

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

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Robert Seward, Bob Wolz, Melody Pannell, and Emily Estes. Pursuant to Virginia State Code 2.2-3708.2 and the Town's Resolution authorizing electronic participation in Town meetings, Susan Mathias joined remotely via zoom from North Brandford, CT, due to a medical condition of a family member.

COUNCIL MEMBERS ABSENT: None.

ALSO PRESENT: Jordan Bowman, Town Attorney; Brian Borne, Town Manager; Police Chief Justin Trout, Christine Wade, Deputy Clerk, Meggie Roche, Economic & Community Development Coordinator, and Christa Hall, Treasurer.

CALL TO ORDER: Mayor Jackson called the meeting to order at 6:03 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. Deputy Clerk Wade called the roll for the Town Council. Mayor Jackson led the Invocation and the Pledge of Allegiance. Before starting the public hearing, he stated he wanted to welcome officially the new Town Manager Brian Borne and give him a few minutes to share. Mr. Borne said it was great to be here in Dayton. He was out on Saturday at the parade and tree lighting, and it was a wonderful experience and a great way to see and meet some of the townspeople. The parade had a great turnout and it looked as if everyone was having a good time. He also said that the staff had worked hard all week for that event and was continuing to work hard for the event on Wednesday. He felt that they worked together as a team to make events happen. He concluded by stating that he looked forward to working with everyone and was excited for the future.

PUBLIC HEARING: Mayor Jackson opened the public hearing for the council to hear public comments regarding the franchise agreement with Shentel at 6:06 p.m. Speakers are asked to speak directly to the Council, stating their name and address. Since there was no one signed up to speak, Mayor Jackson asked Mr. French with Shentel, if he would like to come up and speak and give a quick introduction as to what this project will look like. Mayor Jackson adjourned public hearing at 6:08 pm

APPROVAL OF MINUTES: Mayor Jackson asked for a motion to approve the minutes as written for the Regular Council Meeting of November 13, 2023. Councilperson Seward replied so moved; the motion was seconded by Vice Mayor Dyjak and there was no additional discussion. The motion was approved by an all-in favor vote of 7 to 0.

ACTION ITEM: Mayor Jackson stated that the first action item on the agenda is for an ordinance granting a cable television franchise. He asked the Town Attorney, Mr. Bowman, if he had any info to be added to it. Mr. Bowman stated that everyone had his written report and he felt that Mr. French had fairly summarized it. It was identical to what other towns had been doing and what Bridgewater had done earlier this year. It creates another cable option for Dayton residents, and no one must buy anything. Mayor Jackson thanked Mr. Bowman and then asked for a motion to grant the ordinance for

the cable television franchise to Shenandoah Cable Television, LLC. Councilperson Estes replied so moved and Councilperson Pannell seconded. The motion passed with a all-in favor vote of 7-0.

PUBLIC COMMENT: Mayor Jackson recognized Town resident Deb Crank. Ms. Crank said that it was 'Tis the Season to be thankful and stated her 12 days of thankfulness. Number one, our shops are so busy, that some didn't have a chance to provide for the Town party yet. So, she will be bringing donations from Nanny's Nook, The Rustic Oracle and The Cottage to Town Hall. The videos, Facebook and newsletters continue to grow the Town's businesses and they are thankful. Number Two, for the generous donations of money and gifts for the 4 giving trees for our students at Wilbur Pence Middle School and Turner Ashby High School. Number Three, the new Town Manager. Number Four, Dayton Days, Small Town Celebrations and Redbud and all the other events including Dove Park's current set up for Christmas. Small Town brings out such a magical Christmas for all those who live here and those who visit. Number Five, the street sweeper, and the operator who keeps our streets clean and the mechanic who keeps it running. Number Six, our historical downtown district who doesn't qualify for low-income status, we are all blessed. Number Seven, being awarded \$50,000 for a planning grant. Number Eight, shop owner making space for another shop owner who was displaced. Number Nine, for the upgraded purple park a.k.a. Sunset Park playground equipment. Number Ten, for those who work long hours keeping the streets clean during snow events and the officers who keep our streets safe. Number Eleven, our new state-of-the-art water plant that provides safe, clean water. Lastly, Number Twelve, Meggie for giving 1,000% during 2023 and never giving up on our Town and Christine who took a chance and came to our Town. We thank you. For 2024, I have briefly spoken to the Chief, Meggie, and Christine about doing a community "pull tab" donation. Meaning the little pull tabs that you get off your aluminum cans are a fundraiser for the Ronald McDonald House, and we could do it for Charlottesville. Ms. Crank will gather more information and present it to Meggie sometime in January.

MANAGER'S REPORT: Town Manager Brian Borne provided a report, which is attached. He reiterated that he had already shared about the Christmas parade and that it was a spectacular event, and it was amazing the amount of work that the staff gets done. He said that the staff really worked well together, and he appreciates that. Mr. Borne wanted to make sure everyone was aware that he was preparing the staff for the fiscal year 2025 budget. And as a reminder there will be a 3% water rate increase as of July 1, 2024. He also shared that the Town closed on the Shank property today, and that was for the new water storage tank. He concluded by stating that the Town is looking at investing in a compensation study for the Town.

POLICE REPORT: Chief Justin Trout stated that the Council had his report and if they had any questions, he was happy to answer. Vice Mayor Dyjak spoke up and said that the Police accreditation was this last week, and he was very excited to see the results when they were ready. He gave congratulations to the Chief and everyone that helped. Chief Trout stated the Police Department will go before the commission in March for accreditation status.

TOWN ATTORNEY REPORT: Town Attorney Jordan Bowman said he didn't have anything else to add, but that was excited to be able to work with Mr. Borne.

MAYOR AND COUNCIL REPORTS: Vice Mayor Dyjak gave a report for Economic & Community Development. He started by saying welcome to the new Town Manager, Mr. Borne. It was a great time to be a Dayton resident this past weekend with the parade. He said that a lot of people are looking for the Christmas spirit this time of the year. We have that, but the other eleven months we have community spirit here in Dayton. Thanks to the merchants for the small-town Christmas, a lot of people that visit during the Thanksgiving holiday like to come to Dayton for this event and then realize why we love living here. Vice Mayor Dyjak wanted to remind everyone of the Christmas party on Wednesday and that he heard that there were some elves judging the Town Christmas decorations. Don't forget Santa's mailbox which is located at Town Hall and on Main Street at Mane Street Salon. Also, the Wreaths across America is Saturday, December 16th at 11:30 a.m. beginning at Wilber Pence Middle School with the ceremony and then traveling to the gravesite across the road. He thanked the staff again for all they had done and accomplished in 2023 and looked forward to working with the new Town Manager and staff for 2024. Next, he shared that the Finance Committee did meet, and reported we are in good shape and ready to move forward and begin to plan next year's budget.

Mayor Jackson asked for a report from Infrastructure and Police. Councilperson Seward stated there was no meeting for either.

Councilperson Wolz reported for Parks, Recreation and Beautification and stated that there was no meeting, but that they did have a nice parade and Christmas tree lighting. It went well and there were a lot of smiling faces.

Mayor Jackson asked Councilperson Pannell for a Personnel report and she replied that they did not meet and there was no report.

Mayor Jackson asked if there were any comments. Councilperson Wolz said that he wanted to thank everyone that voted for him in the last election.

UNFINISHED BUSINESS: Mayor Jackson said that we did have one item in unfinished business; it was for the approval for the street names for the new Dayton Crossing Subdivision. Neither the engineer nor developer attended and therefore there would be no discussion and they would table it again. Vice Mayor Dyjak asked if we were tabling it until the next meeting. Town Attorney Bowman suggested to table it indefinitely. Vice Mayor Dyjak made the motion to table it indefinitely or until a new list is provided. Councilperson Seward, so moved, and Councilperson Estes seconded. The motion was approved by an all-in favor vote of 7 to 0.

NEW BUSINESS: None.

ADJOURNMENT: With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn. Councilperson Wolz seconded the motion and it passed unanimously. The meeting was adjourned at 6:23 p.m.

Respectfully Submitted,


Cary Jackson, Mayor


Brian Borne, Clerk of Council

ATTACHMENT TO DTC 12.11.23 REGULAR MEETING MINUTES

Town Manager's Report

Brian J. Borne

November 2023

Town Manager's Office:

- Cross training employees in Public Works and Water has begun.
- Review of job descriptions underway.
- Policy reviews underway.
- Property closing update for water tank construction at meeting.
- Budget review and preparation of FY 2025 Budget Schedule is underway.
- At the request of Dominion Energy, met regarding their Rural Broadband Program.

Police Department:

1. Personnel

A. Employee recognitions

- Breanna Burkhead (Accreditation Assistant) and all officers for the work they have done in preparation for the department Accreditation Assessment.

B. Training

- All officers completed cyber awareness training.

2. Activity Report November 2023

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
452	449	3	1	1	95

3. Project Updates

- Accreditation
 - Accreditation Assessment is December 3-6, 2023.
- Sentara Cares Grant
 - Grant was approved. AEDs have been ordered.
- VRSA Grant
 - Utilized in conjunction with the Sentara Cares Grant.
- DCJS ARPA Law Enforcement Equipment and Technology Grant.
 - Grant has been closed. Waiting for reimbursement.
- Heat Grant Awarded.
 - Discuss with the Town Manager in December.

Public Works:

- Jennifer obtained her Commercial Pesticide Applicator license.
- Greenway lights and electrical outlets have been installed.
- The sidewalk and pavement patching have been completed following the water leak repair.
- Leaf collection is wrapping up for the season.

Water Department:

- Water plant treated 46.115 million gallons of water in the month of November.
- No water was purchased from the County or sold to the County.
- Well 2 pump replacement is complete, and the well is back in operation.
- High service pump 3 replacement is complete.

Treasurer's Office:

- The treasurer completed the VGFOA Finance Officer's Certification Program and attended the VGFOA Fall Conference in Charlottesville.
- Staff met with the Finance Committee to discuss the Auditor's Financial Report for FY23. Staff will work on the auditor recommendations for a Federal Procurement Policy and a revised PTO policy to come before Council at an early 2024 Council meeting. Staff will finalize the FY23 journal entries and Capital Carry over to close out the FY23 budget (no Council action needed).
- Staff will work with the Town Attorney to revise the fee schedule to address how to best handle pop-up vendors and food trucks in Town for consistency, clarity, and enforcement. Staff will work with the appropriate Council committees for recommendations to the full Council.
- Staff is working on the FY24 budget amendment & will present it at the April Council meeting.
- Staff mailed 33 cut-off notices for unpaid water service. Service interruption is scheduled for December 20, 2023. There were no service interruptions in November.
- Real Estate Tax Bills and Vehicle License Fee Bills were mailed in November and are due on December 5th. We have collected 73% for Real Estate Taxes and 57% for Vehicle License Fees. Those numbers should increase significantly in early December.

Community & Economic Development:

Economic Development

- Wayfinding Signage: Installation of the directional signs began and will be completed in early December. A new design that meets VDOT standards was approved for the gateway signs. The new design is very similar to the original design, minus the stone base to allow for the breakaway poles required by VDOT. Installation of the gateways is expected in January.
- Downtown Revitalization Grant: The RFP for consultant services will be released in December with responses due mid-January. Staff expects a consultant to be chosen by the end of January and will present the chosen consultant at the February Council meeting for award.
- Façade Enhancement Grant: No new applications received.

Community Development

- Three zoning permits were issued.
- One Certificates of Occupancy was issued.
- No Chicken Keeping application was received.
- No Short-Term Rental Applications were received.
- No applications for a Home Occupations Permit were received.
- Responded to 8 zoning inquiries.
- Dayton Crossing site plans are under review. Staff reached out to the developer to discuss alternative street names as directed by the Council. The developer has not provided alternative street names as of 12/5.

Events

- Holiday event reminders:
 - The Christmas Tree Lighting was postponed until Saturday, December 9 due to forecasted rain on Friday evening. The tree lighting will immediately follow the parade.
 - The Christmas Parade will be on December 9 at 10 am.
 - The resident Christmas party will be on December 13 from 6:30 pm to 8:30 pm at Woodmen Life.
 - The deadline to enter the Holiday decorating contest is December 4. Judging will take place on the evening of December 14 and winners will be announced on December 17.
 - Santa's mailbox is at Town Hall and Mane Street Salon.

Other

- Holiday newsletter sent out 12/1.
- Staff has received no applications for the EDA or BZA. The vacancies will remain open until filled.
- Attended HRMPO Policy Board meeting on November 16 as an alternate.

Town of Dayton
Budget v. Actual Report
FY24 PERIOD ENDING 11/30/2023

REVENUES	Budget	MTD	YTD	Variance	% Revd
General Fund					
Property Taxes	\$ 166,500	\$ 166,726	\$ 166,726	\$ 226	100%
Other Local Taxes	\$ 416,250	\$ 75,133	\$ 196,744	\$ (217,506)	46%
Permits, Privilege Fees & Licenses	\$ 500	\$ 40	\$ 1,505	\$ 1,005	301%
Fines & Forfeitures	\$ 42,500	\$ 7,023	\$ 34,338	\$ (8,162)	81%
Rev. from use of money & prop.	\$ 500	\$ 100	\$ 175	\$ (325)	35%
Charges for services	\$ 165,000	\$ 13,718	\$ 54,004	\$ (110,996)	33%
Other	\$ 116,000	\$ 445	\$ 5,085	\$ (110,915)	4%
State & Federal Funding	\$ 133,872	\$ -	\$ 64,143	\$ (69,729)	48%
Transfer from Water & Sewer	\$ 1,338,264	\$ -	\$ -	\$ (1,338,264)	0%
TOTAL GF REVENUES	\$ 2,379,386	\$ 263,185	\$ 524,720	\$ (1,854,666)	22%
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	\$ 365,874	\$ 1,404,925	\$ (2,328,675)	38%
W&S Conn Fees	\$ 20,000	\$ 0	\$ 12,750	\$ (7,250)	64%
Interest	\$ 10,000	\$ 5,747	\$ 40,460	\$ 30,460	405%
Misc.	\$ 2,500	\$ 540	\$ 690	\$ (1,810)	28%
Funding from Reserves	\$ 112,075	\$ 0	\$ 0	\$ (112,075)	0%
TOTAL W&S REVENUES	\$ 3,878,175	\$ 372,161	\$ 1,458,825	\$ (2,419,350)	38%
TOTAL REVENUES	\$ 7,478,015	\$ 635,346	\$ 1,983,545	\$ (5,494,470)	27%

EXPENDITURES	Budget	MTD	YTD	Variance	% Used
General Government	\$ 635,791	\$ 105,307	\$ 333,009	\$ 302,782	52%
Public Safety	\$ 816,130	\$ 57,712	\$ 348,170	\$ 467,960	43%
Public Works	\$ 579,165	\$ 42,389	\$ 195,091	\$ 334,074	37%
Parks, Rec & Culture	\$ 201,506	\$ 10,771	\$ 55,289	\$ 146,217	27%
Community Development	\$ 196,794	\$ 9,346	\$ 66,859	\$ 129,935	34%
TOTAL GF EXPENDITURES	\$ 2,379,386	\$ 225,505	\$ 998,418	\$ 1,380,968	42%
Capital Projects (will have carry over from FY23--amounts pending final computation)					
PD Equipment*	\$ 50,000	\$ 5,320	\$ 67,173	\$ (17,173)	134%
Greenway Project	\$ 54,438	\$ -	\$ -	\$ 54,438	0%
King Street Extension	\$ 75,649	\$ -	\$ -	\$ 75,649	0%
Sign Program	\$ 250,812	\$ 168,095	\$ 239,897	\$ 10,915	96%
Sidewalks	\$ 42,980	\$ -	\$ 14,315	\$ 28,665	33%
Town Street & Alley Resurfacing	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
Land Acquisition & Amenities	\$ 75,000	\$ 2,500	\$ 26,350	\$ 48,650	35%
Playground Equipment	\$ 65,000	\$ 52,993	\$ 52,993	\$ 12,007	82%
Public Works Vehicle *	\$ -	\$ 3,029	\$ 55,319	\$ (55,319)	
Dump Truck	\$ 75,000	\$ 6,853	\$ 63,206	\$ 11,794	84%
Vermeer Blower	\$ 35,000	\$ -	\$ 34,895	\$ 105	100%
Water Line Extension	\$ 145,000	\$ -	\$ -	\$ 145,000	0%
Water Storage Facility	\$ 100,000	\$ -	\$ -	\$ 100,000	0%
Water/Sewer Line Replacement	\$ 201,575	\$ 111,126	\$ 111,791	\$ 89,784	55%
TOTAL CAPITAL PROJECTS	\$ 1,220,454	\$ 349,916	\$ 665,939	\$ 554,515	55%
Water & Sewer Fund					
Operating	\$ 705,646	\$ 115,372	\$ 334,204	\$ 371,442	47%
HRSA	\$ 1,800,265	\$ 156,940	\$ 778,194	\$ 1,031,071	43%
Water Fund Contingency	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
TOTAL W & S EXPENDITURES	\$ 2,530,911	\$ 272,312	\$ 1,112,398	\$ 1,422,513	44%
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	\$ 847,733	\$ 2,776,755	\$ 4,701,260	37%
NET TOTAL			(\$212,387)	(\$793,210)	

*pending budget amendment