

**Minutes of City Council  
December 18, 2018  
Regular Session**

The Council of the City of Lewisburg met in regular session on Tuesday, December 18, 2018 at 7:30 p.m. in the Paul R. Cooley Council Chambers at 942 Washington St. West, Lewisburg, WV.

**PRESENT:** Mayor John Manchester; Recorder Shannon Patrick-Beatty; Council members, Heather Blake, Mark Etten, Joseph Lutz, Arron Seams, Beverly White; Director of Public Works Roger Pence, Police Chief Tim Stover, Treasurer Susan Honaker, Fire Chief Joseph Thomas, City Administrator-in-Training Jacy Faulker and Zoning Officer Charles Smith.

**VISITORS:** Reporters Peggy Mackenzie with the Mountain Messenger; Robert Bordelon with the West Virginia Daily News; Donna & Ed Johns; Haley Brown with WVVA News Channel 6, and Avery Atkins.

**CALL TO ORDER**

Mayor Manchester called the meeting to order at 7:30 p.m.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Recorder Shannon Beatty gave the invocation and Councilmember White led the Pledge of Allegiance.

**VISITORS REPORTS:**

No Visitors reports were given.

**APPROVAL OF MINUTES:**

*November 20, 2018*

Councilmember Lutz made a motion to approve the November 20, 2018 minutes as presented. Councilmember White seconded the motion. With four (4) in favor and one (1) absent (Blake) the motion carried.

**COMMUNICATIONS FROM THE MAYOR:**

*Appointment to the Board of Zoning Appeals*

Mayor John Manchester offered the name of Jamie Johans Crosier to fill an unexpired term on the Board of Zoning appeals. The term would run until December 30, 2021.

Councilmember Blake made a motion to appoint Jamie Johans Crosier to fill an unexpired term on the Board of Zoning appeals. The term would run until December 30, 2021. Councilmember Etten seconded the motion. With all in favor the motion carried.

*Exchange of Easements –City of Lewisburg and Avery Atkins*

Mayor Manchester stated the City needed to record an exchange of easements between the City and Avery Atkins. In February of 2015 City Council voted to grant the easement to Avery Atkins but the easement had not been filed at the courthouse.

Councilmember Etten made a motion to approve an exchange of easements between the City of Lewisburg and Avery Atkins. Councilmember Seams seconded the motion. With all in favor the motion carried.

*Volunteer of the Year 2018*

Mayor Manchester stated this item would be held until the end of the meeting.

**ORDINANCES:**

*Ordinance 278, Closure of Stratton Alley, 2<sup>nd</sup> reading and public hearing*

Recorder Beatty read the title of the following ordinance for second reading:

**“AN ORDINANCE TO VACATE AND ABANDON A PORTION OF STRATTON ALLEY.”**

Mayor Manchester stated the abandonment of Stratton Alley will continue efforts to make the City more walkable. He stated that Lance Syner the new owners of the block of buildings behind City Hall has submitted plans to create a pedestrian walkway with access to shops and restaurants. Syner is currently renovating the entire block of buildings from Court Street back to Stratton Alley.

Manchester opened the floor to the public in a public hearing at 7:38 p.m. Hearing no comments from the public he closed the hearing at 7:39 p.m.

Councilmember White made a motion to approve Ordinance 278 on second reading. Councilmember Lutz seconded the motion. With all in favor the motion carried.

**RESOLUTIONS:**

*Resolution 468, Land Water Conservation Fund Project 54-00526 Hollowell Park lighting*

Recorder Beatty read the title of the following resolution:

**“TO AUTHORIZE ACCEPTANCE OF A LAND AND WATER CONSERVATION GRANT FOR IMPROVEMENTS TO HOLLOWELL PARK IN THE CITY OF LEWISBURG.”**

Manchester stated this grant represented \$59,400 in matching funds to finish converting the lights at Hollowell Park to LED Lights.

Councilmember Etten made a motion to approve Resolution 468. Councilmember Blake seconded the motion. With all in favor the motion carried.

**COMMUNICATIONS FROM CITY COUNCIL MEMBERS:**

Councilmember Lutz remarked the holiday decorations downtown looked gorgeous. He thanked Lewisburg in Bloom Coordinator Shannon Beatty. Beatty complimented the Public Works crews for all their hard work in getting the decorations put up.

**COMMUNICATIONS FROM BOARD AND COMMISSIONS:**

*Planning Commission Report*

Zoning Officer Chuck Smith reported that no meeting was held in December. He noted that no application had been received for a January meeting. He noted a working session to discuss signage within the zoning updates would be held on Thursday, January 3 at 7 p.m.

*Parks Commission Report*

Parks Chair Beverly White reported on the following events of the December 4, 2018 Parks Commission meeting:

- Lots of discussion occurred about purchasing new playground equipment. She stated the Parks Commission was excited to see what Administrator-in-training Jacy Faulkner and Public Works Director Roger Pence will bring back to the committee in January.

**COMMUNICATIONS FROM THE POLICE DEPARTMENT:**

Chief Stover announced that the Police Department had received awards on December 6 for efforts with the DUI and Click it or Ticket program.

**COMMUNICATIONS FROM THE FIRE DEPARTMENT:**

Chief Thomas stated the Fire Department had responded to 87 emergency calls in November. He stated that Matt Brooks had applied to serve on the Fire and Technical side of the Fire Department. He noted the recruitment videos that Department had made have been a success in helping recruit new members.

**COMMUNICATIONS FROM COUNCIL COMMITTEES:**

*Finance Committee Report*

Finance Committee Chair Mark Etten reported on the following events of the December 11, 2018 Finance Committee meeting:

*Pay request #1, JDL Contracting, LLC, Civil War Trail project*

The Finance Committee recommend approve of the Civil War Trail Grant Pay Request #1 to J D L Contracting, LLC in the amount of \$35,045.10.

Councilmember Etten made a motion to approve the Civil War Trail Grant Pay Request #1 to J D L Contracting, LLC in the amount of \$35,045.10. Councilmember Blake seconded the motion. With all in favor the motion carried.

*Rural Utilities Service Legal Services agreement*

The Finance Committee recommended approval of the Rural Utilities Service - Legal Services Agreement.

Councilmember Etten made a motion to approve the Rural Utilities Service – Legal Services Agreement. Councilmember White seconded the motion. With all in favor the motion carried.

*Chapman Technical Group Task Order No. 29 – City Hall roof replacement*

The Finance Committee tabled the approval of Chapman Technical Group Task Order No. 29 – City Hall Roof Replacement to the December City Council meeting.

Discussion between Manchester and Etten regarding the condition of the roof at City Hall means action needs to be taken to prevent further leaks. A letter from Chapman Technical Group was sent to Council explaining the condition of the roof, with the observation that the roof might last another 2-3 years but really is in need of replacement. The engineering firm stated it was an immediate need stating that during an inspection, engineers noticed several places where ice had begun to form inside the roof, which could lead to serious damage if not repaired immediately. It was noted the roof was at 17 years on a 20 year life roof. Manchester stated this task order would be for the development of engineering drawings, on site construction and bid approval but does not cover the roof replacement.

Councilmember Etten made a motion to approve Task Order #29 for the development of engineering drawings, on site construction, and bid approval the replacement of the roof at City Hall at a cost not to exceed \$18,965. Councilmember Lutz seconded the motion. With all in favor the motion carried.

*Accountant services for fiscal year 2018*

The Finance Committee tabled action on the 2018 contract with Mr. Imre Pentek for accountant services for fiscal year 2018 until the December City Council meeting.

After the December Finance Committee meeting, Mr. Pentak provided Council members with a proposal to provide accountant services for fiscal year 2018 in the amount of \$5,290.

Councilmember Etten made a motion to approve a contract with Imre Pentak in the amount of \$5,290 to provide accountant services for fiscal year 2018. Councilmember White seconded the motion. With all in favor the motion carried.

*Troy & Banks contract approval*

The Finance Committee recommended approval to engage the services of Troy & Banks utility and telecommunications auditing to find savings from City utility and communications vendors.

Councilmember Etten made a motion to approve the contract with Troy and Banks to audit utility and telecommunications companies the City pays to find savings. Councilmember Seams seconded the motion. With all in favor the motion carried.

*Police Department – ballistic shield bid approval*

The Finance Committee recommended approval of the purchase of four ballistic shields for the Police Department from Vance's Law Enforcement for the amount of \$5,680.

Councilmember Etten made a motion to purchase four ballistic shields for the Police Department from Vance's Law Enforcement for the amount of \$5,680. Councilmember Lutz seconded the motion. With all in favor the motion carried.

*Purchase of additional hanging baskets for flowers*

The Finance Committee recommended the purchase of 14 Imperial hanging baskets and hardware for the amount of \$1,122 and to fund the yearly planting of Begonias in them for the amount of \$700 from Blueridge Farms.

Councilmember Etten made a motion to purchase of 14 Imperial hanging baskets and hardware for the amount of \$1,122 and to fund the yearly planting of Begonias in them for the amount of \$700 from Blueridge Farms. Councilmember White seconded the motion. With all in favor the motion carried.

*Public Works Committee Report*

Director of Public Works Roger Pence reported on the following events of the December 11, 2018 Public Works Committee meeting:

- Emergency repairs to the roof at City Hall were completed.
- The fleet vehicles were discussed.
- Dead ash trees at Dorie Miller Park have been cut down.
- A new electric service for an electric car charging station has been installed at Montwell park.
- A discussion of phase 3 for new playground equipment was discussed.

**Public Safety Committee Report**

Public Safety Chair Joseph Lutz stated that no meeting was held. He stated that a meeting would be held on Thursday, January 10, 2019 to discuss hiring a new Police Chief.

**EXECUTIVE SESSION:**

Councilmember Lutz made a motion to go into executive session to discuss nominees for the 2018 Volunteer of the Year at 8:06 p.m. Councilmember White seconded the motion. With all in favor the motion carried.

Councilmember Etten made a motion to reconvene into regular session at 8:14 p.m. Councilmember Seams seconded the motion. With all in favor the motion carried.

Councilmember Lutz made a motion to choose Sally Lane as the Volunteer of the Year for 2018. Councilmember White seconded the motion. With all in favor the motion carried.

**ADJOURNMENT:**

Councilmember Lutz made a motion to adjourn the meeting at 8:15 p.m. Councilmember Etten seconded the motion. With all in favor the motion carried.

