

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS, DAYTON TOWN HALL
September 11, 2023**

COUNCIL MEMBERS PRESENT: Vice Mayor Bradford Dyjak, Robert Seward, Bob Wolz, Melody Pannell, Susan Mathias and Emily Estes

COUNCIL MEMBERS ABSENT: Mayor Jackson

ALSO PRESENT: Jordan Bowman, Town Attorney; Earl Mathers, Interim Town Manager; Police Chief Justin Trout and Christine Wade, Deputy Clerk.

CALL TO ORDER: Vice Mayor Dyjak called the meeting to order at 6:01 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 had signed up to speak and that speakers would be limited to five minutes each. Vice Mayor Dyjak led the Invocation and the Pledge of Allegiance and shared a tribute to remember 9-11.

APPROVAL OF MINUTES: Vice Mayor Dyjak asked for a motion to approve the minutes as written for the Council Meeting and the Joint Public Hearing with the Planning Commission for August 14, 2023. Councilperson Wolz replied so moved; the motion was seconded by Councilperson Mathias and there was no additional discussion. The motion was approved by a roll call vote of 6 to 0 with one member absent. The voting recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; PANNELL—AYE; ESTES—AYE; and WOLZ—AYE. MAYOR JACKSON-ABSENT

ACTION ITEM: Vice Mayor Dyjak stated that the first action item on the agenda is the motion to appropriate and approve the expenditure of funds in an amount up to \$437,000. Vice Mayor Dyjak asked Mr. Mathers to give a report. Mr. Mathers told the council that the breakdown for the appropriation of expenditure funds is as follows: \$245,000 for the purchase of real estate for the future development of a water storage facility, \$76,000 for the purchase of a new Police Vehicle and that there will be some grant fund revenue to offset this. \$60,000 for the purchase of a new Public Works Vehicle, there will be some grant fund revenue to offset this as well, and \$56,000 for the repairs needed for the Well 2 pump. He also explained that a budget amendment corresponding to this will be forthcoming. Vice Mayor Dyjak asked if there was any discussion, as there was none, he then asked for a motion to approve as stated. Councilperson Wolz replied so moved and Councilperson Seward seconded. The motion was approved by a roll call vote of 6 to 0 with one member absent. The voting recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; PANNELL—AYE; ESTES—AYE; and WOLZ—AYE. MAYOR JACKSON-ABSENT

ACTION ITEM: Next action item is for the consideration of the Financial Policy on GASB87 & GASB96. Mr. Mathers shared that this financial policy is standard practice and maintains compliance with the new standards. Vice Mayor Dyjak asked if there was any discussion, and since there was none he asked for a motion to approve the financial policy on GASB87 & GASB96 as presented. Councilperson Estes so moved, and Councilperson Mathias seconded. The motion was approved by a roll call vote of 6-0 with one member absent. The voting recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; PANNELL—AYE; ESTES—AYE; and WOLZ—AYE. MAYOR JACKSON-ABSENT

ACTION ITEM: Next item is the Consideration of Appointment Action for the Planning Commission. Vice Mayor Dyjak stated that one application was received and that was from Jeremy Holland, who is a Dayton resident and has 25 years of experience in fire, emergency medical services, technical rescue and hazardous materials emergency response. Vice Mayor Dyjak entertained a motion to appoint Jeremy Holland to the Dayton Planning Commission with a term to expire 6/30/2026. Councilperson Seward moved and Councilperson Wolz seconded. The motion was approved by a roll call vote of 6-0 with one member absent. The voting recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; PANNELL—AYE; ESTES—AYE; and WOLZ—AYE. MAYOR JACKSON-ABSENT

PUBLIC COMMENT: None

MANAGER'S REPORT: Interim Town Manager Earl Mathers provided a written report, which is attached. He added that the Town of Dayton was following suit with other small towns incorporating the water restrictions and the burn restrictions. He said that it was important to use water saving measures. He shared that he felt that the land acquisition was going well and that he continued to marvel at the ingenuity of the staff members as they are willing to jump in and do anything and that they all get along well.

POLICE REPORT: Chief Justin Trout stated that Council had his report. Councilperson Mathias asked Chief Trout what the Blue Envelope Program was. Chief Trout explained that it was a program by the Commonwealth Attorney's Office to assist drivers with special needs and help during interactions with law enforcement officers. The purpose of the Blue Envelope Program is to help vehicle drivers who have conditions such as autism spectrum disorder, communications challenges, dementia, anxiety, or other conditions that might impair their ability to communicate easily during a traffic stop, car accident or other interactions with law enforcement officers.

TOWN ATTORNEY REPORT: Nothing to report.

MAYOR AND COUNCIL REPORTS: Vice Mayor Dyjak gave a report for Economic & Community Development. He stated that they had just met this morning to discuss some of the

upcoming events. The last concert in the park is Saturday September 16th with the Big City Band and they are hoping for another large crowd. They discussed the Dayton Days event and staff shared that there are about 1/3 of food vendors located at the end of north Main Street and they will put up large red banners that say "Food" to try to attract some traffic that way. The new Business Spotlight featured the Valley Water Gardens. The downtown merchants are generating lots of excitement with numerous events such as the Blue Moon Sip and Shop. Vice Mayor Dyjak also stated that the Planning Commission met last month to consider a zoning request, but it was tabled to their next meeting on September 14th.

Vice Mayor Dyjak asked for a report for Infrastructure and Police. Councilperson Seward stated there was no meeting for either but stated that the Police Department received two new vehicles due to Chief Trout's great grant writing skills. Councilperson Seward also stated that it is exciting that the water treatment plant was completed and functioning. Councilperson Wolz asked about the Heat Grant. Chief Trout explained that it was a grant from the State Police Department in the amount of \$12,500 that can be used towards helping to eliminate auto theft. Councilperson Wolz reported for Parks, Recreation and Beautification and stated that there was no meeting, but the new playground equipment will be installed soon. Vice Mayor Dyjak asked Councilperson Mathias for a Personnel report and she replied that there was no report.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn. Councilperson Mathias seconded the motion and it passed unanimously. The meeting was adjourned at 6:25 p.m.

Respectfully Submitted,


Bradford Dyjak, Vice Mayor


Earl Mathers, Clerk of Council

Town Manager's Report – August

Town Manager's Office

- Continued reaching out to businesses as time allowed.
- Monitored progress and visited project sites. All Town projects are proceeding very well, and I believe the land acquisition for the water tank is going more quickly than expected.
- We have had a few unanticipated expenses recently. Most significantly, we have had to do a major overhaul of Well Number 2 at considerable expense. In addition, there were several items which should have been budgeted but were not and we need to allocate funds for the land acquisition. The upshot of all this is the need for a budget amendment which will be discussed at the meeting.

Treasurer's Office

1. Staff continues to work on final audit preparations and FY23 year-end close.
2. The final audit is scheduled for September 11-15. Staff continues to review the Budget vs. Actual report and will advise Council if any adjustments and carry overs will be necessary.
3. Staff mailed 20 cut-off notices for unpaid water service. Service interruption is scheduled for September 21, 2023. There were no service interruptions in August.
4. Items for Council Consideration:
 - a. A budget amendment will be necessary for FY24. However, due to time constraints and to consolidate all amendments into one advertisement, staff is asking Council to appropriate and approve the expenditure of funds to complete the land purchase for the development of the future water storage facility, a police vehicle, a public works vehicle and the emergency repairs that are necessary for the Well 2 pump. There will likely be other minor necessary budget items that will need to be amended for FY24 and the vehicle purchases will be offset by anticipated grant funding and this amendment will be made towards the end of FY24. These funds will likely need to be transferred from the Town's investments to cover the land purchase.
 - b. The Governmental Accounting Standards Board (GASB) has recently implemented new standards regarding government held leases and short subscription-based information technology arrangements (SBITAs). The Town staff recommends, with the approval of the Town's auditors, that a capitalization policy be adopted. The proposed policy is included in the packet for the Council's consideration.

Water Department

Reports

- Water Plant treated 58,944 million gallons of water in the month of August.
- Purchased 91,000 gallons from Rockingham County while fixing a leak.
- Rockingham County purchased 410,892 gallons of water from the town this month!
- Replaced 10 registers (meters).
- Sydnor came out on August 21st to pull Well 2 pump; still in the process of getting this fixed.
- Flushed hydrants.
- Cleaned wastewater pit at water plant.
- Allen Yoho continued working on SCADA upgrade.
- Pre-ordered mums from Evergrowin' for fall decorating.
- All lead and copper samples were collected from residents.
- Security camera project completed.

Police Department

1. Personnel

A. Employee recognitions

- Officer Roadcap completed his Firearm Instructor Certification.

B. Training

- All officers completed Field Guide Training.
- All officers completed Photo Lineup, Legal, and LODA training.

2. Activity Report August 2023

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
517	515	2	4	5	122

3. Project Updates

- Accreditation
 - The department is currently in a mock inspection.
 - Accreditation Assessment is December 4-6, 2023.
- USDA Vehicle Grant
 - The closing of the grant will be completed in September.
- DCJS ARPA Law Enforcement Equipment and Technology Grant.
 - Closing should occur in September.
- Heat Grant Awarded.
 - Working with Dominion VA Power for placement.
- The department is participating in the Commonwealth Attorney's Blue Envelope Program.

Community and Economic Development

Economic Development

- Wayfinding Signage: Project continues to move forward. Property owners with land adjacent to any new wayfinding sign were notified of the upcoming installation. Staff is currently working with Harrisonburg City to determine placement of the South gateway sign, as a water line owned by the City was identified beneath the current gateway sign. It is unclear at this point if it will delay the project.
- Downtown Revitalization Grant: A grant contract from DHCD is pending.
- Business Spotlights: The spotlight for Valley Water Gardens was delayed to September to accommodate the business's schedule. Spotlights for Harvest Table and Grammys have also been postponed to accommodate the business's schedule and will be posted at a later month TBD. Rustic Oracle and The Cottage are still scheduled for September.
- Façade Enhancement Grant: Two applications from Heritage Real Estate were approved at the August 17th EDA meeting. The Heritage Real Estate Main Office building was awarded \$2,300 and the Reel Wrestling Club building was awarded \$2,100 for façade improvements.
- New Business:
 - Karen's Prissy Country Girl Boutique held a ribbon cutting on 8/12.
 - Secure Storage Sheds of Dayton held a ribbon cutting on 9/1.

Community Development

- One zoning permit was issued.
- One Certificate of Occupancy was issued.
- No Chicken Keeping applications were received.
- No Short-Term Rental Applications were received.
- No applications for a Home Occupations Permit were received.
- Responded to 11 zoning inquiries.
- Staff is reviewing final site plans for Dayton Crossing.
- There was a public hearing at the August 17 Planning Commission Meeting to hear comments regarding a rezoning application from Wilfong 3049, LLC to rezone approximately 9 acres of B-1 land to a mix of R-3 and B-1. The Planning Commission voted to table a recommendation and will resume discussions at the September 14 Planning Commission Meeting. A public hearing with Town Council has not been scheduled yet.

Events

- The August 19 summer concert with The Roadducks was attended by approx. 300 people – one of our biggest yet! The final summer concert will be on September 16 with Big City Band.
- Registration for Dayton Days is full, and the waitlist has been closed.

- The fall bonfire will be October 21 at Sunset Park. We will also use this time as an opportunity to hold a ribbon cutting ceremony for the new play ground equipment. There will be smores, weenies, and kids' games. Staff is working on additional entertainment options.

Other

- Staff has received no applications for the EDA or BZA. The vacancies will remain open until filled.
- Staff has received one application from Jeremy Holland for Planning Commission.
- The next residential newsletter will go out the first week of October.
- Staff attended HRMPO Policy Board meeting on August 17.

Public Works Department

- With the council's approval we will now move forward with purchasing the parcel of land for the future water storage tank site.
- Received a quote for the installation of lights and outlets along the Greenway Trail.
- Waterline upgrade along Mason St. is going well. All the new 8-inch ductile iron pipes are in the ground and work is beginning to switch over the residents' service lines. This project should be completed sometime in September.
- Phase two of the College St. sidewalk project began this month, which will complete the College St. section that needed to be replaced.
- The new P.W. dump truck was delivered this month.
- The playground equipment for Sunset Park is still set to be installed the week of September 18th.

Town of Dayton
Budget v. Actual Report
FY24 PERIOD ENDING 8/31/2023

REVENUES	Budget	MTD	YTD	Variance	% Rvd
General Fund					
Property Taxes	\$ 166,500	\$ -	\$ -	\$ (166,500)	0%
Other Local Taxes	\$ 416,250	\$ 10,800	\$ 61,238	\$ (355,012)	15%
Permits, Privilege Fees & Licenses	\$ 500	\$ 45	\$ 1,245	\$ 745	249%
Fines & Forfeitures	\$ 42,500	\$ 7,309	\$ 17,038	\$ (25,462)	40%
Rev. from use of money & prop.	\$ 500	\$ 75	\$ 75	\$ (425)	15%
Charges for services	\$ 165,000	\$ 13,563	\$ 14,076	\$ (150,924)	9%
Other	\$ 116,000	\$ 3,635	\$ 4,214	\$ (111,786)	4%
State & Federal Funding	\$ 133,872	\$ 3,846	\$ 3,846	\$ (130,026)	3%
Transfer from Water & Sewer	\$ 1,338,264	\$ -	\$ -	\$ (1,338,264)	0%
TOTAL GF REVENUES	\$ 2,379,386	\$ 39,273	\$ 101,732	\$ (2,277,654)	4%
General Capital Fund					
Transfer from Water & Sewer	\$ 773,879				
Carry over funds from PY					
Water & Sewer Capital Fund					
Transfer from Water & Sewer Fund	\$ 446,575				
Carry over funds from PY	\$ 0				
TOTAL CAPITAL FUND	\$ 1,220,454				
Water & Sewer Fund					
Charges for Service	\$ 3,733,600	\$ 328,431	\$ 328,789	\$ (3,404,811)	9%
W&S Conn Fees	\$ 20,000	\$ 0	\$ 0	\$ (20,000)	0%
Interest	\$ 10,000	\$ 5,876	\$ 11,948	\$ (1,948)	119%
Misc.	\$ 2,500	\$ 0	\$ 0	\$ (2,500)	0%
Funding from Reserves	\$ 112,075	\$ 0	\$ 0	\$ (112,075)	0%
TOTAL W&S REVENUES	\$ 3,878,175	\$ 334,307	\$ 340,737	\$ (3,537,438)	9%
TOTAL REVENUES	\$ 7,478,015	\$ 373,580	\$ 442,469	\$ (7,035,546)	6%

EXPENDITURES	Budget	MTD	YTD	Variance	% Used
General Government	\$ 635,791	\$ 87,138	\$ 116,185	\$ 519,606	18%
Public Safety	\$ 816,130	\$ 132,232	\$ 169,230	\$ 646,900	21%
Public Works	\$ 529,165	\$ 56,799	\$ 78,626	\$ 450,539	15%
Parks, Rec & Culture	\$ 201,506	\$ 15,368	\$ 19,871	\$ 181,635	10%
Community Development	\$ 196,794	\$ 8,031	\$ 15,602	\$ 181,192	8%
TOTAL GF EXPENDITURES	\$ 2,379,386	\$ 309,568	\$ 399,514	\$ 1,979,872	17%
Capital Projects *Will have carry over from FY23--amounts pending final computation					
PD Equipment	\$ 50,000	\$ 22,066	\$ 61,317	\$ (11,317)	123%
Greenway Project	\$ 54,438	\$ -	\$ -	\$ 54,438	0%
King Street Extension	\$ 75,649	\$ -	\$ -	\$ 75,649	0%
Sign Program	\$ 250,812	\$ -	\$ -	\$ 250,812	0%
Sidewalks	\$ 42,980	\$ 943	\$ 943	\$ 42,037	2%
Town Street & Alley Resurfacing	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
Land Acquisition & Amenities	\$ 75,000	\$ 11,925	\$ 23,850	\$ 51,150	32%
Playground Equipment	\$ 65,000	\$ -	\$ -	\$ 65,000	0%
Dune Truck	\$ 75,000	\$ 56,353	\$ 56,353	\$ 18,647	75%
Ventrac Mower	\$ 35,000	\$ -	\$ -	\$ 34,895	100%
Water Line Extension	\$ 145,000	\$ -	\$ -	\$ 145,000	0%
Water Storage Facility	\$ 100,000	\$ -	\$ -	\$ 100,000	0%
Water/Sewer Line Replacement	\$ 201,575	\$ -	\$ -	\$ 201,575	0%
TOTAL CAPITAL PROJECTS	\$ 1,220,454	\$ 91,287	\$ 177,358	\$ 1,043,096	15%
Water & Sewer Fund					
Operating	\$ 705,646	\$ 71,141	\$ 113,383	\$ 592,263	16%
HRSA	\$ 1,809,265	\$ 155,103	\$ 310,982	\$ 1,498,283	17%
Water Fund Contingency	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
TOTAL W & S EXPENDITURES	\$ 2,539,911	\$ 226,244	\$ 424,365	\$ 2,115,546	17%
Transfer to General	\$ 1,338,264				
Transfer to Capital-Water & Sewer	\$ 0				
Transfer to Reserves	\$ 0				
TOTAL CAPITAL TRANSFER	\$ 1,338,264				
TOTAL EXPENDITURES	\$ 7,478,015	\$ 627,099	\$ 1,004,237	\$ 56,476,778	13%
NET TOTAL		\$ (253,519)	\$ (558,768)		