

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING  
VIRTUAL MEETING MINUTES  
VIA ZOOM MEETING PLATFORM  
December 14, 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 6:01 p.m. and welcomed guests and explained that we were meeting virtually due to the Governor's order restricting public gatherings due to COVID-19. Town Clerk Hall called the roll. Mayor Lee led the Invocation and the Pledge of Allegiance.

**SPECIAL PRESENTATIONS:**

Mayor Lee recognized Councilman Robert "RJ" Ohgren and Councilman Jeff Daly and highlighted their service. Mayor-Elect Jackson recognized Mayor Lee for his service to the Town. A special acknowledgement and thank you was extended to each of these gentlemen.

**APPROVAL OF MINUTES FOR THE REGULAR COUNCIL MEETING OF  
NOVEMBER 9, 2020:**

Councilman Jackson made a motion to approve the minutes for the Regular Council Meeting of November 9, 2020; the motion was seconded by Councilman Dyjak and approved by a roll call vote of 7 to 0, the voting recorded as follows: WORTHY – AYE; OHGREN – AYE; JACKSON – AYE; RODGERS – AYE; DALY – AYE; DYJAK – AYE; LEE – AYE.

**MANAGER'S REPORT**

Town Manager Angela Lawrence provided a written report, which is attached. Manager Lawrence provided Council with several project updates.

**TREASURER'S REPORT**

Treasurer Susan Smith provided a written report. Ms. Smith added that we received the award for the COVID-19 Municipal Utility Relief Program. The Town was awarded \$1226 for utility customers that were over 30 days in arrears with payments as of October 31, 2020. However, in

order to accept the grant, staff would expend more administrative hours in work and generating reports than it would be worth.

### **POLICE REPORT**

Chief Justin Trout provided a written report. Councilman Daly asked about some of the new laws that will be going into effect in 2021 and Chief Trout provided answers.

### **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 on December 8<sup>th</sup> and tentatively set June 5, 2021 as the date for the Redbud Festival.

Manager Lawrence addressed the need for a Council vote on the Façade Grant application that had been received from Chester and Nancy Bradfield for the Blacksmith Shop last month. The Committee recommended awarding them with a grant in the amount of \$1,250 for the painting and exterior work to their building. Councilman Daly made the motion to award the grant as recommended by the Committee and was seconded by Councilwoman Worthy. The motion was approved by a roll call vote of 7 to 0, the voting recorded as follows: WORTHY – AYE; OHGREN – AYE; JACKSON – AYE; RODGERS – AYE; DALY – AYE; DYJAK – AYE; LEE – AYE.

### **FINANCE COMMITTEE REPORT**

No Report.

### **INFASTRUCTURE COMMITTEE REPORT**

Councilman Dyjak stated that the committee met and had a good discussion, most of which had been previously covered in Ms. Lawrence's report. The Committee continued discussions with staff for upcoming projects and the five year CIP.

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

No Report

## PERSONNEL COMMITTEE REPORT

No Report

## POLICE COMMITTEE REPORT

No Report

## MAYOR AND COUNCIL REPORT

Mayor Sam Lee thanked everyone for allowing him to be a part of “Team Dayton” and stated that this will be a chapter in his life that he will be proud of. He offered some additional encouraging words of wisdom and reminded everyone that we are all on the same team, stating Dayton is a great town and we should all be proud to be a part of it.

Mayor-Elect Jackson echoed the outgoing Mayor’s message and extended kudos to the Town staff for the holiday decorations this year. He extended a thank you to John and Jane Braithwaite for ensuring that 29 families will have Christmas gifts this year and thanks to the citizens (“Jane’s angels”) for the generosity in making it happen. He offered thanks to the Town staff for all the efforts this year to keep the Town running smoothly throughout the pandemic.

Councilman Ohgren thanked everyone for the opportunity to serve on Council and stated that he had enjoyed his time and has been able to use his skills in a different way.

Councilman Daly stated that it was interesting to see the list of things that he had done on Council over the last eight years. He offered kudos to the Council for working to make Dayton a better place and offered some encouraging words to the new Council members about what he had learned through the years. He also stated the importance of keeping the operating budget of the Town manageable and that he had worked hard on that during his eight years and encouraged the new Council to continue to be mindful of that.

Manager Lawrence stated that on behalf of the entire staff that we appreciate the guidance that Mayor Lee has given during his term, the leadership shown to the Town and his willingness to always do anything that needed to be done. She extended a thank you to Councilman Daly for his work and dedication to the Town’s budget and thanked Councilman Ohgren for his professionalism, dedication and guidance on personnel matters. Dayton is very fortunate to have a strong Council with diverse opinions but good teamwork.

Councilman Dyjak expressed his gratitude to the outgoing Council and stated that it has been a pleasure working with the Council. He is excited about what is to come and looks forward to working with the new Council.

Councilman Rodgers echoed the sentiments of thanks and stated that we all appreciate all that the Council has done. He stated that serving on Council is not something that everyone does, but stated that it is a job that needs to be done.

Councilwoman Worthy also thanked the outgoing members for their service and time.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**PUBLIC COMMENT**

LJ Purcell thanked Mayor Lee and the outgoing Councilmembers for their service to the Town. He commented on the enthusiasm felt in the Town of Dayton this year with the holiday decorations and the businesses doing so well.

**CLOSED SESSION**

Councilman Daly 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 and employment of specific local government personnel, the subject matter of which is the annual review of the Town Manager. The motion was seconded by Councilman Jackson and passed unanimously. The Council recessed the open meeting at 7:01 p.m.

**OPEN SESSION**

A motion to adjourn the closed session was made by Councilman Dyjak, and seconded by Councilman Rodgers, and passed unanimously. The open session reconvened at 7:59 p.m.

**CERTIFICATION**

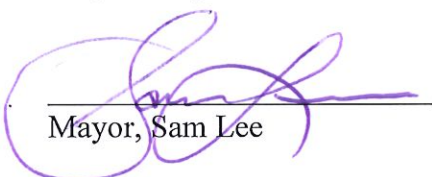
Mayor Lee read the certification with respect to the just-concluded closed session, and to the best of each member's knowledge that (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act and (ii) only such public business matters 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 took a roll call with each Councilmember so certifying.

**ADJOURNMENT**

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

The meeting adjourned at 8:01 p.m.

Respectfully Submitted,

  
\_\_\_\_\_  
Mayor, Sam Lee

  
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Clerk, Christa Hall

**Town Manager**

**Staff Report**

**November 2020**

**Personnel**

1. Staff continues to be updated on a regular basis regarding the COVID-19 situation and workplace safety.
2. We have received 10 applications, to date, for the Economic Development Coordinator. We will begin conducting virtual interviews the week of December 14<sup>th</sup> followed by an in person interview for the top candidate(s).
3. Some staff will begin working remotely again beginning December 14<sup>th</sup>. Administrative staff will be working in separate office spaces whenever possible.

**Public Works, Roads, Facilities**

**1. Water Plant Upgrade:**

I am in conversation with VDH and will have a report at the Council meeting.

**2. Mill Street Project:**

- a) A pre-construction meeting was held with VDOT, TOD, engineer, & contractor on November 10, 2020.
- b) The contract with A&J Development & Excavation, Inc. was signed on December 10, 2020.
- c) The Notice to Proceed is expected to be issued the week of December 14, 2020.
- d) We will have a walk-through of the project the week of December 14, 2020 with the engineer and contractor.
- e) The contractor anticipates beginning construction in early January. I am hoping to have the proposed timeline by the Council meeting.
- f) The contractor will put up door hangers on each affected property and I will also meet (virtually or by phone) with each property owner after the walk-through. The contractor and engineer will also be involved in meetings as needed.
- g) We were reminded to expect that they do not know what is under the road or ground, so some unexpected findings may affect the timing of the project.
- h) As per the contract, the project will be substantially completed within 150 days of the Notice to Proceed and ready for final payment within 180 of the notice, although we expect the project to be completed well ahead of that timeframe.

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

- a) See public works report.
- b) I will be putting out a sealed bid proposal for the water line replacement which will be within the approved budget.

**Community & Economic Development**

1. **Façade Grants:** We have received one additional façade grant application. The committee met and tabled the application.

**2. Small businesses:**

I hosted a Business Conversation meeting on November 19<sup>th</sup> to facilitate discussions amongst business owners regarding the holiday season events and activities. We have focused much effort on social media campaigns encouraging people to shop local, shop Dayton. We reached out to every retailer to obtain photos to use in the campaign. We didn't receive many, so then went to shops to obtain more and have pulled from their social media sites, when possible. The posts have been seen by thousands and shared by many. We have received many thanks for driving business to local shops.

We placed ads in the community guide and (2) DNR special sections for the holiday season.

Much work has been done to promote the holiday light tour & decorations in Town in order to drive tourism during the holiday season. Special thanks to Christa and Susan, along with the Water Department and Public Works for the enhanced decorations this season.

**Nuisance Properties**

No response has been received regarding the letter that went to the property owner.

**Other**

We are aware of many people in the Dayton community that have contracted COVID. We encourage all to be extremely cautious during this holiday season.

Sharon Foley, HRRSA Executive Director, announced her retirement effective May, 2021.

**Items for Discussion and/or consideration**

Façade grant: At last month's meeting, the committee reported on a façade grant and there was consensus to fund a portion of the project. Because the grant materials say that the committee will recommend for Council's consideration, a vote from Council is recommended.

Respectfully submitted,  
*Angela A. Lawrence*