

**TOWN OF DAYTON  
REGULAR COUNCIL MEETING  
VIRTUAL MEETING VIA ZOOM  
Monday, January 11, 2021  
6:00 PM**

**AGENDA**

1. Call to Order Mayor Jackson
  - a. Roll Call Ms. Hall
  - b. Invocation Mayor Jackson
  - c. Pledge of Allegiance Mayor Jackson
  
2. Approval of Minutes for the Regular Council Meeting of December 14, 2020
  
3. Action Items
  - a. Consideration - Resolution Regarding Time of Regular Meeting and Inclement Weather Meeting Times
  - b. Consideration – Town of Dayton Council Code of Ethics
  
4. Staff Reports
  - a. Town Manager Ms. Lawrence
  - b. Treasurer/Financial Report Ms. Smith
  - c. Police Chief Chief Trout
  - d. Public Works Ms. Lawrence
  - e. Water Ms. Lawrence
  - f. Community Development Ms. Hall
  
5. Committee Reports
  - a. Economic & Community Development Ms. Worthy
  - b. Finance Mr. Jackson
  - c. Infrastructure Mr. Dyjak
  - d. Parks, Recreation & Beautification Mr. Rodgers
  - e. Personnel Mr. Dyjak
  - f. Police Mr. Jackson
  - g. Mayor and Council
  
6. Unfinished Business
  
7. New Business
  
8. Public Comment
  
9. Adjournment

**SPECIAL NOTICE TO THE PUBLIC:**

Pursuant to the Governor's Executive Order restricting gatherings of 10 or more people, the meeting will be livestreamed on Zoom and accessible by phone. You may not appear in person at this meeting; however you are invited to participate through our livestream:

To Join Zoom Meeting on-line:

<https://us02web.zoom.us/j/87327618972?pwd=MWFrVUR0UENSU05VZEVEZEI0WjZZdz09>

To join the meeting by phone, call: 1-646-558-8656 or 1-301-715-8592

Meeting ID: 873 2761 8972; Password: 076199

To make public comment on any of the items on this agenda, please submit to: [chall@daytonva.us](mailto:chall@daytonva.us) or call Town Hall by 4:00 PM on Monday, January 11, 2021.

**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.

### **INFRASTRUCTURE 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,

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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*

**RESOLUTION REGARDING TIME OF REGULAR  
MEETINGS AND INCLEMENT WEATHER MEETING TIMES**

**WHEREAS**, the Town of Dayton wishes to establish the time of its regular council meetings, and

**WHEREAS**, the Town of Dayton wants to empower the Mayor and, if the Mayor is unable to act, the Vice-Mayor to reset the regular meeting time in the event weather or other conditions are such that it is hazardous for members to attend the regular meeting,

**NOW, THEREFORE**, be it resolved by the Town Council of the Town of Dayton, Virginia,

1. Regular meetings of the Town Council shall be held on the second Monday of each month beginning at 6 p.m.
2. When a meeting date falls on a legal holiday, the meeting shall be held on the day following at 6 p.m. unless otherwise designated by the council.
3. If the Mayor, or, if the Mayor is unable to act, the Vice-Mayor, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting the meeting shall be held at 6 p.m. on the day following.
4. If the Mayor, or, if the Mayor is unable to act, the Vice-Mayor, finds and declares that such weather or other condition continues on the day following, the meeting shall be held at 6 p.m. one week after the originally scheduled meeting.
5. All regular meetings of the council shall be open to the public, unless closed pursuant to state law.

**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 the Town of Dayton Resolution Regarding Time of Regular Meetings and Inclement Weather Meeting Times adopted by the Town Council at a meeting held on January 11, 2021. A record of the roll-call vote by the Town Council is as follows:

| <u>NAME</u>         | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|---------------------|------------|------------|----------------|---------------|
| Cary Jackson, Mayor |            |            |                |               |
| Bradford Dyjak      |            |            |                |               |
| Emily Estes         |            |            |                |               |
| Heidi Hoover        |            |            |                |               |
| Dale Rodgers        |            |            |                |               |
| Robert Seward       |            |            |                |               |
| Tara R. Worthy      |            |            |                |               |

Date: January 11, 2021

ATTEST: \_\_\_\_\_  
Clerk, Town Council of the  
Town of Dayton

\_\_\_\_\_  
Mayor, Town of Dayton, Virginia

**RESOLUTION TO ADOPT A CODE OF ETHICS FOR THE MEMBERS OF THE  
TOWN OF DAYTON TOWN COUNCIL AND FOR THE MEMBERS OF ALL BOARDS,  
COMMITTEES AND COMMISSIONS APPOINTED BY THE DAYTON TOWN  
COUNCIL**

**WHEREAS**, the citizens and businesses of the Town of Dayton are entitled to have fair, ethical and accountable local government which has earned the public's full confidence; and

**WHEREAS**, in keeping with the Town of Dayton's commitment to excellence, all public officials, both elected and appointed, must comply with both the letter and spirit of the laws and policies affecting the operation of government; and

**WHEREAS**, all public officials, both elected and appointed, are required to be impartial and fair in their judgment and actions and ensure that public office is used for the public good; and

**WHEREAS**, the Town of Dayton Town Council has determined that the adoption of a Code of Ethics for its members and the members of all Council-appointed boards, committees and commissions will assist in achieving these ends; now, therefore, be it

**RESOLVED** by the Town of Dayton Town Council this 7th day of January 2021, That the following Code of Ethics is hereby adopted:

**TOWN OF DAYTON CODE OF ETHICS**

**Preamble**

The citizens and businesses of the Town of Dayton, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Dayton Town Council has adopted this Code of Ethics for members of the Dayton Town Council and of the Council's commissions and committees, to assure public confidence in the integrity of local government and its effective and fair operation.

**1. Act in the Public Interest**

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of the Town of Dayton and not for any private or personal interest, and they will assure fair and equitable treatment of all persons, claims, and transactions coming before the Dayton Town Council, the Council's commissions and committees.

## **2. Comply with the Law**

Members shall comply with the laws of the nation, the Commonwealth of Virginia, and the Town of Dayton in the performance of their public duties. These laws include, but are not limited to: the United States and Virginia constitutions; the Code of the Town of Dayton; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and the Town of Dayton ordinances and policies.

## **3. Conduct of Members**

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of the public, other members of the Dayton Town Council, commissions, committees, or the staff.

## **4. Respect for Process**

Members shall perform their duties in accordance with the processes and rules of order established by the Dayton Town Council and Council's commissions and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Dayton Town Council by the Town of Dayton staff.

## **5. Conduct of Public Meetings**

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

## **6. Decisions Based on Merit**

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

## **7. Communication**

Members shall publicly and promptly share substantive information that is relevant to a matter under consideration by the Dayton Town Council, commissions and committees, which they may have received from sources outside of the public decision-making process.

## **8. Conflict of Interest**

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest and shall disclose any substantial organizational responsibility or personal or business relationship to the parties in any matter coming before them. This paragraph is not intended to unduly restrict members who have minor business or professional

dealings with clients whose matters come before them.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

## **9. Gifts and Favors**

A member shall not accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

## **10. Confidential Information**

Members shall respect the confidentiality of information concerning the property, personnel, or affairs of the Town of Dayton. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

## **11. Use of Public Resources**

Members shall not use public resources that are not available to the public in general, such as the Town of Dayton's staff time, equipment, supplies or facilities, for private gain or personal purposes.

## **12. Representation of Private Interests**

In keeping with their role as stewards of the public interest, members of the Dayton Town Council shall not appear on behalf of the private interests of third parties before the Dayton Town Council or any, commission, committee, or proceeding involving the Town of Dayton, nor shall members of the Dayton Town Council's commissions or committees appear before their own bodies or before the Dayton Town Council on behalf of the private interests of third parties, except that members of the Dayton Town Council's commissions and committees may appear before other public bodies, including the Dayton Town Council, to advocate for a particular application or other matter of public business related to their role as a public official.

## **13. Advocacy**

Members shall represent the official policies or positions of the Dayton Town Council, commissions, or committees to the best of their ability when designated as delegates for this purpose. When representing their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Dayton, nor will they allow the inference that they do.

## **14. Policy Role of Members**

The Dayton Town Council determines the policies of the Town of Dayton with the advice, information, and analysis provided by the public, Dayton Town Council's commissions and

committees, and the Town of Dayton staff. The Dayton Town Council delegates authority for the administration of the Town of Dayton to the Town of Dayton Town Manager.

Members, therefore, shall not interfere with the administrative functions of the Town of Dayton or the professional duties of the Town of Dayton staff; nor shall they impair the ability of staff to implement the Dayton Town Council policy decisions. Inquiries to staff shall only be made through the Town Manager of the Town of Dayton.

## **15. Independence of the Dayton Town Council and Commissions**

Because of the value of the independent advice of the Dayton Town Council, commissions, and committees to the public decision-making process, members of the Dayton Town Council shall refrain from using their positions to unduly influence the deliberations or outcomes of the Dayton Town Council, commission, or committee proceedings.

## **16. Positive Work Place Environment**

Members shall support the maintenance of a positive and constructive workplace environment for the Town of Dayton employees and for citizens and businesses dealing with the Town of Dayton. Members shall recognize their special role in dealings with the Town of Dayton employees and in no way create the perception of inappropriate direction to staff.

## **17. Implementation**

As an expression of the standards of conduct for members expected by the Town of Dayton, the Town of Dayton Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for the Dayton Town Council, applicants to the Dayton Town Council, commissions, committees, and newly elected and appointed officials. In addition, the Dayton Town Council, Council's commissions and committees shall biennially review the Code of Ethics and the Dayton Town Council shall consider recommendations from commissions, and committees to update it as necessary.

## **18. Compliance and Enforcement**

The Town of Dayton Code of Ethics expresses standards of ethical conduct expected of members of the Dayton Town Council, commissions, and committees. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Chairs of the Dayton Town Council's commissions and committees and the Mayor of the Dayton Town Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The Dayton Town Council may impose sanctions on members whose conduct does not comply with the Town of Dayton's ethical standards, such as public or private reprimand, formal

censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Dayton Town Council also may remove members of the Dayton Town Council's appointed commissions, and committees from office.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a decision made by the Dayton Town Council, Council's commission or committee.

**MODEL OF EXCELLENCE DAYTON TOWN COUNCIL  
MEMBER STATEMENT**

By the adoption of this Code of Ethics, the members of the Dayton Town Council, agree to uphold the Code of Ethics for elected and appointed officials. Further, we certify that we will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, Town of Dayton staff, and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interests of the Town of Dayton;
- Treat all people with whom I interact in the manner I wish to be treated.

**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 the Town of Dayton Resolution a Code of Ethics adopted by the Town Council at a meeting held on January 11, 2021. A record of the roll-call vote by the Town Council is as follows:

| <u>NAME</u>         | <u>AYE</u> | <u>NAY</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|---------------------|------------|------------|----------------|---------------|
| Cary Jackson, Mayor |            |            |                |               |
| Bradford Dyjak      |            |            |                |               |
| Emily Estes         |            |            |                |               |
| Heidi Hoover        |            |            |                |               |
| Dale Rodgers        |            |            |                |               |
| Robert Seward       |            |            |                |               |
| Tara R. Worthy      |            |            |                |               |

Date: January 11, 2021

ATTEST: \_\_\_\_\_  
Clerk, Town Council of the  
Town of Dayton

\_\_\_\_\_  
Mayor, Town of Dayton, Virginia

**Personnel**

1. Staff continues to be updated on a regular basis regarding the COVID-19 situation and workplace safety. Some staff work remotely as possible. Administrative staff will be working in separate office spaces whenever possible. We added a partition in the front office for increased safety.
2. After interviewing the top three candidates for the position of Economic Development Coordinator, an offer was made and accepted. Meggie Roche will begin work on Tuesday, January 19, 2021.
3. Russell Bailey resigned from the position of Public Works Supervisor. I have interviewed the top three candidates for that position and should be able to make an announcement at the Council meeting.

**Public Works, Roads, Facilities**

**1. Water Plant Upgrade:**

The Virginia Department of Health (VDH) has set up a meeting for January 29, 2021. They have established a proposed target list of potential recipients for FY 2021 construction assistance. Our project has been targeted for funding. Adam and I will be on the call, with the possibility of the engineer we used for the preliminary engineering report (PER). The purposes of the meeting for VDH will be to: obtain additional information on our project; determine the project's readiness to proceed; to make us aware of the program requirements and to identify the status and courses of action needed for our project to comply with these requirements; discuss any scope-of-work or eligibility issues that may relate to our project; outline our project's schedule for attainment of key milestones; answer any questions or address any issues we may wish to discuss.

I will be sending an updated construction project schedule prior to the meeting. VDH expects that we will be in a position to execute financing agreements and start construction within twelve months of the date of VDH's award letter.

**2. Mill Street Project:**

- a) Construction is set to begin on January 11, 2021.
- b) The contractor, A&J Development & Excavation, has conducted necessary testing. Staff and contractor did a walk-through of the project on January 6, 2021.
- c) Road closure signs will go up on January 8, 2021.
- d) Phase 1 includes Main Street from the bridge south to Mill Street. It is expected to be completed by February 15<sup>th</sup>. The road will be cut just south of the bridge. Storm pipe will lead to the creek on the east side of Main Street, cross the street just south of the bridge and then run to Mill Street on the west side of Main Street. Existing sidewalk will be demolished and new curb and sidewalk installed, with a layer of base asphalt. Main Street will be closed to through traffic much of this time, but will be open to local traffic, so as not to restrict traffic to the businesses in that section.
- e) Phase II includes Mill Street from Main Street to just west of High Street.
  - a. Curb & sidewalks will be demolished from Main to College and storm pipe and structures installed beginning February 11. New curb & sidewalk will be installed and base pavement completed on or about March 22.

- b. Curb & sidewalks will be demolished from Main to College and storm pipe installed beginning February 11. New curb & sidewalk will be installed and base pavement completed on or about March 25. Sewer line will be replaced during this phase as well.
- c. Curb & sidewalks will be demolished from College to Maple Lane and storm pipe and structures installed, water and sewer moved and/or installed beginning March 11. New curb & sidewalk will be installed and base pavement completed on or about April 15. Sewer line will be replaced during this phase as well.
- d. Curb & sidewalks will be demolished from Maple Lane to High Street and storm pipe installed beginning April 9. New curb & sidewalk will be installed and base pavement completed on or about May 18.
- e. Milling and overlay pavement and striping for the entire project is scheduled for May 18-24, 2021, with final completion on May 25<sup>th</sup>.
- f) These dates are subject to change based on conditions and findings.
- g) Property owners will be notified as the project progresses. Information for the general public was included in the Town newsletter and will be posted on Facebook.

### **Community & Economic Development**

1. **Façade Grants:** We have no new façade grant applications.
2. **Businesses:** We continued to promote shopping locally in print and social media through the month of December.

### **Nuisance Properties**

The fines assessed by the court have been paid by 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. The office is closed to the public, except by appointment; however, the drive through window and payment box remain in service.

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

**Park Signs:** Up to ten residents and others are parking in the Dove Park parking lot overnight and for purposes unrelated to park use. This includes trailers and other heavy vehicles. The pavers in that parking lot were not designed for heavy traffic. When park events, such as concerts, happen, we need the parking places to be available for park users. Staff recommends Council grant permission to post the parking in parking lots is for park use only and violators will be towed at owner's expense.

**Apartment Dumpsters:** We have continued issues with apartment dumpsters becoming too full and/or having large items placed next to them throughout the month. We have been picking up large items almost every week at one apartment complex. We normally pick up through town one day per month. We collect fees from apartment units, just as we do houses and either furnish rolling cans or dumpsters. The larger complexes generally get dumpsters. We plan to add a dumpster to the apartments at Westview & Thompson. Staff recommends a discussion regarding the possibility of a policy to charge per item or by cubic feet for each special large item pick up that we do.

Mill Street: The required VDOT certified quality control inspector costs were not included in the budget or bid package for the project. We have received bids from 3 bidders. The engineer is analyzing each and I will have a recommended contract approval for council approval at the meeting.

Respectfully submitted,  
*Angela A. Lawrence*

**Staff Report**

**Treasurer's Office**

**December 2020**

**Personnel:**

The Town offices were closed to the public on December 14, 2020 due to the rise in COVID-19 cases. The finance personnel remains working from the office while continuing to follow current safety guidelines. The drive-thru window is open for transactions that require personnel assistance, otherwise the drop box is always available for payments.

**Activity:**

- Collection of vehicle licenses and Real Estate taxes are at 94%.
- Late notices for both Real Estate taxes and vehicle license fees were mailed mid-December.
- Staff will run delinquent vehicle license reports in January and will send notification that DMV holds will be placed on all outstanding fees.

**Items for consideration:**

- None

Respectfully submitted,

*Susan Smith*

**Town of Dayton  
Budget v. Actual Report  
FY21 December**

**REVENUES**

|                                    | Budget              | MTD December        | YTD                  | Variance               | % Rcvd     |
|------------------------------------|---------------------|---------------------|----------------------|------------------------|------------|
| <b>General Fund</b>                |                     |                     |                      |                        |            |
| Property Taxes                     | \$ 118,500          | \$ 30,357.31        | \$ 59,907.10         | \$ 58,592.90           | 51%        |
| Other Local Taxes                  | \$ 390,000          | \$ 6,376.36         | \$ 186,324.54        | \$ 203,675.46          | 48%        |
| Permits, Privelage Fees & Licenses | \$ 1,000            | \$ 44.00            | \$ 352.68            | \$ 647.32              | 35%        |
| Fines & Forfeitures                | \$ 13,200           | \$ 2,402.95         | \$ 11,814.67         | \$ 1,385.33            | 90%        |
| Rev. from use of money & prop.     | \$ 3,200            | \$ -                | \$ 240.00            | \$ 2,960.00            | 8%         |
| Charges for services               | \$ 123,592          | \$ 11,344.00        | \$ 57,894.80         | \$ 65,697.20           | 47%        |
| Other                              | \$ 107,000          | \$ 10,001.90        | \$ 11,472.00         | \$ 95,528.00           | 11%        |
| CARES Act Funding                  | \$ 84,384           | \$ -                | \$ 84,383.71         | \$ -                   | 100%       |
| Recovered Costs                    | \$ 6,500            | \$ -                | \$ -                 | \$ 6,500.00            | 0%         |
| State & Federal Funding            | \$ 136,000          | \$ 8,904.00         | \$ 18,518.29         | \$ 117,481.71          | 14%        |
| Transfer from Water Fund           | \$ 1,012,464        | \$ -                | \$ -                 | \$ 1,012,464.00        | 0%         |
| Sale of Assets                     | \$ -                | \$ -                | \$ -                 | \$ -                   |            |
| <b>TOTAL GF REVENUES</b>           | <b>\$ 1,995,840</b> | <b>\$ 69,430.52</b> | <b>\$ 430,907.79</b> | <b>\$ 1,564,931.92</b> | <b>22%</b> |

**General Capital Fund**

|                             |                   |             |             |                      |    |
|-----------------------------|-------------------|-------------|-------------|----------------------|----|
| Transfer from Water & Sewer | \$ 185,580        | \$ -        | \$ -        | \$ 185,580.00        | 0% |
| Carry over funds from PY    | \$ 150,000        | \$ -        | \$ -        | \$ 150,000.00        | 0% |
|                             | <b>\$ 335,580</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 335,580.00</b> |    |

**Water & Sewer Capital Fund**

|                                       |                     |             |             |                        |    |
|---------------------------------------|---------------------|-------------|-------------|------------------------|----|
| Use of Reserve for WTP Equip          | \$ 1,600,000        | \$ -        | \$ -        | \$ 1,600,000.00        | 0% |
| Carry over from PY for Water line ext | \$ 65,000           | \$ -        | \$ -        | \$ 65,000.00           | 0% |
|                                       | <b>\$ 1,665,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,665,000.00</b> |    |

**Water & Sewer Fund**

|                               |                     |                      |                        |                        |            |
|-------------------------------|---------------------|----------------------|------------------------|------------------------|------------|
| Charges for service           | \$ 3,622,000        | \$ 385,658.38        | \$ 1,835,185.05        | \$ 1,786,814.95        | 51%        |
| W&S Conn fees                 | \$ 50,000           | \$ -                 | \$ 33,800.00           | \$ 16,200.00           | 68%        |
| Interest                      | \$ 50,000           | \$ 1,226.08          | \$ 33,351.32           | \$ 16,648.68           | 67%        |
| Misc.                         | \$ -                | \$ -                 | \$ 136.47              | \$ (136.47)            |            |
| <b>TOTAL W&amp;S REVENUES</b> | <b>\$ 3,722,000</b> | <b>\$ 386,884.46</b> | <b>\$ 1,902,472.84</b> | <b>\$ 1,819,527.16</b> | <b>51%</b> |

|                       | Budget              | MTD December         | YTD                    | Variance               |            |
|-----------------------|---------------------|----------------------|------------------------|------------------------|------------|
| <b>TOTAL REVENUES</b> | <b>\$ 7,718,420</b> | <b>\$ 456,314.98</b> | <b>\$ 2,333,380.63</b> | <b>\$ 5,385,039.08</b> | <b>30%</b> |
|                       | <b>\$ 7,503,420</b> |                      |                        |                        |            |

**EXPENDITURES**

|                              | Budget              | MTD December         | YTD                  | Variance               | % Used     |
|------------------------------|---------------------|----------------------|----------------------|------------------------|------------|
| General Government           | \$ 625,490          | \$ 44,710.93         | \$ 334,690.67        | \$ 290,799.33          | 54%        |
| Public Safety                | \$ 686,997          | \$ 54,789.15         | \$ 307,458.96        | \$ 379,538.04          | 45%        |
| Public Works                 | \$ 397,237          | \$ 29,790.68         | \$ 187,535.72        | \$ 209,700.99          | 47%        |
| Parks, Rec & Culture         | \$ 147,721          | \$ 7,364.11          | \$ 26,349.39         | \$ 121,371.61          | 18%        |
| Community Development        | \$ 138,395          | \$ 2,281.48          | \$ 31,113.78         | \$ 107,281.22          | 22%        |
| <b>TOTAL GF EXPENDITURES</b> | <b>\$ 1,995,840</b> | <b>\$ 138,936.35</b> | <b>\$ 887,148.52</b> | <b>\$ 1,108,691.19</b> | <b>44%</b> |

**Capital Projects**

|                               |                     |             |                     |                        |     |
|-------------------------------|---------------------|-------------|---------------------|------------------------|-----|
| PD Equipment                  | \$ 45,580           | \$ -        | \$ 41,924.40        | \$ 3,655.60            | 92% |
| King St. Extension            | \$ 15,000           | \$ -        | \$ -                | \$ 15,000.00           | 0%  |
| Mill Street Project           | \$ 250,000          | \$ -        | \$ 15,000.00        | \$ 235,000.00          | 6%  |
| Sign Program                  | \$ 25,000           | \$ -        | \$ -                | \$ 25,000.00           | 0%  |
| Water Line Extension          | \$ 65,000           | \$ -        | \$ -                | \$ 65,000.00           | 0%  |
| Water Plant Equipment         | \$ 1,600,000        | \$ -        | \$ -                | \$ 1,600,000.00        | 0%  |
| <b>TOTAL CAPITAL PROJECTS</b> | <b>\$ 2,000,580</b> | <b>\$ -</b> | <b>\$ 56,924.40</b> | <b>\$ 1,943,655.60</b> |     |

|                                   |                     |                     |                      |                        |            |
|-----------------------------------|---------------------|---------------------|----------------------|------------------------|------------|
| Operating                         | \$ 642,790          | \$ 42,990.46        | \$ 225,384.99        | \$ 417,405.01          | 35%        |
| Water line replacement            | \$ 150,000          | \$ 17,265.90        | \$ 19,072.90         | \$ 130,927.10          | 13%        |
| HRRSA                             | \$ 1,681,166        | \$ -                | \$ 713,899.86        | \$ 967,266.14          | 42%        |
| Transfers Out                     | \$ 1,012,464        | \$ -                | \$ -                 | \$ 1,012,464.00        | 0%         |
| Transfer to Capital               | \$ 185,580          | \$ -                | \$ -                 | \$ 185,580.00          | 0%         |
| Water Fund Contingency            | \$ 50,000           | \$ -                | \$ -                 | \$ 50,000.00           | 0%         |
| <b>TOTAL W&amp;S EXPENDITURES</b> | <b>\$ 3,722,000</b> | <b>\$ 60,256.36</b> | <b>\$ 958,357.75</b> | <b>\$ 2,763,642.25</b> | <b>26%</b> |

|                           | Budget              | MTD December         | YTD                    | Variance               |            |
|---------------------------|---------------------|----------------------|------------------------|------------------------|------------|
| <b>TOTAL EXPENDITURES</b> | <b>\$ 7,718,420</b> | <b>\$ 199,192.71</b> | <b>\$ 1,845,506.27</b> | <b>\$ 5,872,913.44</b> | <b>24%</b> |
|                           | <b>\$ 7,503,420</b> |                      |                        |                        |            |

|                  |             |                      |                      |  |  |
|------------------|-------------|----------------------|----------------------|--|--|
| <b>NET TOTAL</b> | <b>\$ -</b> | <b>\$ 257,122.27</b> | <b>\$ 487,874.36</b> |  |  |
|------------------|-------------|----------------------|----------------------|--|--|

NOTE: The difference in the Budgeted amounts is \$215,000 which consists of the approved carry over funds from PY FY20 (\$125,000 for Mill St Project; \$65,000 for Water line extension; \$25,000 for Sign Program)

Item 4.c.

### Police Department Staff Report December, 2020

#### 1. Personnel

| Position Title | # of Positions | Filled | Vacant |
|----------------|----------------|--------|--------|
| Chief          | 1              | 1      | 0      |
| Lieutenant     | 1              | 1      | 0      |
| Patrol         | 3              | 3      | 0      |

##### A. Employee recognitions

- Officers have done a great job this year staying positive and working through with all the adversity that came with 2020.
- Officers Dollar and Smith participated with the modified Christmas Parade and Tree Lighting.

##### B. Training

- All officers reviewed various department policy updates.

#### 2. Activity Report December 2020

| Calls for Service | Incident Reports | IBR Reports | Arrests | Crashes | Citations | Warning Citations | Parking Violations |
|-------------------|------------------|-------------|---------|---------|-----------|-------------------|--------------------|
| 666               | 665              | 1           | 0       | 1       | 72        | 5                 | 0                  |

#### 3. Project Updates

- Dayton participated in the DMV Drive Sober or get Pulled Over campaign.
- Dayton was approved and is in compliance for the Safe Policing for Safe Communities Presidential Order.

#### 4. Items for Consideration/ Upcoming Events

- 1<sup>st</sup> Dayton Police Department Annual Report.
- BOLO Wrap demonstration
- RPTG Training
- DMV virtual workshop

Respectfully submitted

*Justin Trout*

Justin Trout

Item 4.d.

**Public Works Staff Report  
December 2020**

I. Personnel:

| Position Title                | # of Positions | Filled | Vacant |
|-------------------------------|----------------|--------|--------|
| Public Works Supervisor       | 1              | 0      | 1      |
| Building & Grounds Technician | 2              | 2      | 0      |
| Part Time/seasonal            | 1              | 0      | 0      |

1. Russell Bailey, Public Works Supervisor, resigned on December 21. The position was advertised and three interviews were conducted. An announcement will be made at the Council meeting.
2. Employee Recognitions: Nothing to report.

II. Sewer:

1. We are still waiting for a start date from A.J. Conner excavating for the lining project between Summit St. and Westview St.
2. We had 19 Miss Utilities tickets.
3. Staff has begun manhole inspections, which will include charting location, type of structure (brick-concrete), estimating age, condition, how many laterals and previous repairs and any needed repairs.

III. Maintenance:

1. Crews completed leaf collection and readied the equipment for the first snow event.
2. Christmas trees will be picked up for the next few weeks, along with bio.
3. The snow event on December 16<sup>th</sup> went well. We are working with the new VDOT system which required the crew to be on call beginning at 8 am that morning. I will be meeting with VDOT soon to learn more about their system.
4. We are hoping to start the College St. sidewalk replacement soon after the first of the year. I put in a call with VDOT to confirm any permits or specifications that will be required.
5. Curb painting will continue when temperatures permit.
6. Staff will spend January maintaining equipment in preparation of the mowing system, painting offices in Town Hall, cleaning and organizing, along with regular duties.

IV. Mill Street:

1. Staff participated in the walk-through and re-marked water and sewer lines.

Respectfully submitted,

Angela Lawrence

Item 4.e.

**Water Department Staff Report  
December 2020**

I. Personnel:

| Position Title                | # of Positions | Filled | Vacant |
|-------------------------------|----------------|--------|--------|
| Lead Water Treatment Operator | 1              | 1      | 0      |
| P/T- Water Treatment Operator | 1              | 1      | 0      |
| Water Plant Trainee           | 1              | 1      | 0      |

Employee Recognition: **None**

II. Reports:

- 50 million gallons of water was filtered through the water plant in the month of December.
- Purchased 272,000 gallons from Rockingham County.
- Received the large map printout of the Town's GIS water line map.
- Started the SCADA project at the elevated tank and it should be completed in the upcoming weeks.
- Working with public works on getting info and specs on the manholes throughout Town. Then we will put that information into the Arc GIS map.
- Continue to replace and map water meters when the batteries die.

III. Items for Consideration: **None**

Respectfully submitted,

**Adam Meek**

Item 4.f.

Community Development Staff Report  
December 2020

1. Planning and Zoning
  - a. Several zoning permits were issued.
  - b. I completed and received certification for the Certified BZA Program.
  
2. Events & Marketing
  - a. The rack cards have been delivered and we are beginning to distribute.
  - b. Staff will begin working with an art designer for CivicPlus for the Town's website redesign in January.
  - c. Staff is continuing to monitor the COVID-19 pandemic and will proceed accordingly with 2021 events. The winter newsletter will be distributed the first week of January. Tentative event dates for 2021 are as follows:
    - Easter Egg Hunt: Saturday, April 3
    - Redbud Festival: Saturday, June 5
    - Dayton Muddler: Saturday, August 7
    - Dayton Days Autumn Celebration: Saturday, October 2
  - d. The Holiday Decorating Contest was a great success and we awarded four category winners, one people's choice award and eight honorable mentions. We received reports that Santa received 14 letters in the mailbox downtown and was able to answer 12 of them.
  - e. The Town's Facebook pages had a People Reach of 14,882 and a Post Engagement of 4,105. The Town's website had 2,229 overall sessions, with 4,998 page views from 1,644 users.
  
3. Items for Consideration— None

Respectfully submitted,

*Christa Hall*