

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

1. Call to Order

The Special Meeting of City Council was called to order by Mayor Kochuba at 5:48 P.M.

2. Roll Call

The following members of Council and Council's staff were present for roll call by the Clerk:

Present: Councilman Michael A. Cherry
Councilman Kenneth B. Frenier
Councilman W. Joe Green, Jr.
Councilman John E. Piotrowski
Councilman John T. Wood
Mayor T. Gregory Kochuba

Absent: Vice Mayor Elizabeth G. Luck

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

A motion was made by Mayor Kochuba, seconded by Mr. Piotrowski, to amend the agenda to consider only the following items:

1. **Resolution No. 20-17**
Consenting to and confirming the declaration of a local emergency by the Director of Emergency Management.
2. **Discussion of the advertisement of the Real Property Tax Rate 2020 and 2021**
3. **Advertised public hearing on Ordinance No. 20-10.**

A motion was made by Mr. Green, seconded by Mr. Piotrowski, to amend the agenda.

Vote: 6-0
Yes: Cherry
Frenier
Green

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	Piotrowski
	Wood
	Kochuba
No:	None
Absent:	Luck
Abstained:	None

Motion UNANIMOUS PASS

A motion was made by Mr. Green, seconded by Mr. Piotrowski, to amend the agenda as presented.

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

Motion UNANIMOUS PASS

Before continuing, a Declaration of Personal Interest was read by Mr. Frenier and filed with the Clerk.

- 3. A RESOLUTION NO 20-17**
Consenting to and confirming the declaration of a local emergency by the Director of Emergency Management

Mr. Smith provided comments to explain the purpose of the resolution and addressed Mr. Wood's questions by stating approval of the resolution would allow for state assistance to the locality should the need arise. Mr. Smith continued by advising Council of the procedures already implemented by City staff to ensure the safety of City employees. Mr. Smith advised that City employees would continue at Continuity of Operations (COOP) Level II for the remainder of the week which included reduced services, social distancing, and reduced hours. Mr. Smith advised notifications had been sent out by the Finance Department relative to on-line bill pay and the fee waiver for such payments.

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At the conclusion of Mr. Smith's comments, Chief Wayne Hoover provided additional comments relative to the COOP Level 2 procedures and confirmed there had been no confirmed cases of the virus in Colonial Heights.

A motion was made by Mayor Kochuba, seconded by Mr. Cherry, to adopt Resolution No. 20-17.

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

Motion UNANIMOUS PASS

4. Discussion of the Advertisement of the Real Property Tax Rate for 2020 and 2021

After brief comments from Mr. Smith, Mrs. Minor stated the state advertisement requirements were very specific and were different from the normal advertising time. Mrs. Minor stated the advertisement notice would be on March 20, 2020 with the Public Hearing set for the April 28, 2020 Special Budget Work Session. Additionally, Mrs. Minor clarified there would be no increase from the current rate.

Mayor Kochuba asked the Clerk for a Roll Call at which time Council unanimously approved Mrs. Minor's action to move forward with the advertisement.

5. AN ORDINANCE NO 20-10 for Public Hearing (First Reading) To adopt a revised General Pay Plan Class and Salary Range that adds a new Animal Control Supervisor position and a new Emergency Communications Center Manager position along with corresponding job descriptions.

A motion was made by Mayor Kochuba, seconded by Mr. Frenier, to adopt Ordinance No. 20-10.

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Mr. Smith provided brief comments relative to the two positions noting Chief Faries presentation at the February 18, 2020 Special Meeting.

Public Comment: None

Council Comment:

Addressing Mr. Wood's concerns, Mr. Smith stated the rank of the position would be sergeant with the position serving in a supervisory role at the Animal Shelter. Additionally, Mr. Smith stated this change came with the recommendation of Chief Faries.

There being no further discussion, Mayor Kochuba asked the Clerk for Roll Call.

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

Motion UNANIMOUS PASS

6. Adjournment

There being no further business, a motion was made by Mayor Kochuba, seconded by Mr. Cherry, and carried unanimously on voice vote to adjourn the meeting. The meeting was adjourned at 6:18 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

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Pamela B. Wallace, City Clerk