Friday

15

May 2026

Special Session - March Minutes & Demolition Resolution Update

5:00 PM - 5:30 PM

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

Agenda

5:00 PM · 3 min

2026/M12-001 | Special session opening and purpose

Melissa Hill

Welcome to the special session of the Town Hall/Council Meeting. The Mayor will introduce the agenda, state the purpose of the session, and outline key objectives for today's discussion.

5:03 PM · 7 min

2026/M12-002 | Review March meeting minutes

Jenna Gillenwater

Examine and approve the minutes from the March meeting. The Recorder will provide a summary and invite comments or corrections from council members.

5:10 PM · 8 min

2026/M12-003 | Update resolution for demolition contract

Wes Dillard
Arianna McLaughlin
Ron Petty
Dona Lacy
Katie Miller
Craig Smith

Discuss progress and updates regarding the demolition contract resolution. Council members will review any changes, address concerns, and determine next steps for approval.

5:18 PM · 6 min

2026/M12-004 | Open floor for citizens comments

Wes Dillard
Arianna McLaughlin
Ron Petty
Dona Lacy
Katie Miller
Craig Smith

Council members are invited to share any additional comments, questions, or concerns related to the session topics or other community matters.

5:24 PM · 6 min

2026/M12-005 | Closing remarks and adjournment

Melissa Hill

The Mayor will provide closing remarks, summarize decisions made, and formally adjourn the session.

Minutes

Meeting - Town Hall/Council Monthly Meeting

Town of Chesapeake - Meetings

Date	3/23/2026
Time	6:00 PM - 8:00 PM
Location	Microsoft Teams Meeting; Dr Lisa E Curry Memorial Building
Present	Jenna Gillenwater, David Lloyd, Dona Lacy, Ron Petty, Arianna McLaughlin, Wes Dillard, Kathey Miller, Katie Miller, Jason Bowen, Dr Lisa E Curry Memorial Building, Melissa Hill
Absent	
Recorder	Jenna Gillenwater

Agenda

2026/M8-001 - March Town Hall/Council Monthly Meeting & Public Hearing - FY2026-2027 Budget

2026/M8-002 - Call to Order

Melissa Hill opened the March Town Hall/Council Monthly Meeting and public hearing for the FY2026-2027 budget at 6:00 PM. After brief pre-meeting remarks, she moved the meeting into formal proceedings and directed the opening sequence to begin.

2026/M8-002.1 - Prayer, Silence, & Pledge

Melissa Hill asked whether anyone in attendance wished to offer the prayer. When no volunteer came forward, the meeting observed a moment of silence and then recited the Pledge of Allegiance.

2026/M8-002.2 - Roll Call - Council Members

The recorder conducted roll call for council members and meeting officers. Attendance was confirmed before the meeting proceeded to formal business.

2026/M8-002.3 - Meeting Officially Called to Order

Following roll call, Melissa Hill formally stated that the meeting was called to order.

2026/M8-003 - Approval - Agenda

Council moved directly into review of the meeting agenda. A motion was made and seconded to approve the agenda as submitted, and no amendments or objections were raised before the vote.

Decision: Meeting agenda was approved as submitted.

2026/M8-003.1 - Agenda - Monthly Meeting

The monthly meeting agenda was adopted without revision, allowing the council to proceed into the public hearing and the remaining scheduled business.

Decision: Monthly meeting agenda was adopted without revision.

2026/M8-004 - Public Hearing - FY2026-2027 Budget

Council opened the public hearing on the proposed FY2026-2027 budget and provided copies for those present. The budget overview emphasized that the town operates on a relatively simple revenue structure centered on meal tax, garbage collection, sewer revenue, and core governmental functions such as administration, governance, and public

safety. The presentation highlighted a 145 percent increase in landfill tipping fees during the current year, with planning assumptions now using a 30 percent level going forward because disposal charges had risen from $40 per ton to $52.12 per ton.

The recorder read through projected revenue and expenditure categories, explaining that many estimates were based on prior-year budget figures, six-month actuals, and projections through year-end. Discussion touched on property classes, levy limitations, carryover funds, severance tax, utility tax, business and occupation revenue, municipal service fees, refuse collection, reimbursements, recycling, water-related income, and miscellaneous revenues. On the expenditure side, council discussed administration, legal, police, facilities, elections, audits, streetlights, streets and highways, parks, community facilities, communication costs, and a $100,000 sanitation pass-through item.

Council questions focused on pressure points within the budget, especially the cost of public safety, employee health care, winter-related expenses, outdated municipal code, and the need to secure multiple town-owned properties. Melissa Hill noted that internal audits were expected to cost about $4,000 each and that at least two years of audit work would need to be addressed in the coming year. She also referenced facilities across town, five sewer lift stations, and additional land holdings, including about nine acres at Nelson Hollow.

Public comment centered heavily on the Volunteer Fire Department and broader municipal finances. One speaker questioned how funding for the fire department would be handled and whether prior expectations for reimbursement and invoicing remained in place. Hill responded that more than $36,500 had already been paid, that remaining amounts would be addressed, and that the town needed a clearer structure because current payment practices lacked a compliant contractual framework. Another citizen challenged the town's financial condition considering property acquisition, referencing an $80,000 purchase. Hill replied that the town had not paid that amount, said the purchase was intended to create long-term development opportunities, and argued that the town had gained strategic value by controlling commercially useful property.

Hill also used the hearing to explain why the proposed budget remained tight despite efforts to avoid burdening residents. She said the town was not carrying excess cash, was trying to provide livable wages and health insurance, and had to absorb infrastructure and compliance costs while rebuilding administrative systems. After receiving public comment and confirming no further speakers, council closed the public hearing and moved to council response.

2026/M8-005 - Public Hearing - FY2026-2027 Budget - Council Response

Council members and the mayor responded to the public comments by framing the budget discussion as part of a larger compliance and stabilization effort. Melissa Hill stated that the town needed the Volunteer Fire Department but also needed a lawful and documented funding structure, because the current arrangement did not provide predictable agreements, advance budgeting discipline, or clear accountability for invoicing and payments. She cited examples of uneven payment timing, including about $36,000 paid in a short period, a $6,500 October payment, and another $26,500 disbursement, and argued that such patterns undermined sound fiscal management.

Hill also addressed comments suggesting reluctance to support economic development. She said no business had been denied entry by her office, described new permitting and business-license automation through the Pilot system, and noted that the town was now improving business and occupation tax collection with HDL. She framed recent property acquisitions as a long-term redevelopment strategy rather than a loss, stating that the town had previously lacked parcels with open parking or commercial reuse potential. She added that grants, assessments, zoning review, and planning work meant meaningful reuse would take several years rather than one budget cycle.

After discussion concluded, council moved to the formal budget vote. A motion was made and seconded to approve the FY2026-2027 budget as submitted, and the motion carried by voice vote.

Decision: FY2026-2027 budget was approved as submitted.

2026/M8-006 - Approval - Meeting Minutes

Council considered the prior meeting minutes after the budget hearing concluded. A motion was made and seconded to accept the February meeting minutes as submitted, and the vote passed without further discussion.

Decision: Previous meeting minutes for February were approved as submitted.

2026/M8-007 - Approval Financial Reports - February

Council reviewed the February financial reports with attention to several large or unusual expense areas. Melissa Hill noted a roughly $17,000 payout related to the window project, explaining that the town expected reimbursement under the energy efficiency grant after invoicing. She also referenced current-year budget revisions and said a substantial share of spending had gone toward garbage collection and public safety, estimating that public safety costs were likely in the $150,000 to $200,000 range as the town continued building out law enforcement operations.

Hill described the police department as a newer operating function that required stabilization and stated that not all residents understood the cost of maintaining public safety as an active municipal service. After questions were invited and no extended objections were raised, council approved the financial reports as submitted.

Decision: February financial reports were approved as submitted.

2026/M8-008 - Partner Introductions

Melissa Hill acknowledged returning legal support and emphasized the importance of having partners aligned with the town's financial and redevelopment priorities. She said the town needed the right legal and professional partnerships to support sewer rehabilitation, compliance recovery, and long-term rebuilding efforts, and welcomed counsel back to the table in that context.

2026/M8-009 - Ongoing Business

Ongoing business was dominated by compliance recovery, infrastructure planning, procurement issues, and unresolved matters inherited from earlier administrations. Melissa Hill framed this portion of the meeting as a continuation of work already underway, noting that several items were status-based and that the town was trying to move methodically while strengthening documentation, audits, and legal defensibility across multiple projects.

2026/M8-009.1 - Audit RFP - FY2024 & FY2025

The broader audit and financial cleanup effort was referenced as part of the town's continuing compliance work, but no separate live discussion focused specifically on the FY2024 and FY2025 audit RFP during this meeting. Related context appeared within the forensic accounting and financial management discussion under other ongoing business items.

2026/M8-009.2 - Non-Compliance - FY2020-2023 - Audit Table - Contract - Forensic Accounting

Melissa Hill said the town's forensic accounting partner had received City National Bank statements and would begin review there because Truist had not provided account information. She explained that when this administration arrived, the financial package did not even include a copy of one check with the bank statements, and she described that absence of supporting records as a serious control failure. The working scope remained focused on 2020 through 2024 for the purpose of determining which transactions had not been properly reported.

Hill stated that the administration inherited a negative $227,000 position and that current CPA Sandy Agrawal had spent many hours attempting reconciliation. The problem, as described, was not simply the use of QuickBooks, but that transactions appearing on bank statements had not consistently been recorded in the accounting system. Council was told that the partner would report back after reviewing the City National records.

2026/M8-009.3 - Non-Compliance - 2001 Ordinance Revision - Municode

Counsel reported that the ordinance revision process with Municode was close to another submission stage and had moved into minor edits. He said Municode's primary role was to update the code book to reflect statutory changes since 2001, although the review had also exposed areas where council might later want broader policy revisions beyond mandatory legal updates.

The legal update was described as a phased process rather than a complete policy rewrite in one step. Counsel said council could expect an eventual resolution to adopt an entirely new code replacing the 2001 version, likely sometime in the summer, but for now the focus remained on getting the statutory update process completed and back before council.

2026/M8-009.4 - Non-Compliance - 1989 Agreement - Marmet & Town of Chesapeake (WV)

Counsel stated that the 1989 agreement matter remained pending before the Public Service Commission. He said no action had occurred during the past month and noted that there was no statutory deadline requiring the commission to rule within a fixed timeframe. His expectation was that a ruling could come within the next two months, but no binding timeline was available.

2026/M8-009.5 - Non-Compliance - Sewer Rehabilitation Project - FY2018 & 2020

Melissa Hill reported that the sewer rehabilitation project was actively moving forward with engineering support. Burgess and Niple staff had been on site in recent weeks, had coordinated 811 support and survey work, and were examining difficult utility conditions, including Totten Alley and Utility Alley. She described heavy line congestion, utilities running over each other, and concern about how close work would come to a 4-foot easement in narrow alley space.

The discussion underscored that these physical constraints were not abstract planning issues but active field conditions shaping project design. Hill noted that the rehabilitation discussion would connect directly to later rate-review questions, while also tying into future work around lift station relocation and drainage management.

2026/M8-009.6 - Non-Compliance - MS4 PERMIT - FY2014-Current

Council received a status update on the MS4 permit effort. Melissa Hill said the town had paid more than $3,300, and the recorder recalled the amount at about $3,400. She explained that the permit governs municipal stormwater responsibilities and includes both technical compliance and public education, such as proper runoff practices and the effect of activities like vehicle washing on stormwater quality.

Hill added that Regional Intergovernmental Council planning support was taking the lead on the remaining application work and that legal review would also be part of the process. She characterized the permit as a Department of Environmental Protection compliance item and indicated that the town remained on track, with a reference made to 21 tracked items in the overall effort.

2026/M8-009.7 - Non-Compliance - Dilapidated Structures - WV DLAP - Demolition

Council reviewed the status of the demolition program, focusing on the second round involving 17 properties. Melissa Hill said the first solicitation had produced only 1 response, which forced a quick rebid. The second effort drew 5 company responses, after which a subcommittee reviewed the submissions against both proposal requirements and contractor-readiness requirements.

Hill said project timing had tightened significantly. DEP had first extended the work into June, but the practical deadline had since compressed to mid-May. That pressure became more significant when DEP directed the town to proceed with the true lowest bidder rather than the bidder previously favored by the subcommittee's scoring approach. Hill said one proposal came in at about $189,000, while the lower bid was about $101,000.

The lower bidder, Aster Oilfield, still had unresolved compliance issues. Council heard that the firm's West Virginia business registration remained in noncompliance status dating back to 2024, that an asbestos contractor license included in the package had expired in 2025, and that the firm was not registered to do business in the Town of Chesapeake because local registration depended on a valid state business license. The town had therefore sent a notice of intent to contract by email and certified mail and gave the bidder 3 to 5 business days to cure the deficiencies, with a deadline extending to the following day.

Hill also reviewed the contractor's history from the earlier demolition phase. She said the same company had previously been involved when asbestos abatement was authorized in November 2025, but DHHR shut the work

down after finding licensing problems in town. According to her account, the design license had expired and the technician license issue had not been properly resolved, which contributed to delays. She said the experience had reinforced the need for a more stable RFP structure moving forward, potentially using longer-term contractor arrangements rather than repeating this process property by property.

2026/M8-009.8 - RESOLUTION NO. 20260323-Demolition Round #2

Council considered a resolution designed to avoid calling a special session while preserving compliance with state procurement requirements for the demolition project. The resolution authorized the mayor to issue a notice of intent to award to the apparent low bidder on a contingent basis, while making clear that the bidder would not be treated as contract-ready until all required licensing, insurance, registration, and compliance documentation had been fully satisfied and verified by the town.

The resolution also established the cure framework. The bidder's notice period was tied to the official email transmission sent on Wednesday, March 18, 2026 at 10:27 AM, and the submission deadline was set at 4:00 PM local time on the following Wednesday. If the bidder failed to satisfy the requirements in that period, the town would be permitted to treat the bidder as non-responsible and proceed to the next lowest qualified responsible bidder in accordance with state law. Council was also told that all notices, correspondence, uploads, and related communications would be retained in the official procurement record for audit and review purposes.

After the resolution was read and summarized, a motion was made and seconded to accept and sign it as submitted. The vote carried.

Decision: Resolution authorizing the mayor to issue a contingent notice of intent to award for Demolition Round #2 was approved as submitted.

2026/M8-009.9 - Non-Compliance - Playground Safety

Melissa Hill said playground work was continuing, with rubber mulch still being coordinated through a partner and broader security upgrades being considered. She noted that access points leading toward the river near the playground needed gates and that the area would require more attention to physical security.

She also reported that the 116th Street playground had been fully dismantled. The lift station in front of that site, identified as Lift Station 2, is expected to move to the back near the river as part of the sewer rehabilitation project. Because of that relocation, the basketball court at 116th Street would be demolished through the sewer rehabilitation work. Hill added that the remaining playground had been locked following the ice storm and would need inspection, along with clearer age-appropriateness markings.

2026/M8-009.10 - Non-Compliance - IRS Civil Penalties - 2014, 2015, 2017, 2019

Council received a brief update that the IRS matter remained unresolved and was still being worked through. Melissa Hill said progress continued to be slowed by the practical difficulty of reaching the IRS, including long hold times and the need to fax requested materials within narrow response windows once contact was made. No new decision or change in direction was recorded during this discussion.

2026/M8-009.11 - Clarification - Meetings - Prayer vs. Moment of Silence

Melissa Hill revisited the meeting-opening practice and said council had settled on not conducting an official prayer as part of its own proceedings. Instead, the meeting would continue inviting volunteers if anyone wished to offer one, and otherwise would proceed with a moment of silence, as had occurred at the start of this meeting.

2026/M8-009.12 - Opportunity - Property Donation - Bank/Tow Lot

Hill described the bank and tow-lot property work as part of a broader learning process around donations, redevelopment, and legal procedure. She said an additional donated structure might also be coming, but that the next practical step for the bank property would likely involve legal coordination and an RFP for general

contractors to evaluate the building. She also noted a roof problem at the site and linked the issue to similar building-condition concerns already affecting town hall.

The discussion emphasized that these properties were not expected to draw immediate spending from the town's operating budget. Instead, the focus remained on assessment, planning, and determining realistic next uses before the town took on larger commitments.

2026/M8-009.13 - Compliance Required - WV SB50 - Alignment by 2032

Council briefly discussed the pending election-alignment legislation and the possibility that terms would need to be adjusted in order to comply with the statewide schedule by 2032. Hill indicated that council would need to look more closely at the options once the legislation was fully in place, including the possibility that one administration's term could be extended while another could be shortened. No final position was adopted in this meeting.

2026/M8-009.14 - Opportunity - Kanawha County Commission - Brownfields & Redevelopment

Hill said the town was using Thrasher and related county-supported redevelopment work to evaluate properties for contamination, reuse, and demolition planning. She explained that earlier demolition rounds had concentrated on residential structures, especially properties with squatters or major safety concerns, while future rounds would need to move toward more complex commercial sites.

She said the town had listed more than 60 properties with the state and corrected that figure during discussion to 67. Commercial properties would require more specialized evaluation than simple exterior code review, particularly where structural condition, asbestos concerns, and reuse possibilities were less obvious from the street. The discussion made clear that the town wanted to keep using outside technical support so asbestos testing and other early-stage assessments would not have to come directly from local funds.

2026/M8-009.15 - In Compliance - PER Ordinance - Next Election is June 8, 2027

The next election date was stated during the ongoing business review as June 8, 2027. The date was treated as an informational compliance point rather than a matter requiring action at this meeting.

2026/M8-009.16 - Resolution - WV Checkbook - Unresolved Financial Transactions from FY2020-2023

WV Checkbook remained tied to the same unresolved historical transaction issues discussed under forensic accounting. Melissa Hill said the town would not be able to fully answer the missing transaction detail until the prior-administration records had been further reviewed and reconciled. The matter was presented as part of the inherited accounting cleanup rather than as a separate vote during this meeting.

2026/M8-009.17 - Compliance - Chesapeake VFD

The most detailed compliance discussion under ongoing business concerned the Chesapeake Volunteer Fire Department. Counsel explained that state law gave the town authority over general affairs, equipment selection, wage matters, and appointment of the commanding officer, while day-to-day emergency operations and firefighter discipline remained within the fire department's own command structure. He said the law created flexibility but also uncertainty, which made it especially important for the town and department to define mutual expectations more clearly.

Melissa Hill said the town had been requesting information for roughly two years and needed budgets, financial reporting, and advance planning before continuing the same payment practices. She described several concerns: a request for a pickup-truck lease payment that she viewed as a long-term financing obligation rather than a direct service expense, a series of mechanic invoices appearing just under procurement thresholds, and recurring invoices submitted without the type of supporting documentation the town now required. She also said council had never been seeing the full revenue and expense picture in regular monthly financial statements.

Counsel supported the town's position that it was reasonable to ask for a budget, substantiation, and regular financial reporting before making disbursements. He also noted that the fire department had other funding sources, including state, county, fundraising, and business activity revenue, which meant the town needed a clearer picture of total operations rather than isolated invoice requests. No formal restructuring decision was adopted here, but the discussion strongly emphasized the need for clarified protocols and a more regular funding relationship.

2026/M8-009.18 - SB50 - Elections

Participated: jkelsh@bowlesrice.com

Further election discussion remained preliminary. Hill noted that legislation had advanced manually through both the House and Senate and suggested that gubernatorial approval was likely, but she did not present a final implementation recommendation. The item remained in a monitoring posture pending final enactment and a fuller policy discussion.

2026/M8-010 - New Business

New business centered on a donation request for student travel and an extended preliminary discussion of sewer rates and utility cost recovery. These items were treated as practical policy matters with financial implications rather than broad strategic debate.

2026/M8-010.1 - Request for Donation - Chesapeake Elementary School Archery Team

Council discussed a donation request connected to the Chesapeake Elementary School archery team's state and national tournament travel.

Council members spoke favorably about supporting youth participation and the visibility it brought to the town. A motion was made, seconded, and approved to provide the requested support.

Decision: Donation for the Chesapeake Elementary School archery team tournament travel was approved.

2026/M8-010.2 - Rate Review - Sewer Suggested 30% Increase

Participated: jkelsh@bowlesrice.com

Council held a preliminary rate-review discussion tied to the sewer rehabilitation funding application. The analysis submitted with that application assumed a 30 percent across-the-board increase, but counsel said the town was taking a closer look before bringing a final recommendation. A major issue was the large wastewater volume moving from a pump station serving industrial customers toward Marmet. The town believed there could be unaccounted inflow from those industrial users, and because Marmet bills based on total wastewater volume, the town wanted to determine whether more of that cost should be captured from industrial customers before placing the full burden on residential ratepayers.

Counsel said the town had not been operating in the black during the last year, so some increase would still be required even before the capital project was completed. He described a possible two-step structure: an initial increase to stabilize current operations, followed later by another increase once the project was complete and debt service on the bonds began. He indicated that a first reading could come around June, with a second meeting and public-hearing process potentially following in July. Reference was also made to the last major increase in 2016, which had been significant for residents.

2026/M8-010.3 - Resolution for Funding - Sewer Rehabilitation

Key aspects of sewer rehabilitation funding were addressed during the sewer project and rate review discussion. Council heard that the project was tied to an $8 million funding effort and that future rate structure would need to support both current operations and eventual bond obligations. No separate standalone discussion or vote occurred under this agenda item.

2026/M8-010.4 - Energy Efficiency Grant - Notice to Proceed

The financial effect of the energy efficiency grant was discussed earlier during the financial reports review. Council was told that about $17,000 had been paid out and that reimbursement would follow invoicing under the grant, which was referenced at about $38,000. No separate notice-to-proceed discussion or vote occurred here.

2026/M8-011 - Council Comments

Council comments were woven into the ongoing discussion rather than handled as a distinct standalone segment. Members asked questions, responded to public concerns, and commented on fiscal pressures, redevelopment expectations, and youth support during the substantive agenda items already recorded.

2026/M8-012 - Citizens Comments

Citizen comments occurred primarily during the public hearing. Speakers raised concerns about Volunteer Fire Department funding, insurance and building responsibility, the town's financial condition, property acquisition costs, and expectations for economic development. Those comments were received and addressed during the hearing record under Items 4 and 5, with no separate citizen-comment block later in the meeting.

2026/M8-013 - Next Meeting - 4th Monday - April 27, 2026

2026/M8-014 - Adjournment

TOWN OF CHESAPEAKE, WEST VIRGINIA

KANAWHA COUNTY, WEST VIRGINIA

TOWN COUNCIL

RESOLUTION NO. 2026-DEMO-01

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CHESAPEAKE, WEST VIRGINIA, AUTHORIZING THE AWARD OF TWO CONTRACTS FOR STRUCTURE DEMOLITION SERVICES; AUTHORIZING THE MAYOR AND TOWN RECORDER TO EXECUTE SAID CONTRACTS; AND PROVIDING FOR RELATED MATTERS

ADOPTED BY THE CHESAPEAKE TOWN COUNCIL

Meeting Date: Thursday, May 7, 2026 **Meeting Type:** Special Session Town Hall / Council Meeting

Meeting Location: Town Hall, Town of Chesapeake, West Virginia **Time:** 6:00 PM EST

COUNCIL MEMBER	AYE	NAY	ABSTAIN	ABSENT
Wesley Dillard, Ward 2	☑	☐	☐	☐
Arianna McLaughlin, Ward 2	☑	☐	☐	☐
Ronal Petty, Ward 1	☑	☐	☐	☐
Dona Lacy, Ward 1	☑	☐	☐	☐
Katie Miller, Ward 3	☑	☐	☐	☐
Craig Smith, Ward 3	☐	☐	☐	☒
Jenna Gillenwater, Recorder	☒	☐	☐	☐
Melissa Hill, Mayor	☒	☐	☐	☐
VOTE TOTAL	7 Aye	0 Nay	0 Abstain	1 Absent

RECITALS

WHEREAS, the Town of Chesapeake, West Virginia (the "Town") is a municipality organized and operating pursuant to W. Va. Code Chapter 8, with authority to abate unsafe, unsanitary, and dilapidated structures within its corporate limits pursuant to W. Va. Code § 8-12-16 and Town of Chesapeake Codified Ordinances Article 1725 (Ord. 2024-1725);

WHEREAS, the Town duly issued Request for Proposals No. 2026-DEMO-SQUFOOT for Structure Demolition Services on a per-square-foot unit price, open-end task-order basis, pursuant to Ord. 2024-1725, W. Va. Code § 8-12-16, W. Va. Code § 5-22-1, and the WV Purchasing Division Procedures Handbook;

WHEREAS, the solicitation was publicly advertised by Class II legal advertisement, with first publication on Wednesday, April 22, 2026, in a newspaper of general circulation in Kanawha County, West Virginia, in compliance with W. Va. Code § 59-3-2 and W. Va. Code § 8-27-23;

WHEREAS, a Mandatory Pre-Proposal Conference was conducted on April 29, 2026, at Town Hall, Town of Chesapeake, West Virginia, and four (4) eligible bidders attended and are of record;

WHEREAS, sealed bids were received by the Town Clerk no later than 3:00 PM EST on Thursday, May 7, 2026, held in secure custody, and publicly opened at the Special Session Town Hall / Council Meeting on May 7, 2026 at 6:00 PM EST;

WHEREAS, the Town's Bid Review Subcommittee publicly reviewed all bids at the same Special Session, determined each bid's Responsiveness and Responsibility status pursuant to W. Va. Code § 5A-1-1(16) and (17), calculated the Total Evaluated Cost for Contract No. 1 (Residential) and Contract No. 2 (Commercial/Industrial) for each Qualified bid solely for the purpose of identifying the Lowest Responsive and Responsible Bidder on each contract, and submitted a written Report and Recommendation to the Town Council at this meeting;

WHEREAS, this solicitation has resulted in two (2) separate contract awards: Contract No. 1 — Residential Demolition Contract, covering Categories A (Single-Family Residential), C (Multi-Family Residential 2–4 Units), and G (Accessory Structures); and Contract No. 2 — Commercial/Industrial Demolition Contract, covering Categories E (Commercial/Industrial Masonry) and H (Foundation/Basement Removal and Drainage Grading, standalone only);

WHEREAS, the Town Council has reviewed the Subcommittee's Report and Recommendation and has determined that it is in the best interest of the Town of Chesapeake and its residents to award said contracts to the Lowest Responsive and Responsible Bidder on each contract, in accordance with W. Va. Code § 5-22-1(b)(3) and W. Va. Code § 5A-3-11;

WHEREAS, the Town Council authorized issuance of RFP No. 2026-DEMO-SQUFOOT at the regular April Town Hall/Council Meeting held on Monday, April 27, 2026; and

WHEREAS, the Town Council desires to authorize the Mayor and Town Recorder to execute said contracts and all related documents on behalf of the Town.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Chesapeake, West Virginia, as follows:

SECTION 1. BE IT RESOLVED that the Town Council of the Town of Chesapeake, West Virginia, hereby finds and declares that the foregoing recitals are true and correct and are incorporated herein by reference.

SECTION 2. BE IT RESOLVED that the Town Council hereby awards Contract No. 1 — Residential Demolition Contract under RFP No. 2026-DEMO-SQUFOOT to:

Contractor (Legal Name)	Reclaim, Co.
Contract No.	2026-DEMO-01-RES
Contract Type	Open-End Unit Price Contract — Per Gross Square Foot
Categories Covered	A (Single-Family Residential), C (Multi-Family 2–4 Units), G (Accessory Structures)
Basis for Payment	$8.00 per gross SF for Categories A, C, G. Payment per Task Order = Town's independently measured gross SF × $8.00. Total Evaluated Cost was a bid comparison tool only — not a contract value.
Maximum Annual Contract Value	Not to exceed $500,000 per contract year
Initial Contract Term	One (1) year from date of execution, with up to four (4) renewal options

SECTION 3. BE IT RESOLVED that the Town Council hereby awards Contract No. 2 — Commercial/Industrial Demolition Contract under RFP No. 2026-DEMO-SQUFOOT to:

Contractor (Legal Name)	Reclaim, Co.
Contract No.	2026-DEMO-02-COM
Contract Type	Open-End Unit Price Contract — Per Gross Square Foot
Categories Covered	E (Commercial/Industrial Masonry), H (Foundation/Basement Removal — Standalone Only)
Basis for Payment	$7.75 per gross SF for Categories E, H. Payment per Task Order = Town's independently measured gross SF × $7.75. Total Evaluated Cost was a bid comparison tool only — not a contract value.
Maximum Annual Contract Value	Not to exceed $500,000 per contract year
Initial Contract Term	One (1) year from date of execution, with up to four (4) renewal options

SECTION 4. BE IT RESOLVED that the Mayor of the Town of Chesapeake, Melissa J. Hill, and the Town Recorder, Jenna Gillenwater, are each hereby individually authorized and directed to execute Contract No. 2026-DEMO-01-RES and Contract No. 2026-DEMO-02-COM, together with all related documents, bonds, certificates, and instruments necessary or appropriate to carry out the purposes of this Resolution, on behalf of the Town of Chesapeake, West Virginia.

SECTION 5. BE IT RESOLVED that the award and execution of said contracts is authorized pursuant to W. Va. Code § 8-12-16 (municipal demolition authority), W. Va. Code § 5-22-1 (government construction contracts), W. Va. Code § 8-16-5 (municipal public works), and Town of Chesapeake Ord. 2024-1725, and is consistent with the competitive procurement requirements of W. Va. Code § 5A-1-1 and the WV Purchasing Division Procedures Handbook.

SECTION 6. BE IT RESOLVED that the total expenditure under each contract shall not exceed $500,000 in any single contract year without further Council authorization and re-solicitation. Annual renewals are subject to annual appropriation by the Chesapeake Town Council for each successive contract year.

SECTION 7. BE IT RESOLVED that the Contract Administrator designated for this contract is the Mayor or her designee, and that the Mayor is authorized to issue Task Orders, approve invoices, and take such other administrative actions as are necessary to administer the contracts in accordance with their terms and with applicable law.

SECTION 8. BE IT RESOLVED that the Town Clerk is hereby directed to: (a) retain all bid documents, the Subcommittee's Report and Recommendation, and this Resolution in the Town's procurement file for RFP No. 2026-DEMO-SQUFOOT; (b) issue the Notice of Intent to Award to the respective contract awardee(s) on Friday, May 8, 2026 at 10:00 AM EST; and (c) record the vote and action taken on this Resolution in the official minutes of this Special Session.

SECTION 9. BE IT RESOLVED that if any provision of this Resolution is found to be invalid, illegal, or unenforceable, the remaining provisions shall continue in full force and effect.

SECTION 10. BE IT RESOLVED that this Resolution shall take effect immediately upon adoption by the Town Council.

VERTIFICATION OF ADOPTION

I, the undersigned, Town Recorder of the Town of Chesapeake, West Virginia, hereby certify that the foregoing Resolution No. 2026-DEMO-01 was duly adopted by the Town Council of the Town of Chesapeake at a Special Session Town Hall / Council Meeting held on Thursday, May 7, 2026 at 6:00 PM EST at Town Hall, Town of Chesapeake, West Virginia, by a vote of ___ Aye, ___ Nay, ___ Abstain, and ___ Absent, constituting a lawful quorum, and that said Resolution is a true and correct copy of the Resolution adopted at said meeting.

Melissa J. Hill, Mayor
Town of Chesapeake, West Virginia
Date: 5/15/26

Jenna Gillenwater, Town Recorder
Town of Chesapeake, West Virginia
Date: 5/15/2026

SEAL

Filed in the Official Records of the Town of Chesapeake, West Virginia
Town Clerk's File No.: _____ | Date Filed: _____ | Resolution No. 2026-DEMO-01

Town Of Chesapeake
Profit & Loss
April 2026

		Apr 26
Ordinary Income/Expense		
Income		
REVENUES		
301 Property Taxes KC Sheriff		12,494.71
304 Excise Tax on Utilities		11,898.93
305 Business & Occupation Tax		27,180.01
306 Wine & Liquor Priv TAX WLP		36.19
325 License		300.00
326 Building Permit Fees		120.00
341 Municipal Service Fees		6,916.42
345 Rent Royal Concess, Annex		200.00
377 Greenbrier Table LOTTGRNBRI		10.22
380 Interest on Investments		38.49
396 Table Game Lott LOTTBLGAME		900.04
397 Video Lottery (LVL)		450.47
399 Misc Revenues		
Rent for FSC Offices	8,000.00	
399 Misc Revenues - Other	500.00	
Total 399 Misc Revenues		8,500.00
Total REVENUES		69,045.48
Total Income		69,045.48
Gross Profit		69,045.48
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	64.93	
City Council Stipend	725.00	
Total 410 City Council		789.93
440 City Hall		
Bank charges	32.99	

Town Of Chesapeake
Profit & Loss
April 2026

		Apr 26
Contract Services		
Consulting-HR	4,500.00	
Contract Service Printing	30.00	
IT support	2,546.80	
Payroll Processing Fees	245.36	
Telephone	392.64	
Total Contract Services		7,714.80
Fuel		581.20
Insurance - Liability, D and O		5,733.88
Late Fees		2.47
Legal & Professional Services		
CPA Services	1,200.00	
Legal Fees	5,280.00	
Total Legal & Professional Services		6,480.00
Out of pocket Expenses		58.76
Payroll Expenses -City Staff		3,990.75
Payroll Taxes- City Staff		347.32
Pest Control		314.75
Printing Expenses		69.02
Publications		130.08
Software & Apps		40.00
Utilities		
Gas		
Gas Town Hall	788.67	
Total Gas		788.67
Water		
Annex Bldg	50.17	
Fire Hydrants	302.40	
Town Hall	47.89	
Total Water	400.46	
Total Utilities		1,189.13
Total 440 City Hall		26,685.15
951SOCIAL SERVICES EXPENDITURES		
Donation	1,000.00	
Total 951SOCIAL SERVICES EXPENDITURES		1,000.00
Total GENERAL GOVERNMENT EXPENDITURES		29,282.46

Town Of Chesapeake
Profit & Loss
April 2026

	Apr 26	
HEALTH & SANITATION		
800 Garbage Dept		
Payroll Expenses City Services	12,805.30	
Payroll Taxes City Services	1,024.93	
Refuse Fees		
Bulk	2,319.64	
Container Service Fees	164.67	
Total Refuse Fees	2,484.31	
Total 800 Garbage Dept		16,314.54
Total HEALTH & SANITATION		16,314.54
PUBLIC SAFETY EXPENSE		
700 POLICE DEPT		
Judge Payroll Tax	24.38	
Judge Salary	250.00	
Police Auto	14.00	
Police Payroll Tax	0.00	
Police salaries	0.00	
Police Uniforms	333.98	
Total 700 POLICE DEPT		622.36
Total PUBLIC SAFETY EXPENSE		622.36
STREET & TRANSPORTATION		
751 Street Lights		3,439.85
Total STREET & TRANSPORTATION		3,439.85
Total Expense		49,659.21
Net Ordinary Income		19,386.27
Net Income		**19,386.27**

Town Of Chesapeake
Income by Customer Summary
April 2026

	Apr 26
AdT	22.59
American Water (Customer)	7,093.98
Appalachian Power (Customer)	17,942.69
Best Buy Health DBA Greatcalls	0.67
Cebridge	709.28
Comm-Core LLC	0.50
CSC Wireless LLC	1.14
Frontier	27.82
HDL Software	419.48
Kanawha Public Service	7,592.12
Metro PCS	0.03
Mountaineer Gas	8,445.54
Nicholas County Empowerment	8,000.00
River Point LLC	3,715.88
Sheriff Kanawha County	12,494.71
T-Mobile Northeast LLC	23.64
WV Treasury	1,396.92
TOTAL	**67,886.99**

Town Of Chesapeake
Expenses by Vendor Summary
April 2026

	Apr 26
ADP	245.36
AKBridge the Gap, LLC	4,500.00
ALL AMERICAN UNIFORMS	333.98
Appalachian Power	3,439.85
Bowles Rice LLP	5,338.76
Chesapeake School Elementary School	1,000.00
City National Bank	2.00
Comm Core	27.92
Compton Office Machine Company	99.02
Greenbrier Government Solutions, Inc.	1,849.77
H-D Media	130.08
Kanawha County Sheriff's Office Software	697.03
Kanawha Valley Regional Trans Auth	581.20
Merchant Bank Card	30.99
Mountaineer Gas Company	788.67
net2phone inc.	44.72
Optimum Business	320.00
S Agarwal CPA AC	1,200.00
Sycamore Landfill	2,319.64
Terminix	314.75
Waste Mgmnt	167.14
WV American Water	400.46
WV Auto Center LLC	14.00
WV Corp	5,733.88
WV Interactive LLC	40.00
TOTAL	**29,619.22**

Town Of Chesapeake
Balance Sheet
As of April 30, 2026

	Apr 30, 26
ASSETS	
Current Assets	
Checking/Savings	
American Rescue Act	116,351.07
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	19,378.27
Opiod Fund Account	25.00
Petty Cash	125.00
Police Fund	25.00
Total Checking/Savings	147,638.82
Accounts Receivable	
Accounts Receivable	13,527.60
Total Accounts Receivable	13,527.60
Total Current Assets	161,166.42
TOTAL ASSETS	**161,166.42**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	109,167.70
Total Accounts Payable	109,167.70
Other Current Liabilities	
Bond from WV	11,034.37
Direct Deposit Liabilities	-9,220.18
Payroll Liabilities	7,906.44
Poca Valley Bank Loan Account	-46,330.41
Sewer Collection Account	-35,860.28
Total Other Current Liabilities	-72,470.06
Total Current Liabilities	36,697.64
Total Liabilities	36,697.64

Town Of Chesapeake
Balance Sheet
As of April 30, 2026

	Apr 30, 26
Equity	
Opening Balance Equity	77,871.93
Retained Earnings	95,288.51
Net Income	-48,691.66
Total Equity	124,468.78
TOTAL LIABILITIES & EQUITY	161,166.42