Tuesday

15

Apr 2025

Monthly Meeting - City of Chesapeake Sanitary Board

6:00 PM - 7:00 PM

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

Agenda

6:00 PM 5 min

2025/M10-001 | Call to Order

Melissa Hill

The meeting will be called to order by the chairperson.

6:05 PM 10 min

2025/M10-002 | Approval of Minutes & Financial Statements

Melissa Hill

Review and approve the minutes from the previous meeting.
March 2025 Financials

- For Decision

6:15 PM 20 min

2025/M10-003 | Old Business

Discuss any unfinished business from previous meetings.

2025/M10-003.1 | WV PSC Filing - Chesapeake vs. Marmet

Beth Minear

Counsel Minear will provide and update

- For Discussion

30 min

2025/M10-004 | New Business

Introduce and discuss any new business or agenda items.

2025/M10-004.1 | Approve - Reengagement - Bowles Rice

Approve the reengagement of Bowles Rice - Audit, Rate Review, Support for funding Sewer & Stormwater projects

- For Decision

2025/M10-004.2 | Engagement - The Thrasher Group

Recommended by City of Chesapeake (WV) Sanitary Board and approved by Town of Chesapeake (WV). Sam Rich provided an onsite visit on

Monday, April 7, 2025. Initial Task is an evaluation to help with stormwater issues infiltration and creating onset inflow into the Sewer System.

- For Information

2025/M10-004.3 | Local - Town State of Emergency - Stormwater - Sewer Inflow & Infiltration Rate 72.2%

February 2025 Billing, Data Analytics for FY2024, and sewer system erosion control to reduce inflow. Identification of stormwater flow outside of the stormwater infrastructure. Email sent by Mayor/Chair to call attention to the situation. FEMA Declarations - no analysis of the Infrastructure after the August 2023 Flood.

- For Discussion

🕒 20 min

2025/M10-005 | Reports

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

🕒 20 min

2025/M10-006 | Public Comment Period

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

🕒 10 min

2025/M10-007 | Executive Session

Enter into an executive session to discuss confidential matters as per State of WV Municipal Code and Ethics Open Meeting Act requirements.

🕒 5 min

2025/M10-008 | Adjournment

Formally end the meeting.

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**

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
March 2025

	Mar 25
American Water	632.40
Appalachian Power	1,954.12
Encova Insurance	624.25
ESRI	675.00
Greenbrier Government Solutions	2,070.00
Kanawha PSD	1,590.23
Minear Law Offices, PLLC	1,661.57
Mountaineer Gas Company	125.84
Optimum Business	231.19
PumpMan Pittsburgh LLC	1,401.13
S Agarwal CPA AC	510.00
Shamblin Stone Inc.	159.32
SunBelt Rentals Inc.	1,147.87
Terminix	65.00
Town of Marmet	27,405.09
Water Valve Services	164.00
WV American Water	75.66
TOTAL	40,492.67

Town of Marmet

Sanitary Board

PO Box 15216

Marmet WV 25365-0216

Phone: 304-949-2241
Fax: 304-949-2761

Chesapeake Sanitary Board
12404 MacCorkle Avenue
Chesapeake WV 25315

RE: WV Municipal Bond Commission Payment March 2025

Bond-1		
	MAM-S-1-90-A-KA-12	$1,980.15
	MAM-S-1-90-A-KA-12	$ 29.24
		$2,009.39
Bond-2		
	MAM-S-1-09-A-KA-12	$1,257.20
TOTAL		$3,266.59

Thank you,

David T. Fontalbert
Mayor

A 10% LATE FEE CHARGE FOR ALL PAYMENTS RECEIVED AFTER THE LAST DAY OF THE MONTH.

Month : Mar-25

Operator: Brian Higginbotham

	Marmet/Chesapeake Wastewater Treatment Plant											
	Chesapeake			Praxair			Marmet		Total Plant Flow			Rain
Date	Flow MGD	Totalizer	GPD	Flow MGD	Totalizer	GPD	MGD	GPD	Flow MGD	Totalizer	GPD	Fall
31		419268532			20537925					672901		0.15
1	0.264	419532601	264,069	0.001	20538602	677	0.182	182,254	0.447	673348	447,000	0.00
2	0.313	419845880	313,279	0.000	20538652	50	0.026	25,671	0.339	673687	339,000	0.00
3	0.179	420025089	179,209	0.001	20539681	1,029	0.357	356,762	0.537	674224	537,000	0.00
4	0.196	420221162	196,073	0.001	20540220	539	0.179	179,388	0.376	674600	376,000	0.00
5	0.193	420413804	192,642	0.001	20540761	541	0.166	165,817	0.359	674959	359,000	0.07
6	0.234	420647842	234,038	0.001	20541302	541	0.192	192,421	0.427	675386	427,000	0.18
7	0.201	420848582	200,740	0.001	20541974	672	0.217	216,588	0.418	675804	418,000	0.05
8	0.207	421055759	207,177	0.001	20542646	672	0.161	161,151	0.369	676173	369,000	0.05
9	0.195	421251101	195,342	0.001	20543185	539	0.169	169,119	0.365	676538	365,000	0.10
10	0.178	421429350	178,249	0.001	20543857	672	0.158	158,079	0.337	676875	337,000	0.00
11	0.181	421609899	180,549	0.000	20544262	405	0.166	166,046	0.347	677222	347,000	0.00
12	0.180	421789939	180,040	0.001	20544937	675	0.172	172,285	0.353	677575	353,000	0.00
13	0.165	421955055	165,116	0.001	20545611	674	0.166	166,210	0.332	677907	332,000	0.00
14	0.161	422116116	161,061	0.001	20546153	542	0.230	230,397	0.392	678299	392,000	0.00
15	0.168	422284288	168,172	0.001	20546830	677	0.299	299,151	0.468	678767	468,000	0.00
16	0.162	422446710	162,422	0.001	20547371	541	0.278	278,037	0.441	679208	441,000	0.02
17	0.101	422547614	100,904	0.001	20548045	674	0.337	337,422	0.439	679647	439,000	0.34
18	0.194	422741145	193,531	0.001	20548583	538	0.244	243,931	0.438	680085	438,000	0.00
19	0.168	422909277	168,132	0.001	20549255	672	0.238	238,196	0.407	680492	407,000	0.00
20	0.167	423076291	167,014	0.001	20549795	540	0.232	232,446	0.400	680892	400,000	0.00
21	0.177	423253555	177,264	0.000	20550197	402	0.277	277,334	0.455	681347	455,000	0.13
22	0.163	423416481	162,926	0.000	20550466	269	0.257	256,805	0.420	681767	420,000	0.00
23	0.174	423590512	174,031	0.000	20550599	133	0.274	273,836	0.448	682215	448,000	0.00
24	0.154	423744955	154,443	0.001	20551137	538	0.233	233,019	0.388	682603	388,000	0.28
25	0.171	423915738	170,783	0.001	20551808	671	0.296	295,546	0.467	683070	467,000	0.00
26	0.169	424085162	169,424	0.001	20552344	536	0.316	316,040	0.486	683556	486,000	0.18
27	0.157	424242085	156,923	0.001	20553061	717	0.262	262,360	0.420	683976	420,000	0.00
28	0.140	424382508	140,423	0.001	20553687	626	0.217	216,951	0.358	684334	358,000	0.02
29	0.143	424525073	142,565	0.001	20554361	674	0.224	223,761	0.367	684701	367,000	0.00
30	0.143	424667629	142,556	0.000	20554766	405	0.248	248,039	0.391	685092	391,000	0.00
31	0.271	424939066	271,437	0.001	20555440	674	0.321	320,889	0.593	685685	593,000	0.74
Total	**5.671**		**5,670,534**	**0.018**		**17,515**	7.096	**7,095,951**	**12.784**		**12,784,000**	**2.16**
AVG.	*0.183*		182642	*0.001*		*563*	*0.225*	*225,117*	*0.408*		*408,321*	*0.070*
MAX	0.313		313,279			1,029		356,762	0.537		537,000	0.74

TOTAL DUE FOR MARCH 2025 5,670,534 = $9,923.43

Total GPD	12,784,000

Town of Marmet

Sanitary Board

PO Box 15216

Marmet WV 25365-0216

Phone: 304-949-2241
Fax: 304-949-2761

Chesapeake Sanitary Board
12404 MacCorkle Avenue
Chesapeake WV 25315

RE: WV Municipal Bond Commission Payment February 2025

Bond-1		
	MAM-S-1-90-A-KA-12	$1,980.15
	MAM-S-1-90-A-KA-12	$ 29.24
		$2,009.39
Bond-2		
	MAM-S-1-09-A-KA-12	$1,257.20
TOTAL		$3,266.59

Thank you,

David T. Fontalbert
Mayor

A 10% LATE FEE CHARGE FOR ALL PAYMENTS RECEIVED AFTER THE LAST DAY OF THE MONTH.

Month : Feb-25

Operator: Brian Higginbotham

	Marmet/Chesapeake Wastewater Treatment Plant											
	Chesapeake			Praxair			Marmet		Total Plant Flow			Rain
Date	Flow MGD	Totalizer	GPD	Flow MGD	Totalizer	GPD	MGD	GPD	Flow MGD	Totalizer	GPD	Fall
31		405415101			20485841					648092		0.52
1	0.657	406071981	656,880	0.006	20491920	6,079	0.653	653,041	1.316	649408	1,316,000	1.04
2	0.632	406703672	631,691	0.002	20493676	1,756	0.600	599,553	1.233	650641	1,233,000	0.03
3	0.536	407239264	535,592	0.001	20494751	1,075	0.511	511,333	1.048	651689	1,048,000	0.00
4	0.429	407668017	428,753	0.001	20495557	806	0.426	426,441	0.856	652545	856,000	0.00
5	0.354	408021666	353,649	0.001	20496228	671	0.349	348,680	0.703	653248	703,000	0.00
6	0.445	408466378	444,712	0.003	20498899	2,671	0.400	399,617	0.847	654095	847,000	1.75
7	0.646	409111898	645,520	0.005	20503791	4,892	0.622	621,588	1.272	655367	1,272,000	0.42
8	0.649	409761154	649,256	0.002	20505415	1,624	0.584	584,120	1.235	656602	1,235,000	0.26
9	0.594	410355204	594,050	0.004	20509308	3,893	0.782	782,057	1.380	657982	1,380,000	0.57
10	0.558	410913463	558,259	0.002	20511203	1,895	0.282	281,846	0.842	658824	842,000	0.03
11	0.545	411458961	545,498	0.001	20512012	809	0.455	454,693	1.001	659825	1,001,000	0.00
12	0.563	412022035	563,074	0.003	20515226	3,214	0.461	460,712	1.027	660852	1,027,000	0.71
13	0.582	412604411	582,376	0.002	20517673	2,447	0.450	450,177	1.035	661887	1,035,000	0.20
14	0.557	413161675	557,264	0.002	20519993	2,320	0.440	440,416	1.000	662887	1,000,000	0.11
15	0.558	413719720	558,045	0.001	20520938	945	0.406	406,010	0.965	663852	965,000	0.00
16	0.584	414303971	584,251	0.006	20526557	5,619	0.416	416,130	1.006	664858	1,006,000	1.90
17	0.636	414939630	635,659	0.004	20530899	4,342	0.394	393,999	1.034	665892	1,034,000	0.42
18	0.591	415530361	590,731	0.001	20532254	1,355	0.324	323,914	0.916	666808	916,000	0.00
19	0.587	416116936	586,575	0.001	20532927	673	0.343	342,752	0.930	667738	930,000	0.00
20	0.466	416582828	465,892	0.001	20533458	531	0.310	309,577	0.776	668514	776,000	0.00
21	0.395	416977516	394,688	0.001	20533991	533	0.278	277,779	0.673	669187	673,000	0.00
22	0.362	417339156	361,640	0.001	20534530	539	0.229	228,821	0.591	669778	591,000	0.00
23	0.411	417749902	410,746	0.001	20535073	543	0.244	243,711	0.655	670433	655,000	0.00
24	0.342	418092295	342,393	0.001	20535614	541	0.187	187,066	0.530	670963	530,000	0.00
25	0.314	418406692	314,397	0.001	20536291	677	0.202	201,926	0.517	671480	517,000	0.00
26	0.298	418704338	297,646	0.001	20536835	544	0.192	191,810	0.490	671970	490,000	0.00
27	0.276	418980393	276,055	0.001	20537384	549	0.183	183,396	0.460	672430	460,000	0.05
28	0.228	419208532	228,139	0.001	20537925	541	0.242	242,320	0.471	672901	471,000	0.15
29	0.000											
30	0.000											
31	0.000											
Total	**13.793**		**13,793,431**	**0.052**		**52,084**	10.963	**10,963,485**	**24.809**		**24,809,000**	**7.64**
AVG.	*0.493*		492623	*0.002*		*1860*	*0.392*	*391,553*	*0.886*		*886,036*	*0.273*
MAX	0.657		656,880			6,079		782,057	1.380		1,380,000	1.90

Total GPD	24,809,000

TOTAL DUE FOR FEB 2025 13,793,431 = $24,138.50

Month : Jan-25

Operator: Brian Higginbotham

	Marmet/Chesapeake Wastewater Treatment Plant											
	Chesapeake			Praxair			Marmet		Total Plant Flow			Rain
Date	Flow MGD	Totalizer	GPD	Flow MGD	Totalizer	GPD	MGD	GPD	Flow MGD	Totalizer	GPD	Fall
31		396381587			20439007					627314		0.00
1	0.313	396694554	312,967	0.001	20440175	1,168	0.437	436,865	0.751	628065	751,000	0.27
2	0.225	396919249	224,695	0.001	20441215	1,040	0.361	361,265	0.587	628652	587,000	0.05
3	0.206	397125087	205,838	0.001	20442125	910	0.337	337,252	0.544	629196	544,000	0.03
4	0.209	397334261	209,174	0.001	20442902	777	0.373	373,049	0.583	629779	583,000	0.06
5	0.188	397522140	187,879	0.001	20443677	775	0.334	334,346	0.523	630302	523,000	0.00
6	0.241	397763181	241,041	0.001	20444455	778	0.349	349,181	0.591	630893	591,000	0.47
7	0.561	398323984	560,803	0.005	20449379	4,924	0.490	490,273	1.056	631949	1,056,000	0.00
8	0.404	398727922	403,938	0.003	20451910	2,531	0.495	494,531	0.901	632850	901,000	0.00
9	0.361	399088829	360,907	0.002	20453667	1,757	0.479	479,336	0.842	633692	842,000	0.00
10	0.260	399348628	259,799	0.001	20454621	954	0.348	348,247	0.609	634301	609,000	0.00
11	0.261	399609974	261,346	0.001	20455566	945	0.357	356,709	0.619	634920	619,000	0.00
12	0.275	399885160	275,186	0.001	20456621	1,055	0.379	378,759	0.655	635575	655,000	0.00
13	0.230	400114894	229,734	0.001	20457942	1,321	0.315	314,945	0.546	636121	546,000	0.37
14	0.267	400382080	267,186	0.002	20459940	1,998	0.371	370,816	0.640	636761	640,000	0.18
15	0.250	400632219	250,139	0.001	20461154	1,214	0.364	363,647	0.615	637376	615,000	0.00
16	0.223	400855230	223,011	0.001	20461813	659	0.337	337,330	0.561	637937	561,000	0.00
17	0.227	401082328	227,098	0.001	20462471	658	0.299	299,244	0.527	638464	527,000	0.00
18	0.286	401368278	285,950	0.002	20464391	1,920	0.362	362,130	0.650	639114	650,000	0.07
19	0.424	401792699	424,421	0.009	20473378	8,987	0.403	402,592	0.836	639950	836,000	0.18
20	0.493	402285745	493,046	0.004	20477080	3,702	0.499	499,252	0.996	640946	996,000	0.08
21	0.380	402666000	380,255	0.001	20478266	1,186	0.523	522,559	0.904	641850	904,000	0.00
22	0.323	402988952	322,952	0.001	20479006	740	0.442	442,308	0.766	642616	766,000	0.00
23	0.278	403266799	277,847	0.001	20479718	712	0.414	414,441	0.693	643309	693,000	0.00
24	0.236	403502548	235,749	0.001	20480288	570	0.411	410,681	0.647	643956	647,000	0.00
25	0.258	403760670	258,122	0.001	20480828	540	0.352	352,338	0.611	644567	611,000	0.00
26	0.239	403999604	238,934	0.001	20481376	548	0.275	274,518	0.514	645081	514,000	0.00
27	0.259	404258273	258,669	0.001	20482047	671	0.279	278,660	0.538	645619	538,000	0.00
28	0.251	404509575	251,302	0.000	20482449	402	0.348	348,296	0.600	646219	600,000	0.46
29	0.260	404769214	259,639	0.001	20483254	805	0.316	315,556	0.576	646795	576,000	0.00
30	0.267	405035854	266,640	0.001	20484197	943	0.318	318,417	0.586	647381	586,000	0.00
31	0.379	405415101	379,247	0.002	20485841	1,644	0.330	330,109	0.711	648092	711,000	0.52
Total	**9.034**		**9,033,514**	**0.047**		**46,834**	11.698	**11,697,652**	**20.778**		**20,778,000**	**2.74**
AVG.	*0.290*		290285	*0.002*		*1552*	*0.383*	*383,342*	*0.675*		*675,179*	*0.088*
MAX	0.561		560,803			8,987		522,559	1.056		1,056,000	0.52

Total GPD 20,778,000

TOTAL DUE FOR JAN 2025 9,033,514 = $15,808.65

Outlook

RE: Town of Chesapeake (WV) - State of Emergency: Runoff/Stormwater Infiltration & Inflow Impact – Immediate Action

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From Melissa Hill <Mhill@Chesapeakewv.gov>
Date Mon 4/7/2025 10:19 AM
To Nathaniel Hale <nhale@Chesapeakewv.gov>; Jason Kinder <JKinder@Chesapeakewv.gov>
Cc Andrew Roberts <ARoberts@Chesapeakewv.gov>; Douglas McMillan <dmcmillan@Chesapeakewv.gov>
Bcc Council <council@Chesapeakewv.gov>; Kathey Miller <kmiller1@Chesapeakewv.gov>; Jason Bowen <JBowen@Chesapeakewv.gov>; William Bennett <wbennett@Chesapeakewv.gov>

Greetings, All

Sanitary Board Members, Town Council, Board Members, and Counsel Minear,

I am writing to formally notify you that the Town of Chesapeake (WV) is declaring a **State of Emergency** due to extreme **runoff and stormwater infiltration and inflow (I&I)**, which has significantly driven up sewer system flow and billing. This situation poses an urgent operational and financial risk to the Town's infrastructure and public health.

Our engineering partner, **Thrasher**, under the 5G Stormwater Engineering initiative, participated in a walkthrough this morning and is currently compiling a **preliminary report** that will:

- Identify critical emergency repair areas for stormwater and new sewer areas
- Provide cost estimates for emergency remediation
- Recommend infrastructure stabilization efforts
- Support coordination with state and federal agencies for response and funding

We would like to recognize **Nathaniel Hale, Jason Kinder, and the entire Public Works Team** for doing an outstanding job in evaluating and narrowing down the **largest points of inflow** during this emergency. It is important to note that **many of these critical problem areas do not appear on the most recent Sewer SSES**, which continues to be one of our most significant challenges in identifying and mitigating system vulnerabilities.

In coordination with our emergency response, Thrasher will be making a **direct call to the West Virginia Department of Highways (WV DOH)** to request immediate technical and interagency support for this escalating stormwater crisis.

We will keep you informed as more detailed data and analysis become available. Your support and timely coordination during this emergency period is crucial as we work together to stabilize our system, protect residents, and seek necessary funding and resources.

Please refrain from making calls to your personal network concerning this matter. Operations has engaged all stakeholders needed in this matter.



West Virginia Code | §8-10-3

PART III. RECORDER AND MUNICIPAL CLERK. §8-10-3. Powers and duties of recorder. It shall be the duty of the recorder of every municipality to keep the journal of the proceedings of the governing body thereof, and he shall have charge of and preserve the records of the municipality.

code.wvlegislature.gov

West Virginia municipal governance, the **Recorder** is responsible for **Records & Financial Management**. The duties of a Recorder are outlined in **WV Code §8-10-3** and often include:

Records Management Responsibilities

- Maintaining **official town records**, including ordinances, resolutions, and meeting minutes.
- Ensuring compliance with **public records laws** and record retention policies.
- Certifying official documents and keeping a historical archive of town activities.

Financial Management Responsibilities

- **Overseeing town finances**, including budget management, payroll, and expenditures.
- Managing **accounts payable/receivable** and financial reporting.
- Ensuring compliance with **WV State Code** regarding financial transparency and audits.
- Working closely with the **Mayor and Council** to approve and monitor financial decisions.

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Operations is managing the utilities services directly to the customer. We are now tasked with reducing Inflow & Infiltration to be compliant per WV DEP and WV PSC.

We are not compliant when managing Facilities and Fiscal Management.

This is new to all but I believe I have defined the areas that need to be reviewed and a plan to ensure compliance.

Respectfully,
Mayor

Category	Document/Report	Purpose	Frequency	WV Code Reference	Authorization & Coordination Responsibilities
Government Records	Meeting Minutes	Official record of council meetings	Each Meeting	§8-5-4	Prepares, maintains, and certifies minutes for public record
	Agendas	Meeting topics, action items, public notices	Prior to Each Meeting	§6-9A-3 (Open Gov.)	Prepares, posts, and ensures agenda compliance
	Ordinances & Resolutions	Legislative decisions of the town	As Adopted	§8-11-4	Files, maintains, and ensures public access
	Contracts & Agreements	Legal documents with vendors, agencies	As Needed	§8-12-1, WV Ethics Act §6B-2-5	Ensures compliance, maintains archives, prevents conflicts of interest
	Procurement & Bidding	Acquisitions of services, goods	As Needed	§5G-1-3, WV Ethics Act §6B-2-5(b)	Oversees RFPs, bid approvals, ensures ethical procurement
Financial Management	Annual Budget	Allocation of municipal funds	Annually	§8-22-1	Prepares, presents, and maintains financial records
	Monthly Financial Reports	Revenue, expenditures, balance sheets	Monthly	§8-13-13	Reviews, records, and reports financial status
	Payroll & Employee Benefits	Compensation and benefits documentation	Biweekly/Monthly	§8-14-15	Oversees payroll processing and reporting
	Vendor Payments & Accounts Payable	Ensures timely payments for services	Ongoing	§8-12-1	Approves and records municipal expenditures
	Accounts Receivable	Tracking town revenue, invoicing, collections	Ongoing	WV Ethics Act §6B-2-5(g)	Manages revenue intake, monitors overdue payments
	Annual Audit Reports	Financial transparency and compliance	Annually	§6-9-7	Coordinates audit process and maintains records
Elections & Voting	Municipal Election Coordination	Organizes local elections	Every 2 or 4 Years	§8-5-12	Oversees election notices, ballot management
	Candidate Filings & Certifications	Validates candidate qualifications	As Required	§8-5-7	Ensures compliance with election laws
	Voter Registration Updates	Maintains voter eligibility lists	As Required	§3-2-11	Works with county clerk to ensure accuracy
Levy & Taxation	Levy Budget & Rates	Sets local tax rates for funding	Annually	§11-8-6	Prepares and submits levy budget for approval
	Business & B&O Tax Filings	Tracks municipal tax revenues	Quarterly/Annually	§11-13-3	Ensures proper documentation and compliance
Audits & Compliance	State Auditor Reports	Ensures financial accountability	Annually	§6-9-7	Works with auditors to submit required data
	FOIA Requests	Compliance with public records access laws	As Received	§29B-1-3	Responds to requests for public records
Communications & Public Relations	Public Notices	Legal postings (elections, hearings, tax rates)	As Required	§8-12-19	Coordinates publication and legal compliance
	Citizen Inquiries & Complaints	Responds to public concerns	Ongoing	WV Ethics Act §6B-2-5(l)	Maintains open communication with the public
	Media & Press Releases	Municipal updates, emergency notices	As Required	WV Ethics Act §6B-2-5(k)	Ensures transparency and compliance in public statements
Planning & Development	Comprehensive Plan Updates	Town growth and infrastructure planning	Every 10 Years	§8A-3-11	Coordinates with planning commission
	Zoning & Land Use Reports	Property development regulations	As Required	§8A-7-10	Maintains zoning ordinances and enforcement records
	Grant Administration Reports	Compliance with grant funding terms	As Required	§8-13-15	Submits documentation for grant funds
	Property & Infrastructure Reports	Town-owned assets, maintenance needs	As Required	§8-12-5	Maintains records on municipal properties