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

Transparency
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Winning

City of Chesapeake Sanitary Board Agenda
Date: Tuesday, March 19, 2024
Time: 6:00 PM
Location: Town Hall Court Room

1. **Call to Order**
    - The meeting will be called to order at 6:00 PM by the Chairperson.
2. **Roll Call**
    - ☐ Mayor / Chair Hill
    - ☐ Jolinda Perdue, Secretary
    - ☐ Acknowledge Partners
    - ☐ Jason Bowen, Board Member
    - ☐ Herbert Shearer, Board Member
3. **Approval of Agenda**
    - The agenda for the meeting will be reviewed and approved.
4. **Approval of Minutes**
    - Approval of the minutes from the previous meeting on February 20, 2024.
5. **Public Comments**
    - Members of the public may address the board on matters not listed on the agenda. Each speaker will be given a limited time to speak.
6. **Old Business**
    - Discussion and update on ongoing projects:
        - Sewer system maintenance progress report.
        - Any other relevant old business items.
7. **New Business**
    - Consideration and discussion of the following:
        - Proposal for a new sewer line rehabilitation project
        - Appropriations FY2025
        - Operations Review

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8. **Financial Report**
    - Presentation and discussion of financial statements, including budget updates and expenditures.
9. **Reports**
    - Reports from:
        - Beth Minear, Esq.
        - Chief Engineer. Do we need one?
        - Environmental Compliance Officer. Do we need a partner?
10. **Announcements**
    - Any announcements pertinent to the board.
11. **Next Meeting Date**
    - Confirm the date and time for the next Sanitary Board meeting.
12. **Adjournment**
    - The meeting will be adjourned at the discretion of the Chairperson.

Posted

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Sanitary Board City of Chesapeake
Profit & Loss
February 2024

	Feb 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	36,084.00
Total Income	36,084.00
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	609.57
5001 SALARIES-TREATMENT & DISP - Other	6,365.00
Total 5001 SALARIES-TREATMENT & DISP	6,974.57
5040 UTILITIES	
Electricity- General	151.77
Electricity Sewer Pump	146.65
Electricity Station #1	509.02
Electricity Station #3	350.31
Electricity Station #4	99.32
Gas	119.73
Pest Control	63.60
Water	60.13
Total 5040 UTILITIES	1,500.53
5060 TELEPHONE	159.51
6025 LEGAL FEES	1,504.00
Bank Charge	2.00
Contract Services	1,812.79
CPA Services	500.00
Total Expense	12,453.40
Net Ordinary Income	23,630.60
Other Income/Expense	
Other Income	
4010 INTEREST INCOME	33.22
Total Other Income	33.22
Net Other Income	33.22
Net Income	**23,663.82**

Sanitary Board City of Chesapeake
Income by Customer Detail
July 1, 2023 through March 19, 2024

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
Jane Deer									
Credit Memo	10/20/2023	2	Refund of Overpayment	4000 SEWAGE FEES		1020 CUSTO...	723.56		-723.56
Total Jane Deer							723.56	0.00	-723.56
Kanawha Public Service									
General Journal	07/01/2023	AJE #...	Sewer Collection for June r...	4000 SEWAGE FEES		Accounts Rece...	35,343.66		-35,343.66
General Journal	07/31/2023	AJE #34	Collection for July,23	4000 SEWAGE FEES		Accounts Rece...		39,740.69	4,397.03
General Journal	08/31/2023	AJE #35	Collection for August,23	4000 SEWAGE FEES		Accounts Rece...		35,265.81	39,662.84
Invoice	09/30/2023	3	Sewer Collection for Sept,23	4000 SEWAGE FEES		1020 CUSTO...		34,096.82	73,759.66
Invoice	10/31/2023	4	Sewer Collection for Oct,23	4000 SEWAGE FEES		1020 CUSTO...		37,331.96	111,091.62
Invoice	11/30/2023	5	Sewer Collection for Nov,23	4000 SEWAGE FEES		1020 CUSTO...		33,593.23	144,684.85
Total Kanawha Public Service							35,343.66	180,028.51	144,684.85
Town of Chesapeake									
Invoice	12/31/2023	6	Sewer Collection for Dec,23	4000 SEWAGE FEES		1020 CUSTO...		33,361.69	33,361.69
Invoice	01/31/2024	7	Collections for the month o...	4000 SEWAGE FEES		1020 CUSTO...		39,680.27	73,041.96
Invoice	02/29/2024	8	Sewer Collection for Febru...	4000 SEWAGE FEES		1020 CUSTO...		36,084.00	109,125.96
Total Town of Chesapeake							0.00	109,125.96	109,125.96
TOTAL							**36,067.22**	**289,154.47**	**253,087.25**

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2. **Roll Call**
    - ☐ Mayor / Chair Hill
    - ☐ Jolinda Perdue, Secretary
    - ☐ Jason Bowen, Board Member
    - ☐ Herbert Shearer, Board Member
    - ☐ Acknowledge Partners:
        - Brian Bowen
        - Robin Taylor
        - Beth Minear, Esq.
3. **Prayer / Pledge** – Chair Hill
4. **Approval of Agenda**
    - The agenda for the meeting will be reviewed and approved.
5. **Approval of Minutes**
    - Approval of the minutes from the previous meeting on February 20, 2024.
        - Next Meeting
6. **Public Comments**
    - Members of the public may address the board on matters not listed on the agenda. Each speaker will be given a limited time to speak.
        - None
7. **Old Business**
    - Discussion and update on ongoing projects:
        - Sewer system maintenance progress report.
            - Email sent to Chapman for the timeline of the report by Beth Minear, Esq. – 3/15/24 – No response to date

- Manchin Appropriation was due on Monday, March 18, 2024, didn't make deadline, but Letters of Support must be State Level Agency at a minimum.
- Met with Laura Cox Planning
    - Waiting for Sewer Evaluation from Chapman
    - Sanitary Operations & Board will work together to review and prioritize projects when Sewer Evaluation is received.
- Letter to WV American Water on 3/15/2024 concerning inflow at 118th St. & Cotton Alley – no response to date

8. **New Business**

- Consideration and discussion of the following:
    - Proposal for a new sewer line rehabilitation project
    - Appropriations FY2025
    - Operations Review
- Looked at property at 114th purchased beside Lift Station #1
    - Dwelling modifications not in the current budget
    - Dwelling deeded to Town of Chesapeake
    - Need estimates for tear down of garage and modification of home for office space and lab
- Jolinda Perdue has a new paid employee position with the Sanitary Board providing
- Met with Kanawha PSD about Billing and their Process
    - Sanitary Receipt will continue to flow through Town of Chesapeake (WV) and Sanitary will continue to invoice the Town

9. **Financial Report**

- Presentation and discussion of financial statements, including budget updates and expenditures.
    - Profit & Loss and Income Statement Reviewed
        - Showed Sanitary Board Invoices to Town and Payments

10. **Reports**

- Reports from:
    - Beth Minear, Esq.
        - Discussed letters to Chapman Technical and WV American Water
        - Researching land right surveys and permits
        - Letter to Herbert Shearer, Board Member mailed 3/10/15
            - Board will review replacement member process
    - Chief Engineer. Do we need one?
        - Sewer Modification projects should support the need for an Board Member – Engineer. Beth Minear, Esq. will review the requirements
    - Environmental Compliance Officer. Do we need a partner?
        - Mayor asked about the need for this partner. Beth Minear found Extension will test water and soil at no charge to town.
        - We will seek this partnership
    - Property Acquisition
        - When acquiring properties or working with citizens to resolve compliance issues we must make sure all engagement is constitutionally sound
        - Mayor spoke about engaging SOHO – Spotted Owl Healthcare Organization – Orlando Craighead, CEO. Providing Community Engagement – Social Work Services. Engaging a Community Mediation Team that includes this legal, and other services needed to support all stakeholders.
    - Town of Chesapeake (WV) – Budget
        - Forecast of $810K not correct for FY2024
            - $647K – closer to Actual – still reviewing
            - Budget Due 3/28/24
    - Sanitary Board will need to

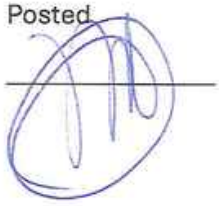
11. **Announcements**

- Any announcements pertinent to the board.
    - Spaghetti Lunch & Learn for Seniors tomorrow
    - Public Hearing on Thursday, March 21, 2024 at 6:00 PM
    - Town Council Meeting at 7:00 PM

12. **Next Meeting Date,**
    - Confirm the date and time for the next Sanitary Board meeting.
        - April 16, 2024 @ 6:00 PM

13. **Adjournment**
    - The meeting will be adjourned at the discretion of the Chairperson.
        - Motion: Jason Bowen
        - Second: Melissa Hill, Chair

Posted



Sanitation Meeting 3/19/23

- Meeting called to order by Mayor Gill pm
- Roll call

  Hill, Bowen Present
  Perdue, Sheerer missing
- Acknowledge Bowen, Robin, - Beth Minear
-

  Prayer / Pledge

4. Minutes unavailable at this time.
5. - Public Comment none

6. - Old Business

Beth discussed
- email sent to Chapman for timeline of Report from Beth. 3/15/24 Electronically
- Waiting on evaluation still.
- ~~Not betting~~
- ~~Looked~~ Looked into appropriations from Manchin. Couldnt do due to needing 2 letters from
- sent email to grant writer, Stopped conversation with Chapman until we get evaluation report.

Beth discussed
- Reviewed letter by Board went to Water Company sent 3/15/24

7. - New Business

- looked at home Town owes on 114th to extend lift station 1
- needs to be in budget to do something with it.

- Jason asked if it was usable Property
  Mayor said she believed so and needed the house to be evaluated.

- Jo Perdue has new position supporting Sanitary and City.

- Spoke with Kanahwa ~~PSD~~ PSD about Billing and how the process works at PSD.
  Addressed the process of recieving payments from them.

8. Financial Reports

- Profit an Loss Statement was ~~given~~ passed out and reviewed.

- Income statement was passed out and reviewed.

- Sanitary invoices the Town of Chesapeake instead of phone transfers.

9. Reports

Beth update

- Water Company, and Chapman letters.
- looking into Land Right Surveys (DOH) permits.
-

9. cont ~~Announcements~~

Mayor – Herbert Shearer absent. Letter sent no response.

~~Beth~~ Beth will look into what the next steps are legally. Removal, Replacement

- Do we need a Chief Engineer?
  - Beth ~~stated~~ will look into adding engineer
- Mayor - Advised board to consider another possible Board member.
- Do we need a Environment Compliance Officer?
- Mayor - would help citizens understand environmental Safety
- Mayor – want to look into aquiring property and make sure we are legal.
- Mayor - Spoke about meeting SOHO group about mediation, counciling. Community engagement team. Sharing the team with Town and Sanitary.

~~Discussion~~

Beth Stated = WV extension will test water and soil for free. No charge to Town.

- Mayor = Discussed Town Budget to be transparent with Sanitary.

Robin stated $647,000 is budget.

we had over $600,000 in the account that was unaccounted in Budget.

(10.) Announcements

Spagetti for seniors tomorrow

Budget/Levy on Public Hearing on 3/21/24 0600 - town mtg 700

Budget Due 3/28/24

11. Meeting Date

Jason motions to adjourn Mayor Seconds adjourns 7:10pm.