Thursday
12
Feb 2026

Special Session - Town Hall//Council - January Meeting Reschedule

6:00 PM - 7:30 PM

Town of Chesapeake - Meetings | Dr Lisa E Curry Memorial Building

Agenda

2026/M5-001 | Special Session: January Town Hall/Council Monthly Meeting

Melissa Hill

Welcome - we will cover January Meeting topics that cannot wait until the February Monthly Meeting
January Monthly Meeting - canceled twice due to weather

- For Information

2026/M5-002 | Call to Order

Melissa Hill

Open Meeting

- For Decision

2026/M5-002.1 | Prayer, Silence, & Pledge

as you believe

Prayer in government meetings is **not automatically unconstitutional**, but it must be handled carefully to avoid violating the First Amendment. The key is **non-coercion, neutrality, and inclusivity**.

- For Information

2026/M5-002.2 | Roll Call - Council Members

Jenna Gillenwater

- James David Lloyd - Council-at-Large
- Ron Petty - Council - Ward 1
- Dona Lacy - Council - Ward 1
- Wesley Dillard - Council - Ward 2
- Arianna McLaughlin - Council - Ward 2
- Katie Miller - Council - Ward 3
- William "Craig" Smith - Council - Ward 3

- Jenna Gillenwater - Recorder
- Melissa Hill - Mayor

- For Decision

2026/M5-002.3 | Meeting Officially Called to Order

Melissa Hill

- For Decision

2026/M5-003 | Approval - Agenda & Meeting Minutes (November)

Melissa Hill

- Approve - Today's Agenda
- Approve - Previous Month Meeting Minutes

- For Decision

2026/M5-003.1 | Agenda - Monthly Meeting

Melissa Hill

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

- For Decision

2026/M5-003.2 | Meeting Minutes

Council approves Regularly Scheduled Meeting & Special Session Meeting Minutes from previous month

- For Decision

2026/M5-004 | Approval Financial Reports - November & December

Melissa Hill

Council reviews and approves Financial Reports

- For Decision

2026/M5-005 | Partner Introductions

Melissa Hill

Any partners in the meeting that need to be introduced

- For Information

2026/M5-006 | Ongoing Business

Melissa Hill

These are issues and opportunities that require continued discussion, review, follow-up, and action.

- For Information

2026/M5-006.1 | Non-Compliance - 2001 Ordinance Revision - Municode

Melissa Hill

Proof reviewed and submitted to Municode by Bowles Rice on January 28

- For Information

2026/M5-006.2 | Non-Compliance - 1989 Agreement - Marmet & Town of Chesapeake (WV)

Melissa Hill

Problem - Cannot pay per 1989 Agreement in 2025

- Administrative Law Judge Decision - 10/30/25 - Declined
- Exceptions to the 10/30/25 Recommended Decision and Brief in Support, filed by Counsel for Town of Chesapeake Sanitary Board
- WV PSC - Commissioners Review

- For Information

2026/M5-006.3 | Non-Compliance - Sewer Rehabilitation Project - FY2018 & 2020

Melissa Hill

PER the October 2018 - NPDES Permit - Settlement Agreement
Lift Station #1 Discharge - 2018 and 2020 - System Failure

- 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
Recommendation: CPA & Legal Recommend Rate Increase
AMENDED - Motion: Update contract for Burgess & Niple to move to design phase

- For Decision

2026/M5-006.4 | 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
Motion: Approve Fee of $3,413.00

- For Decision

2026/M5-006.5 | Non-Compliance - Dilapidated Structures - WV DLAP - Demolition

Melissa Hill

- Ready to Demo - Round #1 - 4 properties - Approved for Demolition
- RFP - Demolition - Round #2 - 17 properties - Proposals Due - 11/25/2025
- Leveraging - WV Statewide Contract - ASTAR Abatement - Asbestos Testing & Abatement
- Title Searches - Bowles Rice

Motion: RFP Results for Round #2 - Rebid - Brian Bowen

- For Decision

2026/M5-006.6 | Non-Compliance - IRS Civil Penalties - 2014, 2015, 2017, 2019

Melissa Hill

- 2014 and 2015 - Submitted W2's - received many acknowledgement letters from IRS - not resolved
- 2017 - found W2's - Legal will review
- 2019 - missing W2's - Legal will review

Info sent to Bowles Rice

- For Information

2026/M5-006.7 | Clarification - Meetings - Prayer vs. Moment of Silence

Melissa Hill

"Therefore, we think it would be safe for the Town of Chesapeake to keep the prayers neutral, led by an outside body, and made voluntary. A non-sectarian prayer or moment of silence would work and would be the most cautious according to the case law as cited above, however, sectarian prayers are ok as long as it is not a

requirement." Advisory from City Attorney
Decision Made: Prayer & Moment of Silence - Agenda Item
Decision Made: Prayer - voluntary, non-sectarian, participation not a requirement - no Council or Board Members leading Prayer
Letters Mailed

- For Information

2026/M5-006.8 | Opportunity - Property Donation - Bank/Tow Lot

Melissa Hill

- Requested - Right of Entry for Thrasher to conduct Assessment - Owner
- Thrasher - will conduct the assessment before accepting the donation
- Provides for additional funding opportunities for abatement

In Closing as of this week

- For Information

2026/M5-006.9 | Compliance Required - WV SB50 - Alignment by 2032

Melissa Hill

- Requires municipal elections to be held on the same day as statewide primary or general elections.
- Allows municipalities to enter into agreements with the county commission regarding election logistics, including election dates, officials, and voter registration rolls.
- Permits municipalities to extend or shorten elected officials' terms to align with the new election schedule, within statutory limits and procedural requirements.
- Establishes an effective date and deadlines for municipalities to comply with the new alignment requirements.
- Compliance Year 2032

Information: Kelsh to speak with County Election Office

- For Information

2026/M5-006.10 | In Compliance - PER Ordinance - Next Election is June 8, 2027

Melissa Hill

105.01 Election Date, City Officials and Terms of Office
A municipal general election **shall be held on the second Tuesday in June 1991 and the same day every fourth year thereafter for the purpose of electing a Mayor, Recorder, Municipal Judge and members of the Common Council of the City**. The municipal officials of the City shall be elected by voters whose names are currently registered with the Registrar of Kanawha County and who reside within the corporate boundaries of the City. The term of office for all elected municipal officials shall be four years, beginning on the first day of July following the election or until their successors shall be elected and qualified. Such elections shall be held in conformity with West Virginia Code Chapters 3 and 8. (Ord. 90-3. Passed 7-2-90.)

- For Information

2026/M5-006.11 | Chesapeake VFD

- Disbursements: WSB Insurance - $6,250, $26,250 = $32,500
- Current Situation
- Ordinance Compliance
- Opinion - Guidance - City Attorney

- For Discussion

2026/M5-007 | Citizens Comments

Melissa Hill

- Citizens have 3 minutes - questions we be answered according to agenda
- Not on the agenda - will be considered for next agenda

- For Information

2026/M5-007.1 | Dissolve Wards 1, 2, &3 - Citizen Request

Citizens will present - Council will determine if to put on next agenda

- For Decision

2026/M5-008 | New Business

New Business not previously established

- For Information

2026/M5-008.1 | UKV Minigrant - Kanawha County Commission - Won in 2024

- Must be used for beautification - $7K
- Funds must now be used for beautification project
- **Motion**: Replace Town Hall Sign & Install Flower Pot Bollards

- For Decision

2026/M5-008.2 | Training - Annual HR Training

Annual Town Council Harassment/Discrimination and Ethics Training

- For Discussion

2026/M5-009 | Council Comments

Melissa Hill

- Council Comments and Questions per the agenda
- Not on the agenda - will be added to next agenda

- For Discussion

2026/M5-010 | Next Meeting - Sanitary Board Meeting - February 23, 2026

4th Monday - February 23, 2026 at 5 PM

- For Information

2026/M5-011 | Next Meeting - Town Hall/Council Meeting - February 23, 2026

Melissa Hill

4th Monday - February 23, 2026 at 6 PM

- For Information

2026/M5-012 | Adjournment

Melissa Hill

Official end of the meeting
Council Motion to adjourn

- For Decision

Minutes

Meeting - Town Hall/Council Monthly Meeting

Town of Chesapeake - Meetings

Date	12/15/2025
Time	6:00 PM - 8:00 PM
Location	Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building
Present	Melissa Hill, Dr Lisa E Curry Memorial Building, Jenna Gillenwater, David Lloyd, Dona Lacy, Arianna McLaughlin, Wes Dillard, Kathey Miller, Katie Miller, Ralph Holbrook, jkelsh@bowlesrice.com, Andrew Roberts
Absent	Ron Petty, Craig Smith
Recorder	Jenna Gillenwater

Agenda

2025/M30-001 - December Town Hall/Council Monthly Meeting

The December Town Hall meeting commenced at 6:00 PM with informal conversations among the participants. The meeting was officially called to order, marking the start of the December Town Hall/Council Monthly Meeting.

2025/M30-002 - Call to Order

The meeting was formally opened, and the council members were asked to rise for a prayer, a moment of silence, and the Pledge of Allegiance. The roll call was conducted, confirming the presence of council members James David Lloyd, Dona Lacy, Wesley Dillard, Arianna McLaughlin, Katie Miller, Jenna Gillenwater, and Mayor Melissa Hill. A quorum was established, and the meeting was officially called to order.

2025/M30-002.1 - Prayer, Silence, & Pledge

The participants were asked to rise for a prayer, a moment of silence, and the Pledge of Allegiance. The prayer emphasized non-coercion, neutrality, and inclusivity, in line with the First Amendment guidelines. The Pledge of Allegiance was recited by all present.

2025/M30-002.2 - Roll Call - Council Members

The roll call was conducted, confirming the presence of the following council members:

- James David Lloyd - Council-at-Large
- Dona Lacy - Council - Ward
- Wesley Dillard - Council - Ward 2
- Arianna McLaughlin - Council - Ward 2
- Katie Miller - Council - Ward 3
- Jenna Gillenwater - Recorder
- Melissa Hill - Mayor

A quorum was established, allowing the meeting to proceed.

2025/M30-002.3 - Meeting Officially Called to Order

The meeting was officially called to order following the confirmation of a quorum. The agenda was reviewed, and it was noted that any unresolved items would remain in ongoing business until addressed.

2025/M30-003 - Approval - Agenda & Meeting Minutes (November)

The council reviewed and approved the agenda for the current meeting. David Lloyd made a motion to approve the agenda, which was seconded by Wesley Dillard. The motion passed unanimously. The meeting minutes from the previous month were also reviewed and approved. Katie Miller made a motion to approve the meeting minutes, which was seconded by Wesley Dillard. The motion carried with no opposition.

2025/M30-003.1 - Agenda - Monthly Meeting

The council reviewed and approved the agenda for the current monthly meeting. David Lloyd made a motion to approve the agenda as submitted, which was seconded by Wesley Dillard. The motion passed unanimously.

2025/M30-003.2 - Meeting Minutes

The council reviewed and approved the meeting minutes from the previous month. Katie Miller made a motion to approve the meeting minutes as submitted, which was seconded by Wesley Dillard. The motion carried with no opposition.

2025/M30-004 - Approval Financial Reports - November

The financial reports for November were not submitted during this meeting. It was noted that QuickBooks required an update after the sanitary report was printed. The financial reports will be submitted at the next meeting.

2025/M30-005 - Partner Introductions

2025/M30-006 - Ongoing Business

The council moved on to ongoing business items. It was noted that Kevin Shank, Chief of Police, had resigned. The audit RFP for FY2024 and FY2025 was discussed, and it was confirmed that the Town of Chesapeake, the City of Chesapeake Sanitary Board, and the Chesapeake Volunteer Fire Department would be part of the audit. The forensic accounting partner, Patrick Smith, was approved, and the city attorney would subpoena financial records to proceed with the forensic accounting review.

2025/M30-006.1 - Welcome!!! Kevin Shank, Chief of Police - Town of Chesapeake (WV)

Kevin Shank, Chief of Police, was mentioned, but it was noted that he had resigned. No further discussion took place regarding his welcome.

2025/M30-006.2 - Audit RFP - FY2024 & FY2025

The audit RFP for FY2024 and FY2025 was discussed. It was confirmed that the Town of Chesapeake, the City of Chesapeake Sanitary Board, and the Chesapeake Volunteer Fire Department would be included in the audit. The paperwork for the audit would continue into January. There were no questions from the council regarding the audit.

2025/M30-006.3 - Non-Compliance - FY2020-2023 - Audit Table - Contract - Forensic Accounting

The council discussed the non-compliance issues for FY2020-2023. The forensic accounting partner, Patrick Smith, was approved in the last meeting. The forensic accounting review would begin after the financial records, including bank statements, were subpoenaed by the city attorney. The council was informed that the forensic accounting would address issues related to QuickBooks financials, BB&T credit card statements, court dockets

and fines, police department license plates, court citations, and the police department evidence room inventory. The city attorney would handle the subpoena of financial records.

2025/M30-006.4 - Non-Compliance - 2001 Ordinance Revision - Municode

The council received an update on the 2001 ordinance revision. The first proof sheets of the comprehensive municipal code were received and would be reviewed. The council was informed that the municipal code had not been updated since 2001. The updated code would likely be presented for adoption in February or March.

2025/M30-006.5 - Non-Compliance - 1989 Agreement - Marmet & Town of Chesapeake (WV)

The council discussed the 1989 agreement between Marmet and the Town of Chesapeake. The town had requested a $103,000 refund, but the administrative law judge issued a proposed order ruling against the town. An exception was filed, and the case was now before the Public Service Commission (PSC) commissioners. A decision was expected around February of the following year.

2025/M30-006.6 - Non-Compliance - Sewer Rehabilitation Project - FY2018 & 2020

The council discussed the ongoing sewer rehabilitation project for FY2018 and 2020. The lift station discharge failures from 2018 and 2020 were highlighted, emphasizing the need to remove outfalls by 2028 and relocate critical infrastructure. The project has been submitted for funding to the West Infrastructure Council, with the initial funding package including a 75% grant and a 25% bond. The preliminary engineering report has been completed, and the final design will be submitted for approval. The council stressed the importance of addressing these issues promptly to prevent further complications.

2025/M30-006.7 - Non-Compliance - MS4 PERMIT - FY2014-Current

The council discussed the MS4 permit non-compliance issues dating back to 2014. The West Virginia Department of Environmental Protection (WV DEP) had opened applications for the MS4 permit, and the town was on track to submit the application by January 2026. The council was informed that the town was responsible for ensuring clean water flowed into the stormwater system.

2025/M30-006.8 - Non-Compliance - Dilapidated Structures - WV DLAP - Demolition

The council discussed the demolition of dilapidated structures. The first round of demolitions for four properties was approved, and the RFP for the second round, involving 17 properties, was due on November 25, 2025. The town was leveraging the WV Statewide Contract for asbestos testing and abatement. The project was extended to June 2026, and the first reimbursement from the grant was received.

2025/M30-006.9 - Non-Compliance - Playground Safety

The council discussed playground safety issues. Non-compliant equipment at 116th St & Kanawha was removed, and the Annex Playground was to receive rubber mulch through partner support. The council was informed that the playground safety measures were ongoing.

2025/M30-006.10 - Non-Compliance - IRS Civil Penalties - 2014, 2015, 2017, 2019

The council discussed the IRS civil penalties for the years 2014, 2015, 2017, and 2019. The W2s for 2014 and 2015 were submitted, and the IRS acknowledged receipt. The W2s for 2017 were found and would be reviewed by legal and CPAs. The W2s for 2019 were missing and would also be reviewed. The council was informed that the penalties amounted to approximately $52,000.

2025/M30-006.11 - Contract - Treasurer

The council discussed the ongoing search for a suitable candidate for the treasurer position. The role had been separated from the recorder position, and the town attorney assisted with the search.

2025/M30-006.12 - Clarification - Meetings - Prayer vs. Moment of Silence

The council discussed the issue of prayer versus a moment of silence in meetings. The city attorney advised that prayers should be neutral, voluntary, and led by an outside body to avoid any constitutional violations. The council agreed to move forward with a moment of silence and extended invitations to community members to lead prayers. Council members would not lead prayers. Wesley Dillard made a motion to move forward with this approach, which was seconded by Katie Miller. The motion carried.

Decision: The council agreed to move forward with a moment of silence and extend invitations to community members to lead prayers. Council members would not lead prayers.

2025/M30-006.13 - Opportunity - Property Donation - Bank/Tow Lot

The council discussed the opportunity for a property donation involving a bank/tow lot. Thrasher, funded by the Kanawha County Commission and EPA funds, would conduct an assessment before the town accepted the donation. The assessment would include evaluating the removal of tanks and asbestos testing. The donation application had been signed, but the town would not take over the property until Thrasher completed their evaluation.

2025/M30-006.14 - Compliance Required - WV SB50 - Alignment by 2032

The council discussed the compliance requirements of WV SB50, which mandates that municipal elections be held on the same day as statewide primary or general elections by 2032. The town would need to align its election schedule accordingly and could enter agreements with the county commission regarding election logistics. The council was informed of the statutory limits and procedural requirements for compliance.

2025/M30-006.15 - Opportunity - Kanawha County Commission - Brownfields & Redevelopment

The council discussed the Kanawha County Commission's sponsored project for EPA compliance related to brownfields and redevelopment. The project involved assessing, testing, and making recommendations for all service/filling station properties, commercial buildings, and Town of Chesapeake properties. The council was informed that the assessments would provide opportunities for redevelopment and reuse.

2025/M30-006.16 - Non-Compliance - Council and Board Members as Contractors

The council discussed the non-compliance issues related to council and board members acting as contractors. The WV Ethics Act requires transparency, full disclosure, and competitive bidding for public contracts. The council committed to full compliance with WV Code §§21-11 and 6B-2-5, avoiding any appearance of conflict of interest in contracting or permitting decisions.

2025/M30-006.17 - 2023 Meeting Minutes

The council discussed the 2023 meeting minutes related to the election ordinance. The rough draft of the ordinance was reviewed, but it was not executed, and the exact language was not presented. The council decided that there was not enough information to amend the election schedule. Wesley Dillard made a motion to decline the 2023 meeting minutes as submitted, which was seconded by Arianna McLaughlin. The motion carried.

2025/M30-006.18 - In Compliance - PER Ordinance - Next Election is June 8, 2027

The council confirmed that the next election would be held on June 8, 2027, in accordance with the existing ordinance. There was no need for a motion as there were no changes to the election schedule.

2025/M30-007 - New Business

The council moved on to new business items. The resolution for the WV Checkbook was discussed. The council acknowledged the delay in providing financial data to the WV Checkbook deployment team due to incomplete data from the previous administration. The council agreed to review personnel emails and requests in an executive session if needed. The resolution acknowledged the delay and aimed to address the incomplete financial data.

2025/M30-007.1 - Resolution - WV Checkbook - Unresolved Financial Transactions from FY2020-2023

The council discussed the unresolved financial transactions from FY2020-2023. The previous administration failed to provide the required transaction details to the WV Checkbook deployment team. The council agreed to review personnel emails and requests in an executive session if needed.

2025/M30-007.2 - Request for Disbursement - Chesapeake VFD - WSB Annual Insurance Payment

The council discussed the request for disbursement from the Chesapeake Volunteer Fire Department for the WSB annual insurance payment. The council requested supporting documentation, including the original invoice and policy details, as there were discrepancies in the policy numbers. The council agreed to move forward with the payment pending receipt of the required documentation. Wesley Dillard made a motion to approve the payment, which was seconded by David Lloyd. The motion carried.

Decision: The council decided to request supporting documentation for the insurance policy, including the original invoice and policy details.
Decision: The council decided to move forward with the payment pending receipt of the required documentation.

2025/M30-007.3 - Training - Annual HR Training

The annual HR training for harassment, discrimination, and ethics was discussed. The HR consultant could not attend the meeting and would reschedule the training for January.

2025/M30-008 - Council Comments

The council members were given an opportunity to make comments and ask questions. It was noted that any items not on the agenda would be added to the next agenda.

2025/M30-009 - Citizens Comments

Citizens were given three minutes each to make comments and ask questions. The council and legal representatives would respond based on the agenda and ordinances. Comments included concerns about the prayer policy, demolition bids, and the sewer rehabilitation project. The council addressed these concerns and provided updates on the ongoing projects.

2025/M30-010 - Next Meeting - TBD

The next meeting was tentatively scheduled for the fourth Monday in January. The council wished everyone a Merry Christmas and Happy New Year.

2025/M30-011 - Adjournment

The meeting was officially adjourned. A motion to adjourn was made and carried, marking the end of the December Town Hall/Council Monthly Meeting.

Minutes

Special Session - Town Hall / Council Meeting - Demolition Round #2 - Sealed Bid Opening

Town of Chesapeake - Meetings

Date	1/12/2026
Time	6:00 PM - 7:00 PM
Location	Town Hall - Senior Center; Dr Lisa E Curry Memorial Building
Present	Dona Lacy, Arianna McLaughlin, Ron Petty, Jenna Gillenwater, jkelsh@bowlesrice.com, Melissa Hill, Andrew Roberts
Absent	David Lloyd, Katie Miller, Kathey Miller, Ralph Holbrook, Wes Dillard, Craig Smith, William Bennett, Jason Bowen, Dr Lisa E Curry Memorial Building
Note Taker	Jenna Gillenwater

Agenda

2026/M1-001 - Special Session - Town Hall / Council Meeting - Demolition Round #2 - Sealed Bid Opening

The purpose of this Special Session of the Town Hall / Council Meeting is to formally open and review sealed bids submitted for **Demolition Round #2** in accordance with applicable municipal procurement requirements. This meeting is convened to ensure transparency, compliance with established bidding procedures, and public accountability in the demolition procurement process. No bids will be accepted after the designated submission deadline, and all sealed bids will be opened during this session for Council consideration and any subsequent administrative action as permitted by law.

2026/M1-002 - Call to Order

This meeting was called to order at 6:04 PM.

2026/M1-002.1 - Prayer, Moment of Silence, Pledge

- As you are lead individually - Prayer or Moment of Silence
- Pledge of Allegiance to the Flag

2026/M1-002.2 - Roll Call

Present: Arianna McLaughlin, Ron Petty, Dona Lacy, James Kelsh, Brian Bowen, Andrew Roberts, Jenna Gillenwater, Melissa Hill
Absent: David Lloyd, Katie Miller, Wesley Dillard
A quorum was established.

2026/M1-003 - Official Statement – Bid Opening Authority and Limitations

This Special Session of Council is convened solely for the public opening of sealed bids received for the referenced project. The meeting is conducted in compliance with the West Virginia Open Governmental Proceedings Act, *W. Va. Code §6-9A-1 et seq.*, to ensure transparency and public accountability in the procurement process.
No deliberation, evaluation, waiver of irregularities, acceptance, rejection, or award of any bid shall occur during this meeting. The opening of bids is a **ministerial act only**.
All bids opened during this session shall be referred to administrative review to determine bidder responsiveness, responsibility, and compliance with the bid specifications and applicable law. Any apparent irregularities identified at the time of opening shall be **noted for the record but not ruled upon** during this session.
Final determinations regarding bid responsiveness, waiver of non-material irregularities, rejection of bids, or contract award authority shall be made by Council at a **subsequent duly noticed meeting**, consistent with the Town's procurement authority under *W. Va. Code §8-11-1 et seq.* and applicable competitive bidding requirements, including *W. Va. Code §5A-3-1 et seq.*, where applicable.
Bids received after the advertised deadline are deemed non-responsive and shall not be considered, in accordance with established competitive bidding principles and the bid solicitation documents.

2026/M1-004 - Verification of Public Notice

- The Recorder confirms that proper public notice of the bid opening and meeting was provided in accordance with:
  - West Virginia Open Governmental Proceedings Act (WV Code §6-9A-1 et seq.), and
  - Any applicable municipal ordinances or bid documents.
- The notice verification is entered into the meeting record.

2026/M1-005 - Certification of Bid Custody and Deadline Compliance

- The Recorder certified:
  - The date and time the bidding period closed.
  - That all bids were received prior to the deadline.
  - That bids have been maintained in secure custody and remained sealed and unopened until the public opening.
- Any bids received after the deadline are declared non-responsive and returned unopened.

2026/M1-006 - Identification of Bids to Be Opened

- The Recorder announced:
  - The total number of bids received.
  - The names of bidders, as listed on the sealed envelopes.
- No discussion of bid contents occurs prior to opening.

2026/M1-007 - Public Opening of Sealed Bids

- Sealed bids are opened **one at a time**, in full view of Council and the public.
- For each bid, the Recorder read aloud:
  - Bidder name
  - Total bid amount
  - Acknowledgment of required addenda (N/A)
  - Confirmation of required bid security, if applicable
- No evaluation or debate occurs at this stage.
- Council accepted the number of bids.

2026/M1-008 - Recordation of Bids

- All opened bids were logged into the official bid tabulation sheet.
- Bid documents were marked "Opened" with the date and time.
- The bid tabulation became part of the public record.

The motion to accept all bids as submitted began with Dona Lacy and seconded by Arainna McLaughlin.

2026/M1-009 - Statement Regarding Evaluation

- The City Attorney stated on the record that:
  - Bids will be reviewed for responsiveness, responsibility, and compliance with bid specifications.
  - No award is made at the bid opening unless expressly permitted by the bid documents and governing law.

2026/M1-010 - Handling of Irregularities

- Any apparent irregularities were noted but **not ruled upon** during the opening.
- Determinations regarding irregularities are deferred to administrative review and/or Council action at a later meeting.

2026/M1-011 - Public Inspection

After the opening, bids become subject to public inspection in accordance with:

- West Virginia Freedom of Information Act (WV Code §29B-1-1 et seq.),
- With proprietary or confidential information handled as permitted by law.

2026/M1-012 - Next Meeting - 4th Monday, January 26, 2025

2026/M1-013 - Adjournment

The motion to adjourn began with Arianna McLaughlin and seconded by Dona Lacy.

Town Of Chesapeake
Profit & Loss
November 2025

		Nov 25
Ordinary Income/Expense		
Income		
REVENUES		
301 Property Taxes KC Sheriff		7,735.79
304 Excise Tax on Utilities		560.15
305 Business & Occupation Tax		1,221.29
325 License		15.00
330 IRP Fees (Interst Reg Plan)		9,378.28
330 IRP Fees (Public Utilities		54.01
341 Municipal Service Fees		7,038.24
377 Greenbrier Table LOTTGRNBRI		16.62
380 Interest on Investments		43.91
396 Table Game Lott LOTTBLGAME		899.60
Total REVENUES		26,962.89
Total Income		26,962.89
Gross Profit		26,962.89
Expense		
GENERAL GOVERNMENT EXPENDITURES		
409 Mayor's Office		
Mayor Stipend	1,000.00	
Payroll Taxes Mayor	76.50	
Total 409 Mayor's Office		1,076.50
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	27.55	
Bldg Maint	600.00	
Contract Services		
IT support	1,465.30	
Payroll Processing Fees	236.53	
Telephone	204.89	
Total Contract Services		1,906.72

Town Of Chesapeake
Profit & Loss
November 2025

		Nov 25
Office Expenses		24.00
Office supplies		109.13
Payroll Expenses -City Staff		2,834.75
Payroll Taxes- City Staff		237.72
Pest Control		70.40
Postage		153.06
Software & Apps		2,342.60
Utilities		
Electricity		
Annex Bldg	303.92	
Town Hall	507.83	
Total Electricity	811.75	
Total Utilities		811.75
Total 440 City Hall		9,117.68
CAPITAL PROJECTS EXPENDITURES		
Capital Outley		2,475.00
Total CAPITAL PROJECTS EXPENDITURES		2,475.00
Total GENERAL GOVERNMENT EXPENDITURES		13,620.59
HEALTH & SANITATION		
800 Garbage Dept		
Payroll Expenses City Services		12,897.99
Payroll Taxes City Services		1,006.65
Total 800 Garbage Dept		13,904.64
Total HEALTH & SANITATION		13,904.64
PUBLIC SAFETY EXPENSE		
700 POLICE DEPT		
702 Court fees		90.00
Police Payroll Tax		183.60
Police salaries		2,400.00
Total 700 POLICE DEPT		2,673.60
Total PUBLIC SAFETY EXPENSE		2,673.60
Reconciliation Discrepancies		0.01

Town Of Chesapeake
Profit & Loss
November 2025

	Nov 25
STREET & TRANSPORTATION	
752 Electricity School Flashers	16.49
Total STREET & TRANSPORTATION	16.49
Total Expense	30,215.33
Net Ordinary Income	-3,252.44
Net Income	**-3,252.44**

Town Of Chesapeake
Income by Customer Summary
November 2025

	Nov 25
HDL Software	1,221.29
Kanawha Public Service	7,598.39
Sheriff Kanawha County	7,735.79
WV Treasury	10,294.50
TOTAL	**26,849.97**

Town Of Chesapeake
Expenses by Vendor Summary
November 2025

	Nov 25
ADP	236.53
Appalachian Power	1,486.06
AT&T Mobility	570.69
Auto Zone	78.11
Burgess & Niple	4,228.00
Chesapeake School Elementary School	1,000.00
Cintas	62.58
City National Bank	2.00
Clean Touch Cleaning Service	600.00
Compton Office Machine Company	88.90
Dynamic Graphics, LLC	307.00
Encova Insurance	485.50
Greenbrier Government Solutions, Inc.	2,540.60
H-D Media	407.31
Kanawha County Sheriff's Office1	1,514.69
Kanawha PSD	1,567.88
Kanawha Valley Regional Trans Auth	372.49
Merchant Bank Card	25.55
Miss Utility	89.25
mountaineer Computer System Inc	587.50
Mountaineer Gas Company	157.28
net2phone inc.	44.89
Optimum Business	160.00
Poca Valley Bank	117.29
QuickBooks	2,342.60
Terminix	205.75
The Best Hardware	59.19
USPS	5.90
Waste Mgmnt	5,919.73
WSB Insurance Services, Inc.	26,250.00
WV American Water	91.39
Wv State Fire Marshal	100.00
TOTAL	**51,704.66**

Town Of Chesapeake
Balance Sheet
As of November 30, 2025

	Nov 30, 25
ASSETS	
Current Assets	
Checking/Savings	
American Rescue Act	132,756.19
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	112,689.06
Opiod Fund Account	5,025.00
Petty Cash	125.00
Police Fund	25.00
Total Checking/Savings	266,354.73
Accounts Receivable	
Accounts Receivable	13,533.87
Total Accounts Receivable	13,533.87
Total Current Assets	279,888.60
TOTAL ASSETS	**279,888.60**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	138,577.33
Total Accounts Payable	138,577.33
Other Current Liabilities	
Bond from WV	11,034.37
Payroll Liabilities	10,103.25
Poca Valley Bank Loan Account	-40,081.76
Sewer Collection Account	-32,411.26
Total Other Current Liabilities	-51,355.40
Total Current Liabilities	87,221.93
Total Liabilities	87,221.93

Town Of Chesapeake
Balance Sheet
As of November 30, 2025

	Nov 30, 25
Equity	
Opening Balance Equity	77,871.93
Retained Earnings	198,446.30
Net Income	-83,651.56
Total Equity	192,666.67
TOTAL LIABILITIES & EQUITY	279,888.60

Town Of Chesapeake
Profit & Loss
December 2025

		Dec 25
Ordinary Income/Expense		
Income		
REVENUES		
301 Property Taxes KC Sheriff		1,479.28
304 Excise Tax on Utilities		6,979.77
305 Business & Occupation Tax		4,764.18
325 License		15.00
326 Building Permit Fees		100.00
330 IRP Fees (Interst Reg Plan)		36,560.50
341 Municipal Service Fees		7,729.80
345 Rent Royal Concess, Annex		350.00
377 Greenbrier Table LOTTGRNBRI		30.21
380 Interest on Investments		44.36
396 Table Game Lott LOTTBLGAME		880.64
397 Video Lottery (LVL)		833.93
399 Misc Revenues		
Trash Pickup	388.00	
Total 399 Misc Revenues		388.00
Total REVENUES		60,155.67
Total Income		60,155.67
Gross Profit		60,155.67
Expense		
GENERAL GOVERNMENT EXPENDITURES		
409 Mayor's Office		
Mayor Stipend	1,000.00	
Payroll Taxes Mayor	76.50	
Total 409 Mayor's Office		1,076.50
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	18.58	
Bldg Maint	1,800.00	
Bond Renewal Fees	250.00	

Town Of Chesapeake
Profit & Loss
December 2025

		Dec 25
Contract Services		
Contract Service Messaging	61.20	
Contract Service Printing	60.00	
IT support	1,275.30	
Payroll Processing Fees	236.53	
Telephone	775.58	
Contract Services - Other	2,000.00	
Total Contract Services		4,408.61
Fuel		617.66
Insurance - Liability, D and O		5,733.88
Legal & Professional Services		
CPA Services	2,800.00	
Legal Fees	2,422.00	
Total Legal & Professional Services		5,222.00
Office Expenses		77.61
Office supplies		1,135.24
Payroll Expenses -City Staff		3,726.25
Payroll Taxes- City Staff		303.96
Pest Control		433.75
Postage		105.86
Printing Expenses		59.47
Publications		168.91
Safety Supplies		22.59
Software & Apps		2,772.50
Utilities		
Gas		
Gas Town Hall	738.53	
Total Gas		738.53
Water		
Annex Bldg	93.91	
Fire Hydrants	144.00	
Town Hall	6.42	
Total Water	244.33	
Total Utilities		982.86
Workers Comp Premium		485.50
Total 440 City Hall		28,325.23

Town Of Chesapeake
Profit & Loss
December 2025

	Dec 25	
CAPITAL PROJECTS EXPENDITURES		
Waste Water Improvement Project	4,530.00	
Total CAPITAL PROJECTS EXPENDITURES		4,530.00
Total GENERAL GOVERNMENT EXPENDITURES		34,883.14
HEALTH & SANITATION		
800 Garbage Dept		
Contract Services (Billing PSD)	1,559.26	
Interest Paid	75.69	
Payroll Expenses City Services	12,065.65	
Payroll Taxes City Services	923.03	
Refuse Fees		
Bulk	5,971.12	
Residential	243.93	
Total Refuse Fees	6,215.05	
Total 800 Garbage Dept		20,838.68
Total HEALTH & SANITATION		20,838.68
PUBLIC SAFETY EXPENSE		
700 POLICE DEPT		
702 Court fees	45.00	
Payroll Reimbursement	2,757.85	
Police Auto	2,279.36	
Police Equipment	5,834.66	
Police IT Computer	2,456.88	
Police Payroll Tax	475.78	
Police salaries	5,585.95	
Police Uniforms	975.82	
Total 700 POLICE DEPT		20,411.30
Total PUBLIC SAFETY EXPENSE		20,411.30
STREET & TRANSPORTATION		
751 Street Lights	3,512.13	
752 Electricity School Flashers	16.65	
Total STREET & TRANSPORTATION		3,528.78
Total Expense		79,661.90
Net Ordinary Income		-19,506.23
Net Income		**-19,506.23**

Town Of Chesapeake
Income by Customer Summary
December 2025

	Dec 25
Appalachian Power (Customer)	3,649.58
Best Buy Health DBA Greatcalls	1.20
Comm-Core LLC	1.17
CSC Wireless LLC	3.01
First settlement Physical	355.40
Frontier	604.05
Hammock	100.00
HDL Software	4,308.78
Kanawha Public Service	8,404.09
Metro PCS	0.12
Mountaineer Gas	280.43
RMR Charleston	163.00
Sheriff Kanawha County	1,479.28
T-Mobile Northeast LLC	34.86
West Virginia American Water Company	885.00
WV Treasury	38,305.28
TOTAL	**58,575.25**

Town Of Chesapeake
Expenses by Vendor Summary
December 2025

	Dec 25
ADP	236.53
ALL AMERICAN UNIFORMS	975.82
Appalachian Power	3,528.78
AT&T Mobility	570.69
Auto Zone	263.59
Axon Enterprise, LLC	8,291.54
Bowles Rice LLP	2,422.00
Burgess & Niple	4,530.00
Capitol Ford	2,015.77
Cintas	22.59
City National Bank	2.00
CIVICPLUS	2,772.50
Clean Touch Cleaning Service	1,800.00
Compton Office Machine Company	119.47
Dynamic Graphics, LLC	40.00
Encova Insurance	485.50
Greenbrier Government Solutions, Inc.	1,075.30
H-D Media	168.91
Kanawha County Sheriff's Office1	2,757.85
Kanawha PSD	1,559.26
Kanawha Valley Regional Trans Auth	617.66
Laura Cox Planning & Design	2,000.00
Merchant Bank Card	16.58
Miss Utility	61.20
Mountaineer Gas Company	738.53
net2phone inc.	44.89
Optimum Business	160.00
Poca Valley Bank	75.69
Quill	957.70
S Agarwal CPA AC	2,800.00
Sycamore Landfill	2,479.03
Terminix	433.75
USI Insurance Services LLC	250.00
USPS	50.40
Waste Mgmnt	3,736.02
West virginia Interactive LLC	200.00
WV American Water	-601.73
WV Corp	5,733.88
TOTAL	**53,391.70**

Town Of Chesapeake
Balance Sheet
As of December 31, 2025

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	
American Rescue Act	128,572.55
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	32,665.09
Opiod Fund Account	5,025.00
Petty Cash	125.00
Police Fund	25.00
Total Checking/Savings	182,147.12
Accounts Receivable	
Accounts Receivable	14,339.57
Total Accounts Receivable	14,339.57
Total Current Assets	196,486.69
TOTAL ASSETS	**196,486.69**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	81,521.39
Total Accounts Payable	81,521.39
Other Current Liabilities	
Bond from WV	11,034.37
Payroll Liabilities	10,103.25
Poca Valley Bank Loan Account	-41,660.54
Sewer Collection Account	-37,672.22
Total Other Current Liabilities	-58,195.14
Total Current Liabilities	23,326.25
Total Liabilities	23,326.25

Town Of Chesapeake
Balance Sheet
As of December 31, 2025

	Dec 31, 25
Equity	
Opening Balance Equity	77,871.93
Retained Earnings	198,446.30
Net Income	-103,157.79
Total Equity	173,160.44
TOTAL LIABILITIES & EQUITY	196,486.69