

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS DAYTON TOWN HALL
Monday, July 10, 2023
6:00 p.m.**

AGENDA

1. Call to Order Mayor Jackson
 - a. Roll Call by Clerk
 - b. Invocation
 - c. Pledge of Allegiance
2. Approval of Minutes for Regular Town Council Meeting of June 12, 2023.
3. Action Items
 - a. Consideration of Revisions to the Town Employee Handbook
 - i. Bereavement Policy
 - ii. Telework Policy
 - iii. Inclement Weather Policy for Essential Personnel
 - b. Appointment Actions
 - c. Adoption of Rockingham County Emergency Operations Plan
4. Public Comment
5. Staff Reports
 - a. Manager's Report
 - b. Police Department's Report
 - c. Attorney's Report
 - d. Mayor & Council Reports
6. Unfinished Business
7. New Business
8. 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/84543778921?pwd=SzZ5MkppdUFrdXF6MURZNVhFUGlIZz09>

Meeting ID: 845 4377 8921

Passcode: 516210

Dial in: 1-301-715-8592

**TOWN OF DAYTON
REGULAR COUNCIL MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
June 12, 2023**

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

COUNCIL MEMBERS ABSENT: None.

ALSO PRESENT: Jordan Bowman, Town Attorney; Earl Mathers, Interim Town Manager; Police Chief Justin Trout; Christa Hall, Treasurer/Deputy Clerk of Council.

CALL TO ORDER: Mayor Jackson called the meeting to order at 6:00 p.m. He stated that the Council would only hear public comments from those who have signed up to speak and that speakers would be limited to five minutes each and comments are to be addressed to the Council. Deputy Clerk Hall called the roll for the Town Council. Mayor Jackson led the Invocation and the Pledge of Allegiance.

APPROVAL OF MINUTES: Mayor Jackson asked for a motion to approve the minutes as written for the Council Meeting of May 8, 2023 and the Special Called Council Meeting of June 5, 2023; Councilperson Estes replied so moved; the motion was seconded by Councilperson Mathias. The minutes were accepted by a roll call vote of 7 to 0, with the voting recorded as follows: DYJAK—AYE; PANNELL—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE.

ACTION ITEM: Mayor Jackson stated that the first action item on the agenda is the consideration of Amendment to Town Code Ordinance to adopt newly passed General Assembly Actions. This is an ordinance that we need to adopt annually, and Town Attorney Jordan Bowman provided a brief staff report. Councilperson Dyjak made a motion to adopt the ordinance readopting portions of the State Code, as presented. Councilperson Seward seconded the motion and the motion passed by a roll call vote of 7-0, with the voting recorded as follows: DYJAK—AYE; PANNELL—AYE; SEWARD—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE; ESTES—AYE. The Ordinance reads as follows:

WHEREAS, this Council wishes to reincorporate certain sections of the Code of Virginia in order to ensure that any amendments to the incorporated statutes have been incorporated into the Town Code.

WHEREAS, this Council wishes to adopt any future changes to the incorporated statutes.

NOW, THEREFORE, be it ordained by the Council of the Town of Dayton, Virginia, that:

1. Section 24-124 of the Town Code is amended and readopted as follows:

§ 24-124. Adoption of State Law. All of the provisions of Title 46.2, and of Article 9 of Chapter 11 of Title 16.1 (§ 16.1-278 *et seq.*), and of Article 2 of Chapter 7 of Title

18.2 (§ 18.2-266 *et seq.*) of the Code of Virginia, 1950, as amended, other than those provisions thereof which plainly have no application within the Town, are incorporated by reference into this Chapter. Reference therein to “highways of the state” shall be deemed to include streets, highways, public parking lots and alleys within the Town. The mention of specific state law provisions does not preclude the incorporation of unmentioned provisions. Nevertheless, to the extent that § 15.2-1429 of the Code of Virginia prohibits the Town from incorporating those provisions of § 18.2-270 which provide for penalties greater than those for a class one misdemeanor, such provisions are not incorporated. (See Code of Virginia, § 46.2-1313).

2. Section 26-120 of the Town Code is amended and readopted as follows:
§ 26-120 Incorporation of Waterworks Regulations. Article 3 of Part II of 12 VAC 5-590, enacted by the State Board of Health pursuant to § 32.1-170 of the Code of Virginia, is hereby incorporated into this title. (See Code of Virginia, § 15.1-854.)
3. All other state statutes and regulations incorporated into the ordinances of the Town are reincorporated, and all Town Code provisions incorporating the state provisions are readopted. This reincorporation extends to statutes which have been amended and to state statutes which have been repealed and recodified.
4. All future amendments and recodifications of statutes and regulations incorporated into the ordinances of the Town are also incorporated in accordance with § 1-220 of the Code of Virginia.
5. All Town ordinances incorporating or referring to state statutes or regulations are readopted and, if necessary, the ordinances are amended to reflect any amendments to or recodifications of the statutes or regulations.
6. This ordinance shall take effect on “the first day of July,” 2023, within the meaning of Article 4, Section 13 of the Virginia Constitution.

ACTION ITEM: Mayor Jackson stated that the second action item on the agenda was the discussion of appointment actions. He entertained a motion to reappoint Colton Shifflett to the Planning Commission, for a term to expire June 30, 2027. Councilperson Dyjak made a motion to accept and Councilperson Wolz seconded. The motion passed by a unanimous all-in-favor vote.

Mayor Jackson continued with discussion about the Economic Development Authority, stating that there are two positions open with terms expiring July 10, 2027. We will be looking for two candidates to fill those positions. He stated that the EDA typically meets quarterly and that their sole purpose is to review facade grants that are submitted to the Town, for businesses throughout Dayton. He continued to discuss an upcoming vacancy on the Board of Zoning Appeals. Effective July 1, 2023, Mr. Dan Lee will no longer be serving on that board. That vacancy has already been advertised.

PUBLIC COMMENT: Mayor Jackson recognized Town resident Rhonda Johnson to speak. She spoke in support of Mayor Jackson remaining as our Mayor. She stated that the article in the newspaper made her angry and sad. She said every question she has ever asked Mayor Jackson has been answered directly, so she didn’t understand the issues of transparency. She cited many

positive things the Mayor has done. This is a great place to live, but she does not appreciate the negativity of the newspaper article. She also recognized Charlie Pennybacker, the former owner of The Thomas House Restaurant and stated that he was a great person in our Town.

Yolanda Waggy was recognized next. She talked about the June 5th meeting where the Council discussed what they are looking for in a Town Manager. She stated how The Berkley Group brought us the last Manager, who wreaked havoc, but the same group is being used to help select the next Manager. Bringing someone in from outside and paying them an astronomical salary is not what this Town needs.

Cheryl Lyon was recognized to speak next. Dayton has so much good here. How do we keep that momentum going? The Mill is having their own regional expert, Mr. Harold, on June 29th, to speak on Pollinator Gardens. She suggested beautifying Route 42 by planting some of the medians with these pollinator gardens.

MANAGER'S REPORT: Interim Town Manager Earl Mathers said he is impressed with the opening of the new water plant on May 12th, the installation of the wayfinding signs coming up, which will hopefully be completed before Dayton Days in the Fall. He is also impressed with the tight knit staff and the cooperation of everyone on the team.

POLICE REPORT: Chief Justin Trout said he'd answer any questions from the Council. Vice Mayor Bradford said that the Cones with a Cop event went well.

TOWN ATTORNEY REPORT: Nothing to report.

MAYOR AND COUNCIL REPORTS: Mayor Jackson announced that Tammy Warner, who was promoted from Accounting Tech I to Accounting Tech II, is doing a terrific job. Christa Hall, who was Interim Treasurer is now the Treasurer of Dayton. The Interim has been removed. Meggie Roche has accepted the position of Economic and Community Development Coordinator. Congratulations to all these ladies for their tireless work. An offer has also been made to fill the Administrative Assistant/Deputy Clerk position. That is a work in process and a decision should be made soon. Council did have a recruitment kickoff meeting on June 5th and they are reviewing and finalizing the recruitment portfolio.

Councilperson Estes stated that she had some concerns with the Berkley Group and the costs associated with the contracts that the Mayor had signed on behalf of the Town.

Councilperson Dyjak spoke in regards to Economic and Community Development and Finance. He said we have a dedicated staff with people who love this Town. A triple threat is happening this weekend. The Town is hosting the second in a summer concert series and thanked Meggie Roche for setting these events up. He also mentioned the Colonial Trade Day at Fort Harrison and that all local businesses will be open. Finally, there is the Ice Cream Day at the Mill on Sunday making Dayton be the place to be this weekend. A number of local businesses were nominated for the "Best in the Valley" contest by the Daily News-Record. That speaks volumes that we have so many in such a small town that are vying for a number of categories. Lots to be

excited about. Brighter days ahead. He congratulated Christa Hall for her position as our new Treasurer.

Councilperson Mathias spoke in regards to the Personnel Committee stating that the Committee has just met and that next month, there will be some policy updates for the staff that are well warranted. She continued her report by stating that the Committee also discussed what the 6.5% COLA increase looked like for the staff and updates on the new hires.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

CLOSED SESSION: Mayor Jackson stated that the Council needs to go into Closed Session. For the virtual audience, this will be the conclusion of the livestream. He entertained a motion to convene into closed session as by Virginia Code Section 2.2-3711(A)(1) for the discussion and consideration of the performance of specific public officers, as authorized by Virginia Code Section 2.2-3711(A)(29) for discussion of the terms and scope of the award of a future public contract where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, and as authorized by Virginia Code Section 2.2-3711(A)(8) for consultation with legal counsel employed or retained by the Town regarding specific legal matters requiring the provision of legal advice by such counsel. The subject matter of the closed session is the Town Manager position. Councilperson Dyjak replied so moved, with a second from Councilperson Seward and a unanimous all-in-favor vote. The Council convened into closed session at 6:29 p.m.

OPEN SESSION: At 6:56 p.m., Council returned from closed session on a motion by Councilperson Estes, which was seconded by Councilperson Mathias and passed by a unanimous all-in-favor vote.

FOIA CERTIFICATION: With respect to the just-concluded closed session, and to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under The Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Council. Deputy Clerk Hall then proceeded to take a roll call, with each member certifying as follows: MATHIAS – CERTIFIED; DYJAK – CERTIFIED; WOLZ – CERTIFIED; SEWARD – CERTIFIED; ESTES – CERTIFIED; PANNELL – 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 Wolz seconded the motion; motion passed unanimously. The meeting adjourned at 6:57 p.m.

Respectfully Submitted,

Cary Jackson, Mayor

Earl Mathers, Clerk of Council

ATTACHMENT TO DTC 6.12.23 REGULAR MEETING MINUTES

Town Manager

Staff Report

May 2023

Water Department

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

Reports

- Water plant treated 52.647 million gallons of water in the month of May.
- Purchased 43,000 gallons from Rockingham County to repair a leak at the plant.
- Cleaned wastewater basin.
- Replaced leaking feed water pump P-1A under warranty with Pall.
- Successful open house and ribbon cutting at new plant on May 12th.
- Staff completed and passed VDOT Intermediate Work Zone Training.
- Sprayed around town and on 42.
- Planted flowers in pots along Main Street.
- Replaced leaking parts in clay valve on finished water line in plant.

Police Department

1. Personnel

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

A. Employee recognitions

- Officer Roadcap helped to develop the Department's DART program. Dayton Animal Response Team Log.

B. Training

- Lieutenant Hooker and Chief Trout attended a 4-day leadership training.
- Chief Trout attended Active Shooter training meeting.

(Police continued)

2. Activity Report May 2023

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
602	598	1	1	3	169

3. Project Updates

- Accreditation
 - Waivers submitted and already approved.
 - Mock assessment June 27th and 28th.
- USDA Vehicle Grant- Vehicle Pickup June 9th.
- DCJS ARPA Law Enforcement Equipment and Technology Grant.
 - Approved
 - Vehicle and Equipment Ordered.
 - Vehicle Pickup first week of July.

4. Upcoming Events

- Cones With A Cop event June 10, 2023.
- Planning for National Night Out.

Economic Development

- Wayfinding Signage: The Town awarded the project to the lowest bidder, Rite Lite. A pre-construction meeting was held with the contractor and VDOT.
- Business Spotlights: Nanny's Nook was featured in the May spotlight. Parkview Credit Union and John Hips Financial Services will be the June spotlights.
- Downtown Revitalization Grant: The Town received approval to move forward with the grant on May 16th. Town staff and DHCD will be meeting to discuss next steps.

Marketing & Communication

- The May Business e-newsletter was sent on May 2.
 - Opens: 71
- The next residential newsletter will be mailed out the first week in July.

Events

- The Water Treatment Plant Ribbon Cutting was held on May 12. It was attended by members of the press, the chamber of commerce, and a few residents.
- Approximately 120 people attended the first summer concert with Mikala Curry & The Back Rhodes. The next concert is on June 17 with Who Shot John. Thank you to Thomas House for setting up and selling BBQ!
 - Thomas House has committed to selling BBQ at future concerts unless the Town brings in a non-profit group to sell. There is a potential group coming in July to sell concessions.

A “PSA” invitation to the community was included in the WHSV news segment about the concerts asking for local non-profits that would be interested in selling concessions.

- Registration for the 2023 Dayton Days Autumn Celebration (Oct 7) is full, new vendors will be placed on a waitlist.
- It was announced on Facebook that the Muddler has been postponed.

Other

- Assisted in review of preliminary plat for new subdivision.
- A façade enhancement grant application from Heritage Real Estate was received and will be reviewed at the July EDA meeting.

May Social Media Analytics

Town of Dayton Facebook Page

Page		Profile		New	
Reach:	20,623	Visits:	2,961	Followers:	58
Top Posts	Topic	Reach	Date		
1	Business Spotlight: Nanny's Nook	8.4k	5/17/2023		
2	Summer Concert	5.4k	5/20/2023		
3	Summer Concert	4.5k	5/11/2023		

Town of Dayton Police Department Facebook Page

Page		Profile		New	
Reach:	2,385	Visits:	288	Followers:	0
Top Posts	Topics	Reach	Date		
1	Rusty Willow Thank You	945	5/14/2023		
2	Cinco de Mayo	517	5/1/2023		
3	Mother's Day	409	5/14/23		

Redbud Facebook Page

Page		Profile		New	
Reach:	1,220	Visits:	65	Followers:	5

Muddler Facebook Page

Page		Profile		New	
Reach:	6,180	Visits:	400	Followers:	1
Top Posts	Topics	Reach	Date		
1	Postponed	6k	5/16/23		

Dayton Days Facebook Page

Page		Profile		New	
Reach:	272	Visits:	229	Followers:	31

Public Works

I. Personnel:

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

II. Reports:

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

Treasurer's Office

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

Planning and Zoning

- f. The Planning Commission meeting for May was cancelled due to no new business to discuss. They will meet in June to review the preliminary plat plan for Dayton Crossing. The preliminary plat has been submitted to all the necessary departments for review and that review will be discussed with the Planning Commission, the Engineer and the Developer at the June 15th meeting. Also at the June meeting, Ansley Heller, Transportation Planner with the CSPDC will present the approved HRMPO 2045 LRTP to the Planning Commission.

- g. BZA member, Dan Lee, will be leaving the BZA at the expiration of his term on June 30, 2023. This vacancy has been advertised and we will be accepting applications through June 23, 2023. Depending on the response, Council may need to conduct interviews and/or make an appointment in July.
- h. Colton Shifflett's term on the Planning Commission is set to expire June 30, 2023. Council will need to make an appropriate appointment for a 4-year term to expire June 30, 2027.

Manager

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

Town of Dayton
Budget v. Actual Report
FY23 PERIOD ENDING 5/31/2023

REVENUES	Budget	MTD	YTD	Variance	% Rcvd
General Fund					
Property Taxes	\$166,500	\$7	\$166,587	\$87	100%
Other Local Taxes	\$435,450	\$21,408	\$405,489	(\$29,961)	93%
Permits, Privilege Fees & Licenses	\$550	\$1,920	\$2,574	\$2,424	541%
Fines & Forfeitures	\$43,000	\$6,650	\$45,719	\$2,719	106%
Rev. from use of money & prop.	\$2,500	\$25	\$465	(\$2,035)	19%
Charges for services	\$160,000	\$13,356	\$133,881	(\$26,119)	84%
Other	\$134,500	\$14,215	\$1,002,031	\$867,531	745%
State & Federal Funding	\$1,046,157	\$0	\$160,654	(\$885,503)	15%
Transfer from Water & Sewer	\$231,793	\$0	\$0	(\$231,793)	0%
TOTAL GF REVENUES	\$2,220,450	\$57,581	\$1,817,800	(\$302,650)	86%
General Capital Fund					
Transfer from Water & Sewer	\$213,000			\$213,000	0%
Transfer from Reserves	\$0			\$0	0%
Water & Sewer Capital Fund					
Transfer from Water & Sewer Fund	\$133,180			\$133,180	0%
TOTAL CAPITAL FUND	\$346,180			\$346,180	0%
Water & Sewer Fund					
Charges for Service	\$3,625,000	\$358,480	\$3,305,508	(\$319,492)	91%
W&S Conn Fees	\$30,000	\$0	\$26,525	(\$3,475)	88%
Interest	\$10,000	\$6,072	\$35,495	\$25,405	355%
Misc.	\$2,500	\$0	\$6,203	\$3,703	248%
TOTAL W&S REVENUES	\$3,667,500	\$364,552	\$3,373,731	(\$293,769)	92%
TOTAL REVENUES	\$6,234,130	\$422,133	\$5,291,531	(\$942,599)	85%

EXPENDITURES	Budget	MTD	YTD	Variance	% Used
General Government	626,550	43,471	365,624	\$60,926	59%
Public Safety	749,750	67,410	656,178	\$93,572	88%
Public Works	491,100	32,640	405,330	\$85,770	83%
Parks, Rec & Culture	171,750	10,800	129,056	\$42,694	75%
Community Development	181,300	7,370	131,498	\$50,802	72%
TOTAL GF EXPENDITURES	\$2,220,450	\$161,691	\$1,887,386	\$333,064	85%
Capital Projects					
PD Equipment	\$58,000		\$22,731	\$35,269	39%
Sign Program	\$50,000		\$3,082	\$46,918	6%
Sidewalks	\$30,000		\$22,020	\$7,980	73%
Land Acquisition & Amenities	\$25,000		\$0	\$25,000	0%
PW Service Truck	\$50,000		\$2,545	\$47,455	5%
Water Service Truck	\$49,500		\$49,492	\$8	100%
WTP Equipment	\$33,680		\$33,680	\$0	100%
Generator	\$50,000		\$62,981	(\$12,981)	126%
TOTAL CAPITAL PROJECTS	\$346,180	\$0	\$196,531	\$149,649	57%
Operating	\$668,500	32339	591084	\$77,416	88%
HR/ICA	\$1,823,743	142844	1008013	\$243,709	89%
Water Fund Contingency	\$25,000		21630	\$3,370	86%
TOTAL W & S EXPENDITURES	\$2,517,242	175183	2192727	\$324,515	87%
Transfer to General	\$231,793				
Transfer to Capital-Water & Sewer	\$346,180				
Transfer to Reserves	\$572,236				
TOTAL CAPITAL TRANSFER	\$1,150,209				
TOTAL EXPENDITURES	\$6,234,130	\$336,874	\$4,276,644	\$1,957,486	69%
NET TOTAL		\$85,259	\$1,014,887		

Bereavement Policy

Objective: The Town of Dayton Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members.

Eligibility

All full-time, active employees are eligible for benefits under this policy.

Procedures

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible. In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available vacation for additional approved time off as necessary.

Bereavement pay is calculated based on regular pay at the time of absence, and it will not include any special forms of compensation, such as incentives, overtime or shift differentials.

Paid bereavement leave will be granted according to the following schedule: Employees are allowed up to two consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, child, stepchild, parent, stepparent, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother or sister.

Telework Policy

The practice of teleworking or telecommuting can be defined as performing job duties from locations other than Town facilities. Due to the small size of the Town of Dayton staff, telework can only be used on a limited basis and is always subject to the approval of the Town Manager. Teleworking is not an entitlement. It is a voluntary work alternative that can only be utilized under conditions in which work can be performed just as effectively and efficiently as it would be performed at the standard duty station and without additional cost to the Town. Telework is a privilege that can be withdrawn at any time as operational needs change or if performance is suboptimal. All proposed telework scenarios shall be evaluated on a case-by-case basis.

Teleworkers are expected to maintain a telework site that is safe, free of hazards and conducive to the effective performance of work. This will include having an internet connection of adequate speed and reliability. The Town will not provide any additional equipment or make improvements to the telework site. Moreover, the Town will not accept any form of liability for the telework site. Town-issued equipment such as electronic devices may be used for telework as long as such equipment is well-maintained and secure. The Town will not absorb additional costs in support of the teleworker.

Telework hours should be approved in advance by the Town Manager in consultation with other staff that may be affected by such. There may be times when telework is approved for a specific period of time in order to complete a certain project. Telework may also be approved on a regularly scheduled basis, generally not to exceed two days per week at the discretion of the Town Manager. Approval may be contingent upon the completion of a trial period in which the employee and the Town Manager have the opportunity to evaluate the efficacy of the arrangement and to decide whether or not to continue the telework commitment.

Telework Prerequisites:

- The teleworker must be an employee in good standing with at least six months' tenure.
- It has been determined by the Town Manager, possibly in consultation with other Town staff that at least a portion of the employee's work can be performed remotely.
- The telework site is safe and conducive to effective performance.
- A mutually agreed upon telework schedule has been crafted.

Employee Consent

I have read and been informed about the Town's Telework Policy and agree to abide by policy guidelines. I understand that the approval for telework may be withdrawn at any time.

Employee Signature: _____

Printed Name: _____

Date: _____

Inclement Weather Policy

At times, inclement weather will make it advisable to close Town Hall and limit operations for a period of time in order to protect the health and safety of Town of Dayton employees as well as members of the public. Historically, the policy of the Town of Dayton has been to pay employees when they are directed to stay home due to inclement weather conditions at the behest of the Town Manager. This is beyond the requirements of the Fair Labor Standards Act (FLSA) but in keeping with our desire to make the Town of Dayton a desirable place to work. Under this policy, all employees will continue to be paid when the Town Manager makes the decision to close Town Hall due to inclement weather.

However, the Town of Dayton is also deeply committed to public safety and the continuity of operations within both town government and the community, while also considering the equitable treatment of all employees. Some employees are considered to be “essential personnel”, specifically law enforcement and public works, and are required to come to work despite adverse weather conditions. Due to the ongoing need for community policing as well as the demands of snow removal, this group of employees must perform duties significantly above and beyond the requirements imposed upon other employees during adverse weather and other hazardous conditions. For this reason, these essential personnel are required to report to their duty stations, and shall be compensated at a rate of one and a half times their regular pay during the weather event or under other circumstances in which the Town Manager closes Town Hall.

It is impossible to predict the occurrence of inclement weather, natural disasters and other hazardous conditions that might activate this policy. In general, the Town Manager will make the determination to close Town Hall based on best available information from the media, direct observation, emergency management agencies and other jurisdictions. Key individuals will be informed of the nature of the crisis, actions to be taken and workforce expectations during the event.

Regular full-time employees absent due to an authorized closing for a full workday are paid for such absence. To qualify for payment, employees must work the scheduled workday before and after the closing, or work either of such days and be on approved leave with pay for the other day. Employees absent both days, and not otherwise qualifying, may apply accumulated annual leave as appropriate to the day of closing. When inclement weather creates a partial workday closing, such as opening late or closing early, regular full-time employees are paid for such authorized absences. To qualify for pay, employees must work all, or part, of the work schedule not affected by the authorized closing.

Regular full-time employees whose scheduled rest day falls on a day when the offices are closed for inclement weather will not be compensated for the day the offices are closed.

When inclement weather creates transportation difficulties that result in late arrival of an employee for work, such lost time need not be applied to leave balances nor should the employee otherwise experience loss of pay, if in the judgment of the Town Manager, the lost time was justifiable in view of weather conditions.

Public notice of the action to close Town Hall as well as the cancellation of Town sponsored events will be released through all customary media outlets, social media and the Town’s website in a timely manner. Information regarding the closure may be accompanied by additional information of interest to the public gleaned from reliable outside sources. If Town Hall is closed due to inclement weather, Town sponsored events will be cancelled unless otherwise announced.

Appointment Actions July 10, 2023

Staff Appointments:

Appoint Christine Wade as the Town's Deputy Clerk.

Appoint Christine Wade as the Town's FOIA officer.

Appoint Meggie Roche as the Town's Zoning Administrator.

Appoint Meggie Roche as the Town's Subdivision Agent.

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

Economic Development Authority

- There are two upcoming vacancies on the EDA.
- Chairman RJ Ohgren's term expires on 7/10/2023.
- Susan Mathias's term expires on 7/10/2023.
- The EDA meets quarterly to review Façade Enhancement Grant applications, unless there are no applications.

Council needs to make an appropriate appointment to fill these two vacancies. As we have received no letters of interest to date, we have extended the deadline to August 10th.

Recommended Action for the August Council meeting: Make a motion to appoint _____ and _____ to the Economic Development Authority with a term to expire 7/10/2027.

Board of Zoning Appeals

- There is one upcoming vacancy on the BZA which will expire 6/30/28.
- Dan Lee's term is set to expire on 6/30/23 and he does not wish to be reappointed.
- The vacancy has been advertised and staff hopes to have potential candidate(s) for review and possible interview for Council after the deadline date to submit which is set at 6/23/23.

Council needs to make an appropriate recommendation to the RCCC for appointment to fill this vacancy. As we have received no letters of interest to date, we have extended the deadline to August 10th.

Recommended Action for the August Council Meeting: Make a motion to recommend appointment of _____ to the Rockingham County Circuit Court for a term to expire 6/30/2028.

Emergency Operations Plan

Policy

An emergency operations plan has been established and adopted by the Town of Dayton in conjunction with the County of Rockingham Virginia. The Emergency Operation Plan complies with the Commonwealth of Virginia's Emergency Operation Plan. This plan provides guidance for the Town emergency operations within and outside its borders as may be required.

Activating The Emergency Operations Plan

When the County of Rockingham Virginia activates the Emergency Operations Plan, the Chief of Police will brief the Town Manager of the emergency and implement measures to safeguard the Town of Dayton, and determine what resources will be needed.

The Emergency Operations Plan can be activated by the Town Manager or the Chief of Police in response to major emergencies within the Town of Dayton. Upon activation of the plan, the Chief of Police should contact the Virginia Department of Emergency Management (VDEM) to assist with mutual aid response from the local, state, and federal law enforcement agencies.

Location of the Emergency Operations Plan

Copies of the Emergency Operations plan are available on the "S" and "P" drives. A hard copy of the Emergency Operations Plan is located with the Chief of Police.

Recommended Action for Council: Make a motion to adopt the Rockingham County Emergency Operations Plan.

Town Manager's Report – June 2023

Town Manager

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

Water Department

I. Personnel

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

II. Reports

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

Public Works

Personnel:

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

Reports:

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

Treasurer

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

Economic Development

- Wayfinding Signage: Process is ongoing. Staff have been in regular communication with the contractor and VDOT as we obtain permits and finalize fabrication.
- Downtown Revitalization Grant: Staff met with DHCD to discuss next steps. A grant contract from DHCD is pending.

- Business Spotlights: Park View Federal Credit Union and John Hipps Financial Services were featured in June. Braithwaites Studios will be featured in July. (We still have an open spot in July!)
- Business e-newsletter: The monthly business e-newsletter has transitioned to a bi-monthly e-newsletter for the time being as we move through staff changes. The July issue will be sent out on July 6.
- Façade Enhancement Grant: There is one application for review from Heritage Real Estate which will be considered at the July 10 EDA meeting.

Community Development

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

Events

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

Other

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

Police Department

1. Personnel

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

A. Employee recognitions

- All officers have done a great job assisting with extra duties as the Chief and Lieutenant prepared for the department mock accreditation assessment.

B. Training

- All officers completed RPTG Summer In-service training.

2. Activity Report June 2023

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations
441	437	2	2	4	102

3. Project Updates

- Accreditation
 - Mock accreditation assessment is ongoing. Reports due by July 14th.
- USDA Vehicle Grant- Vehicle upfitting the week of July 10th.
- DCJS ARPA Law Enforcement Equipment and Technology Grant.
 - Vehicle and Equipment Ordered.
 - Vehicle Pickup first week of July.

4. Upcoming Events

- Cones With A Cop event was a success.
- Planning for National Night Out.

Town of Dayton
Budget v. Actual Report
FY23 PERIOD ENDING 6/30/2023

****PRELIMINARY****

REVENUES	Budget	MTD	YTD	Variance	% Rcvd
General Fund					
Property Taxes	\$166,500	\$7	\$166,594	\$94	100%
Other Local Taxes	\$435,450	\$23,649	\$429,138	(\$6,312)	99%
Permits, Privilege Fees & Licenses	\$550	\$76	\$3,050	\$2,500	555%
Fines & Forfeitures	\$43,000	\$7,682	\$53,400	\$10,400	124%
Rev. from use of money & prop.	\$2,500	\$0	\$465	(\$2,035)	19%
Charges for services	\$160,000	\$26,448	\$160,329	\$329	100%
Other	\$134,500	\$1,232	\$1,004,853	\$870,353	747%
State & Federal Funding	\$1,046,157	\$27,191	\$187,845	(\$858,312)	18%
Transfer from Water & Sewer	\$231,793	\$0	\$0	(\$231,793)	0%
TOTAL GF REVENUES	\$2,220,450	\$86,285	\$2,005,674	(\$214,776)	90%
General Capital Fund					
Transfer from Water & Sewer	\$213,000				
Carry over funds from PY	\$191,312		\$191,312		
Water & Sewer Capital Fund					
Transfer from Water & Sewer Fund	\$133,180				
Carry over funds from PY	\$2,255,613		\$2,255,613		
TOTAL CAPITAL FUND	\$2,793,105		\$2,446,925		
Water & Sewer Fund					
Charges for Service	\$3,625,000	\$683,410	\$3,988,918	\$363,918	110%
W&S Conn Fees	\$30,000	\$7,500	\$34,025	\$4,025	113%
Interest	\$10,000	\$30,031	\$65,526	\$55,526	655%
Misc.	\$2,500	\$0	\$6,203	\$3,703	248%
TOTAL W&S REVENUES	\$3,667,500	\$720,941	\$4,094,672	\$427,172	112%
	Budget	MTD	YTD	Variance	
TOTAL REVENUES	\$8,681,055	\$807,226	\$8,547,271	(\$133,784)	98%

****Note: This is a preliminary report. The final BvA will be presented after the annual audit is completed and all transfers and adjusted journal entries are completed.**

EXPENDITURES	Budget	MTD	YTD	Variance	% Used
General Government	626,550	70,703	636,327	(\$9,777)	102%
Public Safety	749,750	70,710	726,977	\$22,773	97%
Public Works	491,100	41,524	447,746	\$43,354	91%
Parks, Rec & Culture	171,750	12,771	142,448	\$29,302	83%
Community Development	181,300	11,923	143,121	\$38,179	79%
TOTAL GF EXPENDITURES	\$2,220,450	\$207,631	\$2,096,619	\$123,831	94%
Capital Projects					
PD Equipment	\$63,331	\$39,754	\$62,485	\$846	99%
Greenway Project	\$4,438			\$4,438	0%
King Street Extension	\$25,649			\$25,649	0%
Sign Program	\$125,894		\$3,082	\$122,812	2%
Sidewalks	\$60,000	\$1,035	\$23,055	\$36,945	38%
Land Acquisition & Amenities	\$75,000		\$0	\$75,000	0%
PW Service Truck	\$50,000		\$2,545	\$47,455	5%
Water Plant Upgrade	\$2,005,167		\$1,975,658	\$29,509	99%
Water/Sewer Line Replacement	\$205,446	\$2,855	\$17,056	\$188,390	8%
Mobile Generator	\$50,000		\$62,981	(\$12,981)	126%
Service Truck	\$94,500		\$49,492	\$45,008	52%
WTP Equipment	\$33,680		\$33,680	\$0	100%
TOTAL CAPITAL PROJECTS	\$2,793,105	\$0	\$2,230,034	\$563,071	80%
Water & Sewer Fund					
Operating	\$668,500	54559	645808	\$22,692	97%
HRRSA	\$1,823,742	141285	1721318	\$102,424	94%
Water Fund Contingency	\$25,000		21610	\$3,390	86%
TOTAL W & S EXPENDITURES	\$2,517,242	195844	2388736	\$128,506	95%
Transfer to General	\$231,793				
Transfer to Capital-Water & Sewer	\$346,180				
Transfer to Reserves	\$572,285				
TOTAL CAPITAL TRANSFER	\$1,150,258				
	Budget	MTD	YTD	Variance	
TOTAL EXPENDITURES	\$8,681,055	\$403,475	\$6,715,389	\$1,965,666	77%
NET TOTAL		\$403,751	\$1,831,882		