

**TOWN OF DAYTON
REGULAR COUNCIL MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL
May 10, 2021**

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

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. Town Clerk Hall called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance.

SPECIAL RECOGNITION: Mayor Jackson recognized the 100th birthday of resident Evah Roller and read aloud a Proclamation in her honor. Ms. Evah Roller attended the meeting, along with her husband and three daughters.

APPROVAL OF MINUTES:

Councilperson Seward made a motion to approve the minutes as written for the Regular Council Meeting of April 12, 2021, the Budget Work Session of April 19, 2021, and the Council Retreat of April 29, 2021; the motion was seconded by Councilperson Mathias and approved by a roll call vote of 7 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; JACKSON—AYE.

ACTION ITEM: AUTHORIZATION TO ADVERTISE BUDGET FOR PUBLIC HEARING

Mayor Jackson asked Manager Lawrence to provide a staff report on the proposed FY2021-22 Budget and the FY2022-26 Capital Improvement Program. Manager Lawrence advised Council of changes that had been made to the Budget and CIP following the Council Work Session and the Finance Committee Meeting and advised that we will need to hold Public Hearings to hear citizen input on the FY2020-21 Budget Amendment and the proposed FY2021-22 Budget. We will hold those hearings on June 2, 2021 at 6:00 p.m. and they will need to be advertised according to Virginia State Code. Councilperson Rodgers made a motion to authorize staff to advertise the FY2022 budget and FY2021 budget amendment (if necessary) for public hearings to be held on Wednesday, June 2, 2021 at 6:00 p.m. The motion was seconded by Councilperson Dyjak. Mayor Jackson asked if Council had any questions or if there was any discussion. After hearing none, the Motion was approved by a roll call vote of 7 to 0, the voting recorded as

follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; JACKSON—AYE.

ACTION ITEM: ADOPT ORDINANCE AMENDING & REENACTING CHAPTER 2 OF TITLE 12 OF THE TOWN CODE OF ORDINANCES REGARDING PAYMENT OF REAL ESTATE TAXATION

Mayor Jackson asked Manager Lawrence to provide a staff report. Manager Lawrence explained that as a result of a change in Rockingham County’s software system, the Town will no longer be able to obtain real estate tax billing records on a semi-annual basis and we need to convert to an annual billing cycle and collect the entire amount on December 5th of each year. Councilperson Rodgers made a motion to approve the ordinance amending and reenacting Chapter 2 of Title 12 of the Town Code of Ordinances Regarding Payment of Real Estate Taxation, as presented. The motion was seconded by Councilperson Dyjak. Mayor Jackson asked if Council had any questions or if there was any discussion. After hearing none, the Motion was approved by a roll call vote of 7 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; JACKSON—AYE. The ordinance reads as follows:

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

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

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

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

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

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

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

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

MANAGER'S REPORT

Town Manager Angela Lawrence provided a written report, which is attached.

Manager Lawrence added that we continue to look at the design for the new water treatment plant. A joint committee meeting is scheduled for the engineer to present options to staff and the Infrastructure and Finance Committees. Ms. Lawrence gave an updated report on the status of the Mill Street Project. Councilperson Rodgers asked about the timeframe on the improved audio/video system to be installed in Council Chambers. Ms. Lawrence advised that we have ordered the equipment and the IT company will be installing it as soon as everything arrives. She continued that she hopes that we will be able to livestream the next meeting and explained how the process will work.

TREASURER'S REPORT

Treasurer Susan Smith provided a written report.

POLICE REPORT

Chief Justin Trout provided a written report. Chief Trout added that the hiring grant was posted on May 7th, with a submission deadline of June 22nd. He has already begun work on it and will submit it as soon as possible. Councilperson Estes issued a thank you to Officer Dollar for his assistance with a Town matter. Mayor Jackson emphasized that comment and issued a thank you to the law enforcement officers in recognition of Law Enforcement Awareness Week.

PUBLIC WORKS REPORT

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

WATER DEPARTMENT REPORT

Public Works Supervisor Adam Meek provided a written report. Manager Lawrence added that one of our pumps by the tower is not working and we will be getting an estimate on the cost for repairs.

COMMUNITY DEVELOPMENT REPORT

Community Development Coordinator Christa Hall provided a written report and further advised that the dumpsters at the Westview Apartments are in violation of the Refuse Ordinance and will be formally sited with notice to clean up or they will be fined if the Town cleans it up.

ECONOMIC DEVELOPMENT REPORT

Economic Development Coordinator Meggie Roche provided a written report. Manager Lawrence added that Muddler sponsorships are available if anyone knows of interested sponsors. There was some additional discussion as to how the Muddler and other Town events were advertised. Mayor Jackson highlighted that the new and improved Town website is scheduled to go live on May 13th and Councilperson Dyjak mentioned that the businesses will have the ability to submit information to be included in an enhanced business directory on our new site.

TOWN ATTORNEY REPORT

No report.

ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT

Councilperson Dyjak stated that the Committee had discussed the Façade Grant application that was received from the Thomas House Restaurant and they had determined to award them with a Town grant. He also mentioned that they were going to review the grant process and make some revisions prior to the next fiscal year.

FINANCE COMMITTEE REPORT

Councilperson Rodgers stated that the Committee met and the contents of that meeting had already been addressed. He did thank staff, specifically Angela Lawrence and Susan Smith for all their hard work and efforts on the budget and acknowledged all the time and effort that goes into the preparation process. Mayor Jackson added that it is appreciated that staff has taken measures to provide a narrative on each budget line item, which is an extra step for clarification and to help Council to understand each item. Manager Lawrence stated that narrative also helps internally and further helps the public to understand.

INFRASTRUCTURE COMMITTEE REPORT

Councilperson Dyjak echoed Mr. Rodgers sentiments of appreciation for the staff's efforts with the budget and the CIP. He stated that he was excited about the process of implementing the CIP and that this would be a much easier process next year.

PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT

Councilperson Rodgers reiterated that the benches had been installed at the creek along the Greenway and gave kudos to Ms. Estes for pushing that project through as she joined the committee recently with lots of passion to see projects like that through to completion. Their next meeting is scheduled for June 4th.

PERSONNEL COMMITTEE REPORT

Councilperson Hoover stated there was no report.

POLICE COMMITTEE REPORT

Councilperson Hoover stated that there was no report.

MAYOR AND COUNCIL REPORT

Mayor Jackson thanked residents and business owners affected by the Mill Street Project as they have gone through a lot and have been patient with the Town. He also thanked staff for moving the project along. Mayor Jackson advised that he had recently received a request from a citizen about renaming a street to honor a citizen and he further stated that this is the second of such request received recently. He stated that this becomes a dangerous precedence to start changing street names so that it is not something that the Town can do.

Mayor Jackson said most importantly he wanted to mention that we recently had a business owner who expressed dissatisfaction with the Town on social media. When this happens, it sends a message to all those reading the post who aren't familiar with the Town of Dayton that Dayton is not a place that they want to visit. This would make people question why they would want to come to town to visit any business and why would potential future businesses want to come and open up a business in town. He stated that there is no benefit that can come from handling matters this way. It is important for us to work together as a team, especially the town and the local business owners. If there are issues, we need to have conversations to resolve the issue. Staff does not deserve to be screamed at by business owners. The Town has a professional staff that is working very hard to make positive improvements to the town and for the benefit of businesses that are located in the town. Mayor Jackson highlighted some of the recent efforts that the town has made in trying to assist and improve the businesses and beautify the town, including landscaping, new website, Main Street program, monthly business newsletters, and Façade Grants. He stated that things in government don't always happen as quickly as we want them to but we are trying to make improvements and we need to work together to get things done. Mayor Jackson continued to say that he had been contacted by a citizen to inquire why the town was spending so much on Career Development, which came as a surprise to him as he feels that is money spent as an investment in our staff as it helps with training and keeping employees current and interested in their jobs, which is a clear benefit to the Town and Council feels is very important to the Town. Other Council members agreed with the Mayor's comments, but did not have any additional comments to make.

Manager Lawrence added that government does work slowly but that is often due to the fact that we are exploring options to save money and because we have to act in the public good at all times, which leads to advertisements and public hearings and additional transparency methods that are not necessary within the private sector. She also advised that we are taking steps to grow and improve on our transparencies with sharing information to the public. Manager Lawrence added that Dayton has a good solid group serving on Council, who has the Town's best interests at heart and are willing to learn and take time to communicate and listen and it is appreciated by the staff.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

Mayor Jackson acknowledged Susie Swecker and asked if she had any public comment. Ms. Swecker addressed Council to say thank you for everything and that after talking with the Town Manager she has a better understanding of how hard staff is working to make Dayton better and to help the businesses. She will do her part to encourage the other Town businesses to do their part and communicate better with the Town. Mayor Jackson thanked Ms. Swecker for coming. Councilperson Dyjak reiterated that we are all part of Team Dayton and also thanked Ms. Swecker.

CLOSED SESSION

A motion was made by Councilperson Hoover to convene into closed session under section 2.2-3711(A)(1) of the Code of Virginia to discuss the performance and salary of the Town Manager and seconded by Councilperson Mathias and carried by a unanimous vote of 7 to 0; the Council recessed the meeting at 7:04 p.m.

OPEN SESSION

A motion to adjourn the closed session was made by Councilperson Hoover, and seconded by Councilperson Estes, and passed unanimously with a vote of 7-0. The open session reconvened at 7:27.

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 Council Member so certifying.

ACTION FOLLOWING CLOSED SESSION

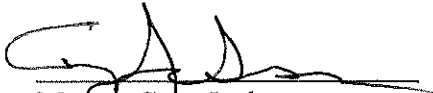
Councilperson Dyjak made a motion to approve Angela Lawrence for a 2.5% merit raise and a 1.5% Cost of Living Allowance raise effective July 1, 2021. Councilperson Estes seconded the motion and Mayor Jackson asked if Council had any questions or if there was any discussion. After hearing none, the Motion was approved by a roll call vote of 7 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; MATHIAS—AYE; JACKSON—AYE.

ADJOURNMENT

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

The meeting adjourned at 7:29 p.m.

Respectfully Submitted,


Mayor, Cary Jackson


Clerk of Council, Christa Hall

ATTACHMENT TO DTC 5.10.21 REGULAR MEETING MINUTES

Town Manager

Staff Report

April 2021

Personnel

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

Public Works, Roads, Facilities

1) **Water Plant Upgrade:**

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

2) **Mill Street Project:**

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

Other

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

Items for Discussion and/or consideration: None

Respectfully submitted,

Angela A. Lawrence