

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

CALL TO ORDER

The Town Manager led everyone in the Pledge of Allegiance.

ADOPTION OF AGENDA

The Town Clerk requested that the Sneak Peek of the website be removed from the agenda. The Town Clerk stated that the Town's redesigned website went live last Thursday, January 18th and could be viewed at www.townoforangeva.gov.

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

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

ELECTION OF MAYOR

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

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

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

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ELECTION OF VICE-MAYOR

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

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

PUBLIC COMMENT

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

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

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

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

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

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

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REPORTS

DIRECTOR OF FINANCE -FINANCE REPORT

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

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

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

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

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

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

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

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

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COMMITTEE REPORTS

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

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

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

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

PRESENTATION AND DISCUSSION OF LOUD EXHAUST IN TOWN

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

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

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

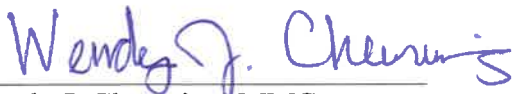
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Orange Volunteer Fire Company Chief Whit Jacobs appeared before Council requesting a Town ordinance that required buildings with multi-tenant spaces place 4-inch address markers on the back side on their doors. The Town Manager was opposed to an ordinance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

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

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

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



Wendy J. Chewning, MMC
Town Clerk



Martha B. Roby, Mayor

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

CALL TO ORDER

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

ADOPTION OF AGENDA

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

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

CONSIDERATION OF PURCHASE OF PROPERTY ADJACENT TO THE STANDPIPE PROPERTY

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

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

FY-2025 BUDGET WORK SESSION

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

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

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

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

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

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

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

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

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

DISCUSSION OF PUBLIC COMMENT AT MEETINGS

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

INFORMATION FROM THE ORANGE COUNTY'S PLANNING COMMISSION

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

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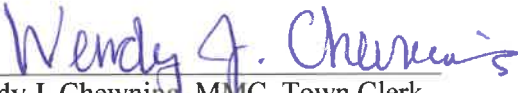
MEET AND GREET (SOCIAL EVENT) WITH ORANGE COUNTY BOARD OF SUPERVISORS

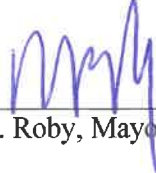
The Town Clerk stated that she had been contacted by Orange County to clarify again that the meeting with the Orange County Board of Supervisors on Wednesday, March 27th at 6 p.m., was a social meeting and that no business would take place. Town Council clarified that this was only a social event. The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

CHINESE NEW YEAR

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

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


Wendy J. Chewning, MMC, Town Clerk


Martha B. Roby, Mayor

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The Orange Town Council held a regular meeting at 7 p.m. in the Town's Community Meeting Room. Town Councilmembers present were: Mayor Martha B. Roby, Vice-Mayor Frederick W. "Rick" Sherman, Jr., Councilmembers Jason Cashell, and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, Deputy Town Clerk Kimberly Strawser, CMC/CZA, Town Attorney Catherine Lea, Director of Finance Dianna Gomez, and Chief Kiline Madison. Councilmember Jeremiah Pent and Town Clerk Wendy J. Chewning, MMC were absent.

CALL TO ORDER

Mayor Roby led everyone in the Pledge of Allegiance. The Deputy Town Clerk called roll and noted a quorum was present.

ADOPTION OF AGENDA

The Town Manager requested to defer agenda item 7A – Presentation of the Town's Newly Re-Designed Website to the next regular March meeting until the Town Clerk could be present.

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

PUBLIC COMMENT

There was no public comment.

TOWN COUNCIL CONSIDERED TOWN COUNCIL MEETING MINUTES OF JANUARY 22ND AND FEBRUARY 5TH, 2024

Councilmember Waugh-Robinson stated that on page 4-8, last paragraph the Orange County Toy Box, should say Orange County Children's Toy Box. Vice-Mayor Sherman requested to add on page 4-2, under Public Comment regarding snow, that the Town does not require removal of snow from sidewalks. The Town Manager stated that the ordinance was removed.

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to adopt the minutes of January 22nd and February 5th, 2024 as amended. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell- aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

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REPORTS

DIRECTOR OF FINANCE -FINANCE REPORT

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

The Director of Finance reported that General Fund Tax revenues included one significant YTD favorable variance to the budget: \$181K for Meals Tax. The Director of Finance stated that the Orange County Commissioner of Revenues office had an amount for the Personal Property tax adjustment and staff is still working on a resolution.

The Director of Finance reported that in addition to the favorable tax revenue variance that interest income was \$129K favorable to budget due to rate increases and the timing of ARPA Fund deposits.

The Director of Finance stated that Water Sales Revenue through January was \$995K and that the revenue was in line with the budget.

The Director of Finance reported that payments for January were \$600k. The Director of Finance stated that a debt payment in the amount of \$64K was paid to US Bank Charlotte, \$26K was paid to Rinker Design for sewer/water line designs and \$60K was paid to Capital City Services for storm water repairs. The Director of Finance reported that all other payments were normal course of business expense.

The Director of Finance stated that expenditures from the \$5.3M ARPA funding were \$2,090,000 ITD, of which \$121K went toward engineering services and equipment for the Liquid Feed project at the Water Plant, \$231K went toward the new SCADA system for the Sewer Plant, \$408K went to Standpipe Engineering services and a new generator, \$7K used for the Macon Road Mixer, \$30K covered Water Line Engineering Services, \$342K went to the Sewer Line Engineering services, and \$87K covered an intake pump and pump repairs. The Director of Finance reported that \$863K was submitted to VDH for standpipe construction and that we have already been reimbursed.

The Director of Finance reported on the Virginia Investment Pool that the Federal Reserve kept rates steady since the last hike in July. The Director of Finance reported further that it is unlikely that there will be a rate reduction in the February/March timeframe. The Director of Finance stated that the VIP Stable Value fund yield was 5.53% for January and that the Town had \$936K invested in the fund. The Director of Finance stated further that the VIP High Quality Bond fund yield was 4.34% for January and that the Town had \$681K invested in the fund.

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UNFINISHED BUSINESS

DISCUSSION AND CONSIDERATION OF APPOINTMENTS TO TOWN'S BOARDS AND COMMISSIONS

Mayor Roby stated that she reached out to members regarding the appointments to the Town's Board and Commissions. Mayor Roby stated further that the appointments for 2024 were the following.

Rappahannock-Rapidan Regional Commission – Vice-Mayor Sherman

Planning Commission – Councilmember Pent

ODA – Councilmember Waugh-Robinson and Director of Community Development John Cooley

OC Board of Supervisors – Councilmember Cashell

DISCUSSION AND CONSIDERATION OF WRITTEN POLICY IN RESPONSE TO THE ORANGE VOLUNTEER FIRE COMPANY'S REQUEST FOR ADDITIONAL ADDRESS IDENTIFICATION FOR BUILDINGS WITH MULTI-TENANT SPACES

Mayor Roby recused herself from discussion and turned the gavel over to Vice-Mayor Sherman.

The Town Attorney reviewed the proposed Address Identification Policy as requested at their meeting in January. Vice-Mayor Sherman stated that the Fire Department requested there be a minimum size of 3" added to paragraph two.

After discussion, motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Cashell that Town Council adopt the written policy provided by the Town Attorney in response to the Orange Volunteer Fire Company's request for additional address identification for buildings with multi-tenant spaces, as amended. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell- aye, Councilmember Pent – absent, and Councilmember Waugh-Robinson – aye. The motion carried.

NEW BUSINESS

There was no new business.

PUBLIC WORKS FLAGPOLE

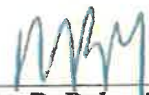
The Town Manager requested that everyone take a look at the new flagpole that was put up outside of Public Works. Council stated it looked nice and suggested that there be a marker of some kind noting the significance of the piece of equipment out by the flagpole.

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The Town Manager reported that a new and taller flagpole will be put in at Town Hall.

With no further business the meeting adjourned at 7:23 p.m.


Kimberly Strawser, CMC/CZA
Deputy Town Clerk


Martha B. Roby, Mayor

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

CALL TO ORDER

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

ADOPTION OF AGENDA

The Town Manager requested that a Closed Session be added as Item 5 of the agenda. Mayor Roby stated that that Town Council would be going in Closed Session in accordance with Section with 2.2-3711 (A) (6) of the Code of Virginia, to discuss or consider the investment of public funds where competition or bargaining was involved, where, if made public initially, the financial interest of the government unit would be adversely affected, related to the contract proposed by the Orange Downtown Alliance. Vice-Mayor Sherman inquired why this couldn’t take place in Open Session. A discussion was held. Mayor Roby stated that she wanted the contract discussion in Closed Session.

Councilmember Cashell requested adding a Retreat discussion to the end of the Agenda as Item 6.

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

FY-2025 DRAFT BUDGET WORK SESSION

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

The Town Manager stated that the FY25 DRAFT Budget remained the same as the last Budget work session with the exception of a 10% health insurance increase and an increase in an employee salary. The Town Manager stated that we were still waiting on the VRS rate.

Councilmember Cashell inquired about the Budget adoption schedule: The Town Manager stated that the Budget must be adopted by June 30, 2024, but he was hoping to follow this schedule as in past years:

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- March 18th – Consideration of Advertisement of Public Hearing of Budget and Appropriation Ordinance.
- April 15th – Public Hearing on the FY25 Draft Budget and Appropriation Ordinance
- May 20th – Adoption of FY25 Budget and Appropriation Ordinance

The Director of Community gave an overview of paving projects scheduled for the current FY24 Budget to include:

- Jefferson Street
- East Washington Street
- Dabney Street
- Spicers Mill Road
- Caroline Street

The Town Manager stated that we will not get Revenue Sharing for quite some time.

Mayor Roby requested that staff let Public Works know that there were some bad potholes at the stop light in front of Melrose Antiques that needed fixing.

Mayor Roby requested that \$100,000 be added back into the FY25 Budget for an Economic Development Manager.

Councilmember Pent inquired what the Miscellaneous line contribution was and the Town Manager stated it was there in case a request came up during the year. A discussion was held on contributions.

Vice-Mayor Sherman stated that the Town of Gordonsville was running short of matching funds for their new pool and park. After discussion, it was suggested that the Town Manager contact Gordonsville's Mayor to provide upfront funding in return for the annual donation that we give them for Town citizens to use their pool at their rate. The amount was \$25,000. Councilmember Pent requested that the Town Manager check to see if ARPA funds could be used.

Councilmember Cashell said that the Meals and Transient Occupancy taxes were too high. Councilmember Cashell stated that he had been receiving complaints. The Town Manager gave an overview of other localities' taxes. Vice-Mayor Sherman stated that both the Meals and Transient Occupancy taxes were user taxes and were not paid by the business owner. Vice-Mayor Sherman stated that the Town didn't charge a business tax.

Vice-Mayor Sherman recommended adding a Special Trash Collection Charge and Two Trash Can Charges to the FY25 Appropriation Ordinance.

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CLOSED SESSION

TOWN COUNCIL HELD A CLOSED SESSION UNDER STATE CODE 2.2-3711, SUBSECTION 6 FOR THE PURPOSE OF CONSIDERATION OF THE INVESTMENT OF PUBLIC FUNDS WHERE COMPETITION OF BARGAINING IS INVOLVED, WHERE, IF MADE PUBLIC INITIALLY, THE FINANCIAL INTEREST OF THE GOVERNMENTAL UNIT WOULD BE ADVERSELY AFFECTED, RELATED TO THE CONTRACT PROPOSED BY THE ORANGE DOWNTOWN ALLIANCE

Mayor Roby asked the Town Attorney to advise the Council regarding conflicts of interest regarding the ODA contracts negotiations due to a couple of the Council Members having spouses on the Orange Downtown Alliance Executive Committee. The Town Attorney provided an analysis of the Act, referencing opinions from the Attorney General's office and the Virginia Conflict of Interest and Ethics Advisory Council, stating that it was her opinion that a conflict may exist regarding the negotiations for the contract, but that no conflict would exist in relation to transactions regarding the ODA, such as budget or appropriations measures. The Town Attorney recommended that Council members seek a written opinion from the Commonwealth's Attorney or Ethics Advisory Council, as those were the authorities named in the Act. The Town Attorney stated that it was her job to protect the Town and Town Council from liability. The Town Attorney stated further that if they decided to participate in the Closed Session and if someone challenged their involvement, they could be charged with malfeasance of office, face possible misdemeanor charges, and the contract they discussed voided.

A discussion was held regarding the Conflict of Interest. Councilmember Cashell stated that he didn't remember any of this being a conflict of interest when the ODA contract was discussed last year. The Town Attorney stated that she advised them then too. Councilmember Pent said that he didn't remember that he only remembered Vice-Mayor Sherman bringing it up and the fact that he couldn't be Councilmember liaison to the ODA board because his wife was on the Executive Committee. The Town Attorney stated we could go back and check the minutes or record if need be. Councilmember Pent stated that obviously a lot of background work had been done on this and left the meeting. The Town Clerk inquired whether the Council Retreat should be discussed before the Closed Session and Councilmember Pent said no. Councilmember Cashell stated that "he could not have a say in tourism and now ODA, and there was a small group trying to destroy what he was doing and what his family was doing, and he didn't need another I can get him there." Councilmember Cashell left the meeting.

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Motion was made by Mayor Roby, seconded by Councilmember Waugh-Robinson, to move into closed session under the provisions of State Code 2.2-3711, Subsection 6, for the purpose of consideration of the investment of public funds where competition or bargaining was involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected, related to the contract proposed by the Orange Downtown Alliance . On vote regarding going into Closed Session, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – left meeting (absent), Councilmember Pent – left meeting (absent), and Councilmember Waugh-Robinson – aye. The motion carried.

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

Motion was made Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to leave closed session and reconvene in regular session. On roll call vote, Councilmember Waugh-Robinson – 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. The motion carried.

Mayor Roby stated that it was the consensus of Town Council to reject the ODA Contract at this time.

Councilmember Cashell returned to the regular business meeting at 7:40 p.m.
Councilmember Pent did not return to the regular business meeting.

TOWN COUNCIL RETREAT

Councilmember Cashell stated that he would like to see Town Council hold another retreat as they had several items to discuss to include coming up with a job description/vision for the Town's new Economic Development Manager and a further discussion needed to be had on goals for Town Council. The April Work Session date was thrown out, but the Town Clerk stated that she would be on vacation for the April work session meeting and requested that the meeting be moved to the May 6th Work Session meeting so that she could be present to discuss the job description for Economic Development Manager since she was the Town's HR Manager. It was consensus of the Council to hold a Council Retreat on Monday, May 6th at 5 p.m. in the Town's Community Meeting Room.

MISCELLANEOUS

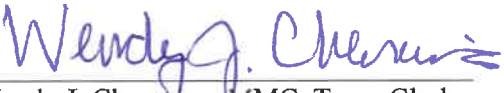
Vice-Mayor Sherman stated that he attended the PD-9 meeting with the Town Manager last Wednesday the 29th. Vice-Mayor Sherman stated that some localities had received 0% insurance increases. The Town Clerk stated that she had talked to the Town's Anthem Representative and that her group had received increases anywhere from 0% to 11%. Vice-Mayor Sherman stated that other localities were having broadband problems too.

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Page Five

Mayor Roby stated that there was no Planning Commission meeting in February due to illness.

Councilmember Waugh-Robinson stated the ODA meeting was also cancelled.

With no further business the meeting was adjourned at 7:50 p.m.


Wendy J. Chewning, MMC, Town Clerk


Martha B. Roby, Mayor



MOTION BY: **Mayor Roby**

MEETING DATE: **March 4, 2024**

SECOND BY: **Councilmember Waugh-Robinson** PURPOSE: Consideration of investment of Public funds where competition of bargaining is involved.

CERTIFICATION OF CLOSED MEETING

WHEREAS the Town Council of the Town of Orange has convened an closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Town Council of the Town of Orange that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Orange hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully discussed in the closed meeting to which this certification resolution applies, and (ii) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council of the Town of Orange.

VOTE

AYES: **Mayor Roby, Vice Mayor Sherman, and Councilmember Waugh-Robinson.**

*NAYS: **None.**

ABSENT DURING VOTE: **Councilmembers Cashell and Pent**

ABSENT DURING MEETING: **None.**

Clerk of Council
Town of Orange

* For each nay vote, the substance of the departure from the requirements of the Act should be described.

Town Council Meeting Minutes
March 18, 2024
Page One

The Orange Town Council held a regular meeting at 7 p.m. in the Town's Community Meeting Room. Town Councilmembers present were: Mayor Martha B. Roby, Vice-Mayor Frederick W. "Rick" Sherman, Jr., Councilmembers Jason Cashell, Jeremiah Pent, and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, Town Clerk Wendy J. Chewning, MMC, Deputy Town Clerk Kimberly Strawser, CMC/CZA, Town Attorney Catherine Lea, Director of Finance Dianna Gomez, Chief Kiline Madison, and Director of Public Works Larry Bond.

CALL TO ORDER

Mayor Roby led everyone in the Pledge of Allegiance. The Town Clerk called roll and noted a quorum was present.

ADOPTION OF AGENDA

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

PUBLIC COMMENT

Mrs. Grayson Butterfield of 11499 Rapidan Road appeared before Council regarding the condition of the old trees downtown and maintaining them, so they don't die. Mayor Roby inquired whether Grelen could take a look at the trees. The Town Manager stated that the Town had a contract with Grelen for the parks and there was no longer a Town Tree committee, but the Town had worked with Grelen on a couple of other tree issues and would reach out to them.

TOWN COUNCIL CONSIDERED TOWN COUNCIL MEETING MINUTES OF FEBRUARY 20th AND MARCH 4th, 2024

Vice-Mayor Sherman stated that on page 4-2 in the first sentence a "t" needed to be added to las (last).

Motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Pent, to adopt the minutes of February 20th and March 4th, 2024, as amended. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell- aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

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REPORTS

PRESENTATION OF THE TOWN'S NEWLY RE-DESIGNED WEBSITE

The Town Clerk and Deputy Town Clerk presented the Town's newly re-designed website to Town Council and the public.

The Town Clerk thanked Council Member Pent and the Deputy Town Clerk for all of their help with the website re-design.

Vice-Mayor Sherman noted that the water bills could be paid on-line. Mayor Roby stated that the new website was in a much friendlier format and thanked everyone for a good job.

TOWN COUNCIL REPORTS

Councilmember Waugh-Robinson stated that she and the Director of Community Development had attended the ODA meeting and they were discussing the farmer's market and upcoming events. Councilmember Waugh-Robinson stated that she and the Director of Community Development stepped out when contract discussions started.

Councilmember Cashell stated that the Board of Supervisors had been discussing budget items and denied a Solar Project on Monrovia. Councilmember Cashell also stated that Just Orange raised funds that paid for a trip to the White House and was also planning an Ancestors event for the African American Historical Society.

DIRECTOR OF FINANCE -FINANCE REPORT

The Director of Finance reported on the eighth month of FY 2024:

The Director of Finance reported that the General Fund Tax revenues included one significant YTD favorable variances to budget: \$189K for Meals Tax. The Director of Finance stated that Personal Property tax adjustment from the Orange County Commissioner of the Revenue's office was \$22K.

The Director of Finance stated that in addition to the favorable tax revenue variances, interest income was \$143K favorable to budget due to rate increases and timing of ARPA Fund deposits.

The Director of Finance stated that Water Sales Revenue YTD was \$1.119M and was in line with the budget.

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The Director of Finance stated that Sewer Sales Revenue YTD was \$1.496M. The Director of Finance stated that Revenue was in line with budget, but Availability fees remaining for the year were \$329K.

The Director of Finance reported that payments for the month were \$864K. The Director of Finance stated that \$337K was paid to Johnston Construction Company for Standpipe construction, \$93K was paid to McClung Logan Equipment Company for the purchase of a compact excavator, and \$10K purchased Standpipe land. The other payments were normal course of business expenses.

The Director of Finance stated that expenditures from the \$5.3M ARPA funding were \$2,444,782 ITD, of which \$121K went toward engineering services and equipment for the Liquid Feed project at the Water Plant, \$231K went toward the new SCADA system for the Sewer Plant, \$422K had gone to Standpipe Engineering services, a new generator and land, \$8K had been used for the Macon Road Mixer, \$30K covered Water Line Engineering Services, \$342K had been spent on the Sewer Line Engineering services, and \$87K covered an intake pump and pump repairs, and \$4K covered engineering services for the millimeter screen project. We had submitted \$863K to VDH for Standpipe Construction and have been reimbursed \$863K. We will submit an additional \$337K to VDH at the end of the quarter.

The Director of Public Works stated that the standpipe tank would be free standing by Thursday afternoon.

The Director of Finance gave a brief summary from the Virginia Investment Pool Monthly Report: The Federal Reserve had kept rates steady since its last hike in July, and it was unlikely that there would be a rate reduction in March. The Fed Chair believed that the rate could be reduced later this year. The VIP Stable Value fund yield was 5.51% for February. The Town of Orange had \$940K invested in the fund. The VIP High Quality Bond fund yield was 4.73% for February. The Town of Orange has \$678K invested in the fund.

UNFINISHED BUSINESS

DISCUSSION OF TRASH

The Director of Public Works reported to Town Council that trash cart lids would need to be ordered soon, and since the last discussion, staff was considering color coding lids for residents that would reflect their collection day. Town Council also discussed adding businesses to the color coding lids. After discussion, it was decided that the lids would be blue and grey for residents and orange for business owners.

The Director of Public Works stated that staff was also considering the removal of commercial and residential trash dumpster service. The Director of Public Works reported that there were

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currently 11 commercial dumpster customers. The Director of Public Works stated that commercial businesses that would require more than 4 trash can carts would need to have trash removed by a private contractor. The Director of Public Works stated further that staff was also considering the removal of the residential dumpster service. The Director of Public Works stated that there were currently 4 apartment complexes in town that dumpster service was provided for. The Director of Public Works stated further that he felt confident that getting rid of residential dumpsters that staff should be able to collect trash on Mondays and Tuesdays.

After discussion, it was the consensus of Town Council to have the Director of Public Works contact commercial businesses affected by the removal of commercial trash dumpster service, notifying them that the Town dumpster collection was going away so they have time to find a new collector, and talk to residential dumpster owners notifying them of the possibility of the residential trash dumpster service going away and to get feedback; and report back to Council for further discussion at the Work Session meeting.

The Director of Public Works presented a draft Trash Ordinance that he and the Town Attorney had been working on. The Director of Public Works stated that the goal was to clean-up a lot of grey areas in trash collection. It was consensus of Council to discuss this further at the next Work Session meeting.

Mayor Roby thanked the Director of Public Works for all of his work on this.

DISCUSSION OF ODA

Councilmember Pent stated that he had wanted to talk about ODA in Closed Session and since we couldn't do this, he no longer had anything to say. Mayor Roby stated that Councilmember Pent did write an analysis to Council regarding his thoughts and ideas for ODA. Mayor Roby stated that the ODA discussion was on the agenda this evening for Town Council to discuss. Vice-Mayor Sherman stated that at the end of the last meeting, Town Council rejected the ODA contract that had been presented to them, so where were we now. A lengthy discussion was held.

After discussion, Mayor Roby stated that ODA had stated it would like to operate as a non-profit not under the regulations of the Main Street Program. Mayor Roby stated further that if so, a contract between the Town of Orange and ODA was not required, and we did not have contracts with other non-profit organizations in the town. Mayor Roby stated that the organization (ODA) could operate as a non-profit.

Mayor Roby stated the town could make a donation to ODA of \$30,000 to be used for the farmer's market, Holiday Village, and street beautification, and during the year, ODA could request donations from the town if needed to help support events or projects. Mayor Roby stated to have a line item for such requests, the proposed ODA contracted services amount could be moved to miscellaneous donations in the 2024-2025 budget.

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Mayor Roby stated that if the town's economic/tourism position was approved in the budget and that position could work with ODA to have a point of contact and collaboration with the town. Vice-Mayor Sherman stated that this was now Option 4.

Councilmember Pent verified that the proposed economic/tourism position would be discussed at the May work session. The Town Clerk stated that it would be on the May 6th Town Council work session agenda.

A discussion was held on the Main Street accreditation and when in fact it goes away. Town Council requested that the Director of Community Development research this and report back to Council at the April work session meeting.

Councilmember Waugh-Robinson stated that she felt we needed to move forward with Option 4. Councilmember Waugh-Robinson stated that Council had rejected the contract, and this was a compromise. Councilmember Pent stated that he didn't mind sending a message to ODA that this was what we were considering.

After discussion, it was the consensus of Council to send a letter to the ODA President, Cameron Hamilton, that Town Council was considering treating the ODA like all other non-profits and that the Town would like their feedback.

Mayor Roby stated that staff would send out a draft letter for Council to review before sending to the ODA.

The Town Clerk stated that she would be out of Town tomorrow at a health insurance meeting. Mayor Roby stated that she would get the information to the Town Manager and that he and the Town Clerk would get a letter to the Town Council for their review at their earliest convenience.

NEW BUSINESS

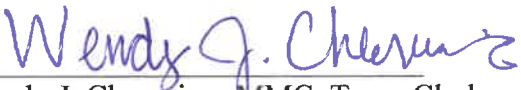
CONSIDERATION OF AUTHORIZATION OF ADVERTISEMENT OF PUBLIC HEARING FOR THE FY25 DRAFT BUDGET AND APPROPRIATION ORDINANCE

The Town Manager reported that the FY25 draft budget was a conservative budget. The Town Manager stated that there were no increases to rates or taxes this year. The Town Manager stated that increases had been to fees for equipment rentals, fees for the Community Room and Veteran's Park, and millings. The Town Manager reported further that trash collection was increasing from \$5.50 to \$7.00, health insurance for employees had increased, but VRS had decreased a small portion. Vice-Mayor Sherman inquired about \$76,000 under Town Manager. The Town Manager stated that was for the IDA and building facades. The Town Manager stated that there was roughly \$100,000 in Town Manager salaries for the new tourism/economic development position for the Town.

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After discussion, motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to authorize staff to advertise a Public Hearing for the FY25 DRAFT Budget and Appropriation Ordinance to be held Monday, April 15, 2024. On vote: Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

With no further business the meeting adjourned at 8:58 p.m.


Wendy J. Chewning, MMC, Town Clerk


Martha B. Roby, Mayor

Town Council Meeting Minutes
April 1, 2024
Page One

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

CALL TO ORDER

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

Mayor Roby reported that Councilmember Cashell sent her a text message and apologized that he would not be able to attend the meeting because he was out of town.

ADOPTION OF AGENDA

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

CONTINUED DISCUSSION OF TRASH

The Director of Public Works gave an update on conversations he had with commercial and residential dumpster customers, concerning the consideration of discontinuing dumpster service. The Director of Public Works stated that the customers were very appreciative of the early notice of possibly discontinuing dumpster service.

The Town Manager reported that current dumpsters for commercial and residential are old and getting worn out. The Town Manager stated that dumpster replacement cost was approximately \$2,000 to \$2,500 per container. The Town Manager stated further that to keep in mind we have not budgeted for the replacement of dumpsters. The Town Manager stated that if it was decided to keep the dumpsters fees should be increased. The Town Manager reported that commercial fees had increased by \$5 per month over the last 16 years. The Town Manager stated that while it was not the desire to increase fees, the residential increase was 27%. The Town Manager stated further that if it was decided to keep dumpster service then an increase should be considered.

A discussion was held.

Town Council Meeting Minutes
April 1, 2024
Page Two

CONTINUED DISCUSSION OF ODA

The Director of Community Development answered questions from Town Council's last meeting regarding ODA. The Director of Community Development stated Council inquired if ODA could become Main Street certified in the future if they lost accreditation. The Director of Community Development reported yes, they could be re-certified.

The Director of Community Development stated Council asked how long the probation period for a Main Street program to come into compliance with the Main Street program requirements once they are found in non-compliance. The Director of Community Development reported that there was a two-year window for a Main Street community to come into compliance with the requirements of the Main Street program before the loss of the accreditation. The Director of Community Development stated that ODA was approximately 15 months into the 24-month probation period at this time.

Vice Mayor Sherman asked for clarification on what competitive process meant in the email received from Rebecca Rowe, Virginia Department of Housing & Community Development. The Director of Community Development stated there are only a certain number of spots to be designated as a Main Street Community.

A discussion was held.

Mayor Roby asked the Town Manager about the meeting he had with Tim Kahlenberg, Treasurer of ODA and Amy Pent, if they mentioned wanting to maintain the membership and accreditation to the Main Street program. The Town Manager stated that the intention was not to continue with the Main Street program.

Mayor Roby stated that after looking over the letter that was sent to ODA regarding funding of \$30,000. Mayor Roby stated further that she would like to recommend an increase to \$40,000. Councilmember Waugh-Robinson stated that money could be used for the Holiday Village, planters, Farmers Market, banners, and Orangetober Fest.

Vice Mayor Sherman stated we have lost the Enterprise Zone and now we are losing Main Street designation. Mayor Roby stated that when the town's Economic Development position was filled this person would work with ODA, the Chamber or any other entities that help promote the town.

A discussion was held.

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April 1, 2024
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MISCELLANEOUS UPDATES

Vice Mayor Sherman asked if there was a decision on Paul Stefan Foundation. The Town Manager stated the request was included in the proposed budget.

The Town Manager reported that the MOU was sent to Gordonsville.

With no further business the meeting was adjourned at 6:57 p.m.



Kimberly Strawser, CMC/CZA
Deputy Town Clerk



Martha B. Roby, Mayor

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May 20, 2024
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The Orange Town Council held a regular meeting at 7 p.m. in the Town's Community Meeting Room. Town Councilmembers present were: Mayor Martha B. Roby, Vice-Mayor Frederick W. "Rick" Sherman, Jr., Councilmembers Jason Cashell, Jeremiah Pent and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, Town Clerk Wendy J. Chewning, MMC, MMC, Town Attorney Catherine Lea, Director of Finance Dianna Gomez, Director of Public Works Larry Bond, and Deputy Chief Rebecca Moody.

CALL TO ORDER

Mayor Roby led everyone in the Pledge of Allegiance. The Town Clerk called roll and noted a quorum was present.

ADOPTION OF AGENDA

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

PUBLIC COMMENT

Ms. Kathy Judge of Madison Street stated concern over feral cats and racoons living in the storm drains on her street. Ms. Judge inquired if there was something that could be done to keep them out. Mayor Roby asked the Director of Public Works if he could look into this.

TOWN COUNCIL CONSIDERED TOWN COUNCIL MEETING MINUTES OF APRIL 15TH, 2024

The Town Clerk stated that on page 4-1 at the top that she had herself present twice.

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to adopt the minutes of April 15th, 2024, as amended. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell- aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

REPORTS

DIRECTOR OF FINANCE - FINANCE REPORT

The Director of Finance reported on the tenth month for FY24

The Director of Finance reported that the General Fund Tax revenues included one significant YTD favorable variances to budget: \$262K for Meals Tax.

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The Director of Finance reported further the favorable tax revenue variances, interest income was \$178K favorable to budget due to rate increases and timing of ARPA Fund deposits.

The Director of Finance reported that Water Sales Revenue YTD was \$1.370M and revenue was projected to be in line with budget even with the removal of Water Availability fees for the rest of the year.

The Director of Finance reported that Sewer Sales Revenue YTD was \$1.902M and revenue was projected to be \$51K lower than budgeted because of the removal of Sewer Availability fees for the rest of the year.

The Director of Finance reported that payments for the month were \$653K. The Director of Finance reported further that \$113K was paid to Johnston Construction Company for Standpipe construction, \$43K was paid to Acme Parking Lot Striping, \$45K was paid to Rinker Design Associates for Water and Sewer line projects, \$63K was paid to Paisley Kerr LLC for the Belleview Sidewalk project, and \$23K was paid to Aqua-Aerobic Systems for Sewer machinery and parts. The Director of Finance stated that the other payments were normal course of business expenses.

The Director of Finance reported that expenditures from the \$5.3M ARPA funding were \$2.8M ITD, of which \$140K went toward engineering services and equipment for the Liquid Feed project at the Water Plant, \$231K went toward the new SCADA system for the Sewer Plant, \$428K had gone to Standpipe Engineering services, a new generator and land, \$38K had been used for the Macon Road Mixer, \$67K covered Water Line Engineering Services, \$374K had been spent on the Sewer Line Engineering services, \$87K covered an intake pump and pump repairs, and \$8K covered engineering services for the millimeter screen project. We had submitted \$1.314M to VDH for Standpipe Construction and had been reimbursed \$863K. We submitted \$451K to VDH at the end of March and received payment on May 7th, 2024. We have an additional \$113K to submit to VDH at the end of the quarter.

The Director of Finance gave a brief summary from the Virginia Investment Pool Monthly Report: The Federal Reserve had kept rates steady since its last hike in July. The Director of Finance stated it was still doubtful that the rate would be reduced this year. The VIP Stable Value fund yield was 5.45% for April. The Director of Finance reported that the Town of Orange had \$949K invested in the fund. The Director of Finance stated that the VIP High Quality Bond fund yield was 5.08% for April and The Town of Orange had \$678K invested in the fund.

MISCELLANEOUS REPORTS

Vice-Mayor Sherman stated that PD-9 was working on the Strategic Plan and he and the Town Manager had a meeting with Patrick Mauney this coming Thursday.

Councilmember Waugh-Robinson stated that prior to the meeting she had received a letter from Cameron Hamilton, ODA President, accepting the Town's financial support.

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Mayor Roby inquired whether we were still working on Safe Rides to School Grant. The Town Manager stated that we were still working on Jefferson Street.

The Town Attorney stated that she had provided Council and staff a report on the Legislative session.

UNFINISHED BUSINESS

CONSIDERATION OF FY25 BUDGET

The Town Manager gave an overview of the FY25 Budget and Appropriation Ordinance. The Town Manager reported that the FY25 draft budget was a conservative budget totaling \$9,965,010 and increasing our reserves by \$139,108. The Town Manager stated that there were no increases to rates or taxes this year. The Town Manager stated that there are increases to equipment rentals, fees for the Community Room and Veteran's Park, and millings. The Town Manager reported further that trash collection was increasing from \$5.50 to \$7.00, health insurance for employees had increased, but VRS had decreased a small portion. The Town Manager stated that there was a 5% COLA in the budget for employees and an additional .5% for those employees under \$20 an hour. The Town Manager reported that the Economic Development Manager was in the budget and donations were the same. The Town Manager stated that Capital Expenditures included \$125,000 for a Public Works vehicle, \$25,000 for a new Community Room Floor, \$150,000 for street paving, \$30,000 for computer automation, \$120,000 for new sidewalks, and \$75,000 for improvements to Lafayette Street.

After discussion, the motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to adopt the FY25 Budget, as presented. On roll call vote, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Waugh-Robinson – aye, Councilmember Pent – aye, and Mayor Roby – aye. The motion carried unanimously.

CONSIDERATION OF FY25 APPROPRIATION ORDINANCE

After discussion, the motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to adopt the FY25 Appropriation Ordinance, as presented. On roll call vote, Councilmember Pent – aye, Vice-Mayor – aye, Councilmember Cashell – aye, Councilmember Waugh-Robinson – aye, and Mayor Roby – aye.

DISCUSSION AND CONSIDERATION OF TRASH ORDINANCE (ORD2024-01)

The Town Attorney gave an overview of the updates to the trash ordinance. After discussion, it was the consensus of Town Council and fine tune adding a violation section and making the following changes:

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- 1) Add a violation section.
- 2) Amend 58-2 (b) to include flammable waste liquids
- 3) Amend Section 58-34 (1) to add Garbage: placed in bags
- 4) Amend Section 58-34 (10) Human and animal waste: deposited in an unsanitary manner
- 5) Delete Section 58-39 – Denial of service for delinquent taxes

NEW BUSINESS

CONSIDERATION OF RE-APPOINTMENT OF BEN SHERMAN TO THE TOWN'S PLANNING COMMISSION WITH A TERM TO EXPIRE JUNE 30, 2028

The Town Manager stated that that Mr. Sherman was willing to serve on the Town's Planning Commission for one more term.

The motion was made by Councilmember Pent, seconded by Councilmember Waugh-Robinson, to move that Town Council re-appoint Ben Sherman to serve on the Town's Planning Commission with a term to expire June 30, 2028. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell- aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

MISCELLANEOUS

Vice-Mayor Sherman stated that Arthur Bryant was now working out of Town and was representing the Town on the County Economic Development Authority and only wanted to continue serving until the Town could find him a replacement.

TOWN COUNCIL WILL HOLD A CLOSED SESSION UNDER 2.2-3711(A), SUBSECTION 3 FOR A DISCUSSION REGARDING THE DISPOSITION OF PUBLICLY HELD PROPERTY, WHERE DISCUSSION IN AN OPEN MEETING WOULD AFFECT THE NEGOTIATING STRATEGY OF THE TOWN COUNCIL

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 (A), subsection 3 for a discussion regarding the disposition of publicly held property, where discussion in an open meeting would affect the negotiating strategy of the Town Council. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.



MOTION BY: **Mayor Roby**

MEETING DATE: **May 20, 2024**

SECOND BY: **Councilmember Waugh-Robinson** PURPOSE: Discussion regarding the disposition of publicly held property, where discussion in an open meeting would affect the negotiating strategy of the Town Council

CERTIFICATION OF CLOSED MEETING

WHEREAS the Town Council of the Town of Orange has convened an closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Town Council of the Town of Orange that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Orange hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully discussed in the closed meeting to which this certification resolution applies, and (ii) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council of the Town of Orange.

VOTE

AYES: **Mayor Roby, Vice Mayor Sherman, and Councilmembers Cashell, Pent, and Waugh-Robinson.**

*NAYS: **None.**

ABSENT DURING VOTE: **Councilmembers Cashell and Pent**

ABSENT DURING MEETING: **None.**

Clerk of Council
Town of Orange

* For each nay vote, the substance of the departure from the requirements of the Act should be described.

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

Motion was made by Councilmember Pent, seconded by Councilmember Waugh-Robinson, to leave closed session and reconvene in regular session. On roll call vote, Councilmember Waugh-Robinson – aye, Councilmember Pent – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – 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 8:50 p.m.


Wendy J. Chewning, MMC, Town Clerk


Martha B. Roby, Mayor

Town Council Meeting Minutes
June 17, 2024
Page One

The Orange Town Council held a regular meeting at 7 p.m. in the Town's Community Meeting Room. Town Councilmembers present were: Mayor Martha B. Roby, Vice-Mayor Frederick W. "Rick" Sherman, Jr., Councilmembers Jason Cashell, Jeremiah Pent and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, Deputy Town Clerk Kimberly Strawser, CMC/CZA, Town Attorney Catherine Lea, Director of Finance Dianna Gomez, and Director of Public Works Larry Bond. Town Clerk Wendy J. Chewning, MMC was absent.

CALL TO ORDER

Mayor Roby led everyone in the Pledge of Allegiance. The Deputy Town Clerk called roll and noted a quorum was present.

ADOPTION OF AGENDA

The Deputy Town Clerk stated that agenda item 6, said consideration of April 15, 2024 meeting minutes and it should be consideration of May 20, 2024 meeting minutes. Councilmember Cashell stated that agenda item 8 [C] should have been Discussion of Economic Development Strategy. A motion was made by Vice-Mayor Sherman, seconded by Councilmember Waugh-Robinson, to adopt the agenda, as amended. On vote: Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

PUBLIC COMMENT

Julia Lyman of 237 Blue Ridge Road appeared before Council regarding the following items: Ms. Lyman thanked the Director of Community Development John Cooley and Town Manager Greg Woods for keeping residents informed regarding the Standpipe Project. Ms. Lyman stated that the curb at Blue Ridge Drive and Blue Ridge Road was busted up and needed repair. Ms. Lyman thanked everyone that helped reduce the feral cats at 208 Lee Avenue. Ms. Lyman stated that she would like Council to enact an ordinance to prohibit residents from putting food out that would attract animals. Ms. Lyman expressed her support for the recent efforts to address the train horns in town. Ms. Lyman stated she lives on the other end of town and hears them loud and clear. Ms. Lyman stated further that it is a known problem for downtown businesses and very loud during community events.

Kathy Judge of 113 N. Madison Street appeared before Council regarding the feral underground cats and racoons. The Town Manager reported that Animal Control was contacted regarding the feral cats, and they were removed.

Mayor Roby asked that the Town Manager work with the Director of Public Works to address the curb at the intersection of Blue Ridge Drive and Blue Ridge Road.

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TOWN COUNCIL CONSIDERED TOWN COUNCIL MEETING MINUTES OF MAY 20TH, 2024

A motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to adopt the minutes of May 20th, 2024, as presented. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell- aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

REPORTS

PRESENTATION BY ORANGE VOLUNTEER FIRE DEPARTMENT CHIEF WHIT JACOBS – FY23 ANNUAL REPORT

Chief Whit Jacobs presented the department's FY23 Annual Report.

DIRECTOR OF FINANCE - FINANCE REPORT

The Director of Finance reported on the eleventh month for FY24.

The Director of Finance reported that the General Fund Tax revenues included one significant YTD favorable variances to budget: \$279K for Meals Tax. The Director of Finance reported further that Real Estate taxes collected were \$635K which was over budget for the year.

The Director of Finance reported that in addition to the favorable tax revenue variances that interest income was \$192K favorable to budget due to the rate increases and timing of ARPA Fund deposits.

The Director of Finance reported that Water Sales Revenue YTD was \$1.507M and revenue was projected to be favorable to budget even with the removal of water availability fees for the fourth quarter.

The Director of Finance reported that Sewer Sales Revenue YTD was \$2.076M and revenue was projected to be in line with the budget even with the removal of sewer availability fees for the fourth quarter.

The Director of Finance reported that payments for the month were \$891K. The Director of Finance reported further that a debt payment of \$325K was made to Virginia Resources Authority, \$39K was paid to Sheehy Ford for the Town Hall vehicle, \$66K was paid to Maverick Construction for the Macon Road Mixer, \$58K was paid to Rinker Design Associates for the water and sewer line projects and \$9K was paid to Acme Parking Lot Striping. The Director of Finance stated that other payments were normal course of business expenses.

The Director of Finance reported that expenditures from the \$5.3M ARPA funding were \$2.9M ITD, of which \$140K went toward engineering services and equipment for the Liquid Feed

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project at the Water Plant, \$231K was for the new SCADA system for the Sewer Plant, \$428K was for Standpipe Engineering services, a new generator and land, \$107K was for the Macon Road Mixer, \$69K was for the Water Line Engineering Services, \$427K was for the Sewer Line Engineering Services, \$87K was for an intake pump and pump repairs, and \$11K was for engineering services for the millimeter screen project.

The Director of Finance stated that reimbursement was submitted to VDH in the amount of \$1.314M for the Standpipe Construction and reimbursement was received. The Director of Finance reported that an additional \$113K will be submitted at the end of the quarter.

The Director of Finance gave a brief summary from the Virginia Investment Pool Monthly Report. The Director of Finance stated that the Federal Reserve rates have been steady since the last hike in July. The Director of Finance reported that there may be a 25-basis point cut in September and a second rate cut by the end of the year. The Director of Finance reported further that the VIP Stable Value fund yield was 5.45% for May, which the Town of Orange has \$953K invested in the fund. The Director of Finance stated that the VIP High Quality Bond fund yield was 4.92% for May, which the Town of Orange has \$683K invested in the fund.

MISCELLANEOUS REPORTS

None.

UNFINISHED BUSINESS

CONSIDERATION OF TRASH ORDINANCE (ORD2024-02)

The Town Attorney reviewed the recommended changes from the May 20th Town Council meeting as requested by Council. The Town Attorney stated that the Trash Ordinance (ORD2024-02) was before Council for their consideration.

The Town Attorney reported that in Section 58-2 (b) flammable liquid information was reflected in Virginia Code and State Fire Code and was the reasoning for it being included in the ordinance. It was consensus of Council to include metal or approved plastic containers to this section. The Town Attorney read the amendment to Section 58-2 (b).

A discussion was held regarding the collection of cardboard and limbs, Council asked for clarification. The Director of Public Works stated that limbs could be bundled for collection and cardboard boxes should be broken down for collection.

After discussion, motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Pent, to adopt the Trash Ordinance (ORD2024-02), as amended. On roll call

vote, Councilmember Waugh-Robinson – aye, Councilmember Pent – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye and Mayor Roby – aye. The motion carried.

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CONSIDERATION TO AUTHORIZE FOR A PUBLIC HEARING REGARDING A FRANCHISE AGREEMENT WITH FIBERLYNC

The Town Attorney gave an update regarding the Franchise Agreement with Fiberlync. The Town Attorney requested an authorization of a Public Hearing for the July 15th regular meeting. The Town Attorney reported that the version of the agreement in the Council packet was the draft of the agreement. The Town Manager reported that the Town should receive the final draft from the Board after their July 9th meeting.

After discussion, motion was made by Councilmember Pent, seconded by Vice-Mayor Sherman, to authorize a Public Hearing regarding a Franchise Agreement with Fiberlync. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson. The motion carried.

The Town Manager stated that the Public Hearing will be on July 15th, at the Town Council regular meeting.

DISCUSSION OF ECONOMIC DEVELOPMENT STRATEGY

Councilmember Cashell stated that a vision and mission statement was needed before hiring for the Economic Development position. Councilmember Cashell reported that he found some helpful information when doing research, a document from the EPA, which was a framework for creating smart growth – Economic Development Strategy, a tool for small cities and towns. Councilmember Cashell stated there needed to be a clear objective for Economic Development from the Council to move forward.

Vice-Mayor Sherman asked if the information Councilmember Cashell was requesting would be an addition to the job description that the Town Manager gave Council.

Mayor Roby stated the importance for the person hired to be involved in creating the objective, mission and vision for Economic Development.

Councilmember Cashell stated that there should be a clear vision for what the Council is looking for or formulate a committee. Councilmember Cashell suggested that Council have a work session meeting.

Councilmember Pent gave a handout to the Council that included 11 categories with goals stated along with the mechanism and metric for each goal. Councilmember Pent requested that Council have a work session meeting to discuss further.

Councilmember Waugh-Robinson stated she was ready to move forward with the Economic Development position.

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Mayor Roby confirmed that the hire date was July 1st. The Town Manager stated that we could advertise now and hire after July 1st.

After lengthy discussion, Mayor Roby stated that July 1st Work Session meeting was on the agenda under new business, for consideration to cancel the meeting. Mayor Roby confirmed with Council if a meeting was held if everyone would be present as well as staff. Mayor Roby instructed the Town Manager to advertise the position and to move forward. Mayor Roby stated then Council would work together to review goals. Mayor Roby stated Council would vote on the July 1st work session when Council got to the item on the agenda under new business.

The Town Manager confirmed that for the July 1st meeting the agenda item would be discussion of Economic Development Strategic Plan.

DISCUSSION OF EVALUATION AND SCHEDULING OF TOWN COUNCIL APPOINTED STAFF

Councilmember Cashell stated that the agenda item should say discussion of evaluation of Town Council appointed staff. Councilmember Cashell stated further that it was his understanding that all people that report to Town Council should have yearly reviews. Mayor Roby stated that she checked on that and shared that the Town Clerk, and the Zoning Administrator are appointed, and they are evaluated by the Town Manager.

Mayor Roby stated further that Council interviews and hires the Town Manager and the evaluation was completed by Council. Mayor Roby reported that an evaluation form was available and in place. Mayor Roby explained that when completing that form that the Personnel Rules and Regulations should be referenced if there were any questions.

Mayor Roby stated that the Town interviews and recommends to the Town Manager for hiring of the Town Attorney. Mayor Roby stated further that the Town Attorney was retained by a contract.

Mayor Roby stated that the only person that was evaluated by Town Council was the Town Manager. Councilmember Cashell asked if the evaluation was done yearly. Mayor Roby stated that it could be done yearly. Mayor Roby stated further that any discussion of personnel was done in closed session.

Mayor Roby stated that the evaluation of the Town Manager had not been done for several years. Councilmember Cashell stated that the evaluation should be done yearly.

Mayor Roby stated that if there ever came a time when a member of Council had a concern about an employee, they would discuss that with the Town Manager.

After discussion, Mayor Roby stated that she would talk to the Town Clerk when she returned from vacation and have the evaluation forms sent out to Council. Mayor Roby stated this would

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be done as a closed session discussion at the July 15th Council meeting. The Town Manager stated the Town Manager's job description, and the Town Charter would be sent out as well. It was the consensus of Council to add this to the July 15th Council meeting.

CONSIDERATION OF NEW APPOINTMENT OF COUNCIL LIAISON TO THE TOWN'S PLANNING COMMISSION

Mayor Roby stated that she and Councilmember Pent discussed this. Mayor Roby stated that she would be the liaison to the Town's Planning Commission.

TOWN COUNCIL WILL DISCUSS UNIFIED GOALS TO ACCOMPLISH THIS COMING FISCAL YEAR

Councilmember Cashell stated that as a Council it would be effective to have some collective goals. Councilmember Cashell stated further that it would bring the Council together in order to accomplish things and to make a plan for the upcoming year.

Mayor Roby stated that could be done at the upcoming August work session. Vice-Mayor Sherman stated that these types of things are normally discussed at the Council Retreat and prior to the budget. Mayor Roby stated that this may be something that should wait until after the election, that the Council could completely change. Councilmember Cashell disagreed and stated that if that was the case then the Economic Development discussion should be postponed as well.

After discussion, it was decided that a discussion of goals would be done at the August work session.

NEW BUSINESS

CONSIDERATION OF ORDINANCE (ORD2024-03) PERMITTING THE PROSECUTION OF TRAFFIC OFFENSES IN FY25

The Town Manager stated this was done annually and must be done by July.

A motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to adopt Ordinance (ORD2024-03) permitting the prosecution of traffic offenses in FY25. On roll vote, Councilmember Cashell – aye, Councilmember Waugh-Robinson – aye, Councilmember Pent – aye, Vice-Mayor Sherman – aye and Mayor Roby – aye. The motion carried.

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CONSIDERATION TO CANCEL MONDAY, JULY 1, 2024, TOWN COUNCIL WORK
SESSION MEETING

A motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Pent to strike this from the agenda. On vote, Mayor Roby – aye, Vice-Mayor Sherman – nay, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson. The motion carried with one member voting nay.

Town Council will hold their Monday, July 1st Work Session meeting.

With no further business the meeting adjourned at 8:42 p.m.


Kimberly Strawser, Deputy Town Clerk


Martha B. Roby, Mayor

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The Orange Town Council held a work session meeting at 6:00 p.m. in the Town of Orange Community Meeting Room. Town Councilmembers present were: Mayor Martha B. Roby, Vice-Mayor Frederick W. “Rick” Sherman, Jr., and Councilmembers Jason Cashell, Jeremiah Pent, and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, Town Clerk Wendy J. Chewning, MMC, Town Attorney Catherine Lea, and Deputy Chief Rebecca Nelson.

CALL TO ORDER

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

ADOPTION OF AGENDA

The Town Manager recommended adding the discussion of declaring drought conditions in the Town to the agenda.

Mayor Roby recommended moving the discussion of drought discussion to number 5 and the discussion of the Economic Development Strategic Plan to number 6.

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

DISCUSSION OF PUBLIC COMMENT AT REGULAR TOWN COUNCIL MEETINGS

Mayor Roby stated that individuals who live by themselves find it concerning to state their address during the Public Comment portion of Town Council regular meetings. The Town Attorney stated that it was not a requirement to state your address, but it was nice for staff to have. After discussion, it was consensus of Council to still have the address on the sign-up card but add a box on the card where the citizen could check that they are a town citizen or town business, and the addresses would not be announced at the meetings.

DISCUSSION OF DECLARING DROUGHT CONDITIONS

The Town Manager reported that the State Drought Committee met this morning, and the State was on a Drought Watch. The Town Manager reported that the Town did not have any problem at this time, as the reservoir was full, but he was requesting that Town Council consider moving into Drought Condition 1 – Voluntary.

After discussion, it was the consensus of Council to move into Drought Condition 1 – Voluntary effectively immediately.

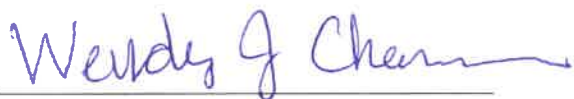
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CONTINUED DISCUSSION OF ECONOMIC DEVELOPMENT STRATEGIC PLAN

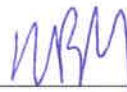
A lengthy discussion was held by the Town Council and staff on shared goals for the Town's Economic Development Strategic Plan, and the job description for the Town's new Economic Development Manager.

It was the consensus of the Town Council to move forward with the hiring of a new Economic Development Manager.

With no further business the meeting was adjourned at 7:32 p.m.



Wendy J. Chewning, MMC
Town Clerk



Martha B. Roby, Mayor

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

CALL TO ORDER

Councilmember Waugh-Robinson led everyone in the Pledge of Allegiance. The Town Clerk called roll and noted a quorum was present.

ADOPTION OF AGENDA

The Town Clerk stated that she had made a typo under the Public Hearing recommended motion, and she had provided Town Council with a new revised copy. A motion was made by Vice-Mayor Sherman, seconded by Councilmember Waugh-Robinson, to adopt the agenda, as presented. On vote: Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

PUBLIC HEARING

Mayor Roby called for a staff presentation. The Town Attorney reported that Orange County Broadband Authority d/b/a FiberLync had submitted a draft franchise agreement for consideration by Council. The Town Attorney stated that their proposal was an amended version of the model franchise agreement offered by the Town in its invitation for Bid for Broadband Franchise issued on April 19, 2022. The Town Attorney stated further that the proposed Ordinance was presented independently by FiberLync following negotiations regarding language amendments between legal counsel. The Town Attorney reported that the draft of the FiberLync's submitted agreement has little variation from the model agreement included by the town in the 2022 Invitation for Bids, aside from the extensive changes to the paragraphs regarding transfer of the franchise and termination of the franchise.

Mayor Roby declared the Public Hearing open and called for Public Comment.

Mr. Chris Cord, Emergency Communications Director for Orange County stated that high-speed internet was needed in Town to do business and for emergency communications.

Ms. Grayson Butterfield stated that the Town would want to know about any permitting transfer. The Town Manager stated that the Town had the right to approve who its transferred to, but shall not be unreasonably withheld.

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There being no more Public Comment, Mayor Roby closed the Public Hearing. Mayor Roby called comments, questions, or motion from Town Council. After discussion, motion was made by Councilmember Pent, seconded by Councilmember Waugh-Robinson, to move that Town

Council adopt Ordinance (ORD2024-04) granting a twenty-year non-exclusive franchise to Orange County Broadband Authority d/b/a FiberLync for a fiber infrastructure within the public rights-of-way of the Town of Orange. On vote: Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

Motion was then made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman to authorize the Mayor to execute the Franchise Agreement with the Orange County Broadband Authority d/b/a FiberLync for a fiber infrastructure within the public rights-of-way of the Town of Orange. On roll call vote: Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Waugh-Robinson – aye, Councilmember Pent – aye, and Mayor Roby – aye. The motion carried unanimously.

PUBLIC COMMENT

Ms. Kathy Judge stated that the Town had given the ODA \$30,000 and questioned what the \$30,000 was being used for.

Mayor Roby stated that the town no longer had a contract with the ODA, and Ms. Judge would need to contact them.

TOWN COUNCIL CONSIDERED TOWN COUNCIL MEETING MINUTES OF JUNE 17th AND JULY 1st, 2024

A motion was made by Vice-Mayor Sherman, seconded by Councilmember Waugh-Robinson, to adopt the minutes of June 17th and July 1st, 2024, as presented. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell- aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

REPORTS

DIRECTOR OF FINANCE - FINANCE REPORT

The Director of Finance reported on the twelfth month for FY24.

The Director of Finance reported that the General Fund Tax revenues included one significant YTD favorable variances to budget: \$339K for Meals Tax.

The Director of Finance reported that in addition to the favorable tax revenue variances that interest income was \$206K favorable to budget due to the rate increases and timing of ARPA Fund deposits.

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The Director of Finance reported that Water Sales Revenue YTD was \$1.646M and revenue was in line with the budget, excluding reserves.

The Director of Finance reported that Sewer Sales Revenue YTD was \$2.250M and revenue was in line with the budget, excluding reserves.

The Director of Finance reported that payments for the month were \$882K. \$70K was paid to Sheehy Ford for the 2nd Police Car that will be reimbursed by a grant, \$39K to James Dix for Dorsett Control upgrades at the Sewer plant, \$34K was paid to Rinker Design Associates for Water and Sewer line projects, and \$52K was paid to Atlantic Pump Company for Water and Sewer pumps. The other payments are normal course of business expenses.

The Director of Finance stated that expenditures from the \$5.3M ARPA funding are \$3.0M ITD, of which \$140K went toward engineering services and equipment for the Liquid Feed project at the Water Plant, \$231K went toward the new SCADA system for the Sewer Plant, \$49K was used for sewer system upgrades, \$428K has gone to Standpipe Engineering services, a new generator and land, \$107K has been used for the Macon Road Mixer, \$90K covered water line engineering services, \$445K has been spent on the sewer line engineering services, \$87K covered an intake pump and pump repairs, and \$12K covered engineering services for the millimeter screen project. The Director of Finance reported that we had submitted \$1.427M to VDH for Standpipe Construction and have been reimbursed that amount. The Director of Finance reported further that we had no additional submissions for VDH at the end of the quarter.

The Director of Finance stated that we had not received the June summary from the Virginia Investment Pool yet. The Director of Finance reported that the VIP Stable Value fund yield was 5.42% for June. The Director of Finance stated the Town of Orange had \$958K invested in the fund. The Director of Finance reported the VIP High Quality Bond fund was 4.87% for June, and the Town of Orange has \$687K invested in the fund.

MISCELLANEOUS REPORTS

Vice-Mayor Sherman reported that the PD-9 Annual Dinner was Wednesday, September 25th in Fauquier County. Vice-Mayor Sherman reported further that the Rappahannock-Rapidan Regional Commission was currently working on SAIDS and the Town's Director of Community Development had been a big contributor to this.

UNFINISHED BUSINESS

None.

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NEW BUSINESS

ODA REQUEST TO PLACE BENCHES ON MAIN STREET

The Town Manager stated that staff had received an email from Amy Pent, Vice-President of the ODA, requesting permission to place four benches on Main Street. The Town Manager stated that Mrs. Pent was requesting to place benches at the following locations:

- a. In front of 111 E. Main Street, (former Sean Gregg law office)
- b. In front of 104 W. Main Street, (law offices of Burnett and Williams) and
- c. In front of Orange School of Performing Arts studio

Staff informed Mrs. Pent that the Orange School of Performing Arts property was privately owned, and she would need to speak with the property owner for permission to place the benches at that location.

Mrs. Amy Pent stated that since writing the email, a bench had been placed at 111 E. Main Street by the Country Gathering. Mrs. Pent stated that she would like to put a in memory or placed by ODA plaques on the benches. A discussion was also held on new Town banners. Councilmember Waugh-Robinson stated that the Town Manager should sign-off on verbiage for plaques once decided. Mayor Roby requested that all banner guidelines be followed. It was the consensus of the Town Council that ODA's idea for new benches and banners would be a lovely addition to the Town.

REQUEST FROM JOHN REYNOLDS FOR CROSSWALK TRAVERSING N. MADISON ROAD

The Town Manager reported that staff had received a request from John Reynolds, owner of Reynolds GMC, Chevrolet, & Subaru to have a crosswalk placed in front of his business. The Town Manager reported that staff had conferred with VDOT on their requirements and thoughts, and they have requested that a traffic study be done. The Town Manager stated that this evening staff was requesting how Council wished to proceed.

After discussion, a motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman to appropriate \$11,201.40 for the study. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell- aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

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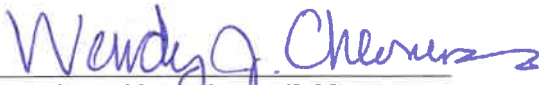
TOWN COUNCIL HELD A CLOSED SESSION UNDER 2.2-3711(A), SUBSECTION 1 FOR A DISCUSSION OF PERSONNEL IN THE TOWN MANAGER'S OFFICE AND WATER TREATMENT PLANT

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 (A), subsection 1 for a discussion of personnel in the Town Manager's Office and Water Treatment Plant. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

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

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Sherman, to leave closed session and reconvene in regular session. On roll call vote, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Waugh-Robinson, Councilmember Pent 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 9:41 p.m.



Wendy J. Chevering MMC
Town Clerk



Martha B. Roby, Mayor



MOTION BY: **Mayor Roby**

MEETING DATE: **July 15, 2024**

SECOND BY: **Councilmember Waugh-Robinson** PURPOSE: Discussion of personnel in the Town Manager's Office and Water Treatment Plant

CERTIFICATION OF CLOSED MEETING

WHEREAS the Town Council of the Town of Orange has convened an closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Town Council of the Town of Orange that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Orange hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully discussed in the closed meeting to which this certification resolution applies, and (ii) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council of the Town of Orange.

VOTE

AYES: **Mayor Roby, Vice Mayor Sherman, and Councilmembers Cashell, Pent, and Waugh-Robinson.**

*NAYS: **None.**

ABSENT DURING VOTE:

ABSENT DURING MEETING: **None.**

Clerk of Council
Town of Orange

* For each nay vote, the substance of the departure from the requirements of the Act should be described.

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August 5, 2024
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The Orange Town Council held a work session meeting at 6:00 p.m. in the Town of Orange Community Center Meeting Room. Town Councilmembers present were: Mayor Martha B. Roby, Vice-Mayor Frederick W. “Rick” Sherman, Jr., and Councilmembers, Jason Cashell, Jeremiah Pent, and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, Town Clerk Wendy J. Chewing, MMC, Town Attorney Catherine Lea, Director of Community Development John Cooley, and Police Chief Kiline Madison.

CALL TO ORDER

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

ADOPTION OF AGENDA

Councilmember Cashell recommended tabling the discussion of unified goals for Town Council indefinitely until after the upcoming Town Council election in January.

Vice-Mayor Sherman stated that he would like to make some comments and that could be done as Item No. 5.

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

DISCUSSION OF ONE-WAY STREET FOR WEST CHURCH STREET

The Director of Community Development stated that staff had received a request from the property owner at 141 Caroline Street to convert West Church Street to a one-way street versus the current two-way street. The Director of Community Development stated the improvements to the property would reduce the street size, impacting whether a two-way street was viable. The Director of Community Development reported that time was of the essence on this request to avoid cost and delay in the property’s improvements. The Director of Community Development reported further that the sidewalk improvements would be completed by the owner and transferred to the Town.

A discussion was held. Town Council requested that staff obtain the following information: VDOT criteria, traffic counts, and confer with St. Thomas Episcopal Church, James Madison Museum, and Paint it Orange about their thoughts of making the street one-way.

Town Council requested that a continued discussion be held at the regular August 19th Town Council meeting.

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COMMENTS – VICE-MAYOR SHERMAN

Vice-Mayor Sherman stated that in the last month the Town had changed its trash process. Vice-Mayor Sherman stated further that the project had excellent planning, excellent execution, and we had excellent Town citizens who cooperated to make this project a success, and who was making this Town look great! Vice-Mayor Sherman also stated that the staff did a great job on the entire project.

Vice-Mayor Sherman also commented that Town Council and staff received a report from the Town Manager every week. Vice-Mayor Sherman stated that in this week's report, there was a thank you note from a 2024 Orange County High School Graduate who had received the Town's scholarship. The student thanked the town for the scholarship and stated that she was happy that her parents decided to move to the Town 10 years ago. The student stated that she loved growing up in the Town and being a part of the community.

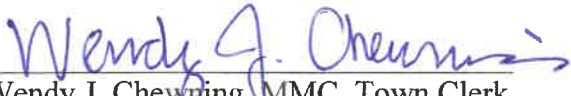
TOWN COUNCIL WILL HOLD A CLOSED SESSION UNDER 2.2-3711(A), SUBSECTION 6 FOR DISCUSSION OR CONSIDERATION OF THE INVESTMENT OF PUBLIC FUNDS WHERE COMPETITION OR BARGAINING WAS INVOLVED, WHERE, IF MADE PUBLIC INITIALLY, THE FINANCIAL INTEREST OF THE GOVERNMENT UNIT WOULD BE ADVERSELY AFFECTED, RELATED TO THE CONTRACT WITH RSA

Motion was made by Mayor Roby, seconded by Councilmember Pent to move into closed session under the provisions of State Code Section 2.2-3711 (A), subsection 6 for discussion or consideration of the investment of public funds where competition or bargaining was involved, where, if made public initially, the financial interest of the government unit would be adversely affected, related to the contract with RSA. On vote, Mayor Roby – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

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

Motion was made by Vice-Mayor Sherman, seconded by Councilmember Pent, to leave closed session and reconvene in regular session. On roll call vote, Councilmember Pent – aye, Vice-Mayor Sherman – aye, Councilmember Cashell – aye, Councilmember Waugh-Robinson 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 was adjourned at 7:24 p.m.


Wendy J. Chewning, MMC, Town Clerk


Martha B. Roby, Mayor



MOTION BY: **Mayor Roby**

MEETING DATE: **August 5, 2024**

SECOND BY: **Councilmember Pent** PURPOSE: Discussion or consideration of the investment of public funds where competition or bargaining was involved, where, if made public initially, the financial interest of the government unit would be adversely affected, related to the contract with RSA

CERTIFICATION OF CLOSED MEETING

WHEREAS the Town Council of the Town of Orange has convened an closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the Town Council of the Town of Orange that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Orange hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully discussed in the closed meeting to which this certification resolution applies, and (ii) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council of the Town of Orange.

VOTE

AYES: **Mayor Roby, Vice Mayor Sherman, and Councilmembers Cashell, Pent, and Waugh-Robinson.**

*NAYS: **None.**

ABSENT DURING VOTE:

ABSENT DURING MEETING: **None.**

Clerk of Council
Town of Orange

* For each nay vote, the substance of the departure from the requirements of the Act should be described.