TOWN OF
Chesapeake WV
INC. 1948

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

AGENDA: 3rd Tuesday, February 20, 2024
Time: 6:00 PM
Monthly: Sanitary Board Meeting

Monthly Meeting Agenda – 3rd Tuesday, February 20, 2024 @ 6PM

Location: Dr. Lisa E Curry Memorial Building

1. **Call to Order (2 minutes)**
   - President / Chair calls the meeting to order.
     - ☐ Melissa Hill, Chairwoman
     - ☐ Jason Bowen, Board Member
     - ☐ Jolinda Perdue, Secretary
     - ☐ Herbert Shearer, Board Member
2. **Invocation & Pledge of Allegiance**
3. **Approval of Agenda**
4. **Approval of Previous Meeting Minutes (5 minutes)**
   - January 2024
5. **Public Comments (3 minutes per citizen)**
6. **Special Presentation (15 minutes)**
   - **FY2024-2025 Organizational Chart**
     - Required Certifications
     - Job Descriptions
     - Policy
     - Public Works Supervisor Salary
7. **Old Business (10 minutes)**
   - Discussion & Resolution – Sewer System Evaluation
8. **New Business (10 minutes)**
   - **Communications & Information Technology**
9. **Legal – Attorney Beth Minear, Esq.**
10. **Financial Report (5 minutes)**
    - Discussion & Resolution
      - January 2024
      - Year to Date
11. **Committee Reports (5 Minutes)**
12. **Announcements and Upcoming Events (5 minutes)**
13. **Adjournment**
    - Motion to adjourn

Next Monthly Meeting Date: March 19, 2024, 3rd Tuesday of the month
Next Monthly Meeting Time: 6:00 PM
Location: Dr. Lisa E. Curry Memorial Building

Posted _____

At the Sanitary Board Town of Chesapeake, we are dedicated to fostering transparency, openness, and public trust in our operations. We believe that transparency is fundamental to effective governance and ensuring the community's engagement and confidence in our decisions and actions.

Resolution No. Ten (10)

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	3/31/2024	20899	$ 2,000.00	$ 1,000.00	$ 1,000.00
		TOTAL	**$ 2,000.00**	**$ 1,000.00**	**$ 1,000.00**

Adopted by the Town of Chesapeake Council at a meeting held on the 30th day of April, 2024.

Melissa Hill, Mayor

Town of Chesapeake

12404 MacCorkle Ave.
Chesapeake, WV 25315

April 30, 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 # 10

Dear Mr. Morgan,

We request funds in the amount of $1,000.00 for this Drawdown.

Invoices		
Vendor	Date & Inv No.	Amount
Chapman Technical Group LTD	03-31-24 / 20899	$ 1,000.00
		$ -
TOTALS		$ 1,000.00

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

March 31, 2024
Project No: 0000021026.05
Invoice No: 0020899

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 February 18, 2024 to March 30, 2024

Fee

Total Fee	40,000.00			
Percent Complete	100.00	Total Earned	40,000.00	
		Previous Fee Billing	38,000.00	
		Current Fee Billing	2,000.00	
		Total Fee		**2,000.00**
			Total this Invoice	**$2,000.00**

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

DRAW # 10

April 30, 2024

2022S-2101	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	12,500.00		12,500.00	0.00
j. SSES Report (by CRG)	20,000.00		20,000.00	19,000.00	1,000.00	20,000.00	0.00
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	184,702.75	1,000.00	185,702.75	6,797.25

Town of Chesapeake
SSES PFA Project
Local Contribution

DRAW # 10
April 30, 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	12,500.00		12,500.00	0.00
j. SSES Report (by CRG)	20,000.00		20,000.00	19,000.00	1,000.00	20,000.00	0.00
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	224,702.74	1,000.00	225,702.74	24,297.26

Town of Chesapeake

SSES PFA Project

Totals

DRAW # 10

April 30, 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	25,000.00	0.00	25,000.00	0.00
j. SSES Report (by CRG)	40,000.00	0.00	40,000.00	38,000.00	2,000.00	40,000.00	0.00
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	409,405.49	2,000.00	411,405.49	31,094.51