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

Transparency
Respect
Winning

Town of Chesapeake, WV Municipal Meeting Agenda

Day: Monday, June 24, 2024

Time: 6:00 PM

Location: Dr. Lisa E. Curry Memorial Annex Building

Part One - Administrative Code – 111.07 – Robert's Rules of Order

In accordance with Robert's Rules of Order, the Town of Chesapeake Municipal Meeting is dedicated to addressing official town business and public concerns. Personal matters and individual business are not permitted to be discussed during the meeting to maintain focus on municipal issues and ensure efficient use of time.

Note: All participants are reminded to adhere to this guideline throughout the meeting. For any personal matters, please contact the appropriate town department outside of the meeting hours.

1. **Call to Order**
   - Mayor's welcome and opening remarks
2. **Roll Call** by Recorder, Debbie Hill
   - ☐ David Lloyd, Council-at-Large
   - ☐ Dona Lacy, Ward 1
   - ☐ Ron Petty, Ward 1
   - ☐ Wesley Dillard, Ward 2
   - ☐ Vacant, Ward 2
   - ☐ Katie Miller, Ward 3
   - ☐ Craig Smith, Ward 3
   - ☐ Debbie Hill, Recorder
   - ☐ Melissa Hill, Mayor

Acknowledge Partners:

- ☐ Brian Bowen, Town Administrator
- ☐ Courtney Spicer, Municipal Engagement Coordinator
- ☐ Beth Minear, Counsel – Sanitary, Property, & Special Projects
- ☐ James Quesenberry, Investigator & Police Department Consultant
- ☐ Sandeep Agarwal, CPA AC
- ○ Andrew Roberts, Records Management

3. **Prayer & Pledge of Allegiance**
4. **Approval of Agenda – June 2024**
5. **Approval of Minutes**
   - Review and approval of minutes from the previous meeting held on May 2024
6. **New Community Partner Introduction:**
   - Introduction & Welcome - Medicine in Motion – Ryan White Program – CAMC
     - Brooke Parker, MSW – Community Linkage to Care Coordinator
     - Christine Teague, PharmD, MPH, AAHIVP Program Director
     - Ashley Murphy, LICSW, AADC, MAC, Director of Addiction Services
   - Onsite – Once a week to get started
7. **Reports**
   - Mayor's Report
   - Code Enforcement Report
   - Recorder & Financial Report
   - Police Department Report
   - Sanitation & Health Report

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

Transparency
Respect
Winning

8. **Old Business**
    - **Watching** – Fiscal Management Situations
        - 2014-2018 payoff settlement in progress (Discussion – Council will approve payoff agreement before payment.)
        - Ogle & Atkins – Customer Collections (Discussion – Cancel Customer Debts) – Received $12 in the last month
        - Lu Mobile & Uno Installation – July 1-3
        - CivicPlus – Municode – received a copy of 2001 Published – Town of Chesapeake (WV). Updates in progress. CivicPlus Attorney will advise throughout the process until ready for publish
        - GovPilot Deployment – In Progress
        - Acquisition of Computers for Administration
        - Office Furniture for the Recorder, Mayor, & Administrator
        - State of WV – Procurement – P-Card - US Bank Application – State Purchasing – Approved
        - **In Progress** - FY2021 – 2023 Audits in Progress – Documents delivered to Auditor today
            - **Motion to Pay current CPA for FY2021**-2023 Audit Support – Sandeep Agarwal, CPA, AC
        - **MS4 Permit – Stormwater** – In Progress – Laura Cox Planning
    - **Completed** - Dump Truck Repairs – Complete - $6,485.80
    - **Completed** – 1st Reads of 3 Reads – Motion to Approve
        - Vacating, Closing, Removal, or Demolition of Structures
        - Municipal Fee Modification – elimination (Funded in General Fund)
    - **Acknowledge receipt** of Sewer Evaluation – Sanitary Board
        - Scheduling Saturday Meetings
    - **Motion to approve Discovery Phase** - New Projects – Joint – Town & Sanitary Board
        - **Solar Farm** 😊 – Future Energy Generation & Jobs
    - **FY2024** – Budget Revision – Submitted Revision 1 – Submitted - $475,719 Revision

9. **New Business**
    - **Motion to Approve** – Insurance Policy Quote
    - **Motion to Approve** – Greenbrier Government Solutions – Microsoft License
    - **Acknowledge FOIA's** – Freedom of Information Act

Date Received	Requestor	Status
05/31/2024	Herbert Shearer to Town of Chesapeake WV Sewer Evaluation Report & Playground Fecal Matter Results	Responded – Complete
6/14/2024	auditsaveamerica@gmail.com to Town of Chesapeake WV – Personnel, Payroll, & Personal Contact Information of Town & Subsidiaries – Elected, Appointed, and Employees. Future & Vaughn Index for Litigation preparation requested.	Due – 6/25/24

    - **Acknowledge** – Insurance Claim – Emily McMillion – 13525 Nancy Ave – Water & Sewer
        - Public Works – Sanitary provided narrative & pictures
        - Administration – FY2019 – 2021 Customer Service Search – Forensic Data
    - **Acknowledge** - FY2024 Close Out & Audit Preparation

10. **Public Comments**
    - Time limit of 3 minutes per speaker – Town Business only
11. **Adjournment**
    - Next meeting scheduled for June 24, 2024

Posted: _____Date & Time: 6/23/2024 1:07:48 PM

LGSD BR (Ver. 2023)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5101 or ext. 5119
Fax: 304-340-5090
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
Fiscal Year Ending: 2024
Fund: Gen-01
Revision Number: 1
Pages: 1 of 1

Town of Chesapeake (WV)
GOVERNMENT ENTITY

12404 MacCorkle Ave
STREET OR PO BOX

Chesapeake — CITY
25315 — ZIP CODE

Municipality
Government Type

Person To Contact Regarding Request:
Name: Debbie Hill
Phone: 304-949-1496
Fax: 304-949-5283
Email: dhill@chesapeakewv.gov

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
296	Restricted Fund Balance		223,047		223,047
297	Committed Fund Balance		11,034		11,034
298	Assigned Fund Balance	6,000	476		6,476
299	Unassigned Fund Balance	310,000	73,587		383,587
301-01	Property Taxes - Current Expense (Page 3-Net)	113,609	3,836		117,445
303	Gas and Oil Severance Tax	400	14,487		14,887
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			475,719		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
409	Mayor's Office	9,000	713		9,713
410	City Council	9,000		357	8,643
411	Recorder's Office	4,800	2,641		7,441
412	City Manager's Office		819		819
415	City Clerk	75,000		9,343	65,657
416	Police Judge's Office	2,400		2,400	
417	City Attorney	50,000		27,238	22,762
418	City Auditor	20,000		20,000	
440	City Hall	206,000	2,595		208,595
566	Public Work	45,000		45,000	
NET INCREASE/(DECREASE) Expenditures			475,719		

APPROVED BY THE STATE AUDITOR

BY:
Deputy State Auditor, Local Government Services Division — **Date**

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Umbrella

Insurance Company: Travelers
Policy Term: 7/1/2024 to 7/1/2025
Coverage: Provides additional liability limits that are in excess of the limits provided on specified underlying liability policies.

Coverage Description	Limit
Limit Per Occurrence	$1,000,000
General Aggregate	$1,000,000
Products-Completed Operations Aggregate	$1,000,000
Crisis Management Service Expenses	$50,000
Self-Insured Retention	$10,000

Your coverage follows the policies listed below unless otherwise noted

General Liability

Policy Number: ZLP51N1680A21PC
Insurance Carrier: Travelers
Policy Term: 7/1/2024 to 7/1/2025

Coverage Description	Limit
Each Occurrence	$1,000,000
General Aggregate	$2,000,000
Products-Completed Operations Aggregate	$2,000,000
Personal and Advertising Injury	$1,000,000

Auto Liability

Policy Number: BA7N24999021PUB
Insurance Carrier: Travelers
Policy Term: 7/1/2024 to 7/1/2025

Coverage Description	Limit
Combined Single Limit	$1,000,000

Schedule of Drivers

Insurance Company: Travelers
Policy Term: 7/1/2024 to 7/1/2025

Driver Number	Driver Name	License State	Driver Type
1	Nathaniel D. Hale	WV	D
2	John Walls	WV	D
3	Kenneth W. Crider	WV	D
4	Stephen P. Johnson	WV	D
5	Arthur Jarrett	WV	D
6	Harry O. Goins II	WV	D
7	Richard L. Foster	WV	D
8	Spencer Harvey	WV	D
9	Robert Bunch	WV	D
10	Linda E. Goins	WV	D

Driver Type Legend:

D - Driver	R - Unrated Driver
F - Deferred Driver	S - Excluded Driver
N - Non-driver	U - Unlicensed
P - Probation	

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

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

	May 31, 24
Accrual	7,758.25
Total Other Current Liabilities	9,536.77
Total Current Liabilities	11,158.70
Total Liabilities	11,158.70
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	183,077.75
Opening Balance Equity	8,629.44
Retained Earnings	-435,403.97
Net Income	60,269.78
Total Equity	815,283.08
TOTAL LIABILITIES & EQUITY	**826,441.78**

TOWN OF CHESAPEAKE (WV) COUNCIL MEETING MINUTES
TUESDAY, JUNE 24, 2024 AT 6:00 P.M.
DR. LISA E. CURRY ANNEX

CALL TO ORDER: Melissa Hill, Mayor (6:04 p.m.)

- Mayor's Opening Remarks
- Acknowledgement that it has been a year under this administration

INVOCATION: Dona Lacy

PLEDGE OF ALLEGIANCE: All

Roll Call by Recorder:

Mayor Melissa Hill – Present
Recorder Debbie Hill – Present
Council at Large David Lloyd – Present
Ward 1 – Dona Lacy – Present
Ward 1 – Ron Petty – Absent
Ward 2 – Wesley Dillard – Absent
Ward 2 – Vacant
Ward 3 – Katie Miller – Present
Ward 3 – Craig Smith – Absent
Brian Bowen – Town Administrator
Courtney Spicer – Municipal Engagement Coordinator

Approval of Agenda:

- Motion made by David Lloyd, seconded by Dona Lacy, approved by all

Approval of Previous Meeting Minutes – May 28, 2024:

- Motion made by Katie Miller, seconded by David Lloyd, approved by all

Introduction of New Community Partners:

- CAMC Brooke Parker (Care Coordinator) representing Ryan White Program
- Ashley Murphy (CAMC Director Addiction Services)
- Miranda Nabers (Program Director with RCCR) Brings to the program connecting people with housing and the shelter system – St. Marks United Methodist Church in Charleston
- Harm reduction
- CAMC Mobile Unit coming to Chesapeake

IRS Debt

- Still working with Sandeep Agarawal with the IRS debt from 2014-2018

Audit:

- Auditor report mentioned not enough employees working in previous administration for checks and balances and bonds are an issue.
- 2020 audit sent to prosecutor's office
- Sandeep has been hired to help us with the fiscal year 2024.
- Motion needed to approve task order to support Sandeep for helping with the 2021, 2022 and 2023 audit information that was requested by the auditor.
- Motion was made by David Lloyd, seconded by Dona Lacy, approved by all.
- Auditor has asked for copies of checks and invoices, getting with Bank to get those
- Andrew has been working with Sandeep with records management.
- Going to bring Andrew at some point because of his work getting those documents in order

Review of Sewer System Evaluation:

- Working on scheduling review of Sewer Evaluation on two Saturdays
- First review internal with our people second will be with Chapman and regional intergovernmental counsel

Solar Farm Project:

- Working with Rocky Hale to do something about the Road going up Nelson Hollow for solar farm and other parties involved for easy access

FY2023-2024 Budget Revision:

- Had to be submitted and resubmitted.
- Budget resubmission modified to include all revenue and forecasted expenditures = $475,719.

Insurance:

- Insurance policy USI expires at the end of June.
- Two quotes from USI and WV Corp which is represented by Advanced Partners Insurance Group. WV Corps represents Charleston and other surrounding municipalities.
- Motion was made to move to WV Corp by David Lloyd, seconded by Katie Miller, approved by all.

Greenbrier Government Solutions:

- Insurance for 20 Microsoft licenses, Microsoft teams.
- Currently using AMG and we only get support if we need to update an email.
- Fleximeters are going in on the sewer side.
- Motion to move to Greenbrier Government solutions made by David Lloyd, seconded by Dona Lacy, approved by all.

FOIA Requests are complete.

- Herb Scherer requesting a copy of the sewer evaluation which he had has on his city work email and a copy of the fecal matter report, which was provided.
- Auditsaveamerica@gmail.com to Town of Chesapeake WV requesting copies of personnel, payroll and personal contact information of town and subsidiaries – elected, appointed and employees. Future & Vaughn index for litigation preparation requested. Letter sent in response, information (excluding personal information) at front desk in Town Hall, still not picked up.

Motion to Adjourn made by David Lloyd, seconded by Katie Miller, approved by all.

Meeting adjourned at 7:53 p.m.