
Depot Community Room	240	430	50	480	120	600	360
Public Works Community Room	3,300	940	300	1,240	1,650	2,890	(410)
Trash Collection - Commercial	50,000	23,354	4,578	27,932	24,998	52,930	2,930
Trash Collection - Residential	106,000	43,450	8,454	51,905	53,002	104,907	(1,093)
Taylor Park	50	-	-	-	50	50	-
Sub-Total User Fees	182,802	76,459	15,158	91,617	96,304	187,921	5,119
Miscellaneous Revenue							
Misc. General Fund Revenue	24,400	23,491	15,084	47,247	9,698	56,945	32,545
DMV Stop Fees	500	2,465	425	2,890	248	3,138	2,638
Administrative Fee	2,004	4,503	750	5,253	1,002	6,255	4,251
VRTA Reimbursements - TOOT	-	26,549	8,445	34,994	-	34,994	34,994
Expenditure Refunds	20,000	77,565	257	77,823	-	77,823	57,823
Internal Charges	376,395	160,018	32,004	192,022	188,199	380,221	3,826
ARPA - NEU FUNDS	-	-	-	-	-	-	-
Capital Fund (Real Estate Applied)	(121,337)	-	-	-	(121,337)	(121,337)	-
Add'l Transfers to Capital Fund	(1,155,463)	-	-	-	(1,155,463)	(1,155,463)	-
Reserve Fund	1,076,838	-	-	-	1,076,838	1,076,838	-
Sub-Total Miscellaneous	223,337	294,592	56,965	360,228	(815)	359,413	136,076
Total General Fund	5,175,432	2,336,854	1,099,467	3,444,992	2,327,377	5,772,369	596,937

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**Town of Orange
Revenue Accounts
Month of December 2022**

Description	FY-2023 Budget	Actual Revenues			Projected		FY-2023 Variance to Budget
		Previous Months	Current Month	FY-2023 Year-To-Date	Remaining Months	FY-2023 Revenues	
Capital Fund							
Byrd Street Project	-	-	-	-	-	-	-
VDOT - Paving Reimbursement	666,000	-	-	-	666,000	666,000	-
ISTEA Mainstreet Project	-	-	-	-	-	-	-
ISTEA Railroad Avenue	-	-	-	-	-	-	-
General Fund Capital Proceeds	121,337	-	-	-	121,337	121,337	-
Add'l Transfers from General Fund	1,145,663	-	-	-	1,145,663	1,145,663	-
Loan Proceeds	-	-	-	-	-	-	-
Capital Reserve Fund	-	-	-	-	-	-	-
Total Capital Fund	1,933,000	-	-	-	1,933,000	1,933,000	-
Net General Fund	7,108,432	2,336,854	1,099,467	3,444,992	4,260,377	7,705,369	596,937
Water Fund							
Investments/Sales of Assets							
Interest Income	5,000	4,968	1,724	6,693	2,498	9,191	4,191
Sale of Surplus Property	-	-	-	-	-	-	-
Sub-Total Investments/Asset Sales	5,000	4,968	1,724	6,693	2,498	9,191	4,191
Utility Revenues							
Water Sales	1,345,255	602,104	104,249	706,353	672,625	1,378,978	33,723
Water Availability	156,000	33,000	9,000	42,000	56,500	98,500	(57,500)
Water Reconnection Fees	20,000	11,900	(150)	11,750	9,998	21,748	1,748
Sub-Total Utility	1,521,255	647,004	113,099	760,103	739,123	1,499,226	(22,029)
Miscellaneous Revenue							
Miscellaneous Revenues	41,500	33,109	2,143	35,251	6,600	41,851	351
Expenditure Refunds	-	-	-	-	-	-	-
Water Fund Grant	3,043,592	2,643,643	-	2,643,643	400,000	3,043,643	51
Reserve Fund	2,678,810	-	-	-	2,678,810	2,678,810	-
Sub-Total Miscellaneous	5,763,902	2,676,752	2,143	2,678,894	3,085,410	5,764,304	402
Total Water Fund	7,290,157	3,328,723	116,967	3,445,690	3,827,031	7,272,721	(17,436)
Sewer Fund							
Investments/Sales of Assets							
Interest Income	-	-	-	-	-	-	-
Sub-Total Interest	-	-	-	-	-	-	-
Utility Revenues							
Sewer Sales	1,583,518	682,598	132,683	815,281	791,758	1,607,039	23,521
Sewer Availability	641,160	98,640	36,990	135,630	319,850	455,480	(185,680)
Sewer Sales - Sludge	60,000	30,062	4,192	34,253	30,000	64,253	4,253
Sub-Total Utility	2,284,678	811,300	173,865	985,165	1,141,608	2,126,773	(157,905)
Miscellaneous Revenue							
Miscellaneous Revenues	2,000	3	1	3	2,000	2,003	3
Nutrient Credit Exchange	4,500	8,519	-	8,519	-	8,519	4,019
Leachate Sales	100,000	98,354	-	98,354	50,002	148,356	48,356
Septic Hauling	52,000	10,241	3,019	13,260	26,002	39,262	(12,738)
Expenditure Refunds	-	-	-	-	-	-	-
Reserve Fund	(474,845)	-	-	-	(474,845)	(474,845)	-
Sub-Total Miscellaneous	(316,345)	117,117	3,020	120,136	(396,841)	(276,705)	39,640
Total Sewer Fund	1,968,333	928,417	176,884	1,105,301	744,767	1,850,068	(118,265)
Total Revenues	16,366,922	6,593,994	1,393,318	7,995,983	8,832,175	16,828,158	461,236

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TOWN OF ORANGE

Fund Balances

The following numbers represent our best estimates of unencumbered fund balances (cash) as of December 31, 2022:

	Cash Balance	Encumbered	Unencumbered Balance
General Fund	\$ 7,441,543	\$ -	\$ 7,441,543
Capital Improvement Fund	(2,376,609)	892,182	(3,268,791)
Water Fund	4,964,136	4,302,287	661,849
Sewer Fund	(1,199,277)	-	(1,199,277)
Water Deposit Fund	99,058	99,058	-
Taylor Park Fund	73,242	73,242	-
Grant Fund	(10,411)	-	(10,411)
Totals	<u>\$ 8,991,682</u>	<u>\$ 5,366,769</u>	<u>\$ 3,624,913</u>

Town Debt Service
As of December 31, 2022

	Original Debt	Principal @ 06/30/2022	FY - 2022 Principal & Interest			Principal Remaining
			Budgeted	Paid	Remaining	
<u>General Fund</u>						
Route 20 Expansion	\$ 1,372,000	\$ 267,037	\$ 94,250	\$ 92,384	\$ 1,866	\$ 177,437
Public Works Center	\$ 931,000	\$ 181,203	\$ 63,955	\$ 62,689	\$ 1,266	\$ 120,403
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service Activity	<u>\$ 2,303,000</u>	<u>\$ 448,240</u>	<u>\$ 158,205</u>	<u>\$ 155,073</u>	<u>\$ 3,132</u>	<u>\$ 297,840</u>
<u>Water Fund</u>						
Macon Road Tank	\$ 392,000	\$ 76,296	\$ 26,928	\$ 26,395	\$ 533	\$ 50,696
Raw Water Storage Basin	\$ 2,196,000	\$ 1,248,088	\$ 137,906	\$ 75,750	\$ 62,156	\$ 1,190,288
Debt Service Activity	<u>\$ 2,588,000</u>	<u>\$ 1,324,384</u>	<u>\$ 164,834</u>	<u>\$ 102,146</u>	<u>\$ 62,689</u>	<u>\$ 1,240,984</u>
<u>Sewer Fund</u>						
Wastewater Treatment Plant Upgrade	\$ 2,009,000	\$ 391,018	\$ 138,008	\$ 135,276	\$ 2,732	\$ 259,818
New WWTP - Total /Cumulative Debt	\$ 15,882,032	\$ 8,779,111	\$ 650,304	\$ 325,152	\$ 325,152	\$ 8,453,959
Debt Service Activity	<u>\$ 17,891,032</u>	<u>\$ 9,170,129</u>	<u>\$ 788,312</u>	<u>\$ 460,429</u>	<u>\$ 327,884</u>	<u>\$ 8,713,777</u>
Total Debt Service	<u>\$ 22,782,032</u>	<u>\$ 10,942,753</u>	<u>\$ 1,111,351</u>	<u>\$ 717,647</u>	<u>\$ 393,705</u>	<u>\$ 10,252,601</u>

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Town of Orange
 ARPA Funds
 As of December 31, 2022

<u>1st Tranche</u>	<u>Funds Received</u>	<u>Funds Spent</u>	<u>Remaining Funds</u>
Standpipe	1,977,459.57	(317,015.15)	1,660,444.42
Fiber Optics Grant	350,000.00	-	350,000.00
Liquid Feed System	85,000.00	(86,750.00)	(1,750.00)
Scada System	231,132.43	(231,132.43)	-
Total	2,643,592.00	(634,897.58)	2,008,694.42

<u>2nd Tranche</u>	<u>Funds Received</u>	<u>Funds Spent</u>	<u>Remaining Funds</u>
Standpipe	2,643,592.00	-	2,643,592.00
Fiber Optics Grant			
Liquid Feed System			
Scada System			
Total	2,643,592.00	-	2,643,592.00

FINANCIAL STATEMENT ENDING

December, 2022

**Town of Orange
Financial Statement
December, 2022
50% of Budget Year
Fund Summaries**

REVENUES

FUND	FY-2023 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
GENERAL	4,985,033.00	190,400.00	1,090,997.35	3,403,966.01	47.89%	1,771,466.99
GF-CAP IMPROVEMENTS	505,000.00	1,428,000.00	-	-		2,224,673.62
WATER	5,418,157.00	1,872,000.00	116,932.45	3,445,629.54	47.26%	3,844,527.46
SEWER	1,958,532.00	9,800.00	176,884.23	1,105,300.73	56.15%	863,031.27
GRANTS/SPECIAL REVENUE	-	-	8,654.87	40,860.53	0.00%	-
WATER DEPOSIT	-	-	34.08	138.10	0.00%	-
TAYLOR PARK	-	-	25.02	88.28	0.00%	-
TOTAL	\$ 12,866,722.00	\$ 3,500,200.00	\$ 1,393,528.00	\$ 7,995,983.19	N/A	\$ 8,703,699.34

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

EXPENDITURES

FUND	FY-2023 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
GENERAL	4,985,264.25	190,400.00	448,131.39	2,740,030.32	42.24%	2,435,633.93
GF-CAP IMPROVEMENTS	505,000.00	1,428,000.00	90,585.44	263,009.78		1,669,990.22
WATER	5,418,157.00	1,872,000.00	147,848.72	1,049,655.59	14.40%	6,240,501.41
SEWER	1,958,532.00	9,800.00	144,972.47	1,174,406.77	59.67%	793,925.23
GRANTS/SPECIAL REVENUE	-	-	4,178.45	23,419.65	0.00%	-
WATER DEPOSIT	-	-	-	-	0.00%	-
TAYLOR PARK	-	-	-	-	0.00%	-
TOTAL	\$ 12,866,953.25	\$ 3,500,200.00	\$ 835,716.47	\$ 5,250,522.11	N/A	\$ 11,140,050.79

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

**Town of Orange
Financial Statement
December, 2022
50% of Budget Year
General Fund**

REVENUES

DESCRIPTION	FY-2023 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
LOCAL TAXES	3,415,800.00	-	480,686.72	1,932,136.80	56.56%	1,483,663.20
LICENSES & PERMITS	100.00	-	-	325.00	325.00%	(225.00)
FINES	80,000.00	-	6,860.84	46,810.90	58.51%	33,189.10
STATE FUNDS	1,257,205.00	-	270,844.80	720,222.27	57.29%	536,982.73
INV / SALE OF ASSETS	-	-	-	-	0.00%	0.00
USER FEES	182,802.00	-	15,157.66	91,174.55	49.88%	91,627.45
MISCELLANEOUS	424,800.00	-	66,198.85	355,805.61	83.76%	68,994.39
TOWERCOM LEASE	14,688.00	-	251,248.48	257,490.88	1753.07%	(242,802.88)
ARPA - NEU FUNDS	-	-	-	-	0.00%	0.00
RESERVE FUND	114,638.00	962,200.00	-	-	0.00%	1,076,838.00
TRANSF TO CAP. IMPROVEM.	(505,000.00)	(771,800.00)	-	-	0.00%	(1,276,800.00)
TOTAL	\$ 4,985,033.00	\$ 190,400.00	\$ 1,090,997.35	\$ 3,403,966.01	65.77%	\$ 1,771,466.99

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

EXPENDITURES

DEPARTMENT	FY-2023 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
LEGISLATIVE	123,131.00	-	1,722.39	21,211.32	17.23%	101,919.68
TOWN MANAGER	338,229.00	8,800.00	35,075.20	191,248.01	55.11%	155,780.99
TOWN ATTORNEY	38,500.00	-	3,000.00	19,395.17	50.38%	19,104.83
FINANCE DEPARTMENT	395,625.00	-	36,481.60	218,470.23	55.22%	177,154.77
ELECTIONS	3,500.00	-	-	-	0.00%	3,500.00
POLICE DEPARTMENT	1,635,945.00	-	166,704.62	904,788.89	55.31%	731,156.11
FIRE AND RESCUE	56,341.00	-	-	59,579.00	105.75%	(3,238.00)
PUBLIC WORKS	1,411,562.25	181,600.00	133,411.34	681,090.51	42.75%	912,071.74
TRASH COLLECTION	233,663.00	-	25,570.53	124,365.66	53.22%	109,297.34
MUNICIPAL BUILDING	48,415.00	-	8,691.31	32,326.70	66.77%	16,088.30
DEPOT	16,000.00	-	1,076.99	6,166.01	38.54%	9,833.99
TRANSPORTATION SYSTEM	102,594.00	-	-	56,513.00	55.08%	46,081.00
PARKS AND GROUNDS	27,000.00	-	1,484.94	10,543.08	39.05%	16,456.92
COMMUNITY DEVELOPMENT	261,427.00	-	14,277.21	91,965.46	35.18%	169,461.54
NON-DEPT - DEBT & OTHER	293,332.00	-	20,635.26	322,367.28	109.90%	(29,035.28)
NON-DEPT - DONATIONS	-	-	-	-	0.00%	0.00
NON-DEPT - CAPITAL	-	-	-	-	0.00%	0.00
TOTAL	\$ 4,985,264.25	\$ 190,400.00	\$ 448,131.39	\$ 2,740,030.32	52.94%	\$ 2,435,633.93

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

Town of Orange
Financial Statement
December, 2022
50% of Budget Year
General Fund - Capital Improvements

REVENUES

DESCRIPTION	FY-2023 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
TRANSFER FROM GENERAL	505,000.00	762,000.00	-	-	0.00%	1,267,000.00
STATE FUNDS	-	-	-	-	0.00%	0.00
MISCELLANEOUS	-	-	-	-	0.00%	0.00
MADISON/MAIN STREET SIGNAL LIGHT	-	666,000.00	-	-	0.00%	666,000.00
TOTAL	\$ 505,000.00	\$ 1,428,000.00	\$ -	\$ -	0.00%	\$ 1,933,000.00

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

EXPENDITURES

DEPARTMENT	FY-2023 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
ROAD PROJECTS	340,000.00	325,000.00	90,145.44	160,639.86	24.16%	504,360.14
MACHINERY & EQUIPMENT	145,000.00	92,000.00	-	88,215.70	37.22%	148,784.30
MADISON/MAIN STREET SIGNAL LIGHT	-	661,000.00	-	-	0.00%	661,000.00
COMPUTERS	20,000.00	-	440.00	14,154.22	70.77%	5,845.78
FIBER OPTICS BACKBONE (ARPA)	-	350,000.00	-	-	0.00%	350,000.00
CELL TOWER	-	-	-	-	0.00%	0.00
TOTAL	\$ 505,000.00	\$ 1,428,000.00	\$ 90,585.44	\$ 263,009.78	13.61%	\$ 1,669,990.22

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

**Financial Statement
December, 2022
50% of Budget Year
Water Fund**

REVENUES

DESCRIPTION	FY-2023 BUDGET		SALES MTD	SALES YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
TRANSFER FROM GENERAL	-	-	-	-	0.00%	-
INV/ SALE OF ASSETS	5,000.00	-	-	-	0.00%	5,000.00
WATER SALES	1,345,255.00	-	104,249.48	706,353.12	52.51%	638,901.88
WATER AVAILABILITY	156,000.00	-	9,000.00	42,000.00	26.92%	114,000.00
WATER RECONNECTIONS	20,000.00	-	(150.00)	11,750.00	58.75%	8,250.00
EXPENDITURE REFUNDS	-	-	-	-	0.00%	-
MISCELLANEOUS	41,500.00	-	3,832.97	41,934.42	101.05%	(434.42)
ARPA - NEU FUNDS	3,043,592.00	-	-	2,643,592.00	86.86%	400,000.00
RESERVE FUND	806,810.00	1,872,000.00	-	-	0.00%	2,678,810.00
TOTAL	\$ 5,418,157.00	\$ 1,872,000.00	\$ 116,932.45	\$ 3,445,629.54	47.26%	\$3,844,527.46

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

DEPARTMENT	FY-2023 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
STANDPIPE REPLACEMENT PROJECT		1,804,000.00	-	143,571.15	7.96%	1,660,428.85
WATER/SEWER LINE PROJ.		-				-
WATER TREATMENT	948,769.00	-	123,231.23	607,198.63	64.00%	341,570.37
WATER DISTRIBUTION	304,515.00	68,000.00	24,617.49	194,990.21	52.34%	177,524.79
NON-DEPT - DEBT & OTHER	4,164,873.00	-	-	103,895.60	2.49%	4,060,977.40
TOTAL	\$ 5,418,157.00	\$ 1,872,000.00	\$147,848.72	\$ 1,049,655.59	14.40%	\$ 6,240,501.41

**Town of Orange
Financial Statement
December, 2022
50% of Budget Year
Sewer Fund**

REVENUES

DESCRIPTION	FY-2023 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
LICENSES & PERMITS	-	-	-	-	0.00%	-
TRANSFER FROM GENERAL	-	9,800.00	-	-	0.00%	9,800.00
SEWER SALES	1,583,518.00	-	132,682.84	815,281.24	51.49%	768,236.76
SEWER AVAILABILITY FEES	641,160.00	-	36,990.00	135,630.00	21.15%	505,530.00
SEWER SALES - SLUDGE	60,000.00	-	4,191.74	34,253.30	57.09%	25,746.70
NUTRIENT CREDIT	4,500.00	-	-	8,519.15	189.31%	(4,019.15)
LEACHATE	100,000.00	-	-	98,353.55	98.35%	1,646.45
SEPTIC HAULING	52,000.00	-	3,019.10	13,260.19	25.50%	38,739.81
MISCELLANEOUS	2,000.00	-	0.55	3.30	0.17%	1,996.70
RESERVE FUND	(484,646.00)	-	-	-	0.00%	(484,646.00)
TOTAL	\$ 1,958,532.00	\$ 9,800.00	\$ 176,884.23	\$ 1,105,300.73	56.15%	\$ 863,031.27

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

EXPENDITURES

DEPARTMENT	FY-2023 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
SEWER TREATMENT	978,677.00	-	123,341.20	617,090.72	63.05%	361,586.28
SEWER COLLECTION	191,452.00	9,800.00	21,631.27	95,687.44	47.55%	105,564.56
NON-DEPT - DEBT & OTHER	788,403.00	-	-	461,628.61	58.55%	326,774.39
TOTAL	\$ 1,958,532.00	\$ 9,800.00	\$ 144,972.47	\$ 1,174,406.77	59.67%	\$ 793,925.23

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

BILLS AND CLAIMS

For the month December, 2022

**TOWN OF ORANGE
CHECK REGISTER**

DECEMBER 1 - 31, 2022

Check #	Check Date	Vendor Name	PO #	Net Amount
1113	12/14/2022	DMV	23-00765	\$ 975.00
12122	12/14/2022	ANTHEM BLUE CROSS & BLUE SHIELD	23-00758	63,990.00
12222	12/14/2022	TREASURER OF VIRGINIA	23-00759	51,459.42
12322	12/14/2022	EMPOWER RETIREMENT	23-00760	1,000.00
12422	12/14/2022	M&T BANK	23-00761	504.55
12522	12/14/2022	M&T BANK	23-00762	276.84
12622	12/14/2022	M&T BANK	23-00763	504.55
12722	12/14/2022	M&T BANK	23-00764	276.84
1114	12/21/2022	JANE WARE JOHNSON	23-00800	135.00
33184	12/6/2022	ACCESS TELECOM INC	23-00668	6,750.00
33185	12/6/2022	ADT SECURITY SERVICES	23-00667	236.95
33186	12/6/2022	AMERICAN GREEN	23-00669	175.00
33187	12/6/2022	AMOS APPAREL	23-00670	631.90
33188	12/6/2022	AMSOIL INC	23-00671	200.20
33189	12/6/2022	BMS DIRECT	23-00673	871.10
33190	12/6/2022	BRIZZOLARA PLUMBING, INC	23-00674	920.00
33191	12/6/2022	BRYANT, JAMES P & BRYANT JR, ARTHUR	23-00666	70.39
33192	12/6/2022	CENTRAL VIRGINIA ELECTRIC COOP	23-00675	337.58
33193	12/6/2022	AT&T MOBILITY	23-00672	1,438.49
33194	12/6/2022	CINTAS CORPORATION #385	23-00676	3,534.82
33195	12/6/2022	COECO OF CHARLOTTESVILLE	23-00680	609.83
33196	12/6/2022	COMCAST	23-00678	752.41
33197	12/6/2022	COMCAST	23-00677	453.78
33198	12/6/2022	CRYSTAL SPRINGS	23-00681	7.50
33199	12/6/2022	CSX TRANSPORTATION	23-00682	1,417.00
33200	12/6/2022	DMV	23-00707	-
33201	12/6/2022	DODSON, KENNETH	23-00683	100.00
33202	12/6/2022	E H ALTMAN INC	23-00706	265.92
33203	12/6/2022	ENVIROCOMPLIANCE LABORATORIES	23-00684	940.00
33204	12/6/2022	FLETCHER, JENNIFER L & ERICK R	23-00665	56.22
33205	12/6/2022	FORTILINE INC	23-00705	994.14
33206	12/6/2022	GALLS, LLC	23-00685	482.13
33207	12/6/2022	HACH COMPANY	23-00708	611.01
33208	12/6/2022	HIGHWAY MOTORS	23-00709	233.38
33209	12/6/2022	HINCHEY & BAINES, PLC	23-00686	15,149.75
33210	12/6/2022	J.D. NEWMAN, INC	23-00688	525.38
33211	12/6/2022	L&J'S BBQ, LLC	23-00710	384.00
33212	12/6/2022	MADISON FORD	23-00687	288.02
33213	12/6/2022	ORANGE CO CHAMBER OF COMMERCE	23-00690	65.00

33214	12/6/2022	ORANGE MOTOR SPECIALTY	23-00691	114.40
33215	12/6/2022	PITNEY BOWES INC	23-00692	84.99
33216	12/6/2022	RENTEQUIP	23-00693	104.00
33217	12/6/2022	ROOTX	23-00694	818.50
33218	12/6/2022	SMITH, BRITTANY	23-00711	41.20
33219	12/6/2022	STEROBEN ASSOCIATES	23-00695	3,750.00
33220	12/6/2022	THRASHER	23-00696	5,796.50
33221	12/6/2022	TOWN OF ORANGE	23-00697	1,150.00
33222	12/6/2022	MUNDY, DONNA	23-00630	123.30
33223	12/6/2022	OPIE, CONNELL	23-00631	52.52
33224	12/6/2022	HARRISON, CHRISTINE	23-00664	139.90
33225	12/6/2022	UNIVAR SOLUTIONS	23-00698	7,071.60
33226	12/6/2022	USABUEBOOK	23-00699	1,809.06
33227	12/6/2022	VACORP	23-00700	156.96
33228	12/6/2022	COECO OFFICE SYSTEMS, INC	23-00679	20.00
33229	12/6/2022	VIRGINIA BUSINESS SYSTEMS	23-00701	137.15
33230	12/6/2022	VUPS	23-00702	59.68
33231	12/6/2022	WAYNE OXYGEN & WELDING SUPPLY	23-00703	88.80
33232	12/6/2022	CHEWNING, WENDY	23-00704	90.00
33233	12/13/2022	ADVANCE AUTO PARTS	23-00721	170.91
33234	12/13/2022	AMAZON CAPITAL SERVICES	23-00722	2,794.53
33235	12/13/2022	TRUIST	23-00750	2,348.49
33236	12/13/2022	BMS DIRECT	23-00723	4,335.21
33237	12/13/2022	CHEMUNG CONTRACTING CORP	23-00724	141.05
33238	12/13/2022	COAST TO COAST	23-00725	299.19
33239	12/13/2022	CONLEY, MELISSA LYNN	23-00755	40.81
33240	12/13/2022	COZAD, SUSAN OLEN	23-00718	44.54
33241	12/13/2022	COZAD, OLEN	23-00719	119.59
33242	12/13/2022	DEBORAH MARLENE WAREHAM	23-00727	250.00
33243	12/13/2022	DOMINION ENERGY VIRGINIA	23-00728	1,990.32
33244	12/13/2022	ENVIROCOMPLIANCE LABORATORIES	23-00729	317.00
33245	12/13/2022	EZ PERFORMANCE CENTER	23-00731	8.21
33246	12/13/2022	FAYE'S OFFICE SUPPLY	23-00732	720.84
33247	12/13/2022	FISHER AUTO PARTS	23-00733	1,544.66
33248	12/13/2022	GALLS, LLC	23-00734	198.82
33249	12/13/2022	GFL ENVIRONMENTAL	23-00735	1,690.00
33250	12/13/2022	HACH COMPANY	23-00736	801.48
33251	12/13/2022	CATHERINE B. LEA	23-00737	3,000.00
33252	12/13/2022	LOVE OUTREACH FOOD PANTRY	23-00756	750.00
33253	12/13/2022	MADISON FORD	23-00739	24.68
33254	12/13/2022	MADISON COMPANION ANIMAL HOSPITAL	23-00738	537.95
33255	12/13/2022	MASON INSURANCE AGENCY	23-00740	1,000.00
33256	12/13/2022	MATTHEW BENDER & CO., INC	23-00741	26.69
33257	12/13/2022	MICROSOFT	23-00742	440.00
33258	12/13/2022	MULLINS, JULIE MAE &	23-00717	61.70
33259	12/13/2022	NORFOLK SOUTHERN RAILWAY CO	23-00743	15.00
33260	12/13/2022	NORTHERN SAFETY CO., INC	23-00689	431.68

33261	12/13/2022	ORANGE FAMILY PHYSICIANS	23-00744	40.00
33262	12/13/2022	ORANGE COUNTY LANDFILL	23-00745	5,215.08
33263	12/13/2022	EVERGRO COOPERATIVE	23-00730	9.99
33264	12/13/2022	OVIVO USA, LLC	23-00746	908.53
33265	12/13/2022	DONALD B. RICE TIRE CO., INC	23-00747	642.48
33266	12/13/2022	SHEFFIELD, LORRAINE	23-00720	109.57
33267	12/13/2022	TOWN OF ORANGE	23-00748	3,598.17
33268	12/13/2022	TRACTOR SUPPLY CREDIT PLAN	23-00749	253.88
33269	12/13/2022	UNIVAR SOLUTIONS	23-00751	1,421.00
33270	12/13/2022	COECO OFFICE SYSTEMS, INC	23-00726	20.00
33271	12/13/2022	VERIZON	23-00752	1,467.21
33272	12/21/2022	ACME PARKING LOT STRIPING INC	23-00769	3,315.00
33273	12/21/2022	ADT SECURITY SERVICES	23-00767	177.76
33274	12/21/2022	AFLAC	23-00766	1,459.48
33275	12/21/2022	BAKER, DWIGHT	23-00770	200.00
33276	12/21/2022	AT&T MOBILITY	23-00768	852.16
33277	12/21/2022	CINTAS	23-00771	250.05
33278	12/21/2022	COMCAST	23-00772	427.78
33279	12/21/2022	CORELOGIC TAX SERVICES, LLC	23-00773	257.37
33280	12/21/2022	DODSON PEST CONTROL	23-00774	427.50
33281	12/21/2022	DOMINION ENERGY VIRGINIA	23-00775	65,117.54
33282	12/21/2022	DIX, JR JAMES A	23-00776	604.36
33283	12/21/2022	ENVIROCOMPLIANCE LABORATORIES	23-00777	464.00
33284	12/21/2022	FEDEX	23-00778	57.72
33285	12/21/2022	GRAINGER	23-00779	711.00
33286	12/21/2022	GRELEN NURSERY	23-00780	1,575.00
33287	12/21/2022	HOLTZMAN OIL CORP	23-00781	508.17
33288	12/21/2022	DAVID KERR	23-00783	124.00
33289	12/21/2022	JAMES LUTHER, P.C.	23-00782	1,250.00
33290	12/21/2022	MADISON FORD	23-00784	38.05
33291	12/21/2022	MASON INSURANCE AGENCY	23-00799	2,054.00
33292	12/21/2022	ORANGE COUNTY TOWING & AUTOMOT	23-00785	145.00
33293	12/21/2022	RINKER DESIGN ASSOCIATES, PC	23-00786	724.74
33294	12/21/2022	RED BUD SUPPLY, INC	23-00787	873.10
33295	12/21/2022	RENTEQUIP	23-00788	2,734.00
33296	12/21/2022	SCHWARTZ & ASSOCIATES, INC	23-00790	2,310.00
33297	12/21/2022	SEDWICK	23-00791	625.74
33298	12/21/2022	SOUTHERN STATES	23-00793	12,597.35
33299	12/21/2022	TOWN OF ORANGE	23-00757	72.20
33299	12/21/2022	TOWN OF ORANGE	23-00792	86.80
33300	12/21/2022	ROLLIN, YLETTA	23-00712	99.00
33301	12/21/2022	GENTRY, JESSICA	23-00713	80.28
33302	12/21/2022	TUCKER, NATHANIEL	23-00714	68.63
33303	12/21/2022	FOSTER, LORI	23-00716	58.69
33304	12/21/2022	PYLE, HUNTER	23-00754	150.00
33305	12/21/2022	UNIVAR SOLUTIONS	23-00794	22,059.52
33306	12/21/2022	UPS	23-00795	6.09

33307	12/21/2022	USABUEBOOK	23-00796	1,122.20
33308	12/21/2022	VIRGINIA BUSINESS SYSTEMS	23-00797	117.42
33309	12/21/2022	VRSA	23-00798	16,561.00
33310	12/21/2022	S.L. WILLIAMSON COMPANY, INC	23-00789	76,844.20
				\$ 434,228.82

NEW BUSINESS



NEW BUSINESS SUMMARY
January 17, 2023

AGENDA ITEM: 12A

Consideration of appointments to Boards and Commissions.

SUMMARY:

- New appointments to Boards and Commissions take place at the time of the election of Mayor and Vice-Mayor annually.
- Currently the following appointments are available:

Rappahannock-Rapidan Regional Commission- Town Manager/ 1 Council Member
Planning Commission Ex Officio – 1 Council Member
Orange Downtown Alliance Board of Directors – 1 Council Member
Orange County Board of Supervisors – 1 Council Member

MOTION FOR CONSIDERATION:

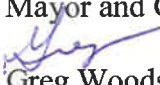
FY2024 DRAFT BUDGET



Town of Orange
Town Manager's Office

119 Belleview Avenue, Orange Virginia 22960 - 1401
Phone: (540) 672-5005 Fax: (540) 672-4435
Email - townmanager@townoforangeva.org

MEMORANDUM

TO: Mayor and Council Members
FROM:  Greg Woods, Town Manager
DATE: January 09, 2023

SUBJECT: FY-2024 Draft Budget Information

The draft budget (excluding any Capital expenditures for FY-2024 totals \$9,341,669 and increases our reserves by \$361,856. Capital Expenditures both ARPA and regular are being addressed separately for this draft presentation. The breakdown by fund is:

	<u>Revenues</u>	<u>Expenses</u>	<u>Reserves</u>
General Fund	\$ 5,591,346	\$ 5,398,582	\$ 192,764
Capital Fund	-	-	-
Water Fund	1,516,755	1,514,154	2,601
Wastewater Fund	<u>2,233,568</u>	<u>2,067,077</u>	<u>166,491</u>
Total	<u>\$ 9,341,669</u>	<u>\$ 8,979,813</u>	<u>\$ 361,856</u>

Without the major capital projects all funds are in the black. The availability fees from the Round Hills Meadows housing project is the major contributor for the sewer fund. The budget is not final at this time and we will be discussing other projects at the February 2023 work session.

Significant impacts to this draft budget are:

Taxes & Rates:

- 1) All taxes and rates stay the same as FY-2023.

Revenues:

- 1) Revenues projected for Water & Sewer Availability Fees 30 homes in the Round Hill Meadows buildout (there are 75 lots that could be done) with an additional 5 throughout Town and includes and revenues related to the buildout.
- 2) Increased tax revenue by revenue increases already experiencing.

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

Expenses:

- 1) Personnel COLA increase of 5.0% with add'l 0.5% for under \$20/hour.
- 2) 5% increase in health care costs. (We do not have the actual percentage change as of yet).
- 3) VRS changes this year. This is the second year of the charge and will not change for last year.
- 4) Increase LODA costs from \$632 to \$830 per certified Officer per VRS mandate.
- 5) Donations – same as last year.

Capital:

- 1) Not included at this time.

Other for Consideration:

- 1) All Departmental reviews have not been done.
- 2) Significant increases for Water and Sewer Plant Chemicals as well as Vehicle Fuel.
- 3) Included 100% of utility cost for the Depot. This is proposed with the understanding the County would hire a person to staff the Visitor Center. Volunteers have not been forthcoming since the COVID-19 outbreak and the center has been mostly non-operational.

Town of Orange
CASH Projections (excluding ARPA funding)
FY-2024 Budget

Fund	General	Water	Wastewater	Total
Balance as of 12/31/2022	4,172,752	661,849	(1,199,277)	3,635,324
Committed:				
Excavator	90,000			90,000
Uncommitted Balance	4,082,752	661,849	(1,199,277)	3,545,324
Less: Minimum Reserve (25% Annual Budget)	1,375,000	375,000	500,000	2,250,000
Plus: FY-2024 Budget Excess	192,764	2,601	166,491	361,856
Reserve Excess Available for Capital	2,900,516	289,450	(1,532,786)	1,657,180
<u>Projects:</u>				
Trash Truck	250,000			250,000
Trash Cans	103,000			103,000
Revenue Sharing (Net)	275,000			275,000
Traffic Lights Madison & Main Streets (Net)	-			-
PW Vehicle	100,000			100,000
Police Vehicles	130,000			130,000
Shooting Range Concrete (Net)	10,000			10,000
Computer Upgrades	30,000	5,000	5,000	40,000
Sound System - Public Works	25,000			25,000
Red Hills/Maddox Connector - (Engineering)	43,000			43,000
Hilltop Road - Connection Construction	300,000			300,000
Sidewalk N. Madions & Spicer's	125,000			125,000
Old Town Lot Paving	132,000			132,000
Town Car	40,000			40,000
Total Projects	1,563,000	5,000	5,000	1,573,000
Balance Excess Reserve	1,337,516	284,450	(1,537,786)	84,180

Town of Orange
ARPA Projections
FY-2024 Budget

Fund	General	Water	Wastewater	Total
ARPA Funding Received				5,287,184
Add 'I Anticipated:				400,000
Total	-	-	-	5,687,184
Less Expended (as of 11/30/22):				
Scada System			231,132	231,132
Liquid Feed System (Engineering)		86,750		86,750
Standpipe Engineering		317,015		317,015
Totals	-	403,765	231,132	634,897
Balance Unused				5,052,287
Planned Expenditures:				
Standpipe Construction		1,864,914		1,864,914
Standpipe Construction - Add 'I Costs (25%)		466,229		466,229
Standpipe Reservoir		200,000		200,000
Standpipe Generator		40,000		40,000
Standpipe Pump Station		75,000		75,000
Water Line under N&S to Macon road		150,000		150,000
Mixers (\$50K*2) Macon Road and Standpipe Reservoir		100,000		100,000
Wastewater Sludge Truck (Ordered)			126,000	126,000
Fiber	500,000			500,000
Sewer Lines - Engineering:				
Greenfields Subdivision (Red Hill, Boxley & Maddox)			250,000	250,000
Houseworth Street			100,000	100,000
Brizzolara Subdivision (Glebe Road)			150,000	150,000
Liquid Feed System - Construction		500,000		500,000
Fiber between Water & Sewer Plants				-
Sewer Lines -Construction			530,145	530,145
Totals	500,000	3,396,143	1,156,145	5,052,287
Balance Remaining				-

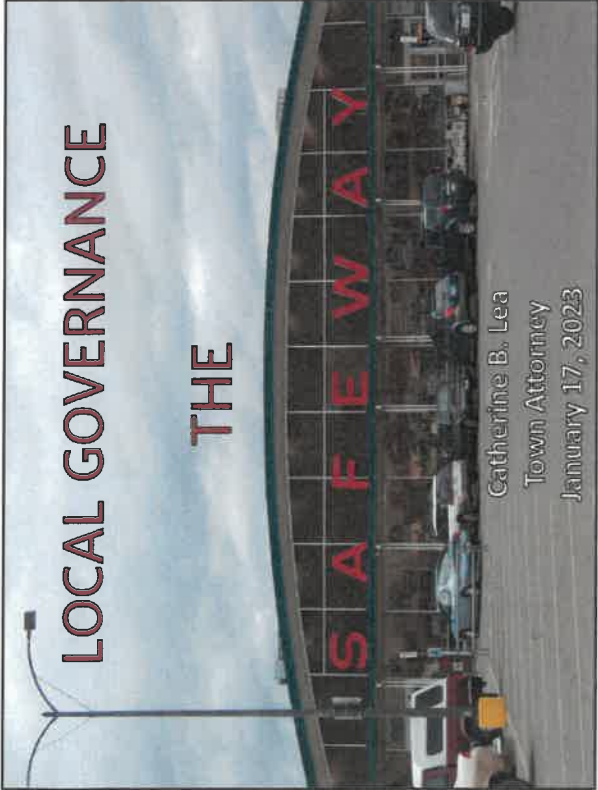
Town of Orange
Revenue Impact Values
FY-2024 Budget

		Current Rate		Unit	Impact / Unit		Ann. Value	Last Increase
<u>Taxes</u>								
Real Estate	\$	0.157	\$100 Assessed		\$	0.010	\$ 40,446	2017
Mobile Home	\$	0.157	\$100 Assessed		\$	0.010	7	2006
Personal Property	\$	0.830	\$100 Assessed		\$	0.010	\$ 4,940	2006
PP: Mach. & Tools	\$	0.066	\$100 Assessed		\$	0.010	\$ 960	2006
Cigarette Tax Stamps	\$	0.120	Pack (20)		\$	0.010	\$ 6,000	2008
Meals Tax		8.00%	Sales			1.00%	\$ 175,000	2006
Transient /Occupancy		5.00%	Sales			1.00%	\$ 30,000	2008
<u>Fees</u>								
Motor Vehicle License	\$	35.00			\$	1.00	\$ 2,363	2006
Motorcycle Vehicle	\$	21.00			\$	1.00	66	2006
Trash- Residential	\$	5.50			\$	1.00	\$ 19,273	2017
Trash- Commercial		Varies			\$	1.00	720	2016
<u>Rates</u>								
Water - In-Town								
Base Residential	\$	6.60	Month		\$	1.00	\$ 22,716	2008
Base Commercial	\$	13.20	Month		\$	1.00	\$ 3,684	2008
Base Industrial	\$	45.10	Month		\$	1.00	84	2008
Base Institutional	\$	48.40	Month		\$	1.00	\$ 588	2008
Totals					\$	1.00	\$ 27,072	
Consumption	\$	0.42	100 Gallons		\$	0.010	\$ 14,974	2021
Water - Out of Town								
Base Residential	\$	31.90	Month		\$	1.00	\$ 1,740	2008
Base Commercial	\$	64.90	Month		\$	1.00	48	2008
Base Industrial	\$	187.00	Month		\$	1.00	12	2008
Base Institutional	\$	96.80	Month		\$	1.00	\$ 72	2008
Totals					\$	1.00	\$ 1,872	

Town of Orange
Revenue Impact Values
FY-2024 Budget

Current Rate				Impact / Unit		Ann. Value		Last Increase	
Consumption		\$	0.68	100 Gallons	\$	0.010	\$	987	2021
Sewer - In-Town									
Base Residential		\$	25.38	Month	\$	1.00	\$	20,298	2012
Base Commercial		\$	64.29	Month	\$	1.00	\$	3,407	2012
Base Industrial		\$	146.38	Month	\$	1.00	\$	36	2012
Base Institutional		\$	189.26	Month	\$	1.00	\$	590	2012
Totals					\$	1.00	\$	24,331	
Consumption		\$	0.55	100 Gallons	\$	0.010	\$	12,153	2014
Sewer - Out of Town									
Base Residential		\$	59.22	Month	\$	1.00	\$	60	2012
Base Commercial		\$	131.95	Month	\$	1.00	\$	24	2012
Base Industrial		\$	363.51	Month	\$	1.00	\$	84	2012
Base Institutional		\$	216.51	Month	\$	1.00	\$	72	2012
Totals					\$	1.00	\$	240	
Consumption		\$	0.81	100 Gallons	\$	0.010	\$	336	2014

FOIA/COIA



Four Topics

FOIA Va. Code §§ 2.2-3700 -3715
• Information Has Freedom

COIA Va. Code §§ 2.2-3100 through 2.2-3132
• Separating Town Business and Personal Interests

LOCAL GOVERNMENT

- What's the Business

PARLIAMENTARY PROCEDURE

- Getting Business Done

FOIA

Virginia Freedom of Information Act

APPLIES as an everyday application of Government of, by and for the People

BALANCES Right of Access with the Need for Government to Function

ASSIGNS predictable procedure which must be followed

RELATES to Public Records

FOIA

Public Record

All writings or records that consist of letters, words, numbers or their equivalent

Related to the transaction of the public business

Prepared, owned by or in the possession of a public body or its members

When in doubt, it's a public record

FOIA

Public Records

Regardless of physical form or characteristic
However stored

Owned or prepared or in the possession of a public
body or its officers, employees or agents in the
transaction of public business.

It is not a public record if it is not in the transaction
of public business

FOIA

Meetings

FOIA applies to meetings when any assemblage of 3
or more council members meet and discuss public
business

Legal Meeting: properly noticed, minutes are taken
and preserved, public is invited

EXAMPLE: 3 council members attend a party and talk
about any public business during conversation.

Not noticed, public not invited, no minutes
= unlawful meeting

FOIA

Meetings

Electronic Meetings

Email

Reply all is your Enemy

FOIA

Closed Meetings

Allowed by FOIA

Specific authorization in Code

Limited only to specific subject matter

Required Procedure:

A motion stating the purpose, the subject and a
citation to the code permitting the closed session

FOIA

Exceptions

One-on-One conversations/emails are not public meetings, they are public records

Attorney-client communications are privileged

FOIA

Exceptions

- § 2.2-3705.1(1): Personnel Records
- § 2.2-3705.1(2): Attorney-client privilege
- § 2.2-3705.1(5): Closed meetings
- § 2.2-3705.1(10): Certain personal information
- § 2.2-3705.1(12): Contracts
- § 2.2-3705.6(3): Economic development and retention

The Town Attorney and FOIA Officer reference FOIA on multiple issues as Town business requires.

FOIA

Enforcement

PENALTIES INCLUDE:

Pay legal bills of the petitioner
Mandamus or Injunction
BAD PRESS

For "KNOWING AND WILLFUL" violations:

Up to \$2,000 in fines for first violation

Up to \$5,000 in fines for subsequent violations

Paid by VIOLATOR, not the locality!

Recommendation: When in doubt, discuss with the Town Attorney or your FOIA Officer

COIA

Virginia Conflict of Interest Act

Any officer or employee of local government

A personal interest involving that individual or member of their immediate family

Transaction or contract by that public body

Must abstain from participation

Certain exemptions may apply
(Va. Code §2.2-3107).

COIA

Conflict of Interest

- Conflicted member **shall** be prohibited from
- (i) attending any portion of a closed meeting when the matter in which he has a personal interest is discussed
- (ii) discussing the matter in which he has a personal interest with other governmental officers or employees at any time."

COIA

Conflict of Interest

However, "Disqualified members do not violate the provisions of COIA by remaining present at the meeting, taking no part in the consideration of, and action upon, the matter in which they are disqualified."

COIA

Personal Interest

Involves the Member or their Immediate Family

Financial Benefit or Liability

Ownership interest, option salary or benefits

COIA

Personal Interest - Disclosure

Those subject to COIA should disclose any potential personal interest

To the Town Clerk upon receiving and reviewing the Agenda AND

At the beginning of any discussion on the Agenda

Should any member of council, including the disclosing member, feel that the personal interest creates a conflict, the disclosing member should be disqualified

COIA

Disclosure

All Town Council Members are required to submit a disclosure statement

As a condition of assuming office

Every year

<https://ethicswebinar.dls.virginia.gov/>

COIA

Conflict of Interest - Gifts

COIA restricts the receipt of certain gifts

In general, Gifts with a value of less than \$20 are not subject to aggregation for purposes of the prohibition

COIA

Conflict of Interest - Information

COIA restricts the sharing of confidential Information

Section 2.2-3103(4) prohibits the use for the officer's own economic benefit or that of another party confidential information that he has acquired by reason of his public position and which is not available to the public.

COIA

Training

All Town Council Members are required to complete the COIA training

Within 2 months of assuming office

Every 2 years

<https://ethicswebinar.dls.virginia.gov/>

COIA

Conflict of Interest - Violation

A knowing violation of COIA, and conviction thereof

Constitutes malfeasance of office

May result in removal from office

May result in a fine or penalty as provided by law.

Such a violation may void any contracts or other transactions executed in the wake of such violation.

Local Government

Town Charter

Corporate Status

Corporate Limits

Town Manager Form of Government

Sec 3.1(a) (see also Code Sec 2-85)

Taxation

Local Government

Town Manager

Chief Executive Officer

Chief Operating Officer

Reports to Town Council

Appointed by Town Council

Enforcement of Terms and Conditions

– public utilities and franchisees

Prepares Annual Budget

Presentation Excessive Expenditures

Local Government

Town Clerk

Custodian of Records and Documents

Custodian of Town Seal

Maintain Minutes

Prepare Agenda

Local Government

Town Attorney

Represents the Town of Orange

Counsel for the Governing Body of the Town
boards and officers

Draft legal instruments

Assist the Police Department

Any interest of the Town of a Legal Nature
Advisor – information and potential litigation
Statute, Codes, Parliamentary
Representation in Negotiations and Litigation

Local Government

Presiding Officer §15.2-1423

The mayor is the head of the local government for
official functions, including presiding over the
meetings of the governing body.

Local Government

Council Members

“Government officials are “strictly limited” in their
ability to “regulate private speech” in public forums.
They cannot suppress expression in a forum that they
create for the purpose of interacting with
constituents.

...Davidson v. Randall, et al

Recommendation: Consider your use of Social Media

Local Government

Council Members

Should ensure that a clear distinction is made
between personal opinion or belief and a decision
made by the governing body.

Recommendation: You have first amendment rights,
too, but make clear for whom you are speaking

Local Government

Ordinances and Resolutions

Ordinance:

sets forth a continuing, permanent rule of action

Resolution:

adopted to dispose of administrative matters of a temporary or special nature

Motion:

becomes an official action of the governing body once adopted

Local Government

Town Council

- Establishes Town government policy
 - Sets tax rates
- Approves the annual Town budget
- Appoint members to the town's boards
- Provides policy guidance for the Town Manager.
- Acts on local resolutions and ordinances

Parliamentary Procedure

Designed to promote the efficient and orderly operation of business

Goal: balance individual and majority rights.

Failure of a governing body to follow a rule of parliamentary procedure does not effect the validity of a governing body's action.

Parliamentary Procedure

The Classic Approach

- Step I Declare a quorum
- Step II Get a main motion on the floor so the issue can be debated
- Step III Control the debate of the motion

Parliamentary Procedure

The Classic Approach

- Step IV Amend the motion
- Step V Close debate on the motion
- Step VI Vote on the motion
- Step VII On occasion, reconsider the vote.

Parliamentary Procedure

Quorum §15.2-1415

- A majority of the entire membership of the governing body
- If members of the governing body are disqualified as a result of a conflict, the remaining members constitute a quorum
- A quorum must be present in order for a governing body to transact any business and a quorum must remain present throughout the meeting.

Parliamentary Procedure

Quorum Sec 2-32

If a quorum fails to attend any regular or special meeting of the town council within 30 minutes following the hour fixed for convening of the council, those members present may direct any police officer of the town to apprehend the absent members, if they may be found within the town, and bring them to the council chamber forthwith...

Parliamentary Procedure

Agenda

- Compiled by the Town Manager
- Prepared by the Town Clerk
- Members of Council wishing to add an item to an agenda should contact the Town Clerk.

Parliamentary Procedure

Agenda: Public Comment

Comment, not debate

Presiding Officer may limit as to time

Presiding Officer may limit participants to town residents

Issues can be placed on future agenda.

Parliamentary Procedure

Motion and Second

Motion – Starting Point

Maker not required to Vote affirmative
Maker cannot argue against

Must reasonably identify the substance of the motion

Lack of a second doesn't invalidate a vote.

Parliamentary Procedure

Debate

Each member can speak twice

Maker speaks first

Remarks must be germane

No personal attacks

Lack of a second doesn't invalidate a vote.

Parliamentary Procedure

Motion to Lay on the Table

Delays action to later in the meeting
not debatable

Motion to Postpone

Delays action "Definitely" or "Indefinitely"*
debatable

*Zoning matters cannot be delayed indefinitely

Parliamentary Procedure

Abstaining

Lack of Information

Conflict of Interest

Member self-disqualifies from debate, discussion and voting on the issue or attempting to influence others to take a position thereon

Parliamentary Procedure

Voting

Majority Vote – of votes cast

Exceptions:

Appropriations over \$500

Sale of public property

Imposition of taxes

Bonds

Annexation

Parliamentary Procedure

Voting

Motions to Reconsider, Rescind,
Or Renew

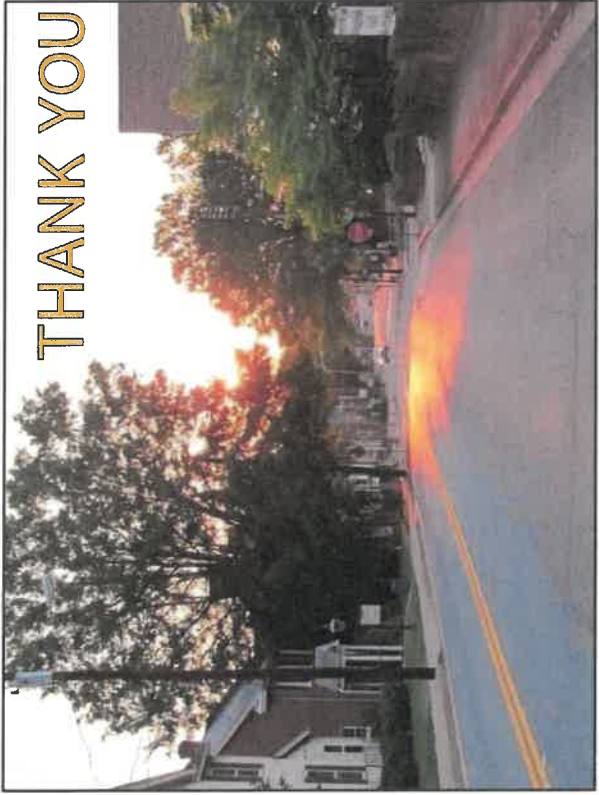
Parliamentary Procedure

Adjournment

Adjourn – Business is Finished

Recess – A break between meeting(s)

Motion to Reconsider must be made before the end of the meeting at which the original vote was taken



TOWN ATTORNEY REPORT

Town Attorney Report
(December 6, 2022 to January 9, 2023)

1. Meetings: Attended December Town Council Meeting
2. Town Manager's Office: Reviewed incident information with staff regarding trash incident with citizen vehicle and related sovereign immunity issues. Addressed various legal process questions with staff and council re the election. Worked with staff re surplus property issues Robinson Street. Meeting with staff re council transition, preparation and revision of council training presentation. Review Title VI requirements per VDOT agreement and requirements, preparation of draft plans and related updates. Finalized draft for Music in the park program agreement for review by staff, contractor.
3. Economic Development: Reviewed Broadband Availability information and process with staff, assisted in preparation of relevant actions. Reviewed damages to Fry Cemetery with staff, interaction with construction company to negotiate remediation of situation. Reviewed Main Street MOU. Reviewed VDOT updates re engine braking.
4. Finance: Reviewed Meals Tax Case offer with Staff, attended plea entry at Orange Circuit Court. Initialized research re real estate tax collection and property ownership. Preparatory review regarding Transient occupancy tax,
5. Projects: Finalized agreement proffer with property owner re standpipe project. Reviewed and researched multiple matters re project manual and RFP, edit and review, research issues re final agreement with construction firm for standpipe project. Preparation re employment issues for meeting with PW staff.
6. FOIA: Reviewed FOIA body cam request and information re PD request process with staff.
7. Police Department: Reviewed personnel matters re department staff with command, reviewed financial agreements re officer resignation.

Attorney-Client Communication/Attorney Work Product, do not disseminate.

POLICE DEPARTMENT REPORTS



**Town of Orange
Police Department**

Kiline D. Madison, Chief of Police

249 Blue Ridge Drive

Orange, Virginia 22960 - 1616

Phone: (540) 672-1491 Fax: (540) 672-0162

Email - kmadison@townoforangeva.org

LEADERSHIP INTEGRITY SERVICE TEAMWORK



DECEMBER 2022

ISSUE 223

EVENTS/PUBLIC RELATIONS

TRAINING

Dec. 1: Sgt. Norvelle completed the In-Service training class, "Field Training Officer Recertification", held at the RRCJA in Fredericksburg.

Dec. 5: Aux. Officer Richards completed the In-Service training class, "Cultural Diversity" at RRCJA.

Dec. 20: Detective Beale successfully completed the Police One class of "Dealing with Stress."

Dec. 15: Officer Ethan Shiflett graduated LE Basic Class #161.

Dec. 21: Officer Shiflett has successfully completed the TASER Conducted Energy Weapon (X2) User certification course.

ORANGE POLICE DEPARTMENT

MONTHLY REPORT

STATISTICS

DECEMBER 2022

CALLS FOR SERVICE AND CRIME

The Police Dept. made 52 criminal and traffic arrests for the month of December 2022 compared to 58 in December 2021.

The Police Dept. answered 109 Calls for service for the month of December 2022 compared to 305 in December 2021.

Dec-22

CRIMINAL ACTIVITY	TOTALS
(Total Number of Arrests)	
Assaults	5
Auto Theft	
Bad Checks	
Burglary/B&E	
Contributing to Delinquency	
Destruction of Property	
Disorderly Conduct	
Domestic Complaints	5
Drunk In Public	3
Larceny: Grand/Petit	1
Murder/Rape	
Narcotics/Drugs	2
Robbery	
Shoplifting	
Trepassing Notices Served	3
Vandalism	
Weapons Violations	
Other Violations	3

TRAFFIC ACTIVITY	TOTALS
Accidents - Reportable	1
Accidents - Non-Reportable	3
Motorist Assist	0
TRAFFIC SUMMONS	TOTALS
Other Categories	30
Speeding	48
Total Violations	78
Warnings given	57

PUBLIC WORKS REPORT

Town of Orange

Public Works

December 2022 Report

Street Division

- Townwide street sweeping
- Townwide trash collection after the holiday weekend, contractor assisted and due to high volumes of trash, collection continued on Wednesday
- Crews worked Christmas parade – assisted in closing/opening streets
- Collected leaves town wide, cleaned up town owned properties & ROW area with leaves
- Cleaned up parking lot area Public Works from Dominion power work from 3 years ago
- Collected sticks and brush from Veterans Park
- Cleaned up & organized Lafayette Street storage yard
- Ongoing leaf collection
- Made repairs to shoulder on Rt 15N with gravel and asphalt
- Contractor replaced bulbs in star on standpipe
- Cutting & cleaning E Main St – overgrown brush and vegetation
- Collected roadside trash on main corridors
- Replaced various street & stop signs
- Replaced town owned street light bulbs & replaced bulbs at WWTP that were out
- N Street traffic calming is complete – signs are installed & painting is complete

Water Distribution

- Checked several water meters for leaks at various locations
- Checked several meters for no usage or low usage or repairs
- Turned on water for several customer(s)
- Turned off water several customer(s)
- Flushed several water lines at various locations
- Performed town wide exception reports and service orders
- Performed monthly cut off list
- Performed monthly water testing & took to ESS
- Responded to multiple customer water issues during cold spell over holiday weekend
- Flushed Ms. McClung's water line
- Vacuum tested manholes at Round Hill
- Retightened fire hydrant on Boxley Lane

Wastewater Collection

- Performed daily checkups and routine maintenance on all pump stations
- Cleaned bar screens and dipped trash on all pump stations
- Did monthly Bac/T Samples
- Multiple power issues at East Orange Pump station

- Put heat bulbs in at pump stations
- Replaced fuse at East Orange pump station
- Replaced auto dialer at jail pump station
- Performed sewer line testing on new lines at Round Hill
- Cleaned and backwashed line at sewer plant
- Inspections of sanitary sew install at Round Hill Meadows project

Vehicle Maintenance

- Serviced 5 vehicles
- Inspected 4 several vehicles
- Replaced broken bolts & inspected impeller on leaf machine
- Filled shop heating oil tank
- Measured & sent pictures to Generac for standpipe generator replacement quote
- Replaced back-up beeper on trash truck 29
- Repaired socket on tower lights
- Replaced body mounts on truck 13
- Removed radiator & hydraulic cooler from 410G backhoe for replacement
- Replaced brakes on blue Mitsubishi – police dept.

Other Items

Miss Utility Tickets

- Performed 75 Miss Utility Tickets & inspections

Trash Truck #28 – Damages to Tailgate

- Finalized cost for repairs and tailgate has been ordered
- Truck delivered to Mid-Atlantic Waste for tailgate replacement

Christmas Decorations

- Completed Christmas decorations for the season
- Decorated Town Hall & Public Works Facility
- Installed new town Christmas banner across Main Street

Leaf Collection

- Leaf collection continues however – leaf machine caught fire on January 4th – collection will be delayed

Standpipe Generator

- Contractor making repairs to generator found engine to be unrepairable. Waiting on quote for options for repair/replacement

WATER TREATMENT PLANT REPORTS

Town of Orange Water Plant

Production Data

December-22

Raw Water Pumped 32,407,000.00

Less water used in production

Filter Backwash 1,353,341.00

Filter Rewash 587,520.00

House Water 565,312.28

Flocculation water 521,826.72

Total production water 3,028,000.00

Finished Water Pumped

29,379,000.00

Usage

Town of Orange 19,004,000.00 65%

Rapidan Service Authority 10,375,000.00 35%

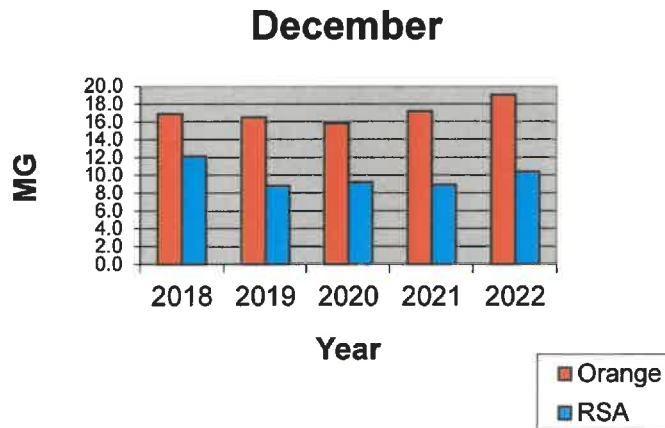
Total 29,379,000.00

Average Water per Day

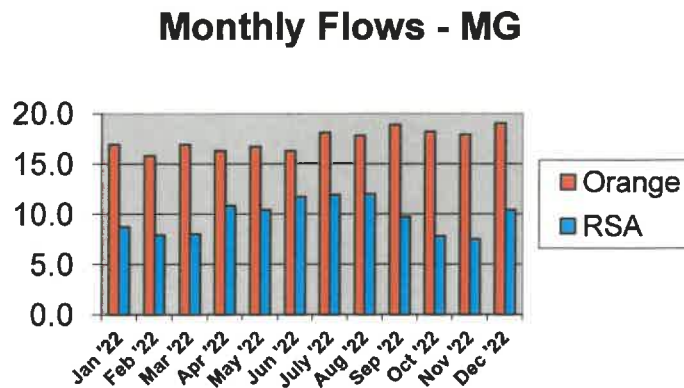
Town of Orange 613,032

Rapidan Service Authority 334,678

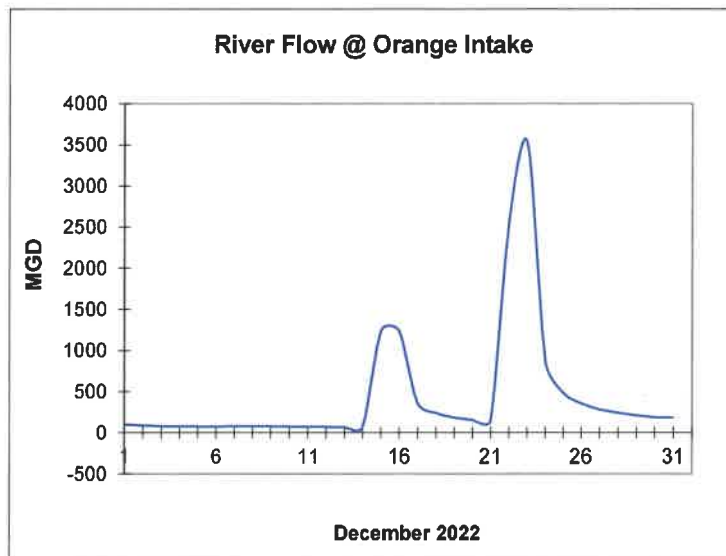
	December Flows	
	Orange	RSA
2018	16.9	12.1
2019	16.5	8.8
2020	15.8	9.2
2021	17.2	8.9
2022	19.0	10.4



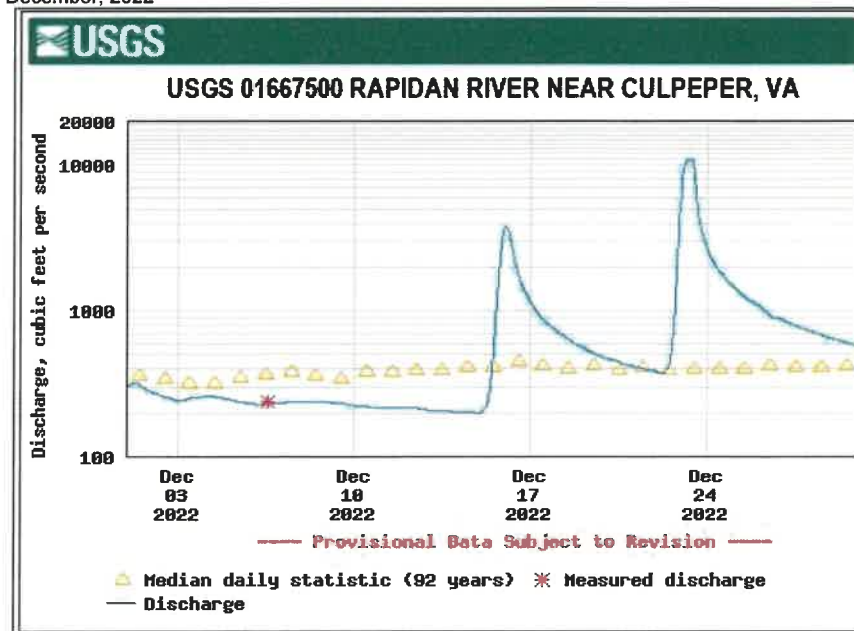
	Monthly Flows - MG	
	Orange	RSA
Jan '22	16.9	8.7
Feb '22	15.8	7.9
Mar '22	16.9	8
Apr '22	16.3	10.8
May '22	16.7	10.4
Jun '22	16.3	11.7
July '22	18.1	11.9
Aug '22	17.8	12.0
Sep '22	18.9	9.7
Oct '22	18.2	7.8
Nov '22	17.9	7.5
Dec '22	19.0	10.4



River Flow		
December	Orange Intake	Culpeper Gage
Day	Flow/mgd	Flow cfs
1	97	301
2	85	264
3	79	246
4	79	246
5	76	234
6	70	217
7	78	240
8	78	240
9	76	236
10	72	224
11	71	219
12	69	215
13	67	208
14	66	204
15	1231	3810
16	1234	3820
17	365	1130
18	237	734
19	182	562
20	154	477
21	141	437
22	2582	7990
23	3522	10900
24	860	2660
25	481	1490
26	352	1090
27	278	859
28	237	734
29	206	639
30	186	575
31	182	562

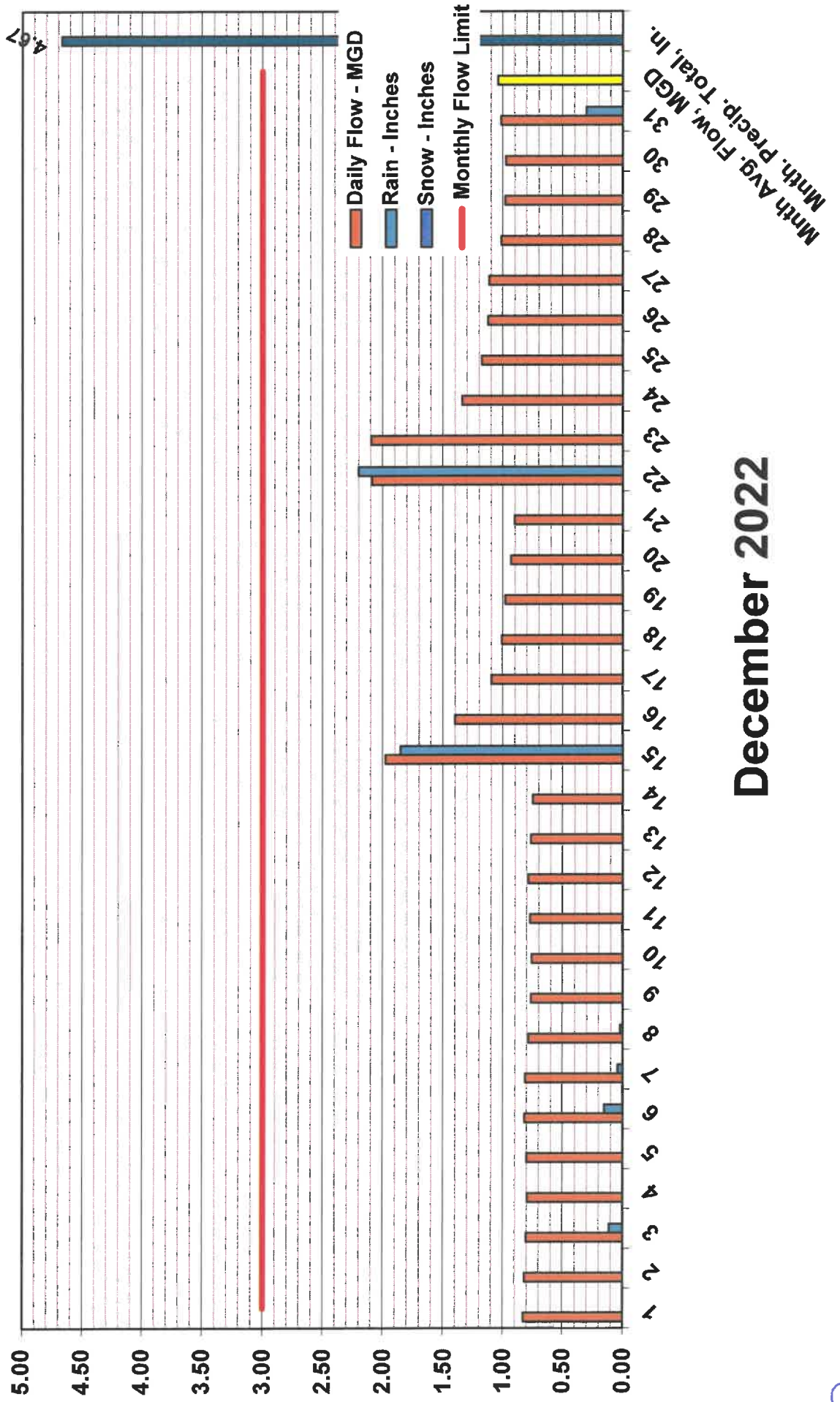


December, 2022



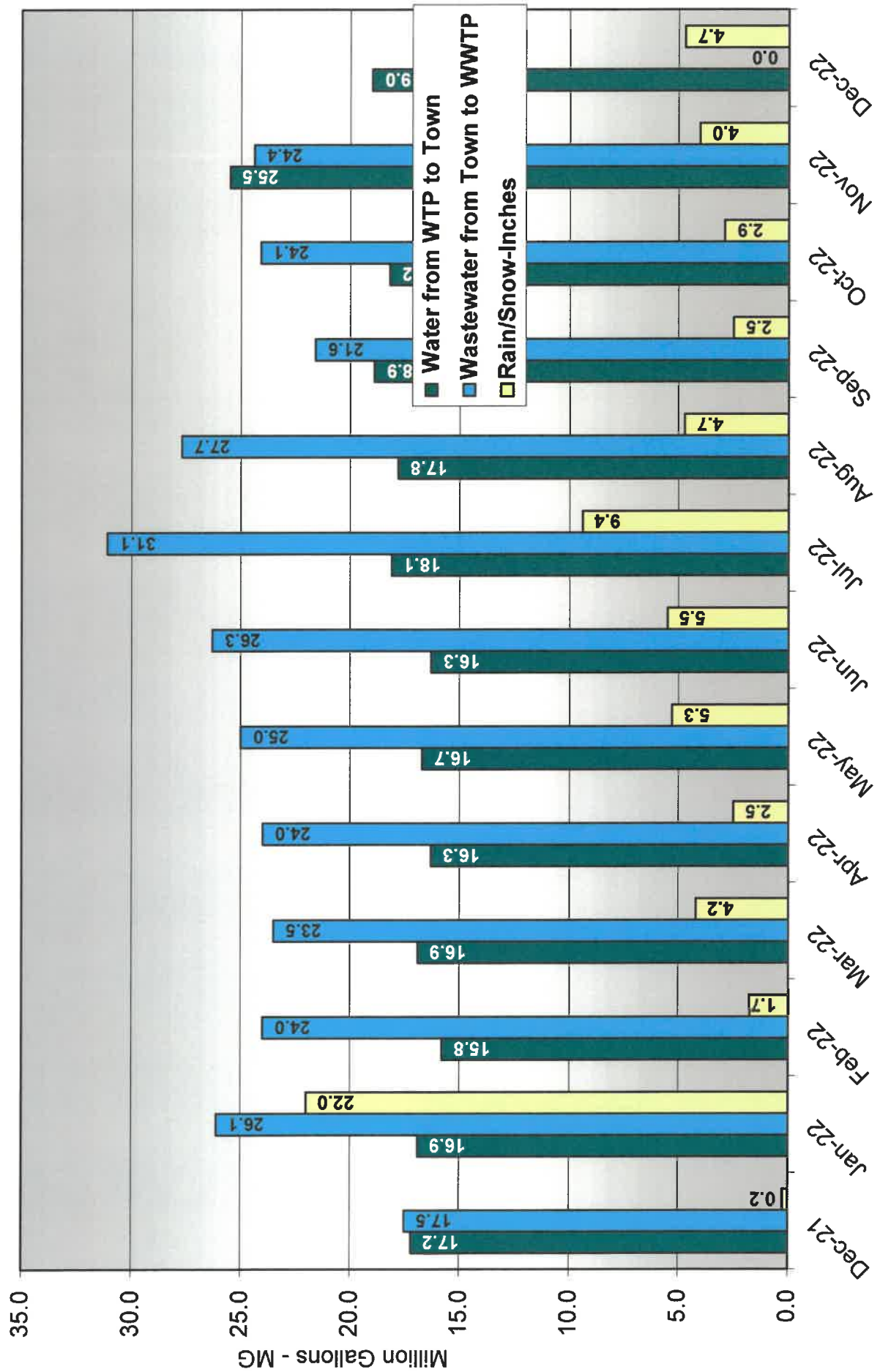
WASTEWATER TREATMENT PLANT REPORTS

Town of Orange WWTP I & I Monthly Report Total Flow - 32,254 MG



December 2022

Town Water Produced & Wastewater Flow - MG



PLANNING AND ZONING

Wendy Chewning

From: John Cooley
Sent: Tuesday, January 10, 2023 8:53 AM
To: Wendy Chewning
Subject: Monthly TC Report

Wendy,
Please see January's TC report below:

Community Development: Updates from John G. Cooley, Director of Community Development.

VDOT Ready-Set-Go Grant: In discussions with VDOT personnel it has been determined that the Ready-Set-Go grant is not the appropriate vehicle for helping the Town to create a project concept plan. VDOT personnel has submitted the application for the GAP-TA (Growth & Accessibility Planning Technical Assistance) grant to help us create the concept plan. These grant awards should be announced later in January.

Graham Cemetery – This item will be briefly discussed at Town Council's January 2023 regular Council meeting

Dominion Energy Propane Facility Renovation – A site meeting was held on 1-5-2023. Public Works personnel were in attendance. Discussions centered around water, including fire protection, and sewer questions. All questions were resolved with the engineers going to update the final plans before submission for signatures.

129 May Fray Avenue – This matter has been referred to the Town Attorney. No change as of 1-9-2023

Round Hill Meadows Site Plan: Zoning permits have been issued for the following lots within the Round Hill Meadows development: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 24, 25, 26, 27, 28, 29 and 30. Earth moving on the roads as well as utility construction has begun for Phase 2 of the development. Staff will contact the owner as no agreement, nor a bond is in place for the construction. An agreement and a cash bond have been provided to the Town.

S. Almond Street – The developer will begin working to rectify damage done to the Fry Graveyard on 1-9-2023. The wooden fence installed will be removed and the wood mulch will be removed with grass seed and straw spread. The developer will also be submitting fence samples for review. A monument restoration company will be scheduled for a visit once the work above is completed. The developer will keep us informed regarding any other work or visits.

Town Fiber Backbone Project: Challenges have been submitted for each address “served” which is not part of the Right-of-Way Agreement signed by the Town and the County. Discussions have been ongoing with FireFly. Discussions have also been ongoing with the USDA regarding a Commonwealth Connect project within the Town.

Marshall Heights Standpipe Replacement -The contract has been reviewed by the Town Attorney and staff and has been sent to the contractor for signature. The project contract should be finalized before the end of January.

ODA: No updates at this time

Charters of Freedom Setting: A local brick mason has provided a material and cost estimate to construct the “seat” wall on three sides of the installation site. The Steering Committee for this project is working on fund raising. No change as of 1-9-2023

Updating VDOT Road List in Town – Boundary changes have been shown in a new GIS map. The VDOT personnel working on this project have been out of the office. Staff will be reaching out to discuss the next steps. VDOT is looking into if they have any information that might help with this process. No change as of 1-9-2023

Ongoing Projects:

Marshall Heights Standpipe Replacement – Please see comments above.

Water Plant Chemical Feed Building Design – All bids received for this project were rejected. The project may be re-bid in the future.

Madison Road/Main Street Traffic Signal Replacement – VDOT is still reviewing the plans.

Spicers Mill Road Sidewalk – This item will be included in the FY2024 budget.

Madison Road Storm Drainage Review – The surveyor has been released to begin surveying this project.

Old Town Lot (Paving, Stormwater, Lights, Fencing, Pavement Striping, Basketball Goals)– The surveyor has submitted information to the engineer for his use in designing the project.

Hilltop Drive Road Connection – The engineers have submitted their initial design and cost estimate.

Employment Statistics:

- a. Virginia's Seasonally Adjusted Unemployment increased to 2.8% - <https://www.vec.virginia.gov/latest-release> Updated documents as of 1-9-2022
- b. Current Local Area Unemployment Statistics (LAUS) – Orange County's unemployment increased to 3.0%.
<https://virginiaworks.com/Local-Area-Unemployment-Statistics-LAUS> Updated as of 1-9-2022

Building Permits issued within the Town of Orange in the month of December:

7 building permits were issued and they were:

- Orange Volunteer Fire Company – Replace existing alarm system
- VS Orange University Lane LLC – Replace two 100 gas water heaters with 4 tankless gas water heaters and cascade them to work together
- Brizzolara Plumbing – adding meterbase to warehouse
- Orange Baptist Church – New electric to power refrigerator and lights
- Stockhome Trading Corp – Change of use from Lightwell to Main Street Tavern
- Luis Vergara – Adding bedroom and bath in basement
- Robert Myracle – Tesla charger install

Thanks,

John G. Cooley AICP, CZA

Office: (540) 672-6917

townplanner@townoforangeva.org

This correspondence is intended to provide information only and does not constitute a decision or determination pursuant to Section 15.2-2311 of the Code of Virginia.

ORANGE DOWNTOWN ALLIANCE

ODA Update, January 2023

The Holiday Village supported by the town last month was well-attended and featured a window decoration contest, a decorated train station, Santa Claus visiting and photo ops, apple cider donuts and kettle corn, etc. The activities were a great complement to the Christmas parade and other events of the day, and we are grateful for the town's support in making the day possible.

ODA is making good progress in reenvisioning our goals and procedures in light of our contract with the town, our desire to improve relations with the town, and the stated goals of the national Main Street program. As part of this effort, we have written a new mission statement, vision, and are working to update our bylaws, all of which will be voted on at our next meeting. We are also in talks with the Center for Non-Profit Excellence to help train our board to function more effectively going forward.

In addition, we have been working to find new board members to replace those who resigned in the last few months and will be voting on these new members at our next meeting. We are excited about the prospect of becoming a "working board" that is not overly dependent on an executive director. As part of our reorganization, we are discussing how to best utilize an executive director going forward and will begin our search for a candidate once that has been decided.

Finally, we have been working closely with our representative at Virginia Main Street to make sure we maintain compliance with the program and maintain our national accreditation. The loss of our executive director has made this year's data collection and reporting much more difficult, but this has given us the opportunity as a board to understand that process better, which we believe will be a net positive longterm.

We are grateful to the town for its ongoing support and patience as we restructure the organization for what we believe will be a very successful year.