

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Special Meeting of City Council**  
**Tuesday, March 21, 2023**

**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  
Councilwoman Elizabeth G. Luck  
Councilman John E. Piotrowski  
Councilwoman Dr. Laura F. Poe  
Vice-Mayor Robert W. Wade  
Mayor T. Gregory Kochuba

**Absent:** Councilman John T. Wood (arrived at 6:05 P.M.)

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

**3. Declarations of Personal Interest**

**A declaration was read by Dr. Poe and filed with the Clerk.**

**The Clerk announced the purpose of the closed meeting.**

**4. Closed meeting pursuant to the Code of Virginia in accordance with the following provision:**

- Paragraph A.1 of Section 2.2-3711, to discuss or consider the performance of the City Manager.
- Paragraph A.5 of Section 2.2-3711, to discuss a prospective business – i.e., a multi-family residential development on Temple Avenue – where no previous announcement has been made of the business' interest in locating its facilities in the community.

**A motion to convene in a closed meeting was made by Mr. Frenier, seconded by Dr. Poe, at 6:01 P.M.**

**Vote: 6-0**  
**Yes: Frenier**  
**Luck**  
**Piotrowski**  
**Poe**  
**Wade**

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**No:** Kochuba  
**Absent:** None  
**Abstained:** Wood  
None

**Motion UNANIMOUS PASS**

**5. Vote to come back into open meeting.**

**A motion to reconvene in open session was made by Mayor Kochuba, seconded by Mr. Piotrowski, and carried unanimously on roll call vote at 6:47 P.M.**

**Vote: 7-0**  
**Yes:** Frenier  
Luck  
Piotrowski  
Poe  
Wood  
Wade  
Kochuba  
**No:** None  
**Absent:** None  
**Abstained:** None

**Motion UNANIMOUS PASS**

**As stated by the Clerk, Council was in a closed meeting pursuant to the Code of Virginia in accordance with the following provision:**

- Paragraph A.1 of Section 2.2-3711, to discuss or consider the performance of the City Manager.**
- Paragraph A.5 of Section 2.2-3711, to discuss a prospective business – i.e., a multi-family residential development on Temple Avenue – where no previous announcement has been made of the business’ interest in locating its facilities in the community.**

**Consideration of the following certification:**

**Each member will now certify that to the best of the member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements of the 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 public body. Any member who believes there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place.**

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**Council members approved this certification, without any stating departure from the requirements of clauses (i) and (ii), by the following roll call vote:**

<b>Vote:</b>	<b>7-0</b>
<b>Yes:</b>	<b>Frenier</b>
	<b>Luck</b>
	<b>Piotrowski</b>
	<b>Poe</b>
	<b>Wood</b>
	<b>Wade</b>
	<b>Kochuba</b>
<b>No:</b>	<b>None</b>
<b>Absent:</b>	<b>None</b>
<b>Abstained:</b>	<b>None</b>

**Motion UNANIMOUS PASS**

**A motion was made by Vice Mayor Wade, seconded by Mr. Piotrowski, to award the City Manger a 2% salary increase based upon his performance evaluation.**

**6. Reading of Manner of Addressing Council.**

**Mr. Fisher read the Manner of Addressing Council.**

**7. Advertised Public Haring:**

- A. AN ORDINANCE NO 23-6**  
**(Second Reading) To amend § 258-16 of Chapter 258 Taxation, of the Colonial Heights City Code, to increase by 10% the income limits, and by \$20,000 the maximum net worth allowed, for elderly citizens and permanently and totally disabled persons to qualify for a real estate tax exemption.**

**A motion was made by Mr. Frenier, seconded by Dr. Poe, to approve Ordinance No. 23-6.**

**Mayor Kochuba recalled Council's discussion and consensus at the retreat, to move forward with this action.**

**There were no comments from the public or Council.**

<b>Vote:</b>	<b>7-0</b>
<b>Yes:</b>	<b>Frenier</b>
	<b>Luck</b>
	<b>Piotrowski</b>
	<b>Poe</b>

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	<b>Wood</b>
	<b>Wade</b>
	<b>Kochuba</b>
<b>No:</b>	<b>None</b>
<b>Absent:</b>	<b>None</b>
<b>Abstained:</b>	<b>None</b>

**Motion UNANIMOUS PASS**

- B. AN ORDINANCE NO 23-4**  
**(Second Reading) To grant a special use permit to Christian Life Center Inc. for the property located at 505 Lakeview Avenue, also known as parcel identification number 1900010Y001, currently zoned RL – Low-Density Residential and RH – High Density Residential: 1) to allow a maximum lot coverage of 70% within the RL: - Low Density Residential zoning district; 2) to allow a maximum building coverage of 40% within the RL – Low Density Residential zoning district; and 3) to reduce to ten feet the minimum width of the Buffer Type C. Option 1, required along the southern property line of the RH – High Density Residential zoning district.**

**A motion was made by Mr. Piotrowski, seconded by Mrs. Luck, to adopt Ordinance No. 23-4.**

**Mayor Kochuba recalled Council’s approval of Ordinance No. 23-4 upon first reading at the March 14, 2023 regular meeting.**

**There were no additional questions or comments.**

<b>Vote:</b>	<b>7-0</b>
<b>Yes:</b>	<b>Frenier</b>
	<b>Luck</b>
	<b>Piotrowski</b>
	<b>Poe</b>
	<b>Wood</b>
	<b>Wade</b>
	<b>Kochuba</b>
<b>No:</b>	<b>None</b>
<b>Absent:</b>	<b>None</b>
<b>Abstained:</b>	<b>None</b>

**Motion UNANIMOUS PASS**

- 8. A Work Session on the following items:**

**A. Presentation and Discussion Regarding CVWMA Recycling Agreement**

**Mayor Kochuba clarified there was to be no action taken on the presentation made by Ms. Hynes of Central Virginia Waste Management Authority. The presentation was for updates and information relative to the current recycling contract with CVWMA which expires June 30, 2023.**

**Mrs. Hynes advised this was a regional program servicing approximately 300,000 households in nine jurisdictions and provided updates on the following:**

- Recycling collection from 2014 to 2022**
- Procurement process and timeline**
- New contract specifications**
- Implementation of a new Customer Service Department; to include:**
  - Four full-time agents**
  - New phone system**
  - Online self-service tool**
- Public Education and Outreach Program**
- Slight cost increase per household per year**

**Addressing Mrs. Luck's question, Mrs. Hynes advised the assistance for the handicapped and elderly would continue.**

**Mr. Piotrowski expressed his concern relative to the monthly increase asking if there were other alternatives which could be considered in an effort not to raise monthly rates. Dr. Poe also expressed her concerns relative to the increase in service suggesting possibly reducing education and outreach efforts.**

**Addressing Mayor Kochuba's question relative to the possibility of a new recycling facility, and if that, in any way, would affect the increase in costs; Ms. Hynes stated that the increase was not a result of considering a new facility; however, the result of overall costs of operation.**

**Addressing Mr. Wood's question relative to the procurement process in the selection of the contractor, Ms. Hynes stated there were many variables involved in the selection of the contractor.**

**B. Presentation Regarding Police Department Staffing**

**Chief Anspach thanked his staff for their participation in compiling information for the presentation beginning with staffing history from 1998. Chief Anspach advised that since adding additional officers in 1998, law enforcement has dramatically changed.**

**Chief Anspach advised the data collected indicates yearly arrests in Colonial Heights from pre-pandemic through 2021 were significantly higher than those in surrounding localities. Additionally, data showed a significant increase in behavioral health**

emergencies; subsequently, increasing TDOs and ECOs. Chief Anspach stated that behavioral health and overdose calls have become a drain on the officers and the department.

Mr. Fisher provided additional comments stating that the state legislature has imposed strict requirements statewide with regard to TDOs and ECOs.

Continuing, Chief Anspach provided 2022 data and noted the number of calls for service received by the department which totaled 25,126, to include traffic citations, DUI arrests, vehicular crashes, traffic stops, and arrests.

Chief Anspach provided information relative to the department's current investigative capabilities, and the current number of detectives (4) on staff, further noting that the number and complexity of the investigations being conducted have increased while the other areas of crime continue to increase as well.

Chief Anspach presented the following goals for increased staffing to address the previously noted challenges of the Police Department:

- ✓ Add three (3) detectives to the investigation's division
  - General detective (1)
  - Quality of life detective (2)
- ✓ Add one (1) patrol officer to fill the hole in night shift

The proposed yearly cost for the four (4) additional officers (including fringe benefits) is estimated at \$329,000.

Chief Anspach asked to address any questions from Council; however, Mayor Kochuba advised Mr. Smith could bring this discussion back before Council during the budget process.

#### **D. Discussion Regarding a Speed Hump on Meridian Avenue**

At the request of Dr. Poe, due to a previous request by a constituent, Chief Anspach advised that a speed monitoring device had been installed on Meridian between Plumtree and Wrights Avenue. The device captured both north and southbound traffic and recorded a total of 2,169 vehicles traveling the roadway during the times of collection with an average speed of all vehicles being 23.2 mph. At the conclusion of the presentation, Chief Anspach advised that the data collected did not warrant installation of a speed hump.

#### **E. Discussion Regarding Health Insurance Costs**

Mr. Smith advised he recently received information which indicated a 6.2% increase in employee health insurance costs. Mr. Smith shared information showing employees' current rates, rates with 6.2% increase, and new rates with 80% of increase covered by the City.

**After some discussion, it was the consensus of Council for staff to move forward with their proposed contribution of 80% toward the overall 6.2% increase in employee health insurance costs.**

**F. Discussion Regarding Employee Bonuses**

**Mr. Smith recalled Council’s previous discussion at the Retreat to provide full-time city employees, not included in the City’s step plan, a one-time bonus of \$2,000. Mr. Smith advised that should Council agree to staff’s recommendation, first reading of the ordinance would be at the April 11, 2023 meeting, with second reading at the April 18, 2023 special meeting, and payment included in the first pay period of May. Mr. Smith advised this would be a total cost of \$315,000 coming from year-end revenues.**

**After brief discussion, it was the majority consensus of Council, with Mr. Wood being the only dissenting vote, for staff to move forward with implementation of awarding a \$2,000 bonus to all full-time employees not included in the City’s step plan.**

**G. Discussion Regarding Payment of Employee Vacation Leave Accruals**

**With the impact of the COVID-19 Pandemic in 2020, Mr. Smith provided for an extension of the time period to use excess vacation leave until January 1, 2022; and that extension has been rolled forward for the last several years. A significant number of employees have vacation leave accrued above the cap. Mr. Smith recommended that full-time employees who have accrued vacation leave above the annual cap be paid for the excess time to reduce their accrued vacation leave to the annual cap. For 24-hour shift employees, the accrued time payment will apply to both vacation and holiday time since both are combined for these employees, The applicable cap to be applied for payment for these employees will be the revised accrual caps that are included in Ordinance No. 23-5, which was approved on first reading at the March 14, 2023 Council meeting.**

**It was Mr. Smith’s recommendation to move forward with this request, further advising that this action would come before them in the form of a FIN Ordinance at the April 11, 2023 meeting.**

**An informal vote was made on Roll Call by the Clerk.**

<b><u>Vote:</u></b>	<b>7-0</b>
<b>Yes:</b>	<b>Frenier</b>
	<b>Luck</b>
	<b>Piotrowski</b>
	<b>Poe</b>
	<b>Wood</b>
	<b>Wade</b>
	<b>Kochuba</b>
<b>No:</b>	<b>None</b>
<b>Absent:</b>	<b>None</b>

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**Abstained:                                      None**

**Motion UNANIMOUS PASS**

**7.      Adjournment.**

**A motion to adjourn the Special Meeting was made by Mayor Kochuba, seconded by Mr. Piotrowski, and carried unanimously on voice vote at 9:20 P.M.**

**APPROVED:**

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**T. Gregory Kochuba, Mayor**

**ATTEST:**

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**Pamela B. Wallace, City Clerk**