

**DAYTON TOWN COUNCIL
VIRTUAL MEETING MINUTES
VIA ZOOM MEETING PLATFORM
April 13, 2020**

COUNCIL MEMBERS PRESENT: Mayor Sam Lee, Jeff Daly, Cary Jackson, Robert Ohgren, and Tara Worthy.

COUNCIL MEMBERS ABSENT: Zachary Fletchall

CLERK'S NOTE: Councilman Todd Collier unexpectedly passed away on April 7, 2020 leaving a temporary vacancy on the Council.

ALSO PRESENT: Jason Ham, Town Attorney; Angela Lawrence, Town Manager; Susan Smith, Town Treasurer; Justin Trout, Chief of Police; and Christa Hall, Clerk, Safety & Zoning Official.

CALL TO ORDER: Mayor Lee called the meeting to order at 6:00 p.m. and welcomed everyone. Mayor Lee explained that due to the Governor's stay at home order during the COVID-19 pandemic, the Council will meet virtually through the Zoom meeting platform until the Governor deems it safe to meet in person. Mayor Lee recognized and welcomed Scout Troop 48, who are attending virtually and working on their Eagle requirements for their citizens in the community badge. He also announced that it is National Public Safety Tele-Communicators Week celebrating emergency dispatchers. The Invocation and the Pledge of Allegiance were led by Mayor Lee. Mayor Lee said a few words in memoriam of Councilman Todd Collier, stating that he was always proud and involved of his little town. Mayor Lee further instructed the Council, staff and residents on how the virtual meeting will work.

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

A motion to approve the minutes from the March 9, 2020 Council Meeting was made by Councilman Daly and seconded by Councilman Jackson and approved by a roll call vote of 4 to 0, the voting recorded as follows: DALY – AYE; JACKSON – AYE; OHGREN – AYE; LEE – AYE; WORTHY – ABSTAIN; FLETCHALL – ABSENT.

APPROVAL OF MINUTES FOR THE SPECIAL CALLED COUNCIL MEETING OF APRIL 6, 2020:

A motion to approve the minutes from the April 6, 2020 Special Called Council Meeting was made by Councilman Ohgren and seconded by Councilwoman Worthy and approved by a roll call vote of 5 to 0, the voting recorded as follows: DALY – AYE; JACKSON – AYE; OHGREN – AYE; WORTHY – AYE; LEE – AYE; FLETCHALL – ABSENT.

ORDINANCE DISCONTINUING WATER AND SEWER PENALTIES AND DISCONNECTION DURING THE COVID-19 PANDEMIC:

Mayor Lee turned the meeting over to Manager Lawrence who turned it over to Attorney Ham to further explain this ordinance and how it will work. After discussion, a motion to approve the ordinance with amendments as discussed was made by Councilman Ohgren and seconded by Councilman Daly and

CA
ABSENT

approved by a roll call vote of 4 to 1, the voting recorded as follows: DALY – AYE; FLETCHALL – AYE; JACKSON – NAY; OHGREN – AYE; WORTHY – AYE; LEE – AYE.

**ORDINANCE DISCONTINUING WATER AND SEWER PENALTIES
AND DISCONNECTION DURING THE COVID-19 PANDEMIC**

WHEREAS, the Governor of Virginia has declared a state of emergency to exist throughout the Commonwealth of Virginia as a result of the spread of the COVID-19 disease; and

WHEREAS, widespread closures, social distancing, and recommendations to avoid public gatherings have created burdens upon the residents and businesses of the Town;

WHEREAS, the Town Council desires to set the penalties for late water and sewer payments at \$0 and eliminate disconnections due to non-payment during the Emergency;

NOW, THEREFORE, BE IT ORDAINED, BY THE TOWN COUNCIL OF THE TOWN OF DAYTON, VIRGINIA THAT:

1. While the State of Emergency declared through Executive Order continues and for a period of thirty days thereafter, the penalty charged for late payment or non-payment of water and sewer bills shall be \$0, and no disconnection of water or sewer service shall occur for non-payment or late payment of water or sewer bills.
2. Upon the cessation of the State of Emergency declared through Executive Order and for a period of thirty days thereafter, the imposition of the penalties on unpaid water and sewer bills shall resume in accordance with Section 6-81 of the Town Code, as may be hereinafter amended, and the Treasurer shall proceed with disconnection notices and procedures as set forth in Section 6-81 of the Town Code, as may be hereinafter amended.
3. This Ordinance shall be effective immediately and shall supersede any conflicting provisions in the Town Code.

MANAGER’S REPORT

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

Manager Lawrence advised that the public will be allowed to participate during the public comment section by raising their hand and provided instructions on how to do so. She thanked the staff for their dedication to the Town, their jobs, and the health and safety of all residents. She explained the Emergency Management process and how the State works directly with Cities and Counties and not directly with the Towns. Therefore, any COVID-19 cases that are reported, are reported for the city or county in which they are located and not specific to a town. The only instance in which a case would be reported directly to the town would be if the Police Department would be dispatched by the ECC to a residence with an infected individual in order to keep the officers from putting themselves into a harmful situation. The Town can not put out

any specific information about infected individuals. The Virginia Department of Health website posts daily information and Manager Lawrence suggests following that website directly.

The unexpected death of Councilman Collier has been very difficult on the Town as he was very dedicated to the Town. State Code directs that Council appoint someone to fill that seat within 45 days of the vacancy. Manager Lawrence recommends that Council begin accepting letters of interest and resumes through May 1st, so that Council can conduct remote interviews through Zoom the week of May 4th and make an appointment at the May 11, 2020 Council Meeting, allowing the newly appointed Councilperson time to take the oath of office prior to the June meeting. With Council's approval, we will proceed in this fashion and post the vacancy on the Town's webpage and Facebook. Council indicated their desire to have Manager Lawrence proceed as outlined. Council will hold a Special Called Meeting via Zoom the week of May 4th to conduct interviews in a closed session format. Manager Lawrence will also send out an email to Planning Commission and Board of Zoning members to advise of the vacancy in case there is any interest among those members. On a related note, paperwork for those desiring to run for a Council seat for the upcoming election is due June 9, 2020. Manager Lawrence will conduct a Zoom Pre-Orientation for any individuals interested in running for Council to advise of the roles, responsibilities, and expectations of the position; tentatively scheduled for May 18th.

TREASURER'S REPORT

Treasurer Susan Smith provided a written report.

Treasurer Smith advised that the Town currently has 47 business licenses.

POLICE REPORT

Chief Justin Trout provided a written report.

PUBLIC WORKS REPORT

Russell Bailey provided a written report.

Manager Lawrence added that the Town received a resignation from one of the Public Works technicians and we will temporarily fill that position with a returning seasonal worker until we can properly advertise the vacant position.

She further advised that Lukas Cooper is working on obtaining his Class 3 Water Works Operator license and should have that in about six months.

ZONING REPORT

Christa Hall provided a written report.

Zoning Official Hall elaborated that the horse and buggy lane would be completed well ahead of the scheduled contract completion date of May 31, 2020.

Ms. Hall further explained that the Town had received an application for a Special Use Permit at 210 Thompson Street, which is zoned B-1, requesting that it be used as a storage facility. This matter will be discussed at the April 16, 2020 Planning Commission meeting and, if all parties agree to proceed, it will go to Public Hearing on May 11, 2020 at 5:30 p.m.

EVENTS AND MARKETING REPORT

Mike Betts provided a written report.

ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT

No report.

FINANCE COMMITTEE REPORT

No report.

INFRASTRUCTURE COMMITTEE REPORT

No report.

PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT

No report.

PERSONNEL COMMITTEE REPORT

No report.

POLICE COMMITTEE REPORT

No report.

MAYOR AND COUNCIL REPORT

Councilman Ohgren stressed the importance of completing the census and stated that everyone needs to take the time to be counted. The more people who can respond now, the less census people will need to go door to door collecting counts.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

Sharon Carter addressed the Council to inquire about the vacancy on the Council and the time commitment involved. She also asked who she should address with additional questions about the Mill Street work and was advised that she could speak directly with Manager Lawrence about both issues.

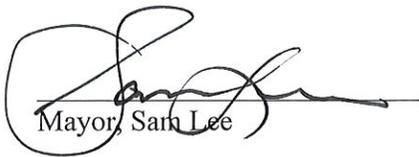
L J Purcell asked to be acknowledged but due to technical difficulties, was unable to do so.

ADJOURNMENT

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

The meeting adjourned at 7:08 p.m.

Respectfully Submitted,


Mayor, Sam Lee


Clerk, Christa Hall

Item 4.a.

Town Superintendent/Manager

Staff Report

March 2020

Personnel

1. Staff interviewed three applicants for the part-time administrative position. Lelia Hedrick (Lea) was hired. She worked one week before we closed Town Hall. She is working limited hours, as needed on a special project at this time. We look forward to having her back in the office when the office reopens.
2. Staff is updated on a regular basis, via email and remote (zoom) staff meeting, regarding the COVID-19 situation, including social distancing and sanitation requirements, Executive Orders, Town policies and procedures, and Families First Coronavirus Response Act.
3. Staff has participated in VRSA personnel related webinars.

Public Works, Roads, Facilities

1. **Water Plant Upgrade:**
 - a. The preliminary engineers report has been received and reviewed.
2. **Mill Street Project:**
 - a. An invitation to bid (ITB) was issued and advertised and a pre-bid meeting held. The ITB was later withdrawn.
 - b. The engineer and staff met with VDOT via conference call to review concerns, procedures and requirements to be met prior to the ITB being re-advertised.
 - c. The engineer is working with the staff and attorney to get right of way issues handled and working with VDOT on outstanding requirements.
 - d. We hope to re-issue the ITB in time to have a contract approved at the May Council meeting.
3. **Hydrant Mapping Project:** Staff met with staff at the PDC to discuss the hydrant mapping project and other mapping issues. We received an updated scope of work. As a result of the conversation, staff has determined that we should continue progress with the ESRI system for other mapping needs.

Economic Development

1. **Economic Development Authority** meeting was cancelled. There are no plans to meet at this time.
2. **Business Community Conversation/Destination Dayton!:** Meeting was cancelled.
3. **Business Newsletter:** Staff prepared a one-page business newsletter that was mailed to all business license holders in Dayton. It included timely COVID-19 related resources for businesses.
4. **Business Resources:** We have shared resources available to businesses on social media and encourage businesses to follow specific business-related organizations for up-to-date information. We are developing a new tab on the website in order to list Town businesses with direct links to their websites and social media and to post up-to-date resource information.
5. **Sign Grant:** We have applied for an extension. The new deadline will be June 30, 2020, but may be extended again due to COVID-19 work flow issues. I have been working with consultants and will have a proposal to Council at the May meeting.

6. **Business meeting:** Staff met with a business owner who requested relief in business license fees due to the current economic situation related to COVID-19.

Nuisance Properties

1. The Town was granted judgement by the court. We continue to work with Ms. Shipe to get the property cleaned up. Staff visited the site and took photos. The attorney has discussed the matter with her attorney.
2. A notice of civil penalty has been sent to the other property owner (Mason St.). He has contacted me, but no progress has been made to date. Staff will work with the attorney regarding the next step (court).

Budget Process

1. Committees met to review the budget requests and conditions.
2. The budget work session has been moved to Monday, April 20, 2020, 6 PM via zoom. This will still allow staff to revise the proposed budget and finance committee to review and recommend the budget to Council at the May Council meeting.

Other

1. I continue to monitor the COVID-19 situation, review daily updates, attend webinars, adjust procedures as needed, and report to staff and the public. It is very time consuming, but important.
2. Christa has taken over all Census related activities, including attending all regional census meetings (remotely) and communicating to the public.
3. Democratic primary elections were held in the Council Chambers. The Republican primary elections are scheduled for June 9th.
4. I attended a meeting related to BRITE Transit and promoted the stop in Dayton.
5. I met with USDA regarding the police vehicle grant.
6. Staff was saddened by the news of Councilman Collier's passing. He was always supportive of staff, dedicated to the community, and willing to assist in any way. He will be greatly missed.

Items for Consideration

None

Respectfully submitted,
Angela A. Lawrence

CERTIFICATE

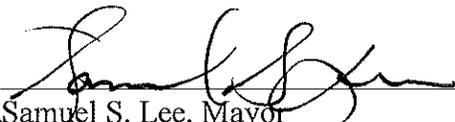
The undersigned Mayor and Clerk of the Town Council of the Town of Dayton, Virginia hereby certify that the foregoing constitutes a true and correct copy of an Ordinance Discontinuing Water and Sewer Penalties and Disconnection During the COVID-19 Pandemic adopted by the Town Council at a meeting held on April 13th, 2020. A record of the roll-call vote by the Town Council is as follows:

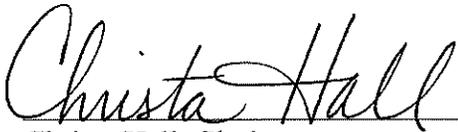
NAME	AYE	NAY	ABSTAIN	ABSENT
Samuel S. Lee, Mayor	X			
Jeffrey S. Daly	X			
Zachary Fletchall				X
Cary Jackson		X		
Robert "RJ" Ohgren	X			
Tara Worthy	X			

Date: April 13th, 2020

[SEAL]

ATTEST:


Samuel S. Lee, Mayor


Christa Hall, Clerk

**AN ORDINANCE DISCONTINUING WATER AND
SEWER PENALTIES AND DISCONNECTION DURING
THE COVID-19 PANDEMIC**

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3. This Ordinance shall be effective immediately and shall supersede any conflicting provisions in the Town Code.

Adopted by the Town Council of the Town of Dayton, Virginia, on this 13th day of April, 2020.