TOWN OF CHESAPEAKE
COUNCIL MEETING MINUTES
JANUARY 22, 2024 at 6:00 PM

CALL TO ORDER: Melissa J. Hill, Mayor (6:04PM)

INVOCATION: Dona Lacy, Ward 1 Council Member

ROLL CALL OF OFFICERS:

Mayor: Melissa J. Hill – Present
Council-at-Large: David Lloyd – Present
Council Ward 1: Vacant
Council Ward 2: Vacant
Council Ward 3: Absent

Recorder: Robin Taylor – Present
Council Ward 1: Dona Lacy – Present
Council Ward 2: Nathan King – Present
Council Ward 3: Katie Miller – Present

- **Approval of Agenda:** Dona Lacy made the motion to approve and Nathan King seconded, voice vote affirmed

- **Approval of Meeting Minutes:**

  - November 27, 2023 Meeting Minutes: Katie Miller made a motion to accept and Dona Lacy seconded, voice vote affirmed
  - December 21, 2023 Meeting Minutes: Acknowledged there was no meeting held due to no quorum
  - January 11, 2024 Special Council and Sanitary Joint Meeting Minutes: Katie Miller made a motion to accept with the addition of the Roll-call for the Sanitary Board, Dona Lacy seconded, voice vote affirmed

- **Presentation:**
  - Regional Governmental Council, Dennis Mullins presented invoices for Sanitary project.
    - Motion was made by Nathan King to accept the invoices as submitted and Katie Miller seconded, voice vote affirmed
    - Motion was made by Katie Miller to authorize the Mayor to sign resolution to draw down funds through IJDC and seconded by Nathan King, voice vote affirmed
- **Public Comment:**
  - Jo Linda Perdue: Publicly apologize for being out of order in some of her comments. Felt like she lost her composure and allowed outside drama to affect her this evening. She ensures that will not happen again.
  - Gigi Bramble Cuissett: A lot of camera views of theft, called non emergency, spoke to police, deputy sheriff. Feels like we have an epidemic with the transient population. Did not feel heard when she addressed to the police chief. How are we to control it, what rights do we have? She understands that there was a $450,000 surplus.
    - Mayor explained we have funding. The issue was not having infrastructure to safely send an officer out in the field. It has taken this long to get the department in order. We will be hiring an officer this week under a special session.

- Brian Bowen: If people would come to the meetings they would hear the reasons we do not currently have police officers. He explains what was discussed at the last meeting, lack of equipment and it takes time.
- Paul Lavendar: last administration spent 27,000 on a backhoe. Maybe we should get rid of backhoe and invest in a plow. Trying to be patient with all other issues going on. He would like to put his name in the hat for the vacancy of Ward 2. Feels that things that happen in the past are affecting things moving forward.
    - Mayor Hill told Paul that she would like to have a conversation with him to discuss the Ward 2 vacancy. Paul asked if the other candidates who did not win had the right of first refusal. Paul Ellis stated that they do not.

- **Announcements (Mayor Melissa Hill):**

    - Working with Shawn Carroll to see what his status as representative on Council is.

    - Mayor Hill announced Paul Liptok's resignation as of this morning.

    - Comprehensive Plans: unsolicited, RIC and Laura Cox both submitted. Legal was supposed to meet with them to discuss, how do we bring everyone together. Will leave on agenda to allow time for special counsel to meet now that holidays are over.

        - Motion to table Laura Cox design for $30,000 plan. David Lloyd made a motion to table and Nathan King seconded, voice vote affirmed

- **Presentation of WV State Purchasing Procedures (Robin Taylor, Recorder):**
    - Reviewed State of WV Procurement guidelines and spending thresholds:
        - $0 - $4,999 – Mayor and Recorder approval
        - $5,000 - $19,999 – Three verbal bids must be acquired, Mayor, Recorder and Council Contract approval
        - $20,000 - $49,999 – Bids are placed for solicitation into the state procurement system (OASIS). Mayor, Recorder and Council will review bids and select winning contract.
        - $50,000+ - Must use WV Purchasing Department for sealed bid process. Mayor, Recorder, and Council will review bids and select winning contract.
            - Motion was made by David Lloyd to create a Resolution to adopt and implement the WV Purchasing Division's purchasing guidelines and participate in the WV State Purchasing Department's OASIS procurement process. The motion was seconded by Dona Lacy. Voice vote affirmed
    - Reviewed and discussed the State of WV Purchasing Card program and how it would benefit the town.
        - Both City and Sanitary departments would have their own purchasing card holders.
            - Motion was made by Dona Lacy to create a Resolution to:
                - Participate in the WV Local Government P-Card program;
                - Adopt WV State Auditor's Purchasing Card policies and procedures;
                - Authorizing the Mayor and Record as the Town's P-Card Coordinators;

- Further authorizing the Mayor and Recorder to execute P-Card Participation Agreement and take any additional advice in order to participate in the P-Card program as required by the State of WV Auditor's Office.
    - Motion was seconded by Nathan King, voice vote affirmed

- **New Business**

    - Planning Commission: Paul Ellis: The first step in creating a comprehensive plan is to create a planning commission. They will be the group of people who drive the creation. Paul Ellis wrote the ordinance to create this commission:

        - 1st Reading: Recorder read the title "An Ordinance of the Town of Chesapeake, Kanawha County, West Virginia, Establishing the Town of Chesapeake Planning Commission." A copy of the proposed ordinance was passed to all Council members and also offered copies of the proposed ordinance to the citizens.

- **Acknowledgement of Law:** Mayor Hill reviewed her position by law to escalate findings.

- **Financial Report:**

    - November 2023: Nathan King made a motion to accept and Katie Miller seconded, voice vote affirmed

    - December 2023: David Lloyd made a motion to accept and Katie Miller seconded, voice vote affirmed

- RFP for audit is still on hold because we cannot state that the needed documents are ready.

- Special meeting requested to discuss human capital. Hiring, contractors, officer, CDL driver. Getting out an organizational chart.

- Paul Lavender questioned whether the truck requires CDL. The truck with compactor is 26,000 then add 3-4 tons per trip which puts us over the legal limit. Suggested that Ralph should be given the opportunity to re-apply for his CDLs. Dona Lacy agrees that that would be the fair thing to do.

    - Mayor Hill says this needs to be a personnel discussion.

- Brian Bowen contacted the DOH and was instructed that we are not allowed to scrape our own streets because they own the roads.

Next Meeting:
Special Session, Thursday, February 1, 2024 at 5:30, Dr. Lisa Curry Annex Building

Motion to adjourn: Nathan King made a motion to adjourn and Katie Miller seconded, voice vote affirmed.

Town Of Chesapeake
Profit & Loss
January 2024

		Jan 24
Ordinary Income/Expense		
Income		
REVENUES		
301 Property Taxes KC Sheriff		6,172.59
304 Excise Tax on Utilities		1,630.92
305 Business & Occupation Tax		6,008.47
306 Wine & Liquor Priv TAX WLP		38.19
320 Fines, Citation & Court fee		232.00
327 Misc Permits		40.00
330 IRP Fees (Interst Reg Plan)		7,899.69
341 Municipal Service Fees		8,394.94
350 Refuse Collect Truck Renta		50.00
351 Police Protection Fees		2,187.18
352 Fire Protection Fees		2,044.66
377 Greenbrier Table LOTTGRNBRI		36.51
396 Table Game Lott LOTTBLGAME		895.87
397 Video Lottery (LVL)		476.90
400 Recyle		190.00
401 Trash Pickup		170.00
Interest Income		50.64
Total REVENUES		36,518.56
REVENUES COAL SERVERANCE		
310 Coal Severance Tax		1,311.15
Total REVENUES COAL SERVERANCE		1,311.15
Total Income		37,829.71
Gross Profit		37,829.71
Expense		
GENERAL GOVERNMENT EXPENDITURES		
440 City Hall		
Bank charges	111.85	
Contract Services		
Consulting-HR	4,000.00	
Contract Service Messaging	20.15	
Contract Service Printing	27.03	
Payroll Processing Fees	475.91	
Telephone	11.90	
Total Contract Services		4,534.99

Town Of Chesapeake
Profit & Loss
January 2024

		Jan 24
Fuel		601.11
Insurance - Liability, D and O		258.13
Pest Control		254.40
Printing Expenses		92.22
Software & Apps		610.31
Utilities		
Electricity		
Annex Bldg	812.60	
Town Hall	506.63	
Total Electricity	1,319.23	
Water		
Annex Bldg	41.09	
Fire Hydrants	153.30	
Town Hall	40.28	
Total Water	234.67	
Total Utilities	1,553.90	
Total 440 City Hall		8,016.91
Interest Paid		4.60
Internet services		113.01
Late Fees		71.00
Legal & Professional Services		
CPA Services	1,475.00	
Total Legal & Professional Services		1,475.00
Safety Supplies		2,570.00
Workers Comp Premium		753.00
Total GENERAL GOVERNMENT EXPENDITURES		13,003.52
HEALTH & SANITATION		
800 Garbage Dept		
Contract Services (Billing PSD)	1,545.45	
Payroll Expenses City Services	3,746.50	
Payroll Taxes City Services	365.30	
Refuse Fees		
Residential	1,799.60	
Total Refuse Fees	1,799.60	
WV DEP Permit Fees	275.00	
Total 800 Garbage Dept	7,731.85	

Town Of Chesapeake
Profit & Loss
January 2024

	Jan 24	
Contract Services		
40 YD Container Service Charges	639.87	
Total Contract Services		639.87
Total HEALTH & SANITATION		8,371.72
PUBLIC SAFETY EXPENSE		
500 POLICE DEPT		
Auto Oil & Gas	279.85	
Police Auto	301.86	
Police Payroll Tax	195.00	
Police salaries	2,000.00	
Police Uniforms	368.72	
Telephone	197.84	
Total 500 POLICE DEPT		3,343.27
Total PUBLIC SAFETY EXPENSE		3,343.27
STREET & TRANSPORTATION		
751 Street Lights	2,162.28	
752 Electricity School Flashers	16.49	
Total STREET & TRANSPORTATION		2,178.77
Uncategorized Expenses		1,833.70
Total Expense		28,730.98
Net Ordinary Income		9,098.73
Net Income		**9,098.73**

Town Of Chesapeake
Expenses by Vendor Detail
January 2024

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
ADP									
Check	01/05/2024		ADP FEES ...	Payroll Processing F...		GF City Nation...	74.77		74.77
Check	01/31/2024		ADP FEES ...	Payroll Processing F...		GF City Nation...	331.07		405.84
Total ADP							405.84	0.00	405.84
ALL AMERICAN UNIFORMS									
Bill	01/23/2024	4039	Sew on Patch...	Police Uniforms		Accounts Paya...	368.72		368.72
Total ALL AMERICAN UNIFORMS							368.72	0.00	368.72
Appalachian Power									
Bill	01/30/2024	#026-...	12/30-01/30/24	752 Electricity Scho...		Accounts Paya...	16.49		16.49
Bill	01/30/2024	#023-...	12/30-01/30	Annex Bldg		Accounts Paya...	812.60		829.09
Bill	01/30/2024	#029-...	12/30-01/30	Town Hall		Accounts Paya...	506.63		1,335.72
Bill	01/31/2024	#020-...	01/01/24-01/3...	751 Street Lights		Accounts Paya...	2,162.28		3,498.00
Total Appalachian Power							3,498.00	0.00	3,498.00
Auto Zone									
Bill	01/31/2024	10800...	PW RF 20240...	Police Auto		Accounts Paya...	101.86		101.86
Total Auto Zone							101.86	0.00	101.86
Cintas									
Bill	01/03/2024	92540...	First Aid and ...	Safety Supplies		Accounts Paya...	2,570.00		2,570.00
Total Cintas							2,570.00	0.00	2,570.00
City National Bank									
Deposit	01/31/2024			Interest Income		American Res...		50.64	-50.64
Total City National Bank							0.00	50.64	-50.64
Comm Core									
Bill	01/04/2024	10822...		Late Fees		Accounts Paya...	30.00		30.00
Bill	01/04/2024	10822...	01/01/24-01/3...	Telephone		Accounts Paya...	197.84		227.84
Total Comm Core							227.84	0.00	227.84
Compton Office Machine Company									
Bill	01/12/2024	IN40692	Printing cost	Contract Service Pri...		Accounts Paya...	27.03		27.03
Bill	01/26/2024	IN41246	12/21-01/20/24	Printing Expenses		Accounts Paya...	92.22		119.25
Total Compton Office Machine Company							119.25	0.00	119.25
DEP (Div of Water and Waste)									
Bill	01/05/2024	00485...	WVNPDES A...	WV DEP Permit Fees		Accounts Paya...	275.00		275.00
Total DEP (Div of Water and Waste)							275.00	0.00	275.00

Town Of Chesapeake
Expenses by Vendor Detail
January 2024

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
Encova Insurance									
Bill	01/01/2024	36688...	8th Installmen...	Workers Comp Pre...		Accounts Paya...	753.00		753.00
Total Encova Insurance							753.00	0.00	753.00
Fastenal company									
Check	01/03/2024		DBT CRD 04...	Uncategorized Expe...		GF City Nation...	1,697.70		1,697.70
Total Fastenal company							1,697.70	0.00	1,697.70
J&K Automotive LLC									
Bill	01/09/2024		Water Leak R...	Police Auto		Accounts Paya...	200.00		200.00
Total J&K Automotive LLC							200.00	0.00	200.00
Jerri Tyson-Rollins									
Bill	01/08/2024		HR Services ...	Consulting-HR		Accounts Paya...	2,000.00		2,000.00
Bill	01/22/2024	00000...	HR Services (...	Consulting-HR		Accounts Paya...	2,000.00		4,000.00
Total Jerri Tyson-Rollins							4,000.00	0.00	4,000.00
Kanawha PSD									
Bill	01/04/2024	12-20...	50% of Billing...	Contract Services (B...		Accounts Paya...	1,545.45		1,545.45
Total Kanawha PSD							1,545.45	0.00	1,545.45
Kanawha Valley Regional Trans Auth									
Bill	01/18/2024	00061...	254.71 Gallon...	Fuel		Accounts Paya...	601.11		601.11
Bill	01/18/2024	00000...	Police Auto F...	Auto Oil & Gas		Accounts Paya...	279.85		880.96
Total Kanawha Valley Regional Trans Auth							880.96	0.00	880.96
Miss Utility									
Bill	01/08/2024	WV23...	Message Fee...	Contract Service Me...		Accounts Paya...	20.15		20.15
Total Miss Utility							20.15	0.00	20.15
net2phone inc.									
Check	01/22/2024		CLOUD PBX ...	Telephone		GF City Nation...	11.90		11.90
Total net2phone inc.							11.90	0.00	11.90
Optimum Business									
Bill	01/01/2024	07712...	01/03/24-02/0...	Internet services		Accounts Paya...	113.01		113.01
Total Optimum Business							113.01	0.00	113.01

Town Of Chesapeake
Expenses by Vendor Detail
January 2024

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
Purchase Power									
Bill	01/25/2024		Late Fees	Late Fees		Accounts Paya...	41.00		41.00
Bill	01/25/2024		Finance Char...	Interest Paid		Accounts Paya...	4.60		45.60
Total Purchase Power							45.60	0.00	45.60
S Agarwal CPA AC									
Bill	01/15/2024	2024-...	Monthly Book...	CPA Services		Accounts Paya...	1,475.00		1,475.00
Total S Agarwal CPA AC							1,475.00	0.00	1,475.00
Terminix									
Bill	01/08/2024	44155...	Service date ...	Pest Control		Accounts Paya...	63.60		63.60
Bill	01/08/2024	44155...	Service date ...	Pest Control		Accounts Paya...	63.60		127.20
Bill	01/17/2024	44247...	01/17/2024	Pest Control		Accounts Paya...	63.60		190.80
Bill	01/17/2024	44247...	01/17/24	Pest Control		Accounts Paya...	63.60		254.40
Total Terminix							254.40	0.00	254.40
USI Insurance Services LLC									
Check	01/11/2024		DBT CRD 19...	Insurance - Liability, ...		GF City Nation...	258.13		258.13
Total USI Insurance Services LLC							258.13	0.00	258.13
Waste Management									
Bill	01/02/2024	00417...	Several days i...	Residential		Accounts Paya...	1,799.60		1,799.60
Total Waste Management							1,799.60	0.00	1,799.60
Waste Mgmnt									
Bill	01/02/2024	78301...	Charges for D...	40 YD Container Se...		Accounts Paya...	639.87		639.87
Total Waste Mgmnt							639.87	0.00	639.87
WV American Water									
Bill	01/02/2024	1028-...	Water Service...	Annex Bldg		Accounts Paya...	41.09		41.09
Bill	01/02/2024	1028-...	Meter No. 150...	Town Hall		Accounts Paya...	40.28		81.37
Bill	01/31/2024	1028-...	01/31/24-02/2...	Fire Hydrants		Accounts Paya...	153.30		234.67
Total WV American Water							234.67	0.00	234.67
TOTAL							**21,495.95**	**50.64**	**21,445.31**

Town Of Chesapeake
Balance Sheet
As of February 26, 2024

	Feb 26, 24
ASSETS	
Current Assets	
Checking/Savings	
American Rescue Act	146,282.43
Bonding Commitment	11,034.37
Change Drawer	157.05
Chesapeake Disposal Account	1,500.00
Chesapeake Fire Fee Account	12,293.03
Garbage & Sewer	2,848.27
GF City National Bank 3019	110,989.65
Petty Cash	100.00
Police Fund	32,602.76
Total Checking/Savings	317,807.56
Accounts Receivable	
Accounts Receivable	27,275.72
Total Accounts Receivable	27,275.72
Total Current Assets	345,083.28
TOTAL ASSETS	**345,083.28**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	12,788.09
Total Accounts Payable	12,788.09
Other Current Liabilities	
Bond from WV	11,034.37
Direct Deposit Liabilities	-8,350.74
Payroll Liabilities	11,876.78
Poca Valley Bank Loan Account	-5,879.90
Sewer Collection Account	-73,041.96
Total Other Current Liabilities	-64,361.45
Total Current Liabilities	-51,573.36
Total Liabilities	-51,573.36

Town Of Chesapeake
Balance Sheet
As of February 26, 2024

	Feb 26, 24
Equity	
Opening Balance Equity	77,871.93
Retained Earnings	352,992.36
Net Income	-34,207.65
Total Equity	396,656.64
TOTAL LIABILITIES & EQUITY	345,083.28

Corporation	Account Name	Balance
Sanitary	PFA Grant	8,650.00
Sanitary	General Fund	249,628.80
Town	Bonding Commitment	11,034.37
Town	Police Fund	18,443.94
Town	Fire FEE Account	10,394.89
Town	Garbage and Sewage	63,286.58
Town	Coal Severance	6,475.51
Town	American Rescue Act	200,739.13
Total		568,653.22

TOWN OF CHESAPEAKE
COUNCIL MEETING MINUTES
DECEMBER 21, 2023 at 6:00 PM
DR. LISA E CURRY ANNEX

CALL TO ORDER: Melissa J. Hill, Mayor (6:15PM)

INVOCATION: Melissa Hill, Mayor
ROLL CALL of OFFICERS:

Mayor: Melissa J. Hill – Present
Council-at-Large: David Lloyd – Absent
Council Ward 1: Paul Liptok – Absent
Council Ward 2: Nathan King – Absent
Council Ward 3: Katie Miller – Absent

Recorder: Robin Taylor – Present
Council Ward 1: Dona Lacy – Absent
Council Ward 2: Ashley Setterstrom – Absent
Council Ward 3: Shawn Carroll – Absent

No quorum, meeting adjourned.

Next Monthly Meeting Date: January 22, 2024
Next Monthly Meeting Time: 6:00 pm
Location: Dr. Lisa E Curry Annex

TOWN OF

Chesapeake WV

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

AGENDA: December 21, 2023 - Reschedule
Monthly: Town Council Meeting
Location: Dr. Lisa E. Curry Memorial Building
Time: 6:00 PM

Agenda:

1. **Call to Order**
2. **Invocation & Pledge**
3. **Approval of Agenda**
4. **Appointments & Contracts - Discussions & Resolutions:**
   - **Resolution** – Comprehensive Plan (Unsolicited Proposals)
     - Regional Intergovernmental Council (RIC) - $65K
       - CDBG Planning Funds – December Application
     - Laura Cox Planning & Design – $30K
6. **Public Comments**
7. **Special Presentations**
   - **Presentation & Resolution** – Adopting State of WV Procurement
     - Robin Taylor, Recorder & Funding Management
     - Resolution to adopt – State of WV Procurement approach, register, and begin purchasing
     - Resolution to adopt – State of WV Purchasing Thresholds:
       - $9,999 – Mayor & Recorder approval
       - $10,000 – $24,999 – Request for Quote (RFQ) – 3 Bids – Mayor & Recorder, Council Contract approval
       - $25,000+ – Sealed Bid – Request for Proposal (RFP) – Opened, Reviewed, and Resolution at Town Council Meeting
8. **Old Business**
   - **Information & Resolution – WV Auditor's Office Request for FY2023 Financial Statement**
     - Request for 06/30/2023 Financial Statement
       - Financial Statements with errors
       - Financial Statements not validated by CPA
     - **Resolution – Corrective Action – Mandatory Annual Training – Emergency Meeting**
       - US & WV Constitutions
       - Ethics
9. **New Business**
   - ~~**Resolution** – Town of Chesapeake – Seniors Program – Christmas Dinner & Gifts for 100 Seniors - $2,000 in fund~~
   - ~~**Resolution** – Town of Chesapeake – Flood Recover / Relief Fund – Purchase of Gift Cards to families in Chesapeake and Winifrede - $1,500~~
     - ~~Total $2,700 in donations~~
   - **Resolution** – Creating a Planning Commission – Paul Ellis, Esq.
     - **Review** – Purpose of the Comprehensive Plan
     - **Review** – WV State Law – Sections 8A-2-1
     - **1st Read** – Ordinance - an ordinance of the city of Chesapeake, Kanawha County, West Virginia, establishing the city of Chesapeake – planning commission
   - **Acknowledgement of the Law** – FY2024 – Findings & Required Escalation

West Virginia State Code - CHAPTER 8. MUNICIPAL CORPORATIONS.

§8-9-4. Reporting of fraud and misappropriation of funds.

(a) Whenever a governing body of a municipality, or any of a municipality's boards, committees, or any other entities of any kind or nature authorized in this chapter, obtains information that an employee, officer or member of municipality, or any of a municipality's boards, committees, or any other entities of any kind or nature authorized in this chapter may have misappropriated funds, engaged in fraud, or otherwise violated a law relating to the public trust, municipality, or any of a municipality's board, committee, or any other entity authorized in this chapter shall timely report such information or allegation in writing to the county prosecutor's office.

(b) The reporting of such information under subsection (a) of this section shall not prevent, relieve or replace a report to a law-enforcement agency, if appropriate or warranted.

10. Financial Report

- **Acknowledgement** – Internal Revenue Service (IRS) Tax Lien
  - FY2014 – $15,201.57 – 6721 – penalty when an information return or statement is not timely and/or correctly filed by the due date of the return
  - FY2015 – $19,185.97 – 6721
  - FY2018 – $2,019.89 – 941 – Employment Taxes
  - **Signed - Form 2848, Power of Attorney and Declaration of Representative –** Sandeep Agrawal, CPA
- **Acknowledgement** – Opioid Crisis Funds – December 2023 funds transfer
- **Acknowledgement** – TC Energy – Build Strong Grant Approved – November 2023
  - Waiting on Funds – Received
- **Review & Resolution FY2024 – October 2023 Financial Reports**
  - Approval with FY2023 Errors – Cleanup still in progress

11. Committee Reports

- Open Meetings – Town Hall – Court & Conference Room
  - Audit Committee – Thursday – Weekly at 5:30 PM (Working Meetings)
  - Citizens Engagement Committee – 2nd Thursday at 5:30 PM
  - Legal Committee – 3rd Thursday – 5:30 PM
  - Wellness, Culture, Recreation, & Social Services Committee – 4th Thursday – 5:30 PM
  - 5th Thursday – Open as needed or No Meetings

12. Announcements & Upcoming Events

- Senior Christmas Party – Date – Friday, January 22, 2023 – 1 PM
- Senior New Years Party – Date – Friday, January 29, 2023 - 1 PM

13. Adjournment

Next Monthly Meeting Date: Monday, January 22, 2023
Next Monthly Meeting Time: 6:00 PM
Location: Dr. Lisa E. Curry Memorial Building

RESOLUTION OF THE TOWN OF CHESAPEAKE COUNCIL APPROVING INVOICES

RELATING TO WV THE WV IJDC DISTRICT 2 PFA GRANT (2022S-2101)

WHEREAS, the Town of Chesapeake has reviewed the invoices attached hereto and incorporated herein by reference relating to the Sanitary Sewer Evaluation Surveys (the "Project") to be funded in part by the West Virginia Infrastructure and Jobs Development Council and finds as follows:

(a) That none of the items for which the payment is proposed to be made has formed the basis for any disbursement theretofore made;

(b) That each item for which the payment is proposed to be made is or was necessary in connection with the Project and constitutes a Cost of the services for the Project;

(c) That each of such costs has been otherwise properly incurred; and

(d) That payment for each of the items proposed is then due and owing.

NOW, THEREFORE, BE IT RESOLVED by the Town of Chesapeake Council:

There is hereby authorized and directed the payment of the attached invoices as summarized as follows:

Vendor Name/ Payee	Date	Inv. No.	Invoice Amount	WV IJDC PFA Grant (2022S-2101)	Town of Chesapeake
Chapman Technical Group LTD	12/31/2023	20788	$ 1,250.00	$ 625.00	$ 625.00
Chapman Technical Group LTD	12/31/2023	20789	$ 2,000.00	$ 1,000.00	$ 1,000.00
		TOTAL	**$ 3,250.00**	**$ 1,625.00**	**$ 1,625.00**

Adopted by the Town of Chesapeake Council at a meeting held on the 22nd day of January, 2024.

Melissa Hill, Mayor

Town of Chesapeake

12404 MacCorkle Ave.
Chesapeake, WV 25315

January 22, 2024

Mr. Wayne Morgan,Executive Director
West Virginina Infrastructure and Jobs Development Council
1009 Bullitt Street
Charleston, WV 25301

RE: Town of Chesapeake
2022S-2101
SSES PFA Project
Drawdown # 9

Dear Mr. Morgan,

We request funds in the amount of $1,625.00 for this Drawdown.

Invoices		
Vendor	Date & Inv No.	Amount
Chapman Technical Group LTD	12-31-23 / 20788	$ 625.00
Chapman Technical Group LTD	12-31-23 / 20789	$ 1,000.00
TOTALS		$ 1,625.00

If you should have any questions, please contact me or Terry Martin of the RIC office at 744-4258.

Sincerely,

Melissa Hill
Mayor
Encls.

copy/file

INVOICE

December 31, 2023
Project No: 0000021026.04
Invoice No: 0020788

Town of Chesapeake
Attn: Honorable Melissa Hill, Mayor
12404 MacCorkle Ave
Chesapeake, WV 25315

Project 0000021026.04 Chesapeake-TO #3 -Coordinate SSES
Task Order No. 3
Professional Services from November 26, 2023 to December 23, 2023
Fee

Total Fee	25,000.00			
Percent Complete	100.00	Total Earned	25,000.00	
		Previous Fee Billing	23,750.00	
		Current Fee Billing	1,250.00	
		Total Fee		**1,250.00**
			Total this Invoice	**$1,250.00**

cc: Terry Martin - terrymartin@wvregion3.org
Bruce Mullins - brucemullins@wvregion3.org

PLEASE REMIT TO:
Chapman Technical Group LTD
c/o GRW Engineers
801 Corporate Dr.
Lexington, KY 40503
304.727.5501
www.chapmantech.com

INVOICE

December 31, 2023
Project No: 0000021026.05
Invoice No: 0020789

Town of Chesapeake
Attn: Honorable Melissa Hill, Mayor
12404 MacCorkle Ave
Chesapeake, WV 25315

Project 0000021026.05 Chesapeake-TO #4 - SSES Report
Task Order No. 4

Professional Services from November 26, 2023 to December 23, 2023

Fee

Total Fee	40,000.00			
Percent Complete	95.00	Total Earned	38,000.00	
		Previous Fee Billing	36,000.00	
		Current Fee Billing	2,000.00	
		Total Fee		**2,000.00**
			Total this Invoice	**$2,000.00**

Outstanding Invoices

Number	Date	Balance
0020705	10/31/2023	3,000.00
Total		**3,000.00**

cc: Terry Martin - terrymartin@wvregion3.org
Bruce Mullins - brucemullins@wvregion3.org

PLEASE REMIT TO:
Chapman Technical Group LTD
c/o GRW Engineers
801 Corporate Dr.
Lexington, KY 40503
304.727.5501
www.chaptech.com

Town Of Chesapeake
Profit & Loss
November 2023

	Nov 23
Ordinary Income/Expense	
Income	
REVENUES	
301 Property Taxes KC Sheriff	6,897.81
304 Excise Tax on Utilities	1,507.50
305 Business & Occupation Tax	7,260.79
320 Fines, Citation & Court fee	29.00
325 License	15.00
326 Building Permit Fees	80.00
330 IRP Fees (Interst Reg Plan)	6,775.04
330 IRP Fees (Public Utilities	4.24
341 Municipal Service Fees	8,262.60
351 Police Protection Fees	2,096.89
352 Fire Protection Fees	1,868.39
377 Greenbrier Table LOTTGRNBRI	27.19
396 Table Game Lott LOTTBLGAME	818.00
397 Video Lottery (LVL)	471.44
401 Trash Pickup	165.00
Flood Relief	
Flood Relief Contribution	102.00
Total Flood Relief	102.00
Interest Income	56.09
Total REVENUES	36,436.98
Total Income	36,436.98
Gross Profit	36,436.98
Expense	
GENERAL GOVERNMENT EXPENDITURES	
409 Mayor's Office	2,314.48
410 City Council	1,668.58
411 Recorder's Office	
Payroll Taxes	76.50
411 Recorder's Office - Other	1,000.00
Total 411 Recorder's Office	1,076.50
440 City Hall	
Auto	74.84
Bank charges	127.74

Town Of Chesapeake
Profit & Loss
November 2023

		Nov 23
Contract Services		
IT support	651.25	
Payroll Processing Fees	155.52	
Contract Services - Other	4,012.81	
Total Contract Services		4,819.58
Fuel		707.06
Mileage Reimbursement		27.92
Office Expenses		180.00
Office supplies		387.14
Payroll Expenses -City Staff		11,663.82
Payroll Taxes- City Staff		976.52
Pest Control		127.20
Printing Expenses		193.05
Utilities		
Electricity		
Annex Bldg	1,002.74	
Town Hall	4.53	
Total Electricity		1,007.27
Water		
Annex Bldg	41.09	
Fire Hydrants	153.30	
Town Hall	40.28	
Total Water		234.67
Total Utilities		1,241.94
Total 440 City Hall		20,526.81
Interest Paid		197.58
Internet services		113.01
Late Fees		23.54
Legal & Professional Services		
CPA Services	1,400.00	
Investigation Fees	3,000.00	
Legal Fees	7,000.00	
Total Legal & Professional Services		11,400.00
Workers Comp Premium		753.00
Total GENERAL GOVERNMENT EXPENDITURES		38,073.50

Town Of Chesapeake
Profit & Loss
November 2023

		Nov 23
HEALTH & SANITATION		
800 Garbage Dept		
Contract Services (Billing PSD)		1,522.78
Payroll Expenses City Services		1,188.00
Payroll Taxes City Services		90.89
Refuse Fees		
Bulk	155.15	
Residential	1,656.80	
Total Refuse Fees		1,811.95
Total 800 Garbage Dept		4,613.62
Total HEALTH & SANITATION		4,613.62
PUBLIC SAFETY EXPENSE		
500 POLICE DEPT		
Auto Oil & Gas		161.43
Police Payroll Tax		306.00
Police salaries		4,000.00
Telephone		173.24
Total 500 POLICE DEPT		4,640.67
700 FIRE DEPARTMENT		
Capital Outley		17,769.10
Fire Chief Pay		175.00
Fire Chief Payroll Taxes		13.39
Total 700 FIRE DEPARTMENT		17,957.49
Total PUBLIC SAFETY EXPENSE		22,598.16
SOCIAL SERVICES EXPENDITURES		
Thanksgiving Lunch		1,000.00
Total SOCIAL SERVICES EXPENDITURES		1,000.00
STREET & TRANSPORTATION		
751 Street Lights		2,139.68
752 School Flashers		16.39
Total STREET & TRANSPORTATION		2,156.07
Total Expense		68,441.35
Net Ordinary Income		-32,004.37
Net Income		**-32,004.37**

Town Of Chesapeake
Expenses by Vendor Detail
November 2023

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
American Water									
Bill	11/28/2023	40002...	Municipality S...	Contract Services		Accounts Paya...	40.00		40.00
Total American Water							40.00	0.00	40.00
AMG Network Hosting, LLC									
Bill	11/01/2023	4556	Managed Ser...	IT support		Accounts Paya...	280.00		280.00
Bill	11/01/2023	4556	Managed Micr...	IT support		Accounts Paya...	340.00		620.00
Bill	11/01/2023	4556	QB fix	IT support		Accounts Paya...	31.25		651.25
Total AMG Network Hosting, LLC							651.25	0.00	651.25
Appalachian Power									
Bill	11/28/2023	029-6...	10/27/23-11/2...	Town Hall		Accounts Paya...	4.53		4.53
Bill	11/28/2023	#023-...	Wrongly adju...	Annex Bldg		Accounts Paya...	1,002.74		1,007.27
Bill	11/28/2023	#026-...	10/27-11/28	752 School Flashers		Accounts Paya...	16.39		1,023.66
Bill	11/28/2023	#020-...	11/01-11/30	751 Street Lights		Accounts Paya...	2,139.68		3,163.34
Total Appalachian Power							3,163.34	0.00	3,163.34
ARM SIC									
Bill	11/23/2023	2023-...	Initial Retaine...	Investigation Fees		Accounts Paya...	3,000.00		3,000.00
Total ARM SIC							3,000.00	0.00	3,000.00
at&t mobility									
Bill	11/05/2023	28732...		Telephone		Accounts Paya...	127.48		127.48
Total at&t mobility							127.48	0.00	127.48
Auto Zone									
Bill	11/17/2023	10809...	Past due	Auto		Accounts Paya...	74.84		74.84
Total Auto Zone							74.84	0.00	74.84
Compton Office Machine Company									
Bill	11/17/2023	IN38080	Contract base...	Printing Expenses		Accounts Paya...	29.00		29.00
Bill	11/28/2023	IN38449	Base Fees	Contract Services		Accounts Paya...	29.95		58.95
Bill	11/28/2023	IN38449	10/21-11/20	Printing Expenses		Accounts Paya...	164.05		223.00
Total Compton Office Machine Company							223.00	0.00	223.00
De Lage Landen Financial Services, INC									
Bill	11/28/2023	81453...	11/15-12/14 (...	Contract Services		Accounts Paya...	105.57		105.57
Bill	11/28/2023	81453...		Late Fees		Accounts Paya...	5.28		110.85
Total De Lage Landen Financial Services, INC							110.85	0.00	110.85

Town Of Chesapeake
Expenses by Vendor Detail
November 2023

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
Discount Communications and Electronic In									
Bill	11/08/2023	4095		Capital Outley		Accounts Paya...	17,769.10		17,769.10
Total Discount Communications and Electronic In							17,769.10	0.00	17,769.10
Ellis Law Offices PLLC									
Bill	11/20/2023		Monthly Retai...	Legal Fees		Accounts Paya...	3,500.00		3,500.00
Bill	11/20/2023			Legal Fees		Accounts Paya...	0.00		3,500.00
Bill	11/20/2023	Nove...	Monthly Retai...	Legal Fees		Accounts Paya...	3,500.00		7,000.00
Bill	11/20/2023	Nove...		Legal Fees		Accounts Paya...	0.00		7,000.00
Total Ellis Law Offices PLLC							7,000.00	0.00	7,000.00
Encova Insurance									
Bill	11/01/2023	36651...	Policy WCN6...	Workers Comp Pre...		Accounts Paya...	753.00		753.00
Total Encova Insurance							753.00	0.00	753.00
Jerri Tyson-Rollins									
Bill	11/13/2023	00000...	HR Services ...	Contract Services		Accounts Paya...	1,750.00		1,750.00
Bill	11/13/2023	00000...		Mileage Reimburse...		Accounts Paya...	27.92		1,777.92
Bill	11/27/2023	000013	HR Consultin...	Contract Services		Accounts Paya...	2,011.14		3,789.06
Total Jerri Tyson-Rollins							3,789.06	0.00	3,789.06
Kanawha PSD									
Bill	11/13/2023	10-20...	50% Billing S...	Contract Services (B...		Accounts Paya...	1,522.78		1,522.78
Total Kanawha PSD							1,522.78	0.00	1,522.78
Kanawha Valley Regional Trans Auth									
Bill	11/13/2023	00613...		Fuel		Accounts Paya...	707.06		707.06
Bill	11/13/2023	00613...	64 Gallons pu...	Auto Oil & Gas		Accounts Paya...	161.43		868.49
Total Kanawha Valley Regional Trans Auth							868.49	0.00	868.49
Miss Utility									
Bill	11/07/2023	WV23...	Past Dues	Contract Services		Accounts Paya...	51.35		51.35
Bill	11/07/2023	WV23...	Message Fee...	Contract Services		Accounts Paya...	24.80		76.15
Total Miss Utility							76.15	0.00	76.15
net2phone inc.									
Bill	11/30/2023	12154...	11/01-11/30	Telephone		Accounts Paya...	45.76		45.76
Total net2phone inc.							45.76	0.00	45.76
Optimum Business									
Bill	11/28/2023	07712...	12/03-01/02/2...	Internet services		Accounts Paya...	113.01		113.01
Total Optimum Business							113.01	0.00	113.01

Town Of Chesapeake
Expenses by Vendor Detail
November 2023

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
Poca Valley Bank									
Bill	11/30/2023	Nove...	Interest for N...	Interest Paid		Accounts Paya...	197.58		197.58
Total Poca Valley Bank							197.58	0.00	197.58
Rand Community Center									
Bill	11/21/2023		Thanksgiving ...	Thanksgiving Lunch		Accounts Paya...	1,000.00		1,000.00
Total Rand Community Center							1,000.00	0.00	1,000.00
RSP Fire Protection & Equipment									
Bill	11/02/2023	20679	Semi-annual ...	Office Expenses		Accounts Paya...	180.00		180.00
Total RSP Fire Protection & Equipment							180.00	0.00	180.00
S Agarwal CPA AC									
Bill	11/19/2023	2023-...	Bookkeeping,...	CPA Services		Accounts Paya...	1,400.00		1,400.00
Total S Agarwal CPA AC							1,400.00	0.00	1,400.00
Sam's Club									
Check	11/20/2023		Need Receipt	Office supplies		GF City Nation...	132.06		132.06
Total Sam's Club							132.06	0.00	132.06
Terminix									
Bill	11/16/2023	44038...	Service date ...	Pest Control		Accounts Paya...	63.60		63.60
Bill	11/16/2023	44038...		Pest Control		Accounts Paya...	63.60		127.20
Total Terminix							127.20	0.00	127.20
Wal-Mart Super Center									
Check	11/20/2023		Need Receipt	Office supplies		GF City Nation...	81.41		81.41
Total Wal-Mart Super Center							81.41	0.00	81.41
Waste Management									
Bill	11/01/2023	00415...	10/01/23-10/3...	Residential		Accounts Paya...	1,656.80		1,656.80
Total Waste Management							1,656.80	0.00	1,656.80
Waste Mgmnt									
Bill	11/01/2023	77687...	40YD Contain...	Bulk		Accounts Paya...	155.15		155.15
Total Waste Mgmnt							155.15	0.00	155.15

Town Of Chesapeake
Expenses by Vendor Detail
November 2023

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
WV American Water									
Bill	11/03/2023		October 5,20...	Town Hall		Accounts Paya...	40.28		40.28
Credit	11/03/2023			Fire Hydrants		Accounts Paya...		153.30	-113.02
Bill	11/03/2023	1028-...	10/05/23-11/0...	Annex Bldg		Accounts Paya...	41.09		-71.93
Bill	11/03/2023	1028-...		Late Fees		Accounts Paya...	3.86		-68.07
Deposit	11/22/2023			304 Excise Tax on ...		GF City Nation...		797.02	-865.09
Deposit	11/22/2023			305 Business & Occ...		GF City Nation...		4,838.79	-5,703.88
Bill	11/30/2023	1028-...	Past Dues (A...	Fire Hydrants		Accounts Paya...	153.30		-5,550.58
Bill	11/30/2023	1028-...	11-30 to 12-29	Fire Hydrants		Accounts Paya...	153.30		-5,397.28
Bill	11/30/2023	1028-...	Late Fees	Late Fees		Accounts Paya...	14.40		-5,382.88
Total WV American Water							406.23	5,789.11	-5,382.88
TOTAL							**44,664.54**	**5,789.11**	**38,875.43**

Town Of Chesapeake
Balance Sheet
As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
American Rescue Act	168,953.24
Bonding Commitment	11,034.37
Change Drawer	157.05
Chesapeake Disposal Account	1,500.00
Chesapeake Fire Fee Account	12,293.03
Garbage & Sewer	1,537.12
GF City National Bank 3019	266,417.14
Petty Cash	100.00
Police Fund	28,692.44
Total Checking/Savings	490,684.39
Accounts Receivable	
Accounts Receivable	23,179.18
Total Accounts Receivable	23,179.18
Total Current Assets	513,863.57
TOTAL ASSETS	**513,863.57**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	47,508.18
Total Accounts Payable	47,508.18
Other Current Liabilities	
Bond from WV	11,034.37
Direct Deposit Liabilities	-5,474.68
Payroll Liabilities	11,892.16
Poca Valley Bank Loan Account	-1,456.89
Total Other Current Liabilities	15,994.96
Total Current Liabilities	63,503.14
Total Liabilities	63,503.14

Town Of Chesapeake
Balance Sheet
As of November 30, 2023

	Nov 30, 23
Equity	
Opening Balance Equity	77,871.93
Retained Earnings	532,431.35
Net Income	-159,942.85
Total Equity	450,360.43
TOTAL LIABILITIES & EQUITY	513,863.57

Town Of Chesapeake
Profit & Loss
December 2023

		Dec 23
Ordinary Income/Expense		
Income		
REVENUES		
301 Property Taxes KC Sheriff		2,046.82
304 Excise Tax on Utilities		6,076.67
305 Business & Occupation Tax		386.65
320 Fines, Citation & Court fee		157.00
325 License		30.00
326 Building Permit Fees		94.72
330 IRP Fees (Interst Reg Plan)		9,319.50
330 IRP Fees (Public Utilities		30.43
341 Municipal Service Fees		7,386.10
350 Refuse Collect Truck Renta		200.00
351 Police Protection Fees		1,813.46
352 Fire Protection Fees		1,767.23
377 Greenbrier Table LOTTGRNBRI		28.90
396 Table Game Lott LOTTBLGAME		808.40
397 Video Lottery (LVL)		464.67
401 Trash Pickup		130.00
Flood Relief		7,500.00
Interest Income		53.55
Total REVENUES		38,294.10
Total Income		38,294.10
Gross Profit		38,294.10
Expense		
GENERAL GOVERNMENT EXPENDITURES		
409 Mayor's Office		
Mayor Stipend	750.00	
Payroll Taxes Mayor	57.38	
Total 409 Mayor's Office		807.38
410 City Council		
City Council Payroll Taxes	57.38	
City Council Stipend	750.00	
Total 410 City Council		807.38
411 Recorder's Office		
Payroll Taxes	30.60	
Recorder Stipend	400.00	
Total 411 Recorder's Office		430.60

Town Of Chesapeake
Profit & Loss
December 2023

		Dec 23
440 City Hall		
Bank charges		190.89
Bldg Maint		1,889.00
Contract Services		
Consulting-HR	3,950.00	
Contract Service Printing	115.96	
IT support	532.00	
Payroll Processing Fees	233.71	
Shipping & Mailing Services	243.47	
Telephone	480.38	
Contract Services - Other	2,013.95	
Total Contract Services		7,569.47
Fuel		601.09
Payroll Expenses -City Staff		8,376.00
Payroll Taxes- City Staff		706.30
Postage		208.99
Quickbooks software		1,865.60
Utilities		
Electricity		
Annex Bldg	684.01	
Town Hall	559.14	
Total Electricity	1,243.15	
Gas		
Gas Town Hall	860.57	
Total Gas	860.57	
Water		
Annex Bldg	85.23	
Fire Hydrants	167.70	
Total Water	252.93	
Total Utilities		2,356.65
Total 440 City Hall		23,763.99
Interest Paid		191.42
Legal & Professional Services		
CPA Services		1,250.00
Legal Fees		3,500.00
Total Legal & Professional Services		4,750.00

Town Of Chesapeake
Profit & Loss
December 2023

	Dec 23
Workers Comp Premium	753.00
Total GENERAL GOVERNMENT EXPENDITURES	31,503.77
HEALTH & SANITATION	
800 Garbage Dept	
Contract Services (Billing PSD)	1,539.02
Payroll Expenses City Services	8,713.75
Payroll Taxes City Services	702.39
Refuse Fees	
Bulk	152.75
Residential	2,087.20
Total Refuse Fees	2,239.95
Total 800 Garbage Dept	13,195.11
Total HEALTH & SANITATION	13,195.11
PUBLIC SAFETY EXPENSE	
500 POLICE DEPT	
Auto Oil & Gas	291.58
Police Auto	1,947.79
Police IT Computer	697.03
Police Payroll Tax	459.00
Police salaries	6,000.00
Telephone	127.48
Total 500 POLICE DEPT	9,522.88
700 FIRE DEPARTMENT	
Fire Chief Pay	75.00
Fire Chief Payroll Taxes	5.74
Total 700 FIRE DEPARTMENT	80.74
Total PUBLIC SAFETY EXPENSE	9,603.62
SOCIAL SERVICES EXPENDITURES	
Christmas Meals	1,176.93
Total SOCIAL SERVICES EXPENDITURES	1,176.93

Town Of Chesapeake
Profit & Loss
December 2023

	Dec 23
STREET & TRANSPORTATION	
751 Street Lights	2,181.17
752 School Flashers	16.43
Total STREET & TRANSPORTATION	2,197.60
Total Expense	57,677.03
Net Ordinary Income	-19,382.93
Net Income	**-19,382.93**