

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING  
COUNCIL CHAMBERS DAYTON TOWN HALL  
Monday, January 9, 2023  
6:00 PM**

**AGENDA**

1. Call to Order Mayor Jackson
  - a. Roll Call by Clerk
  - b. Invocation
  - c. Pledge of Allegiance
2. Appointment to Fill Town Council Vacancy
3. Administration of Oath of Office for newly elected and newly appointed officials
4. Approval of Minutes for Regular Town Council Meeting of December 12, 2022, and the Special Called Meetings of December 19, 2022, and January 4, 2023
5. Action Items\*
  - a. Resolution Regarding Time of Regular Meeting & Inclement Weather Meeting Times
  - b. Consideration – Town of Dayton Council Code of Ethics
6. Public Comment
7. Staff Reports
  - a. Town Manager Mr. Holton
  - b. Treasurer/Financial Report Ms. Smith
  - c. Police Department Chief Trout
  - d. Public Works Mr. Holton
  - e. Water Mr. Holton
  - f. Community Development Ms. Hall
  - g. Economic Development Mr. Holton
  - h. Town Attorney Mr. Bowman
8. Committee Reports
  - a. 2023 Committee Assignments Mayor Jackson
  - b. Economic & Community Development Mr. Dyjak
  - c. Finance Mr. Dyjak
  - d. Infrastructure Mr. Seward
  - e. Parks, Recreation & Beautification Mr. Seward
  - f. Personnel Ms. Mathias
  - g. Police Mayor Jackson
  - h. Mayor and Council

\*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.

9. Unfinished Business

10. New Business

11. 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/83691082573?pwd=OXdYb3hoUUorMzZLeU9hOVc2Vk4zQT09>

Meeting ID: 836 9108 2573

Passcode: 065709

Dial in: 1-301-715-8592

## **Appointment to Fill Town Council Vacancy**

### **Discussion:**

- Heidi Hoover resigned from Council effective November 26, 2022.
- Council may appoint an interim member to fill Ms. Hoover's resignation. They have 45 days within which to do so, creating a deadline of January 10, 2023.
- The interim would serve until December 31, 2023.
- Advertisements for application with information on how to apply were posted on the Town's website and Facebook page.
- Four persons submitted letters of interest and resumes by the December 30, 2022 deadline.
- Council interviewed and discussed all four candidates on January 4, 2022 in a Special Called Closed Session Meeting.
- The Town Attorney has filed a petition with the Circuit Court for a special election to occur in November of 2023. The person elected at the special election will serve from January 1, 2024 until December 31, 2024.
- The Clerk of Court will be present at the Council meeting to swear in the newly elected and appointed officials.

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

**COUNCIL MEMBERS PRESENT:** Mayor Cary Jackson, Vice Mayor Bradford Dyjak, 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, Robert Seward joined remotely via Zoom from Montreal, Quebec, due to work travel.

**COUNCIL MEMBERS ABSENT:** None. Council Member Heidi Hoover resigned her Council seat effective November 26, 2022, leaving a vacant seat with a term expiring December 31, 2024. Council will need to appoint someone to fill the seat until a candidate may be elected in a special election to be held in November, 2023.

**ALSO PRESENT:** Jordan Bowman, Town Attorney; Angela Lawrence, Town Manager; Susan Smith, Town Treasurer; Police Chief Justin Trout; 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 for the Town Council. Mayor Jackson led the Invocation and the Pledge of Allegiance.

**AGENDA AMENDMENT:** Mayor Jackson asked for a motion to amend the agenda to move the public comment portion of the meeting ahead of the action items. Councilperson Dyjak replied so moved. Councilperson Mathias seconded the motion. As there was no further discussion, the motion passed by a 6-0 vote, the voting recorded as follows: WOLZ—AYE; ESTES—AYE; MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; JACKSON—AYE.

**PRESENTATION:** Alexis Ryman Thompson with Brown, Edwards & Company, L.L.P., presented the FY2021-22 Financial Report and Audit to Council. She thanked the Town Council and staff for working with their firm and for inviting her to present the findings to the Council. Vice Mayor and Finance Chair Bradford Dyjak thanked Ms. Thompson for her presentation. He reiterated that the Town had received an unmodified audit and a "clean bill of health," and stated that there were some internal controls and recommendations which are not unreasonable with a small organization. Manager Lawrence added that it is a pleasure to work with the Brown, Edwards group.

**MAYOR ADDRESS:** Mayor Jackson made remarks concerning an email that Councilperson Estes sent to Council regarding the possible appointment of Bob Wolz to a vacancy on Council, and stated that it was a unique situation to have a sitting member of Council willing to fill an

upcoming vacancy. Councilperson Estes responded that the vacant Council position was not advertised and therefore, no one could express interest.

**APPROVAL OF MINUTES:** Councilperson Dyjak made a motion to approve the minutes as written for the Regular Council Meeting and Joint Public Hearing with Planning Commission on November 14, 2022; the motion was seconded by Councilperson Mathias. Mayor Jackson then asked if there were any amendments to the meeting or any discussion. Hearing none, the motion was approved by a roll call vote of 6 to 0, with the voting recorded as follows: WOLZ—AYE; MATHIAS—AYE; DYJAK—AYE; ESTES—AYE; SEWARD—AYE; JACKSON—AYE.

**PUBLIC COMMENT:** Mayor Jackson recognized Mike Logan, owner of The Cottage, to speak. Mr. Logan addressed the Council and stated that he saw the Town video and it was nicely done but he questioned why a certain business was featured six times in the video and two other businesses, one which has been in Dayton for fifty years and one nine years, were not featured at all. He also questioned who had the final say in the video's content. He also asked why the parking spaces were not painted and put back after the paving was completed.

Mayor Jackson recognized Town resident Deb Crank. Ms. Crank began by addressing Councilman Wolz and stating that what she was about to say was not personal towards him. She questioned why the vacant position on Town Council was not advertised and stated that the Council needed to be more transparent in their search for a Council appointment and should have opened it up to others who may be interested. She proceeded to state that she was there on behalf of the Dayton merchants and stated that the Small-Town Celebration was a wonderful, widely attended event. She informed the Council that the Dayton Giving Tree was successfully transitioned to several businesses and community volunteers, and they are very grateful to be giving out 200 gifts this year for local students. She continued to say that the Town Parade was great, and Dove Park looks wonderful and thanked Town staff for their decorating efforts. She said that Fort Harrison looks very festive and she hopes to work with the Dayton Merchants to help grow the tree project next year. She will also be working with the Merchants and the Town Council Committees to develop events planned for next year and perhaps discuss bringing back the Twelve Days of Christmas and the Town residents' Christmas party. She thanked the Council and wished everyone a festive holiday season.

Jeff Halbeisen, co-owner of Nanny's Nook, was recognized to speak. He stated that he and his wife had approached the Town Council at the October Council meeting regarding the Town Manager, and he wanted to know the status of that matter. He also pointed out that if someone from the Town needs to communicate with any of the businesses that it should not be done during business hours. He advised that Angela had done that to his wife at Nanny's Nook in October during business hours. He stated that she had not come into make a purchase and it upset his wife and the customers in her store and asked that in the future if Angela needed to speak with his wife to do so while the store is not open.

Jeff Bradfield, owner of commercial business in Town, was next recognized to speak. He stated that he had come to the November Council meeting intending to purpose that different merchants

in Town take turns, at their own expense, to advertise on banners located at The Blacksmith Shop, located at the intersection of Route 42 and Mason Street. He stated that he owns businesses in Harrisonburg and knows the importance of being able to utilize signage to advertise and direct people to businesses such as the downtown businesses, which would be helpful for Dayton's economy. He spoke with the Town Manager after the meeting last month regarding the sign violation of the Valley Structures sign located on the storage building at The Blacksmith Shop. He stated that this sign was placed there to assist The Blacksmith Shop with additional storage and to direct traffic to Valley Structures. He gave a history of the Valley Structures sign, stating that it had been there since the 1980s. He stated that The Blacksmith Shop needs the building for storage and if it were not located on the property, it could be replaced with a less aesthetically pleasing option. He questioned why businesses that were affected by revisions to the sign ordinance in 2020 had not received notice at that time so that they could address Council prior to adoption of the revisions.

Town resident Nehemias Valez was next to address the Town Council and conveyed his feeling that the discussion at last month's meeting regarding zoning did not factor in buggies, and he is wondering if the Town will consider that as an issue as future projects are implemented, stating that the Mennonites are a part of this Town and should be considered. He stated that he moved to Dayton because it is a rural small town and he is "not interested in living in a small town that wants to be a big city," and he would like to know what the vision is for Dayton.

Mayor Jackson stated that was all the public comments for the evening. Councilperson Estes stated that she had an email from a 30-year Town resident that she would like to read aloud regarding the action item on the agenda to appoint a new Town Council Member. The email questioned why the public had not been informed of Ms. Hoover's resignation and why the Council vacancy had not been advertised. Councilperson Estes then read aloud another email from a Town resident expressing the same concerns that the appointment had been done in a non-transparent manner and asked that the public receive the proper notice to apply for the vacant Council position.

**ACTION ITEMS:** Mayor Jackson stated that he had just received notice from Mr. Wolz indicating that he has decided to decline the Council appointment. Councilperson Estes stated that her email had nothing to do with Mr. Wolz and if he is the best candidate, that is perfect, but it did not afford the same opportunity to others who may be interested in serving on the Town Council. She also stated that she was glad that the Public Comment portion of the meeting was moved up to allow comments to be heard ahead of the Action Items. Mayor Jackson asked that Town staff advertise the vacancy and set a Special Called Meeting to conduct interviews.

Regarding the rezoning request for a 3.19 portion of Tax Map Number 123-(A)-L9(A) from R-1 to R-2, Mayor Jackson asked Christa Hall, Community Development Coordinator, for a staff report. Ms. Hall stated that a Joint Public Hearing had been held on this matter in November. Following that hearing, the Planning Commission voted unanimously at their November meeting to recommend to the Town Council that the rezoning request be denied. However, no Council action is necessary as the application was withdrawn by the applicant.

**MANAGER'S REPORT:** Town Manager Angela Lawrence provided a written report, which is attached. Manager Lawrence stated that she had an additional item for Council's consideration. The Town has been awarded a grant to purchase a vehicle for public works and a new police vehicle. The grant is a matching grant and both items were included as capital expense items. The USDA grant would be for \$50,000 and the Town's share would be \$62,500, as their maximum grant was for a total of \$50,000 (\$25,000 per vehicle). In order to accept the award, the USDA requires that a resolution be submitted. Councilperson Dyjak made a motion to authorize the Town Manager to execute those said documents on behalf of the grant. Manager Lawrence stated that the motion should be to approve the resolution. Attorney Bowman added that the motion should be to approve the resolution and substantially in the form. Councilperson Dyjak accepted that suggestion and corrected his motion to adopt the resolution of the governing body as to form. Councilperson Estes seconded the motion. The motion to adopt the resolution, which is made part hereof, passed by a roll call vote of 6 to 0, with the voting recorded as follows: ESTES—AYE; MATHIAS—AYE; DYJAK—AYE; WOLZ—AYE; SEWARD—AYE; JACKSON—AYE.

**RESOLUTION OF GOVERNING BODY OF TOWN OF DAYTON:**

The governing body of the Town of Dayton consisting of six members and one vacancy, in a duly called meeting held on the 12th day of December 2022, at which a quorum was present RESOLVED as follows:

BE IT HEREBY RESOLVED that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

BE IT FURTHER RESOLVED that the Town Manager be authorized to execute on behalf of the Town Council Members the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Council.

**TREASURER'S REPORT:** Treasurer Susan Smith provided a written report.

**POLICE REPORT:** Chief Justin Trout provided a written report and highlighted that the department also received an accreditation grant to assist with achieving accreditation in the amount of \$53,922.77, with no match required. Manager Lawrence added that a budget amendment will be needed but we are awaiting some additional items that will also need to be amended and the Finance Committee should see them before the next meeting.

**PUBLIC WORKS REPORT:** Public Works Supervisor Adam Meek provided a written report.

**WATER DEPARTMENT REPORT:** Water Plant Operator Jennifer Reppe provided a written report. Manager Lawrence demonstrated the live webcam showing the construction progress on the water treatment plant. She reported that the equipment should begin running in January and be completed sometime in February, and a ribbon-cutting ceremony and open house for the public is anticipated after completion.

**COMMUNITY DEVELOPMENT REPORT:** Community Development Coordinator Christa Hall provided a written report.

**ECONOMIC DEVELOPMENT REPORT:** Economic Development Coordinator Meggie Roche provided a written report. Manager Lawrence showed the longer version of the Town's video. Councilperson Estes stated that there were several Town businesses that were not featured in the video and wanted to know who had approved the final video. Manager Lawrence stated that she could have Meggie follow up with Ms. Estes and that all the video footage was shot in early summer and during the Dayton Days festival. Ms. Lawrence said that there are 80 businesses in Town, and the video production company had been provided a list of the Town's businesses for filming purposes. Councilperson Dyjak stated that the video can be updated in the future; Councilperson Estes agreed that it needed to be updated to include other Town businesses. Mayor Jackson asked for a motion to approve the updated Festival Vendor Rules & Regulations, new Festival Rules & Space Agreement for Businesses, and Festival Applications. Councilperson Dyjak replied so moved and Councilperson Mathias seconded the motion. Mayor Jackson asked if there was any discussion and Councilperson Estes asked what the changes were, and Councilperson Dyjak reviewed some of the minor changes that had been made based on feedback received from the vendors. Mayor Jackson then asked for a roll call vote which passed 6-0, with the voting recorded as follows: WOLZ—AYE; ESTES—AYE; MATHIAS—AYE; DYJAK—AYE; SEWARD—AYE; JACKSON—AYE.

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

**ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT:** Councilperson Dyjak stated that he echoed Ms. Crank's comments about the fantastic Small-Town Christmas, and he thanked the merchants for hosting that event. He also commented that the Silver Lake and Town tree lightings were fantastic. He reminded everyone to Shop Local for the holiday promotion. He concluded by discussing the Comprehensive Plan update and stated that the Planning Commission will be meeting in January to finalize the Plan. He encouraged everyone to attend the upcoming Town meetings to provide public comment.

**FINANCE COMMITTEE REPORT:** Councilperson Dyjak stated that the committee had reviewed the financial audit and will begin the next budget cycle in January.

**INFRASTRUCTURE COMMITTEE REPORT:** Councilperson Seward stated that the committee had not met, and he had no report.

**PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT:** Councilperson Seward stated that the committee had not met and there was no report. Mayor Jackson added that the judging for the holiday light competition was coming up and that the Town has a tremendous number of decorations.



**PERSONNEL COMMITTEE REPORT:** Councilperson Mathias stated that the committee met in Closed Session to discuss the staff annual reviews.

**POLICE COMMITTEE REPORT:** Mayor Jackson stated that the committee did not meet since there is currently only one member and will look at meeting in January.

**MAYOR AND COUNCIL REPORT:** Mayor Jackson stated that we had a nice crowd at this year's holiday parade and he thanked the staff for all their work to make that happen. Councilperson Wolz stated that this was his last month to serve on Council and expressed his appreciation for the opportunity to serve and stated that he hopes to have the opportunity again in the future. Councilperson Estes thanked Mayor Jackson and Lieutenant Hooker for dressing up for the parade. She asked that Mr. Wolz apply for the Council appointment and reiterated that she just wanted the process to be done fairly and in the manner in which it had been done previously. Clerk of Council Hall added a thank you to Councilperson Wolz and stated that it had been a pleasure working with him during the past year. Manager Lawrence stated that Mr. Wolz' presence would be expected at the ribbon cutting ceremony at the Water Treatment Plant. Councilperson Estes stated her encouragement for Mr. Wolz to issue a letter of intent for the Council vacancy. Mayor Jackson concluded by also thanking Mr. Wolz and apologizing to him. He stated again that there was never any intent not to be transparent, but that there was a unique situation in which there was a sitting Council member going off Council and when a vacancy opened, he expressed his interest in serving an additional year. They were simply trying to do what was best for Council.

**CLOSED SESSION:** Mayor Jackson stated that the Council needed to go into closed session and since they have a member attending via Zoom, they would remain in Council Chambers and asked that anyone not participating in the closed session to please step out. The livestream meeting was concluded but the full video recording will be posted online. Mayor Jackson asked for a motion to convene into closed session in accordance with Section 2.2-3711(A)(1) of the Virginia State Code for discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town. The subject matter of the closed session is relating to the Town Manager. Councilperson Dyjak replied so moved and the motion was seconded by Councilperson Mathias. Councilperson Estes made a motion to amend the motion to add that the Closed Session is also for the discussion of one or more Council Members. Hearing no second to the amended motion, Mayor Jackson asked for a roll call vote on the original motion, which passed 6-0, with the voting recorded as follows: SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; ESTES—AYE; DYJAK—AYE; JACKSON—AYE.

Mayor Jackson recessed the meeting into Closed Session at 7:04 p.m.

**OPEN SESSION:** The open session reconvened at 8:20 p.m.

**CERTIFICATION:** Mayor Jackson read the certification with respect to the just-concluded closed session, and to the best of each member's knowledge that (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the

closed meeting was convened were heard, discussed or considered in the meeting by the Council. Town Clerk Hall took a roll call with each Council member so certifying. WOLZ—CERTIFIED; ESTES – CERTIFIED; MATHIAS—CERTIFIED; SEWARD – CERTIFIED; DYJAK – CERTIFIED; JACKSON – CERTIFIED.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

**COUNCIL ADDRESS:** Councilperson Estes expressed her wish to read aloud her Facebook post that Mayor Jackson had referred to in his earlier remarks. Councilperson Estes's Facebook post reads as follows: "Everyone go to the next town council meeting check the packet they're placing someone on the seat Heidi resigned from without ever going public allowing ppl to sign up for interviews n we vote like every other council has done in the past including us it the process that we did to replace tar n dale and Zach n Todd's the mayor n vice mayor and town manger knew over a week ago just never spoke to me once - it's all good fill the building ask questions let them know being non transparent does not build council resident relations I spent a long time fixing n getting the businesses to back off suing the town for a little while - I am over them trying so desperately to rig power n not being ethical - mine you they put it before to hold vote before public speaking so residents can't speak about it n allow us to hear the people's opinions not even giving anyone a chance to sign up - I'm so damn livid I'm in tears ready to call the reporter - show up speak up" Ms. Estes asked that this email be made a part of the minutes herein. She stated that there was nothing in her post that referenced personnel issues and stated that she was owed an apology.

**ADDITIONAL ACTION ITEM UPON RETURN FROM CLOSED SESSION:** Mayor Jackson asked for a motion to accept Angela Lawrence's resignation effective December 16<sup>th</sup> and to approve her severance package equal to six months of her salary and benefits, plus her accrued and unused paid time off, as provided in her employment agreement. Councilperson Estes replied so moved and Councilperson Mathias seconded the motion. Mayor Jackson asked Clerk Hall for a roll call and the motion passed 6-0 with the voting recorded as follows: WOLZ—AYE; ESTES—AYE; MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; JACKSON—AYE.

**ADJOURNMENT:** With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn the meeting and Councilperson Dyjak seconded the motion; motion passed unanimously. The meeting adjourned at 8:28 p.m.

Respectfully Submitted,

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Cary Jackson, Mayor

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Christa Hall, Clerk of Council

## ATTACHMENT TO DTC 12.12.22 REGULAR MEETING MINUTES

Town Manager

Staff Report

November 2022

### Personnel

- 1) Congratulations to Christa Hall for her completion of the Certified Municipal Clerk (CMC) Program offered by the International Institute of Municipal Clerks (IIMC) and her CMC designation!

### Special Projects

- 1) Water Plant Upgrade:
  - a) Construction is on schedule and going well.
  - b) The project is still within budget. Change orders to date: \$79,382.67. We may have an additional change order, but it has not been received yet. It will still be within budget.
    - i) CO #1: Block change \$18,054
    - ii) CO #2: Depth of raw water line \$24,340.46
    - iii) CO #3: Raw water vault change \$36,988.21
  - c) Staff participated in the WTP monthly progress meeting with the engineer and contractor.
  - d) Installation and training are scheduled for mid-late January (3 weeks).
- 2) GloFiber started work in the Town. They are to post door hangers on doors prior to doing work in any given area. They are to post the door hangers when they file a Miss Utility so that people know why utilities are being marked in their yard. The door hanger has direct contact information. I met with the new project manager recently.

### Other

- 1) I am chair of the HRRSA policy board which meets mostly monthly.
- 2) I attended the County's Comprehensive Plan Roundtable for Town officials.
- 3) I attended Planning Commission.
- 4) I continue to serve as VLGMA Winter Conference co-chair.
- 5) The office was closed for state holidays on: 11/8, 11/11, 11/23 (half day), 11/24-25.

### Items for Discussion and/or Consideration

None

**FY 23 Budgeted Capital Projects Status**

<b>Project</b>	<b>Status</b>	<b>Comments</b>
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	Received proposed agreement from City. Under review by Town staff and attorney.	
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	Sidewalk on College from Mill to King is complete. Next phase will be Main to Mill.	Phase II (Main to Mill) to be completed early spring.
PF01 Parks	Saving for future needs.	
PW01 PW Service Truck	Applied for grant.	Grant funding not available until January. We will hear then.
ECD01 Downtown Revitalization	Planning grant underway. Interim report complete and submitted.	
ECD02 Wayfinding Signage	Final engineering report was submitted. Once approved by VDOT, will go to bid for fabrication and installation.	
PD01 Police Vehicle	Applied for grant.	Grant funding not available until January. We will hear then.

Respectfully submitted,

*Angela A. Lawrence*

**DAYTON TOWN COUNCIL  
SPECIAL CALLED MEETING MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL**

**December 19, 2022**

**COUNCIL MEMBERS PRESENT:** Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Robert Seward, Susan Mathias, Emily Estes and Bob Wolz.

**ALSO PRESENT:** Christa Hall, Clerk of Council, Police Chief Justin Trout, and Town Attorney Jordan Bowman.

**CALL TO ORDER:** Mayor Jackson called the meeting to order at 6:00 p.m. and welcomed everyone. Mayor Jackson asked Clerk of Council Hall to take the roll, followed by the invocation and the pledge of allegiance.

**CLOSED SESSION:** Mayor Jackson explained that the purpose of this meeting is for Council to discuss, interview and consider prospective candidates for the position of Interim Town Manager. He advised that Council would remain in Council Chambers for the Closed Session and asked that anyone not participating wait outside until the adjournment. Clerk Hall advised that the live-streaming would be paused and participants would be placed in a waiting room and re-admitted upon the adjournment of the Closed Session.

A motion was made to go into closed session by Councilperson Estes and seconded by Councilperson Dyjak and carried by a unanimous vote of 6 to 0. The Council recessed the meeting at 6:05 p.m. for a closed meeting in accordance with Section 2.2-3711(A)(1) of the Code of Virginia for the purposes of discussion, consideration and interviewing of a prospective candidate or candidates for employment and appointment to the position of Interim Town Manager.

**OPEN SESSION:** On motion by Councilperson Estes, seconded by Councilperson Dyjak, and carried by a vote of 6 to 0, the closed session meeting was recessed, and Council returned to open session at 6:33 p.m. and made the following certification:

**CERTIFICATION:** Mayor Jackson read the certification for Council that with respect to the just-concluded closed session, and to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Council. Clerk of Council Hall took a roll call: MATHIAS – CERTIFIED; DYJAK – CERTIFIED; WOLZ – CERTIFIED; SEWARD – CERTIFIED; ESTES – CERTIFIED and JACKSON – CERTIFIED.

**ACTION ITEM:** Mayor Jackson asked for a motion to appoint Bob Holton as Interim Town Manager. Councilperson Wolz replied so move. The motion was seconded by Councilperson Seward and passed by a roll call vote of 6 to 0, with the voting recorded as follows: DYJAK—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—ABSENT; JACKSON—AYE; ESTES—AYE.

**ADJOURNMENT:** With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn, and Councilperson Wolz seconded the motion; motion passed unanimously.

The meeting adjourned at 6:35 p.m.

Respectfully Submitted,

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Mayor, Cary Jackson

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Clerk of Council, Christa Hall

**DAYTON TOWN COUNCIL SPECIAL CALLED MEETING MINUTES**  
**COUNCIL CHAMBERS – DAYTON TOWN HALL**  
**January 4, 2023**

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

**COUNCIL MEMBERS ABSENT:** Melody Pannell was not in attendance due to a prior work engagement. She will be officially sworn in at the regular Town Council meeting on January 9, 2023.

**ALSO PRESENT:** Christa Hall, Clerk of Council.

**CALL TO ORDER:** Mayor Jackson called the meeting to order at 5:30 p.m. Clerk Hall called the roll and determined a quorum was present. Mayor Jackson explained that this meeting will be conducted in closed session for the purpose of interviewing and discussing prospective candidates for the vacancy on the Council and no additional topics will be discussed. He further explained that no public comments will be heard at this meeting. Mayor Jackson led the Invocation and the Pledge of Allegiance.

**CLOSED SESSION:** A motion was made to go into closed session by Councilperson Seward and seconded by Councilperson Dyjak and carried by a unanimous vote of 5 to 0. The Council recessed the meeting at 6:31 p.m. for a closed meeting in accordance with Section 2.2-3711(A)(1) of the Code of Virginia to discuss, interview and consider prospective candidates for appointment to council.

Councilperson Dyjak left the meeting due to a prior work obligation at 6:58 p.m. He certified to the Clerk that with respect to the closed session, and to the best of his knowledge, (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Council.

**OPEN SESSION:** The closed session meeting was recessed on a motion by Councilperson Estes and was seconded by Councilperson Mathias and passed by a vote of 4-0. Council returned to open session at 7:23 p.m. and made the following certification:

**CERTIFICATION RESOLUTION**

WHEREAS, the Dayton Town Council has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Dayton Town Council that such Closed Meeting was conducted in conformity with Virginia law:

Mayor Jackson read the certification for Council that with respect to the just-concluded closed session, and to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Council. Clerk of Council Hall took a roll call: MATHIAS – CERTIFIED; SEWARD – CERTIFIED; ESTES – CERTIFIED; and JACKSON – CERTIFIED.

**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 with a 4-0 vote.

The meeting adjourned at 7:24 p.m.

Respectfully Submitted,

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Mayor, Cary Jackson

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Clerk of Council, Christa Hall



## **RESOLUTION REGARDING TIME OF REGULAR MEETINGS AND INCLEMENT WEATHER MEETING TIMES**

**WHEREAS**, the Town of Dayton wishes to establish the time of its regular council meetings, and

**WHEREAS**, the Town of Dayton wants to empower the Mayor and, if the Mayor is unable to act, the Vice-Mayor to reset the regular meeting time in the event weather or other conditions are such that it is hazardous for members to attend the regular meeting,

**NOW, THEREFORE**, be it resolved by the Town Council of the Town of Dayton, Virginia,

1. Regular meetings of the Town Council shall be held on the second Monday of each month beginning at 6 p.m.
2. When a meeting date falls on a legal holiday, the meeting shall be held on the day following at 6 p.m. unless otherwise designated by the council.
3. If the Mayor, or, if the Mayor is unable to act, the Vice-Mayor, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting the meeting shall be held at 6 p.m. on the day following.
4. If the Mayor, or, if the Mayor is unable to act, the Vice-Mayor, finds and declares that such weather or other condition continues on the day following, the meeting shall be held at 6 p.m. one week after the originally scheduled meeting.
5. All regular meetings of the council shall be open to the public, unless closed pursuant to state law.

## **CERTIFICATE**

The undersigned Mayor and Clerk of the Town Council of the Town of Dayton, Virginia hereby certify that the foregoing constitutes a true and correct copy of the Town of Dayton Resolution Regarding Time of Regular Meetings and Inclement Weather Meeting Times adopted by the Town Council at a meeting held on January 9, 2023. A record of the roll-call vote by the Town Council is as follows:

<u>NAME</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Cary Jackson, Mayor				
Bradford Dyjak				
Emily Estes				
Robert Seward				
Susan Mathias				
Melody Pannell				

Date: January 9, 2023

ATTEST: \_\_\_\_\_  
Clerk, Town Council of the  
Town of Dayton

\_\_\_\_\_  
Mayor, Town of Dayton, Virginia

**RESOLUTION TO ADOPT A CODE OF ETHICS FOR THE MEMBERS OF THE  
TOWN OF DAYTON TOWN COUNCIL AND FOR THE MEMBERS OF ALL BOARDS,  
COMMITTEES AND COMMISSIONS APPOINTED BY THE DAYTON TOWN  
COUNCIL**

**WHEREAS**, the citizens and businesses of the Town of Dayton are entitled to have fair, ethical and accountable local government which has earned the public's full confidence; and

**WHEREAS**, in keeping with the Town of Dayton's commitment to excellence, all public officials, both elected and appointed, must comply with both the letter and spirit of the laws and policies affecting the operation of government; and

**WHEREAS**, all public officials, both elected and appointed, are required to be impartial and fair in their judgment and actions and ensure that public office is used for the public good; and

**WHEREAS**, the Town of Dayton Town Council has determined that the adoption of a Code of Ethics for its members and the members of all Council-appointed boards, committees and commissions will assist in achieving these ends; now, therefore, be it

**RESOLVED** by the Town of Dayton Town Council this 9th day of January 2023, That the following Code of Ethics is hereby adopted:

**TOWN OF DAYTON CODE OF ETHICS**

**Preamble**

The citizens and businesses of the Town of Dayton, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Dayton Town Council has adopted this Code of Ethics for members of the Dayton Town Council and of the Council's commissions and committees, to assure public confidence in the integrity of local government and its effective and fair operation.

**1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of the Town of Dayton and not for any private or personal interest, and they will assure fair and equitable treatment of all persons, claims, and transactions coming before the Dayton Town Council, the Council's commissions and committees.

## **2. Comply with the Law**

Members shall comply with the laws of the nation, the Commonwealth of Virginia, and the Town of Dayton in the performance of their public duties. These laws include, but are not limited to: the United States and Virginia constitutions; the Code of the Town of Dayton; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and the Town of Dayton ordinances and policies.

## **3. Conduct of Members**

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of the public, other members of the Dayton Town Council, commissions, committees, or the staff.

## **4. Respect for Process**

Members shall perform their duties in accordance with the processes and rules of order established by the Dayton Town Council and Council's commissions and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Dayton Town Council by the Town of Dayton staff.

## **5. Conduct of Public Meetings**

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

## **6. Decisions Based on Merit**

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

## **7. Communication**

Members shall publicly and promptly share substantive information that is relevant to a matter under consideration by the Dayton Town Council, commissions and committees, which they may have received from sources outside of the public decision-making process.

## **8. Conflict of Interest**

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest and shall disclose any substantial organizational responsibility or personal or business relationship to the parties in any matter coming before them. This paragraph is not intended to unduly restrict members who have minor business or professional

dealings with clients whose matters come before them.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

## **9. Gifts and Favors**

A member shall not accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

## **10. Confidential Information**

Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the Town of Dayton. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

## **11. Use of Public Resources**

Members shall not use public resources that are not available to the public in general, such as the Town of Dayton's staff time, equipment, supplies or facilities, for private gain or personal purposes.

## **12. Representation of Private Interests**

In keeping with their role as stewards of the public interest, members of the Dayton Town Council shall not appear on behalf of the private interests of third parties before the Dayton Town Council or any, commission, committee, or proceeding involving the Town of Dayton, nor shall members of the Dayton Town Council's commissions or committees appear before their own bodies or before the Dayton Town Council on behalf of the private interests of third parties, except that members of the Dayton Town Council's commissions and committees may appear before other public bodies, including the Dayton Town Council, to advocate for a particular application or other matter of public business related to their role as a public official.

## **13. Advocacy**

Members shall represent the official policies or positions of the Dayton Town Council, commissions, or committees to the best of their ability when designated as delegates for this purpose. When representing their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Dayton, nor will they allow the inference that they do.

## **14. Policy Role of Members**

The Dayton Town Council determines the policies of the Town of Dayton with the advice, information, and analysis provided by the public, Dayton Town Council's commissions and

committees, and the Town of Dayton staff. The Dayton Town Council delegates authority for the administration of the Town of Dayton to the Town of Dayton Town Manager.

Members, therefore, shall not interfere with the administrative functions of the Town of Dayton or the professional duties of the Town of Dayton staff; nor shall they impair the ability of staff to implement the Dayton Town Council policy decisions. Inquiries to staff shall only be made through the Town Manager of the Town of Dayton.

## **15. Independence of the Dayton Town Council and Commissions**

Because of the value of the independent advice of the Dayton Town Council, commissions, and committees to the public decision-making process, members of the Dayton Town Council shall refrain from using their positions to unduly influence the deliberations or outcomes of the Dayton Town Council, commission, or committee proceedings.

## **16. Positive Work Place Environment**

Members shall support the maintenance of a positive and constructive workplace environment for the Town of Dayton employees and for citizens and businesses dealing with the Town of Dayton. Members shall recognize their special role in dealings with the Town of Dayton employees and in no way create the perception of inappropriate direction to staff.

## **17. Implementation**

As an expression of the standards of conduct for members expected by the Town of Dayton, the Town of Dayton Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for the Dayton Town Council, applicants to the Dayton Town Council, commissions, committees, and newly elected and appointed officials. In addition, the Dayton Town Council, Council's commissions and committees shall biennially review the Code of Ethics and the Dayton Town Council shall consider recommendations from commissions, and committees to update it as necessary.

## **18. Compliance and Enforcement**

The Town of Dayton Code of Ethics expresses standards of ethical conduct expected of members of the Dayton Town Council, commissions, and committees. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Chairs of the Dayton Town Council's commissions and committees and the Mayor of the Dayton Town Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The Dayton Town Council may impose sanctions on members whose conduct does not comply with the Town of Dayton's ethical standards, such as public or private reprimand, formal

censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Dayton Town Council also may remove members of the Dayton Town Council's appointed commissions, and committees from office.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a decision made by the Dayton Town Council, Council's commission or committee.

### **MODEL OF EXCELLENCE DAYTON TOWN COUNCIL MEMBER STATEMENT**

By the adoption of this Code of Ethics, the members of the Dayton Town Council, agree to uphold the Code of Ethics for elected and appointed officials. Further, we certify that we will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, Town of Dayton staff, and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of the Town of Dayton;
- Treat all people with whom I interact in the manner I wish to be treated.

## **CERTIFICATE**

The undersigned Mayor and Clerk of the Town Council of the Town of Dayton, Virginia hereby certify that the foregoing constitutes a true and correct copy of the Town of Dayton Resolution a Code of Ethics adopted by the Town Council at a meeting held on January 9, 2023. A record of the roll-call vote by the Town Council is as follows:

<u>NAME</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Cary Jackson, Mayor				
Bradford Dyjak				
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Melody Pannell				

Date: January 9, 2023

ATTEST: \_\_\_\_\_  
Clerk, Town Council of the  
Town of Dayton

\_\_\_\_\_  
Mayor, Town of Dayton, Virginia



## Town Manager's Report to the Town Council

January 9, 2023

Water Plant. Work is nearing completion on the 3.1 MGD Reverse Osmosis plant that you broke ground on last summer. We expect the filters to be installed by the end of this month. We'll maintain the old plant while a 30-day trial period is conducted for the new plant. Once we are confident that the new equipment works correctly, the old plant will be taken out of operation.

Here are some key dates ahead for us. The Substantial Completion Date is February 3<sup>rd</sup> with Final Completion scheduled for April 4<sup>th</sup>. We hope to accelerate the final completion date if possible. It looks like final cost will be in the \$1.87 million range.

West View/Summit Water Line Replacement. As you probably remember, this 970' of 6" cast iron water line needs replacement. Over the years leaks have occurred requiring time and expense on our part to keep it in operation. We are in the process of getting bids to replace it with 8" ductile iron pipe. The estimated cost of the project is \$78,000. Of course, this was a 2020 estimate so inflation could be a factor. Next month we'll have a better idea of cost and a possible construction schedule.

College Street Sidewalk. Sometime after the Redbud Festival we plan to replace approximately 500' feet of sidewalk on the section of College Street between Mill and Main Streets. Our process will be similar to previous projects in that we'll remove the old sidewalk, prepare the base and bring in a concrete finisher to form, pour and finish the concrete.

Town Manager. Advertisements for a new Town Manager have been placed in the Daily News Record and on websites provided by the Virginia Municipal League. Preliminary interviews will begin as soon as possible in the hope of narrowing the pool of applicants to five to ten for a special committee to evaluate. They will forward the finalists to the entire Town Council for their review and decision. It is hoped that the Council will be able to rule on the finalists by late February or early March.

**Staff Report**

**Treasurer's Office**

**December 2022**

**Personnel:**

**Activity:**

- Staff mailed 29 cut-off notices for unpaid water service. Service interruption is scheduled for January 20, 2022.
- Accounting Staff participated in the annual Christmas Luncheon and white elephant gift exchange. The lunch was greatly appreciated!
- Staff accompanied Interim Town Manager in a visit with downtown business owners and met with a few residents.
- Staff is preparing to place DMV holds on delinquent vehicle license fees.
- Staff assisted Public Works Supervisor with the selling of disposable vehicles.

**Items for consideration:**

None

Respectfully submitted,

*Susan Smith*

**Town of Dayton**  
**Budget v. Actual Report**  
**FY23 PERIOD ENDING 12/31/2022**

<b>REVENUES</b>	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Variance</b>	<b>% Rcvd</b>
<b><u>General Fund</u></b>					
Property Taxes	\$ 166,500	\$ 382	\$ 166,552	\$ (52)	100%
Other Local Taxes	\$ 435,450	\$ 13,476	\$ 218,189	\$ 217,261	50%
Permits, Privilege Fees & Licenses	\$ 500	\$ -	\$ 776	\$ (276)	155%
Fines & Forfeitures	\$ 43,000	\$ 3,759	\$ 17,945	\$ 25,055	42%
Rev. from use of money & prop.	\$ 2,500	\$ 100	\$ 365	\$ 2,135	15%
Charges for services	\$ 160,000	\$ 13,440	\$ 67,005	\$ 92,995	42%
Other	\$ 120,500	\$ 10,570	\$ 912,527	\$ (792,027)	757%
State & Federal Funding	\$ 134,200	\$ 3,147	\$ 104,873	\$ 29,327	78%
Transfer from Water & Sewer	\$ 1,078,050	\$ -	\$ -	\$ 1,078,050	0%
<b>TOTAL GF REVENUES</b>	<b>\$ 2,140,700</b>	<b>\$ 44,874</b>	<b>\$ 1,488,232</b>	<b>\$ 652,468</b>	<b>70%</b>
<b><u>General Capital Fund</u></b>					
Transfer from Water & Sewer	\$ 112,208	\$ -	\$ -	\$ 112,208	0%
Transfer from Reserves	\$ 126,472	\$ -	\$ -	\$ 126,472	0%
	\$ 238,680	\$ -	\$ -	\$ 238,680	0%
<b><u>Water &amp; Sewer Capital Fund</u></b>					
Transfer from Water & Sewer Fund	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
<b><u>Water &amp; Sewer Fund</u></b>					
Charges for service	\$ 3,625,000	\$ 351,268	\$ 1,657,571	\$ 1,967,429	46%
W&S Conn fees	\$ 30,000	\$ -	\$ 11,525	\$ 18,475	38%
Interest	\$ 10,000	\$ 134	\$ 5,548	\$ 4,452	55%
Misc.	\$ 2,500	\$ -	\$ 4,870	\$ (2,370)	195%
<b>TOTAL W&amp;S REVENUES</b>	<b>\$ 3,667,500</b>	<b>\$ 351,402</b>	<b>\$ 1,679,514</b>	<b>\$ 1,987,986</b>	<b>46%</b>
	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Variance</b>	
<b>TOTAL REVENUES</b>	<b>\$ 6,096,880</b>	<b>\$ 396,276</b>	<b>\$ 3,167,746</b>	<b>\$ 2,929,134</b>	<b>52%</b>

<b>EXPENDITURES</b>	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Variance</b>	<b>% Used</b>
General Government	\$ 591,550	\$ 43,679	\$ 288,120	\$ 303,430	49%
Public Safety	\$ 705,000	\$ 51,378	\$ 351,301	\$ 353,699	50%
Public Works	\$ 491,100	\$ 18,930	\$ 220,688	\$ 270,412	45%
Parks, Rec & Culture	\$ 171,750	\$ 7,303	\$ 83,323	\$ 88,427	49%
Community Development	\$ 181,300	\$ 7,579	\$ 82,469	\$ 98,831	45%
<b>TOTAL GF EXPENDITURES</b>	<b>\$ 2,140,700</b>	<b>\$ 128,869</b>	<b>\$ 1,025,901</b>	<b>\$ 1,114,799</b>	<b>48%</b>
<b><u>Capital Projects</u></b>					
PD Equipment	\$ 50,000	\$ -	\$ 5,852	\$ 44,148	12%
Sign Program	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
Sidewalks	\$ 30,000	\$ -	\$ -	\$ 30,000	0%
Land Acquisition & Amenities	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
PW Service Truck	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
WTP Equipment	\$ 33,680	\$ -	\$ -	\$ 33,680	0%
Generator	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 288,680</b>	<b>\$ -</b>	<b>\$ 5,852</b>	<b>\$ 282,828</b>	<b>2%</b>
Operating	\$ 578,500	\$ 48,949	\$ 293,272	\$ 285,228	51%
HRRSA	\$ 1,823,742	\$ 145,386	\$ 726,243	\$ 1,097,499	40%
Water Fund Contingency	\$ 25,000	\$ -	\$ 9,360	\$ 15,640	37%
<b>TOTAL W&amp;S EXPENDITURES</b>	<b>\$ 2,427,242</b>	<b>\$ 194,335</b>	<b>\$ 1,028,875</b>	<b>\$ 1,398,367</b>	<b>42%</b>
Transfer to General	\$ 1,078,050				
Transfer to Capital-Water & Sewer	\$ 162,208	\$ -	\$ -	\$ 162,208	0%
<b>TOTAL CAPITAL TRANSFER</b>	<b>\$ 1,240,258</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 162,208</b>	<b>0%</b>
	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Variance</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,096,880</b>	<b>\$ 323,204</b>	<b>\$ 2,054,776</b>	<b>\$ 4,042,104</b>	<b>34%</b>
<b>NET TOTAL</b>	<b>\$ -</b>	<b>\$ 73,072</b>	<b>\$ 1,112,970</b>		

## Budget vs Actual

**Town of Dayton**  
**Period Ending 12/31/2022**  
**15 & 25 Carry-Over Capital Projects**

Description	Balance @ 6/30	Mnth	YTD	Variance	Prcnt Used
15-4910-802 Equipment PD	\$ 5,331	\$ -	\$ 5,331	\$ -	100%
15-4910-810 Greenway Project	\$ 4,438	\$ -	\$ -	\$ 4,438	0%
15-4910-820 King Street Extension Path	\$ 25,649	\$ -	\$ -	\$ 25,649	0%
15-4910-840 Sign Program	\$ 75,894	\$ 1,707	\$ 3,082	\$ 72,812	4%
15-4910-850 Sidewalks	\$ 30,000	\$ -	\$ 22,020	\$ 7,980	73%
15-4910-860 Land Acquisition & Amenities	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
25-4910-802 Water Line Extension	\$ 65,000	\$ -	\$ -	\$ 65,000	0%
25-4910-840 Water Plant Upgrade	\$ 2,005,167	\$ -	\$ 1,454,258	\$ 550,909	73%
25-4910-850 Water/Sewer Line Replacement	\$ 140,446	\$ -	\$ 13,871	\$ 126,575	10%
25-4910-865 Service Truck	\$ 45,000	\$ -	\$ 49,492	\$ (4,492)	110%

## Police Department Staff Report December 2022

### 1. Personnel

Position Title	# of Positions	Filled	Vacant
Chief	1	1	0
Lieutenant	1	1	0
Patrol	4	4	0

#### A. Employee recognitions

- Officer Smith is the Traffic Safety Officer of the Year.
- Officer Roadcap is the Investigator of the Year.

#### B. Training

- All officers completed CPR/AED Recertification.
- Officer Roadcap completed General Instructor School.
- Chief Trout attended the COPS Office Accreditation Grant Award meeting.

### 2. Activity Report December 2022

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
606	595	5	0	6	118

### 3. Project Updates

- The Accreditation Grant position has been advertised.
- USDA grant has been approved. Vehicle has been ordered.

### 4. Upcoming Events

- None

### 5. Items for Consideration

- None

Respectfully submitted



Justin Trout



## Public Works Staff Report December 2022

### 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

1. Hiring Update: None
2. Employee Recognitions: None

### II. Reports:

- Helped set up Christmas decorations at Dove Park and for the Christmas parade.
- Had two minor snow events on the 14<sup>th</sup> and 22<sup>nd</sup> of December.
- Cleaned and trimmed trees from winter storms at Cooks Creek Park.
- Glow Fiber finished with the boring of the plastic sleeves in Town. Still waiting for a confirmation of the anticipated date of when they will start pulling the actual fiber through.
- USDA grant was approved. New Public Works truck has been ordered.
- Sold three older Public Works vehicles on Public Surplus.
  - 1989 Chevy dump truck sold for \$7,110
  - 2002 Dodge Ram sold for \$8,350
  - 2006 Dodge Dakota sold for \$3,400

### III. Items for Consideration: Inclement Weather Essential Personnel Policy Update

Respectfully submitted,

**Adam Meek**



Water Department Staff Report  
December 2022

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 46.328 million gallons of water in the month of December.
- Purchased 2,941,000 gallons from Rockingham County.
- Replaced 42 registers. Still waiting on the rest of the backordered registers.
- Had to do a lot of CIPs and extended soaks on the skids due to wet weather after a dry spell and degrading filters.
- GIS mapped some meters.
- Met with Al from the Power Connection at Well 2 regarding the generator pad and wiring. Generator itself still looks like it will be close to the end of the FY before its received.
- Touched base with SLM who should be here the first week of January to finish programming the VFD for pump 2.
- WTP update: inside is coming along; they have the filter skids put together and are scheduled to do the finished water tie in on January 4. Russell came for a site visit and to address a few issues.

III. Items for Consideration: None

Respectfully submitted,  
Jennifer Reppe



**Community Development Staff Report  
December 2022**

1. Planning and Zoning

- a. No Zoning Permits were issued.
- b. One Certificates of Occupancy was issued.
- c. No Chicken Keeping Applications were approved.
- d. No Short-Term Rental Permits were requested.
- e. No Home Occupations Permits were approved.
- f. The TAC meeting for December was cancelled as there were no new items to discuss. However, the LRTP working group met to discuss the updates to the transportation plan.
- g. Virtually attended the Virginia Housing Workshop Series on December 1<sup>st</sup>.
- h. Met with the Community and Economic Development Council committee on December 5<sup>th</sup>.
- i. Attended a new Council orientation session for newly elected official Melody Pannell.
- j. The Planning Commission approved the draft Transportation Chapter to be submitted to VDOT for their review. The CSPDC submitted the Transportation Chapter and the Land Use Chapter of the Comprehensive Plan to VDOT for their approval on November 21<sup>st</sup>. It has been approved at VDOT's regional level. We are now awaiting approval from the local level. On January 19, 2023, the Comp Plan will go to Planning Commission for final review and approval to advertise for a Joint Public Hearing with Town Council at the February meeting.

2. Items for Consideration: NONE.

Respectfully submitted,

A handwritten signature in cursive script that reads "Christa Hall".

Community Development Coordinator



## **Economic Development Staff Report December 2022**

### **Businesses**

- December business newsletter analytics:
  - 53 opens
  - Top links clicked:
    1. Town promotional video
    2. Shenandoah Valley SBDC
    3. Town Code
- The January business newsletter will be sent out the first full week in January.
- Downtown Revitalization Grant – Initial submission is still under DHCD review.
- Shop Local Holiday Giveaway – Congratulations to Ella Benin and Alyssa Whetzel on winning our Shop Local Holiday Giveaway! The winners were announced on Facebook Live by Mayor Jackson and Councilwoman Pannell on Wednesday, December 21 at 2:00 pm. A survey will be sent to businesses in the January newsletter for feedback to determine if this is something the Town should do again.
- Grammie's Ice Cream is under new ownership. Belinda and Blake Koteita (owners of Harvest Table) have purchased the business and have transitioned from a seasonal schedule to a year-round schedule.
- Valley Water Gardens is under new ownership. Scott and Kelly Herron have purchased the business and a grand re-opening is tentatively scheduled for the third week in April.

### **Events**

- Christmas Parade: The Christmas parade took place Friday, December 9 at 6:00 pm, followed by a Tree Lighting Ceremony at Dove Park. There were a total of 29 entries in the parade, not including Town vehicles. Thank you to the Wilbur Pence Middle School Band & Choir for leading the crowd in Christmas carols. Thank you to Public Works and the Water Department for transforming Dove Park and the rest of Town into a winter wonderland!
- Holiday Decorating Contest Winners:
  - CLARK GRISWOLD
    - Winner: 145 Eastview St
    - Honorable Mention: 220 Eastview St
  - WINTER WONDERLAND
    - Winner: 510 Mason St
    - Honorable Mention: 101 Willow Dr
  - CLASSIC HOLIDAY ELEGANCE
    - Winner: 200 Keswick Cir
    - Honorable Mention: 119 Rhodes Hill Dr
  - SANTA'S WORKSHOP (BUSINESS)
    - Winner: 201 Main St, Mane Street Salon
    - Honorable Mention: 305 Mason St, Park View Federal Credit Union
  - BEST NEIGHBORHOOD
    - Winner: Eastview St
  - PEOPLE'S CHOICE AWARD
    - Winner: 107 Bartley St
- Registration for the 2023 Redbud Arts & Crafts Festival and the 2023 Dayton Days Autumn Celebration opened on January 3, 2023.
- Staff is working on an annual events card that will be mailed to all residents at the end of January / early February.

## Social Media

- December Town of Dayton Facebook Analytics
  - Page Reach: 17.7k
  - Profile visits: 4.4k
  - New Followers: 30
  - Top Posts
    1. Christmas Parade Flier (12/8): 4.7k reach
    2. Holiday Decorating Contest Announcements (12/20): 4.5k reach
    3. Holiday Decorating Contest Map (12/7): 4.4k reach
- December Town of Dayton Police Department Facebook Analytics
  - Page reach: 6.2k
  - Profile visits: 325
  - New followers: 11
  - Top Posts
    1. Officer Clause at Fab Refurbs (12/9): 2.6k reach
    2. Inclement Weather, Use Caution (12/14): 1.5k reach
    3. Merry Christmas & Happy Holidays (12/20): 1.3k reach
- December Redbud Festival Facebook Analytics
  - Page reach: 667
  - Profile visits: 50
  - New followers: 7
  - Top Posts
    1. Registration opening Jan 3 (12/29): 480 reach
- December Dayton Days Facebook Analytics
  - Page reach: 4.1k
  - Profile visits: 107
  - New followers: 13
  - Top Posts
    1. Registration opening Jan 3 (12/29): 2.5k reach
- December Muddler Facebook Analytics
  - Page reach: 301
  - Profile visits: 21
  - New followers: 2

## Other

- Wayfinding – The final Construction Intent Documents are under review by VDOT.
- There will be an Economic Development Authority meeting on January 12<sup>th</sup> at 5:30 pm to review a Façade Enhancement Grant Application from Mane Street Salon.
- The winter newsletter will be mailed to residents the second week in January.

## Items for consideration or discussion:

- None.

Respectfully submitted,

*Meggie Roche*

