Monday
25
Aug 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/M22-001 | August Town Hall / Council Monthly Meeting

Welcome to Monthly Meeting

- For Information

2025/M22-002 | Call to Order

Melissa Hill

Monthly Meeting Call to Order

- For Information

2025/M22-002.1 | Prayer & Pledge of Allegiance

Prayer & Pledge of Allegiance

- For Discussion

2025/M22-002.2 | 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
- Vacant - Recorder
- Melissa Hill, Mayor

- For Decision

2025/M22-002.3 | Meeting Officially Called to Order

Melissa Hill

- For Decision

2025/M22-003 | Being Truthful at Council Table

Kathey Miller

Sworn in to the best of our ability

- For Decision

2025/M22-004 | Approval - Agenda & Meeting Minutes

- For Information 1

2025/M22-004.1 | Approval - Agenda - Monthly Meeting

Melissa Hill

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

- For Decision

2025/M22-004.2 | Approval of Meeting Minutes

Melissa Hill

Regularly Scheduled Meetings

- For Decision

2025/M22-005 | Financial Records & Reports - FIN

Melissa Hill

Review of Financial Records & Reports - July 2025

- For Decision

2025/M22-006 | Role of Recorder

2025/M22-009.4 | Approve - Grant - Energy Efficiency - Addendum

Approve Energy Efficiency Grant Funds
Approve 50% pay and reimbursement - takes 2 weeks after invoice submission to State of WV

- For Decision

2025/M22-009.5 | Evaluation - Playgrounds - Complete

Melissa Hill

Review Playground Evaluation & Recommendations

- For Decision

2025/M22-009.6 | 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/M22-009.7 | 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/M22-009.8 | FY2025 -2026 - Budget Revision - In Progress

Melissa Hill

Due - July 31, 2025
Submitted - Waiting for Conditional Budget Approval and Budget Revision Approval

- For Information

2025/M22-010 | 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/M22-011 | FY2023 Meeting Minutes - Change Election

Dona Lacy
David Lloyd
jkelsh@bowlesrice.c...

FY2027 - June Election change to November 2026 - New Administration start - January 2027

- For Decision

2025/M22-012 | Audit Table - Review & Resolutions

Department Review - Backlog

- For Information

2025/M22-012.1 | FY2020-2023 - Out of Balance

Feeds into FY2024 for this administration

- For Decision

2025/M22-012.2 | Municipal Court - Out of Balance & Open Tickets

Needs Reconciliation - License Suspended - No Court

- For Decision

Minutes

Meeting - Town Hall/Council Monthly Meeting

Town of Chesapeake - Meetings

Date	7/28/2025
Time	6:00 PM - 8:00 PM
Location	Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building
Present	natalie.thomas@bowlesrice.com, William Bennett, Melissa Hill, David Lloyd, Dona Lacy, Ron Petty, Katie Miller, Kathey Miller, Andrew Roberts
Absent	jkelsh@bowlesrice.com, Jason Kinder, Nathaniel Hale, Wes Dillard, Arianna McLaughlin
Note Taker	Melissa Hill

Agenda

2025/M19-001 - July Town Hall / Council Monthly Meeting

2025/M19-002 - Call to Order

2025/M19-002.1 - Prayer & Pledge of Allegiance

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

2025/M19-002.3 - Meeting Officially Called to Order

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

2025/M19-004 - Approval of Meeting Minutes

The discussion began with the correction of the agenda, noting that the correct agenda item was the June Town Hall meetings. The primary focus was on the approval of the meeting minutes from the June 11th meeting. The Mayor asked if there were any questions regarding the meeting minutes. A motion was made to approve the meeting minutes as submitted. There was some confusion regarding the approval of the HDL contract, which was initially thought to have been approved months ago. It was clarified that the contract was sent out six months prior and was set to start on July 1st. The Mayor emphasized the need to approve the agenda meeting minutes and not to deviate from the topic. The motion to approve the meeting minutes from June was put forward by Katie Miller, seconded by Ron Petty, and passed with a majority vote, despite a vote of Nay from David Lloyd because HDL customer service is not satisfactory.

Decision: [Final]
The meeting minutes from the June 11th and June 23rd meetings were approved as submitted.

2025/M19-005 - Partner Introductions

The Mayor introduced Savannah from HDL, noting their monthly reporting and collection efforts. It was mentioned that HDL had worked with many companies and that ordinances and permits were being updated. The discussion also touched on building permits and the need for proper inspections based on square footage. The Mayor acknowledged Douglas McMillan's resignation as Vice Recorder due to personal reasons and expressed well wishes for him.

2025/M19-006 - Reports - Recorder

The Mayor discussed the review and codification of May records, emphasizing the importance of maintaining seven years of records as required by federal law. Thousands of records were

The Mayor provided an update on the 1989 agreement, explaining that the Public Service Commission (PSC) hearing was moved to August 7th. A CPA firm had been hired to review billing records from 2007 to the present. The Mayor highlighted that the town had been paying bonds from a 2009 bond that they did not owe, as it was related to joining the sewer system. The CPA firm would determine the correct billing and request any necessary refunds. Additionally, the Mayor mentioned the need to update the 1964 sewer system as mandated by the DEP.

Decision: [Final]
The Public Service Commission (PSC) hearing was moved to August 7th.
Decision: [Final]
A CPA firm was hired to review billing records from 2007 to the present.

2025/M19-007.2 - Municode - Ordinance Recodification

Participated: natalie.thomas@bowlesrice.com

2025/M19-007.3 - WV DLAP - Demolition Program

The Mayor provided an update on the demolition program, noting that there were 10 properties with right of entry, 4 properties ready for demolition, and 14 properties needing more time or with unresponsive owners. The process involved sending notices of violation, evaluating properties, and following legal procedures. The Mayor emphasized the challenges and costs associated with demolition, including biohazard concerns and the need for asbestos testing. The program was funded with $260,000, and efforts were being made to stretch the funds to cover as many properties as possible.

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

The Mayor announced the approval of a $34,830 energy efficiency grant, which would be used to replace windows in the town hall. A motion to accept the grant was made by David Boyd, seconded by Katie Miller, and passed unanimously. The Mayor thanked Andrew Roberts for his efforts in securing the grant.

Decision: [Final]
The $34,830 energy efficiency grant was approved.

2025/M19-007.5 - Evaluation - Playgrounds - Addendum

The Mayor discussed the need for professional evaluation of playgrounds, specifically mentioning Porter Cotton Playground and Dr. Lisa E Curry Memorial Annex Playground. Issues such as fecal matter, bad equipment, and inadequate safety measures were highlighted. A motion to approve a $1,500 evaluation by Playground Guardian Services was made by Ron Petty, seconded by David Lloyd, and passed unanimously.

Decision: [Final]
A $1,500 evaluation by Playground Guardian Services was approved.

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

The Mayor provided an update on the IRS debt, noting that the total debt was approximately $56,000, primarily from 2014 and 2015. The town had submitted the necessary documents to the IRS and was awaiting their response. The Mayor mentioned that some W-2s from 2017 were complete, but 2019 records were still missing some employee documents. The Mayor planned

2025/M19-009 - Public Comments

Citizen – spoke to financial situation of the town. Thanked the town for the Kanawha County Sherrif's Department presence. Spoke to the dilapidated homes and thankful for the effort to demolition.

Citizen – asked if she had to pay B&O when shipping items for the company she works for. No, you are not a business. Citizen wanted to know why she didn't receive a call back concerning missed trash. Stated she posted on Facebook after tagging the Town and her trash was picked up. Response phone system is Voice Over IP – records the message and this is sent to perspective department for resolve. Did they pick up your trash? Yes, but I didn't receive a call back. It happened twice. Did they return to pick up the trash? Yes.

2025/M19-010 - Council Comments

During the Council Comments, David Lloyd raised a question about the online business registration system. The Mayor explained the process, including the need to upload state business licenses and the quarterly schedule for B&O taxes. There was also a discussion about upgrading Christmas decorations, with the Mayor noting that a committee would need to be formed to oversee the expenditure and that current funds were being allocated to more urgent infrastructure needs.

Dona Lacy spoke about the need for new Christmas Decorations. Mayor responded this was supposed to be addressed through Committee. Current decorations have not been updated since long before little league. Cost of decorations are expense

The council also discussed the importance of supporting local educational initiatives, particularly those related to STEM programs. A motion was made to approve a $1,000 donation to Riverside High School's robotics program, which was unanimously approved by the council. This donation aims to support the school's efforts to provide students with opportunities to engage in hands-on learning and develop valuable skills in engineering and technology.

Decision: [Final]
A motion was made to approve a $1,000 donation to Riverside High School's robotics program, which was unanimously approved by the council.

2025/M19-011 - Announcements

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

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

2025/M19-014 - Adjournment

The meeting was officially adjourned following a motion by a council member, which was seconded upon and approved unanimously. The council members expressed their gratitude to the attendees and emphasized their commitment to addressing the concerns raised during the meeting. The next meeting dates for the City of Chesapeake Sanitary Board and the Town Hall/Council were confirmed for August 25, 2025.

Town Of Chesapeake
Profit & Loss
July 2025

		Jul 25
Ordinary Income/Expense		
Income		
REVENUES		
301 Property Taxes KC Sheriff		1,874.89
304 Excise Tax on Utilities		10,828.58
305 Business & Occupation Tax		18,006.01
306 Wine & Liquor Priv TAX WLP		27.42
325 License		550.00
326 Building Permit Fees		40.00
330 IRP Fees (Public Utilities		13,625.13
341 Municipal Service Fees		7,770.27
345 Rent Royal Concess, Annex		125.00
377 Greenbrier Table LOTTGRNBRI		785.14
397 Video Lottery (LVL)		436.20
399 Misc Revenues		
Trash Pickup	20.00	
399 Misc Revenues - Other	0.53	
Total 399 Misc Revenues		20.53
Total REVENUES		54,089.17
Total Income		54,089.17
Gross Profit		54,089.17
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		
Bank charges	-2.10	
Bldg Maint	600.00	

Town Of Chesapeake
Profit & Loss
July 2025

		Jul 25
Internet services		-49.64
Total GENERAL GOVERNMENT EXPENDITURES		2,945.30
HEALTH & SANITATION		
800 Garbage Dept		
Contract Services (Billing PSD)	1,528.79	
Equipment Rental	365.31	
Interest Paid	1,518.28	
Payroll Expenses City Services	15,042.38	
Payroll Taxes City Services	1,150.74	
Refuse Fees		
Container Service Fees	164.61	
Residential	1,560.80	
Total Refuse Fees	1,725.41	
Repairs & Maintenance	94.97	
Total 800 Garbage Dept		21,425.88
Total HEALTH & SANITATION		21,425.88
PUBLIC SAFETY EXPENSE		
700 POLICE DEPT		
Police Payroll Tax	174.42	
Police salaries	2,280.00	
Telephone	730.26	
Total 700 POLICE DEPT		3,184.68
Total PUBLIC SAFETY EXPENSE		3,184.68
STREET & TRANSPORTATION		
751 Street Lights	4,155.81	
752 Electricity School Flashers	16.38	
Total STREET & TRANSPORTATION		4,172.19
Total Expense		31,728.05
Net Ordinary Income		22,361.12
Net Income		**22,361.12**

Town Of Chesapeake
Income by Customer Summary
July 2025

	Jul 25
American Water (Customer)	6,864.16
Appalachian Power (Customer)	16,695.80
Cebridge	751.43
Compliance Solution	1.20
CSC Wireless LLC	1.24
Fitch	25.00
Frontier	63.07
Kanawha Public Service	8,481.93
Metro PCS	0.10
Mountaineer Gas	3,338.85
RMR Charleston	147.75
Sanitary Board Chesapeake	48,657.88
Sheriff Kanawha County	1,874.89
T-Mobile Northeast LLC	29.33
Watts	25.00
WV Treasury	14,873.89
TOTAL	101,831.52

Town Of Chesapeake
Balance Sheet
As of July 31, 2025

	Jul 31, 25
ASSETS	
Current Assets	
Checking/Savings	
American Rescue Act	146,157.00
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	129,640.18
Opiod Fund Account	5,025.00
Petty Cash	125.00
Police Fund	25.00
Total Checking/Savings	296,706.66
Accounts Receivable	
Accounts Receivable	39,546.17
Total Accounts Receivable	39,546.17
Total Current Assets	336,252.83
TOTAL ASSETS	**336,252.83**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	57,437.82
Total Accounts Payable	57,437.82
Other Current Liabilities	
Bond from WV	11,034.37
Direct Deposit Liabilities	-412.72
Payroll Liabilities	10,606.32
Poca Valley Bank Loan Account	-31,026.68
Sewer Collection Account	-437.04
Total Other Current Liabilities	-10,235.75
Total Current Liabilities	47,202.07
Total Liabilities	47,202.07

Minutes

Meeting - Town Hall/Council Monthly Meeting

Town of Chesapeake - Meetings

Date	8/25/2025
Time	6:00 PM - 8:00 PM
Location	Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building
Present	Melissa Hill, Dona Lacy, Ron Petty, Wes Dillard, Katie Miller, David Lloyd, Arianna McLaughlin, Kathey Miller, Ralph Holbrook, jkelsh@bowlesrice.com, William Bennett, Dr Lisa E Curry Memorial Building, Jenna Gillenwater
Absent	Jason Kinder, natalie.thomas@bowlesrice.com, Nathaniel Hale, Craig Smith
Note Taker	Jenna Gillenwater

Agenda

2025/M22-001 - August Town Hall / Council Monthly Meeting

The meeting commenced with a welcome to the August Town Hall/Council Monthly Meeting. The Mayor, Melissa Hill, greeted everyone and set the tone for the session, emphasizing the importance of community engagement and collaboration. The welcoming remarks underscored the significance of the meeting in addressing community issues and fostering a sense of unity among council members and attendees.

2025/M22-002 - Call to Order

The meeting commenced at 6:00 PM, with the official call to order. The chairperson initiated the session by requesting everyone to stand for a prayer and the Pledge of Allegiance. The prayer sought blessings and guidance for the town of Chesapeake, its law enforcement, military, and government bodies. Following the prayer, the Pledge of Allegiance was recited by all attendees.

2025/M22-002.1 - Prayer & Pledge of Allegiance

The meeting began with a prayer led by a council member, invoking blessings and guidance for the town and its officials. The prayer emphasized the importance of leadership, protection for law enforcement, military personnel, and government bodies at all levels. Following the prayer, the Pledge of Allegiance was recited by the attendees, reaffirming their commitment to the United States of America.

2025/M22-002.2 - Roll Call - Council - Quorum

The roll call was conducted by the chairperson, confirming the presence of the council members. Those present included 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), Kathey Miller (Internal Review), Ralph Holbrook (Planning Commission) and Mayor Melissa Hill. The recorder position was noted as vacant. With the majority of the council members present, a quorum was established, allowing the meeting to proceed officially.

2025/M22-002.3 - Meeting Officially Called to Order

With the confirmation of a quorum, the meeting was officially called to order. The chairperson acknowledged the presence of the council members and officially commenced the session.

2025/M22-003 - Being Truthful at Council Table

Participated: Kathey Miller

Kathey Miller addressed the council on the importance of honesty and integrity in their roles. She reminded everyone of their oath of office, emphasizing that making false statements during municipal meetings could lead to severe legal and ethical consequences. Violations could result in removal from office, misdemeanor or felony charges, and breaches of the West Virginia Ethics Act. The discussion highlighted the need for transparency and truthfulness to maintain public trust and uphold the law.

2025/M22-004 - Approval - Agenda & Meeting Minutes

The council reviewed the agenda for the current meeting and the minutes from the previous meeting. A motion was made to approve the agenda, which was seconded and passed unanimously. Similarly, the meeting minutes were reviewed, a motion was made for their approval, seconded, and passed without opposition.

2025/M22-004.1 - Approval - Agenda - Monthly Meeting

The council reviewed the agenda for the monthly meeting. A motion to approve the agenda was made, seconded, and unanimously carried. This approval allowed the council to proceed with the scheduled discussions and actions.

2025/M22-004.2 - Approval of Meeting Minutes

The minutes from the previous regularly scheduled meeting were presented for approval. A motion was made to approve the minutes, which was seconded and passed unanimously. This formal approval ensured that the records of the previous meeting were accurate and officially recognized.

2025/M22-005 - Financial Records & Reports - FIN

The council reviewed the financial records and reports for July 2025. The discussion included an overview of the profit and loss statement, income statement, and balance sheet. The CPA emphasized the importance of not showing a profit, as the funds collected should be used to stabilize services provided by the town. The council discussed the need for accurate financial management and the inclusion of all revenue in the financial reports. A motion to approve the financial records was made, seconded, and passed unanimously.

2025/M22-006 - Role of Recorder

The council discussed the appointment of a new recorder, with two candidates, Teri Kincaid and Jenna Gillenwater, presenting their qualifications. Teri Kincaid emphasized her experience in administrative roles and her willingness to serve the town. Jenna Gillenwater highlighted her familiarity with the town, her background in technology, and her current role in organizing records. Teri Kincaid was presented for recorder in front of council; no motion was made. After a thorough discussion, a motion was made to appoint Jenna Gillenwater as the new recorder, which was Motion by Katie Miller and seconded by Ariana McLaughlin. All in favor motion passed. Dona Lacy abstained from voting. Jenna Gillenwater will be sworn in at a later date.

2025/M22-007 - Partner Introductions

The meeting included introductions of partners and guests. This segment is important for fostering collaboration and ensuring that all participants are aware of the various stakeholders involved in council activities.

2025/M22-008 - Reports - Recorder

The council reviewed and codified the records for May. This process ensures that all administrative, legal, historical, and operational records are accurately maintained and accessible for future reference.

2025/M22-008.1 - Administrative Records - ADM

The council reviewed the total records scanned, focusing on significant records. This review is part of the council's efforts to maintain comprehensive and organized administrative records.

2025/M22-008.2 - Legal Records

The council discussed the public hearing, audit table, and all ordinances and resolutions. This discussion ensures that all legal records are up-to-date and properly documented.

2025/M22-008.3 - Historical Records - HIS

The council reviewed reports, studies, photographs, and videos, including meeting minutes from the Town of Chesapeake (WV) Police Department. This review helps preserve the town's historical records and ensures that important historical information is accessible.

2025/M22-008.4 - Operational Records - OPS

The council reviewed maintenance logs and work orders, including the WV PSC records submission for May 2025. This review is essential for ensuring that all operational activities are properly documented and managed.

2025/M22-009 - Ongoing Business

The council addressed several ongoing business items, including the 1989 agreement between Marmet and the Town of Chesapeake, the Municode ordinance recodification, the WV DLAP demolition program, the energy efficiency grant, playground evaluations, IRS debt issues, and the resolution for a safe workplace. The discussion included updates on the Public Service Commission hearing regarding the 1989 agreement, the progress of the Municode recodification, plans for the demolition program, approval of the energy efficiency grant, and the completion of playground evaluations. The council also discussed the IRS debt and the need for a CPA review of missing employee documents. The resolution for a safe workplace was also reviewed.

2025/M22-009.1 - 1989 Agreement - Marmet & Town of Chesapeake (WV)

Participated: jkelsh@bowlesrice.com

The council discussed the ongoing issues with the 1989 agreement between Marmet and the Town of Chesapeake. The Public Service Commission (PSC) hearing held on August 7, 2025, revealed that Marmet had overcharged Chesapeake by approximately $102,000. The council emphasized the need for a new agreement to address the billing and operational issues. The PSC will issue a recommendation by the end of October, and the council will have 15 days to respond. The council expressed the importance of accurate billing and the need to address the overcharges.

Decision: The council decided to await the PSC's recommendation by the end of October and will respond within 15 days.

2025/M22-009.2 - Municode - Ordinance Recodification

Participated: natalie.thomas@bowlesrice.com

The council discussed the ongoing Municode ordinance recodification process. The importance of updating ordinances was emphasized, with specific ordinances, such as those related to animals, being highlighted as having been reenacted. The council is working on ensuring all ordinances are up to date and valid.

2025/M22-009.3 - WV DLAP - Demolition Program

The council discussed the WV DLAP demolition program extensively. The process of identifying and notifying owners of dilapidated structures was emphasized, with 33 structures currently on the list. The council highlighted the importance of following due process, including notifications, assessments, and abatement procedures. The cost of demolition was estimated at $14,000 per structure, and the council is working with grant funds to manage the demolition process. Compliance with grant requirements, including placing liens on properties for four years post-demolition, was also discussed.

2025/M22-009.4 - Approve - Grant - Energy Efficiency - Addendum

The council discussed and approved the energy efficiency grant funds. The grant requires a 50% upfront payment, with reimbursement occurring two weeks after invoice submission to the State of WV. The council approved the payment of $17,000 to Window World, with the grant covering $38,000 in total. The council also considered using any remaining funds for additional energy efficiency improvements in the customer service area.

Decision: The council approved the energy efficiency grant funds, including a 50% upfront payment and reimbursement occurring two weeks after invoice submission to the State of WV.

2025/M22-009.5 - Evaluation - Playgrounds - Complete

The council discussed the completion of the playground evaluation. The assessment identified several safety issues, including equipment that could cause dismemberment and the need for proper surfacing, such as rubber mulch. The council plans to address these issues immediately and will use the assessment to apply for grants and ensure compliance with playground safety standards.

2025/M22-009.6 - IRS Debt - 2014, 2015, 2017, 2019

The council discussed ongoing issues with IRS debt from the years 2014, 2015, 2017, and 2019. The IRS acknowledged receipt of documents for 2014 and 2015, and the W-2s for 2017 have been found and are complete. However, some W-2s for 2019 are still missing and require further review by a CPA. The council is working on resolving these issues with the help of an accountant.

2025/M22-009.7 - Resolutions - Safe Workplace - Addendum

The council discussed the ongoing implementation of the Safe Workplace resolution. Despite the resolution, there have been instances of verbal assaults and inappropriate language. The council is committed to maintaining a safe and respectful work environment and will continue to address any violations of the resolution.

2025/M22-009.8 - FY2025 -2026 - Budget Revision - In Progress

The council discussed the budget revision for FY2025-2026, noting that it was due on July 31, 2025, and has been submitted, awaiting conditional budget approval and budget revision approval. This discussion is part of the council's efforts to ensure effective financial planning and management.

2025/M22-010 - New Business

2025/M22-011 - FY2023 Meeting Minutes - Change Election

Participated: jkelsh@bowlesrice.com, Dona Lacy, David Lloyd

The council discussed the issues surrounding the FY2023 meeting minutes and the change of election dates. There was confusion about the amendments made to the ordinance in 2023, and the council acknowledged that the minutes did not clearly reflect the approved changes. Additionally, the recent legislative changes require all cities to hold elections in November by 2032, which complicates the transition process. The council plans to revisit this issue and ensure compliance with state requirements.

2025/M22-012 - Audit Table - Review & Resolutions

The council discussed the need for a forensic audit due to discrepancies found in financial records. Issues include unaccounted cash transactions, missing deposits, and general ledger entries that do not match approved budgets. The council approved moving forward with forensic accounting to address these issues. Additionally, the council discussed the backlog of citations and the need for proper documentation and reconciliation in the Municipal Court and Police Department.

Decision: The council approved moving forward with forensic accounting to address discrepancies in financial records.

2025/M22-012.1 - FY2020-2023 - Out of Balance

The council did not explicitly discuss the out-of-balance financial records for FY2020-2023 during the meeting. However, it was noted that this issue feeds into the FY2024 plans for the current administration. The council may need to address this in future meetings to ensure accurate financial management and reconciliation.

2025/M22-012.2 - Municipal Court - Out of Balance & Open Tickets

The council discussed issues in the Municipal Court, including a backlog of citations and the lack of proper documentation for cash transactions. It was emphasized that these issues need reconciliation, and the council is working on ensuring proper procedures are followed to address the backlog and documentation problems. The council also noted the suspension of licenses due to unresolved court matters.

2025/M22-012.3 - Police Department - Box of License Plates

The council discussed the issue of a box of license plates found in the Police Department. These plates were from vehicles towed from private property without proper right of entry documentation. The council acknowledged the need to address this issue and ensure proper procedures are followed in the future. Additionally, Shears inquired about the location of their vehicle, which needs to be resolved.

2025/M22-013 - Public Comments

During the public comments segment, several issues were raised by community members. Concerns about homelessness, property maintenance, and the effectiveness of law enforcement were discussed. One resident raised concerns about a property with trailers that had not been properly maintained, affecting the neighborhood's value. The council acknowledged the importance of community input and emphasized their commitment to addressing these issues collaboratively. The discussion highlighted the need for better coordination with Metro and other agencies to ensure timely responses to public concerns.

2025/M22-014 - Council Comments

Council members shared their thoughts and updates on various matters. They expressed appreciation for the efforts of law enforcement and other community partners. The discussion also touched on the importance of community collaboration and the need for continued efforts to address local issues. Council members reiterate their commitment to working together to improve the town and support its residents.

2025/M22-015 - Announcements

The Mayor and council members made several announcements, including reminders about upcoming meetings and events. These announcements are important for keeping the community informed and engaged in local governance.

2025/M22-016 - Town of Chesapeake (WV) - Municipal Court - Monday, September 8, 2025 @ 5PM

The council reminded attendees of the upcoming Municipal Court session scheduled for Monday, September 8, 2025, at 5 PM. This reminder is crucial for ensuring that all relevant parties are aware of the court date and can attend as necessary.

2025/M22-017 - Next Meeting - City of Chesapeake (WV) Sanitary Board

The next meeting of the City of Chesapeake (WV) Sanitary Board is scheduled for Monday, September 22, 2025, at 5 PM. This announcement ensures that all council members and relevant parties are informed of the upcoming meeting date.

2025/M22-018 - Next Meeting - Town Hall Meeting

The next Town Hall Meeting is scheduled for Monday, September 22, 2025, at 6 PM. This announcement is important for ensuring that all council members and community members are aware of the next meeting date and can plan to attend.

2025/M22-019 - Adjournment

The meeting was officially adjourned following a motion by David Lloyd and a second by Katie Peller. The motion was carried without opposition, marking the formal conclusion of the meeting. The Mayor thanked everyone for their participation and contributions, emphasizing the importance of continued collaboration and community engagement.

Monday
25
Aug 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/M22-001 | August Town Hall / Council Monthly Meeting

Welcome to Monthly Meeting

- For Information

2025/M22-002 | Call to Order

Melissa Hill

Monthly Meeting Call to Order

- For Information

2025/M22-002.1 | Prayer & Pledge of Allegiance

Prayer & Pledge of Allegiance

- For Discussion

2025/M22-002.2 | 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
- Vacant - Recorder
- Melissa Hill, Mayor

- For Decision

2025/M22-002.3 | Meeting Officially Called to Order

Melissa Hill

- For Decision

2025/M22-003 | Being Truthful at Council Table

Kathey Miller

Sworn in to the best of our ability

- For Decision

2025/M22-004 | Approval - Agenda & Meeting Minutes

- For Information 1

2025/M22-004.1 | Approval - Agenda - Monthly Meeting

Melissa Hill

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

- For Decision

2025/M22-004.2 | Approval of Meeting Minutes

Melissa Hill

Regularly Scheduled Meetings

- For Decision

2025/M22-005 | Financial Records & Reports - FIN

Melissa Hill

Review of Financial Records & Reports - July 2025

- For Decision

2025/M22-006 | Role of Recorder

Requested appointment through Council

- Terri Kincaid

Current Clerk

- Jenna Gillenwater

For Decision

2025/M22-007 | Partner Introductions — Melissa Hill

Partners & Guest

For Information

2025/M22-008 | Reports - Recorder

May Records - Reviewed and Codified

For Discussion

2025/M22-008.1 | Administrative Records - ADM

Total Records Scanned - Significant Records

For Decision

2025/M22-008.2 | Legal Records

Public Hearing - Audit Table & All Ordinances and Resolutions

For Decision

2025/M22-008.3 | Historical Records - HIS — Melissa Hill

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

For Decision

2025/M22-008.4 | Operational Records - OPS

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

For Decision

2025/M22-009 | 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/M22-009.1 | 1989 Agreement - Marmet & Town of Chesapeake (WV) — jkelsh@bowlesrice.c... Melissa Hill

WV PSC - Hearing held 8/07/2025
Transcripts made public

For Discussion

2025/M22-009.2 | Municode - Ordinance Recodification — Melissa Hill natalie.thomas@bow...

In progress

For Information

2025/M22-009.3 | WV DLAP - Demolition Program — Melissa Hill

Municipal Court - Dilapidated Homes - September 8
Plans Submitted - Planning / Building Committee & Internal Review

For Information

2025/M22-009.4 | Approve - Grant - Energy Efficiency - Addendum

Approve Energy Efficiency Grant Funds
Approve 50% pay and reimbursement - takes 2 weeks after invoice submission to State of WV

- For Decision

2025/M22-009.5 | Evaluation - Playgrounds - Complete

Melissa Hill

Review Playground Evaluation & Recommendations

- For Decision

2025/M22-009.6 | 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/M22-009.7 | 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/M22-009.8 | FY2025 -2026 - Budget Revision - In Progress

Melissa Hill

Due - July 31, 2025
Submitted - Waiting for Conditional Budget Approval and Budget Revision Approval

- For Information

2025/M22-010 | 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/M22-011 | FY2023 Meeting Minutes - Change Election

Dona Lacy
David Lloyd
jkelsh@bowlesrice.c...

FY2027 - June Election change to November 2026 - New Administration start - January 2027

- For Decision

2025/M22-012 | Audit Table - Review & Resolutions

Department Review - Backlog

- For Information

2025/M22-012.1 | FY2020-2023 - Out of Balance

Feeds into FY2024 for this administration

- For Decision

2025/M22-012.2 | Municipal Court - Out of Balance & Open Tickets

Needs Reconciliation - License Suspended - No Court

- For Decision

2025/M22-012.3 | Police Department - Box of License Plates

Police Department and Code Enforcement Officer - Plates of vehicles towed off of Private Property
Shears wants to know the location of their vehicle

- For Decision

2025/M22-013 | 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/M22-014 | 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/M22-015 | 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/M22-016 | Town of Chesapeake (WV) - Municipal Court - Monday, September 8, 2025 @ 5PM

Melissa Hill

2nd Monday

- For Discussion

2025/M22-017 | Next Meeting - City of Chesapeake (WV) Sanitary Board

Monday, September 22, 2025 @ 5PM

- For Information

2025/M22-018 | Next Meeting - Town Hall Meeting

Monday, September 22, 2025 - Town Hall / Council @ 6PM

- For Information

2025/M22-019 | 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

scanned, and there were ongoing efforts to validate prepaid bills and unopened envelopes. The financial statements were presented, and a motion to accept the financial statements as submitted was made by David Boyd, seconded by Katie Miller, and passed unanimously. The Mayor also mentioned the need for a certified treasurer to handle financial reporting and tax-related tasks, as the current CPA had been fulfilling these duties without the official title of Treasurer.

Decision: [Final]
The financial statements for May were accepted as submitted.

2025/M19-006.1 - Administrative Records - ADM

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

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

The Mayor read the town manager's statement regarding the amendment and reenactment of Article 111.08 and Article 133, and the enactment of Article 134, which pertains to the roles of the Town Recorder and Treasurer. The ordinance was discussed, and it was noted that the public hearing for the final reading would be held immediately following the meeting. The motion to approve the ordinance was made by David Lloyd, seconded by Ron Petty, and passed unanimously.

Decision: [Final]
The ordinance to amend and reenact Article 111.08 and Article 133, and to enact Article 134, was approved.

2025/M19-006.4 - Historical Records - HIS

2025/M19-006.5 - Operational Records - OPS

2025/M19-007 - Ongoing Business

The discussion touched on various ongoing issues, particularly focusing on infrastructure and financial challenges. The town is dealing with significant costs related to waste management, with the price per ton of waste increasing to $98.10. There was a detailed conversation about the logistics and financial implications of handling residential waste, including the need to weigh waste before billing residents, which was deemed inefficient and financially impractical.

The council also discussed the collaboration with engineering partners for stormwater and sewer projects. Thrasher Engineering is overseeing stormwater projects, while Burgess and Niple are responsible for sewer projects. There was a concern about the potential impact of new sewer lines on existing stormwater systems, particularly regarding a project on 118th Street.

Additionally, the council addressed historical issues with infrastructure, including a long-standing sewer flow problem dating back to 1994, which has only recently been resolved. The budget constraints were also highlighted, with a limited budget of $300,000 to $400,000 affecting the town's ability to pay for essential services and employee healthcare.

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

Participated: jkelsh@bowlesrice.com

Town Of Chesapeake
Profit & Loss
July 2025

	Jul 25
Ordinary Income/Expense	
Income	
REVENUES	
301 Property Taxes KC Sheriff	1,874.89
304 Excise Tax on Utilities	10,828.58
305 Business & Occupation Tax	18,006.01
306 Wine & Liquor Priv TAX WLP	27.42
325 License	550.00
326 Building Permit Fees	40.00
330 IRP Fees (Public Utilities	13,625.13
341 Municipal Service Fees	7,770.27
345 Rent Royal Concess, Annex	125.00
377 Greenbrier Table LOTTGRNBRI	785.14
397 Video Lottery (LVL)	436.20
399 Misc Revenues	
Trash Pickup	20.00
399 Misc Revenues - Other	0.53
Total 399 Misc Revenues	20.53
Total REVENUES	54,089.17
Total Income	54,089.17
Gross Profit	54,089.17
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	
Bank charges	-2.10
Bldg Maint	600.00

Town Of Chesapeake
Profit & Loss
July 2025

		Jul 25
Contract Services		
Contract Service Messaging	102.00	
Contract Service Printing	60.00	
IT support	12,653.13	
Payroll Processing Fees	246.89	
Telephone	47.37	
Total Contract Services		13,109.39
Fuel		560.23
Insurance - Liability, D and O		-17,190.13
IT System		4,151.50
Legal & Professional Services		
Legal Fees	12,462.00	
Total Legal & Professional Services		12,462.00
Mileage Reimbursement		183.72
Office Expenses		262.12
Office supplies		452.36
Payroll Expenses -City Staff		0.00
Payroll Taxes- City Staff		0.00
Pest Control		230.00
Postage		99.91
Printing Expenses		222.26
Safety Supplies		15.06
Software & Apps		-16,250.00
Utilities		
Electricity		
Town Hall	1,578.79	
Total Electricity		1,578.79
Gas		
Gas Town Hall	50.24	
Total Gas		50.24
Water		
Annex Bldg	47.60	
Fire Hydrants	167.70	
Total Water	215.30	
Total Utilities		1,844.33
Workers Comp Premium		485.50
Total 440 City Hall		1,236.15

Town Of Chesapeake
Profit & Loss
July 2025

	Jul 25
Internet services	-49.64
Total GENERAL GOVERNMENT EXPENDITURES	2,945.30
HEALTH & SANITATION	
800 Garbage Dept	
Contract Services (Billing PSD)	1,528.79
Equipment Rental	365.31
Interest Paid	1,518.28
Payroll Expenses City Services	15,042.38
Payroll Taxes City Services	1,150.74
Refuse Fees	
Container Service Fees	164.61
Residential	1,560.80
Total Refuse Fees	1,725.41
Repairs & Maintenance	94.97
Total 800 Garbage Dept	21,425.88
Total HEALTH & SANITATION	21,425.88
PUBLIC SAFETY EXPENSE	
700 POLICE DEPT	
Police Payroll Tax	174.42
Police salaries	2,280.00
Telephone	730.26
Total 700 POLICE DEPT	3,184.68
Total PUBLIC SAFETY EXPENSE	3,184.68
STREET & TRANSPORTATION	
751 Street Lights	4,155.81
752 Electricity School Flashers	16.38
Total STREET & TRANSPORTATION	4,172.19
Total Expense	31,728.05
Net Ordinary Income	22,361.12
Net Income	**22,361.12**

Town Of Chesapeake
Income by Customer Summary
July 2025

	Jul 25
American Water (Customer)	6,864.16
Appalachian Power (Customer)	16,695.80
Cebridge	751.43
Compliance Solution	1.20
CSC Wireless LLC	1.24
Fitch	25.00
Frontier	63.07
Kanawha Public Service	8,481.93
Metro PCS	0.10
Mountaineer Gas	3,338.85
RMR Charleston	147.75
Sanitary Board Chesapeake	48,657.88
Sheriff Kanawha County	1,874.89
T-Mobile Northeast LLC	29.33
Watts	25.00
WV Treasury	14,873.89
TOTAL	**101,831.52**

Town Of Chesapeake
Balance Sheet
As of July 31, 2025

	Jul 31, 25
ASSETS	
Current Assets	
Checking/Savings	
American Rescue Act	146,157.00
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	129,640.18
Opiod Fund Account	5,025.00
Petty Cash	125.00
Police Fund	25.00
Total Checking/Savings	296,706.66
Accounts Receivable	
Accounts Receivable	39,546.17
Total Accounts Receivable	39,546.17
Total Current Assets	336,252.83
TOTAL ASSETS	**336,252.83**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	57,437.82
Total Accounts Payable	57,437.82
Other Current Liabilities	
Bond from WV	11,034.37
Direct Deposit Liabilities	-412.72
Payroll Liabilities	10,606.32
Poca Valley Bank Loan Account	-31,026.68
Sewer Collection Account	-437.04
Total Other Current Liabilities	-10,235.75
Total Current Liabilities	47,202.07
Total Liabilities	47,202.07

Town Of Chesapeake
Balance Sheet
As of July 31, 2025

	Jul 31, 25
Equity	
Opening Balance Equity	77,871.93
Retained Earnings	198,446.30
Net Income	12,732.53
Total Equity	289,050.76
TOTAL LIABILITIES & EQUITY	**336,252.83**