Monday
23
Feb 2026

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

2026/M7-001 | February Sanitary Board Meeting - City of Chesapeake — Melissa Hill

- For Information

2026/M7-002 | Call to Order — Melissa Hill

- For Information

2026/M7-002.1 | Silence & Pledge of Allegiance — Melissa Hill

- For Information

2026/M7-002.2 | Roll Call - Board Members - Quorum — Melissa Hill

- For Decision

2026/M7-002.3 | Meeting Called to Order — Melissa Hill

- For Decision

2026/M7-003 | Approval - Agenda & Meeting Minutes — Melissa Hill

- For Information

2026/M7-003.1 | Agenda - Monthly Meeting — Melissa Hill

- For Decision

2026/M7-003.2 | Meeting Minutes - Previous Month — Melissa Hill

- For Decision

2026/M7-004 | Approve Financial Reports — Melissa Hill

- For Decision

2026/M7-005 | Partner Introductions

Melissa Hill

- For Decision

2026/M7-006 | Ongoing Business

Melissa Hill

- For Information

2026/M7-006.1 | 1989 Agreement - Marmet & Town of Chesapeake (WV)

Melissa Hill

- For Discussion

2026/M7-006.2 | Non-Compliance - Sewer Rehabilitation Project - FY2018 & 2020

Melissa Hill

- For Discussion

2026/M7-006.3 | Revenue - Excessive Flow - American Chemical

Melissa Hill

- For Discussion

2026/M7-006.4 | Non-Compliance - MS4 Permit - FY2014-Current

Melissa Hill

- For Information

2026/M7-006.5 | Non-Compliance - Violations - WV DEP Inspection - Permit Renewal - Approved

Melissa Hill

- For Discussion

2026/M7-006.6 | Report - Inflow & Infiltration

Melissa Hill

- For Discussion

2026/M7-006.7 | Update - WV DLAP - Town of Chesapeake (WV) Demolition

Melissa Hill

- For Discussion

2026/M7-006.8 | Update - AccuFund Deployment - No progress — Melissa Hill

- For Information

2026/M7-006.9 | Non-Compliance - Bad Debt - FY2020 - Current — Melissa Hill

- For Discussion

2026/M7-006.10 | Review - Title 150 - Legislative Rule - PSC - Series 5 - Rules for the Government of Sewer Utilities — Melissa Hill

- For Discussion

2026/M7-007 | New Business — Melissa Hill

- For Information

2026/M7-007.1 | Operations Report — Melissa Hill

- For Decision

2026/M7-008 | Comments - Board Members — Melissa Hill

- For Discussion

2026/M7-009 | Comments - Citizens — Melissa Hill

- For Discussion

2026/M7-010 | Adjournment — Melissa Hill

- For Decision

Minutes

Special Session: Sanitary Board Meeting - January 2025 Reschedule

Town of Chesapeake - Meetings

Date	2/12/2026
Time	5:00 PM - 6:00 PM
Location	Microsoft Teams Meeting
Present	Melissa Hill, Jenna Gillenwater, jkelsh@bowlesrice.com, Isaac Fadiga, Jason Bowen
Absent	
Note Taker	Melissa Hill

Agenda

2026/M6-001 - Special Session: January Sanitary Board Meeting - City of Chesapeake - Rescheduled

The meeting commenced with a note that it was a special session rescheduled from January due to weather conditions. The Chair, Melissa Hill, called the meeting to order at 5:07 PM. The session was marked by the absence of William Bennett, who had submitted his resignation from the board due to personal commitments. His resignation will be formally accepted in the next meeting. The meeting was then officially called to order, and the agenda was reviewed and approved without any objections.

2026/M6-002 - Call to Order

The meeting was officially called to order by Chair Melissa Hill at 5:07 PM. The session began with a moment of silence and the Pledge of Allegiance.

2026/M6-002.1 - Prayer, Silence & Pledge of Allegiance

The meeting observed a moment of silence followed by the Pledge of Allegiance to the flag of the United States of America.

2026/M6-002.2 - Roll Call - Board Members - Quorum

The roll call was conducted, confirming the presence of Jason Bowen and Chair Melissa Hill. William Bennett was noted as absent due to his resignation. With two members present, a quorum was established, allowing the meeting to proceed.

2026/M6-002.3 - Meeting Called to Order

With a quorum confirmed, the meeting was officially called to order by Chair Melissa Hill.

2026/M6-003 - Approval - Agenda & Meeting Minutes

The agenda for the meeting was reviewed and approved. There were no objections or amendments proposed, and the motion to accept the agenda was carried unanimously.

2026/M6-003.1 - Agenda - Special Session

The council reviewed and approved the agenda for the special session. The motion to approve the agenda was made and seconded, with all members in favor.

2026/M6-004 - Partner Introductions

The meeting welcomed partners and guests. The Chair expressed surprise and gratitude for the attendance of partners, emphasizing the importance of their presence for the town's ongoing projects and future elections.

2026/M6-005 - Ongoing Business

The meeting proceeded to discuss ongoing business, focusing on several key issues requiring continued discussion, follow-up, or action.

2026/M6-005.1 - 1989 Agreement - Marmet & Town of Chesapeake (WV) – No Discussion

The discussion covered the Administrative Law Judge Decision and the exceptions to the October 30, 2025 Recommended Decision filed by Counsel for the Town of Chesapeake Sanitary Board. The WV PSC Commissioners were also mentioned in the context of this ongoing issue.

2026/M6-005.2 - Non-Compliance - Sewer Rehabilitation Project - FY2018 & 2020

The status of the Sewer Rehabilitation Project was discussed, focusing on the non-compliance issues related to the October 2018 NPDES Permit and the Settlement Agreement. The project involves the removal of outfalls by 2028, relocation of Lift Stations #1 and #2, and replacement of critical sewer line areas. The project has been submitted for funding, and the updated contract with engineer Isaac Fadiga from Burgess & Niple was discussed. The City Attorney proposed a 30% rate increase to fund the project. A motion was made to recommend the council approve the new contract to move to the design phase, which was carried unanimously.

2026/M6-005.3 - Revenue - Excessive Flow - American Chemical

The Chair provided an update on the issue of excessive flow from American Chemical. The company had stopped billing for Chesapeake in 2020, resulting in an average annual revenue loss of $100K. The Chair reached out to American Chemical, which responded with daily production figures showing excessive flow, including 120K+ gallons in January 2026. Letters were sent to other industrial customers, including Shamblin Stone, River Point, and Jack's Branch, regarding their excessive flow. The billing rate was discussed, noting that there is no "Industrial" rate in the ordinance, only a commercial rate. The decision was made to prioritize this additional revenue and legal actions to address all excessive flow companies in the commercial area.

Decision: The decision was made to prioritize this additional revenue and legal actions to address all excessive flow companies in the commercial area.

2026/M6-005.4 - Non-Compliance - MS4 Permit - FY2014-Current

The meeting addressed the non-compliance issues related to the MS4 Permit, with violations dating back to 2014 due to an incomplete MS4 application. The WV DEP had sent a letter dated August 1, 2023, highlighting these violations. The status of the MS4 Permit application was discussed, with the submission on track for January 2026. The permit application fee of $3,413 was approved for payment.

2026/M6-005.5 - Non-Compliance - Violations - WV DEP Inspection - Permit Renewal - Approved

The permit renewal was approved, but it came with violations that need to be addressed. The specifics of these violations were not detailed in the transcript.

2026/M6-005.6 - Review - Title 150 - Legislative Rule - PSC - Series 5 - Rules for the Government of Sewer Utilities – No Discussion

The monthly discussion focused on the review of Title 150, Legislative Rule, PSC, Series 5, which governs sewer utilities. Key points included the requirement for service deposits from property owners and tenants, the need for

a deposit bank account, and confirmation of the deposit rate by the City Attorney. The importance of compliance with these rules was emphasized.

2026/M6-006 - New Business

New business items were introduced, focusing on issues not previously discussed.

2026/M6-006.1 - Matters of Personnel

The meeting discussed the departure of Jason Kinder, a Certified Wastewater Collector. The board considered the need for an executive session due to the personnel details involved. The need for additional training for the new personnel was highlighted, especially given the complexity of the 1964 system.

2026/M6-006.2 - Sewer System Decisions

The discussion centered on the upcoming Phase I of the sewer system project, scheduled to start in one year. Issues with Lift Station #1 were highlighted, including problems with the original installation of the control panel and pumps. A drawdown test revealed that Pump #1 was working intermittently, causing overwork and discharge issues. The meeting discussed the replacement of pumps and the installation of a check valve to ensure accurate billing and flow measurement. The importance of addressing these issues promptly was stressed to avoid further complications.

2026/M6-007 - Comments - Board Members

Board members were invited to share their comments or concerns. There were no additional comments from the board members.

2026/M6-008 - Comments - Citizens

Citizens were given the opportunity to comment, with a three-minute limit for each speaker. Questions were to be answered according to the agenda, and any issues not on the agenda would be considered for the next meeting or addressed personally by a council member. There were no citizen comments recorded in the transcript.

2026/M6-009 - Adjournment

The meeting was adjourned following a motion to adjourn. The motion was seconded and carried unanimously. The meeting concluded with a note of thanks from the Chair, Melissa Hill.

Sanitary Board City of Chesapeake
Profit & Loss
December 2025

	Dec 25
Ordinary Income/Expense	
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	441.31
5001 SALARIES-TREATMENT & DISP - Other	5,768.83
Total 5001 SALARIES-TREATMENT & DISP	6,210.14
5003 SANITARY BOARD MEMBER	432.19
5030 WORKERS COMP	971.00
5040 UTILITIES	
Electricity Station #1	80.85
Electricity Station #2	36.01
Electricity Station #3	88.17
Electricity Station #4	60.23
Electricity Station #5	114.53
Gas	49.71
Pest Control	70.40
Water	93.91
Total 5040 UTILITIES	593.81
5060 TELEPHONE	241.95
6025 LEGAL FEES	23,764.50
6600 CUSTOMER ACCT PROCESSING	
Disconnect & reconnect	260.00
Total 6600 CUSTOMER ACCT PROCESSING	260.00
9040 REPAIRS & REPAIR PARTS	3,000.00
Bank Charge	2.00
Contract Services Billing	3,127.15
Contract Services Data Usage	239.80
CPA Services	900.00
HEALTH & SANITATION EXPENDITURE	
Town of Marmet	3,313.32
Wastewater Treatmnent (Marmet)	6,870.52
Total HEALTH & SANITATION EXPENDITURE	10,183.84
IT Support	2,210.60
Payroll Processing Fees (ADP)	180.97
Total Expense	52,317.95
Net Ordinary Income	-52,317.95
Net Income	**-52,317.95**

Sanitary Board City of Chesapeake
Profit & Loss
January 2026

	Jan 26
Ordinary Income/Expense	
Income	
4000 SEWAGE FEES	32,411.27
Total Income	32,411.27
Expense	
5001 SALARIES-TREATMENT & DISP	
Payroll Taxes (Employer)	564.92
5001 SALARIES-TREATMENT & DISP - Other	5,794.00
Total 5001 SALARIES-TREATMENT & DISP	6,358.92
5003 SANITARY BOARD MEMBER	432.19
5030 WORKERS COMP	485.50
5040 UTILITIES	
Gas	99.54
Water	56.62
Total 5040 UTILITIES	156.16
5060 TELEPHONE	481.90
5080 LIABILITY INSURANCE	5,733.87
6025 LEGAL FEES	10,853.25
9025 NOTICES AND PERMITS	450.00
Bank Charge	2.00
Contract Services Billing	1,604.54
CPA Services	450.00
HEALTH & SANITATION EXPENDITURE	
Subscription	1,350.00
Town of Marmet	6,626.64
Wastewater Treatmnent (Marmet)	25,228.39
Total HEALTH & SANITATION EXPENDITURE	33,205.03
IT Support	60.00
Payroll Processing Fees (ADP)	262.71
Reimbursement	7.25
Total Expense	60,543.32
Net Ordinary Income	-28,132.05
Net Income	**-28,132.05**

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
December 2025

	Dec 25
ADP	180.97
American Water	120.00
Bowles Rice LLP	23,764.50
City National Bank	2.00
Encova Insurance	485.50
Greenbrier Government Solutions	1,075.30
Kanawha PSD	1,559.26
Kevin Caldwell	3,000.00
Mountaineer Gas Company	99.54
Optimum Business	239.95
S Agarwal CPA AC	1,470.00
Town of Marmet	15,284.42
WV American Water	49.19
WV Corp	5,733.87
TOTAL	**53,064.50**

Sanitary Board City of Chesapeake
Expenses by Vendor Summary
January 2026

	Jan 26
ADP	262.71
Appalachian Power	1,098.37
Bowles Rice LLP	10,860.50
City National Bank	2.00
Encova Insurance	485.50
ESRI	1,350.00
Fastenal Company	872.74
Kanawha PSD	1,604.54
Kevin Caldwell	650.00
Mountaineer Gas Company	125.12
Optimum Business	241.95
S Agarwal CPA AC	785.00
Town of Marmet	16,570.61
WV American Water	56.62
WV DEP DIV of WATER & WASTE	450.00
WVDEP-DWWM	3,413.00
TOTAL	**38,828.66**

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

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	72,970.53
Sanitary Board PFA Grant Accoun	25.00
Total Checking/Savings	81,497.84
Accounts Receivable	
1020 CUSTOMER A/R	406,117.83
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-72,473.45
Total Accounts Receivable	329,644.38
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	411,242.22
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	**685,861.31**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	29,505.95
Total Accounts Payable	29,505.95
Other Current Liabilities	
2002 Payroll Liabilities	1,616.48

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

	Dec 31, 25
Accrual	-0.03
Total Other Current Liabilities	1,616.45
Total Current Liabilities	31,122.40
Total Liabilities	31,122.40
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	-504,852.80
Net Income	-33,450.56
Total Equity	654,738.91
TOTAL LIABILITIES & EQUITY	**685,861.31**

Sanitary Board City of Chesapeake
Balance Sheet
As of January 31, 2026

	Jan 31, 26
ASSETS	
Current Assets	
Checking/Savings	
1010 MONEY MARKET-MUN BOND COMM	8,502.31
CITY NATIONAL BANK SAN BD 2714	44,838.48
Sanitary Board PFA Grant Accoun	25.00
Total Checking/Savings	53,365.79
Accounts Receivable	
1020 CUSTOMER A/R	410,203.41
1025 RESERVE FOR BAD DEBTS	-4,000.00
Accounts Receivable	-72,473.45
Total Accounts Receivable	333,729.96
Other Current Assets	
1000 CASH ON HAND	100.00
Total Other Current Assets	100.00
Total Current Assets	387,195.75
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	**661,814.84**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	14,582.40
Total Accounts Payable	14,582.40
Other Current Liabilities	
2002 Payroll Liabilities	1,616.48

Sanitary Board City of Chesapeake
Balance Sheet
As of January 31, 2026

	Jan 31, 26
Accrual	-0.03
Total Other Current Liabilities	1,616.45
Total Current Liabilities	16,198.85
Total Liabilities	16,198.85
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	-504,852.80
Net Income	-42,573.48
Total Equity	645,615.99
TOTAL LIABILITIES & EQUITY	661,814.84