Town Of Chesapeake
Profit & Loss
February 2025

	Feb 25	
Ordinary Income/Expense		
Income		
Other Types of Income		
Opiod	4,157.86	
Total Other Types of Income		4,157.86
REVENUES		
301 Property Taxes KC Sheriff	1,452.80	
304 Excise Tax on Utilities	20,270.24	
305 Business & Occupation Tax	4,090.38	
325 License	20.00	
330 IRP Fees (Interst Reg Plan)	9,083.24	
341 Municipal Service Fees	7,627.19	
377 Greenbrier Table LOTTGRNBRI	799.59	
397 Video Lottery (LVL)	392.77	
399 Misc Revenues	25.00	
Interest Income	44.76	
Total REVENUES		43,805.97
Total Income		47,963.83
Gross Profit		47,963.83
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	59.34	
City Council Stipend	700.00	
Total 410 City Council		759.34
411 Recorder's Office		
Payroll Taxes	0.00	
Recorder Stipend	0.00	
Total 411 Recorder's Office		0.00
440 City Hall		
Bank charges	18.91	

Town Of Chesapeake
Profit & Loss
February 2025

		Feb 25
Contract Services		
Consulting-HR	550.00	
Contract Service Printing	29.95	
IT support	1,360.00	
Payroll Processing Fees	173.03	
Telephone	445.40	
Total Contract Services		2,558.38
Insurance - Liability, D and O		11,462.00
Mileage Reimbursement		0.00
Office Expenses		548.00
Office supplies		1,813.36
Payroll Expenses -City Staff		637.06
Payroll Taxes- City Staff		62.12
Pest Control		250.00
Postage		27.20
Printing Expenses		139.87
Training & Education		5,881.52
Utilities		
Electricity		
Annex Bldg	992.18	
Town Hall	482.72	
Total Electricity	1,474.90	
Water		
Annex Bldg	47.62	
Fire Hydrants	167.70	
Town Hall	46.69	
Total Water	262.01	
Total Utilities		1,736.91
Total 440 City Hall		25,135.33
Interest Paid		137.85
Legal & Professional Services		
CPA Services	1,100.00	
Total Legal & Professional Services		1,100.00
Safety Supplies		424.98
Workers Comp Premium		106.50
Total GENERAL GOVERNMENT EXPENDITURES		28,471.38

Minutes
Meeting - Town Hall/Council Monthly Meeting – March 25, 2025
Town of Chesapeake - Meetings

Date	3/24/2025
Time	6:00 PM - 8:00 PM
Location	Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building
Present	Melissa Hill, Dr Lisa E Curry Memorial Building, Dona Lacy, David Lloyd, Craig Smith, Katie Miller, Ron Petty, Andrew Roberts
Absent	Robin Taylor, Beth Minear, Wes Dillard, Brian Bowen
Note Taker	Melissa Hill

Agenda

2025/M8-001 - Call to Order

The meeting was officially called to order at 6:16 PM by the mayor. The mayor explained the use of the new transcription software and its importance in accurately recording the meeting minutes. The software records everything said during the meeting, including names, to ensure the official record is comprehensive and precise.

2025/M8-002 - Prayer & Pledge of Allegiance

The mayor led the council in a prayer, thanking the Lord for the day and the town of Chesapeake, WV. The prayer included blessings for the board, council members, citizens, and first responders. Following the prayer, the Pledge of Allegiance was recited by those in attendance.

2025/M8-003 - Roll Call

The roll call was conducted to ensure a quorum was present. The following members were noted as present: David Lloyd, Ron Petty, Donna Lacey, Wesley Diller, Arianna McLaughlin, Katie Miller, and Craig Smith. The recorder was not in attendance.

2025/M8-004 - FY2026 - Levy & Budget - Public Hearing

The mayor discussed the upcoming public hearing for the FY2026 levy and budget, scheduled for Thursday, March 27, 2025. The purpose of the hearing is to ensure transparency, public participation, and compliance with state law in setting tax rates and finalizing the budget. The mayor highlighted the complexity of the budget process, including the need to follow detailed instructions from the West Virginia Auditor's Office. The council discussed the importance of understanding property taxes, B&O taxes, and general fund revenue. The mayor proposed levies to address public safety funding, acknowledging that such levies might not be popular among citizens due to the additional financial burden. A motion was made by Ron Petty to approve the public hearing, seconded by Katie Miller, and the motion carried.

Decision: A motion was made by Ron Petty to approve the public hearing for the FY2026 levy and budget, scheduled for Thursday, March 27, 2025. The motion was seconded by Katie Miller and carried.

2025/M8-004.1 - Approve - Levy & Budget - Public Hearing - Thursday, March 27, 2025

2025/M8-005 - Order of Service

The council discussed the distribution and review of the Town of Chesapeake Ordinance and WV Ethics Manuals. The mayor emphasized the importance of understanding the ordinances and state codes. A motion was made to review one chapter per month and refer to the ordinance and state code as appropriate during meetings. Ariana McLaughlin made the motion, and it was seconded by an unidentified member. The motion carried, and the council agreed to review the ordinance book monthly.

Decision: A motion was made to review one chapter per month and refer to the ordinance and state code as appropriate during meetings. The motion carried.

2025/M8-005.1 - Distribute - Town of Chesapeake (WV) Ordinance & WV Ethics Manuals

2025/M8-006 - Approval of Agenda

2025/M8-007 - Approval February Meeting Minutes & Motions Log

The meeting minutes from February 2025 were reviewed and approved. The mayor explained the new software, Decisions, which generates detailed meeting minutes. The council discussed the importance of accurate meeting minutes for transparency and compliance. Katie Miller made a motion to approve the meeting minutes, seconded by Craig Smith. The motion carried.

Decision: Katie Miller made a motion to approve the meeting minutes from February 2025, seconded by Craig Smith. The motion carried.

2025/M8-007.1 - Approve - February 2025 Meeting Minutes

2025/M8-008 - Approval of Financial Statements

The financial statements for February 2025 were reviewed. The mayor provided a detailed explanation of the profit and loss statement, highlighting the town's revenues and expenditures. The council discussed the importance of understanding the financials to ensure the town's solvency. David Lloyd made a motion to approve the financial statements, seconded by Ron Petty. The motion carried.

Decision: David Lloyd made a motion to approve the financial statements for February 2025, seconded by Ron Petty. The motion carried.

2025/M8-009 - Appointment - Sanitary Board

2025/M8-009.1 - Approve - Appointment - City of Chesapeake (WV) Sanitary Board

2025/M8-010 - Appointment - Internal Review Board

The mayor introduced Kathy Miller as the proposed chair of the Internal Review Board. Kathy Miller provided her background, including her experience in industrial relations, human resources, and team management. The mayor emphasized the need for an unbiased and professional internal review board to oversee compliance with standards, policies, and laws. David Lloyd made a motion to approve Kathy Miller's appointment, seconded by Katie Miller. The motion carried.

Decision: David Lloyd made a motion to approve Kathy Miller's appointment as chair of the Internal Review Board, seconded by Katie Miller. The motion carried.

2025/M8-010.1 - Approve Appointment - Town of Chesapeake (WV) - Internal Review Board

Kathy Miller was sworn in as the Chair of the Internal Review Board. She took an oath to support the Constitution of the United States and the state of West Virginia and to faithfully discharge her duties. She was provided with necessary paperwork and instructions to get her documents notarized. Kathy Miller will be compensated $75 per month for her role. Additionally, William Bennett was mentioned as a new appointee to the Sanitary Board, though he was not present for the meeting.

2025/M8-011 - Public Comment

During the public comment segment, a resident, expressed concerns about a property on 126th St. with issues of dilapidation and illegal activities. The mayor acknowledged the problem and explained the steps being taken, including issuing notices to property owners and involving the Department of Environmental Protection (DEP). The mayor also highlighted the challenges of enforcing ordinances and the need for patience as the town works through legal processes.

2025/M8-012 - Ongoing Business

The council discussed the ongoing business related to the 1989 agreement with the Town of Marmet. The West Virginia Public Service Commission (WV PSC) had completed the filing, and the town had opted for mediation, which Marmet declined. The council moved to publish all public documents associated with the filing for public review. Ariana McLaughlin made the motion, seconded by Katie Miller, and the motion carried.

Decision: The council decided to publish all public documents associated with the 1989 agreement filing for public review.

2025/M8-012.1 - 1989 Agreement - Town of Marmet

The council discussed the ongoing business related to the 1989 agreement with the Town of Marmet. The West Virginia Public Service Commission (WV PSC) completed the filing on March 3, 2025, under Case 25-0289-S-C. The town had opted for mediation, but Marmet declined, and the WV PSC determined that no mediation would take place. A motion was made to receive the filing and responses as submitted and to make them public. The motion was seconded and carried.

Decision: The council decided to receive the filing and responses as submitted and make them public.

2025/M8-012.2 - RFQ - Stormwater - 5G Engineering Firm

The discussion began with an update on the RFQ process for the stormwater 5G engineering firm. An integrated team, including Andrew Roberts, Craig Smith, Jason Bowen, Ron Bowen, Ralph Holbrooke, Robin Taylor, and others, was responsible for managing the RFQ and RFP processes. The process involved publishing necessary documents in the newspaper, ensuring legal reviews, and adhering to level 2 posting requirements. There was some confusion about the selection process, but it was clarified that only two out of three proposals were considered because the third submission was incomplete.

The team met to review the proposals, and a thorough evaluation was conducted. They scored the proposals and developed questions for the presentations. Potesta and Thrasher were the two firms that presented, with Thrasher ultimately being selected due to their experience with abandoned mine lands and securing related funding. The discussion highlighted the significant issue of inflow and infiltration (I&I) in the sewer system, which was exacerbated by runoff water. The team emphasized the need for immediate action to address the I&I problem, as it was causing financial strain due to increased treatment costs.

The council approved a motion to select Thrasher as the 5G stormwater engineering partner, leveraging their expertise in managing abandoned mine lands and securing necessary funds. The initial assessment contract for Thrasher would be funded by ARPA (American Recovery Act) funds. The council also discussed the need for additional equipment, such as cameras and a Jetter, to better manage the stormwater system.

Decision: The council approved the selection of Thrasher as the 5G stormwater engineering partner and decided to fund the initial assessment contract using ARPA funds.

2025/M8-012.3 - Audit - FY2024 - Due 3/24/2025

The council discussed the missed deadline for the FY2024 audit, which was due on February 28, 2025. However, they noted that the RFP process for both FY2024 and FY2025 audits would be initiated within the next 30 days. The goal was to schedule the FY2024 audit by the end of June and the FY2025 audit by September or October, ensuring compliance and catching up on audit requirements. A motion was made and approved to submit the RFP for the audit within the next 30 days and to set up the audits for the next two years.

Decision: The council decided to submit the RFP for the FY2024 and FY2025 audits within the next 30 days and to schedule the FY2024 audit by the end of June and the FY2025 audit by September or October.

2025/M8-012.4 - Town of Chesapeake - Demolition Project

The council provided an update on the demolition project funded by the WV DEP and WV DLAP. Two bid conferences were held the previous week, one for asbestos abatement and the other for demolition. The decision to split the bids was made to avoid conflicts of interest and ensure accurate cost assessments. The project initially included six properties, but one property owner decided to renovate instead of demolish, reducing the number to five.

The council discussed the importance of adhering to deadlines to avoid increased landfill fees and to ensure the $260,000 funding is utilized by December 2025. They also mentioned the potential use of a state contractor for asbestos abatement to streamline the process and reduce costs. The council emphasized the need for transparency and proper documentation to avoid any ethical issues.

2025/M8-013 - New Business

2025/M8-013.1 - Donation Request: Chesapeake Elementary School

The council reviewed a donation request from Chesapeake Elementary School's archery team. The request highlighted the need for proper authorization from a legal entity, such as the school principal, to avoid any ethical violations. The council noted past issues with unauthorized donation requests and emphasized the importance of following proper procedures.

A motion was made to approve a $900 donation to the archery team, ensuring it fell below the $1000 threshold that requires Board of Education approval. The motion was seconded and approved. The council also discussed the need for an official letter to be sent to Chesapeake Elementary School, explaining the donation process and emphasizing the importance of proper authorization for future requests.

Decision: The council decided to approve a $900 donation to the Chesapeake Elementary School archery team, ensuring it fell below the $1000 threshold that requires Board of Education approval.

2025/M8-013.2 - WV Municipal League - Legislative Conference - Charleston, WV

Participated: Douglas McMillan

The council discussed the recent WV Municipal League Legislative Conference attended by Andrew, Douglas, and the mayor. The conference covered various topics relevant to the town's ongoing projects, including RFP guidelines, funding for abandoned mine lands, and election training. The council emphasized the importance of staying informed about best practices and legal requirements to avoid potential pitfalls.

The training also highlighted the need to update certain ordinances before the next election, particularly those related to accepting mail-in ballots for early voting. The council expressed appreciation for the valuable information gained at the conference and noted that the next training session will be held in August.

2025/M8-013.3 - PD - Axon Training & Equipment Ready

The council received an update on the Axon training and equipment for the police department. DJ, Andrew, and the mayor attended the training, and the equipment, including body cameras and radios, has been set up and is ready for use. The council discussed the importance of having the right tools and training to ensure the police department can effectively serve the community.

There was also mention of reusing police department radios for public works to improve communication and efficiency. The council expressed gratitude for the grant from the Kanawha County Commission, which helped fund the equipment.

2025/M8-013.4 - Basic Code Enforcement Training

Andrew, William Bennett, and the mayor attended the basic code enforcement training, which is a prerequisite for certification in property and housing management. The training provided valuable insights into building a code enforcement department and understanding the requirements for effective enforcement.

The council discussed the need to establish an internal review board, a planning commission, and a building committee to support the code enforcement efforts. The training emphasized the importance of having a well-structured code enforcement department to ensure compliance and maintain community standards.

2025/M8-014 - Ordinances & Resolutions

2025/M8-014.1 - Recommendations - Ordinance Reviews

The council discussed recommendations from the City of Chesapeake (WV) Sanitary Board regarding ordinance reviews. The recommendations included defining commercial property based on the number of units and returning to a system where landlords pay for waste and garbage services. The council noted that the town was facing significant debt, with over $50,000 in unpaid bills, primarily from rental properties.

The council emphasized the need to revisit and evaluate the current ordinances to address these issues and ensure financial stability. A motion was made and approved to evaluate the garbage and sewer ordinances over the next 60 days and bring recommendations back to the table.

Decision: The council decided to evaluate the garbage and sewer ordinances over the next 60 days and bring recommendations back to the table.

2025/M8-014.2 - Readings & Adoptions - Animal Ordinance - Reinstatement

The council discussed the reinstatement of the animal ordinance, specifically the dog ordinance. The ordinance had undergone two readings but had not yet been implemented. A motion was made to reinstate the animal ordinance, and it was seconded and approved.

The council also mentioned plans to update the town's website to include links for bulk trash and dog licenses, ensuring residents have easy access to relevant information and registration processes.

Decision: The council decided to reinstate the animal ordinance, specifically the dog ordinance.

2025/M8-014.3 - Approved - Meeting Minutes, Recordings, & Transcripts

2025/M8-014.4 - Draft - Meeting Minutes, Recordings & Transcripts

2025/M8-015 - Reports

2025/M8-015.1 - Police Department

The Police Department provided an update on their recent activities. The setup of Axon equipment, including body cameras and radios, was completed, and the equipment is ready for use. The council discussed the importance of proper communication channels to ensure the safety of officers and residents. It was emphasized that officers should not be contacted directly for personal services; instead, all communications should go through the proper channels to avoid any legal or safety issues. The Police Department also mentioned ongoing efforts to improve safety and security in collaboration with local schools and the sheriff's office. Additionally, the progress of DJ's Academy application was noted, and the sheriff's department will be providing support to the town, with a contract being finalized. The council emphasized the importance of community support and collaboration with law enforcement to address issues such as drug activity and property crimes. The need for additional equipment and training to ensure the police department can effectively serve the community was also discussed.

2025/M8-015.2 - Fire Department

The Fire Department's funding and fee structure were discussed. The department received $25,000 for support, and it was clarified that there should be no charge for fire services if the property owner does not have insurance. The Fire Department is working to define their services and ensure consistency in their fee structure. The department also submitted a letter detailing their budget and expenditures.

2025/M8-015.3 - Public Works

Public Works continues to handle garbage collection and other administrative and legal matters related to residential trash. Efforts are being made to reduce inflow and infiltration in the sanitation system, with mapping being conducted using ESRI software. The department is also addressing issues with catch basins and coordinating with the West Virginia Department of Highways for necessary repairs.

2025/M8-015.4 - Sanitation

Sanitation efforts are focused on reducing inflow and infiltration. Mapping and smoke testing have been conducted to identify problem areas. The town is working with the West Virginia Department of Highways to address issues with catch basins and ensure proper maintenance and repairs.

2025/M8-015.5 - Recorder - Records, Financial, Budget, Audits

The role of the recorder was discussed in detail, highlighting the responsibilities of creating agendas, meeting minutes, and managing financial records. The mayor expressed frustration over the lack of compliance and timely submission of documents, emphasizing the need for transparency and proper reporting. The mayor also mentioned the need for additional support and training for the recorder's role and the importance of adhering to state code and regulations.

2025/M8-016 - Governance & Personnel Review

2025/M8-016.1 - Governance Role Matrix

2025/M8-016.2 - Concerns - Council, Board, & Committee Member Reporting

2025/M8-017 - Announcements

2025/M8-018 - Adjournment

The meeting was officially adjourned following a motion to adjourn. The motion was seconded, and all members present voted in favor. The meeting concluded with expressions of appreciation for everyone's participation and efforts.

Meeting - Town Hall/Council Monthly Meeting - Agenda

Town of Chesapeake - Meetings

Date	3/24/2025
Time	6:00 PM - 8:00 PM
Location	Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building

Agenda

2025/M8-001 - Call to Order

6:00 PM, 5 min
Melissa Hill

The meeting will be officially called to order.

2025/M8-002 - Prayer & Pledge of Allegiance

For Decision

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.

2025/M8-003 - Roll Call

5 min
Robin Taylor

Attendance will be taken to ensure quorum.

2025/M8-004 - FY2026 - Levy & Budget - Public Hearing

For Decision

30 min
Robin Taylor

The **purpose** of the Public Hearing for a West Virginia municipality's **Levy and Budget** is to ensure **transparency**, **public participation**, and **compliance with state law** in setting tax rates and finalizing the budget for the upcoming fiscal year.

2025/M8-004.1 - Approve - Levy & Budget - Public Hearing - Thursday, March 27, 2025

For Decision

Motion: Public Hearing - Thursday, March 27, 2025, at 6 PM
Location: Dr. Lisa E. Curry Memorial Building

2025/M8-005 - Order of Service

For Decision

Melissa Hill

Presenting the Town of Chesapeake, WV Ordinances and Ethics Statutes
Motion: Will Review One Chapter Monthly

2025/M8-005.1 - Distribute - Town of Chesapeake (WV) Ordinance & WV Ethics Manuals

For Decision

Robin Taylor

Motion: Review one chapter per month
Motion: Refer to Ordinance and State Code as appropriate during meetings

2025/M8-006 - Approval of Agenda

For Decision

5 min
Melissa Hill

Review and approval of the meeting agenda - March 24,2025

2025/M8-007 - Approval February Meeting Minutes & Motions Log

For Decision

10 min
Robin Taylor

Review and approval of the minutes from the previous meeting.

2025/M8-007.1 - Approve - February 2025 Meeting Minutes

For Decision

Robin Taylor

Motion: February 2025 Meeting Minutes & Motions Log

2025/M8-008 - Approval of Financial Statements

For Decision

10 min
Melissa Hill

Review and approval of the financial statements.

2025/M8-009 - Appointment - Sanitary Board

For Decision

Melissa Hill

- City of Chesapeake (WV) Sanitary Board - presents William Bennett as a new Board Member - Citizen Representative
- William - Introduction
- Motion: Approve William Bennett - City of Chesapeake (WV) Sanitary Board Member

2025/M8-009.1 - Approve - Appointment - City of Chesapeake (WV) Sanitary Board

For Decision

Melissa Hill

Motion: Approve William Bennett

2025/M8-010 - Appointment - Internal Review Board

For Decision

Melissa Hill

An **Internal Review Board (IRB)** serves as a formal body within an organization that **reviews, evaluates, and makes decisions or recommendations** on specific matters that require oversight, accountability, or compliance with established standards, policies, or laws.

2025/M8-010.1 - Approve Appointment - Town of Chesapeake (WV) - Internal Review Board

For Decision

Melissa Hill

Motion: Approve Kathey Miller - Chair

2025/M8-011 - Public Comment

15 min
Robin Taylor

Opportunity for members of the public to provide comments.

2025/M8-012 - Ongoing Business

10 min
Melissa Hill

Discussion on any unfinished or old business items.

2025/M8-012.1 - 1989 Agreement - Town of Marmet

For Decision

Beth Minear

- WV PSC - Filing Complete - Case - 25-0289-S-C - 03/03/2025
- Opted for Mediation - Marmet declined mediation - WV PSC determined no mediation
- Motion: Receive the filing and responses as submitted & make public

2025/M8-012.2 - RFQ - Stormwater - 5G Engineering Firm

For Decision

Melissa Hill, Robin Taylor

- Integrated Team - Andrew Roberts, William Craig Smith, Jason Bowen, Brian Bowen, Ralph Holbrook, Robin Taylor, Recorder, Mayor Hill
- 5G RFQ process requires - RFQ, Presentations, and Decision
- We didn't know the problem we needed to solve until...

2025/M8-012.3 - Audit - FY2024 - Due 3/24/2025

For Decision

Robin Taylor

- We will miss the deadline, but new application requires RFP for FY2024 & FY2025
- Recorder: Will complete the application and prepare RFP in next 30 days
- Audit Committee Chair - Recorder

2025/M8-012.4 - Town of Chesapeake - Demolition Project

For Information

Melissa Hill

- Funded by WV DEP - WV DLAP - First 6 Properties
- Bid Conference - Asbestos & Abatement - Thursday, March 20, 2025
- Bid Conference - Demolition - Friday, March 20, 2025

2025/M8-013 - New Business

10 min
Melissa Hill

Introduction and discussion of new business items.

2025/M8-013.1 - Donation Request: Chesapeake Elementary School

For Decision

Melissa Hill

Archery Team Donation - Nationals

2025/M8-013.2 - WV Municipal League - Legislative Conference - Charleston, WV

For Information

Melissa Hill, Andrew Roberts, Douglas McMillan

- Monday - Wednesday - March 17-19
- Abandoned Mine Land
- Dilapidated Properties
- Election Training - Certification

2025/M8-013.3 - PD - Axon Training & Equipment Ready

For Information

Melissa Hill

- Axon - Body Cameras, Radios, still waiting for car radio to be installed
- D. McMillian - scanned devices, charging, and ready for use
- Attended Axon Training - D. McMillian, A. Roberts, M. Hill

2025/M8-013.4 - Basic Code Enforcement Training

For Information

Melissa Hill

- ICC - Training - Preparing for Certification
- Next - Property Maintenance & Housing Training and Certification
- W Bennett, A Roberts, & M Hill

2025/M8-014 - Ordinances & Resolutions

For Decision

10 min
Melissa Hill

Discussion and voting on ordinances and resolutions.

2025/M8-014.1 - Recommendations - Ordinance Reviews

For Decision

5 min
Melissa Hill

City of Chesapeake (WV) Sanitary Board - Recommendations:

- Recommendation: Commercial Property Definition - multiple units = commercial property
- Recommendation: Return to Landlords pay Waste - Garbage & Sewer
- Some municipalities will **reclassify** a **large complex** (like 5+ units) as **commercial**, especially for **garbage pickup**, because of the **volume of waste**.

Motion: Evaluate current ordinance and make recommendations - 60 days

2025/M8-014.2 - Readings & Adoptions - Animal Ordinance - Reinstatement

For Decision

5 min
Robin Taylor

Motion: Reinstatement - Dog Ordinance

2025/M8-014.3 - Approved - Meeting Minutes, Recordings, & Transcripts

For Decision

Melissa Hill

Motion - According to **West Virginia Ethics Act**, meeting minutes of public agencies **must** be made available to the public within a **reasonable time**, typically **by the next business day** after the meeting.

2025/M8-014.4 - Draft - Meeting Minutes, Recordings, & Transcripts

For Decision

Melissa Hill

Motion - According to **West Virginia Ethics Act**, meeting minutes of public agencies **must** be made available to the public within a **reasonable time**, typically **by the next business day** after the meeting.

2025/M8-015 - Reports

For Information

10 min
Melissa Hill

Presentation of reports from various departments and committees.

2025/M8-015.1 - Police Department

For Information

10 min
Melissa Hill

1. Met with Kanawha County Schools - Safety & Security
2. Met with Kanawha County Sheriff & Staff
3. Academy Application - Douglas McMillian - Complete

2025/M8-015.2 - Fire Department

For Information

10 min
Melissa Hill

- Received - Request - $25,000 - used to "support" Chesapeake VFD
- Previous Fee Agreement per Ordinance - Municipal Fee - All Sewer Customers
- Review of Ordinance - Fee = no charge for Fire Service if fire
- Fire Chief states that Chesapeake VFD bills Insurance. If no Insurance - No Charge

2025/M8-015.3 - Public Works

For Information

10 min
Melissa Hill

- Garbage Collection

2025/M8-015.4 - Sanitation

For Information

10 min
Melissa Hill

- Reduction - Inflow & Infiltration
- ESRI Map

2025/M8-015.5 - Recorder - Records, Financial, Budget, Audits

For Decision

Robin Taylor

Report for perspective month

2025/M8-016 - Governance & Personnel Review

For Decision

10 min
Melissa Hill

Pursuant to relevant WV State Code Section, if applicable. Discussion on personnel, legal matters, real estate can result in Executive Session - Motion and Approval by Council

2025/M8-016.1 - Governance Role Matrix

For Decision

Melissa Hill

- Review of al roles
- Recorder Review of Role
- Role of Council - Reporting Concerns

2025/M8-016.2 - Concerns - Council, Board, & Committee Member Reporting

For Decision

Melissa Hill

- All are responsible for evaluating their Ward and entering information.
- 911 / Non-Emergency vs. GovPilot
- WV DOH - owns all roads, streets, alleys, sidewalks, and stormwater system, etc... - Contact WV DOH

2025/M8-017 - Announcements

5 min
Melissa Hill

Upcoming events, notices, or important dates for residents and council members.

2025/M8-018 - Adjournment

For Decision

5 min
Melissa Hill

The meeting will be officially adjourned.

Town Of Chesapeake
Profit & Loss
February 2025

		Feb 25
HEALTH & SANITATION		
800 Garbage Dept		
Payroll Expenses City Services		18,877.15
Payroll Taxes City Services		1,840.53
Refuse Fees		
Container Service Fees		713.41
Residential		1,819.20
Total Refuse Fees		2,532.61
Total 800 Garbage Dept		23,250.29
Total HEALTH & SANITATION		23,250.29
PUBLIC SAFETY EXPENSE		
700 POLICE DEPT		
Internet		364.24
Police Payroll Tax		0.00
Police salaries		0.00
Total 700 POLICE DEPT		364.24
Total PUBLIC SAFETY EXPENSE		364.24
STREET & TRANSPORTATION		
751 Street Lights		2,171.84
752 Electricity School Flashers		16.49
Total STREET & TRANSPORTATION		2,188.33
Total Expense		54,274.24
Net Ordinary Income		-6,310.41
Net Income		**-6,310.41**

Town Of Chesapeake
Income by Customer Detail
February 2025

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Original Amount	Balance
Appalachian Power (Customer)										
Deposit	02/28/2025			304 Excise Tax on ...		GF City Natio...		3,043.19	3,043.19	3,043.19
Total Appalachian Power (Customer)							0.00	3,043.19		3,043.19
Best Buy Health DBA Greatcalls										
Deposit	02/28/2025			304 Excise Tax on ...		GF City Natio...		0.70	0.70	0.70
Total Best Buy Health DBA Greatcalls							0.00	0.70		0.70
Chesapeake Healthcare Center										
Deposit	02/28/2025			305 Business & Oc...		GF City Natio...		1,892.35	1,892.35	1,892.35
Total Chesapeake Healthcare Center							0.00	1,892.35		1,892.35
Comm-Core LLC										
Deposit	02/28/2025			304 Excise Tax on ...		GF City Natio...		0.50	0.50	0.50
Total Comm-Core LLC							0.00	0.50		0.50
CSC Wireless LLC										
Deposit	02/14/2025		For the year ...	304 Excise Tax on ...		GF City Natio...		14,237.26	14,237.26	14,237.26
Deposit	02/28/2025			304 Excise Tax on ...		GF City Natio...		0.97	0.97	14,238.23
Total CSC Wireless LLC							0.00	14,238.23		14,238.23
Elizabeth Gleson Harrah										
Deposit	02/14/2025		For the year ...	305 Business & Oc...		GF City Natio...		451.30	451.30	451.30
Total Elizabeth Gleson Harrah							0.00	451.30		451.30
First settlement Physical										
Deposit	02/14/2025			305 Business & Oc...		GF City Natio...		189.42	189.42	189.42
Total First settlement Physical							0.00	189.42		189.42
Frontier										
Deposit	02/28/2025			304 Excise Tax on ...		GF City Natio...		31.65	31.65	31.65
Total Frontier							0.00	31.65		31.65
Gleason										
Deposit	02/14/2025			305 Business & Oc...		GF City Natio...		1,338.09	1,338.09	1,338.09
Total Gleason							0.00	1,338.09		1,338.09
Kanawha Public Service										
General Journal	02/28/2025	134	Statement fr...	304 Excise Tax on ...		-SPLIT-		681.43	681.43	681.43
General Journal	02/28/2025	134	Statement fr...	341 Municipal Servi...		304 Excise Ta...		7,627.19	7,627.19	8,308.62
Total Kanawha Public Service							0.00	8,308.62		8,308.62

Town Of Chesapeake
Income by Customer Detail
February 2025

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Original Amount	Balance
Kanawha Valley Maintenance										
Deposit	02/14/2025			305 Business & Oc...		GF City Natio...		219.22	219.22	219.22
Total Kanawha Valley Maintenance							0.00	219.22		219.22
McNeely Jessica										
Deposit	02/28/2025			304 Excise Tax on ...		GF City Natio...		0.05	0.05	0.05
Total McNeely Jessica							0.00	0.05		0.05
Mountaineer Gas										
Deposit	02/28/2025			304 Excise Tax on ...		GF City Natio...		1,356.38	1,356.38	1,356.38
Total Mountaineer Gas							0.00	1,356.38		1,356.38
Sheriff Kanawha County										
Deposit	02/10/2025			301 Property Taxes...		GF City Natio...		1,452.80	1,452.80	1,452.80
Total Sheriff Kanawha County							0.00	1,452.80		1,452.80
T-Mobile Northeast LLC										
Deposit	02/28/2025			304 Excise Tax on ...		GF City Natio...		12.09	12.09	12.09
Total T-Mobile Northeast LLC							0.00	12.09		12.09
Tom's Plumbing										
Deposit	02/28/2025			325 License		GF City Natio...		20.00	20.00	20.00
Total Tom's Plumbing							0.00	20.00		20.00
West Virginia First QSF										
Deposit	02/09/2025		Deposit	Opiod		Opiod Fund A...		4,157.86	4,157.86	4,157.86
Total West Virginia First QSF							0.00	4,157.86		4,157.86
WV Treasury										
Deposit	02/18/2025		0000002027...	377 Greenbrier Tab...		GF City Natio...		15.59	15.59	15.59
Deposit	02/18/2025		0000002027...	377 Greenbrier Tab...		GF City Natio...		784.00	784.00	799.59
Deposit	02/25/2025		0000002027...	330 IRP Fees (Inte...		GF City Natio...		9,083.24	9,083.24	9,882.83
Deposit	02/27/2025		0000002027...	397 Video Lottery (...		GF City Natio...		392.77	392.77	10,275.60
Total WV Treasury							0.00	10,275.60		10,275.60
TOTAL							**0.00**	**46,988.05**		**46,988.05**

Town Of Chesapeake
Balance Sheet
As of February 28, 2025

	Feb 28, 25
ASSETS	
Current Assets	
Checking/Savings	
American Rescue Act	145,912.18
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	126,331.67
Opiod Fund Account	16,404.02
Petty Cash	125.00
Police Fund	25.00
Total Checking/Savings	294,136.76
Accounts Receivable	
Accounts Receivable	1,414.43
Total Accounts Receivable	1,414.43
Total Current Assets	295,551.19
Other Assets	
Deposit for Property Bids	7,590.00
Total Other Assets	7,590.00
TOTAL ASSETS	**303,141.19**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	37,887.10
Total Accounts Payable	37,887.10
Other Current Liabilities	
Bond from WV	11,034.37
Direct Deposit Liabilities	-412.72
Payroll Liabilities	10,606.32
Poca Valley Bank Loan Account	-26,160.09
Total Other Current Liabilities	-4,932.12
Total Current Liabilities	32,954.98
Total Liabilities	32,954.98

Town Of Chesapeake
Balance Sheet
As of February 28, 2025

	Feb 28, 25
Equity	
Opening Balance Equity	77,871.93
Retained Earnings	211,834.57
Net Income	-19,520.29
Total Equity	270,186.21
TOTAL LIABILITIES & EQUITY	**303,141.19**