

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
COUNCIL CHAMBERS, DAYTON TOWN HALL
Monday, April 12, 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. Appointment to Fill Town Council Town Council Vacancy
 - a. Oath of Office – Swearing in

3. Approval of Minutes for the Regular Council Meeting of March 8, 2021 and the Special Called Meetings of March 29, 2021 and April 5, 2021.

4. Action Items
 - a. Appointment of Town Attorney
 - b. Appointment of Town Zoning Administrator

5. 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
 - g. Economic Development Ms. Lawrence
 - h. Town Attorney Mr. Bowman

6. Committee Reports
 - a. Economic & Community Development Mr. Dyjak
 - b. Finance Mr. Rodgers
 - c. Infrastructure Mr. Dyjak
 - d. Parks, Recreation & Beautification Mr. Rodgers
 - e. Personnel Ms. Hoover
 - f. Police Ms. Hoover
 - g. Mayor and Council

7. Unfinished Business

8. New Business

9. Public Comment

10. Adjournment

Appointment to Fill Town Council Vacancy

Discussion:

- Tara Worthy resigned from Council effective March 5, 2021.
- Advertisements for applications were posted on the Town's website and Facebook page. The vacancy and information on how to apply was also covered in the media.
- Five persons submitted letters of interest and resumes by the March 22, 2021 deadline.
- Council interviewed each candidate on March 29, 2021.
- Council narrowed the selection to two candidates and conducted final interviews on April 5, 2021.
- Council selected Susan Newcomb Mathias to fill Tara Worthy's unexpired term until a special election is held.
- A writ of election was filed by the attorney and granted by the circuit court to hold the special election on November 2 (same as the general election).

Recommended Action:

Move to appoint Susan Newcomb Mathias to the Dayton Town Council, effective immediately, to temporarily fill the vacancy created by Tara Worthy's resignation, for a term to continue until her successor is elected at the November 2, 2021 special election to fill the remainder of Ms. Worthy's term, and that successor has been duly qualified.

**TOWN OF DAYTON
REGULAR COUNCIL MEETING
VIRTUAL MEETING MINUTES
VIA ZOOM MEETING PLATFORM
March 8, 2021**

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Dale Rodgers, Bradford Dyjak, Heidi Hoover, Robert Seward, and Emily Estes.

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 of Council and Community Development Coordinator.

CALL TO ORDER: Mayor Jackson called the meeting to order at 6:00 p.m. and welcomed everyone. He explained that we were meeting virtually due to the Governor's order restricting public gatherings due to COVID-19. He announced that Council Member Tara Worthy had resigned from the Dayton Town Council effective March 5, 2021 and thanked Ms. Worthy for her years of service to the Town of Dayton. He advised that this leaves a vacancy that will need to be filled and that it is Council's desire to appoint someone who is also interested in running for office in a Special Election in November. Town Clerk Hall called the roll. Mayor Jackson led the Invocation and the Pledge of Allegiance.

APPROVAL OF MINUTES FOR THE SPECIAL CALLED MEETING AND REGULAR COUNCIL MEETING OF FEBRUARY 8, 2021:

Councilperson Dyjak made a motion to approve the minutes as written for the Special Called Meeting and Regular Council Meeting of February 8, 2021; the motion was seconded by Councilperson Rodgers and approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; JACKSON—AYE.

ACTION ITEM: CONSIDERATION OF AN AMENDMENT TO PERSONNEL POLICY REGARDING SHARED PAID TIME OFF:

Mayor Jackson asked Manager Lawrence to provide a staff report. Manager Lawrence explained that we currently have a staff member with a critically ill child and we do not currently have a policy in place to assist employees needing to take extended time off to care for a family member. Ms. Lawrence has had staff requests to donate personal PTO hours to this employee and therefore she drafted an amendment to the personnel policy which would allow the sharing of paid time off. She reviewed this policy with the Town Attorney and the Personnel Committee and it is jointly recommended that Council approve the policy as written. Councilperson Estes made a motion to approve the Amendment to the Personnel Policy regarding Shared Paid Time

Off, as written. The motion was seconded by Councilperson Hoover. Mayor Jackson asked if Council had any questions or if there was any discussion. After hearing none, the Motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; JACKSON—AYE.

MANAGER'S REPORT

Town Manager Angela Lawrence provided a written report, which is attached. Manager Lawrence added that we plan to open the office to the public on Monday, March 15th as most of staff has now been fully vaccinated. She provided an update on the Mill Street project, advising of some change orders that had become necessary. The Council retreat moved to April 29 at 12:30 p.m. to allow time for a new Council member to be appointed and attend. The location details are still being worked on and will be forthcoming. We will plan to resume in-person Council meetings with the April meeting. Councilperson Estes asked when Main Street will open and Ms. Lawrence advised that it should open within the week.

Manager Lawrence addressed Council about several personnel issues to seek their guidance on whether to refer these items to the Personnel Committee for review. The first is the FMLA policy and how it is written in our current personnel policy. The second is SB1375/HB2207 regarding the addition of first responders, including law enforcement, being covered under Workers Compensation related to COVID-19. Ms. Lawrence brings this to Council's attention to seek their guidance on the possibility of mandating that the COVID vaccine be a condition of employment. The third issue is the consideration of extending the Families First Coronavirus Response Act which expired December 31, 2020. Councilperson Rodgers stated that he was in favor of sending all of these items to the Personnel Committee for their review and recommendation to the Council. Councilperson Estes asked about the legality of making the vaccine a condition of employment. Town Attorney Jordan Bowman stated that employers may do so but highlighted that there are certain exemptions, such as for religious reasons, in which an employee would be exempt. After much discussion, it is Council's desire that all of these items be referred to the Personnel Committee for further review and recommendation to Council.

ACTION ITEM: APPROVAL OF ENGINEERING CONTRACT FOR THE WATER TREATMENT PLANT UPGRADE:

Manager Lawrence provided a staff report as to the proposals that were received for the engineering of the water treatment plant upgrade and how they were scored. Staff and the Infrastructure Committee gave the proposal from Peed & Bortz, LLC the highest score and Ms. Lawrence entered into negotiations with them and is requesting that Council allow her to execute a contract with them. Councilperson Dyjak made a motion to authorize the Town Manager to enter into a contract with Peed & Bortz, LLC not to exceed \$165,000.00 to provide engineering services related to the final design and construction administration of the Water Treatment Plant Improvements. The motion was seconded by Councilperson Estes and the Motion was approved by a roll call vote of 6 to 0, the voting recorded as follows: RODGERS—AYE; DYJAK—AYE; HOOVER—AYE; SEWARD—AYE; ESTES—AYE; JACKSON—AYE.

TREASURER'S REPORT

Treasurer Susan Smith provided a written report and provided an update on the business license renewals that were due March 1st. Manager Lawrence noted that the water bills had been sent out with an incorrect due date and we have put a notice on the Town's website and Facebook page advising of the correct due date.

POLICE REPORT

Chief Justin Trout provided a written report.

PUBLIC WORKS REPORT

Public Works Supervisor Adam Meek provided a written report.

WATER DEPARTMENT REPORT

Public Works Supervisor Adam Meek provided a written report.

COMMUNITY DEVELOPMENT REPORT

Community Development Coordinator Christa Hall provided a written report.

ECONOMIC DEVELOPMENT REPORT

Economic Development Coordinator Meggie Roche provided a written report. Manager Lawrence advised that the Parks and Recreation Committee decided that instead of the Easter Egg Hunt this year, the Easter Bunny will drive around Town on the Gator delivering goodies to area kids on Saturday, April 3rd beginning at 3:00 p.m. Postcards will be mailed to all Dayton residents this week to advise of the event.

ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE REPORT

Councilperson Dyjak stated that the Committee met on Friday along with Ms. Worthy and echoed Mayor Jackson's sentiments about Ms. Worthy and added that she was a good advocate for Town businesses and her help on the Committee will be missed. He extended his best wishes to her on her future endeavors. The Committee had a good discussion about planning and budget requests for the upcoming year. He stated that some of the objectives will be to continue to work on business outreach and retention and commended Meggie Roche for her efforts with that so far. He stated that we will strive to work as a Main Street Business Affiliate and continue to build on that success. The Committee received updates on the signage project and the Redbud Festival and made a recommendation on the annual Massanutten sponsorship proposal. Councilperson Dyjak also extended a thank you to Ms. Lawrence and Ms. Roche on their excellent ambassadorship and presentation to the Greater Ashby Business Council last month. Finally, he closed with a mention of the article from the Daily News-Record which highlighted an area business, Mole Hill Bikes, and their success. Mr. Dyjak thanked them and advised everyone to go take a tour on their Electric-Assist Bike, well worth the trip.

FINANCE COMMITTEE REPORT

Councilperson Rodgers stated that the Committee had no report this month but will be meeting next month to work on the Budget.

INFASTRUCTURE COMMITTEE REPORT

Councilperson Dyjak stated that the Committee met on the previous Friday and delved deeply into budget items and CIP projects and scheduled a follow-up meeting for March 19th.

PARKS, RECREATION & BEAUTIFICATION COMMITTEE REPORT

Councilperson Rodgers advised that the Committee met with staff and had a good meeting. They discussed plans for the Easter Bunny to hop through Town and discussed the upcoming budget and CIP. Several good ideas were brought up and they had a great conversation on the upcoming budget.

PERSONNEL COMMITTEE REPORT

Councilperson Hoover stated that the Committee met and reviewed the PTO policy which had been previously discussed and passed. They discussed updates to the annual general staff review.

POLICE COMMITTEE REPORT

Councilperson Hoover stated that the Committee met and discussed preliminary budget items for the upcoming cycle.

MAYOR AND COUNCIL REPORT

Mayor Jackson commended Mr. Adam Meek on his promotion to Public Works Supervisor stating that he continues to oversee the Water Plant and is also the Project Manager for the Mill Street Project. He is handling it all well and doing a great job. Mayor Jackson also commended Council for their hard work and efforts as they begin the budget cycle and all the extra time that they have devoted to the Town. Mayor Jackson asked for any additional Council comments, hearing none.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

None. Mayor Jackson acknowledged and thanked several citizens for taking their time to join us this evening.

ADJOURNMENT

With there being no further business to come before the Council, Councilperson Dyjak made a motion to adjourn, Councilperson Hoover seconded the motion; motion passed unanimously.

The meeting adjourned at 6:42 p.m.

Respectfully Submitted,

Mayor, Cary Jackson

Clerk, Christa Hall

ATTACHMENT TO DTC 3.8.21 REGULAR MEETING MINUTES

Town Manager

Staff Report

February 2021

Personnel

- 1) Staff continues to receive updates on a regular basis regarding the COVID-19 situation and workplace safety. One hundred percent of the employees who opted to receive the vaccine have now received it.
- 2) We received six full application packages for the water plant position, only two of which are licensed at any level. We have interviewed one candidate and will interview another on March 12. We are confident that we will be able to hire an excellent candidate by March 15, with an expected start date of April 1.
- 3) We have received approximately thirty applications for the Accounting Technician I position. We will begin interviews the week of March 8.

Budget Process

- 1) Department heads have submitted operating and capital budget requests. Susan and I met with each department head during the process.
- 2) Committees met to recommend operating and budget items.
- 3) Susan and I will take recommendations into consideration and create a draft budget to be discussed at a Council budget work session on Monday, April 19 at 6 p.m.
- 4) After the work session, the budget will be revised and finalized and presented to Council at its May meeting. If Council concurs, the budget and CIP will then be advertised for public hearing at the June meeting.

Public Works, Roads, Facilities

- 1) **Water Plant Upgrade:**
 - a) Two proposals for engineering services were received on February 23.
 - b) Engineering firms must be considered by qualifications, not costs. Once the best firm is chosen, we begin negotiations with the firm. If the proposed fee structure meets our approval, a contract will be signed.
 - c) Adam and I scored both proposals and agreed on the best firm. I am in negotiations now and expect to be able to update council regarding the proposed fees at the meeting.
- 2) **Mill Street Project:**
 - a) I continue to administer the project, completing required reports and pay requests. Adam continues to conduct daily inspections and serve as the project supervisor.
 - b) Phase I will be complete within the next week. Main Street should be opened within the next week.

- c) Three change orders have been submitted to date and will be discussed at the meeting. They have not yet been approved by VDOT, as VDOT is awaiting additional documentation from our engineer. Change orders are due to unforeseen circumstances, such as a sewer lateral in the way of where the pipe needs to go and a fire hydrant needing to be moved. We expect to move the hydrant using our staff; however, capping the pipe may require an additional expense from the contractor.
- d) Two pay requests have been submitted to date. The first was \$133,505 and the second was \$94,719.84.

Other

- 1) I coordinated committee meetings.
- 2) The Council retreat will be held on Wednesday, April 7, 12:30 – 5:00 PM.
- 3) I continue to serve as Vice-President for HRRSA, which meets monthly.
- 4) Meggie and I, along with Bradford, presented to the Ashby Business Council on February 9.
- 5) Meggie and I met with staff from Rocktown History.
- 6) I participated in a 3 day virtual VLGMA (Virginia Local Government Management Association) conference.
- 7) I met with two new members of Council for meet and greet sessions.
- 8) Christa and I met with our IT company regarding upgrades to the sound system and a camera system that will allow a live feed for meetings.

Items for Discussion and/or consideration

None

Respectfully submitted,

Angela A. Lawrence

**DAYTON TOWN COUNCIL SPECIAL CALLED MEETING MINUTES
VIRTUAL ZOOM MEETING
March 29, 2021**

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Dale Rodgers, Bradford Dyjak, Heidi Hoover, Robert Seward, and Emily Estes.

ALSO PRESENT: Angela Lawrence, Town Manager; and Christa Hall, Clerk of Council.

CALL TO ORDER: Mayor Jackson called the meeting to order at 5:30 p.m. and welcomed everyone. Mayor Jackson explained that due to the Governor's Executive Orders regarding the COVID-19 pandemic, the Council will meet virtually through the Zoom meeting platform tonight. He then asked Clerk of Council Hall to take the roll, followed by the invocation and the pledge of allegiance. Mayor Jackson explained that the purpose of this meeting is for Council to discuss, interview and consider prospective candidates for the current Council vacancy and will be conducted in a closed session format, with no public comment section.

CLOSED SESSION

A motion was made to go into closed session by Councilperson Seward and seconded by Councilperson Rodgers and carried by a unanimous vote of 6 to 0. The Council recessed the meeting at 5:32 p.m. for a closed meeting in accordance with Section 2.2-3711(A)(1) of the Code of Virginia to discuss, interview and consider prospective candidates for appointment to council, planning commission, board of zoning appeals, and/or economic development authority.

OPEN SESSION

On motion by Councilperson Estes, seconded by Councilperson Hoover, and carried by a vote of 6 to 0, the closed session meeting was recessed and Council returned to open session at 7:10 p.m. and made the following certification:

CERTIFICATION RESOLUTION

WHEREAS, the Dayton Town Council has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Dayton Town Council that such Closed Meeting was conducted in conformity with Virginia law:

Mayor Jackson read the certification for Council that with respect to the just-concluded closed session, and to the best of each member's knowledge, (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. Clerk of Council Hall took a roll call: RODGERS – CERTIFIED; DYJAK – CERTIFIED; HOOVER – CERTIFIED; SEWARD – CERTIFIED; ESTES – CERTIFIED and JACKSON – CERTIFIED.

ADJOURNMENT

With there being no further business to come before the Council, Councilperson Dyjak made a motion to adjourn, and Councilperson Estes seconded the motion; motion passed unanimously.

The meeting adjourned at 7:14 p.m.

Respectfully Submitted,

Mayor, Cary Jackson

Clerk of Council, Christa Hall

**DAYTON TOWN COUNCIL SPECIAL CALLED MEETING MINUTES
COUNCIL CHAMBERS – DAYTON TOWN HALL
April 5, 2021**

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Dale Rodgers, Bradford Dyjak, Heidi Hoover, Robert Seward, and Emily Estes.

ALSO PRESENT: Angela Lawrence, Town Manager; and Christa Hall, Clerk of Council.

CALL TO ORDER: Mayor Jackson called the meeting to order at 5:29 p.m. and welcomed everyone. Mayor Jackson then delivered the invocation and explained that the purpose of this meeting is for Council to discuss, interview and consider prospective candidates for the current Council vacancy and will be conducted in a closed session format, with no public comment section.

CLOSED SESSION

A motion was made to go into closed session by Councilperson Dyjak and seconded by Councilperson Rodgers and carried by a unanimous vote of 6 to 0. The Council recessed the meeting at 5:30 p.m. for a closed meeting in accordance with Section 2.2-3711(A)(1) of the Code of Virginia to discuss, interview and consider prospective candidates for appointment to council, planning commission, board of zoning appeals, and/or economic development authority.

OPEN SESSION

On motion by Councilperson Rodgers, seconded by Councilperson Hoover, and carried by a vote of 6 to 0, the closed session meeting was recessed and Council returned to open session at 6:39 p.m. and made the following certification:

CERTIFICATION RESOLUTION

WHEREAS, the Dayton Town Council has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Dayton Town Council that such Closed Meeting was conducted in conformity with Virginia law:

Mayor Jackson read the certification for Council that with respect to the just-concluded closed session, and to the best of each member's knowledge, (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. Clerk of Council Hall took a roll call: RODGERS – CERTIFIED; DYJAK – CERTIFIED; HOOVER – CERTIFIED; SEWARD – CERTIFIED; ESTES – CERTIFIED and JACKSON – CERTIFIED.

ADJOURNMENT

With there being no further business to come before the Council, Councilperson Seward made a motion to adjourn, and Councilperson Dyjak seconded the motion; motion passed unanimously.

The meeting adjourned at 6:40 p.m.

Respectfully Submitted,

Mayor, Cary Jackson

Clerk of Council, Christa Hall

Appointment Actions

Town Attorney

- The Town charter states that “the council may appoint a town attorney, who shall be an attorney at law licensed to practice under the laws of the Commonwealth. The town attorney shall receive such compensation as provided by the council and shall have such duties as prescribed by the council.”
- Jordan Bowman is a partner with Litten & Sipe. He has served as the Town Attorney since August, 2020 and had served as a substitute on numerous occasions previous to that time.
- Mr. Bowman submitted a letter to Council members referencing his credentials.

Zoning Administrator

- The town code states that a zoning administrator, charged with the enforcement of the zoning ordinance, be appointed by formal resolution by the governing body.
- Christa Hall, Community Development Coordinator, has served as our zoning official since November, 2019. She is certified in both the Certified Planning Commissioner Program and the Board of Zoning Appeals Program and will be completing training for zoning administration in June and testing in October.

Recommended Action:

1. Motion to appoint Jordan Bowman and the law firm of Litten & Sipe, LLP as the Town Attorney
2. Motion to appoint Christa C. Hall as Zoning Administrator for the Town of Dayton.

Personnel

- 1) Staff continues to receive updates on a regular basis regarding the COVID-19 situation and workplace safety.
- 2) Jennifer Reppe was hired as the Lead Water Plant Operator. She began work on April 5th. She is a JMU graduate with a degree in Mathematics and most recently worked at the City of Harrisonburg water treatment facility.
- 3) Tammy Warner was hired as the Accounting Technician I. She began work on March 29th. She has extensive experience in the field.
- 4) At its meeting on March 31, personnel committee recommended:
 - a. not extend the benefits similar to the Families First Act that expired on December 31, 2020;
 - b. not to make vaccination a condition of employment, but to consider offering a financial incentive (\$500 or .5% merit) for those that are vaccinated. This will be discussed at the budget work session.
 - c. to change the policy related to FMLA to continue offering the benefits, but to clarify that employees are not covered under FMLA. This will come before Council at the May meeting.

Budget Process

- 1) Susan and I will present the initial budget draft at a Council budget work session on Monday, April 19 at 6 p.m. I will also present the draft CIP. Expect the work session to last three hours.
- 2) Planning commission will review the CIP at its April meeting and is expected to have a second CIP meeting in order to make a recommendation to the Council prior to the May council meeting.
- 3) After the work session, the budget will be revised and finalized and presented to Council at its May meeting. If Council concurs, the budget and CIP will then be advertised for public hearing at the June meeting.

Public Works, Roads, Facilities

- 1) **Water Plant Upgrade:**
 - a) A kick-off meeting was held Tuesday, April 6 with the project engineer, the lead water plant operator, public works supervisor and town manager.
 - b) In order to receive .2% reduction in the finance rate, the construction bids must be approved and the loan closed on February 4, 2022.
 - c) We will not make payments on the loan until six months after the project is completed.
 - d) Preliminary design plans are expected to be complete by late spring.
 - e) We should be able to procure equipment by summer 2021. There has been a price increase in the equipment since the PER was approved. There is an expected price increase planned for September. We anticipate procuring the equipment before that increase. We do not expect to spend any of the capital budget on equipment this year.
 - f) I will work on temporary construction easements and possible boundary line adjustments that may be needed for the new building.
 - g) Staff and the engineer are working to locate the existing water main on the site.

- h) We expect final design to be complete and construction bids to go out by October, with them due in December prior to the holidays. Council would then award the contract in January to allow us to meet the February deadline for closing. Since the PER was completed, and the VDH finance packet submitted, construction and materials costs have dramatically increased.
- i) Construction would start in April and last approximately 9 months, with the plant functioning in early 2023.

2) **Mill Street Project:**

- a) I continue to administer the project, completing required reports and pay requests. Adam continues to conduct daily inspections and serve as the project supervisor.
- b) Main Street was closed for a few days for the manhole related to the sewer line replacement. It is opened again.
- c) Mill Street between Main and College Streets will be opened on or about April 9th.
- d) The intersection at College and Mill will be closed for a portion of the week of April 12th.
- e) Work will then begin between College Street and Maple Lane.
- f) The fire hydrant will be relocated from the corner of College and Mill, to the corner of Mill and Maple, on the opposite side of the street.
- g) I have had discussion with the affected landowners. We will need an easement from the property owner for that. In exchange for not replacing landscaping, we will be making other modifications to the lawn at one house.
- h) Change order #3, in the amount \$6448.32, related to capping, sleeving the other fire hydrant line was submitted.
- i) Once the stormwater line is complete, the streets will be milled in some areas with a 2" overlay pavement throughout the project.
- j) We expect to save some costs originally budgeted for rock removal and milling to off-set some of the change orders.

Other

- 1) The Council retreat was rescheduled for Thursday, April 29, 12:30 – 5:00 PM.

Items for Discussion and/or consideration

None

Respectfully submitted,
Angela A. Lawrence

Staff Report

Treasurer's Office

March 2021

Personnel:

- Staff interviewed 5 candidates for the position of Accounting Tech I.
- Staff is excited to introduce Tammy Warner as the new Accounting Tech I. Tammy began employment with the Town on March 29, 2021. Congratulations and Welcome Tammy!

Activity:

- Business licenses were due March 1st. Late notices were mailed out March 10th. Late penalties will be added to outstanding business licenses applications.
- Staff continues to meet with department heads and committee members for upcoming FY22 budget.
- Staff attended multiple webinars hosted by the Town's auditing firm, Brown Edwards.
- Staff attended ICMA webinar: *To the Rescue: the American Rescue Plan Act 2021*.
- Staff continues with professional development courses through VGFOA. To date, the Treasurer has completed classes on Internal Controls, Auditing and Fraud and Retirement & Benefits, Risk Management and Procurement. The Treasurer anticipates having enough credits by the end of calendar year 2021 required for Certified Public Finance Officer (CPFO) designation.
- Staff updated the questionnaire and survey for the Virginia Risk Sharing Association (VRSA) for the renewal of the Town's liability insurance policy. Premiums are based on information received through this process.
- Staff updated the Risk Management Guidelines (RMG) and achieved 100% on the assessment. This will provide a 5% discount to the Town's liability rate.
- Staff completed data sheets as provided by The Local Choice (TLC) for employee health insurance benefits for the upcoming open enrollment period for FY22. Open enrollment for employees begins April 1 and ends April 30 with the policy commencement date of July 1.
- Staff has tentatively scheduled preliminary and final audit dates of July 13th and September 13-15th, 2021 for the FY20-21 audit.

Items for consideration:

None

Respectfully submitted,

Susan Smith

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

REVENUES

	Budget	MTD March	YTD	Variance	% Rcvd
General Fund					
Property Taxes	\$ 118,500	\$ 108.84	\$ 60,979.45	\$ 57,520.55	51%
Other Local Taxes	\$ 390,000	\$ 34,941.71	\$ 322,630.56	\$ 67,369.44	83%
Permits, Privelage Fees & Licenses	\$ 1,000	\$ 122.06	\$ 474.74	\$ 525.26	47%
Fines & Forfeitures	\$ 13,200	\$ 4,790.97	\$ 21,470.82	\$ (8,270.82)	163%
Rev. from use of money & prop.	\$ 3,200	\$ 70.00	\$ 310.00	\$ 2,890.00	10%
Charges for services	\$ 123,592	\$ 11,749.00	\$ 93,226.80	\$ 30,365.20	75%
Other	\$ 107,000	\$ 17,290.50	\$ 32,102.24	\$ 74,897.76	30%
CARES Act Funding	\$ 84,384	\$ -	\$ 84,383.71	\$ -	100%
Recovered Costs	\$ 6,500	\$ -	\$ 3,750.00	\$ 2,750.00	58%
State & Federal Funding	\$ 136,000	\$ 9,705.00	\$ 35,576.87	\$ 100,423.13	26%
Transfer from Water Fund	\$ 1,012,464	\$ -	\$ -	\$ 1,012,464.00	0%
Sale of Assets	\$ -	\$ -	\$ -	\$ -	
TOTAL GF REVENUES	\$ 1,995,840	\$ 78,778.08	\$ 654,905.19	\$ 1,340,934.52	33%
General Capital Fund					
Transfer from Water & Sewer	\$ 185,580	\$ -	\$ -	\$ 185,580.00	0%
Carry over funds from PY	\$ 150,000	\$ -	\$ -	\$ 150,000.00	0%
	\$ 335,580	\$ -	\$ -	\$ 335,580.00	0%
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%
	\$ 1,665,000	\$ -	\$ -	\$ 1,665,000.00	0%
Water & Sewer Fund					
Charges for service	\$ 3,622,000	\$ 361,353.83	\$ 2,830,593.52	\$ 791,406.48	78%
W&S Conn fees	\$ 50,000	\$ 7,500.00	\$ 41,300.00	\$ 8,700.00	83%
Interest	\$ 50,000	\$ 2,826.09	\$ 39,578.41	\$ 10,421.59	79%
Misc.	\$ -	\$ 25.00	\$ 186.47	\$ (186.47)	
TOTAL W&S REVENUES	\$ 3,722,000	\$ 371,704.92	\$ 2,911,658.40	\$ 810,341.60	78%
	Budget	MTD March	YTD	Variance	
TOTAL REVENUES	\$ 7,718,420	\$ 450,483.00	\$ 3,566,563.59	\$ 4,151,856.12	46%
	\$ 7,503,420				

EXPENDITURES

	Budget	MTD March	YTD	Variance	% Used
General Government	\$ 625,490	\$ 42,172.54	\$ 470,978.86	\$ 154,511.14	75%
Public Safety	\$ 686,997	\$ 45,417.84	\$ 446,149.88	\$ 240,847.12	65%
Public Works	\$ 397,237	\$ 24,883.04	\$ 274,884.78	\$ 122,351.93	69%
Parks, Rec & Culture	\$ 147,721	\$ 5,662.85	\$ 41,663.40	\$ 106,057.60	28%
Community Development	\$ 138,395	\$ 5,961.07	\$ 46,470.65	\$ 91,924.35	34%
TOTAL GF EXPENDITURES	\$ 1,995,840	\$ 124,097.34	\$ 1,280,147.57	\$ 715,692.14	64%
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	\$ 10,387.80	\$ 30,972.80	\$ 219,027.20	12%
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%
TOTAL CAPITAL PROJECTS	\$ 2,000,580	\$ 10,387.80	\$ 72,897.20	\$ 1,927,682.80	
Operating	\$ 642,790	\$ 39,973.02	\$ 349,474.86	\$ 293,315.14	54%
Water line replacement	\$ 150,000	\$ -	\$ 19,072.90	\$ 130,927.10	13%
HRRSA	\$ 1,681,166	\$ 141,352.49	\$ 1,285,922.58	\$ 395,243.42	76%
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%
TOTAL W&S EXPENDITURES	\$ 3,722,000	\$ 181,325.51	\$ 1,654,470.34	\$ 2,067,529.66	44%
	Budget	MTD March	YTD	Variance	
TOTAL EXPENDITURES	\$ 7,718,420	\$ 305,422.85	\$ 2,934,617.91	\$ 4,783,801.80	38%
	\$ 7,503,420				
NET TOTAL	\$ -	\$ 145,060.15	\$ 631,945.68		

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 5.c.

Police Department Staff Report

March, 2021

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 been doing a great job helping with coverage and the workload considering we are currently down an officer.

B. Training

- Lieutenant Hooker and Chief Trout held 2 Open Range dates for officers for additional training.
- Chief Trout attended the VACP mid-year conference.
- Chief Trout completed a Supervisor Survival webinar hosted by VRSA.

2. Activity Report March 2021

Calls for Service	Incident Reports	IBR Reports	Arrests	Crashes	Citations	Warning Citations	Parking Violations
641	635	4	3	2	141	3	1

3. Project Updates

- Dayton was awarded the DCJS Body-Worn Camera Grant.
- Budget requests were completed.

4. Upcoming Events

- RPTG training is in April.

5. Items for Consideration

- None

Respectfully submitted



Justin Trout

Item 5.d.

**Public Works Staff Report
March 2021**

I. Personnel:

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

- Hiring Update: Still looking for seasonal help.
- Employee Recognitions: James passed his test to get his CDL Learner's Permit.
- All public works staff participated in a series of safety training programs offered by VRSA.

II. Reports:

- Mowing season has started for the year.
- Inspected manholes on Main Street, College Street, and High Street.
- Installing new sewer pipe on Mill Street. Starting at manhole on Main Street intersection and ending on the manhole at College Street intersection.
- Phase two of the Mill Street project will begin after the sewer pipe on Mill Street is finished.
- Marked 30 Miss Utility tickets this month.

III. Items for Consideration: None

Respectfully submitted,

Adam Meek

Item 5.e.

**Water Department Staff Report
March 2021**

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 Operator	1	1	0

- Hiring Update: The Town hired Jennifer Reppe as the new Lead Water Plant Operator!
- Employee Recognition: Lukas Cooper passed his Class 3 Waterworks Exam!
- Lukas participated in a series of safety training programs offered by VRSA.

II. Reports:

- The water plant treated 59 million gallons of water in the month of March.
- The yearly VDH inspection was held on 3/11/21. The water plant received positive feedback and praise from VDH.
- The Town had to purchase 584,000 gallons of water from Rockingham County.
- Finished LT 2 (Long-term) sampling for the two year monitoring period. We will be receiving the results in the upcoming months.
- Replaced inlet valve on the backup air compressor.

III. Items for Consideration: **None**

Respectfully submitted,

Adam Meek

Community Development Staff Report

March 2021

1. Planning and Zoning

- a. Zoning requests for new projects picked up for March and several new zoning permits were issued.
- b. Several Certificates of Occupancy were requested and completed.
- c. Received and approved several Home Occupations permits.
- d. Continued to monitor and site various Code violations.
- e. Responded to various requests for information as to property subdivision requests.
- f. A letter was sent to apartment complexes with dumpsters advising of the new Town policies pertaining to dumpsters and heavy trash. We will begin enforcement of violations in April.
- g. Received a request from Dominion Energy for a utility easement on Town property where the well house is located to erect a pole and run underground wire to the new house located at 728 Mason Street. Jordan Bowman reviewed the easement and advised what steps would be necessary to grant such an easement which would include an advertised public hearing, which would be at the cost of the homeowner or Dominion Energy. We are now awaiting further instructions from Dominion Energy on if and how they wish to proceed.
- h. Continued to work with Blue Ridge Christian School on the construction of a new soccer field and possible plans for an expansion project which would include a new gym.
- i. Received a request for a zoning permit to build a single-family residence at 165 Westview Street, which is a non-conforming buildable lot of record. Therefore, the Board of Zoning Appeals will hold a public meeting on April 13th at 5:00 p.m. to establish setbacks for the property.
- j. As there were no agenda items, the Planning Commission's March meeting was cancelled. New member, Colton Shifflett began the Planning Commissioner's Certification program. Lauren Rawley will begin the program in June. We will hold an in-house orientation for the new members prior to the April meeting.
- k. Met with CSPDC to discuss options for their assistance with the revision of our Comprehensive Plan.
- l. DMV Connect was held in the Town's Assembly Room for three days. Appointments were scheduled through Delegate Tony Wilt's office and approximately 200 customer transactions were completed.

2. Items for Consideration— None.

Respectfully submitted,



Community Development Coordinator

Economic Development Staff Report

March 2021

Business Recruitment, Retention and Relationships

- March business newsletter analytics:
 - 51 opens
 - Top links clicked:
 1. Dayton Business Directory
 2. Useful Junk
 3. Updated COVID restrictions
- April business e-newsletter was sent out on 4/1.
- Responded to two inquiries about the Façade Grant Enhancement program

Events

- Date for the Community Yard Sale has been set for May 8 – the Town does not officially coordinate this event other than to advertise the date on the Facebook page
- Easter – The “mini parade” on 4/3 was a huge success and very well received by Town residents. Thank you to all who helped make it happen! 135 kids received baskets/candy. The drive thru event on 4/2 did not have as big of a turnout as anticipated with only 15 vehicles coming through.
- Met with Blue Ridge Timing who will help us coordinate logistics for The Muddler - Registration will be open next week
- 50 vendors have registered for the Redbud Festival
- 42 new vendors have registered for Dayton Days in addition to the 144 confirmed vendors that rolled over from last year
- Hand sanitizing stations have been purchased to be set up at events, and will be set up in the lobby when not being used at events
- Summer Concert Series – Kelly May Brown has been confirmed for July 10, and Big City Band has been confirmed for August 28.
- A 2021 events calendar will be published in the Spring newsletter.

Marketing

- New website: Go Live date is tentatively set for May 1. Staff will attend training on April 26.
- Town website had 4,820 page views and 2,036 sessions
- The Town’s Easter event gained considerable media exposure, with coverage in the Daily News-Record, WSAV News Talk Radio, and WHSV Channel 3.
- An ad was placed in the Dayton Hometown edition of the Daily News-Record to promote shopping and dining in Dayton.

Item 5.g.

Social Media

- The Town's Facebook page had a people reach of 11,782 (↓6%) and a post engagement of 3,613 (↑56%)
- Event engagement:
 - Community Yard Sale: 965 people responded as either "interested" or "going"
 - Redbud Festival: 1.2K people responded as either "interested" or "going"
 - Dayton Days: 3.2K people responded as either "interested" or "going"

Other

- Attended planning meeting for Silver Lake Bicentennial in 2022 – this is not a Town sponsored event
- Attended Virginia Tourism Corporation's Virtual Orientation program
- Wayfinding project – Town is working to put together a wayfinding task group that will guide the project and provide input to the consultant.

Items for consideration or discussion:

- None

Respectfully submitted,

Meggie Roche

Meggie Roche