

DAYTON TOWN COUNCIL MINUTES

October 9, 2018

COUNCIL MEMBERS PRESENT: Mayor Charles Long, Todd Collier, Jeff Daly, Zachary Fletchall, Cary Jackson, Robert Ohgren, and Tara Worthy

COUNCIL MEMBERS ABSENT: None.

ALSO PRESENT: Jason J. Ham, Town Attorney; Bobby Popowicz, Town Superintendent; Danny Hanlon, Chief of Police; Reggie Dollar, Dayton Police Officer, Lee Early, Town Treasurer; Kim Clark, Recorder; and Local Citizens.

CALL TO ORDER: Mayor Long called the meeting to order at 7:05 p.m. Mayor Long welcomed everyone and led the Invocation and Pledge of Allegiance.

ADOPTION OF AGENDA:

The agenda item 12A “Tell Me Something Good” was added to the agenda. A motion by Todd Collier to adopt the agenda as amended, seconded by Robert Ohgren. Those in favor: Long, Collier, Daly, Fletchall, Jackson, Ohgren, and Worthy.

MOVED, TO ADOPT THE AGENDA AS AMDEDED.

SUPERINTENDENT’S REPORT: Bobby Popowicz
Report attached to minutes.

- Bobby will again be calling VDOT regarding downtown work.
- There is another price quote being sought for the Dayton West sidewalk.
- The resident that has not complied with the nuisance ordinance will be contacted again by the Town.

Treasurer’s Report: Lee Early
Lee reviewed the numbers to date.

Police: Officer Reggie Dollar
Officer Dollar gave the monthly numbers.

- There was an interview conducted last week for the police position and more scheduled for next week.
- The additional help with Dayton Days with much appreciated.
- During Dayton Days, no criminal events reported, with two persons becoming overheated.

Sewer Authority: Bobby Popowicz
Report was given.

Planning Commission: Charles Long
No Report.

- Next Planning Commission meeting will be held on Thursday, October 18th, 7:00 pm.

Finance Committee: Jeff Daly
No Report.

Personnel Committee: Zachary Fletchall

Updates from last Personnel Committee meeting were given:

- Bobby Popowicz distributed job descriptions to employees and will have any proposed changes/updates to the Personnel Committee by October 17th for review.
- There is an interview scheduled this Friday for the grounds position.
- Employee handbook and evaluations were discussed.
- The next Personnel Committee meeting will be held on October 23rd, 12:15 pm, in the Council Chambers.
- Much discussion surrounded the Events/Marketing Coordinator position.
 - Bobby envisions:
 - Changing the job description
 - Cutting back on the number of Town-sponsored events per year
 - Enable the position to be long-term and sustainable; working with downtown development and social media
 - Concentrating on water, sewer, and infrastructure, with economic development being set
 - Persons who currently coordinate Redbud, Muddler, and Dayton Days, on a part-time basis would be kept on, for at least one year, as consultants to the new coordinator

Parks & Community Development: Todd Collier

- A Greenway Sub-Committee meeting will be held in the next few weeks, with existing members being reached by Todd.
- Once date is set, it will be placed on the website and Facebook.
- Discussion took place regarding why Dayton Fun Day and the Ice Cream Social at Sunset Park were discontinued: Dayton Fun Day cost the Town approximately \$17,000, with very minimal turnout.

Annexation: Jeff Daly
No Report.

Grants: Jacob Collier
Report was given.

- Greenway grant updates:
 1. We have reapplied our grant for the USDA for next spring. We had scored 94 points but we did not get selected for this year because they were focused on narcotic abuse issues.
 2. Preparing application for Richard Reynolds Foundation grant for 10,000 due at the end of the month towards greenway development.
 3. Application was submitted for Foundation to Rural Services for 3,000
- Police grant updates:
 1. USDA grant requirements are being met so we can receive payment.

- 2. We dropped out of the DMV grant for year 2019 as we did not meet the overtime hours required.
- YTD received this year: approximately \$37,000

Muddler: Danny Hanlon

- Danny represented the Town at Boulder Crest for the Boulder Crest Institute
- Muddler is expected to net over \$30,000
- The second cut of the Muddler video should be sent to Danny by the end of this week
- Work on next year's Muddler should be in process by December

ACTION MATTERS: Approval of Bills.

A motion by Jeff Daly to approve the bills totaling \$470,491.56 was seconded by Robert Ohgren and passed by Council by roll call vote. Those in favor: Long, Collier, Daly, Fletchall, Jackson, Ohgren, and Worthy.

MOVED, THAT BILLS TOTALING \$470,491.56 BE APPROVED.

A motion by Jeff Daly to appoint Hunter Barnett to the Planning Commission was seconded by Cary Jackson and passed by Council by roll call vote. Those in favor: Long, Collier, Daly, Fletchall, Jackson, Ohgren, and Worthy.

MOVED, HUNTER BARNETT BE APPOINTED TO THE PLANNING COMMISSION.

A motion by Cary Jackson to recommend Byron Dan Lee to the Board of Zoning was seconded by Todd Collier and passed by Council by roll call vote. Those in favor: Long, Collier, Daly, Fletchall, Jackson, Ohgren, and Worthy.

MOVED, THAT BYRON DAN LEE BE RECOMMENDED TO THE BOARD OF ZONING APPEALS.

CONSENT AGENDA: Minutes of September 10, 2018 Council Meeting, September 10, 2018 Special Called Council Meeting, August 13, 2018 Council Minutes, August 13, 2018 Special Called Council Meeting, and August 6, 2013 Council Meeting.

- Mayor Long asked for comments/corrections for the September 10, 2018 Council Meeting, September 10, 2018 Special Called Council Meeting, August 13, 2018 Council Minutes, August 13, 2018 Special Called Council Meeting, and August 6, 2013 Council Meeting minutes.
- Jason Ham asked for a correction under Closed Session, to eliminate the word "of" in the second line of "Moved, to Recess..." in the 8/13/18 Special Called Council Meeting; under Adoption of Agenda, to change the word "presented" to "corrected" in the 8/13/18 Council Minutes; and under Call to Order, eliminate the words "was called" in the first line, in the 9/10/18 Council Minutes.
- A motion with correction was made by Cary Jackson and was seconded by Todd Collier and passed by roll call vote: Those in favor: Long, Collier, Daly, Fletchall, Jackson, Ohgren, and Worthy.

MOVED, THAT THE MINUTES OF THE SEPTEMBER 10, 2018 COUNCIL MEETING, SEPTEMBER 10, 2018 SPECIAL CALLED COUNCIL MEETING, AUGUST 13, 2018 COUNCIL MEETING, AUGUST 13, 2018 SPECIAL COUNCIL MEETING, AND THE AUGUST 6, 2018 COUNCIL MEETING BE APPROVED, WITH CORRECTIONS.

- Jeff Daly requested corrected copies of these minutes be emailed to Council Members.

UNFINISHED BUSINESS:

Jeff Daly reported that three quotes were received for replacement mulch at Cooks Creek Park. One company will be contacted again, due to inconsistencies in their bid.

A motion was made by Zachary Fletchall and seconded by Todd Collier to purchase poured mulch for Cooks Creek Park, not to exceed a value of \$29,000 and passed by roll call vote: Those in favor: Long, Collier, Daly, Fletchall, Jackson, Ohgren, and Worthy.

**MOVED, POURED MULCH MAY BE PURCHASED FOR COOKS CREEK PARK, NOT TO EXCEED
A VALUE OF \$29,000.**

NEW BUSINESS: None.

PUBLIC COMMENT:

Rhonda Johnson:

- Thanked the Council for adding “Tell Me Something Good” to the agenda.
- Shared that former police chief Donnie “Dinky” Conley was instrumental in getting five emergency evacuation chairs purchased for Wilbur S. Pence Middle School.
- The submission deadline for t-shirt designs has been extended to this Friday at 5:00, due to the fact it could not be advertised on the Town website, Facebook page, nor newsletter. All proceeds will be donated to the Dayton Police Department.
- Praised the Water Park Summer Event, sponsored by the Town and suggested that charities, Ruritans, etc. sponsor some of the now-sponsored Town events.

Cheryl Lyon:

- Announced that there will be a candidates’ forum for mayor and open council member seats Wednesday, October 24, 7:00 pm, in the Council Chambers.
- Spoke favorably for an events/marketing position and hoped that it would be to brand and promote all of Dayton, not just the downtown area.

Stanley Koogler:

- Spoke on the discrepancy of the small parcel of land at the end of Cooks Creek Park.
- Suggested a path inside the fence on Eberly Road because of the pedestrian traffic during Dayton Days.

Stan Farthing, from Silverlake Mill:

- Referring to “Tell Me Something Good”, that he felt the Mill had more visits During Dayton Days, because of the Greenway.
- Thanks Officer Dollar for checking on him as he sat in his car along Rt. 42.

MAYOR AND COUNCIL COMMENTS:

- Zachary Fletchall thanked Danny Hanlon and his staff for their work at Dayton Days.

- Jeff Daly thanked everyone for the good discussion tonight.
- Charles Long thanked everyone, including volunteers for their work at Dayton Days.

CLOSED SESSION: Issues concerning prior town employees.

A motion was made by Cary Jackson and seconded by Tara Worthy to adjourn into closed session and passed by roll call vote. Those in favor: Long, Collier, Daly, Fletchall, Jackson, Ohgren, and Worthy.

MOVED, TO RECESS INTO CLOSED SESSION UNDER STATE CODE 2.2-3711(A)(7) AND 2.2-3711(A)(1)

Recessed into closed session at 9:19 PM

Back in regular session at 9:45 PM

A motion by Jeff Daly was seconded by Cary Jackson that the session was held in conformity to the State Code and passed by roll call vote. Those in favor: Long, Collier, Daly, Fletchall, Jackson, Ohgren, and Worthy.

MOVED, THAT THE MEETING WAS HELD IN CONFORMITY.

ADJOURNMENT: With no further business to come before Council, a motion by Todd Collier to adjourn the meeting was seconded by Zachary Fletchall and passed unanimously.

The meeting adjourned at 9:47 PM

Respectfully Submitted;

Charles Long, Mayor

Clerk, Bobby Popowicz

Town Superintendent's Report

November 13, 2018

- 1. Annual Audit:** The Annual Audit will begin next month. This year should prove to be a better year for the audit. We have had some preliminary meetings with Brown Edwards already. Also, Ann Shawver, our on call CPA, has been helping us with processes and making sure our compliance is up to speed. Lee and Susan have done a great job prepping up. Lee and staff have also been working on the separation of duties that in the past has be a point of contention for the auditors. We believe that this has been improved with both the advent of the Springsted Study and the adjustments that were made to the Job Descriptions by staff and the Personnel Committee/Finance Committee.
- 2. Personnel Handbook and Evaluation Form:** Personnel and Staff have been working on a both evaluation parameters and parameters for moving forward. There were some kinks in the process, but the Personnel Committee and Staff with input from the Finance Chairman have come up with the initial framework for moving forward. We also completed the first draft of the new Employee Manual, that staff is tweaking certain sections per the direction of the Personnel Chairman.
- 3. Hinton Property:** Chief Hanlon and I have been working with Mr. Hinton on a plan to remove items and to build a fence. We met with Mr. Hinton on Wednesday. During that meeting, Mr. Hinton identified his next steps for the removal and asked that we recommend placement of the fence. He also identified several vehicles that will be removed as well.
- 4. Greenway:** The Story Wall was competed. The Greenway Subcommittee is working on ideas for the various sections of the Wall. Brunk and Hylton is handling the survey work for the additional sections. In their preliminary findings, there is a problem with the constructed path where we looking to place our easement for the Greenway. A portion of the new paved path is more than a 5% grade and a length greater than 100ft. This does not comply with ADA Standard. We may have to regrade and replace that section in order to come into compliance or find an alternative that will satisfy the standard.
- 5. Mill Street Drainage Project:** On Tuesday, Mr. Daly, Royce Hylton and I attended the VDOT kick-off meeting for the Mill Street Drainage Project. There are a few items outstanding. I final Plan review by VDOT and an environment review by Rockingham County's E&S Personnel. Also, Mr. Hylton will be tweaking the E&S Controls on the plans. Rockingham County will work with us on the funding pass through. Casey Armstrong with Rockingham County and I will write the MOU for the Funding portion.