

**CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, November 17, 2020**

1. Call to Order.

The Special Meeting of City Council was called to order by Mayor Kochuba at 6:00 P.M.

2. Roll Call.

Present: Councilman Kenneth B. Frenier
Councilman W. Joe Green, Jr.
Councilman John E. Piotrowski
Vice Mayor Elizabeth G. Luck
Mayor T. Gregory Kochuba

Absent: Councilman Michael A. Cherry
Councilman John T. Wood (arrived late)

Also Present: Mr. Douglas E. Smith, City Manager
Mr. Hugh P. Fisher, III
Mrs. Pamela B. Wallace, City Clerk

3. Declarations of Personal Interest

There were none.

A motion was made by Mayor Kochuba, seconded by Mr. Green, to amend the agenda by removing Item 4H from the agenda to the Retreat Agenda.

Vote: 5-0
Yes: Frenier
Green
No: Piotrowski
Luck
Kochuba
Absent: Cherry
Wood (arrived late)
Abstained: None

Motion: UNANIMOUS PASS

4. Work Session on the following items:

- A. AN ORDINANCE NO 20-30
(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that adds a new Financial Systems Analyst position, along with the corresponding job description.**

Special Meeting Minutes

November 17, 2020

Page 2

A motion was made by Mr. Green, seconded by Mrs. Luck, to adopt Ordinance No. 20-30.

There being no discussion or comments from Council, Mayor Kochuba called for the vote.

Vote:	5-0
Yes:	Frenier
	Green
No:	Piotrowski
	Luck
	Kochuba
Absent:	Cherry
	Wood (arrived late)
Abstained:	None

Motion: UNANIMOUS PASS

- B. AN ORDINANCE NO 20-31
(First Reading) Awarding a \$500 Bonus to the City Sheriff and Full-time Sworn Sheriff's Deputies**

A motion was made by Mrs. Luck, seconded by Mr. Piotrowski, to adopt Ordinance No. 20-31.

Mr. Smith provided background information relative to the ordinance with Mr. Fisher further clarifying the language regarding the funding of part-time constitutional law enforcement officers.

There being no further action requested by Council, Mayor Kochuba called for the vote.

Vote:	5-0
Yes:	Frenier
	Green
No:	Piotrowski
	Luck
	Kochuba
Absent:	Cherry
	Wood (arrived late)
Abstained:	None

Motion: UNANIMOUS PASS

- C. Awarding the City Clerk a 2% salary increase.**

Special Meeting Minutes

November 17, 2020

Page 3

A motion was made by Mrs. Luck, seconded by Mr. Piotrowski, to award the City Clerk a 2% salary increase.

Vote:	5-0
Yes:	Frenier Green
No:	Piotrowski Luck Kochuba
Absent:	Cherry Wood (arrived late)
Abstained:	None

Motion: UNANIMOUS PASS

D. Discussion regarding roadway improvement projects.

Mr. Flippen began his presentation of the following projects by clarifying that the improvements projects in the CIP would be funded by state and federal funds:

- Conduit Road – Mill and overlay pavement, reinstall loop detectors, and restoration of pavement markings.**
- Washington and Stuart Avenue – Patch and seal pavement where needed, and application of double coat of latex modified emulsion treatment (\$750K)**
- Additional funding for Conduit Road North (Option 1) – Mill and overlay pavement between Temple Avenue and Ellerslie Avenue (\$200K)**
- Additional funding for Conduit Road South (Option 1) – Mill and overlay pavement between Westover and Ivey Avenue, restoring pavement markings (\$150K)**

To address the recent sewer issues in these areas, Mr. Flippen advised staff would be conducting preliminary evaluations to determine the stability of the infrastructure.

At the conclusion of Mr. Flippen’s presentation, Mr. Smith advised it was staff’s recommendation for Mr. Flippen to proceed with preparation of the funding applications.

E. City Facilities Security Assessment Update

Mr. Smith provided an update and background information relative to the security assessment of city facilities provided for the City’s 41 City facilities. Mr. Smith advised 20 proposals had been received and reviewed by the review committee comprised of Sheriff Wilson, Chief Faries, Larry Melvin, and himself; which had further been narrowed to four firms. Mr. Smith advised the firm Team ACI which was a partnership of multidisciplinary professionals from IT, architectural, certified security

Special Meeting Minutes

November 17, 2020

Page 4

professional backgrounds. Mr. Smith stated the team would begin their assessment in early December with a completion date by late April with the cost of the study being just under \$55,000. Mr. Smith advised it was staff's recommendation to move forward with the master plan and requested a larger allocation in the upcoming budget to further expand the study.

Addressing Mr. Wood's comments relative to having City law enforcement conduct the study, Sheriff Wilson stated this was a third-party unbiased assessment of City facilities and networks, and both he and Chief Faries agreed with the third-party assessment.

Mr. Fisher encouraged Council to move forward with the assessment as security features of the City Hall building were woefully inadequate.

There was mixed support from Council relative to the cost of the study additional funding needs for implementation of the study in the future. Addressing a Council suggestion regarding the implantation of a portion of the CARES funding, Mr. Smith advised that the project did not fall within the time frame for which the CARES funding must be used.

At the conclusion of the presentation, Mayor Kochuba called for a consensus vote to move forward with the study.

Vote:	2-4
Yes:	Frenier
	Green
No:	Piotrowski
	Wood
	Luck
	Kochuba
Absent:	Cherry
Abstained:	None

Motion: FAIL

F. COVID-19 Grant Funding Update

Mr. Smith presented Council with information relative to the acquisition of sanitation units for public safety vehicles and air filtration units for City buildings to be purchased with CARES funding which was an allocation of approximately \$200K for the building filtration units and approximately \$100k for five vehicle sanitation units for public safety.

Chief Hoover provided information relative to a sanitation fogging system which disburses a fogging solution with a 99.9% germ-killing rate. Chief Hoover advised the system would be beneficial for use in fire safety vehicles as the apparatus was portable.

Special Meeting Minutes

November 17, 2020

Page 5

Addressing concerns from some, Chief Hoover stated there were no adverse effects related to residue left from the fogger.

Sheriff Wilson provided information on the stationary, fixed system to be located in rooms of City buildings. Sheriff Wilson advised the unit was continuously disinfecting causing no disruption in day-to-day operations. Sheriff Wilson advised there was a re-occurring cost for each unit which was associated with the replacement of the filters four times per year.

At the conclusion of the presentation, Mr. Smith stated it was staff's recommendation that Council purchase the above reference units and approval of the \$200K for the building sanitation units and the additional for the public safety vehicle sanitation units.

Vote:	6-0
Yes:	Frenier
	Green
No:	Piotrowski
	Wood
	Luck
	Kochuba
Absent:	Cherry
Abstained:	None

Motion: UNANIMOUS PASS

G. Discussion regarding Utility Billing related moratoriums.

At the request of Mr. Smith, Mrs. Minor provided the following presentation regarding proposed amendments to legislation regarding utility billing related moratoriums on cut-offs, cut-off exemptions and a repayment plan. Mrs. Minor addressed questions relative to account recovery; specifically noting additional guidelines were needed from the state. However, the City, most likely, would never be able to recover the delinquent accounts.

Mrs. Minor continued to address questions from Council and addressed the water/utility grant program through Planning. Additionally, Mrs. Minor stated it was her interpretation that the moratorium included commercial as well as residential accounts.

H. Holiday Schedule for calendar year 2021.

Council voted to move this item to the 2021 Retreat Agenda.

I. Discussion regarding City Council iPads.

Special Meeting Minutes

November 17, 2020

Page 6

Mr. Frenier provided background on his request to be allowed to keep his iPad at the end of his term on Council. There was discussion by Council with some members seeing no issue with the request; however, Mr. Fisher expressed his concerns relative to the perception with the request. Mayor Kochuba asked if an estimated value of the iPad could be determined with Mr. Smith advising he would request staff to look into the matter.

6. Adjournment.

A motion to adjourn was made by Mayor Kochuba, seconded by Mrs. Luck, and carried unanimously on voice vote at 8:08 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk