Monday
25
Aug 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

5:00 PM 5 min

2025/M21-001 | Call to Order

Melissa Hill

The meeting will be called to order by the chairperson.

2025/M21-002 | Prayer & Pledge

Melissa Hill

Heavenly Father,
We come before You with gratitude for the blessings You have bestowed upon the Town of Chesapeake, WV. As a community united under Your guidance, we seek Your wisdom and strength to lead us forward in unity, peace, and prosperity.

- For Decision

2025/M21-003 | Approve Agenda & Minutes

Melissa Hill

Approval of agenda and previous month's minutes

- For Information

2025/M21-003.1 | Approval - Agenda

Melissa Hill

Motion: Approval of 8/25/2025 Agenda as submitted

- For Decision

10 min

2025/M21-003.2 | Approval of Minutes

Melissa Hill

August 2025 Meeting Minutes

- For Decision

2025/M21-004 | Approval - Financial Statements

Melissa Hill

July 2025

- For Decision

2025/M21-004.1 | Motion - Financial Statements - July 2025

Melissa Hill

July 2025 Financial Statements as Submitted

- For Decision

2025/M21-004.2 | Billing - Town of Marmet - Sanitary Board

Melissa Hill

July 2025
Receive as billed
Questions

- For Decision

2025/M21-004.3 | IRS Debt - 2016 - 941

Melissa Hill

Received in March 2025
Motion: Acknowledge and pay debt - $1,182.98

- For Information

20 min

2025/M21-005 | Public Comment Period

Melissa Hill

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

2025/M21-005.1 | Motion - Receive Public Comments for Review

Melissa Hill

Receive all public comments for review and answering within 48 hours

- For Decision

20 min

2025/M21-006 | Old Business

Melissa Hill

Discuss any unfinished business from previous meetings.

2025/M21-006.1 | 1989 Agreement - Town of Marmet

Melissa Hill

- WV PSC - Filing Complete - Case - 25-0289-S-C
- Hearing: August 7, 2025
- Next Steps

- For Decision

2025/M21-006.2 | WV PSC - 2025 Annual Report - City of Chesapeake Sanitary Board

Melissa Hill

2025 Annual Report in Progress

- For Information

2025/M21-006.3 | WV DEP - Permit Renewal Submitted

Melissa Hill

Submission Complete - Promoted Questions - Permit Writer
Answered questions

- For Discussion

2025/M21-006.4 | Inflow & Infiltration (I&I)

Melissa Hill

Reduction Plan - Evaluation - Stormwater Evaluation
Operations: Ohio Ave - Redirection - Pipe fixed, 118th St. one flow fixed by WV DOH.
Another on Cotton Alley - no response from WV DOH

- For Decision

2025/M21-006.5 | Sewer Project - City of Chesapeake (WV) Sanitary Board

Melissa Hill

- 5G - Engineering Firm - Burgess & Niple - $30,200 - Preliminary Engineering Report (PER) & Facility Plan
- Project plan submitted for review

- For Decision

2025/M21-006.6 | Delinquent Account Review

Melissa Hill

Analyst - Review - Report
Landlord Properties - Reviewed
Recommendation to collect via Magistrate

- For Decision

2025/M21-006.7 | Recommend Ordinance Review: Landlords pay Waste

Melissa Hill

Recommendation: Landlords pay all Waste - Sewer & Garbage
Recommendation: more than one dwelling = commercial

- For Decision

30 min

2025/M21-007 | New Business

Melissa Hill

Introduce and discuss any new business or agenda items.

2025/M21-007.1 | Audit - FY2024 & 2025 - TBD

Melissa Hill

Due date - 9/15/25
New packet will schedule - FY2024 & FY2025

- For Decision

2025/M21-007.2 | Project-Excessive Flow Meter Installation-2

- AEP-New Electric Accounts-Service Installation
- Valtronics- Installation

2025/M21-007.3 | Contract-Renewal-American Chemical-Excessive Flow & Billing Contract

- Contract for excessive flow - No billing since 2020
- Accufund Billing Requirements
- Excessive Flow Billing - Start

20 min

2025/M21-008 | Reports

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

2025/M21-008.1 | Operations - Sanitation

Melissa Hill

ESRI - SSES
GovPilot - Complaints

- WV DEP - Kristie Harmison - raw sewage in bathroom
  - PW - All Main Lines Clear
- Checked with Ebony Richmond - Sewer Smell in house - sporadically - cleanout is under the house

- For Information

5 min

2025/M21-009 | Adjournment

Melissa Hill

Formally end the meeting.

- For Decision

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.

project's scope and requirements. The board reviewed the proposed project schedule and budget, emphasizing the need for timely funding and approval. The importance of addressing inflow and infiltration issues and ensuring compliance with federal regulations was also highlighted.

2025/M18-005 - New Business

The board reviewed new business items, including the upcoming Pump School hosted by Smith & Loveless, an operational review of Lift Station #1, the installation of commercial area flow meters, and the WV PSC outage communications plan addendum. The board approved the drawdown test for Lift Station #1 and the installation of flow meters by Valtronics. The outage communication plan was also approved for submission to the WV PSC by August 8. Additionally, the board discussed the right of way and easement addendum for the property at 11428 MacCorkle Ave.

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

The board announced that Smith & Loveless would be hosting a Pump School on September 9 from 8:30 AM to 3:30 PM. This event is an opportunity for training and professional development for those involved in the town's waste management operations.

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

The board discussed the operational review of Lift Station #1, questioning whether it was operating as designed. The board approved a drawdown test to be conducted by Pump Man at a cost of $2250 to ensure the station's proper functionality. The motion was seconded and passed unanimously.

2025/M18-005.3 - Commercial Area Flow Meters

The board discussed the need for monitoring and managing the flow in the commercial area. It was approved to install two clamp-on flow meters by Valtronics at a cost of $4,040. This installation aims to address issues related to inflow and infiltration, ensuring better management of the commercial area's flow.

Decision: [Final]

The board approved the installation of two clamp-on flow meters in the commercial area by Valtronics at a cost of $4,040.

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

Participated: natalie.thomas@bowlesrice.com

The board discussed the outage communications plan addendum, which needs to be submitted to the WV PSC by August 8. The plan includes detailed procedures for communicating outages to customers and ensuring compliance with PSC requirements. The motion to approve the plan was seconded and passed unanimously.

Decision: [Final]

The board approved the outage communications plan addendum for submission to the WV PSC by August 8.

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
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
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
Income by Customer Summary
July 2025

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

2025/M21-005 | Public Comment Period

Melissa Hill

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

2025/M21-005.1 | Motion - Receive Public Comments for Review

Melissa Hill

Receive all public comments for review and answering within 48 hours

- For Decision

20 min

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Discuss any unfinished business from previous meetings.

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