

TOWN OF ORANGE



COUNCIL MEETING PACKAGE

MONDAY, AUGUST 18, 2025

7:00 P.M.



Meeting Agenda
Monday, August 18, 2025
Town of Orange Community Meeting Room

7:00 p.m.

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

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

Councilmember Jeremiah V. Pent
Councilmember Donna Waugh-Robinson

- 4. Adoption of Agenda**
- 5. Public Comment - *Town Council receives public input from residents and taxpayers of the Town. Citizens are encouraged to sign up prior to the meeting beginning and turn in a/their slip to the Town Clerk. Please note that Public Comment is limited to 3 minutes per individual.***
- 6. Consideration of Town Council Meeting Minutes of April 21st (as amended), and July 21st and August 4th, 2025, as presented.**
- 7. Reports**
 - [A] Finance Report – (Director of Finance)**
 - [B] Liason Reports:**
 - PD-9**
 - Montpelier**
 - EDA/IDA**
 - Planning Commission**
- 8. Unfinished Business:**
 - [A] Discussion of Mid-Block Pedestrian Crossing. (Director of Community Development)**
 - [B] Discussion of Taylor Park Retaining Wall Modifications. (Town Manager)**
- 9. New Business:**
 - [A] Consideration of Resolution RES2026-01 carrying over funds from FY25 to FY26. (DOF)**
 - [B] Consideration of Resolution RES2026-02 adopting the RSA Rate as \$4.458 per 1,000 gallons effective October 1, 2025, and ending September 30, 2026. (DOF)**
 - [C] Consideration of Resolution RES2026-03 supporting a Revenue Sharing Application for funding for fiscal years 2029 – 2030. (Director of Community Development)**
 - [D] Consideration of of reappointments of Dana Amos and Robert Higginbotham to the Town's Industrial Development Authority with terms to expire August 1, 2029. (TM)**

[E] Consideration of recommendation of reappointment of Page Sullenberger to serve on the Town's Planning Commission with a term to expire June 30, 2029. (TM)

[F] Consideration of appointment of Martha B. Roby to the Town's Planning Commission to fill the vacancy left by the resignation of LJ Taylor with a term to expire June 30, 2026.

[G] Consideration to move the Monday, September 1, 2025, Town Council work session meeting to Tuesday, September 2nd because of the Monday Labor Day Town holiday. (Town Manager)

10. Town Council will move into Closed Session under the provision of 2.2-3711 Subsection 1 under Personnel regarding the Town Manager's evaluation.

11. Adjournment.

MINUTES

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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 J. Harrison Cluff, Vice-Mayor Delmer G. Seal, Jr., Councilmembers Jason R. Cashell, 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, Director of Community Development Debbie Kendall, ICMA-CM, AICP and Deputy Chief Rebecca Nelson. Councilmember Jeremiah V. Pent was absent.

CALL TO ORDER

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

ADOPTION OF AGENDA

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

PUBLIC HEARING

TOWN COUNCIL HELD A PUBLIC HEARING ON THE FY26 DRAFT BUDGET AND APPROPRIATION ORDINANCE

The Town Manager stated that the draft FY26 Budget totaled \$10,350,690 in revenue and \$11,779,169 in expenditures. The Town Manager stated further that all taxes and rates were staying the same as FY2025. The Town Manager gave a review of revenues, costs, and capital expenditures.

The Mayor opened the Public Hearing and called for Public Comment. There was no Public Comment on the Budget or Appropriation Ordinance.

Mayor Cluff closed the Public Hearing and called for questions/comments from Town Council.

Mayor Cluff thanked the Town Manager and Finance Office for all of their hard work on the Budget.

PUBLIC COMMENT

AMENDED

Ms. Kathy Judge appeared before Council requesting that Town Council stop construction companies from using her neighbor(hood) as a staging area. Ms. Judge questioned whether Public Works could revise their permit to allow work only during daylight and within 50 feet of the work site.

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TOWN COUNCIL CONSIDERED TOWN COUNCIL MEETING MINUTES OF MARCH 17th AND APRIL 7th, 2025

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to adopt the minutes of March 17th and April 7th, as presented. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – absent, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

REPORTS

DIRECTOR OF FINANCE - FINANCE REPORT

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

The Director of Finance reported that the General Fund Tax revenues were \$2.814M YTD and was \$178K favorable to budget.

The Director of Finance reported that in addition to the favorable tax revenue variances, interest income was \$61K favorable to the budget due to timing of ARPA Fund deposits.

The Director of Finance reported that General Fund Revenue was \$372K favorable to budget.

The Director of Finance reported that Water Sales Revenue YTD was \$1.597M and was \$264K favorable to the budget.

The Director of Finance reported that Sewer Sales Revenue YTD was \$1.957M and the revenue was \$308K favorable to the budget. The Director of Finance reported further that sewer availability fees were \$493K YTD and were predicted to be \$255K over budget.

The Director of Finance reported that Revenues YTD were \$944K favorable to budget.

The Director of Finance reported that payments for the month were \$578K. A \$54K payment was made to Fortiline for the new water meter project, \$33K went to Chemung Contracting for paving, \$15K was paid to Rinker Design for sewer line design, \$28K to Aqua-Aerobic Systems for disk filter control upgrades at the sewer plant, \$12K to Eagle Electrical for hoist upgrades at the sewer plant, and \$26K for Dorsett Technologies for Water Plant Scada hardware. The other payments were normal course of business expenses.

The Director of Finance reported that Expenditures from the \$8.0M ARPA funding (including VDH) were \$4.8M ITD, of which \$166K went toward engineering services and equipment for

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the Liquid Feed project at the Water Plant, \$231K went toward the SCADA system for the Sewer Plant, \$328K was used for sewer system upgrades, \$123K paid for a dump truck, \$460K has gone to Standpipe Engineering services, a new generator and land, \$108K has been used for the Macon Road Mixer, \$90K covered Water Line Engineering Services, \$541K has been spent on the Sewer Line Engineering services, \$808K covers the water meter replacement with 664 meters complete, \$87K covered an intake pump and pump repairs, \$68K covered engineering services for the millimeter screen project, and \$27K purchased Turbidity meters. The Director of Finance reported that reimbursement for \$1.767M was submitted to VDH for Standpipe Construction and have been reimbursed \$1.562M. The Water Meter Replacement project was expected to be \$1.256M and the Standpipe Phase 2 project will be \$2.039M.

The Director of Finance stated that that the Feds had made no adjustment to rates at the March meeting, opting for a “wait and see” approach given the trade policy uncertainty. The VIP Stable Value fund yield was 4.46% for March. The Town of Orange has \$993K invested in the fund. The VIP High Quality Bond fund gross market yield was 3.95% for March. The Town of Orange has \$716K invested in the fund.

UNFINISHED BUSINESS

CONTINUED DISCUSSION OF CHATTER ISLAND

Town Council held a discussion on Chatter Island. It was the consensus of Council to hold off on doing anything at Chatter Island until the VWF fundraising was complete for the construction of the memorial.

A discussion was held on how to make the old Town Shop more presentable.

DISCUSSION OF REVISED SIDEWALKS LIST

A lengthy discussion was held by Town Council and staff on Town sidewalk upgrades and repairs. After discussion, it was consensus of Town Council that E. Main Street to Landon Lane sidewalk upgrades would be done in FY25, with Harper Drive repairs and W. Church Street upgrades would be done in FY26.

CONSIDERATION OF PROCUREMENT ORDINANCE (ORD2025-01)

The Director of Finance stated that Town Council and staff had discussed the amended Procurement Ordinance at the Town Council Retreat. The Director of Finance stated that it was the consensus of the Council to accept the amendments to change the procurement policy levels recommended. The Director of Finance stated that before Town Council this evening was an Ordinance for consideration.

After discussion, the motion was made by Mayor Cluff seconded by Councilmember Waugh-Robinson, to adopt Ordinance (ORD2025-01), as presented. On roll call vote, Councilmember

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ORD2025-01

Waugh-Robinson – aye, Councilmember Cashell – aye, Councilmember Pent – absent, Vice-Mayor Seal – aye, and Mayor Cluff – aye. The motion carried.

Sec. 2-281. - Small purchases.

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

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

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

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

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

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

CONTINUED DISCUSSION OF LIAISON TO MONTPELIER

Mayor Cluff stated that at the Town Council Retreat a discussion was held on having a liaison to Montpelier. Mayor Cluff stated that Montpelier was very interested in this, and Councilmember Cashell had expressed an interest in being the liaison. The Town Attorney stated that these appointment duties needed to be written up. It was the consensus of Town Council to have the Mayor and Town Attorney discuss the Montpelier liaison duties and present to Council at the regular May 19th meeting.

CONTINUED DISCUSSION OF TOWN NEWSLETTER

A continued discussion was held on a new Town newsletter and how to keep the citizens informed of what was going on in the Town. Mayor Cluff presented to Town Council the draft newsletter that Administrative Assistant Lisa Good had prepared. Councilmember Cashell suggested that Councilmember Pent be involved with the newsletter.

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NEW BUSINESS

CONSIDERATION OF APPOINTMENT OF ZONING ADMINISTRATOR AND
SUBDIVISION AGENT

The Town Manager stated that per Article 1 - 4.1 of the Town of Orange Subdivision Ordinance that Town Council would delegate an agent to administer provisions of the Subdivision Ordinance and Per Article 2-60 of the Town of Orange Zoning Ordinance and Va. Code Sec. 15-2-2286 A(4), the designated agent shall enforce and administer the Zoning Ordinance.

After discussion, the motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Cashell, to appoint Deborah Kendall as the Town's Subdivision Agent and Zoning Administrator. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – absent, and Councilmember Waugh-Robinson – aye. The motion carried.

The Town Manager questioned the Town Attorney whether the Deputy Town Clerk could be appointed as Assistant Zoning Administrator. The Town Attorney stated that she would draw up the language for consideration at the regular May 19th meeting.

RSA CONTRACT

The Town Manager stated that the RSA contract addendum related to the Route 20 vault was approved.

With no further business the meeting adjourned at 8:15 p.m.

Wendy J. Chewning, MMC
Town Clerk

J. Harrison Cluff, Mayor

Wendy Chewning

From: kathy judge <kjudge3@gmail.com>
Sent: Monday, August 11, 2025 11:22 AM
To: Wendy Chewning
Subject: Re: Public comment confirmation

Wendy, I will not accept your suggestion that switching out "neighbor" for "neighborhood" fixes the April 21 council boggled notes. You just sent me a transcript recording with the statement **"Below is verbatim what you said"**

Verbatim transcript recording....

Good evening. Great sound system (garbled). Uh, I've been doing with a construction company using the uh street in front of my house as a staging area for a job, that is nearly two blocks away. Um, and I wondered if the town construction permits might be edited to include Um, a statement. that equipment and supplies be dropped off during the workday hours and within 50 feet of a job site. Um, and that's pretty much what I have to say.

Faulty notes ..."requesting that town council stop construction companies from using her neighbor as a staging area. Ms. Judge questioned whether Public works could review their permits to allow work only during daylight and within 50 feet of the work site."

Nowhere within that **transcript recording** do I say the words Neighbor, Neighborhood, or town works, town council, etc.

and nowhere does your transcription summary refer to what recorded words I actually said - equipment and supplies... or town construction permits....., etc.

I will continue to pursue the reality of a very poor summary to my public comment of April 21,2025.

K. Judge

On Mon, Aug 11, 2025 at 8:26 AM Wendy Chewning <townclerk@townoforangeva.gov> wrote:

Kathy-

Orange Town Council minutes are summary minutes not verbatim. I believe that once I change the word neighbor to neighborhood my minutes of April 21st are an accurate presentation summary of what you said. The correction will be in the next set of minutes for Council to consider.

Thanks, Wendy

Wendy J. Chewning, MMC

Town Clerk/HR Manager

Town of Orange

119 Belleview Avenue

Orange, Virginia 22960

Tel – (540)672-5005

Fax – (540)672-4435

Website – www.townoforangeva.org

<http://www.townoforangeva.org/index.asp?nid=98>



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From: kathy judge <kjudge3@gmail.com>

Sent: Sunday, August 10, 2025 2:59 PM

To: Wendy Chewning <townclerk@townoforangeva.gov>; Greg Woods <townmanager@townoforangeva.gov>

Subject: Public comment confirmation

Wendy, I realize you have a job with lots of moving parts and deadlines so I appreciate you taking the time to clear this up. Thanks for sharing the transcript recording which shows w/out doubt that my public comments on April 21st were not accurately transcribed. K. Judge

Verbatim transcript recording....

Good evening. Great sound system (garbled). Uh, I've been doing with a construction company using the uh street in front of my house as a staging area for a job, that is nearly two blocks away. Um, and I wondered if the town construction permits might be edited to include Um, a statement. that equipment and supplies be dropped off during the workday hours and within 50 feet of a job site. Um, and that's pretty much what I have to say.

Faulty notes ..."requesting that town council stop construction companies from using her neighbor as a staging area. Ms. Judge questioned whether Public works could review their permits to allow work only during daylight and within 50 feet of the work site."

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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 J. Harrison Cluff, Vice-Mayor Delmer G. Seal, Jr., Councilmembers 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. Councilmember Cashell was absent.

CALL TO ORDER

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

ADOPTION OF AGENDA

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

PUBLIC COMMENT

Mrs. Valencia Bailey, Program Director of Good Samaritan, Inc., gave Council an overview of the Good Samaritan program. Ms. Bailey stated that Good Samaritan, Inc., provided food and clothing for the less fortunate for the Town and County of Orange along with five surrounding counties. Mrs. Bailey stated that she was currently looking for a home for homeless women and children. Mrs. Bailey asked Town Council if they could help the organization.

Mr. Sid Sidelko appeared before Council representing OCVA requesting approval of a letter from the Veteran's Association to send out to businesses regarding fundraising for their memorial on Chatter Island.

Verbatim Transcript of Kathy Judge on July 21, 2025, during Public Comment:

Kathy Judge:

Hello. I am late to the game in that I only just recently looked at the, um, public comment notes from April 21st. I think it was when I made comment about construction problems. Um and there's several inaccuracies, so I felt compelled to come and um straighten that out. Um, Kathy Judge appeared before Council requesting the Town Council stop construction companies from using her neighbor as a staging area. Um, I don't think I was asking you guys to stop. Uh, because I don't think that's your job. I just wanted you to hear about it (garbled) someone. Um, from using her neighbor as a staging area. It has nothing to do with my neighbor. They were doing it in front of my house, which. That's the problem. Um, she questioned whether Public Works could revise their permit. I don't think Public Works does building permits. I think the building department does, I think I probably said that. Revise their permit to allow work only during daylight and within 50 feet of the work site. It wasn't about when they worked. It was their

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deliveries and pickups of equipment and supplies that was happening several times at night and in front of my house, which is nearly two blocks from the work site. So, I was asking that, that happen within 50 feet of the worksite. So

The Town Clerk stated that she would go and listen to the video and if changes needed to be made, she would make them. The Town Clerk noted that she always had the Town Manager review her meeting minutes before they were sent to Town Council for consideration.

The Town Clerk reviewed the meeting video transcript of the April 21st Town Council meeting, and the summary minutes were deemed correct except the word neighbor needed to be changed to neighborhood. (see attached April 21st minutes before Council for consideration, as amended).

Please see the attached email regarding Ms. Judge's reply to the Town Clerk's April 21st minutes.

Ms. Anna Bielecki appeared before Council stating that the town drain in front of her house had collapsed. Ms. Bielecki stated that it had been fixed once and had collapsed again. Ms. Bielecki stated further that everything catches in the drain, and she must clear the drain every time. Ms. Bielecki questioned what the status was on getting this drain fixed.

TOWN COUNCIL CONSIDERED TOWN COUNCIL MEETING MINUTES OF JUNE 16, 2025

Motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Pent, to adopt the minutes of June 16, 2025, as presented. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – absent Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

REPORTS

DIRECTOR OF FINANCE - FINANCE REPORT

The Director of Finance stated that she was reporting on the last month of FY 2025.

The Director of Finance stated that the General Fund Tax revenues was \$4.065M YTD and was \$324K favorable to budget.

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The Director of Finance stated further that in addition to the favorable tax revenue variances, interest income was \$64K favorable to budget due to timing of ARPA Fund deposits.

The Director of Finance reported the net General Fund Revenue was \$226K favorable to budget excluding reserves.

The Director of Finance stated that Water Sales Revenue YTD was \$2.298M and revenue was \$373K favorable to budget excluding reserves.

The Director of Finance stated further that Sewer Sales Revenue YTD was \$2.615M and revenue was \$424K favorable to budget excluding reserves. The Director of Finance stated that Sewer Availability fees were \$653K YTD and \$345K over budget.

The Director of Finance stated that total Revenues YTD were \$1.023M favorable to budget excluding reserves.

The Director of Finance reported that payments for the month were \$690K. A \$37K payment was made to Fortiline for the new water meter project, \$83K went to Paisley Kerr for sidewalk projects, \$19K to Sheehy Ford for patrol car supplies, and \$26K to Godwin Manufacturing for equipment supplies. The other payments were normal course of business expenses.

The Director of Finance reported further that expenditures from the \$8.0M ARPA funding (including VDH) were \$5.2M ITD, of which \$168K went toward engineering services and equipment for the Liquid Feed project at the Water Plant, \$231K went toward the SCADA system for the Sewer Plant, \$394K was used for sewer system upgrades, \$123K paid for a sludge truck, \$460K had gone to Standpipe Engineering services, a new generator and land, \$108K had been used for the Macon Road Mixer, \$90K covered Water Line Engineering Services, \$546K had been spent on the Sewer Line Engineering services, \$1.025M covered the water meter replacement with 1,470 meters complete, \$87K covered an intake pump and pump repairs, \$68K covered engineering services for the millimeter screen project, and \$27K purchased Turbidity meters. We have submitted \$1.844M to VDH for Standpipe Construction and have been reimbursed \$1.767M. There are mainly 3 ARPA projects left: the Water Meter Replacement project has \$230K left, the Sewer Line Engineering services has \$533K left and the Standpipe Phase 2 project will be \$2.1M including the VDH contribution.

The Director of Finance reported that the VIP Stable Value fund yield was 4.40% for June. The Town of Orange had \$1M invested in the fund. The VIP High Quality Bond fund gross market yield was 3.99% for June. The Town of Orange had \$724K invested in the fund.

The Director of Finance stated that she was working on the CDBG Grant for Houseworth Street sewer hook ups.

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LIASON REPORTS:

PD-9 – Vice-Mayor Seal stated that Madison and Rappahannock Counties were replacing brown poles with steel poles. Vice-Mayor Seal stated further that Culpeper had terminated broadband with All Points. The Town Manager reported that PD-9 was currently looking for new legislative services. The Town Manager also reported that the PD-9 Annual Meeting was Wednesday, October 1st at Ducard Vineyards.

Montpelier – No report. Councilmember Cashell was absent.

EDA/IDA – Mayor Cluff stated that at the last meeting the IDA had discussions on business incentives through new hires and expansion of business.

Planning Commission – Mayor Cluff stated that at the last meeting the Planning Commission worked on CIP Section 26-31. Mayor Cluff stated further that the Planning Commission had also been working on several zoning issues, the Comprehensive Plan, and the final phase of streetscape.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

CONSIDERATION OF ADDENDUM TO ROUTE 20 ADDENDUM TO WATER PURCHASE CONTRACT WITH RSA

The Town Manager reported that the current RSA Water purchase contract provided for the Town to supply to the Route 20 Airport area supplied by RSA. The Town Manager reported further that the two parties had now agreed to the modifications and ownership areas of the Route 20 Vault, and this Addendum was in compliance with that agreement.

The Town Manager stated that RSA had signed off on the addendum, and staff was recommending that Town Council do the same.

After discussion, a motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to authorize the Mayor to execute the Route 20 Addendum to Water Purchase Contract with RSA, as presented. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – absent, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

DISCUSSION OF BLIGHTED PROPERTIES IN THE TOWN

Town Council and staff held a lengthy discussion on blighted properties. The Town Attorney stated that there were only around 20 towns that had their own building official. Mayor Cluff

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stated Town Council could approach local banks to inquire about the potential for low or no interest loans to assist with cleaning up blighted or abandoned properties.

No action was taken by Town Council.

DISCUSSION OF PAYROLL CHANGES

The Town Manager gave an overview of the Big Beautiful Bill and its impact on overtime/comprehensive time due to these new federal changes. The Town Manager stated that he planned to meet with Department Heads this week to discuss Comp Time and Overtime and would come back to Town Council later for a continued discussion.

DISCUSSION OF THE TOWN MANAGER'S EVALUATION

Mayor Cluff stated that the Town Manager requested that his evaluation be in an open session at the next meeting and Council take a vote.

Councilmember Pent stated that it could be discussed at the next meeting whether it was opened or closed.

FLOCK CAMERA

Vice-Mayor Seal inquired what kind of camera was at the intersection of Routes 15/20. The Chief of Police stated that it was a Flock camera.

OCVA LETTER AND SIGN

A continued discussion was held on Mr. Sidelko's request on behalf of the Orange County Veteran's Association to place a fundraising sign for the veteran memorial on Chatter Island. The Town Manager stated that the Town did not allow signs on Town property and Mr. Sidelko would need to make a request to the Town's Zoning Administrator. Mayor Cluff inquired whether the Town could make an exception because Town Council had approved the memorial project already.

After discussion, it was the recommendation of Town Council to allow the fundraising sign to go up two weeks before and two weeks after the dedication of the memorial. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – absent Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

With no further business the meeting adjourned at 8:28 p.m.

Wendy J. Chewning, MMC
Town Clerk

J. Harrison Cluff, Mayor

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August 4, 2025
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. Present were: Mayor J. Harrison Cluff, Vice-Mayor Delmer G. Seal, Jr., and Councilmembers, Jason R. Cashell, Jeremiah V. Pent, and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, Town Clerk Wendy J. Chewning, MMC, Town Attorney Catherine Lea, Director of Finance Dianna Gomez, and Director of Public Works Larry Bond.

CALL TO ORDER

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

Mayor Cluff introduced Chris Snider, the Town's new Economic Development Manager. Mr. Snider stated that he looked forward to meeting everyone one on one in the future and to find out what everyone's Economic Development vision was.

ADOPTION OF AGENDA

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

DISCUSSION OF MULTI-USER METERS

A lengthy discussion was held by Town Council and staff on multi-user meters. After discussion, it was the consensus of Council to have staff amend the Town Code adding that you pay base rates for how many units you have available for lease. An agreement to this effect will be signed prior to water being turned on. Town Council also wants the wording added that availability fees transfer upon demolition, and that you have as many tap and availability fees as you paid for.

The Director of Finance brought up that sometimes the Town of Orange was looked over on grants applied for because the Town's utility rates as a percentage of (Medium Household Income) were so low. Councilmember Pent questioned how much the Town would have to raise rates to be respected.

BIG BEAUTIFUL BILL

The Town Manager noted that the Big Beautiful Bill and it's effect on comp and overtime would be discussed further at the Tuesday, September 2nd work session meeting.

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FOIA

The Town Attorney stated that FOIA must be reviewed by Town Council every two years. The Town Attorney stated that we had Council Members that had not had FOIA training review in several years. The Town Attorney stated that she would be doing a FOIA training course for the Planning Commission if anyone was available to attend.

With no further business the meeting was adjourned at 7:25 p.m.

Wendy J. Chewning, MMC
Town Clerk

J. Harrison Cluff, Mayor

REPORTS

FINANCE REPORT



Town of Orange
Director of Finance's Office

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

MEMORANDUM

TO: Mayor and Council Members
FROM: Dianna Gomez, Director of Finance
DATE: August 6, 2025
SUBJECT: Summary Financial Report – July 2025

The following is a summary report of the financial condition of the Town as of July 31, 2025, the first period of FY 2026 budget as approved. This report covers 8.33% of the current fiscal year. Please review the attached schedules for specific category results.

General Fund

General Fund revenues year to date were \$343,322 or 4.41% of the FY 2026 annual budget. Referring to our annual projections spreadsheet (attached), the revenue position for the Net General Fund (excluding reserve usage) is \$38,321 higher than the budget.

Tax revenue for the month was \$226,486 of which 73% was derived from Meals Tax.

Year to date Tax revenue was \$15,333 higher than budget. This was driven by Meals Tax.

Year to date General Fund expenditures were \$647,816 or 8.32% of the amount budgeted for FY 2026. Expenditures are in line for this period considering the timing of the donations (\$55,200).

Water Fund

Water Fund revenues year to date were \$245,586 or 13.22% of the annual budget. Year to date revenue (excluding reserve usage) was \$30,120 higher than the budget driven by Water Sales.

Year to date Water Fund expenditures of \$198,591 were 10.69% of the annual budget. Received VDH reimbursement of \$1,843,887 inception to date. Costs are in line with the budget for the period considering the timing of the debt payments (\$63,570).

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

Waste Water Fund

Sewer Fund Revenues year to date were \$222,015 or 10.32% of the annual budget. Year to date revenue (excluding reserve usage) was \$28,182 higher than budget driven by the Nutrient Credit Exchange.

Year to date Sewer Fund expenditures of \$141,315 were 6.57% of the annual budget.

Cash Balances

The combined cash balance for the Town's Funds as of July 31, 2025, was \$6,779,644 with \$3,783,580 reserved for projects or dedicated to specific uses. The cash balance includes \$1,731,988 on deposit with the Virginia Investment Pool Trust Fund. A significant payment occurred in July for the US Bank loan.

Debt Balances

A summary of the Town's Debt as of July 31, 2025, is included with this report. A \$63,570 payment was made to US Bank for the Raw Water Storage Basin.

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

Description	FY-2026 Budget	Actual Revenues			Projected		FY-2026 Variance to Budget
		Previous Months	Current Month	FY-2026 Year-To-Date	Remaining Months	FY-2026 Revenues	
General Fund							
Taxes							
Real Estate	640,000	-	4,313	4,313	635,687	640,000	0
Personal Property	231,000	-	1,373	1,373	229,627	231,000	0
Public Service Corp.	23,000	-	-	-	23,000	23,000	-
Delinquent	-	-	-	-	-	-	-
Cigarette	63,000	-	5,400	5,400	57,750	63,150	150
Bank Franchise	145,000	-	-	-	145,000	145,000	-
Utility Consumer	221,600	-	18,170	18,170	203,133	221,303	(297)
Electric Consumption	14,000	-	898	898	12,833	13,731	(269)
Local Sales	375,000	-	-	-	375,000	375,000	-
Motor Vehicle Registration Fees	105,000	-	1,059	1,059	104,000	105,059	59
Business & Prof. License	200	-	-	-	200	200	-
Meals	1,800,000	-	165,609	165,609	1,650,000	1,815,609	15,609
Transient/Occupancy	160,000	-	20,138	20,138	140,000	160,138	138
Communications	115,000	-	9,526	9,526	105,417	114,943	(57)
Sub-Total Taxes	3,892,800	-	226,486	226,486	3,681,647	3,908,133	15,333
Licenses & Permits							
Licenses & Permits	100	-	-	-	100	100	-
Sub-Total Licenses	100	-	-	-	100	100	-
Fines & Forfeitures							
Court Fines	100,000	-	14,130	14,130	86,667	100,797	797
Sub-Total Fines	100,000	-	14,130	14,130	86,667	100,797	797
Intergovernmental - State							
Skills Games Fee	-	-	-	-	-	-	-
Rolling Stock	6,600	-	8,114	8,114	-	8,114	1,514
Motor Vehicle Rental	40,000	-	3,465	3,465	36,667	40,132	132
Mobile Home (RV) Registration	-	-	-	-	-	-	-
Law Enforcement Assistance	132,504	-	168	168	132,504	132,672	168
PPTR Revenue	89,615	-	-	-	89,615	89,615	-
State Highway Maint. Fund	1,309,320	-	-	-	1,309,320	1,309,320	-
Misc. Grants - (DMV) Law Enf. OT	2,000	-	-	-	2,000	2,000	-
Litter Control Grant	3,745	-	-	-	3,745	3,745	-
Fire Programs Grant	22,000	-	-	-	22,000	22,000	-
Sub-Total Intergovernmental	1,605,784	-	11,748	11,748	1,595,851	1,607,599	1,815
Investments/Sales of Assets							
Interest Income	150,000	-	11,239	11,239	135,000	146,239	(3,761)
TowerCom Capital Lease	-	-	-	-	-	-	-
Sale of Surplus Property	-	-	-	-	-	-	-
Sales of Recycled Materials	-	-	-	-	-	-	-
Sub-Total Investments/Sales of Asset:	150,000	-	11,239	11,239	135,000	146,239	(3,761)
User Fees							
Planning & Development Fees	3,000	-	50	50	2,950	3,000	-
Transit Collections	24,336	-	-	-	24,336	24,336	-
Porterfield Park Shelter	2,000	-	150	150	1,833	1,983	(17)
Depot Community Room	1,500	-	130	130	1,375	1,505	5
Public Works Community Room	2,800	-	600	600	2,167	2,767	(33)
Trash Collection - Commercial	50,000	-	2,517	2,517	45,833	48,350	(1,650)
Trash Collection - Residential	117,600	-	10,936	10,936	107,800	118,736	1,136
Taylor Park	100	-	-	-	100	100	-
Sub-Total User Fees	201,336	-	14,382	14,382	186,394	200,776	(560)
Miscellaneous Revenue							
Misc. General Fund Revenue	10,000	-	900	900	9,167	10,067	67
DMV Stop Fees	2,000	-	150	150	1,833	1,983	(17)
Administrative Fee	3,000	-	210	210	2,750	2,960	(40)
VRTA Reimbursements - TOOT	-	-	3,640	3,640	-	3,640	3,640
Expenditure Refunds	15,000	-	26,047	26,047	10,000	36,047	21,047
Internal Charges	459,070	-	38,256	38,256	420,814	459,070	-
ARPA - NEU FUNDS	(122,292)	-	-	-	(122,292)	(122,292)	-
Capital Fund (Real Estate Applied)	-	-	-	-	-	-	-
Add'l Transfers to Capital Fund	(1,810,208)	-	-	-	(1,810,208)	(1,810,208)	-
Reserve Fund	1,350,656	-	-	-	1,350,656	1,350,656	-
Sub-Total Miscellaneous	(92,774)	-	69,203	69,203	(137,280)	(68,077)	24,697
Total General Fund	5,857,246	-	347,188	347,188	5,548,379	5,895,568	38,321

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

Description	FY-2026 Budget	Actual Revenues			Projected		FY-2026 Variance to Budget
		Previous Months	Current Month	FY-2026 Year-To-Date	Remaining Months	FY-2026 Revenues	
Capital Fund							
Byrd Street Project	-	-	-	-	-	-	-
VDOT - Paving Reimbursement	-	-	-	-	-	-	-
ISTEA Mainstreet Project	-	-	-	-	-	-	-
ISTEA Railroad Avenue	-	-	-	-	-	-	-
General Fund Capital Proceeds	122,292	-	-	-	122,292	122,292	-
Add'l Transfers from General Fund	1,810,208	-	-	-	1,810,208	1,810,208	-
Loan Proceeds	-	-	-	-	-	-	-
Capital Reserve Fund	-	-	-	-	-	-	-
Total Capital Fund	1,932,500	-	-	-	1,932,500	1,932,500	-
Net General Fund	7,789,746	-	347,188	347,188	7,480,879	7,828,068	38,321
Water Fund							
Investments/Sales of Assets							
Interest Income	60,000	-	9,961	9,961	55,000	64,961	4,961
Sale of Surplus Property	-	-	-	-	-	-	-
Sub-Total Investments/Asset Sales	60,000	-	9,961	9,961	55,000	64,961	4,961
Utility Revenues							
Water Sales	1,590,000	-	156,940	156,940	1,457,500	1,614,440	24,440
Water Availability	45,000	-	-	-	45,000	45,000	-
Water Reconnection Fees	20,000	-	-	-	20,000	20,000	-
Sub-Total Utility	1,655,000	-	156,940	156,940	1,522,500	1,679,440	24,440
Miscellaneous Revenue							
Miscellaneous Revenues	38,650	-	1,469	1,469	37,900	39,369	719
Expenditure Refunds	-	-	-	-	-	-	-
Water Fund Grant	-	-	77,270	77,270	-	77,270	77,270
Reserve Fund	104,295	-	-	-	104,295	104,295	-
Sub-Total Miscellaneous	142,945	-	78,739	78,739	142,195	220,934	77,989
Total Water Fund	1,857,945	-	245,640	245,640	1,719,695	1,965,335	107,390
Sewer Fund							
Investments/Sales of Assets							
Interest Income	-	-	-	-	-	-	-
Sub-Total Interest	-	-	-	-	-	-	-
Utility Revenues							
Sewer Sales	1,690,000	-	148,716	148,716	1,549,167	1,697,883	7,883
Sewer Availability	184,950	-	-	-	184,950	184,950	-
Sewer Sales - Sludge	80,000	-	5,447	5,447	73,333	78,780	(1,220)
Sub-Total Utility	1,954,950	-	154,163	154,163	1,807,450	1,961,613	6,663
Miscellaneous Revenue							
Miscellaneous Revenues	2,000	-	-	-	2,000	2,000	-
Nutrient Credit Exchange	5,000	-	20,243	20,243	-	20,243	15,243
Leachate Sales	130,000	-	34,299	34,299	99,167	133,466	3,466
Septic Hauling	66,000	-	13,310	13,310	55,500	68,810	2,810
Expenditure Refunds	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Reserve Fund	(6,471)	-	-	-	(6,471)	(6,471)	-
Sub-Total Miscellaneous	196,529	-	67,852	67,852	150,196	218,048	21,519
Total Sewer Fund	2,151,479	-	222,015	222,015	1,957,646	2,179,661	28,182
Total Revenues	11,799,170	-	814,844	814,844	11,158,220	11,973,064	173,894

TOWN OF ORANGE

Fund Balances

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

	Cash Balance	Encumbered	Unencumbered Balance
General Fund	\$ 5,916,640	\$ -	\$ 5,916,640
Capital Improvement Fund	(3,834,006)	1,627,500	(5,461,506)
Water Fund	5,233,613	1,392,575	3,841,038
Sewer Fund	(745,844)	554,264	(1,300,108)
Water Deposit Fund	100,478	100,478	-
Taylor Park Fund	74,285	74,285	-
Grant Fund	34,478	34,478	-
Totals	<u>\$ 6,779,644</u>	<u>\$ 3,783,580</u>	<u>\$ 2,996,064</u>

Note: Moved ARPA funding to the appropriate fund balance in May, 2025

Town Debt Service
As of July 31, 2025

	Original Debt	Principal @ 06/30/2025	FY - 2026 Principal & Interest			Principal Remaining
			Budgeted	Paid	Remaining	
<u>Water Fund</u>						
Raw Water Storage Basin	\$ 2,196,000	\$ 920,000	\$ 126,403	\$ 63,570	\$ 62,833	\$ 870,000
<u>Sewer Fund</u>						
New WWTP - Total /Cumulative Debt	\$ 15,882,032	\$ 6,828,199	\$ 650,304	\$ -	\$ 650,304	\$ 6,828,199
Total Debt Service	<u>\$ 18,078,032</u>	<u>\$ 7,748,199</u>	<u>\$ 776,707</u>	<u>\$ 63,570</u>	<u>\$ 713,137</u>	<u>\$ 7,698,199</u>

Town of Orange
 ARPA Funds
 As of July 31, 2025

VDH Funds			Allocated	Spent	Balance	Committed	Remaining Funds
	Standpipe Phase 1	Construction	1,864,914.00	1,766,616.85	98,297.15	98,297.15	-
	Standpipe Phase 2	Reservoir Etc.	869,286.00	77,269.67	792,016.33	792,016.33	-
			<u>2,734,200.00</u>	<u>1,843,886.52</u>	<u>890,313.48</u>	<u>890,313.48</u>	<u>-</u>
Town of Orange Funds							
Water	Standpipe Phase 2	Reservoir Etc.	1,169,915.06	-	1,169,915.06	1,169,915.06	-
	Standpipe Phase 1	Engineering	388,891.05	388,891.05	-	-	-
	Standpipe Phase 1	Generator	61,057.00	61,057.00	-	-	-
	Standpipe Phase 1	Land	10,000.00	10,000.00	-	-	-
	Macon Road Mixer		107,383.38	107,383.38	-	-	-
	Water Line (NS Railroad)		90,260.56	90,260.56	-	-	-
	Millimeter Screen		67,500.00	67,500.00	-	-	-
	Turbidity Meters		27,330.15	27,330.15	-	-	-
	Actuators		6,009.99	-	6,009.99	26,800.00	(20,790.01)
	125 HP Intake Pump		87,383.12	87,383.12	-	-	-
	Liquid Feed System		168,216.18	168,216.18	-	-	-
	Water Meter Replacement		1,255,465.69	1,038,815.56	216,650.13	216,650.13	-
Wastewater	Sludge Truck	(WWTP)	123,214.00	123,214.00	-	-	-
	System Upgrades	(WWTP)	415,987.63	393,976.96	22,010.67	22,010.67	-
	Scada System	(WWTP)	231,132.43	231,132.43	-	-	-
	Sewer Lines - GreenFields		544,605.37	282,101.80	262,503.57	262,503.57	-
	Sewer Lines - Houseworth		213,978.04	117,295.36	96,682.68	96,682.68	-
	Sewer Lines - Brizzolara		318,854.35	145,787.65	173,066.70	173,066.70	-
			-	-	-	-	-
	Totals		<u>5,287,184.00</u>	<u>3,340,345.20</u>	<u>1,946,838.80</u>	<u>1,967,628.81</u>	<u>(20,790.01)</u>
			<u>8,021,384.00</u>	<u>5,184,231.72</u>	<u>2,837,152.28</u>	<u>2,857,942.29</u>	<u>(20,790.01)</u>

FINANCIAL STATEMENT ENDING

JULY 2025

**Town of Orange
Financial Statement
July, 2025
8.33% of Budget Year
Fund Summaries**

REVENUES

FUND	FY-2026 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
GENERAL	5,857,246.00	-	343,321.68	343,321.68	4.41%	5,513,924.32
GF-CAP IMPROVEMENTS	1,932,500.00	-	-	-		1,932,500.00
WATER	1,857,945.00	-	245,585.71	245,585.71	13.22%	1,612,359.29
SEWER	2,151,479.00	-	222,015.14	222,015.14	10.32%	1,929,463.86
GRANTS/SPECIAL REVENUE	-	-	3,826.54	3,826.54	0.00%	(3,826.54)
WATER DEPOSIT	-	-	54.32	54.32	0.00%	(54.32)
TAYLOR PARK	-	-	40.12	40.12	0.00%	(40.12)
TOTAL	\$ 11,799,170.00	\$ -	\$ 814,843.51	\$ 814,843.51	N/A	\$ 10,984,326.49

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

EXPENDITURES

FUND	FY-2026 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
GENERAL	5,857,246.00	-	643,632.70	643,632.70	8.32%	5,213,613.30
GF-CAP IMPROVEMENTS	1,932,500.00	-	4,183.56	4,183.56		1,928,316.44
WATER	1,857,945.00	-	198,591.14	198,591.14	10.69%	1,659,353.86
SEWER	2,151,479.00	-	141,314.58	141,314.58	6.57%	2,010,164.42
GRANTS/SPECIAL REVENUE	-	-	-	-	0.00%	-
WATER DEPOSIT	-	-	-	-	0.00%	-
TAYLOR PARK	-	-	-	-	0.00%	-
TOTAL	\$ 11,799,170.00	\$ -	\$ 987,721.98	\$ 987,721.98	N/A	\$ 10,811,448.02

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

**Town of Orange
Financial Statement
July, 2025
8.33% of Budget Year
General Fund**

REVENUES

DESCRIPTION	FY-2026 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
LOCAL TAXES	3,892,800.00	-	226,486.22	226,486.22	5.82%	3,666,313.78
LICENSES & PERMITS	100.00	-	-	-	0.00%	100.00
FINES	100,000.00	-	14,130.03	14,130.03	14.13%	85,869.97
STATE FUNDS	1,605,784.00	-	11,579.60	11,579.60	0.72%	1,594,204.40
INV / SALE OF ASSETS	-	-	-	-	0.00%	0.00
USER FEES	201,336.00	-	14,382.17	14,382.17	7.14%	186,953.83
MISCELLANEOUS	639,070.00	-	76,743.66	76,743.66	12.01%	562,326.34
ARPA - NEU FUNDS	-	-	-	-	0.00%	0.00
RESERVE FUND	1,350,656.00	-	-	-	0.00%	1,350,656.00
TRANSF TO CAP. IMPROVEM.	(1,932,500.00)	-	-	-	0.00%	(1,932,500.00)
TOTAL	\$ 5,857,246.00	\$ -	\$ 343,321.68	\$ 343,321.68	5.86%	\$ 5,513,924.32

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

EXPENDITURES

DEPARTMENT	FY-2026 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
LEGISLATIVE	165,956.00	-	17,387.30	17,387.30	10.48%	148,568.70
TOWN MANAGER	405,173.00	-	33,750.15	33,750.15	8.33%	371,422.85
TOWN ATTORNEY	41,500.00	-	3,000.00	3,000.00	7.23%	38,500.00
FINANCE DEPARTMENT	478,074.00	-	32,970.74	32,970.74	6.90%	445,103.26
ELECTIONS	-	-	-	-	0.00%	0.00
POLICE DEPARTMENT	1,985,350.00	-	188,577.66	188,577.66	9.50%	1,796,772.34
FIRE AND RESCUE	62,000.00	-	40,000.00	40,000.00	64.52%	22,000.00
PUBLIC WORKS	1,764,591.00	-	130,762.63	130,762.63	7.41%	1,633,828.37
TRASH COLLECTION	197,906.00	-	19,737.33	19,737.33	9.97%	178,168.67
MUNICIPAL BUILDING	53,884.00	-	11,001.06	11,001.06	20.42%	42,882.94
DEPOT	16,000.00	-	753.14	753.14	4.71%	15,246.86
TRANSPORTATION SYSTEM	135,631.00	-	33,907.75	33,907.75	25.00%	101,723.25
PARKS AND GROUNDS	29,700.00	-	2,930.56	2,930.56	9.87%	26,769.44
COMMUNITY DEVELOPMENT	198,569.00	-	9,861.08	9,861.08	4.97%	188,707.92
ECONOMIC DEVELOPMENT	119,442.00	-	15,911.28	15,911.28	13.32%	103,530.72
NON-DEPT - DEBT & OTHER	203,470.00	-	103,082.02	103,082.02	50.66%	100,387.98
NON-DEPT - DONATIONS	-	-	-	-	0.00%	0.00
NON-DEPT - CAPITAL	-	-	-	-	0.00%	0.00
TOTAL	\$ 5,857,246.00	\$ -	\$ 643,632.70	\$ 643,632.70	10.99%	\$ 5,213,613.30

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

**Town of Orange
Financial Statement
July, 2025
8.33% of Budget Year
General Fund - Capital Improvements**

REVENUES

DESCRIPTION	FY-2026 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
TRANSFER FROM GENERAL	1,932,500.00	-	-	-	0.00%	1,932,500.00
STATE/FEDERAL FUNDS	-	-	-	-	0.00%	0.00
MISCELLANEOUS	-	-	-	-	0.00%	0.00
MADISON/MAIN STREET SIGNAL LIGHT	-	-	-	-	0.00%	0.00
TOTAL	\$ 1,932,500.00	\$ -	\$ -	\$ -	0.00%	\$ 1,932,500.00

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

EXPENDITURES

DEPARTMENT	FY-2026 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
ROAD PROJECTS	275,000.00	-	3,116.17	3,116.17	1.13%	271,883.83
MACHINERY & EQUIPMENT	287,500.00	-	1,067.39	1,067.39	0.37%	286,432.61
MADISON/MAIN STREET ENGINEERING	1,000,000.00	-	-	-	0.00%	1,000,000.00
COMPUTERS	30,000.00	-	-	-	0.00%	30,000.00
POLICE DEPT RENOVATIONS	40,000.00	-	-	-	0.00%	40,000.00
COMMUNITY ROOM IMPROVEMENTS	-	-	-	-	0.00%	0.00
CAP. OUTLAYS - WATER/SEWER LINES	300,000.00	-	-	-	0.00%	300,000.00
TOTAL	\$ 1,932,500.00	\$ -	\$ 4,183.56	\$ 4,183.56	\$ 0.02	\$ 1,928,316.44

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

Financial Statement
July, 2025
8.33% of Budget Year
Water Fund

REVENUES

DESCRIPTION	FY-2026 BUDGET		SALES MTD	SALES YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
TRANSFER FROM GENERAL	-	-	-	-	0.00%	-
INV/ SALE OF ASSETS	-	-	-	-	0.00%	-
WATER SALES	1,590,000.00	-	156,940.23	156,940.23	9.87%	1,433,059.77
WATER AVAILABILITY	45,000.00	-	-	-	0.00%	45,000.00
WATER RECONNECTIONS	20,000.00	-	-	-	0.00%	20,000.00
EXPENDITURE REFUNDS	-	-	-	-	0.00%	-
MISCELLANEOUS	98,650.00	-	11,375.81	11,375.81	11.53%	87,274.19
ARPA - NEU FUNDS	-	-	77,269.67	77,269.67	0.00%	(77,269.67)
RESERVE FUND	104,295.00	-	-	-	0.00%	104,295.00
TOTAL	\$ 1,857,945.00	\$ -	\$ 245,585.71	\$ 245,585.71	13.22%	\$1,612,359.29

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

DEPARTMENT	FY-2026 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
WATER/SEWER LINE PROJ.	-	-	13,638.00	13,638.00	0.00%	(13,638.00)
WATER TREATMENT	1,435,065.00	-	102,632.91	102,632.91	7.15%	1,332,432.09
WATER DISTRIBUTION	296,437.00	-	18,750.23	18,750.23	6.33%	277,686.77
NON-DEPT - DEBT & OTHER	126,443.00	-	63,570.00	63,570.00	50.28%	62,873.00
TOTAL	\$ 1,857,945.00	\$ -	\$ 198,591.14	\$ 198,591.14	\$ 0.64	\$ 1,659,353.86

**Town of Orange
Financial Statement
July, 2025
8.33% of Budget Year
Sewer Fund**

REVENUES

DESCRIPTION	FY-2026 BUDGET		COLLECTED MTD	COLLECTED YTD	PERCENT COLLECTED	REMAINING BALANCE
	ORIGINAL	CHANGES				
LICENSES & PERMITS	-	-	-	-	0.00%	-
TRANSFER FROM GENERAL	-	-	-	-	0.00%	-
SEWER SALES	1,690,000.00	-	148,715.74	148,715.74	8.80%	1,541,284.26
SEWER AVAILABILITY FEES	184,950.00	-	-	-	0.00%	184,950.00
SEWER SALES - SLUDGE	80,000.00	-	5,447.11	5,447.11	6.81%	74,552.89
NUTRIENT CREDIT	5,000.00	-	20,243.23	20,243.23	404.86%	(15,243.23)
LEACHATE	130,000.00	-	34,298.84	34,298.84	26.38%	95,701.16
SEPTIC HAULING	66,000.00	-	13,310.22	13,310.22	20.17%	52,689.78
MISCELLANEOUS	2,000.00	-	-	-	0.00%	2,000.00
RESERVE FUND	(6,471.00)	-	-	-	0.00%	(6,471.00)
TRANSFER FROM GENERAL	-	-	-	-		
TOTAL	\$ 2,151,479.00	\$ -	\$ 222,015.14	\$ 222,015.14	10.32%	\$ 1,929,463.86

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

EXPENDITURES

DEPARTMENT	FY-2026 BUDGET		EXPENSED MTD	EXPENSED YTD	PERCENT EXPENSED	REMAINING BALANCE
	ORIGINAL	CHANGES				
SEWER TREATMENT	1,278,659.00	-	123,676.53	123,676.53	9.67%	1,154,982.47
SEWER COLLECTION	222,426.00	-	17,638.05	17,638.05	7.93%	204,787.95
NON-DEPT - DEBT & OTHER	650,394.00	-	-	-	0.00%	650,394.00
CAPITAL OUTLAYS - ARPA	-	-	-	-	0.00%	-
TOTAL	\$ 2,151,479.00	\$ -	\$ 141,314.58	\$ 141,314.58	6.57%	\$ 2,010,164.42

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

BILLS AND CLAIMS

For the month of JULY 2025

**TOWN OF ORANGE
CHECK REGISTER**

JULY 1 - 31, 2025

Check #	Check Date	Vendor Name	Net Amount
1468	7/30/2025	JASPER ENGINE & TRANSMISSIONS	\$ 3,690.00
1475	7/30/2025	SPOTSYLVANIA CIRCUIT COURT	507.04
7125	7/30/2025	ANTHEM BLUE CROSS & BLUE SHIELD	79,074.00
7225	7/30/2025	TREASURER OF VIRGINIA	59,882.16
7325	7/30/2025	EMPOWER	2,300.00
7425	7/30/2025	VOYA FINANCIAL	1,244.43
7525	7/30/2025	VOYA FINANCIAL	991.84
7625	7/30/2025	VOYA FINANCIAL	954.07
7725	7/30/2025	VOYA FINANCIAL	733.72
7825	7/30/2025	VRSA	17,885.75
37515	7/2/2025	ADT SECURITY SERVICES	193.97
37516	7/2/2025	ARTS CENTER OF ORANGE	5,500.00
37517	7/2/2025	BOY SCOUT TROOP 14	1,000.00
37518	7/2/2025	CIVICPLUS	4,937.13
37519	7/2/2025	COMCAST	1,677.25
37520	7/2/2025	COMPANION LIFE INSURANCE	364.75
37521	7/2/2025	DODSON PEST CONTROL	433.20
37522	7/2/2025	HACH COMPANY	1,467.00
37523	7/2/2025	HAZEL SEDWICK PARK	2,500.00
37524	7/2/2025	JAMES MADISON MEMORIAL FOUNDAT	1,535.51
37525	7/2/2025	LOVE OUTREACH FOOD PANTRY	750.00
37526	7/2/2025	MINNESOTA LIFE INSURANCE CO	1,872.08
37527	7/2/2025	ORANGE CO EDUCATION FOUNDATION	4,000.00
37528	7/2/2025	OCPR FOUNDATION	1,500.00
37529	7/2/2025	ORANGE DOWNTOWN ALLIANCE	30,000.00
37530	7/2/2025	ORANGE VOLUNTEER FIRE CO., INC	40,000.00
37531	7/2/2025	ORANGE SENIOR CENTER	250.00
37532	7/2/2025	ORANGE COUNTY FREE CLINC	30,000.00
37533	7/2/2025	ORANGE CO. HISTORICAL SOCIETY	1,500.00
37534	7/2/2025	ORANGE ROTARY CLUB	1,700.00
37535	7/2/2025	PIEDMONT REGIONAL DENTAL CLINI	2,500.00
37536	7/2/2025	RAPPAHANNOCK-RAPIDAN MEDICAL	500.00
37537	7/2/2025	RAPPAHANNOCK-RAPIDAN REGIONAL	5,176.68
37538	7/2/2025	SAFE	500.00
37539	7/2/2025	STEROBEN ASSOCIATES	4,180.00
37540	7/2/2025	TOWN OF ORANGE	964.49

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37541	7/2/2025	TRIAD OF ORANGE COUNTY	500.00
37542	7/2/2025	US BANK CHARLOTTE	63,570.00
37543	7/2/2025	VACORP	300.98
37544	7/2/2025	VEPGA	299.00
37545	7/2/2025	VMCA	55.00
37546	7/2/2025	VUPS	87.91
37547	7/11/2025	ADT SECURITY SERVICES	367.39
37548	7/11/2025	BLUE RIDGE AWARDS	28.00
37549	7/11/2025	BLUE RIDGE NARCOTICS AND	11,315.00
37550	7/11/2025	BMS DIRECT	6,418.38
37551	7/11/2025	CCLS INCORPORATED	651.81
37552	7/11/2025	CLARFIRE LLC	2,800.00
37553	7/11/2025	CP&P	2,726.00
37554	7/11/2025	DMV	100.00
37555	7/11/2025	EZ PERFORMANCE CENTER	179.99
37556	7/11/2025	FORTILINE INC	13,638.00
37557	7/11/2025	GALLS, LLC	395.79
37558	7/11/2025	GOMEZ, DIANNA	32.83
37559	7/11/2025	GRELEN NURSERY	1,575.00
37560	7/11/2025	LAW ENFORCEMENT PARTNERS	470.00
37561	7/11/2025	MT ELECTRONICS, INC	830.00
37562	7/11/2025	OEI EVENTS	2,750.00
37563	7/11/2025	EVERGRO COOPERATIVE	180.00
37564	7/11/2025	PMI LUBRICANTS	484.44
37565	7/11/2025	RAPPAHANOCK REGIONAL CRIMINAL	12,066.00
37566	7/11/2025	RESERVE ACCOUNT	1,000.00
37567	7/11/2025	REXEL	396.16
37568	7/11/2025	RAPIDAN SERVICE AUTHORITY	698.99
37569	7/11/2025	W.A. SHERMAN COMPANY	159.00
37570	7/11/2025	TRACTOR SUPPLY CREDIT PLAN	23.48
37571	7/11/2025	UBEO LLC	20.00
37572	7/11/2025	VDH-WATERWORKS TECHNICAL ASS	6,600.00
37573	7/11/2025	VERIZON	451.64
37574	7/11/2025	VIRGINIA BUSINESS SYSTEMS	173.35
37575	7/11/2025	VML	2,515.00
37576	7/11/2025	WALTERS, TIMOTHY	113.40
37577	7/11/2025	S.L. WILLIAMSON COMPANY, INC	679.54
37578	7/17/2025	AT&T MOBILITY	651.42
37579	7/17/2025	DEBORAH MARLENE WAREHAM	50.00
37580	7/17/2025	EAGLE ELECTRICAL	1,020.00
37581	7/17/2025	ENCOMPASS COMMUNITY SUPPORTS	2,555.00
37582	7/17/2025	HACH COMPANY	1,467.00
37583	7/17/2025	HEART ALERT CTC	200.00
37584	7/17/2025	IDEXX DISTRIBUTION, INC	1,868.79

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37585	7/17/2025	LEE ENTERPRISES ADV	2,643.31
37586	7/17/2025	OAKERSON, EVANS	29.07
37587	7/17/2025	ORANGE COUNTY TREASURER	9,908.15
37588	7/17/2025	PITNEY BOWES GLOBAL FINANCIAL	172.11
37589	7/17/2025	TRANSAMERICA EMPLOYEE BENEFITS	1,241.30
37590	7/17/2025	TREASURER OF VIRGINIA-VRS	14,210.00
37591	7/17/2025	UNIVAR SOLUTIONS	21,123.37
37592	7/17/2025	USABBLUEBOOK	4,156.20
37593	7/17/2025	VIRGINIA REGIONAL TRANSIT	33,907.75
37594	7/17/2025	VERIZON	1,152.11
37595	7/17/2025	VIRGINIA BUSINESS SYSTEMS	316.23
37596	7/24/2025	ADRIENNE BEALE	1,268.69
37597	7/24/2025	ADT SECURITY SERVICES	153.84
37598	7/24/2025	AFLAC	1,575.44
37599	7/24/2025	AMERICAN GREEN	207.00
37600	7/24/2025	AMY L ROBERTS	165.20
37601	7/24/2025	AMSOIL INC	88.99
37602	7/24/2025	BAKER, DWIGHT	51.00
37603	7/24/2025	BEACON HILL BOARDING	200.00
37604	7/24/2025	BENNETT, KADIERA C	120.00
37605	7/24/2025	CCLS INCORPORATED	314.91
37606	7/24/2025	CHANEY ENTERPRISES	692.00
37607	7/24/2025	CHEMUNG CONTRACTING CORP	200.20
37608	7/24/2025	COMCAST	1,057.71
37609	7/24/2025	COMCAST	1,228.09
37610	7/24/2025	DEBORAH MARLENE WAREHAM	50.00
37611	7/24/2025	DOMINION ENERGY VIRGINIA	42,474.46
37612	7/24/2025	ENVIRONMENTAL SYSTEMS SERVICE	210.00
37613	7/24/2025	EZ PERFORMANCE CENTER	341.13
37614	7/24/2025	FEDEX	30.09
37615	7/24/2025	FORTILINE INC	1,354.91
37616	7/24/2025	GUNN, AKO RYAN ARTHUR	266.94
37617	7/24/2025	HIGGINBOTHAM, JAMES H II &	16.08
37618	7/24/2025	HIGHWAY MOTORS	51.72
37619	7/24/2025	I66 EXPRESS MOBILITY PARTNERS	32.10
37620	7/24/2025	IDEXX DISTRIBUTION, INC	387.45
37621	7/24/2025	ID NETWORKS	600.00
37622	7/24/2025	JAMES RIVER EQUIPMENT	336.69
37623	7/24/2025	CATHERINE B. LEA	3,000.00
37624	7/24/2025	LINDE GAS & EQUIPMENT INC	38.74
37625	7/24/2025	MADISON COMPANION ANIMAL HOSPI	17.25
37626	7/24/2025	PACE ANALYTICAL SERVICES, INC	-
37627	7/24/2025	PACE ANALYTICAL SERVICES, INC	4,237.00
37628	7/24/2025	PRIMO BRANDS	11.99

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37629	7/24/2025	RINKER DESIGN ASSOCIATES, P.C.	2,361.59
37630	7/24/2025	REXEL	130.09
37631	7/24/2025	SCHIATTAREGGIA, ANTHONY	120.00
37632	7/24/2025	SELECT SPECIALTY PRODUCTS INC	317.00
37633	7/24/2025	W.A. SHERMAN COMPANY	1,925.00
37634	7/24/2025	KIM STRAWSER	51.98
37635	7/24/2025	PLAMP, JOSEPH	123.75
37636	7/24/2025	HARRINGTON, AMY	12.91
37637	7/24/2025	CHEPPELLE, KRISTAN	51.15
37638	7/24/2025	ROLLINS, HEATHER	34.59
37639	7/24/2025	UNIVAR SOLUTIONS	17,012.40
37640	7/24/2025	USABUEBOOK	1,152.78
37641	7/24/2025	VIRGINIA DEPT OF THE TREASURY	1,000.00
37642	7/24/2025	VIRGINIA BUSINESS SYSTEMS	9.28
37643	7/24/2025	VML	4,307.00
37644	7/24/2025	GREGORY S. WOODS	50.00
37645	7/24/2025	ACUITY SPECIALTY PRODUCTS, INC	374.54

			\$ 633,402.64
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UNFINISHED BUSINESS



UNFINISHED BUSINESS SUMMARY

August 18, 2025

AGENDA ITEM: 8A

Discussion of Mid-Block Pedestrian Crossing. (Director of Community Development)

SUMMARY:

- This item has been placed on the agenda for a continued discussion.
- Please see attached memorandum and information from the Director of Community Development.



Town of Orange
Department of Community Development

119 Belleview Avenue, Orange, Virginia 22960 - 1401
Phone: (540) 672-6917; Fax: (540) 672-9250
Email – townplanner@townoforangeva.gov

MEMORANDUM

TO: Mayor Cluff and Town Council
FROM: Deborah C. Sturm, ICMA-CM, AICP
Director of Community Development
DATE: August 11, 2025
SUBJECT: N. Madison Road Mid-block Crosswalk

Reynolds Pontiac Buick GMC Subaru has asked the Town to put a mid-block crosswalk in proximity to their shop and vehicle parking areas so that their employees and other pedestrians may cross N. Madison Road safely. Because it was expected that the Town would seek VDOT funding for the project, the Town requested its on-call engineering consultant, Rinker Design Associates, to prepare a study in the late summer and fall of 2024 to evaluate the feasibility of installing a crosswalk in this location.

The analysis prepared by RDA states that the proposed crosswalk meets all the minimum requirements set forth in VDOT's *Instructional and Information Memoranda (IIM) – TE-384.1 Pedestrian Crossing Accommodations at Unsignalized Locations* and is recommended for installation. Attached is a schematic of the proposed crosswalk, as well as an itemized cost breakdown for the project, which includes two ADA-compliant curb ramps, roadway striping, rapid flashing beacon signs, and crosswalk advance signage. Based on information provided by RDA, the approximate cost for crosswalk installation as requested is approximately \$46,000.

To ensure VDOT's concurrence, the Town provided the report for their review. There were several issues noted. These are:

- There is no usable sidewalk on the east side of N. Madison Road in the area of the desired crosswalk.
- ADA ramps are required at each end of the crosswalk; there is no sidewalk on the eastern side of the street, and the grades of the existing parking lot and driveway entrances do not work for ADA in the location of the crosswalk.
- There is not enough room on either side of the proposed crosswalk location for the space needed for the rapid flashing beacon signs—additional right-of-way will be needed from the property owner in these areas.
- VDOT will not permit the building of a crosswalk unless there is a sidewalk constructed along the frontage of Reynolds in the area of the desired crosswalk.

All these issues must be addressed if state or federal funding will be used for this project. Additional sidewalk will need to be constructed on the east side of the street, ADA-compliant ramps will need to be installed on both ends of the crosswalk, and property owners on both sides of the street will need to provide additional right-of-way to allow room for the rapid beacon flashing signage and ADA ramps.

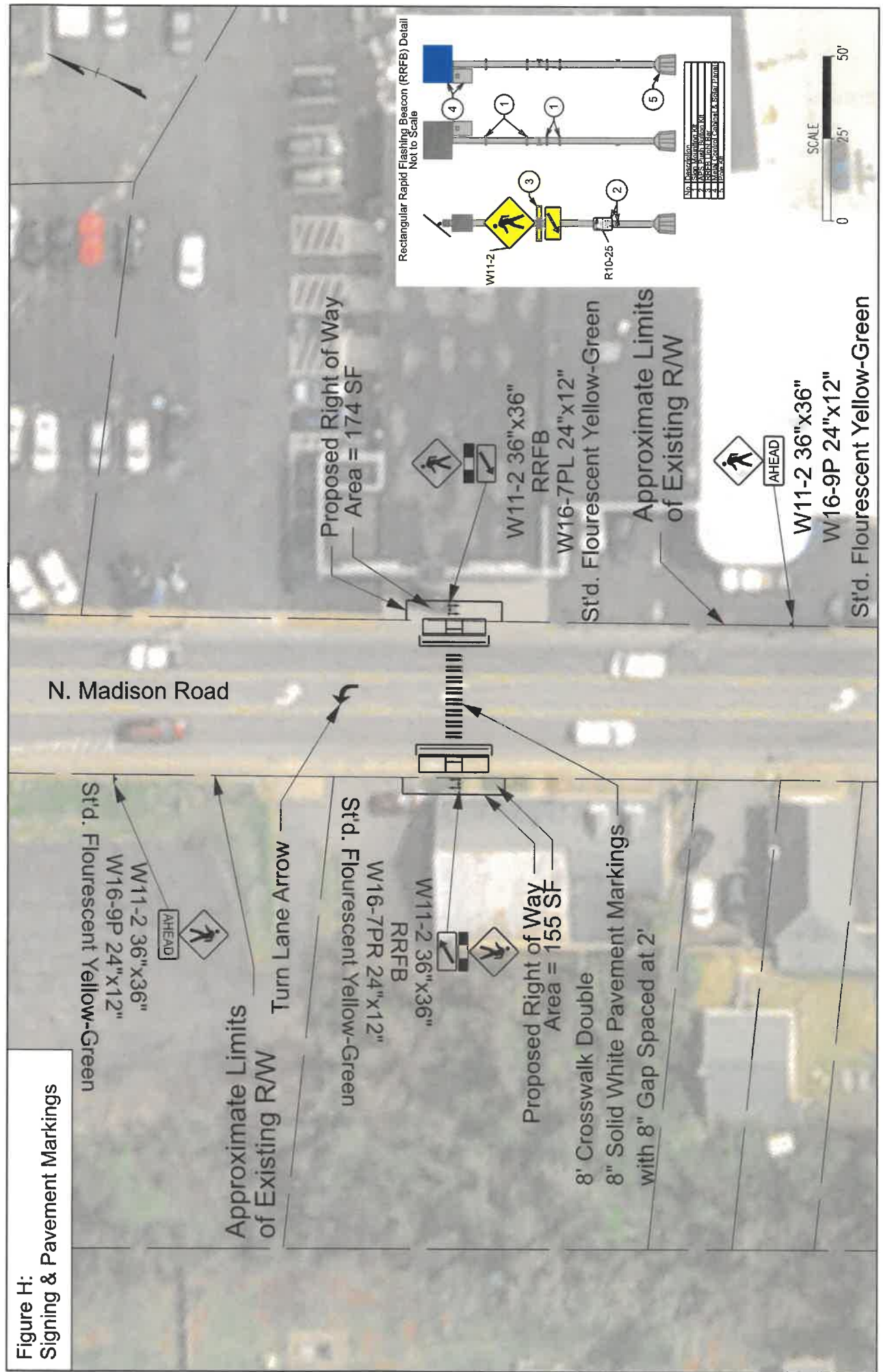
Virginia Highway Safety Improvement Program (HSIP) funding is available for construction of the curb ramps and the rapid beacon flashing signage for the crosswalk; applications are being accepted now through the end of October. Taking a more comprehensive approach to safety improvements along N. Madison Road by coupling the mid-block crosswalk project with other safety improvements (adding sidewalks or other new crosswalks) could make for a more successful funding application.

The Town may install a crosswalk itself using its own funds to stripe in a crosswalk and install the diamond-shaped pedestrian signs. If ADA compliant ramps at either end of the crosswalk are not included, however, this exposes the Town to potential ADA litigation, and it also places the town at risk of being denied State of Good Repair (SGR) or Revenue Sharing funding for other road projects in the future. North Madison Road falls under the SGR funding program; when VDOT determines that road conditions warrant repair, the SGR program funds that repair at 100% (no matching cost for the Town). If there are crosswalks on North Madison Road that are not ADA compliant, the Town could be forced to bring those crosswalks into ADA compliance before SGR funding may be used for street repair.

To make more parking available to the public in this area, the property owners have agreed to allow the use of the parking lot at the corner of Nelson and N. Madison Road for public parking, and an agreement in this regard has been prepared for Council's consideration.

Staff is seeking Council's direction in this matter.

Figure H:
Signing & Pavement Markings



Project Name														
Phase														
ITEM #	DESCRIPTION	UNIT	SPEC	EST. QUANTITY	STATEWIDE BID TAB QUERY	3 MONTH DISTRICT AVERAGES (CULPEPER)	1 YEAR DISTRICT AVERAGES (CULPEPER)	2 YEAR DISTRICT AVERAGES (CULPEPER)	1 YEAR STATE WIDE AVERAGES (\$)	2 YEAR STATE WIDE AVERAGES (\$)	AVERAGE UNIT PRICE FROM HISTORICAL DATA (\$)	HIGHER UNIT PRICE	RECOMMENDED UNIT PRICE (\$)	AMOUNT (\$)
MOBILIZATION/CONSTRUCTION SURVEYING														
518SD20-0601	MOBILIZATION	LS	513	1										
517SD20-0601	CONSTRUCTION SURVEYING CONSTR.	LS	517	1										
DEFINED COST SUBTOTAL														\$0.00
ALLOWANCES SUBTOTAL														
MOBILIZATION/CONSTR. SURVEYING SUBTOTAL														
MOT SUBTOTAL														
ROADWAY														
504SD20-0602	CG-12 DETECTABLE WARNING SURFACE	SY	504	2										
504SD20-0603	HYDR. CEMENT CONC. SIDEWALK 4"	SY	504	22										
502SD20-0610	NS SAW CUT H.C.C. ITEMS	LF	502	58										
502SD20-0622	COMB. CURB & GUTTER STD. CG-6	LF	502	40										
508SD20-0604	DEMO OF PAVEMENT FLEXIBLE	SY	508	340										
DEFINED COST SUBTOTAL														\$10,367.21
ALLOWANCES SUBTOTAL														
ROADWAY SUBTOTAL														
TRAFFIC														
701SD20-0601	SIGN PANEL	SF	701	66										
706SD20-0607	SIGN POST STD-1, 2 1/2" 12 GAUGE	LF	706	42										
703SD20-0608	CONC. FOUND. STD-1, 11" A	EA	703	2										
703SD20-0609	CONC. FOUND. STD-1, 11" B	EA	703	4										
704SD20-0608	TYPE B CLASS 1 PVT. LINE MRKG 8"	LF	704	120										
704SD20-0608	PVT. SVMB MRKG. SGL. TURN ABR. TV B, CL II	EA	704	1										
512SD20-0603	ERADICATE NONLINEAR PVT. MRKG	SF	512	51										
DEFINED COST SUBTOTAL														\$35,591.04
ALLOWANCES SUBTOTAL														
TRAFFIC SUBTOTAL														
TOTAL BID ITEMS														

65



UNFINISHED BUSINESS SUMMARY

August 18, 2025

AGENDA ITEM: 8B

Discussion of Taylor Park Retaining Wall Modifications. (Town Manager)

SUMMARY:

- This item has been placed on the agenda for a continued discussion.
- Please see attached memorandum and information from the Town Manager.

MOTION:

“I move that Town Council authorize use of the Taylor Park funds to undertake the needed repairs to Taylor Park.”



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

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

MEMORANDUM

TO: Mayor and Council Members
FROM:  Greg Woods, Town Manager
DATE: August 12, 2025

SUBJECT: Taylor Park / Dolley Madison Garden Club

The Town and the Dolley Madison Garden Club meet at Taylor Park to discuss the deterioration of the Brick Walls. The idea of lowering the walls was accepted by the DMGC as this fits into exactly what the Club proposed year ago for renovation of the park.

We agree to remove the two trees behind the walls (causing the wall damage) and replace with different trees that would not cause such an impact. Additionally, the DMGC requested we take down four dead trees near the parking area behind the bank. These trees do not provide shade and are part of the wall problem at that spot.

As our agreement for Taylor Park requires we consult with the DMGC, this has been accomplished and request Town Council authorize use of the Taylor Park Funds to undertake the needed repairs.

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

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NEW BUSINESS



NEW BUSINESS SUMMARY
August 18, 2025

AGENDA ITEM: 9A

**Consideration of Resolution (RES2026-01 carrying over funds from FY25 to FY26.
(Director of Finance)**

SUMMARY:

- Please see attached memorandum from the Director of Finance and Resolution RES2026-01 before Town Council for consideration.

MOTION:

“I move that Town Council adopt Resolution RES2026-01, as presented, carrying over funds from FY25 to FY26.”



**Town of Orange
Director of Finance Office**

119 Belleview Avenue, Orange, Virginia 22960 - 1401

Phone: (540) 672-1020 Fax: (540) 672-2821

Email – directoroffinance@townoforangeva.gov

MEMORANDUM

TO: Mayor and Council Members

FROM: Dianna Gomez, Director of Finance

DATE: August 7, 2025

SUBJECT: FY-2026 Carryovers

Carryovers for FY-2026 from FY-2025 include maintenance items that are in progress as well as specific normal capital projects and ARPA funded expenditures.

Funding for the normal maintenance items includes \$4,000 for buildings and grounds maintenance.

Funding for the normal capital projects includes the following:

1. \$610,806 Madison/Main Street signal light reimbursed by VDOT.
2. \$145,300 for paving.
3. \$11,000 for Community Room improvements.
4. \$40,568 for the Gardener property
5. \$222,000 for the Hilltop Road construction.
6. \$140,000 paving/engineering for the Old Town lot.
7. \$178,100 for the Sidewalk at N Madison/Spicers Mill

ARPA Funding has been allocated as follows:

1. Standpipe replacement continues to be funded by the VDH grant with an additional \$1,169,915 for Phase 2 from ARPA
2. \$22,011 for Wastewater Plant System Upgrades
3. \$532,253 for Sewer Lines Engineering (Greenfields, Houseworth, Glebe)
4. \$6,010 for Water Plant Actuators.
5. \$230,288 for the Water line meters replacement

Funding for Community Development Contractual Services is \$12,000.

Funding for Employee Relations is \$10,000.

Funding for Public Relations is \$2,500.



RESOLUTION – RES2026-01

BE IT RESOLVED, by the Town Council of the Town of Orange, that the following items be carried forward from budget year FY2025 to budget year FY2026:

EXPENSES

GENERAL FUND – FUND 10

• Buildings/Ground Maintenance	10-7120-56007	\$	4,000
• Public Relations	10-1110-56603	\$	2,500
• Employee Relations	10-1211-56602	\$	10,000
• Com Development Contractual Serv	10-8110-53319	\$	12,000
• Reserve Fund	10-0000-32505	\$	(28,500)

CAPITAL FUND – FUND 20

• VDOT Paving Reimbursement	20-0000-33145	\$	(616,000)
• Madison/Main Street Signal Light	20-9400-57308	\$	610,806
• Contractual Services - Paving	20-9400-57307	\$	145,300
• Hilltop Road partial completion	20-9400-59837	\$	222,000
• Old Town Lot	20-9400-59839	\$	140,000
• New Sidewalk	20-9400-59848	\$	178,100
• Gardener Property	20-9400-59847	\$	40,568
• Community Room	20-9400-59846	\$	11,000
• Transfer from General Fund	20-0000-99999	\$	(731,774)
• Transfer to General Fund	10-0000-99999	\$	731,774
• Reserve Fund	10-0000-32505	\$	(731,774)

WATER FUND – FUND 30

• Standpipe	30-9400-59850	\$	2,060,229
• VDH Funding -Standpipe	30-0000-33500	\$	(890,313)
• Water Plant Actuators	30-9400-59849	\$	6,010
• Water Line meters replacement	30-9400-59860	\$	230,288
• Reserve Fund	30-0000-32505	\$	(1,406,214)

• Sewer Lines Engineering	40-9400-59851	\$	532,253
• Waste Water Plant System Upgrades	40-9400-59854	\$	22,011
• Transfer from General Fund	40-0000-99999	\$	(554,264)
• Transfer to General Fund	10-0000-99999	\$	554,264
• Reserve Fund	10-0000-32505	\$	(554,264)

J. Harrison Cluff, Mayor

Wendy J. Chewning, MMC, Town Clerk



NEW BUSINESS SUMMARY
August 18, 2025

AGENDA ITEM: 9B

Consideration of Resolution RES2026-02 adopting the RSA Rate at \$4.458 per 1,000 gallons effective October 1, 2025, and ending September 30, 2026. (Director of Finance)

SUMMARY:

- Please see attached memorandum from the Director of Finance, along with other documentation, and Resolution RES2026-012 before Town Council for consideration.

MOTION:

“I move that Town Council adopt Resolution RES2026-02, as presented, adopting the RSA Rate at \$4.458 per 1,000 gallons effective October 1, 2025, and ending September 30, 2026.”



Town of Orange
Director of Finance's Office

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

MEMORANDUM

TO: Mayor and Council Members
FROM: Dianna Gomez, Director of Finance
DATE: July 22, 2025
SUBJECT: RSA Rate effective October 1, 2025

On September 1st of each year, we must send RSA the proposed water rate for the year beginning October 1st.

Attached is the data used to establish the new rate of \$4.458 per 1,000 gallons of water, for the year beginning October 1, 2025. The formula used to calculate this rate is contained in the water sale agreement with RSA. This year the rate decreased by \$0.26 (from \$4.713 to \$4.458) due to several factors. Our overall cost increased by \$78,125 which increased the administrative and unit cost by \$22,410, but the Finished Water increased by 40,534,000 gallons lowering the cost per 1,000 gallons.

The main reasons for the cost variance between FY 2025 and FY 2026 are as follows:

- Salaries: Increased cost of \$32,338. Our regular salary increase was 5%, we had one employee who passed testing that increased their license class which comes with an automatic 5% pay increase, we replaced one employee with an employee with a higher license class, and one employee left and came back with a higher license class.
- Backwash Sludge Treatment: Increased cost of \$40,020 due to increase in volume.
- Chemicals: Increased cost of \$27,892 was driven by cost increases.
- There are other costs that increased, while some decreased, but these have the most significant impact.

Enclosed is also a Resolution for your consideration.

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

7-7



RESOLUTION – RES2026-02

BE IT RESOLVED, by the Town Council of the Town of Orange, that the water rate to be charged to the Rapidan Service Authority for water purchased for the year beginning October 1, 2025 and ending September 30, 2026, shall be \$4.458 per 1,000 gallons.

Given this under my hand, after necessary approval of the Town Council, this the 18th day of August, 2025.

J. Harrison Cluff, Mayor

ATTEST:

Wendy J. Chewning, MMC, Town Clerk

TOWN OF ORANGE
CALCULATION OF RSA RATE
EFFECTIVE as of October 1, 2025

Water Treatment	
Salaries	329,788.47
Overtime	10,305.10
FICA/Medicare	25,082.81
Retirement	54,861.71
Health Insurance	76,849.25
Life Insurance	3,607.98
Hybrid Disability	284.27
Workers' Compensation	7,512.30
Professional Services - Medical	80.00
Professional Services	3,657.74
VPDES Permit Fees	-
Repair/Maintenance - Computer Equipment	-
Repair/Maintenance - Machinery/Equipment	26,946.74
Repair/Maintenance - Buildings/Grounds	699.98
Repair/Maintenance - Vehicles	-
Misc. Contractual Services	2,291.00
RWSB Inspection & Maintenance	-
Maintenance Service Contracts - Calibration	1,560.00
Advertising	450.00
VDH - Waterworks Tech Ass't	6,600.00
Electric Service	150,268.50
Heating Fuel, Fuel Oil	6,385.75
Backwash Sludge Treatment	123,035.62
Backwash Sludge Adjustment	(24,607.12)
Postage, Federal Express	475.69
Telephones, Cell Phones, Paging	3,011.96
Internet Services	5,802.02
Travel, Conventions, Meetings	481.24
Dues & Memberships	675.00
Office Supplies	1,296.47
Safety Equipment	93.98
Lab Supplies	5,025.52
Janitorial Supplies	1,450.50
Building Grounds Maintenance (By Town)	14,001.36
Vehicle, Equipment Fuel	646.10
Uniforms, Shop Rages, Towels	7,497.07
Operating Supplies	4,084.00
Repair/Maint. Vehicles (By Town)	67.88
Repair/Maint. Mach/Equip (By Town)	20,880.20
Tools	-
Chemicals	242,267.84
Vehicle Insurance	1,444.00
Property/Liability Insurance	-
Automation/Computer/Software	855.00
Machinery & Equipment - Non-Capital	4,961.39
Office Furniture, Fixtures - Non-Capital	-
Miscellaneous	-
100% O/M	1,120,677.32
18% Administrative cost	201,721.92
Depreciation	117,082.09
Unit cost	1,439,481.33
10.00%	143,948.13
110% O/M	1,583,429.46
Total gallons - finished water pumped	355,200,000
Cost per 1,000 gallons	4.458
Rate 2025 - \$ 4.458	
Rate 2024 - \$ 4.713	
Rate 2023 - \$ 4.215	
Rate 2022 - \$ 3.817	
Rate 2021 - \$ 3.412	
Rate 2020 - \$ 3.584	
Rate 2019 - \$ 3.376	
Rate 2018 - \$ 3.331	
Rate 2017 - \$ 3.413	
Rate 2016 - \$ 3.022	
Rate 2015 - \$ 3.033	
Rate 2014 - \$ 3.192	

RSA CONTRACT FY-2025 - DEPRECIATION

Description	Cost	Contributions in Aid	Credit - 50%	Net Cost	Estimate Life
Raw Water Pump Station					
Source of water structures	60,006.90	36,409.49	11,798.71	11,798.70	50
General structures and improvements	296,600.00	173,645.26	61,477.27	61,477.47	50
Pumping equipment					
Pumps and variable frequency drive	72,045.33	40,010.25	16,017.44	16,017.64	10
Electrical	51,966.59	30,008.00	10,979.40	10,979.19	10
Totals	480,618.82	280,073.00	100,272.82	100,273.00	
Backwash Basin					
(In Service Date June 17, 1999)					
Water treatment building	183,848.36	-	-	183,848.36	50
General structures	623,636.66	-	-	623,636.66	50
Pumping equipment	110,596.19	-	-	110,596.19	10
Transmission mains and accessories	111,421.02	-	-	111,421.02	40
Water treatment plant	273,282.63	-	-	273,282.63	20
Totals	1,302,784.86	-	-	1,302,784.86	
Generator					
(In Service Date August, 2001)	30,862.43	-	-	30,862.43	10
Diversion Barrier - Dam					
(In Service Date September 2003)	348,944.41	-	-	348,944.41	50
Roof Replacement					
(In Service Date September 2003)	30,282.00	-	-	30,282.00	20
Raw Water Storage Basin					
(In Service Date June 15, 2005)					
Source of supply structures	2,154,340.68	894,266.00		1,260,074.68	50
Pumping equipment	99,936.00			99,936.00	10
Water treatment plant	771,797.00			771,797.00	20
Transmission mains and accessories	119,747.00			119,747.00	40
Totals	3,145,820.68	894,266.00	-	2,251,554.68	
BackWash Pump					
(In Service Date August 2011)	118,669.49	-	-	118,669.49	20
Finish Water Pump					
(In Service Date February 2012)	15,763.00	-	-	15,763.00	10
#3 Filter Valve Project					
(In service Date March 13, 2013)	87,344.00			87,344.00	20
Heat Pump Unit					
	8,325.00			8,325.00	10

(In service Date 9/25/2012)

2014 Ford F150 Pickup

(In service Date 10/01/2014)

21,839.40

21,839.40 5

2019 Ford F150 Pickup

(In service Date 09/01/2019)

27,030.80

27,030.80 5

2025 Turbidity Meters

(In service Date 01/08/2025)

27,330.15

27,330.15 10

2023 Sydnor Hydro Pump

(In service Date 08/31/2023)

60,855.00

60,855.00 10

Total Depreciation FY 2025

5,618,284.89	1,174,339.00	100,272.82	4,316,642.27
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Annual Depreciation	FY2020 Accum Depreciation	FY2025 Current Depreciation	Balance
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2022 Accum Depreciation

235.97	5,191.36	235.97	6,371.37
1,229.55	27,050.10	1,229.55	33,197.82

5,663.30
29,509.20

-	16,017.64	-	-
-	10,979.19	-	-

-
16,017.64
10,979.19

1,465.52	59,238.29	1,465.52	39,569.19
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-
62,169.33

3,676.97	77,216.35	3,676.97	102,955.04
12,472.73	261,927.35	12,472.73	349,236.58
-	110,596.19	-	-
2,785.53	58,496.11	2,785.53	50,139.38
-	273,282.63	-	-

84,570.29
286,872.81
110,596.19
64,067.17
273,282.63

18,935.23	781,518.63	18,935.23	502,331.00
------------------	-------------------	------------------	-------------------

-
819,389.09

-	30,862.43	-	-
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-
30,862.43

6,978.89	116,896.37	6,978.89	225,069.15
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-
130,854.15

1,514.10	25,361.22	-	3,028.20
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-
28,389.42

25,201.49	379,072.45	25,201.49	855,800.74
-	99,936.00	-	-
38,589.85	580,455.66	36,981.94	154,359.40
2,993.68	45,029.89	2,993.68	71,723.44

429,475.44
99,936.00
657,635.36
51,017.24

66,785.02	1,104,494.00	65,177.11	1,081,883.58
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-
1,238,064.03

5,933.47	52,677.55	5,933.47	60,058.47
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-
64,544.49

1,576.30	13,267.19	-	2,495.81
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-
15,763.00

1,091.80	8,734.40	4,367.20	74,242.40
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-
10,918.00

832.50	5,619.38	-	1,665.00
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-
7,284.38

				-
				-
-	20,747.43	-	W/O	21,839.40
				-
				-
5,406.16	-	5,406.16	21,624.64	10,812.32
				-
				-
		\$2,733.02		
6,085.50		\$6,085.50	54,769.50	-
110,518.99	2,219,416.88	117,082.09	2,011,967.44	2,440,890.04
				\$110,954.17

2023 Accum Depreciation	2024 Accum Depreciation	2025 Accum Depreciation	Fully Depr?
5,899.27	6,135.24	6,371.21	N
30,738.75	31,968.30	33,197.85	N
-	-	-	
16,017.64	16,017.64	16,017.64	Y
10,979.19	10,979.19	10,979.19	Y
-	-	-	
63,634.85	65,100.37	66,565.89	
88,247.26	91,924.23	95,601.20	N
299,345.54	311,818.27	324,291.00	N
110,596.19	110,596.19	110,596.19	Y
66,852.70	69,638.23	72,423.76	N
273,282.63	273,282.63	273,282.63	Y
-	-	-	
838,324.32	857,259.55	876,194.78	
-	-	-	
-	-	-	
30,862.43	30,862.43	30,862.43	Y
-	-	-	
-	-	-	
137,833.04	144,811.93	151,790.82	N
-	-	-	
-	-	-	
30,282.00	30,282.00	30,282.00	Y
-	-	-	
-	-	-	
-	-	-	
454,676.93	479,878.43	505,079.92	N
99,936.00	99,936.00	99,936.00	Y
696,225.21	734,815.06	771,797.00	Y
54,010.91	57,004.59	59,998.26	N
-	-	-	
1,304,849.05	1,371,634.07	1,436,811.18	
-	-	-	
-	-	-	
70,477.96	76,411.43	82,344.90	N
-	-	-	
15,763.00	15,763.00	15,763.00	Y
-	-	-	
-	-	-	
12,009.80	13,101.60	17,468.80	N
-	-	-	
-	-	-	
8,325.00	8,325.00	8,325.00	Y

-	-	-	
-	-	-	
21,839.40	21,839.40	21,839.40	Y
-	-	-	
-	-	-	
16,218.48	21,624.64	27,030.80	Y
-	-	-	
-	-	-	
		2,733.02	N
		-	
-	6,085.50	12,171.00	N
		-	
2,550,419.33	2,663,100.92	2,780,183.01	
		-	
\$109,529.29	\$112,681.59	117,082.09	



**Town of Orange
Finance Office**

119 Belleview Avenue, Orange, Virginia 22960 - 1401

Phone: (540) 672-1020 Fax: (540) 672-2821

Email – directoroffinance@townoforangeva.gov

August 1, 2025

Mr. Tim Clemons:

Enclosed please find our calculations and supporting depreciation schedule for the new RSA contract rate, covering the period October 1, 2025 through September 30, 2026.

The new rate is \$4.458 per 1,000 gallons.

Please feel free to contact us if there are any questions.

Sincerely,

Dianna Gomez
Director of Finance

Enclosures

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NEW BUSINESS SUMMARY
August 18, 2025

AGENDA ITEM: 9C

Consideration of Resolution RES2026-03 supporting a Revenue Sharing Application for funding for fiscal years 2029-2030. (Director of Community Development)

SUMMARY:

- Please see attached memorandum from the Director of Community Development, CIP, and Resolution 2026-03 before Council for consideration.

MOTION:

“I move that Town Council adopt Resolution RES2026-03 affirming the commitment to fund the Town of Orange’s share of the FY29-30 revenue sharing projects, as presented.”



Town of Orange
Department of Community Development

119 Bellevue Avenue, Orange, Virginia 22960 - 1401

Phone: (540) 672-6917; Fax: (540) 672-9250

Email – townplanner@townoforangeva.gov

MEMORANDUM

TO: Mayor Cluff and Town Council
FROM: Deborah C. Sturm, ICMA-CM, AICP
Director of Community Development
DATE: August 11, 2025
SUBJECT: 2029-2030 Revenue Sharing Resolution

VDOT requires two actions from localities regarding revenue sharing projects.

Capital Improvements Plan (CIP)

The first action is to include the revenue sharing projects and associated costs in the local CIP. The Town's CIP for 2026-2031 was updated and approved by the Planning Commission on July 14, 2025, and includes the three VDOT revenue sharing projects for FY 2029 and 2030 as shown on page 5 of the attached and as follows:

FY	Road	Total Funding	Town Portion
29	E. Main Street (from Selma Rd to May Fray Ave/Byrd Street	\$353,601.00	\$176,800.50
30	Byrd Street (from E. Main St to E. Church Street	\$80,832.00	\$40,416.00
30	Monrovia Road (from Route 20 to Town limits)	\$122,978.00	\$61,489.00

Locality Resolution

The second action is for Town Council to adopt a resolution documenting their knowledge of the projects, their agreement to fund the locality's share of the project costs, and to provide signature authority for the projects to the Town Manager. These items must be completed and submitted with the final revenue sharing application before September 15, 2025. Staff is requesting Town Council to approve the resolution as presented.

MOTION FOR CONSIDERATION:

Should Council wish to act in this regard, the following motion is offered for consideration:

"I move Town Council adopt Resolution RES2026-03 affirming the commitment to fund the Town of Orange's share of the FY29-30 revenue sharing projects, as presented."

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RESOLUTION – RES2026-03

REVENUE SHARING RESOLUTION OF SUPPORT FOR APPLICATION OF FUNDING Fiscal Years 2029 - 2030

At a regularly scheduled meeting of the Town of Orange Town Council held on August 18, 2025, on a motion by [name of Councilmember], seconded by [name of Councilmember], the following resolution was adopted by a vote of [#] to [#]:

WHEREAS, the Town of Orange Town Council desires to submit an application for funding for an allocation of funds up to \$278,705.50 through the Virginia Department of Transportation for Fiscal Year 2029 and Fiscal Year 2030 for the Revenue Sharing Program; and

WHEREAS, \$278,705.50 of these funds are requested to fund the reconstruction of East Main Street (FY2029) from Selma Road to May Fray Avenue/Byrd Street, Byrd Street (FY2030) from East Main Street to East Church Street and Monrovia Road (FY2030) from Route 20 to town limits; and,

WHEREAS, the Town of Orange Town Council hereby supports this application for an allocation of \$278,705.50 through the Virginia Department of Transportation for Fiscal Year 2029 and Fiscal Year 2030 Revenue Sharing Program.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Orange Town Council hereby agrees to commit to its share of the total cost for, as applicable, preliminary engineering, right-of-way and construction of the project(s) in accordance with the project financial documents.

BE IT FURTHER RESOLVED, that the Town of Orange Town Council hereby grants authority for the Town Manager to execute all agreements and/or addendums for any approved projects for with the Virginia Department of Transportation.

ADOPTED this 18th, day of August 2025.

J. Harrison Cluff, Mayor

ATTEST:

Wendy J. Chewning, MMC, Town Clerk

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TOWN OF ORANGE, VIRGINIA



FY 2026 - FY 2031
CAPITAL IMPROVEMENTS PROGRAM

ADOPTED BY THE TOWN OF ORANGE PLANNING COMMISSION
Date: July 14, 2025

1. Introduction: Town of Orange CIP: FY 2026 – FY 2031

Communities develop a comprehensive plan that outlines the future they desire for themselves through goals, objectives and implementation strategies contained in the plan. Capital improvement planning is one of several tools communities use to implement that plan. ***The purpose of the Capital Improvement Program (CIP) is to allow a locality to examine its current resources and to determine what future resources it needs. This is helpful for determining not only how much funding is needed to satisfy public facility needs but also when such funding is needed.***

Typically, the CIP covers a five-year period, with the first year adopted as the capital budget. Funding shown in subsequent years is not immediately committed but instead reflects an estimate of funding levels needed in the future for various projects, facilities, equipment, etc.

2. Planning Commission CIP Preparation

State statute designates the Planning Commission as the body generally responsible for the preparation and annual update of a locality's CIP. Section 15.2-2239 of the Code of Virginia, 1950, as amended, states the following:

A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years. The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct. The capital improvement program shall include the commission's recommendation and estimates of cost of the facilities and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality. In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary.

The Town of Orange Planning Commission has prepared this Capital Improvement Program with assistance from Town of Orange staff. The Commission members for the preparation of this CIP were:

Benjamin Sherman	Chairman
Page Sullenberger	Vice Chairman
Rita Carroll	Commissioner
Jeff Crane	Commissioner
Harrison Cluff, Mayor	Ex-Officio

Staff Support was provided by:

Greg Woods
Dwight Baker
Wendy J. Chewning
Deborah C. Sturm
Larry Bond
Kiline Madison
Dianna Gomez
Michelle Steinberger
Kimberly A. Strawser

Town Manager
Chief Water Plant Operator
Town Clerk
Director of Community Development
Director of Public Works
Chief of Police
Director of Finance
Chief Wastewater Plant Operator
Deputy Town Clerk

3. Definition of a Capital Project

A **Capital Improvement Project** is defined as “a major, non-recurring annual expenditure of at least \$25,000 for the payment of a capital improvement asset which has a useful life of at least five (5) years including any such planning, feasibility, engineering, or design study related to such project. These projects are included in the CIP and do not necessarily include all capital assets of the Town”.

(Definition approved by the Town of Orange Planning Commission on October 27, 2014)

4. The CIP Process

The CIP development process takes approximately 4-6 months beginning in the mid- to late-summer. It includes consultation with the Town Manager, department heads and interested citizens, and may include a public hearing before adoption and submission to the Town Manager for budget consideration in December.

5. FY 2026-FY 2031 Requests

This CIP includes projects that will be funded with Town resources, grant sources and VDOT funding. Because road projects funded with revenue sharing funds from VDOT must be included in the CIP, this revision adds street reconstruction projects that will be included in the FY29-FY30 funding cycle, applications for which were due at the end of May 2025. A more comprehensive CIP review process will begin in the summer of 2025.

6. Funding Recommendations

It is recommended that street construction projects planned for FY29-30 be included in the CIP as that is a requirement for receiving revenue sharing funding for these projects from the Virginia Department of Transportation.

7. Priority Recommendations

The priority order for the projects submitted during the CIP process will be determined by the Planning Commission with recommendations provided by staff.

Projects Deleted from the Draft CIP:

- Public Works Vehicles – Vehicles already purchased and ordered: New Trash Truck
- Marshall Heights Standpipe Replacement/Repair – this project is complete.

Revenue Sharing

Description:

The Town of Orange Public Works Department, in its role of maintaining the public roads within the Town, has plans to re-construct the following roads (listed in order of priority):

Revenue Sharing Projects FY27 through FY30			
FY	Road	Total Funding	Town Portion
27	Porterfield Drive (from Montevista Ave to end)	\$523,194.28	\$261,597.14
28	Rapidan Road (from Selma Rd to Town limits)	\$252,926.06	\$126,463.03
29	E. Main Street (from Selma Rd to May Fray Ave/Byrd Street	\$353,601.00	\$176,800.50
30	Byrd Street (from E. Main St to E. Church Street	\$80,832.00	\$40,416.00
30	Monrovia Road (from Route 20 to Town limits)	\$122,978.00	\$61,489.00
		\$1,333,531.34	\$666,765.67

Relationship to Comprehensive Plan:

Goal PS16: Ensure that public facilities are constructed and maintained to meet Levels of Service standards for different Planning Sectors in Town as articulated through specific Planning Sector plans.

Action PS16.5: Adequately fund Water Plant, Wastewater Plant, Public Works, Police, and Administrative Capital Needs to maintain Levels of Service Standards

Total Cost: \$1,333,531.34 (Town portion \$666,765.67)

Funding Source: 50% Local funds/50% Revenue Sharing Funds

Department Requesting: Public Works

Ranking:

Sidewalk Construction

Description

This project encompasses new infill construction of sidewalks providing pedestrians safe access to developed areas within the Town.

Relationship to Comprehensive Plan

Goal T2: Improve existing roads and transportation systems in a manner consistent with the Transportation Vision.

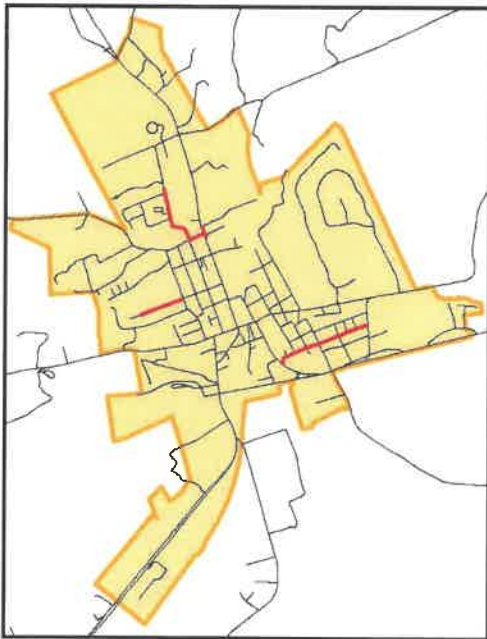
Action T4.2: Construct biking and pedestrian infrastructure in existing (already developed) parts of Town.

Total Cost: \$100,000.00 yearly

Funding Source: General Fund, VDOT grants, private funds

Department Requesting: Public Works

Ranking:



Potential Sidewalk Projects:

- North Street from Spicers Mill Road to the North Street Connector
- N. Madison Road from Dogwood Lane north to existing sidewalk, approximately 1600 feet
- Jefferson Street from Byrd Street to Selma Road

Taylor Park Brick Paver Rehabilitation

Description:

This project would fix the brick pavers in Taylor Park which are being dislodged by the roots of adjacent trees and are becoming a “tripping” and safety issue.

Relationship to Comprehensive Plan:

Action T4.2: Construct biking and pedestrian infrastructure in existing (already developed) parts of Town.

Total Cost: \$50,000

Funding Sources: General Fund, Taylor Park Fund, Private Grants, Donations

Department Requesting: Public Works

Ranking:



"Hilltop Drive" Sewer Line Connection

Description: To connect Harper Drive/Berry Street and Porterfield Drive sewer lines.

Relationship to Comprehensive Plan:

Goal PS16: Ensure that public facilities are constructed and maintained to meet Levels of Service standards for different Planning Sectors in Town as articulated through specific Planning Sector plans.

Total Cost To be determined during engineering phase

Funding Source: American Rescue Plan Act

Department Requesting: Public Works

Ranking:



Hilltop Drive Connector

Description:

To connect Harper Drive to Berry Street and connect Porterfield Drive to Hilltop Drive, this would improve and give alternate routes to Route 20.

Relationship to Comprehensive Plan:

Goal PS16: Ensure that public facilities are constructed and maintained to meet Levels of Service standards for different Planning Sectors in Town as articulated through specific Planning Sector plans.

Goal T2: Improve existing roads and transportation systems in a manner consistent with the Transportation Vision.

Total Cost To be determine during engineering phase

Funding Source: VDOT Urban Funds, Revenue Sharing, Town Matching Funds, American Rescue Plan Act

Department Requesting: Public Works

Ranking:



Orange Village Shopping Center Traffic Circle

Description:

As traffic counts increase on Route 15 through Town, and as the Orange Village Shopping Center continues to grow, traffic conflicts at the entrances are increasing. Working with the VDOT, a proposed traffic circle was designed to help mitigate the traffic conflicts at the northern entrance to the shopping center.

Relationship to Comprehensive Plan:

Goal PS16: Ensure that public facilities are constructed and maintained to meet Levels of Service standards for different Planning Sectors in Town as articulated through specific Planning Sector plans.

Goal T2: Improve existing roads and transportation systems in a manner consistent with the Transportation Vision.

Total Cost \$2,000,000.00

Funding Source: VDOT Urban Funds, Revenue Sharing, Highway Safety Improvement (HSIP) Funds, Town Matching Funds

Department Requesting: Community Development

Ranking:



Madison Road Utility Rehabilitation and Road Reconstruction

Description:

The underground utility infrastructure beneath Madison Road/Route 15, in many cases, is so old there is no documentation as to when it was constructed. Recently, storm sewer lines in front of 135 N. Madison Road (Domino's Pizza) collapsed, requiring emergency work by the Town's Public Works department. The Town has experienced other utility failures along N. Madison Road and this project would address the rehabilitation of the underground utilities while reconstructing N. Madison Road including updated streetscapes with wider sidewalks, street trees, benches, and street lights.

Relationship to Comprehensive Plan:

Goal T2: Improve existing roads and transportation systems in a manner consistent with the Transportation Vision.

Goal T4: Encourage alternatives to vehicular use to increase pedestrian-friendliness of Orange

Goal PS16: Ensure that public facilities are constructed and maintained to meet Levels of Service standards for different Planning Sectors in Town as articulated through specific Planning Sector plans.

Total Cost \$10,000,000 plus

Funding Source: VDOT: Revenue Sharing, Six Year Improvement or Smart Scale, Highway Safety Improvement Funding, Town Matching Funds

Department Requesting: Public Works

Ranking:

Spicer's Mill Road Culvert and Bridge Replacement

Description

Replacement of the culvert crossing at Baylor Creek. This project includes replacing the two existing culverts north of the box culvert and restoration work on the unnamed tributary of Baylor Creek.

Relationship to Comprehensive Plan

Action I11.4: Reconstruct Spicer's Mill Culvert.

Total Cost: \$3,000,000.00

Funding Source: VDOT and Town funding

Department Requesting: Public Works and Community Development

Ranking:

--

Orange Transportation Center Streetscape Enhancement Project

Description

This project covers sidewalks, lighting and utility improvements in the vicinity of the Orange Train Depot within the Orange Commercial Historic District.

Relationship to Comprehensive Plan

T4.2

T4.2.3

T5

Total Cost:

Section A: RR Tracks to Madison Road:			
Engineering:	\$150,000.00	Construction:	\$800,000.00
Section B: Madison Road to Belleview Ave			
Engineering	\$225,000.00	Construction	\$1,400,000.00
Section C: Belleview Ave to Caroline Street:			
Engineering:	\$100,000.00	Construction	\$500,000.00
Totals:	\$475,000.00		\$2,700,000.00

Funding Source: VDOT, ToO General Fund

Department Requesting: Community Development

Ranking:



Madison Road Stormwater Drainage Rehabilitation and Reconstruction Project

Description

Due to excessive flooding on Madison Road between Nelson Street and Spicers Mill Road, Town staff worked with VDOT on a drainage improvement project

Relationship to Comprehensive Plan

Goal I11

Goal I12

Action I 2.3 – Build Town Wide Stormwater Facilities

Total Cost:

Engineering Design	\$200,000.00
Right of Way	\$100,000.00
Construction	\$1,000,000.00

Phasing:

- Newton Street to Woodmark Drive
- Washington Street to Newton Street
- Main Street to Newton Street

Funding Source: VDOT, General Fund,

Department Requesting: Community Development

Ranking:





NEW BUSINESS SUMMARY
August 18, 2025

AGENDA ITEM: 9D

**Consideration of reappointments of Dana Amos and Robert Higginbotham to the Town's Industrial Development Authority with terms to expire August 1, 2029.
(Town Manager)**

SUMMARY:

- Both Dana Amos and Robert Higginbotham's terms expired on the Town's IDA August 1, 2025.
- Staff has talked to both individuals and both wish to be reappointed with terms to expire August 1, 2029.

MOTION:

"I move that Town Council re-appoint Dana Amos and Robert Higginbotham to the Town's IDA with terms to expire August 1, 2029."



NEW BUSINESS SUMMARY
August 18, 2025

AGENDA ITEM: 9E

**Consideration of recommendation of reappointment of Page Sullenberger to serve on the Town's Planning Commission with a term to expire June 30, 2029.
(Town Manager)**

SUMMARY:

- Page Sullenberger's term expired on the Town's Planning Commission on June 30, 2025.
- Staff has spoken to Mrs. Sullenberger and she wishes to be reappointed to the Planning Commission with a term to expire June 30, 2029.

MOTION:

"I move that Town Council re-appoint Page Sullenberger to the Town's Planning Commission with a term to expire June 30, 2029."



NEW BUSINESS SUMMARY
August 18, 2025

AGENDA ITEM: 9F

Consideration of appointment of Martha B. Roby to the Town's Planning Commission to fill the vacancy left by the resignation of LJ Taylor with a term to expire June 30, 2026. (Town Manager)

SUMMARY:

- Please see attached application and resume from Mrs. Roby who wishes to serve on the Town's Planning Commission.
- Mrs. Roby currently serves on the Town's Industrial Development Authority but has always wanted to serve on the Town's Planning Commission, and since there is a vacancy decided to apply. She plans to resign from the IDA.

MOTION:

"I move that Town Council appoint Martha B. Roby to the Town's Planning Commission filling the vacancy left by the resignation of LJ Taylor with a term to expire June 30, 2026."



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

119 Belleview Avenue, Orange, Virginia 22960 - 1401

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

Email – townclerk@townoforangeva.gov

**APPLICATION TO SERVE ON TOWN BOARDS, COMMISSIONS, AND
COMMITTEES**

1. Name: Martha Roby Home Phone: 540-717-5492
2. Home Address: 374 GreenFields Dr. Orange, VA 22960
3. Business: _____ Business Phone: _____
4. Business Address: _____ retired
5. Resume of Education and Experience: please see attached sheet

(Please use additional sheets or submit resume if you prefer).

6. Are you a registered voter? Yes ☒ No ☐
7. Are you a resident of the Town? Yes ☒ No ☐
8. Do you hold a public office? Yes ☐ No ☒
9. Do you serve on a Town Board at present? Yes ☒ No ☐ - I will resign if chosen to be on planning commission.
10. PLEASE CHECK THE BOARDS YOU ARE INTERESTED IN SERVING ON:

Board of Zoning Appeals ☐

Planning Commission ☒

Industrial Development Authority ☐

11. How do you feel your experience has qualified you for service on this Board?

please see attached sheet

12. Would you consider serving on another Board other than the one(s) you selected above?

Yes ☐ No ☒

Signature: MBM Date: 12-August-2025

Please submit completed applications to:

Wendy J. Chewning, MMC, Town Clerk
119 Belleview Avenue
Orange, Virginia 22960

Note: If you have any questions on the above, please call the Town Clerk's Office or contact any of your Town Council members.

MARTHA ROBY

Orange, VA 22960

540-717-5492

EDUCATION AND EXPERIENCE

Bachelor of Science 1976 Radford, University Radford, Virginia

Master of Science 2000 Shenandoah University, Winchester, Virginia

35 years in education in Orange County Public Schools

Assistant principal at elementary level 2001-2005

Principal middle school level 2005-2011

Council member Orange Town Council 2012-2024

Vice-mayor Town of Orange

Mayor Town of Orange

Council representative to Town of Orange Planning Commission

Commissioner Rappahannock Rapidan PD 9

Member Town of Orange Industrial Development Authority

HOW DO YOU FEEL YOUR EXPERIENCE HAS QUALIFIED YOU FOR SERVICE ON THIS BOARD?

Serving on the town council allowed me to better understand the responsibilities and the actions of the planning commission. I enjoyed being the council representative at the commission meetings.

Being a member of the planning commission would be a direct link to helping the Town of Orange become a more attractive and appealing place for families and businesses to settle in a town that is rich in history but open to future growth. The planning commission is a key component in helping to plan for the future growth of the town.

While attending planning commission meetings, I was impressed with the research and the homework the commission did in order to understand the projects put before them and to make recommendations to the town council.



NEW BUSINESS SUMMARY
August 18, 2025

AGENDA ITEM: 9G

**Consideration of Ordinance ORD2006-01 modifying the Town Code section regarding Transient Occupancy to reflect the changes made by the Commonwealth.
(Town Attorney)**

SUMMARY:

- Please see attached memorandum from the Town Manager and Ordinance ORD2006-01 for review and consideration from the Town Attorney.

MOTION:

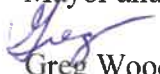
“I move that Town Council adopt Ordinance ORD2006-01 regarding Transient Occupancy to reflect the changes made by the Commonwealth.”



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

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

MEMORANDUM

TO: Mayor and Council Members
FROM:  Greg Woods, Town Manager
DATE: August 12, 2025

SUBJECT: Transient /Occupancy Tax - Commonwealth Changes

The Commonwealth of Virginia has made changes to state law that impacts the Transient and Occupancy Tax for localities. These changes mainly reflect the impact of what has been agreed to statewide in relation to Air BnBs. Additionally, the Commonwealth has stated that the Frequency of these tax payments is monthly. Currently, our Code allows payment monthly or quarterly, therefore, we will need to modify our code.

We are requesting Council modify our code to reflect the changes of the Commonwealth.

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

7-41

AN ORDINANCE ~~AMEND TO REPEAL AND REENACT~~ CHAPTER 66(TAXATION), ARTICLE IV. (HOTEL, ROOM AND SPACE RENTAL TAX) OF THE CODE OF THE TOWN OF ORANGE (2018), AS AMENDED, TO CONFORM THE TOWN'S PROCESS FOR COLLECTION AND REPORTING OF TRANSIENT OCCUPANCY TAX WITH CHANGES IN STATE ENABLING LEGISLATION

BE IT ORDAINED by the Council of the Town of Orange that the current Article IV (Hotel, Room and Space Rental Tax) of Chapter 66 (Taxation), shall be ~~repealed and a new Article IV (Transient Occupancy Tax) amended and~~ shall be and is hereby enacted as follows:

ARTICLE IV. – TRANSIENT OCCUPANCY TAX

Formatted: French (France)

Sec. 66-86. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accommodation means any public or private hotel, inn, hostelry, short-term rental, motel or rooming, boarding or lodging house within the town offering lodging as defined in this section, for compensation, to any transient as defined in this section.

Discount room charge means the full amount charged by the lodging provider to the lodging intermediary, or an affiliate thereof, for furnishing the lodging.

Hotel means any structure or group of structures for rent or for hire that is primarily kept, used, maintained, advertised, or held out to the public as a place where sleeping accommodations are offered to transients in return for compensation.

Lodging means the rental to any transient of the use or possession of room or space to any transient that is suitable or intended for occupancy by transients for dwelling, lodging, or sleeping purposes for compensation, in an accommodation as defined in this section, by a lodging provider or lodging intermediary, or the occupancy of such room or space by such transient. If the charge for the accommodation made by any person to such transient includes any charge for meals, parking or other services not related to the occupancy of the room in addition to lodging or the use of such room or space, then such portion of such total charge as represents only room or space rental shall be distinctly set out and billed to such transient by such person as a separate item.

Lodging fee means the room charge less the discount room charge, if any, provided that the lodging fee shall not be less than zero dollars (\$0).

Lodging intermediary means any person other than a lodging provider that:

1. facilitates the sale of an accommodation; and
2. Either:

- a. charges a room charge to the customer, and charges a lodging fee to the customer, which fee it retains as compensation for facilitating the sale; or
- b. Collects a room charge from the customer; or
- c. Charges a fee, other than a lodging fee, to the customer, which fee it retains as compensation for facilitating the sale.

For purposes of this definition, "facilitates the sale" includes brokering, coordinating, or in any other way arranging for the purchase of the right to use accommodations via a transaction directly, including via one (1) or more payment processors, between a customer and a lodging provider. The term "lodging intermediary" does not include a person:

- i. Who provides lodging while operating under a trademark, trade name or service mark belonging to such person;
- ii. Who facilitates the sale of lodging if:
 - 1. The price paid by the customer to such person is equal to the price paid by such person to the lodging provider for the use of the lodging; and
 - 2. The only compensation received by such person for facilitating the sale of the lodging is a commission paid from the lodging provider to such person;
- iii. Who is licensed as a real estate licensee pursuant to Virginia Code Article 1 (§ 54.1-2100 et seq.) of Chapter 21 of Title 54.1, when acting within the scope of such license.

Lodging provider means any person that furnishes accommodations to the general public for compensation. The term "furnishes" includes the sale of use or possession or the sale of the right to use or possess.

Room charge means the full retail price charged to the transient for the use of the accommodation. Room charge includes any fee charged to the customer and retained as compensation for facilitating the sale, whether described as a lodging fee, facilitation fee, or any other name. Any additional charges made in connection with the rental of accommodations are deemed to be a part of the charge for the room and are subject to the tax. For example, additional charges for movies, parking, local telephone calls and similar services are subject to the tax. Toll charges for long-distance telephone calls are not subject to the tax.

Short-term rental means any building, structure, or unit, on the same tax parcel, sharing the same mailing address, that is used, or is intended to be used, as a residence or home for one (1) or more persons available for rent or for hire to transients.

Transient means any person who, for a period of fewer than thirty (30) consecutive days, either at his own expense or at the expense of another, obtains lodging for which a charge is made at an accommodation, as defined in this section.

Cross reference— Definitions and rules of construction generally, Sec. 1-2.

Sec. 66-87. - Violations of article.

Any person violating or failing to comply with any of the provisions of this article shall be guilty of a Class 3 misdemeanor. Conviction of such violation shall not relieve any person from the payment, collection or remittance of the tax provided for in this article.

Cross reference— General penalty; continuing violation, § 1-12.

Sec. 66-88. - Levied.

There is hereby imposed and levied upon every Transient obtaining or occupying Lodging within the town, in addition to all other taxes and fees of every kind now imposed by law, a tax equivalent to five (5) percent of the total price paid for the Lodging by the Transient, or on the Transient's behalf.

State Law reference— Authority of town to impose tax on transient room rentals, Code of Virginia, §58.1-3819.

Sec. 66-89. - Discount.

For the purpose of compensating for the collection of the tax imposed by this article, every business shall be allowed three percent of the amount of tax due and accounted for in the form of a deduction on his quarterly return, provided the amount due is not delinquent at the time of payment.

Sec. 66-90. - Collection.

- a) For any lodging not facilitated by a lodging intermediary, the lodging provider shall collect the tax levied pursuant to this article from the transient, or from the person paying for the lodging, at the time that payment for the lodging is made, computed on the total price paid for the use or possession of the lodging, and shall remit the same to the town and shall be liable for the same.
- b) For any lodging facilitated by a lodging intermediary, the lodging intermediary shall be deemed to have made a retail sale of the lodging and is responsible for collecting the tax levied for the lodging from the transient or the person paying for the lodging, at the time that payment for the lodging is made, computed on the room charge and shall remit the same to the town and shall be liable for the same.
- c) For any transaction for the retail sale of accommodations involving two (2) or more parties that meet the definition of lodging intermediary, nothing in this section shall prohibit such parties from making an agreement regarding which party shall be responsible for collecting and

remitting the tax, so long as the party so responsible is registered as a dealer with the locality. In such event, the party agreeing to collect and remit the tax shall be the sole party liable for the tax, and the other parties to such agreement shall not be liable for such tax.

- d) For any retail sale of lodging facilitated by a lodging intermediary, nothing herein shall relieve the lodging provider from liability for retail sales and use taxes on any amounts charged directly to the customer by the lodging provider that are not collected by the lodging intermediary.
- e) In any retail sale of any lodging in which a lodging intermediary does not facilitate the sale of the lodging, the lodging provider shall separately state the amount of the tax in the bill, invoice, or similar documentation and shall add the tax to the total price paid for the use or possession of the lodging. In any retail sale of any lodging in which a lodging intermediary facilitates the sale of the lodging, the lodging intermediary shall separately state the amount of the tax on the bill, invoice, or similar documentation and shall add the tax to the room charge; thereafter, such tax shall be a debt from the customer to the lodging intermediary, recoverable at law in the same manner as other debts.

The taxes collected by any person shall be deemed to be held in trust for the town by the person required to collect them, until they have been remitted to the town as provided in this article.

State Law reference— Scope of Transient Tax, Code of Virginia, § 58.1-3826.

Sec. 66-91. - Administrative guidelines.

The town manager shall establish guidelines as necessary to administer the terms of this article.

Sec. 66-92. - Reports and remittances generally.

Every person collecting any tax levied by this article shall make out a report thereof, upon such forms and setting forth such information as the town treasurer may prescribe and require, showing the property address and amount of gross receipts for all accommodations ~~lodging charges collected~~ and the amount of tax required to be collected thereon, and shall sign and deliver the same to the town treasurer, together with a remittance of such tax, made payable to the Town of Orange. Such reports and remittances shall be made monthly to the town treasurer on or before the twentieth day of the calendar month following the month being reported.

If a person, including a lodging intermediary is collecting taxes from, or on behalf of, multiple accommodations, the report shall also be sufficient to identify the lodging charges and tax owed on lodging at each individual accommodation, including the accommodation's address and, in cases where a lodging intermediary is responsible for collecting and remitting the taxes, information sufficient to identify the lodging provider connected to the accommodation.

A lodging provider shall not be required to transmit a return to the town treasurer if (i) all retail sales of accommodations owned by the lodging provider are facilitated by an lodging intermediary and (ii) the lodging provider attests to the locality that all such sales were facilitated by an accommodations intermediary. Such attestation shall be effective for 12 months beginning with the month in which the attestation is made, and thereafter, such attestation shall be due annually on a date determined by the town treasurer. However, such lodging provider shall transmit returns for the retail sale of any accommodations not facilitated by an accommodations intermediary as otherwise required by this article.

Such reports and remittances shall be made quarterly to the town treasurer on or before the twentieth day of the calendar month following the quarter being reported, i.e., on April 20, July 20, October 20, and January 20.

Lodging providers shall be required to file quarterly reports with the town treasurer even in the event no tax is due and regardless of whether they collected the tax or if it was done on their behalf by a lodging intermediary. Such reports and remittances shall be made quarterly to the town treasurer on or before the twentieth day of the calendar month following the quarter being reported, i.e., on April 20, July 20, October 20, and January 20. Information provided by an lodging intermediary pursuant to subsection F of § 58.1-3826 to the town treasurer, or any other person to whom such tax information is divulged, shall be confidential pursuant to Va. Code §58.1-3(A) and shall not be divulged to any other department or official of the locality or any other political subdivision of the Commonwealth. Such information shall be used by such officials only for the purpose of levying and collecting retail sales and use tax, transient occupancy tax, and any other taxes imposed on the sale of accommodations.

Commented [CL1]: I think we need to delete this.

State Law reference— Scope of Transient Tax, Code of Virginia, § 58.1-3826 and , § 58.1-3827.

Sec. 66-93. - Exemptions.

No tax shall be payable under this article on any charge for Lodging in, and during care or treatment in, any hospital, medical clinic, nursing or convalescent home, extended health care facility, sanatorium or sanitorium, home for the aged, infirmed, orphaned, disabled, or mentally retarded or other like facility; or in any educational institution.

Sec. 66-94. - Advertising payment or absorption of tax.

No person shall advertise or hold out to the public in any manner, directly or indirectly, that all or any part of a tax imposed under this article will be paid or absorbed by him or anyone else, or that he or anyone else will relieve any purchaser of the payment of all or any part of such tax.

Sec. 66-95. - Penalty for late remittance.

If any person, whose duty it is to do so, shall fail or refuse to make a report and remit the tax as required by this article within the time and in the amount required, there shall be added to such tax by the town treasurer a penalty in the amount of five (5) percent of such tax, or a minimum of two dollars (\$2.00), if such failure is for not more than thirty (30) days in duration.

Sec. 66-96. - Procedure upon failure to collect, report, etc. (a) (b)

- a) If any person, whose duty it is to do so, shall fail or refuse to collect the tax imposed under this article and make timely report and remittance thereof, the town treasurer shall proceed in such manner as is practicable to obtain facts and information on which to base an estimate of the tax due. As soon as the town treasurer has procured such facts and information as may be obtainable, upon which to base the assessment of any tax payable by any person who has failed to collect, report or remit such tax, the town treasurer shall proceed to determine and assess against such person the tax, penalty and interest provided in this article, and shall notify such person by certified or registered mail sent to their last known address, of the amount of such tax, penalty and interest, and the total amount thereof shall be payable within ten (10) days from the date such notice is sent.
- b) It shall be the duty of the town treasurer to ascertain the name of every lodging provider and lodging intermediary providing lodging in the town, liable for the collection of the tax imposed by this article, who fails, refuses or neglects to collect such tax or to make the reports and remittances required by this article. The town treasurer may have issued a summons for such person, which summons may be served upon such person by any town police officer in the manner provided by law, and one (1) return of the original thereof shall be made to the general district court for the County.

Sec. 66-97. - Preservation of records.

It shall be the duty of every lodging provider or lodging intermediary liable for taxes under this article or for the collection and remittance of any tax imposed by this article, to keep and preserve for the current year and the three (3) prior years such suitable records as may be necessary to determine the amounts paid for lodging, and tax thereon for which that lodging provider or lodging intermediary may have been responsible for collecting and paying to the town.

Lodging providers who have the taxes owed on their accommodation collected by a third party such as a lodging intermediary are also obligated to keep records under this section on the amounts that were collected on their behalf by said third party.

All records kept under this section should be sufficient to identify each individual accommodation from which the lodging charges were collected, and the tax owed for transient stays at that accommodation, including the accommodation's address and, where taxes were collected and remitted by a lodging intermediary, identifying the lodging provider connected with the accommodation on whose behalf the

taxes were collected. The town treasurer shall have the right to inspect all such records at any reasonable time.

Sec. 66-98. - Duty of collector going out of business.

Whenever any person required to collect and remit to the town any tax imposed by this article shall cease to operate or otherwise dispose of his business, such tax shall immediately become due and payable, and such person shall forthwith make a report and remittance thereof. The

transactions, property, including personal property, income or business of any person, firm or corporation.

Such prohibition specifically includes any copy of a federal return or federal return information required by

Virginia law to be attached to or included in the Virginia return. This prohibition shall apply to any reports,

returns, financial documents or other information filed with the Attorney General pursuant to the provisions

of Article 3 (§ 3.2-4204 et seq.) of Chapter 42 of Title 3.2. Any person violating the provisions of this section

is guilty of a Class 1 misdemeanor.

Sec. 66-99. – Secrecy of information.

The town treasurer, any other state or local tax or revenue officer or employee, or any person to whom tax information is divulged pursuant to this Article, or any former officer or employee of the town shall not divulge any information acquired by him in the performance of his duties with respect to

This ordinance was adopted by Town Council on _____, 2023.

Town Clerk

VIRGINIA ACTS OF ASSEMBLY - 2025 SESSION

CHAPTER 473

An Act to amend and reenact §§ 58.1-3, 58.1-3826, and 58.1-3827 of the Code of Virginia, relating to transient occupancy tax; administration.

[S 1402]

Approved March 24, 2025

Be it enacted by the General Assembly of Virginia:

1. That §§ 58.1-3, 58.1-3826, and 58.1-3827 of the Code of Virginia are amended and reenacted as follows:

§ 58.1-3. Secrecy of information; penalties.

A. Except in accordance with a proper judicial order or as otherwise provided by law, the Tax Commissioner or agent, clerk, commissioner of the revenue, treasurer, or any other state or local tax or revenue officer or employee, or any person to whom tax information is divulged pursuant to this section or § 58.1-512 ~~or~~, 58.1-2712.2, or 58.1-3826, or any former officer or employee of any of the aforementioned offices shall not divulge any information acquired by him in the performance of his duties with respect to the transactions, property, including personal property, income or business of any person, firm or corporation. Such prohibition specifically includes any copy of a federal return or federal return information required by Virginia law to be attached to or included in the Virginia return. This prohibition shall apply to any reports, returns, financial documents or other information filed with the Attorney General pursuant to the provisions of Article 3 (§ 3.2-4204 et seq.) of Chapter 42 of Title 3.2. Any person violating the provisions of this section is guilty of a Class 1 misdemeanor. The provisions of this subsection shall not be applicable, however, to:

1. Matters required by law to be entered on any public assessment roll or book;
2. Acts performed or words spoken, published, or shared with another agency or subdivision of the Commonwealth in the line of duty under state law;
3. Inquiries and investigations to obtain information as to the process of real estate assessments by a duly constituted committee of the General Assembly, or when such inquiry or investigation is relevant to its study, provided that any such information obtained shall be privileged;
4. The sales price, date of construction, physical dimensions or characteristics of real property, or any information required for building permits;
5. Copies of or information contained in an estate's probate tax return, filed with the clerk of court pursuant to § 58.1-1714, when requested by a beneficiary of the estate or an heir at law of the decedent or by the commissioner of accounts making a settlement of accounts filed in such estate;
6. Information regarding nonprofit entities exempt from sales and use tax under § 58.1-609.11, when requested by the General Assembly or any duly constituted committee of the General Assembly;
7. Reports or information filed with the Attorney General by a Stamping Agent pursuant to the provisions of Article 3 (§ 3.2-4204 et seq.), when such reports or information are provided by the Attorney General to a tobacco products manufacturer who is required to establish a qualified escrow fund pursuant to § 3.2-4201 and are limited to the brand families of that manufacturer as listed in the Tobacco Directory established pursuant to § 3.2-4206 and are limited to the current or previous two calendar years or in any year in which the Attorney General receives Stamping Agent information that potentially alters the required escrow deposit of the manufacturer. The information shall only be provided in the following manner: the manufacturer may make a written request, on a quarterly or yearly basis or when the manufacturer is notified by the Attorney General of a potential change in the amount of a required escrow deposit, to the Attorney General for a list of the Stamping Agents who reported stamping or selling its products and the amount reported. The Attorney General shall provide the list within 15 days of receipt of the request. If the manufacturer wishes to obtain actual copies of the reports the Stamping Agents filed with the Attorney General, it must first request them from the Stamping Agents pursuant to subsection C of § 3.2-4209. If the manufacturer does not receive the reports pursuant to subsection C of § 3.2-4209, the manufacturer may make a written request to the Attorney General, including a copy of the prior written request to the Stamping Agent and any response received, for copies of any reports not received. The Attorney General shall provide copies of the reports within 45 days of receipt of the request.

B. 1. Nothing contained in this section shall be construed to prohibit the publication of statistics so classified as to prevent the identification of particular reports or returns and the items thereof or the publication of delinquent lists showing the names of taxpayers who are currently delinquent, together with any relevant information which in the opinion of the Department may assist in the collection of such delinquent taxes. Notwithstanding any other provision of this section or other law, the Department, upon request by the General Assembly or any duly constituted committee of the General Assembly, shall disclose the total aggregate amount of an income tax deduction or credit taken by all taxpayers, regardless of (i) how

few taxpayers took the deduction or credit or (ii) any other circumstances. This section shall not be construed to prohibit a local tax official from disclosing whether a person, firm or corporation is licensed to do business in that locality and divulging, upon written request, the name and address of any person, firm or corporation transacting business under a fictitious name. Additionally, notwithstanding any other provision of law, the commissioner of revenue is authorized to provide, upon written request stating the reason for such request, the Tax Commissioner with information obtained from local tax returns and other information pertaining to the income, sales and property of any person, firm or corporation licensed to do business in that locality.

2. This section shall not prohibit the Department from disclosing whether a person, firm, or corporation is registered as a retail sales and use tax dealer pursuant to Chapter 6 (§ 58.1-600 et seq.) or whether a certificate of registration number relating to such tax is valid. Additionally, notwithstanding any other provision of law, the Department is hereby authorized to make available the names and certificate of registration numbers of dealers who are currently registered for retail sales and use tax.

3. This section shall not prohibit the Department from disclosing information to nongovernmental entities with which the Department has entered into a contract to provide services that assist it in the administration of refund processing or other services related to its administration of taxes.

4. This section shall not prohibit the Department from disclosing information to taxpayers regarding whether the taxpayer's employer or another person or entity required to withhold on behalf of such taxpayer submitted withholding records to the Department for a specific taxable year as required pursuant to subdivision C 1 of § 58.1-478.

5. This section shall not prohibit the commissioner of the revenue, treasurer, director of finance, or other similar local official who collects or administers taxes for a county, city, or town from disclosing information to nongovernmental entities with which the locality has entered into a contract to provide services that assist it in the administration of refund processing or other non-audit services related to its administration of taxes. The commissioner of the revenue, treasurer, director of finance, or other similar local official who collects or administers taxes for a county, city, or town shall not disclose information to such entity unless he has obtained a written acknowledgement by such entity that the confidentiality and nondisclosure obligations of and penalties set forth in subsection A apply to such entity and that such entity agrees to abide by such obligations.

C. Notwithstanding the provisions of subsection A or B or any other provision of this title, the Tax Commissioner is authorized to (i) divulge tax information to any commissioner of the revenue, director of finance, or other similar collector of county, city, or town taxes who, for the performance of his official duties, requests the same in writing setting forth the reasons for such request; (ii) provide to the Commissioner of the Department of Social Services, upon entering into a written agreement, the amount of income, filing status, number and type of dependents, whether a federal earned income tax credit as authorized in § 32 of the Internal Revenue Code and an income tax credit for low-income taxpayers as authorized in § 58.1-339.8 have been claimed, and Forms W-2 and 1099 to facilitate the administration of public assistance or social services benefits as defined in § 63.2-100 or child support services pursuant to Chapter 19 (§ 63.2-1900 et seq.) of Title 63.2, or as may be necessary to facilitate the administration of outreach and enrollment related to the federal earned income tax credit authorized in § 32 of the Internal Revenue Code and the income tax credit for low-income taxpayers authorized in § 58.1-339.8; (iii) provide to the chief executive officer of the designated student loan guarantor for the Commonwealth of Virginia, upon written request, the names and home addresses of those persons identified by the designated guarantor as having delinquent loans guaranteed by the designated guarantor; (iv) provide current address information upon request to state agencies and institutions for their confidential use in facilitating the collection of accounts receivable, and to the clerk of a circuit or district court for their confidential use in facilitating the collection of fines, penalties, and costs imposed in a proceeding in that court; (v) provide to the Commissioner of the Virginia Employment Commission, after entering into a written agreement, such tax information as may be necessary to facilitate the collection of unemployment taxes and overpaid benefits; (vi) provide to the Virginia Alcoholic Beverage Control Authority, upon entering into a written agreement, such tax information as may be necessary to facilitate the collection of state and local taxes and the administration of the alcoholic beverage control laws; (vii) provide to the Director of the Virginia Lottery such tax information as may be necessary to identify those lottery ticket retailers who owe delinquent taxes; (viii) provide to the Department of the Treasury for its confidential use such tax information as may be necessary to facilitate the location of owners and holders of unclaimed property, as defined in § 55.1-2500; (ix) provide to the State Corporation Commission, upon entering into a written agreement, such tax information as may be necessary to facilitate the collection of taxes and fees administered by the Commission; (x) provide to the Executive Director of the Potomac and Rappahannock Transportation Commission for his confidential use such tax information as may be necessary to facilitate the collection of the motor vehicle fuel sales tax; (xi) provide to the Commissioner of the Department of Agriculture and Consumer Services such tax information as may be necessary to identify those applicants for registration as a supplier of charitable gaming supplies who have not filed required returns or who owe delinquent taxes; (xii) provide to the Department of Housing and Community Development for its confidential use such tax information as may be necessary to facilitate

the administration of the remaining effective provisions of the Enterprise Zone Act (§ 59.1-270 et seq.), and the Enterprise Zone Grant Program (§ 59.1-538 et seq.); (xiii) provide current name and address information to private collectors entering into a written agreement with the Tax Commissioner, for their confidential use when acting on behalf of the Commonwealth or any of its political subdivisions; however, the Tax Commissioner is not authorized to provide such information to a private collector who has used or disseminated in an unauthorized or prohibited manner any such information previously provided to such collector; (xiv) provide current name and address information as to the identity of the wholesale or retail dealer that affixed a tax stamp to a package of cigarettes to any person who manufactures or sells at retail or wholesale cigarettes and who may bring an action for injunction or other equitable relief for violation of Chapter 10.1, Enforcement of Illegal Sale or Distribution of Cigarettes Act; (xv) provide to the Commissioner of Labor and Industry, upon entering into a written agreement, such tax information as may be necessary to facilitate the collection of unpaid wages under § 40.1-29; (xvi) provide to the Director of the Department of Human Resource Management, upon entering into a written agreement, such tax information as may be necessary to identify persons receiving workers' compensation indemnity benefits who have failed to report earnings as required by § 65.2-712; (xvii) provide to any commissioner of the revenue, director of finance, or any other officer of any county, city, or town performing any or all of the duties of a commissioner of the revenue and to any dealer registered for the collection of the Communications Sales and Use Tax, a list of the names, business addresses, and dates of registration of all dealers registered for such tax; (xviii) provide to the Executive Director of the Northern Virginia Transportation Commission for his confidential use such tax information as may be necessary to facilitate the collection of the motor vehicle fuel sales tax; (xix) provide to the Commissioner of Agriculture and Consumer Services the name and address of the taxpayer businesses licensed by the Commonwealth that identify themselves as subject to regulation by the Board of Agriculture and Consumer Services pursuant to § 3.2-5130; (xx) provide to the developer or the economic development authority of a tourism project authorized by § 58.1-3851.1, upon entering into a written agreement, tax information facilitating the repayment of gap financing; (xxi) provide to the Virginia Retirement System and the Department of Human Resource Management, after entering into a written agreement, such tax information as may be necessary to facilitate the enforcement of subdivision C 4 of § 9.1-401; (xxii) provide to the Department of Medical Assistance Services and the Department of Social Services, upon entering into a written agreement, the name, address, social security number, email address, dependent information provided pursuant to subdivision B 2 of § 58.1-341.1, number and type of personal exemptions, tax-filing status, adjusted gross income, and any additional information voluntarily provided by the taxpayer for disclosure pursuant to subdivisions B 1 and 2 of § 58.1-341.1, of an individual, or spouse in the case of a married taxpayer filing jointly, who has voluntarily consented to such disclosure for purposes of identifying persons who would like to newly enroll in medical assistance; (xxiii) provide to the Commissioner of the Department of Motor Vehicles information sufficient to verify that an applicant for a driver privilege card or permit under § 46.2-328.3 or an applicant for an identification privilege card under § 46.2-345.3 reported income and deductions from Virginia sources, as defined in § 58.1-302, or was claimed as a dependent, on an individual income tax return filed with the Commonwealth within the preceding 12 months; and (xxiv) provide to the Virginia Health Benefit Exchange, upon entering into a written agreement, for taxable years starting on January 1, 2023, or as soon thereafter as practicable, as determined by the Department of Taxation and the Virginia Health Benefit Exchange, the name, address, social security number, email address, dependent information provided pursuant to subdivision B 2 of § 58.1-341.1, number and type of personal exemptions, tax-filing status, adjusted gross income, and any additional information voluntarily provided by the taxpayer for disclosure pursuant to subdivision B 3 of § 58.1-341.1, of an individual, or spouse in the case of a married taxpayer filing jointly, who has voluntarily consented to such disclosure for purposes of identifying persons who do not meet the income eligibility requirements for medical assistance and would like to newly enroll in a qualified health plan. The Tax Commissioner is further authorized to enter into written agreements with duly constituted tax officials of other states and of the United States for the inspection of tax returns, the making of audits, and the exchange of information relating to any tax administered by the Department of Taxation. Any person to whom tax information is divulged pursuant to this section shall be subject to the prohibitions and penalties prescribed herein as though he were a tax official.

D. Notwithstanding the provisions of subsection A or B or any other provision of this title, the commissioner of revenue or other assessing official is authorized to (i) provide, upon written request stating the reason for such request, the chief executive officer of any county or city with information furnished to the commissioner of revenue by the Tax Commissioner relating to the name and address of any dealer located within the county or city who paid sales and use tax, for the purpose of verifying the local sales and use tax revenues payable to the county or city; (ii) provide to the Department of Professional and Occupational Regulation for its confidential use the name, address, and amount of gross receipts of any person, firm or entity subject to a criminal investigation of an unlawful practice of a profession or occupation administered by the Department of Professional and Occupational Regulation, only after the Department of Professional and Occupational Regulation exhausts all other means of obtaining such information; and (iii) provide to any

representative of a condominium unit owners' association, property owners' association or real estate cooperative association, or to the owner of property governed by any such association, the names and addresses of parties having a security interest in real property governed by any such association; however, such information shall be released only upon written request stating the reason for such request, which reason shall be limited to proposing or opposing changes to the governing documents of the association, and any information received by any person under this subsection shall be used only for the reason stated in the written request. The treasurer or other local assessing official may require any person requesting information pursuant to clause (iii) of this subsection to pay the reasonable cost of providing such information. Any person to whom tax information is divulged pursuant to this subsection shall be subject to the prohibitions and penalties prescribed herein as though he were a tax official.

Notwithstanding the provisions of subsection A or B or any other provisions of this title, the treasurer or other collector of taxes for a county, city or town is authorized to provide information relating to any motor vehicle, trailer or semitrailer obtained by such treasurer or collector in the course of performing his duties to the commissioner of the revenue or other assessing official for such jurisdiction for use by such commissioner or other official in performing assessments.

This section shall not be construed to prohibit a local tax official from imprinting or displaying on a motor vehicle local license decal the year, make, and model and any other legal identification information about the particular motor vehicle for which that local license decal is assigned.

E. Notwithstanding any other provisions of law, state agencies and any other administrative or regulatory unit of state government shall divulge to the Tax Commissioner or his authorized agent, upon written request, the name, address, and social security number of a taxpayer, necessary for the performance of the Commissioner's official duties regarding the administration and enforcement of laws within the jurisdiction of the Department of Taxation. The receipt of information by the Tax Commissioner or his agent that may be deemed taxpayer information shall not relieve the Commissioner of the obligations under this section.

F. Additionally, it is unlawful for any person to disseminate, publish, or cause to be published any confidential tax document that he knows or has reason to know is a confidential tax document. A confidential tax document is any correspondence, document, or tax return that is prohibited from being divulged by subsection A, B, C, or D and includes any document containing information on the transactions, property, income, or business of any person, firm, or corporation that is required to be filed with any state official by § 58.1-512. This prohibition shall not apply if such confidential tax document has been divulged or disseminated pursuant to a provision of law authorizing disclosure. Any person violating the provisions of this subsection is guilty of a Class 1 misdemeanor.

G. Information provided by an accommodations intermediary pursuant to subsection F of § 58.1-3826 to the commissioner of the revenue, treasurer, or any other local tax or revenue officer or employee of a county, city, or town, or any other person to whom such tax information is divulged, shall be confidential pursuant to subsection A and shall not be divulged to any other department or official of the locality or any other political subdivision of the Commonwealth. Such information shall be used by such officials only for the purpose of levying and collecting retail sales and use tax, transient occupancy tax, and any other taxes imposed on the sale of accommodations.

§ 58.1-3826. Scope of transient occupancy tax.

A. The transient occupancy tax imposed pursuant to the authority of this article shall be imposed only for the use or possession of any room or space that is suitable or intended for occupancy by transients for dwelling, lodging, or sleeping purposes.

B. For any retail sale of accommodations not facilitated by an accommodations intermediary, the accommodations provider shall collect the tax imposed pursuant to this article, computed on the total price paid for the use or possession of the accommodations, and shall remit the same to the locality and shall be liable for the same.

C. For any retail sale of accommodations facilitated by an accommodations intermediary, the accommodations intermediary shall be deemed under this article as a facility making a retail sale of an accommodation. The accommodations intermediary shall collect the tax imposed pursuant to this article, computed on the room charge, and shall remit the same to the locality and shall be liable for the same.

D. For any transaction for the retail sale of accommodations involving two or more parties that meet the definition of accommodations intermediary, nothing in this section shall prohibit such parties from making an agreement regarding which party shall be responsible for collecting and remitting the tax, so long as the party so responsible is registered with the locality for purposes of remitting the tax. In such event, the party that agrees to collect and remit the tax shall be the sole party liable for the tax, and the other parties to such agreement shall not be liable for such tax.

E. In any retail sale of any accommodations in which an accommodations intermediary does not facilitate the sale of the accommodations, the accommodations provider shall separately state the amount of the tax in the bill, invoice, or similar documentation and shall add the tax to the total price paid for the use or possession of the accommodations. In any retail sale of any accommodations in which an accommodations intermediary facilitates the sale of the accommodation, the accommodations intermediary shall separately

state the amount of the tax on the bill, invoice, or similar documentation and shall add the tax to the room charge; thereafter, such tax shall be a debt from the customer to the accommodations intermediary, recoverable at law in the same manner as other debts.

F. ~~Subject to applicable laws, an~~ *An* accommodations intermediary shall submit to a locality the property addresses and gross receipts for all accommodations facilitated by the accommodations intermediary in such locality. Such information shall be submitted monthly.

§ 58.1-3827. Administration of transient occupancy tax.

A. The tax-assessing officer of a county, city, or town shall administer and enforce the assessment of, and the treasurer of such county, city, or town shall collect, transient occupancy taxes from accommodations intermediaries.

B. In administering the assessment of transient occupancy taxes from accommodations intermediaries, the tax-assessing officer of a county, city, or town shall provide adequate information to accommodations intermediaries to enable them to identify transient occupancy rates, the applicable jurisdiction, and any discounts, deductions, or exemptions.

C. Every accommodations intermediary required to collect or pay the transient occupancy tax, on or before the twentieth day of the month following the month in which the tax shall become effective, shall transmit to the tax-assessing officer of a county, city, or town a return showing the gross receipts, any allowable discounts, deductions, or exemptions, and the rate applied to the resultant net receipts and shall remit to the treasurer of such locality the total local transient occupancy tax due, as well as any penalties and interest due, arising from all transactions taxable under this chapter during the preceding calendar month. Where applicable, the return shall also include the number of room nights and the room tax rate applied, the total amount of room tax due, and any regional transportation transient occupancy taxes due. Thereafter, a like return shall be prepared and transmitted to the tax-assessing officer of a county, city, or town by every accommodations intermediary on or before the twentieth day of each month, for the preceding calendar month.

D. An accommodations provider shall not be required to transmit a return to the tax-assessing officer of a county, city, or town if (i) all retail sales of accommodations owned by the accommodations provider are facilitated by an accommodations intermediary and (ii) the accommodations provider attests to the locality that all such sales were facilitated by an accommodations intermediary. Such attestation shall be effective for 12 months beginning with the month in which the attestation is made, and thereafter, such attestation shall be due annually on a date determined by the locality. However, such accommodations provider shall transmit returns for the retail sale of any accommodations not facilitated by an accommodations intermediary as otherwise required by this article.



NEW BUSINESS SUMMARY
August 18, 2025

AGENDA ITEM: 9H

Consideration to move the Monday, September 1, 2025, Town Council work session meeting to Tuesday, September 2nd because of the Monday Labor Day Town holiday. (Town Manager)

SUMMARY:

- Staff is requesting that Town Council move the Monday, September 1st Town Council work session meeting to Tuesday, September 2nd because of the Monday Labor Day Town holiday.

MOTION:

“I move that Town Council move the Monday, September 1st Town Council work session meeting to Tuesday, September 2nd because of the Monday Labor Day Town holiday.”