

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING  
JOINT PUBLIC HEARING W/ PLANNING COMMISSION  
COUNCIL CHAMBERS DAYTON TOWN HALL  
Monday, March 13, 2023  
AGENDA**

- 1) Call to Order
  - a) Roll Call
  - b) Invocation
  - c) Pledge of Allegiance
- 2) Public Hearing: To hear public comments regarding proposed amendments to the Subdivision and Zoning Ordinances related to sidewalks, driveways, and stormwater.
- 3) Approval of Minutes for the Joint Public Hearing and the Regular Town Council Meeting of February 13, 2023 and the Budget Work Session of March 6, 2023.
- 4) Action Items\*
- 5) Public Comment
- 6) Reports
  - a) Manager's Report
  - b) Attorney's Report
  - c) Council Committees
  - d) Mayor and Council
- 7) Unfinished Business
- 8) New Business
- 9) Closed Session
- 10) Adjournment

**Important Notice:** 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/88223976909?pwd=WFNrRnJ5LzYwVGpCYjl0dTICL0hLQT09>

Meeting ID: 882 2397 6909

Passcode: 831395

Dial in: 1-301-715-8592

\*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.

# **TOWN OF DAYTON NOTICE OF JOINT PUBLIC HEARING**

**Please take notice that on Monday, March 13, 2023, at 6:00 p.m., the Dayton Town Council and the Planning Commission will conduct a joint public hearing to receive comments from citizens regarding proposed amendments to the Subdivision and Zoning Ordinances related to sidewalks, driveways, and stormwater.**

**The proposed amendments to the Subdivision Ordinance would require installation of sidewalks under certain circumstances and add provisions relating to storm drainage.**

**The proposed amendments to the Zoning Ordinance would require that front and side driveways be constructed of asphalt, concrete, or permeable pavers. Existing driveways would be grandfathered in.**

**This hearing will take place in the Council Chambers of the Dayton Town Hall, 125-B Eastview Street, Dayton, VA. Copies of the proposed amendments are available for inspection during normal business hours in the Dayton Town Hall and on the Town's website at [www.daytonva.us](http://www.daytonva.us). For more information, call 540-879-2241 or send an email to [chall@daytonva.us](mailto:chall@daytonva.us).**

**A RESOLUTION RECOMMENDING CERTAIN  
CHANGES TO THE SUBDIVISION AND ZONING ORDINANCES  
RELATED TO SIDEWALKS, DRIVEWAYS, AND STORMWATER**

WHEREAS, the Town of Dayton, Virginia (the “Town”) has a Subdivision Ordinance that regulates the division of land within the Town; and

WHEREAS, the Subdivision Ordinance requires the construction of certain improvements as a condition of subdivision; and

WHEREAS, the Town also regulates the use of land within the Town through its Zoning Ordinance, and the Zoning Ordinance contains certain development requirements that are distinct from, and in addition to, those contained within the Subdivision Ordinance; and

WHEREAS, the Planning Commission of the Town desires to recommend that the Town Council (i) amend the Subdivision Ordinance to require installation of sidewalks under certain circumstances and to add provisions relating to storm drainage, and (ii) amend the Zoning Ordinance to require, after the date of adoption of such amendment, that front and side driveways be constructed of asphalt, concrete, or permeable pavers.

**NOW, THEREFORE, BE IT RESOLVED, BY THE PLANNING COMMISSION OF THE TOWN OF DAYTON, VIRGINIA THAT THE FOLLOWING CHANGES TO THE SUBDIVISION ORDINANCE AND ZONING ORDINANCE ARE RECOMMENDED:**

1. That Section 20-135 of the Town’s subdivision ordinance be amended and re-enacted as follows<sup>1</sup>:

**Sec. 20-135. - Standards for street construction.**

(a) *Design.* All streets must be designed to meet the specifications in the latest edition of the state department of transportation's subdivision street requirements, except the town requires curb, ~~and~~ guttering, and sidewalks on all subdivision streets. On streets with speed limits less than or equal to 40 miles per hour, the curb and guttering shall be of type CG-6, as specified in the department of transportation requirements. On streets with speed limits greater than 40 miles per hour, the curb and guttering shall be of the type specified as CG-7. The subdivision street requirements make use of certain categories of streets, traffic volume, and terrain. The town shall determine which categories apply.

(b) *Sidewalk Specifications.* Concrete sidewalks shall be provided on both sides of all new streets. Furthermore, when a new lot is created that fronts on an existing street, and adjacent property on either side has an existing sidewalk, the applicant shall construct a sidewalk that connects to the existing sidewalk. All sidewalks shall be constructed to the standards specified in the Virginia Department of Transportation’s Road Design Manual.

<sup>1</sup> Propose additions to the ordinance are identified by underline. Proposed deletions from the ordinance are identified by strikethrough.

**Commented [JB1]:** VDOT’s width and buffer requirements are the same as those discussed by the planning commission (5 feet width, ADA accessible, 3-foot buffer w/out tree, 6-foot with tree).

One distinction is that Planning Commission had proposed measuring the buffer distance from the front of the curb, whereas VDOT measures the buffer distance from the back of the curb. My suggestion is to be consistent with VDOT.



~~(b)~~(c) Installation. Subdividers shall be required to install all streets in the subdivision. Installation of all required street signs shall also be the responsibility of the subdivider.

2. That Section 20-138 of the Town's Subdivision Ordinance be amended and re-enacted as follows:

**Sec. 20-138. - Standards for drainage.**

(a) *General requirement.* Subdivisions shall be designed in compliance with all Rockingham County stormwater management regulations and requirements, and so as not to cause or permit unreasonable drainage of surface water onto adjoining properties, whether public or private. For purposes of this subsection, the term "unreasonable drainage" means drainage which could potentially cause harm or significant inconvenience and is materially greater than would occur if the subdivided property were left in its undeveloped state. This subsection applies in addition to any other applicable law concerning surface water drainage.

(b) *Regional drainage systems; designation of land for drainage facilities.* The town will not approve any such drainage facilities unless adequate provisions are made for the maintenance thereof. Where existing storm sewers are reasonably accessible, the proposed subdivision shall connect with such storm sewers. Unless an areawide storm sewer system has been established under section 20-6 and is reasonably available, the subdivider may be required to designate certain areas of the subdivision or other land for detention ponds of other drainage facilities designate land and install reasonable and necessary drainage facilities, located on or outside the property limits of the land owned or controlled by the subdivider or developer but necessitated or required, at least in part, by the utility needs of the development or subdivision, including reasonably anticipated capacity, extensions, or maintenance considerations of a utility service plan for the service area. Such subdivider or developer shall be entitled to reimbursement of a portion of its costs by any subsequent subdivider or developer that utilizes the installed facilities. The subdivision agent is authorized to adopt and implement reasonable policies and procedures relating to connection and required reimbursement. The town will not approve any such drainage facilities unless adequate provisions are made for the maintenance thereof.

Commented [JB2]: This language is from VA Code 15.2-2243. It authorizes the Town to adopt policies that require connection to existing facilities and reimbursement of costs.

(c) *General standards.* All drainage facilities shall be designed to drain foreseeable quantities of water from the streets and lots of the subdivision, and to be durable and reasonably maintenance-free town.

3. That Section 20-172 of the Town's Subdivision Ordinance be amended and re-enacted as follows:

**Sec. 20-171. – Maintenance of Improvements.**

The town has no obligation to improve, maintain, or take any action with respect to streets or other improvements not constructed, inspected, and accepted in accordance with this article. Whenever any proposed subdivision that will contain more than two residential lots includes dedicated common areas, private easements, private streets, or private stormwater facilities, the subdivider or developer shall be responsible for the management and maintenance of all such areas, easements, and improvements in the approved subdivision until the improvements are taken over by a property owners' association or condominium association formed in compliance with Subtitle



IV of Title 55.1 of the Virginia Code. Prior to the sale of the lot constituting 75% of all approved buildable lots, all common areas, easements, and improvements shall be transferred from the subdivider to the property owners' association.

4. That Section 30-817 of the Town's Zoning Ordinance be amended and re-enacted as follows:

**Sec. 30-817. — Parking and driveway standards.**

- (a) All parking spaces required by this article shall be located on the same lot with the building or use served, provided that required parking may be located on another lot if the parking spaces are not more than 500 feet from the building served (measured along lines of public access) and the parking spaces are dedicated to the use of the business served through a lease, license, or easement requiring that the town be notified at least 30 days prior to termination. Upon the termination of any lease, license, or easement for required parking spaces, the entity served by the parking must either cease doing business or obtain alternative parking conforming to this article.
- (b) Unenclosed parking spaces may be located within the required yard around buildings as herein specified.
- (c) Parking spaces must be at least nine feet wide and 18 feet in length. In addition, there shall be sufficient area for maneuvering.
- ~~(e)~~(d) Unenclosed parking spaces and driveways shall be constructed of concrete, asphalt, or permeable pavers with a suitable base, except that gravel shall be a permissible surface for the following: (i) parking or driveways, or portions thereof, that are located to the rear of the building served, and (ii) parking or driveways, or portions thereof, that existed prior to \_\_\_\_\_, 2023.<sup>2</sup>
- ~~(d)~~(e) All parking spaces shall be designed to prevent parked vehicles from extending beyond the limits of the parking area and to prevent damaging effects to adjoining or nearby properties from surface drainage from the parking facility. Lighting facilities shall be so arranged that light is reflected away from adjacent properties.
- ~~(e)~~(f) All loading spaces required under section 30-819 must be at least 12 feet wide by 25 feet in length. In addition, there shall be sufficient area for maneuvering.

**Commented [JB3]:** The County requires maintenance provisions as part of their stormwater program. County Code 6C-13.

In my opinion, the Town can be more strict than the County on this point, but we would not want to conflict with the County or be more lax. We should check to confirm that the County does not have a more-restrictive requirement.

<sup>2</sup> The date of adoption would be inserted in lieu of these blanks.

**Subdivision/Zoning Ordinance Changes---Public Hearing Staff Report  
March 13, 2023**

1. Subdivision/Zoning Ordinance Changes

Staff has worked with the Town Attorney to present a draft resolution recommending certain changes to the subdivision and zoning ordinances related to sidewalks, driveways, and stormwater. Draft resolution is included in the agenda packet. Proposed additions are shown with underlines and proposed deletions are shown with strikethroughs. And side notes are included with the Attorney's notes. The proposed changes are intended to capture the desires of the Commission most accurately. Additional items to note:

- VDOT has guidelines and requirements as to sidewalks; the proposed wording would require that sidewalks be constructed to those standards.
- Dayton's subdivision ordinance states that the subdivision must comply with County stormwater requirements. E&S, fire code, and other requirements administered by the County are separate enough from subdivision authority that the Attorney would prefer letting the County administer and enforce those without Town involvement.
- As to the discussion on greenspace requirements, this cannot be included in subdivision context. It could potentially be done through re-zoning (by voluntary proffers).
- As for stormwater regulations, the County administers stormwater regulations, and we will defer them. However, the Attorney added some additional standards to the current ordinance and included the turnover requirement to an HOA at the 75% buildout completion point for residential subdivisions containing 3 or more lots. This is the same timeline requirement that the County adheres to.

This is only to hear public comment on the proposed changes. The Planning Commission will discuss a recommendation to the Council at their regular meeting on March 16<sup>th</sup> at 6:00 p.m. and Council will likely see it as an Action Item on the April agenda.

**DAYTON TOWN COUNCIL AND PLANNING COMMISSION  
JOINT PUBLIC HEARING MINUTES  
COUNCIL CHAMBERS DAYTON TOWN HALL  
February 13, 2023**

**CALL TO ORDER:** Mayor Jackson called the Public Hearing to order at 5:30 p.m., welcomed guests and asked Clerk Hall for a roll call for the Town Council and the Planning Commission.

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

**COUNCIL MEMBERS ABSENT:** Melody Pannell.

**PLANNING COMMISSION MEMBERS PRESENT:** Chairman Hunter Barnett, Lauren Rawley, and Bradford Dyjak.

**PLANNING COMMISSION MEMBERS ABSENT:** Colton Shifflett and Aaron Swindle.

**ALSO PRESENT:** Bob Holton, Interim Town Manager, Christa Hall, Clerk of Council and Community Development Coordinator, and Town Treasurer Susan Smith.

Mayor Jackson stated that this was a public hearing to hear comments regarding the updated 2022 Comprehensive Plan.

Mayor Jackson asked if anyone was signed up to speak. Cheryl Lyon was the only person signed up to speak on the matter. She stated that it was a clear, well-written plan and thanked the Commission for their hard work in creating it. She voiced some concerns with the traffic situation at Cargill and how this would be handled in the future and said that she was thankful to the police department for speed monitoring in the area and asked that more of that be done.

As there were no additional public comments, Mayor Jackson thanked the Planning Commission and Town staff for all the hard work that went into the updating of the Comprehensive Plan.

The Public Hearing was adjourned at 5:35 p.m.

Respectfully Submitted,

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Cary Jackson, Mayor

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Christa Hall, Clerk

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL  
February 13, 2023**

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

**ALSO PRESENT:** Jordan Bowman, Town Attorney; Bob Holton, Interim Town Manager; Susan Smith, Town Treasurer; Police Chief Justin Trout; 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 tonight from those attending in-person and have signed up to speak and that speakers would be limited to five minutes each. Town Clerk Hall called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance. Councilperson Estes offered condolences to the Kyger and Sager families.

**APPROVAL OF MINUTES:** Mayor Jackson asked for a motion to approve the Minutes from the Regular Town Council Meeting of January 9, 2023, as written. Councilperson Estes replied so moved. The motion was seconded by Councilperson Mathias and there was no additional discussion. The motion was approved by a roll call vote of 7 to 0, the voting recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; WOLZ—AYE; PANNELL—AYE; ESTES—AYE; and JACKSON—AYE.

**ACTION ITEM: CONSIDERATION OF A RESOLUTION ADOPTING AMENDMENTS TO THE COMPREHENSIVE PLAN:**

Mayor Jackson asked for a motion to adopt the 2022 Comprehensive Plan. Councilperson Dyjak replied so moved. Councilperson Wolz seconded the motion. Councilperson Dyjak stated for clarity that this is the plan for Dayton's future and most of the items contained in the plan would need to be discussed further by the Planning Commission and the Council prior to any action taking place. Town Attorney Jordan Bowman offered a friendly amendment to the motion stating that a resolution had been prepared for the Council to formally adopt the Comprehensive Plan and therefore the motion should state that it is to adopt the resolution. Councilperson Dyjak accepted the amendment. Mayor Jackson asked if there was any additional discussion on the matter. Hearing none, he asked the Clerk for a roll call vote. The vote of 7 to 0, was recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; WOLZ—AYE; PANNELL—AYE; ESTES—AYE; and JACKSON—AYE. The resolution reads as follows:



## **A RESOLUTION ADOPTING AMENDMENTS TO THE COMPREHENSIVE PLAN FOR THE TOWN OF DAYTON, VIRGINIA**

**WHEREAS**, the Planning Commission for the Town of Dayton, Virginia (the “Town”) has prepared certain amendments to the Town’s Comprehensive Plan in accordance with Article 3 of Chapter 22 of the Code of Virginia 1950, as amended; and

**WHEREAS**, whereas, the Planning Commission has recommended that the Town Council adopt the proposed Comprehensive Plan amendments and certified the same to the Town Council; and

**WHEREAS**, the Town Council has held a public hearing to receive comments concerning the proposed Comprehensive Plan amendments; and

**WHEREAS**, the Town Council has carefully reviewed and considered the proposed amendments to the Comprehensive Plan and determined that the proposed amendments will guide the Town, helping to facilitate coordinated, adjusted and harmonious development and promoting the health, safety, morals, order, convenience, prosperity and general welfare of all of the Town’s inhabitants; and

**WHEREAS**, the Town Council now desires to adopt the proposed amendments to the Comprehensive Plan.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council for the Town of Dayton, Virginia, that the proposed amendments to the Town’s Comprehensive Plan are hereby adopted.

### **ACTION ITEM: CONSIDERATION OF A RESOLUTION REGARDING LAND DEVELOPMENT ADDITIONS TO SECONDARY ROUTE SYSTEM:**

Mayor Jackson asked for a motion to adopt the Resolution Regarding Land Development Additions to Secondary Route System, specifically referring to Rhodes Hill Drive, as presented.

Councilperson Estes replied so moved and Councilperson Seward seconded the motion. Mayor Jackson asked for any discussion and hearing none, a roll call vote of 7-0 was recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; WOLZ—AYE; PANNELL—AYE; ESTES—AYE; and JACKSON—AYE. Mayor Jackson explained how the process of turning roads over to the VDOT system works. The resolution reads as follows:

### **RESOLUTION REGARDING LAND DEVELOPMENT ADDITIONS TO SECONDARY ROUTE SYSTEM (under Code of Virginia Section 33.2-708)**

**WHEREAS**, the Dayton West Subdivision has been completed, and

**WHEREAS**, the streets of Dayton West Subdivision meet the public service criteria of the Subdivision Street Requirements, and

**WHEREAS**, the development sketch and VDOT Form AM 4.3, attached and incorporated herein as part of this resolution, define additions required in the Secondary System of State Highways as a result of construction; and

**WHEREAS**, certain segments identified on the incorporated Form AM 4.3 are ready to be accepted into the Secondary System of State Highways.

**NOW THEREFORE, BE IT RESOLVED**, the Town Council of the Town of Dayton requests the Virginia Department of Transportation to add the segments identified on the incorporated Form AM 4.3 to the Secondary System of State Highways, pursuant to §33.2-705 of the *Code of Virginia*, for which segments this Board hereby guarantees the right of way to be clear and unrestricted, including any necessary easements for cuts, fills, and drainage, and

**BE IT FINALLY RESOLVED**, a certified copy of this resolution be forwarded to the Virginia Department of Transportation.

**In Town of Dayton**

38508328

by Resolution of the governing body adopted

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes to the secondary system of state highways.

A Copy Testee Signed (Town Official): \_\_\_\_\_

**Report of Changes in the Secondary System of State Highways**

Project/Subdivision: Dayton West Subdivision - Rhodes Hill Drive

Addition - Town new subdivision street §33.2-340, §33.2-705

Rte Number	Street Name	From Termini	To Termini	Length	Number Of Lanes	Recordation Reference	Row Width
1214	Rhodes Hill Drive	ESM AT 0.40 mi west of CL RTE 732	CL RTE 732	0.4	2		55

**ACTION ITEM: CONSIDERATION OF PARKS AND FACILITIES RESERVATION POLICY:**

Mayor Jackson asked for a motion to adopt the Parks and Facilities Reservation Policy as revised. Councilperson Estes replied so moved and the motion was properly seconded by Councilperson Mathias. Motion passed by a 7-0 roll call vote which was recorded as follows: MATHIAS—AYE; SEWARD—AYE; DYJAK—AYE; WOLZ—AYE; PANNELL—AYE; ESTES—AYE; and JACKSON—AYE.

**PUBLIC COMMENT:** Mayor Jackson acknowledged the presence of Rockingham County Board of Supervisor Sallie Wolfe-Garrison and newly elected Mayor of Mt. Crawford, Neal Dillard. Mayor Jackson then recognized Deb Crank to speak. Ms. Crank addressed the Council and thanked Meggie Roche for her efforts in reaching out to the Town merchants. She highlighted some upcoming events that will be occurring in Town. She thanked the Police Department for the radar on College Street and asked that those efforts continue. She asked that Council consider looking at the sign ordinance

again to assist the businesses with exposure. She concluded by asking again for consideration to reinstate Councilperson Estes back to a Council committee assignment.

Ms. Cheryl Lyon asked to be recognized to speak and stated that the banners that are located at the Blacksmith Shop are promoting Silver Lake and were paid for by the bicentennial committee.

Councilperson Estes stated that Mr. Bradfield had made offers to display additional signage at the intersection of Mason Street and John Wayland Highway and that the Town needed to consider ways to assist businesses with additional signage.

**MANAGER'S REPORT:** Interim Town Manager Bob Holton provided a written report, which is attached. He elaborated on the Water Treatment Plant upgrade process and addressed the possibility of a modest rate increase to the water and sewer accounts and inclusion of an annual COLA increase. This will be discussed further during the budget process, which will be moved up this year with a Public Hearing in April and a vote to approve in May. He concluded by discussing the water line replacement on Westview and the maintenance and/or closure of alleyways in Town.

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

**POLICE REPORT:** Chief Justin Trout provided a written report.

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

**WATER DEPARTMENT REPORT:** Water Plant Operator Jennifer Reppe provided a written report.

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

**ECONOMIC DEVELOPMENT REPORT:** Economic Development Coordinator Meggie Roche provided a written report.

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

**ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT:** Councilperson Dyjak stated that the committee met on February 3<sup>rd</sup> and provided highlights from the meeting stating that an update to the Economic Development Plan is in the works. He continued to state that Meggie Roche will continue to work with local businesses to spotlight them and acknowledge any special milestones or anniversaries. He continued by stating the events calendar will be published soon and highlighted some upcoming events.

**FINANCE COMMITTEE REPORT:** The committee met to review and discuss the upcoming budget cycle for this year and will be holding additional meetings to continue that work.



**INFRASTRUCTURE COMMITTEE REPORT:** Councilperson Seward stated that the committee met in January to discuss the progress on the Water Treatment Plan and gave kudos to the staff for all their efforts with this project.

**PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT:** Councilperson Wolz stated that the committee had met several times during the last month to discuss general items including maintenance, cleaning, lights, memorials, and the events calendar. They have also met to discuss the Muddler and some concerns related to the route, safety issues and financial matters. The committee had discussed possibly moving the event to the spring in the hopes of obtaining more interest for participants and volunteers and more staff time to dedicate to the event's preparation. Conversations are ongoing and no definite decisions have been made.

**PERSONNEL COMMITTEE REPORT:** Councilperson Mathias stated that the committee had met on January 25<sup>th</sup> to discuss the review of the personnel handbook and policies, job descriptions, and the evaluation process. They will continue to meet to review and discuss these matters further.

**POLICE COMMITTEE REPORT:** Councilperson Seward stated that the committee met in January to review budgetary items in preparation for the budget process.

**MAYOR AND COUNCIL REPORT:** Mayor Jackson stated that the Town is fortunate to have Bob Holton as its interim Town Manager and that the search continues for a permanent Town Manager. The Town has received over 50 applications but only six have completed the application properly and therefore, we have six applicants who did what was asked, but the Town continues to look for a candidate. Councilperson Dyjak also spoke up to thank Chief Trout and his officers as we just passed the solemn anniversary of the Bridgewater College tragedy with fallen officers Painter and Jefferson. He concluded that it was a fitting tribute that was held at Bridgewater's Oakdale Park.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

**ADJOURNMENT:** With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn the meeting and Councilperson Wolz seconded the motion; motion passed unanimously. The meeting adjourned at 6:35 p.m.

Respectfully Submitted,

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Cary Jackson, Mayor

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Christa Hall, Clerk of Council

## ATTACHMENT TO DTC 2.13.23 REGULAR MEETING MINUTES

Town Manager

Staff Report

February 13, 2023

Water Plant The new plant has been tested and is performing well so far. On February 8th we sent water through the new system to our residents for the first time. As you know, the new plant will operate at a higher rate than the old plant, which means we'll be able to supply our major industry and citizens using less water from other sources.

Water and Sewer Rates. It's been ten years since our last rate increase. Since that time inflation has eaten up 26% of our revenues. I'm proposing a 3% increase in both water and sewer rates for the coming year. After that I suggest that our rates increase each year by the cost-of-living adjustment as calculated by the Department of Labor. That way, we won't get behind as we did the past decade.

What will this mean for the average customer? Many of our customers use 2,000 gallons or less each month. For those customers the following chart applies.

	<u>Old Rate</u>	<u>New Rate (effective July 1, 2023)</u>
2,000 gallons water	\$6.90	\$7.11
2,000 gallons sewer	\$9.80	\$10.09
Total	\$16.70	\$17.20

The total increase for those using 2,000 or less gallons of water each month is **50 cents per month or \$6.00 for the year.**

Larger families tend to use about 5,000 gallons each month. What will this increase mean for them?

	<u>Old Rate</u>	<u>New Rate (effective July 1, 2023)</u>
5,000 gallons of water	<b>\$18.10</b>	\$18.64
<b>5,000</b> gallons of sewer	\$24.35	\$25.08
Total	\$42.45	\$43.72

That means the average family will see an increase of **\$1.27 per month or \$15.24 per year.**

This modest rate increase will produce minimum pain for the individuals or families but will provide us with funds to ensure that our water and sewer expenses can be funded. Also, by adopting a plan tied to the COLA adjustment, we'll see continued modest gains.

Inflation has become a major problem for consumers. Eggs increased from \$1.79 per dozen to \$4.05 over the past year, but fortunately, prices are now on the decline. Bread increased by 20% in 2022. Overall, prices increased 6.5% over the last year. Looking at this comparison, a 3% increase in water and sewer rates doesn't sound so bad and is a responsible course of action.

Fiscal Year 2024 Budget. The budget process is underway. A preliminary budget has been drafted and the Finance Committee has reviewed it and added suggestions. We are trying to move the process up this year in an attempt to vote on the new budget in May. A public hearing will be held in April with notice of the hearing and an explanation of the budget sent out prior to the hearing.

West View/Summit Water Line Replacement. We have received proposals from two contractors. Rhodenizer quoted \$111,126 while Partner's Excavating was at \$213,360. Therefore, we'll offer a contract to Rhodenizer Construction for this project.

Unpaved Alleys. We have a few unpaved alleys in town that often come up in conversation. The suggestion has been that we pave them, but the Infrastructure Committee is considering closing them instead due to lack of use and ongoing expenses. If an alley is closed, it returns to adjoining property owners. To accomplish this goal, we will have some surveying and legal expenses, but the total cost will be much less than a lifetime of paving and maintenance.



**DAYTON TOWN COUNCIL  
BUDGET WORK SESSION MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL  
March 6, 2023**

**COUNCIL MEMBERS PRESENT:** Mayor Cary Jackson, Bradford Dyjak, Robert Seward, Emily Estes and Bob Wolz. Melody Pannell attended virtually via Zoom.

**COUNCIL MEMBERS ABSENT:** Susan Mathias.

**ALSO PRESENT:** Bob Holton, Interim Town Manager; Susan Smith, Treasurer; and Christa Hall, Clerk of Council.

**CALL TO ORDER:** Mayor Jackson called the Work Session to order at 4:00 p.m. and welcomed everyone. Mayor Jackson turned the meeting over to Interim Town Manager Holton who briefly discussed the budget process and then turned it over to Town Treasurer Smith to review the proposed FY2023/24 Town Budget and Amendment for the FY2022/23 Budget.

Treasurer Smith presented the FY2023/24 budget in detail for Council. She provided general information regarding economic trends, transfers in the budget, revenue and expenses, trash fees, taxes, water and sewer fees, and salaries and comparisons to prior years. She explained the status of the Town's investments. She stated that the Finance Committee had also met to review and discuss the budget in detail and recommended that the proposed budget be presented to Council for their review and consideration prior to scheduling a Public Hearing.

Treasurer Smith then discussed that a budget amendment will be necessary for the current fiscal year, due to some minor adjustments but primarily to account for the ARPA funds that the Town received in July of 2022.

Treasurer Smith then presented Council with an updated draft of the Capital Improvement Program (CIP). She reviewed the CIP with Council line by line. Council discussed issues and provided direction as to priorities and budgeted amounts for capital expenses. The CIP will go to the Planning Commission on March 16<sup>th</sup> for their review and recommendation to the Town Council.

The FY24 budget and the FY23 budget amendment will be advertised for public hearings to receive citizen comments at the April 10, 2023 Council meeting. It is anticipated that Council will approve the FY23 amendment at the conclusion of the public hearing and adopt the FY24 budget and CIP FY24-FY28 at the May 8, 2023 meeting.

**ADJOURNMENT:** The work session adjourned at 5:32 p.m.

Respectfully Submitted,

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Mayor, Cary Jackson

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Clerk of Council, Christa Hall

**Town Manager's Report to the Town Council  
March 13, 2023**

Public Works:

- The Town's entrance to Well 2 has been accessible from a shared driveway from 728 Mason Street. We can now access this lot directly from Bartley Street, staff recommends that we partially abandon this easement to give the homeowner full use of his driveway. This would require a Deed of Partial Abandonment of Town real estate, and will therefore require that we hold a Public Hearing, which staff is recommending to do at the April meeting. **\*Council consensus to proceed as staff recommends.**
- The Rockingham Mill expansion has begun their waterline extension around their property to help with fire suppression, which includes boring under railroad tracks for a new waterline.
- The Town continues to investigate possible water storage tank sites.
- Water plant treated 50.271 million gallons of water in the month of February.
- Purchased 2,995,000 gallons from Rockingham County due to construction and tie-ins requiring a shutdown.
- New water plant:
  - Pall system began running on February 8<sup>th</sup> in combination with the old Memcore system.
  - As of 2/28/2023, demo began in the old building.
  - The VDH inspection of the Pall system was on February 6<sup>th</sup>. DEQ inspection was February 8<sup>th</sup>.

Treasurer's Department:

- Staff continues to prepare for FY24 budget, FY23 budget amendment and CIP FY24-28. A public hearing on the budget for Fiscal Year 2024 will be held Monday, April 10 at 6:00 p.m. with a vote on the budget held Monday, May 8<sup>th</sup> at 6:00 p.m. Prior to the budget hearing, a budget newsletter will be sent out to our citizens.
- Financials attached.

Police Department:

- The Accreditation process continues to progress with an assessment scheduled for June.
- The Chief continues to research and apply for any and all applicable grants to assist the Department with funding opportunities.

Community & Economic Development:

- Wayfinding Signage: The final construction content documents have been approved by VDOT. An RFP will be posted in March to accept bids for construction. We need a vote on this project and funding to ensure that we continue to move forward on it. **\*Requires Council action.**
- Downtown Revitalization Grant: Initial submission is still under DHCD review.
- Registration for Redbud & Dayton Days is full for both events. New vendors are waitlisted.

Town of Dayton  
 Budget v. Actual Report  
 FY23 PERIOD ENDING 2/28/2023

<u>REVENUES</u>	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	<u>% Rcvd</u>
<b>General Fund</b>					
Property Taxes	\$ 166,500	\$ 15	\$ 166,566	\$ (66)	100%
Other Local Taxes	\$ 435,450	\$ 48,778	\$ 302,429	\$ 133,021	69%
Permits, Privilege Fees & Licenses	\$ 500	\$ 122	\$ 937	\$ (437)	187%
Fines & Forfeitures	\$ 43,000	\$ 3,943	\$ 24,197	\$ 18,803	56%
Rev. from use of money & prop.	\$ 2,500	\$ -	\$ 365	\$ 2,135	15%
Charges for services	\$ 160,000	\$ 13,344	\$ 93,690	\$ 66,310	59%
Other	\$ 120,500	\$ 17,944	\$ 984,438	\$ (863,938)	817%
State & Federal Funding	\$ 134,200	\$ -	\$ 124,887	\$ 9,313	93%
Transfer from Water & Sewer	\$ 1,078,050	\$ -	\$ -	\$ 1,078,050	0%
<b>TOTAL GF REVENUES</b>	<b>\$ 2,140,700</b>	<b>\$ 84,146</b>	<b>\$ 1,697,509</b>	<b>\$ 443,191</b>	<b>79%</b>
<b>General Capital Fund</b>					
Transfer from Water & Sewer	\$ 112,208	\$ -	\$ -	\$ 112,208	0%
Transfer from Reserves	\$ 126,472	\$ -	\$ -	\$ 126,472	0%
	\$ 238,680	\$ -	\$ -	\$ 238,680	0%
<b>Water &amp; Sewer Capital Fund</b>					
Transfer from Water & Sewer Fund	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
	\$ 50,000	\$ -	\$ -	\$ 50,000	0%
<b>Water &amp; Sewer Fund</b>					
Charges for service	\$ 3,625,000	\$ 324,559	\$ 2,288,241	\$ 1,336,759	63%
W&S Conn fees	\$ 30,000	\$ 7,500	\$ 19,025	\$ 10,975	63%
Interest	\$ 10,000	\$ 5,206	\$ 15,412	\$ (5,412)	154%
Misc.	\$ 2,500	\$ -	\$ 4,870	\$ (2,370)	195%
<b>TOTAL W&amp;S REVENUES</b>	<b>\$ 3,667,500</b>	<b>\$ 337,265</b>	<b>\$ 2,327,548</b>	<b>\$ 1,339,952</b>	<b>63%</b>
	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	
<b>TOTAL REVENUES</b>	<b>\$ 6,096,880</b>	<b>\$ 421,411</b>	<b>\$ 4,025,057</b>	<b>\$ 2,071,823</b>	<b>66%</b>

<u>EXPENDITURES</u>	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	<u>% Used</u>
General Government	\$ 591,550	\$ 48,552	\$ 403,710	\$ 187,840	68%
Public Safety	\$ 705,000	\$ 60,204	\$ 463,873	\$ 241,127	66%
Public Works	\$ 491,100	\$ 32,426	\$ 295,429	\$ 195,671	60%
Parks, Rec & Culture	\$ 171,750	\$ 7,175	\$ 99,946	\$ 71,804	58%
Community Development	\$ 181,300	\$ 6,363	\$ 94,660	\$ 86,640	52%
<b>TOTAL GF EXPENDITURES</b>	<b>\$ 2,140,700</b>	<b>\$ 154,720</b>	<b>\$ 1,357,618</b>	<b>\$ 783,082</b>	<b>63%</b>
<b>Capital Projects</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	\$ 2,545	\$ 2,545	\$ 47,455	5%
WTP Equipment	\$ 33,680	\$ -	\$ -	\$ 33,680	0%
Generator	\$ 50,000	\$ 41,850	\$ 45,850	\$ 4,150	92%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 288,680</b>	<b>\$ 44,395</b>	<b>\$ 54,247</b>	<b>\$ 234,433</b>	<b>19%</b>
Operating	\$ 578,500	\$ 84,077	\$ 464,268	\$ 114,232	80%
HRRSA	\$ 1,823,742	\$ 140,929	\$ 1,154,279	\$ 669,463	63%
Water Fund Contingency	\$ 25,000	\$ 12,250	\$ 21,610	\$ 3,390	86%
<b>TOTAL W&amp;S EXPENDITURES</b>	<b>\$ 2,427,242</b>	<b>\$ 237,256</b>	<b>\$ 1,640,157</b>	<b>\$ 787,085</b>	<b>68%</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>
	<u>Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Variance</u>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,096,880</b>	<b>\$ 391,976</b>	<b>\$ 2,997,775</b>	<b>\$ 3,099,105</b>	<b>49%</b>
<b>NET TOTAL</b>	<b>\$ -</b>	<b>\$ 29,435</b>	<b>\$ 1,027,282</b>		



## Budget vs Actual

**Town of Dayton**  
**Period Ending 2/28/2023**  
**15 & 25 Carry-Over Capital Projects**

Description	Balance @ 6/30	Mnth	YTD	Variance	Prct 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	\$ -	\$ 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	\$ 158,500	\$ 1,739,089	\$ 266,078	87%
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%