Minutes
Meeting - Town Hall/Council Monthly Meeting – February 2025
Town of Chesapeake - Meetings

Date	2/24/2025
Time	6:00 PM - 8:00 PM
Location	Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building
Present	Melissa Hill, Robin Taylor, Dona Lacy, David Lloyd, Wes Dillard, Ron Petty, Andrew Roberts
Absent	Katie Miller, William Smith, Beth Minear (Special Counsel), Brian Bowen (Audit Committee)
Note Taker	Robin Taylor

Agenda

2025/M6-001 - 1. Call to Order
The meeting commenced at 6:12 PM with a call to order by Mayor Melissa Hill. The presence of a quorum was confirmed, with attendees including Council-at-Large David Lloyd, Ward 1 representatives Dona Lacy and Ron Petty, Ward 2 representative Wesley Dillard, Recorder Robin Taylor, and Mayor Melissa Hill. The Mayor expressed her anticipation for a productive session.

2025/M6-002 - 2. Prayer & Pledge of Allegiance
Following the call to order, the meeting proceeded with the Prayer for the Town of Chesapeake, WV. The prayer was delivered, seeking wisdom and strength for the community's unity, peace, and prosperity. This was followed by the Pledge of Allegiance, which was recited by all attendees.

2025/M6-003 - 3. Roll Call
The roll call was conducted, confirming the attendance of the council members and officials present at the meeting. The following individuals were present: David Lloyd (Council-at-Large), Dona Lacy (Ward 1), Ron Petty (Ward 1), Wesley Dillard (Ward 2), , Robin Taylor (Recorder), and Melissa Hill (Mayor/Chair).

2025/M6-004 - Swearing-In - Council Ward 2
The meeting commenced with the swearing-in of the new council member for Ward 2. David Lloyd made a motion to accept the swearing in of Arianna McLaughlin as the new representative for Ward 2. Dona Lacy seconded the motion. All approved, motion carried. The new member took the oath of office, pledging to uphold the duties and responsibilities associated with the position. The council welcomed the new member, emphasizing the importance of their role in the community and the contributions they are expected to make towards the town's governance. Arianna McLaughlin– Sworn in Ward 2 Council Member

2025/M6-005 - 4. Approval of Minutes - December 2024 & January 2025
Recorder Robin Taylor presented the meeting minutes for December 2024 and January 2025. She highlighted the detailed nature of the December minutes, which were 16 pages long and single-spaced, making them cumbersome to review. In contrast, the January minutes were streamlined using new software, making them more manageable. The council took a few minutes to review both sets of minutes. A motion was made to accept the December 2024 minutes, which was seconded and approved unanimously. Similarly, the January 2025 minutes were reviewed, and a motion to accept them was also approved without opposition.

Decision: David Lloyd made a motion to approve December 2024 meeting minutes. Wesley Dillard seconded the motion. All approved, motion carried.
Decision: Dona Lacy made a motion to approve January 2025 meeting minutes. Ron Petty seconded the motion. All approved, motion carried.

2025/M6-005.1 - ADM-MIN-December 2024
The December 2024 meeting minutes were reviewed and discussed. Recorder Robin Taylor emphasized the detailed nature of these minutes and the challenges associated with their length. After a brief review period, a motion to accept the December minutes was made, seconded, and approved unanimously by the council.

Decision: The December 2024 meeting minutes were approved unanimously.

2025/M6-005.2 - ADM-MIN-January 2025
The January 2025 meeting minutes were presented and reviewed. The new software used for recording these minutes was noted for its efficiency and clarity. The council expressed satisfaction with the improved format. A motion to accept the January minutes was made, seconded, and approved unanimously. New Software – Decisions – AI Agenda, Presentations, Minutes, and Booking

Decision: The January 2025 meeting minutes were approved unanimously.

2025/M6-006 - 5. Approval Financial Statements - January 2025
The financial statements for January 2025 were presented, including the Profit & Loss Statement, Income Statement, and Balance Sheet. The Mayor highlighted significant expenditures in the second quarter, particularly for the Police Department, which included

purchases of equipment such as radios and body cameras. Renovations in the Town Hall and Mayor's workroom were also noted. The council discussed the importance of these expenditures and the need to avoid showing a profit to benefit the citizens. A motion to accept the January financial statements was made, seconded, and approved unanimously.

Decision: Wesley Dillard made a motion to approve January 2025 Financial Statements. Dona Lacy seconded the motion. All approved, motion carried.

2025/M6-006.1 - FIN-REP- January 2025

The January financial statements were reviewed in detail. Significant purchases and renovations were discussed, with an emphasis on the Police Department's new equipment and the renovations in Town Hall. The council acknowledged the importance of these investments for the town's operations. A motion to approve the January financial statements was made, seconded, and passed without opposition.

Decision: The January 2025 financial statements were approved unanimously.

2025/M6-006.2 - FIN-REP-Batch - FY2025 - 1st Quarter

The council reviewed the financial batching for the first quarter of FY2025, which included July, August, and September 2024. Recorder Robin Taylor explained the thorough review process for each invoice and check, ensuring accuracy and accountability. The council expressed appreciation for the detailed work and transparency. A motion to accept the first quarter financial batching as ready for audit was made, seconded, and approved unanimously.

Decision: The first quarter financial batching for FY2025 was approved unanimously.

2025/M6-006.3 - FIN-REP-Batch - FY2025 - 2nd Quarter

The financial batching for the second quarter of FY2025, covering October, November, and December 2024, was presented. Recorder Robin Taylor detailed the review process, emphasizing the importance of transparency and accuracy. The council discussed the significant purchases and renovations made during this period. A motion to accept the second quarter financial batching as ready for audit was made, seconded, and passed unanimously.

Decision: The second quarter financial batching for FY2025 was approved unanimously.

2025/M6-007 - 6. Partner Business

The council discussed ongoing partnerships with various legal, HR, and engineering firms. The Mayor mentioned the addition of Burgess and Niple as a 5G engineering partner for sewer services. The council also discussed the need to continue seeking partners for stormwater management and other critical infrastructure projects. No specific decisions were made during this segment, but the importance of maintaining and expanding partnerships was emphasized.

2025/M6-008 - 7. Records Management

The council reviewed the records management process, which involves categorizing and scanning documents for various administrative, financial, legal, and historical purposes. The Mayor explained the progress made in organizing and digitizing records, noting that about 75% of the documents are now managed using advanced technology. The council discussed the importance of maintaining accurate and accessible records for transparency and efficiency. Future plans include moving documents to a server for easier access and management.

2025/M6-008.1 - Operational – OPS – Maintenance Logs and Work Orders

The council discussed the operational aspects of records management, focusing on maintenance logs and work orders. Various systems and technologies used for managing these records were reviewed, including:

- **GovPilot** for code enforcement and work orders
- **OmniSite** for lift station status
- **Flexim** for sewer flow
- **AT&T FirstNet** for fleet management and dispatch
- **Metro 911** for CAD and weapon systems
- **Axon** for body cameras and radios
- **QuickBooks Enterprise** for financial management
- **ADP** for payroll and timekeeping
- **Security Camera System** for Town Hall and Plant
- **Microsoft 365** for administration, communication, collaboration, and portfolio management
- **Comm-Core** for telecommunications and VOIP
- **ArcGIS** for GIS infrastructure mapping
- **WV DEP** for electronic reporting
- **SAM** for federal business registration and grants
- **WV OASIS** for state business registration and funding
- Decisions

The council emphasized the importance of using these systems to ensure accurate and efficient record-keeping. The progress made in organizing and digitizing records was acknowledged, with a commitment to continue improving the records management process.

2025/M6-009 - 8. Reports of Officers and Committees

The council received reports from various departments and committees, including the Police Department, Fire Department, Public Works Department, and Citizens Comments. Each department provided updates on their activities and ongoing projects.

2025/M6-009.1 - Police Department

The Police Department report included acknowledgments of new hires and ongoing recruitment efforts:

- **Douglas J. McMillian** was hired as the Municipal Engagement Clerk and is currently attending the WV State Police Academy.
- Ongoing recruitment for a new officer is in progress.
- An application from a certified officer was received on February 21, 2025.

The council discussed the importance of these hires and the need to continue supporting the Police Department's efforts to enhance public safety.

2025/M6-009.2 - Fire Department

The Fire Department report highlighted the need for an agreement with the Chesapeake Volunteer Fire Department to ensure continued service in return for funding. The council discussed the importance of this agreement and the need to inform property owners about their coverage under the new funding arrangement.

Decision: David Lloyd made a motion for the Town to create a contract with the Volunteer Fire Department for their services in return for their funding. Wesley Dillard seconded the motion. All approved, motion carried.

Task: Draft an agreement with the Chesapeake Volunteer Fire Department for continued service in return for funding. *@Melissa Hill*

2025/M6-009.3 - Public Works Department

The Public Works Department report covered various services, including street maintenance, facilities management, and waste management. The council discussed the importance of these services and the need to address ongoing issues such as excessive flow from commercial properties. Efforts to resolve billing discrepancies with American Chemical were mentioned, highlighting the need for legal agreements to ensure proper billing and collection.

2025/M6-009.4 - Citizens Comments

During the Citizens Comments segment, community members were encouraged to participate in the governance process by offering comments related to official business. The council emphasized the importance of maintaining order and efficiency during this period, following Roberts Rules of Order. Citizens' comments were limited to items on the meeting agenda or topics directly concerning municipal business. The council reiterated the need for respectful, concise, and focused comments to ensure productive discussions and informed decisions.

- Paul Lavender stated that mailboxes should be on property owner's fence lines for the safety of the mail carriers.
- Paul Lavender inquired about the sidewalk project. Mayor Hill informed him that Chesapeake was not chosen in this current round of funding.
- Question was asked if Winifrede citizens pay fire fee? Answered: No.

2025/M6-010 - 9. Old / Ongoing Business

The council reviewed several ongoing business items, including the Charleston WV Landfill Closure, research on alternative dumpster options, and the FY2025 Budget Revision. Discussions also covered the reinstatement of the Dog & Animal Ordinance, updates on the Town of Marmet 1989 Agreement, and presentations for the RFQ on stormwater work. The council acknowledged the progress made on these items and the need for continued attention to ensure successful outcomes.

2025/M6-010.1 - Charleston WV Landfill Closure - Fall 2025

The council discussed the upcoming closure of the Charleston WV landfill in Fall 2025 and the potential impact on waste management costs. The Mayor clarified that the closure would involve the city of Charleston ceasing its ownership, with the landfill transitioning to a transfer station. The council acknowledged the need to monitor this situation closely and explore alternative solutions to mitigate cost increases. Public Works has already started working on scenarios to manage waste disposal efficiently.

2025/M6-010.2 - Research: Alternative Dumpster

The council engaged in a detailed discussion regarding the research on alternative dumpster services. The discussion highlighted the need for a new waste management solution due to the limitations of the current system, which only provides door-to-door residential garbage collection for $14.00 a month. The council reviewed a confidential document outlining potential options for alternative dumpster services that would not violate existing ordinances. The ordinance currently prohibits other entities from providing garbage collection services within the town. The council expressed the need to allow residents to contract directly with waste management providers for dumpster services to avoid the town handling the service and associated costs. The discussion also touched on the safety concerns related to contaminated trash and the limitations of the town's capabilities in handling such waste. The council plans to continue conversations with waste management providers to establish a clear and cost-effective solution for residents.

2025/M6-010.3 - FY2025 - Budget Revision - 1

The council reviewed the proposed budget revision for FY2025, which included various adjustments such as the WV DLAP expense reimbursement for residential demolition, opioid settlement distributions, and a public safety grant for law enforcement. The total budget revision amounted to $289,157.86. The council discussed the importance of these adjustments and their impact on the town's financial planning.

Decision: Wesley Dillard made a motion to accept and submit the FY25 Budget Revision #2. Dona Lacy seconded the motion. All approved, motion carried.

2025/M6-010.4 - Reestablishing Article 505 'Animals and Fowl' - 2025

The council discussed the reinstatement of the Dog & Animal Ordinance, which had its first reading in January 2025 and the second reading in February 2025. The ordinance aims to address issues related to animals and fowl within the town. The council emphasized the importance of this ordinance in maintaining public safety and order.

Decision: Wesley Dillard made a motion to approve the reinstatement of Article 505 'Animals and Fowl.' Dona Lacy seconded the motion. All approved, motion carried.

2025/M6-010.5 - Town of Marmet 1989 Agreement

The council discussed the ongoing updates to the Town of Marmet 1989 Agreement. The Mayor provided an overview of the progress made and the need for continued attention to finalize the agreement. The council acknowledged the importance of this agreement in maintaining good relations with the neighboring town and ensuring mutual benefits.

2025/M6-010.6 - RFQ – Stormwater – Work in Progress – Presentations

The council discussed the ongoing work on the RFQ for stormwater management. Presentations were held on January 31, 2025, with Thrasher invited back for further discussions. The council acknowledged the need for a comprehensive stormwater management plan and the importance of selecting the right partner for this project. No final decision was made during this segment, but the council emphasized the need to continue evaluating proposals and making informed decisions.

2025/M6-010.7 - WV DLAP – Kickoff Meeting – Residential Only

The council discussed the WV DLAP kickoff meeting for residential projects, which took place in mid-February. The Mayor provided an update on the ongoing discussions and the importance of this initiative for residential development. The council acknowledged the need for continued attention to ensure the successful implementation of the WV DLAP program.

2025/M6-010.8 - Appointed Positions Review – 2 years

The council reviewed the appointed positions within the town, emphasizing the need for a thorough evaluation every two years. The review aims to ensure that appointed individuals are effectively fulfilling their roles and contributing to the town's governance. The council discussed the criteria for evaluation and the importance of maintaining transparency and accountability in the appointment process. The review process will continue, with updates to be provided in future meetings.

Decision: A motion to implement a two-year review process for appointed positions was made, seconded, and approved unanimously.

2025/M6-010.9 - Dismissal - WV Ethics Commission - Hamilton v. Hill, Mayor Town of Chesapeake

The council discussed the recent dismissal of the complaint filed with the WV Ethics Commission in the case of Hamilton v. Hill, Mayor Town of Chesapeake. The Mayor provided an overview of the case and the reasons for the dismissal. The council acknowledged the importance of maintaining ethical standards and transparency in governance. The dismissal was noted, and no further action was required.

2025/M6-011 - 10. New Business

The council discussed several new business items, including the SAFE Assessment for physical and cybersecurity, property acquisition for community and economic development, and HR training for council and board members. The Mayor emphasized the importance of these initiatives for the town's growth and security. The council reviewed each item in detail and made decisions to move forward with the necessary actions.

2025/M6-011.1 - SAFE Assessment – Physical & Cybersecurity

The council discussed the SAFE Assessment for physical and cybersecurity, which will be reviewed as a read-only document this month. The Mayor highlighted the importance of this assessment in identifying and addressing potential security vulnerabilities. The council acknowledged the need for a comprehensive approach to physical and cybersecurity and expressed support for the ongoing review process.

2025/M6-011.2 - Property Acquisition

The council reviewed and approved the decision to acquire property for access, community, and economic development purposes. The acquisition process involved bidding on multiple blocks, with the goal of enhancing the town's infrastructure and attracting new businesses. The council expressed excitement about the potential benefits of the acquisition, including improved stormwater management and increased accessibility to essential services. The council will continue to monitor and manage the property acquisition process to ensure it aligns with the town's development goals.

Decision: A motion to approve the property acquisition was made, seconded, and passed unanimously.

2025/M6-011.3 - HR Training - Makeup - Council Member Only
Completed on February 6, 2025, at 6:00 PM.

2025/M6-011.4 - Legal Process - Recorder Records
The council discussed the legal process for handling issues, concerns, violations, and petitions against the Town of Chesapeake. The Mayor explained that all such matters must be filed with the Town Recorder. The council emphasized the importance of following proper legal procedures to ensure transparency and accountability. The discussion aimed to clarify the process and ensure that all parties are aware of the correct procedures.

2025/M6-012 - Executive Session (if needed)
The council acknowledged the provision for an executive session to discuss legal, personnel, or property matters in accordance with the West Virginia Open Meetings Act. No executive session was deemed necessary during this meeting. The council remains committed to transparency and will only enter executive sessions when confidentiality is required by law.

2025/M6-012.1 - From Above – N/A

2025/M6-013 - 12. Announcements
The Mayor announced that the next regular Town Council Meeting would be held on Monday, March 24, 2025, at 6 PM. Additionally, the Mayor reminded everyone of the public input deadlines for the March meeting agenda, which is Friday, March 24, 2025.

2025/M6-014 - 13. Adjournment
Decision: Wesley Dillard made a motion to adjourn the meeting. David Lloyd seconded the motion. All approved, motion carried.

***Meeting minutes have been reviewed and approved by Robin J. Taylor, Recorder. March 20, 2025*

Town Of Chesapeake
Profit & Loss
January 2025

		Jan 25
Ordinary Income/Expense		
Income		
REVENUES		
301 Property Taxes KC Sheriff		3,670.24
304 Excise Tax on Utilities		9,878.85
305 Business & Occupation Tax		33,721.01
306 Wine & Liquor Priv TAX WLP		86.49
325 License		15.00
326 Building Permit Fees		20.00
330 IRP Fees (Public Utilities		430.80
341 Municipal Service Fees		8,286.05
345 Rent Royal Concess, Annex		525.00
377 Greenbrier Table LOTTGRNBRI		34.49
396 Table Game Lott LOTTBLGAME		904.66
397 Video Lottery (LVL)		467.52
400 Recyle		147.00
401 Trash Pickup		20.00
Interest Income		49.53
Total REVENUES		58,256.64
REVENUES COAL SERVERANCE		
310 Coal Severance Tax		1,093.77
Total REVENUES COAL SERVERANCE		1,093.77
Total Income		59,350.41
Gross Profit		59,350.41
Expense		
951SOCIAL SERVICES EXPENDITURES		
Christmas Meals		83.56
Total 951SOCIAL SERVICES EXPENDITURES		83.56
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	59.34	
City Council Stipend	700.00	
Total 410 City Council		759.34

Town Of Chesapeake
Profit & Loss
January 2025

	Jan 25	
411 Recorder's Office		
Payroll Taxes	0.00	
Recorder Stipend	0.00	
Total 411 Recorder's Office		0.00
440 City Hall		
Auto	326.71	
Bank charges	19.40	
Bldg Maint	17.96	
Contract Services		
Contract Service Messaging	45.20	
Contract Service Printing	84.80	
IT support	120.00	
Payroll Processing Fees	691.97	
Telephone	48.36	
Total Contract Services	990.33	
Fuel	1,376.32	
Mileage Reimbursement	296.62	
Office Expenses	137.91	
Office supplies	221.00	
Payroll Expenses -City Staff	432.72	
Payroll Taxes- City Staff	42.18	
Pest Control	105.00	
Postage	116.78	
Printing Expenses	163.18	
Publications	275.88	
Utilities		
Electricity		
Annex Bldg	826.03	
Town Hall	541.19	
Total Electricity	1,367.22	
Gas		
Gas Town Hall	1,242.42	
Total Gas	1,242.42	

Town Of Chesapeake
Profit & Loss
January 2025

	Jan 25
Water	
Annex Bldg	97.35
Fire Hydrants	153.30
Town Hall	95.53
Total Water	346.18
Total Utilities	2,955.82
Total 440 City Hall	7,477.81
Bond Renewal Fees	250.00
Interest Paid	284.73
Legal & Professional Services	
CPA Services	2,000.00
Total Legal & Professional Services	2,000.00
Safety Supplies	14.32
Workers Comp Premium	925.00
Total GENERAL GOVERNMENT EXPENDITURES	12,518.58
HEALTH & SANITATION	
800 Garbage Dept	
Contract Services (Billing PSD)	3,127.44
Payroll Expenses City Services	17,785.16
Payroll Taxes City Services	1,734.06
Pest Control	130.00
Refuse Fees	
Bulk	165.92
Residential	3,431.61
Total Refuse Fees	3,597.53
Repairs & Maintenance	91.67
Total 800 Garbage Dept	26,465.86
Total HEALTH & SANITATION	26,465.86

Town Of Chesapeake
Profit & Loss
January 2025

	Jan 25	
PUBLIC SAFETY EXPENSE		
700 POLICE DEPT		
Police Equipment	766.24	
Police Office supplies	1,941.50	
Police Payroll Tax	56.25	
Police salaries	576.91	
Police Uniforms	1,105.17	
Telephone	1,469.24	
Total 700 POLICE DEPT		5,915.31
706 FIRE DEPARTMENT		
Repairs & Maintenance	25,361.23	
Total 706 FIRE DEPARTMENT		25,361.23
Total PUBLIC SAFETY EXPENSE		31,276.54
STREET & TRANSPORTATION		
751 Street Lights		2,199.21
752 Electricity School Flashers		16.54
Total STREET & TRANSPORTATION		2,215.75
Total Expense		72,560.29
Net Ordinary Income		-13,209.88
Net Income		**-13,209.88**

Town Of Chesapeake
Income by Customer Summary
January 2025

	Jan 25
Altice USA	800.45
American Water (Customer)	6,349.68
Appalachian Power (Customer)	17,819.25
Best Buy Health DBA Greatcalls	0.70
BPI Inc	35.00
Christian Carl	20.00
Comm-Core LLC	0.50
CSC Wireless LLC	0.90
Dollar General Corp	1,490.61
Frontier	33.49
IV G Holdings	9.25
Kanawha Public Service	9,008.30
Metro PCS	0.05
Mountaineer Gas	3,606.05
River Point LLC	12,754.86
RMR Charleston	147.00
Sheriff Kanawha County	3,670.24
T-Mobile Northeast LLC	11.82
Trinity O Briant	200.00
Vincent	325.00
WV Treasury	3,017.73
TOTAL	**59,300.88**

Town Of Chesapeake
Balance Sheet
As of January 31, 2025

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
American Rescue Act	145,867.42
Bonding Commitment	11,034.37
Change Drawer	157.05
Chesapeake Disposal Account	1,488.00
Chesapeake Fire Fee Account	-9,565.69
Garbage & Sewer	2,225.16
GF City National Bank 3019	100,200.87
Opiod Fund Account	12,246.16
Petty Cash	125.00
Police Fund	25.00
Total Checking/Savings	263,803.34
Accounts Receivable	
Accounts Receivable	2,114.11
Total Accounts Receivable	2,114.11
Total Current Assets	265,917.45
Other Assets	
Deposit for Property Bids	7,590.00
Total Other Assets	7,590.00
TOTAL ASSETS	**273,507.45**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	36,432.69
Total Accounts Payable	36,432.69
Other Current Liabilities	
Bond from WV	11,034.37
Direct Deposit Liabilities	316.22
Payroll Liabilities	10,103.25
Poca Valley Bank Loan Account	-24,643.47
Sewer Collection Account	-36,232.23
Total Other Current Liabilities	-39,421.86
Total Current Liabilities	-2,989.17
Total Liabilities	-2,989.17

Town Of Chesapeake
Balance Sheet
As of January 31, 2025

	Jan 31, 25
Equity	
Opening Balance Equity	77,871.93
Retained Earnings	211,834.57
Net Income	-13,209.88
Total Equity	276,496.62
TOTAL LIABILITIES & EQUITY	**273,507.45**