

Town Council Meeting Minutes
April 21, 2025
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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.

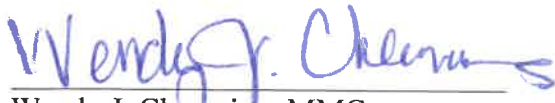
After discussion, the motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Cashell, to appoint Deborah Kendall as the Town's Subdivision Agent and Zoning Administrator. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – absent, and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

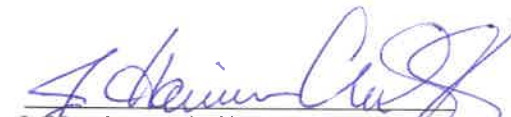
The Town Manager questioned the Town Attorney whether the Deputy Town Clerk could be appointed as Assistant Zoning Administrator. The Town Attorney stated that she would draw up the language for consideration at the regular May 19th meeting.

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