

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING  
MEETING MINUTES  
COUNCIL CHAMBERS – DAYTON TOWN HALL  
November 9, 2020**

**COUNCIL MEMBERS PRESENT:** Mayor Sam Lee, Jeff Daly, Bradford Dyjak, Cary Jackson, Robert Ohgren, Dale Rodgers and Tara Worthy.

**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, Safety & Zoning Official.

**CALL TO ORDER:** Mayor Lee called the meeting to order at 6:00 p.m. and welcomed guests. Town Clerk Hall called the roll. Mayor Lee led the Invocation and the Pledge of Allegiance.

**APPROVAL OF MINUTES FOR THE JOINT PUBLIC HEARING WITH PLANNING COMMISSION AND REGULAR COUNCIL MEETING OF OCTOBER 13, 2020:**

Councilman Dyjak made a motion to approve the minutes for the Joint Public Hearing with Planning Commission and the regular Council Meeting of October 13, 2020; the motion was seconded by Councilman Rodgers and approved by a roll call vote of 6 to 0, with one abstention, the voting recorded as follows: WORTHY – ABSTAIN; OHGREN – AYE; JACKSON – AYE; RODGERS – AYE; DALY – AYE; DYJAK – AYE; LEE – AYE.

**ACTION ITEM: CONSIDERATION OF JOB DESCRIPTIONS:**

Councilman Ohgren made a motion to approve the proposed job descriptions for the Community Development Coordinator/Clerk of Council and the Economic Development Coordinator with the added responsibility for the Town Newsletter, and the revised Organizational Chart. The motion was seconded by Councilman Dyjak and approved by a roll call vote of 7 to 0, the voting recorded as follows: RODGERS – AYE; OHGREN – AYE; DYJAK – AYE; WORTHY – AYE; DALY – AYE; JACKSON – AYE; LEE – AYE.

**MANAGER'S REPORT**

Town Manager Angela Lawrence provided a written report, which is attached. Manager Lawrence extended a welcome to the newly elected Council members and stated that she would be doing an orientation for them.

**ITEMS FOR CONSIDERATION: SOCIAL MEDIA POLICY:**

Ms. Lawrence explained the need for Council to adopt a formal policy regarding social media and turned it over to Attorney Jordan Bowman to further discuss and explain. After discussion, and assurance from the Attorney that his office had reviewed it and that it is important to have a clear set of written guidelines, Councilman Ohgren made a motion to adopt the Social Media Policy as written. The motion was seconded by Councilman Jackson and approved by a roll call vote of 7 to 0, the voting recorded as follows: DALY – AYE; WORTHY – AYE; OHGREN – AYE; JACKSON – AYE; RODGERS – AYE; DYJAK – AYE; LEE – AYE.

**TREASURER’S REPORT**

Treasurer Susan Smith provided a written report. Ms. Smith added that we mailed 26 cut-off notices out with a November 20<sup>th</sup> due date and all but seven of those have been paid. Manager Lawrence stated that those notices were sent prior to the new legislation. Attorney Bowman further explained that the General Assembly had recently held a series of budget amendments which if passed, will prohibit the Town from shutting off any utility accounts.

**POLICE REPORT**

Chief Justin Trout provided a written report. Councilman Ohgren asked about the status of the body worn cameras. Chief Trout stated that we were not awarded with the grant for the purchase of those as it was very competitive. However, there is a microgrant that will be available in the spring that he will be applying for and is optimistic that the Town will receive this one.

**PUBLIC WORKS REPORT**

Russell Bailey provided a written report.

**WATER DEPARTMENT REPORT**

Adam Meek provided a written report.

**COMMUNITY DEVELOPMENT REPORT**

Christa Hall provided a written report.

**ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT**

Councilwoman Worthy reported the committee met today to discuss the Façade Grant application that had been received from Chester Bradfield for the Blacksmith Shop. They submitted two bids and explained each bid. The Committee will award a grant to them in the amount of \$1,250 for the painting and exterior work to the outside of their building.

**FINANCE COMMITTEE REPORT**

No Report.

### **INFRASTRUCTURE COMMITTEE REPORT**

Councilman Dyjak stated that the committee will be meeting within the next week to review and discuss upcoming projects and the CIP.

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

Councilman Rodgers reported that the committee met on October 27<sup>th</sup> and discussed modifications to upcoming holiday events for the purposes of public safety and an effort to give Dayton residents something to get excited about. Councilman Rodgers also extended a special recognition of Susan Smith and all her efforts involved with decorating the Town for the holidays. Councilman Daly inquired about the mailbox for the letters to Santa and whether that would be available this year and was assured that it would be.

### **PERSONNEL COMMITTEE REPORT**

Councilman Ohgren stated that the committee met and all the items they discussed had been previously addressed by Council.

### **POLICE COMMITTEE REPORT**

Councilman Jackson stated that the next Committee meeting will be December 14<sup>th</sup>.

### **MAYOR AND COUNCIL REPORT**

Councilman Dyjak thanked everyone for running in the election and that it was a good exercise in civility and democracy at the local level. He said we are building a great foundation and he is happy to serve and looking forward to the next step. Councilman Dyjak asked that we remember to take a moment to thank a veteran on Veteran's Day this week. Mayor Lee echoed what Councilman Dyjak said and welcomed and congratulated the newly elected members. Mayor Lee hopes that Dayton will provide a blueprint to other localities on the way things should be done, with professionalism and respect and grace. He also extended a thank you to all who have helped him with his position along the way. Manager Lawrence stated that there will be formal recognitions at the December Council meeting. There will also be vacancies on the EDA and the Planning Commission and the Town will be accepting applications and conducting interviews if necessary.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

None.

**PUBLIC COMMENT**

Linda Wine thanked the Town for the efforts in cleaning up the property on Mason Street and hopes that the Town will continue efforts to clean up other properties in Town.

Cheryl Lyon stated that Fort Harrison installed five interpretive self-guided signs and invited everyone to stop by and check those out.

**CLOSED SESSION**

Councilman Ohgren made a motion to convene into closed session in accordance with Section 2.2-3711(A)(1) of the Virginia State Code to discuss the performance of the Town Manager and in accordance with Section 2.2-3711(A)(8) of the Virginia State Code to consult with legal counsel regarding specific legal matters requiring the provision of legal advice by our attorney regarding policy and procedures relating to public safety. The motion was seconded by Councilman Dyjak and approved by a roll call vote of 7 to 0, the voting recorded as follows: JACKSON – AYE; OHGREN – AYE; RODGERS – AYE; DALY – AYE; WORTHY – AYE; DYJAK – AYE; LEE – AYE. The Council recessed the open meeting at 7:04 p.m.

**OPEN SESSION**

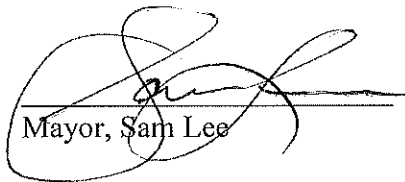
A motion to adjourn the closed session was made by Councilman Jackson, and seconded by Councilman Daly, and passed unanimously. The open session reconvened at 7:44 p.m.

**ADJOURNMENT**

With there being no further business to come before the Council, Councilman Jackson made a motion to adjourn, Councilman Rodgers seconded the motion; motion passed unanimously.

The meeting adjourned at 7:45 p.m.

Respectfully Submitted,

  
Mayor, Sam Lee

  
Clerk, Christa Hall

**Town Manager**

**Staff Report**

**October 2020**

**Personnel**

1. Staff is updated on a regular basis regarding the COVID-19 situation and workplace safety.
2. You will receive proposed job descriptions before the meeting. Personnel Committee will meet Friday night and I will send you their recommendation shortly thereafter.
3. Ty Hall completed over 230 hours of work as part of a practicum and internship. He was a great help on many events and marketing projects.

**Public Works, Roads, Facilities**

**1. Water Plant Upgrade:**

We have accepted the VDH financing proposal and have been in communication, but are awaiting further information.

**2. Mill Street Project:**

- a) Easements have been completed. Some were recorded in October, the remainder will be recorded in the coming week. We will send checks to property owners for the value of the easement usage before construction begins.
- b) I have submitted the Appendix 5A which is our certification that we have met the requirements to proceed.
- c) We issued a Notice of Award to A & J Development and they have secured their bonds.
- d) We held an internal pre-construction meeting with the engineer and VDOT. A pre-construction meeting including the contractor will be held Tuesday, November 10<sup>th</sup> after which we should have a contract with the Notice to Proceed shortly thereafter.
- e) A & J is hoping to complete the project by the end of the year, weather permitting.
- f) I have met with each property owner when securing easements. We plan to host another meeting with all property owners after the pre-construction meeting and will be in communication with them as the project progresses to minimize impacts to property owners.

**3. Water & Sewer Line Repair & Lining:**

- a) See public works report. In addition to the report, we will complete another section of sewer cleaning and re-lining (264 lf) on Mason Street for a cost of approximately \$14,000.
- b) I will be putting out a sealed bid proposal for the water line replacement which will be within the approved budget.

**Economic Development**

1. **EDA:** EDA met on October 20<sup>th</sup> to approve small business grant requests. Twenty-one grant applications were received. The EDA consistently applied a formula that compared the prior 2 years of revenue to this year's revenue (by quarter) and then averaged that. If they had negative sales this year, we added back in other grants that were received as revenue. We also added the additional COVID related expenses (on-line sales mechanism, PPE, etc...) to the formula. The EDA made a few modifications to staff recommendations and passed the grant awards unanimously. I notified the recipients and checks will be mailed on November 6<sup>th</sup>. The great majority of recipients that I have heard from are extremely grateful for Council's decision to award the monies to the EDA for that purpose. For a number of reasons, we were not able to establish a bank account for the EDA

(primarily because it would not have had a balance after grant disbursements were completed).

After consultation with the software company and the auditor, we established an accounting code for the EDA, transferred \$50,000 to that accounting code, and disbursed checks. I signed the checks, the chair of the EDA signed the warrant that specifically stated that the checks were written on behalf of the EDA. The checks and check stubs also listed the EDA on them. The email notice and checks included a statement "By cashing the check, you will be agreeing that the information submitted to the EDA was accurate to the best of your knowledge and that funds will be utilized for expenses associated with reimbursing the costs of business interruption caused by coronavirus-related activities."

2. **Façade Grants:** We have received one façade grant application. The committee will meet on Monday, November 9<sup>th</sup> to make a recommendation to Council at the meeting.

#### **Nuisance Properties**

A letter has been sent by the attorney regarding the nuisance property at Thompson and Ashby. We have requested the judgment payment by December 31<sup>st</sup> after the remaining items in question are disposed of.

#### **Other**

Our health care plan is changing administrative systems. The treasurer and I have attended several zoom trainings and will be working with them during the transition.

#### **Items for Discussion and/or consideration**

**Social Media Policy:** The staff drafted a policy that is under review by the attorney's office. It will be emailed to Council on Monday prior to the meeting and available at the meeting. Council may choose to pass the policy at the meeting or discuss it and provide direction for the December meeting.

Respectfully submitted,  
*Angela A. Lawrence*