

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING  
Monday, May 10, 2021  
6:00 PM**

**AGENDA**

1. Call to Order Mayor Jackson
  - a. Roll Call by Clerk
  - b. Invocation
  - c. Pledge of Allegiance
  - d. Special Recognition—100<sup>th</sup> Birthday of Resident Evah Roller
2. Approval of Minutes for Regular Meeting of April 12, 2021; Budget Work Session of April 19, 2021 and Council Retreat of April 29, 2021.
3. Presentations Ms. Lawrence
  - a. Budget FY2020/21
  - b. Capital Improvement Program
4. Action Items
  - a. Authorization to Advertise Budget for Public Hearing
  - b. Consideration of Ordinance Amending and Reenacting Chapter 2 of Title 12 of the Town Code of Ordinances, regarding Payment of Real Estate Taxation
5. Staff Reports
  - a. Town Manager Ms. Lawrence
  - b. Treasurer/Financial Report Ms. Smith
  - c. Police Chief Chief Trout
  - d. Public Works Ms. Lawrence
  - e. Water Ms. Lawrence
  - f. Community Development Ms. Hall
  - g. Economic Development Ms. Lawrence
  - h. Town Attorney Mr. Bowman
6. Committee Reports
  - a. Economic & Community Development Mr. Dyjak
  - b. Finance Mr. Rodgers
  - c. Infrastructure Mr. Dyjak
  - d. Parks, Recreation & Beautification Mr. Rodgers
  - e. Personnel Ms. Hoover
  - f. Police Ms. Hoover
  - g. Mayor and Council
7. Unfinished Business
8. New Business

9. Public Comment

10. Closed Session - In accordance with Sections 2.2-3711(A)(1) of the Virginia State Code to discuss the performance and salary of the Town Manager.

11. Adjournment

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL  
April 12, 2021**

**COUNCIL MEMBERS PRESENT:** Mayor Cary Jackson, Dale Rodgers, Bradford Dyjak, Heidi Hoover, Robert Seward, and Emily Estes.

**COUNCIL MEMBERS ABSENT:** None.

**ALSO PRESENT:** Angela Lawrence, Town Manager; Jordan Bowman, Town Attorney; Justin Trout, Police Chief; Susan Smith, Town Treasurer; Christa Hall, Clerk of Council and Community Development Coordinator; and Susan Mathas.

**CALL TO ORDER:** Mayor Jackson called the meeting to order at 6:00 p.m. and welcomed everyone. Town Clerk Hall called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance.

**APPOINTMENT TO FILL TOWN COUNCIL VACANCY:**

Councilperson Rodgers made a motion to appoint Susan Newcomb Mathias to the Dayton Town Council, effective immediately, to temporarily fill the vacancy created by Tara Worthy's resignation, for a term to continue until her successor is elected at the November 2, 2021 special election to fill the remainder of Ms. Worthy's term, and that successor has been duly qualified; the motion was seconded by Councilperson Estes and approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; JACKSON—AYE. Mayor Jackson welcomed Mr. Chaz Haywood, Clerk of the Circuit Court of Rockingham County and asked him to administer the Oath of Office to Ms. Mathias. Ms. Mathias was officially sworn in as a member of the Dayton Town Council and took her seat on the dais for the remainder of the meeting. Mayor Jackson thanked Clerk Haywood for joining us tonight and welcomed Ms. Mathias to the Council.

**APPROVAL OF MINUTES:**

Councilperson Seward made a motion to approve the minutes as written for the Regular Council Meeting of March 8, 2021 and the Special Called Meetings of March 29, 2021 and April 5, 2021; the motion was seconded by Councilperson Dyjak and approved by a roll call vote of 7 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; JACKSON—AYE.

### **ACTION ITEM: APPOINTMENT OF TOWN ATTORNEY:**

Mayor Jackson asked Manager Lawrence to provide a staff report. Manager Lawrence explained that Mr. Jordan Bowman and the law firm have been representing the Town of Dayton since August, 2020 and pursuant to the Town Charter, Council is to appoint a Town Attorney. Councilperson Rodgers made a motion to appoint Jordan Bowman and the law firm of Litten & Sipe, LLP as the Town Attorney. The motion was seconded by Councilperson Hoover. Mayor Jackson asked if Council had any questions or if there was any discussion. After hearing none, the Motion was approved by a roll call vote of 7 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; JACKSON—AYE.

### **ACTION ITEM: APPOINTMENT OF TOWN ZONING ADMINISTRATOR:**

Mayor Jackson asked Manager Lawrence to provide a staff report. Manager Lawrence explained that Christa Hall has served as the Town's Zoning Official since November of 2019 and that pursuant to the Town's Zoning Code, the Council must appoint a Zoning Administrator by formal resolution. Councilperson Dyjak made a motion to appoint Christa C. Hall as Zoning Administrator for the Town of Dayton. The motion was seconded by Councilperson Estes. Mayor Jackson asked if Council had any questions or if there was any discussion. After hearing none, the Motion was approved by a roll call vote of 7 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; JACKSON—AYE.

### **MANAGER'S REPORT**

Town Manager Angela Lawrence provided a written report, which is attached. Manager Lawrence added that the Personnel Committee met on March 31<sup>st</sup> to follow up on the matters discussed at the March meeting. The first was whether or not to extend benefits from the Families First Act that expired December 31, 2020 and it was decided not to extend them as all staff has had opportunities to get vaccinated. It was also decided not to make getting a vaccination a condition of employment but instead to consider a financial incentive, such as a bonus or additional merit increase to get the vaccine. This will be further discussed at the budget work session. Finally, they recommended to change the policy related to FMLA to continue to offer the benefits but clarify that our employees are not covered under FMLA. We are a covered agency, but our employees are not because we have fewer than 50 employees. This will formally come to council at the May meeting. She also provided an update to the camera and sound system for the Council Chambers stating that we are pricing the installation of a camera that will be able to see the entire dais and longer gooseneck microphones to pick up everyone's voices and a new soundboard. This new equipment will allow us to transmit the meeting online to the public for viewing and to make the meetings more accessible to everyone. Finally, she provided some legislative updates regarding the new laws pertaining to the legalization of possessing and growing marijuana beginning in July of 2021, with retail sales being allowed in January of 2024. The important thing to note is that if we want to pass a referendum to not allow retail sales in

Dayton, it will need to be filed by December 31, 2022. If the County were to file such a referendum, then the Town will follow suit with them and not need to take any additional action. She also highlighted the American Rescue Act stating that the General Assembly will need to further discuss and appropriate the funds designated for this plan. The funds should go out to larger localities on May 11 and our funds will go through the State of Virginia. We will continue to monitor and gather information as additional guidance comes out on this. Finally, she provided an update on the Marcus Alert system. Councilperson Dyjak thanked Ms. Lawrence for providing the legislative updates to Council.

### **TREASURER'S REPORT**

Treasurer Susan Smith provided a written report and provided an update that there were no new water cut offs for this month and we suffered no adverse effects from the incorrect due date on the previous billing. She further advised that due to a change in Rockingham County's real estate tax billing procedure, staff will be making a recommendation to convert Dayton to billing once per year, as we are currently the only town in the area billing two times per year.

### **POLICE REPORT**

Chief Justin Trout provided a written report.

### **PUBLIC WORKS REPORT**

Public Works Supervisor Adam Meek provided a written report. Manager Lawrence added that our Public Works and Police Department worked together to get a community service group to clean up trash along Route 42 and we will try to get them back again soon, along with the jail inmate program.

### **WATER DEPARTMENT REPORT**

Public Works Supervisor Adam Meek provided a written report. Manager Lawrence added that as she understands it, Cargill will stop running on Saturdays which will reduce the amount of water that we need to purchase from the County.

### **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**

No report.

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

Councilperson Dyjak stated that the Committee will be meeting later this week to discuss a Façade Grant application that was just received from the Thomas House Restaurant. Under normal circumstances, the committee would meet, review and bring back to Council for consideration, but due to the timing of this request, Councilperson Dyjak is requesting that Council allow the Committee to review it and if they feel it is appropriate, approve the grant. The scope of the work will be to clean up some of the vines, remove a planter box and make repairs to the steps and the walkway leading off of Main Street. Councilperson Mathias made a motion to conditionally approve the grant for an amount not to exceed 50% (the max) of the total cost (share of \$3,100), but with further review by the committee. The motion was seconded by Councilperson Estes and approved by a roll call vote of 7 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; JACKSON—AYE.

## **FINANCE COMMITTEE REPORT**

Councilperson Rodgers stated that the Committee met prior to the Council meeting to review the budget and discuss the probable upcoming changes to the Real Estate Tax billing procedure.

## **INFRASTRUCTURE COMMITTEE REPORT**

Councilperson Dyjak stated that the Committee met and had a good and what will prove to be an expensive discussion about the upcoming budget process. They will be bringing several items for the upcoming budget and CIP for Council's consideration. He also issued a thank you to staff, specifically to Ms. Lawrence, Ms. Smith and Mr. Meek for all their hard work and efforts on the budget process. He stated that the bulk of the work on the CIP will be this year and should be a simpler process moving forward. Finally, he extended congratulations to Ms. Reppe and Mr. Cooper, stating that we have a great team in place. He also provided an update for the bridge replacement project at Meigs Lane and the installation of a fire hydrant at that location, which will include an upgrade for the water and sewer line. That work will be done jointly by the bridge contractors and our Public Works Department.

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

Councilperson Rodgers advised that the Committee did not meet but that Committee Member Estes has an abundance of new ideas that they are working through and he anticipates some great things to come.

## **PERSONNEL COMMITTEE REPORT**

Councilperson Hoover stated that the Committee met and Manager Lawrence had already covered their discussion.

## **POLICE COMMITTEE REPORT**

Councilperson Hoover stated that the Committee did not meet but will have several items for Council's consideration at the Budget Work Session.

## **MAYOR AND COUNCIL REPORT**

Mayor Jackson extended an official welcome to new Councilperson Susan Mathias, Jennifer Reppe in the Water Plant and Tammy Warner in Accounts Payable and offered congratulations to Lukas Cooper for obtaining his Class 3 Waterworks License. He went on to comment on the Easter Bunny parade and the huge turnout the Town had for that event. Mayor Jackson stated the best part of that was all the adults, children and visitors from outside Town that welcomed the Easter Bunny along his path. These are the things that make Dayton special. Events such as these could not happen without the support of the Town Staff. We are fortunate in Dayton that we have talented and creative people to pull these events together. Mayor Jackson asked for any additional Council comments, hearing none.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

None.

## **PUBLIC COMMENT**

Mayor Jackson acknowledged Ms. Cheryl Lyon, who had signed up to speak, and turned the floor over to her. Ms. Lyon stated that she recently drove past the new home being constructed on Mason Street on the lot that had once been a nuisance property in town. She noted that this is a good testament to the citizens who attended numerous meetings over the last several years to voice their concerns over the nuisance property and the Council members for addressing the matters legally and now the staff to apply pressure to take care of nuisance properties. And from that, we not only have an eyesore removed, but a nice home in its place—it is not just the absence of the nuisance, but the benefit of the good. Everyone should be congratulated for that and citizens should be encouraged to keep on keeping on even when it's tough because it really makes a difference. Mayor Jackson thanked Ms. Lyon for her comments.

## **ADJOURNMENT**

With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn, Councilperson Mathias seconded the motion; motion passed unanimously.

The meeting adjourned at 6:44 p.m.

Respectfully Submitted,

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Mayor, Cary Jackson

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Clerk of Council, Christa Hall

## **ATTACHMENT TO DTC 4.12.21 REGULAR MEETING MINUTES**

**Town Manager**

**Staff Report**

**March 2021**

### **Personnel**

- 1) Staff continues to receive updates on a regular basis regarding the COVID-19 situation and workplace safety.
- 2) Jennifer Reppe was hired as the Lead Water Plant Operator. She began work on April 5<sup>th</sup>. She is a JMU graduate with a degree in Mathematics and most recently worked at the City of Harrisonburg water treatment facility.
- 3) Tammy Warner was hired as the Accounting Technician I. She began work on March 29<sup>th</sup>. She has extensive experience in the field.
- 4) At its meeting on March 31, personnel committee recommended:
  - a. not extend the benefits similar to the Families First Act that expired on December 31, 2020;
  - b. not to make vaccination a condition of employment, but to consider offering a financial incentive (\$500 or .5% merit) for those that are vaccinated. This will be discussed at the budget work session.
  - c. to change the policy related to FMLA to continue offering the benefits, but to clarify that employees are not covered under FMLA. This will come before Council at the May meeting.

### **Budget Process**

- 1) Susan and I will present the initial budget draft at a Council budget work session on Monday, April 19 at 6 p.m. I will also present the draft CIP. Expect the work session to last three hours.
- 2) Planning commission will review the CIP at its April meeting and is expected to have a second CIP meeting in order to make a recommendation to the Council prior to the May council meeting.
- 3) After the work session, the budget will be revised and finalized and presented to Council at its May meeting. If Council concurs, the budget and CIP will then be advertised for public hearing at the June meeting.

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

- 1) **Water Plant Upgrade:**
  - a) A kick-off meeting was held Tuesday, April 6 with the project engineer, the lead water plant operator, public works supervisor and town manager.
  - b) In order to receive .2% reduction in the finance rate, the construction bids must be approved and the loan closed on February 4, 2022.
  - c) We will not make payments on the loan until six months after the project is completed.
  - d) Preliminary design plans are expected to be complete by late spring.
  - e) We should be able to procure equipment by summer 2021. There has been a price increase in the equipment since the PER was approved. There is an expected price increase planned for September. We anticipate procuring the equipment before that increase. We do not expect to spend any of the capital budget on equipment this year.
  - f) I will work on temporary construction easements and possible boundary line adjustments that may be needed for the new building.
  - g) Staff and the engineer are working to locate the existing water main on the site.



- h) We expect final design to be complete and construction bids to go out by October, with them due in December prior to the holidays. Council would then award the contract in January to allow us to meet the February deadline for closing. Since the PER was completed, and the VDH finance packet submitted, construction and materials costs have dramatically increased.
- i) Construction would start in April and last approximately 9 months, with the plant functioning in early 2023.

**2) Mill Street Project:**

- a) I continue to administer the project, completing required reports and pay requests. Adam continues to conduct daily inspections and serve as the project supervisor.
- b) Main Street was closed for a few days for the manhole related to the sewer line replacement. It is opened again.
- c) Mill Street between Main and College Streets will be opened on or about April 9<sup>th</sup>.
- d) The intersection at College and Mill will be closed for a portion of the week of April 12<sup>th</sup>.
- e) Work will then begin between College Street and Maple Lane.
- f) The fire hydrant will be relocated from the corner of College and Mill, to the corner of Mill and Maple, on the opposite side of the street.
- g) I have had discussion with the affected landowners. We will need an easement from the property owner for that. In exchange for not replacing landscaping, we will be making other modifications to the lawn at one house.
- h) Change order #3, in the amount \$6448.32, related to capping, sleeving the other fire hydrant line was submitted.
- i) Once the stormwater line is complete, the streets will be milled in some areas with a 2" overlay pavement throughout the project.
- j) We expect to save some costs originally budgeted for rock removal and milling to off-set some of the change orders.

**Other**

- 1) The Council retreat was rescheduled for Thursday, April 29, 12:30 – 5:00 PM.

**Items for Discussion and/or consideration**

None

Respectfully submitted,  
*Angela A. Lawrence*

**DAYTON TOWN COUNCIL**  
**BUDGET WORK SESSION MINUTES**  
**COUNCIL CHAMBERS, DAYTON TOWN HALL**  
**April 19, 2021**

**COUNCIL MEMBERS PRESENT:** Mayor Cary Jackson, Dale Rodgers, Bradford Dyjak, Heidi Hoover, Robert Seward, Emily Estes. Susan Mathias teleconferenced.

**ALSO PRESENT:** Angela Lawrence, Town Manager and Deputy Clerk; Susan Smith, Treasurer; and Justin Trout, Chief of Police.

**CALL TO ORDER:** Mayor Jackson officially called the Work Session to order at 6:00 p.m. and welcomed everyone. He then led the Invocation and the Pledge of Allegiance. Mayor Jackson turned the meeting over to Town Manager Angela Lawrence to review the proposed FY2021/22 Town Budget and FY2022-2026 Capital Improvements Program.

Manager Lawrence presented the FY2021/22 budget and the 2022-26 Capital Improvement Program in detail for Council. She reviewed the revenues and expenses proposed for next year highlighting the changes and revisions from last year. She advised that the budget will need to be advertised and a public hearing will need to be held to receive citizen comments prior to Council approval of the budget at the June Council meeting. She advised that this budget process had been unusually difficult based on the adverse implications from the COVID-19 pandemic and the lack of guidance to date regarding the American Rescue Plan Act. She advised that there are no tax or fee increases proposed. Manager Lawrence completed the budget portion of the work session, answered all Council questions, and concluded by stating that they will make necessary changes and corrections, meet and review with Finance Committee and bring back to Council to recommend advertising and scheduling a Public Hearing to hear citizen input.

Manager Lawrence explained the CIP process, the role of the staff, Planning Commission, and Town Council as this is a new process for Planning Commission and the Council. After review of the potential CIP items, Manager Lawrence conducted an exercise to determine the highest priority items. Manager Lawrence completed the CIP portion of the work session, answered all Council questions, and concluded by stating that staff will make necessary changes and corrections before reviewing with the Planning Commission. The CIP will then be considered by Council along with the budget.

**ADJOURNMENT:** The work session adjourned at 9:07 p.m.

Respectfully Submitted,

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Mayor, Cary Jackson

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Deputy Clerk of Council, Angela A. Lawrence

**DAYTON TOWN COUNCIL  
COUNCIL RETREAT MINUTES  
On Sunny Slope Farm, Harrisonburg, Virginia  
April 29, 2021**

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

**ALSO PRESENT:** Angela Lawrence, Town Manager and Deputy Clerk; Terrie Glass, Facilitator

**CALL TO ORDER:** After a luncheon, Mayor Jackson officially called the retreat to order at 12:30 p.m. and welcomed everyone.

**INTRODUCTIONS:** Town Manager Lawrence introduced the facilitator, Terrie Glass, with Leadership Solutions.

**OPENING EXERCISE:** Ms. Glass facilitated a team building activity for the Council Members.

**ROLES AND RESPONSIBILITIES:** Ms. Glass facilitated discussion and presented scenarios related to roles and responsibilities of the Council, Mayor, Manager, Staff, and Council Committees.

**POLICY FOCUS:** Ms. Glass presented information regarding the policy role of Council and examples of good policy and examples of council over-stepping.

**WORKING PRODUCTIVELY AS A COUNCIL:** Ms. Glass engaged the Council in additional team building activities and facilitated discussion which resulted in key words and phrases of a vision, values, and operating commitments.

**PRIORITY:** Ms. Glass facilitated discussion and exercises which led to Council articulating initial goals and priorities.

**ADJOURNMENT:** The retreat adjourned at 5:00 p.m.

Respectfully Submitted,

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Mayor, Cary Jackson

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Deputy Clerk, Angela A. Lawrence

## **Authorization to Advertise FY22 Budget & FY21 Budget Amendment**

### **Discussion:**

- Town Council Budget and CIP Work Session was held on April 19, 2021.
- Staff revised the budget, based on Council input and presented it to the Finance Committee on May 4, 2021.
- A FY21 budget amendment is needed to adjust for pandemic, Mill Street, and American Rescue Plan Act-related changes. If the amount exceeds 1% of the FY budget, a public hearing is required. Assuming the ARPA allocations will be known soon, it is likely a public hearing will be required.

**Finance Committee Recommendation:** Finance Committee recommends the FY22 budget and FY21 budget amendment as presented.

**Planning Commission Recommendation:** At its meeting on May 6, 2021, Planning Commission voted to recommend the CIP to Council as presented.

**Staff Recommendation:** Following staff presentation of budget, staff recommends Council authorize the staff to advertise the FY22 budget and FY21 budget amendment (if necessary) for public hearing to be held on Wednesday, June 2, 2021 at 6:00 p.m.

**Ordinance Amending and Reenacting Chapter 2 of Title 12 of the Town Code of Ordinances,  
Regarding Payment of Real Estate Taxation**

**Discussion:**

- At its April 2021 meeting, the Treasurer and the Finance Committee advised Council that due to a change in Rockingham County's software system, we will no longer be able to obtain real estate tax billing records from them on a semi-annual basis and we will need to look into converting to an annual bill cycle.
- It was determined that in order to continue to receive the most current billing records from Rockingham County, that effective this year, the Town will not collect ½ of 2021 Real Estate Taxes in June, but collect the entire amount due December 5<sup>th</sup> and continue to collect annually in future years.
- This will result in a one-time budget adjustment that may require a budget amendment. If a budget amendment is necessary, we will hold a public hearing to hear citizen input on June 2<sup>nd</sup> and vote to adopt the budget amendment at a special called meeting after the conclusion of the public hearing.
- In reviewing the current Town Code section, it states that real estate payments will be collected semi-annually. Staff drafted the revised ordinance, which was reviewed by the Town Attorney and is presented for Council's consideration.

**Staff Recommendation:**

Council approve the ordinance amending and reenacting Chapter 2 of Title 12 of the Town Code of Ordinances Regarding Payment of Real Estate Taxation, as presented.

**AN ORDINANCE AMENDING  
CHAPTER 2 OF TITLE 12 OF THE TOWN CODE OF ORDINANCES,  
REGARDING PAYMENT OF REAL ESTATE TAXATION**

WHEREAS, the Town of Dayton, Virginia (the “Town”) levies a real estate tax in accordance with the provisions of Title 58.1 of the Code of Virginia Code; and

WHEREAS, the Town makes use of Rockingham County’s property assessments in levying its real estate tax; and

WHEREAS, the Town defers to Rockingham County to assist in the administration of levying its real estate tax; and

WHEREAS, Rockingham County has changed their procedure as to how real estate tax records will be provided to the Town and will no longer be able to provide records on a semi-annual basis; and

WHEREAS, the Town desires to maintain the procedure for real estate tax collection by deferring to assistance from Rockingham County, which will now be on an annual basis.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Dayton, Virginia, that Chapter 2 of Title 12 of the Town Code of Ordinances is hereby amended and re-enacted in its entirety to read as follows:

***§ 12-4. Annual Collections.*** All real property taxes shall become due, in their entirety on December 5 of the year for which assessed.

**Town Manager**

**Staff Report**

**April 2021**

**Personnel**

- 1) Staff continues to receive updates on a regular basis regarding the COVID-19 situation and workplace safety.

**Public Works, Roads, Facilities**

**1) Water Plant Upgrade:**

- a) The engineer has met with staff and is moving forward with the final design and specifications.
- b) There is a possibility that we will need to acquire additional land and complete a boundary line adjustment to accommodate the new building and the preferred system. I have had preliminary conversations with the adjacent landowner and have discussed with infrastructure and finance committee members.

**2) Mill Street Project:**

- a) I continue to administer the project, completing required reports and pay requests. Adam continues to conduct daily inspections and serve as the project supervisor.
- b) Additional issues with an old pipe, leaking valves, and a valve that was buried under the asphalt slowed the project down. It is moving forward again. I have requested a new estimated completion date and will have an update at the Council meeting. The original plan was to have the project substantially complete by the end of May with final completion by June 26. We still anticipate the project being completed by June 30<sup>th</sup> (end of fiscal year).
- c) Staff met with the contractor on Monday, May 3<sup>rd</sup>. We will have additional expenses related to the valve and water pipe replacement that will come out of our water/sewer line replacement budget, not the VDOT project grant. College Street and Mill Street will be open and available for Redbud, although most of Mill Street will not be paved.
- d) Main Street and a small portion of Mill Street will be paved prior to Redbud.

**Other**

- a) Park benches were installed near the creek along the greenway. We had them in stock.
- b) The sound and video system for Council chambers has been ordered and should be installed in June.
- c) Flowers have been planted in the Town's downtown flower pots. The beds at Sunset Park, Eberly Road, and the welcome signs will be completed next. We will be focusing on annuals this year as we anticipate replacing the signs next year.
- d) I appreciate Council's time and energy spent during the Council retreat. We will continue to refine and build upon the vision and priorities.

**Items for Discussion and/or consideration**

None

Respectfully submitted,

*Angela A. Lawrence*

**Staff Report**

**Treasurer's Office**

**April 2021**

**Personnel:**

None

**Activity:**

- All quarterly taxes were completed and filed on time.
- Staff met with Finance Committee April 19.
- Staff attended Council budget work session April 19.
- Staff continues work on preliminary budget.
- Staff is completing PBC's for upcoming audit.
- Preliminary and final audit dates are set for July 13<sup>th</sup> and September 13-15<sup>th</sup>, 2021 for the FY20-21 audit.
- Utility bills in arrears: To date, there are no new customers on the list. One customer remains with a balance of over \$1,700 however, this has been ongoing prior to Covid-19. It is not determined that anyone on the over 90 day list is a result of the pandemic.
- A few business licenses remain outstanding. Staff has mailed reminders.

**Items for consideration:**

None

Respectfully submitted,

*Susan Smith*



Town of Dayton  
Budget v. Actual Report  
FY21 April

**REVENUES**

	Budget	MTD April	YTD	Variance	% Rcvd
<b>General Fund</b>					
Property Taxes	\$ 118,500	\$ -	\$ 60,979.45	\$ 57,520.55	51%
Other Local Taxes	\$ 390,000	\$ 33,330.06	\$ 355,960.62	\$ 34,039.38	91%
Permits, Privilege Fees & Licenses	\$ 1,000	\$ 120.00	\$ 594.76	\$ 405.24	59%
Fines & Forfeitures	\$ 13,200	\$ 3,653.35	\$ 25,124.17	\$ (11,924.17)	190%
Rev. from use of money & prop.	\$ 3,200	\$ 80.00	\$ 390.00	\$ 2,810.00	12%
Charges for services	\$ 123,592	\$ 11,755.00	\$ 104,976.80	\$ 18,615.20	85%
Other	\$ 107,000	\$ 8,570.25	\$ 40,672.49	\$ 66,327.51	38%
CARES Act Funding	\$ 84,384	\$ -	\$ 84,383.71	\$ -	100%
Recovered Costs	\$ 6,500	\$ -	\$ 3,750.00	\$ 2,750.00	58%
State & Federal Funding	\$ 136,000	\$ -	\$ 35,576.87	\$ 100,423.13	26%
Transfer from Water Fund	\$ 1,012,464	\$ -	\$ -	\$ 1,012,464.00	0%
Sale of Assets	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL GF REVENUES</b>	<b>\$ 1,995,840</b>	<b>\$ 57,508.66</b>	<b>\$ 712,408.87</b>	<b>\$ 1,283,430.84</b>	<b>36%</b>

**General Capital Fund**

Transfer from Water & Sewer	\$ 185,580	\$ -	\$ -	\$ 185,580.00	0%
Carry over funds from PY	\$ 150,000	\$ -	\$ -	\$ 150,000.00	0%
	<b>\$ 335,580</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 335,580.00</b>	<b>0%</b>

**Water & Sewer Capital Fund**

Use of Reserve for WTP Equip	\$ 1,600,000	\$ -	\$ -	\$ 1,600,000.00	0%
Carry over from PY for Water line ext	\$ 65,000	\$ -	\$ -	\$ 65,000.00	0%
	<b>\$ 1,665,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,665,000.00</b>	<b>0%</b>

**Water & Sewer Fund**

Charges for service	\$ 3,622,000	\$ 361,434.93	\$ 3,192,022.45	\$ 429,977.55	88%
W&S Conn fees	\$ 50,000	\$ -	\$ 41,300.00	\$ 8,700.00	83%
Interest	\$ 50,000	\$ 4,378.98	\$ 43,957.39	\$ 6,042.61	88%
Misc.	\$ -	\$ 82.95	\$ 269.42	\$ (269.42)	
<b>TOTAL W&amp;S REVENUES</b>	<b>\$ 3,722,000</b>	<b>\$ 365,896.86</b>	<b>\$ 3,277,549.26</b>	<b>\$ 444,450.74</b>	<b>88%</b>

	Budget	MTD April	YTD	Variance	
<b>TOTAL REVENUES</b>	<b>\$ 7,718,420</b>	<b>\$ 423,405.52</b>	<b>\$ 3,989,958.13</b>	<b>\$ 3,728,461.58</b>	<b>52%</b>
	<b>\$ 7,503,420</b>				

**EXPENDITURES**

	Budget	MTD April	YTD	Variance	% Used
General Government	\$ 625,490	\$ 42,434.32	\$ 513,413.18	\$ 112,076.82	82%
Public Safety	\$ 686,997	\$ 63,948.87	\$ 510,098.75	\$ 176,898.25	74%
Public Works	\$ 397,237	\$ 33,142.97	\$ 308,027.75	\$ 89,208.96	78%
Parks, Rec & Culture	\$ 147,721	\$ 8,517.07	\$ 50,180.48	\$ 97,540.52	34%
Community Development	\$ 138,395	\$ 10,821.97	\$ 57,292.62	\$ 81,102.38	41%
<b>TOTAL GF EXPENDITURES</b>	<b>\$ 1,995,840</b>	<b>\$ 158,865.20</b>	<b>\$ 1,439,012.78</b>	<b>\$ 556,826.93</b>	<b>72%</b>

**Capital Projects**

PD Equipment	\$ 45,580	\$ -	\$ 41,924.40	\$ 3,655.60	92%
King St. Extension	\$ 15,000	\$ -	\$ -	\$ 15,000.00	0%
Mill Street Project	\$ 250,000	\$ 20,562.64	\$ 51,535.44	\$ 198,464.56	21%
Sign Program	\$ 25,000	\$ -	\$ -	\$ 25,000.00	0%
Water Line Extension	\$ 65,000	\$ -	\$ -	\$ 65,000.00	0%
Water Plant Equipment	\$ 1,600,000	\$ -	\$ -	\$ 1,600,000.00	0%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 2,000,580</b>	<b>\$ 20,562.64</b>	<b>\$ 93,459.84</b>	<b>\$ 1,907,120.16</b>	

Operating	\$ 642,790	\$ 46,914.11	\$ 396,388.97	\$ 246,401.03	62%
Water line replacement	\$ 150,000	\$ 78,882.80	\$ 97,955.70	\$ 52,044.30	65%
HRRSA	\$ 1,681,166	\$ 139,729.61	\$ 1,425,652.19	\$ 255,513.81	85%
Transfers Out	\$ 1,012,464	\$ -	\$ -	\$ 1,012,464.00	0%
Transfer to Capital	\$ 185,580	\$ -	\$ -	\$ 185,580.00	0%
Water Fund Contingency	\$ 50,000	\$ -	\$ -	\$ 50,000.00	0%
<b>TOTAL W&amp;S EXPENDITURES</b>	<b>\$ 3,722,000</b>	<b>\$ 265,526.52</b>	<b>\$ 1,919,996.86</b>	<b>\$ 1,802,003.14</b>	<b>52%</b>

	Budget	MTD April	YTD	Variance	
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,718,420</b>	<b>\$ 424,391.72</b>	<b>\$ 3,359,009.64</b>	<b>\$ 4,359,410.07</b>	<b>44%</b>
	<b>\$ 7,503,420</b>				

<b>NET TOTAL</b>	<b>\$ -</b>	<b>\$ (986.20)</b>	<b>\$ 630,948.49</b>		
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NOTE: The difference in the Budgeted amounts is \$215,000 which consists of the approved carry over funds from PY FY20 (\$125,000 for Mill St Project; \$65,000 for Water line extension; \$25,000 for Sign Program)

### Police Department Staff Report April, 2021

#### 1. Personnel

Position Title	# of Positions	Filled	Vacant
Chief	1	1	0
Lieutenant	1	1	0
Patrol	3	3	0

##### A. Employee recognitions

- Officer Dollar has done a great job investigating cases for the month of April.
- All officers exceeded expectations for 2<sup>nd</sup> quarter training.

##### B. Training

- All officers completed 2<sup>nd</sup> quarter RPTG training
- Chief Trout attended a Regional Law Enforcement roundtable held by VRSA.

#### 2. Activity Report April 2021

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations	Parking Violations
512	503	9	0	2	78	0

#### 3. Project Updates

- BWC grant acceptance letter was signed, and procurement to begin in May.
- Lieutenant Hooker attended Redbud coordination meeting.

#### 4. Upcoming Events

- None

#### 5. Items for Consideration

- None

Respectfully submitted



Justin Trout

Item 5.d.

**Public Works Staff Report  
April 2021**

**I. Personnel:**

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

1. Hiring Update: Still looking for seasonal help.
2. Employee Recognitions: None

**II. Reports:**

- The Mill Street Project is continuing along with majority of the work in the intersection of College and Mill Streets.
- Relocated fire hydrant that was beside Pit Stop Automotive across the street so that it is not in the way of the storm water structure.
- Rockingham County Sheriff's Department inmates helped weed eat Route 42 and helped mulch flower beds. We will hopefully be getting on a regular schedule with them to help us around Town.
- There were 25 Miss Utilities tickets this month.

Respectfully submitted,

**Adam Meek**

Item 5.e.

Water Department Staff Report  
April 2021

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 43.4 million gallons of water in the month of April.
- Town purchased 641,000 gallons of water from Rockingham County.
- Created a new system for our paperwork, so everything is now on the S Drive and will allow us to be more efficient in our daily routine. Since most of the paperwork is digital now, most items will auto compute, which allows us to be more accurate and up to date (daily) with most of the information that previously was computed at the end of the month.
- Currently writing a letter to VDH to see if the plant can receive money for a new fluoride scale reader through their Fluoridation Grant Funding Program.
- Replaced several meters in the month of April.
- Continued mapping meters.

III. Items for Consideration: None.

Respectfully submitted,  
Jennifer Reppe

## Community Development Staff Report

April 2021

1. Planning and Zoning

- a. Several zoning permits were issued.
- b. Several Certificates of Occupancy were requested and completed.
- c. Received and approved several Home Occupations permits and a Short-Term Rental Permit.
- d. Continued to monitor and site various Code violations, including trash and dumpster violations.
- e. Virtually attended HRMPO-TAC meeting on April 1, 2021.
- f. Virtually attended APA VA Legislative Update Webinar.
- g. Registered for VAZO 2021 Exam Prep Training Courses to begin preparation for Zoning Administrator Certification Exam in the fall.
- h. The Board of Zoning Appeals met on April 13<sup>th</sup> and established setbacks for 165 Westview Street, which is a non-conforming buildable lot of record. Plans for a single-family single-story residence will be forthcoming. Setbacks are to be 30 feet (max of 35 feet) on the front, 30 feet on the rear and 10 feet on each side. Staff would like to recognize and formally thank the Dayton Board of Zoning Appeals for their hard work, dedication and thoughtful consideration of all requests that come before them. Also, at their meeting, they appointed Kitty Purcell as the Chairperson and Dan Lee as the Vice Chair.
- i. The Planning Commission met in April and welcomed new members Lauren Rawley and Colton Shifflett. Staff held an orientation for them prior to the start of the meeting. At the meeting, they appointed Hunter Barnett to continue as the Chairperson and Lauren Rawley as the Vice Chair. They begin discussions of the Comprehensive Plan Review and the Capital Improvement Program. They will review the CIP at a special called meeting on May 6, 2021 and make recommendations to Council for their review at the May Council meeting.

2. Items for Consideration— None.

Respectfully submitted,



Community Development Coordinator

## **Economic Development Staff Report**

**April 2021**

### **Business Recruitment, Retention and Relationships**

- April business newsletter analytics:
  - 31 opens
  - Top links clicked:
    1. Restaurant Revitalization Fund
    2. Façade Grant
    3. Updated COVID restrictions
- May business e-newsletter was sent out on 4/30.
- The Cheese Place will be expanding into a larger space on May 20. They would like to plan a ribbon cutting in coordination with the Town this fall.

### **Events**

- Community Yard Sale - May 8. Not an official Town event, but we do promote it on social media to make people aware of the date.
- Redbud Festival
  - All vendor spots are now filled. There are a total of 63 vendors.
  - All music entertainers have been confirmed. Doug Tumer, Brent Funkhouser, and Dwight Martin will be performing at Dove Park.
  - Brother's Craft Brewing will be on site for tastings and sales at Dove Park.
  - Saint Mary's Eritrean Orthodox Church has agreed to let us use their parking lot for carriage rides.
  - Vintage car show will be at Rocktown History Museum.
  - VDOT permit for closure of College Street has been approved.
  - Park View Credit Union will be coordinating the Ducky Races.
- 54 new vendors have registered for Dayton Days in addition to the 144 confirmed vendors that rolled over from last year
- Muddler registration is now open. There are 31 registrations as of 5/4/21.

### **Marketing**

- The new website will go live on May 13. Staff is currently working on making updates to the new site before it goes live. Once the site is live, businesses will be able to submit their information for an upgraded business directory.
- The Town will be advertising with Massanutten at the silver sponsorship level. Advertising opportunities at this level include:
  - 1 photo or video placement in their [Area Attractions & Partners webpage](#) (directly linked from their homepage and Resort app): Runs May, 2021 - April 1, 2022.

Item 5.g.

- Facebook post on Massanutten's page including 3 photos with up to 75 words of copy and direct URL link.
  - Banner placement at Summer Jam and Fall Festival
  - Logo or name recognition on all Summer Jam and Fall Festival posters.
- The Town will begin heavily marketing the Redbud Festival in May.

#### **Social Media**

- The Town's Facebook page had a people reach of 6,766 (↓43%) and a post engagement of 1,071 (↓43%)
- Event engagement:
  - Community Yard Sale: 1.5K people responded as either "interested" or "going"
  - Redbud Festival: 1.6K people responded as either "interested" or "going"
  - Dayton Days: 3.4K people responded as either "interested" or "going"

#### **Other**

- Attended annual Main Street America virtual conference
- Attended VLGMA DAO virtual meeting: Economic Development in a Post Pandemic Environment
- The spring issue of Dayton Discovery was sent to residents in mid-April.
- Wayfinding project – A Wayfinding Task Group has been assembled and will meet with the consultant at the end of May.

#### **Items for consideration or discussion:**

- None

Respectfully submitted,

*Meggie Roche*

Meggie Roche