Town Of Chesapeake
Profit & Loss
March 2025

		Mar 25
Ordinary Income/Expense		
Income		
REVENUES		
301 Property Taxes KC Sheriff		16,860.14
304 Excise Tax on Utilities		5,904.31
305 Business & Occupation Tax		47.14
320 Fines, Citation & Court fee		690.00
326 Building Permit Fees		80.00
327 Misc Permits		35.00
330 IRP Fees (Interst Reg Plan)		27,029.49
341 Municipal Service Fees		8,346.81
345 Rent Royal Concess, Annex		125.00
377 Greenbrier Table LOTTGRNBRI		21.35
396 Table Game Lott LOTTBLGAME		829.55
397 Video Lottery (LVL)		427.16
401 Trash Pickup		305.00
Interest Income		49.57
Total REVENUES		60,750.52
Total Income		60,750.52
Gross Profit		60,750.52
Expense		
City Maintenance		110.48
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		
Auto	140.30	
Bank charges	17.90	
Bldg Maint	7,537.50	

Town Of Chesapeake
Profit & Loss
March 2025

		Mar 25
Contract Services		
Consulting-HR		550.00
Contract Service Messaging		38.25
Contract Service Printing		59.03
IT support		1,060.00
Payroll Processing Fees		175.36
Telephone		261.88
Total Contract Services		2,144.52
Fuel		723.29
Insurance - Liability, D and O		11,462.00
Meals		375.26
Office Expenses		429.00
Office supplies		2,338.37
Payroll Expenses -City Staff		764.47
Payroll Taxes- City Staff		74.53
Pest Control		125.00
Postage		90.36
Printing Expenses		85.85
Publications		419.30
Software & Apps		3,830.00
Training & Education		1,539.26
Utilities		
Electricity		
Annex Bldg	677.28	
Town Hall	401.14	
Total Electricity		1,078.42
Gas		
Gas Town Hall	780.59	
Total Gas		780.59
Water		
Annex Bldg	52.07	
Fire Hydrants	153.30	
Town Hall	51.14	
Total Water		256.51
Total Utilities		2,115.52
Total 440 City Hall		34,212.43
Interest Paid		100.25
Late Fees		14.40

Town Of Chesapeake
Profit & Loss
March 2025

		Mar 25
Legal & Professional Services		
CPA Services	1,000.00	
Total Legal & Professional Services		1,000.00
Safety Supplies		29.41
Workers Comp Premium		517.75
Total GENERAL GOVERNMENT EXPENDITURES		37,440.96
HEALTH & SANITATION		
800 Garbage Dept		
Contract Services (Billing PSD)	3,247.61	
Payroll Expenses City Services	19,736.56	
Payroll Taxes City Services	1,861.10	
Refuse Fees		
Container Service Fees	164.61	
Residential	1,464.40	
Total Refuse Fees	1,629.01	
Total 800 Garbage Dept		26,474.28
Total HEALTH & SANITATION		26,474.28
PUBLIC SAFETY EXPENSE		
700 POLICE DEPT		
Employee Physical Test	400.00	
Police IT Computer	697.03	
Police Payroll Tax	0.00	
Police salaries	0.00	
Telephone	578.16	
Total 700 POLICE DEPT		1,675.19
706 FIRE DEPARTMENT		
Capital Outley	25,663.04	
Total 706 FIRE DEPARTMENT		25,663.04
Total PUBLIC SAFETY EXPENSE		27,338.23

Town Of Chesapeake
Profit & Loss
March 2025

	Mar 25
STREET & TRANSPORTATION	
751 Street Lights	2,138.67
752 Electricity School Flashers	16.49
Total STREET & TRANSPORTATION	2,155.16
Total Expense	93,519.11
Net Ordinary Income	-32,768.59
Net Income	**-32,768.59**

Town Of Chesapeake
Income by Customer Summary
March 2025

	Mar 25
American Water (Customer)	1,004.89
Appalachian Power (Customer)	2,465.16
Arnold Dorsey	20.00
Brian McKnight	20.00
Carlos Harless	15.00
Chesapeake Sanitary Board	45,356.74
Compliance Solution	1.20
CSC Wireless LLC	0.63
Deborah Jean	25.00
Frontier West Virginia Inc.	32.34
Josh William	20.00
Kanawha Public Service	9,130.29
Kathleen Devitt	20.00
Leah Johnson	45.00
Margaret Moore	47.14
Metro PCS	0.05
Mountaineer Gas	1,605.51
New Cingular Wireless PCS	0.51
Robert P Howell	690.00
Sheriff Kanawha County	16,860.14
Shery Bosley	75.00
Steven Fields	45.00
T-Mobile Northeast LLC	10.54
The Eastwind Church	125.00
Truline General Contracting	35.00
WV Treasury	28,307.55
TOTAL	**105,957.69**

Town Of Chesapeake
Balance Sheet
As of March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
American Rescue Act	145,961.75
Bonding Commitment	11,034.37
Change Drawer	157.05
Chesapeake Disposal Account	1,488.00
Chesapeake Fire Fee Account	25.00
Garbage & Sewer	2,225.16
GF City National Bank 3019	107,573.30
Opiod Fund Account	16,404.02
Petty Cash	125.00
Police Fund	25.00
Total Checking/Savings	285,018.65
Accounts Receivable	
Accounts Receivable	48,763.42
Total Accounts Receivable	48,763.42
Total Current Assets	333,782.07
Other Assets	
Deposit for Property Bids	7,590.00
Total Other Assets	7,590.00
TOTAL ASSETS	**341,372.07**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	120,193.34
Total Accounts Payable	120,193.34
Other Current Liabilities	
Bond from WV	11,034.37
Direct Deposit Liabilities	-412.72
Payroll Liabilities	10,606.32
Poca Valley Bank Loan Account	-27,714.31
Sewer Collection Account	-679.25
Total Other Current Liabilities	-7,165.59
Total Current Liabilities	113,027.75
Total Liabilities	113,027.75

Town Of Chesapeake
Balance Sheet
As of March 31, 2025

	Mar 31, 25
Equity	
Grant from County Commission	20,000.00
Opening Balance Equity	77,871.93
Retained Earnings	196,614.24
Net Income	-66,141.85
Total Equity	228,344.32
TOTAL LIABILITIES & EQUITY	**341,372.07**

Minutes

Meeting - Town Hall/Council Monthly Meeting

Town of Chesapeake - Meetings

Date	4/28/2025
Time	6:00 PM - 8:00 PM
Location	Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building
Present	Melissa Hill, Robin Taylor, Dr Lisa E Curry Memorial Building, Dona Lacy, David Lloyd, Wes Dillard, Katie Miller, Ron Petty, Andrew Roberts
Absent	Beth Minear, Craig Smith, Brian Bowen
Note Taker	Melissa Hill

Agenda

2025/M11-001 - FY2024-2026 - April 2025 - Town Hall / Council Meeting
Monthly Meeting - 4th Monday at 6:00 PM
Dr. Lisa E Curry Memorial Building Annex

2025/M11-002 - Call to Order
Meeting called to order

2025/M11-002.1 - Call to Order
Meeting Officially Called to Order by Presiding Officer - Mayor

2025/M11-002.2 - Prayer & Pledge of Allegiance
Prayer & Pledge of Allegiance

2025/M11-002.3 - Roll Call - Council - Quorum
- **David Lloyd - Council-at-Large**
- **Ron Petty - Council - Ward 1**
- **Dona Lacy - Council - Ward 1**
- **Wesley Dillard - Council - Ward 2**
- **Arianna McLoughlin - Council - Ward - 2**
- **Katie Miller - Council - Ward - 3**
- Craig Smith - Council - Ward – 3 (Absent)
- Recorder - Vacant
- **Melissa Hill, Mayor**

2025/M11-002.4 - Meeting Officially Called to Order
by Presiding Officer if Quorum = 5

2025/M11-003 - Approval - Agenda - Monthly Meeting
Council Reviews and approves the agenda for regularly scheduled, emergency, or special session meetings

2025/M11-004 - Approval of Meeting Minutes & March Financial Reports
Monthly, Special, and Emergency Session Meeting Minutes prior to this meeting

2025/M11-005 - Partner Introductions
In a **West Virginia municipal meeting**, **partner introductions** are a formal part of the agenda where the **Mayor, Council, or Presiding Officer introduces individuals or representatives** from agencies, organizations, or entities that the town or city is working with or may work with in the future. This section aligns with the **WV Open Meetings Act**, **Ethics requirements**, and **Robert's Rules of Order**, ensuring transparency, proper recognition, and decorum.

2025/M11-005.1 - Acknowledge All Partners
Acknowledge all partners in attendance
Thank you for your support

2025/M11-005.2 - Approval - Patrol Service - Kanawha County Sheriff's Department
Approval of Patrol Service by Kanawha County Sheriff's Department
Scheduled determined by Mayor in collaboration with Kanawha County Sheriff's Department

2025/M11-005.3 - Approval - Sign Contract - Patrol Services
Approval for Mayor to Sign Contract with Kanawha County Sheriff's Department to provide patrol services at $4,000 per month and not to exceed $50,000 without change request to Town Council.

2025/M11-006 - Reports - Recorder - Records Codification
in aiming for **transparency, accountability, and legal recordkeeping**. Presenting all municipal records to **Council and Citizens monthly** and having them **codified by Council action** is a strong best practice—**and aligns with both WV law and good governance principles**.
Here's how this concept fits within **West Virginia Municipal Law**, open meeting expectations, and council authority:

2025/M11-006.1 - Administrative Records - ADM
Review of Administrative Records for Month or if Special Session

2025/M11-006.2 - Financial Records & Reports - FIN
Review of Financial Records & Reports

2025/M11-006.3 - Legal Records - LGL
Review of Legal Records & Litigation Files

2025/M11-006.4 - Historical Records - HIS
Review of Reports, Studies, Photographs, and Videos

2025/M11-006.5 - Operational Records - OPS
Review of Maintenance Logs & Work Orders

2025/M11-007 - Old / Ongoing Business
In a **municipal meeting agenda** under **Old Ongoing Business**, items refer to issues, projects, or topics that have been discussed previously but have not yet been fully resolved. These issues require continued discussion, follow-up, or action.

2025/M11-007.1 - WV State Police Academy - 200th Basic Class invitation - McMillian
- Fitness Agility Test - Tuesday, April 29, 2025
- 200th Basic Class - Monday, May 5, 2025
- Congratulations!!! Douglas McMillian

2025/M11-007.2 - FY2025 - 2026 - Levy & Budget
Received - Conditional Approval

- General Fund
- Coal Severance Fund
- Explanation $500K Adjustment
- Explanation Recorder's Salary

2025/M11-007.3 - Update - WV DLAP - Demolition Program

- Ordinance Approved previously
- Round #1 - Launched in March
    - Contracts
        - Asbestos Testing - ASTAR Abatement & Insulation - In Progress
        - Abatement - TBD
        - Demolition - West Virginia Demolition Inc.

2025/M11-007.4 - Town of Chesapeake (WV) - Bowles Rice
- Jim Kelsh, Esq
    - Financial Review & Rates
    - IRS Debt Review
    - Forensic Accounting Review
    - Bank Signatures - three
    - Recorder role & position

2025/M11-007.5 - Project - 5G - Sewer - Update

- SSES - Sewer Survey - 2022 - 2024
    - Excludes Commercial Area
    - FY2024 - spike in flow numbers
    - Emergency Inflow areas identified - all not on SSES
    - Only had capacity to deal with Operations at this time
- Burgess & Niples - Contract
    - PER - Preliminary Engineer Report
    - Facilities Plan
    - Cost - $30,200
- How to move forward? Conduct Gap Analysis
    - Voltronics - Flexim Meters - can evaluate commercial area with mobile units
    - Burgess & Niple - Offered three approaches
- Funded - American Rescue Plan Act (ARPA) - $145K

2025/M11-007.6 - Project - 5G - Stormwater

- Thrasher
    - Helped with Emergency Sewer Inflow & Infiltration evaluation
- Proposal forthcoming for original Stormwater Evaluation

2025/M11-008 - New Business

New Business refers to matters, issues, or proposals that are being brought up for the first time for council discussion or action.

2025/M11-009 - Public Comments

Public Comments in municipal meetings refer to the portion of a meeting where members of the public are given the opportunity to address the governing body (e.g., City Council, Board of Aldermen, etc.) regarding matters of public interest, typically those on the meeting agenda or general community concerns. Public comments are a fundamental part of ensuring that the voices of citizens are heard in the decision-making process and that government actions remain transparent and accountable.

2025/M11-010 - Council Comments

Council Member Comments refer to the section of a municipal meeting where members of the governing body (such as the Town or City Council) are provided the opportunity to share their thoughts, updates, concerns, or reflections on various matters. This section typically occurs after public comment and before adjournment. It allows the governing body to engage in communication with one another and provide feedback on issues within the community.

2025/M11-011 - Announcements

Announcements in a municipal council meeting provide an opportunity for the Chairperson or Council Members to share important information with the public and fellow Council Members. This section typically includes reminders about upcoming events, special community initiatives, or notifications about upcoming meetings or deadlines. Announcements should be brief, informative, and relevant to the community, aligning with the guidelines of the **West Virginia Open Meetings Act**, **Ethics**, and **Roberts Rules of Order**.

2025/M11-012 - Adjournment

Adjournment marks the official end of a municipal council meeting. This section provides a formal conclusion to the proceedings, ensuring that all business has been addressed and that the meeting is concluded in an orderly manner. It is the final step in the meeting process, following any remaining agenda items such as public comments, discussions, and votes.