Tuesday
18
Mar 2025

Monthly Meeting - City of Chesapeake Sanitary Board

6:00 PM - 8:00 PM

Town of Chesapeake - Meetings | Dr. Lisa E Curry Memorial Annex; Dr Lisa E Curry Memorial Building

Agenda

6:00 PM | 5 min

2025/M7-001 | Call to Order

Melissa Hill

The meeting will be called to order by the chairperson.

2025/M7-002 | Prayer & Pledge

Melissa Hill

Heavenly Father,
We come before You with gratitude for the blessings You have bestowed upon the Town of Chesapeake, WV. As a community united under Your guidance, we seek Your wisdom and strength to lead us forward in unity, peace, and prosperity.

- For Information

2025/M7-003 | Approval - Agenda

Melissa Hill

Motion: Approval of 3/18/2025 Agenda as submitted

- For Decision

10 min

2025/M7-004 | Approval of Minutes

Melissa Hill

January 2025 Meeting Minutes

- For Decision

2025/M7-004.1 | January 21, 2025 - Meeting Minutes

Melissa Hill

Motion: Approve January 2025 Meeting Minutes

- For Decision

2025/M7-005 | Order of Service

Melissa Hill

Ordinance & Ethics Manuals

- For Discussion

2025/M7-006 | Approval - Financial Statements

Melissa Hill

January & February 2025

- For Decision

2025/M7-006.1 | Motion - Financial Statements - January 2025

Melissa Hill

January 2025 Financial Statements as Submitted

- For Decision

2025/M7-006.2 | Motion - Financial Statements - February 2025

Melissa Hill

February 2025 Financial Statements as Submitted

- For Decision

2025/M7-006.3 | Billing - Town of Marmet - Sanitary Board

Melissa Hill

January & February 2025
Receive as billed
Questions

- For Decision

2025/M7-006.4 | IRS Debt - 2016 - 941

Melissa Hill

Received in March 2025
Motion: Acknowledge and pay debt - $1,182.98

- For Decision

20 min

2025/M7-007 | Public Comment Period

Melissa Hill

Allow members of the public to provide comments or raise concerns. Each speaker is typically limited to 3-5 minutes.

2025/M7-007.1 | Motion - Receive Public Comments for Review

Melissa Hill

Receive all public comments for review and answering within 48 hours

- For Decision

20 min

2025/M7-008 | Old Business

Melissa Hill

Discuss any unfinished business from previous meetings.

2025/M7-008.1 | 1989 Agreement - Town of Marmet

Melissa Hill
Beth Minear

- WV PSC - Filing Complete - Case - 25-0289-S-C
- 03/03/2025
- Motion: Receive the filing and responses as submitted to date

- For Decision

2025/M7-008.2 | WV PSC - Annual Report - City of Chesapeake Sanitary Board

Melissa Hill

Submission Complete

- For Information

2025/M7-008.3 | WV DEP - Permit Renewal Submitted

Melissa Hill

Submission Complete - Promoted Questions - Permit Writer
Answered questions

- For Discussion

2025/M7-008.4 | Sewer System Evaluation Survey (SSES)

Melissa Hill
Andrew Roberts

2022-2024 - SSES Status - Evaluating
Motion - Meeting with Regional Intergovernmental Council (RIC) - Project Review
Picked up - SSES - FeeCorp data from Chapman

- For Decision

2025/M7-008.5 | Sewer System Inspections

Melissa Hill

- Public Works - Manual & Flexim Reads
- Manhole Checks - Flow & Condition
- Flexim Meters - Evaluation next Tuesday - Valtronics
- Billing Validation

- For Discussion

2025/M7-008.6 | Inflow & Infiltration (I&I)

Melissa Hill
Andrew Roberts

Reduction Plan - Evaluation - Stormwater Evaluation
Operations: Ohio Ave - Redirection - Pipe fixed, 118th St. one flow fixed by WV DOH. Another on Cotton Alley - no response from WV DOH

- For Decision

2025/M7-008.7 | Sewer Project - City of Chesapeake (WV) Sanitary Board

Melissa Hill

- 5G - Engineering Firm - Burgess & Niple - $30,200 - Preliminary Engineering Report (PER) & Facility Plan
- Regional Intergovernmental Council (RIC) - Email - Bruce Mullins
- Meeting with Burgess & Niple - Next Month

- For Decision

2025/M7-008.8 | Delinquent Account Review

Andrew Roberts
Melissa Hill

Analyst - Review - Report
Landlord Properties - Reviewed
Recommendation to collect via Magistrate

- For Decision

2025/M7-008.9 | Recommend Ordinance Review: Landlords pay Waste

Melissa Hill

Recommendation: Landlords pay all Waste - Sewer & Garbage
Recommendation: more than one dwelling = commercial

- For Decision

30 min

2025/M7-009 | New Business

Melissa Hill

Introduce and discuss any new business or agenda items.

2025/M7-009.1 | ESRI Map - SSES & All

Andrew Roberts

ESRI - Map

- For Discussion

2025/M7-009.2 | Capital Improvement Project Planning

Melissa Hill

Stormwater RFQ - Potesta & Thrasher
Discovery - Information & Data Gathering

Motion: Recommendation to move forward with

- For Decision

2025/M7-009.3 | Equipment & Resources

Melissa Hill

- Inspection Cameras
- Jackhammer
- Reflective Gear & Boots
- Next Month:
  - Trailer
  - Gas Detection Monitor Device
  - Shirts & Pants (Evaluate)

- For Discussion

2025/M7-009.4 | Policy - Drug & Tobacco Free Policy

Melissa Hill

Email to all - 2/26/2025
Areas will be determined

- For Information

2025/M7-009.5 | Audit - FY2024 & 2025 - TBD

Melissa Hill

Due date - 3/24/2025
New packet will schedule - FY2024 & FY2025

- For Decision

🕒 20 min

2025/M7-010 | Reports

Receive and review reports from various committees, departments, or board members.

2025/M7-010.1 | Property Acquisition - Town of Chesapeake (WV)

Melissa Hill

- Closed & Recording
  - 5 Mobile Home Lots - 121st & MacCorkle Ave
  - Purpose: Access & Infrastructure Projects
- Sanitary will review all properties for access, easement, and opportunity

- For Discussion

2025/M7-010.2 | Operations - Sanitation

Melissa Hill

ESRI - SSES
GovPilot - Complaints

- WV DEP - Kristie Harmison - raw sewage in bathroom
  - PW - All Main Lines Clear
- Checked with Ebony Richmond - Sewer Smell in house - sporadically - cleanout is under the house

- For Information

5 min

2025/M7-011 | Adjournment

Melissa Hill

Formally end the meeting.

- For Decision

Minutes

Monthly Meeting - City of Chesapeake Sanitary Board

Town of Chesapeake - Meetings

Date	3/18/2025
Time	6:00 PM - 8:00 PM
Location	Dr. Lisa E Curry Memorial Annex; Dr Lisa E Curry Memorial Building
Present	Melissa Hill, Andrew Roberts, Robin Taylor
Absent	Dr Lisa E Curry Memorial Building
Note Taker	Melissa Hill

Agenda

2025/M7-001 - Call to Order

The meeting was officially called to order at 6:03 PM by the chairperson. Attendees were reminded to shut off their digital devices, and the digital recorder was noted to be in operation. The chairperson confirmed the presence of a quorum and proceeded to the next agenda item.

2025/M7-002 - Prayer & Pledge

The chairperson led the attendees in a prayer, expressing gratitude for the blessings bestowed upon the Town of Chesapeake, WV, and seeking wisdom and strength to lead the community forward in unity, peace, and prosperity. This was followed by the Pledge of Allegiance to the flag of the United States of America.

2025/M7-003 - Approval - Agenda

The agenda for the meeting was presented for approval. The chairperson emphasized the importance of understanding the agenda and encouraged attendees to speak up if they had any questions. A motion to accept the agenda was made and seconded, followed by a unanimous vote in favor. The agenda was thus approved as presented.

Decision: The agenda for the meeting was approved as presented.

2025/M7-004 - Approval of Minutes

The minutes from the January 21, 2025, meeting were presented for approval. It was noted that the February meeting had been canceled and a document indicating the cancellation would be added to the records. A motion to accept the January meeting minutes was made and seconded, followed by a unanimous vote in favor. The minutes were approved as submitted.

Decision: The minutes from the January 21, 2025, meeting were approved as submitted.

2025/M7-004.1 - January 21, 2025 - Meeting Minutes
This sub-item was addressed within the broader context of Agenda Item 4. The January 21, 2025, meeting minutes were reviewed, and a motion to approve them was made, seconded, and unanimously carried.

2025/M7-005 - Order of Service
The chairperson distributed the Ordinance and Ethics Manuals to the attendees. It was noted that the ordinances did not cover sanitation extensively, and there was a need to develop specific ordinances for sanitation services. The chairperson highlighted the importance of adhering to ethical standards in providing quality sewer services and encouraged everyone to read through the provided materials.

2025/M7-006 - Approval - Financial Statements
The financial statements for January and February 2025 were presented for review. The chairperson explained the significance of these statements for budget forecasting and compliance with audit requirements. A motion to accept the January financial statements was made, seconded, and unanimously approved. Similarly, a motion to accept the February financial statements was made, seconded, and unanimously approved.

Decision: The financial statements for January and February 2025 were approved.

2025/M7-006.1 - Motion - Financial Statements - January 2025
This sub-item was addressed within the broader context of Agenda Item 6. The January 2025 financial statements were reviewed, and a motion to approve them was made, seconded, and unanimously carried.

2025/M7-006.2 - Motion - Financial Statements - February 2025
This sub-item was addressed within the broader context of Agenda Item 6. The February 2025 financial statements were reviewed, and a motion to approve them was made, seconded, and unanimously carried.

2025/M7-006.3 - Billing - Town of Marmet - Sanitary Board
The billing statements for January and February 2025 from the Town of Marmet Sanitary Board were reviewed. The chairperson emphasized the importance of understanding and comparing these bills for accurate financial management. It was noted that the billing data would be included in future financial reviews for better transparency and accountability.

2025/M7-006.4 - IRS Debt - 2016 - 941
The board received a notice of IRS debt amounting to $1,182.98 for the year 2016. The chairperson expressed the need for further research before making any decisions regarding the payment. A motion to table the decision until more information could be gathered was made, seconded, and unanimously approved.

Decision: The decision regarding the IRS debt amounting to $1,182.98 for the year 2016 was tabled until further information could be gathered.

2025/M7-007 - Public Comment Period

2025/M7-007.1 - Motion - Receive Public Comments for Review

2025/M7-008 - Old Business

The discussion began with a report on the West Virginia Public Service Commission (WV PSC) filing, indicating that the filing was complete and accepted. There were some communication issues and consolidation efforts mentioned, but overall, the submission was deemed satisfactory. There was a brief mention of financial inquiries and responses related to funding, which were handled through emails and coordination with the chair and board members.

The conversation then shifted to the West Virginia Department of Environmental Protection (WV DEP) permit renewal, which had been submitted. There were specific questions raised by the permit writer, which were addressed and resolved satisfactorily.

Next, the Sewer System Evaluation Survey (SSES) status from 2022-2024 was discussed. The board is currently evaluating the data, and there was a motion to meet with the Regional Intergovernmental Council (RIC) for a project review. It was noted that data from FeeCorp was picked up from Chapman, but there were issues with opening the CCTV footage due to software requirements. There was a proposal to invite the RIC to the April 2025 meeting for a comprehensive discussion about the project.

The board also discussed sewer system inspections, which included manual and Flexim meter reads, manhole checks, and flow and condition assessments. It was mentioned that Flexim meters would be evaluated next Tuesday by Valtronics, and there was a need for billing validation.

Inflow and Infiltration (I&I) reduction plans were also covered, focusing on stormwater evaluation and specific operational issues on Ohio Ave and 118th St. There were mentions of pipe fixes and communication with the West Virginia Department of Highways (WV DOH) regarding unresolved issues on Cotton Alley.

The Sewer Project for the City of Chesapeake (WV) Sanitary Board was discussed in detail. The engineering firm Burgess & Niple was contracted for $30,200 to complete the Preliminary Engineering Report (PER) and Facility Plan. There was a plan to meet with Burgess & Niple next month, and ongoing coordination with the RIC was highlighted.

The board then reviewed delinquent accounts, with an analyst's report indicating that landlord properties were examined, and there was a recommendation to collect overdue payments via the Magistrate.

Finally, there was a recommendation to review ordinances, suggesting that landlords should be responsible for all waste, sewer, and garbage payments, and that properties with more than one dwelling should be classified as commercial.

2025/M7-008.1 - 1989 Agreement - Town of Marmet
The board discussed the 1989 agreement with the Town of Marmet, including the recent filing with the WV Public Service Commission (PSC) under case number 25-0289-S-C, which was completed on March 3, 2025. The chairperson provided a detailed analysis of the historical context and legal documents, emphasizing that there was no mention of Chesapeake's obligation to pay the bond debt. A motion to accept the filings and responses submitted to date was made, seconded, and unanimously approved. The board also decided to respond to Marmet's response, highlighting the lack of documentation supporting the bond payment obligation.

Decision: The board decided to accept the filings and responses submitted to date regarding the 1989 agreement with the Town of Marmet.

Task: Respond to Marmet's response, highlighting the lack of documentation supporting the bond payment obligation. *@Melissa Hill*

2025/M7-008.2 - WV PSC - Annual Report - City of Chesapeake Sanitary Board
The WV PSC Annual Report for the City of Chesapeake Sanitary Board was discussed, with the submission marked as complete. The board acknowledged the completion of the report without further elaboration on its contents or implications.

2025/M7-008.3 - WV DEP - Permit Renewal Submitted
The WV DEP permit renewal submission was discussed, with the submission marked as complete. Questions raised by the permit writer were addressed and resolved. The board noted that the permit writer provided satisfactory answers to all inquiries, ensuring compliance and progress in the permit renewal process.

2025/M7-008.4 - Sewer System Evaluation Survey (SSES)
The board discussed the status of the Sewer System Evaluation Survey (SSES) for the period 2022-2024, which is currently under evaluation. There was a motion to meet with the Regional Intergovernmental Council (RIC) for a project review. Data from FeeCorp was collected from Chapman, but there were issues with accessing the CCTV footage due to software requirements. The board proposed inviting the RIC to the April 2025 meeting for a comprehensive discussion about the project and its progress.

Task: Invite the Regional Intergovernmental Council (RIC) to the April 2025 meeting for a comprehensive discussion about the SSES project. *@Andrew Roberts*

2025/M7-008.5 - Sewer System Inspections
The board reviewed the ongoing sewer system inspections, which included manual and Flexim meter reads, manhole checks, and assessments of flow and condition. Flexim meters are scheduled for evaluation next Tuesday by Valtronics. There was also a discussion on billing validation, emphasizing the need for accurate and up-to-date billing information. The inspections revealed issues on Ohio Ave and 118th St, with specific operational challenges and necessary fixes highlighted.

Task: Evaluate Flexim meters next Tuesday by Valtronics. *@Robin Taylor*

2025/M7-008.6 - Inflow & Infiltration (I&I)
The board discussed the Inflow & Infiltration (I&I) reduction plan, focusing on stormwater evaluation and specific operational issues on Ohio Ave and 118th St. There were mentions of pipe fixes and communication with the West Virginia Department of Highways (WV DOH) regarding unresolved issues on Cotton Alley. The board emphasized the importance of addressing these issues to reduce I&I and improve overall system performance.

Task: Communicate with the West Virginia Department of Highways (WV DOH) regarding unresolved issues on Cotton Alley. *@Melissa Hill*

2025/M7-008.7 - Sewer Project - City of Chesapeake (WV) Sanitary Board
The board discussed the Sewer Project for the City of Chesapeake (WV) Sanitary Board, highlighting the contract with Burgess & Niple for $30,200 to complete the Preliminary Engineering Report (PER) and Facility Plan. Coordination with the Regional Intergovernmental Council (RIC) was ongoing, and a meeting with Burgess & Niple was scheduled for the next month. The board emphasized the importance of this project and the need for continued collaboration with all stakeholders.

Task: Coordinate with the Regional Intergovernmental Council (RIC) for the Sewer Project. *@Andrew Roberts*

2025/M7-008.8 - Delinquent Account Review
The board reviewed delinquent accounts, with an analyst's report indicating that landlord properties were examined. There was a recommendation to collect overdue payments via the Magistrate. The board discussed the importance of holding landlords accountable for their tenants' utility payments and ensuring timely collection of outstanding balances.

Task: Collect overdue payments via the Magistrate. *@Robin Taylor*

2025/M7-008.9 - Recommend Ordinance Review: Landlords pay Waste
The board discussed a recommendation to review ordinances, suggesting that landlords should be responsible for all waste, sewer, and garbage payments. Additionally, it was recommended that properties with more than one dwelling should be classified as commercial. The board emphasized the need for updated ordinances to ensure proper billing and accountability for waste management services. The motion to recommend this ordinance review to the Town Council was made and seconded. The motion passed with all in favor.

Decision: The board decided to recommend an ordinance review to the Town Council, suggesting that landlords should be responsible for all waste, sewer, and garbage payments, and that properties with more than one dwelling should be classified as commercial.

2025/M7-009 - New Business
The board introduced and discussed new business items. The first topic was the ESRI Map for SSES and related data, which was briefly mentioned without further elaboration.

Next, the board discussed the Capital Improvement Project Planning, focusing on the Stormwater RFQ and the involvement of Potesta & Thrasher for information and data gathering. There was a motion to recommend moving forward with this project.

The discussion then shifted to equipment and resources, highlighting the need for inspection cameras, a jackhammer, reflective gear, and boots. There were plans to evaluate the need for a trailer, gas detection monitor device, and additional uniforms next month.

The board also discussed the Policy on Drug & Tobacco Free areas, noting that an email was sent to all employees on February 26, 2025, and that specific areas would be determined.

Finally, the board discussed the upcoming audit for FY2024 and 2025, with a due date of March 24, 2025. A new packet would be scheduled to cover both fiscal years.

2025/M7-009.1 - ESRI Map - SSES & All
The board discussed the integration of ESRI mapping for the Sewer System Evaluation Survey (SSES) and other related projects. Andrew has been working diligently to map out the sewer system, and the visual representation has been very useful for planning and surveys. The board was impressed with the detailed maps and the ability to access updated information through Google Drive. This tool is expected to significantly aid in managing and visualizing the sewer system infrastructure.

2025/M7-009.2 - Capital Improvement Project Planning
The board discussed the Capital Improvement Project Planning, focusing on the Stormwater RFQ and the involvement of Potesta & Thrasher for information and data gathering. There was a motion to recommend moving forward with this project, emphasizing the need for comprehensive planning and data collection to support future capital improvements.

Task: Recommend moving forward with the Stormwater RFQ project involving Potesta & Thrasher. *@Melissa Hill*

2025/M7-009.3 - Equipment & Resources
The board reviewed the need for various equipment and resources, including inspection cameras, a jackhammer, reflective gear, and boots. There were plans to evaluate the need for a trailer, gas detection monitor device, and additional uniforms next month. The board emphasized the importance of having the necessary tools and equipment to support ongoing operations and maintenance activities.

Task: Evaluate the need for a trailer, gas detection monitor device, and additional uniforms next month. *@Robin Taylor*

2025/M7-009.4 - Policy - Drug & Tobacco Free Policy
The board discussed the implementation of a drug and tobacco-free policy. This policy is necessary for compliance with state and federal regulations, especially in relation to grant funding. The policy will designate specific smoking areas away from building entrances and prohibit tobacco use within municipal buildings. The board recognized the importance of this policy for the health and safety of employees and the public. HR will send out the official policy for Council review, and it will be brought back through the sanitary board for final approval.

Decision: The board decided to implement a drug and tobacco-free policy, designating specific smoking areas away from building entrances and prohibiting tobacco use within municipal buildings.

Task: Send out the official drug and tobacco-free policy for Council review. *@HR Department*
Task: Bring the drug and tobacco-free policy back through the sanitary board for final approval. *@HR Department*

2025/M7-009.5 - Audit - FY2024 & 2025 - TBD
The board discussed the upcoming audit for fiscal years 2024 and 2025, with a due date of March 24, 2025. It was acknowledged that the deadline would not be met, but the goal is to complete the audit within 30 days. An audit committee meeting will be

scheduled to review the findings and make recommendations. The board emphasized the importance of timely audits to ensure financial transparency and accountability.

Decision: The board decided to schedule an audit committee meeting to review the findings and make recommendations for the FY2024 and 2025 audit.

Task: Schedule an audit committee meeting to review the findings and make recommendations. *@Audit Committee*

2025/M7-010 - Reports

The board received and reviewed various reports from committees, departments, and board members. The first report focused on property acquisition in the Town of Chesapeake (WV), noting the closure and recording of five mobile home lots at 121st & MacCorkle Ave for access and infrastructure projects. The sanitary board would review all properties for access, easement, and opportunity.

The second report covered operations and sanitation, including the use of ESRI for SSES and GovPilot for handling complaints. Specific incidents, such as raw sewage in a bathroom and sewer smell in a house, were addressed by Public Works, ensuring that all main lines were clear and issues were resolved promptly.

2025/M7-010.1 - Property Acquisition - Town of Chesapeake (WV)

The board discussed property acquisition in the Town of Chesapeake (WV), noting the closure and recording of five mobile home lots at 121st & MacCorkle Ave. These properties were acquired for access and infrastructure projects. The sanitary board would review all properties for access, easement, and opportunity to support future development and maintenance activities.

Decision: The board decided to review all acquired properties for access, easement, and opportunity to support future development and maintenance activities.

Task: Review all acquired properties for access, easement, and opportunity. *@Sanitary Board*

2025/M7-010.2 - Operations - Sanitation

The board reviewed operations and sanitation reports, highlighting the use of ESRI for SSES and GovPilot for handling complaints. Specific incidents, such as raw sewage in a bathroom and sewer smell in a house, were addressed by Public Works. The board ensured that all main lines were clear and that issues were resolved promptly, demonstrating a commitment to maintaining sanitary conditions and addressing public concerns.

Task: Ensure all main lines are clear and address any sanitation concerns promptly. *@Public Works*

2025/M7-011 - Adjournment

The meeting concluded with a motion to adjourn. The chairperson asked if all hearts and minds were clear before proceeding with the motion. A motion to adjourn was made and seconded. The chairperson then called for a vote, and the motion to adjourn was carried unanimously. The meeting was formally ended with the agreement of all present members.

✨ **- Other topics**

Task: Conduct further research on the IRS notice regarding a lien and determine the appropriate course of action. *@Melissa Hill*
Task: Update the ordinances related to sanitation services to ensure all waste management is managed under the sanitation department by July 1st. 6/30/2025
Task: Ensure that garbage collection expenses are correctly allocated to the sanitation department starting July 1st. 6/30/2025
Task: Conduct a survey using the updated sewer system map to identify areas needing improvement.
Task: Create a template for filing complaints related to properties with unpaid bills. *@Andrew Roberts*
Task: Implement a drug and tobacco-free policy for public works employees and designate specific smoking areas.
Task: Send a letter to District 1 explaining why certain issues should be prioritized and request their assistance. *@Melissa Hill*
Task: Prepare all necessary documentation for upcoming capital improvement project funding applications.
Task: Recommend to town council an ordinance review for landlord responsibilities regarding waste, sewer, and carbon payments.
Task: Complete the purchase of additional equipment such as gas detection monitors and reflective gear.
Task: Send official letters to residents with complaints about raw sewage issues to ensure proper waste management practices are followed.
Task: Finalize the audit preparation within 30 days and schedule an audit committee meeting. 4/16/2025
Task: Follow up with the Sheriff Department regarding safety concerns in the specified areas. *@Andrew Roberts*
Task: Compile a detailed list of information related to the incident involving significant damage. *@Melissa Hill*
Task: Schedule a meeting with RIC to evaluate project packs and determine how to move forward with current projects. *@Melissa Hill*
Task: Continue reviewing ethics training materials and ensure all board members are compliant with ethical standards.

Sanitary Board City of Chesapeake
Profit & Loss
March 2025

	Mar 25
Ordinary Income/Expense	
Expense	
5030 WORKERS COMP	624.25
5040 UTILITIES	
Electricity Sewer Plant	72.22
Electricity Station #1	1,012.46
Electricity Station #2	120.51
Electricity Station #3	377.75
Electricity Station #4	217.84
Electricity Station #5	153.34
Gas	125.84
Pest Control	65.00
Water	75.66
Total 5040 UTILITIES	2,220.62
5060 TELEPHONE	231.19
6025 LEGAL FEES	1,552.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	380.00
Total 6600 CUSTOMER ACCT PROCESSING	380.00
9040 REPAIRS & REPAIR PARTS	2,708.32
Certification Fees	164.00
Contract Services Billing	1,590.23
Contract Services Data Usage	252.40
CPA Services	450.00
HEALTH & SANITATION EXPENDITURE	
Subscription	675.00
Town of Marmet	3,266.59
Wastewater Treatmnent (Marmet)	24,138.50
Total HEALTH & SANITATION EXPENDITURE	28,080.09
IT Support	2,130.00
Reimbursement	109.57
Total Expense	40,492.67
Net Ordinary Income	-40,492.67
Net Income	-40,492.67

ROLL BACK (REV 2002)

ASSESSED VALUES FOR CALCULATING REDUCED (ROLLED BACK) LEVY RATES

TOWN OF CHESAPEAKE (Levying Body) — **KANAWHA** (County)

TO: **Town Recorder**
(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County, do hereby certify the assessed value of the various classes of real estate, personal property and public utility property FOR THE CALCULATION OF THE REDUCED (ROLLED BACK) LEVY RATE for the assessment year **2025**

	Column A Assessed Valuation For Tax Purposes (w/o Homestead & Exempt)	Column B New Property and Back Tax Property (Excluding TIF)	Column C TIF Tax Incremental Financing Value	Column D Assessed Valuation For Tax Purposes Minus New Property, Back Tax Property & TIF (Col A Minus Col B and C)
Class I				
Personal Property	0	0	0	0
Public Utility Property	0	0	0	0
Total Class I	0	0	0	0
Class II				
Real Estate	19,700,260	781,200	0	18,919,060
Personal Property	283,638	2,298	0	281,340
Total Class II	19,983,898	783,498	0	19,200,400
Class III				
Real Estate	0	0	0	0
Personal Property	0	0	0	0
Public Utility Property	0	0	0	0
Total Class III	0	0	0	0
Class IV				
Real Estate	7,509,200	542,460	0	6,966,740
Personal Property	4,006,165	18,601	0	3,987,564
Public Utility Property	3,267,007	0	0	3,267,007
Total Class IV	14,782,372	561,061	0	14,221,311
TOTAL FOR LEVYING BODY	34,766,270	1,344,559	0	33,421,711

Given under our hands this **28th** day of **February**, **2025**

County Clerk

Assessor

The valuations above do not include values attributable to back-tax property, homestead property, new construction and improvements or new personal property.

THE VALUATIONS ARE TO BE USED ONLY FOR THE CALCULATION OF A REDUCED LEVY RATE as required by W.Va. Code § 11-8-6e and 6f. This rate must be applied to the CERTIFICATE OF VALUATIONS (enclosed) for budgeting purposes. These values, like the Certificate of Valuation, are to be in the hands of the levying body not later than March 3.

Print on **BLUE** paper - Levying Body
Photocopy - Tax Dept.
Photocopy - Auditor's Office
Photocopy - Retain
Photocopy -
Board of Ed. Only - State Dept. of Education

When completed, submit blue copy to the levying body, photocopy to the Department of Tax and Revenue, Property Tax Division, P.O. Box 2389, Charleston, WV 25328-2389, photocopy to the State Auditor's Office, Local Government Services Division, 200 W Main St, Clarksburg, WV 26301, and retain a photocopy for your office file. Only a photocopy of the Board of Ed. page should be forwarded to the State Dept. of Education.

STC 12:40 (01/02)

CERTIFICATE OF VALUATION

TOWN OF CHESAPEAKE (Levying Body) — **KANAWHA** (County)

TO: **Town Recorder**
(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County do hereby certify the assessed value of the various classes of real estate, personal property and public utility property for the assessment year **2025**

	Column A Assessed Value Including Back Tax And New Property (Total)	Column B All Other Exempt Value (excluding P U)	Column C Gross Assessed (Col A Plus Col B) (County Classification Purposes Only)	Column D Homestead Exempt Value	Column E Assessed Valuation For Tax Purposes (w/o Homestead & Exempt) (Col A Minus Col D)
Class I					
Personal Property	0	0	0		0
Public Utility Property	0	0	0		0
Total Class I	0	0	0		0
Class II					
Real Estate	23,436,240	9,060	23,445,300	3,735,980	19,700,260
Personal Property	380,022	0	380,022	96,384	283,638
Total Class II	23,816,262	9,060	23,825,322	3,832,364	19,983,898
Class III					
Real Estate	0	0	0		0
Personal Property	0	0	0		0
Public Utility Property	0	0	0		0
Total Class III	0	0	0		0
Class IV					
Real Estate	7,509,200	2,086,020	9,595,220		7,509,200
Personal Property	4,006,165	10,820	4,016,985		4,006,165
Public Utility Property	3,267,007	0	3,267,007		3,267,007
Total Class IV	14,782,372	2,096,840	16,879,212		14,782,372
TOTAL FOR LEVYING BODY	38,598,634	2,105,900	40,704,534	3,832,364	34,766,270

Given under our hands this **28th** day of **February**, **2025**

County Clerk

Assessor

NOTE: The above certificate must be in the hands of the levying body no later than March 3. (Section 6, Article 3, Chapter 11, Code of 1931, as amended.) The Assessor is required to certify the valuation of real estate and personal property and the County Clerk is required to certify the value of public utility property as assessed by the Board of Public Works. This certificate contains the assessed value of industrial and natural resources property calculated and provided by the Tax Commissioner, and included as provided by state law.

When completed, submit original copy to the levying body, printed copy to the Department of Tax and Revenue, Property Tax Division, P.O. Box 2389, Charleston, WV 25328-2389, printed copy to the State Auditor's Office, Local Government Services Division, 200 W Main St, Clarksburg, WV 26301, and retain a printed copy for your office file. Only a printed copy of the Board of Education page should be forwarded to the State Department of Education.

Original signed copy - Levying Body
Photocopy - Tax Dept.
Photocopy - Auditor's Office
Photocopy - Retain
Photocopy - Board of Ed. Only - State Dept. of Education