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
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

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

AGENDA: Monday, February 26, 2024
Monthly: Town Council Meeting
Location: Dr. Lisa E. Curry Memorial Annex
Time: 6:00 PM

Agenda:

1. **Call to Order**
2. **Invocation & Pledge**
3. **Approval of Agenda**
4. **Approval of Meeting Minutes**
   - January 2023
5. **Appointments & Contracts - Discussions & Resolutions:**
   - **Appointments**
     - Ward 3 Councilman – William Craig Smith
   - **Welcome new employees:**
     - Brian Bowen – Town Administrator
     - Courtney Spicer – Municipal Engagement Coordinator
   - **Acknowledge** – Special Counsel – Paul Ellis, Esq. – Notice of Withdrawal – 2/13/24
   - **Resolution** – Creating a Planning Commission
     - **Review** – Purpose of the Comprehensive Plan
     - **Review** – WV State Law – Sections 8A-2-1
     - **2nd Read** – Ordinance - an ordinance of the city of Chesapeake, Kanawha County, West Virginia, establishing the city of Chesapeake – planning commission
   - **Resolution** – Adopting State of WV Procurement – P-Card
     - Robin Taylor, Recorder & Funding Management
     - Brian Bowen, Town Administrator
     - Melissa Hill, Mayor
     - Resolution to adopt – State of WV Procurement approach, register, and begin purchasing
   - **Resolutions – WV Auditor's Office Request for FY2023 Financial Statement**
     - FY2023 – Year End Financial Statement Request:
       - **Town of Chesapeake**
         - General Fund
         - Police Fee
         - Fire Fee
         - Bond Commitment
         - Dump Account
         - Coal Severance
         - American Rescue Plan Act
       - **Sanitary Board**
         - Sewer Services
         - PFA / IJDC Grant
     - Town of Chesapeake shall Request:
       - Year End Financial Report to include all funds in the bank as of 6/30/23
         - Original line-item amounts
     - Town of Chesapeake shall Request:
       - Budget Revision for FY2024 to include monies in all accounts including Sewer/Sanitary Board
         - Using Original line-item amounts
   - **Resolutions** – New Levy Estimates – FY 2025
     - **Task Order** – Sandeep Agarwal, CPA
     - **Task Order** – Beth Minear, Legal Representative

6. **Public Comments**
7. **Special Presentations**
8. **Old Business**
    - **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
        - FY2022 – FY2023 – 940 not filed – Federal Unemployment Taxes
        - **Signed - Form 2848, Power of Attorney and Declaration of Representative –** Sandeep Agrawal, CPA
    - **Acknowledgement – FY2021 – 2023 Audits**
        - Audit RFP – Thursday, February 22, 2024 – FY 2021-2023
9. **New Business**
    - **FY2025 –** Budget, Planning, and Authorization by March 22, 2024
    - **Forensic Data –** All Computers – provides Search, Review, and Case Creation
10. **Financial Report**
    - **Review & Authorize** – January Financial Reports
    - **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 –** Spaghetti Luncheon – Sound the Alarm – Red Cross Information Session
13. **Adjournment**

Next Monthly Meeting Date: Monday, March 18, 2024
Next Monthly Meeting Time: 6:00 PM
Location: Dr. Lisa E. Curry Memorial Annex



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