Special Session - Town Hall / Council Meeting

Town of Chesapeake - Meetings

Date	6/11/2025
Time	5:30 PM - 6:30 PM
Location	Dr. Lisa E. Curry Memorial Building Annex

Agenda

1 - Special Session - Town Hall / Council - FY2025 Budget Revision, Recorder, & Updates *For Information*

Purpose of this meeting is to approve a final revision of the current year FY 2024-2025 General and Coal Severance Funds for the Town of Chesapeake (WV). We will also consider swearing in Douglas McMillan as Town Recorder and receive an update on the status of the 1989 Agreement with Town of Marmet (WV).

2 - Call to Order *For Information*

This meeting is being called to order to make decisions and discuss topics that could not be covered in the May 2025 Meeting and cannot wait until June 2025.

2.1 - Call to Order *For Decision*

Meeting Officially Called to Order by Presiding Officer - Mayor

2.2 - Prayer & Pledge of Allegiance *For Discussion*

William Bennett

Prayer & Pledge of Allegiance

2.3 - Roll Call - Council - Quorum *For Decision*

Melissa Hill

- 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

2.4 - Meeting Officially Called to Order *For Decision*

by Presiding Officer

3 - Approval - Agenda - Special Session

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

4 - Approval of Meeting Minutes - N/A *For Information*
Melissa Hill

Regularly Scheduled Meetings - Will be presented at the next meeting - May 2025

5 - Old / Ongoing Business *For Information*

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.

5.1 - Appointment - Recorder - Douglas McMillan *For Decision*

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**.

Motion: Douglas McMillan, Recorder
Swearing In

5.2 - Approval - FY20024-2025 General Fund Budget Revision *For Decision*

Final Budget revision due June 13, 2025
Motion: Budget Revision
Motion: Sign Budget Revision Resolution

5.3 - Approval - FY2024-2025 - Coal Severance Fund Budget *For Decision*

Error not submitting a separate Coal Severance Budget for FY2024-2025
Motion: Coal Severance Fund Budget Submission

9 - Announcements *For Information*

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**.

10 - Next Town Hall / Council Meeting - 4th Monday, June 23, 2025 *For Information*

Next official Town Hall / Council Meeting is the 4th Monday, June 23, 2025 at 6:00 PM - Dr. Lisa E. Curry Memorial Building - Annex.

11 - Adjournment *For Decision*

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.

5.4 - Update - 1989 Agreement - Town of Marmet *For Decision*
jkelsh@bowlesrice.com

WV PSC Filing - 1989 Agreement with Town of Marmet WV

"An executive session may be called pursuant to W. Va. Code § 6-9A-4(b)(7) to discuss legal matters and potential or pending litigation relating to municipal business with legal counsel."

Motion: Accept the response to WV PSC

6 - New Business *For Information*

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

6.1 - Consideration - Move Sanitary Board Meeting - 4th Monday *For Discussion*

Consider Moving the Sanitary Board Meeting to same day as Town Hall / Council Meeting as it was before changing the Town Hall / Council Meeting to 4th Monday. One day of Meetings and an extra week to Administer and prepare.

7 - Public Comments *For Information*

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, 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.

8 - Council Comments *For Information*

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.

MUNICIPALITY OF CHESAPEAKE, WEST VIRGINIA
FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025

Account Number		01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues 2024 - 2025	Revised Budget
295		Nonspendable Fund Balance	0	0
296		Restricted Fund Balance	0	186,928
297		Committed Fund Balance	0	11,034
298		Assigned Fund Balance	0	68,603
299		Unassigned Fund Balance	266,449	266,449
301	01	Property Taxes - Current Expense (Linked to Rate & Levy Tab)	108,032	108,032
301	02-05	Prior Year Taxes		0
301	06	Supplemental Taxes	0	0
301	07	Tax Loss Restoration	0	0
301	90	Property Taxes - Excess Levy (Linked to Excess Levy Tab)	0	0
301	91	Property Taxes - Excess Levy (Linked to Excess Levy Tab)	0	0
301	92	Property Taxes - Excess Levy (Linked to Excess Levy Tab)	0	0
301	93	Property Taxes - Bond Levy (Linked to Bond Levy Tab)	0	0
302		Tax Penalties, Interest & Publication Fees	0	0
303		Gas and Oil Severance Tax (Expenditures must be listed on "Expenditures" tab, Cell Reference **D639 : D644**)	27,293	4,914
304		Excise Tax on Utilities	47,591	91,246
305		Business and Occupation Tax	115,114	128,551
306		Wine & Liquor Tax	250	250
307		Animal Control Tax	0	0
308		Hotel Occupancy Tax		0
309		Amusement Tax		0
311		Insurance Premium Surtax		0
312		Motor Vehicle Operator's Tax		0
313		Horse and Dog Racing Tax		0
314		Sales Tax		0
320		Fines, Fees & Court Costs	3,001	710
321		Parking Violations		0
322		Regional Jail Operations Partial Reimbursement		0
325		Licenses	230	305
326		Building Permit Fees	629	550
327		Miscellaneous Permits	160	35
328		Franchise Fees		0
329		Inspection, Dilapidated Building, & Vacant Property Fees		0
330		IRP Fees (Interstate Registration Plan)	136,535	139,268
332		Employee Health Insurance Premium Charges		0
333		Retirees' Medical Insurance Charges		0
334		Retirees' Prescription Insurance Charges		0
335		Private Liquor Club Fee		0
336		Cemetery Revenues		0
337		Dog Pound Fees		0
338		Emergency Communication Fee		0
339		Emergency Service Fee		0
340		Parks & Recreation (At least 85% should be allocated to Acct. #900, 904, 908, 915)		0

MUNICIPALITY OF CHESAPEAKE, WEST VIRGINIA
FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025

Account Number		01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues 2024 - 2025	Revised Budget
341		Municipal Service Fees	109,569	95,533
342		Parking Meter Revenues		0
343		Off Street Parking		0
344		Collection of Delinquent Accounts		0
345		Rents, Royalties, and Concessions	2,340	900
346		Airport Revenues		0
347		Jail Fees		0
348		Special Assessments		0
350		Refuse Collection (At least 85% should be allocated to Accts.#800 and/or #801)	7,401	550
351		Police Protection Fees (At least 85% should be allocated to Acct. #700)	28,318	4,577
352		Fire Protection Fees (At least 85% should be allocated to Acct. #706)	26,024	4,093
353		Planning Commission Revenue		0
354		Landfill / Incinerator Fees		0
355		Street Fees (At least 85% should be allocated to Acct. #750)		0
357		Housing Program Revenues		0
358		Civic Center / Coliseum		0
359		Floodwall Fees		0
361		Charges for Services		0
362		Charges to Other Entities		0
363		Ambulance Fees		0
365		Federal Government Grants	0	0
366		State Government Grants	0	260,000
367		Other Grants		0
368		Contributions from Other Entities		5,000
369		Contributions from other Funds (provide details on 'Explanations' tab)	175,640	0
370		Charges to Other Funds		0
371		Payment in Lieu of Taxes		0
372		Federal Payment in Lieu of Taxes		0
373		Flood Reimbursement		0
374		Payroll Reimbursements		0
375		Transfers from Rainy Day Fund		0
376		Gaming Income	361	361
377		Capital Lease Revenues		0
378		Municipal Specific - (provide details on 'Explanations' tab)	0	0
379		Gain/Loss on Sale of Fixed Assets		0
380		Interest Earned on Investments		0
381		Reimbursements (provide details on 'Explanations' tab)		0
382		Refunds and Rebates (provide details on 'Explanations' tab)		0
383		Sale of Fixed Assets		0
384		Sale of Materials		0
385		Commissions		0
386		Insurance Claims		0
387		Filing Fees		0
388		Library Fees		0

MUNICIPALITY OF CHESAPEAKE, WEST VIRGINIA
FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025

Account Number		01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues 2024 - 2025	Revised Budget
389		Accident Reports	25	25
390		Bingo Revenues		0
391		Recycling Program	1,340	1,275
392		Property Rehabilitation		0
393		Interest on Special Assessments		0
394		Confiscated Property, Forfeiture/Seizure		0
395		Employees Retirement Contribution (Police & Fire)		0
396		Fair Market Value		0
397		Video Lottery (LVL)	15,996	14,592
398		Proceeds from Sale of Bonds		0
399		Miscellaneous Revenues (provide details on 'Explanations' tab)		789
01		**Grand Total - General Fund Revenues**	**1,072,298**	**1,394,570**

MUNICIPALITY OF CHESAPEAKE, WEST VIRGINIA
FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025

Expenditures		General Fund		Coal Severance Fund	
		General Budget 2024 - 2025	Revised Budget	Coal Budget 2024 - 2025	Revised Budget
GENERAL GOVERNMENT #401 - 699					
402	Economic Development		0		0
403	Federal Grants		0		0
404	State Grants		0		0
405	Zoning Board		0		0
406	Consumer Protection		0		0
407	Civil Service		0		0
408	Insurance Program (Self Insured)		0		0
409	Mayor's Office	9,734	9,734	0	0
410	City Council	9,092	10,092	0	0
411	Recorder's Office	25,000	6,259	0	0
412	City Manager's Office	0	0	0	0
413	Treasurer's Office	0	0	0	0
414	Finance Office	0	0	0	0
415	City Clerk's Office	34,320	34,320	0	0
416	Police Judge's Office	5,000	0		0
417	City Attorney	50,000	25,000		0
418	City Auditor	20,000	0	3,074	0
419	Main Street Program		0		0
420	Engineering		0		0
421	Community Development (Housing)		0		0
422	Personnel Office		0		0
423	Purchasing Department		0		0
424	Contributions to Comms/Authorities		0		0
425	Enforcement Agency		0		0
426	Litigation Reserve		0		0
427	Rehabilitation of Property		0		0
428	Acquisition of Property		0		16,000
429	Clearance		0		0
430	Program Planning		0		0
431	Printing	10,000	0		0
432	Other Grants		0		0
433	Custodial		0		0
434	Housing Authority		0		0
435	Regional Development Authority	2,000	0		0
436	Building Inspection	25,000	0		0
437	Planning & Zoning		0		0
438	Elections		0		0
439	Data Processing		0		0

MUNICIPALITY OF CHESAPEAKE, WEST VIRGINIA
FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025

Expenditures		General Fund		Coal Severance Fund	
		General Budget 2024 - 2025	Revised Budget	Coal Budget 2024 - 2025	Revised Budget
440	City Hall	329,202	329,202		0
441	Other buildings		0		0
442	Internal Audit		0		0
443	Charter Board		0		0
444	Contributions / Transfers to Other Funds		0		0
445	Worthless Checks / Bad Debt Expense		0		0
500	Other Buildings #2		0		0
501	Employee Wellness		0		0
565	Electrical Services	5,000	0		0
566	Public Works Department		0		0
567	Public Grounds	15,000	0		0
568	Complaint Department		0		0
569	Local Government Access Channel		0		0
570	Energy Savings Contract		0		0
571	Parking		0		0
590	Market House		0		0
698	Transfers/Reimbursements		0		0
699	**Contingencies** (CAN NOT EXCEED 10% OF TOTAL BUDGET)		0		0
	TOTAL GENERAL GOVERNMENT	**539,348**	**414,607**	**3,074**	**16,000**

MUNICIPALITY OF CHESAPEAKE, WEST VIRGINIA
FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025

Expenditures		General Fund		Coal Severance Fund	
		General Budget 2024 - 2025	Revised Budget	Coal Budget 2024 - 2025	Revised Budget
PUBLIC SAFETY #700 - 749					
700	Police Department	170,150	53,756	0	0
701	DARE Grant		0		0
702	COPS Grants		0		0
703	Investigative Services & Control	25,000	25,000		0
704	Police-Special Duty		0		0
705	Regional Jail		0		0
706	Fire Department	25,000	25,361		0
707	Dog Warden/Humane Society		3,000		0
708	Watershed Project		0		0
709	Ambulance Authority		0		0
710	Dams & Dredging		0		0
711	Communication Center/Central Dispatch		0		0
712	Traffic Engineering		0		0
713	Civil Defense		0		0
714	Flood Control/ Soil Conservation		0		0
715	Fire Hydrants	1,800	1,800		0
716	Emergency Services	0	0	0	0
717	Juvenile Justice Diversion Program		0		0
718	Drug & Violent Crime Control Grant		0		0
719	Local Law Enforcement Block Grant		0		0
720	Local Law Enforcement Block Grant		0		0
721	Local Law Enforcement Block Grant		0		0
722	Local Law Enforcement Block Grant		0		0
723	Local Law Enforcement Block Grant		0		0
724	Fire Fee Distribution		0		0
	TOTAL PUBLIC SAFETY	**221,950**	**108,917**	**0**	**0**

MUNICIPALITY OF CHESAPEAKE, WEST VIRGINIA
FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025

Expenditures		General Fund		Coal Severance Fund	
		General Budget 2024 - 2025	Revised Budget	Coal Budget 2024 - 2025	Revised Budget
STREET AND TRANSPORTATION #750-799					
750	Streets and Highways	3,000	0	0	0
751	Street Lights	36,000	25,000		0
752	Signs and Signals	20,000	200		0
753	Snow Removal	4,000	0		0
754	Central Garage		0		0
755	Street Construction		0		0
756	Street Cleaning	10,000	0		0
757	Sidewalks		0		0
758	Airports		0		0
759	Public Transit		0		0
760	Port Authority		0		0
761	Grants - Street and Transportation		0		0
	TOTAL STREET & TRANSPORT.	**73,000**	**25,200**	**0**	**0**
HEALTH & SANITATION #800 - 899					
800	Garbage Department	100,000	211,000	0	0
801	Landfill/Incinerator Department	50,000	50,000		
802	Recycling Center		0		0
803	Local Health Department		0		0
804	Other Health Program		0		0
805	Storm Sewer		0		0
806	Water & Sewer		0		0
807	Sewer - Source of Supply		0		0
808	Water - Source of Supply		0		0
809	Grants - Health and Sanitation		0		0
	TOTAL HEALTH & SANITATION	**150,000**	**261,000**	**0**	**0**

MUNICIPALITY OF CHESAPEAKE, WEST VIRGINIA
FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025

Expenditures		General Fund		Coal Severance Fund	
		General Budget 2024 - 2025	Revised Budget	Coal Budget 2024 - 2025	Revised Budget
CULTURE & RECREATION #900 - 949					
900	Parks & Recreation	0	0	0	0
901	Visitors Bureau		0		0
902	Travel Council		0		0
903	Fair Associations/Festivals	20,000	0		0
904	Swimming Pools	0	0	0	0
905	Community Center		0		0
906	Arts & Humanities		0		0
907	Youth Program		0		0
908	Playgrounds	13,000	17,989		0
909	Museum Commission		0		0
910	Civic Center - Municipal Auditorium		0		0
911	Historical Commission		0		0
912	Civic Promotions		0		0
913	4-H Camp		0		0
914	Rails to Trails		0		0
915	Ice Arena		0		0
916	Library		0		0
917	Law Library		0		0
918	Golf Course		0		0
919	Stadium		0		0
920	Grants - Culture and Recreation		0		0
TOTAL CULTURE & RECREATION		**33,000**	**17,989**	**0**	**0**

MUNICIPALITY OF CHESAPEAKE, WEST VIRGINIA
FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025

Expenditures		General Fund		Coal Severance Fund	
		General Budget 2024 - 2025	Revised Budget	Coal Budget 2024 - 2025	Revised Budget
SOCIAL SERVICES #950 - 959					
950	Beautification Programs	20,000	0		0
951	Aging Program (Senior Citizens)	10,000	9,951	6,476	0
952	Cemeteries		0		0
953	Social Services		0		0
954	Human Rights / Affirmative Action		0		0
955	Human Resources	25,000	0		0
956	Community Council		0		0
957	Bingo Expenses		0		0
958	Grants - Social Services		260,000		0
	TOTAL SOCIAL SERVICES	**55,000**	**269,951**	**6,476**	**0**
CAPITAL PROJECTS #960 - 999					0
975	General Government		0		0
976	Public Safety		0		0
977	Street and Transportation		0		0
978	Health and Sanitation		296,906		808
979	Culture and Recreation		0		
980	Social Services		0		0
	TOTAL CAPITAL PROJECTS	**0**	**296,906**	**0**	**808**
Total Expenditures		1,072,298	1,394,570	9,550	16,808

	Amount of Appropriation 2024 - 2025	Expenditure Account Number
POLICEMEN'S PENSION FUND		
FIREMEN'S PENSION FUND		
AUDIT COSTS	23,074	418

MUNICIPALITY OF CHESAPEAKE, WEST VIRGINIA
FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025

Account Number		02 COAL SEVERANCE TAX FUND REVENUE SUMMARY	Budgeted Revenues 2024 - 2025	Approved Revisions
298		Assigned Fund Balance	6,476	12,266
310		Coal Severance Tax	3,074	4,542
380		Interest Earned on Investment		0
381		Reimbursements		0
382		Refunds		0
02		**Grand Total - Coal Severance Tax Fund Revenues**	**9,550**	**16,808**