

**City of Lewisburg
Finance Committee Meeting
Paul R. Cooley Council Chamber
942 Washington Street, West
Lewisburg, West Virginia 24901
Finance Committee Meeting Minutes
July 12, 2022**

PRESENT: Mayor Beverly White; Councilmembers: Finance Committee Chairman Arron Seams, Franklin Johnson, John Little, Valerie Pritt, Sarah Elkins; City Manager Misty Hill, Treasurer Susan Honaker, Police Chief Chris Teubert, Fire Chief Joseph Thomas, Public Works Director Tony Legg.

VISITORS: Gary Williams and Greg Belcher with Chapman Technical Group (via phone).

CALL TO ORDER:

Chairman Seams called the Finance Committee meeting of the City of Lewisburg to order at 7:05 pm

Arts & Humanities Fund request, West Virginia Jazz Orchestra

Councilmember Pritt made a motion to recommend approval to City Council to approve the Arts & Humanities fund request from the WV Jazz Orchestra in an amount of \$700 for a Labor Day Celebration in the Green Space on Saturday, September 3, 2022 from 5:00 to 7:00 pm. Councilmember Little seconded the motion. With all in favor the motion carried.

Chapman Technical Group contract approval for storm water comprehensive study

Councilmember Pritt made a motion to recommend approval to City Council of the contract/master agreement with Chapman Technical Group for a storm water comprehensive plan. Mayor White seconded the motion. City Attorney White will review the contract/agreement for liability limits. With all in favor the motion carried.

Councilmember Little made a motion to approve Task Order 1 to master agreement for professional engineering services for storm water system improvements between the City of Lewisburg and Chapman Technical Group. Councilmember Elkins seconded the motion. With all in favor the motion carried.

Councilmember Little made a motion to approve Task Order 2 to master agreement for professional engineering services for field survey & data collection, watershed modeling & analysis and storm water system management for storm water system improvements between the City of Lewisburg and Chapman Technical Group in an amount not to exceed \$242,000. Councilmember Elkins seconded the motion. With all in favor the motion carried.

Water Treatment Plant, sediment pond cleaning bed approval

Councilmember Little made a motion to accept the bid from Greenbrier Excavating & Paving, Inc. in the amount of \$38,100 for a sediment pond cleaning contract contingent upon completion of the job. Mayor White seconded the motion. With all in favor the motion carried.

Approval of two alternate main water line extensions

City Manager Hill explained the City would be connecting Old Powell Road with Houfnagle Road. This will provide Houfnagle Road with fire protection in the future. The City will pay for the piping and the owners will pay for installation costs.

Councilmember Little made a motion to recommend approval to accept the bid from Citgo Water for the JD Loudermilk Extension in an amount not to exceed \$17,877.55. and not to exceed \$100,599.97 from Core & Main for the Old Powell Road to Houfnagle Road mainline extension. Mayor White seconded the motion. With all in favor the motion carried.

Jamison Sizemore, promotion to Crew Leader with related wage increase

Councilmember Pritt made a motion to recommend the promotion of Jamison Sizemore to crew leader with a related wage increase of 40 cents an hour to \$14.00 an hour. Councilmember Johnson seconded the motion. With all in favor the motion carried.

Employee vacation time accruals

Council member Johnson made a motion to increase the maximum vacation time accrual for full time employees to 120 hours per year. Councilmember Elkins seconded the motion. With all in favor the motion carried.

Employee handbook

City Manager Hill stated that Dinsmore & Shohl has been developing the employee handbook. She noted it will be ready for review for the July 19, 2022 City Council meeting.

Employee picnic

City Manager Hill stated she would like to hold an employee appreciation picnic/mental health day. She stated the City would close all offices for the afternoon on Friday, August 26.

Councilmember Pritt made a motion to recommend approval of an employee appreciation picnic on Friday, August 26, 2022 at an amount not to exceed \$25 for costs per employee. Councilmember Johnson seconded the motion. With all in favor the motion carried.

Coal Severance Budget Revision #1, Fiscal Year 2023

Mayor White made a motion to recommend approval to City Council of the Coal Severance Budget revision #1 for Fiscal Year 2023. Councilmember Elkins seconded the motion. With all in favor the motion carried.

General Fund Budget Revision #1 Fiscal Year 2023

Mayor White made a motion to recommend approval to City Council of the General Fund Budget Revision #1 for Fiscal Year 2023. Councilmember Elkins seconded the motion. With all in favor the motion carried.

Communications from members

No communications were given.

Communications from City Manager

- City Manager Hill stated the City had received the second round of American Rescue Plan Act monies (\$841,418.63). She stated the City hopes to use the money as a match for the Storm Water projects.
- A discussion was held regarding a personnel matter.
- Hill stated that charges were brought against an individual for misuse of a City P-Card
- Hill indicated that she had contacted the West Virginia Municipal League about banners.
- Stated she was scheduled to meet with a representative from the PSC concerning a water leak complaint by Harvey Neel on Thursday, July 14, 2022.

Approval of Minutes, May 1, 2022

Councilmember Elkins made a motion to approve the May 10, 2022 Finance Committee minutes. Mayor White seconded the motion. With all in favor the motion carried.

ADJOURNMENT:

Councilmember Pritt made a motion to adjourn the meeting at 9:07 pm. Councilmember Elkins seconded the motion. With all in favor the motion carried.