Minutes

Meeting - Town Hall/Council Monthly Meeting

Town of Chesapeake - Meetings

Date	5/27/2025
Time	6:00 PM - 8:00 PM
Location	Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building
Present	**Nathaniel Hale, William Bennett, Douglas McMillan**, **James Kelsh**, **Natalie Thomas**, **Melissa Hill, Dona Lacy, Ron Petty, Wes Dillard**, Katie Miller, Craig Smith, **David Lloyd, Arianna McLaughlin**, Dr Lisa E Curry Memorial Building
Absent	Katie Miller, Craig Smith
Note Taker	Melissa Hill

Agenda

2025/M15-001 - Monthly Meeting Town Hall/Council

2025/M15-002 - Call to Order

2025/M15-002.1 - Prayer & Pledge of Allegiance

2025/M15-002.2 - Roll Call - Council - Quorum

The roll call was conducted, confirming the presence of council members David Lloyd, Ron Petty, Dona Lacy, Wesley Dillard, Arianna McLoughlin, Katie Miller, Craig Smith, and Mayor Melissa Hill. It was noted that the Recorder position remains vacant. With a quorum of five members confirmed, the meeting was officially called to order.

2025/M15-002.3 - Meeting Officially Called to Order

Mayor Melissa Hill officially called the meeting to order after confirming a quorum. She instructed the council to review the agenda, noting three amendments highlighted in yellow. These amendments included the addition of the next town council meeting date, budget revision, and a discussion on property gifts related to demolition

2025/M15-003 - Approval - Agenda

The council reviewed the amended agenda, which included three new items: the next town council meeting date, budget revision, and property gifts related to demolition.

Motion: 1st Dona Lacy and 2nd David Lloyd. The motion passed unanimously, allowing the meeting to proceed with the revised agenda.

2025/M15-004 - Approval of Meeting Minutes

Motion: 1st Ron Petty and 2nd by David Lloyd. The motion was carried unanimously.

2025/M15-005 - Approval - Financial Statements - April

The financial statements for April were presented, highlighting a profit of $45,807. The profit resulted from the shared services approach between the town and the sanitary board, which included labor cost reallocation. The council discussed the correction of a negative line under the Volunteer Fire Department, the use of opioid funds for police department radios, and the various sources of income, including B&O tax and utility municipal tax.

Motion: 1st Ron Petty and 2nd by David Lloyd. The motion was carried unanimously.

2025/M15-006 - Old Business

The council discussed several ongoing matters under old business. The contract with Bowles Rice and City Attorney James Kelsh was signed, and the council acknowledged the need to address numerous legal issues from previous administrations. The council also discussed the resolution with the Kanawha County Sheriff's Department for patrol services, noting that it was under review by the county prosecutor. The mayor expressed gratitude for the sheriff's department's increased presence and enforcement in the town. Additionally, the council discussed the upcoming meeting with Municode for ordinance recodification and the progress on the ordinance for the town treasurer position. The council agreed on the importance of closing out legal issues to avoid passing them on to future administrations.

2025/M15-006.1 - Contract - Bowles Rice - James Kelsh, Esq. City Attorney - Signed

Participated: James Kelsh, Esq.

The contract with Bowles Rice and City Attorney James Kelsh was signed. The council acknowledged the need to address numerous legal issues from previous administrations.

2025/M15-006.2 - Resolution - Kanawha County Sheriff's Department - Patrol Services - County Attorney Review - Amended

Participated: James Kelsh, Esq.

The council discussed the resolution for part-time patrol services by the Kanawha County Sheriff's Department. The resolution was currently under review by the county prosecutor. The mayor expressed appreciation for the sheriff's department's efforts in the town, noting increased enforcement and positive feedback from residents. The council planned to send a thank-you note to the sheriff's department for their services.

2025/M15-006.3 - Update - Municode - Ordinance Recodification - In Progress

Participated: James Kelsh, Esq.

The council scheduled a meeting in June to review the progress on the ordinance recodification with Municode. Natalie Thomas from Bowles Rice, who specializes in municipalities and public service districts, was introduced and will assist with the recodification process. The council welcomed her and looked forward to working together on this initiative.

2025/M15-006.4 - Ordinance - Town Treasurer - In Progress

Participated: James Kelsh, Esq.

The council discussed the ordinance to establish a town treasurer position. The resolution to amend the charter and specify the roles of the recorder and treasurer will be presented at the June 23rd meeting. The council acknowledged the increasing demands of financial management and the need for a higher treasurer position, ideally a CPA or someone with financial expertise. The council agreed to start looking for suitable candidates parallel to finalizing the ordinance.

2025/M15-006.5 - Resolution - Recorder Role - Corrective Action - Discussion No Review

The council continued discussions on the corrective action plan for the recorder role. The mayor emphasized the need for transparency and consistency in the role's deliverables. The council reviewed the financial process documentation and acknowledged the importance of the recorder's role in maintaining financial soundness. The council planned to keep this item open for further review and input from council members.

2025/M15-006.6 - Resolution - WV Sober Living - Peer Recovery Services - In Review

Participated: James Kelsh, Esq.

The council discussed the memorandum of understanding (MOU) with WV Sober Living for peer recovery services. Given the current contract with the Kanawha County Sheriff's Department, the council decided to hold off on the MOU and reconsider its structure and implementation. The council acknowledged the need for a clear authority structure and coordination with law enforcement. The mayor planned to communicate with the sheriff's department to explore potential collaboration.

2025/M15-006.7 - Resolution - Police Cars - Charger & Taurus - In Progress

The council discussed the resolution to scrap the Dodge Charger and Ford Taurus police cars, which were deemed unserviceable due to recalls and mold issues. The vehicles had significant problems, including a leaking windshield in the Charger and the Taurus being at the end of its life. The council planned to advertise for sealed bids for the vehicles' disposal in the next month.

2025/M15-006.8 - RFQ - Assessment - IT Service Management (ITSM) - In Progress

The council reviewed the progress on the RFQ for IT Service Management, which aims to integrate and monitor various town facilities and infrastructure. The project aligns with cybersecurity requirements and aims to make the town a Smart City. The council had not yet received three quotes but was close to securing a second one.

2025/M15-006.9 - Status - Civil Action No. 15-C-2055 - Town of Chesapeake (WV) - 2015 Discharge

Participated: James Kelsh, Esq.

The council discussed the status of Civil Action No. 15-C-2055 regarding a 2015 discharge incident at Lift Station One. The council received inspection information from the DEP and planned to review the litigation history and compliance status. Legal counsel was tasked with reviewing the documentation to ensure the town meets compliance requirements.

2025/M15-006.10 - Code Enforcement - Report

Andrew Roberts and William Bennett provided a code enforcement report, detailing the condemnation and boarding up of six houses. The council discussed the process for asbestos testing, abatement, and demolition, including the use of state contractors and bidding requirements. The council emphasized the importance of following legal procedures and ensuring transparency in the code enforcement process.

2025/M15-006.11 - Property Acquisition - Deed Recorded

The council discussed the acquisition of 12115 MacCorkle Ave, which includes five mobile home lots. The council confirmed the deed and title for one mobile home and planned to identify the owner of a second mobile home on the property. Additionally, the council discussed the eviction process for tenants on a month-to-month lease at the newly acquired property. It was clarified that there are no official lease agreements with the remaining mobile homeowners.

Motion: 1st David Lloyd and 2nd by Ron Petty and passed unanimously. Officially record the property and mobile home assets of the town

Motion: 1st David Lloyd and 2nd by Dona Lacy. The motion was carried unanimously. Demolition mobile home

2025/M15-006.12 - Acquisition - Mobile Home - Recorded

The council discussed the recording of the DMV title for the mobile home at 12106 Venable Ave, which has already been completed and listed as an asset of the town. No further action was needed on this matter as it was already addressed in a previous meeting.

2025/M15-006.13 - FY 2024 Budget Revision - Due June 13, 2025 - Amended

The council discussed the need for a special session to address the FY 2025 Budget Revision, FY 2025 Coal Severance Budget Correction, FY 2026 Budget Correction, and FY 2026 Coal Severance Budget Correction. Various dates were considered, and it was decided that the meeting would be held on June 11, 2025, at 5:30 PM.

2025/M15-007 - 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/M15-007.1 - Withdrawal - Counsel Beth Minear

The council acknowledged the withdrawal of Counsel Beth Minear, effective May 6, 2025. The substitution of counsel to WV PSC was completed on the same day.

2025/M15-007.2 - Sewer System Inspection – Friday, May 16, 2025

The council reviewed the findings of a sewer system inspection conducted by WV DEP Inspectors Morgan L. Agee and Mandie Simpson on May 16, 2025. It was noted that the inspection outcomes would take two to three months to be written up and submitted. In the meantime, the renewal of the sewer system permit, which occurs every five years, was discussed. Isaac Fadega from Burgess and Niple assisted with the application, and it is currently under review until the end of June.

2025/M15-007.3 - Condemn & Demolition - Town Property - Kanawha Ave

The council discussed the condemnation and demolition of the property at 11437 Kanawha Ave, acquired by the previous administration for moving Lift Station #1. A motion was made to proceed with the condemnation, allowing the mayor to sign the right of entry and approve the letter of condemnation.

Motion: 1st Dona Lacy and 2nd David Lloyd and passed unanimously.

2025/M15-007.4 - Condemn & Demolition - Mobile Home - Venable Ave

The council addressed the condemnation and demolition of the mobile home located at 12106 Venable Ave, which was acquired along with the property at 12115 MacCorkle Ave. The mobile home was deemed not habitable and considered a biohazard due to potential drug use and an overdose incident.

Motion: 1st David Lloyd and 2nd by Ron Petty to proceed with the demolition. The motion passed unanimously.

2025/M15-007.5 - Facility Assessment - Town of Chesapeake (WV) - Playground

Participated: William Bennett, Ron Petty

The council discussed the condition of the town's only playground, located in Ward 3 on Kanawha Ave. The playground equipment was found to be outdated and unsafe, with issues such as broken slides, dangerous swing sets, and a storm drain with no proper fencing. The playground has also been a site for vandalism and homeless encampments. The previous administration had purchased $5,000 worth of basketball uprights, but the current administration believes the entire playground needs an overhaul. The council agreed to explore options, including acquiring adjacent properties, seeking grant funds, and consulting with playground construction companies.

2025/M15-007.6 - Funding Applications Submitted

The mayor informed the council about multiple funding applications submitted to support key infrastructure and community development priorities. Specific project details were withheld pending funding decisions. The mayor emphasized the importance of applying for grants even with short submission windows to ensure the town secures necessary funding for various projects.

2025/M15-007.7 - Property Acquisition - Gift(s) - Amended

The council discussed the possibility of multiple businesses donating properties to the town instead of absorbing demolition costs. The Town of Chesapeake Planning Commission will evaluate the feasibility of each property. Legal advice will be sought from Jim Kelsh, Esq., to ensure proper handling of these property donations.

2025/M15-008 - Public Comments

Public comments were addressed, focusing on the issue of an open dump on commercial property. The property owner has not complied with cleanup requirements, resulting in a state-level intervention by the DEP. The town does not have jurisdiction over open dumps, and the council discussed potential actions to address the situation, including reporting the property as an open dump to the DEP and enforcing high grass and vehicle registration ordinances.

2025/M15-009 - Council Comments

Council members shared their thoughts on the current administration's efforts to ensure compliance with federal, state, and local regulations. The need for council training, effective governance, and community engagement was emphasized. The council discussed the possibility of restructuring the council and wards to ensure effective meetings and representation.

2025/M15-010 - Announcements

The council acknowledged the passing of former recorder Greg Hendricks and Mrs. Priddy. The mayor encouraged council members to stay engaged with their emails and community, and to participate in upcoming training sessions.

2025/M15-011 - Next Town Hall/Council Meeting - June 23, 2025 - Amended

The next Town Hall/Council Meeting is scheduled for June 23, 2025, which is the 4th Monday of June and marks the end of the fiscal year.

2025/M15-012 - Adjournment

The meeting was officially adjourned following a

Motion: 1st David Lloyd and 2nd Dona Lacy. The motion passed unanimously, concluding the proceedings.

Tuesday

27

May 2025

Meeting - Town Hall/Council Monthly Meeting

6:00 PM - 8:00 PM

Town of Chesapeake - Meetings Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building

Agenda

2025/M15-001 | Monthly Meeting Town Hall/Council

- For Information

2025/M15-002 | Call to Order

Call to Order

- For Information

2025/M15-002.1 | Prayer & Pledge of Allegiance

Prayer & Pledge of Allegiance

- For Discussion

2025/M15-002.2 | 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
- Recorder - Vacant
- Melissa Hill, Mayor

- For Decision

2025/M15-002.3 | Meeting Officially Called to Order

by Presiding Officer

- For Decision

2025/M15-003 | Approval - Agenda

Council Reviews and approves the agenda for regularly scheduled, emergency, or special session meetings

2025/M15-004 | Approval of Meeting Minutes

Special Session - Will review at next regularly scheduled meeting

- For Information 2

2025/M15-005 | Approval - Financial Statements - April

Approval of previous month financial statements

- For Decision 1

2025/M15-006 | Old Business

Contracts and Resolutions Review
According to W. Va. Code § 6-9A-4(b)(9), a governing body may hold an executive session to consider matters involving or affecting the purchase, sale, or lease of property, advance construction planning, the investment of public funds, or other matters involving commercial competition, which, if made public, might adversely affect the financial or other interest of the state or any political subdivision.

- For Information

2025/M15-006.1 | Contract - Bowles Rice - James Kelsh, Esq. City Attorney - Signed

jkelsh@bowlesrice.c...
Melissa Hill

Engaged - James Kelsh, Esq. as City Attorney of the Town of Chesapeake (WV) and Bowles Rice legal services

- For Information

2025/M15-006.2 | Resolution - Kanawha County Sheriff's Department - Patrol Services - Signed

jkelsh@bowlesrice.c...
Melissa Hill

As discussed in the previous meeting - Kanawha County Sheriff's Department providing Patrol Services part-time in the Town of Chesapeake (WV).
Motion to Sign MOU and Resolution

- For Information

2025/M15-006.3 | Update - Municode - Ordinance Recodification - In Progress

jkelsh@bowlesrice.c...
Melissa Hill

June Review - Municode, Bowles Rice, McMillan, & Mayor

- For Information

2025/M15-006.4 | Ordinance - Town Treasurer - In Progress

jkelsh@bowlesrice.c...
Melissa Hill

A Treasurer - Custodian of the Financials for Town of Chesapeake (WV) and City of Chesapeake (WV) Sanitary Board. Providing Forensic Accounting Services to resolve errors, omissions, and negative balance from previous Administration.

- For Information

2025/M15-006.5 | Resolution - Recorder Role - Corrective Action - Discussion No Review

Melissa Hill

Due to the instability of the Recorder Role during the current and previous three Administrations the Town needs to acknowledge, approve a corrective action plan, and execute accordingly to better understand the position and ensure compliance.

- For Discussion

2025/M15-006.6 | Resolution - WV Sober Living - Peer Recovery Services - In Review

jkelsh@bowlesrice.c...
Melissa Hill

Provide outreach and peer recovery services in the Town of Chesapeake (WV)
Resources for Public Safety as needed
Motion - Sign Resolution & MOU

- For Information

2025/M15-006.7 | Resolution - Police Cars - Charger & Taurus - In Progress

Douglas McMillan
Melissa Hill

Need to scrap Dodge Charger - recalls didn't keep up and full of mold - windshield leaked when acquired.
Same for Ford Taurus - older vehicle is at end of life
Motion - Strip the vehicles and call Tow Truck Company to scrap

- For Information

2025/M15-006.8 | RFQ - Assessment - IT Service Management (ITSM) - In Progress

Melissa Hill

IT Service Management - 13+ Software Solutions - IT Infrastructure that must be integrated to monitor, control, and ensure the safety: Town Hall,

City Yard, Lift Station #1, Lift Station #2, Lift Station #3, Lift Station #4, and Lift Station #5. Playground, Annex, and all properties and facilities. How do we use the data and integrate all systems and make it easy for personnel to learn and use daily. Becoming a Smart City - using this approach enables us to align with current. Aligns with Cybersecurity requirements.
Motion - Approve - Three Quotes

- For Information

2025/M15-006.9 | Status - Civil Action No. 15-C-2055 - Town of Chesapeake (WV) - 2015 Discharge

jkelsh@bowlesrice.c...
Melissa Hill

Tod J. Kaufman, Judge – Scott G. Mandirola, Director, Division of Water and Waste Management, West Virginia Department of Environmental Protection, Plaintiff v. Town of Chesapeake, Defendant

- For Discussion

2025/M15-006.10 | Code Enforcement - Report

Andrew Roberts
Melissa Hill

WV DLAP
High Grass

- For Discussion

2025/M15-006.11 | Property Acquisition - Deed Recorded

Melissa Hill

12115 MacCorkle Ave Chesapeake, WV 25315
5 Mobile Home Lots - Closed 3/31/2025
Refused Lot Rent - Two Renters
Motion: Receive the Final Recording as Town of Chesapeake (WV) Property
Motion: Serve Eviction Notices to Lot Renters

- For Decision

2025/M15-006.12 | Acquisition - Mobile Home - Recorded

Melissa Hill

Motion to Record - Acquisition and Ownership of Mobile Home at 12106 Venable Ave
DMV Title - Recorded

- For Decision

2025/M15-007 | New Business

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

- For Information

2025/M15-007.1 | Withdrawal - Counsel Beth Minear

Melissa Hill

Acknowledge - Received 5/6/2025 - 7:49 AM
Substitution of Counsel to WV PSC - Complete - 5/6/2025

- For Information

2025/M15-007.2 | Sewer System Inspection – Friday, May 16, 2025

Melissa Hill

Conducted by WV DEP Inspectors Morgan L. Agee and Mandie Simpson
Review of inspection findings and follow-up requirements

- For Information

2025/M15-007.3 | Condemn & Demolition - Town Property - Kanawha Ave

Melissa Hill

Motion to Demolition - 11437 Kanawha Ave
Original acquisition for moving Lift Station #1 off the edge of the property

- For Decision

2025/M15-007.4 | Condemn & Demolition - Mobile Home - Venable Ave

Melissa Hill

Acquired with Property Acquisition at 12115 MacCorkle Ave Chesapeake WV 25315
Not habitable - 12106 Venable Ave Chesapeake WV 25315

- For Decision

2025/M15-007.5 | Facility Assessment - Town of Chesapeake (WV) - Playground

William Bennett
Ron Petty

Kanawha Ave & 116th St.
$5,000 - Basketball Uprights

- For Discussion

2025/M15-007.6 | Funding Applications Submitted

Melissa Hill

The Mayor has submitted multiple applications for funding to support key infrastructure and community development priorities. Specific project details are withheld pending funding decisions to ensure the integrity of

ongoing efforts. Many applications have a window for submission that falls before the next Town Hall Meeting.

- For Discussion

2025/M15-008 | 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.

- For Information

2025/M15-009 | 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.

- For Information

2025/M15-010 | 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**.

- For Information

2025/M15-011 | 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.

- For Decision