

**TOWN OF DAYTON
REGULAR COUNCIL MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
March 13, 2023**

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Susan Mathias, Robert Seward, Emily Estes, and Melody Pannell.

COUNCIL MEMBERS ABSENT: Bob Wolz.

PLANNING COMMISSION MEMBERS PRESENT: Vice Chair Lauren Rawley, Aaron Swindle. And Bradford Dyjak

PLANNING COMMISSION MEMBERS ABSENT: Chair Hunter Barnett and Colton Shifflett.

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

CALL TO ORDER: Mayor Jackson called the meeting to order at 6:00 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 tonight 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 for the Town Council and the Planning Commission. Mayor Jackson led the Invocation and the Pledge of Allegiance.

JOINT PUBLIC HEARING WITH PLANNING COMMISSION: Mayor Jackson opened the public hearing at 6:02 p.m. and stated that the purpose of the public hearing is to hear public comments regarding the proposed amendments to the Subdivision and Zoning Ordinances related to sidewalks, driveways, and stormwater. As there was no one signed up to speak and no public comments have been made, Mayor Jackson closed the public hearing at 6:02 p.m. and advised the Planning Commission members that they were free to leave and thanked them for their participation.

APPROVAL OF MINUTES: Mayor Jackson asked for a motion to approve the Minutes from the Joint Public Hearing and the Regular Town Council Meeting of February 13, 2023, and the Budget Work Session of March 6, 2023, as presented. Councilperson Estes replied so moved. The motion was seconded by Councilperson Seward and there was no additional discussion. The motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; PANNELL—AYE; ESTES—AYE; JACKSON—AYE; and WOLZ—ABSENT.

ACTION ITEMS: No action items.

PUBLIC COMMENT: Mayor Jackson first recognized Katie Grant of 230 High Street to speak. Ms. Grant addressed the Council with a concern about installing a mailbox in front of her house as she was recently informed of a significant rate increase of her post office box. When she inquired about receiving mail at her residence, she was faced with some challenges. Her house is located on a road that has sidewalks on both sides and no open grass area in which to install a mailbox and the post office no longer offers foot route delivery in Dayton. The Town is not able to grant permission for a mailbox to be located on the sidewalk as sidewalks are not to be damaged or blocked in a way to impede pedestrian traffic. She wanted to bring this to the Council for their consideration.

Mayor Jackson then recognized Deb Crank of 363 College Street to speak. Ms. Crank addressed the Council and updated them with the upcoming events of the Dayton merchants and thanked Meggie Roche for her efforts in assisting with spreading the word about these events. She is delighted to see that the Wayfinding signage program is moving along. She stated that the merchant group is moving forward and that they want to work with the Town and again asked Council to consider allowing merchants to have more signs to direct people to the downtown area. She also asked that the Council consider hiring someone to assist with the flower beds in the downtown area. She also suggested to Council that they consider buying the Sadie Rose property and fix the intersection there. She concluded by asking again for consideration to reinstate Councilperson Estes back to a Council committee assignment.

Interim Manager Holton stated that if the upcoming budget is passed as proposed, there will be a person dedicated to beautification in the Town.

Ms. Cheryl Lyon was then recognized to speak and made an inquiry as to what role Ms. Crank serves within the merchant group. Ms. Crank responded to the inquiry by stating that she helps the merchants and anyone in Town for free because she loves Dayton and likes to help. Councilperson Estes stated that she appreciates Ms. Crank for all her help in the Town.

MANAGER'S REPORT: Interim Town Manager Bob Holton provided a written report, which is attached. He stated that there is a shared alleyway on Mason Street that the Town was using to gain access to our well lot and we no longer need. This will require that we hold a public hearing and asked Attorney Bowman to offer additional comments. Mr. Bowman explained the process and advised that the Town will need to advertise this in order to give residents the opportunity to make comments on the matter as it pertains to town-owned property. It was the unanimous consensus of the Council to move forward with advertising and scheduling the public hearing.

Manager Holton continued to state that the staff is actively looking for land to construct a water storage tank and explained the importance of the need to do so. He stated that the staff continues to work on the budget and as they have heard no change requests from Council, staff will proceed with a scheduling a public hearing for April 10th. He is working on a budget newsletter that will be sent out explaining the budget. He then turned the meeting over to Chief Justin Trout who provided more information about two grants that he is currently working on. Chief Trout also stated that his Departmental Annual Report had just been published and would be shared on the Town's website.

Manager Holton concluded his staff report by stating that the Wayfinding signage program is ready to go out to bid and asked for a motion authorizing staff to proceed with the Wayfinding sign program and authorize funding as presented in the CIP. Councilperson Dyjak replied so moved. The motion was seconded by Councilperson Estes and there was no additional discussion. The motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; PANNELL—AYE; ESTES—AYE; JACKSON—AYE; and WOLZ—ABSENT.

TREASURER'S REPORT: Attached.

TOWN ATTORNEY REPORT: Attorney Jordan Bowman stated that he had no report.

ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT: Councilperson Dyjak stated that there are lots of exciting things happening in the Town of Dayton and highlighted some of the business highlights and events. He discussed the Shenandoah Valley Best competition that is in progress now through March 24th and encouraged everyone to go votesvbest.com and support local businesses to help put Dayton on the map.

Councilperson Estes inquired about the status of the Muddler, which will be discussed during the Parks report.

FINANCE COMMITTEE REPORT: Councilperson Dyjak stated that Council had met to hold a Budget Work Session and thanked staff for all their hard work. The budget public hearing will be in April. The Planning Commission will meet on Thursday to review and make a recommendation on the Capital Improvement Plan.

INFRASTRUCTURE COMMITTEE REPORT: No report.

PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT: As Councilperson Wolz was absent, Mayor Jackson reported that the Muddler will not be held in August this year and will be postponed until the spring to encourage more participation and secure more volunteers.

PERSONNEL COMMITTEE REPORT: No report.

POLICE COMMITTEE REPORT: Councilperson Seward stated that the committee met to discuss budget items. He stated that the Chief had been working hard to write and obtain grants for the department and it was appreciated.

MAYOR AND COUNCIL REPORT: Mayor Jackson stated that the Town continues to move forward in the process of the hiring of a permanent Town Manager, and the Town Council will hold a closed meeting within the next 15 days to conduct interviews of certain candidates pursuant to Virginia Code Section 2.2-3712(B). There were no additional council comments.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

CLOSED SESSION

Mayor Jackson asked for a motion to convene into closed session in accordance with Section 2.2-3711(A)(1) of the Virginia State Code for discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town. The subject matter of the closed session relates to the Economic Development Authority. Councilperson Dyjak replied so moved. The motion was seconded by Councilperson Mathias and passed unanimously. The Council recessed the open meeting at 6:30 p.m.

OPEN SESSION

The open session reconvened at 6:54 p.m.

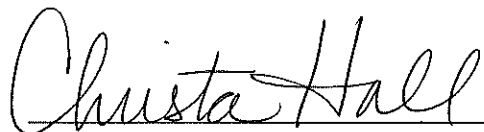
CERTIFICATION

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 Councilmember so certifying. DYJAK – CERTIFIED; PANNELL – CERTIFIED; SEWARD – CERTIFIED; ESTES – CERTIFIED; MATHIAS—CERTIFIED; JACKSON – CERTIFIED; WOLZ—ABSENT.

ADJOURNMENT: With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn the meeting and Councilperson Dyjak seconded the motion; motion passed unanimously. The meeting adjourned at 6:55 p.m.

Respectfully Submitted,


Cary Jackson, Mayor


Christa Hall, Clerk of Council

ATTACHMENT TO DTC 3.13.23 REGULAR MEETING MINUTES

Town Manager

Staff Report

March 13, 2023

Public Works:

- The Town's entrance to Well 2 has been accessible from a shared driveway from 728 Mason Street. We can now access this lot directly from Bartley Street, staff recommends that we partially abandon this easement to give the homeowner full use of his driveway. This would require a Deed of Partial Abandonment of Town real estate and will therefore require that we hold a Public Hearing, which staff is recommending to do at the April meeting. ****Council consensus to proceed as staff recommends.***
- The Rockingham Mill expansion has begun their waterline extension around their property to help with fire suppression, which includes boring under railroad tracks for a new waterline.
- The Town continues to investigate possible water storage tank sites.
- Water plant treated 50.271 million gallons of water in the month of February.
- Purchased 2,995,000 gallons from Rockingham County due to construction and tie-ins requiring a shutdown.
- New water plant:
 - Pall system began running on February 8th in combination with the old Memcore system.
 - As of 2/28/2023, demo began in the old building.
 - The VDH inspection of the Pall system was on February 6th. DEQ inspection was February 8th.

Treasurer's Department:

- Staff continues to prepare for FY24 budget, FY23 budget amendment and CIP FY24-28. A public hearing on the budget for Fiscal Year 2024 will be held Monday, April 10 at 6:00 p.m. with a vote on the budget held Monday, May 8th at 6:00 p.m. Prior to the budget hearing, a budget newsletter will be sent out to our citizens.
- Financials attached.

Police Department:

- The Accreditation process continues to progress with an assessment scheduled for June.
- The Chief continues to research and apply for any and all applicable grants to assist the Department with funding opportunities.

Community & Economic Development:

- Wayfinding Signage: The final construction content documents have been approved by VDOT. An RFP will be posted in March to accept bids for construction. We need a vote on this project and funding to ensure that we continue to move forward on it. ****Requires Council action.***
- Downtown Revitalization Grant: Initial submission is still under DHCD review.
- Registration for Redbud & Dayton Days is full for both events. New vendors are waitlisted.

Attachment to Minutes of DTC Regular Meeting 3.13.23

Town of Dayton
Budget v. Actual Report
FY23 PERIOD ENDING 2/28/2023

<u>REVENUES</u>	Budget	MTD	YTD	Variance	% Rcvd
<u>General Fund</u>					
Property Taxes	\$ 166,500	\$ 15	\$ 166,566	\$ (66)	100%
Other Local Taxes	\$ 435,450	\$ 48,778	\$ 302,429	\$ 133,021	69%
Permits, Privilege Fees & Licenses	\$ 500	\$ 122	\$ 937	\$ (437)	187%
Fines & Forfeitures	\$ 43,000	\$ 3,943	\$ 24,197	\$ 18,803	56%
Rev. from use of money & prop.	\$ 2,500	\$ -	\$ 365	\$ 2,135	15%
Charges for services	\$ 160,000	\$ 13,344	\$ 93,690	\$ 66,310	59%
Other	\$ 120,500	\$ 17,944	\$ 984,438	\$ (863,938)	817%
State & Federal Funding	\$ 134,200	\$ -	\$ 124,887	\$ 9,313	93%
Transfer from Water & Sewer	\$ 1,078,050	\$ -	\$ -	\$ 1,078,050	0%
TOTAL GF REVENUES	\$ 2,140,700	\$ 84,146	\$ 1,697,509	\$ 443,191	79%
<u>General Capital Fund</u>					
Transfer from Water & Sewer	\$ 112,208	\$ -	\$ -	\$ 112,208	0%
Transfer from Reserves	\$ 126,472	\$ -	\$ -	\$ 126,472	0%
	\$ 238,680	\$ -	\$ -	\$ 238,680	0%
<u>Water & Sewer Capital Fund</u>					
Transfer from Water & Sewer Fund	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
<u>Water & Sewer Fund</u>					
Charges for service	\$ 3,625,000	\$ 324,559	\$ 2,288,241	\$ 1,336,759	63%
W&S Conn fees	\$ 30,000	\$ 7,500	\$ 19,025	\$ 10,975	63%
Interest	\$ 10,000	\$ 5,206	\$ 15,412	\$ (5,412)	154%
Misc.	\$ 2,500	\$ -	\$ 4,870	\$ (2,370)	195%
TOTAL W&S REVENUES	\$ 3,667,500	\$ 337,265	\$ 2,327,548	\$ 1,339,952	63%
TOTAL REVENUES	\$ 6,096,880	\$ 421,411	\$ 4,025,057	\$ 2,071,823	66%

<u>EXPENDITURES</u>	Budget	MTD	YTD	Variance	% Used
General Government	\$ 591,550	\$ 48,552	\$ 403,710	\$ 187,840	68%
Public Safety	\$ 705,000	\$ 60,204	\$ 463,873	\$ 241,127	66%
Public Works	\$ 491,100	\$ 32,426	\$ 295,429	\$ 195,671	60%
Parks, Rec & Culture	\$ 171,750	\$ 7,175	\$ 99,946	\$ 71,804	58%
Community Development	\$ 181,300	\$ 6,363	\$ 94,660	\$ 86,640	52%
TOTAL GF EXPENDITURES	\$ 2,140,700	\$ 154,720	\$ 1,357,618	\$ 783,082	63%
<u>Capital Projects</u>					
PD Equipment	\$ 50,000	\$ -	\$ 5,852	\$ 44,148	12%
Sign Program	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
Sidewalks	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Land Acquisition & Amenities	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
PW Service Truck	\$ 50,000	\$ 2,545	\$ 2,545	\$ 47,455	5%
WTP Equipment	\$ 33,680	\$ -	\$ -	\$ 33,680	0%
Generator	\$ 50,000	\$ 41,850	\$ 45,850	\$ 4,150	92%
TOTAL CAPITAL PROJECTS	\$ 288,680	\$ 44,395	\$ 54,247	\$ 234,433	19%
Operating	\$ 578,500	\$ 84,077	\$ 464,268	\$ 114,232	80%
HRRSA	\$ 1,823,742	\$ 140,929	\$ 1,154,279	\$ 669,463	63%
Water Fund Contingency	\$ 25,000	\$ 12,250	\$ 21,610	\$ 3,390	86%
TOTAL W&S EXPENDITURES	\$ 2,427,242	\$ 237,256	\$ 1,640,157	\$ 787,085	68%
Transfer to General	\$ 1,078,050				
Transfer to Capital-Water & Sewer	\$ 162,208	\$ -	\$ -	\$ 162,208	0%
TOTAL CAPITAL TRANSFER	\$ 1,240,258	\$ -	\$ -	\$ 162,208	0%
TOTAL EXPENDITURES	\$ 6,096,880	\$ 391,976	\$ 2,997,775	\$ 3,099,105	49%
NET TOTAL	\$ -	\$ 29,435	\$ 1,027,282		

Budget vs Actual

Town of Dayton
Period Ending 2/28/2023
15 & 25 Carry-Over Capital Projects

Description	Balance @ 6/30	Mnth	YTD	Variance	Prcnt Used
15-4910-802 Equipment PD	\$ 5,331	-	\$ 5,331	\$ -	100%
15-4910-810 Greenway Project	\$ 4,438	-	\$ -	\$ 4,438	0%
15-4910-820 King Street Extension Path	\$ 25,649	-	\$ -	\$ 25,649	0%
15-4910-840 Sign Program	\$ 75,894	-	\$ 3,082	\$ 72,812	4%
15-4910-850 Sidewalks	\$ 30,000	-	\$ 22,020	\$ 7,980	73%
15-4910-860 Land Acquisition & Amenities	\$ 50,000	-	\$ -	\$ 50,000	0%
25-4910-802 Water Line Extension	\$ 65,000	-	\$ -	\$ 65,000	0%
25-4910-840 Water Plant Upgrade	\$ 2,005,167	158,500	\$ 1,739,089	\$ 266,078	87%
25-4910-850 Water/Sewer Line Replacement	\$ 140,446	-	\$ 13,871	\$ 126,575	10%
25-4910-865 Service Truck	\$ 45,000	-	\$ 49,492	\$ (4,492)	110%

