Monday
24
Nov 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

2025/M29-001 | December Sanitary Board Meeting - City of Chesapeake

Melissa Hill

Monthly Meeting convened the 4th Monday

- For Information

2025/M29-002 | Call to Order

Melissa Hill

Monthly Meeting Called to Order

- For Information

2025/M29-002.1 | Silence & Pledge of Allegiance

Melissa Hill

Silence & Pledge of Allegiance

- For Information

2025/M29-002.2 | Roll Call - Board Members - Quorum

Melissa Hill

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

- For Decision

2025/M29-002.3 | Meeting Called to Order

Melissa Hill

Quorum = 2

- For Decision

2025/M29-003 | Approval - Agenda & Meeting Minutes

Melissa Hill

- For Information

- Removal of Outfalls by 2028 - Funded by October 2023
- Relocate Lift Stations #1 & #2 and sewer lines
- Replace critical sewer line areas

Status: Project Submitted for Funding
Engineer: Isaac Fadiga - Burgess & Niple

- For Discussion

2025/M29-006.3 | Revenue - Excessive Flow - American Chemical

Melissa Hill

- Shared with Counsel for review and initial discussions
- Corporate Counsel and local Representative stated billing stopped for Chesapeake as well as them
- Stopped for City of Chesapeake (WV) in 2020
- Average $100K annual

Decision: Prioritize this additional revenue

- For Decision

2025/M29-006.4 | Non-Compliance - MS4 Permit - FY2014-Current

Melissa Hill

WV DEP Letter dated August 1, 2023

- Violations date back to 2014 - Incomplete MS4 Application

Status: MS4 Permit - Applications Open - Submission on track for January 2026

- For Information

2025/M29-006.5 | Non-Compliance - Violations - WV DEP Inspection - Permit Renewal - Approved

Melissa Hill

Permit Renewal Approved, but with Violations

- For Discussion

2025/M29-006.6 | Report - Inflow & Infiltration

Melissa Hill

- Kanawha County School - Chesapeake Elementary - Escalated to Legal for Review & Billing

- Sending out collection notices to properties that inquire about service

- For Discussion

2025/M29-006.11 | Review - Title 150 - Legislative Rule - PSC - Series 5 - Rules for the Government of Sewer Utilities — Melissa Hill

- Review - Monthly Discussion
- Service Deposits Required - Property Owner (1 Month) and Tennant (2 months)
  - Disconnect if no compliance
- Deposit Bank Account

- For Discussion

2025/M29-007 | New Business — Melissa Hill

New Business not previously discussed

- For Information

2025/M29-007.1 | Non-Compliance - Sewer Tap Installation — Melissa Hill

🚧 What Is a Sewer Tap?

A **sewer tap** is the physical connection between a **private sewer lateral** (from a home or building) and the **public sewer main**. This is often done during new construction or when converting from a septic system to municipal sewer.

⚖️ WV State Code & Sewer Tap Installation

🔧 1. WV Code §29-3D – Licensing of Plumbers

- **§29-3D-2** requires that **only licensed plumbers** may perform plumbing work, including sewer connections.
- A **master plumber** or **journeyman plumber** (under supervision) is typically required for sewer tap installations.

🔗 WV Code §29-3D

⚖️ Can a Municipality Deny Sewer Service?

Municipal Enforcement Tools

Non-Compliance Issue	Municipal Action
No permit pulled	Deny connection, issue stop-work order
Unlicensed contractor	Deny permit, report to State Fire Marshal
Tap fee unpaid	Withhold service until paid
Failed inspection	Require correction before connection

Decision: Recommendation to adhere to WV State Code

- For Decision

2025/M29-007.2 | December 2025 - Board Meeting

Melissa Hill

Decision to cancel or reschedule for December 15

- For Decision

2025/M29-008 | Comments - Board Members

Melissa Hill

Board Members with comments or citizen concerns

- For Discussion

2025/M29-009 | Comments - Citizens

Melissa Hill

- Citizens have 3 minutes - questions will be answered according to agenda
- Not on the agenda - will be considered for next agenda
  - or Council Member will respond personally

- For Discussion

2025/M29-010 | Adjournment

Melissa Hill

Motion to Adjourn Meeting

- For Decision

M. Hill 7:15PM 11/20/25

Minutes

Monthly Meeting - City of Chesapeake (WV) Sanitary Board

Town of Chesapeake - Meetings

Date	9/22/2025
Time	5:00 PM - 6:00 PM
Location	Dr. Lisa E. Curry Memorial Building; Dr Lisa E Curry Memorial Building
Present	Jason Bowen, jkelsh@bowlesrice.com, Melissa Hill, Jenna Gillenwater, Dr Lisa E Curry Memorial Building
Note Taker	Jenna Gillenwater

1. Call to Order (2025/M25-001)

The meeting was called to order at 5:00 PM by Chair Melissa Hill. Financial reports and upcoming budget considerations were noted for review.

2. Prayer & Pledge (2025/M25-001.1)

A prayer and the Pledge of Allegiance were conducted.

3. Roll Call (2025/M25-001.2)

Members present:

- Jason Bowen
- Jenna Gillenwater
- Melissa Hill (Chair)

A quorum was confirmed.

4. Approval of Agenda & Meeting Minutes (2025/M25-002)

A motion to approve the agenda and previous meeting minutes was made and unanimously approved. **Motion approved.**

5. Approve Financials – August 2025 (2025/M25-003)

August 2025 financial statements were reviewed. **Motion approved.**

Minutes

Monthly Meeting - City of Chesapeake (WV) Sanitary Board

Town of Chesapeake - Meetings

New Business (2025/M25-005)

New business items for August 2025 reviewed.

5.1 Deployment – AccuFund

Financials, utilities, and payroll setup progressing. **Information only.**

5.2 Bad Debt Collection – FY2020-Current

Over $70,000 in outstanding debt noted; invoicing required. **Motion approved.**

5.3 Waste Management – Sewer & Garbage Collection

Treasurer review underway; garbage currently managed by the Town. **Discussion only.**

5.4 Rate Review – Increases

Reviewed increases for residential waste, landfill vs container, and Marmet wastewater processing (41–44% increase). **Information only.**

Board & Partner Comments (2025/M25-006)

General discussion among board members and partners.

Citizen Comments (2025/M25-007)

Citizen comments were welcomed and discussed.

Adjournment (2025/M25-009)

A motion to adjourn was approved, and the meeting concluded. **Motion approved**

Minutes

Meeting – Special Session - Sanitary Board

Chesapeake Sanitary Board

Date	10/9/2025
Time	5:00 PM
Location	Dr Lisa E Curry Memorial Building
Present	Melissa Hill, Jenna Gillenwater, Jason Bowen
Absent	
Recorder	Jenna Gillenwater

Agenda

1. Call to Order (2025/M26-001)
The Special Session of the City of Chesapeake Sanitary Board was called to order at 6:00 PM. Attendance was taken, and a quorum was established.

2. Approval of Minutes & Financials (2025/M26-002)
Previous minutes and financials were scheduled for review at the monthly meeting. This item was presented for information only.

3. Special Session Topics (2025/M26-003)
The Board discussed items designated for Special Session review.

4. Open Account for Sewer Security Deposits (2025/M26-004)
The Board discussed establishing a dedicated account for sewer security deposits, including the purpose, benefits, and required steps for implementation.
Motion: Open account with Chair & Recorder signatures.
Outcome: Motion approved.

5. Review Approval of Sewer System Inspection (2025/M26-005)
The Board reviewed the approved Sewer System Inspection Report from the WV DEP.
Motion: Receive the report, with questions noted for follow-up.
Outcome: Motion approved.

6. Review Sewer Rehabilitation Plan (2025/M26-006)
The Board examined the proposed sewer rehabilitation plan, including objectives, timelines, and budget considerations. Feedback and potential adjustments were discussed.
Motion: Approve the plan, with questions noted.
Outcome: Motion approved.

7. Public Comments (2025/M26-007)
Public comments and questions were invited. No formal action taken.

8. Adjournment (2025/M26-008)
The meeting was adjourned at approximately 6:00 PM.

Sanitary Board City of Chesapeake
Profit & Loss
September 2025

	Sep 25
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	37,402.80
Total Income	37,402.80
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	481.59
5001 SALARIES-TREATMENT & DISP - Other	6,200.35
Total 5001 SALARIES-TREATMENT & DISP	6,681.94
5003 SANITARY BOARD MEMBER	432.19
5030 WORKERS COMP	971.00
5040 UTILITIES	
Electricity Station #1	511.44
Electricity Station #2	105.07
Electricity Station #3	1,017.80
Electricity Station #4	112.20
Electricity Station #5	265.20
Gas	40.01
Pest Control	70.40
Total 5040 UTILITIES	2,122.12
5060 TELEPHONE	241.95
6005 SUPPLIES	1,375.00
6025 LEGAL FEES	9,076.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	280.00
Total 6600 CUSTOMER ACCT PROCESSING	280.00
9040 REPAIRS & REPAIR PARTS	2,250.00
Bank Charge	2.00
Contract Services	-8,456.00
Contract Services Billing	1,664.15
Contract Services Data Usage	126.20
CPA Services	450.00
Equipment Rental	3,395.00
GENERAL GOVERNMENT EXPENDITURES	
HR consulting	3,125.00
Total GENERAL GOVERNMENT EXPENDITURES	3,125.00

Sanitary Board City of Chesapeake
Income by Customer Summary
September 2025

	Sep 25
Town of Chesapeake	45,858.80
TOTAL	45,858.80

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
September 2025

	Sep 25
ADP	194.63
American Water	406.20
Appalachian Power	2,011.71
Bowles Rice LLP	586.36
Greenbrier Government Solutions	935.00
jiffy J's Inc	3,395.00
Mountaineer Gas Company	40.01
O2 Consullting Service LLC	7,350.00
Optimum Business	241.95
Precision Pump	1,375.00
PumpMan Pittsburgh	2,250.00
S Agarwal CPA AC	510.00
Suttle & Stalnaker PLLC	8,500.00
Terminix	70.40
Town of Marmet	28,410.09
TOTAL	**56,276.35**

Sanitary Board City of Chesapeake
Balance Sheet
As of September 30, 2025

	Sep 30, 25
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	65,628.42
Sanitary Board PFA Grant Accoun	25.00
Total Checking/Savings	74,155.73
Accounts Receivable	
1020 CUSTOMER A/R	363,260.19
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	220.00
Total Accounts Receivable	359,480.19
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	433,735.92
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	**708,355.01**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	43,156.30
Total Accounts Payable	43,156.30
Other Current Liabilities	
2002 Payroll Liabilities	1,616.48

Sanitary Board City of Chesapeake
Profit & Loss
October 2025

	Oct 25
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	34,585.46
4050 OTHER INCOME	122.00
Total Income	34,707.46
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	661.70
5001 SALARIES-TREATMENT & DISP - Other	8,649.64
Total 5001 SALARIES-TREATMENT & DISP	9,311.34
5003 SANITARY BOARD MEMBER	432.19
5030 WORKERS COMP	0.00
5040 UTILITIES	
Electricity Station #1	71.13
Electricity Station #2	34.59
Electricity Station #3	317.89
Electricity Station #4	56.29
Electricity Station #5	93.66
Gas	40.01
Pest Control	70.40
Water	24.31
Total 5040 UTILITIES	708.28
5060 TELEPHONE	239.95
6005 SUPPLIES	780.22
6025 LEGAL FEES	1,628.00
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	480.00
Total 6600 CUSTOMER ACCT PROCESSING	480.00
9040 REPAIRS & REPAIR PARTS	650.00
Bank Charge	2.00
Contract Services Billing	1,601.70
Contract Services Data Usage	120.00
CPA Services	2,250.00
GENERAL GOVERNMENT EXPENDITURES	
HR consulting	3,125.00
Total GENERAL GOVERNMENT EXPENDITURES	3,125.00

Sanitary Board City of Chesapeake
Income by Customer Summary
October 2025

	Oct 25
Town of Chesapeake	34,585.46
TOTAL	**34,585.46**

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
October 2025

	Oct 25
ADP	180.97
American Water	600.00
Appalachian Power	573.56
Bowles Rice LLP	1,628.00
City National Bank	2.00
Greenbrier Government Solutions	1,325.30
Mountaineer Gas Company	40.01
Optimum Business	239.95
Roto Rooter Plumbers	650.00
S Agarwal CPA AC	2,310.00
Terminix	70.40
Town of Marmet	8,375.55
WV American Water	24.31
TOTAL	16,020.05

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

	Oct 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	98,269.26
Sanitary Board PFA Grant Accoun	25.00
Total Checking/Savings	106,796.57
Accounts Receivable	
1020 CUSTOMER A/R	336,034.33
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	220.00
Total Accounts Receivable	332,254.33
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	439,150.90
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	**713,769.99**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	45,428.07
Total Accounts Payable	45,428.07
Other Current Liabilities	
2002 Payroll Liabilities	1,616.48