

CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, December 16, 2025

1. Call to Order.

The Special Meeting of the City Council was called to order by Mayor Kochuba at 6:15 P.M.

2. Roll Call.

Present: Councilwoman Elizabeth G. Luck
Councilwoman Tricia L. Palmer
Councilman Craig R. Skalak
Councilman Brad E. Slaybaugh
Councilman John T. Wood
Vice Mayor John E. Piotrowski
Mayor T. Gregory Kochuba

Absent: None

Also Present: Mr. Douglas E. Smith, City Manager
Mr. Andrew A. Meyer, City Attorney
Mrs. Pamela B. Wallace, City Clerk

3. Declarations of Personal Interest

There were none.

The Clerk announced the purpose of the closed meeting.

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

- Paragraph A.1 of Section 2.2-3711, to discuss or consider appointments to the Board of Zoning Appeals, Board of Directors of Central Virginia Waste Management Authority, Board of Directors of the Economic Development Authority, Board of Fire Prevention Code Appeals, Personnel Board, and Friends of the Lower Appomattox.

A motion to convene in a closed meeting was made by Mrs. Palmer, seconded by Mr. Skalak.

Vote: 7-0
Yes: Luck
Palmer
Skalak
Slaybaugh
Wood
Piotrowski
Kochuba

Special Meeting Minutes

December 16, 2025

Page 2

No:	None
Absent:	None
Abstained:	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. Skalak, and carried unanimously on roll call vote at 6:29 P.M.

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer
	Skalak
	Slaybaugh
	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

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

- Paragraph A.1 of Section 2.2-3711, to discuss or consider appointments to the Board of Zoning Appeals, Board of Directors of Central Virginia Waste Management Authority, Board of Directors of the Economic Development Authority, Board of Fire Prevention Code Appeals, Personnel Board, and Friends of the Lower Appomattox.

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.

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

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer
	Skalak
	Slaybaugh
	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

6. Motions and Resolutions of Appointment

A RESOLUTION NO. 25-65

Appointing Ross Bauschatz and Glenn A Dean as members of the Board of Zoning Appeals for a four-year term beginning January 1, 2026.

A RESOLUTION NO. 25-66

Appointing Douglas E. Smith as a member, and Andrew Barnes as an alternate member, of the Board of Directors of Central Virginia Waste Management Authority, each for a four-year term beginning January 1, 2026.

A RESOLUTION NO. 25-67

Appointing Randy Ahigrim as a member of the Board of Directors of the Economic Development Authority for a four-year term beginning January 1, 2026.

A RESOLUTION NO. 25-68

Appointing Mitchell Hartson as a member of the Personnel Board for a three-year term beginning January 1, 2026.

A RESOLUTION NO. 25-69

Appointing Leonardo Cabellero as a member of the “Friends of the Lower Appomattox River” for an indefinite term.

A motion was made by Mr. Skalak, seconded by Mr. Slaybaugh, to approve the resolutions of appointment.

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer

Special Meeting Minutes

December 16, 2025

Page 4

	Skalak
	Slaybaugh
	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

The Clerk advised that a Resolution of Appointment for John V. Mazza, III, had not been read; therefore, the Council must reconvene into Closed Meeting.

The Clerk announced the purpose of the closed meeting.

7. 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 an appointment to the Board of Fire Prevention Code Appeals.

A motion to convene in a closed meeting was made by Mayor Kochuba, seconded by Mr. Skalak.

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer
	Skalak
	Slaybaugh
	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

8. Vote to come back into open meeting.

A motion to reconvene in open session was made by Mayor Kochuba, seconded by Mr. Slaybaugh, and carried unanimously on roll call vote at 6:35 P.M.

<u>Vote:</u>	7-0
Yes:	Luck

	Palmer
	Skalak
	Slaybaugh
	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

As stated by the Clerk, the 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 an appointment to the Board of Fire Prevention Code Appeals.

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.

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

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer
	Skalak
	Slaybaugh
	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

9. Motions and Resolutions of Appointment

A RESOLUTION NO. 25-70

Appointing John V. Mazza, III as a member of the Board of Fire Prevention Code Appeals for the remainder of a four-year term ending September 30, 2027.

A motion was made by Mayor Kochuba, seconded by Mr. Slaybaugh, to approve the resolution of appointment.

10. City of Colonial Heights Audit Statement

City of Colonial Heights Audit Statement

In accordance with requirements in the Code of Virginia §15.2-2511, if a locality's audit is not completed as required by this statute, the locality must promptly post a statement on its website with the following information:

- **That the required audit is pending,**
- **The reasons for the delay,**
- **And the estimated date of completion.**

City of Colonial Heights Audit Statement

The City of Colonial Heights audit for the fiscal year ending June 30, 2024 is **pending**. The major factor for the delay of the audit is: delay in completion of the audit for the fiscal year ending June 30, 2023 resulting in significant delay in the year-end close and audit work for the fiscal year ending June 30, 2024. Our estimated date of completion for the audit report is February 10, 2026.

11. Adjournment.

A motion to adjourn the Special Meeting was made by Mayor Kochuba, seconded by Vice-Mayor Piotrowski, and carried unanimously on voice vote at 6:37 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Special Meeting Minutes
December 16, 2025
Page 7

Pamela B. Wallace, City Clerk