

City of Lewisburg  
City of Lewisburg Police Department  
Municipal Court Room  
119 Preston Boulevard  
Lewisburg, West Virginia 24901

Finance Committee Meeting Minutes  
June 11, 2019

**Present:** Council Members: Chairman Mark Etten, Mayor John Manchester, Joseph Lutz, Beverly White, Heather Blake, Arron Seams, Treasurer, Susan Honaker; Jacy Faulkner, City Administrator in Training, Police Chief Teubert, Fire Chief Joseph Thomas, Public Works Director Roger Pence, Zoning Officer Gary Ford, Finance Assistant, Susan Nutter.

**Visitors:** Greg Belcher of Chapman Technical; Mr. & Mrs. Jack Hudnall, Wildlife Control; and Jamie Hamilton, Greenbrier Valley Aquatic Center

**Call To Order:**

Chairman Etten called the June 11, 2019, Finance Committee meeting to order at 6:00 pm.

**Greenbrier Valley Aquatic Center – Funding Request:**

Jamie Hamilton presented a funding request for the Greenbrier Valley Aquatic Center for \$7,500 from the Video Lottery Revenue Program and \$7,200 from the Water Settlement Fund. Discussion ensued.

Member Blake made a motion to recommend to City Council to approve the amount of \$7,500 for the Greenbrier Valley Aquatic Center with the funds coming from the video lottery revenue program and an additional \$7,200 to come from the water settlement fund. Member White seconded the motion. With all in favor the motion carried.

**Chapman Technical Group LLC – Amendment No. 3 to Task Order No. 13 – for Environmental Studies and Right of Way Acquisition Services:**

Greg Belcher presented Amendment No. 3 to Task Order No. 13 indicating a revised increase of \$41,216. Discussion ensued.

Member White made a motion to recommend to City Council to approve Amendment No.3 to Task Order No. 13 as presented with a revised increase of \$41,216. Member Seams seconded the motion. With all in favor the motion carried.

**Chapman Technical Group LLC – Task Order No. 30 – Fairlea Water Main Replacement:**

Greg Belcher presented Task Order No. 30 – Fairlea Water Main Replacement for a cost of \$30,000. Discussion ensued.

Mayor Manchester made a motion to recommend to City Council to approve Task Order No. 30 – Fairlea water main replacement as presented for an amount of \$30,000 to come from water funds. Member Seams seconded the motion. With all in favor the motion carried.

**Chapman Technical Group LLC – Lee & GMS Drive Improvements:**

Greg Belcher presented a report on the Lee & GMS drive improvements study at a cost of \$20,000. Discussion ensued.

Member White made a motion to recommend to City Council to approve the Lee & GMS drive improvements study as presented for an amount not to exceed \$20,000 and for the funds to be drawn from Capital Outlay. Member Seams seconded the motion. With all in favor the motion carried.

**Chapman Technical Group LLC – Chestnut Street Improvements:**

Greg Belcher and Roger Pence presented a report on the Chestnut street improvements at an approximate cost of \$19,000. Discussion ensued.

Member Blake made a motion to recommend to City Council to approve the Chestnut street improvements as presented for the amount not to exceed \$19,000. Member White seconded the motion. With all in favor the motion carried.

**Civil War Trail Grant – Pay Request 4:**

Director Pence presented a report of the completion of the Civil War Trail and the pay request of \$15,193. Discussion ensued.

Mayor Manchester made a motion to recommend to City Council to approve the Civil War Trail Grant pay request number 4 for the amount of \$15,193 to JDL Contracting LLC. Member Seams seconded the motion. With all in favor the motion carried.

**Electric Service Upgrade for Stratton Alley Project – Cost Share:**

Mayor Manchester presented the electric service upgrade for Stratton Alley. Discussion ensued regarding the cost share for the upgrade with the adjoining property owners.

No action was required on this item.

**Mills Group Contract Renewal:**

Mayor Manchester presented a review of the Mills Group contract renewal for architectural consulting services to the Historic Landmarks Commission. The renewal contract is for a yearly fee of \$8,000. Mayor Manchester commented that this is a valuable service and recommends the renewal of the contract.

Member White made a motion to recommend to City Council to approve the renewal of the Mills Group contract for the yearly fee of \$8,000. Member Lutz seconded the motion. With all in favor the motion carried.

**Hudnall Wildlife Services – Contract Renewal:**

Jack Hudnall presented a report on the skunk control services provided last year and stated that the contract renewal is the same as last year. Discussion ensued.

Mayor Manchester made a motion to recommend to City Council to approve the renewal of the Hudnall Wildlife Services contract for skunk control at the rate of \$750 for the first 15 skunks captured and \$50 per skunk thereafter during the skunk season of June 1 through October 31. Off season skunk emergency nuisance work will be charged at \$25 set up fee per location with \$25 fee when first skunk is captured and \$25 per skunk for each additional skunk caught at the same location. Member White seconded the motion. With all in favor the motion carried.

**Wildlife Control Specialties – Contract Renewal:**

Jack Hudnall presented a report on deer control services provided last year and stated that the contract for renewal is the same as last year. Discussion ensued.

Mayor Manchester made a motion to recommend to City Council to approve the renewal of the Wildlife Services contract for deer control at a rate of \$100 per deer at a fifty (50) deer limit for the duration of the contract from July 1, 2019 to June 30, 2020. Member White seconded the motion. With all in favor the motion carried.

**West Virginia Home Rule Participation:**

Mayor Manchester presented a recap on the West Virginia Home Rule Program. Discussion ensued regarding the benefits of participation in the program.

Mayor Manchester made a motion to recommend to City Council to approve the annual fee of \$2,000 to continue participation in the West Virginia Home Rule Program. Member Blake seconded the motion. With all in favor the motion carried.

**Land and Water Conservation – Lighting Grant Update**

Director Pence presented an update on the land and water conservation lighting grant. Discussion ensued.

No action was required on this item.

**Water Fund Budget Fiscal Year 2020:**

Treasurer Honaker presented the water fund budget for fiscal year 2020. Discussion ensued regarding the revisions in the budget.

Member Seams made a motion to recommend to City Council to approve the water fund budget for fiscal year 2020 as presented. Member White seconded the motion. With all in favor the motion carried.

**Approval of Minutes:**

May 14, 2019

Member Lutz made a motion to approve the May 14, 2019 minutes as presented. Member White seconded the motion. With all in favor the motion carried.

**Communication of Members:**

Mayor Manchester commented that this was his last finance committee meeting.

Member Lutz commented that he was glad to see the issue with GMS drive being addressed before his departure.

**Adjournment:**

Member Lutz made the motion to adjourn the meeting. Member White seconded the motion. With all in favor the meeting was adjourned at 7:15 pm.

Respectfully Submitted,  
Susan Nutter