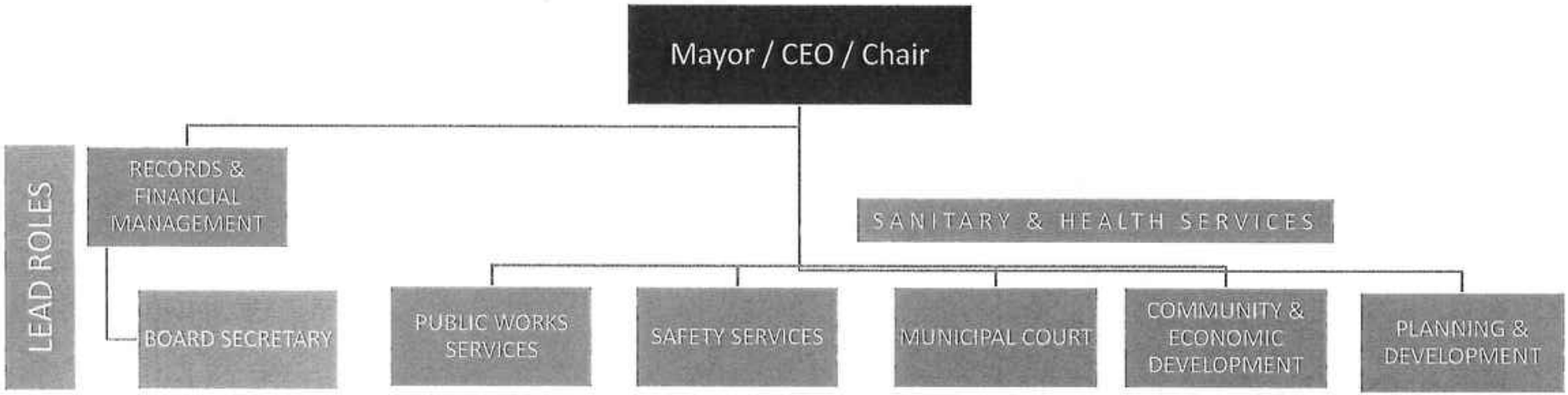
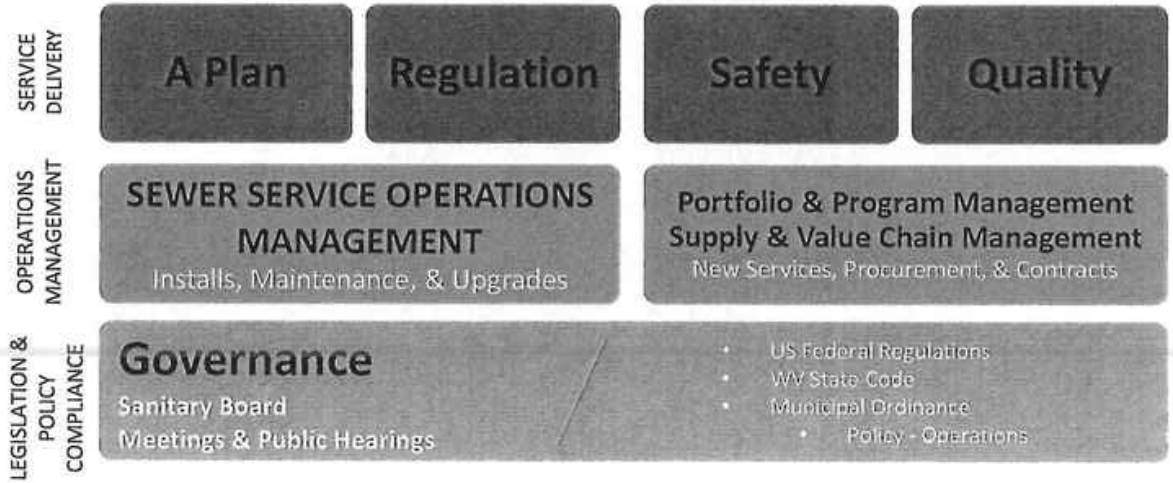
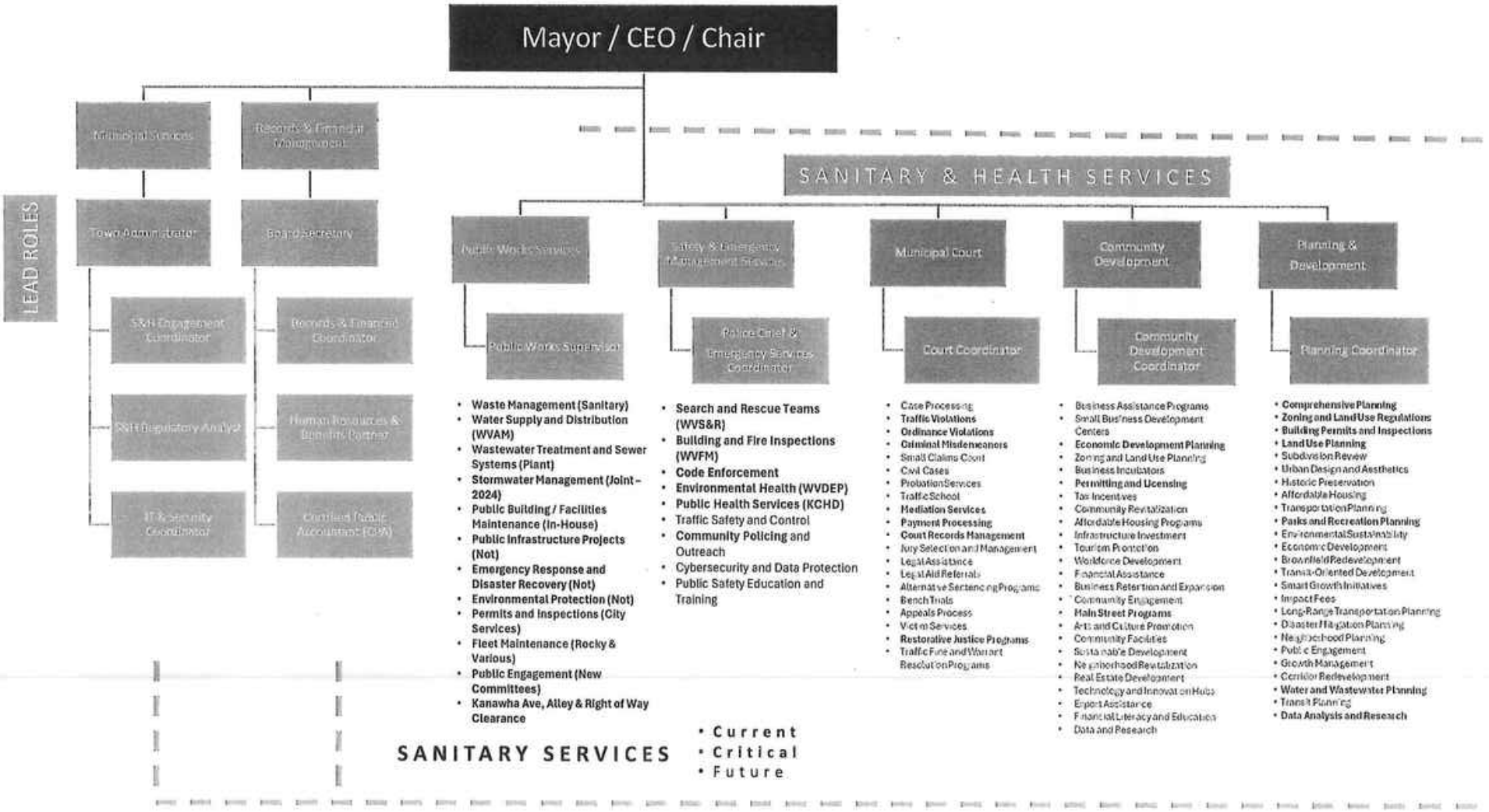
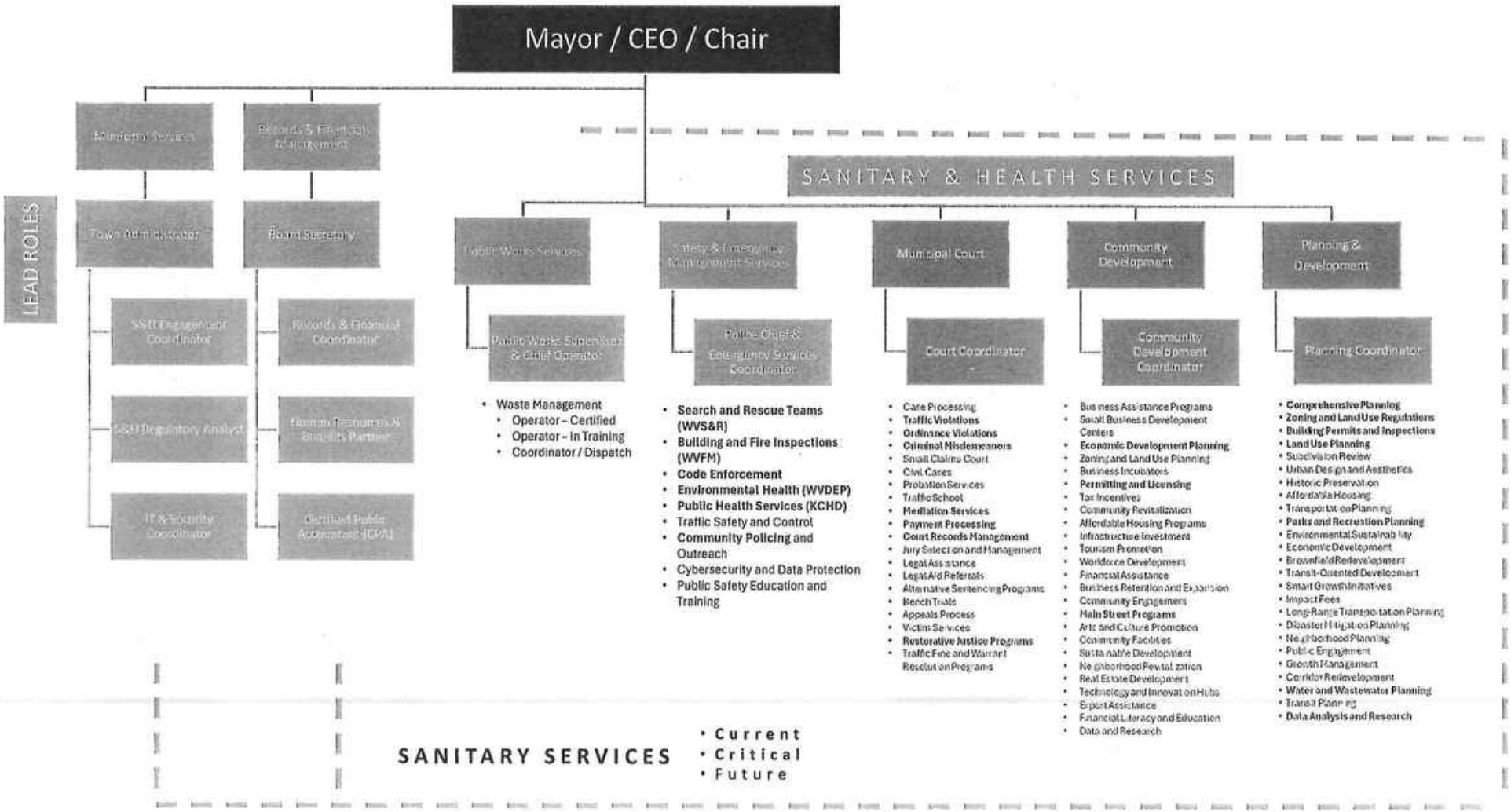


How to Execute Operations Governing Body




Mayor / CEO / Chair
LEAD ROLES
Municipal Services
Records & Financial Management
Town Administrator
Board Secretary
S&H Engagement Coordinator
S&H Regulatory Analyst
IT & Security Coordinator
Records & Financial Coordinator
Human Resources & Benefits Partner
Contract Public Accountant (CPA)
SANITARY & HEALTH SERVICES
Public Works Services
Safety & Emergency Management Services
Municipal Court
Community Development
Planning & Development
Public Works Supervisor
Police Chief & Emergency Services Coordinator
Court Coordinator
Community Development Coordinator
Planning Coordinator
• Waste Management (Sanitary)
• Water Supply and Distribution (WVAM)
• Wastewater Treatment and Sewer Systems (Plant)
• Stormwater Management (Joint – 2024)
• Public Building / Facilities Maintenance (In-House)
• Public Infrastructure Projects (Not)
• Emergency Response and Disaster Recovery (Not)
• Environmental Protection (Not)
• Permits and Inspections (City Services)
• Fleet Maintenance (Rocky & Various)
• Public Engagement (New Committees)
• Kanawha Ave, Alley & Right of Way Clearance
• Search and Rescue Teams (WVS&R)
• Building and Fire Inspections (WVFM)
• Code Enforcement
• Environmental Health (WVDEP)
• Public Health Services (KCHD)
• Traffic Safety and Control
• Community Policing and Outreach
• Cybersecurity and Data Protection
• Public Safety Education and Training
• Case Processing
• Traffic Violations
• Ordinance Violations
• Criminal Misdemeanors
• Small Claims Court
• Civil Cases
• Probation Services
• Traffic School
• Mediation Services
• Payment Processing
• Court Records Management
• Jury Selection and Management
• Legal Assistance
• Legal Aid Referrals
• Alternative Sentencing Programs
• Bench Trials
• Appeals Process
• Victim Services
• Restorative Justice Programs
• Traffic Fine and Warrant Resolution Programs
• Business Assistance Programs
• Small Business Development Centers
• Economic Development Planning
• Zoning and Land Use Planning
• Business Incubators
• Permitting and Licensing
• Tax Incentives
• Community Revitalization
• Affordable Housing Programs
• Infrastructure Investment
• Tourism Promotion
• Workforce Development
• Financial Assistance
• Business Retention and Expansion
• Community Engagement
• Main Street Programs
• Arts and Culture Promotion
• Community Facilities
• Sustainable Development
• Neighborhood Revitalization
• Real Estate Development
• Technology and Innovation Hubs
• Export Assistance
• Financial Literacy and Education
• Data and Research
• Comprehensive Planning
• Zoning and Land Use Regulations
• Building Permits and Inspections
• Land Use Planning
• Subdivision Review
• Urban Design and Aesthetics
• Historic Preservation
• Affordable Housing
• Transportation Planning
• Parks and Recreation Planning
• Environmental Sustainability
• Economic Development
• Brownfield Redevelopment
• Transit-Oriented Development
• Smart Growth Initiatives
• Impact Fees
• Long-Range Transportation Planning
• Disaster Mitigation Planning
• Neighborhood Planning
• Public Engagement
• Growth Management
• Corridor Redevelopment
• Water and Wastewater Planning
• Transit Planning
• Data Analysis and Research
SANITARY SERVICES
• Current
• Critical
• Future


Mayor / CEO / Chair
LEAD ROLES
Municipal Services
Records & Financial Management
Town Administrator
Board Secretary
SANITARY & HEALTH SERVICES
Public Works Services
Safety & Emergency Management Services
Municipal Court
Community Development
Planning & Development
Public Works Supervisor & Chief Operator
Police Chief & Emergency Services Coordinator
Court Coordinator
Community Development Coordinator
Planning Coordinator
• Waste Management
• Operator – Certified
• Operator – In Training
• Coordinator / Dispatch
• Search and Rescue Teams (WVS&R)
• Building and Fire Inspections (WVFM)
• Code Enforcement
• Environmental Health (WVDEP)
• Public Health Services (KCHD)
• Traffic Safety and Control
• Community Policing and Outreach
• Cybersecurity and Data Protection
• Public Safety Education and Training
• Care Processing
• Traffic Violations
• Ordinance Violations
• Criminal Misdemeanors
• Small Claims Court
• Civil Cases
• Probation Services
• Traffic School
• Mediation Services
• Payment Processing
• Court Records Management
• Jury Selection and Management
• Legal Assistance
• Legal Aid Referrals
• Alternative Sentencing Programs
• Bench Trials
• Appeals Process
• Victim Services
• Restorative Justice Programs
• Traffic Fine and Warrant Resolution Programs
• Business Assistance Programs
• Small Business Development Centers
• Economic Development Planning
• Zoning and Land Use Planning
• Business Incubators
• Permitting and Licensing
• Tax Incentives
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• Tourism Promotion
• Workforce Development
• Financial Assistance
• Business Retention and Expansion
• Community Engagement
• Main Street Programs
• Arts and Culture Promotion
• Community Facilities
• Sustainable Development
• Neighborhood Revitalization
• Real Estate Development
• Technology and Innovation Hubs
• Export Assistance
• Financial Literacy and Education
• Data and Research
• Comprehensive Planning
• Zoning and Land Use Regulations
• Building Permits and Inspections
• Land Use Planning
• Subdivision Review
• Urban Design and Aesthetics
• Historic Preservation
• Affordable Housing
• Transportation Planning
• Parks and Recreation Planning
• Environmental Sustainability
• Economic Development
• Brownfield Redevelopment
• Transit-Oriented Development
• Smart Growth Initiatives
• Impact Fees
• Long-Range Transportation Planning
• Disaster Mitigation Planning
• Neighborhood Planning
• Public Engagement
• Growth Management
• Corridor Redevelopment
• Water and Wastewater Planning
• Transit Planning
• Data Analysis and Research
SANITARY SERVICES
• Current
• Critical
• Future

Qualifications:

- Must have a Class I Operator Certification
- Basic computer skills
- Must be able to occasionally lift 50 pounds and move 55-gallon drums using proper equipment.
- Must have a valid driver's license.

Responsibilities:

- Operate and maintain the Town's wastewater treatment plant and collection and distribution systems.
- Perform routine maintenance and minor repairs on plant equipment, system equipment, facilities, distribution system, and collection system.
- Operate and maintain lift stations; haul sludge; carry out the composting operation including wastewater sludge and yard waste.
- Maintain plant records and prepare monthly and quarterly reports as required.
- Perform general plant maintenance, such as janitorial duties, painting, and grounds maintenance, as required.
- Perform all aspects of sampling, monitoring, and testing required to maintain compliance with Federal, State, and Local regulations governing the wastewater treatment process, stormwater, and sludge management.
- Perform other duties as assigned.

The Wastewater Plant Operator-In-Training (OIT) is an entry to mid-level position in which the employee will be required to obtain certification from the State of West Virginia in accordance with Title 64 Legislative Rule Department of Health and Human Resources Bureau for Public Health, Series 5 (64CSR05)

Position Status : Full-time, regular; non-exempt

Qualifications : High School diploma or GED; valid West Virginia Drivers license at the time of hire; will achieve the WV required certifications for a Class 1 Wastewater System.

Applicant must be physically capable of performing strenuous manual labor, work in adverse weather conditions, lift 55# – 80# bags, bend, stoop, squat, climb ladders and stairs, and capable of working in confined spaces.

Job Summary:

The Wastewater Plant Operator-In-Training (OIT), under close supervision, performs skilled technical and manual work in the daily operation and maintenance of the Town's Wastewater Treatment collection system. Work involves monitoring, adjusting and recording plant operations, performing maintenance on equipment and facilities, and performing related work as required. Work also involves responding to emergencies - required to work weekends/holidays and perform 24 hour "on call" emergency service. Reports to the Wastewater Superintendent/Chief Operator.

The Town of Chesapeake is an equal opportunity employer including disability and protected veteran status. All qualified applicants will receive equal consideration for employment.

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.chaptech.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
SSES PFA Project
WV IJDC DISTRICT 2 FUNDING
2022S-2101

DRAW # 9
January 22, 2024

	CURRENT APPROVED BUDGET	Adjustments	Revised Budget	$ Paid Prior to this Draw	Requested this Draw	Requested to date	Remaining
Construction	0.00		0.00	0.00		0.00	0.00
Construction Contingency	0.00		0.00	0.00		0.00	0.00
Technical Services							
a. Preliminary Engineering	0.00		0.00	0.00		0.00	0.00
b. Design	0.00		0.00	0.00		0.00	0.00
c. Planning	0.00		0.00	0.00		0.00	0.00
d. Engineering During Construction	0.00		0.00	0.00		0.00	0.00
e. Inspection	0.00		0.00	0.00		0.00	0.00
f. Special Services	0.00		0.00	0.00		0.00	0.00
g. Asset Management	0.00		0.00	0.00		0.00	0.00
h. SSES (Smoke Testing, Cleaning, TV Inspection)	160,000.00		160,000.00	153,202.75		153,202.75	6,797.25
i. SSES Coordination / PM and MH Inspection (By CTG)	12,500.00		12,500.00	11,875.00	625.00	12,500.00	0.00
j. SSES Report (by CRG)	20,000.00		20,000.00	18,000.00	1,000.00	19,000.00	1,000.00
k. Other Engineering (Not PFA Eligible)	0.00		0.00	0.00		0.00	0.00
Legal & Fiscal							
Local Attorney	0.00		0.00	0.00		0.00	0.00
PSC Attorney	0.00		0.00	0.00		0.00	0.00
Interest During Construction	0.00		0.00	0.00		0.00	0.00
Accountant	0.00		0.00	0.00		0.00	0.00
Loan Repayment	0.00		0.00	0.00		0.00	0.00
Land Acquisition & ROWs	0.00		0.00	0.00		0.00	0.00
Administrative & General							
Project Administration	0.00		0.00	0.00		0.00	0.00
Permits & Fees	0.00		0.00	0.00		0.00	0.00
Contingency							
Project Contingency	0.00		0.00	0.00		0.00	0.00
Closing Costs							
Funding Reserve	0.00		0.00	0.00		0.00	0.00
Registrar Fees	0.00		0.00	0.00		0.00	0.00
Bond Council	0.00		0.00	0.00		0.00	0.00
Capitalized Interest	0.00		0.00	0.00		0.00	0.00
TOTAL	192,500.00		192,500.00	183,077.75	1,625.00	184,702.75	7,797.25

Town of Chesapeake
SSES PFA Project
Local Contribution

DRAW # 9
January 22, 2024

	CURRENT APPROVED BUDGET	Adjustments	Revised Budget	$ Paid Prior to this Draw	Requested this Draw	Requested to date	Remaining
Construction	0.00		0.00	0.00		0.00	0.00
Construction Contingency	0.00		0.00	0.00		0.00	0.00
Technical Services							
a. Preliminary Engineering	0.00		0.00	0.00		0.00	0.00
b. Design	0.00		0.00	0.00		0.00	0.00
c. Planning	0.00		0.00	0.00		0.00	0.00
d. Engineering During Construction	0.00		0.00	0.00		0.00	0.00
e. Inspection	0.00		0.00	0.00		0.00	0.00
f. Special Services	0.00		0.00	0.00		0.00	0.00
g. Asset Management	0.00		0.00	0.00		0.00	0.00
h. SSES (Smoke Testing, Cleaning, TV Inspection)	160,000.00		160,000.00	153,202.74		153,202.74	6,797.26
i. SSES Coordination / PM and MH Inspection (By CTG)	12,500.00		12,500.00	11,875.00	625.00	12,500.00	0.00
j. SSES Report (by CRG)	20,000.00		20,000.00	18,000.00	1,000.00	19,000.00	1,000.00
k. Other Engineering (Not PFA Eligible)	57,500.00		57,500.00	40,000.00		40,000.00	17,500.00
Legal & Fiscal							
Local Attorney	0.00		0.00	0.00		0.00	0.00
PSC Attorney	0.00		0.00	0.00		0.00	0.00
Interest During Construction	0.00		0.00	0.00		0.00	0.00
Accountant	0.00		0.00	0.00		0.00	0.00
Loan Repayment	0.00		0.00	0.00		0.00	0.00
Land Acquisition & ROWs	0.00		0.00	0.00		0.00	0.00
Administrative & General							
Project Administration	0.00		0.00	0.00		0.00	0.00
Permits & Fees	0.00		0.00	0.00		0.00	0.00
Contingency							
Project Contingency	0.00		0.00	0.00		0.00	0.00
Closing Costs							
Funding Reserve	0.00		0.00	0.00		0.00	0.00
Registrar Fees	0.00		0.00	0.00		0.00	0.00
Bond Council	0.00		0.00	0.00		0.00	0.00
Capitalized Interest	0.00		0.00	0.00		0.00	0.00
TOTAL	250,000.00		250,000.00	223,077.74	1,625.00	224,702.74	25,297.26

Town of Chesapeake
SSES PFA Project
Totals

DRAW # 9
January 22, 2024

	CURRENT APPROVED BUDGET	Adjustments	Revised Budget	$ Paid Prior to this Draw	Requested this Draw	Requested to date	Remaining
Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Construction Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Technical Services							
a. Preliminary Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c. Planning	0.00	0.00	0.00	0.00	0.00	0.00	0.00
d. Engineering During Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
e. Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
f. Special Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
g. Asset Management	0.00	0.00	0.00	0.00	0.00	0.00	0.00
h. SSES (Smoke Testing, Cleaning, TV Inspection)	320,000.00	0.00	320,000.00	306,405.49	0.00	306,405.49	13,594.51
i. SSES Coordination / PM and MH Inspection (By CTG)	25,000.00	0.00	25,000.00	23,750.00	1,250.00	25,000.00	0.00
j. SSES Report (by CRG)	40,000.00	0.00	40,000.00	36,000.00	2,000.00	38,000.00	2,000.00
k. Other Engineering (Not PFA Eligible)	57,500.00	0.00	57,500.00	40,000.00	0.00	40,000.00	17,500.00
Legal & Fiscal							
Local Attorney	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PSC Attorney	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest During Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accountant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loan Repayment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Land Acquisition & ROWs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative & General							
Project Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permits & Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contingency							
Project Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Closing Costs							
Funding Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Registrar Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bond Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capitalized Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	442,500.00		442,500.00	406,155.49	3,250.00	409,405.49	33,094.51

AMG Network Hosting, LLC
326 3rd Ave
Suite 306
Montgomery, WV 25136



P: (304) 608-3653
E: Sales@AMGNH.com

Town of Chesapeake, WV

RE: Quote for FirstNet Lines with Push to Talk Experience

Per Delmar (DJ) Sigman, the FirstNet Account rep covering the territory and existing FirstNet account for the town below is pricing for device and service for the requested Push to Talk Experience:

Sonim XP5+ Device with Voice, and FirstNet Rapid Response Service - $30.99/line + applicable fees

Service cost for 10 lines would be $309.90 + applicable fees.

*Fees would include County E911, Federal Cost Recovery/USAC and related fees and would not include states or local sales tax as you are exempt.

Thank you,

Thomas Baker

#WV060892

RESOLUTION
Town of Chesapeake Sanitary Board
Authorization for Delegation of Authority to Chair for Routine Accounts Payable

WHEREAS, the Town of Chesapeake Sanitary Board ("CSB") meets monthly for its regularly scheduled meetings; and

WHEREAS, the CSB, as with many municipalities and agencies thereunder, receives invoices, bills, and other statements from vendors and other service providers("Accounts Payable") in the ordinary course of business; and

WHEREAS, the Mayor of the Town of Chesapeake is the Chair of the CSB and charged with responsibility for day-to-day oversight of the business thereof; and

WHEREAS, to facilitate payment of Accounts Payable by the CSB in the ordinary course of business; the CSB wishes to delegate authority to the Chair for payment of the Accounts Payable of the CSB arising under a determined threshold and in the ordinary course of business.

NOW, THEREFORE LET IT BE RESOLVED, that the CSB is granting the following authority to the Chair for a specific monetary grant of authority to approve the Accounts Payable arising in the ordinary course of business, without prior approval of the remainder of the CSB; and

NOW, THEREFORE LET IT BE RESOLVED, that the CSB delegates to the Chair the authority to approve the Accounts Payable for amounts up to and including $5,000 if arising in the ordinary course of business, without prior approval of the remainder of the CSB, filing proof of said payments monthly in CSB records. The Chair is to seek review and approval from the entire CSB for Accounts Payable over that dollar amount and/or for invoices that arise other than in the ordinary course of business or that which is out of character in charge and/or amount for that vendor or service provider.

Adopted this the _____ day of January, 2024.

Attest:

_____ _____

Chair, Town of Chesapeake Sanitary Board

Secretary, Town of Chesapeake Sanitary Board

Sanitary Board City of Chesapeake
Expenses by Vendor Detail
December 2023

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
ADP									
Check	12/08/2023			Payroll Processing F...		CITY NATION...	66.97		66.97
Check	12/14/2023			Payroll Processing F...		CITY NATION...	77.30		144.27
Total ADP							144.27	0.00	144.27
American Water									
Bill	12/01/2023	40002...	Data Usage 6...	Contract Services		Accounts Paya...	122.20		122.20
Total American Water							122.20	0.00	122.20
AMG Network									
Bill	12/01/2023	4603	Managed Ser...	Contract Services		Accounts Paya...	62.00		62.00
Total AMG Network							62.00	0.00	62.00
Appalachian Power									
Bill	12/29/2023	#020-...	11/29/23-12/2...	Station #1		Accounts Paya...	426.31		426.31
Bill	12/29/2023	#024-...	11/29/23-12/2...	Station #3		Accounts Paya...	260.76		687.07
Bill	12/29/2023	#023-...	11/29/23-12/2...	Station #5		Accounts Paya...	84.16		771.23
Total Appalachian Power							771.23	0.00	771.23
City National Bank									
Check	12/29/2023		Image Fee	Bank Charge		CITY NATION...	2.00		2.00
Total City National Bank							2.00	0.00	2.00
Kanawha PSD									
Bill	12/07/2023	11-20...	50% of the tot...	Contract Services		Accounts Paya...	1,539.02		1,539.02
Total Kanawha PSD							1,539.02	0.00	1,539.02
LOWES									
Check	12/08/2023		Need Receipt	6005 SUPPLIES		CITY NATION...	553.36		553.36
Total LOWES							553.36	0.00	553.36
Minear Law Offices, PLLC									
Bill	12/20/2023	Octob...	Review of Ch...	6025 LEGAL FEES		Accounts Paya...	1,504.00		1,504.00
Total Minear Law Offices, PLLC							1,504.00	0.00	1,504.00
Mountaineer Gas Company									
Bill	12/14/2023	17188...	Reading Dece...	5040 UTILITIES		Accounts Paya...	77.02		77.02
Total Mountaineer Gas Company							77.02	0.00	77.02

Sanitary Board City of Chesapeake
Expenses by Vendor Detail
December 2023

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
Optimum Business									
Bill	12/21/2023	12/21/...		5060 TELEPHONE		Accounts Paya...	137.26		137.26
Total Optimum Business							137.26	0.00	137.26
S Agarwal CPA AC									
Bill	12/07/2023	2023-...	Bookkeeping ...	CPA Services		Accounts Paya...	500.00		500.00
Total S Agarwal CPA AC							500.00	0.00	500.00
WV American Water									
Bill	12/07/2023	1028-...	Nov 03- Dec 05	Utilities		Accounts Paya...	62.26		62.26
Total WV American Water							62.26	0.00	62.26
TOTAL							**5,474.62**	**0.00**	**5,474.62**

Sanitary Board City of Chesapeake
Balance Sheet
As of December 31, 2023

	Dec 31, 23
2005 FEDERAL W/H	26,987.35
2010 STATE W/H	3,276.46
2025 ACCRUED SUTA	1,320.66
Direct Deposit Liabilities	-923.44
Equipment Loan (Poca Valley)	-2,442.27
Total Other Current Liabilities	34,432.98
Total Current Liabilities	40,404.21
Total Liabilities	40,404.21
Equity	
3000 INVESMENT IN CAPITAL ASSET	279,809.00
3005 CONTRIBUTION-CONSTRUCTION	313,336.00
3010 SMALL CITIES BLOCK GRANT	162,464.08
3015 MUNICIPAL CONTRIBUTIONS	243,101.00
Capital Contribution (PFA Grant	26,625.00
Opening Balance Equity	8,629.44
Retained Earnings	-339,717.54
Net Income	36,046.83
Total Equity	730,293.81
TOTAL LIABILITIES & EQUITY	770,698.02

Sanitary Board City of Chesapeake
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
1011 MONEY MARKET - TREASURER	-228.44
CITY NATIONAL BANK SAN BD 2714	266,191.62
Sanitary Board PFA Grant Accoun	-3,425.00
Total Checking/Savings	271,040.49
Accounts Receivable	
1020 CUSTOMER A/R	299,733.17
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	220.00
Total Accounts Receivable	295,953.17
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	567,093.66
Fixed Assets	
1050 LAND	103,564.00
1055 BUILDINGS	22,782.00
1060 EQUIPMENT	1,209,019.00
1070 ACCUMULATED DEPRECIATION	-1,131,760.64
Total Fixed Assets	203,604.36
TOTAL ASSETS	**770,698.02**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,971.23
Total Accounts Payable	5,971.23
Other Current Liabilities	
2002 Payroll Liabilities	6,214.22

Sanitary Board City of Chesapeake
Profit & Loss by Class
December 2023

	Unclassified	TOTAL
Ordinary Income/Expense		
Income		
4000 SEWAGE FEES	33,361.69	33,361.69
Total Income	33,361.69	33,361.69
Expense		
5001 SALARIES-TREATMENT & DISP	6,152.78	6,152.78
5003 SANITARY BOARD MEMBER	500.00	500.00
5040 UTILITIES	848.25	848.25
5060 TELEPHONE	137.26	137.26
6005 SUPPLIES	553.36	553.36
6025 LEGAL FEES	1,504.00	1,504.00
Bank Charge	2.00	2.00
Contract Services	1,723.22	1,723.22
CPA Services	500.00	500.00
Payroll Processing Fees (ADP)	144.27	144.27
Utilities	62.26	62.26
Total Expense	12,127.40	12,127.40
Net Ordinary Income	21,234.29	21,234.29
Net Income	**21,234.29**	**21,234.29**