

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
VIRTUAL MEETING MINUTES
VIA ZOOM MEETING PLATFORM
March 8, 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; and Christa Hall, Clerk of Council and Community Development Coordinator.

CALL TO ORDER: Mayor Jackson called the meeting to order at 6:00 p.m. and welcomed everyone. He explained that we were meeting virtually due to the Governor's order restricting public gatherings due to COVID-19. He announced that Council Member Tara Worthy had resigned from the Dayton Town Council effective March 5, 2021 and thanked Ms. Worthy for her years of service to the Town of Dayton. He advised that this leaves a vacancy that will need to be filled and that it is Council's desire to appoint someone who is also interested in running for office in a Special Election in November. Town Clerk Hall called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance.

APPROVAL OF MINUTES FOR THE SPECIAL CALLED MEETING AND REGULAR COUNCIL MEETING OF FEBRUARY 8, 2021:

Councilperson Dyjak made a motion to approve the minutes as written for the Special Called Meeting and Regular Council Meeting of February 8, 2021; the motion was seconded by Councilperson Rodgers 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.

ACTION ITEM: CONSIDERATION OF AN AMENDMENT TO PERSONNEL POLICY REGARDING SHARED PAID TIME OFF:

Mayor Jackson asked Manager Lawrence to provide a staff report. Manager Lawrence explained that we currently have a staff member with a critically ill child and we do not currently have a policy in place to assist employees needing to take extended time off to care for a family member. Ms. Lawrence has had staff requests to donate personal PTO hours to this employee and therefore she drafted an amendment to the personnel policy which would allow the sharing of paid time off. She reviewed this policy with the Town Attorney and the Personnel Committee and it is jointly recommended that Council approve the policy as written. Councilperson Estes made a motion to approve the Amendment to the Personnel Policy regarding Shared Paid Time

Off, as written. 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 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; JACKSON—AYE.

MANAGER'S REPORT

Town Manager Angela Lawrence provided a written report, which is attached. Manager Lawrence added that we plan to open the office to the public on Monday, March 15th as most of staff has now been fully vaccinated. She provided an update on the Mill Street project, advising of some change orders that had become necessary. The Council retreat moved to April 29 at 12:30 p.m. to allow time for a new Council member to be appointed and attend. The location details are still being worked on and will be forthcoming. We will plan to resume in-person Council meetings with the April meeting. Councilperson Estes asked when Main Street will open and Ms. Lawrence advised that it should open within the week.

Manager Lawrence addressed Council about several personnel issues to seek their guidance on whether to refer these items to the Personnel Committee for review. The first is the FMLA policy and how it is written in our current personnel policy. The second is SB1375/HB2207 regarding the addition of first responders, including law enforcement, being covered under Workers Compensation related to COVID-19. Ms. Lawrence brings this to Council's attention to seek their guidance on the possibility of mandating that the COVID vaccine be a condition of employment. The third issue is the consideration of extending the Families First Coronavirus Response Act which expired December 31, 2020. Councilperson Rodgers stated that he was in favor of sending all of these items to the Personnel Committee for their review and recommendation to the Council. Councilperson Estes asked about the legality of making the vaccine a condition of employment. Town Attorney Jordan Bowman stated that employers may do so but highlighted that there are certain exemptions, such as for religious reasons, in which an employee would be exempt. After much discussion, it is Council's desire that all of these items be referred to the Personnel Committee for further review and recommendation to Council.

ACTION ITEM: APPROVAL OF ENGINEERING CONTRACT FOR THE WATER TREATMENT PLANT UPGRADE:

Manager Lawrence provided a staff report as to the proposals that were received for the engineering of the water treatment plant upgrade and how they were scored. Staff and the Infrastructure Committee gave the proposal from Peed & Bortz, LLC the highest score and Ms. Lawrence entered into negotiations with them and is requesting that Council allow her to execute a contract with them. Councilperson Dyjak made a motion to authorize the Town Manager to enter into a contract with Peed & Bortz, LLC not to exceed \$165,000.00 to provide engineering services related to the final design and construction administration of the Water Treatment Plant Improvements. The motion was seconded by Councilperson Estes and the Motion was 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.

TREASURER'S REPORT

Treasurer Susan Smith provided a written report and provided an update on the business license renewals that were due March 1st. Manager Lawrence noted that the water bills had been sent out with an incorrect due date and we have put a notice on the Town's website and Facebook page advising of the correct due date.

POLICE REPORT

Chief Justin Trout provided a written report.

PUBLIC WORKS REPORT

Public Works Supervisor Adam Meek provided a written report.

WATER DEPARTMENT REPORT

Public Works Supervisor Adam Meek 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. Manager Lawrence advised that the Parks and Recreation Committee decided that instead of the Easter Egg Hunt this year, the Easter Bunny will drive around Town on the Gator delivering goodies to area kids on Saturday, April 3rd beginning at 3:00 p.m. Postcards will be mailed to all Dayton residents this week to advise of the event.

ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT

Councilperson Dyjak stated that the Committee met on Friday along with Ms. Worthy and echoed Mayor Jackson's sentiments about Ms. Worthy and added that she was a good advocate for Town businesses and her help on the Committee will be missed. He extended his best wishes to her on her future endeavors. The Committee had a good discussion about planning and budget requests for the upcoming year. He stated that some of the objectives will be to continue to work on business outreach and retention and commended Meggie Roche for her efforts with that so far. He stated that we will strive to work as a Main Street Business Affiliate and continue to build on that success. The Committee received updates on the signage project and the Redbud Festival and made a recommendation on the annual Massanutten sponsorship proposal. Councilperson Dyjak also extended a thank you to Ms. Lawrence and Ms. Roche on their excellent ambassadorship and presentation to the Greater Ashby Business Council last month. Finally, he closed with a mention of the article from the Daily News-Record which highlighted an area business, Mole Hill Bikes, and their success. Mr. Dyjak thanked them and advised everyone to go take a tour on their Electric-Assist Bike, well worth the trip.

FINANCE COMMITTEE REPORT

Councilperson Rodgers stated that the Committee had no report this month but will be meeting next month to work on the Budget.

INFRASTRUCTURE COMMITTEE REPORT

Councilperson Dyjak stated that the Committee met on the previous Friday and delved deeply into budget items and CIP projects and scheduled a follow-up meeting for March 19th.

PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT

Councilperson Rodgers advised that the Committee met with staff and had a good meeting. They discussed plans for the Easter Bunny to hop through Town and discussed the upcoming budget and CIP. Several good ideas were brought up and they had a great conversation on the upcoming budget.

PERSONNEL COMMITTEE REPORT

Councilperson Hoover stated that the Committee met and reviewed the PTO policy which had been previously discussed and passed. They discussed updates to the annual general staff review.

POLICE COMMITTEE REPORT

Councilperson Hoover stated that the Committee met and discussed preliminary budget items for the upcoming cycle.

MAYOR AND COUNCIL REPORT

Mayor Jackson commended Mr. Adam Meek on his promotion to Public Works Supervisor stating that he continues to oversee the Water Plant and is also the Project Manager for the Mill Street Project. He is handling it all well and doing a great job. Mayor Jackson also commended Council for their hard work and efforts as they begin the budget cycle and all the extra time that they have devoted to the Town. Mayor Jackson asked for any additional Council comments, hearing none.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

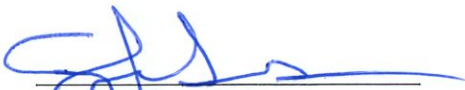
None. Mayor Jackson acknowledged and thanked several citizens for taking their time to join us this evening.

ADJOURNMENT

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

The meeting adjourned at 6:42 p.m.

Respectfully Submitted,



Mayor, Cary Jackson



Clerk, Christa Hall

ATTACHMENT TO DTC 3.8.21 REGULAR MEETING MINUTES

Town Manager

Staff Report

February 2021

Personnel

- 1) Staff continues to receive updates on a regular basis regarding the COVID-19 situation and workplace safety. One hundred percent of the employees who opted to receive the vaccine have now received it.
- 2) We received six full application packages for the water plant position, only two of which are licensed at any level. We have interviewed one candidate and will interview another on March 12. We are confident that we will be able to hire an excellent candidate by March 15, with an expected start date of April 1.
- 3) We have received approximately thirty applications for the Accounting Technician I position. We will begin interviews the week of March 8.

Budget Process

- 1) Department heads have submitted operating and capital budget requests. Susan and I met with each department head during the process.
- 2) Committees met to recommend operating and budget items.
- 3) Susan and I will take recommendations into consideration and create a draft budget to be discussed at a Council budget work session on Monday, April 19 at 6 p.m.
- 4) 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) Two proposals for engineering services were received on February 23.
 - b) Engineering firms must be considered by qualifications, not costs. Once the best firm is chosen, we begin negotiations with the firm. If the proposed fee structure meets our approval, a contract will be signed.
 - c) Adam and I scored both proposals and agreed on the best firm. I am in negotiations now and expect to be able to update council regarding the proposed fees at the meeting.
- 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) Phase I will be complete within the next week. Main Street should be opened within the next week.

- c) Three change orders have been submitted to date and will be discussed at the meeting. They have not yet been approved by VDOT, as VDOT is awaiting additional documentation from our engineer. Change orders are due to unforeseen circumstances, such as a sewer lateral in the way of where the pipe needs to go and a fire hydrant needing to be moved. We expect to move the hydrant using our staff; however, capping the pipe may require an additional expense from the contractor.
- d) Two pay requests have been submitted to date. The first was \$133,505 and the second was \$94,719.84.

Other

- 1) I coordinated committee meetings.
- 2) The Council retreat will be held on Wednesday, April 7, 12:30 – 5:00 PM.
- 3) I continue to serve as Vice-President for HRRSA, which meets monthly.
- 4) Meggie and I, along with Bradford, presented to the Ashby Business Council on February 9.
- 5) Meggie and I met with staff from Rocktown History.
- 6) I participated in a 3 day virtual VLGMA (Virginia Local Government Management Association) conference.
- 7) I met with two new members of Council for meet and greet sessions.
- 8) Christa and I met with our IT company regarding upgrades to the sound system and a camera system that will allow a live feed for meetings.

Items for Discussion and/or consideration

None

Respectfully submitted,

Angela A. Lawrence

