12404 MacCorkle Avenue
Chesapeake, WV 25315
Phone: 304-949-1496
Email: townhall@chesapeakewv.gov
Website: https://chesapeake.wv.gov

Transparency
Respect
Winning

Meeting Minutes

City of Chesapeake (WV) Sanitary Board
June 17, 2025 – 6:00 PM
Dr. Lisa E. Curry Memorial Building

- Melissa Hill called the meeting to order at 6:08 PM, followed by a roll call that confirmed the attendance of Melissa Hill, Jason Bowen, William Bennett, Nathanial Hale, Douglas McMillan, and Stefan Penn. William Bennett then led the meeting in prayer. After the prayer, Melissa Hill led the Pledge of Allegiance.
- Jason Bowen made a motion to approve the minutes from the previous meeting, which William Bennett seconded.
- The board then reviewed the financial statements for May 2025, discussing each statement in detail. Jason Bowen made a motion to approve the financial statements, and William Bennett seconded the motion.
- Following the financial review, the board discussed old business, specifically the 1989 agreement with Bowles Rice and its impact on the town's inflow and infiltration issues.
- Jason Bowen proposed a motion to move all meetings to the fourth Monday of each month. William Bennett seconded the motion, and it carried.
- Discussions regarding the Department of Environmental Protection (DEP) followed, covering the pumps for the lift stations, vendors who could assist with retrofitting each station, and potential additional security measures for the lift stations. The board also considered engineering firms to support the town's various projects.
- Further discussions addressed alerts from the lift stations and procedures for responding to discharges in the event of a lift station overflow.
- In conclusion, there were no public comments. Jason Bowen made a motion to adjourn the meeting, which William Bennett seconded. The meeting was closed at 6:42 PM.

Sanitary Board City of Chesapeake
Profit & Loss
June 2025

	Jun 25
Ordinary Income/Expense	
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	1,047.10
5001 SALARIES-TREATMENT & DISP - Other	12,729.65
Total 5001 SALARIES-TREATMENT & DISP	13,776.75
5003 SANITARY BOARD MEMBER	432.19
5030 WORKERS COMP	970.00
5040 UTILITIES	
Electricity- General	69.81
Electricity Sewer Pump	44.42
Electricity Station #1	1,359.24
Electricity Station #2	115.83
Electricity Station #3	315.35
Electricity Station #4	74.96
Gas	40.64
Pest Control	65.00
Water	135.19
Total 5040 UTILITIES	2,220.44
5060 TELEPHONE	241.95
6025 LEGAL FEES	2,433.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	300.00
Total 6600 CUSTOMER ACCT PROCESSING	300.00
9040 REPAIRS & REPAIR PARTS	4,019.08
Bank Charge	2.00
Contract Services Billing	1,600.02
CPA Services	450.00
IT Support	60.00
Payroll Processing Fees (ADP)	170.45
Professional Services	4,508.70
Total Expense	31,184.58
Net Ordinary Income	-31,184.58
Net Income	-31,184.58

Sanitary Board City of Chesapeake
Income by Customer Detail
July 1, 2024 through April 29, 2025

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit	Balance
Town of Chesapeake									
Invoice	07/31/2024	2024-...	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		37,708.53	37,708.53
Invoice	08/31/2024	2024-...	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		36,932.67	74,641.20
Invoice	09/30/2024	2024-...	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		37,470.19	112,111.39
Invoice	10/31/2024	2024-...	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		36,220.27	148,331.66
Invoice	11/30/2024	2024-...	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		32,749.92	181,081.58
Invoice	12/31/2024	2024-...	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		36,232.23	217,313.81
Invoice	01/31/2025	2025-...	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		37,686.64	255,000.45
Invoice	02/28/2025	2025-...	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		36,835.80	291,836.25
Invoice	03/31/2025	2025-...	Sewer Collect...	4000 SEWAGE FEES		1020 CUSTO...		40,897.02	332,733.27
Total Town of Chesapeake							0.00	332,733.27	332,733.27
TOTAL							**0.00**	**332,733.27**	**332,733.27**

Sanitary Board City of Chesapeake
Profit & Loss
July 1, 2024 through April 29, 2025

		Jul 1, '24 - Apr 29, 25
Ordinary Income/Expense		
Income		
4000 SEWAGE FEES		332,733.27
Total Income		332,733.27
Expense		
5001 SALARIES-TREATMENT & DISP		
Payroll Taxes (Employer)	7,686.21	
5001 SALARIES-TREATMENT & DISP - Other	88,844.24	
Total 5001 SALARIES-TREATMENT & DISP		96,530.45
5003 SANITARY BOARD MEMBER		4,174.92
5010 AUTO & TRUCK EXPENSE		1,342.75
5030 WORKERS COMP		2,883.50
5040 UTILITIES		
Electricity Sewer Plant	700.27	
Electricity Sewer Pump	202.49	
Electricity Station #1	3,241.31	
Electricity Station #2	237.33	
Electricity Station #3	2,159.04	
Electricity Station #4	506.38	
Electricity Station #5	697.10	
Gas	629.23	
Pest Control	977.20	
Water	608.09	
Total 5040 UTILITIES		9,958.44
5060 TELEPHONE		2,080.09
5065 OFFICE SUPPLIES		666.92
6005 SUPPLIES		8,309.54
6025 LEGAL FEES		11,024.00
6600 CUSTOMER ACCT PROCESSING		
Disconnect & reconnect	2,120.00	
Total 6600 CUSTOMER ACCT PROCESSING		2,120.00
9025 NOTICES AND PERMITS		1,383.44
9040 REPAIRS & REPAIR PARTS		33,315.36
Bank Charge		18.00
Certification Fees		289.00
Contract Services		6,908.09

Sanitary Board City of Chesapeake
Profit & Loss
July 1, 2024 through April 29, 2025

	Jul 1, '24 - Apr 29, 25
Contract Services Billing	15,907.84
Contract Services Data Usage	988.40
CPA Services	9,475.00
Dues & Subscription	350.00
Equipment Rental	4,250.00
GENERAL GOVERNMENT EXPENDITURES	
HR consulting	10,000.00
Total GENERAL GOVERNMENT EXPENDITURES	10,000.00
HEALTH & SANITATION EXPENDITURE	
Chemicals	2,581.83
Payroll Reimbursement	33,072.00
Subscription	675.00
Town of Marmet	29,399.31
Wastewater Treatmnent (Marmet)	91,508.30
Total HEALTH & SANITATION EXPENDITURE	157,236.44
IT Support	
Sofwares & Apps	2,220.00
IT Support - Other	12,926.29
Total IT Support	15,146.29
Office Supplies	2,154.02
Payroll Processing Fees (ADP)	1,836.44
Professional Services	2,385.00
Reimbursement	527.82
Travel Expenses	1,676.00
Total Expense	402,937.75
Net Ordinary Income	-70,204.48
Net Income	**-70,204.48**

Sanitary Board City of Chesapeake
Balance Sheet
As of March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	270,627.92
Sanitary Board PFA Grant Accoun	25.00
Total Checking/Savings	279,155.23
Accounts Receivable	
1020 CUSTOMER A/R	382,310.43
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-71,579.36
Total Accounts Receivable	306,731.07
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	585,986.30
Fixed Assets	
1050 LAND	103,564.00
1055 BUILDINGS	22,782.00
1060 EQUIPMENT	1,224,521.00
1070 ACCUMULATED DEPRECIATION	-1,131,760.64
Property Acquisition(75%Share)	45,356.74
Total Fixed Assets	264,463.10
TOTAL ASSETS	**850,449.40**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	58,041.81
Total Accounts Payable	58,041.81
Other Current Liabilities	
2002 Payroll Liabilities	14,813.23

Sanitary Board City of Chesapeake
Balance Sheet
As of March 31, 2025

	Mar 31, 25
Accrual	7,758.25
Direct Deposit Liabilities	-13,942.75
Total Other Current Liabilities	8,628.73
Total Current Liabilities	66,670.54
Total Liabilities	66,670.54
Equity	
3000 INVESMENT IN CAPITAL ASSET	279,809.00
3005 CONTRIBUTION-CONSTRUCTION	313,336.00
3010 SMALL CITIES BLOCK GRANT	162,464.08
3015 MUNICIPAL CONTRIBUTIONS	243,101.00
Capital Contribution (PFA Grant	185,702.75
Opening Balance Equity	8,629.44
Retained Earnings	-386,773.86
Net Income	-22,489.55
Total Equity	783,778.86
TOTAL LIABILITIES & EQUITY	850,449.40

Town of Chesapeake
Sanitary Sewer System Improvements Project

Proposed Project Schedule
CWSRF & IJDC Funded

Phase I Project	
Professional Services Acquired	January-25
Submit IJDC Funding Application	October-25
Receive IJDC Funding Recommendation	December-25
Professional Agreements Executed & Approved, excluding Const.	January-26
Submit Facilities Plan to DEP	February-26
Receive DEP Approval of Facilities Plan	April-26
Municipal Rate Ordinance Completed	March-26
Begin Design	February-26
Plans & Specs Submitted to Applicable Agencies	June-26
Final Plans & Specs Approval	August-26
All Permits Submitted	August-26
Rule 42 Completed	September-26
Request for All Binding Commitments of Funds	September-26
All Permits and Clearances Obtained	September-26
File PSC Certificate Case	N/A
80% ROWS & Easements, and 100% Land Acq. Recorded	August-26
Receive Final PSC Certificate	N/A
100% ROWS, Easements & Land Acquisitions Recorded	September-26
Request Authorization to Bid	September-26
Advertise for Bids	October-26
Bid Opening	November-26
Close on Financing / Award Contracts	February-27
Begin Construction	March-27
Construction Completion	November-27

Phase II Project	
Submit IJDC Funding Application	May-28
Receive IJDC Funding Recommendation	July-28
Professional Agreements Executed & Approved, excluding Con:	August-28
Submit Facilities Plan to DEP	September-28
Receive DEP Approval of Facilities Plan	November-28
Municipal Rate Ordinance Completed	October-28
Begin Design	September-28
Plans & Specs Submitted to Applicable Agencies	January-29
Final Plans & Specs Approval	March-29
All Permits Submitted	March-29
Rule 42 Completed	April-29
Request for All Binding Commitments of Funds	April-29
All Permits and Clearances Obtained	April-29
File PSC Certificate Case	N/A
80% ROWS & Easements, and 100% Land Acq. Recorded	March-29
Receive Final PSC Certificate	N/A
100% ROWS, Easements & Land Acquisitions Recorded	April-29
Request Authorization to Bid	April-29
Advertise for Bids	May-29
Bid Opening	June-29
Close on Financing / Award Contracts	September-29
Begin Construction	October-29
Construction Completion	June-30

Town of Chesapeake
Wastewater System Improvements
Conceptual Cost Estimate: 2-Phased Approach
July 2025

PHASE 1 PROJECT

Replacing Pump Stations 1 and 2 with new stations in new locations, removing and replacing approx. 3,700 LF of gravity sewers and 3,900 LF of Forcemains

Phase 1 Construction	$	3,045,800
Phase 1 Contingency	$	304,600
Phase 1 Soft Costs	$	913,700
Phase 1 Total	$	4,264,100

Funding Scenario

WVIJDC Grant	$	500,000
DEP CWSRF Principal Forgiveness	$	1,500,000
DEP CWSRF Loan (0.75% interest, 0.25% admin fee, 30yrs)	$	2,264,100

Phase 2 Project

Upgrading Pump Stations 3, 4, and 5, removing and replacing approx. 4,400 LF of gravity sewer and 2,400 LF of forcemains

Phase 2 Construction	$	2,558,500
Phase 2 Contingency	$	255,900
Phase 2 Soft Costs	$	767,600
Phase 2 Total	$	3,582,000

Funding Scenario

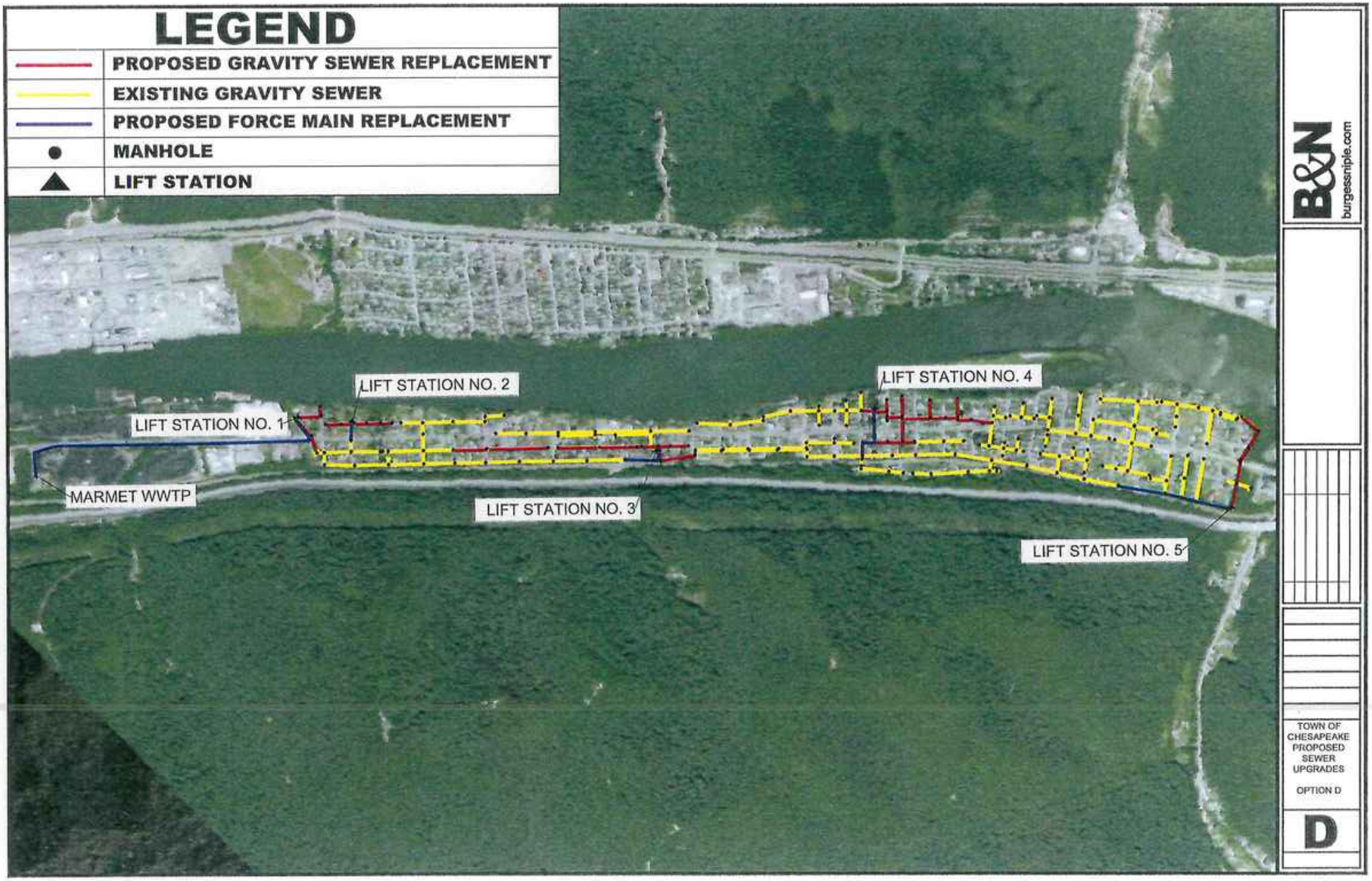
WVIJDC Grant	$	500,000
DEP CWSRF Principal Forgiveness	$	1,500,000
DEP CWSRF Loan (0.75% interest, 0.25% admin fee, 30yrs)	$	1,582,000

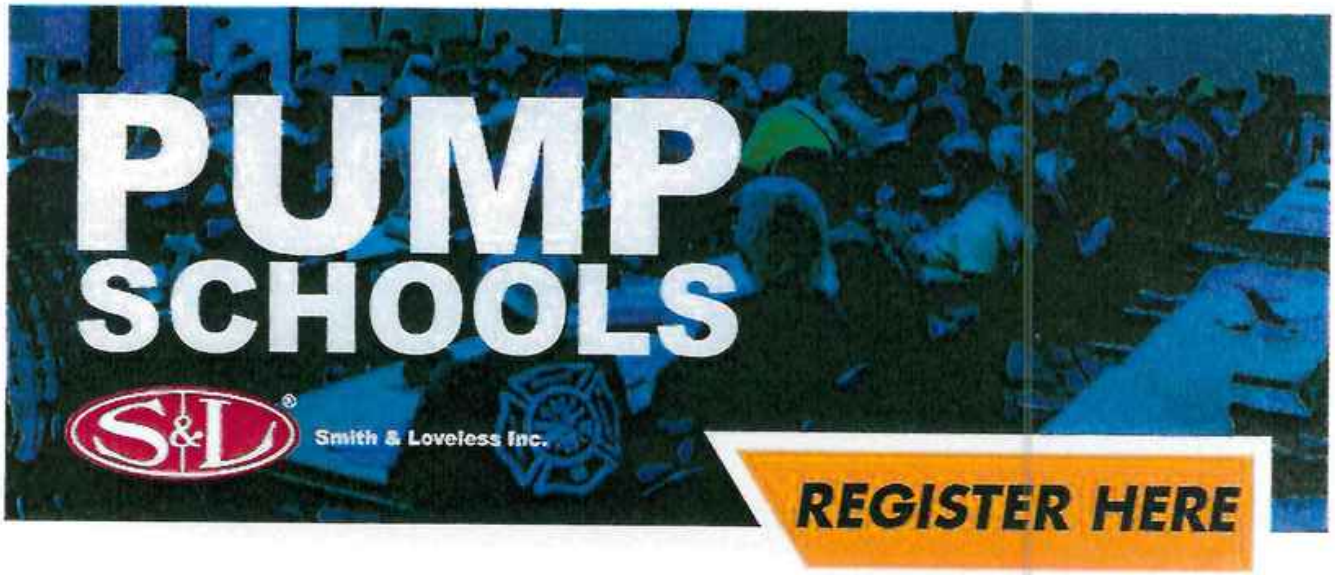
Town of Chesapeake
Wastewater System Improvements
Conceptual Cost Estimate
Phase 1 - Upgrade 2 Lift Stations & Top Priority Lines
July 2025

	Description	Quantity	Unit	Unit cost	Total
	Mobilization	1	LS	$ 142,200	$ 142,200
	Erosion and Sedimentation Control	1	LS	$ 25,000	$ 25,000
	Preconstruction Audiovisual Recording of Project Area	1	LS	$ 15,000	$ 15,000
	Traffic Control	1	LS	$ 20,000	$ 20,000
	Lift Station No. 1 Upgrades (New Station in New Location)	1	LS	$ 615,000	$ 615,000
	Lift Station No. 2 Upgrades (New Station in New Location)	1	LS	$ 530,000	$ 530,000
	8" D.I. Sewer Line, Remove & Replace	75	LF	$ 250	$ 18,750
	6" PVC Sewer Line, Remove & Replace	110	LF	$ 140	$ 15,400
	8" PVC Sewer Line, Remove & Replace	3,075	LF	$ 150	$ 461,250
	15" PVC Sewer Line, Remove & Replace	500	LF	$ 170	$ 85,000
	8" PVC Forcemain, Replacement	3,700	LF	$ 55	$ 203,500
	6" PVC Forcemain, Replacement	200	LF	$ 45	$ 9,000
	8" Pressure Inline Cleanout	4	EA	$ 7,800	$ 31,200
	1" Combination Vacuum/Air Release Valve	3	EA	$ 6,000	$ 18,000
	16" Steel Casing, Trenchless	100	LF	$ 325	$ 32,500
	20" Steel Casing, Trenchless	50	LF	$ 350	$ 17,500
	Re-Establishing Customer Sewer Connections	65	EA	$ 2,000	$ 130,000
	Manhole Replacements, Complete	30	EA	$ 5,500	$ 165,000
	Manhole Riser Section	20	VF	$ 300	$ 5,850
	Trench Pavement Replacement, WVDOH Type C	2,700	LF	$ 20	$ 54,000
	Trench Pavement Replacement, Asphalt Type A-3	2,400	LF	$ 150	$ 360,000
	Driveway Replacement, Asphalt	200	LF	$ 95	$ 19,000
	Driveway Replacement, Concrete	150	LF	$ 250	$ 37,500
	Driveway Replacement, Gravel	75	LF	$ 20	$ 1,500
	WVDOH Inspection Fees	2,700	LF	$ 3.37	$ 9,099
	Grading & Seeding Restoration	6,128	LF	$ 4	$ 24,512
Construction Total					**$ 3,045,800**
Construction Contingency		10%			$ 304,600
Soft Costs (Permitting, Professional Team, Funding Requirements, Etc)		30%			$ 913,700
Project total					**$ 4,264,100**

Town of Chesapeake
Wastewater System Improvements
Conceptual Cost Estimate
Phase 2 - Upgrade 3 Lift Stations & Priority Lines
July 2025

Item	Description	Quantity	Unit	Unit cost	total
	Mobilization	1	LS	$ 118,300	$ 118,300
	Erosion and Sedimentation Control	1	LS	$ 25,000	$ 25,000
	Preconstruction Audiovisual Recording of Project Area	1	LS	$ 15,000	$ 15,000
	Traffic Control	1	LS	$ 35,000	$ 35,000
	Lift Station No. 4 Rehabilitation	1	LS	$ 270,000	$ 270,000
	Lift Station No. 5 Rehabilitation	1	LS	$ 330,000	$ 330,000
	Lift Station No. 3 Rehabilitation	1	LS	$ 300,000	$ 300,000
	8" D.I. Sewer Line, Remove & Replace	75	LF	$ 250	$ 18,750
	6" D.I. Sewer Line, Remove & Replace	120	LF	$ 225	$ 27,000
	6" PVC Sewer Line, Remove & Replace	630	LF	$ 140	$ 88,200
	8" PVC Sewer Line, Remove & Replace	1,763	LF	$ 150	$ 264,450
	10" PVC Sewer Line, Remove & Replace	1,505	LF	$ 155	$ 233,275
	12" PVC Sewer Line, Remove & Replace	250	LF	$ 165	$ 41,250
	15" PVC Sewer Line, Remove & Replace	75	LF	$ 170	$ 12,750
	8" PVC Forcemain, Replacement	2,366	LF	$ 55	$ 130,130
	8" Pressure Inline Cleanout	2	EA	$ 7,800	$ 15,600
	1" Combination Vacuum/Air Release Valve	2	EA	$ 6,000	$ 12,000
	16" Steel Casing, Trenchless	150	LF	$ 325	$ 48,750
	Re-Establishing Sewer Connections	70	EA	$ 2,000	$ 140,000
	Manhole Replacements, Complete	35	EA	$ 5,500	$ 192,500
	Manhole Riser Section	23	VF	$ 300	$ 6,825
	Trench Pavement Replacement, WVDOH Type C	0	LF	$ 20	$ -
	Trench Pavement Replacement, Type A-3	1,235	LF	$ 150	$ 185,250
	Driveway Replacement, Asphalt	50	LF	$ 95	$ 4,750
	Driveway Replacement, Concrete	80	LF	$ 250	$ 20,000
	Driveway Replacement, Gravel	100	LF	$ 20	$ 2,000
	WVDOH Inspection Fees	0	LF	$ 3.37	$ -
	Grading & Seeding Restoration	5,427	LF	$ 4	$ 21,709
Construction Total					**$ 2,558,500**
Construction Contingency		10%			$ 255,900
Soft Costs (Permitting, Professional Team, Funding Requirements, Etc)		30%			$ 767,600
Project total					**$ 3,582,000**


LEGEND
PROPOSED GRAVITY SEWER REPLACEMENT
EXISTING GRAVITY SEWER
PROPOSED FORCE MAIN REPLACEMENT
MANHOLE
LIFT STATION
LIFT STATION NO. 1
LIFT STATION NO. 2
LIFT STATION NO. 3
LIFT STATION NO. 4
LIFT STATION NO. 5
MARMET WWTP
B&N
burgessniple.com
TOWN OF CHESAPEAKE PROPOSED SEWER UPGRADES
OPTION D
D



Free Pump Schools Coming Near You!

Charleston, WV
12312 MacCorkle Ave SE
Charleston, WV, 25315

Tuesday, September 9, 2025
8:30am - 3:30pm

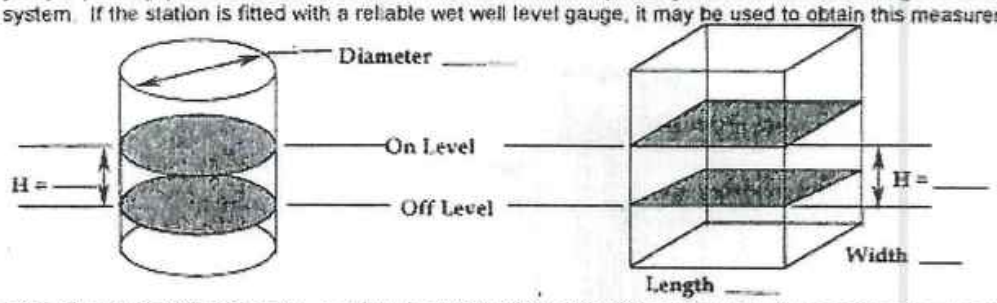
Smith & Loveless Inc.

HYDRAULIC WORKSHEET_"_FLOW CALCULATION

Location: _____ **S&L S/N:** _____ **By:** _____ **Date:** _____

MEASURE THE WET WELL TO FIND THE VOLUME OF LIQUID BETWEEN "ON" AND "OFF" LEVELS.

"On" and "Off" levels may be determined by measuring down from the top of the wet well with a tape measure during a pumping cycle, or, for underground stations, by using the clear plastic tubing attached to the standby pump's priming petcock, as described in the station initial operating instructions for setting the level control system. If the station is fitted with a reliable wet well level gauge, it may be used to obtain this measurement.



If the wet well is CYLINDRICAL, multiply the height of the operating range (in feet) times the diameter of the wet well (in feet) squared, times 0.785 times 7.48 to get the operating volume in gallons.

H x D² x 0.785 x 7.48 = Operating Volume (gal)

Operating volume = _____ (Height) X (_____)² (Diameter) X 0.785 X 7.48 = _____ (Volume) Gallons

If the wet well is RECTANGULAR, multiply the length of the wet well (in feet) times its width (in feet) times the height of the operating range (in feet) times 7.48 to get the operating volume in gallons.

L x W x H x 7.48 = Operating Volume (gal)

Operating volume = _____ (Length) X _____ (Width) X _____ (Height) X 7.48 = _____ (Volume) Gallons

[NOTE: If the wet well is irregular in shape or if the fillet slope in the bottom extends into the operating range, it will be necessary to modify the volume calculation to get the actual operating volume.]

TIME THE OPERATING CYCLE OF ONE PUMP **(Try to do this during a period of fairly constant flow into the wet well.)**

Pump "On" = _____ Seconds / 60 = _____ Minutes (Time to pump WW down)
Pump "Off" = _____ Seconds / 60 = _____ Minutes (Time for WW to refill)

CALCULATE THE PUMPING RATE **(Using Operating Volume in gallons and times in minutes)**

The Operating Volume divided by the "On" time gives the pumping rate, not counting the inflow to the WW. The Operating Volume divided by the "Off" time gives the inflow rate, so we add them together.

Pumping Rate (GPM) = [Operating Volume / "On" Time] + [Operating Volume / "Off" Time]

Pumping Rate = [_____ (Volume) / _____ (On Time)] + [_____ (Volume) / _____ (Off Time)] = _____ (On Rate) + _____ (Off Rate) = _____ (Pump Rate)

© SMITH & LOVELESS INC., 2002

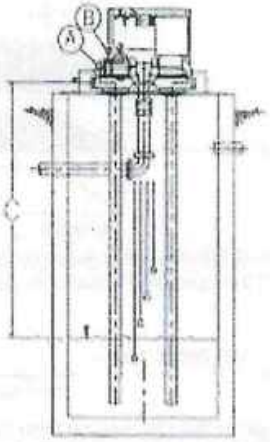
PUMP SCHOOL

Smith & Loveless Inc.

HYDRAULIC WORKSHEET
VACUUM PRIMED PUMP STATION
To determine Static Head and Total Dynamic Head

Location:_____ S&L S/N:_____ By:_____ Date:_____

Using a reliable pressure gauge and a tape measure, take the following pressure readings and measurement:



Note: To avoid leakage of sewage into the pump station, be sure to close the discharge isolation valve when connecting and removing the test gauge at the check valve.

Reading # 1: At tap on pump discharge nozzle (A) with pump "on".

_____ psi x 2.31 = _____ ft

Reading # 2: Vertical distance "C" from centerline of discharge pressure gauge to water level in wetwell when gauge reading # 1 is taken.

_____ ft

Reading # 3: At tap on top of discharge check valve (B) with pumps "off".

_____psi x 2.31 = _____ ft

Static Head (ft) = Reading # 3 plus Reading # 2

= _____ ft + _____ft = _____ ft

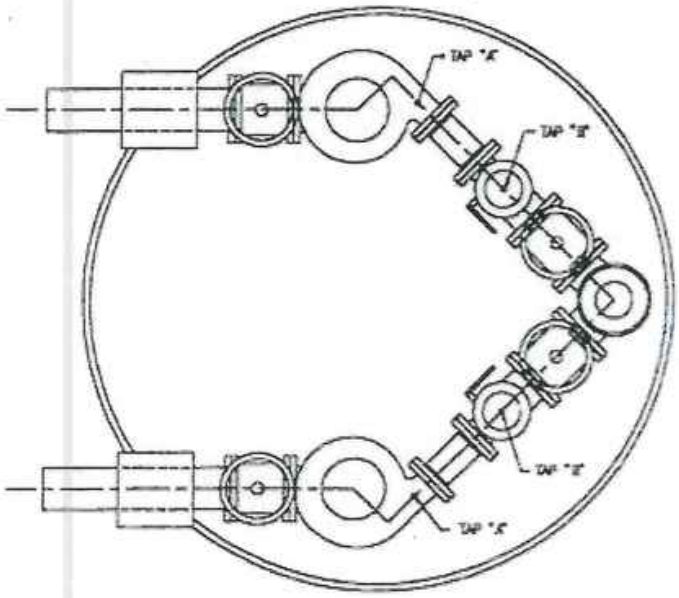
Total Dynamic Head (ft) = Reading # 1 plus Reading # 2

= _____ ft + _____ ft = _____ ft

Smith & Loveless Inc.

HYDRAULIC WORKSHEET
FLOODED SUCTION PUMP STATION

To Determine Static Head and Present Total Dynamic Head (TDH):



Using a reliable pressure gauge, take the following pressure reading:

Note: To avoid leakage of sewage into the pump station, be sure to close the pump suction and discharge isolation valves when connecting and removing the test gauge.

Reading # 1.) At tap on pump discharge nozzle (A) with pump "on":

_____ psi x 2.31 = _____ Ft.

Reading # 2.) At tap on pump discharge nozzle (A) with the pump "off":

_____ psi x 2.31 = _____ Ft.

Reading # 3.) At tap on top of discharge check valve (B) with pump "off":

_____ psi x 2.31 = _____ Ft.

Static Head (Ft.) = Reading No. 3 Minus Reading No. 2

= _____ Ft. - _____ Ft.

= _____ Ft.

Total Dynamic Head (Ft.) = Reading No. 1 Minus Reading No. 2

= _____ Ft. - _____ Ft.

Service Quote

7/11/2025 9:50:03 AM

PumpMan Pittsburgh
COMMERCIAL | INDUSTRIAL | MUNICIPAL PUMP SYSTEMS
Service, Repair, Equipment Sales, Parts & Expertise

PumpMan Pittsburgh, LLC
P.O. Box 199
Allison Park PA 15101

SRO: SR00006034
Estimate Date: 7/11/2025
Valid Thru: 8/11/2025
Terms: N30 Net 30 Days
Salesperson: Smith, Josh
Reference: Wet well Drawdown test
Contact Name:
Contact Phone:
Customer PO:

Bill To: 71

Chesapeake Sanitary Board
12404 Maccorkle Avenue
Chesapeake, WV 25315

Ship To: 0

Chesapeake Sanitary Board
12404 Maccorkle Avenue
Chesapeake, WV 25315

Line: 1 **Description:** **Wet well Drawdown test - LS #1**

Item: **Qty:** 0.00 **U/M:**

Oper#: 10 **Oper Code:** **REP** **Description:** **Repair**

PumpMan Pittsburgh Field Service
- End User: Chesapeake Sanitary Board
- 911 Site Address: 12404 MacCorkle Ave Cabin Creek, WV
- Site ID: Lift Station #1
- Customer Contact: Melissa Hill – Phone #: (304) 949-1496
- Pumpman Technician (s): ZY

Equipment: Smith and Loveless
-Manufacturer:
-Model: N/A
-Serial: N/A
-Description: Perform Drawdown test on Lift Station #1

Scope of Work:
In coordination with site personnel, PumpMan technicians shall perform the following:
- Perform Drawdown test on Lift Station #1.
- Identify pump station and all design specs.
- Check all intakes and outtakes.
- Check / calculate all dimensions.
- Measure water rise and fall levels during test.
- Compare results to slated pump curve.
- Repeat for accuracy if needed.

- Quote Includes: Labor and mileage

The customer is responsible for the following:
Ensure site access for PumpMan Service vehicles and Technicians to enter.
Make sure the work area is clean and well lit.
Notify PumpMan personnel of any safety issues that may be at this work location.
Disposal of replaced materials and/or associated equipment.
Verify that the associated valves for stopping influent and effluent flow work properly prior to PumpMan being on site.

Service Quote

7/11/2025 9:50:03 AM

PumpMan Pittsburgh
COMMERCIAL | INDUSTRIAL | MUNICIPAL PUMP SYSTEMS
Service, Repair, Equipment Sales, Parts & Expertise

PumpMan Pittsburgh, LLC
P.O. Box 199
Allison Park PA 15101

SRO: SR00006034
Estimate Date: 7/11/2025
Valid Thru: 8/11/2025
Terms:
Reference: Wet well Drawdown test
Contact Name:
Contact Phone:
Customer PO:

Bill To: 71

Chesapeake Sanitary Board
12404 Maccorkle Avenue
Chesapeake, WV 25315

Ship To: 0

Chesapeake Sanitary Board
12404 Maccorkle Avenue
Chesapeake, WV 25315

Coordinate days and times for the station to be shut down and be responsible for any bypass pumping that may be necessary to avoid permit violations.

Upon acceptance of this Quote, the customer is asked to provide a Purchase Order No. and/or a signed return copy.

Sales Amount:	2,250.00
Sales Tax:	0.00
Total:	2,250.00

Signature _____ PO#_____ Date _____

****

Due to recent volatility in U.S. government tariff regulations—whether enacted or under review—all quotes remain provisional and are subject to price adjustments or surcharges. Pricing provided is valid for 24 hours from the time of quotation and may be adjusted up until receipt of a confirmed Purchase Order and approval to proceed.

****

IMPORTANT NOTES:

1. PumpMan is not responsible for isolation valves that will not fully operate. Compromised valves must be replaced at customer's expense before repairs can be completed.
2. Standard iimited warranty 90 days from completion date with exception to mechanical seal leaks and shaft alignment – TBD after physical inspection by PumpMan Service Dept. Warranty void if damaged or failed due to factors beyond PumpMan's control.
3. All past due balances are subject to service charge of 1.5% per month.
4. Credit Card Payment 3% Surcharge will be applied to all pricing.
5. Work to be performed during regular business hours, Monday to Friday, excluding holidays, unless otherwise noted above.
6. Any alteration or deviation from the proposed specifications involving extra cost will be executed only upon written change orders and will become an extra charge.

Valtronics

Quote	Q0054863
Page	1
Date	07/15/2025

Valtronics Sales, Inc.
P.O.Box 490
Ravenswood, WV 26164
304-273-5356 Fax: 304-273-2531
www.valtronics.com

Sold To: 2434
CITY OF CHESAPEAKE, WV
12404 MACCORKLE AVE
CHESAPEAKE, WV 25315

Ship To: 2434
CITY OF CHESAPEAKE, WV
12404 MACCORKLE AVE
CHESAPEAKE, WV 25315

Customer PO Number	Ship Date	Salesperson	Terms	Tax Code
	QUOTE	BILL HOLSTEIN	Net 30 Days	WV

Document	Warehouse	Freight	Ship Via
Q0054863	VALTRONICS	PPA	BWAY

Item Number / Description		Quantity	UM	Price	Per	Extension
7065	SERVICE TRAVEL TIME	8.00	EA	150.00	EA	1,200.00
5707	LABOR: TECHNICIAN SERVICE	8.00	HR	225.00	HR	1,800.00
5697	SERVICE TRUCK CHG VALTRONICS $50.00 PER DAY	2.00	DA	110.00	DA	220.00
9999	MILEAGE - VALTRONICS	600.00	MI	0.70	MI	420.00
	PORTAL TO PORTAL					
5690	EXPENSES (MOTEL, MEALS, ETC.) PLUS 10% ADMINISTRATION FEE AT ACTUAL COST	1.00	EA	400.00	EA	400.00

******

SCOPE OF WORK IS FOR ONE TECHNICIAN TO TRAVEL TO CHESAPEAKE, WV TO INSTALL AND START UP 2 FLEXIM METERS. ALL ELECTRICAL AND COMMS NEED TO BE INSTALLED PRIOR TO COMMISSIONING

VALTRONICS STRIVES TO QUOTE IN SUCH A MANNER, THE INVOICE GENERATEDBY A QUOTE WILL BE "LESS THAN" OR "MEET" QUOTED QUANTITY.
DUE TO EXTENUATING CIRCUMSTANCES (DESIGN, WEATHER, ETC.), EXACTQUANTITIES CANNOT BE PRECISE UNTIL SERVICE/INSTALL IS COMPLETE.

******

QUOTED BY: James Gorrell
EMAIL: gorrellj@valtronics.com
QUOTED TO: MELISSA HILL

	Merchandise	Add On Charges	Tax	Total Due
				CONTINUED

Valtronics

Valtronics Sales, Inc.
P.O.Box 490
Ravenswood, WV 26164
304-273-5356 Fax: 304-273-2531
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Quote	Q0054863
Page	2
Date	07/15/2025

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Customer PO Number	Ship Date	Salesperson	Terms	Tax Code
	QUOTE	BILL HOLSTEIN	Net 30 Days	WV

Document	Warehouse	Freight	Ship Via
Q0054863	VALTRONICS	PPA	BWAY

Item Number / Description	Quantity	UM	Price	Per	Extension
EXPIRES: 08/14/2025					

We appreciate your business!

Merchandise	Add On Charges	Tax	Total Due
4,040.00	0.00	0.00	4,040.00

Printed 07/15/2025 14:37 Entered by James

Company: Valtronics Sales, Inc. Customer: CITY OF CHESAPEAKE, WV Date Printed: 07/15/2025 Order #: Q0054863.

TERMS AND CONDITIONS OF SALE

1. ENTIRE AGREEMENT. THE PROVISIONS ON THE FACE HEREOF AND THESE TERMS AND CONDITIONS OF SALE CONSTITUE THE ENTIRE AGREEMENT BETWEEN SELLER AND BUYER AND SUPERSEDE BUYER'S PURCHASE ORDER AND ANY OTHER COMMUNICATIONS BETWEEN THE PARTIES, WHETHER WRITTEN OR ORAL. ANY DIFFERENT OR ADDITIONAL PROVISIONS, INSTRUCTIONS, OR TERMS IN YOUR ACCEPTANCE OF THIS ORDER ARE HEREBY OBJECTED TO. ACCEPTANCE OF THE GOODS BY THE BUYER SHALL CONSTITUTE AN UNQUALIFIED ACCEPTANCE BY THE BUYER OF THESE TERMS AND CONDITIONS NOTWITHSTANDING ANY CONTRARY TERMS, CONDITIONS, OR WARRANTIES EXPRESSED IN BUYER'S PURCHASE ORDER OR ANY OTHER DOCUMENT.

2. PRICES. The products listed herein shall be invoiced to Buyer at Seller's prices in effect at time of shipment.

3. LIMITED WARRANTY REMEDY. Seller's maximum liability for any loss or damage arising out of, connected with, or resulting from this Agreement, or from the performance or breech thereof, or from the design, manufacture, sale, delivery, resale, installation, technical direction of installation, inspection, repair, operation or use of any goods covered by or furnished under this Agreement shall in no case exceed the price of the defective or nonconforming goods. Other than as set forth above, SELLER MAKES NO WARRANTY OF ANY KIND, WHATEVER, EXPRESSED OR IMPLIED; AND ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED BY THE SELLER. In no event shall Seller be liable for special or consequential damages or expense, including but not limited to, loss of profits or revenue, loss of use of the goods, or any associated goods, cost of capital, cost of substitute goods, facilities or services, downtime costs, or claims of customers of the Buyer for damages, and other than as set forth above, Seller expressly disclaims all liability for injuries and all loss, expense and damage arising from any cause or for any reason whatsoever including the negligence of the Seller in the manufacturing process, including testing and inspection, to any and all persons who buy, use, or are otherwise injured by the goods which are the subject of this Agreement. Every claim on account of defective goods, short count, or for any other cause shall be deemed waived by the Buyer unless made in writing within 30 days from receipt of goods to which such claim relates. Written authorization from Valtronics Sales, Inc. is required prior to returning any defective goods.

4. SHIPPING TERMS. Delivery terms are F.O.B. Seller's Plant, unless otherwise stated on the face of this order.

5. TAXES. Any tax imposed by Federal, State, Municipal or other governmental authority with respect to this transaction shall be paid by Buyer in addition to the quoted sales price.

6. DELAY AND NON-DELIVERY REMEDY. Seller shall not be liable for failure or delay in shipping goods hereunder if such failure or delay is due to Buyer's acts or omissions, an act of God, war, labor difficulties, accident, inability to obtain raw materials, or any other cause of any kind whatever beyond the control of the Seller. Buyer's sole and exclusive remedy for any delay or failure to manufacture, ship, or deliver shall be limited to the return of the products and / or the recovery of any part of the Invoice price of said products paid to Seller. In no case shall Seller be liable for loss of profits or any incidental or consequential damages or expense on account of any delay in delivery or any failure to manufacture, ship, or deliver, whether or not executed hereunder.

7. FAIR LABOR STANDARDS ACT. Seller hereby certifies that the goods which are the subject of this order are produced in compliance with all applicable requirements of Sections 6, 7, and 12 of the Fair Labor Standards Act, as amended, and of the regulations of the United States Department of Labor issued under Section 14 thereof.

8. AUTHORITY. No agent, employee, or representative of the Seller has any authority to bind the Seller to any affirmation, representation, or warranty concerning the goods which are the subject of this order, and unless affirmation, representation or warranty made by an agent, employee or representative is specifically included in this order, it has not formed a part of the basis of this bargain and shall not in any way be enforceable.

9. MODIFICATION. None of the terms and conditions contained in this order may be added to, modified, superseded, or otherwise altered except by written instrument signed by any authorized representative of the Seller and an authorized representative of the Buyer and delivery to the respective party.

10. CONTROLLING LAW. This Agreement shall be construed and the rights and duties of the parties hereto shall be determined in accordance with the law of the State of West Virginia. This Agreement shall not result in a binding contract until it is accepted by Seller at Seller's office in Ravenswood, West Virginia.

11. ASSIGNMENT. Absent the express written consent of Seller, any attempt to assign or delegate any right or duty of Buyer arising under this Agreement shall be void and of no affect.

12. CARRIER LOSS AND DAMAGE REMEDY. Under our terms of sale we have no responsibility for shipments after we have tendered them complete and in good order to the carrier. IT IS YOUR RESPONSIBILITY TO FILE CLAIM WITH A CARRIER FOR ANY LOSS OR DAMAGE. We are willing to assist you in every possible way in collecting claims for loss or damage, but this willingness on our part does not make us responsible for collection of claims or replacement of materials. If any of the goods specified on the carrier's delivery receipt are short or damaged, do not accept them or design the receipt until a carrier agent makes a shortage or damage notification on the receipt. If concealed loss or damage is discovered, notify the delivering carrier at once and request inspection. If the above procedure is not followed, there is absolutely no way to compel carriers to make restitution.

13. TITLE. Title to the goods which are the subject of this Agreement shall remain and continue in the Seller until payment in full of the contract price set force herein.

14. LIMITATION OF ACTION. No action shall be brought for any breach of the contract formed as a result of this Agreement offer and/or any claim for defect in the goods, design and/or workmanship, more than two years after the accrual of the cause of action hereof.

15. PAYMENT TERMS. Unless otherwise agreed, Purchaser agrees that it will pay the entire invoice amount within 30 days from the date of invoice (NET 30). We accept payments made by wire transfer, ACH, and/or check. Credit card payments are only accepted with written approval. DEFAULT. In the event the Purchaser defaults by failing to make payment in full within 30 days, we may charge and collect a late charge of 2% of the past due balance per month (18% per annum), or the maximum allowed by state law, whichever is less. No agreement for any extension of time or postponement of any payment shall be valid unless in writing signed by an officer of the seller. We shall also be entitled to all costs of collection in the event of default by the Purchaser, including court costs and attorney fees. We reserve the right to refuse to ship any additional product or accept any new orders from Purchaser until all past due balances, and any applicable late charges, are paid in full.

16. INDEMNIFICATION. Valtronics Sales, Inc. shall not be liable for damages to any person or to any property in connection with the delivery, installation, or use of any goods sold under this Agreement and Buyer shall indemnify and hold harmless Valtronics Sales, Inc. against all such liability.

17 PARAGRAPH HEADINGS. Paragraph headings are inserted for convenience only and shall not be deemed to limit or effect the scope of the provisions contained herein.

18. FORCE MAJEURE. Should either party be prevented from performing any of its obligations under these terms due to the event of Force Majeure, the time for performing shall be extended by a period equivalent to the effect of such Force Majeure. The affected party shall immediately notify the other party of occurrence.

19. EXPORT COMPLIANCE. To comply with regulatory obligations and the U.S. Export Administration Foreign Trade Regulations, Mustang Sampling and its distributors must be aware of the end use and end user of each product sold, and enforce current embargoes and sanction programs against countries, entities, and individuals. To maintain compliance, Valtronics Sales, Inc.'s Export Compliance Checklist Form must be supplied with every purchase order placed with Valtronics Sales, Inc. for export sales. The undersigned and its representative and agents have and shall at all times during the course of its relationship with Valtronics Sales, Inc. comply with all applicable laws, rules, and regulations, as well as any Valtronics Sales, Inc. policies and procedures provided by Valtronics Sales, Inc. to the undersigned from time to time, with such laws to include (i) the Foreign Corrupt Practices Act (50 U.S. Code Â§ 78), (ii) all applicable laws, rules and regulations relating to export control and trade embargoes, including trade prohibitions authorized by 50 U.S. Code Â§ 2401 et seq. and executive orders including trade prohibitions as adopted pursuant thereto, and (iii) the anti-boycott prohibitions contained in 50 U.S. Code Â§ 2401 et seq., and executive orders adopted pursuant thereto, which prohibit agreements which facilitate boycotts of Israel, or taken any action which can be penalized under section 999 of the Internal Revenue Code.

12404 MacCorkle Avenue
Chesapeake, WV 25315
Phone: 304-949-1496
Email: townhall@chesapeakewv.gov
Website: https://chesapeake.wv.gov

Transparency
Respect
Winning

Outage Communication Plan for City of Chesapeake (WV) Sanitary Board

Ensuring Timely and Effective Customer Notification During Wastewater Service Interruptions.

Introduction

State law and the Public Service Commission of West Virginia require that all public utilities of all types have an outage communication plan. It is rare for a sanitary sewer system to have an outage. City of Chesapeake (WV)'s sanitary sewer collection system mostly flows by gravity, and our pump stations have SCADA – Supervisory control and data acquisition solutions in the event of an interruption of electricity service delivery from the sewer utility.

This communication plan outlines how City of Chesapeake (WV) Sanitation will notify customers of both planned and unplanned outages, including necessary repairs, emergency disruptions. The plan covers notification channels, message content, timing, and follow-up procedures. The plan also outlines how City of Chesapeake (WV) Sanitation and Kanawha Public Service District (Customer & Billing Partner) will update customer contact information.

Communication Objectives

- Ensure all affected customers are notified promptly of wastewater service outages.
- Provide clear information about the reason for the outage and the estimated duration.
- Offer timely updates, including notifications when service is restored or advisories are lifted.
- Provide information in accessible formats for all customers.

Notification Methods

We will use a multi-channel approach to maximize customer reach and ensure timely communication:

- **IVR (Interactive Voice Response) Calls**: Automated calls will deliver recorded outage notifications directly to customers' phones.
- **Text Messages**: SMS notifications will provide concise information about the outage to mobile devices.

- **Email Notifications**: Detailed emails will be sent to customers who have registered their email addresses with the utility.

Types of Outages and Notifications

Planned Outages (e.g. Scheduled Repairs or Maintenance)

- Customers will receive advance notification as soon as the repair schedule is finalized, typically at least 48 hours prior to the outage.
- The message will include:
  - Reason for the planned outage (e.g. system upgrades, scheduled repairs).
  - Date and time of the outage's start.
  - Estimated duration of the outage.
  - Any additional instructions (e.g. affected areas).
  - Contact information for customer service.

Unplanned Outages (e.g. Line Breaks, Emergency Repairs)

- Once the outage is confirmed, customers will be notified as quickly as possible via all available channels.
- The message will include:
  - Reason for the outage (e.g., main break, emergency system failure).
  - Location of the affected area(s).
  - Estimated duration, if known.
  - Safety instructions (e.g., limiting usage).
  - Contact information for updates.

Content of Notifications

All notifications will contain the following essential elements:

- Reason for the outage or advisory.
- Anticipated start and end times, or best estimates.
- Geographical area affected.
- Contact information for further questions or concerns.

Follow-Up Communication

- Customers will be notified as soon as service is restored
- Follow-up messages will include confirmation that the service has returned to normal and any instructions for returning to regular use.

Advance Notice Commitment

We are committed to giving customers as much advance notice as circumstances allow. For planned outages, notifications will be sent as soon as scheduling is confirmed. For unplanned outages, immediate notification will follow confirmation of the outage. Updates will be provided if restoration times change.

Customer Support and Accessibility

- The Office Manager, Chief Operator, or General Manager will be available to answer questions throughout the outage or advisory.
- Notifications will be available in multiple accessible formats to ensure inclusiveness.

Customer Contact Information

- **Initial Customer Interaction**: During service sign-up or transfer, the Kanawha Public Service District (KPSD) will verbally emphasize the importance of current contact information (text & email) for service alerts, billing updates, and emergency notices.
- **Written Communication**: The City of Chesapeake (WV) Sanitation Department working with KPSD will include a dedicated section on all service forms (application for new service, transfer of service, etc.) requiring:
    - Mobile phone number (with checkbox to opt-in to text alerts).
    - Email address (with consent for email notifications).
- **Verbal Communication**: The _____ will prompt each customer who calls or visits the office to verify and update their contact information.
- **Bill Messaging**: The _____ will include a reminder box on periodic billings asking customers to update their phone number and email to stay informed about outages.

Review and Improvement

We will regularly review outage response and communication effectiveness, using customer feedback to improve our notification systems, message clarity, and overall emergency preparedness.

RIGHT OF WAY & EASEMENT

Chesapeake Sewer Project – Parcel No: _____

This Right-of-Way and Easement is entered into this ___ day of _____, 2025, by Steven R. Maynard and Jessica D Maynard, with an address of 11428 MacCorkle Ave., Chesapeake, West Virginia 25315, hereinafter, the "Grantor," and the Town of Chesapeake, a West Virginia public body corporate, acting by and through the Sanitary Board of the Town of Chesapeake, with its office located in 12404 MacCorkle Avenue, SE, Chesapeake, West Virginia, 25315, hereinafter called "Chesapeake".

WITNESSETH

WHEREAS, the Grantor is the owner of that certain property situate in Chesapeake District, Kanawha County, State of West Virginia, and identified as Tax Map 20, at Parcel(s) 20-0001-0051-0000, as vested in as Grantor, by that instrument dated _____, of record in the Office of the Clerk of the County Commission of said County in Deed Book 2478, at Page 379, (the "Property"). and

WHEREAS, in order to operate its sewer services to and for its sanitary system citizens and customers, Chesapeake is requesting this Right-of-Way and Easement through the Property for the purposes set forth herein.

NOW THEREFORE, in consideration of the sum of One Hundred Dollars *($100.00)* for a right of way and easement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Grantor and Chesapeake hereby agree as follows:

GRANT. Grantor hereby grants and conveys to Chesapeake, its successors and assigns, an easement and the exclusive right to construct, lay, maintain, operate, replace, relocate, repair, change the size of, and abandon or remove, one or more sewer pipelines, lift stations, valves, measuring equipment, , for the transportation of wastewater which may be transported through pipelines, over, and across the Property.

Grantor agrees that the payment tendered for execution of this instrument is sufficient consideration for the rights herein conveyed.

This grant is a surface easement only, and does not cover or include any interest in the minerals in, on, and under the Property, and is subject to any and all existing leases and easements or servitudes covering the Property and recorded in the public records.

PERMANENT RIGHT-OF-WAY AREA. The right-of-way area on any pipelines laid, as referenced in the Grant hereinabove, shall be _____ feet (___') from the centerline of the sewer main or other sewer facility as more specifically shown on Exhibit "A" attached hereto and made a part hereof by this reference. In addition to the right-of-way area described herein, Grantor expressly grants to Chesapeake reasonable, both on and off right of way, ingress, egress, and regress to and from same and the use of any existing roads on the premises for such access. The grant includes, but is not limited to, the right to clear, cut, trim, and/or remove any and all vegetation and fencing from the right-of-way.