

TOWN OF



**TOWN OF CHESAPEAKE
COUNCIL MEETING MINUTES
SEPTEMBER 25, 2023 at 6:00 PM
DR. LISA E CURRY ANNEX**

CALL TO ORDER: Melissa J. Hill, Mayor

INVOCATION: Dona Lacy, Ward 1 Town Council Member

ROLL CALL of OFFICERS:

Mayor: Melissa J. Hill – Present

Recorder: Robin Taylor – Present

Council-at-Large: David Lloyd – Absent

Council Ward 1: Dona Lacy – Present

Council Ward 1: Paul Liptok – Present

Council Ward 2: Ashley Setterstrom – Absent

Council Ward 2: Nathan King – Present

Council Ward 3: Shawn Carroll – Present

Council Ward 3: Katie Miller – Present

• **Approval of Previous Meeting Minutes:**

○ August 17, 2023 Special Meeting Minutes

▪ Motion was made by Dona Lacy and seconded by Nathan King to accept the meeting minutes from August 17 Special Meeting to include a date correction.

• Voice vote affirmed the motion.

○ August 21, 2023 Regular Council Meeting Minutes

- Motion was made by Paul Liptok and seconded by Katie Miller to accept the meeting minutes from August 21.
 - Voice vote affirmed the motion.
- **Public Comment:**
 - Mrs. Miller thanked the Town for the assistance in getting the street lights on 119th repaired so quickly.
 - Donna Hopkins thanked the community for the flood relief efforts.
 - Brian Bowen thanked all the volunteers who worked flood relief efforts and also all who donated items.
- **Mayor's Report:**
 - Mayor Hill updated the council and citizens of her activities during the month:
 - Working in the office to prepare for the upcoming audits.
 - Created a spreadsheet for incoming calls so we can see what kind of needs/questions the citizens have so we can better serve them.
 - All staff (excluding Rocky Hale due to a scheduling conflict) attended mandatory stormwater training on Friday, September 22.
- **Departmental Updates:**
 - **Sanitation Board Appointments**
 - Mayor Hill opened the floor for Sanitation Board appointments:
 - Council member Dona Lacy recommended Herb Shearer as one of the Citizen Representatives
 - Katie Miller recommended Jason Bowen as one of the Citizen Representatives
 - Mayor Hill announced that Jolinda Perdue will serve as the Board Secretary
 - All three citizens addressed the Council and citizens speaking of what experience each would bring to the Board.
 - Votes were cast in favor of both Herb Shearer and Jason Bowen serving as the Citizen Representatives and Jolinda Perdue serving as the Board Secretary.
 - **Town of Chesapeake Committee Formation/ Confirmation**
 - Legal Committee – Council Approved
 - Mayor Hill
 - Robin Taylor
 - Dona Lacy
 - Paul Liptok
 - Brian Bowen
 - Paul Ellis
 - Robert Brown
 - Citizen Engagement Committee – Council Approved
 - Cathy Miller
 - Donna Hopkins
 - Nancy Massey
 - Wellness, Culture, Recreation & Social Services Committee – Council Approved

- Pastor Steven Anderson
- Ron Petty
- Lilly Gray

- **Audit Committee Update:**

- Brian Bowen, Audit Committee Member
 - An RFP was sent out by Roger Townsend to 10 CPA firms. There were no bids received.
 - Mayor Hill will reach out to WV Auditor's Office to seek next steps.
 - The Audit Committee will also be auditing B&O Taxes and making a list of business owners who are currently behind.
 - The Audit Committee will also be auditing City services that are offered and/or not being offered so we can make decisions to better serve our community.

- **Old Business:**

- Bruce Mullins, Representative from Regional Governmental Council (RIC)
 - Mr. Mullins explained that RIC and the Town of Chesapeake were in partnership with the financial management of the WV IJDC District 2 PFA Grant (2022S-2101) The Town is responsible for 50% of payments and RIC utilizing the PFA Grant monies is responsible for 50% of the payment.
 - He presented a Resolution along with invoices to the Council for review and action to make payments.
 - Motion was made by Shawn Carroll and seconded by Nathan King to approve Mayor Hill to sign the Resolution presented.
 - Voice vote affirmed motion
 - Motion was made by Natha King and seconded by Katie Miller authorizing Mayor Hill to sign a letter to request the funds from the IJDC to make the payment.
 - Voice vote affirmed motion

- **Police Chief's Report:**

- Chief Brown reported on his activities for the month:
 - Working with the Kanawha County Sheriff's Department to complete an audit of the evidence room.
 - Announcement of hiring and asked for recommendations from attendees.
 - Citizen questions:
 - Can anything be done about the speed of ATVs on our back streets?
 - People are supposed to have all ATVs registered with the City and the State.
 - Speed limits for vehicles on Venable Avenue need to be addressed.
 - Speed limits for vehicles on Nancy Avenue need to be addressed.

- **New Business:**

- Discussion was had by Council about changing the monthly Council Meeting to the fourth Monday of each month from the current third Monday of each month. The discussion also included changing the start time of the meetings to 6:00 pm.
 - Dona Lacy made a motion and seconded by Nathan King to approve the appropriate readings to make this change.
 - Voice vote affirmed and 1st reading was initiated.
 - Council shall meet in regular public session at the Dr. Lisa E. Curry Annex Building 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 in her absence, 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 was had per the agenda regarding Refuse Services – Residential Dump Truck Rental & Dumping – 100% Discount of \$75 (weekday) or \$100 (weekend) for City Council members and City employees – they pay tonnage only to Waste Management for anything over one ton.
 - Mayor Hill broke up the costs that it takes to pay for this service, including labor, gasoline, insurance, and maintenance.
 - Explained to council members and citizens that this was an unethical practice because employees and council members should not be receiving any services for free because of their role in city government.
 - Council agreed to address at a later time.
- **Financial Report:**
 - Mayor Hill presented financial statements for July and August 2023 for review.
 - Motion was made by Dona Lacy and seconded by Paul Liptok to accept the financial reports for July 2023.
 - Voice vote affirmed motion
 - Motion was made by Paul Liptok and seconded by Katie Miller to accept the financial reports for August 2023.
 - Voice vote affirmed motion
- **Adjournment:**
 - Motion was made by Dona Lacy and seconded by Katie Miller to adjourn the meeting. Voice vote affirmed motion.

Next Monthly Meeting Date: October 16, 2023

Next Monthly Meeting Time: 6:00 pm

Location: Dr. Lisa E Curry Annex