

**TOWN OF**



**TOWN OF CHESAPEAKE  
SPECIAL COUNCIL MEETING  
MINUTES**

**AUGUST 18, 2023 at 6:00 PM**

**DR. LISA E CURRY ANNEX**

CALL TO ORDER: Melissa J. Hill, Mayor

INVOCATION: Pastor Robbie

ROLL CALL of OFFICERS:

Mayor: Melissa J. Hill – Present

Recorder: Robin Taylor – Present

Council-at-Large: David Lloyd – Present

Council Ward 1: Dona Lacy – Absent

Council Ward 1: Paul Liptok – Present

Council Ward 2: Ashley Setterstrom – Present

Council Ward 2: Nathan King – Present

Council Ward 3: Shawn Carroll – Absent

Council Ward 3: Katy Miller – Present

**• Review & Resolution of Appointments**

- City Attorney/ Special Council – Paul D. Ellis Esq.
  - Mr. Ellis provided the council and citizens a brief overview of his experience.
  - No questions received from council members nor citizens.

- Motion was made by Ashley Setterstrom and seconded by David Lloyd to accept the appointment of Paul D. Ellis Esq. to serve as the Town of Chesapeake City Attorney/ Special Counsel.
    - Voice vote affirmed the motion.
  - Police Chief – Robert Brown
    - Mr. Brown provided the council and citizens a brief overview of his experience.
    - Questions were asked by both council and citizens:
      - Mr. Brown was asked by council about becoming recertified. Mr. Brown explained that his recertification hearing will be held August 31, 2023.
      - Mr. Brown was asked by council what his restrictions are until he officially is recertified. Mr. Brown explained that some of his abilities are limited, but that he had already been working with the officers to cover what Mr. Brown is not authorized to do; also Mr. Brown is stated that Kanawha County Sheriff’s Department will also be assisting until he is recertified.
      - Mr. Brown was again asked by a citizen about his certification. Mr. Brown recapped his hearing date and went further to explain that the process might take up to 30 days to process after the hearing.
      - Motion was made by David Lloyd and seconded by Nathan King to accept the appointment of Robert Brown to serve as the Chief of Police for Chesapeake, WV.
      - Voice vote affirmed the motion.
  - Audit Committee
    - The Mayor explained to council and the citizens that the Town must have an audit committee in place to put the audit process out for bid.
    - The Audit Committee recommendations are as follows:
      - Melissa Hill, Mayor
      - Robin Taylor, Recorder
      - Robert Townsend, CGFM (Certified Government Financial Manager)
      - Melissa Sutphin, Town Clerk
      - Brian Bowen, Citizen
    - Motion was made by Ashley Setterstrom and seconded by Paul Liptok and Nathan King to accept the creation of the Audit Committee to include the persons listed above.
    - Voice vote affirmed the motion.
- **Chief Robert Brown was sworn into office.**
- **Recording of Oath of Office Certificates Complete**
  - Robin Taylor, Recorder, notified council members that all Oath of Office Certificates have been officially filed with both the WV Secretary of State and Kanawha County Clerk’s Office.
- **Please Accept & Record into the Office Record following known legal cases:**
  - Mayor Hill explained to the council and citizens that the Town has many things from previous administrations that still need resolution. These things will be officially recorded and added into minutes for council to take up and worth through during our administration:
    - Municipal Separate Storm Sewer Systems (MS4s) Permit – WVDEP

- Legislative Body with outdated Town Ordinance
    - Town of Chesapeake WV Charter
    - No Town of Chesapeake Plan/ Comprehensive Plan
    - Legislative Body without Strategic Plan, Organizational Plans, Job Descriptions, nor Policy & Procedures
    - Cases with Kanawha County Prosecutor (3)
    - Customers Outstanding Debt Collection
    - FY23 Meeting Minutes – May
    - FY23 Council Stipend Increases approved by Council
    - FY22 Council & Employee Zero Dump Truck Rental Fee
    - Property Survey
    - Annexation
    - Internal Complaint
  - Paul Ellis, ESQ suggested that council should submit any other issues that may need added to this list.
  - Motion was made by Ashley Setterstrom and seconded by David Lloyd to accept and record into official record items listed above as part of old business.
  - Voice vote affirmed the motion.
- **Please Accept & Record into the Official Record following known Law Enforcement cases:**
    - Mayor Hill explained to the council and citizens that the Town has four items that Chief Brown will be working on:
      - Internal Complaint (1)
      - Open case load (unknown number)
      - Public Safety FY23 Reports
      - Public Safety FY24 Strategic Plan
    - Motion was made by David Lloyd and seconded by Nathan King to accept and record into the official record items listed above as unfinished law enforcement business.
    - Voice vote affirmed motion.
- **New Business – Discussion and Resolution – FY24**
    - Fiscal Management Transition
      - Removal of current signature of council woman Dona Lacy, replacing with Mayor Melissa Hill and Recorder Robin Taylor. Melissa Sutphin will remain as signator.
        - Motion was made by Dona Lacy and seconded by Katy Miller to remove the council woman and add Mayor and Recorder as signators.
        - Voice vote affirmed motion.
    - Transition of Financial Management Personnel & Vendors for FY24
      - New CPA Agreement with Sandeep Agarwal, CPA to replace multiple vendors used in previous administration.
        - Motion was made by Ashley Setterstrom and seconded by Katy Miller to move forward with the CPA Agreement with Sandeep Agarwal with a 6-month contract to not exceed \$10,000.
        - Voice vote affirmed motion.
    - Consolidating 2 Biweekly Payrolls and Moving to ONE Biweekly Payroll for all employees and council

- Motion was made by Paul Liptok and seconded by David Lloyd to move to 2 Biweekly Payrolls.
    - Voice vote affirmed motion.
  - Continue – CAP – WV State Auditor’s RFP
    - Mayor Hill proposed to council and citizens that Town of Chesapeake would enter into a 3-month contract with Robert Townsend, CGFM (Certified Government Financial Manager) who has worked with the Town for several years and has experience with our past audits, to serve on the Audit Committee and assist with the upcoming audits.
      - Motion was made by Nathan King and seconded by David Lloyd that the Town of Chesapeake approve a 3-month contract with Robert Townsend to serve on the Audit Committee and assist with the upcoming audits.
      - Voice vote affirmed motion.
  - Continue IT, Security, and Microsoft Managed Service Provider (MSP)
    - Mayor Hill proposed to council and citizens that the Town of Chesapeake enter into a one-year continuation contract with AMG Network Hosting, LLLC, Thomas Baker, CEO.
    - Mr. Baker explained that the only change in cost is due to the number of assets have increased so prices increased along with that.
      - Motion was made by Ashley Setterstrom and seconded by Dona Lacy that we accept and continue to work with AMG Network Hosting, LLC.
      - Voice vote affirmed motion.
  - Municipal Planning must be Citizen-Driven
    - Mayor Hill proposed that the Town of Chesapeake form Municipal Planning Committees in which the council and citizens would be involved:
      - Municipal Audit Committee
      - Citizen Engagement Committee
      - Walkability, Street, & Transportation Committee
      - Wellness, Culture, Recreation, and Social Services Committee
      - Watershed Committee
    - Motion was made by Katy Miller and seconded by Nathan King to begin the creation of listed committees.
    - Voice vote affirmed motion.

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 – Absent

Council Ward 3: Katy Miller – Present

**Adjournment:**

Motion was made by Ashley Setterstrom and seconded by Dona Lacy to adjourn the meeting. Voice vote affirmed motion.

**Council Packet Contents:**

Copy of WV State Code WV §30-29-13

Copy of WV State Code WV §30-29-5

Copy of Engagement Agreement for Legal and Consulting Services

Copy of Robert Brown's hiring packet

Copy of Managed Service Agreement with AMG Network Hosting, LLC