Monday

27

Apr 2026

Meeting - Town Hall/Council Monthly Meeting

6:00 PM - 8:00 PM

Town of Chesapeake - Meetings | Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building

Agenda

2026/M11-001 | April Town Hall/Council Monthly Meeting & Public Hearing - FY2026-2027 Levy Approval

Melissa Hill

Welcome

- For Information

2026/M11-002 | Call to Order

Melissa Hill

Open Meeting

- For Decision

2026/M11-002.1 | 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/M11-002.2 | 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/M11-002.3 | Meeting Officially Called to Order

Melissa Hill

- For Decision

2026/M11-003 | Approval - Agenda

Melissa Hill

- Approve - Today's Agenda

- For Decision

2026/M11-003.1 | Agenda - Monthly Meeting

Melissa Hill

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

- For Decision

2026/M11-004 | Public Hearing - FY2026-2027 Levy Approval

Jenna Gillenwater
Melissa Hill

- Open Hearing
- Receive public comment
- Close Hearing

- For Decision

2026/M11-005 | Public Hearing - FY2026-2027 Levy Approval - Council Response

Melissa Hill
Jenna Gillenwater

Council response to citizen input

- For Decision

2026/M11-006 | Approval - Meeting Minutes

Jenna Gillenwater
Melissa Hill

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

- For Decision

2026/M11-007 | Approval Financial Reports - March

Melissa Hill

Council reviews and approves Financial Reports

- For Decision

2026/M11-008 | Partner Introductions

Melissa Hill

Any partners in the meeting that need to be introduced

- For Information

2026/M11-009 | Ongoing Business

Melissa Hill

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

- For Information

2026/M11-009.1 | 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: Prayer & Moment of Silence - Agenda Item
Decision: Prayer - voluntary, non-sectarian, participation not a requirement

- For Information

2026/M11-009.2 | Audit RFP - FY2024 & FY2025

Melissa Hill

- Town of Chesapeake (WV)
- City of Chesapeake (WV) Sanitary Board
- Chesapeake Volunteer Fire Department

Decision: RFP for Audit Services - Approved for December 2025
Audit Committee: Internal Review, Recorder, CPA, Police Chief, & Mayor

- For Decision

2026/M11-009.3 | Non-Compliance - FY2020-2023 - Audit Table - Contract - Forensic Accounting

Melissa Hill

Forensic Accounting Review

- Financials - QuickBooks - FY2020-2023
- BB&T - Credit Card Statements
- Court Room - Dockets & Fines
- Police Department - License Plates
- Court Citations - Suspended License - No Due Process - License suspended for court no show
- Police Department Evidence Room - Inventory Complete - Police Chief, Prosecutor, City Attorney determines next steps

Decision: Approve Forensic Accounting Contractor - Patrick M. Smith, PLLC - Canary Financial Forensic Solutions - determined records needed
Next Steps: Patrick Smith, PLLC will review City National Bank statements for FY2020-2023 Forensic

- For Decision

2026/M11-009.4 | Non-Compliance - 2001 Ordinance Revision - Municode

Melissa Hill

Final Publishing in December 2025
Final edits sent back to Municode March 2026

- For Information

2026/M11-009.5 | 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

- For Information

2026/M11-009.6 | 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

- For Discussion

2026/M11-009.7 | 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
Status: Permit Fee Paid

- For Information

2026/M11-009.8 | 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

Status: Notice of Intent to Contract - Round #2 - Emailed & Mailed
Next Steps: Contract with winner

- For Information

2026/M11-009.9 | Non-Compliance - Playground Safety

Melissa Hill

- 116th St & Kanawha - Non-Compliant Equipment Removed
- Annex Playground - Rubber Mulch - Partner Support

Status: Rubber Mulch Ordered
Status: 116th St. Dismantled - will evaluate property after Sewer Lift Station removal
Update: 116th St. Basketball Court will be demolished as part of moving Lift Station #2
Mulch Project: On schedule - Annex playground

- For Information

2026/M11-009.10 | Non-Compliance - IRS Civil Penalties - 2014, 2015, 2017, 2019

Melissa Hill

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

Status: Bowles Rice Reviewing
Status: 2014 W2's submitted to IRS - Response monthly is under review

- For Information

2026/M11-009.11 | 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

- For Information

2026/M11-009.12 | RESOLUTION NO. 20260323- Demolition Round #1 & #2 Update

Melissa Hill

WHEREAS, bids were received and publicly evaluated, and it has been determined that Aster Oilfield is the lowest apparent bidder; and

WHEREAS, pursuant to West Virginia Code § 5-22-1, contracts must be awarded to the lowest qualified responsible bidder; and

Performance - Incomplete - Round #1 - refused to complete without working with Demolition Contractor - this is not part of the signed agreement.
WV DHHR - Stopped work in December 2025 - Did not mark nor contain the site. Insulation blew all over property and block.
Public Works employees gathered and bagged - may have been exposed to

asbestos but at a minimum insulation fibers.
Escalated for reports to WV DHHR - waiting for response

- For Decision

2026/M11-009.13 | 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
- HB5622 - Draft Legislation
- City Attorney Advises
- How to move forward

- For Information

2026/M11-009.14 | Opportunity - Kanawha County Commission - Brownfields & Redevelopment

Melissa Hill

Kanawha County Commission Sponsored project for EPA Compliance for properties

- All Service / Filling Station Properties - Assessment, Asbestos Testing, & Recommendations
- All Commercial Buildings - Assessment, Asbestos Testing, & Recommendations
- All Town of Chesapeake (WV) Properties - Assess & Recommendations for Reuse

Status: Bank / Tow Lot Report Complete

- For Information

2026/M11-009.15 | 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/M11-009.16 | Resolution - WV Checkbook - Unresolved Financial Transactions from FY2020-2023

Melissa Hill

- FY2023 Clerks, Interim Mayor, and Recorder failed to provide required transaction without accounting codes to WV Checkbook deployment team.
- These transactions carry over into new Administration - FY2024 - could not provide this information

Decision - Review personnel emails & requests from WV Checkbook deployment team

- Pursuant to the West Virginia Open Meetings Act, Council may enter Executive Session under **W. Va. Code § 6-9A-4(b)(2)(A)** to discuss personnel matters involving confidential employee information. Due to the nature of the data, an Executive Session may be used to review additional information if Council so chooses.

Decision - Resolution to acknowledge WV Checkbook delay due to incomplete financial data from previous administration

- For Decision

2026/M11-009.17 | Compliance - Chesapeake VFD

Melissa Hill

- Chesapeake VFD

- Ordinance
- Council & City Attorney Review

- For Information

2026/M11-010 | New Business

New Business not previously established

- For Information

2026/M11-010.1 | Rate Review - Sewer Suggested 30% Increase

jkelsh@bowlesrice.c...

- Stormwater System - Need Sewer Stormwater System Separation - runoff has infiltrated the sewer system in residential area
- Loss of Commercial Outside Billing - 2020 - Average $8,000 per month (still validating)
- Unmetered Flow - Commercial Area (still validating)
  - **Monthly Flow:** 1,000,000 gallons/month
  - **Daily Average Flow: ≈ 33,333 GPD**
  - **Equivalent: ≈ 0.033 MGD**
- Sewer Services - Due to the cost of "actual cost" of providing service, rehabilitation project (7%), excessive flow, and unmetered flow
  - Evaluating Phase I Rehabilitation
  - Project Team will meet - Engineering, CPA, RIC, Legal, Operations, & Board
  - Residential, Commercial, & Industrial Customer Review
- Garbage Collection - 30% Increase - Landfill Tipping Fees and Livable Wages
  - Initial increase - $40 per ton to $98.10 per ton
  - Now - $52.12 per ton
- Decision must be made within next 3 months

- For Discussion

2026/M11-010.2 | Resolution for Funding - Sewer Rehabilitation

Melissa Hill

- Proposed $8 Million Project
- Median Level Income Survey - may increase grant amount vs loan
- Seeking other funding sources - Council Resolution

- For Decision

2026/M11-010.3 | Energy Efficiency Grant - Notice to Proceed

Melissa Hill

- Total Grant - $34,830.00
- Window World Quote - $34,795
- 50% Deposit - Coal Severance ($4,000) + Opioid ($5,000) + General Fund ($8,397.50)
- Grant will reimburse at Completion/Invoice at completion of install

- For Decision

2026/M11-010.4 | Approve - Special Session: May 7, 2026

Take up Agenda & Business
Approve new square footage demolition vendor

- For Decision

2026/M11-010.5 | Council & Board - Municipal Services Training

This will help with understanding services paid for and execution
Council responsibilities - Ordinances & Budget to Execute
Board responsibilities - Operating per Ordinance & Budget

2026/M11-011 | 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/M11-012 | Council Comments

Melissa Hill

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

- For Discussion

2026/M11-013 | Next Meeting - 4th Monday - May 25, 2026

Melissa Hill

Sanitary Board - May 25, 2026, at 5 PM
Town Hall/Council - May 25, 2026, at 6 PM

- For Information

2026/M11-014 | Adjournment

Melissa Hill

Official end of the meeting
Council Motion to adjourn

- For Decision

MUNICIPALITY OF CHESAPEAKE
LEVY ORDER AND RATE SHEET
2026 - 2027

The following is a true copy from the record of orders entered by this entity on the 21 day of April, 2026.

SIGNATURE: _____

Municipal Clerk or Recorder

	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/$100	Taxes Levied
Current Year			
Class I			
Personal Property	$ 0	12.500	$ 0
Public Utility	0		0
Total Class I	$ 0		$ 0
Class II			
Real Estate	$ 20,171,220	25.000	$ 50,428
Personal Property	313,584		784
Total Class II	$ 20,484,804		$ 51,212
Class IV			
Real Estate	$ 7,132,300	50.000	$ 35,662
Personal Property	3,938,370		19,692
Public Utility	3,187,009		15,935
Total Class IV	$ 14,257,679		$ 71,289
Total Value & Projected Revenue	$ **34,742,483**		$ **122,501**
Less Delinquencies, Exonerations & Uncollectable Taxes		7.50%	9,188
Less Tax Discounts		2.00%	2,266
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)			0
Total Projected Property Tax Collection			**111,047**
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		**2.00%**	2,221
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes			$ **108,826**

Town Of Chesapeake
Profit & Loss
March 2026

	Mar 26	
Ordinary Income/Expense		
Income		
REVENUES		
301 Property Taxes KC Sheriff		13,996.64
304 Excise Tax on Utilities		9,249.45
305 Business & Occupation Tax		2,244.41
320 Fines, Citation & Court fee		25.00
325 License		220.00
326 Building Permit Fees		95.00
330 IRP Fees (Interst Reg Plan)		16,195.04
330 IRP Fees (Public Utilities		23.16
341 Municipal Service Fees		8,727.92
377 Greenbrier Table LOTTGRNBRI		19.58
380 Interest on Investments		41.04
396 Table Game Lott LOTTBLGAME		796.97
397 Video Lottery (LVL)		771.38
399 Misc Revenues		
Recyle	239.00	
Trash Pickup	114.00	
Total 399 Misc Revenues		353.00
Total REVENUES		52,758.59
Total Income		52,758.59
Gross Profit		52,758.59
Expense		
GENERAL GOVERNMENT EXPENDITURES		
409 Mayor's Office		
Mayor Stipend	750.00	
Payroll Taxes Mayor	57.38	
Total 409 Mayor's Office		807.38
410 City Council		
City Council Payroll Taxes	76.41	
City Council Stipend	875.00	
Total 410 City Council		951.41
440 City Hall		
Auto	108.74	
Bank charges	27.02	
Bldg Maint	300.00	

Town Of Chesapeake
Profit & Loss
March 2026

		Mar 26
Contract Services		
Contract Service Messaging	72.85	
Contract Service Printing	60.00	
IT support	3,400.60	
Payroll Processing Fees	252.03	
Telephone	2,480.63	
Total Contract Services		6,266.11
Fuel		768.21
Insurance - Liability, D and O		5,733.88
Late Fees		70.61
Legal & Professional Services		
CPA Services	1,200.00	
Total Legal & Professional Services		1,200.00
Municipal Dues		480.60
Office Expenses		1,975.50
Office supplies		1,512.66
Payroll Expenses -City Staff		3,739.00
Payroll Taxes- City Staff		356.73
Pest Control		455.10
Postage		113.17
Safety Supplies		476.76
Software & Apps		40.00
Utilities		
Electricity		
Annex Bldg	261.01	
Total Electricity		261.01
Gas		
Gas Town Hall	1,349.42	
Total Gas		1,349.42
Water		
Annex Bldg	89.44	
Fire Hydrants	318.22	
Town Hall	1.95	
Total Water		409.61
Total Utilities		2,020.04

Town Of Chesapeake
Profit & Loss
March 2026

	Mar 26	
Workers Comp Premium	968.50	
Total 440 City Hall		26,612.63
Total GENERAL GOVERNMENT EXPENDITURES		28,371.42
HEALTH & SANITATION		
800 Garbage Dept		
Auto Repairs & Maintenance	1,699.00	
Contract Services (Billing PSD)	3,305.24	
Interest Paid	176.51	
Payroll Expenses City Services	12,007.72	
Payroll Taxes City Services	1,106.21	
Refuse Fees		
Bulk	3,514.90	
Container Service Fees	383.98	
Total Refuse Fees	3,898.88	
Repairs & Maintenance	504.29	
Total 800 Garbage Dept		22,697.85
Total HEALTH & SANITATION		22,697.85
PUBLIC SAFETY EXPENSE		
700 POLICE DEPT		
Judge Payroll Tax	24.38	
Judge Salary	250.00	
Payroll Reimbursement	3,199.21	
Police Payroll Tax	186.83	
Police salaries	1,986.18	
Total 700 POLICE DEPT		5,646.60
Total PUBLIC SAFETY EXPENSE		5,646.60
STREET & TRANSPORTATION		
751 Street Lights	3,468.03	
752 Electricity School Flashers	16.49	
Total STREET & TRANSPORTATION		3,484.52
Total Expense		60,200.39
Net Ordinary Income		-7,441.80
Net Income		-7,441.80

Town Of Chesapeake
Income by Customer Summary
March 2026

	Mar 26
American Water (Customer)	1,011.66
Appalachian Power (Customer)	5,576.19
Best Buy Health DBA Greatcalls	0.67
Comm-Core LLC	0.50
CSC Wireless LLC	1.03
Frontier	28.66
HDL Software	2,244.41
Kanawha Public Service	9,492.18
Metro PCS	0.07
Mountaineer Gas	1,847.01
RMR Charleston	239.00
Sheriff Kanawha County	13,996.64
T-Mobile Northeast LLC	19.40
WV Treasury	17,806.13
TOTAL	52,263.55

Town Of Chesapeake
Expenses by Vendor Summary
March 2026

	Mar 26
ADP	252.03
ALL AMERICAN UNIFORMS	333.98
Appalachian Power	5,160.81
AT&T Mobility	576.48
Auto Zone	108.74
Bowles Rice LLP	5,338.76
City National Bank	2.00
Comm Core	377.47
Compton Office Machine Company	129.02
Encova Insurance	483.00
Greenbrier Government Solutions, Inc.	2,975.07
H-D Media	130.08
Human Resource Development Foundation Inc	1,500.00
Kanawha County Sheriff's Office Software	697.03
Kanawha County Sheriff's Office1	3,199.21
Kanawha PSD	1,665.28
Kanawha Valley Regional Trans Auth	581.20
Merchant Bank Card	25.02
Miss Utility	72.85
Mountaineer Gas Company	788.67
net2phone inc.	44.83
Optimum Business	320.00
Poca Valley Bank	93.30
Sycamore Landfill	2,319.64
Terminix	314.75
USPS	8.85
Walmart	135.67
Waste Mgmnt	1,015.94
WV American Water	256.46
WV Corp	11,467.76
WV Interactive LLC	40.00
WV Municipal League	480.60
TOTAL	40,894.50

Town Of Chesapeake
Balance Sheet
As of March 31, 2026

	Mar 31, 26
ASSETS	
Current Assets	
Checking/Savings	
American Rescue Act	116,312.58
Bonding Commitment	11,034.37
Change Drawer	157.05
Chesapeake Disposal Account	1,488.00
Chesapeake Fire Fee Account	25.00
Garbage & Sewer	-969.94
GF City National Bank 3019	48,288.01
Opiod Fund Account	25.00
Petty Cash	125.00
Police Fund	25.00
Total Checking/Savings	176,510.07
Accounts Receivable	
Accounts Receivable	15,427.66
Total Accounts Receivable	15,427.66
Total Current Assets	191,937.73
TOTAL ASSETS	**191,937.73**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	120,479.17
Total Accounts Payable	120,479.17
Other Current Liabilities	
Bond from WV	11,034.37
Direct Deposit Liabilities	-816.43
Payroll Liabilities	11,010.03
Poca Valley Bank Loan Account	-46,330.41
Sewer Collection Account	-41,874.10
Total Other Current Liabilities	-66,976.54
Total Current Liabilities	53,502.63
Total Liabilities	53,502.63

Town Of Chesapeake
Balance Sheet
As of March 31, 2026

	Mar 31, 26
Equity	
Opening Balance Equity	77,871.93
Retained Earnings	95,288.51
Net Income	-34,725.34
Total Equity	138,435.10
TOTAL LIABILITIES & EQUITY	**191,937.73**