

**City of Lewisburg  
Paul R. Cooley Council Chamber  
942 Washington Street, West  
Lewisburg, West Virginia 24901  
Finance Committee Meeting Minutes  
January 8, 2019**

**PRESENT:** Chairman Mark Etten, Council Members: Joseph Lutz, Beverly White, Heather Blake, Arron Seams. Jacy Faulkner, City Administrator in Training, Police Chief Tim Stover, Fire Chief Joseph Thomas, Public Works Director Roger Pence, Accounts Payable Clerk Susan Nutter.

**ABSENT:** Mayor John Manchester, Treasurer Susan Honaker.

**CALL TO ORDER:** Chairman Etten called the January 8, 2019, Finance Committee meeting to order at 7:00 pm.

*Arts & Humanities Grant – Shanghai Parade Committee*

Jacy Faulkner presented a statement from Mayor Manchester saying that the Shanghai Parade Committee submitted a grant request for \$900 that was complete and complies with the guidelines for the Arts & Humanities Grant. Discussion ensued.

Member White made a motion to table action on the Arts & Humanities Grant for the Shanghai Parade Committee until additional information is obtained. Member Seams seconded the motion. With all in favor the motion carried.

*Hiring a Custodian*

Ms. Faulkner presented the proposal for hiring a part time custodian for City Hall. Discussion ensued. Ms. Faulkner addressed several questions from the Committee.

Member Blake made a motion to table action on hiring a custodian until additional information is available. Member Lutz seconded the motion. With all in favor the motion carried.

*Police Department Personnel Adjustments*

Chairman Etten reviewed a memo from Mayor Manchester regarding the retirement of Chief Stover and the hiring of additional officers to bring the police department to full force. Discussion ensued.

Member Seams made a motion to table action on the police department personnel adjustments until more information is obtained. Member White seconded the motion. With all in favor the motion carried.

Police Department Generator Bid

Chief Stover presented the bids submitted for the purchase of a generator for the police department. The following bids were submitted:

Greenbrier Technologies and Electric – Generac 36 KW generator	\$31,021.43
Brewers On-Site Services Option 1 – 30 KW generator	\$28,582.33
Brewers On-Site Services Option 2 – 48 KW generator	\$33,851.25
Lowes Option 1 – Generac 22KW generator	\$8,000.00
Lowes Option 2 – Generac 30KW generator	\$14,161.38

Chief Stover reported that Building Inspector Ray Still reviewed the options and stated that a 30KW generator would service the police department building sufficiently. Chief Stover recommended the Lowes Option 2 – Generac 30KW generator.

Member White made a motion to recommend to City Council to approve the Option 2 bid from Lowes, the Generac 30KW generator, with the budgeted \$10,000 from the Police Department, and the remaining \$4,161.38 from contingency funds based upon Treasurer Honaker’s comments at Council meeting next week. Member Lutz seconded the motion. With all in favor the motion carried.

Audit Update

Ms. Faulkner presented a report from Treasurer Honaker of the audit update. Treasurer Honaker’s update stated that the RFP’s are due tomorrow, January 9, 2019. The audit committee will need to meet to review any that are submitted. Only one RFP has been presented at this time.

No action was required on this item.

**APPROVAL OF MINUTES:**

December 11, 2018

Member Lutz made a motion to approve the December 11, 2018 minutes as presented. Member Seams seconded the motion. With all in favor the motion carried.

**COMMUNICATION FROM MEMBERS:**

Member Lutz commented that MSN website has reported twice in the last week the City of Lewisburg was named the best small town in the United States. Member Lutz would like to know if MSN targets our town or is this new recognition. Discussion ensued. It was recommended that Kara Dense could be contacted, and when Mayor Manchester returns he may have some explanation for the reports on MSN website.

**ADJOURNMENT:**

Member Lutz made the motion to adjourn the meeting. Member White seconded the motion. With all in favor the meeting was adjourned at 8:18 pm.

Respectfully Submitted,  
Susan Nutter