

**TOWN OF**



***TOWN OF CHESAPEAKE  
COUNCIL MEETING MINUTES  
JULY 17, 2023 at 7:00 PM  
DR. LISA E CURRY ANNEX***

CALL TO ORDER: Melissa J. Hill, Mayor

INVOCATION: Melissa J. Hill, Mayor

ROLL CALL of OFFICERS:

Mayor: Melissa J. Hill – Present

Recorder: Robin Taylor – Present

Council-at-Large: David Lloyd – Present

Council Ward 1: Dona Lacy – Present

Council Ward 1: Paul Liptok – Present

Council Ward 2: Ashley Setterstrom – Present

Council Ward 2: Nathan King – Present

Council Ward 3: Shawn Carroll – Present

Council Ward 3: Katy Miller – Present

**Previous Council Minutes:**

No financial reports nor audit information was presented in the May 2023 meeting, therefore Mayor Hill announced that no motion would be made to accept those minutes. Time would be allowed for Council members to review the information provided in this meeting and would be revisited at our next meeting.

Ashley Setterstrom asked for an amendment to be made to the June 2023 meeting minutes to include that she had requested a special meeting with the previous administration to discuss closeout processes, but a motion was never made.

David Lloyd made a motion to accept the minutes from the meeting held on June 21, 2023 with the understanding that Council Woman Ashley Setterstrom's amendment be made. Ashley Setterstrom seconded the motion. Voice vote affirmed the motion.

A discussion was had about the prior administration closeout along with the Fiscal Year Closeout Process. The Mayor also informed us about budget discrepancies that would need further review by a CPA.

- Ashley Setterstrom suggested a special meeting in order to make plans and take actions to perform these closeouts.
- It was agreed that financial discussion would be tabled until we can secure a CPA to work with us and review our previous and current standings.

#### **Mayor's Correspondence:**

- Sanitation Board
  - Current situation – no representation
  - Would like to hire a city engineer who would serve as a member.
  - Taking recommendations for the creation of the new board from citizens and council members.
- Training opportunities available through the WV Ethics Commission for council members and citizens.
- Provided Council members with financials from the last three fiscal years.
- Some copies were also provided for any citizens who may be interested.
- Stated that soon, all Town financials will be placed on the official Town of Chesapeake website for total transparency.

#### **Old Business:**

Robin Taylor presented the actions of the Council following the June 21 Canvass of the Election. The election was officially certified on June 23, 2023 at 8:05 pm (48 hours following the canvass) by a quorum of the Council members. The 2023 Election Results are now official.

## Public Comment:

- James Thompson – Q. When will the remainder of the houses be torn down? A: Some received grants, some were private pay, some are private owners that are tearing them down. The houses that were chosen by the city as part of a grant are in the process of being torn down but the town has no say in how long that will take.
- Q. The ditches on 119<sup>th</sup> Street are causing a horrible mosquito problem. What can the town do? A: It is state property and we will check on this.
- Herb Shearer – Q. Can we ask the State of WV to bring a brush hog to clean the entire area of Venable Avenue? A. We can contact them.
- Paul Liptok – Q. Is the Town still going to assist with houses/properties that have overgrown lawns/greenery? A. Yes, with proper permission.
- Q. Why did we use Chesapeake Elementary School’s property for the swearing in ceremony? A. Because that school is truly the heart of the Town and we thought it would be best to offer a large, outdoor space that was inviting to everyone.
- Volunteerism was discussed, committees, seniors volunteering at Town Hall.
- Herb – Statement: He assisted in creation of an Adopt-A-Highway program for the entire length of Chesapeake. He has boxes of garbage bags and is ready to begin.
- Ashley Setterstrom - Q. Do we have to post the opening for a Town Attorney? A. No, it is an appointment by the Mayor.
- Paul Lavendar – Statement: We need to try to maintain the police force we have in place now.
- Paul Shearer – Statement: No police coverage of the police department on weekends. This led to discussion about the halt being put on overtime until Chief Walls can justify any overtime that has been worked.

## New Business:

- Organizational Review:
  - City Attorney, Matthew Massie, resignation
  - Ashley Setterstrom made the motion to accept the resignation of Matthew Massie as our City Attorney. Dona Lacy seconded the motion. Voice vote affirmed motion.
  - Mayoral Appointments
    - Chesapeake Volunteer Fire Department Chief is a separate entity and non-profit organization; Chesapeake Volunteer Fire Department was not “created” as a department of the City/Town of Chesapeake, WV.
    - Fire Chief position is not an appointment by the Mayor.
    - Payment of \$50 per month to the Fire Chief will continue until we work with a CPA to create procedures for this.
- Chesapeake Volunteer Fire Department Chief Jeremy Hamilton presented to the Council and citizens in attendance the necessity for the fire fee and the importance of the Town continuing to collect the fire fee as it has been over the last few years.

- A motion was made by David Lloyd that the Town of Chesapeake will still process everything as it is currently. This includes leaving the fire fee as part of the municipal fee that is billed to residents on their sewer bills each month. The Town of Chesapeake will also continue to make payments from the collected fire fees on behalf of the Chesapeake Volunteer Fire Department. Dona Lacy seconded this motion. A voice vote affirmed the motion.

**Council Discussion and Action:**

- Mayor Hill asked Council permission to begin seeking two professionals to work with the Town under her appointment: Legal Counsel and CPA
  - Ashley Setterstrom made the motion for the Mayor to begin to seek and appoint Legal Counsel and a Certified Public Accountant (CPA). Nathan King seconded the motion. Voice vote affirmed the motion.
- Dona Lacy asked where the money was being placed when salvage is picked up. Mayor Hill said this money goes into our General Fund.
- David Lloyd asked if Dona Lacy would remain one of the signatory parties on our fiscal accounts. Mayor Hill said that the CPA, once in place, would assist with making that decision.

**Announcements:**

- August Sanitation Board Meeting, August 21, 2023 at 6:00 pm, Dr. Lisa E. Curry Annex
- August Town Council Meeting, August 21, 2023 at 7:00 pm, Dr. Lisa E. Curry Annex

**Adjournment:**

David Lloyd made a motion that the meeting be adjourned. Shawn Carroll seconded the motion. Voice vote affirmed the motion.