

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL  
November 8, 2021**

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

**ALSO PRESENT:** Robert “Bob” Wolz, Council appointee, Angela Lawrence, Town Manager; Jordan Bowman, Town Attorney; TJ Hooker, Police Lieutenant; 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., welcomed guests both in person and those joining remotely as this meeting is also available for live-stream viewing via Zoom. He stated that the Council would only hear public comment from those attending in-person and have signed up to speak and speakers would be limited to five minutes each. Town Clerk Hall called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance.

**APPOINTMENT TO FILL TOWN COUNCIL VACANCY:**

Councilperson Hoover made a motion to appoint Robert A. Wolz to the Dayton Town Council, effective immediately, to fill the vacancy created by Dale Rodgers’s resignation, for a term to continue until December 31, 2022, or until a successor is elected and qualified; the motion was seconded by Councilperson Mathias and approved by a roll call vote of 6 to 0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—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 Mr. Wolz. Ms. Wolz was officially sworn in as a member of the Dayton Town Council and took his seat on the dais for the remainder of the meeting. Mayor Jackson thanked Clerk Haywood for joining us tonight and welcomed Ms. Wolz to the Council.

**PRESENTATION:** CPA Megan Argenbright and Hunter Simmons with Brown, Edwards & Company, L.L.P. presented the FY2020-21 Financial Report and Audit to Council.

**APPROVAL OF MINUTES:** Councilperson Dyjak made a motion to approve the minutes as written for the Regular Council Meeting of October 12, 2021 and the Special Called Meeting of October 27, 2021; the motion was seconded by Councilperson Estes and approved by a roll call vote of 7 to 0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE.

**CLOSED SESSION**

Councilperson Dyjak made a motion to convene into closed session in accordance with Section 2.2-3711(A)(3) of the Virginia State Code to discuss the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or

negotiating strategy of the public body. The subject matter of the closed session is the possible acquisition of real property for a water treatment plant expansion. The motion was seconded by Councilperson Seward and passed unanimously. The Council recessed the open meeting at 6:11 p.m.

### **OPEN SESSION**

A motion to adjourn the closed session was made by Councilperson Estes, and seconded by Councilperson Mathias, and passed unanimously. The open session reconvened at 6:29 p.m.

### **CERTIFICATION**

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

### **ACTION ITEM: PURCHASE OF PROPERTY FOR THE WATER TREATMENT**

**PLANT:** Mayor Jackson asked for a motion to approve the contract and purchase of .57 acres labeled as Parcel A for \$10,000. Councilperson Hoover replied so moved and Councilperson Dyjak seconded the motion. The motion was approved by a roll call vote of 7 to 0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE.

### **ACTION ITEM: ORDINANCE TO APPROVE EMPLOYEE HOLIDAY BONUSES:**

Mayor Jackson asked Manager Lawrence to provide a staff report. Ms. Lawrence stated that the approved budget included a line item for employee bonuses and that in order to authorize those bonuses, Virginia Code requires that Council pass an ordinance. Councilperson Estes made a motion to approve the ordinance to allow employee holiday bonuses as presented; Councilperson Seward seconded the motion. Mayor Jackson asked if there was any discussion. As there was no additional discussion, the motion was approved by a roll call vote of 7 to 0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—AYE. The ordinance reads as follows:

### **ORDINANCE TO APPROVE THE PAYMENT OF ONE-TIME BONUSES TO THE EMPLOYEES OF THE TOWN OF DAYTON, VIRGINIA**

**WHEREAS**, Virginia Code § 15.2-1508 authorizes the payment of monetary bonuses to local government employees, but requires that the payment of any bonus be authorized by ordinance; and

**WHEREAS**, the Town of Dayton, Virginia (the “Town”) included in its budget for Fiscal Year 2021-2022 an amount of \$5,300 for employee bonuses; and

**WHEREAS**, having budgeted for the bonuses, the Town now desires to adopt an ordinance authorizing payment of the bonuses.

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Dayton, Virginia, that:

1. The payment of bonuses in the following amounts is approved, and the Town Manager is authorized to make such payments at any time on or prior to December 19, 2021:
  - a. \$325 for each employee who was employed full-time with the Town as of November 1, 2021, and is still employed with the Town as of the date of the payment of the bonus;
  - b. \$162.50 for each part-time employee who was employed as of November 1, 2021, and is still employed with the Town as of the date of the payment of the bonus; and
2. The Town Manager is authorized to pay pro-rated or apportioned bonuses at an amount in her discretion, up to the limits in paragraph 1 above, for any other Town employees, and to take any and all reasonable actions necessary to effect the purposes of this Ordinance.

### **MANAGER’S REPORT**

Town Manager Angela Lawrence provided a written report, which is attached. Manager Lawrence added that the holiday banners would be up prior to the Downtown merchant’s Small Town Holiday celebration on Black Friday. The lights at Dove Park will be illuminated on the day of the parade. She thanked Treasurer Susan Smith for her hard work and diligence on the successful audit. Manager Lawrence asked for Council consideration for a new Town seal design. After some discussion on what members liked best, and a suggestion by Councilperson Dyjak to possibly tie the seal into the designs for the new gateway signs, it was determined that a final design will be presented to Council at the December meeting for approval.

### **TREASURER’S REPORT**

Treasurer Susan Smith provided a written report and added that there were 10 water cutoffs due to non-payment. Real Estate tax bills have been mailed out and staff is working with the County to complete the Vehicle License Fee bills. Manager Lawrence gave kudos to Susan and Wendy with the Treasurer’s Office on their hard work.

## **POLICE REPORT**

Chief Justin Trout provided a written report. In Chief Trout's absence, Lieutenant TJ Hooker added paving will continue along Route 42. He also stated that the department will host a Touch the Truck event on at the Dayton Market on Saturday, November 13<sup>th</sup> from 9-11 a.m.

## **PUBLIC WORKS REPORT**

Public Works Supervisor Adam Meek provided a written report.

## **WATER DEPARTMENT REPORT**

Water Plant Operator Jennifer Reppe provided a written report.

## **COMMUNITY DEVELOPMENT REPORT**

Community Development Coordinator Christa Hall provided a written report and asked Council to consider referring the lighting requirements in the Dayton Town Code (§8-18.8) to the Planning Commission for review.

Attorney Jordan Bowman stated that a formal motion was required. Accordingly, Councilperson Dyjak made a motion to refer the lighting requirement ordinance to the Planning Commission for review. Councilperson Seward seconded the motion. The motion was approved by a unanimous vote.

## **ECONOMIC DEVELOPMENT REPORT**

Economic Development Coordinator Meggie Roche provided a written report.

## **TOWN ATTORNEY REPORT**

Attorney Jordan Bowman responded to Councilperson Estes's request for information as to the costs associated with drafting the ordinance pertaining to park hours, stating that the fee was \$690.00, which includes drafting the ordinance and the research involved. He further explained why such an ordinance could be useful in setting the hours and providing the necessary enforcement action.

At the conclusion of the Attorney's report, Mayor Jackson reviewed the updated committee assignments. Councilperson Dyjak will now be the Finance Chair and serve as the Vice Mayor; Mayor Jackson also serves as member on of the Finance Committee. Ms. Mathias will Chair the Personnel Committee with Ms. Hoover serving as member. Mr. Dyjak will Chair the Economic & Community Development Committee with Ms. Mathias as member. Mr. Seward will Chair the Parks and Recreation and Beautification with Mayor Jackson as member. Mr. Seward will Chair the Infrastructure Committee with Mr. Wolz serving as member.

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

Councilperson Dyjak stated that Small Town Christmas will be held again on Black Friday. The Dayton Market will host a customer appreciation on Saturday, November 13<sup>th</sup>. He also stated that they had recently had a very productive discussion about the Main Street Program and will be meeting again on December 9<sup>th</sup> at the Thomas House Restaurant. He recognized Teresa Smith, long-time cook at the Thomas House, and stated that she will be retiring this year. He ended his report by stating that the new Firefly Yarn & Mercantile shop had opened in the Dayton Market and they will have a ribbon-cutting in January. The ribbon cutting for Tic Toc Toys in their new location will be on the customer appreciation day.

## **FINANCE COMMITTEE REPORT**

Mayor Jackson stated that there was no report but reiterated the efforts of the Treasurer's department on the annual audit.

## **INFRASTRUCTURE COMMITTEE REPORT**

Councilperson Dyjak stated that there was a joint meeting with the Finance Committee to go over the water treatment plant expansion and the potential property acquisition. They also discussed coordination with VDOT on the street overlay and prioritizing alley maintenance. He issued a kudos to the public works department for their hard work and being proactive.

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

Councilperson Seward stated that there was no report.

## **PERSONNEL COMMITTEE REPORT**

Councilperson Mathias stated that the Committee had met twice. The first meeting on October 26<sup>th</sup> was to discuss the annual performance evaluation of the Town Manager and how that would be disbursed. They also discussed some of the Town's pay classifications from the Springstead Study and succession planning, but no changes or updates were made. The Committee met again on November 3<sup>rd</sup> to review the performance feedback for the Town Manager and discussed how the data would be presented to Council during the closed session.

## **POLICE COMMITTEE REPORT**

Councilperson Hoover stated that there was no report. Mayor Jackson stated that a joint meeting with the Parks Committee would need to be scheduled soon.

## **MAYOR AND COUNCIL REPORT**

Mayor Jackson stated that Ms. Crank addressed the Council at the October Council meeting asking Council to consider a possible Council reprimand. Council informed Ms. Crank that this is a subject that was discussed in closed session on August 9, 2021. Ms. Estes asked for clarification on when the matter was discussed and that Mayor Jackson was discussed but not reprimanded and

Mayor Jackson confirmed that it was discussed during the August 9<sup>th</sup> closed session that Ms. Estes did not attend.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

None.

### **PUBLIC COMMENT**

Deb Crank addressed the Mayor and Council and provided an update on the Main Street meetings. She addressed the Council with several concerns and requests including a request that the streets be swept for the downtown Christmas event and that staff look at the interactive map on the Town's website as it is in need of updating.

### **CLOSED SESSION**

Councilperson Dyjak made a motion to convene into closed session in accordance with Section 2.2-3711(A)(1) of the Virginia State Code for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town. The subject matter of the closed session is the annual performance review of a specific employee or employees of the Town. The motion was seconded by Councilperson Wolz and passed unanimously. The Council recessed the open meeting at 7:10 p.m.

### **OPEN SESSION**

The open session reconvened at 7:46 p.m.

### **CERTIFICATION**

Mayor Jackson read the certification with respect to the just-concluded closed session, and to the best of each member's knowledge that (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Council. Town Clerk Hall took a roll call with each Councilmember so certifying. DYJAK – CERTIFIED; HOOVER – CERTIFIED; SEWARD – CERTIFIED; ESTES – CERTIFIED; MATHIAS—CERTIFIED; WOLZ—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 7:46 p.m.

Respectfully Submitted,

  
\_\_\_\_\_  
Mayor, Cary Jackson

  
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Clerk of Council, Christa Hall

## ATTACHMENT TO DTC 11.8.21 REGULAR MEETING MINUTES

Town Manager

Staff Report

October 2021

### Personnel

- 1) Jennifer Reppe, Lead Water Plant Operator, successfully completed her six-month probationary period.
- 2) Christa Hall, Community Development Coordinator, successfully passed all three exams required for certification as a Certified Zoning Administrator!
- 3) Susan Smith, Treasurer, successfully completed "Operating and Capital Budgeting" course through Radford University, which counts toward the VGFOA Certification!

### 2020 Census Data

- 1) The 2020 census data indicates our population is now 1688.

### Public Works, Roads, Facilities

- 1) **Water Plant Upgrade:**
  - a) We will discuss land acquisition in closed session and as an action item.
  - b) Equipment has been ordered.
  - c) The bid package for construction and installation should be ready for review by mid-month. The Infrastructure and Finance committees discussed the preferred timing, which will be further discussed with the engineer once we know when the package will be ready for advertisement. There are pros and cons to both having bids due just before the holidays or just after.
  - d) A boundary line adjustment is needed from the county. Dependent on council action at the meeting, there could be a joint public hearing with Dayton Town Council and Rockingham County Board of Supervisors on December 8<sup>th</sup>.

### American Rescue Plan Act (ARPA)

- 1) Nothing to report at this time.

### Other

- 1) The candidate for the EDA declined the appointment. A vacancy remains which will expire July 10, 2022.
- 2) I attended a Virginia Outdoors Plan Stakeholder meeting.
- 3) I attended the Long Range Transportation working committee meeting in Christa's absence. Christa and I worked together to submit data to the planning district commission.
- 4) I continue to represent the Town on the MPO and HRRSA board.

### Items for Discussion and/or consideration

Consider new Town seal design. To be reviewed at meeting.



**Budgeted Capital Projects Status**

<b>Project</b>	<b>Status</b>	<b>Comments</b>
Police Vehicle	Grant application submitted	Awaiting response
Greenway Project	Nothing to report	To complete fencing on existing greenway to bridge for safety.
King Street Extension Path	Underbrush has been cleared, drainage being repaired, layer of gravel installed to prevent run-off	No new action
Wayfinding Signage Program	Planning & Design Continues	Meeting with stakeholders conducted. Project progressing.
Sidewalks	Nothing to report at this time	Will reach out to other contractors.
Parks	Nothing planned currently	For savings purposes.
Public Works Vehicle	Grant application submitted	Awaiting response
Ventrac Mower	Ordered mower & 2 decks in July	Decks delivered. Mower delivered.
Key Card System	PD submitted grant application for Town Hall which will allow us to utilize budgeted funds for other buildings.	Meeting scheduled with additional bidder. Awaiting grant.
Water Line Extension	Exchanging information with City. Progressing	Extension of line near Walmart to City water for emergency purposes.
Water Plant Equipment	Equipment ordered	
Park land acquisition	Nothing planned	For saving purposes only.
Water/Sewer Lines	Prioritizing pending engineers report	Camera and clean out done for downtown drainage from Main to 42. Significant debris and roots removed.
Hydrants	PW seeking quotes for tapping.	Ft. Harrison area
Mobile Generator	Ordered stationary generator for well #4	
Water Dept. Service Truck	Grant application submitted	Awaiting response

Respectfully submitted,

*Angela A. Lawrence*

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Ordained this 8th day of November, 2021.

**CERTIFICATE**

The undersigned Mayor and Clerk of the Town Council of the Town of Dayton, Virginia hereby certify that the foregoing constitutes a true and correct copy of an Ordinance to Approve the Payment of One-Time Bonuses to the Employees of the Town of Dayton, Virginia adopted by the Town Council at a meeting held on November 8, 2021. A record of the roll-call vote by the Town Council is as follows:

NAME	AYE	NAY	ABSTAIN	ABSENT
Cary Jackson, Mayor	X			
Bradford Dyjak	X			
Heidi Hoover	X			
Robert Seward	X			
Emily Estes	X			
Susan Mathias	X			
Robert Wolz	X			

Date: November 8, 2021

ATTEST: Christa Hall  
Clerk, Town Council of the  
Town of Dayton

[Signature]  
Mayor, Town of Dayton, Virginia