

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL  
August 8, 2022**

**COUNCIL MEMBERS PRESENT:** Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Robert Seward, Susan Mathias, and Bob Wolz. Pursuant to Virginia State Code 2.2-3708.2 and the Town's Resolution authorizing electronic participation in Town meetings, Heidi Hoover joined remotely via Zoom from Elizabethtown, Pennsylvania as she is out of town due to a personal emergency. Emily Estes was absent.

**ALSO PRESENT:** Jordan Bowman, Town Attorney; Angela Lawrence, Town Manager; Susan Smith, Town Treasurer; Justin Trout, Police Chief; and Christa Hall, Clerk of Council and Community Development Coordinator.

**CALL TO ORDER:** Mayor Jackson called the meeting to order at 6:02 p.m., welcomed guests both in person and those joining remotely as the meeting is also available for live-stream viewing via Zoom. He stated that the Council would only hear public comment from those attending in-person and have signed up to speak and that speakers would be limited to five minutes each. Town Clerk Hall called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance.

**PRESENTATION:** CSPDC Director of Transportation, Ann Cundy, introduced her colleague, Ansley Hellar and made a presentation to Council and the Dayton Community regarding the Metropolitan Planning Organization Long Range Transportation Phase Two—Draft Universe of Projects. She discussed some proposed projects and the outreach tactics that are in place, including another community survey and some planned open house events. At the conclusion of Ms. Cundy's presentation, Manager Lawrence stated that she, Ms. Cundy and Ms. Hellar had joined Mr. Everette Burkholder for a buggy ride prior to the meeting in an effort to gain insight into the traffic challenges that the buggies experience.

Mayor Jackson thanked Ms. Cundy for the presentation and introduced and welcomed special guest, Rockingham County Board of Supervisors Chair Ms. Sallie Wolfe Garrison.

**APPROVAL OF MINUTES:** Councilperson Seward made a motion to approve the minutes as written for the Regular Council Meeting of July 11, 2022; the motion was seconded by Councilperson Dyjak and approved by a roll call vote of 6 to 0, with one member absent; the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—ABSENT.

**ACTION ITEMS:** Mayor Jackson stated that there are no action items on the agenda.

**PUBLIC COMMENT:** Deb Crank addressed the Council and provided an update on the Christmas in July event hosted by the Dayton businesses. She stated that the event was well received and the merchants were pleased. She shared a special story about the tea party event held that day and the importance of remembering the impact that little things can make on people. She stated that they would be hosting more events in the future and they were beginning to gear up for Dayton Days.

### **MANAGER'S REPORT**

Town Manager Angela Lawrence provided a written report, which is attached. She highlighted several items from her report and shared the livestream camera showing the progress at the Water Treatment Plant upgrade.

### **TREASURER'S REPORT**

Treasurer Susan Smith provided a written report.

### **POLICE REPORT**

Chief Justin Trout provided a written report.

### **PUBLIC WORKS REPORT**

Public Works Supervisor Adam Meek provided a written report.

### **WATER DEPARTMENT REPORT**

Water Plant Operator Jennifer Reppe provided a written report.

### **COMMUNITY DEVELOPMENT REPORT**

Community Development Coordinator Christa Hall provided a written report.

### **ECONOMIC DEVELOPMENT REPORT**

Economic Development Coordinator Meggie Roche provided a written report.

### **TOWN ATTORNEY REPORT**

Attorney Jordan Bowman stated that he had no report.

## **ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT**

Councilperson Dyjak stated that the committee will be meeting later in the week to discuss Dayton Days and the Downtown Revitalization Project. He reminded everyone that there will be a public meeting to discuss the project on Tuesday, August 16<sup>th</sup> at 5:30 p.m. at Sunset Park. Ms. Lawrence added that food will be provided and it is being held in the park to encourage more attendance. Councilperson Dyjak stated that this was a good opportunity for everyone to come out and get involved. He thanked Ms. Crank for her assistance with the Christmas in July event.

## **FINANCE COMMITTEE REPORT**

Councilperson Dyjak stated that the committee had met to go over year end closeout items and the change orders for the Water Treatment Plant. He gave credit to Ms. Smith and Ms. Lawrence for their efforts in establishing a cash flow projection model, which will be helpful moving forward.

## **INFRASTRUCTURE COMMITTEE REPORT**

Councilperson Seward stated that the committee had met to discuss the change orders for the Water Treatment Plant. He addressed some of the community concerns related to the slurry and the gravel overlay that VDOT has been putting down. He stated that we understand their concerns, but we do not have a lot of say as our roads are owned by VDOT. He said that we are listening and trying to do what we can to work with VDOT.

## **PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT**

Councilperson Seward stated that there was no report as the committee did not meet. Manager Lawrence added that the meeting that had been scheduled would be postponed to a later date.

## **PERSONNEL COMMITTEE REPORT**

Councilperson Mathias stated that the committee had met to discuss current employee policies. However, there were no action items for Council at this time.

## **POLICE COMMITTEE REPORT**

Councilperson Hoover stated that there was no report as the committee did not meet. The meeting that had been scheduled would be postponed to a later date. She commended Chief Trout and his staff for the planning and execution of the recent National Night Out event, saying it was a great event, and she was very proud of the Department.

## **MAYOR AND COUNCIL REPORT**

Mayor Jackson stated that National Night Out was a great event and was much bigger and more successful than last year's event. Everyone had a great time and enjoyed the event. He continued by stating that the Muddler was one of his favorite events and that it brings new people into the town to experience Dayton for the first time. He commented on the great young man, Chris Hurt, who is interning with us and stated that we are fortunate to have him. He concluded by stating that

the events that we hold would not be possible without all the great volunteers that we have and a team that does a fantastic job working together to make them happen. He gave kudos to Ms. Lawrence and her team. He then asked if anyone else had any comments and there were none.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

None.

### **CLOSED SESSION**

Mayor Jackson called for a motion to convene into closed session for the following matter: pursuant to Virginia Code Section 2.2-3711(A)(8) for consultation with legal counsel employed or retained by the Town regarding specific legal matters requiring the provision of legal advice by such counsel. The subject matter of the closed session is specific legal matters related to two parcels of real property within the Town; pursuant to Virginia Code Section 2.2-3711(A)(3) for discussion or consideration of the acquisition of publicly held real property for a public purpose or disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The subject matter of the closed session is for a discussion concerning the shared driveway and right of way located at 728 Mason Street; and, pursuant to Virginia Code Section 2.2-3711(A)(1) for discussion of the resignation of a specific Town employee.

Councilperson Dyjak made the motion, and it was seconded by Councilperson Seward and passed by a roll call vote of 6-0, with one member absent; the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—ABSENT. Council recessed the open session at 6:55 p.m.

### **OPEN SESSION**

A motion to adjourn the closed session was made by Councilperson Mathias, and seconded by Councilperson Dyjak, and passed unanimously. The open session reconvened at 8:05 p.m.

### **CERTIFICATION**

Mayor Jackson read the certification with respect to the just-concluded closed session, and to the best of each member's knowledge that (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Council. Town Clerk Hall took a roll call with each Council Member so certifying: SEWARD—AYE; DYJAK—AYE; WOLZ—AYE; MATHIAS—AYE; HOOVER—ABSENT; JACKSON—AYE; ESTES—ABSENT.

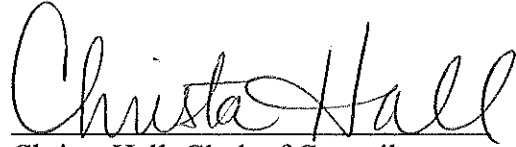
## ADJOURNMENT

With there being no further business to come before the Council, Councilperson Wolz made a motion to adjourn, and Councilperson Seward seconded the motion; motion passed unanimously. The meeting adjourned at 8:06 p.m.

Respectfully Submitted,



Cary Jackson, Mayor



Christa Hall, Clerk of Council

## **ATTACHMENT TO DTC 8.8.22 REGULAR MEETING MINUTES**

**Town Manager**

**Staff Report**

**July 2022**

### **Personnel**

- 1) We continue to monitor and react appropriately to COVID cases among staff.
- 2) We are currently advertising for a certified police officer. It is posted on the town website and Facebook page and the Virginia Association of Chiefs of Police website.
- 3) Chris Hurt, a JMU student, will be interning with us this semester. He is currently working on the downtown revitalization grant inventory and will assist with other projects.
- 4) Staff attended a MS Teams meeting to better utilize the new system we moved to.

### **Public Works, Roads, Facilities**

- 1) Water Plant Upgrade:
  - a) Construction is on schedule and going well.
  - b) Having concerns regarding long term maintenance and life span of vinyl siding on two small portions of the building, we have opted to complete the building with block all the way up. This will result in a change order of \$19,919.00. The issue was discussed with the infrastructure and finance committees.
  - c) Staff participated in the WTP monthly progress meeting with the engineer and contractor.
- 2) Road resurfacing: VDOT contractors have completed the re-surfacing of several sections of streets throughout town. Affected property owners were notified ahead of time. The surfacing requires 4-6 weeks to fully cure, so people are asked to be patient with the look and feel of the surface along with some of the loose gravel at intersections. Complaints were referred to the contractors and were dealt with directly from them.

### **Finances**

- 1) The ARPA funds that were budgeted from FY22 were received in July. This will not affect our budget or audit and there is no need to amend the budget retroactively. These funds have been earmarked for projects for two years, but two payments were made approximately one year apart.
- 2) We transferred \$500,000 from reserves (investments) to checking to cover the cost of WTP construction. We are forecasting cash flow each month and are working with our investment advisor to maximize our investments while also leaving enough accessible when needed as the project continues.

### **Other**

- 1) I participated in the Project Management Team meeting for the downtown revitalization project.
- 2) I continue to assist with the comprehensive plan revision.
- 3) I continue to serve on the MPO and attend meetings.
- 4) I attended a Chamber business after hours event.
- 5) I attended a press conference regarding public transit funding hosted by BRITE at their Fishersville facility. Bonnie Riedesel, PDC Executive Director, and Senator Warner spoke.

### **Items for Discussion and/or Consideration**

- 1) WTP Change Order

**FY 23 Budgeted Capital Projects Status**

Project	Status	Comments
WS01 WTP Upgrade	Underway. On schedule.	
WS02 Water/Sewer Line Repair/Replacement	Obtaining bids for Main Street water line replacement (2 blocks)	
WS04 Water Line Extension	Waiting for City agreement	
WS06 Generator	Ordered	Significant price increase. Will be overbudget. Will move from other Capital Project.
WS07 W/S Service Truck	Truck delivered 8/3/22	
BP02 Greenway	Undetermined currently	
BP06 Sidewalks	Construction now scheduled for September.	Would include all of College – may be done in phases.
PF01 Parks	Saving for future needs	
PW01 PW Service Truck	Will apply for grant.	
ECD01 Downtown Revitalization	Planning grant underway	
ECD02 Wayfinding Signage	Final comments in process. Once approved by VDOT, will go to bid for fabrication and installation.	
PD01 Police Vehicle	Will apply for grant	

Respectfully submitted,

*Angela A. Lawrence*