

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING  
COUNCIL CHAMBERS DAYTON TOWN HALL  
Monday, August 14, 2023  
AGENDA**

**Joint Public Hearing – 5:30 PM**

1. Call to Order Mayor Jackson
  - a. Roll Call of Town Council Ms. Wade
  - b. Roll Call of Planning Commission Ms. Wade
2. Public Hearing: To hear public comments regarding an application for a Special Use Permit for Harrisonburg Refrigeration, LLC
3. Adjournment

**Special Called Planning Commission Meeting – Following Joint Public Hearing**

1. Call to Order Chairman Barnett
2. Items for Consideration—Special Use Permit for Harrisonburg Refrigeration, LLC
3. Adjournment

**Regular Council Meeting – 6 PM**

1. Call to Order Mayor Jackson
  - a. Invocation
  - b. Pledge of Allegiance
  - c. Proclamation of Constitution Week
2. Approval of Minutes for Regular Town Council Meeting of July 10, 2023.
3. Action Items\*
  - a. Consideration of a Special Use Permit for Harrisonburg Refrigeration, LLC
  - b. Consideration of Land Acquisition for the Water Storage Tank
4. Public Comment
5. Staff Reports
  - a. Manager's Report
  - b. Police Department's Report
  - c. Attorney's Report
  - d. Mayor & Council Reports
6. Unfinished Business
7. New Business

\*Please Note: All Action Items are for Council's consideration and are considered as drafts until voted on by Council and signed by the Mayor and certified by the Clerk.

8. Closed session - as authorized by Virginia Code Section 2.2-3711(A)(3) for discussion or consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Town, and as authorized by Virginia Code Section 2.2-3711(A)(8) for consultation with legal counsel 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 matters related to an alleyway within the Town.

9. Adjournment

Important Notice: Town Council Livestream Available

This meeting will be available for livestream viewing via Zoom at the link provided below. Please note that this is provided for viewing purposes only and all attendees will be muted and no comment will be accepted or allowed from Zoom.

Join Zoom Meeting:

<https://us02web.zoom.us/j/82406165471?pwd=RXR6UIRkdUMzOHR2ZkQ3ODVUNWtJQT09>

Meeting ID: 824 0616 5471

Passcode: 701654

Dial in: 1-301-715-8592

MUST HAVE ONE COPY FOR EACH AGENCY

TOWN OF DAYTON  
ATTN: ZONING ADMINISTRATOR  
125 B EASTVIEW STREET  
DAYTON, VIRGINIA 22821

Comments For:

Special Use Permit       Site Plan  
 Subdivision       Rezoning

THIS PAGE TO BE COMPLETED BY APPLICANT:

Agency Name & Address:

Town of Dayton  
125 B Eastview St.  
Dayton, VA 22821

Applicant's Name, Address and Phone Number:

Harrisonburg Refrigeration, LLC  
800 Chicago Ave.  
Harrisonburg, VA 22802  
540-434-4681

Name of Development and Description of the Request:

special use permit  
for the B-1 use group of existing buildings

Location:

3022 John Wayland Hwy.  
Dayton, VA 22821

Tax Map #:

107-(A)-218

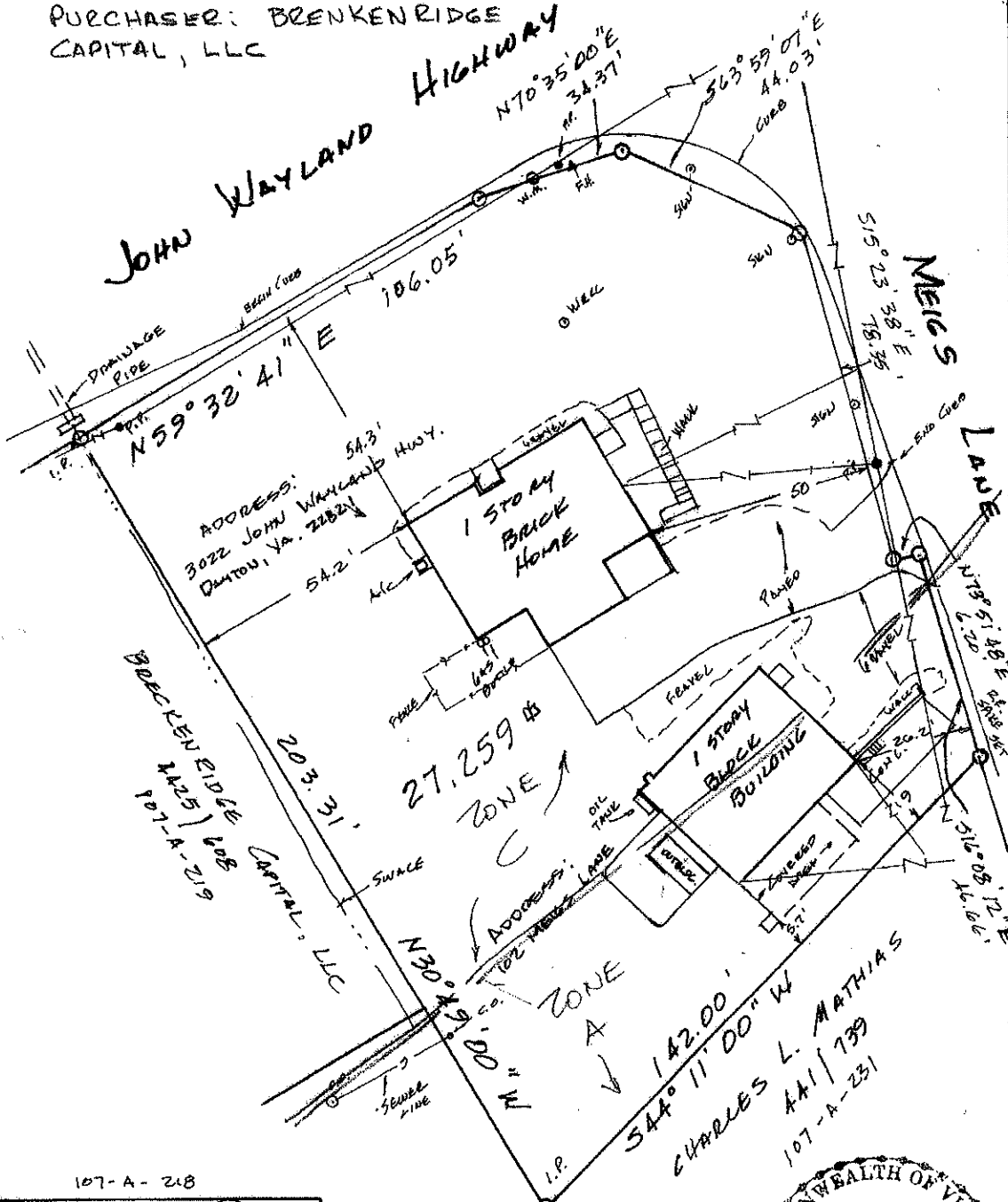
# TITLE SURVEY OF A 27,259 sq PARCEL DAYTON, VIRGINIA

OVERHEAD  
UTILITY LINES

SCALE: 1"=30'  
DATE: 6 DEC 00  
UPDATE: 2 MAY 23

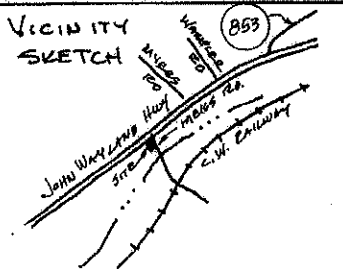
SURVEYED PARCEL STANDING IN  
NAMES OF RUTH A. RISSLER ALTEMUS  
AND DEBRA RISSLER LAYMAN, PRIMARY  
TRUSTEES, OF THE JAY RISSLER SPECIAL  
NEEDS TRUST - 4778 | 89, 107-A-218

PURCHASER: BRECKENRIDGE  
CAPITAL, LLC

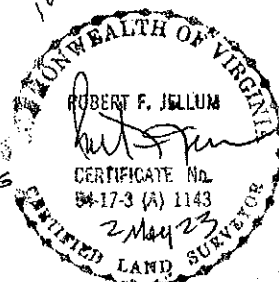


107-A-218

VICINITY  
SKETCH



THE SURVEYED PARCEL IS  
IN ZONES A & C ACCORDING  
TO F.E.M.A. MAP DATED  
29 SEP 86. THE DIVISION  
LINE IS SHOWN ABOVE AS  
SCALED FROM F.E.M.A. MAP.



## APPLICANTS CHECKLIST

An application must be submitted to the Zoning Administrator and must be approved by the Town Council before the change in zoning classification can take effect. The following items constitute a complete application:

- Completed and signed application.
- Completed comment sheets from the appropriate agencies, if applicable. Only the agencies that are checked need to receive a comment sheet. A copy of the application and the site plan must be attached to each agency sheet in order for them to comment on the application.
- Site plan showing the proposed use.
- Application fee paid in full, make checks payable to the Town of Dayton.

## AGENCY REVIEW LIST

Agencies requiring a comment will be identified by the Zoning Administrator during preliminary review conference:

- \_\_\_\_\_ Town of Dayton  
125 B Eastview Street  
Dayton, Virginia 22821  
Attn: Christa Hall
  
- \_\_\_\_\_ Erosion & Sediment Control  
Rockingham County Administration Center  
20 East Gay Street  
Harrisonburg, Virginia 22802  
Attn: Mr. Adam Hancock
  
- \_\_\_\_\_ Rockingham County Planning & Zoning  
Rockingham County Administration Center  
20 East Gay Street  
Harrisonburg, Virginia 22802
  
- \_\_\_\_\_ Rockingham County Community Development – Building Permits  
Rockingham County Administration Center  
20 East Gay Street  
Harrisonburg, Virginia 22802  
Attn: Ms. Rhonda Cooper
  
- \_\_\_\_\_ Virginia Department of Transportation  
3536 North Valley Pike  
Harrisonburg, Virginia 22802  
Attn: Mr. Don Komara
  
- \_\_\_\_\_ Rockingham-Harrisonburg Health Department  
110 North Mason Street  
Harrisonburg, Virginia 22802
  
- \_\_\_\_\_ Rockingham County Fire Prevention Officer  
Rockingham County Administration Center  
20 East Gay Street  
Harrisonburg, Virginia 22802  
Attn: Mr. Jeremy Holloway
  
- \_\_\_\_\_ Rockingham County Public Schools  
100 Mount Clinton Pike  
Harrisonburg, Virginia 22802  
Attn: Dr. Oskar Scheickl
  
- \_\_\_\_\_ Other: \_\_\_\_\_

**The application packet must be completed and submitted prior to the submission deadline; this date will be communicated to the applicant by the Zoning Administrator.**

**Application Fee:**

\$350.00, plus \$50.00 per acre.

**Application Review and Action:**

Once the applicant submits the completed application, the rezoning request will be heard by the Town Council and if appropriate, referred to the Planning Commission for their review and scheduled for a joint public hearing of the Planning Commission and Town Council. This hearing is normally held on the second Monday of the month at 6:00 p.m. in the Council Chambers of the Dayton town office. The Zoning Administrator will mail a copy of the agenda to the applicant prior to the meeting indicating the date, time and location in case any changes are made to the normal schedule. The applicant needs to appear at this hearing to present the application and answer any questions. After the Planning Commission makes its recommendation, the Town Council will take up the matter at their regularly scheduled meeting, normally also the second Monday of the month at 6:00 p.m. immediately after the joint public hearing in the Council Chambers located at 125 Eastview Street, Dayton, Virginia.

**Agency Comments:**

The Zoning Administrator determines for each application the appropriate agencies that must comment on the application. Those required for your application are checked on the attached list after meeting with the Zoning Administrator on the issue. The applicant must provide each reviewing agency with a blank comment form, a copy of a site plan, and a copy of the application form. The applicant is also responsible for collecting completed comment forms and turning them in with the application by the established deadline.

**TOWN OF DAYTON**  
**Application for Rezoning/ Conditional Zoning/Special Use**

1. Applicant Information:

Property Owner's Name: Breckenridge Capital, LLC

Or Contract Purchaser's Name: Wade Robinson

Address: 3028 John Wayland Hwy Dayton Phone: 540-830-0470

Owner's Representative: Wade Robinson

Address: 3028 John Wayland Hwy Dayton Phone: 540-830-0470

2. Description of Property:

Location (Please give exact address and/or directions): 3022 John Wayland Hwy  
Dayton, VA 22821

Tax Map Number: 107-(A)-218 Deed Book & Page Number(s): 4778 Page 89

Existing Zoning: R-1

Proposed Zoning: B-1 Commercial

Total Acreage: 27,259 sq. ft

3. Proposed Use: Business office and shop for service  
Company

4. It is proposed that the following buildings, additions, or improvements will be constructed:

Existing buildings to be used.

5. Dimensions and height of buildings or proposed buildings:

Existing buildings to be used



6. Has a previous application been made for this rezoning? [ ] YES [X] NO  
If yes, give date: \_\_\_\_\_

7. Please supply an estimate of the traffic impact of the proposed use in relation to its access streets:

Service company has four service trucks.

8. Briefly discuss how the proposed use and improvements are designed and arranged to fit into the development of the adjacent property and neighborhood and will not be detrimental to the immediate neighborhood: adjacent property has

special use permit and is owned by the company - Breckenridge Capital, LLC.

9. Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. A site plan must be submitted with this application. The Zoning Administrator will supply a checklist of the information that is required, which shall include, but is not limited to, the following:

- (a.) Boundaries of the entire area
- (b.) Total area of the property
- (c.) Location and size of all existing and proposed structures (including signs)
- (d.) All required minimum yards and the distances of all existing and proposed structures to the lot lines
- (e.) Public right(s)-of-way, indicating names and/or route numbers
- (f.) Proposed means of ingress and egress to and from the property from a public street
- (g.) Size and location of all existing and proposed off-street parking spaces, indicating minimum distance from the nearest property line(s)
- (h.) Proposed screening, landscaping, and fencing
- (i.) The existing use and zoning designation of adjacent properties

**THIS PAGE TO BE COMPLETED BY AGENCY**

Agency Comments:

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Agency Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

(NOTICE TO AGENCY – PLEASE RETURN THIS FORM TO THE APPLICANT)

**Notice to Applicant**

It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Please attach a copy of the site plan and application form. The Virginia Department of Transportation needs 3 copies of the site plan and 1 copy of the application form.

11. Provide the names and complete addresses of all adjacent landowners, including landowners across any road (use an additional sheet if necessary):

NAME	ADDRESS	TAX MAP #
1. Breckenridge Capital, LLC		107-A-L220
3028 John Wayland Hwy		107-A-L219
Dayton, VA 22821		
2. Charles Mathias		107-A-L231
3054 John Wayland Hwy		
Dayton, VA 22821		
3. Thomas Gunning		107-7-L6A
3020 John Wayland Hwy		
Dayton, VA 22821		
4. Pangle, LLC		107-7-L6A1
101 Meigs Lane		
Dayton, VA 22821		

12. Any proffers that the applicant wishes to present for consideration should be attached to this application.

13. The fee for a zoning request is \$350.00, plus \$50 per acre. This fee must be paid to the Town upon submission of this zoning application form and related papers.

I (we), the undersigned, do hereby certify that the information provided is accurate to the best of my (our) knowledge and hereby apply for a zoning request under the provisions of the Code of the Town of Dayton. I (we) understand that, after due notice and public hearing, the Town Council may approve, approve with conditions, or deny this application. I (we) authorize the Town to go upon the property for the purpose of making site inspections.

Applicant(s) Signature(s): William J. R. M/M

Date: July 5, 2023

Mailing address: 3028 John Wayland Hwy  
Dayton, VA 22821

Telephone Number: 540-830-0470

\*\*\*\*\*

**FOR TOWN USE ONLY:**

Amount of Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

Planning Commission Recommendation:

APPROVE       DENY      Date: \_\_\_\_\_

Town Council Action:

APPROVE       DENY      Date: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator's Signature

**Joint Public Hearing with Planning Commission and Town Council to review  
Special Use Permit Application – Harrisonburg Refrigeration, LLC**

**Staff Report**

Planning Commission and Town Council will hold a joint public hearing to consider a special use application for Harrisonburg Refrigeration, LLC. The business has proposed to locate at 3022, John Wayland Hwy, specifically tax map # 107-(A)-218. The property is owned by Breckenridge Capital, LLC and is currently zoned R-2. Harrisonburg Refrigeration, LLC requires a special use permit to operate out of the existing buildings. The planned use for the existing buildings is a business office and shop for service. According to Town Code this would be a permitted use with a Special Use Permit. There will be no new construction and no significant increase in traffic. The adjacent property is also owned by Breckenridge Capital, LLC and already has a special use permit.

The application has been sent to the necessary outside agencies for review (VDOT & Fire/Rescue) and there were no objections.

**Staff recommend approval of the special use permit.**



## **PROCLAMATION DECLARING September 17-23, 2023 Constitution Week**

**WHEREAS**, it is a privilege and duty of the American people to commemorate the two hundred thirty-six anniversary of the drafting of the Constitution of the United States of American with appropriate ceremonies and activities; and

**WHEREAS**, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

**NOW, THEREFORE, I**, Cary Jackson by virtue of the authority vested in me as Mayor of the town of Dayton of the State of Virginia do hereby proclaim the week of September 17 through 23 as

### **CONSTITUTION WEEK**

And urge all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Town of Dayton to be affixed this 14th day of August of the year of our Lord two thousand twenty-three.

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Mayor Cary A. Jackson

Attest: \_\_\_\_\_  
Clerk of Council

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL  
July 10, 2023**

**COUNCIL MEMBERS PRESENT:** Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Robert Seward, 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, Susan Mathias joined remotely via zoom from North Brandford, CT, due to a medical condition of a family member.

**COUNCIL MEMBERS ABSENT:** Ms. Pannell

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

**CALL TO ORDER:** Mayor Jackson called the meeting to order at 6:00 p.m. He first stated he wanted to welcome and introduce Christine Wade who will be the new Deputy Clerk and FIOA officer. He then initiated a motion to amend the agenda for the meeting to add, under New Business, a closed session as authorized by Virginia Code Section 2.2-3711(A)(3) for the discussion and consideration of the possible acquisition of real property for a public purpose. Councilperson Wolz made a motion to accept and Vice Mayor Dyjak second the motion. The motion was approved by an all in favor vote of 6-0 with 1 member absent. He stated that the Council would only hear public comments from those who have signed up to speak and that speakers would be limited to five minutes each and comments are to be addressed to the Council. Deputy Clerk Wade called the roll for the Town Council. Mayor Jackson led the Invocation and the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Mayor Jackson asked for a motion to approve the minutes as written for the Council Meeting of June 12, 2023. Vice Mayor Dyjak replied so moved; the motion was seconded by Councilperson Wolz and there was no additional discussion. The motion was approved by an all in favor vote of 6-0 with one member absent.

**ACTION ITEM:** Mayor Jackson stated that the first action item on the agenda is the consideration of revisions to the Town Employee Handbook. Three new policies were proposed which are the bereavement policy, telework policy and inclement weather policy for essential personnel. Mr. Mathers gave a staff report and stated that the HR policies and personnel policies are subject to review as necessary. He stated personnel were all in favor of the 3 new policies. Mayor Jackson asked Councilperson Mathias if that was the recommendation of the personnel committee. Councilperson Mathias answered yes. Mayor Jackson asked for a motion to be made to adopt the revisions to the Town Employee Handbook as presented. Councilperson Estes made the motion to accept and Councilperson Wolz seconded the motion. The motion passed by an all in favor vote of 6-0, with one member absent.



**ACTION ITEM:** Mayor Jackson stated that next are a slew of appointment actions and said that he would read them all and then only have one vote instead of individual votes.

Appoint Christine Wade as the Town's Deputy Clerk.

Appoint Christine Wade as the Town's FOIA officer.

Appoint Meggie Roche as the Town's Zoning Administrator.

Appoint Meggie Roche as the Town's Subdivision Agent.

Appoint Meggie Roche as the member to the Harrisonburg-Rockingham Metropolitan Planning Organization Technical Advisory Committee and Alternate member to the HRMPO Board.

Mayor Jackson entertained a motion to accept all the appointments as presented. Councilperson Dyjak replied so moved and Councilperson Estes seconded. The motion passed by an all in favor vote of 6-0, with one member absent.

**ACTION ITEM:** Mayor Jackson stated the next action item is the adoption of the Rockingham County Emergency Operations plan. He asked Mr. Mathers for a staff report. Mr. Mathers deferred to Chief Trout. Chief Trout shared that they are going through accreditation right now and one of the items found lacking was an Emergency Operations plan for the Town. Rockingham County already has one in place, he spoke to the Fire Chief who advised that the Towns are included in Rockingham County's EOP. Mayor Jackson asked for a motion to adopt the Rockingham County Emergency Operations Plan as presented. Councilperson Seward made the motion and Vice Mayor Dyjak second. Mayor Jackson asked if there was any discussion, Mr. Wolz asked Chief Trout if there was anything specific that the Town of Dayton would have to do specifically for the Town. Chief Trout stated that these were only guidelines for response and when a situation would arise that affected the Town only, that he and town manager would get together to discuss the issue and how to fix it. The motion passed by an all in favor vote of 6-0 with one member absent.

**PUBLIC COMMENT:** None

**MANAGER'S REPORT:** Interim Town Manager Earl Mathers said he feels very positive about the nature of the staffing in the Town at this time. He mentioned the Silver Lake Mill trail project and that it should soon be finished. VDOT will be widening the road and that could create an opportunity to enhance the project. He ended with talking about the special use permit that has just come to the attention of the Town. Staff recommends to that this be set up for a joint public hearing to coincide with the next council meeting in August and to meet at 5:30 pm along with the Planning Commission. Mayor Jackson asked the council if there was any issues with this joint meeting at 5:30. As there were none, staff will advertise and hold a Joint Public Hearing as recommended.

**POLICE REPORT:** Chief Justin Trout reported that the equipment has been ordered for ARPA Grant. Cones with the Cop event in June went well and had a great turnout. National Night out is coming up in August as well as a Chief's Town Hall Q & A.

**TOWN ATTORNEY REPORT:** Nothing to report.



**MAYOR AND COUNCIL REPORTS:** Councilperson Dyjak stated that the Business Spotlight series has been great and well received. He also thanked the downtown merchants for the American Small Town Celebration this past weekend. Councilperson Dyjak wished everyone a happy fiscal new year and thanked Town Treasurer Ms. Hall for her help with closing out and starting the new year. He shared that we closed out the year under budget, we are hitting our financial numbers, still funding our reserve targets and finance and investments are looking great.

Mayor Jackson asked for the report for Infrastructure and Police. Councilperson Seward stated there was no meeting for either but did want to say that he felt the Chief and other officers were doing a great job with getting the accreditation.

Councilperson Wolz for Parks, Recreation and Beautification, no meeting, but did share about the new playground equipment for purple park should be installed this fall. He also discussed the Dayton Muddler and that it has been rescheduled to April 2024. He also stated that there are some concerns concerning the muddler, in terms of the level of effort required to do the event, and the quality of the equipment that is being used. The current equipment needs to be upgraded. Mr. Wolz also shared that there is currently a survey going around town. CMW

Mayor Jackson asked Councilperson Mathias for a personnel report. She shared that the last meeting was July 6<sup>th</sup> and in the meeting they went over the policies and the new hires.

Mayor Jackson asked if there were any other comments.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

**CLOSED SESSION:** Mayor Jackson stated that the Council needs to go into Closed Session. For the virtual audience, this will be the conclusion of the livestream. Vice Mayor Dijak moved to convene into closed session as by Virginia Code Section 2.2-3711(A)(3) for the discussion and consideration of the possible acquisition of real property were discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Town. The subject matter of the closed session is the possible acquisition of land for a water tank.. The Council convened into closed session at 6:27 p.m.

**OPEN SESSION:** At 6:45 p.m., Council returned from closed session on a motion by Councilperson Estes, which was seconded by Councilperson Mathias and passed by a unanimous all-in-favor vote.

**FOIA CERTIFICATION:** With respect to the just-concluded closed session, and to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under The Freedom of Information Act and 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. Deputy Clerk Wade then proceeded to take a roll call, with each member as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE, PANNELL-ABSENT.

**ADJOURNMENT:** With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn and Mayor Jackson asked for a all in favor vote that passed unanimously. The meeting adjourned at 6:45 p.m.

Respectfully Submitted,

  
Cary Jackson, Mayor

  
Earl Mathers, Clerk of Council

## ATTACHMENT TO DTC 7.10.23 REGULAR MEETING MINUTES

### Town Manager

- Staff Updates
  - Promotions: Christa—Treasurer; Meggie—Community & Economic Development to include Zoning; Tammy—Accounting Technician II (including payroll)
- New Hires
  - Mae Lawrence, Facilities Technician, start date 7/3/23
  - Christine Wade, Administrative Assistant/Deputy Clerk, start date 7/5/23
  - Jeremy Hevener, Police Officer, start date 7/5/23
  - Retiring, Jeff Smith
- New Policies to be added to the Employee Handbook (pending approval)
  - Bereavement Policy
  - Telework Policy
  - Inclement Weather Policy for Essential Personnel
- Auditors initiated their work on June 30<sup>th</sup>
- Moving forward with preliminary scoping of water storage project. Everything looks favorable at this juncture.

### Water Department

#### I. Personnel

Position Title	# of Positions	Filled	Vacant
Lead Water Treatment Operator	1	1	0
P/T- Water Treatment Operator	1	1	0
Water Plant Operator	1	1	0

#### II. Reports

- Water Plant treated 54.046 million gallons of water in the month of June.
- Purchased no water from Rockingham County in the month of June.
- Rockingham County purchased 324,000 gallons from the Town on 6/28/23.
- Staff attended a VDH training on the new lead and copper rule on June 12<sup>th</sup> at Augusta County.
- Staff attended a VT class for continuing education units for maintaining waterworks licensing.
- Pinned a filter which had a broken fiber.
- Received approved DEQ permit.
- Assisted with water line repair on High Street.
- Sprayed 42 with Public Works.
- Completed and revised plant inventory.

### Public Works

## ATTACHMENT TO DTC 7.10.23 REGULAR MEETING MINUTES

### Town Manager

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### Public Works

Personnel:

Position Title	# of Positions	Filled	Vacant
Public Works Supervisor	1	1	0
Building & Grounds Technician	2	2	0
Part Time/seasonal	1	1	0

Reports:

- Repaired water leak at 380 High Street
- Viola Engineering has finished soil testing at the potential water storage site. Hopefully we will have the results back in the upcoming weeks to ensure that the ground is stable for a large structure.
- Working with the surveying firm Benner and Associates on mapping around the lake for the Silver Lake Nature Trail. Next step is getting easements around the lake entirely.
- Ordered the new playground structure for Sunset Park. It will be replacing the existing structure. Should be delivered in the next 2 to 3 months.

**Treasurer**

1. Staff worked with Ann Shawver to finalize all FY23 Budget Amendments and FY24 Budget. She will assist with the EOY Adjusting Journal Entries. She assisted with transferring all carry-over funds for capital projects into the accounting software system to ensure accurate reporting and budgeting for capital improvement projects.
2. End of the FY23 was June 30, 2023 and the auditors were on-site for preliminary field work, which went well. The final audit is scheduled for September 11-15. Staff is still reviewing the Budget vs. Actual report and will advise if any adjustments requiring Council approval will be necessary. The FY24 budget is loaded into the software system.
3. Staff mailed 10 cut-off notices for unpaid water service. Service interruption is scheduled for July 20, 2023.
4. Preliminary Financials attached.

**Economic Development**

- Wayfinding Signage: Process is ongoing. Staff have been in regular communication with the contractor and VDOT as we obtain permits and finalize fabrication.
- Downtown Revitalization Grant: Staff met with DHCD to discuss next steps. A grant contract from DHCD is pending.
- Business Spotlights: Park View Federal Credit Union and John Higgs Financial Services were featured in June. Braithwaites Studios will be featured in July. (We still have an open spot in July!)

- Business e-newsletter: The monthly business e-newsletter has transitioned to a bi-monthly e-newsletter for the time being as we move through staff changes. The July issue will be sent out on July 6.
- Façade Enhancement Grant: There is one application for review from Heritage Real Estate which will be considered at the July 10 EDA meeting.

**Community Development**

- Three zoning permits were issued.
- No Certificates of Occupancy were issued.
- One Chicken Keeping application was received.
- One Short-Term Rental Application was received.
- No applications for a Home Occupations Permit were received.
- Responded to 5 zoning inquiries.
- Staff met with Blue Ridge Christian School and the County to discuss the feasibility of the construction of a new gymnasium at Blue Ridge Christian School.
- A special use application from Rhodenizer is anticipated to be submitted in July for property located at 322 John Wayland Hwy for business purposes.
- The planning commission met on June 15 to review submitted plans for the Dayton Crossing Subdivision. After discussion, it was mutually decided between the commission and developer to table a decision until the July 27 planning commission meeting.
- Attended technical training session with the Virginia Zoning Association on June 21.

**Events**

- The June 17 concert was attended by approximately 115 people. A big thank you to Dry River Band who were able to fill in at the last minute for Who Shot John, who has to cancel due to family emergency.
- Registration for Dayton Days is still full. There are approximately 45 vendors on the wait list. Staff will likely close the wait list in July to avoid an over-abundance of refund charges.
- Staff will be publishing a Town Events Survey in July to gauge interest in future events. A QR code for the survey will also be included in the July newsletter.

**Other**

- The application deadline for BZA & EDA vacancies has been extended to August 10.
- New water fountains were purchased for Sunset Park, Cook’s Creek Park, and Dove Park. The new fountains also include bottle-filling stations.

**Public Works**

I. Personnel:

Position Title	# of Positions	Filled	Vacant
Public Works Supervisor	1	1	0
Building & Grounds Technician	2	2	0
Part Time/seasonal	1	1	0

II. Reports:

- Began accepting applications for the Facilities Technician position. We have received several applications and will be interviewing in June.
- With the help of Harrisonburg City Public Utilities, we cleaned and flushed all the sewer mains on Main St.
- Had an initial meeting with Viola Engineering at the proposed potential water storage tank site. Their firm will be doing the soil testing of the location to ensure a structure can be built there. Also, the site was surveyed, and it is anticipated that we will have that information in the upcoming weeks.
- PW staff completed VDOT Intermediate Work Zone training.

### Treasurer's Office

- a. Personnel: Ann Shawver, CPA, will assist with the transition in the Treasurer's office, the FY23 audit process and close out, and implementing the FY24 budget.
- b. Staff mailed 23 cut-off notices for unpaid water service. Service interruption is scheduled for June 20, 2023.
- c. New Core Dial phones have been ordered and will be installed in June. Upgraded internet speed to accommodate the new system and new equipment was installed in May.
- d. Reviewed the VRSA Liability Insurance Policy renewal for the FY24 period.
- e. Submitted the final Project & Expenditure Report to the US Department of Treasury for the ARPA funds received by the Town to ensure compliance.

### Planning and Zoning

- f. The Planning Commission meeting for May was cancelled due to no new business to discuss. They will meet in June to review the preliminary plat plan for Dayton Crossing. The preliminary plat has been submitted to all the necessary departments for review and that review will be discussed with the Planning Commission, the Engineer and the Developer at the June 15<sup>th</sup> meeting. Also at the June meeting, Ansley Heller, Transportation Planner with the CSPDC will present the approved HRMPO 2045 LRTP to the Planning Commission.
- g. BZA member, Dan Lee, will be leaving the BZA at the expiration of his term on June 30, 2023. This vacancy has been advertised and we will be accepting applications through June 23, 2023. Depending on the response, Council may need to conduct interviews and/or make an appointment in July.
- h. Colton Shifflett's term on the Planning Commission is set to expire June 30, 2023. Council will need to make an appropriate appointment for a 4-year term to expire June 30, 2027.

## Manager

- Devoted considerable time, in close collaboration with Ms. Hall in meeting the logistical and informational needs of the Berkley Group in conjunction with the Town Manager search.
- Responded to several FOIA requests with assistance from Mr. Bowman.
- Crafted changes to the personnel policy for review and discussion.
- Identified some management deficiencies which we are working to correct.
- Addressed several citizen concerns.
- Analyzed current staffing and organizational structure in follow-up to work performed by Mr. Paxton and Mr. Holton. Recommendations forthcoming.
- Engaged in various discussions regarding approved and future capital projects.
- Assisted with VRSA/insurance renewal.
- Reviewed applications and interviewed candidates for Administrative Assistant/Deputy Clerk.
- Continued year-end financial analysis and approved routine expenditures.
- Participated in various meetings with staff and contractors as needed.

Town of Dayton Budget V. Actual Report FY23 PERIOD ENDING 3/31/2023					
REVENUES	Budget	MTD	YTD	Variance	% Used
<b>General Fund</b>					
Property Taxes	\$166,200	\$7	\$166,597	\$397	100%
Other Local Taxes	\$419,450	\$21,409	\$403,409	(\$23,961)	97%
Permits, Privilege Fees & Licenses	\$350	\$1,020	\$2,214	\$2,814	631%
Fees & Fees/In-lieu	\$43,000	\$6,650	\$45,719	\$2,719	106%
Rev. from use of money & prop.	\$2,500	\$25	\$465	(\$2,035)	19%
Charges for services	\$100,000	\$13,356	\$133,834	(\$16,133)	84%
Gifts	\$138,500	\$14,315	\$149,231	\$867,231	145%
State & Federal Funding	\$1,000,151	\$0	\$100,654	(\$899,501)	10%
Transfer from Water & Sewer	\$231,292	\$0	\$0	(\$231,292)	0%
<b>TOTAL GF REVENUES</b>	<b>\$7,220,450</b>	<b>\$57,581</b>	<b>\$4,517,853</b>	<b>(\$3,002,653)</b>	<b>62%</b>
<b>General Capital Fund</b>					
Transfer from Water & Sewer	\$233,800	\$0	\$233,060	(\$740)	99%
Transfer from Reserves	\$0	\$0	\$0	\$0	0%
<b>Water &amp; Sewer Capital Fund</b>	<b>\$133,180</b>	<b>\$0</b>	<b>\$133,180</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL CAPITAL FUND</b>	<b>\$366,180</b>	<b>\$0</b>	<b>\$366,180</b>	<b>\$0</b>	<b>0%</b>
<b>Water &amp; Sewer Fund</b>					
Charges for services	\$3,625,000	\$359,499	\$3,395,928	(\$229,072)	94%
WBS Cont Fees	\$10,000	\$0	\$20,325	(\$10,325)	80%
Interest	\$10,000	\$6,072	\$5,455	(\$6,545)	35%
Misc.	\$2,300	\$0	\$6,261	\$3,961	24%
<b>TOTAL WBS REVENUES</b>	<b>\$3,667,300</b>	<b>\$364,571</b>	<b>\$3,378,774</b>	<b>(\$338,726)</b>	<b>92%</b>
<b>TOTAL REVENUES</b>	<b>\$6,714,130</b>	<b>\$422,151</b>	<b>\$4,794,611</b>	<b>(\$2,022,559)</b>	<b>85%</b>
	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Variance</b>	
<b>EXPENDITURES</b>	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Variance</b>	<b>% Used</b>
General Government	\$26,550	\$1,421	\$26,624	\$60,326	90%
Public Safety	749,750	87,410	658,178	391,572	89%
Public Works	471,100	32,560	405,310	\$65,790	83%
Parks, Rec & Culture	171,750	10,870	129,066	\$42,684	75%
Community Development	181,300	7,370	131,978	\$49,322	73%
<b>TOTAL GF EXPENDITURES</b>	<b>\$2,220,450</b>	<b>\$101,631</b>	<b>\$1,887,336</b>	<b>(\$333,064)</b>	<b>85%</b>
<b>Capital Projects</b>					
PO Equipment	\$38,000	\$0	\$23,231	\$15,269	39%
Sign Program	\$10,000	\$0	\$1,002	\$16,718	4%
Signs/Alta	\$30,000	\$0	\$22,020	\$7,380	73%
Land Acq'n/Imp & Amcn/Us	\$25,000	\$0	\$25,000	\$0	0%
PW Service Truck	\$50,000	\$0	\$2,545	\$47,455	5%
Water Sump Truck	\$49,500	\$0	\$49,422	\$4	100%
WTP Equipment	\$33,000	\$0	\$33,680	\$0	100%
Generator	\$50,000	\$0	\$62,681	(\$12,681)	125%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$316,180</b>	<b>\$0</b>	<b>\$196,533</b>	<b>\$119,647</b>	<b>57%</b>
Operation	\$555,500	\$2838	\$91084	\$473,416	85%
HRSSA	\$1,824,742	\$40348	\$550033	\$1,274,709	82%
Water Fund Contingency	\$25,300	\$0	\$2,350	\$22,950	82%
<b>TOTAL W &amp; S EXPENDITURES</b>	<b>\$7,517,242</b>	<b>\$27183</b>	<b>\$2,192,777</b>	<b>\$5,324,515</b>	<b>87%</b>
Transfer to General	\$231,291	\$0	\$0	\$231,291	0%
Transfer to Capital Water & Sewer	\$146,180	\$0	\$0	\$146,180	0%
Transfer to Reserves	\$572,186	\$0	\$0	\$572,186	0%
<b>TOTAL CAPITAL TRANSFER</b>	<b>\$1,350,158</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,350,158</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$6,738,130</b>	<b>\$128,614</b>	<b>\$4,776,644</b>	<b>\$1,857,456</b>	<b>86%</b>
<b>NET TOTAL</b>		<b>\$83,250</b>	<b>\$1,014,887</b>		



Personnel:

Position Title	# of Positions	Filled	Vacant
Public Works Supervisor	1	1	0
Building & Grounds Technician	2	2	0
Part Time/seasonal	1	1	0

Reports:

- Repaired water leak at 380 High Street
- Viola Engineering has finished soil testing at the potential water storage site. Hopefully we will have the results back in the upcoming weeks to ensure that the ground is stable for a large structure.
- Working with the surveying firm Benner and Associates on mapping around the lake for the Silver Lake Nature Trail. Next step is getting easements around the lake entirely.
- Ordered the new playground structure for Sunset Park. It will be replacing the existing structure. Should be delivered in the next 2 to 3 months.

**Treasurer**

1. Staff worked with Ann Shawver to finalize all FY23 Budget Amendments and FY24 Budget. She will assist with the EOY Adjusting Journal Entries. She assisted with transferring all carry-over funds for capital projects into the accounting software system to ensure accurate reporting and budgeting for capital improvement projects.
2. End of the FY23 was June 30, 2023 and the auditors were on-site for preliminary field work, which went well. The final audit is scheduled for September 11-15. Staff is still reviewing the Budget vs. Actual report and will advise if any adjustments requiring Council approval will be necessary. The FY24 budget is loaded into the software system.
3. Staff mailed 10 cut-off notices for unpaid water service. Service interruption is scheduled for July 20, 2023.
4. Preliminary Financials attached.

**Economic Development**

- Wayfinding Signage: Process is ongoing. Staff have been in regular communication with the contractor and VDOT as we obtain permits and finalize fabrication.
- Downtown Revitalization Grant: Staff met with DHCD to discuss next steps. A grant contract from DHCD is pending.
- Business Spotlights: Park View Federal Credit Union and John Hipps Financial Services were featured in June. Braithwaites Studios will be featured in July. (We still have an open spot in July!)

- Business e-newsletter: The monthly business e-newsletter has transitioned to a bi-monthly e-newsletter for the time being as we move through staff changes. The July issue will be sent out on July 6.
- Façade Enhancement Grant: There is one application for review from Heritage Real Estate which will be considered at the July 10 EDA meeting.

**Community Development**

- Three zoning permits were issued.
- No Certificates of Occupancy were issued.
- One Chicken Keeping application was received.
- One Short-Term Rental Application was received.
- No applications for a Home Occupations Permit were received.
- Responded to 5 zoning inquiries.
- Staff met with Blue Ridge Christian School and the County to discuss the feasibility of the construction of a new gymnasium at Blue Ridge Christian School.
- A special use application from Rhodenizer is anticipated to be submitted in July for property located at 322 John Wayland Hwy for business purposes.
- The planning commission met on June 15 to review submitted plans for the Dayton Crossing Subdivision. After discussion, it was mutually decided between the commission and developer to table a decision until the July 27 planning commission meeting.
- Attended technical training session with the Virginia Zoning Association on June 21.

**Events**

- The June 17 concert was attended by approximately 115 people. A big thank you to Dry River Band who were able to fill in at the last minute for Who Shot John, who has to cancel due to family emergency.
- Registration for Dayton Days is still full. There are approximately 45 vendors on the wait list. Staff will likely close the wait list in July to avoid an over-abundance of refund charges.
- Staff will be publishing a Town Events Survey in July to gauge interest in future events. A QR code for the survey will also be included in the July newsletter.

**Other**

- The application deadline for BZA & EDA vacancies has been extended to August 10.
- New water fountains were purchased for Sunset Park, Cook’s Creek Park, and Dove Park. The new fountains also include bottle-filling stations.

**Public Works**

I. Personnel:

Position Title	# of Positions	Filled	Vacant
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Building & Grounds Technician	2	2	0
Part Time/seasonal	1	1	0

II. Reports:

- Began accepting applications for the Facilities Technician position. We have received several applications and will be interviewing in June.
- With the help of Harrisonburg City Public Utilities, we cleaned and flushed all the sewer mains on Main St.
- Had an initial meeting with Viola Engineering at the proposed potential water storage tank site. Their firm will be doing the soil testing of the location to ensure a structure can be built there. Also, the site was surveyed, and it is anticipated that we will have that information in the upcoming weeks.
- PW staff completed VDOT Intermediate Work Zone training.

### **Treasurer's Office**

- a. Personnel: Ann Shawver, CPA, will assist with the transition in the Treasurer's office, the FY23 audit process and close out, and implementing the FY24 budget.
- b. Staff mailed 23 cut-off notices for unpaid water service. Service interruption is scheduled for June 20, 2023.
- c. New Core Dial phones have been ordered and will be installed in June. Upgraded internet speed to accommodate the new system and new equipment was installed in May.
- d. Reviewed the VRSA Liability Insurance Policy renewal for the FY24 period.
- e. Submitted the final Project & Expenditure Report to the US Department of Treasury for the ARPA funds received by the Town to ensure compliance.

### **Planning and Zoning**

- f. The Planning Commission meeting for May was cancelled due to no new business to discuss. They will meet in June to review the preliminary plat plan for Dayton Crossing. The preliminary plat has been submitted to all the necessary departments for review and that review will be discussed with the Planning Commission, the Engineer and the Developer at the June 15<sup>th</sup> meeting. Also at the June meeting, Ansley Heller, Transportation Planner with the CSPDC will present the approved HRMPO 2045 LRTP to the Planning Commission.
- g. BZA member, Dan Lee, will be leaving the BZA at the expiration of his term on June 30, 2023. This vacancy has been advertised and we will be accepting applications through June 23, 2023. Depending on the response, Council may need to conduct interviews and/or make an appointment in July.
- h. Colton Shifflett's term on the Planning Commission is set to expire June 30, 2023. Council will need to make an appropriate appointment for a 4-year term to expire June 30, 2027.

## Manager

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- Responded to several FOIA requests with assistance from Mr. Bowman.
- Crafted changes to the personnel policy for review and discussion.
- Identified some management deficiencies which we are working to correct.
- Addressed several citizen concerns.
- Analyzed current staffing and organizational structure in follow-up to work performed by Mr. Paxton and Mr. Holton. Recommendations forthcoming.
- Engaged in various discussions regarding approved and future capital projects.
- Assisted with VRSA/insurance renewal.
- Reviewed applications and interviewed candidates for Administrative Assistant/Deputy Clerk.
- Continued year-end financial analysis and approved routine expenditures.
- Participated in various meetings with staff and contractors as needed.

Town of Dayton Budget v. Actual Report FY23 PERIOD ENDING 5/31/2023											
REVENUES						EXPENDITURES					
	Budget	MTD	YTD	Variance	% Rcvd		Budget	MTD	YTD	Variance	% Used
<b>General Fund</b>						<b>General Government</b>					
Property Taxes	\$166,500	\$7	\$166,587	\$87	100%		626,550	43,471	265,624	\$60,926	90%
Other Local Taxes	\$435,450	\$21,408	\$405,489	(\$29,961)	93%	Public Safety	749,750	87,410	656,178	\$99,572	88%
Permits, Privilege Fees & Licenses	\$50	\$1,920	\$2,914	\$2,424	541%	Public Works	491,100	32,540	405,330	\$85,770	83%
Fines & Forfeitures	\$43,000	\$6,650	\$45,719	\$2,719	106%	Parks, Rec & Culture	171,750	10,800	129,056	\$42,694	75%
Rev. from use of money & prop.	\$2,500	\$25	\$465	(\$2,035)	19%	Community Development	181,300	7,370	131,198	\$50,102	72%
Charges for services	\$160,000	\$13,356	\$133,881	(\$26,119)	84%	<b>TOTAL GF EXPENDITURES</b>	<b>\$2,220,450</b>	<b>\$161,691</b>	<b>\$1,887,386</b>	<b>\$333,064</b>	<b>85%</b>
Other	\$134,500	\$14,215	\$1,992,051	\$867,531	745%	<b>Capital Projects</b>					
State & Federal Funding	\$1,046,157	\$0	\$160,664	(\$885,503)	15%	PD Equipment	\$58,000		\$22,731	\$35,269	39%
Transfer from Water & Sewer	\$231,793	\$0	\$0	(\$231,793)	0%	Sign Program	\$30,000		\$3,082	\$46,918	6%
<b>TOTAL GF REVENUES</b>	<b>\$2,220,450</b>	<b>\$57,581</b>	<b>\$1,917,800</b>	<b>(\$302,650)</b>	<b>86%</b>	Sidewalks	\$30,000		\$22,020	\$7,980	73%
<b>General Capital Fund</b>						Land Acquisition & Amenities	\$25,000		\$0	\$25,000	0%
Transfer from Water & Sewer	\$213,000		\$213,000	\$0	0%	PW Service Truck	\$50,000		\$2,545	\$47,455	9%
Transfer from Reserves	\$0		\$0	\$0	0%	Water Service Truck	\$49,500		\$49,492	\$8	100%
<b>Water &amp; Sewer Capital Fund</b>						WTP Equipment	\$33,680		\$33,680	\$0	100%
Transfer from Water & Sewer Fund	\$133,180		\$133,180	\$0	0%	Generator	\$50,000		\$62,981	(\$12,981)	126%
<b>TOTAL CAPITAL FUND</b>	<b>\$346,180</b>		<b>\$346,180</b>	<b>\$0</b>	<b>0%</b>	<b>TOTAL CAPITAL PROJECTS</b>	<b>\$346,180</b>	<b>\$0</b>	<b>\$196,531</b>	<b>\$149,649</b>	<b>57%</b>
<b>Water &amp; Sewer Fund</b>						Operating	\$668,500	32339	991084	\$77,416	88%
Charges for Service	\$3,625,000	\$358,480	\$3,305,508	(\$319,492)	91%	HRRSA	\$1,823,742	142844	1580033	\$243,709	87%
W&S Const Fees	\$30,000	\$0	\$26,535	(\$3,475)	88%	Water Fund Contingency	\$25,000		21610	\$3,390	86%
Interest	\$10,000	\$6,072	\$5,485	\$5,485	355%	<b>TOTAL W &amp; S EXPENDITURES</b>	<b>\$2,517,242</b>	<b>175183</b>	<b>2192727</b>	<b>\$324,515</b>	<b>87%</b>
Misc.	\$2,500	\$0	\$6,203	\$3,703	248%	Transfer to General	\$231,793				
<b>TOTAL W&amp;S REVENUES</b>	<b>\$3,667,500</b>	<b>\$364,552</b>	<b>\$3,373,731</b>	<b>(\$293,769)</b>	<b>92%</b>	Transfer to Capital-Water & Sewer	\$346,180				
						Transfer to Reserves	\$572,285				
						<b>TOTAL CAPITAL TRANSFER</b>	<b>\$1,150,258</b>				
<b>TOTAL REVENUES</b>	<b>\$5,234,130</b>	<b>\$422,133</b>	<b>\$5,191,531</b>	<b>(\$42,599)</b>	<b>85%</b>	<b>TOTAL EXPENDITURES</b>	<b>\$5,234,130</b>	<b>\$336,874</b>	<b>\$4,776,644</b>	<b>\$1,957,486</b>	<b>69%</b>
<b>NET TOTAL</b>								<b>\$85,259</b>	<b>\$1,014,887</b>		

# Town Manager's Report – July 2023

## Town Manager's Office

- Aged walnut trees are presenting a problem inasmuch as several residents along Mason and Stover Streets have experienced fallen tree limbs and would like for the Town to take action to correct the problem. It is difficult to identify a mitigation strategy that will be well-received by everyone. In addition, considerable unbudgeted expense would be involved. At this point, having met with several tree specialists on site, we have a good understanding of the problem. I will be asking for Council direction on this issue.
- Investigated a variety of citizen concerns. Some of these are quickly resolved while others seem to be issues with a history which defy easy resolution.
- Acquisition of property for a new water tank is proceeding well. There have been some minor negotiations on the terms of the contract, and we believe that we should be able to move forward with the subdivision/rezoning process soon.
- The Silver Lake Nature Trail easement process continues. We have reached a tentative agreement with the City of Harrisonburg regarding the easement through their property. A grant of \$3000 from the Valley Conservation Council to offset some costs has been received. The surveyor is doing some additional work to refine the layout at present.

## Parks and Recreation

- **Staff updates:** Christine Wade, our new Administration Assistant, has started working on events. Meggie will still be working on events for now but is very glad to have her help! Christine will be taking on more event responsibilities as she learns the ropes.
- **Holiday events:** Lucky for us, Christine has enough holiday spirit for the entire office and has already begun working on Christmas events and activities. Don't worry – we won't skip over Halloween or Thanksgiving! The Halloween Drive-Thru will return.
- **Landscaping:** There is a significant amount of landscaping around Town that is at the end of its life span. Staff has begun looking into replacements or alternatives.
- **Playground Equipment:** Install is tentatively scheduled for September 18-22. New loose rubber mulch will also be put down.



*Actual color not shown.*

- **Town Events Survey:** 47 responses have been received for the Town Events survey. A copy of the results thus far is attached.
- **The Muddler:** Staff continues to address challenges related to the event. Mr. Koogler will not allow the Town to use his field for the event in the Spring, as this is when planting season begins and the event tends to tear up his field quite a bit. (He is still fine with us using it for parking at the Redbud Festival & Dayton Days.)

### Water Department

- Water Plant treated 50.205 million gallons of water in the month of July.
- Did not purchase water from Rockingham County.
- Replaced 22 registers.
- Glo Fiber was installed at the water treatment plant.
- In the process of getting security cameras installed at the water treatment plant.
- Completed nitrite sampling, and distributed lead and copper samples to residents.
- Sprayed for weeds around town.
- Signed contract for new high service pump (budgeted).
- At present we are seeking a diagnosis of problems with Well #2.

### Treasurer's Office

- Refuse, water and sewer rates increased July 1<sup>st</sup>. Staff prorated bills for 10 days at the previous rate and 20 days at the new rate. New rates will be reflected in the next billing.
- Staff continues to work with Ann Shawver and the Brown Edwards Auditors to begin closing out the FY23 Budget and prepare for the audit.
- Received FINAL VRS Clean, Unmodified 2023 Audit report from Brown Edwards. Report provided to Council by separate cover.
- 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.
- Staff mailed 25 cut-off notices for unpaid water service. Service interruption is scheduled for August 21, 2023.

### Public Works

#### I. Personnel:

- **Hiring Update:** The previous new hire, Mae Lawrence, was not a good fit and she left employment on July 28<sup>th</sup>. Carly Higgs has accepted the position of Facilities Technician and will begin on August 14<sup>th</sup>.

II. Reports:

- We received the final report from Viola Engineering on the soil testing for the tank site. The results found that the ground was suitable for that type of structure.
- The surveying is complete, and we received the final plat for the proposed property. Roughly 3.7 acres will be purchased for the new tank site, with an acre at the top of the hill for the tank and the other 2.7 acres for the access road.
- The new Public Works truck was delivered this month.
- The playground equipment for Sunset Park has an ETA of September 18<sup>th</sup>.

**Police Department**

**1. Personnel**

**A. Employee recognitions**

- Officer Hevener has done a great job acclimating to the department and town.

**B. Training**

- All officers completed Active Shooter Training.
- Chief Trout and Lieutenant Hooker Taught Active Shooter Training.

**2. Activity Report July 2023**

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
447	445	2	2	4	81

**3. Project Updates**

- Accreditation
  - The mock accreditation assessment has been completed. The department did very well. We had very little corrections to be addressed.
  - Accreditation Assessment is August 27-29, 2023.
- USDA Vehicle Grant
  - The closing of the grant will be completed in August.
- DCJS ARPA Law Enforcement Equipment and Technology Grant.
  - Surveillance equipment is in.
  - Vehicle currently being upfitted.
- Heat Grant Awarded
  - \$12,500
  - Flock Safety Cameras are being purchased with this grant.

**4. Upcoming Events**

- Chief's Town Hall August 7, 2023.

## **Community and Economic Development**

- Wayfinding Signage: Process is ongoing. Staff has been in regular communication with the contractor and VDOT as we obtain permits and finalize fabrication.
- Downtown Revitalization Grant: Staff met with DHCD to discuss next steps. A grant contract from DHCD is pending.
- Business Spotlights: Braithwaites Studios was featured in July. Harvest Table, Grammie's Ice Cream and Valley Water Gardens will be featured in August.
- Business e-newsletter: The July issue was sent out on July 6.
- Façade Enhancement Grant: An addition to the Heritage Real Estate application will be considered by the EDA on August 17 at 5:30 pm.
- New Business: Secure Storage Sheds of Dayton has opened at 324 Bowman Road, Dayton, VA 22821.

## **Community Development**

- One zoning permit was issued.
- No Certificates of Occupancy were 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 7 zoning inquiries.
- Staff is reviewing 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. There will be a public hearing at the August 17 Planning Commission Meeting followed by another public hearing at the September 11 Town Council meeting. Adjoining property owners have been notified.

## **Events**

- Unfortunately, the July 15 concert with Kelly May Brown & Crystal Armentrout was cancelled due to rain. The next summer concert is on August 19 with The Roadducks. 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. Details are still being worked out.

- Holidays:



- The Halloween Drive Thru is planned for October 31.
- The Christmas Tree Lighting ceremony, to include hot chocolate and Christmas carols, is planned for December 1 at 5:00 pm.
- The Christmas Parade is planned for December 9 at 10 am.
- The resident Christmas party is planned for December 13 from 6:30 – 8:30 pm.
- Judging for the holiday decorations will take place on December 14.  
Announcements will be made on December 18.

**Other**

- Staff has received no applications for the EDA or BZA. The vacancies will remain open until filled.
- The next residential newsletter will go out the first week of October.

Town of Dayton  
 Budget v. Actual Report  
 FY24 PERIOD ENDING 7/31/2023

REVENUES	Budget	MTD	YTD	Variance	% Rcvd
<b>General Fund</b>					
Property Taxes	\$ 166,500	\$ 7	\$ 7	\$ (166,493)	0%
Other Local Taxes	\$ 416,250	\$ 38,886	\$ 38,886	\$ (377,364)	9%
Permits, Privilege Fees & Licenses	\$ 500	\$ 1,200	\$ 1,200	\$ 700	240%
Fines & Forfeitures	\$ 42,500	\$ 9,728	\$ 9,728	\$ (32,772)	23%
Rev. from use of money & prop.	\$ 500	\$ -	\$ -	\$ (500)	0%
Charges for services	\$ 165,000	\$ 513	\$ 513	\$ (164,487)	0%
Other	\$ 116,000	\$ 579	\$ 579	\$ (115,421)	0%
State & Federal Funding	\$ 133,872	\$ -	\$ -	\$ (133,872)	0%
Transfer from Water & Sewer	\$ 1,338,264	\$ -	\$ -	\$ (1,338,264)	0%
<b>TOTAL GF REVENUES</b>	<b>\$ 2,379,386</b>	<b>\$ 50,913</b>	<b>\$ 50,913</b>	<b>\$ (2,328,473)</b>	<b>2%</b>
<b>General Capital Fund</b>					
Transfer from Water & Sewer	\$773,879				
Carry over funds from PY					
<b>Water &amp; Sewer Capital Fund</b>					
Transfer from Water & Sewer Fund	\$446,575				
Carry over funds from PY	\$0				
<b>TOTAL CAPITAL FUND</b>	<b>\$1,220,454</b>				
<b>Water &amp; Sewer Fund</b>					
Charges for Service	\$3,733,600	\$683,410	\$3,988,918	\$255,318	107%
W&S Conn Fees	\$20,000	\$358	\$358	(\$19,642)	2%
Interest	\$10,000	\$6,072	\$6,072	(\$3,928)	61%
Misc.	\$2,500	\$0	\$0	(\$2,500)	0%
Funding from Reserves	\$112,075	\$0	\$0	(\$112,075)	0%
<b>TOTAL W&amp;S REVENUES</b>	<b>\$3,878,175</b>	<b>\$6,430</b>	<b>\$6,430</b>	<b>(\$3,871,745)</b>	<b>0%</b>
<b>TOTAL REVENUES</b>	<b>\$ 7,478,015</b>	<b>\$ 57,343</b>	<b>\$ 57,343</b>	<b>(\$7,420,672)</b>	<b>1%</b>

EXPENDITURES	Budget	MTD	YTD	Variance	% Used
General Government	\$ 635,791	\$ 29,047	\$ 29,047	\$ 606,744	5%
Public Safety	\$ 816,130	\$ 36,998	\$ 36,998	\$ 779,132	5%
Public Works	\$ 529,165	\$ 11,322	\$ 11,322	\$ 517,843	2%
Parks, Rec & Culture	\$ 201,506	\$ 4,299	\$ 4,299	\$ 197,207	2%
Community Development	\$ 196,794	\$ 7,571	\$ 7,571	\$ 189,223	4%
<b>TOTAL GF EXPENDITURES</b>	<b>\$ 2,379,386</b>	<b>\$ 89,237</b>	<b>\$ 89,237</b>	<b>\$ 2,290,149</b>	<b>4%</b>
<b>Capital Projects *will have carry over from FY23--amounts pending final computation</b>					
PD Equipment	\$ 50,000	\$ 39,251	\$ 39,251	\$ 10,749	79%
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	\$ -	\$ -	\$ 42,980	0%
Town Street & Alley Resurfacing	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
Land Acquisition & Amenities	\$ 75,000	\$ 11,925	\$ 11,925	\$ 63,075	16%
Playground Equipment	\$ 65,000	\$ -	\$ -	\$ 65,000	0%
Dump Truck	\$ 75,000	\$ -	\$ -	\$ 75,000	0%
Ventrac Mower	\$ 35,000	\$ 34,895	\$ 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	\$ -	\$ -	\$ 201,575	0%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 1,220,454</b>	<b>\$ 86,071</b>	<b>\$ 86,071</b>	<b>\$ 1,134,383</b>	<b>7%</b>
<b>Water &amp; Sewer Fund</b>					
Operating	\$ 705,646	\$ 42,210	\$ 42,210	\$ 663,436	6%
HRRSA	\$ 1,809,265	\$ 155,880	\$ 155,880	\$ 1,653,385	9%
Water Fund Contingency	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
<b>TOTAL W &amp; S EXPENDITURES</b>	<b>\$ 2,539,911</b>	<b>\$ 198,090</b>	<b>\$ 198,090</b>	<b>\$ 2,341,821</b>	<b>8%</b>
Transfer to General	\$1,338,264				
Transfer to Capital-Water & Sewer	\$0				
Transfer to Reserves	\$0				
<b>TOTAL CAPITAL TRANSFER</b>	<b>\$1,338,264</b>				
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,478,015</b>	<b>\$ 373,398</b>	<b>\$ 373,398</b>	<b>\$7,104,617</b>	<b>5%</b>
<b>NET TOTAL</b>		<b>(\$316,055)</b>	<b>(\$316,055)</b>		