Minutes

Monthly Meeting - City of Chesapeake (WV) Sanitary Board

Town of Chesapeake - Meetings

Date	7/28/2025
Time	5:00 PM - 6:00 PM
Location	Dr. Lisa E. Curry Memorial Building; Dr Lisa E Curry Memorial Building
Present	Jason Bowen, William Bennett, jkelsh@bowlesrice.com, natalie.thomas@bowlesrice.com, Dona Lacy, Ron Petty, Melissa Hill, Dr Lisa E Curry Memorial Building, Andrew Roberts
Absent	Nathaniel Hale, Jason Kinder, David Lloyd, Wes Dillard, Arianna McLaughlin, Katie Miller, Kathey Miller
Note Taker	Melissa Hill

Agenda

2025/M18-001 - Monthly Meeting - City of Chesapeake (WV) Sanitary Board

The meeting commenced with discussions centered on fiscal management for delivering waste management services to the Town of Chesapeake, WV. The board emphasized the importance of comparing current expenditures to the budget, which is yet to be formally established. The financial health of the town was highlighted, with a focus on ensuring that revenue is directed towards providing services rather than merely covering costs. Discussions also touched on the need for future budget planning, which will be addressed in the next meeting. The board acknowledged the various funding sources for different town facilities, such as electric and water services, and noted that a detailed review of accounts would take place in August.

2025/M18-002 - Call to Order

The meeting was called to order with a prayer and pledge. Roll call was conducted by Sandy, confirming the presence of board members Stacey Bow, William Bennett, and Jerry Hill, establishing a quorum. The agenda was reviewed, and a motion to approve it was made, seconded, and passed unanimously.

2025/M18-003 - Approval - Agenda, Meeting Minutes, Financial Statements

The board proceeded to approve the current meeting agenda, the meeting minutes from June 2025, and the financial statements for June 2025. William Bennett acknowledged the previous city manager and the contributions of Douglas, who prepared the meeting minutes. A motion to approve the meeting minutes with corrections related to the 1989 agreement with Marmet was made and seconded, passing without opposition. Financial statements were also reviewed, with a focus on ensuring expenditure aligns with the town's revenue. However, the motion to approve the financial statements was tabled for further review in the next meeting.

2025/M18-003.1 - Approval - Agenda

The current meeting agenda was presented for approval. A motion was made to approve the agenda as submitted, which was seconded and passed unanimously without further questions.

2025/M18-003.2 - Approval - Meeting Minutes

The meeting minutes from June 2025 were presented for approval. William Bennett acknowledged the previous city manager's efforts and proposed a motion to approve the minutes with corrections related to the 1989 agreement with Marmet. The motion was seconded and passed unanimously.

2025/M18-003.3 - Approval - Financial Statements
The financial statements for June 2025 were reviewed. William Bennett discussed the importance of comparing current expenditures to the budget and ensuring that funds are used to provide services. However, the motion to approve the financial statements was tabled to allow for a more detailed review in the next meeting.

2025/M18-004 - Ongoing Business
The board discussed several ongoing business items, including the 1989 agreement with Marmet, the WV DEP inspection, the WV DEP monthly report, and the sewer system rehabilitation project. Key points included preparations for an upcoming hearing on August 7 regarding overcharges, the status of the DEP inspection and Jason Kinder's Class C certification, and the need for a detailed review of the sewer system rehabilitation project. The board emphasized the importance of meeting WV DEP requirements and stabilizing the 1964 sewer system. A training session for board members on the project and its options was also mentioned.

2025/M18-004.1 - 1989 Agreement - Marmet & Chesapeake
Participated: jkelsh@bowlesrice.com

The board discussed the 1989 agreement with Marmet, focusing on the WV Public Service Commission filing. Preparations for the upcoming hearing on August 7 were highlighted, including the engagement of an expert witness to review and testify on the overcharges. The board approved the engagement letter for the expert witness and discussed the financial implications of the case.

Decision: [Final]
The board approved the engagement letter for the expert witness for the upcoming hearing on August 7.

2025/M18-004.2 - WV DEP - Inspection
The board reviewed the status of the WV DEP inspection, noting that the inspection had been conducted and they were awaiting results. Jason Kinder had received his Class C certification, and the board discussed the need to submit the application and pay the associated fee. The board also mentioned the interim administration's role in managing the inspection process and ensuring compliance.

2025/M18-004.3 - WV DEP Monthly Report
The board discussed the WV DEP monthly report, which includes operations flow reads, discharge, and inflow & infiltration reports. The board emphasized the importance of accurate reporting and the transition to electronic submission of these reports. Jason Kinder was noted as being responsible for uploading the reports monthly.

2025/M18-004.4 - Project - Sewer System - Rehabilitation
Participated: jkelsh@bowlesrice.com

The board discussed the sewer system rehabilitation project, which involves a two-phased approach to meet WV DEP requirements and stabilize the 1964 sewer system. The project includes operations and board training sessions to ensure all members understand the

Monday
28
Jul 2025

Monthly Meeting - City of Chesapeake (WV) Sanitary Board

5:00 PM - 6:00 PM
Town of Chesapeake - Meetings | Dr. Lisa E. Curry Memorial Building; Dr Lisa E Curry Memorial Building

Agenda

2025/M18-001 | Monthly Meeting - City of Chesapeake (WV) Sanitary Board

Melissa Hill

Conducting Fiscal Management for the purpose the delivery of Waste Management Services for the Town of Chesapeake (WV)

- For Information

2025/M18-002 | Call to Order

Melissa Hill

- Prayer & Pledge
- Roll Call - Quorum?

- For Information

2025/M18-003 | Approval - Agenda, Meeting Minutes, Financial Statements

Melissa Hill

Approval of current meeting agenda, previous month meeting minutes, and financial statements

- For Information

2025/M18-003.1 | Approval - Agenda

Melissa Hill

Approval of current Meeting Agenda

- For Decision

2025/M18-003.2 | Approval - Meeting Minutes

Melissa Hill

Approval of June 2025 Meeting Minutes

- For Decision

2025/M18-003.3 | Approval - Financial Statements

Melissa Hill

Approval of June 2025 Financial Statements

- For Decision

2025/M18-004 | Ongoing Business

Melissa Hill

Ongoing business that we will continue to review

- For Information

2025/M18-004.1 | 1989 Agreement - Marmet & Chesapeake

Melissa Hill
jkelsh@bowlesrice.c...

Discussion - WV Public Service Commission Filing

- For Discussion

2025/M18-004.2 | WV DEP - Inspection

Melissa Hill

Conducted - Waiting on Results
Jason Kinder - Received Class C Certification - needed to submit application and pay fee

- For Discussion

2025/M18-004.3 | WV DEP Monthly Report

Melissa Hill

Operations flow reads, discharge, and inflow & infiltration reports

- For Decision

2025/M18-004.4 | Project - Sewer System - Rehabilitation

Melissa Hill
jkelsh@bowlesrice.c...

2 Phased Approach - Meeting WV DEP requirements and stabilizing a 1964 sewer system
Operations & Board Training Session - Projects and options

- For Decision 4

2025/M18-005 | New Business

Melissa Hill

Reporting new business that happened during previous month

- For Information

2025/M18-005.1 | Hosting - Pump School - Smith & Loveless - September 9 - 8:30 AM - 3:30 PM

Melissa Hill



- For Discussion

2025/M18-005.2 | Operational Review - Lift Station #1

Melissa Hill

- Lift Station #1 Operating as designed?
- Approved - Draw Down Test
  - Pump Man - $2250

- For Decision 1

2025/M18-005.3 | Commercial Area Flow Meters

Melissa Hill

2 Clamp on Meters in Commercial Area
Valtronics Installation - $4,040.00

- For Decision 2

2025/M18-005.4 | WV PSC - Outage Communications Plan - Addendum

natalie.thomas@bow...

Approve outage communication plan to be submitted to WV PSC by August 8

- For Decision 1

2025/M18-005.5 | Right of Way & Easement - Addendum

Steven R. Maynard and Jessica D Maynard, with an address of 11428 MacCorkle Ave., Chesapeake, West Virginia 25315

- For Decision

2025/M18-006 | Public / Board Comment

Melissa Hill

Concern, Issues, Questions

- For Discussion

2025/M18-007 | Next Meeting - 4th Monday - City of Chesapeake Sanitary Board

Melissa Hill

August 25, 2025 at 5:00 PM
Dr. Lisa E. Curry Memorial Building

- For Information

2025/M18-008 | Next Meeting - 4th Monday - Town of Chesapeake (WV) Hall / Council

Melissa Hill

August 25, 2025 at 6:00 PM
Dr. Lisa E. Curry Memorial Building

- For Information

2025/M18-009 | Adjournment

Melissa Hill

Motion to close the meeting

- For Decision