

TOWN OF ORANGE



COUNCIL MEETING PACKAGE

MONDAY, SEPTEMBER 15, 2025

7:00 P.M.



Meeting Agenda
Monday, September 15, 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 August 18th and August 27th, 2025.**
- 7. Reports**
 - [A] Finance Report – (Director of Finance)**
 - [B] Liason Reports:**
 - PD-9**
 - Montpelier**
 - EDA/IDA**
 - Planning Commission**
- 8. Unfinished Business:**
- 9. New Business:**
 - [A] Discussion for additional funding for Madison Heights Phase II Project:**
 - (1) Scada Upgrades**
 - (2) Fencing**
 - [B] Consideration to schedule a Public Hearing for Zoning of TM #T43-47 – Higginbotham/Hemp**
 - [C] Consideration of recommendation of appointment of Debbie Holcombe to the Town's BZA with a term to expire December 1, 2030.**

9. Town Council will convene into a Closed Meeting per State Code Section 2.2-3711(A)(1) to discuss personnel matters involving the Town Manager's position.

10. 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 Cashell, Jeremiah Pent, and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, Town Clerk Wendy J. Chewning, MMC, Town Attorney Catherine Lea, Director of Finance Dianna Gomez, and Deputy Chief Rebecca Nelson.

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

Mayor Cluff stated that the agenda had been amended to add in Item G (Transient Occupancy Discussion) which was already in the package but not included on the agenda and make Item G Item H which was regarding changing the date of the Work Session meeting because of the Labor Day holiday.

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

PUBLIC COMMENT

Ms. Anna Bielecki appeared before Council to talk about forms of communication with Orange citizens.

Ms. Anna Bielecki (Verbatim): Good evening. I would like to ask questions, and I would like to receive the answer tonight. I send emails to all council members. About the lack of information on the town's website. The minutes as of this moment, the minutes on the website are from June 16. The uh agenda is from October 2024. Packets are current. It's hard to tonight's meeting. And I didn't receive any acknowledgment or replying from any of you. Then, I would like to know how do you communicate with the citizens beyond the casual meeting at Food Lion? Um, the second part of the question is for the administration how Administration communicates with the citizens of Orange. Then, I truly would like to receive answer tonight, because whatever I bring out to the council is never addressed, then I don't want to know what's going on or anybody cares, or I would like to hear the answer. Thank you.

The Council Members replied that they had not received Ms. Bielecki's email. Ms. Bielecki inquired whether the email addresses on the Town's website were correct. The Town Clerk replied that they were. Ms. Bielecki's emails were found by some Town Council members during the meeting in their junk mail folder.

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Ms. Bielecki complained that June 16th was the latest Town Council minutes posted on the website and the agenda posted date went back to last year. The Town Clerk stated that the reason June 16th was the last minutes posted was because they were the last minutes adopted by Council. The Town Clerk stated further before Council this evening for consideration and the adoption was July 21st and August 4th minutes. The Town Clerk stated that until minutes were adopted by Town Council, they were not placed on the Town's website. The Town Clerk stated further that she had been posting the agenda, and she would have to contact Civic Plus to see if there was a problem there. The Town Clerk reminded Ms. Bielecki that she personally gets a copy of the agenda package and the agenda and the minutes to be considered by Town Council were always in Town Council's regular agenda package. Mayor Cluff recommended that Ms. Bielecki and the Town Clerk continue this discussion further outside of the meeting.

TOWN COUNCIL CONSIDERED THE AMENDED APRIL 21st, 2025 TOWN COUNCIL MEETING MINUTES AND THE TOWN COUNCIL MEETING MINUTES OF JULY 21st AND AUGUST 4th, 2025

The motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to re-adopt April 21, 2025, Town Council minutes to read, 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 worksite.

The motion was made by Mayor Cluff, seconded by Councilmember Waugh-Robinson, to adopt the minutes of July 21, 2025, 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.

The motion was made by Councilmember Pent, seconded by Councilmember Waugh-Robinson, to adopt the minutes of August 4, 2025, 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.

REPORTS

DIRECTOR OF FINANCE - FINANCE REPORT

This brief report covers the first month of FY2026.

The Director of Finance reported that General Fund Tax revenues were \$347K YTD and were \$38K favorable to budget.

The Director of Finance reported further that the net General Fund Revenue was \$38K favorable to budget excluding reserves.

The Director of Finance reported that Water Sales revenue YTD was \$246K, and the revenue was \$107K favorable to budget excluding reserves.

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The Director of Finance reported that Sewer Sales revenue YTD was \$222K, and the revenue was \$28K favorable to budget excluding reserves. The Director of Finance reported further that the Nutrient Credit Exchange was \$15K over budget.

The Director of Finance reported that Total Revenues YTD were \$174K favorable to budget excluding reserves.

The Director of Finance reported that payments for the month were \$633K. \$14K payment was made to Fortiline for the new water meter project, \$64K to US Bank Charlotte for loan payment and \$125K went to annual donations. The other payments are normal course of business expenses.

The Director of Finance reported that the VIP Stable Value fund yield was 4.42% for June. The Town of Orange has \$1M invested in the fund. The VIP High Quality Bond fund gross market yield was 3.95% for June. The Town of Orange has \$724K invested in the fund.

LIASON REPORTS:

PD-9 – Vice-Mayor Seal stated that the next PD-9 meeting was Friday, August 29th.

Montpelier – Councilmember Cashell stated that the August meeting was re-scheduled to August 26th.

EDA/IDA – Mayor Cluff stated that there was no IDA meeting due to lack of a quorum. No report.

Planning Commission – No report.

UNFINISHED BUSINESS

DISCUSSION OF MID-BLOCK PEDESTRIAN CROSSING

The Director of Community Development stated that Reynolds Pontiac Buick GMC Subaru had 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. The Director of Community Development stated further that it was expected that the Town would seek VDOT funding for the project. The Director of Community Development stated that the Town requested its on-call engineering consultant, Rinker Design Associates (RDA), to prepare a study in the late summer and fall of 2024 to evaluate the feasibility of installing a crosswalk in this location.

The Director of Community Development reported that the analysis was prepared by RDA and that the proposed crosswalk met all the minimum requirements set forth in VDOT's Instructional and Information Memoranda (IIM) – TE-384.1 Pedestrian Crossing Accommodations at Unsignalized Locations and was recommended for installation. The Director of Community Development reported further that she had attached an schematic of the proposed crosswalk, as

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well as an itemized cost breakdown for the project, which included two ADA-compliant curb ramps, roadway striping, rapid flashing beacon signs, and crosswalk advance signage, and that based on information provided by RDA, the approximate cost for crosswalk installation as requested was approximately \$46,000.

The Director of Community Development stated that to ensure VDOT's concurrence, the Town provided the report for their review. The Director of Community Development stated further that there were several issues noted, and they were as follows:

- There was no usable sidewalk on the east side of N. Madison Road in the area of the desired crosswalk.
- ADA ramps were required at each end of the crosswalk; there was 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 was 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 would be needed from the property owners in these areas.
- VDOT would not permit the building of a crosswalk unless there was a sidewalk constructed along the frontage of Reynolds in the area of the desired crosswalk.

The Director of Community Development reported that all these issues must be addressed if state or federal funding was to be used for this project. The Director of Community Development stated further that additional sidewalk would need to be constructed on the east side of the street, ADA-compliant ramps would need to be installed on both ends of the crosswalk, and property owners on both sides of the street would need to provide additional right-of-way to allow room for the rapid beacon flashing signage and ADA ramps.

The Director of Community reported that Virginia Highway Safety Improvement Program (HSIP) funding was available for construction of the curb ramps and the rapid beacon flashing signage for the crosswalk; applications were being accepted now through the end of October. The Director of Community Development stated 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) would make for a more successful funding application.

The Director of Community Development reported that the Town may install a crosswalk itself using its own funds to stripe in a crosswalk and install the diamond-shaped pedestrian signs. The Director of Community Development reported further that ADA compliant ramps at either end of the crosswalk were not included, however, this exposed the Town to potential ADA litigation, and it also placed the town at risk of being denied State of Good Repair (SGR) or Revenue Sharing funding for other road projects in the future. The Director of Community Development stated that North Madison Road fell under the SGR funding program; and when VDOT determined that road conditions warrant repair, the SGR program funds that repair at 100% (no

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matching cost for the Town). The Director of Community Development stated that if there were crosswalks on North Madison Road that were not ADA compliant, the Town could be forced to bring those crosswalks into ADA compliance before SGR funding may be used for street repair.

The Director of Community Development stated that to make more parking available to the public in this area, the property owners had 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 had been prepared for Council's consideration.

Mr. Kevin Reynolds, Sr., stated that the Reynolds family was willing to donate \$5,000 toward the crosswalk, they just wanted to see the \$10,000 portion get done.

After discussion, the motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, that based on the \$46,000 estimate from RDA that the Council direct Ms. Sturm, Director of Community Development, to move forward with the crosswalk endeavor. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

DISCUSSION OF TAYLOR PARK RETAINING WALL MODIFICATIONS

The Town Manager reported that the Town and the Dolley Madison Garden Club (DMGC) met at Taylor Park to discuss the deterioration of the brick walls. The Town Manager reported further that the idea of lowering the walls was accepted by the DMGC as this fits into exactly what the Club proposed a year ago for renovation of the park.

The Town Manager stated that the Town agrees to remove the two trees behind the walls (causing the wall damage) and replace them with different trees that would not cause such an impact. The Town Manager stated further the DMGC requested we take down four dead trees near the parking area behind the bank. The Town Manager reported that these trees do not provide shade and are part of the wall problem at that spot.

The Town Manager stated that our agreement for Taylor Park required that the Town consult with the DMGC, and this was accomplished, and it was requested that Town Council authorize use of the Taylor Park Funds to undertake the repairs needed.

After discussion, the motion was made by Councilmember Waugh-Robinson, seconded by Mayor Cluff, to authorize the use of the Taylor Park funds to undertake the needed repairs to Taylor Park. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

A second vote was taken for clarification. Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to authorize the use of the Taylor Park funds to undertake the needed repairs to Taylor Park. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

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NEW BUSINESS

CONSIDERATION OF RESOLUTION RES2026-01 CARRYING OVER FUNDS FROM FY25 TO FY26

The Director of Finance stated that carryovers for FY2026 from FY2025 included maintenance items that are in progress as well as specific normal capital projects and ARPA funded expenditures.

The Director of Finance stated further that funding for the normal maintenance items included \$4,000 for buildings and grounds maintenance.

The Director of Finance stated that funding for the normal capital projects included 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 had been allocated as follows:

1. Standpipe replacement continued 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 was \$12,000.

Funding for Employee Relations was \$10,000.

Funding for Public Relations was \$2,500.

After discussion, a motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to adopt Resolution (RES2026-01), as presented, carrying over funds from FY25 to FY26. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.
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	\$	2,000
• Employee Relations	10-1211-56602	\$	10,000

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• 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 FUND – FUND 40			
• 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)

CONSIDERATION OF RESOLUTION RES2026-02 ADOPTING THE RSA RATE AS \$4.458 per 1,000 EFFECTIVE OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026

The Director of Finance stated that on September 1st of each year, the Town must send RSA the proposed water rate for the year beginning October 1st.

The Director of Finance stated that the new rate beginning October 1, 2025, was \$4.453 per 1,000 gallons of water. The Director of Finance stated further that the formula used to calculate this rate was contained in the water sale agreement with RSA. The Director of Finance reported that this year the rate decreased by \$0.26 (from \$4.713 to \$4.453) due to several factors. The Director of Finance reported further that the overall cost increased by \$76,681 which increased the administrative and unit cost by \$21,980, but the Finished Water increased by 40,534,000 gallons lowering the cost per 1,000 gallons.

The Director of Finance stated that the main reasons for the cost variance between FY 2025 and FY 2026 were as follows:

- Salaries: Increased cost of \$32,338.
- Backwash Sludge Treatment: Increased cost of \$40,020.
- Chemicals: Increased cost of \$27,892.
- There were other costs that increased, while some decreased, but these were the most significant impact.

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After discussion, the motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to 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. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

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.

CONSIDERATION OF RESOLUTION (RES2026-03) SUPPORTING A REVENUE SHARING APPLICATION FOR FUNDING FOR FISCAL YEARS 2029-2030.

The Director of Community Development stated that VDOT required two actions from localities regarding Revenue Sharing projects.

The Director of Community Development stated that the first action was to include the Revenue Sharing projects and the associated costs in the Town's Capital Improvement Plan (CIP). The Director of Community Development stated further that the Town's CIP for 2026-2031 was updated and approved by the Planning Commission on July 14, 2025, and included the three VDOT revenue sharing projects for FY 2029 and 2030 as shown below:

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

The Director of Community Development stated that the second action was 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. The Director of Community Development stated that these items must be completed and submitted with the final Revenue Sharing application before September 15, 2025. The Director of Community Development stated that staff was requesting Town Council to approve the Resolution, as presented.

Motion was made by Councilmember Waugh-Robinson, seconded by Mayor Cluff, to adopt RES2026-03 affirming the commitment to fund the Town of Orange's share of the FY29-30 Revenue Sharing projects, 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.

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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 Councilmember Waugh-Robinson, seconded by Mayor Cluff, the following resolution was adopted by a vote of 5 to 0:

WHEREAS, the Town of Orange Town Council desires to submit an application for funding for an allocation of funds up to \$278,706.00 through the Virginia Department of Transportation for Fiscal Year 2029 and Fiscal Year 2030 for the Revenue Sharing Program; and

WHEREAS, \$278,706.00 of these funds are requested to fund the reconstruction of East Main Street (FY2029) from Selma Road to May Fray Avenue/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 \$278,706.00 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.

CONSIDERATION OF REAPPOINTMENTS OF DANA AMOS AND ROBERT HIGGINBOTHAM TO THE TOWN'S INDUSTRIAL DEVELOPMENT AUTHORITY WITH TERMS TO EXPIRE AUGUST 1, 2029

The motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to reappoint Dana Amos and Robert Higginbotham to the Town's Industrial Development Authority with terms to expire August 1, 2029. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

CONSIDERATION OF REAPPOINTMENT OF PAGE SULLENBERGER TO SERVE ON THE TOWN'S PLANNING COMMISSION WITH A TERM TO EXPIRE JUNE 30, 2029

The motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to reappoint Page Sullenberger to the Town's Planning Commission with a term to expire June 30, 2029. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

CONSIDERATION OF APPOINTMENT OF MARTHA B. ROBY TO SERVE ON THE TOWN'S PLANNING COMMISSION TO FILL THE VACANCY LEFT BY THE RESIGNATION OF LJ TAYLOR WITH A TERM TO EXPIRE JUNE 30, 2026

The motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to appoint Martha B. Roby to the Town's Planning Commission filling the vacancy left by resignation of LJ Taylor with a term to expire June 30, 2026. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

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CONSIDERATION OF ORDINANCE (ORD2026-01) MODIFYING THE TOWN CODE SECTION REGARDING TRANSIENT OCCUPANCY TO REFLECT CHANGES MADE BY THE COMMONWEALTH

The Town Attorney provided an overview of the changes in state code regarding transient occupancy taxes. The Town Attorney stated over the past couple of years that the General Assembly was working with lodging intermediaries to resolve conflicts relating to the reporting and payment of local transient occupancy taxes. The Town Attorney reported that the General Assembly enacted statute amendments in the last session that reflected the resolution of those conflicts, and this amended ordinance reflected those changes. The Town Attorney reported further that this change was that the lodging intermediaries were required to submit monthly reports to the Director of Finance. The Town Attorney stated that because certain local lodging providers were in the practice of providing quarterly reports, that providers reporting directly to the town may continue to report quarterly instead of monthly. The Town Attorney stated further that the other change reflected in the amendments was that disclosure of tax information related to transient occupancy tax would result in a class one misdemeanor.

The motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to make no changes and adopt ORD2026-01, as presented. The ordinance amendments were approved as presented, by roll call vote. Vice Mayor Seal - aye, Councilmember Waugh Robinson - aye, Councilmember Cashell - aye, Councilmember Pent - aye, Mayor Cluff - aye. The motion carried.

LABOR DAY HOLIDAY

The motion was made by Mayor Cluff, seconded by Councilmember Pent, to move the Monday, September 1st Work Session meeting to Tuesday, September 2nd because of the Monday Labor Day Town Holiday. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

CLOSED SESSION UNDER THE PROVISIONS OF 2.2-3711 SUBSECTION 1 UNDER PERSONNEL REGARDING THE TOWN MANAGER’S EVALUATION

The motion was made by Mayor Cluff, seconded by Councilmember Waugh-Robinson, in accordance with Section 2.2-371 (1) for a Closed Meeting regarding the Town Manager’s evaluation. On roll vote, Councilmember Waugh-Robinson – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Mayor Cluff – aye. The motion carried unanimously.

A five-minute recess was held.

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The motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to come out of the Closed Meeting all members swore that in accordance with Section 2.2-3711(1) that individuals only discussed matters regarding the Town Manager' evaluation. On roll vote, Councilmember Pent – aye, Councilmember Waugh-Robinson – aye, Vice-Mayor – Seal – aye, Councilmember Cashell - aye, and Mayor Cluff – aye. The motion carried unanimously.

With no further business the meeting adjourned at 9:29 p.m.

Wendy J. Chewning, MMC
Town Clerk

J. Harrison Cluff, Mayor

Town Council Special Emergency Meeting Minutes
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The Orange Town Council held a special emergency meeting at 5:00 p.m., in the Town's Community Meeting Room. Town Councilmembers present were: Mayor J. Harrison Cluff, Vice-Mayor Delmer G. Seal, Jr., and Councilmembers Jason Cashell, Jeremiah Pent, and Donna Waugh-Robinson. Staff members present were: Town Clerk Wendy J. Chewning, MMC, Town Attorney Catherine Lea, and Chief of Police Kiline Madison.

CALL TO ORDER

Mayor Cluff called the meeting to order. The Town Clerk called roll and noted that there was a quorum 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 – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

TOWN COUNCIL CONVENED INTO A SPECIAL EMERGENCY MEETING ON WEDNESDAY, AUGUST 27th AT 5 PM, PER TOWN CODE SECTION 2.2-3711 (A)(1) AND SECTION 2.2-3711 (8) FOR A CLOSED MEETING TO CONSIDER A PERSONNEL MATTER INVOLVING THE RESIGNATION OF THE TOWN MANAGER AND FOR THE CONSULTATION WITH LEGAL COUNSEL

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, in accordance with Section 2.2-3711(A)(1) and Section 2.2-3711 (8) for a Closed Meeting to consider a personnel matter involving the resignation of the Town Manager and for consultation with legal counsel. On roll vote, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, Councilmember Waugh-Robinson – aye, and Mayor Cluff – aye. The motion carried unanimously.

A five-minute recess was held.

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to come out of the Closed Meeting all members swore that in accordance with Section 2.2-3711(A)(1) and Section 2.2-3711 (8) that individuals only discussed personnel matters involving the resignation of the Town Manager and the Town Attorney conferred also. On roll vote, Councilmember Cashell – aye, Councilmember Pent – aye, Councilmember Waugh-Robinson – aye, Vice-Mayor – Seal - aye and Mayor Cluff – aye. The motion carried unanimously.

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TOWN COUNCIL CONSIDERED THE RESIGNATION OF GREGORY S. WOODS, TOWN MANAGER, EFFECTIVE SEPTEMBER 26, 2025

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to move that Town Council accept the resignation of Gregory S. Woods, Town Manager, effective September 26, 2025. On roll vote, Councilmember Pent – nay, Councilmember Waugh-Robinson – aye, Vice-Mayor – Seal- aye, Councilmember Cashell – nay and Mayor Cluff – aye. The motion carried with two members voting nay.

TOWN COUNCIL AUTHORIZED THE TOWN CLERK/HR MANAGER TO ADVERTISE FOR THE TOWN MANAGER'S POSITION

Motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Pent, to authorize the Town Clerk/HR Manager to advertise for the Town Manager's position, as soon as the Town Clerk could get a draft advertisement to Town Council for their review and approval. On roll vote, Councilmember Waugh-Robinson – aye, Vice-Mayor – Seal - aye, Councilmember Cashell – aye, Councilmember Pent - aye and Mayor Cluff – aye. The motion carried unanimously.

TOWN COUNCIL SEPTEMBER 2nd WORK SESSION MEETING

After discussion, motion was made by Councilmember Pent, seconded by Councilmember Waugh-Robinson, to request that the Town's IDA go back to meeting on their regularly scheduled meeting date of September 2nd at 5:15 p.m., and Town Council meet in a Special Called Meeting on Tuesday, September 9th to discuss taxation changes as a result of the Big Beautiful Bill and a Closed Meeting per State Code 2.2-3711 (A)(1) to discuss personnel involving the Town Manager's Office. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried.

APPRECIATION COOK-OUT FOR GREG WOODS

The Town Clerk requested that Town Council appropriate funds to allow staff to plan an appreciation/thank-you cookout to honor the Town Manager. After discussion, a motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to authorize the Town Clerk and staff to organize a cook-out (dinner) up to \$5,000 honoring the work of Gregory S. Woods, Town Manager. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Councilmember Waugh-Robinson – aye. The motion carried unanimously.

The Town Clerk thanked Town Council.

Town Council Special Emergency Meeting Minutes
August 27, 2025
Page Three

With no further business to come before Council, the meeting was adjourned at 6:40 p.m.

Wendy J. Chewning, MMC, Town Clerk

J. Harrison Cluff, Mayor

FINANCE REPORT



**Town of Orange
Director of Finance's Office**

119 Belview 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: September 5, 2025
SUBJECT: Summary Financial Report – August 2025

The following is a summary report of the financial condition of the Town as of August 31, 2025, the second period of FY 2026 budget as approved. This report covers 16.67% of the current fiscal year. Please review the attached schedules for specific category results.

General Fund

General Fund revenues year to date were \$861,879 or 9.40% 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 \$79,417 higher than the budget.

Tax revenue for the month was \$294,235 of which 57% was derived from Meals Tax and 24% came from Local Sales tax.

Year to date Tax revenue was \$43,169 higher than budget. This was driven by Meals Tax.

Year to date General Fund expenditures were \$1,173,877 or 12.81% of the amount budgeted for FY 2026. Expenditures are in line for this period considering the timing of the donations (\$200,735).

Water Fund

Water Fund revenues year to date were \$411,367 or 9.90% of the annual budget. Year to date revenue (excluding reserve usage) was \$54,372 higher than the budget driven by Water Sales.

Year to date Water Fund expenditures of \$443,731 were 10.68% 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"***

5-1

Waste Water Fund

Sewer Fund Revenues year to date were \$389,844 or 14.41% of the annual budget. Year to date revenue (excluding reserve usage) was \$32,170 higher than budget driven by the Nutrient Credit Exchange and Sewer Sales.

Year to date Sewer Fund expenditures of \$291,397 were 10.77% of the annual budget.

Cash Balances

The combined cash balance for the Town's Funds as of August 31, 2025, was \$6,698,162 with \$4,730,379 reserved for projects or dedicated to specific uses. The cash balance includes \$1,741,901 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 August 31, 2025, is included with this report. A \$63,570 payment was made to US Bank in July for the Raw Water Storage Basin.

**Town of Orange
Revenue Accounts
Month of August 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	10,343	14,656	625,344	640,000	0
Personal Property	231,000	1,373	1,824	3,197	227,803	231,000	0
Public Service Corp.	23,000	-	-	-	23,000	23,000	-
Delinquent	-	-	-	-	-	-	-
Cigarette	63,000	5,400	3,725	9,125	52,500	61,625	(1,375)
Bank Franchise	145,000	-	-	-	145,000	145,000	-
Utility Consumer	221,600	18,170	18,710	36,879	184,666	221,545	(55)
Electric Consumption	14,000	898	1,224	2,121	11,666	13,787	(213)
Local Sales	375,000	-	71,429	71,429	312,500	383,929	8,929
Motor Vehicle Registration Fees	105,000	1,059	1,911	2,970	103,500	106,470	1,470
Business & Prof. License	200	-	100	100	100	200	-
Meals	1,800,000	165,609	166,355	331,964	1,500,000	1,831,964	31,964
Transient/Occupancy	160,000	20,138	9,847	29,985	133,334	163,319	3,319
Communications	115,000	9,526	8,768	18,294	95,834	114,128	(872)
Sub-Total Taxes	3,892,800	226,486	294,235	520,722	3,415,247	3,935,969	43,169
Licenses & Permits							
Licenses & Permits	100	-	-	-	100	100	-
Sub-Total Licenses	100	-	-	-	100	100	-
Fines & Forfeitures							
Court Fines	100,000	14,130	14,173	28,303	78,334	106,637	6,637
Sub-Total Fines	100,000	14,130	14,173	28,303	78,334	106,637	6,637
Intergovernmental - State							
Skills Games Fee	-	-	-	-	-	-	-
Rolling Stock	6,600	8,114	6	8,120	-	8,120	1,520
Motor Vehicle Rental	40,000	3,465	4,970	8,436	33,334	41,770	1,770
Mobile Home (RV) Registration	-	-	-	-	-	-	-
Law Enforcement Assistance	132,504	168	34,975	35,144	99,378	134,522	2,018
PPTR Revenue	89,615	-	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	129,567	141,314	1,469,777	1,611,091	5,307
Investments/Sales of Assets							
Interest Income	150,000	11,239	11,382	22,621	125,000	147,621	(2,379)
TowerCom Capital Lease	-	-	-	-	-	-	-
Sale of Surplus Property	-	-	52	52	-	52	52
Sales of Recycled Materials	-	-	-	-	-	-	-
Sub-Total Investments/Sales of Assets	150,000	11,239	11,434	22,673	125,000	147,673	(2,327)
User Fees							
Planning & Development Fees	3,000	50	889	939	2,250	3,189	189
Transit Collections	24,336	-	6,084	6,084	18,252	24,336	-
Porterfield Park Shelter	2,000	150	225	375	1,666	2,041	41
Depot Community Room	1,500	130	65	195	1,250	1,445	(55)
Public Works Community Room	2,800	600	645	1,245	1,734	2,979	179
Trash Collection - Commercial	50,000	2,517	2,811	5,328	41,666	46,994	(3,006)
Trash Collection - Residential	117,600	10,936	12,091	23,026	98,000	121,026	3,426
Taylor Park	100	-	-	-	100	100	-
Sub-Total User Fees	201,336	14,382	22,810	37,192	164,918	202,110	774
Miscellaneous Revenue							
Misc. General Fund Revenue	10,000	900	7,359	8,260	8,330	16,590	6,590
DMV Stop Fees	2,000	150	125	275	1,666	1,941	(59)
Administrative Fee	3,000	210	175	385	2,500	2,885	(115)
VRTA Reimbursements - TOOT	-	3,640	3,609	7,249	-	7,249	7,249
Expenditure Refunds	15,000	26,047	1,145	27,192	-	27,192	12,192
Internal Charges	459,070	38,256	38,256	76,512	382,558	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	2,665,194	-	-	-	2,665,194	2,665,194	-
Sub-Total Miscellaneous	1,221,764	69,203	50,669	119,873	1,127,748	1,247,621	25,857
Total General Fund	7,171,784	347,188	522,889	870,077	6,381,124	7,251,201	79,417

**Town of Orange
Revenue Accounts
Month of August 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	616,000	-	-	-	616,000	616,000	-
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	2,548,500	-	-	-	2,548,500	2,548,500	-
Net General Fund	9,720,284	347,188	522,889	870,077	8,929,624	9,799,701	79,417
Water Fund							
Investments/Sales of Assets							
Interest Income	60,000	9,961	10,028	19,988	50,000	69,988	9,988
Sale of Surplus Property	-	-	-	-	-	-	-
Sub-Total Investments/Asset Sales	60,000	9,961	10,028	19,988	50,000	69,988	9,988
Utility Revenues							
Water Sales	1,590,000	156,940	151,214	308,154	1,325,000	1,633,154	43,154
Water Availability	45,000	-	-	-	45,000	45,000	-
Water Reconnection Fees	20,000	-	2,850	2,850	16,666	19,516	(484)
Sub-Total Utility	1,655,000	156,940	154,064	311,004	1,386,666	1,697,670	42,670
Miscellaneous Revenue							
Miscellaneous Revenues	38,650	1,469	1,745	3,214	37,150	40,364	1,714
Expenditure Refunds	-	-	-	-	-	-	-
Water Fund Grant	890,313	77,270	-	77,270	813,043	890,313	(0)
Reserve Fund	1,510,509	-	-	-	1,510,509	1,510,509	-
Sub-Total Miscellaneous	2,439,472	78,739	1,745	80,484	2,360,702	2,441,186	1,714
Total Water Fund	4,154,472	245,640	165,836	411,476	3,797,368	4,208,844	54,372
Sewer Fund							
Investments/Sales of Assets							
Interest Income	-	-	-	-	-	-	-
Sub-Total Interest	-	-	-	-	-	-	-
Utility Revenues							
Sewer Sales	1,690,000	148,716	142,754	291,470	1,408,330	1,699,800	9,800
Sewer Availability	184,950	-	-	-	184,950	184,950	-
Sewer Sales - Sludge	80,000	5,447	10,322	15,769	66,666	82,435	2,435
Sub-Total Utility	1,954,950	154,163	153,076	307,239	1,659,946	1,967,185	12,235
Miscellaneous Revenue							
Miscellaneous Revenues	2,000	-	3	3	2,000	2,003	3
Nutrient Credit Exchange	5,000	20,243	-	20,243	-	20,243	15,243
Leachate Sales	130,000	34,299	7,065	41,364	88,330	129,694	(306)
Septic Hauling	66,000	13,310	7,684	20,995	50,000	70,995	4,995
Expenditure Refunds	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Reserve Fund	(6,471)	-	-	-	(6,471)	(6,471)	-
Sub-Total Miscellaneous	196,529	67,852	14,752	82,605	133,859	216,464	19,935
Total Sewer Fund	2,151,479	222,015	167,829	389,844	1,793,805	2,183,649	32,170
Total Revenues	16,026,235	814,844	856,553	1,671,397	14,520,797	16,192,194	165,959

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TOWN OF ORANGE

Fund Balances

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

	Cash Balance	Encumbered	Unencumbered Balance
General Fund	\$ 5,900,064	\$ -	\$ 5,900,064
Capital Improvement Fund	(3,846,759)	2,434,368	(6,281,127)
Water Fund	5,155,715	1,554,449	3,601,266
Sewer Fund	(720,875)	531,543	(1,252,418)
Water Deposit Fund	100,533	100,533	-
Taylor Park Fund	74,326	74,326	-
Grant Fund	35,160	35,160	-
Totals	<u>\$ 6,698,162</u>	<u>\$ 4,730,379</u>	<u>\$ 1,967,784</u>

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

Town Debt Service
As of August 31, 2025

	Payoff Date	Original Debt	Principal @ 06/30/2025	FY - 2026 Principal & Interest		Principal Remaining	Principal Paid This Year
				Budgeted	Paid	Remaining	
<u>Water Fund</u>							
Raw Water Storage Basin	07/2033	\$ 2,196,000	\$ 920,000	\$ 126,403	\$ 63,570	\$ 870,000	\$ 50,000
<u>Sewer Fund</u>							
New WWTP	11/2035	\$ 15,882,032	\$ 6,828,199	\$ 650,304	-	\$ 6,828,199	-
Total Debt Service		\$ 18,078,032	\$ 7,748,199	\$ 776,707	\$ 63,570	\$ 7,698,199	\$ 50,000

Town of Orange
 ARPA Funds
 As of August 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	159,981.90	709,304.10	709,304.10	-
			<u>2,734,200.00</u>	<u>1,926,598.75</u>	<u>807,601.25</u>	<u>807,601.25</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	1,058,941.56	196,524.13	196,524.13	-
				-	-	-	-
Wastewater	Sludge Truck	(WWTP)	123,214.00	123,214.00	-	-	-
	System Upgrades	(WWTP)	415,987.63	415,987.63	-	-	-
	Scada System	(WWTP)	231,132.43	231,132.43	-	-	-
	Sewer Lines - GreenFields		544,605.37	282,304.90	262,300.47	262,300.47	-
	Sewer Lines - Houseworth		213,978.04	117,599.36	96,378.68	96,378.68	-
	Sewer Lines - Brizzolara		318,854.35	145,990.75	172,863.60	172,863.60	-
				-	-	-	-
Totals			<u>5,287,184.00</u>	<u>3,383,192.07</u>	<u>1,903,991.93</u>	<u>1,924,781.94</u>	<u>(20,790.01)</u>
			<u>8,021,384.00</u>	<u>5,309,790.82</u>	<u>2,711,593.18</u>	<u>2,732,383.19</u>	<u>(20,790.01)</u>

FINANCIAL STATEMENT ENDING

AUGUST 2025

**Town of Orange
Financial Statement
August, 2025
16.67% 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	28,500.00	518,557.47	861,879.15	9.40%	5,023,866.85
GF-CAP IMPROVEMENTS	1,932,500.00	1,347,774.00	-	-		3,280,274.00
WATER	1,857,945.00	2,296,527.00	165,781.19	411,366.90	9.90%	3,743,105.10
SEWER	2,151,479.00	554,264.00	167,828.53	389,843.67	14.41%	2,315,899.33
GRANTS/SPECIAL REVENUE	-	-	4,290.78	8,117.32	0.00%	(8,117.32)
WATER DEPOSIT	-	-	54.81	109.13	0.00%	(109.13)
TAYLOR PARK	-	-	40.64	80.76	0.00%	(80.76)
TOTAL	\$ 11,799,170.00	\$ 4,227,065.00	\$ 856,553.42	\$ 1,671,396.93	N/A	\$ 14,354,838.07

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	28,500.00	513,308.78	1,156,941.48	12.81%	4,728,804.52
GF-CAP IMPROVEMENTS	1,932,500.00	1,347,774.00	12,752.68	16,936.24		3,263,337.76
WATER	1,857,945.00	2,296,527.00	245,139.64	443,730.78	10.68%	3,710,741.22
SEWER	2,151,479.00	554,264.00	150,082.15	291,396.73	10.77%	2,414,346.27
GRANTS/SPECIAL REVENUE	-	-	3,609.27	3,609.27	0.00%	(3,609.27)
WATER DEPOSIT	-	-	-	-	0.00%	-
TAYLOR PARK	-	-	-	-	0.00%	-
TOTAL	\$ 11,799,170.00	\$ 4,227,065.00	\$ 924,892.52	\$ 1,912,614.50	N/A	\$ 14,113,620.50

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

**Town of Orange
Financial Statement
August 2025
16.67% 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	-	294,235.35	520,721.57	13.38%	3,372,078.43
LICENSES & PERMITS	100.00	-	-	-	0.00%	100.00
FINES	100,000.00	-	14,173.34	28,303.37	28.30%	71,696.63
STATE FUNDS	1,605,784.00	-	128,956.14	140,535.74	8.75%	1,465,248.26
INV / SALE OF ASSETS	-	-	-	-	0.00%	0.00
USER FEES	201,336.00	-	22,809.86	37,192.03	18.47%	164,143.97
MISCELLANEOUS	639,070.00	-	58,382.78	135,126.44	21.14%	503,943.56
ARPA - NEU FUNDS	-	-	-	-	0.00%	0.00
RESERVE FUND	1,350,656.00	1,314,538.00	-	-	0.00%	2,665,194.00
TRANSF TO CAP. IMPROVEM.	(1,932,500.00)	(1,286,038.00)	-	-	0.00%	(3,218,538.00)
TOTAL	\$ 5,857,246.00	\$ 28,500.00	\$ 518,557.47	\$ 861,879.15	14.64%	\$ 5,023,866.85

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	2,500.00	82,659.88	100,047.18	59.39%	68,408.82
TOWN MANAGER	405,173.00	10,000.00	32,266.92	66,017.07	15.90%	349,155.93
TOWN ATTORNEY	41,500.00	-	405.00	3,405.00	8.20%	38,095.00
FINANCE DEPARTMENT	478,074.00	-	33,730.17	66,700.91	13.95%	411,373.09
ELECTIONS	-	-	-	-	0.00%	0.00
POLICE DEPARTMENT	1,985,350.00	-	171,472.29	360,049.95	18.14%	1,625,300.05
FIRE AND RESCUE	62,000.00	-	-	40,000.00	64.52%	22,000.00
PUBLIC WORKS	1,764,591.00	-	133,654.20	264,416.83	14.98%	1,500,174.17
TRASH COLLECTION	197,906.00	-	17,856.69	37,594.02	19.00%	160,311.98
MUNICIPAL BUILDING	53,884.00	-	7,199.15	18,200.21	33.78%	35,683.79
DEPOT	16,000.00	-	1,623.77	2,376.91	14.86%	13,623.09
TRANSPORTATION SYSTEM	135,631.00	-	-	33,907.75	25.00%	101,723.25
PARKS AND GROUNDS	29,700.00	4,000.00	438.58	3,369.14	10.00%	30,330.86
COMMUNITY DEVELOPMENT	198,569.00	12,000.00	11,596.83	21,457.91	10.19%	189,111.09
ECONOMIC DEVELOPMENT	119,442.00	-	5,098.63	21,009.91	17.59%	98,432.09
NON-DEPT - DEBT & OTHER	203,470.00	-	15,306.67	118,388.69	58.18%	85,081.31
NON-DEPT - DONATIONS	-	-	-	-	0.00%	0.00
NON-DEPT - CAPITAL	-	-	-	-	0.00%	0.00
TOTAL	\$ 5,857,246.00	\$ 28,500.00	\$ 513,308.78	\$ 1,156,941.48	19.66%	\$ 4,728,804.52

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

Town of Orange
Financial Statement
August 2025
16.67% 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	731,774.00	-	-	0.00%	2,664,274.00
STATE/FEDERAL FUNDS	-	616,000.00	-	-	0.00%	616,000.00
MISCELLANEOUS	-	-	-	-	0.00%	0.00
MADISON/MAIN STREET SIGNAL LIGH	-	-	-	-	0.00%	0.00
TOTAL	\$ 1,932,500.00	\$ 1,347,774.00	\$ -	\$ -	0.00%	\$ 3,280,274.00

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	725,968.00	4,651.48	7,767.65	0.78%	993,200.35
MACHINERY & EQUIPMENT	287,500.00	-	1,348.58	2,415.97	0.84%	285,084.03
MADISON/MAIN STREET ENGINEERIN	1,000,000.00	610,806.00	-	-	0.00%	1,610,806.00
COMPUTERS	30,000.00	-	6,752.62	6,752.62	22.51%	23,247.38
POLICE DEPT RENOVATIONS	40,000.00	-	-	-	0.00%	40,000.00
COMMUNITY ROOM IMPROVEMENTS	-	11,000.00	-	-	0.00%	11,000.00
CAP. OUTLAYS - WATER/SEWER LIN	300,000.00	-	-	-	0.00%	300,000.00
TOTAL	\$ 1,932,500.00	\$ 1,347,774.00	\$ 12,752.68	\$ 16,936.24	\$ 0.24	\$ 3,263,337.76

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

Financial Statement
August 2025
16.67% 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	-	151,213.89	308,154.12	19.38%	1,281,845.88
WATER AVAILABILITY	45,000.00	-	-	-	0.00%	45,000.00
WATER RECONNECTIONS	20,000.00	-	2,850.00	2,850.00	14.25%	17,150.00
EXPENDITURE REFUNDS	-	-	-	-	0.00%	-
MISCELLANEOUS	98,650.00	-	11,717.30	23,093.11	23.41%	75,556.89
ARPA - NEU FUNDS	-	890,313.00	-	77,269.67	8.68%	813,043.33
RESERVE FUND	104,295.00	1,406,214.00	-	-	0.00%	1,510,509.00
TOTAL	\$ 1,857,945.00	\$ 2,296,527.00	\$ 165,781.19	\$ 411,366.90	9.90%	\$3,743,105.10

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.	-	2,296,527.00	102,838.23	116,476.23	5.07%	2,180,050.77
WATER TREATMENT	1,435,065.00	-	120,111.31	222,744.22	15.52%	1,212,320.78
WATER DISTRIBUTION	296,437.00	-	22,190.10	40,940.33	13.81%	255,496.67
NON-DEPT - DEBT & OTHER	126,443.00	-	-	63,570.00	50.28%	62,873.00
TOTAL	\$ 1,857,945.00	\$ 2,296,527.00	\$ 245,139.64	\$ 443,730.78	\$ 0.85	\$ 3,710,741.22

**Town of Orange
Financial Statement
August 2025
16.67% 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	-	142,753.96	291,469.70	17.25%	1,398,530.30
SEWER AVAILABILITY FEES	184,950.00	-	-	-	0.00%	184,950.00
SEWER SALES - SLUDGE	80,000.00	-	10,322.13	15,769.24	19.71%	64,230.76
NUTRIENT CREDIT	5,000.00	-	-	20,243.23	404.86%	(15,243.23)
LEACHATE	130,000.00	-	7,065.33	41,364.17	31.82%	88,635.83
SEPTIC HAULING	66,000.00	-	7,684.35	20,994.57	31.81%	45,005.43
MISCELLANEOUS	2,000.00	-	2.76	2.76	0.14%	1,997.24
RESERVE FUND	(6,471.00)	-	-	-	0.00%	(6,471.00)
TRANSFER FROM GENERAL	-	554,264.00	-	-	-	-
TOTAL	\$ 2,151,479.00	\$ 554,264.00	\$ 167,828.53	\$ 389,843.67	14.41%	\$ 1,761,635.33

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	-	105,465.84	229,142.37	17.92%	1,049,516.63
SEWER COLLECTION	222,426.00	-	21,895.44	39,533.49	17.77%	182,892.51
NON-DEPT - DEBT & OTHER	650,394.00	-	-	-	0.00%	650,394.00
CAPITAL OUTLAYS - ARPA	-	554,264.00	22,720.87	22,720.87	4.10%	531,543.13
TOTAL	\$ 2,151,479.00	\$ 554,264.00	\$ 150,082.15	\$ 291,396.73	10.77%	\$ 2,414,346.27

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

BILLS AND CLAIMS

For the month of AUGUST 2025

**TOWN OF ORANGE
CHECK REGISTER**

AUGUST 1 - 31, 2025

Check #	Check Date	Vendor Name	Net Amount
1476	8/19/2025	TREASURER, ORANGE COUNTY	\$ 518.33
1481	8/19/2025	ADT SECURITY SERVICES	2,148.68
1482	8/19/2025	SPOTSYLVANIA CIRCUIT COURT	521.70
8125	8/19/2025	ANTHEM BLUE CROSS & BLUE SHIELD	79,074.00
8225	8/19/2025	TREASURER OF VIRGINIA	62,833.67
8325	8/19/2025	EMPOWER	900.00
8425	8/19/2025	VOYA FINANCIAL	954.07
8525	8/19/2025	VOYA FINANCIAL	733.72
8625	8/19/2025	VOYA FINANCIAL	1,099.46
8725	8/19/2025	VOYA FINANCIAL	733.72
37646	8/1/2025	AARON HINES	11,409.00
37647	8/1/2025	ADT SECURITY SERVICES	40.13
37648	8/1/2025	CENTRAL VIRGINIA ELECTRIC COOP	274.67
37649	8/1/2025	AT&T MOBILITY	1,689.01
37650	8/1/2025	COMCAST	1,677.52
37651	8/1/2025	EAGLE ELECTRICAL	7,650.00
37652	8/1/2025	FORTILINE INC	390.00
37653	8/1/2025	GOMEZ, DIANNA	149.00
37654	8/1/2025	KIMBALL MIDWEST	149.00
37655	8/1/2025	MILLER'S SUPPLIES AT WORK	5,527.37
37656	8/1/2025	OEI EVENTS	2,750.00
37657	8/1/2025	ORANGE TIRE INC	1,871.98
37658	8/1/2025	PACE ANALYTICAL SERVICES, INC	1,244.20
37659	8/1/2025	SHEENA PAYETTE	73.93
37660	8/1/2025	SALMON, BEVERLY	56.50
37661	8/1/2025	STURM, DEBORAH	242.20
37662	8/1/2025	TOWN OF ORANGE	3,133.09
37663	8/1/2025	UBEO LLC	902.52
37664	8/1/2025	CHEWNING, WENDY	90.00
37665	8/6/2025	ADT SECURITY SERVICES	106.50
37666	8/6/2025	AMAZON CAPITAL SERVICES	1,972.75
37667	8/6/2025	TRUIST	6,009.41
37668	8/6/2025	BEVERAGE TRACTOR & EQUIP, LLC	268.37
37669	8/6/2025	BMS DIRECT	919.84
37670	8/6/2025	ROBERT C. BRAGG	138.87
37671	8/6/2025	CCLS INCORPORATED	117.96

37672	8/6/2025	CHANEY ENTERPRISES	692.00
37673	8/6/2025	CHEMUNG CONTRACTING CORP	102.70
37674	8/6/2025	CINTAS CORPORATION #385	3,303.98
37675	8/6/2025	CIVICPLUS	5,594.09
37676	8/6/2025	COMPANION LIFE INSURANCE	364.75
37677	8/6/2025	DEBORAH MARLENE WAREHAM	50.00
37678	8/6/2025	DMV	175.00
37679	8/6/2025	DOMINION ENERGY VIRGINIA	9,872.28
37680	8/6/2025	DORSETT TECHNOLOGIES, INC	29,698.31
37681	8/6/2025	EAGLE ELECTRICAL	1,450.00
37682	8/6/2025	ONSOLVE, LLC	148.44
37683	8/6/2025	ENNIS INC	1,647.20
37684	8/6/2025	EZ PERFORMANCE CENTER	673.95
37685	8/6/2025	FOSTER, BRIAN	84.22
37686	8/6/2025	GALLS, LLC	171.77
37687	8/6/2025	MATT GOFORTH	60.00
37688	8/6/2025	HIGHWAY MOTORS	279.90
37689	8/6/2025	H.M.S. FIRE EXTINGUISHERS, INC	220.00
37690	8/6/2025	INTERSTATE BATTERIES OF	469.37
37691	8/6/2025	JAMES RIVER EQUIPMENT	355.97
37692	8/6/2025	J.D. NEWMAN, INC	265.13
37693	8/6/2025	DAVID KERR	60.00
37694	8/6/2025	KUSTOM SIGNALS, INC	1,632.00
37695	8/6/2025	VOID	-
37696	8/6/2025	LINDE GAS & EQUIPMENT INC	52.15
37697	8/6/2025	MINNESOTA LIFE INSURANCE CO	1,872.08
37698	8/6/2025	ORANGE COLONIAL SQUARE, LLC	80.13
37699	8/6/2025	PACE ANALYTICAL SERVICES, INC	866.30
37700	8/6/2025	BEALE, ADRIENNE-NOT THIS ACCT	74.65
37701	8/6/2025	RAPIDAN AREA ORCHESTRA	500.00
37702	8/6/2025	REXEL	3,061.50
37703	8/6/2025	RAPIDAN SERVICE AUTHORITY	257.78
37704	8/6/2025	W.A. SHERMAN COMPANY	1,975.00
37705	8/6/2025	STEROBEN ASSOCIATES	4,180.00
37706	8/6/2025	TOM'S AUTOMOTIVE	103.68
37707	8/6/2025	UNIONVILLE TIRE SERVICE, INC	443.44
37708	8/6/2025	VACORP	315.94
37709	8/6/2025	NEW VIRGINIA TRACTOR	17.96
37710	8/6/2025	VERIZON	1,118.15
37711	8/6/2025	VUPS	8.05
37712	8/11/2025	ADT SECURITY SERVICES	108.03
37713	8/11/2025	ADVANCE AUTO PARTS	39.14
37714	8/11/2025	AXON ENTERPRISE, INC	33,712.92
37715	8/11/2025	CEDAR MOUNTAIN STONE CORP	3,992.42

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37716	8/11/2025	CHEMUNG CONTRACTING CORP	230.75
37717	8/11/2025	AT&T MOBILITY	992.56
37718	8/11/2025	DEBORAH MARLENE WAREHAM	50.00
37719	8/11/2025	DOMINION ENERGY VIRGINIA	21.39
37720	8/11/2025	FEDEX	169.62
37721	8/11/2025	FISHER AUTO PARTS	2,266.80
37722	8/11/2025	FORTILINE INC	20,126.00
37723	8/11/2025	GOMEZ, DIANNA	32.83
37724	8/11/2025	JOHNSTON CONSTRUCTION COMPANY	82,712.23
37725	8/11/2025	LEE ENTERPRISES ADV	99.00
37726	8/11/2025	LGA OF VA, INC	405.00
37727	8/11/2025	MOBOTREX	595.00
37728	8/11/2025	EVERGRO COOPERATIVE	249.95
37729	8/11/2025	ORANGE MOTOR SPECIALTY	451.00
37730	8/11/2025	ORANGE TIRE INC	905.00
37731	8/11/2025	O'REILLY	45.10
37732	8/11/2025	PACE ANALYTICAL SERVICES, INC	426.80
37733	8/11/2025	PRIVIA MEDICAL GROUP LLC	40.00
37734	8/11/2025	SEDWICK	7,150.22
37735	8/11/2025	TRACTOR SUPPLY CREDIT PLAN	128.97
37736	8/11/2025	LLOYD, WAYNE	39.42
37737	8/11/2025	PATTON, JAMES	111.43
37738	8/11/2025	PLEMONS, RODNEY	38.94
37739	8/11/2025	ARAMEISH, JENNIFER	10.39
37740	8/11/2025	UNIONVILLE TIRE SERVICE, INC	225.83
37741	8/11/2025	VERIZON	451.64
37742	8/11/2025	VUPS	109.37
37743	8/15/2025	AFLAC	1,373.68
37744	8/15/2025	BAKER, DWIGHT	50.99
37745	8/15/2025	BRIZZOLARA PLUMBING, INC	142.50
37746	8/15/2025	CES WATER	4,143.82
37747	8/15/2025	CHASE MARSHALL	120.00
37748	8/15/2025	DOMINION ENERGY VIRGINIA	2,315.06
37749	8/15/2025	EAGLE ELECTRICAL	5,650.00
37750	8/15/2025	ENVIRONMENTAL SYSTEMS SERVICE	210.00
37751	8/15/2025	EXCEL TRUCK GROUP	223.58
37752	8/15/2025	EZ PERFORMANCE CENTER	123.22
37753	8/15/2025	FORTILINE INC	4,238.29
37754	8/15/2025	HANDYMAN SERVICES, LLC	471.00
37755	8/15/2025	MARYLAND TRANSPORTATION AUTHOR	18.00
37756	8/15/2025	OEI EVENTS	2,750.00
37757	8/15/2025	ORANGE VOLUNTEER FIRE CO., INC	236.29
37758	8/15/2025	PACE ANALYTICAL SERVICES, INC	369.60
37759	8/15/2025	RINKER DESIGN ASSOCIATES, P.C.	710.20

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37760	8/15/2025	RENTEQUIP	718.00
37761	8/15/2025	SHAWN OWEN	56.84
37762	8/15/2025	SOUTHERN STATES	9,796.31
37763	8/15/2025	KIM STRAWSER	51.98
37764	8/15/2025	TRANSAMERICA EMPLOYEE BENEFITS	1,241.30
37765	8/15/2025	WINESETT, TANNER	57.34
37766	8/15/2025	HITT, MARGARITE	115.50
37767	8/15/2025	SMITH, BRODY	29.59
37768	8/15/2025	MULLENS, AMBERLY	91.74
37769	8/15/2025	UNIVAR SOLUTIONS	14,226.40
37770	8/15/2025	USABLUBOOK	2,482.90
37771	8/15/2025	VIRGINIA BUSINESS SYSTEMS	505.45
37772	8/19/2025	ADT SECURITY SERVICES	264.92
37773	8/19/2025	CIVICPLUS	3,680.28
37774	8/19/2025	COMCAST	1,228.19
37775	8/19/2025	DOMINION ENERGY VIRGINIA	25,915.87
37776	8/19/2025	HACH COMPANY	416.20
37777	8/19/2025	ORANGE SOCIAL SERVICES	35.00
37778	8/19/2025	RINKER DESIGN ASSOCIATES, P.C.	1,242.50
37779	8/19/2025	REXEL	487.62
37780	8/19/2025	UNIVERSITY OF VIRGINIA	500.00
37781	8/27/2025	276 N MADISON RD LLC	139.34
37782	8/27/2025	ADT SECURITY SERVICES	193.97
37783	8/27/2025	AMSOIL INC	88.99
37784	8/27/2025	ATLANTIC PUMP & EQUIPMENT CO	15,413.10
37785	8/27/2025	CCLS INCORPORATED	535.36
37786	8/27/2025	CHAMPIONSHIP POOL & SPAS	486.97
37787	8/27/2025	CHEMUNG CONTRACTING CORP	637.65
37788	8/27/2025	COMCAST	1,059.48
37789	8/27/2025	DOMINION ENERGY VIRGINIA	405.37
37790	8/27/2025	FEDEX	260.54
37791	8/27/2025	FISHER, ROBERT	32.99
37792	8/27/2025	GALLS, LLC	406.67
37793	8/27/2025	HIGGINBOTHAM, JAMES H II &	1.66
37794	8/27/2025	HUTCHENS PETROLEUM	1,151.53
37795	8/27/2025	IDEXX DISTRIBUTION, INC	826.31
37796	8/27/2025	KIMBALL MIDWEST	93.60
37797	8/27/2025	MADISON FORD	269.80
37798	8/27/2025	MEEHAN, CECILIA S	168.00
37799	8/27/2025	OAKERSON, EVANS	21.95
37800	8/27/2025	ORANGE TIRE INC	746.00
37801	8/27/2025	ORANGE COUNTY TREASURER	8,787.80
37802	8/27/2025	PACE ANALYTICAL SERVICES, INC	1,023.80
37803	8/27/2025	SHEENA PAYETTE	73.93

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37804	8/27/2025	ROBBINS, SHEILA M	77.38
37805	8/27/2025	SWOPE, MARY	100.00
37806	8/27/2025	TOWN OF ORANGE	75,000.00
37807	8/27/2025	USABUEBOOK	164.35
37808	8/27/2025	VIRGINIA BUSINESS SYSTEMS	85.55
37809	8/29/2025	AARON HINES	11,059.00
37810	8/29/2025	AT&T MOBILITY	1,689.01
37811	8/29/2025	DORSETT TECHNOLOGIES, INC	500.00
37812	8/29/2025	FIDELITY POWER SYSTEMS	5,153.96
37813	8/29/2025	ORANGE CO CHAMBER OF COMMERCE	125.00
37814	8/29/2025	PACE ANALYTICAL SERVICES, INC	312.40
37815	8/29/2025	W.A. SHERMAN COMPANY	360.00
37816	8/29/2025	UNIVAR SOLUTIONS	370.21
37817	8/29/2025	VERIZON	149.34

\$	640,867.96
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NEW BUSINESS



NEW BUSINESS SUMMARY
September 15, 2025

AGENDA ITEM: 9A(1)

Discussion of additional funding for Madison Heights Phase II Project – Scada Upgrades. (Director of Public Works)

SUMMARY:

- Staff is waiting on costs from Johnston construction. The Director of Public Works will have for Town Council on Monday evening at the meeting.

MOTION:

Motion for consideration of SCADA for Marshall Heights Standpipe:

“I move that Town Council approve the funding in the amount of \$_____ for improvement to the SCADA system for phase II of the Marshall Heights Standpipe Project.”



NEW BUSINESS SUMMARY
September 15, 2025

AGENDA ITEM: 9A(2)

Discussion of additional funding for Madison Heights Phase II Project - Fencing.
(Director of Public Works)

SUMMARY:

- Staff is waiting on costs from Johnston construction for the estimated price increase for the fence options. The Director of Public Works will have that for Town Council on Monday evening at the meeting.

MOTION:

“I move that Town Council authorize staff to move forward with (option from below), as presented.”

Option 1 – No upgrade to fence – Vinyl black coated chain link fence for entire property

Option 2 – Aluminum decorative fence only along street

Option 3- Steel decorative fence only along street

Option 4- Aluminum decorative fence entire property

Option 5- Steel decorative fence entire property



Marshall Heights Standpipe Decorative Fencing

Neighborhood Meeting – Thursday, September 11, 2025

Contracted Fencing

- Black Vinyl Coated Chain-link fence for the entire perimeter
- Contract price - \$42,341.00



Decorative Fencing Material Costs

Street Side

Estimates below are in addition to the contract price. All funding will need to be provided by the TOWN.

- \$18,000 to upgrade the fence along the street to aluminum style
- \$23,000 to upgrade the fence along the street to steel style



Decorative Fencing Material Costs

For Entire Site

Estimates below are in addition to the contract price. All funding will need to be provided by the TOWN.

- \$39,000 to upgrade all fence to aluminum style
- \$62,000 to upgrade all fence to steel style



Town Staff Recommendation



This is the better option and is less accessible
Depending on funding from Town Council



Access Gate

This shows how the access gate may look



Top Rail Fencing

For security reasons less optimal choice



Potential Costs for Phase II Improvements with Town Funds

Current overages for Phase II

- **\$25,300** for additional repairs to the top of the reservoir

Existing change order request:

- Upgrade all telemetry to Scada-- change order waiting for approval of funding by Town Council. Cost **\$25,397.11** There are some Scada improvements in the contract. This will allow full Scada control at Madison Heights

Potential additional expenses:

- Inside tank roof has potential for additional cost, for prepping surface for new coating (unknown but possible) **\$ Unknown**
- Fencing- if decorative fencing is suggested and approved it can vary from **\$18,000 to \$62,000** if approved





Questions/Comments?

Suggestions must be submitted no later than 9 a.m., on
Monday, September 15, 2025

Contact – Larry Bond, Director of Public Works

Ph: 540-672-4791

Email: l.bond@townoforangeva.gov



NEW BUSINESS SUMMARY
September 15, 2025

AGENDA ITEM: 9B

**Consideration to schedule a Public Hearing for Zoning of TM#T43-47 –
Higginbotham/Hemp**

SUMMARY:

- Please see attached memorandum from Deborah Sturm, Director of Community Development.

MOTION:

“I move that Town Council authorize staff to advertise for a Public Hearing for Monday, October 20, 2025, to receive comments on the zoning of TM #T43-47 to Traditional Residential – High, as presented.”



Town of Orange, Virginia
Department of Community Development
235 Warren Street, Orange, Virginia 22960 - 1401
Phone: (540) 672-6917; Fax: (540) 672-9250
Email: townplanner@townoforangeva.gov

MEMORANDUM

TO: Mayor Cluff and Members of Town Council
FROM: Deborah C. Sturm, ICMA-CM, AICP
Director of Community Development
DATE: September 8, 2025
SUBJECT: Scheduling Public Hearing for Zoning of TM #T43-47 – Higginbotham/Hemp

SUMMARY

In 2002, a 6.207-acre portion of Orange County TM#43-47 was annexed into the Town of Orange. When the annexation process was completed, the 6.207-acre portion should have been assigned a zoning classification by the Town per Section 4-20.30 of the Zoning Ordinance as follows:

All territory, which may be hereafter annexed into the Town or brought into Town by Boundary Adjustment, shall be temporarily classified in a Town zoning district which, in the opinion of the Town Council and upon recommendation of the Planning Commission, most closely approximates the County zoning district in which the property was designated at the time of annexation. Within six (6) months after the effective date of the final court order of annexation or legislative incorporation of the boundary adjustment in the Town's charter, such district shall become permanent unless a new one is established by amendment in accordance with Section 3-40.

It has come to light that this did not occur, and the property has remained without a Town zoning classification, and thus untaxed by the Town, since it was annexed. It is the Town's desire to now assign a zoning classification to the property.

The Director sent a letter to the property owners to offer them an opportunity to provide input on the zoning of the property. The property owner desires the property to be zoned Traditional Residential - High (TR-H).

The Town Planning Commission discussed how the property might be zoned and considered input provided by staff and the property owner at their July 14th work session. The various zoning classifications discussed were:

- Traditional Residential – High: the Town zoning classification desired by the property owner.
- Town Activity Center: the Town zoning classification of the adjacent property in the town.
- Rural Residential: the Town zoning classification that is most like the zoning of the property (Agricultural) when it was boundary adjusted from Orange County into the Town.

After tabling discussion at the July 14th work session, the Commission further discussed the zoning of the property at their regular meeting on July 28, 2025 and voted to set the zoning classification of the 6.207-acre property to Traditional Residential – High, and schedule a public hearing on August 25, 2025, to receive public comment. The public hearing was held and the Commission voted unanimously to recommend to Town Council that the property be zoned Traditional Residential – High.

In accordance with Sections 3-40.30 and 3-40.40 of the Town's zoning ordinance, the Planning Commission shall report their recommendation to the Town Council within 60 days of their hearing, and Town Council shall hold at least one public hearing pursuant to public notice as required by Section 15.2-2204 of the Code of Virginia before approving and adopting any zoning ordinance [or map] amendment (assigning a zoning classification to a parcel of land is considered a zoning map amendment).

ACTION

Staff are requesting Town Council to schedule a public hearing for October 20, 2025, to receive comment on the zoning of TM #T43-47 to Traditional Residential – High, as presented.



NEW BUSINESS SUMMARY
September 15, 2025

AGENDA ITEM: 9C

Consideration of recommendation of re-appointment of Debbie Holcombe to the Town's Board of Zoning of Appeals with a term to expire December 1, 2030.

SUMMARY:

- Debbie Holcombe's term of the Town's BZA will expire on December 1, 2025.

MOTION:

"I move that Town Council authorize the recommendation of re-appointment to the Orange County Circuit Court Judge for Debbie Holcombe for the Town's Board of Zoning Appeals with a term to expire December 1, 2030."

TOWN ATTORNEY REPORT

Town Attorney Report
(August, 2025)

In addition to ongoing documentation, counsel and administrative legal services, the following specifics were addressed in the month of August.

1. Meetings: Attended Town Council work session, Town Council regular session, Planning Commission meeting, special emergency Town Council meeting,
2. Memoranda: completed memorandum research regarding water system billing for multiple users on single meter, reviewed proposed amendments of water ordinance with finance, public works, conferred with councilmembers re personnel questions, various,
3. Finance: completed revision of transient occupancy tax ordinance, prepared memorandum
4. Zoning: reviewed and submitted Tatum-Lahore boundary line adjustment petition and documents to county attorney, conferred with staff and researched zoning questions related to transitional housing within the Town of Orange, conferred with staff re zoning compliance letter requests, conferred with staff and researched updated memorandum re ownership and transfer of ownership of alleyways in the tow. Reviewed discussion with staff re extensions of town sewer system related to various boundary adjustments,
5. Public Works: Completed draft of Reynolds sewer site plan agreement for presentation,
6. Support: meeting with Mayor, completed updated FOIA training from FOIA Council, reviewed mandatory training compliance with staff.
7. Town Manager's Office: conferred with staff re April meeting minutes questions, reviewed transcripts, Conferred with staff re potential IDA and economic development training opportunities and re COIA and FOIA training. Researched and drafted shared use agreement between the Town and Reynolds, conferred with staff re FOIA requests, conferred with staff re question of hypothetical conflicts of interest (issue resolved), conferred with staff re legal job posting requirements and related issues for town manager position. Reviewed Economic Development program contract documents at staff request. Conferred with staff re possible zoning and parking ordinance violations and concerns.
8. IDA Continued review and updates of incentive package documentation in light of prior discussion by IDA, conferred with ED Manager re development history,.
9. OPD: conferred re home vegetable stands in town.
10. Training – Local Elected Officials FOIA training, FOIA Council,

Please feel free to contact me if you have questions that are not addressed in this report.

CBL

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

POLICE DEPARTMENT REPORTS



Town of Orange Police Department
Kiline D. Madison, Chief of Police
249 Blue Ridge Drive
Orange, VA 22960-1616
Phone: (540) 672-1491 Fax (540) 672-0162
Email: Kmadison@townoforangeva.org

LEADERSHIP INTEGRITY SERVICE TEAMWORK

AUGUST 2025

EVENTS/PUBLIC RELATIONS

August 21 & 22: Several officers assisted with the Code Red drills at Orange County High school and Prospect Heights Middle school.

TRAINING

August 7: Officer Davis completed the online training class, Cultural Awareness and Diversity overview.

August 11: Sgt. Norvelle successfully completed the online training class, Hate Crimes Training for Law Enforcement.

ORANGE POLICE DEPARTMENT

MONTHLY REPORT

STATISTICS

AUGUST 2025

CALLS FOR SERVICE AND CRIME

The Police Dept. made 116 criminal and traffic arrests for the month of August 2025 compared to 132 in August 2024.

The Police Dept. answered 314 Calls for service for the month of August 2025 compared to 229 in August 2024.

Aug-25

CRIMINAL ACTIVITY	TOTALS
(Total Number of Arrests)	
Assaults	1
Auto Theft	
Bad Checks	
Burglary/B&E	1
Contributing to Delinquency	
Destruction of Property	
Disorderly Conduct	1
Domestic Complaints	6
Drunk In Public	2
Larceny: Grand/Petit	5
Murder/Rape	
Narcotics/Drugs	
Robbery	1
Shoplifting	5
Trepassing Notices Served	7
Vandalism	1
Weapons Violations	
Other Violations	5

TRAFFIC ACTIVITY	TOTALS
Accidents - Reportable	3
Accidents - Non-Reportable	7
Motorist Assist	3
TRAFFIC SUMMONS	TOTALS
Other Categories	81
Speeding	134
Total Violations	215
Warnings given	111

PUBLIC WORKS REPORT

Town of Orange

Public Works

August 2025 Report

Street Division

- Cleaned Taylor Park area in preparation for Music in the Park
- Mowed at Veterans Park
- Collected sticks at Veterans Park and Depot
- Cleaned Taylor Park and fountain
- Cleaned Robertson Fountain
- Mowed main corridors, parks and bypasses
- Continued work on Lafayette Street building
- Townwide street sweeping
- Cleaned out various ditches in town – Lindsay Drive, North Street, Waugh Blvd., & Rapidan Rd
- Hauled waste material from Lafayette St., storage
- Cut and removed trees from sewer outfall line & overgrowth at Madison Rd., storm drain
- Contractor removed 3 dying trees from Glebe Rd., and grounded stumps
- Removed brush from various locations with ROW – Rt 20S
- Bush hogged Lafayette St., storage lot
- Asphalt patched various locations from leaks and other issues
- Met with Chemung Contracting to discuss upcoming paving project for Rt 15S from Orange Village to town limits
- Removed/cut weeds in sidewalks in various locations

Water Distribution

- Checked several water meters for leaks at various locations
- Checked several meters for no usage or low usage or repairs
- Turned on water for several customers
- Turned off water several customers
- Performed town-wide exception reports and service orders
- Searched for possible leak on Moore St. – nothing found – unknown wet area
- Repaired a leak on Spicers Mill Rd., service line
- Made 1 1" water tap on Rt15S for Steve Sedwick – this will serve 2 new homes outside town limits
- Inspected new water service installation on Crestview Drive
- Repaired force main leak on Rt 15S near Beverage Tractor
- Replaced broken meter boxes on Jefferson St.
- Made repairs to broken storm DI structure on E Main St., near Selma Rd.
- Completed water taps on N Madison St.

Wastewater Collection

- Performed daily checkups and routine maintenance on all pump stations
- Cleaned bar screens and dipped trash on all pump stations
- Checked/cleaned sewer lines at various locations
- Collected monthly BAC-T samples
- Unstopped sewer lateral on Railroad Ave.
- Unstopped sewer lateral Caroline Street
- Completed sewer taps on N Madison St.

Vehicle Maintenance

- Serviced 14 vehicles/equipment
- Inspected 8 vehicles
- Replaced spark plug & air filter in Stihl MS211 chainsaw
- Replaced both right rear air brake hoses on truck 20
- Replaced strobe light on mower 44
- Replaced both headlights and cleaned electrical connectors on dump truck 20
- Rotated tires and replaced tag light bulbs and wiper blades
- Repaired the air connector on the jack hammer
- Replaced batter in police car 14-01
- Replaced pull starter and pedestal stand on Stihl HT131 pole saw
- Replaced top cover housing on 430L weed eater
- Replaced alternator on sweeper truck 26
- Repaired wiring to the strobe light on mower 42 and replaced switch
- Hauled sludge for the WWTP
- Adjusted the solar panel on the police dept., radar sign
- Reinstalled belt and replaced the belt on Bad Boy mower 42
- Repaired the ben shaft on a 525L weed eater
- Tested and replaced the battery in truck 6
- Collected waste oil & filled the shop heating oil tank
- Replaced steering shaft & bolts on truck 7
- Replaced DEF hoses on the sweeper truck
- Drilled & replaced the bolts on the hedge trimmer
- Checked & tightened the frond end & suspension on mower 42 to repair wobble
- Adjusted steering lever safety switch, tightened the front wheel bearings & charged battery in Grasshopper mower 35
- Replaced PTO seal & hydraulic fluid level sight glass on Kubota tractor 47
- Removed the carburetor & cleaned it in the ultrasonic tank. Cleaned fuel tank & topped off the oil in the WWTP power washer
- Changed transmission & PTU fluid and road tested
- Installed laptop mount in truck 36
- Repaired 2 tires on WWTP dump truck 2
- Greased chassis and adjusted brakes on truck 30
- Replaced 4 tires on WWTP Colorado #11
- Installed & adjusted the bus hog mower on tractor 47
- Rotated tires on police car 15-01
- Removed the sickle bar mower from tractor 47 & changed hydraulic filter
- Replaced running boards on truck 4

- Checked trash truck 25 for throttle pedal issue and road tested
- Picked up mower 42 from EZ Performance after warranty frame repair
- Reset service alarm on the standpipe generator and check over service items
- Replaced coils & spark plugs on truck 10
- Replaced the fuel filter & reprimed the fuel system on truck 3
- Repaired the belt cover on the remote mower

Other Items

Service Work Permits

- No permits were issued in July

Streetlights Reported to Dominion Power

- 6 streetlights were reported

Miss Utility Tickets

- Performed 70 Miss Utility Tickets & Inspections

Madison Heights Phase II & III

- Contractor completed grading & work for the new electrical building foundation
- The building is expected to be delivered on Friday, September 5th
- Began installation of conduits between existing pumphouse & new electrical building
- Contractor made repairs to exterior slab
- Prep work began inside the reservoir
- New pumps and motor were delivered
- The reservoir will be offline until the project nears completion (2-3 month projection)

Lightening Damage - Standpipe

- Transducer was installed
- Since installation of the transducer – more failed equipment was found

Madison Road Mid-Block Crosswalk

- Met with paint contractor to discuss pricing for painting of crosswalk
- Contacted Dominion Energy and discussed light improvements to the area
- Scheduled meeting with on-call concrete contractor
- Met with RDA and discussed ADA ramp on west side of Madison Road to gather further information regarding signs with caution lights

VDH Lead & Copper Rule Improvement (LCRI) Revisions

- Staff met with consultant (120Water) to discuss the next steps for LCRI. Staff will continue to reach out to residents that have not responded with their service line materials. All service lines must be identified
- Baseline inventory of any connectors (goosenecks/pigtails) that are within our systems will need to be identified. This inventory information is due November 1, 2027
- After baseline inventory is identified then yearly submissions will be required
- Any lead or galvanized material if any is found, must be provided with our submission in 2027
- CCR (Consumer Confidence Report) will need to include information that was submitted in 2024 to make customers aware of the LCRR that was done
- Town's service line inventory was submitted and accepted by VDH (October 2024)

- Staff has received information from residents with unknown service line materials – this will be on going to update our database

Water Meter Replacement RFP

- New meter installations continue – 1837+ meters have been installed

Depot Ceiling Repairs

- Repaired and painted the sheetrock

Fiber Lync

- Staff met with Fiber Lync to discuss future extensions in Town
- Fiber Lync plans to start providing service to some of the residential areas on the east end of town

WATER TREATMENT PLANT REPORTS

**Town of Orange Water Plant
Production Data
August-25**

Raw Water Pumped 32465000.00

Less water used in production		
Filter Backwash	692,123.00	
Filter Rewash	234,240.00	
House Water	653,451.24	
Flocculation water	603,185.76	
Total production water	2,183,000.00	

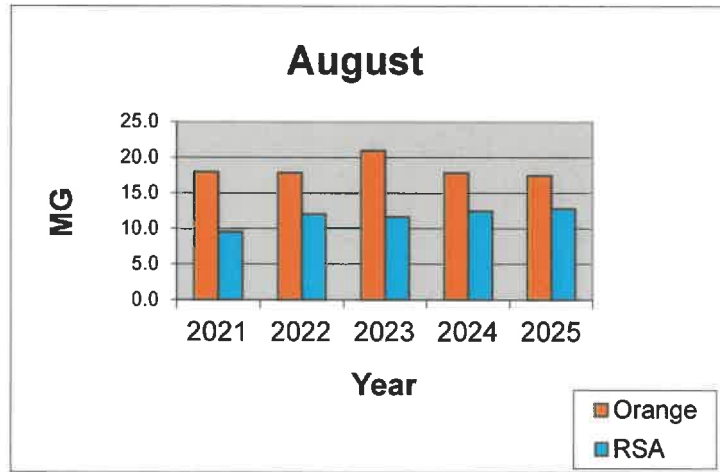
Finished Water Pumped 30282000.00

	Usage	
Town of Orange	17,438,000.00	58%
Rapidan Service Authority	12,844,000.00	42%
Total	30,282,000.00	

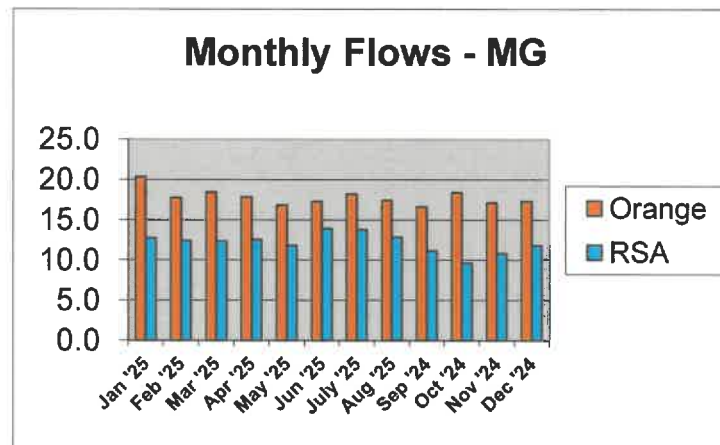
Average Water per Day

Town of Orange	562,516
Rapidan Service Authority	414,323

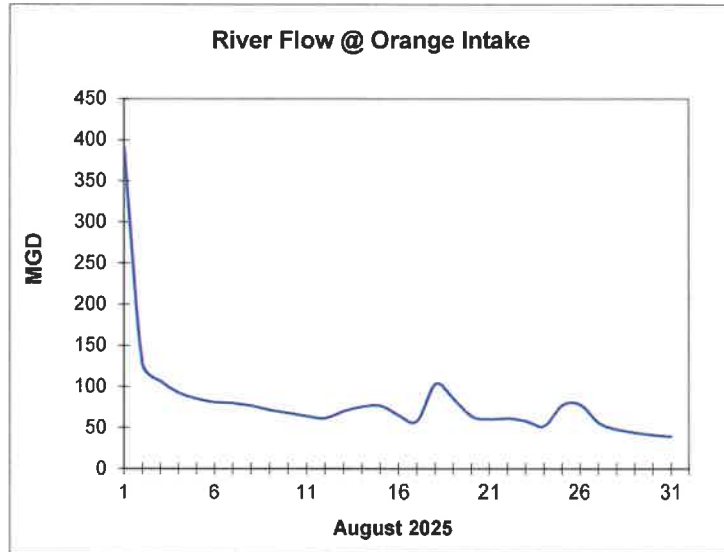
	August Flows	
	Orange	RSA
2021	17.9	9.5
2022	17.8	12.0
2023	20.9	11.6
2024	17.8	12.4
2025	17.4	12.8



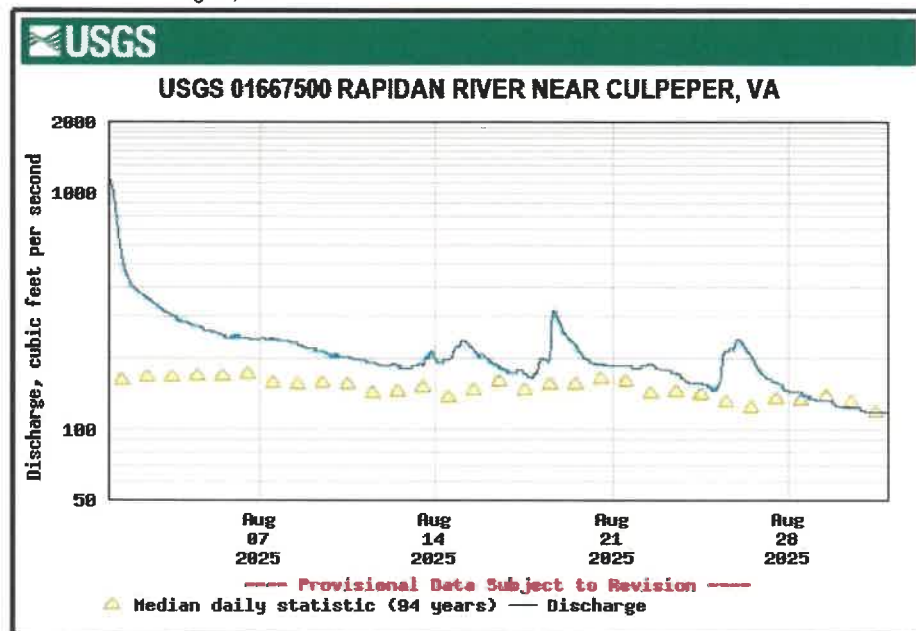
	Monthly Flows - MG	
	Orange	RSA
Jan '25	20.3	12.7
Feb '25	17.7	12.4
Mar '25	18.4	12.3
Apr '25	17.8	12.5
May '25	16.8	11.8
Jun '25	17.3	13.9
July '25	18.2	13.8
Aug '25	17.4	12.8
Sep '24	16.6	11.1
Oct '24	18.4	9.6
Nov '24	17.1	10.8
Dec '24	17.3	11.8



River Flow		
August	Orange Intake	Culpeper Gage
Day	Flow/mgd	Flow cf/s
1	391	1210
2	128	395
3	106	329
4	92	285
5	85	262
6	80	249
7	79	245
8	76	236
9	71	219
10	67	208
11	63	196
12	61	189
13	69	215
14	75	232
15	76	236
16	65	200
17	58	178
18	103	319
19	85	262
20	63	196
21	60	185
22	61	189
23	58	178
24	52	160
25	78	240
26	78	240
27	55	171
28	48	147
29	44	135
30	41	126
31	39	120

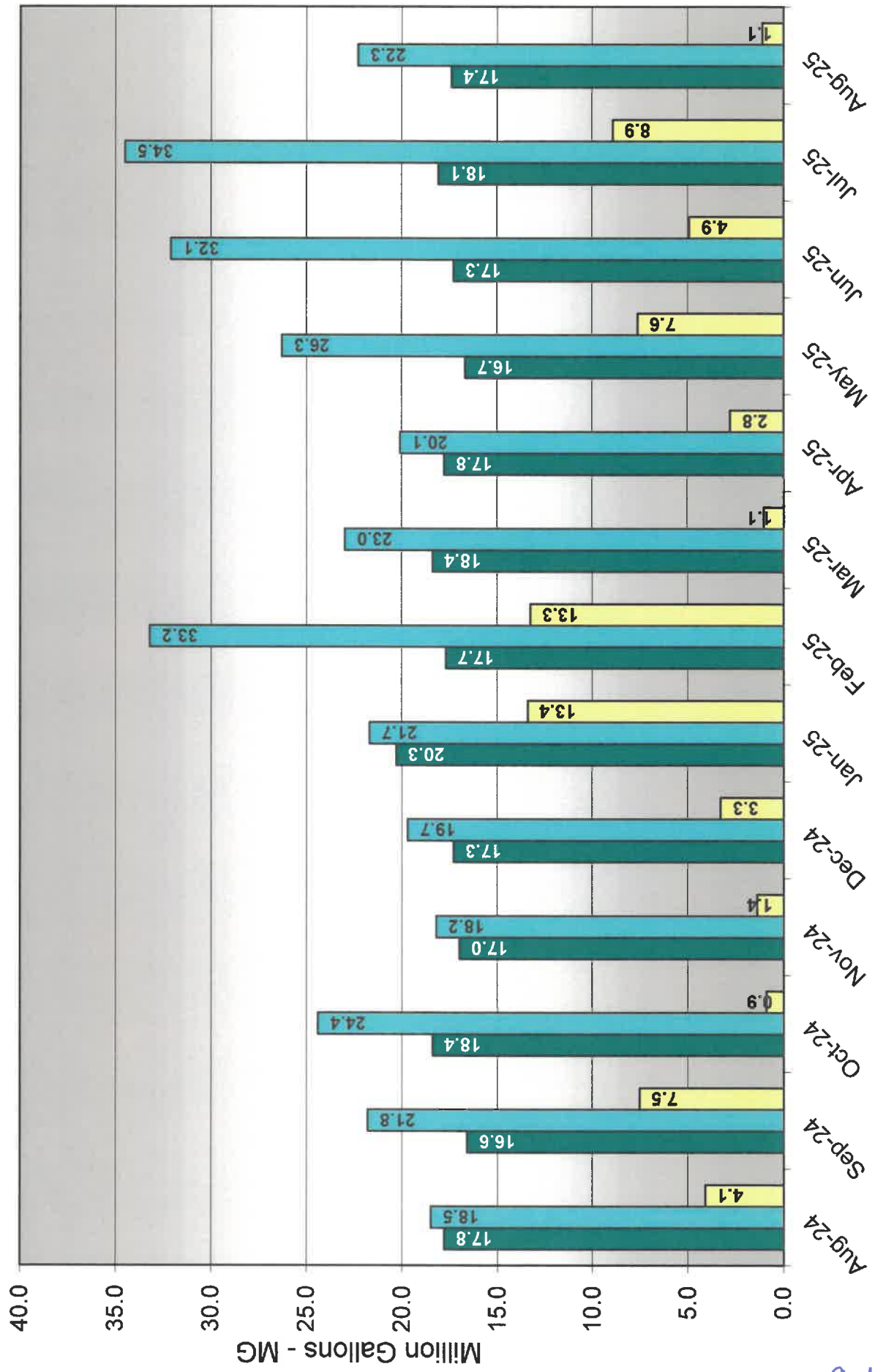


August, 2025



WASTEWATER TREATMENT PLANT REPORTS

Town Water Produced & Wastewater Flow - MG

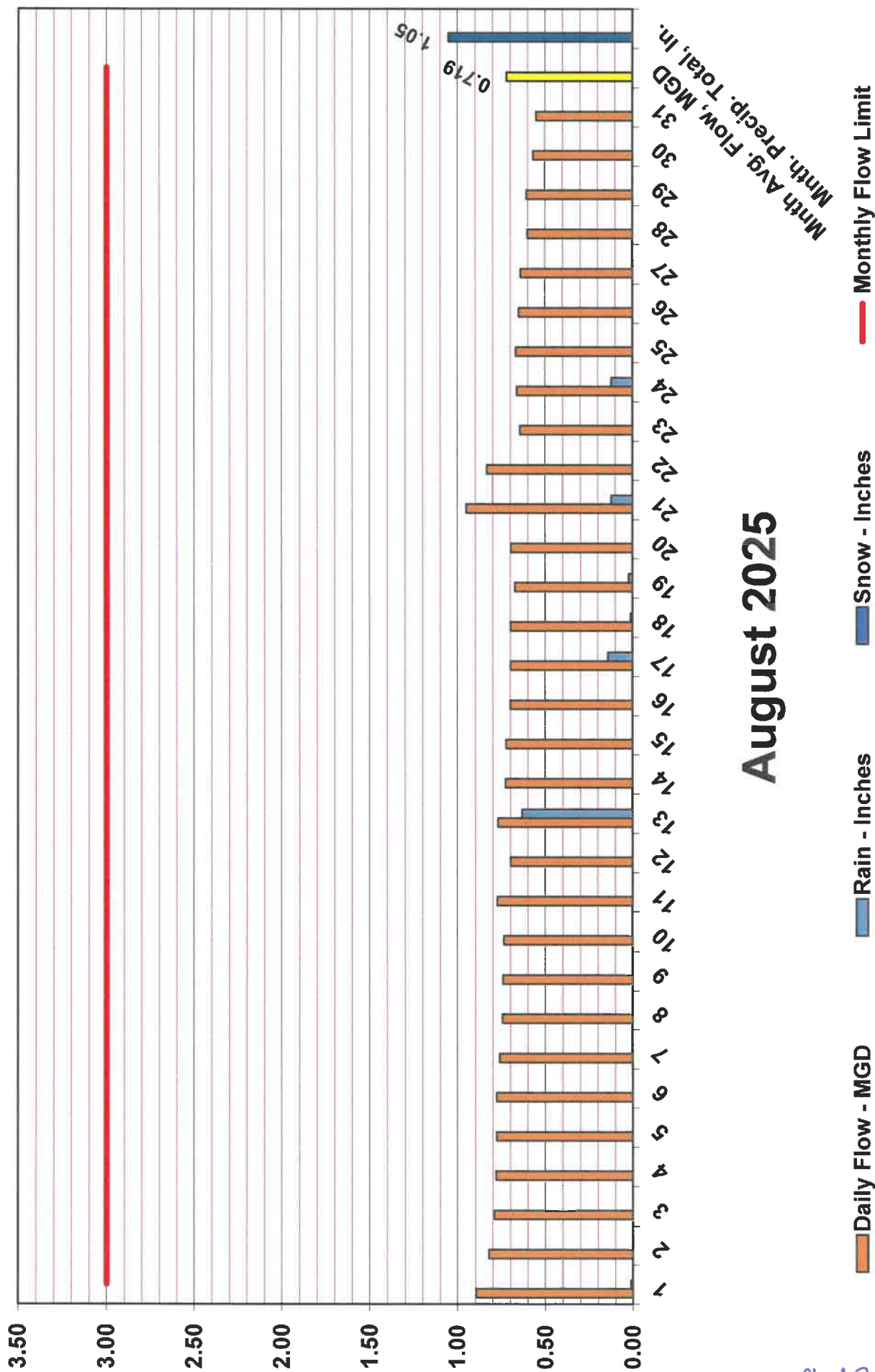


■ Rain/Snow - Inches

■ Wastewater from Town to WWTP

■ Water from WTP to Town

Town of Orange WWTP I & I Monthly Report Total Flow - 22,303 MG



PLANNING AND ZONING



Town of Orange
Department of Community Development

235 Warren Street, Orange, Virginia 22960 - 1401

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

Email: townplanner@townoforangeva.gov

MEMORANDUM

TO: Mayor Cluff and members of Town Council

FROM: Deborah C. Sturm, ICMA-CM, AICP
Director of Community Development

DATE: September 8, 2025

RE: August 2025 Department report

Provided for your information are community development updates for the past month.

Ongoing Projects

Request from Lee Garrison – Lee Garrison has purchased a piece of property adjacent to the Town boundary (to the southeast of the Houseworth subdivision) on Monrovia Road. Mr. Garrison is exploring the possibility of having the property annexed into the Town of Orange. These discussions are preliminary. At the request of staff, the Town attorney provided information on the property annexation process to document the correct process to move this request forward. There has not been any recent follow-up from Mr. Garrison. Mr. Garrison has initiated the property annexation process with the Town. The annexation process is being coordinated through the Town Attorney's office with assistance from the Community Development Director. **No change as of 9-8-2025.**

Mid-Block Pedestrian Crosswalk Study – Council voted to move this project forward at their August 18th meeting. Staff are working to coordinate various aspects of the project and met with the design engineer on August 26th to further discuss curb ramp installation requirements. The engineer is researching whether installation of the rapid flashing beacon assembly is required. Other aspects of the project are being coordinated through the Public Works Director. **FROM THE ENGINEER: "The study revealed the crosswalk is at a Tier 2 level of crossing identification per VDOT IIM-TE 384.1. In reading the strict wording, High-Visibility crosswalks and signage is required with..."consideration" of a refuge island or RRFB. The results of our study still stand that the engineer states an RRFB or refuge island needs to be installed at this location given the nature of the traffic and the surrounding area on this corridor. However, it is not strictly required by the IIM."**

The engineer's recommendation is to install the marked crossing with the minimum requirements of signage and High-Visibility markings in the short term with the understanding that the Town intends to install an RRFB at this location as part of a future corridor-wide pedestrian crossing enhancement project. The Town's estimated cost for crossing installation is \$8,000 - \$10,000.

Rappahannock Rapidan Community Services Board Madison Road Apartments Project –

The project is for the construction of a new building where the current RRCS Board office building and the Sheltering Arms building are located. These buildings will be demolished as part of this project. Rappahannock-Rapidan Community Services Board is now known as Encompass Community Supports. They are moving forward with the project and have reached out to the Town to request tap fee information for their budgeting purposes. **No change as of 9-8-2025.**

The Kean Road Subdivision Site Plan: The Planning Commission discussed the site plans at their August 25th meeting and have recommended approval of the project provided sidewalk is extended to Spicer's Mill Road. The project engineer has stated sidewalk in this area will be constructed with a subsequent phase of the project to be located at the corner of Spicer's Mill Road and North Street. The Director, Public Works Director and the Culpeper Soil and Water Conservation District are reviewing revised plan sections delivered in late August. **The Director is working with the Town Attorney to develop a stormwater management facility maintenance agreement for the project.**

Round Hill Meadows Site Plan:

- Phase 1: Punch List work on the concrete curb and gutter as well as the road pavement has been completed.
- Phase 2: **62** zoning permits have been issued and **0** more have been submitted. There are **5** lots remaining to be permitted. **Staff have heard that home construction in the subdivision is on hold until the inventory of existing available homes is reduced.**

Hilltop Drive Road Connection: The Town has requested a task order for the possible construction and pavement of a street from the end of Harper Drive to connect to the end of the street on Porterfield Drive. The consultant is discussing this option with their engineering staff. **No change as of 9-8-2025.**

Main Street/Caroline Street Streetscape Design: **The preliminary rough draft schematic for the Caroline Street concept has been provided to Council for their review. The Planning Commission will begin their review of the concept at their September 8th meeting. The Director met with the St. Thomas Episcopal Church Senior Warden to review the Caroline Street concept and the impact it will have on existing parking in front of the church. They are**

asking that a waiver be considered to allow the current parking to remain; the Director is checking with the consultant to see if this is possible.

Comprehensive Plan Update: The community survey was mailed out to residents in early September by Dominion Market Research. Comprehensive plan information was available at the Town's table at the Orange Street Festival. The Comprehensive Plan page of the Town's website has been updated to include information about the current plan update and includes a link to the community survey. Residents have begun receiving surveys in the mail; to date three surveys have been completed and returned. Letters about the comprehensive plan effort have been mailed to all local churches and the Orange County African American Historical Society to bolster involvement in the process. The first community meeting will be held from 6:30 to 8:30 p.m. in the Town's Community Room on September 25th.

Capital Improvements Plan: The Director prepared the draft FY27-32 CIP for the Planning Commission to consider in September.

Façade Improvement Grant: A \$1,000 façade improvement grant was approved for The Arts Center of Orange for refinishing of the front of the building.

RRRC Orange County – Town of Orange Best Management Practices (BMP) Assessment: The goal of the assessment is to identify 12-20 recommended priority projects for BMP implementation. The Regional Commission will handle coordination, GIS, grant writing/administration for any projects the County or Town want to pursue. The project is being done in partnership with the Friends of the Rappahannock who will do the majority of the site assessments with assistance from the Culpeper Soil and Water Conservation District. The Town and County will provide site access and express needs and priorities to guide the process. There is no commitment to implement projects, and the assessment is being done at no cost to the Town. **No change as of 9-8-2025.**

Regional Water Supply Plan: The Director is working with the Town Water Plant Facility Manager to provide Town support to the Rappahannock Rapidan Regional Commission as they update the Regional Water Supply Plan. The Regional Commission held a check-in meeting with stakeholders on September 4th. Plan development guidance is forthcoming from DEQ; plans must be updated by October 2029.

Subdivision Ordinance Review: The Director is working with the Town Attorney to review the subdivision ordinance for any amendments needed in response to Virginia code changes pertaining to review agent designation and review time frames that became effective July 1st. **No change as of 9-8-2025.**

Boards and Commissions

The Planning Commission: The Planning Commission did not meet on August 11th due to a lack of quorum but did meet for their regular meeting on August 25th. They held a public hearing to receive comment on the zoning of TM #T43-47 and also finalized their review of the Kean Road subdivision plan. The next meeting of the Commission is scheduled for September 8th where they will begin reviewing the draft FY27-32 CIP and have FOIA/COIA training with the Town Attorney.

The Board of Zoning Appeals: The Board of Zoning Appeals held an annual organizational meeting on Thursday, May 15th– this was a lunch meeting at La Naranja restaurant. Staff has learned that BZA member Gene Wagner passed away on May 9, 2025. There are now two vacancies on the Board of Zoning Appeals. No change as of 9-8-2025.

Other

The Director and the Economic Development Manager manned the Town's table at the Orange Street Festival on Saturday, September 6th.

ArcGIS training: The Director is working with the Rappahannock-Rapidan Regional Commission GIS Coordinator on an as-needed basis to learn how to use the Town's ArcGIS software to make maps needed for various projects. This training is being provided at no cost to the Town. No change as of 9-8-2025.

Monthly GIS updates: Staff are reaching out to Orange County GIS staff monthly to obtain updated data (tax parcels, addresses, driveways, etc.) to provide to the Town's GIS vendor (Timmons Group) for their ongoing update of the Town's online GIS. No change as of 9-8-2025.

Permits issued:

Sign Permits - 1

Zoning Permits – 5

Building Permits – 19

Pending:

- Ace Hardware signage – discussed permit comments with sign vendor on 05-28-25 and revised permit applications are anticipated late week. Still waiting on revised permit applications. There has been employee turnover at the sign company, and the new permit manager is waiting on information from their client before they are able to provide revised applications to the Town. No change as of 9-8-2025.
- Mary's Mountain Cookies signage – reached out this week to the sign vendor to remind them of information needed to approve the permit application. Waiting for more information to release the permit. No change as of 9-8-2025.

Site visits:

- Walkthrough of Caroline Street with Kimley-Horn for the streetscape project.
- Review of North Street in proximity to Spicer's Mill Road for sidewalk location in the context of the Kean Road Subdivision project.
- Orange Village shopping center to photograph the sign that needs to be repaired.

Meetings/training:

- Roadmap for Community Engagement in Small Cities and Towns – September 9th, ICMA webinar.
- Virginia Main Street Fall Rev Up – September 16th, Culpeper

ECONOMIC DEVELOPMENT

Economic Development:

Infrastructure:

I plan to conduct an inventory of all commercial properties in town in order to maintain a document with the address, building type, zoning, use or vacancy, amenities, owner's info so that we can quickly guide potential investors/new business owners to available properties. Debbie Sturm and I discussed criteria to be included in a matrix.

No change.

Orange County/DEQ:

DEQ sent the CPOD "clarification letter" to Orange County on the 28th.

I also asked DEQ for clarity on the town's Surface Water Withdrawal Permit (SWWP). The town currently is allocated 580 million gallons per year, but can withdraw up to 2.6M gallons in a single day and up to 63M gallons in a month. The town can increase our allocation if we demonstrate additional need through service agreements or by operating at 90% of our capacity. This is especially important if we are talking to a big water user like a data center. No change.

Business Retention and Development:

I continue to spend some of my time out in town visiting business owners to establish relationships and hear feedback.

The contract was executed with Blutot for Open Rewards on September 3rd. I have sent an initial list of about 70 town businesses to Blutot to populate the app. I have a call today (9/4) to set up our program guidelines. I am working to have all of this done so I can share the program with guests at the Street Festival on Saturday to encourage enrollment in the program. Enrollment is simply downloading the app on your phone and updating your profile and preference. It takes just a few minutes.

The Orange Open Rewards app was launched on Saturday morning in time for the Orange Street Festival. Blutot typically takes two weeks to launch, but we did it in 3 days. Currently, there are 67 business listings in the app. I am cleaning up the current listings and will start making additions. Currently, there are 16 registered users in the app. Purchases made beginning on Saturday, September 6th will earn 5% rewards.

I will make a concerted effort to meet with business owners, the chamber, and ODA to explain the app and encourage customer enrollment at the point of sale.

Orange Chamber of Commerce

I broached the subject of having a Restaurant Week with the chamber and Jess Thompson told me she is taking the lead on this. We will have a follow up meeting soon.

Orange IDA:

Dana Amos and Robert Higginbotham have been sworn in for new terms.

The IDA did not meet on September 9th. No quorum. I asked Catherine for the IDA bylaws regarding the meeting attendance policy and membership on the IDA.

Data Centers:

I had a call with Vince Barnett at VEDP. Vince is their point man on data center development in Virginia. He has an international firm flying in to Richmond today to talk about data center sites in Virginia. This company may want to do an enterprise project first according to Vince. That would be 50-100 acres. I told him we may have some viable options for consideration. I will prep some site info for him and get it to him.

I was contacted by an engineer for a large data center company on 9/3. He requested I send him some potential sites that his team can evaluate.

I sent a list of potential sites to Vince and the engineer.

Broadband:

I plan to discuss the elements of an RFP for aerial deployment of broadband in town with the town attorney. Per my Verizon call, we need to get more fiber deployed beyond the county's initial 288 strands to be competitive for data center development. I have not had any discussions with anyone at the county about this yet.

No change.

Professional Development/Outreach:

I will attend the VEDA conference September 17-19.

I will attend VTC training virtually September 23-24.

I will attend VEDP training December 9.

County ED/EDA

Julie Perry and Ian Ginger are taking the lead on a historic revitalization grant (Paul Bruhn) that could award up to \$750,000. The county and both towns are working together on one application that will be adjudicated by the County EDA if awarded. Both town managers have sent grant support letters to Julie for the application. Debbie Sturm and I will offer staff support to the EDA as needed if grant funds are awarded. Properties that we have included in the grant application as examples of rehabs in the Town of Orange are the Bank of America building, the Virginia National Bank building, and the Orange County Historical Society building. The application is due August 21, 2025.

The application was submitted on the 21st.

Julie is working with CVSBDC to set up an AI for Small Business presentation here. We plan to host in the community room. Date TBD. No change.

Orange County is applying for an EPA Brownfield assessment grant. \$500k. Funds are to be used for assessment of brownfield sites for redevelopment. Use is limited to assessment activities only, not mitigation of any issues identified. No change.

Wine and Craft Beverage half day seminar, October 29.

Orange Street Festival

Debbie and I worked the street festival all day. We had to swap booth locations, but we had a good day. Spoke to many people and received a lot of positive feedback about the town.

Orange County Farm Bureau:

I am a Farm Bureau member. I plan to attend their annual meeting on September 11th.

No change.

ODA/Orangetoberfest:

27SEP: I will assist as needed.

I met with Deanne Marshall and Amy Pent to discuss the ODA board's vision going forward, VA Main Street participation, events, ED, etc. It was a very good, candid discussion. I think they can make some board additions and make an impact downtown through their events

and advocacy and beautification efforts without fully participating with VMP. It feels like they may be finding their niche. They said they would invite me to their next board meeting.

Encompass project

Encompass sent a letter to the Orange BOS stating the county could withdraw their support for the project. I do not know exactly what precipitated this situation. Encompass ED Sheryl Reinstrom met with Orange County Administrator and County Attorney after their board meeting to discuss. I do not have the details, but I have a meeting scheduled with Sheryl Reinstrom and Crystal Hale on September 12th to get an update on the project.

No change.

Town brochure

Brochures are done. Aaron set up the email account for Lisa and I. I believe Wendy has access also. We will set up an autoreply with links to local resources, but we will also monitor the account for activity.

Gardner Property

Environmental remediation could exceed \$250,000. No change.

Is there any consensus on future use of this property?

Chatter Island

VOF easement. No update from the VFW.

No change.

National Fitness Campaign

No update.

Charters of Freedom

No update.

Waugh Property

Partial tenant announcement forthcoming. Father and son, Lee and Kayon Swaby, will open a welding shop and supply, then add a school. Harrison and I met them on-site to discuss their vision for growing into the cavernous space.

Swaby soft opening is October 1st. Ribbon cutting on October 11th.

REVPAR Hotel Study

I contacted Julie Perry. No update yet. No change.

American Woodmark property:

AW is being acquired by MasterBrands out of Ohio. They are the largest cabinet maker in the US. I contacted MB and asked what they intend to do with the AW property here.

Recruitment:

I am actively recruiting a dry cleaning business to offer drop off service in Orange. The father has 35 years' experience and the son manages their contract with the United States Secret Service. We are working on location and logistics issues. I have also contacted Woodberry Forest as a potential contract client. No change.

I had an encouraging call with a grocery store representative about opening a location in Orange. Likely timeline from initial assessment would be 2028. Don't hold me to it!

Will touch base with the rep quarterly.

Amtrak/Passenger Rail service:

I contacted Todd Stennis, Regional Director for Amtrak, based in New Orleans. I worked with Todd when we expanded passenger rail service in Culpeper back in 2008. Asking for an assessment of what the specifications for the depot, platform and rail crossings would be in order to qualify for passenger rail service.

Virginia Passenger Rail Authority is conducting an assessment of our train station for passenger rail service at my request.

Virginia Department of Rail and Public Transportation joined the conversation this morning. They will be updating the Statewide Rail Plan early next year following public meetings to solicit local input.

Culpeper Economic Development:

I met with Paige Read and Rose Deal on Wednesday. They came to Orange. We had a great brainstorming session.

Updated September 8th by Christopher H. Snider