

**CITY OF COLONIAL HEIGHTS, VIRGINIA
Regular Meeting of City Council
Tuesday, August 9, 2022**

1. Call to Order

The Regular Meeting of City Council was called to order by Mayor Kochuba at 7:0 P.M.

2. Roll Call

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

Present: Councilman Kenneth B. Frenier
Councilman John E. Piotrowski
Councilwoman Dr. Laura F. Poe
Councilman Robert W. Wade
Councilman John T. Wood
Vice Mayor Elizabeth G. Luck
Mayor T. Gregory Kochuba

Absent: None

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

3. Devotion

A devotional prayer was led by Mr. Wood.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Kochuba.

5. Adoption of Agenda

A motion was made by Mrs. Luck, seconded by Mr. Piotrowski, to approve the agenda.

Vote: 7-0
Yes: Frenier
Piotrowski
Poe
Wade

Regular Meeting Minutes

August 9, 2022

Page 2

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

Motion: UNANIMOUS PASS

6. Declarations of Personal Interest

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

7. Commendations and Presentations

A. Presentation by Mr. Jeffrey S. Brown, Director of Special Projects and Operations for Richard Bland College

Mr. Terrell Robinson, Associate Director of Government Relations, along with Mr. Jeffrey Brown, Director of Special Projects and Operations for Richard Bland College, provided Council with information relative to upcoming changes and programs the college currently has in place, and future plans to enhance programs for students, including the physical expansion of the college and economic development around the college.

B. Presentation by City Treasurer Teresa Cherry, regarding DMV Select

Mrs. Cherry presented information relative to the DMV Select and her office's interest in providing DMV services to the citizens of Colonial Heights; and further provided a history of the program, which is already operational in surrounding localities. Mrs. Cherry advised that City Hall met or will meet the requirements set forth by DMV and further provided information relative to training and advertisement for the program. The opening date is scheduled for October 24, 2022.

After addressing comments from Council, who were happy to see Mrs. Cherry take the initiative to pursue this program, it was the consensus of Council for staff to move forward with a resolution authorizing the City Manager to implement the DMV Select program in the Treasurer's Office at City Hall.

8. Reading of Manner of Addressing Council.

Mr. Fisher read the Manner of Addressing Council.

9. Written Petitions and Communications

A. Councilman John Wood to address Council regarding Security of Colonial Heights City Buildings

Mr. Wood prefaced his comments by noting the current state of society today has created individuals who are more apt to harm others in public places. Mr. Wood inquired as to the City's emergency plan of action to address situations effecting City employees and/or citizens in any given public building. Mr. Wood suggested a team of designated responders to address emergency situations should they arise.

Mr. Smith advised of the previous security study which was conducted on all City buildings and allocations to support the findings. Mr. Smith advised the study gave staff guidance in the development of building security.

Chief Anspach provided comments relative to active shooter situations and the importance of developing ways to prevent such situations. Chief Anspach stated his staff operated on an incident management protocol and assured Council his staff was continuously training and preparing for this type of incident.

Addressing Mr. Wade's comments relative to securing of the Council Chambers, Mr. Smith advised there were several other smaller items to be addressed prior to the Chamber's security measures; however, security measures for the Council Chambers was to be addressed.

Chief Anspach addressed additional concerns presented by Mr. Wood relative to response readiness at city schools stating that schools' SROs are properly trained. Chief Anspach provided additional comments relative to his department's ongoing training to address the security and safety of employees and students in City buildings.

10. Advertised Public Hearing

**A. AN ORDINANCE NO 22-14
(First Reading) To amend §§ 277-8 of Chapter 277, Water, of the Colonial Heights City Code to authorize debit cards, credit cards, and acceptable electronic methods as additional means of payment for utility bills and to increase the charge for the City Manager or his designee to continue service during a delinquency.**

Regular Meeting Minutes

August 9, 2022

Page 4

A motion was made by Mr. Piotrowski, seconded by Mrs. Luck, to adopt Ordinance No. 22-14.

Mr. Fisher stated that the ordinance clarifies the method of payments and allows more flexibility for the City's collection of payments. Continuing, Mr. Smith advised of the increase from \$10 to \$20 for delinquent payments.

Public Comments: None

Council Comments:

Addressing Mrs. Luck's question relative to bank draft options, Mr. Smith advised that option was currently in place.

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

Motion: UNANIMOUS PASS

11. Hearing of Citizens Generally on Non-Agenda Items

Susan Crane, 209 Fairfax Avenue – Ms. Crane addressed her concerns relative to trash around the self-service ice machine near her residence, the collection of trash, tall grass, and grass clippings in City streets.

At the conclusion of Mrs. Crane's comments, Mr. Smith addressed several questions and concerns from Council relative to the ongoing issue with trash collection. At the request of Mr. Smith, Mr. Flippen provided additional information relative to the City's actions to address the ongoing issues and complaints from citizens.

12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

- A. AN ORDINANCE NO 22-FIN-8**
(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2021 and ending June 20, 2022, by appropriating \$87,900 consisting of 1) \$1,000 in Restricted Fund Balance to the Police Department for Adopt a Cop; 2) \$4,025 in LOLE Grant Funds from DCJS to the Police Department; 3) \$2,000 in Restricted Fund Balance for E-Citation Funds to the Police Department; 4) \$37,849 in Assigned Fund Balance to Public Works for the Lakeview Dam Project; and 5) \$43,026 in assigned fund balance for the North Elementary Sidewalk Project. To transfer \$170,893 consisting of 1) \$80,443 in Contingency Funds for Sewer repairs; and 2) \$90,450 in Contingency Funds to Public Works for purchase of garbage containers.

To amend the Emergency Response Budget by appropriating \$30,055 in ARPA Funds for the Colonial Heights Sanitary Sewer Assessments.

To amend the Water and Sewer Fund Budget by appropriating \$80,443 in transfer from Contingency Funds for emergency sewer repair.

To amend the Capital Projects Budget by appropriating \$43,026 in transfer of assigned fund balance for the North elementary Sidewalk Project.

- B. AN ORDINANCE NO 22-FIN-9**
(Second Reading) To amend the General Fund Budget for the Fiscal year beginning July 1, 2022 and ending June 30, 2023, by appropriating \$30,075, consisting of 1) \$18,075 in donation funds to the Library; and 2) \$12,000 in E-Citation funds to Public Safety.

- C. May 10, 2022 Regular Meeting Minutes**

- D. May 17, 2022 Special Meeting Minutes**

A motion was made by Mr. Wade, seconded by Dr. Poe, to adopt the Consent Agenda as presented.

Vote: 7-0
Yes: Frenier

Regular Meeting Minutes

August 9, 2022

Page 6

Piotrowski

Poe

Wade

Wood

Luck

Kochuba

No: None

Absent: None

Abstained: None

Motion: UNANIMOUS PASS

At the request of Mayor Kochuba at 8:51 P.M., Council recessed for a short break and reconvened at 9:09 P.M.

13. Introduction and Consideration of Ordinances and Resolutions

A. AN ORDINANCE NO 22-FIN-10

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, by appropriating \$148,885, consisting of 1) \$612 in donations from the Youth Advisory Council fundraiser to Human Services; 2) \$1,060 in State Asset Forfeiture Funds to Public Safety; and 3) \$147,213 in unassigned fund balance for emergency storm sewer repair.

To amend the Stormwater Fund Budget by appropriating \$147,213 in transfer of unassigned fund balance for emergency storm sewer repair.

A motion was made by Mr. Piotrowski, seconded by Mr. Frenier, to adopt Ordinance No. 22-FIN-10.

No detailed information was presented relative to Ordinance No. 22-FIN-10 other than background information presented by Mr. Todd Flippen, Public Works Director, relative to the issues associated with storm water and sewer repair which were necessary due to the age of the existing infrastructure.

Vote: 7-0

Yes: Frenier

Piotrowski

Poe

Wade

Wood

Regular Meeting Minutes

August 9, 2022

Page 7

Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

- B. A RESOLUTION NO 22-30**
Authorizing the City Manager to enter into the First Amendment to the Special Project Service Agreement for Professional Debris Monitoring Services between Central Virginia Waste Management Authority and Participating Local Jurisdictions.

A motion was made by Mrs. Luck, seconded by Mr. Piotrowski, to adopt Resolution No. 22-30.

Mr. Smith provided clarification of the monitoring agreement stating it provides for the City to have access to these services (if requested by the City) if needed, due to a significant disaster impact in the City, such as a hurricane. There is no cost to the City unless the services are actually utilized.

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

Motion: UNANIMOUS PASS

- C. A RESOLUTION NO 22-33**
Authorizing the City Manager to enter into a First Amendment to the Special Project Service Agreement for Disaster Recovery Services between Central Virginia Waste Management Authority and Participating Local Jurisdictions.

Regular Meeting Minutes

August 9, 2022

Page 8

A motion was made by Mr. Piotrowski, seconded by Mrs. Luck, to adopt Resolution No. 22-33.

Mr. Smith advised the disaster recovery agreement provides for the City to have access to these services (if requested by the City) if needed due to a significant disaster impact in the City, such as a hurricane. There is no cost to the City unless the services are actually utilized.

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

Motion: UNANIMOUS PASS

14. Unfinished Business, Contested Ordinances and Resolutions, And Items Removed from the Consent Agenda.

There was none.

15. Reports of Officers and Documents Related Thereto.

A. City Manager

1. Discussion Regarding a Regional Industrial Facilities Authority (RIFA).

Mr. Smith recalled the previous presentation by Mr. Keith Boswell of Virginia's Gateway Region and Council's decision for staff to bring the item back for further discussion and consideration. Mr. Smith summarized the function of the RIFA as the mechanism between localities and proposed projects; specifically noting, it was the decision of the locality to include the RIFA on a proposed project.

Mr. Smith advised he had spoken with Mr. Boswell who informed him that Surry, Sussex, and Dinwiddie Counties had agreed to participate and it was staff's recommendation that Colonial Heights join as well.

Addressing Mr. Wood's question and concerns, Mr. Smith clarified the process by which projects are to be approved and how participating localities will participate in the project.

Continuing, Mr. Smith advised of the closure for portions of Lakeview Avenue from August 15 through September 1 with Mr. Flippen further advising that consideration was given to the reopening of school when considering the closure dates.

Due to the number of spam emails Council was receiving, Dr. Poe requested IT to consider a spam filter for Council email. Additionally, Dr. Poe requested the amount of delinquent taxes owed by the Sherwood Hill Swim Club. Mr. Fisher advised it had been turned over by the Finance Department to an outside delinquent tax collection agency. Additionally, Mr. Fisher advised of the ongoing issue of tall grass as it related to Code Enforcement. Mr. Frenier provided comments relative to the safety issue posed by the uncovered pool at the Sherwood Hill location.

2. General Activity Report

Mr. Smith provided Council with specific dates of interest which included upcoming Council meetings and government office closures.

B. City Attorney

Mr. Fisher provided comments relative to the ongoing issues within Code Enforcement due to the lack of full-time personnel and other demands on the office associated with daily violations. Mr. Fisher stated it was his opinion that the Director of Planning needed to be focused on planning concepts and not daily code enforcement issues. Discussion ensued relative to the workload of the department with Dr. Poe suggesting Planning and Code Enforcement become two separate departments.

C. Director of Planning and Community Development

Mr. Smith reported that the Planning Commission was scheduled to meet September 6 to consider rezoning of the property adjacent to the Courthouse and a presentation would be made from the Tri-cities MPO. Mr. Fisher advised his office had received a purchase and sale agreement from the attorney of the property at the courthouse which he was currently working on.

16. Adjournment

Regular Meeting Minutes

August 9, 2022

Page 10

There being no further business, a motion was made by Mrs. Luck, seconded by Mr. Wade, and carried unanimously on voice vote to adjourn the meeting. The meeting was adjourned at 9:51 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk