Monday

15

Sep 2025

Special Session - Town Hall/Council - Fiscal Management Signatures & Contracts

6:00 PM - 7:00 PM

Town of Chesapeake - Meetings

Dr. Lisa E. Curry Memorial Building - Annex ; Dr Lisa E Curry Memorial Building

Agenda

2025/M23-001 | Call to Order

Melissa Hill

- For Information 2

2025/M23-002 | Pledge & Prayer

Melissa Hill

- For Discussion

2025/M23-003 | Roll Call

Jenna Gillenwater

- James D. Lloyd - Council-at-Large
- Ron Petty - Council - Ward 1
- Dona Lacy - Council - Ward 1
- Arianna McLaughlin - Council - Ward 2
- Wesley Dillard - Council - Ward 2
- Katie Miller - Council - Ward 3
- William Smith - Council - Ward 3
- Jenna Gillenwater - Recorder
- Melissa Hill - Mayor

- For Decision

2025/M23-004 | Purpose of Special Session

Melissa Hill

Purpose of Special Session: Financial Signatures & Contracts

- For Information

2025/M23-005 | Special Session Business

Melissa Hill

- For Information

2025/M23-005.1 | Youth Wrestling & More

Melissa Hill

- For Information

2025/M23-005.7 | Cleaning / Janitorial — Melissa Hill

Cleaning / Janitorial - Clean Touch Cleaning Service & Landscaping, LLC - Less than WV Statewide Contract

- For Decision

2025/M23-005.8 | IT Service Management — Melissa Hill

IT Service Management - O2 Consulting (4 Quotes: $9K, $40K, 15K, $15K) - Lowest Bid and best for business - Split
Previously approved for quotes

- For Decision

2025/M23-005.9 | HR Consulting Services — Melissa Hill

HR Consulting Services- AK Bridge the Gap - Ashley Burton, Esq - Split

- For Decision

2025/M23-005.10 | Greenbrier Government Solutions — Melissa Hill

Greenbrier Government Solutions - Microsoft License & Managed Service Provider (MSP) - Split

- For Decision

2025/M23-005.11 | All contracts will be reviewed in December 2025 - Amended — Melissa Hill

All contracts will be reviewed in December 2025 - Amended
Determine compete requirements
Ready for March 2026 Levy & Budget for FY2027

- For Decision

2025/M23-006 | Council Comments - Specific to Special Session — Melissa Hill, Jenna Gillenwater

Council Comments - Specific to Special Session

Minutes
Special Session - Town Hall/Council - Fiscal Management Signatures & Contracts

Town of Chesapeake - Meetings

Date	9/15/2025
Time	6:00 PM - 7:00 PM
Location	Dr. Lisa E. Curry Memorial Building - Annex
Present	Melissa Hill, Jenna Gillenwater, Arianna McLaughlin, David Lloyd, Dona Lacy, Ron Petty, Wesley Dillard, Katie Miller,
Absent	Craig Smith
Recorder	Jenna Gillenwater
	Additional Present: Kathey Miller, Ralph Holbrook, Andrew Roberts

Agenda

2025/M23-001 - Call to Order
The meeting was officially called to order at 6:00 PM. The Mayor initiated the proceedings and established the formal commencement of the session. The agenda was reviewed and accepted by the Council, with a motion made by James D. Lloyd and seconded by Ron Petty. The motion carried unanimously.

2025/M23-002 - Pledge & Prayer
The meeting continued with a pledge of allegiance to the flag of the United States of America, followed by a prayer led by the Mayor. The prayer sought blessings for the country and the town of Chesapeake, WV.

2025/M23-003 - Roll Call
A roll call was conducted to confirm the presence of the council members. The following members were present:

- James D. Lloyd - Council-at-Large
- Ron Petty - Council - Ward 1
- Dona Lacy - Council - Ward 1
- Arianna McLaughlin - Council - Ward 2
- Wesley Dillard - Council - Ward 2
- Katie Miller - Council - Ward 3
- William Smith - Council - Ward 3 - Absent
- Jenna Gillenwater - Recorder
- Melissa Hill - Mayor

2025/M23-004 - Purpose of Special Session
The Mayor outlined the purpose of the special session, which was to address updates to financial signatures and contracts. The focus was specifically on fiscal management documents and related contracts.

2025/M23-005 - Special Session Business
The special session proceeded with several business items.

2025/M23-005.1 - Youth Wrestling & More
The Mayor discussed the use of the annex for youth wrestling practice. Although the group associated with this initiative could not attend the session, their proposal was acknowledged.

2025/M23-005.2 - Kanawha County Sherriff's Department - Learning Session - Amended
Representatives from the Kanawha County Sherriff's Department provided an overview of their operations within Chesapeake. They highlighted the distinction between criminal and civil issues and discussed the challenges faced in enforcing certain laws, such as trespassing and drug-related offenses. The discussion also touched on the importance of adhering to constitutional rights during enforcement activities.

Microsoft licensing agreement and the Managed Service Provider (MSP) contract fall below the $25,000 threshold.

A representative inquired about how the proposals were posted. The mayor responded that the posting was distributed through the Microsoft Partner Network, which is the platform the Town uses for such procurements. The AMG representative stated they would await additional contract information expected in December 2025. The mayor further noted that AMG previously held the contract before Greenbrier Government Solutions and that, prior to the current administration, contracts had been awarded to AMG Network Hosting without competition.

2025/M23-008 - Next Meeting - Sanitary Board
The next meeting of the Sanitary Board was announced to take place on September 22, 2025, at 5 PM.

2025/M23-009 - Meeting - Town Hall/Council - 4th Monday - September 22, 2025 @ 6PM
The next Town Hall/Council meeting was scheduled for September 22, 2025, at 6 PM.

2025/M23-010 - Adjournment
The meeting was adjourned following a motion by Arianna McLaughlin and a second by Katie Miller. The motion carried unanimously, and the meeting concluded.

Town Of Chesapeake
Profit & Loss
August 2025

	Aug 25
Internet	160.00
Payroll Reimbursement	3,696.26
Total 700 POLICE DEPT	3,991.26
Total PUBLIC SAFETY EXPENSE	3,991.26
Total Expense	31,287.70
Net Ordinary Income	1,557.07
Net Income	1,557.07

2025/M23-005.3 - Code Enforcement Reporting - appreciate support & success - Amended
The Council expressed appreciation for the support and success of code enforcement reporting. The discussion emphasized the importance of property maintenance and the role of the Sherriff's Department in addressing code violations.

2025/M23-005.4 - Resolution - Update Fiscal Management Signatures
A resolution was passed to update the financial signatures, removing Robin J. Taylor and adding Jenna M. Gillenwater as an authorized signatory. The motion was made by Dona Lacy and seconded by Arianna McLaughlin. The resolution was approved unanimously.

2025/M23-005.5 - Resolution - Asbestos Testing & Abatement Contract - ASTAR Abatement
The Council approved a resolution to engage ASTAR Abatement for asbestos testing and abatement services. This decision allows the town to leverage the state contract with ASTAR, ensuring compliance and cost-effectiveness. The motion was made by James D. Lloyd and seconded by Wesley Dillard, and it was approved unanimously.

2025/M23-005.6 - Contracts & Renewals
The agenda item 'Contracts & Renewals' was listed but not explicitly discussed during the meeting. Specific details to follow:

2025/M23-005.7 - Cleaning / Janitorial
The Council approved continuing the contract with Clean Touch Cleaning Service & Landscaping, LLC for janitorial services. The contract, which is less than the statewide contract, was valued at $900 per month. The motion was made by Wesley Dillard and seconded by Katie Miller, and it was approved unanimously.

2025/M23-005.8 - IT Service Management
The Council discussed IT service management, considering four quotes ranging from $9K to $40K. The lowest bid of $9K was approved as the best option for business needs. This decision was made to comply with cybersecurity mandates from the West Virginia Public Service Commission. The motion was made by Wesley Dillard and seconded by James D. Lloyd, and it was approved unanimously.

2025/M23-005.9 - HR Consulting Services
The Council approved continuing the contract with AK Bridge the Gap, represented by Ashley Burton, Esq., for HR consulting services. This includes job descriptions, HR support, and required annual training. The motion was made by Ron Petty and seconded by Wesley Dillard, and it was approved unanimously.

2025/M23-005.10 - Greenbrier Government Solutions
The Council approved two contracts with Greenbrier Government Solutions. The first contract is for Microsoft licensing, valued at $14,000. The second contract is for managed service provider (MSP) services, valued at $2,000 per month. These contracts are essential for maintaining cybersecurity and IT support for the town. The motions were made by Arianna McLaughlin and seconded by Katie Miller, and both were approved unanimously.

2025/M23-005.11 - All contracts will be reviewed in December 2025 - Amended
The Council discussed the plan to review all contracts in December 2025 to ensure compliance and readiness for the March 2026 levy and budget for FY2027. This process will involve legal review and a comprehensive assessment of vendor contracts.

2025/M23-006 - Council Comments - Specific to Special Session
Council members provided comments specific to the special session, expressing their thoughts and addressing various issues discussed during the meeting.

2025/M23-007 - Citizen Comments - Specific to Special Session
Citizens were given the opportunity to comment on issues specific to the special session. Concerns were raised about traffic enforcement, speeding, and the need for better community policing. The Sherriff's Department responded to these concerns, explaining their enforcement capabilities and limitations.

A Representative from AMG Network Hosting, LLC attended the Special Session to address questions regarding IT contracts awarded without Level II solicitation. The mayor explained that these contracts are each under $25,000 and therefore only require quotes, not a formal Level II bid process. Greenbrier Government Solutions is a federal contractor with a Top-Secret Facility Security Clearance. Both the

Town Of Chesapeake
Profit & Loss
August 2025

		Aug 25
Ordinary Income/Expense		
Income		
REVENUES		
301 Property Taxes KC Sheriff		9,147.69
304 Excise Tax on Utilities		707.87
305 Business & Occupation Tax		7,223.28
306 Wine & Liquor Priv TAX WLP		48.23
325 License		15.00
326 Building Permit Fees		60.00
330 IRP Fees (Public Utilities		6,615.14
341 Municipal Service Fees		7,518.98
377 Greenbrier Table LOTTGRNBRI		456.38
380 Interest on Investments		49.65
396 Table Game Lott LOTTBLGAME		952.55
399 Misc Revenues		
Trash Pickup	50.00	
Total 399 Misc Revenues		50.00
Total REVENUES		32,844.77
Total Income		32,844.77
Gross Profit		32,844.77
Expense		
GENERAL GOVERNMENT EXPENDITURES		
440 City Hall		
Bank charges	19.60	
Bldg Maint	600.00	
Contract Services		
Contract Service Messaging	89.25	
Contract Service Printing	60.00	
IT support	935.00	
Payroll Processing Fees	334.02	
Telephone	1,034.34	
Total Contract Services		2,452.61
Fuel		928.01
Late Fees		14.40
Legal & Professional Services		
CPA Services	2,150.00	
Inspection Fees	1,500.00	
Legal Fees	8,300.09	
Total Legal & Professional Services		11,950.09

Town Of Chesapeake
Profit & Loss
August 2025

		Aug 25
Municipal Dues		50.00
Office supplies		107.83
Pest Control		170.00
Postage		458.28
Printing Expenses		196.07
Utilities		
Gas		
Gas Town Hall	49.74	
Total Gas	49.74	
Water		
Fire Hydrants	153.30	
Total Water	153.30	
Total Utilities		203.04
Total 440 City Hall		17,149.93
Total GENERAL GOVERNMENT EXPENDITURES		17,149.93
HEALTH & SANITATION		
800 Garbage Dept		
Auto Repairs & Maintenance		163.10
Contract Services (Billing PSD)		1,581.78
Interest Paid		136.19
Refuse Fees		
Bulk	5,641.68	
Container Service Fees	164.41	
Total Refuse Fees	5,806.09	
Repairs & Maintenance		2,459.35
Total 800 Garbage Dept		10,146.51
Total HEALTH & SANITATION		10,146.51
PUBLIC SAFETY EXPENSE		
700 POLICE DEPT		
702 Court fees		135.00

Town Of Chesapeake
Profit & Loss
August 2025

	Aug 25
Internet	160.00
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Total 700 POLICE DEPT	3,991.26
Total PUBLIC SAFETY EXPENSE	3,991.26
Total Expense	31,287.70
Net Ordinary Income	1,557.07
Net Income	1,557.07

Town Of Chesapeake
Income by Customer Summary
August 2025

	Aug 25
First settlement Physical	274.34
HDL Software	2,755.92
Kanawha Public Service	8,226.85
River Point LLC	3,046.81
Sheriff Kanawha County	9,147.69
WV Treasury	8,072.30
TOTAL	31,523.91

Town Of Chesapeake
Balance Sheet
As of August 31, 2025

	Aug 31, 25
ASSETS	
Current Assets	
Checking/Savings	
American Rescue Act	146,206.65
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	85,258.73
Opiod Fund Account	5,025.00
Petty Cash	125.00
Police Fund	25.00
Total Checking/Savings	252,374.86
Accounts Receivable	
Accounts Receivable	3,058.86
Total Accounts Receivable	3,058.86
Total Current Assets	255,433.72
TOTAL ASSETS	**255,433.72**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	36,434.99
Total Accounts Payable	36,434.99
Other Current Liabilities	
Bond from WV	11,034.37
Direct Deposit Liabilities	-17,722.09
Payroll Liabilities	5,529.17
Poca Valley Bank Loan Account	-32,544.96
Sewer Collection Account	-38,107.99
Total Other Current Liabilities	-71,811.50
Total Current Liabilities	-35,376.51
Total Liabilities	-35,376.51

Town Of Chesapeake
Balance Sheet
As of August 31, 2025

	Aug 31, 25
Equity	
Opening Balance Equity	77,871.93
Retained Earnings	198,446.30
Net Income	14,492.00
Total Equity	290,810.23
TOTAL LIABILITIES & EQUITY	255,433.72