

City of Lewisburg
Paul R. Cooley Council Chamber
942 Washington Street, West
Lewisburg, West Virginia 24901
Finance Committee Meeting Minutes
December 11, 2018

Present: Chairman Mark Etten, Mayor John Manchester, Council Members: Joseph Lutz, Beverly White, Heather Blake, Arron Seams; Treasurer, Susan Honaker, Jacy Faulkner, City Administrator in Training, Police Chief Tim Stover, Public Works Director Roger Pence, Accounts Payable Clerk Susan Nutter.

Visitors: Imre Pentek, CPA; Rhonda Hughes and Colby Hughes, Boy Scout

Call To Order: Chairman Etten called the December 11, 2018, Finance Committee meeting to order at 7:00 pm.

Chapman Technical Group Task Order No. 29 – City Hall Roof Replacement

Director Pence presented the Task Order No. 29 from Chapman Technical Group for City Hall Roof Replacement. Discussion ensued regarding the recent roof repairs and the need for a complete roof replacement.

Mayor Manchester made a motion to table the approval of Chapman Technical Group Task Order No. 29 – City Hall Roof Replacement to City Council. Member White seconded the motion. With all in favor the motion carried.

City Hall Emergency Roof Repairs

Director Pence presented a report on the emergency repairs that have been made to the City Hall roof. He reported that the roof repairs have been reviewed by Chapman Technical representatives and there will be a report forth coming as to whether the repairs will provide additional years of protection or if the roof replacement is needed.

Civil War Trail Grant Pay Request 1 and 2

Director Pence presented the Civil War Trail Grant Pay Request 1 and 2. He reported that the DOH has not signed off on Pay Request 2.

Member Blake made a motion to table the action on Pay Request 2 until the DOH has signed off on it. Member Lutz seconded the motion. With all in favor the motion carried.

Member Blake made a motion to recommend to City Council to approve the Civil War Trail Grant Pay Request 1 to J D L Contracting, LLC for the amount \$35,045.10. Member Seams seconded the motion. With all in favor the motion carried.

Account Services for Fiscal Year 2018

Treasurer Honaker explained the current contract and financial services we have with Imre Pentek. She also stated that we will need to contract his services for the 2018 fiscal year finance report. A quote for his services for 2018 finance report was not available from Mr. Pentek. Discussion ensued and Mr. Pentek answered several questions from the finance committee regarding the finance report. Mr. Pentek stated that he would have a quote for the 2018 finance services for the City Council meeting.

Mayor Manchester made a motion to table action on the 2018 contract with Mr. Pentek until City Council meeting. Member Lutz seconded the motion. With all in favor the motion carried.

Other Post Employee Benefits Guidelines and Funding

Mr. Pentek explained that for the 2018 fiscal year governmental entities are required by the state auditor's office to adopt Governmental Accounting Standards Board Statement #75 which drastically affects the accounting and presentation of the OPEB liability. Mr. Pentek will provide a statement of the City OPEB liability estimates for the City Council meeting.

Land and Water Conservation Fund Grant – Hollowell Park Lighting Grant

Director Pence presented the details of the Land and Water Conservation Fund Grant – Hollowell Park Lighting Grant, Resolution #468. Director Pence also stated that it is a 50/50 matching grant for the lighting at Hollowell and Dorie Miller parks. The total grant is in the amount of \$120,000. Treasurer Honaker stated that a budget revision would be required to take the funds from contingency.

Member White made a motion to recommend to City Council to approve the Land and Water Conservation Fund Grant – Hollowell Park Lighting Grant, Resolution #468. Member Lutz seconded the motion. With all in favor the motion carried.

Rural Utilities Service – Legal Services Agreement

Mayor Manchester presented the Legal Services Agreement that is to be on record as required by Rural Utility Services.

Mayor Manchester made a motion to recommend to City Council to approve the Rural Utilities Service - Legal Services Agreement. Member Seams seconded the motion. With all in favor the motion carried.

Troy & Banks Contract Approval – Utility and Telecommunications Auditing

Jacy Faulkner explained the services of Troy & Banks utility and telecommunications auditing that will investigate the City utilities and communication expenses to find savings.

Member Blake made a motion to recommend to City Council to approve the services of Troy & Banks utility and telecommunications auditing to find savings from City utility and communications vendors. Member White seconded the motion. With all in favor the motion carried.

Ballistic Shield Bids for the Police Department

Chief Stover presented the following two bids that were obtained for the purchase of four ballistic shields for the Police Department.

Galls	\$6,278.58
Vance’s Law Enforcement	\$5,680.00

Chief Stover recommended the bid from Vance’s Law Enforcement for the purchase of the ballistic shields.

Member Lutz made a motion to recommend to City Council to approve the purchase of four ballistic shields for the Police Department from Vance’s Law Enforcement for the amount of \$5,680. Member Seams seconded the motion. With all in favor the motion carried.

Member White made a motion to amend the motion made by Member Lutz to include the amount for purchase of the ballistic shields not to exceed \$6,500. Member Blake seconded the amendment to the motion. With all in favor the amended motion carried.

Purchase of Additional Hanging Baskets for Flowers

Director Pence and Jacy Faulkner presented a sample of the Imperial Hanging Baskets from Blue Ridge Farms, Inc. to be placed on the lamp posts near the Library.

Member Blake made a motion to recommend to City Council to approve 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. Member White seconded the motion. With all in favor the motion carried.

Communication of Members:

No communications were presented.

Approval of Minutes:

November 13, 2018

Member Lutz made a motion to approve the November 13, 2018 minutes as presented. Member Seams seconded the motion. With all in favor the motion carried.

Adjournment:

Member Lutz made the motion to adjourn the meeting. Member White seconded the motion. With all in favor the meeting was adjourned at 8:30 pm.

Respectfully Submitted,

Susan Nutter