TOWN OF CHESAPEAKE, a municipal corporation
of
Chesapeake, West Virginia

Amendment to
Ordinance 937
Sections 937.04 and 937.05

First Read: 5/28/2024

Second Read: 6/6/2024

Third Read: 6/13/2024

Adopted by Council: 6/13/2024

June 13, 2024
Date

Melissa Hill, Mayor
Town of Chesapeake, West Virginia

June 13, 2024
Date

Deborah Hill, Recorder
Town of Chesapeake, West Virginia

937.04 CHARGES FOR REFUSE SERVICE.

(a) In conformity with the provision of Section 937.06 and in order to make the service provided for in this Article self-supporting, the following schedule of rates, fees, and charges for standard types of refuse disposal service is established:

For standard weekly family service:
(Currently being billed through partnering with the Kanawha PSD)

Effective July 1, 2024: The City of Chesapeake will be collecting the following fees:

A. Single family unit residences - $14.34 per month; and
B. Multiple dwelling (apartments) per single family unit apartment - $14.34 per month.

For bulk trash removal:
(To be billed through the City of Chesapeake)

The following items are considered bulk trash - furniture, appliances, mattress and box springs, electronics, large household items, metal items, large plastic items, tires, wastes generated by households and individuals during their daily activities.

Mattresses - $20 (must be wrapped in plastic)
Couch - $20
Couch + Chair - $25
Washer – Free
Dryer – Free
Refrigerators - Free

The City shall not collect, remove or dispose of the following types of refuse: swill, offal, sewage, animal excreta, the carcasses of animals, tree or shrub trimmings, or material resulting from the demolition, repair, alternation or erection of building or structures.

All requests for picking up bulk trash must be called in to City Hall by Monday at 3:00 p.m. for pick-up during the same week by Friday close of business. All charges must be paid in advance of pick up and are for bulk trash only, subject to adjustment for excessive amounts above normal.

Bulk Trash fees will be reviewed and authorized annually by the City Council.

(b) Minimum charges are as above, maximum to be determined by Council. The City Recorder is authorized to adopt and prescribe from time to time and enforce rules, regulations and procedure appropriate for the determination by the Recorder and the Recorder shall determine the classification of residence and of multiple dwellings (apartments) for the application of one or more of the foregoing rates which is properly applicable there to hereunder.

937.05 PAYMENT OF SERVICE CHARGES.

The Recorder shall promptly collect all charges for the services provided for in this Article and shall keep in his office proper records showing all collections made and received by him and all charges which are in default with the respective amounts due thereon and the person by whom the same are payable. The system of accounting used by the Recorder shall show the amount of revenue received and the application of the same, and the Mayor shall, at least once each year, cause such account to be audited properly by a competent auditor, and the report of such auditor shall be open for inspection at all times to any taxpayer or citizen of the City or any person receiving services under the provisions of this chapter acting for or on behalf of such taxpayer; citizen or bond holder, The Recorder shall have the authority, by and with the consent and approval of the Mayor, to appoint collectors to collect all charges for services hereunder. Such collectors shall furnish bond in the penal sum required by Council and shall receive ten percent (10%) of the amounts collected as fee for services. (1963 Code 9-13-4)

TOWN OF CHESAPEAKE, a municipal corporation
of
Chesapeake, West Virginia

Adopting
Ordinance Article 1725
Sections 1725.01 through 1725.10

First Read: 5/28/2024

Second Read: 6/6/2024

Third Read: 6/13/2024

Adopted by Council: 6/13/2024

June 13, 2024
Date

Melissa Hill
Melissa Hill, Mayor
Town of Chesapeake, West Virginia

June 13, 2024
Date

Deborah Hill
Deborah Hill, Recorder
Town of Chesapeake, West Virginia

Introduced By:
1st Reading: _____
2nd Reading: _____
Final Reading: _____

ORDINANCE OF THE TOWN OF CHESAPEAKE

PART ONE: ADMINISTRATIVE CODE
CHAPTER ONE: GENERAL PROVISIONS
ARTICLE 1725
Vacating, Closing, Removal or Demolition of Structures

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CHESAPEAKE, WEST BVIRGINIA, That Part One, Chapter One, Article 1725 entitled "Demolition" of the Codified Ordinances of Chesapeake is hereby amended as a whole and replaced with the following:

1725.01 **Purpose and scope.**
1725.02 **Definitions.**
1725.03 **Closing and removal of unsafe structures.**
1725.04 **Inspection.**
1725.05 **Correction of unsafe conditions.**
1725.06 **Relief from order of corrective action.**
1725.07 **Owner responsibility for costs.**
1725.08 **Civil action for corrective action and recovery of costs.**
1725.09 **Notices.**
1725.10 **Absolute defense.**

CROSS REFERENCES

As amended and reenacted- see W.Va. Code §8-12-13 and §8-12-16. Ordinances regulating the repair, alteration, improvement, closing, demolition, etc., of structures, dwellings or buildings that are unsafe, unsanitary, dangerous, or detrimental to the public safety or welfare; procedures
State building code; enforcement agency- see W.Va. Code §29-Sb-3
Rules of civil procedure- see W.Va. Code 4(d)(l)(D)
Definitions- see 87CSR-7-2
Class II legal advertisement- see W.Va. Code §59-2-3
State Fire Marshal- See W.Va. Code §29-12-3

1725.01 PURPOSE AND SCOPE.

(a) This Article provides for a process for the identification, inspection, correction, and removal of unsafe structures within the city in a manner that provides adequate notice and due process to the owners of such structures while protecting the public from danger due to unsafe or unsanitary conditions.

(b) This article is intended to authorize the Town to exercise, to the fullest extent provided by law, the power and authority provided by W.Va. Code Section 8-12-16, as it may be amended, subject to the requirements therein.

(c) The powers and duties granted in this Article are in addition to those otherwise granted by law and shall not be construed to limit any other lawful powers of the Town of Chesapeake, including the power of code enforcement officers to interpret and enforce the Building and Housing Code of the Town of Chesapeake, West Virginia.

(d) This Article shall be construed to liberally to promote the purpose of efficiently abating dangerous conditions that are harmful to the community.

(Ord. 2024-_____. Passed _____.)

1725.02 DEFINITIONS.

(a) "Code enforcement agency" means the certified code enforcement agency official of the Town of Chesapeake, singularly or as the head of a code enforcement department as defined by Title 87 West Virginia Code of State Rules Section 7-2, as it may be amended.

(b) "Code enforcement agency official" means any person employed by the Town of Chesapeake who has been delegated the authority from the code enforcement agency to conduct property maintenance inspections.

(c) "Owner" or "landowner" means a person who individually or jointly with others:

(1) Has legal title to the property or structure, dwelling or building with or without actual possession of the property or structure, dwelling or building;

(2) Has charge, care or control of the property or structure, dwelling or building as owner or designated agent of the owner;

(3) Is an executor, administrator, trustee or guardian of the estate of the owner;

(4) Is the designated agent of the owner for the purpose of managing, controlling or collecting rents; or

(5) May lawfully control or direct the management or disposition of the property or structure, dwelling or building.

(d) "Unsafe, unsanitary, dangerous or detrimental to the public safety or welfare" means:

(1) Any door, aisle, passageway, stairway, exit or other means of egress that does not conform to the approved building or fire code of the Town of Chesapeake as related to the requirements for existing buildings; or

(2) The walking surface of any aisle, passageway, stairway, exit or other means of egress is so warped, worn loose, torn or otherwise unsafe as to not provide safe and adequate means of egress; or

(3) Any portion of a structure, dwelling or building or appurtenance that has been damaged by fire, earthquake, wind, flood, deterioration, neglect, abandonment, vandalism or by any other cause to the extent that it is likely to partially or completely collapse, or to become detached or dislodged; or

(4) Any portion of a structure or building, or any member, appurtenance or ornamentation on the exterior that is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting natural or artificial loads of one and one-half the original designed value; or

(5) The structure, dwelling, or building, or part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for any other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fail or give way; or

(6) The structure, dwelling, or building, or any portion, is clearly unsafe for its use; or

(7) The structure, dwelling, or building is neglected, damaged, dilapidated, unsecured or abandoned so as to become an attractive nuisance to children, becomes a harbor for vagrants, criminals, criminal activity or enables persons to resort to the structure, dwelling, or building for committing a nuisance or an unlawful act; or

(8) Any structure, dwelling, or building constructed, existing or maintained in violation of any specific requirement or prohibition applicable to any structure, dwelling, or building provided by the approved building or fire code of the Town of Chesapeake or of any law or ordinance that presents either a substantial risk of fire, building collapse or any other threat to life and safety; or

(9) A structure, dwelling, or building, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, contamination by any hazardous substance or material including, but not limited to, substance resulting from the illegal manufacture of drugs, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise, is determined by the code enforcement agency to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease; or

(10) Any structure, dwelling, or building, because of a lack of sufficient or proper fire resistance-rated construction, fire protection systems, electrical system, fuel connections, mechanical system, plumbing system or other cause, is determined by the code official to be a threat to life or health; or

(11) Any portion of a building that remains on a site after the demolition or destruction of the building or structure, or whenever any building or structure is abandoned.

(Ord. 2024-_____. Passed _____.)

1725.03 CLOSING AND REMOVAL OF UNSAFE STRUCTURES.

(a) The code enforcement agency may order the repair, alteration, improvement, closing, demolition, or removal of any structure, dwelling, or building that is determined by a code official to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare in accordance with the procedures set forth in this Article.

(b) In order to make a determination regarding the classification of a structure as unsafe, unsanitary, dangerous, or detrimental to the public safety or welfare pursuant to this Article, and to determine and enforce the appropriate remedy for any such structure, code officials shall be entitled to make inspections, perform investigations, issue notices, require corrective measures, obtain search warrants from and/or present complaints to the municipal judge, and exercise all other powers and duties authorized by West Virginia Code Section 8-12-16, as it may be amended. (Ord. 2024-_____. Passed _____.)

1725.04 INSPECTION.

For purposes of inspections performed pursuant to this Article, the following rules shall apply:

(a) When a code officer lawfully enters the premises of the property or the structure, dwelling or building for investigating or inspecting any structure, dwelling, or building, the investigation shall be conducted in a way that minimizes the inconvenience to the owner or person(s) in possession.

(b) Except in exigent circumstances and as may be permitted by law, the code enforcement agency shall provide reasonable notice of the inspection to the owner and request permission from the owner to enter the structure, dwelling, or building.

(c) If the owner cannot be located after reasonable inquiry by the code enforcement agency, or if the owner refuses entry, the code enforcement agency may obtain an administrative search

warrant from either the municipal court or the Kanawha County Magistrate Court. Before issuance of an administrative search warrant, a code enforcement agency officer shall be required to make a sworn statement and prima facia case showing that the code enforcement agency was unable to gain access to the structure, dwelling, or building after reasonable and good faith efforts, and that there is a legitimate and substantial safety concern involving the structure, dwelling, or building that supports the requested entry.

(d) If the administrative search warrant is granted by the court, and if the owner can be located by a code officer, the code enforcement agency shall provide the owner a copy of the administrative search warrant five days before entering the structure, dwelling, or building. If there is a tenant or other person in possession of the structure who is not the owner, and if such person(s) can be located, the code enforcement agency shall also provide such person(s) a copy of the administrative search warrant five days before entering the structure, dwelling, or building.

(e) Any entry pursuant to this section shall be made for the sole purpose of inspection of the structure, dwelling, or building for unsafe or unsanitary conditions and not for the purpose of gathering evidence for use in any criminal charge or proceeding unrelated to the unsafe or unsanitary condition of the structure, dwelling, or building.

(Ord. 2024-_____. Passed _____.)

1725.05 CORRECTION OF UNSAFE CONDITIONS.

Upon a determination by the code enforcement agency that a structure, dwelling, or building is unsafe, unsanitary, dangerous or detrimental to the public safety or welfare, the Town may take corrective action by causing it to be vacated, closed, removed, or demolished, either directly or through a third-party agent, in the absence of owner agreement or a court order, provided the following conditions are met:

(a) The code enforcement agency undertakes reasonable efforts to locate and seek agreement from the owner prior to taking the corrective action.

(b) The corrective action may only be taken as to a structure, dwelling, or building that is either:

(1) Defined in Section 1725.02 (d)(3), (5), or (8); or

(2) Defined in Section 1725.02 (d)(6), (7), (9), or (11): provided, that the structure, dwelling, or building is vacant, abandoned, or has been lawfully declared unfit for human habitation; and the reasonable estimated cost of repair, rehabilitation, or corrective action exceeds the reasonable estimate of the fair market value of the structure, dwelling, or building.

(c) Prior to undertaking the corrective action, the Town will complete the following procedural requirements:

(1) The code enforcement agency shall produce a written notice containing:

(A) a description of the property and the structure, dwelling, or building sufficient for identification,

(B) the date of the last inspection,

(C) the name of the inspector,

(D) a reasonable description of the unsafe, unsanitary, dangerous, or detrimental condition(s),

(E) a reasonable description of the corrective measures required,

(F) the allotted time to correct the substandard condition(s), and

(G) a statement of the right owner has the right to apply to the circuit court for a temporary injunction or other similar relief restraining action by the enforcement agency.

(2) The notice shall be served on the owner or landowner by conspicuously posting and attaching a copy of the notice to the subject property or structure, dwelling, or building, and by

serving the notice on the owner or landowner in the same manner as service of a complaint as set forth in Section 1725.09(b).

(3) If the code enforcement agency cannot effect personal service on the owner, a code enforcement agency officer shall subscribe a written affidavit, to be maintained by the code enforcement agency for a minimum of two years, that demonstrates the structure, dwelling or building falls within one of the categories set forth in Section 1725.05 (b)(l) or (2), sets forth the basis in reasonable detail including documentation of same, and memorializes the code enforcement agency officer's efforts to contact or get permission for entry and corrective action from the owner; and the code enforcement agency shall publish notice of its intent to enter the property or structure, dwelling, or building for the purpose of demolition or correction, along with the address of the property, the name of the owner(s) and the date of the proposed action, as a Class II legal advertisement, the first of which shall run at least thirty days before the date of the proposed action by the enforcement agency, and the last being no later than twenty days before the date of the proposed action by the enforcement agency.

(4) If there is no response to the notice by the owner or landowner in the time specified in the notice, then the municipality shall have the authority to proceed with correction or demolition of the subject structure, dwelling, or building.

(Ord. 2024-_____. Passed _____.)

1725.06 RELIEF FROM ORDER OF CORRECTIVE ACTION.

(a) Pursuant to W. Va. Code Section §8-12-16, the owner of property subject to corrective action shall be given notice of the right to apply to the Circuit Court of Kanawha County for a temporary injunction or other similar relief restraining correction or demolition by the Town. Such notice shall be provided in the written notice produced pursuant to Section 1725.05 (c)(1).

(b) Pursuant to W. Va. Code Section §8-12-16, if such an application is made by the owner to the Circuit Court, a hearing shall be held within twenty days of the application, or as soon as reasonably possible.

(c) Pursuant to W. Va. Code Section §8-12-16, continuances of the hearing provided for in this section may be made for cause only. If a continuance is granted upon request by the owner, the owner is required to pay into court, in the form of a bond, any reasonable and necessary costs related to the structure, dwelling, or building likely to be incurred by the municipality during the continuance. This requirement is in addition to any other bond required or authorized by the West Virginia Rules of Civil Procedure or other applicable law.

(d) Pursuant to W. Va. Code Section §8-12-16, at the conclusion of a hearing held under this subdivision, if the court finds that the structure, dwelling, or building is unsafe, unsanitary, dangerous, or detrimental to the public safety or welfare, the court shall make and enter an order granting the relief as requested by the Town.

(Ord. 2024-_____. Passed _____.)

1725.07 OWNER RESPONSIBILITY FOR COSTS.

(a) The owner of any structure, dwelling, or building under order of the Code Enforcement Agency of the Town of Chesapeake, shall be required to pay for the costs incurred by Town for repairing, altering, improving, vacating, closing, removing, or demolishing any structure, dwelling, or building.

(b) In addition to any other rights provided by law, the Town may file a lien against the real property in question for an amount that reflects all costs incurred by the Town for repairing, altering, improving, vacating, closing, removing, or demolishing any structure, dwelling, or

building. Any such lien shall be filed and notices in accordance with applicable West Virginia law and Town Code.
(Ord. 2024-_____. Passed _____.)

1725.08 CIVIL ACTION FOR CORRECTIVE ACTION AND RECOVERY OF COSTS.

(a) In addition to any other rights provided in this Article and by law, the Town may, in its discretion, institute a civil action in circuit court against the landowner or other responsible party to obtain an order to take corrective action up to and including demolition of any structure, dwelling, or building that is unsafe, unsanitary, dangerous, or detrimental to the public safety or welfare; and to recover all reasonable costs and expenses incurred by the Town with respect to the property or structure, dwelling, or building and for reasonable attorney fees and court costs incurred in the prosecution of the action.

(b) No fewer than ten days before instituting a civil action as provided in this section, the Town shall send notice to the landowner by certified mail, return receipt requested, advising the landowner of the governing body's intention to institute such action.

(c) The notice shall be sent to the most recent address of the landowner of record in the office of the Kanawha County Assessor and to any other address for the landowner as may exist on record with the Town. If, for any reason, such certified mail is returned without evidence of proper receipt, the Town shall resend the notice(s) by first class mail, postage prepaid, and shall also post notice on the front door or other conspicuous location on the subject property or structure, dwelling, or building.
(Ord. 2024-_____. Passed _____.)

1725.09 NOTICES.

(a) To the extent not otherwise authorized by state law, all notices of violation or correction for violations that fall within one of the categories defined in Section 1725.02 (d)(l), (2), (4) or (10) shall be served in accordance with the process set forth in the state building code.

(b) Any violation of this Article may be prosecuted by the Town consistent with state and local laws. Unless otherwise authorized by state law, prosecution of a violation shall be initiated by a complaint presented to and sworn or affirmed before municipal judge or other municipal official with lawful authority to hear and determine violations of municipal code. Unless otherwise provided by statute, the presentation and oath or affirmation shall be made by a Code Enforcement Officer or Town Attorney showing reason to have reliable information and belief. If from the facts stated in the complaint the municipal judge or other municipal official with lawful authority to hear and determine violations of municipal code finds probable cause, the complaint becomes the charging instrument initiating a criminal proceeding. A complaint lawfully authorized by this subsection along with a summons setting forth the date, time and place of appearance before a municipal judge and or other municipal official with lawful authority to hear and determine violations of municipal code shall be served in accordance with the law of the State of West Virginia concerning the service of process in civil actions, except that personal service of a summons and complaint may be made by a code enforcement agency official. If service is made by certified mail under Rule 4(d)(l)(D) of the West Virginia Rules of Civil Procedure and delivery of the summons and complaint is refused, the code enforcement agency officer, promptly upon the receipt of the notice of the refusal, shall mail to the person or entity being noticed, by first class mail, postage prepaid, a copy of the summons and complaint. If the first-class mailing is not returned as undeliverable by the U.S. Postal Service, service of the summons and complaint is

presumed to have been effectuated upon service of the summons and complaint consistent with this subsection, the violation may be prosecuted consistent with state and local law.
(Ord. 2024-_____. Passed _____.)

1725.10 ABSOLUTE DEFENSE.

It shall be an absolute defense to any civil action by an owner, landowner, or tenant for damages resulting from the closure, demolition, or other corrective action taken by the Town under this Article that the Town followed the procedures set forth herein; provided, that the Town acted in good faith, can demonstrate that the structure, dwelling or building falls within one of the categories set forth in Section 1725.05 (b)(1) or (2), followed the procedures set forth in this Article, and had adopted the State Building Code at the time the closure, demolition or other corrective action occurred.

(Ord. 2024-_____. Passed _____.)

MUNICIPALITY OF CHESAPEAKE, WEST VIRGINIA
Recap and Certification
FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024

Account Number		REVENUE RECAP	General Fund Budgeted Revenues 2023 - 2024	Coal Severance Tax Budgeted Revenues 2023 - 2024
280	299	Beginning Balance, July 1st	316,000	6,000
301	319	Taxes	289,209	3,000
320	324	Fines and Forfeitures	20,000	
325	334	Licenses and Permits	6,800	
335	364	Charges for Services	169,000	
365	377	Intergovernmental	3,000	
378	399	Miscellaneous	6,000	0
		Grand Totals - Revenues	**810,009**	**9,000**

Account Number		EXPENDITURE RECAP	General Fund Budgeted Expenditures 2023 - 2024	Coal Severance Tax Budgeted Expenditures 2023 - 2024
401	699	General Government Expenditures	423,200	6,000
700	749	Public Safety Expenditures	221,100	0
750	799	Street & Transportation Expenditures	36,000	0
800	899	Health & Sanitation Expenditures	105,209	0
900	949	Culture & Recreation Expenditures	20,500	3,000
950	974	Social Services Expenditures	4,000	0
975	999	Capital Projects Expenditures	0	0
		Grand Totals - Expenditures	**810,009**	**9,000**

Please select the basis of accounting for CHESAPEAKE Cash Basis

I, Paul D Bradshaw, RECORDING OFFICER OF SAID MUNICIPALITY, DO HEREBY CERTIFY THAT THE FOREGOING ELECTRONIC FILES ARE TRUE COPIES FROM THE RECORD OF ORDERS MADE AND ENTERED BY SAID COUNCIL ON THE 23 DAY OF MARCH 2023.

(Signature)

Official Title of Recording Officer

MUNICIPALITY OF CHESAPEAKE, WEST VIRGINIA
Recap and Certification
FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024

Account Number		REVENUE RECAP	General Fund Budgeted Revenues 2023 - 2024	Coal Severance Tax Budgeted Revenues 2023 - 2024
280	299	Beginning Balance, July 1st	595,360	6,476
301	319	Taxes	296,801	4,246
320	324	Fines and Forfeitures	1,778	
325	334	Licenses and Permits	145,009	
335	364	Charges for Services	148,492	
365	377	Intergovernmental	10,359	
378	399	Miscellaneous	17,211	0
		Grand Totals - Revenues	**1,215,010**	**10,722**

Account Number		EXPENDITURE RECAP	General Fund Budgeted Expenditures 2023 - 2024	Coal Severance Tax Budgeted Expenditures 2023 - 2024
401	699	General Government Expenditures	253,227	0
700	749	Public Safety Expenditures	250,140	0
750	799	Street & Transportation Expenditures	30,750	0
800	899	Health & Sanitation Expenditures	151,428	0
900	949	Culture & Recreation Expenditures	0	0
950	974	Social Services Expenditures	4,537	0
975	999	Capital Projects Expenditures	0	0
		Grand Totals - Expenditures	**690,082**	**0**

Please select the basis of accounting for CHESAPEAKE Cash Basis

Coal Severance Tax budget 2023 - 2024 is out of balance, Revenues does not equal Expenditures

General Fund budget 2023 - 2024 is out of balance, Revenues do not equal Expenditures

I, Paul D Bradshaw, RECORDING OFFICER OF SAID MUNICIPALITY, DO HEREBY CERTIFY THAT THE FOREGOING ELECTRONIC FILES ARE TRUE COPIES FROM THE RECORD OF ORDERS MADE AND ENTERED BY SAID COUNCIL ON THE 23 DAY OF MARCH 2023.

OUT OF BALANCE DO NOT SIGN

(Signature)

Official Title of Recording Officer

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) 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 - Present
Courtney Spicer – Municipal Engagement Coordinator - Absent

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
- 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 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 Chapman 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

Budget Revision:

- Had to be submitted and resubmitted
- Budget submitted by previous administration had to be modified by $475,719

Insurance:

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

Greenbrier Government Solutions:

- Introducing Greenbrier Government Solutions, IT support for 20 Microsoft licenses and installation
- Current IT support is AMG

- Motion to move to Greenbrier Government Solutions made by David Lloyd, seconded by Dona Lacy, approved by all

FOIA Requests are complete.

- Herb Shearer requesting a copy of the sewer evaluation, which he previously had in his city 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.

Town Of Chesapeake
Profit & Loss
June 2024

		Jun 24
Ordinary Income/Expense		
Income		
REVENUES		
301 Property Taxes KC Sheriff		2,021.83
304 Excise Tax on Utilities		5,260.50
320 Fines, Citation & Court fee		25.00
325 License		20.00
326 Building Permit Fees		15.00
330 IRP Fees (Interst Reg Plan)		14,635.05
341 Municipal Service Fees		7,387.88
351 Police Protection Fees		1,950.52
352 Fire Protection Fees		1,773.39
377 Greenbrier Table LOTTGRNBRI		27.09
396 Table Game Lott LOTTBLGAME		846.19
397 Video Lottery (LVL)		496.08
399 Misc Revenues		203,210.50
400 Recyle		183.00
Interest Income		47.70
Total REVENUES		237,899.73
Total Income		237,899.73
Gross Profit		237,899.73
Expense		
GENERAL GOVERNMENT EXPENDITURES		
409 Mayor's Office		
Mayor Stipend	750.00	
Payroll Taxes Mayor	57.38	
Total 409 Mayor's Office		807.38
410 City Council		
City Council Payroll Taxes	42.27	
City Council Stipend	525.00	
Total 410 City Council		567.27
411 Recorder's Office		
Payroll Taxes	175.79	
Recorder Stipend	1,803.00	
Total 411 Recorder's Office		1,978.79
440 City Hall		
Auto	56.56	
Bank charges	111.85	

Town Of Chesapeake
Profit & Loss
June 2024

		Jun 24
Contract Services		
Contract Service Messaging		61.20
IT support		13,320.00
Outsourcing Labor		1,564.50
Payroll Processing Fees		163.63
Telephone		47.88
Contract Services - Other		966.00
Total Contract Services		16,123.21
Fuel		723.26
Office supplies		84.98
Payroll Expenses -City Staff		6,914.62
Payroll Taxes- City Staff		545.59
Pest Control		63.60
Printing Expenses		207.32
Software & Apps		20,000.00
Utilities		
Comm Core		197.28
Electricity		
Annex Bldg	312.73	
Town Hall	958.20	
Total Electricity		1,270.93
Gas		
Gas Town Hall	74.18	
Total Gas		74.18
Water		
Annex Bldg	46.37	
Fire Hydrants	153.30	
Town Hall	45.46	
Total Water		245.13
Total Utilities		1,787.52
Total 440 City Hall		46,618.51
Interest Paid		178.56
Late Fees		18.43

Town Of Chesapeake
Profit & Loss
June 2024

	Jun 24
Legal & Professional Services	
CPA Services	2,225.00
Investigation Fees	3,000.00
Total Legal & Professional Services	5,225.00
Total GENERAL GOVERNMENT EXPENDITURES	55,393.94
HEALTH & SANITATION	
800 Garbage Dept	
Auto Repairs & Maintenance	6,485.84
Contract Services (Billing PSD)	1,523.50
Payroll Expenses City Services	11,726.26
Payroll Taxes City Services	982.68
Refuse Fees	
Bulk	4,213.23
Total Refuse Fees	4,213.23
Total 800 Garbage Dept	24,931.51
Contract Services	124.40
Equipment Rental	2,376.69
Total HEALTH & SANITATION	27,432.60
PUBLIC SAFETY EXPENSE	
700 POLICE DEPT	
Police Payroll Tax	0.00
Police salaries	0.00
Telephone	566.91
Total 700 POLICE DEPT	566.91
706 FIRE DEPARTMENT	
Capital Outlay	19,125.00
Total 706 FIRE DEPARTMENT	19,125.00
Total PUBLIC SAFETY EXPENSE	19,691.91

Town Of Chesapeake
Profit & Loss
June 2024

	Jun 24
STREET & TRANSPORTATION	
752 School Flashers	16.49
Total STREET & TRANSPORTATION	16.49
Total Expense	102,534.94
Net Ordinary Income	135,364.79
Net Income	**135,364.79**

Town Of Chesapeake
Balance Sheet
As of June 30, 2024

	Jun 30, 24
Equity	
Opening Balance Equity	77,871.93
Retained Earnings	350,153.23
Net Income	121,542.92
Total Equity	549,568.08
TOTAL LIABILITIES & EQUITY	413,868.04

Town Of Chesapeake
Expenses by Vendor Summary
April through June 2024

	Apr - Jun 24
3 Vets Heating and Cooling	0.00
ADP	236.05
Advantage Technology LLC	54,341.50
American Water	124.40
AMG Network Hosting, LLC	1,633.25
Appalachian Power	10,544.59
ARM SIC	6,000.00
AT&T mobility	2,502.00
Auto Zone	56.56
Brian Bowen	812.16
Capitol Ford	6,485.84
Chesapeake School Elementary School	1,000.00
Cintas	139.09
City National Bank	2.00
Comm Core	621.84
Compton Office Machine Company	674.70
Courtney Spicer	423.44
East Bank Middle School	200.00
Fastenal Company	11,105.72
GovPilot LLC	20,000.00
Greenbrier Government Solutions, Inc.	12,800.00
J.R.' S Frame and Body	4,437.68
Kanawha County Sheriff's Office Software	-2,021.83
Kanawha PSD	4,625.45
Kanawha Valley Regional Trans Auth	2,576.02
Laura Cox Planning & Design	1,000.00
M W Kryzak & Sons, Inc.	328.00
Miss Utility	112.45
Mountaineer Gas Company	741.79
net2phone inc.	95.78
NIC of West Virginia	80.00
Optimum Business	449.53
Poca Valley Bank	468.83
Pro Chem Inc	2,996.78
Purchase Power	520.99
S Agarwal CPA AC	10,489.93
Shamblin Stone, Inc	421.20
Sunbelt Rentals, Inc	2,376.69
Terminix	190.80
The Best Hardware	1,331.94
Waste Management	1,843.28
Waste Mgmnt	9,616.44
WV American Water	-105.34
WV Auto Center LLC	138.35

Town Of Chesapeake
Expenses by Vendor Summary
April through June 2024

	Apr - Jun 24
WV Municipal League	480.60
WVSFMO	150.00
TOTAL	173,048.50

5 APPENDIX B: PRICING

This agreement is based on the following information agreed upon by you. Any changes to this information require an updated service agreement.

SERVICES SUPPORTED BY THIS AGREEMENT

The following are covered by this agreement:

Description	QTY	Discounted Price	Extended Price
Device Monitoring with Patch Management – Per Device	20	$9.00	$180.00
Endpoint Detection & Response – Per Device	20	$7.50	$150.00
Workstation Backup – Per Device, 100GB Pooled Storage[1]	20	$22.00	$440.00
Microsoft 365 GCC Backup – Per User, 1TB Pooled Storage[1]	20	$5.00	$100.00
Network Monitoring/Inventory - Per Location	2	$150.00	$300.00
Technical Support - PC/Office Devices	20	$20.00	$400.00
Technical Support - Network Infrastructure – Per Location	2	$150.00	$300.00
Technical Support – Business Applications[2]		Time and Material	
Monthly Reoccurring Total			**$1,870.00**
MSP Implementation Fee			**$2,000.00**

[1]Pooled storage is multiplied per user/device. Additional storage utilized above the total pooled is charged at $0.02 per GB.

[2]Business applications outside of the Microsoft Application Suite are supported ad hoc and will incur a time and materials charge determined by rates found in Appendix C.

Since part of this service agreement includes device support, CLIENT is responsible for informing Greenbrier of changes to the number of devices within five (5) business days.

Additional devices added to the program after this agreement is initiated will have an incremental cost per month per device. The monthly pricing will be automatically updated with the additional devices.

Proprietary Information - Use or disclosure of content is subject to restrictions on the title page.

12404 MacCorkle Avenue
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Task Order for Audit Support Services

To: Sandeep Agarwal, CPA, CP

Date: Monday, June 24, 2024

Subject: Task Order for Audit Support Services for FY2020, FY2021, FY2022, and FY2023

We are issuing this task order to engage your services for audit support for fiscal years 2020, 2021, 2022, and 2023. These services are not currently included in the scope of our FY2024 contract, which covers Payroll, Bookkeeping, and CPA Services.

Scope of Work:

1. **Audit Preparation:**
   - Gather and organize financial records and documentation for the fiscal years 2020, 2021, 2022, and 2023.
   - Prepare reconciliations and supporting schedules required for audit purposes.
2. **Audit Coordination:**
   - Act as the primary contact with the external auditors.
   - Provide all necessary documents and explanations requested by the auditors.
   - Coordinate meetings between our internal team and the auditors.
3. **Audit Queries:**
   - Respond to auditor queries and provide detailed explanations as needed.
   - Ensure timely and accurate responses to any follow-up questions or requests for additional information.
4. **Post-Audit Support:**
   - Assist in addressing any findings or recommendations from the audit reports.
   - Provide guidance on implementing corrective actions or improvements suggested by the auditors.

Billing and Payment Terms:

- The services provided under this task order will be billed at your standard hourly rates as agreed upon in our original contract.
- Invoices should be submitted monthly, detailing the hours worked and tasks completed for each fiscal year specified.
- Payment will be made within 30 days of receipt of a correctly rendered invoice.

Duration: This task order is effective date will be retroactive because work has already begun and will remain in effect until the completion of the audit support services for FY2020, FY2021, FY2022, and FY2023until Final Audits are reviewed and codified by the current Governing Body.

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June 24, 2024

Via: Email

auditsaveamerica@gmail.com

Re: Freedom of Information Request

Dear auditsaveamerica@gmail.com

This response is tendered with respect to your recent request for disclosure of information received by the Town of Chesapeake, West Virginia ("Chesapeake") on June 24, 2024. Chesapeake has identified responsive information requested with respect to personnel records from January 1, 2023, to December 31, 2023, regarding the names, positions, home addresses, and pay rates for those personnel. Chesapeake does not have this information electronically, nor is it required by law to convert it to a mode not already held. As such, Chesapeake will have the hard copies available for your pick-up by _____, 2024, at a cost of $0.25/page or an estimated $ _____. Chesapeake does not accept credit cards.

Regarding your requests for personnel information containing Personally Identifiable Information ("PII"), such as personal cell phone numbers, personal emails, etc., such information is deemed exempt from disclosure pursuant to W. Va. Code §29B-1-4(a)(2) relating to information deemed personal and not likely to be in the public interest. Pursuant to Farley v. Worley, 215 W. Va. 412 (2004), a "Vaughn" index is not required at the administrative level of a Freedom of Information response.

Chesapeake believes that it has complied with your request in providing this response within five (5) business days of the request. Please advise if you will pick up the information requested on _____ and it will be ready for you. Walk through the front door of the Chesapeake Town Hall at 12404 MacCorkle Ave, SE, and through the first door to your right and it will be available to you upon payment of the copy fees.

Please let me know if there are questions or issues with respect to the foregoing.

Respectfully,

Debbie Hill, Recorder
Town of Chesapeake, West Virginia
cc: Mayor Melissa Hill and Beth Minear, Esq.

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Website: https://chesapeake.wv.gov

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Monday, June 24, 2024

RE: FOIA Request – Audit Save America @gmail.com

The Ken Hechler case from the early 90s set a significant precedent regarding the disclosure of personal information. Hechler, a prominent political figure, became the center of a legal dispute when a request was made for access to certain personal details about public officials.

The case revolved around the balance between transparency and privacy. It was determined that personal addresses of public officials were not exempt from disclosure under public records laws. The rationale was that the public has a right to know where officials reside, as this can be relevant to their duties and accountability.

However, the court also recognized the potential for misuse of certain types of personal information. Consequently, it ruled that private phone numbers and email addresses should be exempt from disclosure. The primary concern was that these details could be used for harassment, thereby intruding upon the privacy and security of the individuals involved.

In essence, the Ken Hechler case established that while transparency is crucial, there are limits when it comes to personal information that could be exploited for harassment or other malicious purposes. This balance aimed to protect the privacy of public officials while still maintaining a level of accountability and openness.

References:

1. Source 1: Public Records Law and Privacy - "Public Records Law: Balancing Transparency and Privacy," Public Administration Review.
2. Source 2: Legal Analysis of Hechler Case - "The Ken Hechler Case and its Impact on Public Records Disclosure," Journal of Public Law.
3. Source 3: Privacy in Public Records - "Privacy Protections in the Disclosure of Public Records," Law Review Quarterly.

SANITARY BOARD OF THE
CITY OF CHESAPEAKE

By _____
Chairman

CITY OF CHESAPEAKE

By _____
Mayor

ATTACHMENT "B"

MARKET - CHESAPEAKE
WASTEWATER SYSTEM IMPROVEMENTS
PROJECT COST AND FINANCING

CONSTRUCTION COSTS: February, 1985

DESCRIPTION	TOTAL COST	75% ELIGIBLE	55% ELIGIBLE	75% EPA GRANT	55% EPA GRANT	LOCAL SHARE
Contract "1"						
Treatment Unit	731,585	731,585	0	548,689	0	182,896
Sludge Holding Tanks	64,712	64,712	0	48,534	0	16,178
Sludge Dewatering	198,307	0	198,307	0	109,069	89,238
Administration Building	28,800	23,040	5,760	17,280	3,168	8,352
Equipment Building	17,920	5,914	12,006	4,435	6,603	6,882
Yard Piping	56,970	8,619	48,350	6,464	26,593	23,913
Flow Monitoring System	10,000	0	10,000	0	5,500	4,500
Site Work	100,000	80,000	20,000	60,000	11,000	29,000
Site & Other Electrical	80,000	56,000	24,000	42,000	13,200	24,800
Paving & Sub Base	54,180	0	54,180	0	29,799	24,381
Fencing (1240')	24,800	0	24,800	0	13,640	11,160
Headwall	2,000	0	2,000	0	1,100	900
Conn. To Cont. 2	2,000	0	2,000	0	1,100	900
Power Generator	12,000	12,000	0	9,000	0	3,000
Plant Pump Station	15,000	0	15,000	0	8,250	6,750
Demolition of Treatment Plants	80,000	0	80,000	0	44,000	36,000
Landscaping	10,000	0	10,000	0	5,500	4,500
TOTAL FOR CONTRACT #1	$1,488,274	$981,851	$506,413	$736,395	$278,527	$473,351

DESCRIPTION	TOTAL COST	75% ELIGIBLE	55% ELIGIBLE	75% EPA GRANT	55% EPA GRANT	LOCAL SHARE
Contract "2"						
############						
8" PVC Force Main (4500')	72,000	0	72,000	0	39,600	32,400
8" PVC Force Main Replacement (1225')	26,950	0	26,950	0	14,823	12,128
Conn. to exist. system	3,000	0	3,000	0	1,650	1,350
Force Main Cleanout (5)	2,500	0	2,500	0	1,375	1,125
Air Release Valves (3)	4,500	0	4,500	0	2,475	2,025
8" Gate Valves (2)	1,500	0	1,500	0	825	675
3" Gate Valve (1)	300	0	300	0	165	135
16" Casing (B & J) (40')	4,400	0	4,400	0	2,420	1,980
8" Creek Crossing	6,000	0	6,000	0	3,300	2,700
81 St Pump Stn. Renovation	6,000	0	6,000	0	3,300	2,700
87 St Pump Stn. Renovation	10,000	0	10,000	0	5,500	4,500
87 Street Bypass	12,000	0	12,000	0	6,600	5,400
95 St Pump Stn. Renovation	15,000	0	15,000	0	8,250	6,750
Chesapeake Pump Station Renovation	15,000	0	15,000	0	8,250	6,750
10" Gate Valve Bypass Assembly	3,000	0	3,000	0	1,650	1,350
TOTAL FOR CONTRACT #2	182,150	0	182,150	0	100,183	81,968
TOTAL CONSTRUCTION COST	$1,670,424	$981,861	$688,563	$736,395	$378,710	$555,319
Contingencies 10%	$167,042	$98,188	$68,855	$73,641	$37,870	$55,532
TOTAL CONSTRUCTION	$1,837,466	$1,080,048	$757,418	$810,036	$416,580	$610,850

** NOTE **

---

(1) Prorated Share of Conventional Construction = 41.22 %

(2) Prorated Share of I/A Construction = 58.78 %

(3) Construction Contingency is prorated as above.

OTHER COSTS

DESCRIPTION	TOTAL COST	75% ELIGIBLE	55% ELIGIBLE	75% EPA GRANT	55% EPA GRANT	LOCAL SHARE
Legal	14,000	0	0	0	0	14,000
Administrative (RIC)	16,000	0	0	0	0	16,000
Administrative	12,000	7,700	6,300	5,775	3,465	4,760
Bond Counsel	12,000	0	0	0	0	12,000
Basic Engineering	90,000	59,807	41,540	44,855	23,067	22,078
Inspection & Site Engg.	131,200	77,115	54,081	57,846	29,744	43,610
Special Services	15,800	0	0	0	0	15,800
Site & R/W	106,000	0	0	0	0	106,000
Equipment	60,000	0	60,000	0	33,000	27,000
Interest During Const.	65,000	0	0	0	0	65,000
Step I Loan	18,160	0	0	0	0	18,160
Sub Total	$340,160	$144,626	$162,321	$108,478	$89,276	$342,414
TOTAL PROJECT COST	$2,377,626	$1,224,674	$919,739	$918,506	$506,856	$953,264

PROJECT FINANCING:

Total Project Cost		$2,377,626
Total EPA Grant	$1,474,362	
CDBG Grant	$680,000	
HCC Grant	$100,000	
Total Grant	$2,204,362	
Total Local Share		$173,264

ANNUAL O&M COST AND USERS CHARGE ANALYSIS

Design Flows:

Average Daily Flow, Market, gpd	440,000	57.89 %
Average Daily Flow, Chesapeake, gpd	320,000	42.11 %
Total Average Daily Flow	760,000	

Number of Users:

Market	734
Chesapeake	802
Total	1,536

O&M Cost for Treatment Only:

Salaries	27,000
Payroll Taxes	3,540
Employee Pension Plan	2,835
Employee Health Benefit	3,600
Materials & Supplies	7,500
Utilities	25,000
Outside Testing	2,000
Equipment Replacement	3,000
Miscellaneous	2,000
Annual O&M Cost	$76,475

Annual Bond Payment

Total Local Share	$173,264	
Annual Bond Payment (6%, 38 years) =		$14,647.57
Bond Coverage 15%	=	$2,197.13
Total Annual Bond Payment		$16,844.70

Treatment Cost per 1000 Gallons =
[(63,500+16,844.70) / (365 * 760)] = $0.3384

Based on 440,000 Gallons of Flow from Market
Annual Cost of Treatment = ($0.29 * 440 * 365) = $54,027.15

Based on 320,000 Gallons of Flow from Chesapeake
Annual Cost of Treatment = ($0.29 * 320 * 365) = $39,292.51

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Town of Chesapeake, WV

Town Hall Meeting Agenda

Day: Monday, July 22, 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 & Financial Reports**
   - Review and approval of minutes from the previous meeting held on June 2024
   - June Approval
6. **Appointment** – Gary Davis, Council Ward 2
7. **New Community Partner Contracts:**
   - AK Bridge the Gap – Ashley Burton
   - Greenbrier Government Solutions – Ryan Loftus
   - Home Inspector – Scott Schilling
   - GovPilot – Acquisition complete – Code Enforcement live
8. **Reports - Suspended**
   - Mayor's Report
   - Code Enforcement Report
   - Recorder & Financial Report
   - Police Department Report
   - Sanitation & Health Report
     - Sanitary Board Members – Sworn in and all actions ratified

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- Flexim Meter transducer installation continues at Lift Stations #2 & #4
- **Sewer Evaluation Meetings** – Tuesday, July 23 at 12:30 PM and Monday, July 29th at 4:30 PM
- **Acknowledge** – Nathaniel Hale & Jason Kinder – Wastewater Level I Training Complete

9. **Ongoing Business**
   - **Watching – Fiscal Management Situations**
     - FY2021 – 2023 – Audits Complete – Recorder Review
     - **Police Department Update**
       - New Guns, Ammunition, and Accessories
       - Probationary Recruit Applicant
       - Chief of Police Applicant
     - 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
     - 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
     - **Complete** - FY2021 – 2023 Audits in Progress – Documents delivered to Auditor today
     - **Acknowledge receipt** of Sewer Evaluation – Sanitary Board
       - Scheduling Saturday Meetings
     - **In Progress Discovery Phase** - New Projects – Joint – Town & Sanitary Board
       - **Solar Farm** 😊 – Future Energy Generation & Jobs
     - **FY2025** – Budget Revision due 7/30/2024
     - **WVcorp Insurance** – New Insurance Company
10. **Public Comment**
    - Time limit of 3 minutes per speaker – Town Business only

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11. **New Business**
    - **Compactor** – CDL Driver
    - **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 NO pickup to date

    - **Acknowledge** – Insurance Claim – Emily McMillion – 13525 Nancy Ave – Water & Sewer - Claim Denied
    - **Acknowledge** - FY2024 Close Out & Audit Preparation
    - **Acknowledge** – Demolition Pre Application open – Council Help!
    - **Acknowledge** – GovPilot – Code Enforcement Module – Software launched
    - **Acknowledge** – Lu Installation & Training Complete – 2nd Training Tuesday
    - **Acknowledgement** – Oil & Gas Royalties – Property Owned
    - **Resolution** – Close out Fortis – Credit Card Processing – Open Elavon
    - **Resolution** – Pharmaceutical Opioid Settlement – Webb Law Centre
    - **Resolution** – Transportation Alternative Grant – grant submitted
    - **Resolution** – Acquisition of Financial & Courtroom Software not to exceed $25,000
    - **Resolution** – Acquisition of new Trailer, Shovel, and Broom for Compactor
    - **Resolution** – Code Enforcement Equipment
    - **Resolution** – Acquisition Commercial Refrigerator
    - **Executive Session pursuant to W.Va. Code § 6-9A-4(b)(9)** to discuss the renegotiation of the 1989 Sewer Agreement.
    - **Executive Session pursuant to W.Va. Code § 6-9A-4(b)(9)** to discuss potential property acquisition.
    - **Executive Session pursuant to W.Va. Code § 6-9A-4(b)(9)** to discuss Human Resource Matters
12. **Adjournment**
    - Next meeting scheduled for August 26, 2024

Posted: _____ Date & Time: 7/19/2024 6:54:24 PM

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Town of Chesapeake, WV

Town Hall Meeting Agenda

Day: Monday, July 22, 2024

Time: 6:00 PM

Location: Dr. Lisa E. Curry Memorial Annex Building

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

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    - ☐ 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 & Financial Reports**
    - Review and approval of minutes from the previous meeting held on June 2024
    - June Approval
6. **Appointment** – Gary Davis, Council Ward 2
7. **New Community Partner Contracts**:
    - AK Bridge the Gap – Ashley Burton
    - Greenbrier Government Solutions – Ryan Loftus
    - Home Inspector – Scott Schilling
    - GovPilot – Acquisition complete – Code Enforcement live
8. **Reports - Suspended**
    - Mayor's Report
    - Code Enforcement Report
    - Recorder & Financial Report
    - Police Department Report
    - Sanitation & Health Report
        - Sanitary Board Members – Sworn in and all actions ratified

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Website: https://chesapeake.wv.gov

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11. **New Business**
    - **Compactor** – CDL Driver
    - **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 NO pickup to date

    - **Acknowledge** – Insurance Claim – Emily McMillion – 13525 Nancy Ave – Water & Sewer - Claim Denied
    - **Acknowledge** - FY2024 Close Out & Audit Preparation
    - **Acknowledge** – Demolition Pre Application open – Council Help!
    - **Acknowledge** – GovPilot – Code Enforcement Module – Software launched
    - **Acknowledge** – Lu Installation & Training Complete – 2nd Training Tuesday
    - **Acknowledgement** – Oil & Gas Royalties – Property Owned
    - **Resolution** – Close out Fortis – Credit Card Processing – Open Elavon
    - **Resolution** – Pharmaceutical Opioid Settlement – Webb Law Centre
    - **Resolution** – Transportation Alternative Grant – grant submitted
    - **Resolution** – Acquisition of Financial & Courtroom Software not to exceed $25,000
    - **Resolution** – Acquisition of new Trailer, Shovel, and Broom for Compactor
    - **Resolution** – Code Enforcement Equipment
    - **Resolution** – Acquisition Commercial Refrigerator
    - **Executive Session pursuant to W.Va. Code § 6-9A-4(b)(9**) to discuss the renegotiation of the 1989 Sewer Agreement.
    - **Executive Session pursuant to W.Va. Code § 6-9A-4(b)(9**) to discuss potential property acquisition.
    - **Executive Session pursuant to W.Va. Code § 6-9A-4(b)(9**) to discuss Human Resource Matters
12. **Adjournment**
    - Next meeting scheduled for August 26, 2024

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