Town Of Chesapeake
Profit & Loss
June 2025

		Jun 25
Ordinary Income/Expense		
Income		
REVENUES		
301 Property Taxes KC Sheriff		5,995.78
304 Excise Tax on Utilities		3,347.67
330 IRP Fees (Interst Reg Plan)		20,990.25
341 Municipal Service Fees		7,337.26
380 Interest on Investments		48.01
396 Table Game Lott LOTTBLGAME		968.31
397 Video Lottery (LVL)		492.29
Total REVENUES		39,179.57
Uncategorized Income		8.55
Total Income		39,188.12
Gross Profit		39,188.12
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	76.41	
City Council Stipend	875.00	
Total 410 City Council		951.41
440 City Hall		
Auto	119.07	
Bank charges	20.83	
Bldg Maint	660.00	
Contract Services		
Contract Service Messaging	28.05	
Contract Service Printing	30.00	
Payroll Processing Fees	227.83	
Telephone	453.24	
Total Contract Services		739.12
Fuel		769.62

Town Of Chesapeake
Profit & Loss
June 2025

		Jun 25
Legal & Professional Services		
CPA Services	1,000.00	
Legal Fees	23,461.00	
Total Legal & Professional Services		24,461.00
Membership Fees		35.00
Office Expenses		603.09
Office supplies		479.54
Out of pocket Expenses		736.08
Payroll Expenses -City Staff		0.00
Payroll Taxes- City Staff		0.00
Pest Control		65.00
Postage		161.30
Printing Expenses		59.25
Safety Supplies		1,135.72
Software & Apps		4,853.19
Training & Education		240.00
Utilities		
Electricity		
Annex Bldg	317.67	
Town Hall	1,481.61	
Total Electricity		1,799.28
Gas		
Gas Town Hall	72.52	
Total Gas		72.52
Water		
Annex Bldg	243.70	
Fire Hydrants	339.80	
Total Water	583.50	
Total Utilities		2,455.30
Workers Comp Premium		970.00
Total 440 City Hall		38,563.11
951SOCIAL SERVICES EXPENDITURES		
Mother's day Lunch		1,030.00
Senior Easter Dinner		1,065.00
Total 951SOCIAL SERVICES EXPENDITURES		2,095.00
Total GENERAL GOVERNMENT EXPENDITURES		42,416.90

Town Of Chesapeake
Profit & Loss
June 2025

		Jun 25
HEALTH & SANITATION		
800 Garbage Dept		
Contract Services		
40 YD Container Service Charges	620.26	
Total Contract Services		620.26
Contract Services (Billing PSD)		1,600.01
Interest Paid		1,549.60
Payroll Expenses City Services		17,035.05
Payroll Taxes City Services		1,303.18
Pest Control		125.00
Refuse Fees		
Container Service Fees	164.61	
Residential	1,990.80	
Total Refuse Fees		2,155.41
Total 800 Garbage Dept		24,388.51
Total HEALTH & SANITATION		24,388.51
PUBLIC SAFETY EXPENSE		
700 POLICE DEPT		
Auto Oil & Gas		2.70
Police Auto		69.68
Police Payroll Tax		283.80
Police salaries		3,709.88
Telephone		728.04
Total 700 POLICE DEPT		4,794.10
Total PUBLIC SAFETY EXPENSE		4,794.10
STREET & TRANSPORTATION		
750 Streets & Hwys		1,820.44
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Total Expense		75,533.69
Net Ordinary Income		-36,345.57
Net Income		**-36,345.57**

Town Of Chesapeake
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American Water (Customer)	812.37
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TOTAL	**18,141.31**

Town Of Chesapeake
Balance Sheet
As of June 30, 2025

	Jun 30, 25
ASSETS	
Current Assets	
Checking/Savings	
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Total Checking/Savings	311,660.46
Accounts Receivable	
Accounts Receivable	-83,771.31
Total Accounts Receivable	-83,771.31
Total Current Assets	227,889.15
TOTAL ASSETS	**227,889.15**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
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Total Accounts Payable	200.46
Other Current Liabilities	
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Retained Earnings	211,834.57
Net Income	-124,190.36
Total Equity	165,516.14
TOTAL LIABILITIES & EQUITY	**227,889.15**

Monday
28
Jul 2025

Meeting - Town Hall/Council Monthly Meeting

6:00 PM - 8:00 PM

Town of Chesapeake - Meetings | Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building

Agenda

2025/M19-001 | June Town Hall / Council Monthly Meeting

Welcome to Monthly Meeting

- For Information

2025/M19-002 | Call to Order

Melissa Hill

Monthly Meeting Call to Order

- For Information

2025/M19-002.1 | Prayer & Pledge of Allegiance

Prayer & Pledge of Allegiance

- For Discussion

2025/M19-002.2 | Roll Call - Council - Quorum

- 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

- For Decision

2025/M19-002.3 | Meeting Officially Called to Order

Melissa Hill

- For Decision

2025/M19-003 | Approval - Agenda - Monthly Meeting

Melissa Hill

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

- For Decision

2025/M19-004 | Approval of Meeting Minutes

Melissa Hill

Regularly Scheduled Meetings

- For Decision

2025/M19-005 | Partner Introductions

Melissa Hill

Partners & Guest

- For Information

2025/M19-006 | Reports - Recorder

May Records - Reviewed and Codified

- For Discussion

2025/M19-006.1 | Administrative Records - ADM

Total Records Scanned - Significant Records

- For Decision

2025/M19-006.2 | Financial Records & Reports - FIN

Melissa Hill

Review of Financial Records & Reports - May 2025

- For Decision

2025/M19-006.3 | Legal Records - Ordinance - Amend and Reenact

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

- 1st Read

- For Decision

2025/M19-006.4 | Historical Records - HIS

Melissa Hill

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

- For Decision

2025/M19-006.5 | Operational Records - OPS

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

- For Decision

2025/M19-007 | Ongoing Business

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.

- For Information

2025/M19-007.1 | 1989 Agreement - Marmet & Town of Chesapeake (WV)

jkelsh@bowlesrice.c...
Melissa Hill

WV PSC - Hearing Schedule 8/07/2025

- For Discussion

2025/M19-007.2 | Municode - Ordinance Recodification

Melissa Hill
natalie.thomas@bow...

Scheduled July 2, 2025

- For Information

2025/M19-007.3 | WV DLAP - Demolition Program

Melissa Hill
Andrew Roberts

Report - Current Situation
Approve - Grant Program

- For Decision

2025/M19-007.4 | Approve - Grant - Energy Efficiency - Addendum

Approve Energy Efficiency Grant Funds

- For Decision

2025/M19-007.5 | Evaluation - Playgrounds - Addendum

Melissa Hill

- Porter Cotton Playground - 116 Kanawha Ave
- Dr. Lisa E Curry Memorial Annex Playground - 12316 MacCorkle Ave
- Playground Guardian Services - $1500

- For Decision

2025/M19-007.6 | IRS Debt - 2014, 2015, 2017, 2019

Melissa Hill

- Letter of Acknowledgement - received need more time - IRS
- Found W2's - 2017 - complete
- Found W2's - 2019 - missing some employee documents - Incomplete - requires CPA review

- For Discussion

2025/M19-008 | New Business

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

- For Information

2025/M19-008.1 | FY2025 -2026 - Budget Revision

Melissa Hill

Due - July 31, 2025

- For Decision

2025/M19-008.2 | Town of Chesapeake (WV) - Municipal Court - Open

Melissa Hill

2nd Monday - 6PM

- For Discussion

2025/M19-008.3 | Resolution - Public Comment - Addendum

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

- For Decision

2025/M19-008.4 | Resolutions - Safe Workplace - Addendum

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

- For Decision

2025/M19-009 | Public Comments

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.

- For Information

2025/M19-010 | Council Comments

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.

- For Information

2025/M19-011 | Announcements

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**.

- For Information

2025/M19-012 | Next Meeting - City of Chesapeake (WV) Sanitary Board

Monday, August 25, 2025 @ 5PM

- For Information

2025/M19-013 | Next Meeting - Town Hall Meeting

Monday, August 25, 2025 - Town Hall / Council @ 6PM

- For Information

2025/M19-014 | Adjournment

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.

- For Decision

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

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VOLUNTARY AGREEMENT

I/WE,

1. _____
2. _____
3. _____
4. _____

am/are the owners of property identified as address:

District: _____ Tax Map _____ Parcel _____

Please list a brief description of your plans for the property and why you are applying for the demolition grant program:

Agree to the following:

1. Have the above property inspected by the Code Enforcement Officer(s).
2. All personal property taxes are paid, and no delinquencies are on the property.
3. That the Building Committee and Town Council must approve that the property meets the requirements of the Demolition Grant Program.
4. The owner(s) agrees to appear in front of the Town Council to discuss the identified property.
5. Has read and understands the Town of Chesapeake (WV) Demolition Grant Program attached to this agreement.

CONTACT INFORMATION:

Mailing Address: _____ Phone: _____

_____ _____

SIGNED PRINT NAME

Property owner(s) Date:

_____ _____

SIGNED PRINT NAME

Property owner(s) Date:

_____ _____

SIGNED PRINT NAME

Town of Chesapeake (WV) Date:

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RIGHT OF ENTRY - Demolition

This Right of Entry is granted by me, _____, as owner of record of real property located at _____(the "Property") and with the legal description of_____, according to the Kanawha County Assessor's Office, to the Town of Chesapeake, West Virginia ("Chesapeake") and to the WV Department of Environmental Protection (DEP) or their agents, employees, or contractors, shall have the right to enter upon any property for the purpose of conducting studies or exploratory work to determine the existence of adverse effects of past coal mining practices and the feasibility of restoration, reclamation, abatement, control, or prevention of such adverse effects with respect to the Property within the jurisdiction of the Chesapeake. I grant this Right of Entry as of the date below to the Chesapeake for any and all actions including, but not limited to, those related to its Code Enforcement and for participation in DEP's Dilapidated Properties Program (DLAP), for which Chesapeake has received funding. Included in this Right of Entry is permission to Chesapeake, and its assigns, the right to entry for evaluation of the Property for suitability for the program, including, but not limited to, by Code Enforcement, environmental entities, contractors bidding or who have received authority by Chesapeake, the WV State Historic Preservation Office, and/or to any person or entity required by the DLAP Program or Chesapeake to evaluate the same, as well as for activities related to the demolition and/or removal of dilapidated structures and appurtenances relating thereto.

In issuing this Right of Entry, I waive any and all claims for reimbursement or compensation for impacts to the Property reasonably occurring thereon by virtue of the purpose of this Right of Entry, however or by whomever occasioned.

Dated and effective this the _____ day of _____, 2025.

_____

Owner of the Property Signature

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Town of Chesapeake, WV
Demolition Cost Policy – 100% Abatement Cost Responsibility

1. Purpose

The purpose of this policy is to establish financial responsibility for demolition-related abatement costs and outline the phases of the demolition process within the Town of Chesapeake, WV. This policy ensures that **property owners are fully responsible for 100% of environmental abatement costs**, with upfront payment requirements unless approved under the Town's Demolition Grant Program.

2. Definitions

- **Abatement:** The process of **removing, containing, or mitigating hazardous materials** such as **asbestos, lead-based paint, mold, and other contaminants** from a structure prior to demolition. Abatement is required by federal, state, and local environmental laws to protect public health and safety.

3. Demolition Process Phases

Phase 1: Pre-Demolition Assessment & Permitting

- **Site Inspection:** The property owner must conduct a professional assessment to determine the presence of hazardous materials.
- **Environmental Testing:** Licensed professionals will test for **asbestos, lead, mold, and other hazardous substances** to ensure proper disposal procedures.
- **Permit Application:** The property owner must apply for a **demolition permit**, providing test results and abatement plans as required by law.
- **Upfront Abatement Payment: 100% of abatement costs must be paid before the permit is issued**, unless approved under the **Town of Chesapeake (WV) Demolition Grant Program**.

Phase 2: Abatement & Hazardous Material Removal

- **Abatement Planning:** A **licensed abatement contractor** must prepare a plan for the safe removal and disposal of hazardous materials.
- **Containment Measures:** Safety measures such as **air filtration, containment barriers, and protective equipment** must be used to prevent environmental contamination.
- **Hazardous Material Removal:** Asbestos, lead-based paint, and other contaminants are **safely removed, sealed, and transported to an approved disposal site**.
- **Abatement Certification:** The contractor must submit a **completion report** to confirm all hazardous materials have been properly removed.

Phase 3: Structural Demolition

- **Utility Disconnection:** All **water, gas, electric, and sewer connections** must be properly disconnected before demolition begins.
- **Building Demolition:** The structure is **torn down using heavy equipment**, ensuring compliance with **safety and environmental regulations**.
- **Debris Management:** Non-hazardous debris is removed and transported to an **approved landfill or recycling facility**.

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Phase 4: Site Restoration & Compliance Verification

- **Final Inspection:** The site is inspected to ensure all demolition and abatement work was completed per regulations.
- **Landfill Fee Payment:** The property owner is responsible for all landfill disposal fees.
- **Site Grading & Stabilization:** The land is **leveled, reseeded, or otherwise stabilized** to prevent erosion or unsafe conditions.
- **Final Permit Approval:** Once all requirements are met, the Town issues a **final demolition approval**.

4. Cost Responsibility & Grant Assistance

- **100% Abatement Cost Responsibility:** Property owners must cover **all costs** related to asbestos removal, lead-based paint mitigation, and hazardous material abatement.
- **100% Upfront Payment: 100% of abatement costs must be paid before any work begins**, unless the project is approved for funding through the **Town of Chesapeake (WV) Demolition Grant Program**.
- **Grant Program Eligibility:**
  - Property owners **may apply for financial assistance** based on **income, property status, and grant fund availability**.
  - Approved grants may **reduce or eliminate upfront payment requirements**.

5. Enforcement & Compliance

- **Non-Compliance Consequences:**
  - Failure to pay **100% upfront** will result in **permit denial** work will not start.
  - Failure to pay **100% of abatement costs** may result in **property compliance citation and fines.**
- **4-Year Deed Restriction for Grant Recipients:**
  - Properties receiving **grant assistance** will be subject to a **4-year deed restriction**.
  - If the property is sold within this period, the **Town's abatement contribution must be reimbursed** before the transfer of ownership.

6. Effective Date & Amendments

This policy shall take effect **immediately upon approval by the Town of Chesapeake, WV.** Amendments may be made by the **Town Council** as necessary.

Approved by:
Melissa J. Hill, Mayor
Town of Chesapeake, WV

Date: _____

Approved by:
Robin Taylor, Recorder
Town of Chesapeake, WV

Date: _____

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Sliding Scale Income & Asset Requirements for Demolition Assistance

Town of Chesapeake, WV Demolition Program

The Town of Chesapeake, WV, has established a **sliding scale** for financial assistance in covering landfill fees related to the demolition of structures. Eligibility is based on **income and asset thresholds**, ensuring that assistance is prioritized for those with financial need.

---

1. Sliding Scale Grant Contribution

Financial assistance is determined based on the applicant's **household income** and **assets**.

Household Income (% of HUD Area Median Income - AMI)	Asset Limit	Grant Coverage of Landfill Fees	Property Owner Contribution
Below 50% AMI (Low-Income)	≤ $50,000	**75-100% Grant Coverage**	25%
50% - 80% AMI (Moderate-Income)	≤ $100,000	**50% Grant Coverage**	50%
Above 80% AMI (Higher-Income)	No Limit	**0% Grant Coverage**	100%

Example: If the landfill fees are **$10,000**, a low-income applicant (<50% AMI) may receive a **$7,500 grant**, covering 75%, while they pay **$2,500 out-of-pocket**.

---

2. Income & Asset Verification Process

Applicants must provide **proof of income and assets** to determine eligibility.

A. Required Income Documentation

1. **Most Recent Tax Return** (IRS Form 1040)
2. **Last 3 Months of Pay Stubs** (for all household members over 18)
3. **Social Security or Disability Benefit Letter** (if applicable)
4. **Proof of Other Income Sources** (pensions, rental income, child support, etc.)
5. **Self-Employed Individuals**: IRS Schedule C and Profit & Loss Statement

B. Required Asset Documentation

1. **Bank Statements (Last 3 Months)** – Checking, Savings, Money Market Accounts
2. **Investment Account Statements** – Stocks, Bonds, CDs, Mutual Funds
3. **Real Estate Holdings** – Documentation of properties owned, including **market value and mortgage balance**
4. **Retirement Accounts (If Accessed Before Retirement Age)** – IRA, 401(k), or Pension withdrawal amounts

---

3. Verification & Approval Process

1. **Application Submission:** Property owner submits an application along with all required financial documents.
2. **Review & Income Calculation:** The Town reviews income and asset documentation to determine eligibility based on the **HUD AMI for Kanawha County, WV**.
3. **Grant Award Notification:** Eligible applicants receive a grant approval letter stating their **landfill fee coverage percentage and required contribution**.
4. **Deed Restriction Agreement:** If approved, property owners must sign the **4-Year Deed Restriction Agreement** before funds are applied.
5. **Final Inspection & Grant Application to Fees:** Upon completion of demolition, the Town ensures compliance and applies the grant portion toward landfill costs.

---

4. Enforcement & Compliance

- **False Information**: Any misrepresentation of income or assets will result in **immediate disqualification** and possible legal action.
- **Random Audits**: The Town reserves the right to audit financial records for compliance.
- **Property Sale within 4 Years**: If a property is sold within the restriction period, the owner must **repay the grant portion of landfill fees** before transfer.

Town Of Chesapeake
Balance Sheet
As of June 30, 2025

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