City of Chesapeake Sanitary Board

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 Meeting Minutes
October 15, 2024, at 6:00 pm
Dr. Lisa E. Curry Memorial Annex

Call to Order: Mayor Melissa Hill, Chair at 6:10 pm
Prayer and Pledge of Allegiance

Roll Call:

- Jason Bowen, Citizen Representative – Present
- Herb Shearer, Citizen Representative – Absent
- Melissa Hill, Mayor & Chair – Present

Special Guests:

- Ron Petty – Ward 1 Council
- Beth Minear – Special Council
- Brian Bowen – Audit Committee
- Ralph Holbrook – Planning Commission
- Robin Taylor – Recorder and Audit Committee

Mayor Hill explained the new room set-up for this meeting and future meetings moving forward. The Audit Committee and Planning Commission will be included at the table.

We will start showing the agenda and meeting minutes on the screen and only printing approximately 20 copies. These items will also be available upon citizen request.

Everything on agenda moving forward will be ordinance and state code driven.

Brian Bowen asked if there was currently a joint meeting with Council and Sanitation Board on the schedule. Mayor Hill answered not at this time.

Review & Motion:

- Jason Bowen made a motion to accept the meeting minutes from September 2024. Mayor Hill seconded, voice vote affirmed.
- Mayor Hill presented September 2024 Financial Statements. Mayor explained that the Sanitary Board now invoices the Town each month for the sewer payments made to the Kanawha PSD. Jason Bowen asked why the statements only listed Pump Stations 2 & 4. Mayor Hill explained that all should be listed and that Pump Stations 1 & 4 should be the highest bills.
- Jason Bowen made a motion to approve the Financial Statements from September 2024. Mayor Hill seconded, voice vote affirmed.

Partner Introduction:

- RIC – Mayor Hill explained that RIC provided Project and Grant writing support. An email was sent to the director asking how RIC gets paid. He state they will base it on individual projects that they assist with. The Town will work with Leal to make sure the charges are fair. We will invite Mr. Ferrell with RIC to a Sanitary and Council meeting to talk about what they assist us with.
- Discussion about the SSES performed by Chapman Technical:
  - Jason Bowen stated that Chapman's report was missing sections and asked if we need to find someone to complete the missing pieces.
  - According to the task list on the contract, Chapman complete the four sections.
  - Although Dunn Engineers has previously sent a letter to the Town stating we should be billing the companies that flow into our system. These companies were not even mentioned in Chapman Technical's final SSES.
  - The Town did collected from these companies who flow into our system until Butch Hatfield took over as Clerk.
  - RIC did not receive a copy of the SSES from Chapman prior to the Town receiving it. No review was ever done.
  - Special Council Minear had to send Champman Technical a legal nudge in order to receive the report because they were failing to meet their own timelines.
  - There should be a public hearing to review the SSES with citizens.
  - We are allowed to have an engineer on contract.
  - We need to know what RIC does and what the Town is responsible for.
- Flexim Meter Installation has now been completed by the Town of Chesapeake Public Works on Pump Stations 2 & 4. Great job Street Department!
- 2024 WV PSC Report – Sandeep Agarwal is currently working on completion of this.
- Discussion about 1989 Agreement between Town of Chesapeake, Sanitary Board, ad Marmet Sanitary Board, Town of Marmet.
  - Agreement modification was requested 8/16/24, 9/10/24, and 10/8/24
  - Current situation – Rate Increase and invoices paid
- Engineering Request for Qualifications
  - Received packets from Chapman Technical, Burgess and Niple, and New River Engineering
  - Sanitary Board, Planning Commission, and Audit Committee members will meet to score and review using a scoring matrix
  - Top companies will present
- Deadline for CARES Act monies to be encumbered in the end of December 2024.

New Business:

- Lift Station 3 Alerted – Bag of clothing in sewer line. Workers were able to remove this but the incident has been escalated to the Police Chief.
- Lift Station 4 Alerted – Whole station shut down due to a piece of PVC pipe making its way through the line. Took vendor three days because they did not have the capacity to get it done quicker. The pipe incident has been escalated to the Police Chief for investigation. Had to call pumper trucks to come and transfer waste to another station. Station was down a total of 10 days.
  - Parts have been ordered to serve as backup.
  - Ralph Holbrook asked if there were any signs of deliberate tampering. Bowen answered that the PVC could have broken off from someone's older plumbing.
- Will be pricing out security cameras for al locations.
- We will need to create a Lowe's Account for Sanitary Board.

Questions:

- What day for scoring Requests for Qualifications?
  - Tuesday, October 22 at 5:30 pm.

Motion to Adjourn:

- Jason Bowen made a motion to adjourn the meeting. Mayor Hill seconded the motion, voice vote affirmed.

Next Meeting:
November 19, 2024 @ 6:00 pm
Dr. Lisa E. Curry Memorial Annex

Sanitary Board City of Chesapeake
Profit & Loss
September 2024

	Sep 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	36,932.67
Total Income	36,932.67
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	614.53
5001 SALARIES-TREATMENT & DISP - Other	7,540.70
Total 5001 SALARIES-TREATMENT & DISP	8,155.23
5003 SANITARY BOARD MEMBER	538.86
5030 WORKERS COMP	462.50
5040 UTILITIES	
Electricity Sewer Plant	61.48
Electricity Station #1	304.45
Electricity Station #2	28.48
Electricity Station #3	259.47
Electricity Station #4	42.64
Electricity Station #5	85.12
Gas	40.01
Pest Control	63.60
Water	47.42
Total 5040 UTILITIES	932.67
6025 LEGAL FEES	1,200.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	60.00
Total 6600 CUSTOMER ACCT PROCESSING	60.00
Bank Charge	2.00
Certification Fees	125.00
Contract Services	1,627.14
Contract Services Data Usage	122.00
CPA Services	450.00
HEALTH & SANITATION EXPENDITURE	
Chemicals	2,171.17
Total HEALTH & SANITATION EXPENDITURE	2,171.17

Sanitary Board City of Chesapeake
Profit & Loss
September 2024

	Sep 24
IT Support	3,020.00
Payroll Processing Fees (ADP)	154.60
Total Expense	19,021.17
Net Ordinary Income	17,911.50
Net Income	**17,911.50**

Sanitary Board City of Chesapeake
Income by Customer Summary
September 2024

	Sep 24
Town of Chesapeake	36,932.67
TOTAL	36,932.67

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
September 2024

	Sep 24
American Water	182.00
Appalachian Power	781.64
City National Bank	2.00
Encova Insurance	462.50
Greenbrier Government Solutions	2,970.00
Kanawha PSD	1,627.14
Minear Law Offices, PLLC	1,200.00
Mountaineer Gas Company	40.01
Prochem Inc.	2,171.17
S Agarwal CPA AC	500.00
Terminix	63.60
WV American Water	47.42
WV Bureau of Public Health (BPH)	125.00
TOTAL	**10,172.48**

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
October 2024

	Oct 24
Ace Services	1,700.00
American Water	303.40
Appalachian Power	319.14
Encova Insurance	462.50
Grainger	359.98
Greenbrier Government Solutions	1,035.00
Minear Law Offices, PLLC	2,560.00
Mountaineer Gas Company	40.01
S Agarwal CPA AC	500.00
Stans Backhoe and Ditch Service	5,000.00
Town of Marmet	24,796.45
WV American Water	59.83
TOTAL	37,136.31

Sanitary Board City of Chesapeake
Balance Sheet
As of September 30, 2024

	Sep 30, 24
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	365,801.14
Sanitary Board PFA Grant Accoun	1,650.00
Total Checking/Savings	375,953.45
Accounts Receivable	
1020 CUSTOMER A/R	232,778.25
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-109,115.67
Total Accounts Receivable	119,662.58
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	495,716.03
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	**713,070.39**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-407.21
Total Accounts Payable	-407.21
Other Current Liabilities	
2002 Payroll Liabilities	1,778.52

Sanitary Board City of Chesapeake
Balance Sheet
As of September 30, 2024

	Sep 30, 24
Accrual	7,758.25
Direct Deposit Liabilities	-907.54
Total Other Current Liabilities	8,629.23
Total Current Liabilities	8,222.02
Total Liabilities	8,222.02
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	185,702.75
Opening Balance Equity	8,629.44
Retained Earnings	-473,365.36
Net Income	-14,828.54
Total Equity	704,848.37
TOTAL LIABILITIES & EQUITY	**713,070.39**

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

	Oct 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	328,664.83
Sanitary Board PFA Grant Accoun	1,650.00
Total Checking/Savings	338,817.14
Accounts Receivable	
1020 CUSTOMER A/R	232,778.25
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-109,115.67
Total Accounts Receivable	119,662.58
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	458,579.72
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	**675,934.08**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-407.21
Total Accounts Payable	-407.21
Other Current Liabilities	
2002 Payroll Liabilities	5,046.63

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

	Oct 31, 24
Accrual	7,758.25
Direct Deposit Liabilities	6,798.67
Total Other Current Liabilities	19,603.55
Total Current Liabilities	19,196.34
Total Liabilities	19,196.34
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	185,702.75
Opening Balance Equity	8,629.44
Retained Earnings	-473,365.36
Net Income	-62,939.17
Total Equity	656,737.74
TOTAL LIABILITIES & EQUITY	**675,934.08**

Sanitary Board City of Chesapeake
Profit & Loss
July through October 2024

	Jul - Oct 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	148,331.66
Total Income	148,331.66
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	2,622.01
5001 SALARIES-TREATMENT & DISP - Other	31,590.89
Total 5001 SALARIES-TREATMENT & DISP	34,212.90
5003 SANITARY BOARD MEMBER	2,020.87
5030 WORKERS COMP	1,387.50
5040 UTILITIES	
Electricity Sewer Plant	253.99
Electricity Station #1	1,228.14
Electricity Station #2	116.82
Electricity Station #3	1,013.95
Electricity Station #4	172.12
Electricity Station #5	337.85
Gas	160.04
Pest Control	362.20
Water	225.09
Total 5040 UTILITIES	3,870.20
5060 TELEPHONE	878.22
6005 SUPPLIES	1,295.39
6025 LEGAL FEES	5,232.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	620.00
Total 6600 CUSTOMER ACCT PROCESSING	620.00
9040 REPAIRS & REPAIR PARTS	14,860.54
Bank Charge	8.00
Certification Fees	125.00
Contract Services	6,381.95
Contract Services Data Usage	367.00
CPA Services	5,175.00
Equipment Rental	2,125.00
GENERAL GOVERNMENT EXPENDITURES	
HR consulting	10,000.00
Total GENERAL GOVERNMENT EXPENDITURES	10,000.00

Sanitary Board City of Chesapeake
Profit & Loss
July through October 2024

	Jul - Oct 24
HEALTH & SANITATION EXPENDITURE	
Chemicals	2,171.17
Town of Marmet	9,799.77
Wastewater Treatmnent (Marmet)	14,996.68
Total HEALTH & SANITATION EXPENDITURE	26,967.62
IT Support	4,155.00
Payroll Processing Fees (ADP)	680.20
Reimbursement	170.35
Travel Expenses	1,676.00
Total Expense	122,208.74
Net Ordinary Income	26,122.92
Net Income	**26,122.92**

Sanitary Board City of Chesapeake
Profit & Loss
September 2024

	Sep 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	36,932.67
Total Income	36,932.67
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	614.53
5001 SALARIES-TREATMENT & DISP - Other	7,540.70
Total 5001 SALARIES-TREATMENT & DISP	8,155.23
5003 SANITARY BOARD MEMBER	538.86
5030 WORKERS COMP	462.50
5040 UTILITIES	
Electricity Sewer Plant	61.48
Electricity Station #1	304.45
Electricity Station #2	28.48
Electricity Station #3	259.47
Electricity Station #4	42.64
Electricity Station #5	85.12
Gas	40.01
Pest Control	63.60
Water	47.42
Total 5040 UTILITIES	932.67
6025 LEGAL FEES	1,200.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	60.00
Total 6600 CUSTOMER ACCT PROCESSING	60.00
Bank Charge	2.00
Certification Fees	125.00
Contract Services	1,627.14
Contract Services Data Usage	122.00
CPA Services	450.00
HEALTH & SANITATION EXPENDITURE	
Chemicals	2,171.17
Total HEALTH & SANITATION EXPENDITURE	2,171.17

Sanitary Board City of Chesapeake
Profit & Loss
September 2024

	Sep 24
IT Support	3,020.00
Payroll Processing Fees (ADP)	154.60
Total Expense	19,021.17
Net Ordinary Income	17,911.50
Net Income	**17,911.50**

Sanitary Board City of Chesapeake
Income by Customer Summary
September 2024

	Sep 24
Town of Chesapeake	36,932.67
TOTAL	36,932.67

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
September 2024

	Sep 24
American Water	182.00
Appalachian Power	781.64
City National Bank	2.00
Encova Insurance	462.50
Greenbrier Government Solutions	2,970.00
Kanawha PSD	1,627.14
Minear Law Offices, PLLC	1,200.00
Mountaineer Gas Company	40.01
Prochem Inc.	2,171.17
S Agarwal CPA AC	500.00
Terminix	63.60
WV American Water	47.42
WV Bureau of Public Health (BPH)	125.00
TOTAL	**10,172.48**

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
October 2024

	Oct 24
Ace Services	1,700.00
American Water	303.40
Appalachian Power	319.14
Encova Insurance	462.50
Grainger	359.98
Greenbrier Government Solutions	1,035.00
Minear Law Offices, PLLC	2,560.00
Mountaineer Gas Company	40.01
S Agarwal CPA AC	500.00
Stans Backhoe and Ditch Service	5,000.00
Town of Marmet	24,796.45
WV American Water	59.83
TOTAL	37,136.31

Sanitary Board City of Chesapeake
Balance Sheet
As of September 30, 2024

	Sep 30, 24
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	365,801.14
Sanitary Board PFA Grant Accoun	1,650.00
Total Checking/Savings	375,953.45
Accounts Receivable	
1020 CUSTOMER A/R	232,778.25
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-109,115.67
Total Accounts Receivable	119,662.58
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	495,716.03
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	**713,070.39**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-407.21
Total Accounts Payable	-407.21
Other Current Liabilities	
2002 Payroll Liabilities	1,778.52

Sanitary Board City of Chesapeake
Balance Sheet
As of September 30, 2024

	Sep 30, 24
Accrual	7,758.25
Direct Deposit Liabilities	-907.54
Total Other Current Liabilities	8,629.23
Total Current Liabilities	8,222.02
Total Liabilities	8,222.02
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	185,702.75
Opening Balance Equity	8,629.44
Retained Earnings	-473,365.36
Net Income	-14,828.54
Total Equity	704,848.37
TOTAL LIABILITIES & EQUITY	**713,070.39**

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

	Oct 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	328,664.83
Sanitary Board PFA Grant Accoun	1,650.00
Total Checking/Savings	338,817.14
Accounts Receivable	
1020 CUSTOMER A/R	232,778.25
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-109,115.67
Total Accounts Receivable	119,662.58
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	458,579.72
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	**675,934.08**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-407.21
Total Accounts Payable	-407.21
Other Current Liabilities	
2002 Payroll Liabilities	5,046.63

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

	Oct 31, 24
Accrual	7,758.25
Direct Deposit Liabilities	6,798.67
Total Other Current Liabilities	19,603.55
Total Current Liabilities	19,196.34
Total Liabilities	19,196.34
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	185,702.75
Opening Balance Equity	8,629.44
Retained Earnings	-473,365.36
Net Income	-62,939.17
Total Equity	656,737.74
TOTAL LIABILITIES & EQUITY	675,934.08

Sanitary Board City of Chesapeake
Profit & Loss
July through October 2024

	Jul - Oct 24
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	148,331.66
Total Income	148,331.66
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	2,622.01
5001 SALARIES-TREATMENT & DISP - Other	31,590.89
Total 5001 SALARIES-TREATMENT & DISP	34,212.90
5003 SANITARY BOARD MEMBER	2,020.87
5030 WORKERS COMP	1,387.50
5040 UTILITIES	
Electricity Sewer Plant	253.99
Electricity Station #1	1,228.14
Electricity Station #2	116.82
Electricity Station #3	1,013.95
Electricity Station #4	172.12
Electricity Station #5	337.85
Gas	160.04
Pest Control	362.20
Water	225.09
Total 5040 UTILITIES	3,870.20
5060 TELEPHONE	878.22
6005 SUPPLIES	1,295.39
6025 LEGAL FEES	5,232.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	620.00
Total 6600 CUSTOMER ACCT PROCESSING	620.00
9040 REPAIRS & REPAIR PARTS	14,860.54
Bank Charge	8.00
Certification Fees	125.00
Contract Services	6,381.95
Contract Services Data Usage	367.00
CPA Services	5,175.00
Equipment Rental	2,125.00
GENERAL GOVERNMENT EXPENDITURES	
HR consulting	10,000.00
Total GENERAL GOVERNMENT EXPENDITURES	10,000.00

Sanitary Board City of Chesapeake
Profit & Loss
July through October 2024

	Jul - Oct 24
HEALTH & SANITATION EXPENDITURE	
Chemicals	2,171.17
Town of Marmet	9,799.77
Wastewater Treatmnent (Marmet)	14,996.68
Total HEALTH & SANITATION EXPENDITURE	26,967.62
IT Support	4,155.00
Payroll Processing Fees (ADP)	680.20
Reimbursement	170.35
Travel Expenses	1,676.00
Total Expense	122,208.74
Net Ordinary Income	26,122.92
Net Income	**26,122.92**

Town of Chesapeake

AccuFund Software and Professional Services Quote

Offered by: Mountaineer Computer Systems, Inc. (304-647-5980)

Date Prepared:	October 21, 2024	
Valid Through:	January 19, 2025	
		Cloud Monthly Standard
	Quantity	AccuFund Anywhere
CORE and USERS		
AccuFund Core System (Enter Number of Users)	6	540.00
Access Users	1	20.00
MODULES		
Accounts Receivable with Inventory		-
Automations	1	75.00
Budget Development	4	60.00
Fixed Assets		-
Grants Management	2	60.00
Pay Portal	1	-
Program Management		-
Purchase Orders with Inventory		-
Requisitions with Workflow		-
Work Orders		-
GOVERNMENT MODULES		
Utility Billing	4	125.00
Fees, Taxes and Licenses	2	75.00
Permits and Inspections	2	75.00
Court Fines	2	105.00
PAYROLL		
Payroll	1	125.00
Human Resources	1	
Time Clock Interface (Enter Number of Employees - Up to 50	1	49.00
CLOUD SOFTWARE PRICE		
Monthly Software Fee		1,309.00
12 Month Software Fee		15,708.00
TIMECLOCKS		
Time Clock - Standard 4450		-
Time Clock - Biometric 4470		-
Time Clock - Key Fobs/Proximity Cards (Minimum 10)		-
Total Time Clocks:		-
PROFESSIONAL SERVICES ESTIMATE		
Estimated Hours		157.00
Professional Services - Estimated Hours at $225 per hour ***		35,325.00
Utility Billing Customer Conversion (max fee @ $4.00 per customer)	625	2,500.00
Net Outlay Year 1		53,533.00
Net Outlay Year 2		15,708.00

NOTE 1: UB customer conversion is performed at the hourly rate, not to exceed the estimated fee based on the actual number of cust

NOTE 2: UB customers converted will likely exceed your current active customers due to inactive customers still owing balances.

*** Estimated hours includes:

- Setup and training on all modules quoted
- Employee demographic data conversion
- W-2 summary data for 2023
- Vendor demographic data conversion
- General ledger balances

HdL® Companies

STATE OF WEST VIRGINIA)
)
COUNTY OF KANAWHA) AGREEMENT
)
TOWN OF CHESAPEAKE)

1) HdL Companies NC, a California corporation ("HdL"), is authorized to do business in West Virginia and will obtain such licenses, permits, and approvals as may be required by law for performing the Services for the TOWN of CHESAPEAKE ("CLIENT").

2) HdL will research and identify entities conducting business activity within CLIENT jurisdiction, but not currently paying business license, and business & occupation tax fees to CLIENT. Further, HdL will contact such businesses and work with them to submit a business license application and pay all business license, and business & occupation tax fees and penalties due CLIENT.

3) CLIENT will pay HdL 50% of such business license, city service fees, and business & occupation tax fees and penalties collected by the efforts of HdL. Any additional business license, and business & occupational tax fees and penalties paid by the same business and due within the next twenty-four (24) month period will also be subject to this agreement and HdL will receive 50% of such fees and penalties paid by such business.

4) This Letter of Agreement may be terminated by either party upon sixty (60) days written notice; however, CLIENT's obligation to pay HdL for recommendations made prior to the date of termination will survive as provided in this Letter of Agreement notwithstanding such termination.

5) HdL will comply with all rules, regulations, and ordinances applicable, and will maintain all information in strict confidence.

6) HdL is not entitled to any business license, and business & occupational tax fees collected by CLIENT from its normal and routine business license efforts.

7) Each party agrees to maintain in strict confidence all information received concerning revenues, expenses, and methods of doing business. Furthermore, HdL acts as a consultant only and does not receive any commissions or remuneration of any kind from any vendors or service providers.

8) HdL may engage subcontractors to assist with this project.

9) HdL is an independent contractor.