Sanitary Board
City of
Chesapeake
(WV)

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

Transparency
Respect
Winning

CHESAPEAKE SANITARY BOARD
REGULAR MEETING
May 21, 2024, at 6:03 p.m.

Call To Order: Melissa J. Hill, President/Mayor
Roll Call by Secretary Jolinda Perdue:

President/Mayor:	Melissa J. Hill	Present
Citizen Board Member:	Jason Bowen	Present
Citizen Board Member:	Herbert Shearer	Absent
Board Secretary:	Jolinda Perdue	Present

A Quorum of the Sanitary Board has Convened.

Others Present: Beth Minear, Sanitary Counsel
Brian Bowen, Town Administrator
Debbie Hill, Town Recorder
Craig Smith, Ward III Council Member (arrived at 6:34 p.m)

Prayer: Melissa J. Hill
Pledge of Allegiance: All

Sanitary Board Briefing by President/Mayor Hill:

a. Approval of May 21, 2024, Sanitary Board Agenda.

Motion made by Jason Bowen to approve the Sanitary Board Agenda. President/Mayor Hill seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

b. April 16, 2024, Minutes Reviewed.

Motion made by Jason Bowen to approve the Sanitary Board Meeting Minutes from April 16, 2024, with no revisions or questions. President/Mayor Hill seconded the motion. President/Mayor Hill called for a vote, with all "ayes" approving, Motion Carried.

c. Public Comments

1. Brian Bowen, Town Administrator, stated a new trash compactor driver had been hired and is CDL Licensed. The employee is slated to start on Tuesday, May 28, 2024.

d. Updates from President/Mayor Hill:

1. Status of state audits for FY2021, 2022 and 2023 - Auditor Glasser in progress. Andrew - batching and scanning documents back to 2019.

2. Status of Annual Report Filing for FY2023 with the Public Service Commission: In progress. Accountant Sandeep Agrawal compiling report. Last Report data that was submitted for FY2022 in prior administration, doesn't reconcile with current financial data. Validation of vendor invoices being conducted.

3. Status of exposing sewer pipes for installation of Flexim Meters at Lift Stations 2 & 4 - At lift station #2, Virgil Holstein ran backhoe, dug 8 ft. down to where pipe was supposed to be and cannot locate. Town Administrator Bowen is obtaining quotes from companies that can be contracted to locate sewer lines and install Flexim Meter.

4. Brief review of Final Sanitary Sewer Evaluation Survey submitted by Chapman Technical. Discussion of joint planning meeting between Sanitary Board and Town Council for in-depth review, comprehension and questions, prior to scheduling meeting with Greg Belcher with Chapman Technical for formal review. Bruce Mullins at WVIJDC had not been provided with a copy of the survey for review by Chapman Technical. The survey failed to include the facilities plan with the survey. The estimation of costs provided by Chapman Technical to implement repairs/replacement of sewer lines, etc. totaled $21.7 million dollars.

5. Discussion that an RFP would need to be posted for further evaluation of commercial areas in relation to Sewer Inflow & Infiltration. Evaluating the commercial areas of potential I & I was not within the scope of the survey conducted by Chapman Engineering.

6. Installation of PTT phones being installed

7. Civic Plus - Municode - In progress

8. American Chemical has requested an Industrial Permit with DEP.

9. Reviewing costs of purchasing three PC's and one laptop with monitors for Sanitary Operations - Dispatch, Field and City Yard. Purchases will be made through HP, approved vendor for State Purchasing.

10. Audio Visual Solution - All in One - Advantage technology will be presenting quote to Sanitary Board for purchase. Estimated $12,247.00.

e. Updates from Legal Counsel, Beth Minear

1. Evaluation of estimate and information provided by Solar Holler, Inc. to develop and install solar panels at Town property located in Nelson Hollow, where the old garbage dump

used to be located. The property is approximately 5 acres and could provide perpetual income for the Town by generating solar electricity and selling it back to power companies. Tree clearing and other pre-development issues to consider before formalizing a plan to move forward.

2. In the process of setting up another meeting with the Marmet Sanitary Board to discuss wastewater treatment charges going forward and payment of Bonds owned by Marmet. Chesapeake Sanitary Board has continued making monthly payments, but counsel states that is not a waiver of any disputed amounts.

MEETING ADJOURNED at 8:06 p.m.

Motion by Board Member Jason Bowen was made to adjourn the meeting.
President/Mayor Hill seconded the motion.
President/Mayor Hill called for a vote, with all "ayes" approving the meeting be adjourned until the next regular meeting to be held on Tuesday, June 18, 202, at 6:00 p.m. at the Dr. Lisa Curry Memorial Annex.

Chesapeake Sanitary Board - Motion Log

Date	Motions	Passed
10/16/2023	Approval of Agenda	Yes Bowen & Shearer
10/16/2023	Approval of March 2023, Sanitary Board Minutes	Yes Bowen & Shearer
10/16/2023	Approval to Contract Scanning Services to Digitally Archive Sanitary records	Yes Bowen & Shearer
10/16/2023	Approval for Chair to request documentation from all banks for past Sanitary bank accounts to include copies of cancelled checks.	Yes Shearer & Bowen
10/16/2023	Approval that Sanitary Board Meetings moved to 3rd Tuesday of Month	Yes Bowen & Shearer
10/16/2023	Approval of Adjournment	Yes Bowen & Shearer
11/21/2023	Approval of Agenda	Yes Bowen & Shearer
11/21/2023	Approval of October 16, 2023 Minutes	Yes Bowen & Shearer
11/21/2023	Approval of Sanitary Board Legal Counsel Beth Minear	Yes Bowen & Shearer
11/23/2023	Approval of Mandatory Sanitary Board Training for Code of Conduct & Ethics at a date and time TBD	Yes Shearer & Bowen
11/23/2023	Approval of prior legal services by Beth Minear and payment for those services	Yes Bowen & Shearer
12/19/2023	Approval of Sanitary Board Agenda	Yes Bowen & Shearer
12/19/2023	Approval of 11/21/23 Minutes	Yes Bowen & Shearer
12/19/2023	Approval to continue Flexim Installation Project, adding internet to Pumps 2, 4, & 5 and approval of additional expenditures of approx. $5000.00	Yes Bowen & Shearer
1/25/2024	Approval of Sanitary Board Agenda	Yes Bowen & Hill
1/25/2024	Approval of 12/19/23 minutes with one revision. "excavation to expose about 8 feet of pipe.	Yes Bowen & Hill
1/25/2024	Approval of FY2024/2025 Reorganizational Chart for Sanitary Board	Yes Bowen & Hill
1/25/2024	Approval of purchasing four (4) Push to Talk phones and monthly service from FirstNet at the price of $30.99 per month/per phone. Town to reimburse Sanitary upon approval by Town Council at next council meeting.	Yes Bowen & Hill
1/25/2024	Approval for Sanitary Board to implement a Special Project for a 24/7 365 Service - Discovery Project - not to	Yes Bowen & Hill

1/25/2025	Approval for Sanitary Board to implement a Special Project for an Emergency Response Portal - Discovery Project - not to exceed the cost of $2500.00.	Yes Bowen & Hill
1/25/2024	Approval of Resolution for CSB Authorization for Delegation of authority to Chair for Routine Accounts Payable. Allowing Chair who is responsible for day to day oversight of CSB to facilitate payment of accounts payable in the ordinary course of business up to and including $5000.00, IF arising in the ordinary course of business.	Yes Bowen & Hill
1/25/2024	Approval of Resolution #9 for Town of Chesapeake payment to Chapman Technical Group for Invoice #'s20788 & 20789 for $1625.00	Yes Bowen & Hill
2/20/2024	Approval of Agenda	Yes Bowen & Hill
2/20/2024	Approval of January 25, 2024 Minutes	Yes Hill & Bowen
2/20/2024	Approval of Task Order #6 - Laura Cox Planning - appropriation of $5,000 from Sanitary Fund for Federal Grant Appropriations Application FY2025 and Sanitary Portion of Development of Comprehensive Plan	Yes Hill & Bowen
2/20/2024	Approval of shared costs for Nathaniel Hale as Public Works Supervisor. Reporting to Town Administrator, Brian Bowen. Approval of salary from Sanitary Fund of $30,000.00 annually.	Yes Bowen & Hill
2/20/2024	Approval of Financial Documents for Sanitary Board	Yes Hill & Bowen
2/20/2024	Approval to purchase laptop computers for Sanitary Board & Sanitary Employees	Yes Hill & Bowen
3/19/2024	Approval of Adjournment	Yes Bowen & Hill
4/16/2024	Approval of Agenda	Yes Bowen & Shearer
4/16/2024	Approval of March 19, 2024 minutes	Yes Bowen & Shearer
4/16/2024	Approval of Financial Statements as submitted, knowing there are errors that are coming from previous Quick Books entries that cannot be altered	Yes Bowen & Shearer
4/16/2024	Approval of Adjournment	Yes Bowen & Shearer
5/21/2024	Approval of Agenda	Yes Bowen & HIll
5/21/2024	Approval of April 16, 2024 Minutes	Yes Bowen & Hill
5/21/2024	Approval of Adjournment	Yes Bowen & Hill

Sanitary Board City of Chesapeake
Balance Sheet
As of May 31, 2024

	May 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	337,873.48
Sanitary Board PFA Grant Accoun	-975.00
Total Checking/Savings	345,400.79
Accounts Receivable	
1020 CUSTOMER A/R	267,366.63
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	220.00
Total Accounts Receivable	263,586.63
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	609,087.42
Fixed Assets	
1050 LAND	103,564.00
1055 BUILDINGS	22,782.00
1060 EQUIPMENT	1,222,769.00
1070 ACCUMULATED DEPRECIATION	-1,131,760.64
Total Fixed Assets	217,354.36
TOTAL ASSETS	**826,441.78**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,621.93
Total Accounts Payable	1,621.93
Other Current Liabilities	
2002 Payroll Liabilities	1,778.52

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

Transparency
Respect
Winning

City of Chesapeake Sanitary Board Monthly Meeting Agenda

Date: May 21, 2024
Time: 6:00 PM
Location: Dr. Lisa E. Curry Memorial Annex Building

1. Call to Order

- **Chairperson:** Melissa Hill

2. Roll Call

- **Board Members Present:**
  - Robert Bowen, Board Member – Citizen
  - Herbert Shearer, Board Member – Citizen
  - Jolinda Perdue, Board Secretary
  - Melissa Hill, Chairwoman
  - Beth Minear, Counsel

3. Approval of Minutes

- **Previous Meeting Date:** April 16, 2024 @ 6:00 PM

4. Public Comments

- **Time Limit:** 3 minutes per speaker
- **Total Duration:** 15 minutes

5. Reports

- **Old Business**
  - FY 2021, 2022, 2023 Audits – Progress
  - Exposing Pipe for Flexim Meter Installation
  - Sewer Evaluation – Complete – Schedule Review
  - Installation of Mobile Phone Equipment for trucks
  - Civic Plus – Municode – In progress

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

Transparency
Respect
Winning

6. New Business

- **Purchase Requests:**
    - **Labor** – Installation of Flexim Meters
    - **Computers** – 3 PC's and 1 Laptop with Monitors
        - Operations – Dispatch, Field, and City Yard
    - **Audio Visual Solution** – All in One - $12,247

8. Legal – Counsel Report

- Update & Discussion

9. Next meeting date: June 18, 2024

10. Adjournment

Note: The public is encouraged to attend and participate in the discussions. If you require any special accommodations, please contact the Sanitary Board office at least 48 hours in advance.