

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL  
September 12, 2022**

**COUNCIL MEMBERS PRESENT:** Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Robert Seward, Susan Mathias, Bob Wolz, and Emily Estes. 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 her home due to medical reasons.

**ALSO PRESENT:** Jordan Bowman, Town Attorney; Angela Lawrence, Town Manager; Susan Smith, Town Treasurer; Officer Dean Roadcap; and 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 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.

**APPROVAL OF MINUTES:** Councilperson Wolz made a motion to approve the minutes as written for the Regular Council Meeting of August 8, 2022; the motion was seconded by Councilperson Estes and approved by a roll call vote of 7 to 0, with the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE.

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

**PUBLIC COMMENT:** Walter Knox addressed the Council on behalf of the Dayton Church of the Brethren and stated that the church's water bill fluctuates significantly from month to month, anywhere from 300 gallons per month to 23,000 gallons per month. He stated that they can find no reason for this fluctuation and asked the Town and Council for assistance. Mayor Jackson stated that the Town has received several comments recognizing the generosity of Mr. Koogler for planting and sharing his sunflower field.

**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. She stated that there will be change orders for the project and she will have those figures at the October meeting. Manager Lawrence addressed the water bill at the church and stated that we have verified the reading and suggested that the water usage could be coming from a possible leak in the toilet seal.

## **TREASURER'S REPORT**

Treasurer Susan Smith provided a written report.

## **POLICE REPORT**

Chief Justin Trout provided a written report. Officer Roadcap attended the meeting on behalf of the Police Department. Manager Lawrence gave kudos to Officer Roadcap for his handling of a recent shoplifting case in town in which the suspect was apprehended and all the stolen merchandise was returned. Councilperson Wolz asked how the job search was going. Manager Lawrence stated that they had interviewed two people and the position remains open until filled. She continued to explain that the contract issue had been resolved.

## **PUBLIC WORKS REPORT**

Public Works Supervisor Adam Meek provided a written report. Manager Lawrence stated that Public Works had been very busy with several projects and that the town has received many compliments about the mowing this year. She explained the need for a heat pump replacement in the Council Chambers and the addition of a snowplow to the new water truck and asked Council for approval to use contingency funds to purchase these items. It was also noted that the CIP should include equipment upgrades for items such as heat pump replacement. Councilperson Wolz made a motion to utilize contingency funding up \$20,000 to replace the heat pump in the Council Chambers and to purchase a snowplow mount to be used on the water department's new truck. The motion was seconded by Councilperson Seward and passed by a 7-0 roll call vote, with the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE.

## **WATER DEPARTMENT REPORT**

Water Plant Operator Jennifer Reppe provided a written report. Manager Lawrence explained that the cost of the pump, which was purchased separately, and the pump installation will be approximately \$25,000 and asked Council to approve the use of contingency funds to cover this cost. Councilperson Estes made a motion to utilize \$25,000 contingency funding for the purchase and installation of a pump at the Water Treatment Plant. The motion was seconded by Councilperson Mathias and passed by a 7-0 roll call vote, with the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE.

## **COMMUNITY DEVELOPMENT REPORT**

Community Development Coordinator Christa Hall provided a written report and highlighted that it has been a busy month and there are several projects that may be forthcoming to Council in the coming months. She also stated that there is a vacancy on the BZA and that we are accepting applications in hopes of scheduling Council interviews in October.

## **ECONOMIC DEVELOPMENT REPORT**

Economic Development Coordinator Meggie Roche provided a written report. Manager Lawrence highlighted several items and shared the new marketing video that has been created by Appeal Productions which was received very well. She commended Meggie for the video and her work along with the rest of the Dayton team for their efforts on the Muddler. She stated that the last summer concert had been cancelled due to inclement weather. The Town is now utilizing Instagram for marketing. The page is @DiscoverDaytonVA.

## **TOWN ATTORNEY REPORT**

Attorney Jordan Bowman stated that he had no report.

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

Councilperson Dyjak stated that the committee met on August 11<sup>th</sup> and covered marketing, including the video, Dayton Days, and the Downtown Revitalization Project. He stated that staff held a public meeting to kick off the project, which was well attended. He explained to the Government students who were attending the meeting that this project was part of a grant that the Town had received.

## **FINANCE COMMITTEE REPORT**

Councilperson Dyjak stated that Manager Lawrence had already covered the change orders for the Water Treatment Plant and accordingly, he had no report.

## **INFRASTRUCTURE COMMITTEE REPORT**

Councilperson Seward stated that the committee had met to discuss the change orders for the Water Treatment Plant and that Manager Lawrence had already addressed the discussion and accordingly, he had no report.

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

Councilperson Seward stated that the committee met and they are working to re-evaluate the shelter reservation process and guidelines. They hope to have a revised policy for the October meeting.

## **PERSONNEL COMMITTEE REPORT**

Councilperson Mathias stated that there was no report and that the meeting originally scheduled for this week will be postponed to a later date.

## **POLICE COMMITTEE REPORT**

Councilperson Hoover stated that the committee met on September 2<sup>nd</sup> and discussed the search for a new officer, and she commended the Chief for his ongoing efforts in the accreditation process.

and with the grant work for the department. She also gave a shout out for the great work of the department and the Town staff at the National Night Out event.

### **MAYOR AND COUNCIL REPORT**

Mayor Jackson provided an overview of the meeting process for the Government students that were in attendance. He continued to state the importance and significance of always remembering and honoring those lost on 9/11. He then stated that it was National Suicide Prevention Week and turned the floor over to Councilperson Dyjak who spoke about taking the time to notice and acknowledge mental health issues in the world.

### **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, and Councilperson Mathias seconded the motion; motion passed unanimously. The meeting adjourned at 6:37 p.m.

Respectfully Submitted,

  
Cary Jackson, Mayor  
Christa Hall, Clerk of Council

## **ATTACHMENT TO DTC 9.12.22 REGULAR MEETING MINUTES**

**Town Manager**

**Staff Report**

**August 2022**

### **Personnel**

- 1) We continue to monitor and react appropriately to evolving COVID protocol.
- 2) A staff appreciation luncheon was held on August 11 to thank staff for their hard work on National Night Out, Muddler and other events and activities. We continue to have a strong team that works well with all departments.
- 3) A special thanks to Chief Trout and the Police Department, Meggie, and Public Works and Water Departments for their teamwork and dedication in hosting National Night Out, Muddler, and the Downtown Revitalization Grant public meeting. All were excellent community events.

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

- 1) Water Plant Upgrade:
  - a) Construction is on schedule and going well.
  - b) Additional change orders are expected due to pipes not being in the location shown on the drawings we had. They were much deeper in one area and in a different place in another. This has resulted in relocation of some items and additional expenses. I hope to have figures at the council meeting. The issue has been discussed with the infrastructure committee.
  - c) Staff participated in the WTP monthly progress meeting with the engineer and contractor.

### **Other**

- 1) Staff met with a business owner outside town limits who is interested in extending water lines at no cost to the town. This was discussed with the infrastructure committee and will come back to council later.
- 2) I participated in Muddler meetings and worked the event.
- 3) I attended National Night Out.
- 4) I have been working with staff, planning commission, and the PDC on the comprehensive plan.
- 5) I have been working with staff, planning commission, and the project management team on the downtown revitalization grant.
- 6) Staff has been working on several potential rezoning and development projects in town. If/when applications are received, we will update council.
- 7) I submitted a joint grant application for a public works truck and police vehicle through USDA.
- 8) I continue to serve on HRRSA and MPO boards and attend meetings.
- 9) I participated in two police interviews.
- 10) I am co-chair for the VLGMA Winter Conference again this year. The conference will be held in Harrisonburg.
- 11) I attended the LRTP public meeting hosted by PDC at Turner Ashby.
- 12) Rode on horse and buggy with PDC transportation planning staff to better understand the needs related to transportation planning. Special thanks to Everette Burkholder. Other opportunities will be available at a later date.

### **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	Requested again this month.
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.  Street has been cut. Sidewalks will be removed beginning 9/8/22. Sidewalks to be installed beginning 9/14, weather permitting.	Would include all of College – may be done in phases.  Phase I – Mill (not including what was completed during Mill Street project to King).
PF01 Parks	Saving for future needs	
PW01 PW Service Truck	Applied 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	Applied for grant.	

Respectfully submitted,

*Angela A. Lawrence*