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Phone: 304-949-1496

**AGENDA: October 16, 2023 – Rescheduled
for October 23, 2023
Monthly: Town Hall Meeting**

Monthly Meeting Agenda – Reschedule from October 16, 2023, at 7:00 PM to
October 23, 2023, at 6:00 PM EST

Location: Dr. Lisa E Curry Annex

1. Call to Order (5 minutes)

- Mayor Hill calls the meeting to order.

- | | |
|--|---|
| <input type="checkbox"/> Melissa Hill, Mayor | <input type="checkbox"/> Robin Taylor, Recorder |
| <input type="checkbox"/> David Lloyd, Council-at-Large | <input type="checkbox"/> Nathan King, Council – Ward 2 |
| <input type="checkbox"/> Dona Lacy, Council – Ward 1 | <input type="checkbox"/> Ashley Setterstrom, Council – Ward 2 |
| <input type="checkbox"/> Paul Liptok, Council – Ward 1 | <input type="checkbox"/> Shawn Carroll, Council – Ward 3 |
| | <input type="checkbox"/> Katie Miller, Council – Ward 3 |

2. Approval of Agenda

- Council

3. Approval of Previous Meeting Minutes (5 minutes)

- September 23, 2023, Meeting Minutes & Amended 8.17.23 – Date Correction

4. Guest Presentations

- Open Floor

5. Mayor's Report (5 minutes)

- Update on recent community events, initiatives, and progress.
- Highlight key achievements and upcoming projects.

6. Old Business (5 minutes) – Discussion & Resolution

• Regional Intergovernmental Council (RIC)

- Resolution of the Town of Chesapeake Council Approving Invoices
 - Chapman Technical Group LTD – Invoice #20647 at \$6,000 & 20648 - \$6,000

• Mayor's Office Rented to Church

- **Ending lease agreement as of December 31, 2023**
- Offered use of the Senior Center – Declined
- Requested use of the Dr. Lisa E Curry Center – Mayor Declined – Community Center – must ensure continued use based on original funding of the Facility

• HR – Personnel – Clerk's Office

- Clerk Position – 2 City Clerk positions approved at \$75,000
 - Previous one Clerk City and one Clerk Sanitary

- Clerk Position was resolved when Kanawha PSD started managing new service requests, billing, and deposits
- Clerks provided Financial Management – different job category – FY2019-23
- No Job Descriptions to support current \$15.50 per hour for two City Clerks
- Regional Area Clerks – are at \$12.50 – 13.25 per hour with 7 – 8 years of experience
 - Providing Regulatory & Levy Writings, Billing, Collecting, Correspondence and Records Management for Utilities, Permits, and B&O Tax collection
- **New Job Description presented**
 - Must provide current Clerks with new Job Description and letter giving them 30 days to qualify for the new position

• **FY2024 – Levy & Budget – Review and Resolution to Accept as Submitted**

- March 25, 2023 @ 9:32 AM - Email to WV State Auditor’s Office – Chesapeake Levy Estimate 2023-2024 – Saturday,
- March 23, 2023 – Special Council Meeting Minutes – Approved / No Objections
- April 17, 2023 – Council Meeting Minutes – Approved / No Objections
- **FY2024 Budget - \$810,009 – General Fund & Coal Severance**

• **Legal List – Audit & Legal Committee Review**

- **FY 2020-2023 Findings Review & Escalations - Transparency**
 - Mayor’s Report – Financial Reports, Bank Statements, Budgets, and Audits

7. Departmental Updates (5 minutes)

- Training – Stormwater & MS4 Permit
- Moving to in-house studying and Test Preparation for Employees

8. New Business (10 minutes)

- **Town of Chesapeake - Trick or Treat – Annex – October 31, 2023 – 6 PM to 8 PM**
 - Purchase of Candy & Prizes
 - Table Outside if weather permits or inside
- **Change Monthly Meetings to Fourth Monday of each month from current Third Monday of each month at 6:00 PM**
 - **Chapter Three – Legislative – 111.01 Meetings**
 - Council shall meet in regular public session at the Council Chamber in the City Hall at **7:00 PM on the first Monday** in each month, or at any other time which may be fixed by a proper ordinance of Council. Special Meetings may be called by the mayor, or if he is absent from the City, by the Recorder or by a petition signed by not less than three members of the Council or by any method prescribed by any ordinance hereinafter adopted.
 - **Discussion Why?**

- Many people voiced concerns about 7 PM meetings being too late
- Special Counsel Available on this day
- Provides ample time for Financial Reconciliation and Report Authorization
- **2nd Read – Today, October 23, 2023**
 - Council shall meet in regular public session at the Council Chamber in the City Hall at **6:00 PM on the fourth Monday in each month**, or at any other time which may be fixed by a proper ordinance of Council. Special Meetings may be called by the mayor, or if he is absent from the City, by the Recorder or by a petition signed by not less than three members of the Council or by any method prescribed by any ordinance hereinafter adopted.
- Next Steps
 - KVRTA – Kanawha County Intergovernmental Fuel Task Force – Update to Fuel Program Agreement – Fall 2023 Acknowledgement and Acceptance
 - Notice of Update to Fuel Program Agreements

9. Financial Report (5 minutes)

- Presentation of the monthly financial report, including budget updates and revenue projections.
 - September 2023 – Balance Sheet
 - -\$206,712.22 – Dump Account – not in QuickBooks and Miscellaneous Revenue still being reconciled

10. Committee Reports (5 Minutes)

- Reports from various municipal committees, such as economic development, sustainability, education, and public safety.
 - **Audit Committee** – Weekly – Thursday 5:30 PM to 7 PM
 - **Legal Committee** – 3rd Thursday 5:30 PM to 7:00 PM
 - **Citizens Action Committee** – TBD
 - **Wellness, Culture, Recreation, & Social Services Committee** – TBD

11. Public Comments (10 minutes)

- Open floor for residents to address the council on matters not listed on the agenda.
- Each speaker is allotted a maximum of 3 minutes.

12. Announcements and Upcoming Events (5 minutes)

- Briefing on upcoming community events, workshops, and public engagement opportunities.
- Encourage participation and support from attendees.

Town of Chesapeake WV – Agenda – Fourth Monday, October 23, 2023, at 6:00 PM

13. Adjournment

- Mayor concludes the meeting and announces the date and time of the next monthly meeting.

Next Monthly Meeting Date: November 20, 2023

Next Monthly Meeting Time: 7:00 PM

Location: Dr. Lisa E Curry Annex

Posted 