

DAYTON TOWN COUNCIL MINUTES
May 14, 2018

COUNCIL MEMBERS PRESENT: Mayor Charles Long, Todd Collier, Jeff Daly, Laura Daily, Zachary Fletchall, Shelley Newman & Laura Daily

COUNCIL MEMBERS ABSENT: None

ALSO PRESENT: Jason Ham, Town Attorney; Bobby Popowicz, Town Superintendent; Jeremiah Nugent, Police Officer; Lee Early, Town Treasurer; Gwen Gottfried, Recorder; and Local Citizens.

CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE: 7:08pm, Mayor Charles Long

ADOPTION OF AGENDA:

A motion by Shelley Newman was seconded by Jeff Daly to adopt the agenda as written.

MOVED, TO ADOPT THE AGENDA AS WRITTEN

SUPERINTENDENT'S REPORT: Bobby Popowicz

Attached

STAFF AND COMMITTEE REPORTS:

Treasurer: Lee Early

Attached.

Favorable report in revenues and expenses.

Police: Jeremiah Nugent

Officer Nugent gave the monthly numbers. Coffee with a Cop at Dayton Market was a success but in hindsight should not have been scheduled alongside yard sales.

Sewer Authority: Bobby Popowicz

No Report

Planning Commission: Mayor Charles Long

A Planning Commission Meeting was held just before Town Council to discuss possible changes to sidewalk plans for Dayton West. No further report.

Finance Committee: Jeff Daly

The Finance Committee met this week and everything looks good. They put out a notice for a Public Hearing on May 29th.

Personnel Committee: Tara Worthy

An update to the Personnel Handbook was included in the Council packet for Council to review and discuss. Shelley Newman questioned whether Attorney Jason Ham should review the submission. He agreed and will go over the document before it is finalized.

Economic Development: Shelley Newman

Council Member Newman reminded business owners that there is still money remaining in the Facade Enhancement Grant. The account will be re-set in July. Those interested should go to the Town's website for more information.

Parks & Community Development: Shelley Newman

The summer event schedule is out and has been mailed to Town residents. An impromptu Greenway ground-breaking ceremony took place on Friday, May 11th. Mrs. Newman thanked the Rohrs for giving up their property. She also presented the new Dayton Greenway logo that will be put on a sign at the Greenway, promotional materials and the website.

Resident Emily Estes asked about results of recent surveys. She did not get a survey and would like to be added to the mailing list. Council Members encouraged Superintendent Popowicz to make the survey results public. Ms. Estes expressed frustration over the lack of parks on the east side of Town and proposed that, instead of a greenway, the Town should add an attraction that would be for everyone and would also bring a profit. Business owner Jeanie Obrien requested that businesses receive the survey as well.

Annexation: No Report.

Grants: Bobby Popowicz

Attached.

Council Member Newman requested that the information be put in a spreadsheet to provide a cohesive list of each and every grant we've applied for. She suggested that the following categories be included: When the grant was applied for; When the money would be given out; Why the Town was not eligible for the grants not approved

Muddler: No Report.

ACTION MATTERS: Approval of Bills, Approval of Changes to the Ordinance Per State Code, Approval and Acceptance of the Staff Job Descriptions and Pay Scale from the Springsted Study, Approval of a Resolution by the Town of Dayton Supporting the Application of Blue Ridge Christian School to Occupy the "Dayton Learning Center", Approval of a Resolution Changing Dayton Town Council June Regular Meeting Date, and a Resolution to Appoint Lee Early as the Second FOIA Officer of the Town of Dayton

Jeff Daly asked for a motion to approve bills totaling \$220,557.27. *Check Listing Attached.*
A motion by Todd Collier was seconded by Tara Worthy to approve the bills and passed by Council by roll call vote. Those in favor: C. Long, T. Collier, J. Daly, L. Daily, Z. Fletchall, S. Newman, T. Worthy

MOVED, THAT BILLS TOTALING \$220,557.27 BE APPROVED.

Mayor Long asked for a motion to approve Changes to the Ordinance Per State Code. *Attached.*
A motion by Laura Daily was seconded by Zachary Taylor and passed by Council by roll call vote. Those in favor: C. Long, T. Collier, J. Daly, L. Daily, Z. Fletchall, S. Newman, T. Worthy

MOVED, TO APPROVE CHANGES TO THE ORDINANCE PER STATE CODE.

Mayor Long asked for a motion to approve and accept the Staff Job Descriptions and Pay Scale from the Springsted Study. A motion by Todd Collier was seconded by Tara Worthy and passed by Council by roll call vote. Those in favor: C. Long, T. Collier, J. Daly, L. Daily, Z. Fletchall, S. Newman, T. Worthy

MOVED TO APPROVE AND ACCEPT THE STAFF JOB DESCRIPTIONS AND PAY SCALE FROM THE SPRINGSTED STUDY

Mayor Long asked for a motion to approve a Resolution by the Town of Dayton Supporting the Application of Blue Ridge Christian School to Occupy the “Dayton Learning Center.” *Attached.*
A motion by Jeffrey Daly was seconded by Shelley Newman and passed by Council by roll call vote. Those in favor: C. Long, T. Collier, J. Daly, L. Daily, Z. Fletchall, S. Newman, T. Worthy

MOVED, TO APPROVE THE RESOLUTION BY THE TOWN OF DAYTON SUPPORTING THE APPLICATION OF BLUERIDGE CHRISTIAN SCHOOL TO OCCUPY THE “DAYTON LEARNING CENTER”

Mayor Long asked for a motion to approve a Resolution Changing Dayton Town Council June Regular Meeting Date. *Attached.*

A motion by Zachary Fletcher was seconded by Laura Daily and passed by Council by roll call vote. Those in favor: C. Long, T. Collier, J. Daly, L. Daily, Z. Fletchall, S. Newman, T. Worthy

MOVED, TO APPROVE A RESOLUTION CHANGING DAYTON TOWN COUNCIL JUNE REGULAR MEETING DATE

Mayor Long asked for a motion to approve a Resolution to Appoint Lee Early as the Second FOIA Officer of the Town of Dayton. A motion by Jeffrey Daly was seconded by Todd Collier and passed by Council by roll call vote. Those in favor: C. Long, T. Collier, J. Daly, L. Daily, Z. Fletchall, S. Newman, T. Worthy

MOVED, TO APPROVE A RESOLUTION TO APPOINT LEE EARLY AS THE SECOND FOIA OFFICER OF THE TOWN OF DAYTON

PRESENTATIONS: None

CONSENT AGENDA: Minutes for April 9, 2018 Meeting, Minutes for the April 25, 2018 Special Meeting. *Attached.*

Mayor Long asked for comments pertaining to the minutes of the Council meeting dated April 9, 2018. Hearing none, a motion by Jeff Daly was seconded by Shelley Newman to approve the minutes and passed by roll call vote. Those in favor: C. Long, J. Daly, L. Daily, S. Newman & Z. Fletchall; Abstained: T. Worthy & T. Collier

MOVED, THAT THE MINUTES OF THE APRIL 9, 2018 MEETING BE APPROVED AS WRITTEN

Mayor Long asked for comments pertaining to the minutes of the Special Meeting dated April 25, 2018. Hearing none, a motion by Jeff Daly was seconded by Shelley Newman to approve the minutes and passed by roll call vote. Those in favor: C. Long, T. Collier, J. Daly, L. Daily, Z. Fletchall, S. Newman, T. Worthy

MOVED, THAT THE MINUTES OF THE APRIL 25, 2018 SPECIAL CALLED MEETING BE APPROVED AS WRITTEN

UNFINISHED BUSINESS: None

NEW BUSINESS: Approval of: The Position of Marketing and Events Coordinator, The Position of Maintenance Technician, The Addition of a New Handbook Policy per Report from the Personnel Committee; and Discussion of Reinstating the Itinerate Merchants License and Fee

Mayor Long asked for a motion to approve the Position of Marketing and Events Coordinator. A motion by Shelley Newman was seconded by Todd Collier and passed by Council by roll call vote. Those in favor: C. Long, T. Collier, J. Daly, L. Daily, Z. Fletchall, S. Newman, T. Worthy

MOVED, TO APPROVE THE POSITION OF MARKETING AND EVENTS COORDINATOR

Mayor Long asked for a motion to approve the Position of Maintenance Technician. A motion by Zachary Fletchall was seconded by Laura Daily and passed by Council by roll call vote. Those in favor: C. Long, T. Collier, J. Daly, L. Daily, Z. Fletchall, S. Newman, T. Worthy

MOVED, TO APPROVE THE POSITION OF MAINTENANCE TECHNICIAN

Mayor Long asked for a motion to approve the Addition of a New Handbook Policy per Report From the Personnel Committee. Superintendent Popowicz recommended that this item be tabled until the next meeting. A motion was made by Todd Collier to table this item until the next meeting pending a report from the Town Attorney and was seconded by Zachary Fletchall. Those in favor: C. Long, T. Collier, J. Daly, L. Daily, Z. Fletchall, S. Newman, T. Worthy

MOVED, TO TABLE UNTIL THE JUNE MEETING PENDING A REPORT FROM TOWN ATTORNEY JASON HAM: APPROVAL OF THE ADDITION OF A NEW HANDBOOK POLICY PER REPORT FROM THE PERSONNEL COMMITTEE

Discussion of Reinstating the Itinerate Merchants License and Fee:

See Attachment

Superintendent Popowicz explained that there have been issues with some merchants setting up, without paying fees, during the Redbud and Dayton Days events. The fee for this reinstated license would be equal to or greater than the two event fees and would encourage aforementioned peddlers/merchants that come in intermittently, to either pay the fee for a 1 year Merchant's License or sign up and pay to be involved in the events. Attorney Ham explained that this would be considered a tax increase and the Town would need to give public notice the week before it is initiated, as well as public notice for the Budget Report that is being published very soon, stating that rates and fees for FY2019 have changed.

PUBLIC COMMENT:

Cheryl Lyon, representing Imagine Dayton, spoke regarding issues the MPO moved to Appendix E. She would like for the Town to request that Superintendent Popowicz, the Town's MPO representative, petition that those items be addressed. Council members suggested that they further discuss these issues in the June meeting.

Town resident asked for further clarification of the Dayton Learning Center being used by BRCS. Council Member Daly explained that BRCS occupying the building is the most cost effective way to use the property as it is. Resident also asked what the plan is for the clean-up of construction materials in South Breeze Estates. Superintendent Popowicz explained that it has been difficult to find a location to move the large pipes. Mayor Long encouraged Superintendent Popowicz to give the construction company a time frame of 15 to 20 days to remove the building materials.

Jeanie O'Brien, Goody-2-Shoes business owner, asked when a permanent fix will happen for serious flooding issues on Main Street. Council Member Daly and Superintendent Popowicz replied that plans have been drawn up and engineering is completed. Multiple appeals have been made for the issue to be repaired but the Town is still waiting on VDOT. Mrs. O'Brien will also be contacting VDOT to encourage them to move forward in a timely manner. Mrs. O'Brien also expressed her opinion that, while the Greenway is a good idea, she wonders if the money could be put toward a better use. She would like to see a town pool. Mrs. O'Brien shared that Dayton should consider creating a historic district and also encouraged Council Members to consider moving Dayton's electrical wiring underground to beautify the town. She used Front Royal as an example.

Sandra Rohrer, New to Me Consignments business owner, requested that the remaining business grant be used jointly for all Town businesses, for business signage along Highway 42. Council Member Newman replied that while a great idea, this plan would VDOT's approval. Ms. Rohrer also shared concern that Dayton is not doing enough to draw people for Town businesses. Council members assured her that this is the purpose of the new Marketing and Events Coordinator position.

Jody Meyerhoeffer, resident, shared that he hopes that the Town of Dayton will retain items from Dayton Learning Center.

MAYOR AND COUNCIL COMMENTS: None

CLOSED SESSION:

Mayor Long asked for a motion to move into closed session. A motion by Tara Worthy was seconded by Jeff Daly and passed by Council by roll call vote. Those in favor: C. Long, T. Collier, J. Daly, L. Daily, Z. Fletchall, S. Newman, T. Worthy

MOVED, TO MOVE INTO CLOSED SESSION

Meeting adjourned before closed session at 9:08 PM

Respectfully Submitted;

Mayor, Charles Long

Clerk to Council, Bobby Popowicz

Town Superintendent's Report

June 5, 2018

- 1. VDOT Storm Water Project:** The Mill Street Drainage project has been tentatively put back to a Level 2 Priority Project pending passage of the CIP Budget per Resolution later in this meeting. The engineering is already completed and a cursory review of the plans will be conducted of the plans once funding becomes available.
- 2. HRRSA Infiltration Issues:** The recent flooding has brought to our attention many issues with infiltration and sump pumps that are hooked into the sanitary sewer. These two items increases our cost of service and can cause the Sewer Authority to have problems with treatment, nutrient content and other issues that can have environmental impacts and possible Consent Orders being issued by DEQ. Sometimes, these issues could affect member communities by requiring moratoriums on building and other projects until these issues are resolved. It is not likely that we will have a problem from this storm, but as usage increases, the problem becomes more dangerously close to being addressed without planning and considerable more expense to the Town and the other member communities.
- 3. South Breeze Subdivision Large Concrete Structures:** The owners of the lot at South Breeze Subdivision have found a location to take the large concrete structures. They asked that they be allowed to remove the structures once we get break in the wet weather so they do make a larger mess getting them out. I saw this as a reasonable request and will be keeping close contact with the owners until the structures are removed.
- 4. Artifacts at Dayton Learning Center:** The Historical Society negotiated getting the Bell and the Trophies and cases turned over to the Town of Dayton. Town Staff will make arrangements to remove them from the Dayton Learning Center and find a suitable location to store the items until a more permanent place can be found to display the items.
- 5. Rockingham County/Town of Dayton State of Emergency:** The rains and flash flooding prompted both Rockingham County and the Town of Dayton to issue A Declaration of a State of Emergency. If the Commonwealth of Virginia follows suite, there could be help available through FEMA to Town Residents and offset of expenses for the Town Public Works clean-up efforts for both the time during the flooding and the 30days following.

