TEMPORARY CONSTRUCTION EASEMENT. In addition to the permanent right-of-way area as set forth above, Grantor conveys to Chesapeake a temporary easement of an additional _____ feet alongside and adjoining the permanent right-of-way, for the purpose of enabling Chesapeake, its employees, agents and/or contractors to construct, repair, and replace the sewer line or other sewer facilities and appurtenances and to conduct all activities incident thereto, including restoration or clean-up activities.

GRANTOR'S USE OF PROPERTY. Grantor may not construct or install any facilities or improvements within the permanent easement area, including but not limited to storage sheds, fences, asphalt, and garages. Grantee is not responsible for repairing or replacing any facilities or improvements which Grantor installs within the permanent easement area which Grantee damages in the course of construction, repair, or replacement of sewer facilities. Grantor shall otherwise have full use and enjoyment of the Property except for the purposes herein granted to Chesapeake.

CHESAPEAKE'S OBLIGATIONS. Where reasonably practicable, all sewer line, service connections and/or other appurtenances shall be buried so as not to interfere with the present use of the land.

DECLARATION OF RIGHT TO CONVEY. Grantor hereby warrants that it is the sole owner of the Property, and that it has full legal authority and ability to convey to Chesapeake this Right-of-Way and Easement. Grantor further warrants and affirms that the Property is subject to no encumbrances of any nature other than as may be described in the public records.

DECLARATION OF CONSIDERATION. Chesapeake declares that it is a political subdivision and, therefore, this transfer is not subject to the State excise tax.

WITNESS the following signature(s) and, if applicable, seal(s):

SIGNATURE OF GRANTOR(s):

_____

\

State of WEST VIRGINIA:

County of _____:

This record was acknowledged before me this __ day of _____, 202_, by _____, the _____,

SEAL

_____

SIGNATURE OF GRANTEE

TOWN OF CHESAPEAKE

Acting by and through the Sanitary Board of the Town of Chesapeake

_____

By:_____

Its: _____

State of WEST VIRGINIA:

County of _____:

This record was acknowledged before me this __ day of _____, 202_, by _____, the _____, of the Sanitary Board of the Town of Chesapeake.

SEAL

_____

This document prepared by:

Town of Chesapeake acting by and through the Sanitary Board of the Town of Chesapeake

Submitted for recordation in the office of the Clerk of the Commission of Kanawha County, West Virginia by_____.

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

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Town of Chesapeake, municipal corporation of Chesapeake, West Virginia

AN ORDINANCE TO AMEND AND REENACT ARTICLE 111.08 RECORDER AND ARTICLE 133 RECORDER AND TO ENACT ARTICLE 134 TREASURER

First Read: June 23, 2025
Second Read: July 28, 2025
Adopted by Council: July 28, 2025

Date: _____ _____

Melissa Hill, Mayor
Town of Chesapeake, West Virginia

Date: _____ _____

David Lloyd, Council-at-Large
Town of Chesapeake, West Virginia

AN ORDINANCE TO AMEND AND REENACT ARTICLE 111.08 RECORDER AND ARTICLE 133 RECORDER AND TO ENACT ARTICLE 134 TREASURER.

WHEREAS, the Town of Chesapeake's ("Town") current ordinances provided that the Town Recorder and Town Treasurer are one and the same;

WHEREAS, the Town desires to remove the role of Treasurer from the Town Recorder position;

WHEREAS, the Town desires to create an appointed Treasurer position;

WHEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CHESAPEAKE, WEST VIRGINIA:

The Town Council of the Town of Chesapeake does hereby order and direct that Article 111.08 and Article 133 shall be amended and reenacted and that Article 134 shall be enacted as set forth in "Exhibit A – Amendments to Recorder Provisions and Enactment of Treasure Provisions of the Code of the Town of Chesapeake" attached hereto and incorporated herein by reference.

This Ordinance shall take effect immediately following the public hearing hereon and approval on second and final reading.

Approved on First Reading: June 23, 2025

Enacted on Second Reading Following Public Hearing: July 28, 2025

THE TOWN OF CHESAPEAKE

_____

Melissa Hill, Mayor

Exhibit A – Amendments to Recorder Provisions and Enactment of Treasure Provisions of the Code of the Town of Chesapeake

111.08 RECORDER

(i) The Recorder shall render such secretarial and clerical services for the council, its committees, its members and presiding officer, as may be imposed by the general laws of the state, this Code, and other ordinances, resolutions and orders of the council; and he or she shall be the custodian of all non-financial records and papers of the council.

(ii) The Recorder shall prepare proposed minutes of each meeting of the city council and shall transmit by mail or e-mail one copy to each member of the council and a copy to the mayor within ten days after the meeting is adjourned.

ARTICLE 133. RECORDER

133.01 CUSTODIAN OF RECORDS.

The Recorder shall be the custodian of all non-financial records, maps, documents and other papers of the town government for which no other custodian is designated; and shall keep them secure against all hazards and make them available to the public.

133.02 CONTACT WITH PUBLIC.

The Recorder's office shall provide information and guidance to all orderly persons affected by the provisions of this Code or other ordinances or resolutions of the town council, and to those having business to transact in any city department, office or agency.

133.03 CLERK OF THE COUNCIL.

The Recorder is the Clerk of the Council.

133.04 OTHER POWERS, DUTIES.

The city clerk shall have such other powers and perform such other duties as may be specified by the city council.

Creating Article 134 within Chapter 5- Administrative, entitled "Treasurer."

Article 134. TREASURER

134.01 – APPOINTMENT.

The Mayor shall nominate an employee or member of an accounting firm to serve as the Treasurer of the Town as a contractor and not an employee of the Town. The Treasurer shall receive such compensation as may be prescribed by the town council.

134.02-GENERAL DUTIES.

It shall be the duty of the Treasurer to:

1. Record all taxes, fees, and assessments and other charges and debts due the Town
2. Serve as the custodian of all funds of the town
3. Serve as the custodian of all financial records of the town
4. Oversee the accounts of the town, including the general ledger
5. Review invoices received and make recommendations to town council regarding payment
6. Review monthly bank statements
7. Prepare draw resolutions for the Council from time to time as appropriate
8. Review and recommend a chart of accounts for the town
9. Assist auditors in preparing annual audits
10. Direct town employees regarding proper accounting practices
11. Ensure that all state and federal income tax withholdings for town employees are remitted in a timely manner to taxing authorities
12. Prepare filings with taxing authorities on behalf of the town

134.02 - ISSUANCE OF LICENSES, PERMITS.

The Treasurer shall certify receipt of payment for licenses and permits.

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

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RESOLUTION NO. 20260728-SAFE Workplace

A RESOLUTION OF THE TOWN OF CHESAPEAKE (WEST VIRGINIA) AND THE CITY OF CHESAPEAKE SANITARY BOARD TO AFFIRM AND ENSURE A SAFE AND RESPECTFUL WORK ENVIRONMENT FOR ALL PUBLIC OFFICIALS, EMPLOYEES, AND BOARD MEMBERS

WHEREAS, the Town of Chesapeake (WV) and the City of Chesapeake Sanitary Board recognize that public employees and officials are essential to the effective delivery of services and the proper administration of government, and they are entitled to a safe, respectful, and harassment-free work environment;

WHEREAS, the **First and Fourteenth Amendments of the United States Constitution** and **Article III of the Constitution of the State of West Virginia** guarantee equal protection under the law, due process, and the rights of individuals to be free from unlawful threats, discrimination, and harassment;

WHEREAS, the **West Virginia Human Rights Act (W. Va. Code § 5-11-1 et seq.)** prohibits discrimination and supports fair treatment in employment;

WHEREAS, W. Va. Code § 61-5-27 makes it a criminal offense to obstruct, threaten, or interfere with public officials or employees in the lawful execution of their duties;

WHEREAS, Town of Chesapeake ordinances, policies, and values are rooted in professionalism, integrity, and community cooperation;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Chesapeake and the City of Chesapeake Sanitary Board, that:

1. **Respectful Environment Mandate**
   All employees, elected officials, appointed officials, and board members of the Town of Chesapeake and the Sanitary Board shall be treated with dignity and respect in the course of performing their official duties.
2. **Zero Tolerance for Harassment or Abuse**
   Harassment, threats, abusive language, intimidation, or any conduct that creates an unsafe or hostile work environment is strictly prohibited—whether by a member of the public, another employee, or an official.
3. **Incident Reporting & Investigation**
   All employees and officials are encouraged to promptly report any incidents of harassment, threats, or interference. The Town and Sanitary Board will investigate such reports and take appropriate legal or administrative action.

4. **Legal Enforcement**
   The Town shall pursue legal remedies under **Town Ordinances, West Virginia law,** and applicable federal statutes when an individual interferes with or threatens public employees or officers during the performance of their official duties.
5. **Public Notification**
   This resolution shall be publicly posted in all municipal buildings and published on the Town of Chesapeake's official platforms to notify the public of this policy.
6. **Training and Awareness**
   The Town will provide ongoing training and resources to its employees, council members, and board members to promote a workplace culture of mutual respect and legal compliance.

BE IT FURTHER RESOLVED, that this resolution takes effect immediately upon its passage and shall remain in full force until amended or repealed.

ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF CHESAPEAKE, WEST VIRGINIA, AND THE CITY OF CHESAPEAKE SANITARY BOARD THIS 28th **DAY OF** July **2025.**

Melissa J. Hill
Mayor, Town of Chesapeake
Chair, Chesapeake Sanitary Board

Attest:

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

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RESOLUTION NO. 20250728-Public Comment

A RESOLUTION OF THE TOWN OF CHESAPEAKE (WEST VIRGINIA) AND THE CITY OF CHESAPEAKE SANITARY BOARD ESTABLISHING PROCEDURES FOR PUBLIC COMMENT DURING MEETINGS AND PUBLIC HEARINGS

WHEREAS, the Town of Chesapeake (WV) and the City of Chesapeake Sanitary Board are committed to transparency, public participation, and responsiveness in the conduct of public business;

WHEREAS, the **West Virginia Open Governmental Proceedings Act (W. Va. Code § 6-9A-1 et seq.)** encourages open meetings and provides the public the opportunity to observe and be heard within clearly defined parameters;

WHEREAS, the **First Amendment to the U.S. Constitution** protects the right of individuals to speak freely, subject to reasonable time, place, and manner restrictions in public forums;

WHEREAS, Robert's Rules of Order, which governs parliamentary procedure for the Town of Chesapeake and the Sanitary Board, permits public comment but prohibits discussion of personal grievances, personnel matters, or defamatory remarks during public meetings;

WHEREAS, it is the responsibility of the Town and Sanitary Board to ensure orderly, fair, and legally compliant meetings and to respond to public comment appropriately through proper channels and authorities;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Town of Chesapeake, West Virginia, and the City of Chesapeake Sanitary Board, that:

1. **Public Comment Period**
    - Public comment shall be permitted at all regular Council meetings, Sanitary Board meetings, and noticed public hearings.
    - An **ADA-compliant platform** has been provided to ensure equal access for all citizens wishing to communicate with Town officials.
    - **Each individual may speak for a maximum of three (3) minutes** during the public comment period.
    - **All citizen communication shall be limited solely to the designated "Public Comment" section** of the meeting agenda. No additional comment will be accepted outside this section unless authorized by the presiding officer.
    - During public comment, **each constituent shall state their full name, the concern they wish to address, and the type of response they expect** (e.g., follow-up call, written response, or administrative review).

2. **Recording and Documentation**
    - All public comments shall be **recorded as part of the official meeting record.**
    - No immediate verbal response shall be given during the meeting to any comment, in order to maintain order and equity in public participation.
3. **Post-Meeting Response Protocol**
    - All comments will be reviewed by the appropriate department, board, or officer following the meeting.
    - Responses will be issued, if appropriate, based on:
        - **Federal regulations**
        - **West Virginia State Code**
        - **Town of Chesapeake Ordinances**
        - And the authority and services of the Town or Sanitary Board.
4. **Limitations on Content**
    - In accordance with **Robert's Rules of Order**, public comments may not include:
        - Personal attacks or grievances involving individual employees or elected officials
        - Defamatory, threatening, or profane language
        - Topics unrelated to the official business of the Town or Sanitary Board
5. **Enforcement and Removal**
    - The presiding officer reserves the right to end any comment that violates this Resolution or disrupts the meeting.
    - Any individual who disrupts proceedings may be removed under **W. Va. Code § 61-6-1** (Disruption of Governmental Processes).
6. **Posting and Distribution**
    - This Resolution shall be published on the Town's website, posted at Town Hall, and made available at all public meetings.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage and shall remain in force unless modified by further action of the Council or Sanitary Board.

ADOPTED by the Town Council of the Town of Chesapeake, WV, and the City of Chesapeake Sanitary Board this 28th day of July, 2025.

Melissa J. Hill
Mayor, Town of Chesapeake
Chair, Chesapeake Sanitary Board

Attest:

Sanitary Board City of Chesapeake
Profit & Loss
June 2025

	Jun 25
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	34,783.02
Total Income	34,783.02
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	1,047.10
5001 SALARIES-TREATMENT & DISP - Other	10,133.35
Total 5001 SALARIES-TREATMENT & DISP	11,180.45
5003 SANITARY BOARD MEMBER	432.19
5030 WORKERS COMP	970.00
5040 UTILITIES	
Electricity- General	68.63
Electricity Sewer Pump	34.35
Electricity Station #2	117.03
Electricity Station #4	74.02
Gas	40.64
Pest Control	65.00
Water	135.19
Total 5040 UTILITIES	534.86
5060 TELEPHONE	241.95
5080 LIABILITY INSURANCE	28,657.88
6025 LEGAL FEES	2,433.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	120.00
Total 6600 CUSTOMER ACCT PROCESSING	120.00
Bank Charge	2.00
Contract Services Billing	1,600.02
CPA Services	1,000.00
Dues & Subscription	1,059.27
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	3,266.59
Wastewater Treatmnent (Marmet)	14,394.12
Total HEALTH & SANITATION EXPENDITURE	17,660.71
IT Support	1,205.00

Sanitary Board City of Chesapeake
Profit & Loss
June 2025

	Jun 25
Payroll Processing Fees (ADP)	170.45
Professional Services	3,606.96
Total Expense	70,874.74
Net Ordinary Income	-36,091.72
Net Income	**-36,091.72**

Sanitary Board City of Chesapeake
Income by Customer Summary
June 2025

	Jun 25
Bridgevalley Community & Technical Colleg	2,596.30
Town of Chesapeake	34,783.02
TOTAL	37,379.32

Sanitary Board City of Chesapeake
Balance Sheet
As of June 30, 2025

	Jun 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	142,164.82
Sanitary Board PFA Grant Accoun	25.00
Total Checking/Savings	150,692.13
Accounts Receivable	
1020 CUSTOMER A/R	315,611.07
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	220.00
Total Accounts Receivable	311,831.07
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	462,623.20
Fixed Assets	
1050 LAND	103,564.00
1055 BUILDINGS	22,782.00
1060 EQUIPMENT	1,234,667.00
1070 ACCUMULATED DEPRECIATION	-1,131,760.64
Property Acquisition(75%Share)	45,366.73
Total Fixed Assets	274,619.09
TOTAL ASSETS	**737,242.29**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	50,877.12
Total Accounts Payable	50,877.12
Other Current Liabilities	
2002 Payroll Liabilities	20,274.08

Sanitary Board City of Chesapeake
Balance Sheet
As of June 30, 2025

	Jun 30, 25
Accrual	-0.03
Direct Deposit Liabilities	-19,403.60
Total Other Current Liabilities	870.45
Total Current Liabilities	51,747.57
Total Liabilities	51,747.57
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	-369,164.92
Net Income	-138,382.63
Total Equity	685,494.72
TOTAL LIABILITIES & EQUITY	**737,242.29**

Sanitary Board City of Chesapeake
Profit & Loss
July 2025

	Jul 25
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	36,669.27
Total Income	36,669.27
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	1,182.39
5001 SALARIES-TREATMENT & DISP - Other	14,249.22
Total 5001 SALARIES-TREATMENT & DISP	15,431.61
5003 SANITARY BOARD MEMBER	432.19
5040 UTILITIES	
Electricity- General	214.32
Electricity Station #3	695.74
Electricity Station #4	100.50
Gas	40.41
Water	50.82
Total 5040 UTILITIES	1,101.79
5060 TELEPHONE	195.18
6005 SUPPLIES	838.49
6025 LEGAL FEES	1,440.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	240.00
Total 6600 CUSTOMER ACCT PROCESSING	240.00
Bank Charge	2.00
Contract Services	604.00
Contract Services Billing	1,528.80
Contract Services Data Usage	125.40
HEALTH & SANITATION EXPENDITURE	
Chemicals	283.69
Town of Marmet	3,266.59
Wastewater Treatmnent (Marmet)	11,162.86
Total HEALTH & SANITATION EXPENDITURE	14,713.14
IT Support	
Sofwares & Apps	24,151.50
IT Support - Other	11,568.13
Total IT Support	35,719.63

Sanitary Board City of Chesapeake
Profit & Loss
July 2025

	Jul 25
Payroll Processing Fees (ADP)	203.69
Professional Services	3,606.96
Total Expense	76,182.88
Net Ordinary Income	-39,513.61
Net Income	**-39,513.61**

Sanitary Board City of Chesapeake
Income by Customer Summary
July 2025

	Jul 25
Town of Chesapeake	36,669.27
TOTAL	36,669.27

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

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RESOLUTION

At a special session of the municipal council, held (Month, day and year) July 31, 2025, the following order was made and entered:

SUBJECT: The revision of the FY2025-2026 Levy Estimate (Budget) of the Town of Chesapeake (WV). The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number ONE #1, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____the vote thereon was as follows:

James D Lloyd, Council-at-Large _____ Yes or No

Ron Petty, Council – Ward 1 _____ Yes or No

Dona Lacy, Council – Ward 1 _____ Yes or No

Arianna McLaughlin – Council – Ward 2 _____ Yes or No

Katie Miller – Council – Ward 3 _____ Yes or No

William Smith – Council – Ward 3 _____ Yes or No

WHEREUPON, Town of Chesapeake (WV), declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the Mayor is authorized to fix her signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

*Add Roll Call to Agenda

Tuesday
17
Jun 2025

Monthly Meeting - City of Chesapeake Sanitary Board

6:00 PM - 8:00 PM

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

Agenda

6:00 PM 5 min

2025/M16-001 | Call to Order

Melissa Hill

The meeting will be called to order by the chairperson.

6:05 PM 10 min

2025/M16-002 | Approval of Minutes

Melissa Hill

Review and approve the minutes from the previous meeting.

- For Decision

2025/M16-003 | Approval - Financial Statements

Month & Year End

- For Decision

20 min

2025/M16-004 | Old Business

Discuss any unfinished business from previous meetings.

2025/M16-004.1 | 1989 Agreement - WV PSC Status

Status of filing

- For Discussion

2025/M16-004.2 | Move Meetings to 4th Monday at?

Move Sanitary Board Meetings to convene before Town Hall Meeting
Discuss earliest time available

- For Decision

2025/M16-004.3 | WV DEP Inspection

Will take a couple of months

- For Discussion

30 min

2025/M16-005 | New Business

Introduce and discuss any new business or agenda items.

2025/M16-005.1 | Vendor Partners

Vendor Partner Meetings - Smith & Loveless, Pumpman, OmniSite, Precision Pump, etc...

- For Discussion

2025/M16-005.2 | WV DEP - Permit Renewal - Public Comment

What does this mean?

- For Discussion

2025/M16-005.3 | WV DEP Report Submission

- Lift Station Notes
- Flows
- Inflow & Infiltration
- Maintenance

- For Decision

20 min

2025/M16-006 | Reports

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

20 min

2025/M16-007 | Public Comment Period

Allow members of the public to provide comments or raise concerns. Each speaker is typically limited to 3-5 minutes.

2025/M16-008 | Next Meeting - 3rd Tuesday, July 15, 2025

- For Information

5 min

2025/M16-009 | Adjournment

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

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City of Chesapeake (WV) Sanitary Board
Meeting Minutes – May 20, 2025
6:00 PM – Dr. Lisa E. Curry Memorial Building Annex

Jason Bowen, William Bennett, Melissa Hill, and Douglas McMillan

- Chairperson Hill called the meeting to order at 6:15 PM and subsequently led the assembly in a prayer and the Pledge of Allegiance.

- Following this opening, a call confirmed the presence of Chairperson Hill, and citizen members Jason Bowen and William Bennett. Absent Herbert Shearer.

- The agenda addressed old business, which included approving the minutes from the meeting held on April 15, 2025, and discussing Civil Action # 15-C-2055. This matter pertains to ongoing litigation, detailing activities, obligations, and the necessary next steps for legal action. Chairperson Hill proposed a motion to proceed with the items of old business, which was supported by Bowen and Bennett
- Subsequently, a motion was introduced to review the financial statements, which was followed by a motion affirming that they were in order – Motion by Bowen, Seconded by Bennett – No opposed.

- The board then transitioned to new business, which included inspections of the sewer system and the withdrawal of Counsel Minear. Chairperson Hill recommended that the board review the legal documentation related to the 1989 Marmet Agreement. A discussion ensued regarding the legal aspects of the agreement and the potential actions the town may undertake. The agreement modification has been transferred to Jim Kelsh, Bowles Rice to continue forward.

- After exploring the 1989 agreement, the sanitary board reviewed the recent inspection by representatives Morgan L. Agee and Mandie Simpson of the West Virginia Department of Environmental Protection. Sanitary Supervisor Nathaniel Hale, along with William Bennett and Jason Kinder, facilitated the inspection of the sewer system. The board concurred that the inspection proceeded positively; however, the inspectors identified a discharge issue at lift station one. Operations will continue to monitor and document. Monthly & Quarterly Reporting shall continue.

- Following the discourse on the inspection, the board addressed the discharge incident that occurred over the preceding weekend. They deliberated various preventative measures and the necessary training for the team to adequately prepare for future sewer or stormwater-related incidents.

- Regarding Counsel Minear's withdrawal, the board agreed that the City of Chesapeake requires a new attorney to manage the Sanitary Sewer Evaluation Study (SSES) and any future projects in the town.

- Chairperson Hill suggested that operational staff attend additional sanitary board meetings to enhance the flow of information for forthcoming infrastructure initiatives.

- In conclusion, Chairperson Hill formally moved to adjourn the meeting at 7:53 PM. Citizen Members Bennett and Bowen supported the motion, which was duly carried.

Sanitary Board City of Chesapeake
Income by Customer Summary
May 2025

	May 25
Town of Chesapeake	76,265.96
TOTAL	76,265.96

Sanitary Board City of Chesapeake
Profit & Loss
May 2025

	May 25
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	76,265.96
Total Income	76,265.96
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	1,231.16
5001 SALARIES-TREATMENT & DISP - Other	15,667.20
Total 5001 SALARIES-TREATMENT & DISP	16,898.36
5003 SANITARY BOARD MEMBER	432.19
5040 UTILITIES	
Electricity Sewer Plant	145.90
Electricity Station #2	188.52
Electricity Station #3	607.66
Electricity Station #4	144.14
Electricity Station #5	226.33
Gas	113.45
Pest Control	65.00
Total 5040 UTILITIES	1,491.00
5060 TELEPHONE	479.90
6025 LEGAL FEES	2,048.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	200.00
Total 6600 CUSTOMER ACCT PROCESSING	200.00
9040 REPAIRS & REPAIR PARTS	650.00
Bank Charge	2.00
Certification Fees	100.00
Contract Services Billing	1,582.15
CPA Services	450.00
HEALTH & SANITATION EXPENDITURE	
Chemicals	343.37
Payroll Reimbursement	33,072.00
Town of Marmet	3,266.59
Wastewater Treatmnent (Marmet)	16,639.70
Total HEALTH & SANITATION EXPENDITURE	53,321.66

Sanitary Board City of Chesapeake
Profit & Loss
May 2025

	May 25
IT Support	
Sofwares & Apps	60.00
IT Support - Other	1,372.50
Total IT Support	1,432.50
Payroll Processing Fees (ADP)	159.60
Professional Services	1,803.48
Total Expense	81,050.84
Net Ordinary Income	-4,784.88
Net Income	**-4,784.88**

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

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	209,032.70
Sanitary Board PFA Grant Accoun	25.00
Total Checking/Savings	217,560.01
Accounts Receivable	
1020 CUSTOMER A/R	232,778.25
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-146,585.86
Total Accounts Receivable	82,192.39
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	299,852.40
Fixed Assets	
1050 LAND	103,564.00
1055 BUILDINGS	22,782.00
1060 EQUIPMENT	1,234,667.00
1070 ACCUMULATED DEPRECIATION	-1,131,760.64
Property Acquisition(75%Share)	45,366.73
Total Fixed Assets	274,619.09
TOTAL ASSETS	**574,471.49**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-407.21
Total Accounts Payable	-407.21
Other Current Liabilities	
2002 Payroll Liabilities	20,274.08

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

	May 31, 25
Accrual	7,758.25
Direct Deposit Liabilities	-19,403.60
Payable to Town of Chesapeake	36,232.23
Total Other Current Liabilities	44,860.96
Total Current Liabilities	44,453.75
Total Liabilities	44,453.75
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	-473,365.36
Net Income	-189,659.17
Total Equity	530,017.74
TOTAL LIABILITIES & EQUITY	**574,471.49**