

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS, DAYTON TOWN HALL  
December 13, 2021**

**COUNCIL MEMBERS PRESENT:** Vice Mayor Bradford Dyjak, Robert Seward, Heidi Hoover, Emily Estes, Susan Mathias, and Bob Wolz.

**COUNCIL MEMBERS ABSENT:** Mayor Cary Jackson.

**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:** Vice Mayor Dyjak called the meeting to order at 6:00 p.m., welcomed guests both in person and those joining remotely as the meeting is also available for live-stream viewing via Zoom. He stated that the Council would only hear public comment from those attending in-person and have signed up to speak and speakers would be limited to five minutes each. He also advised that the Public Comment portion of the agenda has been moved up to allow citizens the opportunity to speak and not have to stay for the entire meeting if they so desired. Town Clerk Hall called the roll. Vice Mayor Dyjak led the Invocation and the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Councilperson Mathias made a motion to approve the minutes as written for the Regular Council Meeting of November 8, 2021 and the Joint Public Hearing with Rockingham County of December 8, 2021; the motion was seconded by Councilperson Wolz 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; WOLZ—AYE; JACKSON—ABSENT.

**ACTION ITEM: RATIFICATION OF RESOLUTION APPROVING A BOUNDARY LINE ADJUSTMENT WITH ROCKINGHAM COUNTY:**

**WHEREAS**, a portion of Rockingham County tax parcel 107-(A)-116 containing 0.570 acres, more or less, (the “Parcel”) is adjacent to the boundary line between Rockingham County and the Town of Dayton (the “Town”); and

**WHEREAS**, the Parcel is further described in the Town of Dayton/Rockingham County Boundary Adjustment Agreement (the “Agreement”), which Agreement is attached hereto as Exhibit A; and

**WHEREAS**, the Town Council believes it is in the best interest of the Town for the boundary line to be relocated so that the Parcel is within the Town; and

**WHEREAS**, the Town Council has determined that the adjustment and relocation of the boundary line is necessary for the effective provision of public services to the Parcel; and

**WHEREAS**, notice of the Agreement has been served upon the owners of the Parcel and was published as required by law in the Daily News-Record.

**NOW, THEREFORE**, be it resolved by the Town Council of the Town of Dayton, Virginia, that the Town Manager is authorized to execute the Agreement, with such changes as may be approved by the Town Manager and Town Attorney, and be it still further resolved that the Town Manager and Town Attorney are authorized to take all further actions necessary to obtain Court approval of the Agreement.

Councilperson Wolz made a motion to ratify and approve the resolution as presented. The motion was seconded by Councilperson Seward 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; WOLZ—AYE; JACKSON—ABSENT.

### **PUBLIC COMMENT**

Deb Crank addressed the Vice Mayor and Council and thanked the Town for sweeping the streets, asked Council to continue visiting merchants and stated that the parade was a huge success and more candy would be needed next year as many floats ran out early. She asked Council to support the additional officer to help keep the Town safe. Finally, she asked that residents be informed of any surveys being performed on their property.

### **MANAGER'S REPORT**

Town Manager Angela Lawrence provided a written report, which is attached. Manager Lawrence added that the bid package for the water plant upgrade had been received and staff will be meeting with the engineer to discuss further and continue to move the project along. She offered an additional explanation as to the survey that was conducted on the Cranks' property.

Manager Lawrence reviewed several items of consideration for Council. She provided an additional staff report on the hiring of a sixth police officer that is being recommended by the Police Chief. As there is a possibility that an uncertified candidate may be hired, the deadline for the next session of the police academy is approaching quickly and therefore Council action is required. After some discussion, Police Committee Chair Heidi Hoover stated that the committee had discussed this and their recommendation was in line with that of the staff. Councilperson Estes made a motion to approve the addition of a sixth police officer, I or II, depending on certification status with the understanding that the budget will need to be adjusted or amended for such at the January meeting. The motion was seconded by Councilperson Wolz 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; WOLZ—AYE; JACKSON—ABSENT.

The next item for consideration is a Special Use Permit for signage at the Rocktown History Museum and that the associated fees be waived as a donation. Vice Mayor Dyjak disclosed that he serves on the Rocktown History Board of Trustees and accordingly, will abstain from any discussion or vote on this matter. After a staff report and Council discussion, Councilperson Estes made a motion to refer the Special Use Permit to Planning Commission and to waive the SUP fee as a donation to Rocktown History. The motion was seconded by Councilperson Seward and approved by a vote of 5 to 0, the voting recorded as follows: DYJAK—ABSTAIN; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—ABSENT.

Manager Lawrence continued providing a staff report on the lack of street lights in the Dayton West Subdivision and stated that Town Code requires lighting to be in a subdivision. She stated that she is requesting Council consideration of two options: either waiving the street light requirement or having the contractor install a limited number of solar powered lights in the subdivision as the installation of electric lights at this point would be a much larger task. She stated that staff is asking for Council direction on which way to proceed. Councilperson Seward stated that he is assisting with bidding the solar lights and therefore would excuse himself from the discussion. Councilperson Hoover asked if the residents there have expressed a desire to have street lights. Manager Lawrence stated that it had been called to the Town's attention by one of the residents and that staff had observed that it is very dark in that neighborhood. After much discussion, Council agreed that staff should proceed with the option of installing three solar lights, one at the entrance to the subdivision, one at the common area at the right and one at the circle at the top of cul-de-sac. Councilperson Estes stated that she loved the idea of solar lighting and would like for Council to hear a presentation about converting other street lights in Town to solar.

Manager Lawrence continued that the Town has some surplus assets including various desks, chairs and artwork that she would like Council's approval to donate and/or dispose of. Council gave a consensus with approval to dispose of the surplus property.

Finally, Manager Lawrence provided Council with the approved final design for the wayfinding sign program. Council had previously asked for the Town seal to be designed similar to the wayfinding signs and two different options were presented to Council for their consideration. After discussion, Council asked for a slight amendment to the outline of the design on the seal. Accordingly, Councilperson Wolz made a motion to approve the Town seal design with the suggested amendment. The motion was seconded by Mr. Seward and carried by a unanimous vote of 6-0.

Councilperson Estes asked about the lighting on the greenway and when that may be installed. Manager Lawrence will solicit quotes on that and some other work that is needed at the greenway and report back.

## **TREASURER'S REPORT**

Treasurer Susan Smith provided a written report and provided updated numbers for the real estate tax and vehicle license fees.

## **POLICE REPORT**

Chief Justin Trout provided a written report. He thanked the Council for their support of the department. He provided an update on the department's various events.

## **PUBLIC WORKS REPORT**

Public Works Supervisor Adam Meek provided a written report.

## **WATER DEPARTMENT REPORT**

Water Plant Operator Jennifer Reppe provided a written report.

## **COMMUNITY DEVELOPMENT REPORT**

Community Development Coordinator Christa Hall provided a written report.

## **ECONOMIC DEVELOPMENT REPORT**

Economic Development Coordinator Meggie Roche provided a written report. Manager Lawrence provided an additional staff report stating that as staff opens up the registration for events we would like to offer online payments and in order to absorb the costs associated with them we are asking Council for their consideration of an increase to the Town's event fees of \$10 per application. After discussion, Councilperson Estes made a motion to approve the vendor fee increase by \$10 for both Redbud Festival and Dayton Days. The motion was seconded by Councilperson Wolz and approved by a roll call vote of 6-0, the voting recorded as follows: DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; WOLZ—AYE; JACKSON—ABSENT.

## **TOWN ATTORNEY REPORT**

Attorney Jordan Bowman stated that he had no report. Manager Lawrence thanked Attorney Bowman for his help and stated that he was great to work with.

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

Vice Mayor Dyjak stated that it is a great time to be in Dayton. He stated that the Main Street Group had a productive meeting at the Thomas House discussing the collaborating of efforts for 2022. They will hold another meeting in January at the Dayton Tavern. He stated that Meggie Roche had been instrumental in the business outreach. Vice Mayor Dyjak stated that the Wreaths Across America event and Fort Harrison's open house would be held on Saturday, December 18<sup>th</sup>.

## **FINANCE COMMITTEE REPORT**

Vice Mayor Dyjak stated that there was no report but they will be meeting before the next Council meeting to discuss funding options for the water treatment plant and the upcoming budget process.

## **INFRASTRUCTURE COMMITTEE REPORT**

Councilperson Seward stated that they had met to review the plans for the water treatment plant upgrade.

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

Councilperson Seward met to discuss the park hours and parking and set an additional meeting to get community input. They received some good ideas from the meeting and they will meet again prior to the next Council meeting to discuss further. He also said that the parade and Santa's workshop were very well received.

## **PERSONNEL COMMITTEE REPORT**

Councilperson Mathias stated that the Committee had not met but had finalized the annual performance of the Town Manager and it was in her personnel file.

## **POLICE COMMITTEE REPORT**

Councilperson Hoover stated that they had a joint meeting with the Parks and Recreation Committee and they had also discussed the sixth officer and some policy changes regarding police response to certain cases and those conversations would be ongoing at future meetings.

## **MAYOR AND COUNCIL REPORT**

No report.

## **UNFINISHED BUSINESS**

None.

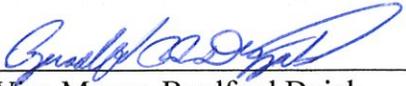
## **NEW BUSINESS**

None.

**ADJOURNMENT**

With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn and Councilperson Mathias seconded the motion; motion passed unanimously. The meeting adjourned at 7:14 p.m.

Respectfully Submitted,

  
\_\_\_\_\_  
Vice Mayor, Bradford Dyjak

  
\_\_\_\_\_  
Clerk of Council, Christa Hall

## ATTACHMENT TO DTC 12.13.21 REGULAR MEETING MINUTES

Town Manager

Staff Report

November 2021

### Personnel

- 1) The Town Manager annual review was completed.
- 2) The staff annual reviews/evaluations will be completed in December.
- 3) Susan Mathias was sworn in for her new term.
- 4) Chief Trout graduated from the 49<sup>th</sup> Professional Executive Leadership School. The school is through the University of Richmond.

### Public Works, Roads, Facilities

- 1) **Water Plant Upgrade:**
  - a) We are awaiting the bid package, which will be reviewed by staff and VDH simultaneously.
  - b) A public hearing regarding the boundary line adjustment will be held December 8<sup>th</sup>.
  - c) The Council is asked to approve the boundary line agreement.
  - d) The Finance Committee and Infrastructure Committees are discussing financing and timing of the project. It will be shared at the Council meeting.
  - e) The purchase of the land and discussions with the County regarding the Ag-Forestal district are progressing.

### Federal Infrastructure Bill

- 1) It is unlikely that the Town will receive any monies directly; however, we continue to monitor and await further information.

### Other

- Special thanks to the Council members who participated in the parade, served hot chocolate, and led the crowd in song during the tree lighting. It was a special night with many more spectators than in previous years. Also thanks to the amazing team of staff who worked together to decorate the Town for the holiday season.
- We are awaiting final design for the wayfinding signs before proceeding with the town seal.
- Staff conducted orientation sessions for Bob Wolz (Town Council) and Aaron Swindle (Planning Commission).
- We have begun a centralized filing system for all files related to land and land use.

## Items for Discussion and/or Consideration

- 1) Town Code
  - a) Municode has completed the recodification project. We will ask Council at the January meeting to approve an ordinance to adopt the recodified code. Council will receive an electronic version of the new code soon for your review.
- 2) Park Hours and Parking
  - a) The Parks, Recreation, and Beautification Committee met on Tuesday, December 7<sup>th</sup> to discuss park hours and parking lot usage. As a reminder, the Council approved posting signs restricting the park's parking lot to park use only over a year ago, but the signs were not erected due to parking needs during the Mill Street Project. There have been a number of complaints related to overnight use, noise, residential parking and availability of parking for town events. It became an issue when a resident continued to park business related and personal vehicles and trailers in the lot and refused to move them because it was not posted. We have also had numerous situations in which local residents were using the parking lot during concerts and other events which limits parking for people attending events. It also limits our ability to plow properly during snow events.
  - b) The Parks, Recreation, and Beautification Committee will meet with residents at Dove Park on Monday, December 13<sup>th</sup>, 5 PM to solicit feedback.
  - c) Recommendation at this time (pending further comments on Monday) include consideration at the January council meeting for an ordinance indicating that parks will be closed 10 PM – 6 AM.
  - d) Recommendation for parking lot is that each park be posted that they are reserved for park and town program use, no overnight parking, and towing enforced.
- 3) Police Staffing
  - a) The Town was notified that we did not receive the COPS hiring grant which was included in the budget for a sixth police officer. Council will need to decide whether or not to adjust the budget and commit to an additional officer with the Town funding the full expense.
- 4) Special Use Permit – Signage at Museum
  - a) As we move forward with the wayfinding program, we are encouraging Silver Lake Historic District and Rocktown History (previously Harrisonburg Rockingham Historical Society) to remove their off-premise signs on Rt. 42 in order to have them included on the wayfinding signs. Rocktown History, which also serves as the Dayton Welcome/Visitor Center, is zoned R-3 and therefore is not allowed a large destination sign on their property. Such would be allowed with a Special Use Permit (SUP).
  - b) Rocktown History has rebranded and as such has a new sign proposed.
  - c) Staff is requesting that Council refer the SUP to Planning Commission for consideration at its January meeting and a potential joint public hearing prior to the February Council meeting.
  - d) There is a fee for the SUP; however, staff recommends the Town donate the cost as an incentive to relocate the sign.
  - e) Recommended motion to refer the SUP to Planning Commission for consideration and to waive the SUP fee as a donation to Rocktown History.
- 5) Street lights: Dayton West Subdivision will be discussed.

**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	Field survey completed. Deed being researched.	
Wayfinding Signage Program	Planning & Design Continues	Final Design completed. VDOT initial application to be completed soon.
Sidewalks	Nothing to report at this time	Contractor may be able to get to it soon.
Parks	Nothing planned currently	For savings purposes.
Public Works Vehicle	Grant application submitted	Awaiting response
Ventrac Mower	Completed.	
Key Card System	PD submitted grant application for Town Hall which will allow us to utilize budgeted funds for other buildings.	Bids received. Awaiting grant determination.
Water Line Extension	Exchanging information with City. Progressing	Extension of line near Walmart to City water for emergency purposes.
Water Plant Equipment	Equipment ordered. Awaiting bid package for construction and installation.	Bids to be received mid-January. Approval by Council February.
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. Landowner meeting held.	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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WITH ROCKINGHAM COUNTY**

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**CERTIFICATE**

The undersigned Vice-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 the Resolution Approving a Boundary Line Adjustment with Rockingham County adopted by the Town Council at a meeting held on December 13, 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, Vice Mayor	X			
Heidi Hoover	X			
Robert Seward	X			
Emily Estes	X			
Susan Mathias	X			
Robert Wolz	X			

Date: December 13, 2021

ATTEST:   
Clerk, Town Council of the  
Town of Dayton

  
Vice-Mayor, Town of Dayton, Virginia