

TOWN OF ORANGE



COUNCIL MEETING PACKAGE

MONDAY, OCTOBER 20, 2025

7:00 P.M.



**Meeting Agenda
Monday, October 20, 2025
Town of Orange Community Meeting Room**

6:00 p.m.

Town Council will convene into Closed Session in accordance with Section 2.2-3711 (A) (1) of the Code of Virginia, to consider personnel matters involving the town manager position and involving evaluation assessments; and in accordance with Section 2.2-3711 (A) (5) of the Code of Virginia, to discuss a prospective business where no previous announcement has been made of the business' or industry's interest in locating in the Town.

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 Hearing – Town Council will hold a Public Hearing on Zoning of TM #T43-47 – Higginbotham/Hemp**
- 6. 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.***
- 7. Consideration of Town Council Meeting Minutes of September 9th, 15th, 18th, and 23rd, 2025.**
- 8. Reports**
 - [A] Finance Report – (Director of Finance)**
 - [B] Liason Reports:**
 - PD-9**
 - Montpelier**
 - EDA/IDA**
 - Planning Commission**

**Town Council Meeting Agenda
October 20, 2025**

9. Unfinished Business:

10. New Business:

[A] Parking in Town.

[B] Consideration of amendment to the Town's Personnel Rules and Regulations Handbook regarding payment of Comprehensive Time and Overtime to employees.

11. Adjournment.

PUBLIC HEARINGS



**AGENDA SUMMARY
PUBLIC HEARING OUTLINE
October 20, 2025
*Agenda Item #5***

Public Hearing - Zoning of portion of TM# T43-47 – Higginbotham/Hemp

PUBLIC HEARING OUTLINE:

1. Mayor calls for presentation.
 - a. *See the enclosed summary from Director of Community Development.*
2. Mayor declares the Public Hearing open and calls for public comment.
3. Mayor declares the Public Hearing closed.
4. Mayor calls for questions/comments (if any) from the Town Council.
5. Mayor calls for vote (if any) from the Town Council.

STAFF RECOMMENDATION:

None.

TOWN COUNCIL VOTE/ MOTION FOR CONSIDERATION:

“I move that the Town Council motion to approve the zoning of 6.207 acres, known as TM #T43-47, to Traditional Residential – High (TR-H), 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: October 10, 2025
SUBJECT: 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.

On the future land use map for the Town, the subject property is adjacent to the area of the Town shown as “Civic” (see attached map). The Civic land use classification is described as “Schools, places of worship, government offices or use, clubs, institutional uses, hospitals, public nursing homes.”

Additionally, the subject property is adjacent to the Town’s Comprehensive Plan “Prospect” planning sector (see attached map). This planning sector is described as follows:

Master Plan Screening Survey

- *Characteristics – residential (including apartments) and commercial properties*
- *Pedestrian Access – Needs improvement: sidewalks do exist, but crosswalks are needed at major intersections (Rt. 15 and 20).*
- *Amenities - Prospect Heights may provide some after-school hour recreational opportunities. Many shops in the area, and residents are within easy walking distance to shops in the Downtown district.*
- *Concerns – Some of the properties need attention. Railroad divides the area and traffic concerns at the Route 20/15 intersection could be a deterrent to pedestrian access.*

Current Land Use

The Prospect Sector contains low, medium, and high density residential, commercial, civic, and civic land uses. A significant portion of the land area of the sector along Brooking Street (adjacent to railroad) is zoned as industrial although there are no current industrial uses of land presently taking place. Commercial uses are found along Rt. 15 south of Main Street.

Future Land Use

This sector now extends to the Town growth boundary/greenbelt. Dailey Drive now connects Rt. 15 South and Spicer’s Mill Road. The area west of the connector has become a new Planning Sector, similar in concept to the Kempe Planning Sector, using the Planning Sector model form of development, but with lower residential densities appropriate as a buffer between the growth boundary and Town. An irregular block road design system has been planned not only for new development in the Prospect Sector, but also for new development in the Porterfield, Gobbler Knob, and Round Hill sectors, providing multiple pathways for vehicular movement from Rt. 15 south north of town. The Rt. 20 corridor is

maintained as a primarily residential corridor sympathetic to a new Orange-Montpelier bike/hike trail, extending along the railroad and Rt. 20 to Montpelier. Land along the railroad and at the end of Brooking Street has been developed as residential high density, in a manner sensitive to the needs of the trail system. Adaptive reuse of the historic structures along and interior to Caroline Street for professional office and commercial uses has reconciled the interests of heritage and office/commercial economic development. Canopy trees are planted along Rt. 20 and Caroline Street to beautify these entrance corridors into Town.

TM #T43-47 is part of a larger tract of land situated in Orange County (TM #43-47) that has a zoning classification of Agricultural. The Orange County 2023 Comprehensive Plan Future Land Use Map shows the area adjacent to the subject property to be in the Agricultural A2 Future Land Use category (see attached map). The purpose of this category is to *“Protect the characteristics of those areas of the County that feature a mix of agricultural activities, residential neighborhoods, and small-scale commercial uses.”* (page 26, Orange County 2023 Comprehensive Plan). The definition of this category is *“Pockets of residential development interspersed between large areas of farmland and along primary and secondary highways; Scattered community commercial uses such as auto repair shops and established rural convenience stores; Public uses include airports, solid waste collection sites (including landfills), and fire and rescue stations.”* (Page 26, Orange County 2023 Comprehensive Plan).

The Traditional Residential – High zoning classification permits the following uses by-right: Accessory Dwelling Units, Agriculture, Bed and Breakfast, Duplex Dwellings, Family Day Home, Ground floor residential, Group Homes, Multi-family Dwellings, Single-Family Dwellings, and Townhouses, and provides for the following dwelling unit densities:

- Single family dwellings – 8 dwelling units per acre (49 units)
- Duplex dwellings – 16 dwelling units per acre (96 units)
- Townhouse dwellings – 10 dwelling units per acre (60 units)
- Multi-family dwellings – 30 dwelling units per acre (180 units)
- Affordable dwelling unit density bonus – 2 dwelling units per acre (12 units)

The property owner has no current plans for the development of the property.

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). The Commission's recommendation was conveyed to Council on September 15th, and Council scheduled a public hearing for their October 20th meeting to receive comment on the proposed rezoning.

Adjoining property owners were notified of the public hearing, and it was duly advertised in a paper of local circulation in accordance with Code of Virginia §15.2-2204.

ACTION

Staff recommends Council act to approve the zoning of 6.207 acres, known as TM #T43-47, to Traditional Residential – High, as presented.

MOTION FOR CONSIDERATION

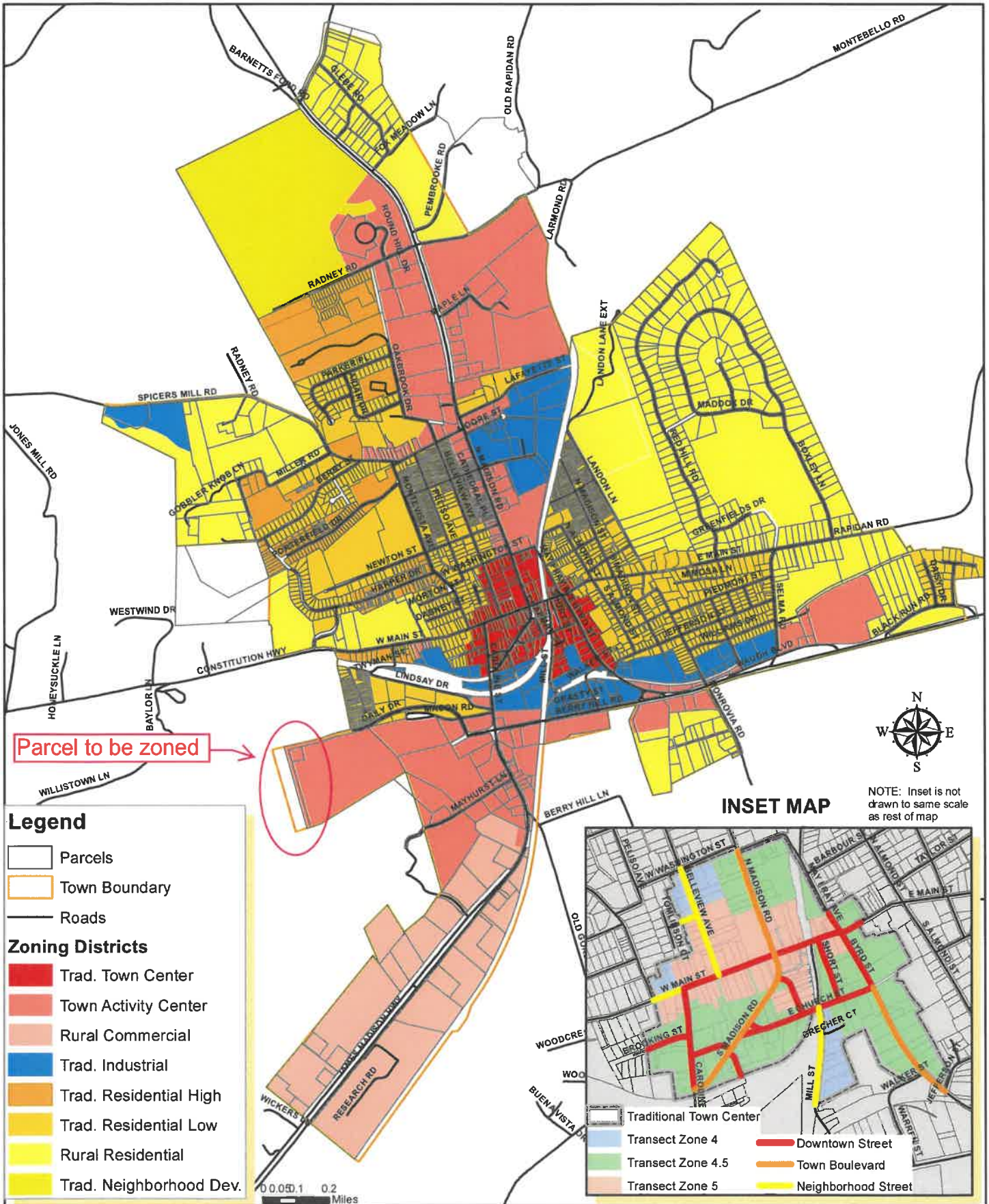
Should Council wish to act in this regard, the following motion is offered for consideration:

“Motion to approve the zoning of 6.207 acres, known as TM #T43-47, to Traditional Residential – High, as presented.”

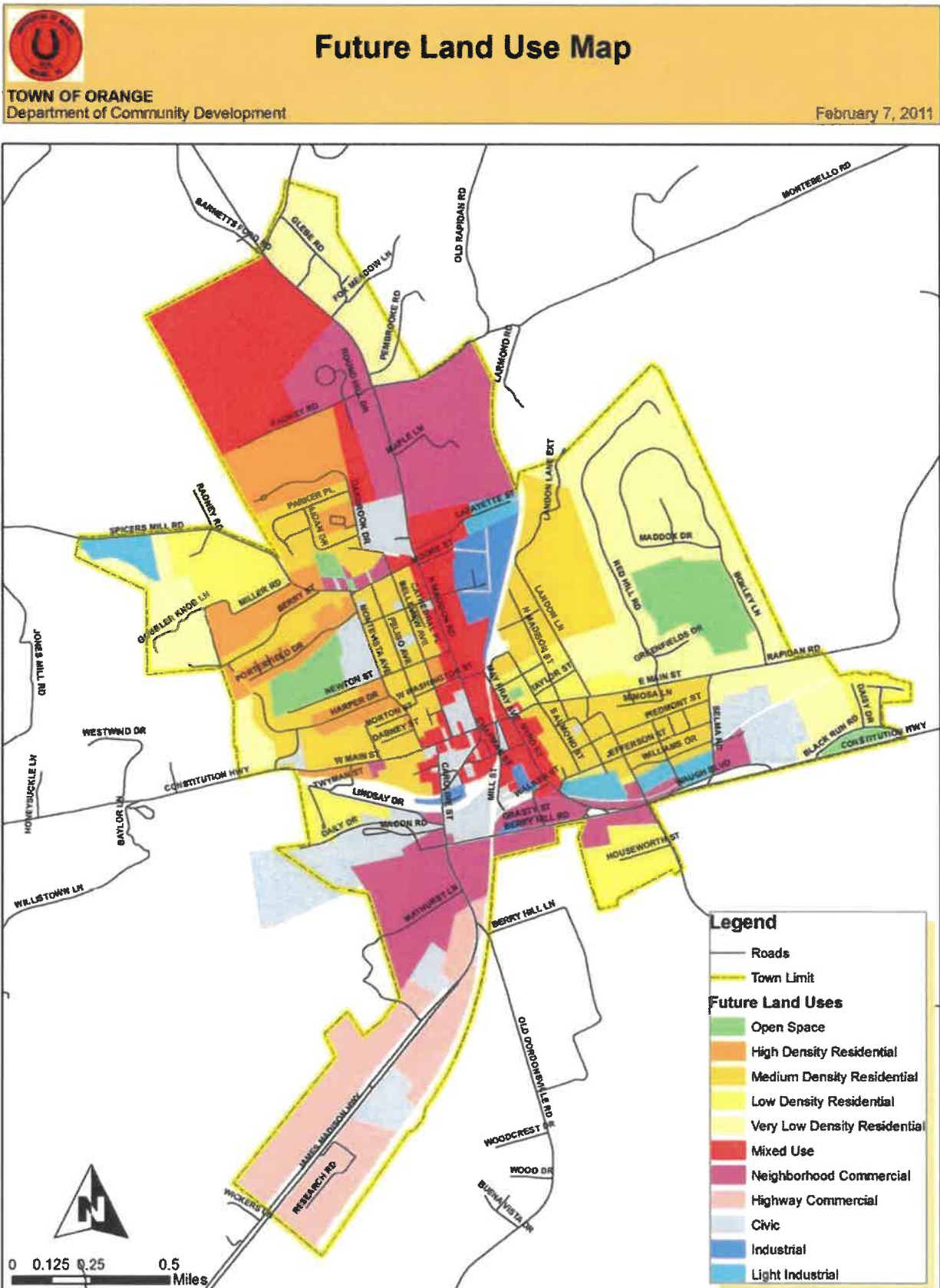


Zoning Map

ADOPTED: March 7, 2011



Future Land Use Map





Higginbotham-Hemp Property

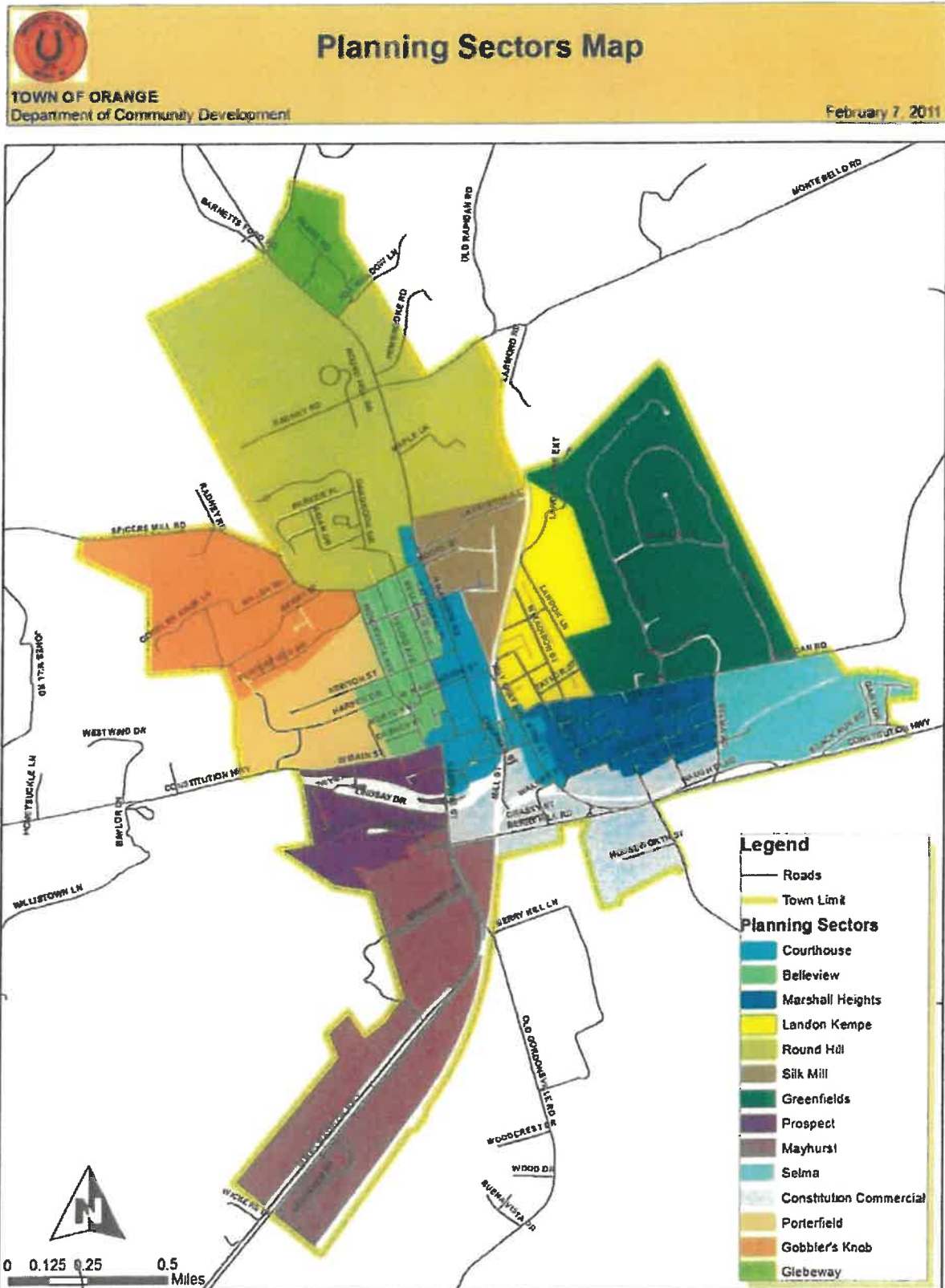
- Address
- Subdivision Boundary
- Tax Parcel
- Town Boundary
- World Imagery
- Low Resolution 15m Imagery

- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations

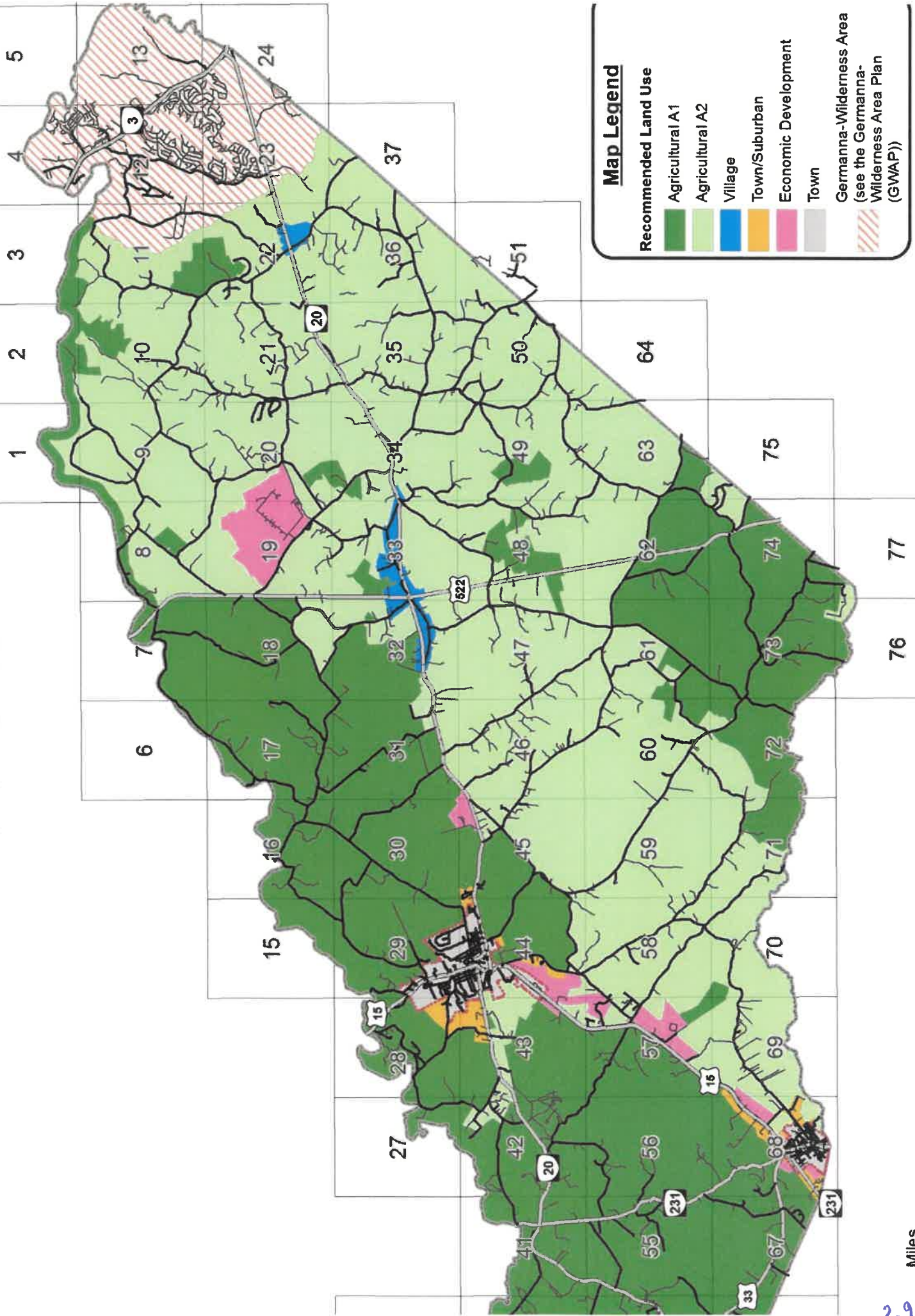
2.4m Resolution Metadata

THIS MAP IS PROVIDED WITHOUT WARRANTY OF ANY KIND, either expressed or implied, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Site-specific information is best obtained after an onsite visit by a competent professional.

Planning Sectors Map



Recommended Land Use



Adopted by the Board of Supervisors on December 17, 2013 and amended June 10, 2014 - TM 57(1)B (Economic Development to Agricultural

MINUTES

Town Council Special Meeting Minutes
September 9, 2025
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The Orange Town Council held a special 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 (arrived 5:04 p.m.), and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, 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 – absent from vote, and Councilmember Waugh-Robinson – aye. The motion carried.

DISCUSSION OF THE OVERTIME TAXATION CHANGES AS A RESULT OF THE BIG BEAUTIFUL BILL

The Town Manager discussed overtime taxation changes with Town Council as a result of the Big Beautiful Bill. After discussion, motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Pent, to make proposed changes to the Personnel Rules and Regulations Handbook as related to overtime pay. 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 CLOSED SESSION PER STATE CODE SECTION 2.2-3711 (A) (1) TO DISCUSS PERSONNEL MATTERS INVOLVING THE TOWN MANAGER'S POSITION

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, in accordance with State Code Section 2.2-3711(A)(1) to discuss personnel matters involving the Town Manager's position. On roll call vote, Councilmember Cashell – aye, Councilmember Pent – aye, Vice-Mayor Seal – aye, Councilmember Waugh-Robinson – aye, and Mayor Cluff – aye. The motion carried unanimously.

A five-minute recess was held.

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

With no further business to come before Council, the meeting was adjourned at 6:15 p.m.

Wendy J. Chewning, MMC, Town Clerk

J. Harrison Cluff, Mayor

Town Council Meeting Minutes
September 15, 2025
Page One

The Orange Town Council held a regular meeting at 7 p.m., in the Town's Community Meeting Room. Town Councilmembers present were: Mayor J. Harrison Cluff, Vice-Mayor Delmer G. Seal, Jr., Councilmembers Jason Cashell, Jeremiah Pent (arrived 7:05 p.m.), and Donna Waugh-Robinson. Staff members present were: Town Manager Gregory S. Woods, Town Clerk Wendy J. Chewning, MMC, Town Attorney Catherine Lea, Director of Finance Dianna Gomez, Director of Public Works Larry Bond, Deputy Town Clerk Kimberly Strawser, CZA,CMC, Deputy Chief Rebecca Nelson, Economic Development Director Chris Snider, and Director of Community Development Deborah Sturm, ICMA-CM, AICP.

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 recommended adding the consideration of a Proclamation honoring Gregory S. Woods for his service after the Closed Session.

A motion was made by Councilmember Cluff, seconded by Councilmember Donna Waugh-Robinson, to add the consideration of a Proclamation for Gregory S. Woods to the end of the meeting agenda. On vote, Mayor Cluff – aye, Vice-Mayor Seal – aye, Councilmember Cashell – aye, Councilmember Pent – absent during vote, and Councilmember Waugh-Robinson – aye. The motion carried.

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor 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

MRS. PAGE SULLENBERGER, NORTH MADISON STREET – TREATMENT OF THE TOWN MANAGER

Mrs. Page Sullenberger appeared before the town council and voiced her support for Gregory S. Woods, Town Manager, and her concern about his treatment. She commended his financial acumen and the work of the Town Manager and public works, considering the resources available to them. Mrs. Sullenberger stated her dismay with the Town Council and the circumstances of Mr. Woods' resignation, closing her remarks with the recommendation that council members avail themselves of training through the Virginia Municipal League.

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JUDGE FRANK SOMMERVILLE - BLUE RIDGE DRIVE, MRS. BEV BURKES – SOUTH ALMOND STREET, AND MRS. ANNE PING – SOUTH ALMOND STREET – FENCING AROUND THE STANDPIPE, MARSHALL HEIGHTS PROJECT

Judge Somerville, Mrs. Burkes, and Mrs. Ping all appeared before Town Council urging Town Council to follow through and finish the Madison Heights Phase II Project with the eight-foot decorative fencing all around the standpipe.

MS. GRAYSON BUTTERFIELD – RAPIDAN ROAD – TOWN STREET BANNERS

Ms. Butterfield questioned how the street banners in Town got chosen. Who decides? Was it the ODA, Community Development, or Town Council? Ms. Butterfield questioned why Princess Anne and Prince William of Orange were chosen for street banners. She said she understood the educational purpose behind it, but why not choose James and Dolley Madison, or the 250th anniversary of the Constitution coming up. Ms. Butterfield requested that more input be received from the community regarding street banners.

TOWN COUNCIL CONSIDERED THE TOWN COUNCIL MEETING MINUTES OF AUGUST 18th AND AUGUST 27th, 2025

The motion was made by Councilmember Pent, seconded by Councilmember Waugh-Robinson, to adopt the minutes of August 18th and August 27th, 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.

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.

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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 – The Town Manager reported that a Farm to School Gap Analysis was presented at the last PD-9 meeting. The Town Manager reported further that Ted Voorhees and John Weakley had gone off the PD-9 Board, and he would be going off at the end of the month. The Town Manager requested that anyone wishing to attend the PD-9 Annual Meeting let the Town Clerk know.

Montpelier – No report. Councilmember Cashell stated that he had reached out to Montpelier but had not heard back.

Orange County Board of Supervisors – Councilmember Cashell stated that the Orange County Board of Supervisors were working on an Economic Development Strategic Plan.

EDA/IDA – Mayor Cluff stated that there was no IDA meeting this month and he asked Chris Snider, the Town's Economic Development Manager, to report briefly on what had been happening in the Town's Economic Development Office to include: IDA, Open Rewards, Chamber Restaurant Week, VDEP sites, Virginia Economic Development Association Conference, Historic Revitalization Grant, Farm Bureau Dinner, meeting with ODA, Encompass meeting, Town brochures, a new business open, hotel study, possible new dry cleaning business, new owner of American Woodmark, and possible passenger rail in the Town of Orange.

Planning Commission – Mayor Cluff stated that the Planning Commission had been reviewing the CIP, Caroline Street addendum, and Main Street Streetscape project. Mayor Cluff encouraged everyone to fill out a Comprehensive Plan Form/Survey.

UNFINISHED BUSINESS

None.

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NEW BUSINESS

TOWN COUNCIL DISCUSSED ADDITIONAL FUNDING FOR MADISON HEIGHTS PHASE II PROJECT

The Director of Public Works stated that staff was requesting a SCADA system upgrade at the Standpipe which would allow staff to turn on the pumps remotely, efficiently help with troubleshooting, and staff would no longer have to maintain the SEI box which would be one less piece of maintenance. After discussion, motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to approve the funding in the amount of \$25,397.11 for improvement to the SCADA system for phase II of the Marshall Heights Standpipe Project. On roll call vote, Councilmember Cashell – aye, Councilmember Pent – aye, Vice-Mayor Seal – aye, Councilmember Waugh-Robinson – aye, and Mayor Cluff – aye. The motion carried unanimously.

The Director of Public Works stated that staff needed Town Council's input on the fencing for the Standpipe. The Director of Public Works stated that the choices were: 1) No upgrade to fence – Vinyl black, 2) Aluminum decorative fence only along street, 3) Steel decorative fence only along street, 4) Aluminum decorative fence entire property, and 5) Steel decorative fence entire property. The Director of Public Works stated that the estimate to fence the whole property with the aluminum decorative fence was \$44,850.

The motion was made by Councilmember Pent, seconded by Councilmember Waugh-Robinson, to appropriate up to \$50,000 for the steel decorative fencing. On roll call vote, Councilmember Pent – aye, Vice-Mayor Seal – aye, Councilmember Waugh-Robinson – aye, Councilmember Cashell – aye, and Mayor Cluff – aye. The motion carried unanimously.

The Director of Public Works thanked the Town Manager for supporting and assisting him with his transition to Director.

TOWN COUNCIL WILL CONSIDER SCHEDULING A PUBLIC HEARING FOR ZONING OF TM#T43-47-HIGGINBOTHAM/HEMP

The Director of Community Development stated that in 2002, a 6.207-acre portion of Orange County TM#43-47 was annexed into the Town of Orange. The Director of Community Development stated that 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

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become permanent unless a new one is established by amendment in accordance with Section 3-40.

The Director of Community Development stated that it had come to light that this did not occur, and the property had remained without a Town zoning classification, and thus untaxed by the Town, since it was annexed. The Director of Community Development stated further that it was the Town's desire to now assign a zoning classification to the property.

The Director of Community Development stated that she sent a letter to the property owners to offer them an opportunity to provide input on the zoning of the property. The Director stated further that the property owner desired the property to be zoned Traditional Residential - High (TR-H).

The Director of Community Development reported that the Town's 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.

The Director of Community Development stated that 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 to schedule a public hearing on August 25, 2025, to receive public comment. The Director of Community Development reported the public hearing was held and the Commission voted unanimously to recommend to Town Council that the property be zoned Traditional Residential – High.

The Director of Community Development stated 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 was considered a zoning map amendment). The Director of Community Development stated that staff was requesting that Town Council schedule a public hearing for Monday, October 20, 2025, to receive comments on the zoning of TM #T43-47 to Traditional Residential – High, as presented.

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After discussion, motion was made by Councilmember Waugh-Robinson, seconded by Councilmember Seal, to authorize staff to schedule a Public Hearing for October 20, 2025, to receive comments on the zoning of TM #T43-47 to Traditional Residential – High, 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.

CONSIDERATION OF RE-APPOINTMENT OF DEBBIE HOLCOMBE TO THE TOWN'S BOARD OF ZONING APPEALS WITH A TERM TO EXPIRE DECEMBER 1, 2030

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to 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. 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 (A) (1) TO DISCUSS PERSONNEL MATTERS INVOLVING THE TOWN MANAGER'S POSITION

The motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, in accordance with Section 2.2-3711 (A) (1) to discuss personnel matters involving the Town Manager's position. On roll vote, Vice-Mayor Seal – aye, Councilmember Waugh-Robinson – aye, Councilmember Cashell – aye, Councilmember Pent – aye, and Mayor Cluff – aye.

A five-minute recess was held.

Town Council recessed this Closed Session meeting until Thursday, September 18th at 5 p.m.

CONSIDERATION OF PROCLAMATION HONORING TOWN MANAGER GREGORY S. WOODS, TOWN MANAGER

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to adopt the Proclamation honoring Town Manager Gregory S. Woods, 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.

WHEREAS, GREGORY S. WOODS IS BEING ACKNOWLEDGED FOR HIS ACCOMPLISHMENTS AND LEADERSHIP AS TOWN MANAGER FOR THE TOWN OF ORANGE; AND

WHEREAS, MR. WOODS SERVED AS ACTING DIRECTOR OF FINANCE IN APRIL 2009; DIRECTOR OF FINANCE IN JUNE 2009 – SEPTEMBER 2010; INTERIM TOWN MANAGER BEGINNING IN SEPTEMBER 2010; AND HAS BEEN EMPLOYED AS THE TOWN OF ORANGE TOWN MANAGER SINCE NOVEMBER OF 2010 – SIXTEEN PLUS YEARS TOTAL; AND

WHEREAS, THE CITIZENS OF THE TOWN OF ORANGE WITNESSED MANY IMPROVEMENTS TO THE QUALITY OF LIFE IN TOWN DURING MR. WOODS' TENURE AS TOWN MANAGER, INCLUDING NEW POINTS OF INTEREST IN TOWN (AFRICAN AMERICAN HERITAGE PARK, TUSKEGEE AIRMAN HISTORICAL MONUMENT, ROSENWALD GRADED SCHOOL MEMORIAL, CHARTERS OF FREEDOM INSTALLATION); NEW TRASH COLLECTION SERVICE; NEW ROAD

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CONSTRUCTIONS (BYRD STREET, NORTH STREET, RAILROAD AVENUE, AND THE MAIN STREET STREETScape); RSA CONTRACT RENEWAL – INCLUDING RT. 20 AIRPORT INCLUSION; VPDES WATER WITHDRAWAL PERMIT RENEWAL; CLEAN-UP OF THE GARDNER, COLE, DAIRY KORNER, AND HABITAT HOUSE PROPERTIES; TOWN WEBSITE UPGRADE; NEW HOUSING DEVELOPMENTS; (ROUND HILL MEADOWS); NEW FIBER AGREEMENTS (FIREFLY AND FIBERLYNC); AND

WHEREAS, MR. WOODS' VISION AND LEADERSHIP LED TO SIGNIFICANT IMPROVEMENTS BEING MADE TO THE TOWN'S INFRASTRUCTURE DURING THIS TIME, INCLUDING REFURBISHMENT AND NEW CONSTRUCTION REPLACEMENT OF THE STANDPIPE; STANDPIPE RESERVOIR REFURBISHMENT AND UPGRADE; COMPLETION OF \$1.5M (FORGIVABLE LOAN) FOR THE INTERCEPTOR SEWER LINE; AND NEW IMPROVED VERIZON AND AT&T CELL TOWERS; AND

WHEREAS MR. WOODS' LEADERSHIP AND EXPERIENCE IN FINANCE LED TO THE TOWN IMPROVING ITS CASH RESERVES IN THE GENERAL FUND AND REDUCTION IN THE TOWN'S DEBT FROM \$25 MILLION TO \$7.5 MILLION WHILE RATES, TAXES, AND FEES INCREASED ON A MONTHLY AVERAGE BY \$1.55 PER YEAR.

WHEREAS MR. WOODS' FORWARD THINKING AND WORK WITH THE TOWN'S INDUSTRIAL DEVELOPMENT AUTHORITY LED TO THE DISTRIBUTION OF \$850,000 OF THE TOWN'S \$881,000 CARES ACT FUNDING TO THE TOWN BUSINESSES INCLUSIVE OF THE COVID YEARS; AND

WHEREAS MR. WOODS' OVERSIGHT AND WORK WITH TOWN COUNCIL AND DEPARTMENT HEADS LED TO UTILIZATION OF ITS \$5.3 MILLION DOLLAR ARPA FUNDING, TO IMPROVE THE TOWN'S WATER AND SEWER INFRASTRUCTURE FOR THE FUTURE; AND

WHEREAS, MR. WOODS IS RECOGNIZED AS A TIRELESS CHAMPION OF EMPLOYEES' ISSUES, INCLUDING ASSISTING WITH THE INCREASING OF EMPLOYEE SALARIES AND ADDITIONAL BENEFITS AND

WHEREAS, MR. WOODS IS A RECOGNIZED LOCAL GOVERNMENT MANAGER, HOLDING MEMBERSHIPS IN MANY PROFESSIONAL MANAGER AND COMMUNITY ORGANIZATIONS.

NOW THEREFORE, BE IT RESOLVED THAT THE TOWN COUNCIL OF THE TOWN OF ORANGE DOES HEREBY RECOGNIZE GREGORY S. WOODS FOR HIS OUTSTANDING CONTRIBUTIONS AND HIS HARD WORK AND DEDICATION TO THE TOWN OF ORANGE.

With no further business the meeting adjourned at 9:17 p.m.

Wendy J. Chewning, MMC
Town Clerk

J. Harrison Cluff, Mayor

Town Council Special Meeting Minutes
September 18, 2025
Page One

The Orange Town Council held a special 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 and Town Attorney Catherine Lea.

CALL TO ORDER

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

TOWN COUNCIL RECONVENED THEIR CLOSED SESSION MEETING FROM SEPTEMBER 15, 2025, UNDER THE PROVISIONS OF 2.2-3711 SUBSECTION (A) (1) TO DISCUSS MATTERS INVOLVING THE TOWN MANAGER'S POSITION

Town Council reconvened their Closed Session meeting from September 15, 2025, under the provisions of 2.2-3711 Subsection (A) (1) to discuss matters involving the Town Manager's position.

Town Council recessed this Closed Session meeting again until Thursday, September 23rd at 5 p.m.

With no further business to come before Council, the meeting was adjourned at 8:21 p.m.

Wendy J. Chewning, MMC, Town Clerk

J. Harrison Cluff, Mayor

Town Council Special Meeting Minutes
September 23, 2025
Page One

The Orange Town Council held a special 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 and Town Attorney Catherine Lea.

CALL TO ORDER

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

TOWN COUNCIL RECONVENED THEIR CLOSED SESSION MEETING FROM SEPTEMBER 18, 2025, UNDER THE PROVISIONS OF 2.2-3711 SUBSECTION (A) (1) TO DISCUSS MATTERS INVOLVING THE TOWN MANAGER'S POSITION

Town Council reconvened their Closed Session meeting from September 18, 2025, under the provisions of 2.2-3711 Subsection (A) (1) to discuss matters involving the Town Manager's position.

The motion was made by Mayor Cluff, seconded by Councilmember Waugh-Robinson, to come out of Recess/Closed Session and back into Open Session. On roll call vote, Councilmember Pent, aye, Vice-Mayor Seal – aye, Councilmember Waugh-Robinson – aye, Councilmember Cashell – aye, and Mayor Cluff – aye. The motion carried unanimously.

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(A) (1) that individuals only discussed matters involving the Town Manager's position. On roll vote, Vice-Mayor Seal – swear, Councilmember Waugh-Robinson – swear, Councilmember Cashell – swear, Councilmember Pent – swear, and Mayor Cluff – swear. The motion carried unanimously.

Motion was made by Councilmember Waugh-Robinson, seconded by Vice-Mayor Seal, to approve an agreement with Christopher H. Snider as the Town's Interim Town Manager. On roll vote, Councilmember Waugh-Robinson – aye, Councilmember Cashell – nay, Councilmember Pent – nay, Vice-Mayor Seal – aye, and Mayor Cluff – aye. The motion carried with two members voting nay.

With no further business to come before Council, the meeting was adjourned at 5:29 p.m.

Wendy J. Chewning, MMC, Town Clerk

J. Harrison Cluff, Mayor

REPORTS

FINANCE REPORT



Town of Orange
Director of Finance's Office

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

MEMORANDUM

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

The following is a summary report of the financial condition of the Town as of September 30, 2025, the third period of FY 2026 budget as approved. This report covers 25% of the current fiscal year. Please review the attached schedules for specific category results.

General Fund

General Fund revenues year to date were \$1,575,037 or 17.18% 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 \$127,480 higher than the budget.

Prior year General Fund revenues year to date (excluding Capital Improvements) were 26.6% of the FY 2025 annual budget. This compares to 26.8% for this fiscal year.

Tax revenue for the month was \$288,679, of which 58% was derived from Meals Tax and 14% came from Local Sales tax.

Year to date Tax revenue was \$68,985 higher than budget. This was driven by Meals Tax.

Year to date General Fund expenditures were \$1,636,033 or 17.85% 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 \$571,805 or 13.52% of the annual budget. Year to date revenue (excluding reserve usage) was \$74,947 higher than the budget driven by Water Sales.

Prior year Water Fund revenues year to date (excluding ARPA) were 26.3% of the FY 2025 annual budget. This compares to 23.7% for this fiscal year.

Year to date Water Fund expenditures of \$1,053,391 were 24.91% of the annual budget. Received VDH reimbursement of \$1,843,887 inception to date; an additional \$475,677 will be submitted for the third quarter. Costs are in line with the budget for the period considering the timing of the debt payments (\$63,570).

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

Waste Water Fund

Sewer Fund Revenues year to date were \$577,557 or 21.35% of the annual budget. Year to date revenue (excluding reserve usage) was \$59,050 higher than budget driven by the Nutrient Credit Exchange and Septic Hauling fees. We changed our billing policy for septic haulers: they are charged for a full tank even if the truck is not full.

Prior year Sewer Fund Revenues year to date (excluding ARPA) were 26.4% of the FY 2025 annual budget. This compares to 26.4% for this fiscal year.

Year to date Sewer Fund expenditures of \$459,086 were 16.97% of the annual budget.

Cash Balances

The combined cash balance for the Town's Funds as of September 30, 2025, was \$6,512,971 with \$4,647,566 reserved for projects or dedicated to specific uses. The cash balance includes \$1,747,814 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 September 30, 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 September 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	14,656	41	14,697	625,303	640,000	0
Personal Property	231,000	3,197	21,772	24,970	206,031	231,001	1
Public Service Corp.	23,000	-	-	-	23,000	23,000	-
Delinquent	-	-	-	-	-	-	-
Cigarette	63,000	9,125	5,400	14,525	47,250	61,775	(1,225)
Bank Franchise	145,000	-	-	-	145,000	145,000	-
Utility Consumer	221,600	36,879	19,012	55,891	166,199	222,090	490
Electric Consumption	14,000	2,121	1,183	3,305	10,499	13,804	(196)
Local Sales	375,000	71,429	39,299	110,728	281,250	391,978	16,978
Motor Vehicle Registration Fees	105,000	2,970	12,828	15,799	91,500	107,299	2,299
Business & Prof. License	200	100	200	300	100	400	200
Meals	1,800,000	331,964	168,113	500,077	1,350,000	1,850,077	50,077
Transient/Occupancy	160,000	29,985	10,932	40,917	120,001	160,918	918
Communications	115,000	18,294	9,899	28,192	86,251	114,443	(557)
Sub-Total Taxes	3,892,800	520,722	288,679	809,401	3,152,384	3,961,785	68,985
Licenses & Permits							
Licenses & Permits	100	-	-	-	100	100	-
Sub-Total Licenses	100	-	-	-	100	100	-
Fines & Forfeitures							
Court Fines	100,000	28,303	9,977	38,280	70,001	108,281	8,281
Sub-Total Fines	100,000	28,303	9,977	38,280	70,001	108,281	8,281
Intergovernmental - State							
Skills Games Fee	-	-	-	-	-	-	-
Rolling Stock	6,600	8,120	-	8,120	-	8,120	1,520
Motor Vehicle Rental	40,000	8,436	3,394	11,830	30,001	41,831	1,831
Mobile Home (RV) Registration	-	-	-	-	-	-	-
Law Enforcement Assistance	132,504	35,144	1,532	36,675	99,378	136,053	3,549
PPTR Revenue	89,615	89,615	-	89,615	-	89,615	-
State Highway Maint. Fund	1,309,320	-	337,838	337,838	981,990	1,319,828	10,508
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	141,314	342,764	484,078	1,139,114	1,623,192	17,408
Investments/Sales of Assets							
Interest Income	150,000	22,621	11,202	33,823	112,500	146,323	(3,677)
TowerCom Capital Lease	-	-	-	-	-	-	-
Sale of Surplus Property	-	52	-	52	-	52	52
Sales of Recycled Materials	-	-	-	-	-	-	-
Sub-Total Investments/Sales of Asset	150,000	22,673	11,202	33,875	112,500	146,375	(3,625)
User Fees							
Planning & Development Fees	3,000	939	545	1,484	1,750	3,234	234
Transit Collections	24,336	6,084	-	6,084	18,252	24,336	-
Porterfield Park Shelter	2,000	375	200	575	1,499	2,074	74
Depot Community Room	1,500	195	-	195	1,250	1,445	(55)
Public Works Community Room	2,800	1,245	300	1,545	1,501	3,046	246
Trash Collection - Commercial	50,000	5,328	2,554	7,882	37,499	45,381	(4,619)
Trash Collection - Residential	117,600	23,026	11,614	34,641	88,200	122,841	5,241
Taylor Park	100	-	-	-	100	100	-
Sub-Total User Fees	201,336	37,192	15,213	52,405	150,051	202,456	1,120
Miscellaneous Revenue							
Misc. General Fund Revenue	10,000	8,235	6,955	15,190	7,497	22,687	12,687
DMV Stop Fees	2,000	275	125	400	1,499	1,899	(101)
Administrative Fee	3,000	385	150	535	2,250	2,785	(215)
VRTA Reimbursements - TOOT	-	7,249	3,174	10,423	-	10,423	10,423
Expenditure Refunds	15,000	27,192	325	27,517	-	27,517	12,517
Internal Charges	459,070	76,512	38,256	114,768	344,302	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	119,848	48,985	168,832	1,088,242	1,257,074	35,311

**Town of Orange
Revenue Accounts
Month of September 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	
Total General Fund	7,171,784	870,052	716,819	1,586,872	5,712,392	7,299,264	127,480
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	870,052	716,819	1,586,872	8,260,892	9,847,764	127,480
Water Fund							
Investments/Sales of Assets							
Interest Income	60,000	19,988	9,528	29,517	45,000	74,517	14,517
Sale of Surplus Property	-	-	-	-	-	-	-
Sub-Total Investments/Asset Sales	60,000	19,988	9,528	29,517	45,000	74,517	14,517
Utility Revenues							
Water Sales	1,590,000	308,154	148,050	456,205	1,192,500	1,648,705	58,705
Water Availability	45,000	-	-	-	45,000	45,000	-
Water Reconnection Fees	20,000	2,850	1,950	4,800	14,999	19,799	(201)
Sub-Total Utility	1,655,000	311,004	150,000	461,005	1,252,499	1,713,504	58,504
Miscellaneous Revenue							
Miscellaneous Revenues	38,650	3,214	963	4,177	36,400	40,577	1,927
Expenditure Refunds	-	-	-	-	-	-	-
Water Fund Grant	890,313	77,270	-	77,270	813,043	890,313	(0)
Reserve Fund	1,585,509	-	-	-	1,585,509	1,585,509	-
Sub-Total Miscellaneous	2,514,472	80,484	963	81,447	2,434,952	2,516,399	1,927
Total Water Fund	4,229,472	411,476	160,492	571,968	3,732,451	4,304,419	74,947
Sewer Fund							
Investments/Sales of Assets							
Interest Income	-	-	-	-	-	-	-
Sub-Total Interest	-	-	-	-	-	-	-
Utility Revenues							
Sewer Sales	1,690,000	291,470	144,336	435,806	1,267,497	1,703,303	13,303
Sewer Availability	184,950	-	-	-	184,950	184,950	-
Sewer Sales - Sludge	80,000	15,769	17,754	33,524	59,999	93,523	13,523
Sub-Total Utility	1,954,950	307,239	162,090	469,329	1,512,446	1,981,775	26,825
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	41,364	6,739	48,103	80,497	128,600	(1,400)
Septic Hauling	66,000	20,995	18,883	39,878	44,500	84,378	18,378
Expenditure Refunds	-	-	-	-	-	-	-
Transfers	-	-	-	-	-	-	-
Reserve Fund	(6,471)	-	-	-	(6,471)	(6,471)	-
Sub-Total Miscellaneous	196,529	82,605	25,623	108,227	120,526	228,753	32,224
Total Sewer Fund	2,151,479	389,844	187,713	577,557	1,632,972	2,210,529	59,050
Total Revenues	16,101,235	1,671,372	1,065,024	2,736,396	13,626,315	16,362,711	261,476

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TOWN OF ORANGE

Fund Balances

The following numbers represent our best estimates of
unencumbered fund balances (cash) as of September 30, 2025:

	Cash Balance	Encumbered	Unencumbered Balance
General Fund	\$ 6,158,846	\$ -	\$ 6,158,846
Capital Improvement Fund	(3,854,513)	2,409,468	(6,263,981)
Water Fund	4,701,814	1,505,875	3,195,939
Sewer Fund	(703,711)	521,688	(1,225,399)
Water Deposit Fund	100,587	100,587	-
Taylor Park Fund	74,366	74,366	-
Grant Fund	35,582	35,582	-
Totals	<u>\$ 6,512,971</u>	<u>\$ 4,647,566</u>	<u>\$ 1,865,405</u>

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

Town Debt Service
As of September 30, 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	\$ 62,833	\$ 870,000	\$ 50,000
<u>Sewer Fund</u>								
New WWTP	11/2035	\$ 15,882,032	\$ 6,828,199	\$ 650,304	\$ -	\$ 650,304	\$ 6,828,199	\$ -
Total Debt Service		\$ 18,078,032	\$ 7,748,199	\$ 776,707	\$ 63,570	\$ 713,137	\$ 7,698,199	\$ 50,000

Town of Orange
 ARPA Funds
 As of September 30, 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	552,946.31	316,339.69	316,339.69	-
			<u>2,734,200.00</u>	<u>2,319,563.16</u>	<u>414,636.84</u>	<u>414,636.84</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		27,790.00	27,790.00	-	-	-
	125 HP Intake Pump		87,383.12	87,383.12	-	-	-
	Liquid Feed System		168,216.18	168,216.18	-	-	-
	Water Meter Replacement		1,233,685.68	1,079,725.56	153,960.12	153,960.12	-
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	127,454.36	86,523.68	86,523.68	-
	Sewer Lines - Brizzolara		318,854.35	145,990.75	172,863.60	172,863.60	-
				-	-	-	-
	Totals	<u>5,287,184.00</u>	<u>3,441,621.07</u>	<u>1,845,562.93</u>	<u>1,845,562.93</u>	<u>-</u>	
		<u>8,021,384.00</u>	<u>5,761,184.23</u>	<u>2,260,199.77</u>	<u>2,260,199.77</u>	<u>-</u>	

**FINANCIAL STATEMENT ENDING
SEPTEMBER 2025**

**Town of Orange
Financial Statement
September, 2025
25% 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	713,183.13	1,575,036.54	17.18%	4,310,709.46
GF-CAP IMPROVEMENTS	1,932,500.00	1,347,774.00	-	-		3,280,274.00
WATER	1,857,945.00	2,371,527.00	160,438.05	571,804.95	13.52%	3,657,667.05
SEWER	2,151,479.00	554,264.00	187,712.88	577,556.55	21.35%	2,128,186.45
GRANTS/SPECIAL REVENUE	-	-	3,596.55	11,713.87	0.00%	(11,713.87)
WATER DEPOSIT	-	-	53.98	163.11	0.00%	(163.11)
TAYLOR PARK	-	-	39.75	120.51	0.00%	(120.51)
TOTAL	\$ 11,799,170.00	\$ 4,302,065.00	\$ 1,065,024.34	\$ 2,736,395.53	N/A	\$ 13,364,839.47

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	454,400.72	1,611,342.20	17.85%	4,274,403.80
GF-CAP IMPROVEMENTS	1,932,500.00	1,347,774.00	7,754.11	24,690.35		3,255,583.65
WATER	1,857,945.00	2,371,527.00	609,660.08	1,053,390.86	24.91%	3,176,081.14
SEWER	2,151,479.00	554,264.00	167,689.26	459,085.99	16.97%	2,246,657.01
GRANTS/SPECIAL REVENUE	-	-	3,173.78	6,783.05	0.00%	(6,783.05)
WATER DEPOSIT	-	-	-	-	0.00%	-
TAYLOR PARK	-	-	-	-	0.00%	-
TOTAL	\$ 11,799,170.00	\$ 4,302,065.00	\$ 1,242,677.95	\$ 3,155,292.45	N/A	\$ 12,945,942.55

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

**Town of Orange
Financial Statement
September 2025
25% 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	-	288,679.42	809,400.99	20.79%	3,083,399.01
LICENSES & PERMITS	100.00	-	25.00	25.00	25.00%	75.00
FINES	100,000.00	-	9,976.66	38,280.03	38.28%	61,719.97
STATE FUNDS	1,605,784.00	-	342,359.97	482,895.71	30.07%	1,122,888.29
INV / SALE OF ASSETS	-	-	-	-	0.00%	0.00
USER FEES	201,336.00	-	15,188.04	52,354.33	26.00%	148,981.67
MISCELLANEOUS	639,070.00	-	56,954.04	192,080.48	30.06%	446,989.52
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	\$ 713,183.13	\$ 1,575,036.54	26.76%	\$ 4,310,709.46

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	4,338.16	104,385.34	61.97%	64,070.66
TOWN MANAGER	405,173.00	10,000.00	27,924.64	93,941.71	22.63%	321,231.29
TOWN ATTORNEY	41,500.00	-	6,000.00	9,405.00	22.66%	32,095.00
FINANCE DEPARTMENT	478,074.00	-	36,731.46	103,432.37	21.64%	374,641.63
ELECTIONS	-	-	-	-	0.00%	0.00
POLICE DEPARTMENT	1,985,350.00	-	148,620.97	508,670.92	25.62%	1,476,679.08
FIRE AND RESCUE	62,000.00	-	-	40,000.00	64.52%	22,000.00
PUBLIC WORKS	1,764,591.00	-	141,261.00	405,677.83	22.99%	1,358,913.17
TRASH COLLECTION	197,906.00	-	21,049.83	58,643.85	29.63%	139,262.15
MUNICIPAL BUILDING	53,884.00	-	2,883.06	21,083.27	39.13%	32,800.73
DEPOT	16,000.00	-	7,501.32	9,878.23	61.74%	6,121.77
TRANSPORTATION SYSTEM	135,631.00	-	-	33,907.75	25.00%	101,723.25
PARKS AND GROUNDS	29,700.00	4,000.00	1,227.20	4,596.34	13.64%	29,103.66
COMMUNITY DEVELOPMENT	198,569.00	12,000.00	15,428.05	36,885.96	17.52%	173,683.04
ECONOMIC DEVELOPMENT	119,442.00	-	16,069.29	37,079.20	31.04%	82,362.80
NON-DEPT - DEBT & OTHER	203,470.00	-	25,365.74	143,754.43	70.65%	59,715.57
NON-DEPT - DONATIONS	-	-	-	-	0.00%	0.00
NON-DEPT - CAPITAL	-	-	-	-	0.00%	0.00
TOTAL	\$ 5,857,246.00	\$ 28,500.00	\$ 454,400.72	\$ 1,611,342.20	27.38%	\$ 4,274,403.80

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

**Town of Orange
Financial Statement
September 2025
25% of Budget Year
General Fund - Capital Improvements**

REVENUES

DESCRIPTION	FY-2026 BUDGET		COLLECTED	COLLECTED	PERCENT	REMAINING
	ORIGINAL	CHANGES	MTD	YTD	COLLECTED	BALANCE
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	EXPENSED	PERCENT	REMAINING
	ORIGINAL	CHANGES	MTD	YTD	EXPENSED	BALANCE
ROAD PROJECTS	275,000.00	725,968.00	4,149.61	11,917.26	1.19%	989,050.74
MACHINERY & EQUIPMENT	287,500.00	-	1,235.00	3,650.97	1.27%	283,849.03
MADISON/MAIN STREET ENGINEERIN	1,000,000.00	610,806.00	-	-	0.00%	1,610,806.00
COMPUTERS	30,000.00	-	1,141.50	7,894.12	26.31%	22,105.88
POLICE DEPT RENOVATIONS	40,000.00	-	-	-	0.00%	40,000.00
COMMUNITY ROOM IMPROVEMENTS	-	11,000.00	1,228.00	1,228.00	11.16%	9,772.00
CAP. OUTLAYS - WATER/SEWER LIN	300,000.00	-	-	-	0.00%	300,000.00
TOTAL	\$ 1,932,500.00	\$ 1,347,774.00	\$ 7,754.11	\$ 24,690.35	\$ 0.40	\$ 3,255,583.65

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

**Financial Statement
September 2025
25% 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	-	148,050.41	456,204.53	28.69%	1,133,795.47
WATER AVAILABILITY	45,000.00	-	-	-	0.00%	45,000.00
WATER RECONNECTIONS	20,000.00	-	1,950.00	4,800.00	24.00%	15,200.00
EXPENDITURE REFUNDS	-	-	-	-	0.00%	-
MISCELLANEOUS	98,650.00	-	10,437.64	33,530.75	33.99%	65,119.25
ARPA - NEU FUNDS	-	890,313.00	-	77,269.67	8.68%	813,043.33
RESERVE FUND	104,295.00	1,481,214.00	-	-	0.00%	1,585,509.00
TOTAL	\$ 1,857,945.00	\$ 2,371,527.00	\$ 160,438.05	\$ 571,804.95	13.52%	\$3,657,667.05

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.	-	2,371,527.00	441,538.41	558,014.64	23.53%	1,813,512.36
WATER TREATMENT	1,435,065.00	-	129,345.26	352,089.48	24.53%	1,082,975.52
WATER DISTRIBUTION	296,437.00	-	38,776.41	79,716.74	26.89%	216,720.26
NON-DEPT - DEBT & OTHER	126,443.00	-	-	63,570.00	50.28%	62,873.00
TOTAL	\$ 1,857,945.00	\$ 2,371,527.00	\$ 609,660.08	\$ 1,053,390.86	\$ 1.25	\$ 3,176,081.14

**Town of Orange
Financial Statement
September 2025
25% 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	-	144,336.03	435,805.73	25.79%	1,254,194.27
SEWER AVAILABILITY FEES	184,950.00	-	-	-	0.00%	184,950.00
SEWER SALES - SLUDGE	80,000.00	-	17,754.26	33,523.50	41.90%	46,476.50
NUTRIENT CREDIT	5,000.00	-	-	20,243.23	404.86%	(15,243.23)
LEACHATE	130,000.00	-	6,739.18	48,103.35	37.00%	81,896.65
SEPTIC HAULING	66,000.00	-	18,883.41	39,877.98	60.42%	26,122.02
MISCELLANEOUS	2,000.00	-	-	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	\$ 187,712.88	\$ 577,556.55	21.35%	\$ 1,573,922.45

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	-	140,315.45	369,457.82	28.89%	909,201.18
SEWER COLLECTION	222,426.00	-	17,518.81	57,052.30	25.65%	165,373.70
NON-DEPT - DEBT & OTHER	650,394.00	-	-	-	0.00%	650,394.00
CAPITAL OUTLAYS - ARPA	-	554,264.00	9,855.00	32,575.87	5.88%	521,688.13
TOTAL	\$ 2,151,479.00	\$ 554,264.00	\$ 167,689.26	\$ 459,085.99	16.97%	\$ 2,246,657.01

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

BILLS AND CLAIMS

For the month of SEPTEMBER 2025

**TOWN OF ORANGE
CHECK REGISTER**

SEPTEMBER 1 - 30, 2025

Check #	Check Date	Vendor Name	Net Amount
1510	9/22/2025	OEI EVENTS	\$ 2,750.00
1512	9/22/2025	VRWA	500.00
1516	9/22/2025	NORVELLE, CHRISTOPHER	520.00
1517	9/22/2025	FISHER, ROBERT	459.00
1518	9/22/2025	MECKLENBURG CIRCUIT COURT	412.14
1519	9/22/2025	SPOTSYLVANIA CIRCUIT COURT	322.60
1520	9/22/2025	CATHERINE B. LEA	6,000.00
1528	9/30/2025	US TREASURY	385.17
9125	9/22/2025	ANTHEM BLUE CROSS & BLUE SHIELD	74,054.00
9225	9/22/2025	TREASURER OF VIRGINIA	60,299.78
9325	9/22/2025	EMPOWER	900.00
9425	9/22/2025	VOYA FINANCIAL	1,099.46
9525	9/22/2025	VOYA FINANCIAL	992.18
9625	9/22/2025	VOYA FINANCIAL	1,099.46
9725	9/22/2025	VOYA FINANCIAL	862.95
37818	9/5/2025	ACE OF VIRGINIA	603.84
37819	9/5/2025	ADT SECURITY SERVICES	46.50
37820	9/5/2025	AMAZON CAPITAL SERVICES	3,293.29
37821	9/5/2025	AMERICAN GREEN	227.00
37822	9/5/2025	ATLANTIC DOMINION DISTRIBUTORS	1,642.92
37823	9/5/2025	BAKER, DWIGHT	50.99
37824	9/5/2025	BASIC PLUMBING	3,802.51
37825	9/5/2025	TRUIST	8,368.09
37826	9/5/2025	BEVERAGE TRACTOR & EQUIP, LLC	29.99
37827	9/5/2025	BMS DIRECT	919.87
37828	9/5/2025	BOWERS BUILDING	1,425.00
37829	9/5/2025	CCLS INCORPORATED	964.41
37830	9/5/2025	CENTRAL VIRGINIA ELECTRIC COOP	194.11
37831	9/5/2025	CINTAS CORPORATION #385	2,619.05
37832	9/5/2025	DEBORAH MARLENE WAREHAM	50.00
37833	9/5/2025	DMV	175.00
37834	9/5/2025	DOMINION ENERGY VIRGINIA	10,083.53
37835	9/5/2025	EAGLE ELECTRICAL	5,075.00
37836	9/5/2025	EZ PERFORMANCE CENTER	59.97
37837	9/5/2025	FEDEX	450.64
37838	9/5/2025	FORTILINE INC	5,097.23
37839	9/5/2025	HACH COMPANY	1,115.85

37840	9/5/2025	IDEXX DISTRIBUTION, INC	337.99
37841	9/5/2025	LINDE GAS & EQUIPMENT INC	53.26
37842	9/5/2025	MILLER'S SUPPLIES AT WORK	2,226.12
37843	9/5/2025	MINNESOTA LIFE INSURANCE CO	1,872.08
37844	9/5/2025	ORANGE TIRE INC	110.00
37845	9/5/2025	PACE ANALYTICAL SERVICES, INC	213.40
37846	9/5/2025	THE PERKINSON CO., INC	27,790.00
37847	9/5/2025	RAPIDAN SERVICE AUTHORITY	23.51
37848	9/5/2025	SIEMENS INDUSTRY, INC	3,630.20
37849	9/5/2025	SPEX CERTIPREP, LLC	292.53
37850	9/5/2025	STEROBEN ASSOCIATES	4,180.00
37851	9/5/2025	THORPE'S TREE SERVICE & LANDSC	7,480.00
37852	9/5/2025	TOWN OF ORANGE	2,926.59
37853	9/5/2025	TRACTOR SUPPLY CREDIT PLAN	254.80
37854	9/5/2025	UBEO LLC	902.52
37855	9/5/2025	UNIVAR SOLUTIONS	11,248.80
37856	9/5/2025	VACORP	279.03
37857	9/5/2025	NEW VIRGINIA TRACTOR	320.48
37858	9/5/2025	VUPS	76.44
37859	9/5/2025	CHEWNING, WENDY	90.00
37860	9/5/2025	XPRESS COPY & GRAPHICS	282.26
37861	9/10/2025	ADT SECURITY SERVICES	108.03
37862	9/10/2025	BLUDOT TECHNOLOGIES INC	7,340.00
37863	9/10/2025	AT&T MOBILITY	737.98
37864	9/10/2025	COMCAST	1,677.52
37865	9/10/2025	COMPANION LIFE INSURANCE	364.75
37866	9/10/2025	DEBORAH MARLENE WAREHAM	50.00
37867	9/10/2025	EMERSON LLLP	3,982.67
37868	9/10/2025	FISHER AUTO PARTS	831.61
37869	9/10/2025	GALLS, LLC	45.00
37870	9/10/2025	GOMEZ, DIANNA	29.12
37871	9/10/2025	LACY'S FLORIST	240.16
37872	9/10/2025	ORANGE MOTOR SPECIALTY	55.22
37873	9/10/2025	PACE ANALYTICAL SERVICES, INC	900.10
37874	9/10/2025	PITNEY BOWES INC	107.88
37875	9/10/2025	PT ARMOR INC	3,473.00
37876	9/10/2025	SOUTHERN STATES	8,583.47
37877	9/10/2025	UBEO LLC	561.99
37878	9/10/2025	UNIVAR SOLUTIONS	9,678.79
37879	9/10/2025	USABBLUEBOOK	226.86
37880	9/10/2025	VERIZON	1,595.84
37881	9/11/2025	120WATER, INC	3,657.07
37882	9/11/2025	AMERICAN PUBLIC WORKS ASSOCIATION	265.00
37883	9/11/2025	BMS DIRECT	2,043.00

37884	9/11/2025	CCLS INCORPORATED	144.77
37885	9/11/2025	CORE & MAIN LP	3,928.00
37886	9/11/2025	FORTILINE INC	20,784.00
37887	9/11/2025	JOHNSTON CONSTRUCTION COMPANY	392,964.41
37888	9/11/2025	MADISON FORD	605.93
37889	9/11/2025	MASON INSURANCE AGENCY	41,898.65
37890	9/11/2025	MID-ATLANTIC WASTE SYSTEMS	557.29
37891	9/11/2025	PACE ANALYTICAL SERVICES, INC	156.20
37892	9/11/2025	RINKER DESIGN ASSOCIATES, P.C.	11,090.00
37893	9/11/2025	REXEL	17.94
37894	9/11/2025	SEDWICK	5,635.78
37895	9/11/2025	THE SUPPLY ROOM	335.53
37896	9/11/2025	VIRGINIA BUSINESS SYSTEMS	148.64
37906	9/16/2025	ADT SECURITY SERVICES	271.13
37907	9/16/2025	AFLAC	1,395.78
37908	9/16/2025	ATLANTIC PUMP & EQUIPMENT CO	1,467.19
37909	9/16/2025	CEDAR MOUNTAIN STONE CORP	5,507.10
37910	9/16/2025	DOMINION ENERGY VIRGINIA	27,373.32
37911	9/16/2025	FLOCK GROUP INC	12,000.00
37912	9/16/2025	FORTILINE INC	1,747.36
37913	9/16/2025	GRAINGER	266.72
37914	9/16/2025	EVERGRO COOPERATIVE	363.94
37915	9/16/2025	ORANGE COUNTY TREASURER	8,337.20
37916	9/16/2025	PACE ANALYTICAL SERVICES, INC	392.70
37917	9/16/2025	S&S DRYWALL	4,800.00
37918	9/16/2025	TOWN OF ORANGE	28.66
37919	9/16/2025	CONWAY, NANCY	110.44
37920	9/16/2025	UNIONVILLE FLORIST	114.98
37921	9/16/2025	UNIVAR SOLUTIONS	22,258.71
37922	9/16/2025	USABUEBOOK	5,685.13
37923	9/16/2025	VIRGINIA BUSINESS SYSTEMS	316.23
37924	9/23/2025	ADT SECURITY SERVICES	57.23
37925	9/23/2025	AMERICAN GREEN	330.00
37926	9/23/2025	ARTS CENTER OF ORANGE	1,000.00
37927	9/23/2025	BEAUDET, RITA	100.00
37928	9/23/2025	BMS DIRECT	642.93
37929	9/23/2025	BOND JR, LAWRENCE R	146.37
37930	9/23/2025	CHANEY ENTERPRISES	953.00
37931	9/23/2025	CHEMUNG CONTRACTING CORP	98.80
37932	9/23/2025	COMCAST	1,228.19
37933	9/23/2025	DCLS	517.50
37934	9/23/2025	TREASURER OF VIRGINIA	11,218.00
37935	9/23/2025	DOMINION ENERGY VIRGINIA	2,239.38
37936	9/23/2025	DOMINION MARKET RESEARCH CORP	1,925.81

37937	9/23/2025	DORSETT TECHNOLOGIES	1,399.26
37938	9/23/2025	EAGLE ELECTRICAL	3,250.00
37939	9/23/2025	ENVIRONMENTAL SYSTEMS SERVICE	210.00
37940	9/23/2025	EZ PERFORMANCE CENTER	89.99
37941	9/23/2025	GRAINGER	279.60
37942	9/23/2025	WILLIAM KERR	226.00
37943	9/23/2025	KIMBALL MIDWEST	277.00
37944	9/23/2025	MADISON FORD	119.98
37945	9/23/2025	MAIN MICRO TECHNOLOGIES CORP	1,381.70
37946	9/23/2025	ORANGE TIRE INC	298.00
37947	9/23/2025	PACE ANALYTICAL SERVICES, INC	837.90
37948	9/23/2025	RINKER DESIGN ASSOCIATES, P.C.	654.00
37949	9/23/2025	W.A. SHERMAN COMPANY	400.00
37950	9/23/2025	KIM STRAWSER	346.24
37951	9/23/2025	TOWN OF ORANGE	39.05
37952	9/23/2025	TRANSAMERICA EMPLOYEE BENEFITS	1,241.30
37953	9/23/2025	RODRIGUEZ, FELIX	116.48
37954	9/23/2025	VAN VEGHEL, PAIGE	99.51
37955	9/23/2025	JONES, PORTIA	121.54
37956	9/23/2025	CADY, ARTHUR	70.14
37957	9/23/2025	BITTNER, MARY	114.75
37958	9/23/2025	GIBSON, JEAN	72.14
37959	9/23/2025	XOL, DANY SACUL	92.47
37960	9/23/2025	UNIVAR SOLUTIONS	11,248.80
37961	9/23/2025	USABUEBOOK	166.02
37962	9/23/2025	VACORP	315.99
37963	9/23/2025	VIRGINIA BUSINESS SYSTEMS	70.63

\$ 922,796.03

NEW BUSINESS



NEW BUSINESS SUMMARY
October 20, 2025

AGENDA ITEM: 10A

Parking in Town.

SUMMARY:

- Please see attached Attorney-Client memorandum from the Town Attorney.

MEMORANDUM

Confidential attorney work product, do not disclose or distribute.

TO: Town Council, Town Manager

FROM: Catherine B. Lea, Town Attorney

DATE: October 10, 2025

RE: Parking in Town

I have been asked to confer with the police chief and to research solutions to concerns raised by residents regarding parking in the town. As parking and the streets are under the purview of town council, I am providing this summary of my review on the following issues.

1. A concern raised regarding ordinances in place regarding long-term parking on residential streets.

The Town Code provides that unlicensed or inoperable vehicles, left on public land are a nuisance and may be removed (towed) when it is determined to be necessary to abate that nuisance. Enforcement, if not investigated by a specific complaint, is triggered by the discovery of an inoperable vehicle, or one without current license and tags. However, if the vehicle is both operable and has valid license and tags, there is no ordinance prohibiting long-term parking and, in fact there is some difficulty in determining whether or not the vehicle has been parked long term.

Concerns about changes to current regulations include older residents who may not make frequent vehicle trips and guest vehicles which may not be used during bona fide visits within changed parking limits, given the number of residential properties without off-street parking

The Town Manager, and town council through his actions, could make rules limiting the time a vehicle can be parked on certain roads and districts. Recent court decisions have declared marking vehicles (tires) to determine how long they have been stationary in a parking space (defined or not) to be unconstitutional. Chief Madison has conferred with other departments in the Commonwealth to determine their solutions to enforcing parking limits, and provides the information that these departments use in-car technology (called CAD systems) to note and review parking abuses. These systems, per Chief Madison, cost \$50-\$100,000.00 to install.

Recommendation: Council may instruct the Town Manager, subsequent to Sec. 70-126 to to establish parking term limits (8 to 12 hours) in certain zones to prevent the abuse of residential street parking, upon determination that there is an issue. Police staffing may, at times, restrict enforcement to complaint-response rather than general patrol, but specific incidents can be addressed on investigation of complaints. The Chief assures me that these investigations can be conducted with existing equipment (digital photography, etc.).

2. Concerns raised regarding residential parking which obscures intersections.

Residents have reported vehicles in residential areas parking on streets in such a way as to block the view of certain intersections. Both town ordinance (Sec. 70-128) and state code prohibit parking within 30 feet of any stop sign or vehicle (and other distance limitations).

The Chief and I discussed more active enforcement of this ordinance, as well as the possible solutions of painting curbs at problem intersections to highlight the prohibition on parking within the 30' zone (20' where there is a crosswalk, it is thought most fire hydrants in town are already marked per the ordinance. Again, per Town Code Sec. 70-127, signs may also be placed.

3. A concern regarding residential properties with abandoned or inoperable motor vehicles.

Abandoned motor vehicles, on public streets or private property, can be unsightly and distract from the desired appearance of the town. Under Town Code Sec 70-176, et seq, these vehicles are considered a nuisance and may be taken into custody by the town (removed) in certain conditions. By code, no person may keep more than two inoperable vehicles, which must be shielded from view. Where concerns are raised, the police department's practice is to investigate the vehicles in question to determine whether or not the vehicles or other equipment are inoperable and to coordinate with the vehicle owner and or property owner to remove nuisance vehicles.

Please let me know if you have any questions or concerns related to this issue.

CBL



NEW BUSINESS SUMMARY
October 20, 2025

AGENDA ITEM: 10B

Consideration of amendment to the Town's Personnel Rules and Regulations Handbook regarding payment of Comprehensive Time and Overtime to employees.

SUMMARY:

- Please see attached recommended changes from the Town Attorney.

MOTION:

"I move that Town Council adopt the changes to the Town's Personnel Rules and Regulations handbook regarding the payment of Comprehensive and Overtime to employees, as presented."

Emergency Personnel. All snow removal personnel and police officers.

Grade or Pay Grade. The numerical designation of a fixed salary range assigned to a position, class, or group of classes.

Immediate Family. Shall include one of the following: spouse, children, parents, brother, sister, step children, step parent, grandparents, aunts, uncles, nieces, nephews, in-laws (mother, father, sister, brother, daughter, son), first cousins, guardians, or relatives living in your household.

Merit Increase. Advancement in pay of an employee to the next higher step in the pay grade based upon display of merit in performance of duties and not requiring a change in basic duties.

Position Classification and Pay Plan. The position classification and pay plan adopted by the Town Council.

Position Description. A detailed written description of the specific duties assigned to and performed by a particular employee to serve as the basis for classification.

Probationary Period. A working test period, presently established as the period of time during which an employee is given an opportunity to demonstrate by actual performance his fitness for the duties to which he is appointed and his general fitness and suitability as a Town employee.

Promotion. A change in status from a lower to a higher pay grade.

Temporary or Seasonal Employees. Employees who are employed to work on a temporary basis for short periods of time generally not exceeding six months such as students working during holidays and summer months. However, this shall not be construed to classify only students as temporary or seasonal employees.

Transfer. A change in status from one position to another position within the same class or the same grade.

1.5 Organization for Personnel

The Town Manager is designated as personnel officer and is responsible for personnel administration for the Town of Orange.

1.6 Disclaimer

These policies do not imply or create a vesting or a contract entitling Town employees to any specific benefits or policies from the Town. The contents of this manual and the Town of Orange's policies and procedures may be changed at any time so long as they are in compliance with all applicable Federal, State and local employment laws and regulations.

Development, Director of Finance, Town Engineer, Director of Public Works, Assistant Director of Public Works, Police Chief, Police Captain, Police Lieutenant, Facility Manager – Wastewater Plant, Assistant Facility Manager – Wastewater Plant, Facility Manager – Water Plant, Assistant Facility Manager – Water Plant, Town Clerk/Human Resources Manager.

2. Non-Exempt

Employees eligible for overtime may, at their option, take compensatory time instead. Compensatory time for such employees will be granted at a rate of one hour for each hour of overtime worked. (Subject to limitations set forth in Section 5.6 (D) below). Compensatory time thus elected for overtime will be paid at time and a half for each hour of compensatory time when taken. Each non-exempt employee shall sign an election of overtime or compensatory time form which election may be changed by the employee at any time.

G h d w h g = t i m e a n d o n e h a l f

G h d w h g = t

5.6.2 Holiday Pay

1. General

Full time, permanent employees are paid for their assigned daily regular pay rate for all days designated as Town holidays in Section 6.8.

2. Working on Holidays

- (i) All full time, permanent personnel required to work on Town holidays will be paid regular holiday paid rates and given comp time equal to a normal shift at a rate of one hour for each hour in the holiday shift, which will be paid at time and a half for each hour when taken and to use at another time of his or her choice.
- (ii) All part-time and temporary employees required to work on Town holidays will be paid their normal hourly wage for each hour worked.

G h d w h g = t i m e a n d a h a l f

G h d w h g = f o r e a c h h o u r w o r k e d

G h d w h g = e q u a l t o a n o r m a l s h i f t t o u s e a t a n o t h e r t i m e o f h i s / h e r c h o i c e

If an employee calls in sick the day before or the day after a holiday the employee's department head or supervisor has the right to request a doctor's note if it is believed that sick pay is being abused. This provision does not apply to those employees who have either day as a regularly scheduled day off or for those employees who have vacation or sick time which has been approved in advance.

5.6.3 Call Back Pay

Employees called in to work outside their regular planned work schedule shall be entitled to receive overtime payment at the rate of time and a half for the actual hours worked with a minimum payment for two (2) hours. Employees shall be paid from the time they receive the call to report to work until the time they are released. Employees are not paid for the time spent returning home. Any employee currently