



12404 MacCorkle Ave
Chesapeake, WV 25315
townhall@chesapeakewv.gov
<https://chesapeake.wv.gov>
Phone: 304-949-1496

Special Session: Thursday, August 17, 2023
Time: 6:00 PM EST
Location: Dr. Lisa E. Curry Annex

- Call to Order
- Roll Call
- Prayer & Pledge of Allegiance
- **Review & Resolution of Appointments**
 - City Attorney - Paul D. Ellis Esq.
 - Police Chief Robert E. Brown
 - Audit Committee – Town of Chesapeake

- Mayor & Recorder
- Clerk – familiar with processing
- Citizen – Government, Management, & Internal Review
- CPA – Robert Townsend

• **Unfinished Business – FY 2023**

- **Recording of Oath of Office Certificates Complete**
 - Filed with WV Secretary of State
 - Filed with Kanawha County Clerk
- **Please Accept & Record into the Official Record following known Legal cases:**
 - **Municipal Separate Storm Sewer Systems (MS4s) Permit – WV DEP**
 - Separate Stormwater System – Stormwater Management, Monitoring, & Reporting
 - No plan, must show in progress immediately – briefed in May 2023 by WV DEP Inspector
 - **Legislative Body with outdated Town Ordinance**
 - Last "officially published" update 2001
 - Updates since have not been carried through per State Code
 - **Town of Chesapeake WV Charter**
 - No Charter, Original Incorporation Document presented as Charter on website
 - Establish the organization, powers, function, and essential procedures of the Town Government
 - Acts as the Constitution of the Municipality
 - **No Town of Chesapeake Plan / Comprehensive Plan**
 - Provides the framework for planning, service definition, and budget validation
 - Provides Goals and validation of annual strategic work
 - **Legislative Body without Strategic Plan, Organizational Plans, Job Descriptions, nor Policy & Procedure**
 - A lot of work that does not support permit nor regulation compliance
 - No way to validate external reporting to Insurance Companies, Permits, etc...
 - **Cases with Kanawha County Prosecutor(3)**
 - FY 2020 – Audit Findings
 - FY 2023 – Personnel
 - Seniors Criminal Investigation
 - **Customers Outstanding Debt Collection**
 - Atkins & Ogle Law Offices, LC – Collection Agency
 - Total Debt: \$82,685.32, Active Collection: \$64,489.79
 - No Policy for Collection, Confidential Information
 - **FY 2023 – Meeting Minutes – May**
 - Changing Town of Chesapeake Municipality Election Dates and Polling Place Permanently
 - No citizen discussion or public hearing
 - Resolution not carried through to codify Ordinance or Policy
 - **FY 2023 – Council Stipend Increases approved by Council**
 - Special Session – Mayor's Office
 - Current Budget reflects increase
 - No meeting minutes can be found
 - No policy updated
 - **FY 2022 – Council & Employee Zero - \$0 - Dump Truck Rental Fee**
 - Pay for tonnage at Waste Management only
 - Citizens pay \$75 during weekday and \$125 for weekend – Rental Fee
 - No citizens input
 - Not carried through to codify Ordinance or Policy
 - **Property Survey** – Town Hall, Annex, Chesapeake Volunteer Fire Department
 - **Annexation** – Southeast – toward Winifrede – One business
 - **Internal Complaint (1)**

Initials: MOJH
Date Posted: 08/0/23



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○ **Please Accept & Record into the Official Record following known Law Enforcement cases:**

- Internal Complaint (1)
- Open Case Load unknown
- Public Safety FY 2023 Reports
- Public Safety FY 2024 Strategic Plan

● **New Business – Discussion & Resolution – FY 2024**

○ **Fiscal Management Transition**

▪ **Update of Bank Account Signature Cards**

- **Removal of current signatures**
 - Dona Lacy, Councilwoman
- **New Town of Chesapeake Signature Cards:**
 1. Robin Taylor, Recorder (Financial Manager / Fiduciary) – One Credit Card Holder
 2. Melissa Hill, Mayor (Fiduciary)
 3. Melissa Sutphin, Clerk

▪ **Transition of Financial Management Personnel & Vendors for FY 2024**

- **One Certified Public Accountant (CPA) & QuickBooks Certified vendor replacing:**
 - Shirley Perrine, Bookkeeper
 - Penny Pinchers, Taxes
 - Melissa Sutphin, Clerk
 - Robert Bunch, Clerk
 - Dona Lacy, Council (Signature)
 - Mayor / Recorder, Fiduciary
 - Resulting in negative reports and misclassification of Revenue & Expenses for FY 2020 - 2023
- **Consolidating 2 Biweekly Payrolls & Moving to ONE Bi-Weekly Payroll for all employees and council**
 - Run on Wednesday for City Workers and another run on the following Monday for Law Enforcement that works the weekend
 - New Pay period ending Saturday – **Biweekly Payroll**
 - Verified & Approved by the following Wednesday
 - Payroll on following Friday

▪ **NEW CPA – Accounting & QuickBooks Managed Service Provider (MSP)**

- 6 Month Contract
- Sandeep Agarwal, CPA - Beckley WV
 - FY 2024 – Accounts Payable & Receivables
 - FY 2024 – Federal & State Tax Payments

▪ **Continue – CPA – WV State Auditor's Office RFP**

- 3 Month Contract
- Robert Townsend, CPA – Helped with previous administration Audit RFP
 - FY 2021 – 2023 Audit RFP Support
 - Committee, Council, & Citizens Training and Q&A

▪ **Continue IT, Security, & Microsoft Managed Service Provider (MSP)**

- AMG Network Hosting, LLC, Thomas Baker, CEO
- Hardware, Software, & Services

○ **Municipal Planning must be Citizen-Driven**

○ **Operations Strategic Planning for FY 2024 – Current Fiscal Year**

- One Council Person can attend internal Strategic Planning Sessions (WV Ethics Commission)

○ **Municipal Planning Committees for FY 2024 Review & FY 2025 Planning**

- Formation of Town of Chesapeake Standing Committees – Citizens & Council
 1. **Municipal Audit Committee** (Mandated by WV State Auditor's Office – WV Audit Procurement Manual)
 2. **Citizen Engagement Committee** (General Government Services)
 3. **Walkability, Street & Transportation Committee**
 4. **Livability, Health & Sanitation Committee**
 5. **Wellness, Culture, Recreation, & Social Services Committee**
 6. **Watershed Committee** – Municipal Separate Storm Sewer Systems (MS4s) West Virginia department of Environmental Protection

- Roll Call
- Adjournment

Initials: <u>MDH</u>
Date Posted: <u>08/08/23</u>