# Town Of Chesapeake
## Profit & Loss
### May 2025

| | | May 25 |
|---|---|---|
| Ordinary Income/Expense | | |
| Income | | |
| REVENUES | | |
| 301 Property Taxes KC Sheriff | | 7,753.04 |
| 304 Excise Tax on Utilities | | 1,398.04 |
| 305 Business & Occupation Tax | | 7,283.62 |
| 325 License | | 50.00 |
| 326 Building Permit Fees | | 95.00 |
| 330 IRP Fees (Public Utilities | | 10,008.99 |
| 341 Municipal Service Fees | | 8,128.51 |
| 345 Rent Royal Concess, Annex | | 250.00 |
| 377 Greenbrier Table LOTTGRNBRI | | 20.49 |
| 380 Interest on Investments | | 49.61 |
| 396 Table Game Lott LOTTBLGAME | | 834.25 |
| 397 Video Lottery (LVL) | | 466.40 |
| 399 Misc Revenues | | |
| Recyle | 75.00 | |
| Trash Pickup | 80.00 | |
| 399 Misc Revenues - Other | 30.00 | |
| Total 399 Misc Revenues | | 185.00 |
| Total REVENUES | | 36,522.95 |
| Total Income | | 36,522.95 |
| Gross Profit | | 36,522.95 |
| Expense | | |
| GENERAL GOVERNMENT EXPENDITURES | | |
| 409 Mayor's Office | | |
| Mayor Stipend | 750.00 | |
| Payroll Taxes Mayor | 57.38 | |
| Total 409 Mayor's Office | | 807.38 |
| 410 City Council | | |
| City Council Payroll Taxes | 84.06 | |
| City Council Stipend | 975.00 | |
| Total 410 City Council | | 1,059.06 |
| 440 City Hall | | |
| Bank charges | 17.90 | |
| Bldg Maint | 1,480.00 | |

# Town Of Chesapeake
## Profit & Loss
### May 2025

| | | May 25 |
|---|---|---|
| Contract Services | | |
| Contract Service Messaging | | 56.10 |
| Contract Service Printing | | 86.90 |
| IT support | | 1,452.50 |
| Payroll Processing Fees | | 250.34 |
| Telephone | | 48.40 |
| Total Contract Services | | 1,894.24 |
| Fuel | | 1,385.41 |
| Legal & Professional Services | | |
| CPA Services | | 1,100.00 |
| Total Legal & Professional Services | | 1,100.00 |
| Municipal Dues | | 480.60 |
| Office Expenses | | 45.00 |
| Office supplies | | 550.27 |
| Payroll Expenses -City Staff | | 1,012.50 |
| Payroll Taxes- City Staff | | 98.73 |
| Pest Control | | 230.00 |
| Postage | | 117.92 |
| Printing Expenses | | 373.69 |
| Safety Supplies | | 77.88 |
| Utilities | | |
| Electricity | | |
| Annex Bldg | 548.83 | |
| Town Hall | 546.30 | |
| Total Electricity | | 1,095.13 |
| Gas | | |
| Gas Town Hall | 755.09 | |
| Total Gas | | 755.09 |
| Water | | |
| Fire Hydrants | 171.02 | |
| Town Hall | 46.67 | |
| Total Water | | 217.69 |
| Total Utilities | | 2,067.91 |
| Total 440 City Hall | | 10,932.05 |

# Town Of Chesapeake
## Profit & Loss
### May 2025

| | May 25 |
|---|---|
| 951SOCIAL SERVICES EXPENDITURES | |
| Mother's day Lunch | 292.70 |
| Total 951SOCIAL SERVICES EXPENDITURES | 292.70 |
| Total GENERAL GOVERNMENT EXPENDITURES | 13,091.19 |
| HEALTH & SANITATION | |
| 800 Garbage Dept | |
| Contract Services (Billing PSD) | 1,582.14 |
| Interest Paid | 238.10 |
| Payroll Expenses City Services | 26,318.93 |
| Payroll Taxes City Services | 2,022.46 |
| Refuse Fees | |
| Container Service Fees | 164.61 |
| Residential | 1,814.80 |
| Total Refuse Fees | 1,979.41 |
| Total 800 Garbage Dept | 32,141.04 |
| Total HEALTH & SANITATION | 32,141.04 |
| PUBLIC SAFETY EXPENSE | |
| 700 POLICE DEPT | |
| Police Payroll Tax | 313.74 |
| Police salaries | 3,600.00 |
| Telephone | 1,296.26 |
| Total 700 POLICE DEPT | 5,210.00 |
| Total PUBLIC SAFETY EXPENSE | 5,210.00 |
| STREET & TRANSPORTATION | |
| 750 Streets & Hwys | 3,551.61 |
| 751 Street Lights | 2,115.09 |
| 752 Electricity School Flashers | 16.49 |
| Total STREET & TRANSPORTATION | 5,683.19 |
| Total Expense | 56,125.42 |
| Net Ordinary Income | -19,602.47 |
| Net Income | **-19,602.47** |

# Town Of Chesapeake
## Income by Customer Summary
### May 2025

| | May 25 |
|---|---|
| Chesapeake Healthcare Center | 2,303.46 |
| Chesapeake Sanitary Board | 33,072.00 |
| Gray Barbara | 40.00 |
| Kanawha Public Service | 8,776.79 |
| Oval Construction | 15.00 |
| River Point LLC | 4,802.66 |
| Sheriff Kanawha County | 7,753.04 |
| WV Treasury | 11,330.13 |
| **TOTAL** | **68,093.08** |

# Town Of Chesapeake
## Balance Sheet
### As of May 31, 2025

| | May 31, 25 |
|---|---|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| American Rescue Act | 146,059.35 |
| Bonding Commitment | 11,034.37 |
| Change Drawer | 157.05 |
| Chesapeake Disposal Account | 1,488.00 |
| Chesapeake Fire Fee Account | 25.00 |
| Garbage & Sewer | 3,030.06 |
| GF City National Bank 3019 | 106,590.35 |
| Opiod Fund Account | 5,025.00 |
| Petty Cash | 125.00 |
| Police Fund | 25.00 |
| Total Checking/Savings | 273,559.18 |
| Accounts Receivable | |
| Accounts Receivable | 39,285.41 |
| Total Accounts Receivable | 39,285.41 |
| Total Current Assets | 312,844.59 |
| TOTAL ASSETS | **312,844.59** |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 5,020.07 |
| Total Accounts Payable | 5,020.07 |
| Other Current Liabilities | |
| Bond from WV | 11,034.37 |
| Direct Deposit Liabilities | -503.07 |
| Payroll Liabilities | 10,606.32 |
| Poca Valley Bank Loan Account | -30,785.15 |
| Total Other Current Liabilities | -9,647.53 |
| Total Current Liabilities | -4,627.46 |
| Total Liabilities | -4,627.46 |

# Town Of Chesapeake
## Balance Sheet
### As of May 31, 2025

| | May 31, 25 |
|---|---|
| Equity | |
| Opening Balance Equity | 77,871.93 |
| Retained Earnings | 196,614.24 |
| Net Income | 42,985.88 |
| Total Equity | 317,472.05 |
| TOTAL LIABILITIES & EQUITY | **312,844.59** |

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

Transparency
Respect
Winning

**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.

## CHAPTER THREE - Legislative

Art. 111. Council.
Art. 113. Ordinances and Resolutions.

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## ARTICLE 111
## Council

**111.01 Meetings.**
**111.02 Reading of journal.**
**111.03 Sergeant-at-arms.**
**111.04 President pro tem; compelling attendance.**
**111.05 Standing committees.**
**111.06 Mayor and Recorder may vote in Council; tie vote.**
**111.07 Robert's Rules of Order.**
**111.08 Recorder.**
**111.09 Authentication of records.**
**111.10 Motions and resolutions.**
**111.11 Demand of previous question.**
**111.12 Rules of debate.**
**111.13 Control of rules.**
**111.14 Draft of ordinances.**
**111.15 Reports of committees.**
**111.16 Order of business.**

CROSS REFERENCES
Open meeting law - se W. Va. Code Art. 6-9A
Composition - see W. Va. Code 8-5-7
Oath - see W. Va. Code 8-5-8
Term - see W. Va. Code 8-5-9
Vacancies - see W. Va. Code 8-5-10
Proceedings - see W. Va. Code Art. 8-9
General powers - see W. Va. Code Art. 8-12
Adoption of rules - see W. Va. Code 8-12-5(45)
Extraterritorial exercise of powers - see W. Va. Code 8-12-19

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### 111.01 MEETINGS.

Council shall meet in regular public session at the Council Chamber in the City Hall at 7:00 p.m. on the first Monday in each month, or at any other time which may be fixed by a proper ordinance of Council. Special meetings may be called by the Mayor, or if he is absent from the City, by the Recorder or by a petition signed by not less than three members of Council or by any method prescribed by any ordinance hereinafter adopted.
(1963 Code 1-11-1)

### 111.02 READING OF JOURNAL.

The Mayor or President pro tem of Council, as the case may be, having assumed the chair and a quorum being present, the journal of the proceedings of the previous meeting shall be read, or shall have been sent to Council members by mail, to the end that any alterations or corrections may be submitted and entered of record.
(1963 Code 1-11-2)

**111.03 SERGEANT-AT-ARMS.**

The Police Chief shall attend all meetings of the Council in the capacity of sergeant-at-arms. He shall, under directions of the presiding officer, aid in the enforcement of good order and decorum, together with all such process as shall issue under authority of Council. (1963 Code 1-11-3)

**111.04 PRESIDENT PRO TEM; COMPELLING ATTENDANCE.**

The presiding officer of the Council may call a member to the chair, who shall exercise its functions for the time being. Any number of Council, less than a quorum, which may meet at any regular or special session, may compel the attendance of absent members of Council. (1963 Code 1-11-4)

**111.05 STANDING COMMITTEES.**

The Council as a whole may act as a committee, or the Mayor may appoint any committee he may deem advisable, and such committee shall have at least three members. Council may, by ordinance, create any standing committees that may be desirable, and the Mayor is vested with the authority to appoint members of such committees. (1963 Code 1-11-5)

**111.06 MAYOR AND RECORDER MAY VOTE IN COUNCIL; TIE VOTE.**

The Mayor and Recorder shall have votes as members of Council, and in case of a tie, the presiding officer for the time being, unless he has previously voted, shall have the casting vote. (1963 Code 1-11-6)

**111.07 ROBERT'S RULES OF ORDER.**

The rules of parliamentary usage comprised in "Robert's Rules of Order" by Col. Henry M. Roberts, shall govern Council in all cases not provided for by the rules of Council. In any case not governed by such manual or rules, the City shall be governed by the practice in the House of Delegates of the State. (1963 Code 1-11-7)

**111.08 RECORDER.**

The Recorder shall be the clerk and custodian of all records and papers of Council; he shall be the custodian of all funds of the City and shall act as treasurer of the City. (1963 Code 1-11-8)

**111.09 AUTHENTICATION OF RECORDS.**

All records of Council shall be authenticated by the signature of the Mayor, and attested by the signature of the City Recorder. (1963 Code 1-11-9)

**111.10 MOTIONS AND RESOLUTIONS.**

All motions and resolutions, if desired by the presiding officer, or any member, shall be reduced to writing and shall be read by the City Recorder before the same shall be debated. (1963 Code 1-11-10)

**111.11 DEMAND OF PREVIOUS QUESTION.**

If the previous question is demanded by not less than three members, the presiding officer shall, without debate, put the question: "Shall the main question be now put?"

If this question is decided in the affirmative, all further debate shall cease and the vote shall be taken at once on the proposition pending before Council. When Council refuses to order the main question, the consideration of the subject shall be resumed as if the previous question had not been demanded. (1963 Code 1-11-11)

**111.12 RULES OF DEBATE.**

No question shall be debated until it has been propounded by the chair; then the mover shall have the right to explain his view in preference to any other member.

When two or more members arise at the same time, the chair shall name the person to speak, but in all cases the member who shall first arise and address the chair shall speak first.

No one shall disturb or interrupt a member who is speaking, without his permission, except to call to order, if he is transgressing the rules. (1963 Code 1-11-12)

**111.13 CONTROL OF RULES.**

No standing rule or order of Council shall be rescinded, suspended or changed, except by a majority vote of the members elected to Council. (1963 Code 1-11-13)

**111.14 DRAFT OF ORDINANCES.**

All ordinances introduced in Council shall be typewritten on one side only of plain white paper. (1963 Code 1-11-14)

**111.15 REPORTS OF COMMITTEES.**

All reports from committees shall be delivered to the Clerk of Council for reading without comment; all statements or argument shall follow the reading of same by the Clerk. (1963 Code 1-11-15)

**111.16 ORDER OF BUSINESS.**

The order of business for each meeting shall be:

(a) Roll call.
(b) To read, correct and approve the minutes of previous meetings.
(c) To receive and dispose of communications.
(d) To receive resolutions and petitions.
(e) To receive reports of standing committees and other officers.
(f) To receive reports of special committees.
(g) Ordinances introduced and referred to appropriate committees.
(h) Unfinished and miscellaneous business.
(i) Roll call and adjournment.

(1963 Code 1-11-16)

## ARTICLE 133
## Recorder

EDITOR'S NOTE: There are no sections in Article 133. This article is reserved for cross references and any future legislation.

CROSS REFERENCES

Position established - see W. Va. Code 8-5-7
Oath - see W. Va. Code 8-5-8
Term - see W. Va. Code 8-5-9
Vacancy - see W. Va. Code 8-5-10
Voting rights - see W. Va. Code 8-9-2
Powers and duties generally - see W. Va. Code 8-10-3

# Meeting - Town Hall/Council Monthly Meeting

Town of Chesapeake - Meetings

| | |
|---|---|
| Date | 6/23/2025 |
| Time | 6:00 PM - 8:00 PM |
| Location | Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building |

## Agenda

**2025/M17-001 - June Town Hall / Council Monthly Meeting** *For Information*

Welcome to Monthly Meeting

**2025/M17-002 - Call to Order** *For Information*
Melissa Hill

Monthly Meeting Call to Order

**2025/M17-002.1 - Prayer & Pledge of Allegiance** *For Discussion*

Prayer & Pledge of Allegiance

**2025/M17-002.2 - Roll Call - Council - Quorum** *For Decision*
Douglas McMillan

- 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
- Douglas McMillan - Recorder - Sr. Clerk
- Melissa Hill, Mayor

**2025/M17-002.3 - Meeting Officially Called to Order** *For Decision*
Melissa Hill

**2025/M17-003 - Approval - Agenda - Monthly Meeting** *For Decision*
Melissa Hill
Council Reviews and approves the agenda for regularly scheduled, emergency, or special session meetings

**2025/M17-004 - Approval of Meeting Minutes** *For Decision*
Melissa Hill
Regularly Scheduled Meetings

**2025/M17-005 - Partner Introductions** *For Information*
Melissa Hill -
Introducing HDL - Business Registration & Tax Services

**2025/M17-006 - Reports - Recorder** *For Discussion*
Douglas McMillan

May Records - Reviewed and Codified

**2025/M17-006.1 - Administrative Records - ADM** *For Decision*
Douglas McMillan

Total Records Scanned - Significant Records

**2025/M17-006.2 - Financial Records & Reports - FIN** *For Decision*
Melissa Hill

Review of Financial Records & Reports - May 2025

**2025/M17-006.3 - Legal Records - Ordinance - Amend and Reenact** *For Decision*
Douglas McMillan

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

- 1st Read

**2025/M17-006.4 - Historical Records - HIS** *For Decision*
Melissa Hill

Review of Reports, Studies, Photographs, and Videos -
Meeting Minutes - Town of Chesapeake (WV) Police Department

**2025/M17-006.5 - Operational Records - OPS** *For Decision*
Douglas McMillan

Review of Maintenance Logs & Work Orders
WV PSC - Records Submission - May 2025

**2025/M17-007 - Old / Ongoing Business** *For Information*
Melissa Hill

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

**2025/M17-007.1 - 1989 Agreement - Update** *For Discussion*
James Kelsh, Esq.

WV PSC - Hearing Schedule 7/29/25

**2025/M17-007.2 - WV DEP - Permit Renewal - Public Comment** *For Information*
Melissa Hill

City of Chesapeake Sanitary Board - Wastewater Management - Renewal
Required Reports delivered 06/19/2025

**2025/M17-007.3 - WV DEP - Sewer System Inspection** *For Information*
Melissa Hill

Complete - will take 2-3 months to receive results
Class C Certification - Jason Kinder

**2025/M17-007.4 - Municode - Ordinance Recodification** *For Information*
Melissa Hill, natalie.thomas@bowlesrice.com

Scheduled July 2, 2025

**2025/M17-007.5 - Closure - Charleston Landfill - Waste Management Transfer Station** *For Decision*
Melissa Hill

No notice - June 30, 2025 - Currently $40 per ton - increase to $94.50 per ton
Representative not authorized to share rate increase information in writing.

**2025/M17-007.6 - RFQ - IT Service Management - Applications** *For Information*
Melissa Hill

Quotes submitted

**2025/M17-007.7 - Move Sanitary Board Meeting to 4th Monday** *For Decision*

Move Sanitary Board Meeting to 4th Monday before Town Hall Meeting

**2025/M17-008 - 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.

**2025/M17-008.1 - Healthcare Insurance for Employees** *For Discussion*
Melissa Hill
Previous Healthcare Policy - employees received raise but insurance premiums absorbed
Current hourly rates will not comfortably cover healthcare insurance premiums
Evaluating Jobs & Hourly Rates then Healthcare

**2025/M17-008.2 - Board Member Dismissal** *For Decision*
David Lloyd, Dona Lacy

Sanitary Board Member Dismissal - Herbert Shearer

**2025/M17-008.3 - Contract Renewals FY2025 - FY2026 - Amendment - 6/19/2025 - 10:28 AM** *For Decision*

Contract Renewals:

- WV Corp - Insurance
- Encova - Worker's Compensation
- Advantage Technology - Lu Subscription - 2 years

**2025/M17-009 - Public Comments** *For Information*

Douglas McMillan

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

**2025/M17-010 - Council Comments** *For Information*

Douglas McMillan

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

**2025/M17-011 - 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**.

**2025/M17-012 - Next Meeting - Tuesday, July 15, 2025 @ 6PM** *For Information*

Dr. Lisa E. Curry Memorial Building - Annex

**2025/M17-013 - Next Meeting - Monday, July 28, 2025 - Town Hall / Council @ 6PM** *For Information*

Monthly Meeting

**2025/M17-014 - 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.

**2025/M17-006 - Reports - Recorder** *For Discussion*
Douglas McMillan

May Records - Reviewed and Codified

**2025/M17-006.1 - Administrative Records - ADM** *For Decision*
Douglas McMillan

Total Records Scanned - Significant Records

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Review of Financial Records & Reports - May 2025

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- Encova - Worker's Compensation
- Advantage Technology - Lu Subscription - 2 years

**2025/M17-009 - Public Comments** *For Information*

Douglas McMillan

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

**2025/M17-010 - Council Comments** *For Information*

Douglas McMillan

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

**2025/M17-011 - 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**.

**2025/M17-012 - Next Meeting - Tuesday, July 15, 2025 @ 6PM** *For Information*

Dr. Lisa E. Curry Memorial Building - Annex

**2025/M17-013 - Next Meeting - Monday, July 28, 2025 - Town Hall / Council @ 6PM** *For Information*

Monthly Meeting

**2025/M17-014 - 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.