Monday

22

Sep 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 | 25 min

2025/M25-001 | Call to Order

Melissa Hill

Review the financial reports and discuss budget considerations for the upcoming period.

- For Information

2025/M25-001.1 | Prayer & Pledge

Melissa Hill

- For Discussion

2025/M25-001.2 | Roll Call

Melissa Hill

- Jason Bowen - Citizen Member
- William Bennett - Citizen Member
- Jenna Gillenwater - Board Secretary
- Melissa Hill - Chair

- For Decision

2025/M25-002 | Approve - Agenda & Meeting Minutes

Melissa Hill

- For Decision 1

2025/M25-003 | Approve Financials - August 2025

Melissa Hill

August 2025 Financials

- For Decision

2025/M25-004 | Ongoing Business

Melissa Hill

Unfinished / Ongoing Business

- For Information

2025/M25-004.6 | Report - Annual WV PSC - In Progress

Melissa Hill

- Will need to evaluate Inflow & Infiltration on this report
- Sandeep Agarwal, CPA

- For Information

2025/M25-004.7 | WV DLAP Grant - Town of Chesapeake (WV) Demolition

Melissa Hill

- Cap sewer before or after demolition?
- Grating & Stormwater drainage requirements?

- For Discussion

2025/M25-005 | New Business

Melissa Hill

New Business in August 2025

- For Information

2025/M25-005.1 | Deployment - AccuFund

Melissa Hill

- Financials
- Utilities (In Progress)
- Payroll (In Progress)

- For Information

2025/M25-005.2 | Collection - Bad Debt - FY2020 - Current

Melissa Hill

Will consult with Treasurer

- $70K+
- Need to Invoice to collect

- For Decision

2025/M25-005.3 | Waste Management - Sewer & Garbage Collection

Melissa Hill

Treasurer Review

Minutes

Monthly Meeting - City of Chesapeake (WV) Sanitary Board

Town of Chesapeake - Meetings

Date	8/25/2025
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, Dona Lacy, Ron Petty, Melissa Hill, Jenna Gillenwater, Dr Lisa E Curry Memorial Building
Absent	Nathaniel Hale, Jason Kinder, natalie.thomas@bowlesrice.com, David Lloyd, Wes Dillard, Arianna McLaughlin, Katie Miller, Kathey Miller
Note Taker	Jenna Gillenwater

Agenda

2025/M21-001 - Call to Order

The meeting was called to order at 5:12 PM by the chairperson, marking the beginning of the City of Chesapeake Sanitary Board meeting. The chairperson welcomed all attendees and confirmed the presence of board members, ensuring that the meeting could proceed with a quorum.

2025/M21-002 - Prayer & Pledge

Following the call to order, the meeting proceeded with a prayer and the Pledge of Allegiance. The prayer expressed gratitude for the blessings bestowed upon the Town of Chesapeake, WV, and sought wisdom and strength for the community's leaders. This was followed by the Pledge of Allegiance to the United States of America, emphasizing unity and justice for all.

Roll Call: Jason Bowen, William Bennett, Jenna Gillenwater, and Mayor Hill, Chair present – James Kelsh, Esq. also present.

2025/M21-003 - Approve Agenda & Minutes

The chairperson introduced the agenda and conducted a roll call of attendees, including Jason Bowen, William Bennett, Mayor Melissa Hill, and Jenna Gillenwater. A motion to approve the agenda as submitted was made by Jason Bowen, seconded by another member, and unanimously approved by the board. Subsequently, the minutes from the previous meeting were reviewed. William motioned to accept the minutes which were seconded by Bowen. The minutes were approved without opposition.

Decision: The agenda for the meeting held on August 25, 2025, was approved as submitted.
Decision: The minutes from the August 2025 meeting were reviewed and approved.

2025/M21-003.1 - Approval - Agenda

A motion to approve the agenda for the meeting held on August 25, 2025, was made by Jason Bowen, seconded by another member, and unanimously approved by the board.

Decision: The agenda for the meeting held on August 25, 2025, was approved as submitted.

2025/M21-003.2 - Approval of Minutes

The minutes from the previous meeting were reviewed. William motioned to accept the minutes, which were seconded by Bowen. The minutes were approved without opposition.

Decision: The minutes of the August 2025 meeting were reviewed and approved.

2025/M21-004 - Approval - Financial Statements

The financial statements for June and July were presented. The Mayor praised Sandeep for his diligent work in recording transactions, running payroll, and filing taxes. The June financial statements were reviewed first. Jason Bowen motioned to accept the June financials, seconded by Mr. Bennett. The motion was approved unanimously. The July financials were then reviewed. Bowen motioned to accept the July financials, seconded by Bennett, and the

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

The discussion centered around the 1989 agreement with the Town of Marmet, particularly the recent hearing at the Public Service Commission (PSC) on August 7, 2025. Natalie Thomas represented the board, presenting evidence of overcharges totaling $102,000 by Marmet since 2011. The mayor also testified about operational issues, including access to the Marmet plant and the lack of required biannual meetings. Counsel Kelsh tried to engage McClure, Marmet's attorney, who was uncooperative. Initial briefs for the PSC are due next week, with reply to briefs due by September 12th. The board hopes the PSC's decision will provide directions for a new agreement and address the overcharging issue.

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

The 2025 annual report for the City of Chesapeake Sanitary Board was noted to be in progress.

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

The board confirmed that the renewal of the WV DEP permit has been successfully submitted. All questions from the permit writer were addressed and answered satisfactorily.

Decision: The WV DEP permit renewal was submitted, and all questions from the permit writer were answered.

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

William Bennett provided an update on the Inflow & Infiltration (I&I) reduction plan. Significant progress has been made, particularly on Ohio Ave and 118th St, where a major water leak was fixed. However, there is still an issue with stormwater from a local school entering the sewer system. The school board has been contacted, and further testing is planned to identify the source of the problem. The board is working to resolve these issues to improve the overall efficiency of the sewer system.

Task: Conduct further testing to identify the source of stormwater entering the sewer system from a local school. *@William Bennett*

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

The sewer project involving the engineering firm Burgess & Niple was discussed. The firm has been contracted for $30,200 to prepare a Preliminary Engineering Report (PER) and Facility Plan. The project plan has been submitted for review, and the board is awaiting feedback.

Task: Review the Preliminary Engineering Report (PER) and Facility Plan submitted by Burgess & Niple. *@Jason Bowen*

2025/M21-006.6 - Delinquent Account Review

The board reviewed delinquent accounts, focusing on landlord properties. An analyst has been tasked with reviewing these accounts and providing a report. The recommendation is to collect delinquent payments via the Magistrate to ensure compliance and financial stability.

Task: Review delinquent accounts focusing on landlord properties and provide a report.
Task: Collect delinquent payments via the Magistrate.

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

The board discussed recommending an ordinance that would require landlords to pay for all waste services, including sewer and garbage. Additionally, it was suggested that properties with more than one dwelling should be classified as commercial. This recommendation aims to ensure proper billing and collection of waste management fees.

Task: Draft an ordinance requiring landlords to pay for all waste services, including sewer and garbage.
Task: Propose that properties with more than one dwelling be classified as commercial.

Sanitary Board City of Chesapeake
Profit & Loss
August 2025

	Aug 25
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	54,060.51
Total Income	54,060.51
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	916.46
5001 SALARIES-TREATMENT & DISP - Other	10,328.72
Total 5001 SALARIES-TREATMENT & DISP	11,245.18
5003 SANITARY BOARD MEMBER	432.19
5030 WORKERS COMP	485.50
5040 UTILITIES	
Gas	40.01
Total 5040 UTILITIES	40.01
5061 Internet	187.44
6005 SUPPLIES	625.69
6025 LEGAL FEES	4,690.75
6050 Postage	104.80
Bank Charge	2.00
Contract Services	6,040.00
Contract Services Billing	1,581.79
Contract Services Data Usage	119.20
CPA Services	1,050.00
IT Support	1,055.00
Payroll Processing Fees (ADP)	320.98
Professional Services	901.74
Total Expense	28,882.27
Net Ordinary Income	25,178.24
Net Income	**25,178.24**

Sanitary Board City of Chesapeake
Income by Customer Summary
August 2025

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Town of Chesapeake	36,669.27
TOTAL	36,669.27

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
August 2025

	Aug 25
ADP	320.98
American Water	119.20
Bowles Rice LLP	4,690.75
Burgess & Niple	6,040.00
City National Bank	2.00
Encova Insurance	485.50
Greenbrier Government Solutions	935.00
Kanawha PSD	1,581.79
Mountaineer Gas Company	40.01
O2 Consullting Service LLC	901.74
Optimum Business	187.44
S Agarwal CPA AC	1,170.00
TOTAL	16,474.41

Sanitary Board City of Chesapeake
Balance Sheet
As of August 31, 2025

	Aug 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	91,589.60
Sanitary Board PFA Grant Accoun	25.00
Total Checking/Savings	100,116.91
Accounts Receivable	
1020 CUSTOMER A/R	302,797.78
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	220.00
Total Accounts Receivable	299,017.78
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	399,234.69
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	**673,853.78**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-425.00
Total Accounts Payable	-425.00
Other Current Liabilities	
2002 Payroll Liabilities	1,616.48

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- William Bennett - Citizen Member
- Jenna Gillenwater - Board Secretary
- Melissa Hill - Chair

- For Decision

2025/M25-002 | Approve - Agenda & Meeting Minutes

Melissa Hill

- For Decision 1

2025/M25-003 | Approve Financials - August 2025

Melissa Hill

August 2025 Financials

- For Decision

2025/M25-004 | Ongoing Business

Melissa Hill

Unfinished / Ongoing Business

- For Information

2025/M25-004.1 | Update - 1989 Agreement Town of Marmet & Chesapeake

jkelsh@bowlesrice.c...

Hearing complete
Briefs and Reply to Briefs filed

- For Information

2025/M25-004.2 | Installation - Excessive Flow - Flexim Meters

Melissa Hill

- Installation at tap?
- Letter to Businesses
- Update Ordinance?
- Excessive flow = Total Flow - Consumption?

- For Discussion

2025/M25-004.3 | Restart - Revenue Stream - Excessive Flow

jkelsh@bowlesrice.c...

- American Chemical Contract

- For Discussion

2025/M25-004.4 | Project - Sewer Rehabilitation

jkelsh@bowlesrice.c...

- Isaac Fidaga, Engineer - Burgess & Niples

- For Decision

2025/M25-004.5 | Report - Inflow & Infiltration

Melissa Hill

Kanawha County School - Chesapeake Elementary - Evaluating
Sewer Stormwater Pipe shows on map provided by Kanawha County
Notice of Violation given - open

- For Discussion

2025/M25-004.6 | Report - Annual WV PSC - In Progress

Melissa Hill

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- Sandeep Agarwal, CPA

For Information

2025/M25-004.7 | WV DLAP Grant - Town of Chesapeake (WV) Demolition

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- Cap sewer before or after demolition?
- Grating & Stormwater drainage requirements?

For Discussion

2025/M25-005 | New Business

Melissa Hill

New Business in August 2025

For Information

2025/M25-005.1 | Deployment - AccuFund

Melissa Hill

- Financials
- Utilities (In Progress)
- Payroll (In Progress)

For Information

2025/M25-005.2 | Collection - Bad Debt - FY2020 - Current

Melissa Hill

Will consult with Treasurer

- $70K+
- Need to Invoice to collect

For Decision

2025/M25-005.3 | Waste Management - Sewer & Garbage Collection

Melissa Hill

Treasurer Review

- Garbage Collection currently managed under Town

- For Discussion

2025/M25-005.4 | Rate Review - Increases Melissa Hill

Legal & Treasurer Review

- Residential Waste - Landfill vs. Container
  - Increase - $40.00 per ton to $98.10
- Sewer Waste Processing - Marmet Plant
  - 41%-44% - September 2025 - retro to July 2025

- For Information

2025/M25-006 | Board & Partner Comments Melissa Hill

Board Member & Partner Comments

- For Discussion

2025/M25-007 | Citizen Comments Melissa Hill

- For Discussion

2025/M25-008 | Next Meetings Melissa Hill

- City of Chesapeake (WV) Sanitary Board - 4th Monday - October 27, 2025 - 5:00 PM
- Town of Chesapeake (WV) Town Hall / Council - 4th Monday - October 27, 2025 - 6:00 PM

- For Information

2025/M25-009 | Adjournment Melissa Hill

Motion to Adjourn

- For Decision

motion carried unanimously. The discussion highlighted the importance of transitioning to a larger firm for financial management to ensure thorough oversight and accuracy.

Decision: The financial statements for June and July were approved.

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

The July financials were reviewed. Bowen motioned to accept the July financials, seconded by Bennett, and the motion carried unanimously.

Decision: The financial statements for July 2025 were approved.

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

The billing for the Town of Marmet for July 2025 was discussed. The chairperson noted that the property details were not brought to the meeting and apologized. It was decided that the July and August billing would be submitted for review in the next meeting. The board plans to review the flows and billing in operations and then bring any notes or questions to the town clerk before presenting them to the board for further discussion.

Decision: The July and August billing for the Town of Marmet will be submitted for review in the next meeting.

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

The IRS debt from 2016 was addressed. The chairperson noted that the debt of $1,182.98 had been acknowledged and would be paid. Sandeep has been working with the IRS on this matter, and the process is ongoing.

Decision: The IRS debt from 2016 amounting to $1,182.98 was acknowledged and will be paid.

2025/M21-005 - Public Comment Period

The public comment period allowed members of the community to voice their concerns and provide input. Each speaker was given 3-5 minutes to speak. Following the comments, a motion was made to receive all public comments for review and provide answers within 48 hours. This motion was approved, demonstrating the board's commitment to addressing public concerns promptly.

Decision: A motion was made to receive all public comments for review and provide answers within 48 hours, which was approved.

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

Following the public comments, a motion was made to receive all public comments for review and provide answers within 48 hours. This motion was approved, demonstrating the board's commitment to addressing public concerns promptly.

Decision: A motion was made to receive all public comments for review and provide answers within 48 hours, which was approved.

2025/M21-006 - Old Business

The board revisited several ongoing issues. The 1989 agreement with the Town of Marmet was discussed, noting that the West Virginia Public Service Commission (WV PSC) filing was complete, and a hearing was scheduled for August 7, 2025. Next steps were outlined. The 2025 annual report for the City of Chesapeake Sanitary Board was noted to be in progress. The renewal of the WV DEP permit was confirmed, with all questions from the permit writer answered. The board reviewed the Inflow & Infiltration (I&I) reduction plan, including evaluations and stormwater operations, with specific updates on Ohio Ave and 118th St. The sewer project with the engineering firm Burgess & Niple was discussed, including the $30,200 cost for the Preliminary Engineering Report (PER) and Facility Plan. The delinquent account review highlighted issues with landlord properties and recommended collections via the Magistrate. Finally, the board recommended that landlords pay for all waste services, and properties with more than one dwelling be classified as commercial.

2025/M21-007 - New Business

The board introduced new business items. The audit for FY2024 and FY2025 was scheduled, with a due date of September 15, 2025. A project for installing two excessive flow meters was discussed, including the need to set up new electric accounts with AEP and installation by Valtronics. There was a motion to approve the creation of two new accounts for the project, which was approved. The contract renewal with American Chemical for excessive flow and billing was also discussed, noting that billing had not occurred since 2020. The board agreed to start the excessive flow billing again, adhering to AccuFund billing requirements.

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

The audit for FY2024 and FY2025 was scheduled, with a due date of September 15, 2025. The new audit packet will be prepared and scheduled for review.

Task: Prepare and schedule the new audit packet for FY2024 and FY2025. 9/14/2025

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

A project for installing two excessive flow meters was discussed. This includes setting up new electric accounts with AEP and installation by Valtronics. The board approved the creation of two new accounts for the project.

Task: Set up new electric accounts with AEP for the excessive flow meter installation project.
Task: Coordinate with Valtronics for the installation of excessive flow meters.

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

The contract renewal with American Chemical for excessive flow and billing was discussed. It was noted that billing had not occurred since 2020. The board agreed to start the excessive flow billing again, adhering to AccuFund billing requirements.

Task: Renew the contract with American Chemical for excessive flow and billing.
Task: Start the excessive flow billing again, adhering to AccuFund billing requirements.

2025/M21-008 - Reports

Reports from various committees and departments were discussed. The operations report for sanitation includes updates on the ESRI - SSES and GovPilot complaint systems. Specific issues addressed included raw sewage in a bathroom, which was resolved with all main lines cleared, and a sewer smell in a house, which was investigated with the cleanout found under the house.

2025/M21-008.1 - Operations - Sanitation

The operations report for sanitation included updates on the ESRI - SSES and GovPilot complaint systems. Specific issues addressed included raw sewage in a bathroom, which was resolved with all main lines cleared, and a sewer smell in a house, which was investigated with the cleanout found under the house.

Task: Continue monitoring and addressing complaints through the ESRI - SSES and GovPilot systems.

2025/M21-009 - Adjournment

The meeting was formally adjourned. A motion to adjourn was made and seconded, with all in favor. The chairperson thanked everyone for their participation and closed the meeting.

✨ - Other topics

Task: Work with the school board to identify and address stormwater infiltration into the sewer system near the school. This includes conducting dye tests to trace stormwater sources.
Task: Set up two new accounts for managing excessive flow meter installations in commercial areas. *@Jenna Gillenwater, Melissa Hill*
Task: Begin preparations for the 2021–2025 audit RFP to be ready by September 15. *@Jenna Gillenwater, Melissa Hill* 9/14/2025

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August 2025

	Aug 25
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Expense	
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Payroll Taxes (Employer)	916.46
5001 SALARIES-TREATMENT & DISP - Other	10,328.72
Total 5001 SALARIES-TREATMENT & DISP	11,245.18
5003 SANITARY BOARD MEMBER	432.19
5030 WORKERS COMP	485.50
5040 UTILITIES	
Gas	40.01
Total 5040 UTILITIES	40.01
5061 Internet	187.44
6005 SUPPLIES	625.69
6025 LEGAL FEES	4,690.75
6050 Postage	104.80
Bank Charge	2.00
Contract Services	6,040.00
Contract Services Billing	1,581.79
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August 2025

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Balance Sheet
As of August 31, 2025

	Aug 31, 25
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Total Checking/Savings	100,116.91
Accounts Receivable	
1020 CUSTOMER A/R	302,797.78
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	220.00
Total Accounts Receivable	299,017.78
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	399,234.69
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	**673,853.78**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-425.00
Total Accounts Payable	-425.00
Other Current Liabilities	
2002 Payroll Liabilities	1,616.48

Sanitary Board City of Chesapeake
Balance Sheet
As of August 31, 2025

	Aug 31, 25
Accrual	-0.03
Direct Deposit Liabilities	-746.00
Total Other Current Liabilities	870.45
Total Current Liabilities	445.45
Total Liabilities	445.45
Equity	
3000 INVESMENT IN CAPITAL ASSET	279,809.00
3005 CONTRIBUTION-CONSTRUCTION	313,336.00
3010 SMALL CITIES BLOCK GRANT	162,464.08
3015 MUNICIPAL CONTRIBUTIONS	243,101.00
Capital Contribution (PFA Grant	185,702.75
Opening Balance Equity	8,629.44
Retained Earnings	-507,547.55
Net Income	-12,086.39
Total Equity	673,408.33
TOTAL LIABILITIES & EQUITY	**673,853.78**

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3010 SMALL CITIES BLOCK GRANT	162,464.08
3015 MUNICIPAL CONTRIBUTIONS	243,101.00
Capital Contribution (PFA Grant	185,702.75
Opening Balance Equity	8,629.44
Retained Earnings	-507,547.55
Net Income	-12,086.39
Total Equity	673,408.33
TOTAL LIABILITIES & EQUITY	673,853.78

Monday
22
Sep 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 25 min

2025/M25-001 | Call to Order

Melissa Hill

Review the financial reports and discuss budget considerations for the upcoming period.

- For Information

2025/M25-001.1 | Prayer & Pledge

Melissa Hill

- For Discussion

2025/M25-001.2 | Roll Call

Melissa Hill

- Jason Bowen - Citizen Member
- William Bennett - Citizen Member
- Jenna Gillenwater - Board Secretary
- Melissa Hill - Chair

- For Decision

2025/M25-002 | Approve - Agenda & Meeting Minutes

Melissa Hill

- For Decision 1

2025/M25-003 | Approve Financials - August 2025

Melissa Hill

August 2025 Financials

- For Decision

2025/M25-004 | Ongoing Business

Melissa Hill

Unfinished / Ongoing Business

- For Information