

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

**Present:** Finance Committee Members: Chairman Mark Etten, Mayor Beverly White, Sarah Elkins, Heather Blake, Arron Seams, Treasurer, Susan Honaker

Jacy Faulkner, City Administrator, Police Chief Chris Teubert, Fire Chief Joseph Thomas, Public Works Director Roger Pence, Finance Assistant, Susan Nutter.

**Absent:** Committee Member Edward Johns

**Visitors:** Ahisha Marshall, Celebrate Recovery; Mr. & Mrs. Will Nester, Greenbrier Technologies

**Call To Order:** Chairman Etten called the October 8, 2019, Finance Committee meeting to order at 7:00 pm.

**Video Lottery Grant Requests:**

- a. **Rosewood Cemetery** – There were no representatives from Rosewood Cemetery present. This request is for \$8,300 for a one-time assistance in a landscape/safety challenge presented by overgrown shrubbery along the Rt 219 right-of-way. Treasurer Honaker stated that this grant application was presented to Recorder Shannon Beatty and forwarded to her. Member Blake stated that she felt this request did not meet the criteria for the video lottery grant funds and does not think this would be an appropriate use of these funds. Discussion continued among the committee members regarding the video lottery criteria guidelines. Chairman Etten commented that there were no drawings submitted indicating the proposed landscaping to be done. Director Pence stated that there are drawings for the Rt. 219 sidewalk project to be continued north on Rt. 219 and includes the area in front of Rosewood Cemetery. He also stated that the City engineers have completed their part and the project has been turned over to the State Highway Department who are in the process of soliciting bids. Chairman Etten stated that the Rosewood Cemetery area is part of the entry corridor to downtown Lewisburg and could be considered under beautification, however with the Rt. 219 sidewalk project to be continued through that area, the landscaping/safety issue may be addressed during that project. Member Blake commented that she is in no way opposed of the city being involved in being a part of the landscaping/safety issue but the Video Lottery Grant Funds would not be the correct avenue to participate. Discussion continued regarding the issues needing to be addressed at the entry to Rosewood Cemetery for the sidewalk project. Director Pence stated that a construction easement had to be obtained from Rosewood Cemetery with specific construction issues being agreed on and he offered to ask what the plans are for that area.

Member Seams made a motion to deny award of the Video Lottery Grant request by Rosewood Cemetery in the amount of \$8,300 for the landscape/safety project due to the fact that the application request does not qualify for the Video Lottery Grant criteria guidelines. Also, for administration to inform the applicant of the grant funded sidewalk project that would affect the area and the possibility to re-apply under another type of grant request. Member Blake seconded the motion. With all in favor the motion carried.

- b. **Celebrate Recovery at Rhema Christian Center** – Treasurer Honaker stated that she is the Ministry Leader for Celebrate Recovery and that coach Ahisha Marshall will present the grant request. Ms. Marshall presented the request for an amount of \$1,000 to support the first inaugural Race to Recovery run/walk event to raise funds to provide education for the recovery program coaches. The event is to be held on November 9, 2019 in Lewisburg. Ms. Marshall stated that Celebrate Recovery is a Christ-centered recovery program for anyone who requests help with overcoming any hurts, habits or hang-ups such as, domestic violence, alcoholism, divorce, any type of abuse, any addictions such as gambling, food, depression, etc. Member Seams asked if the fee for the runners had been decided. Ms. Marshall responded that it is \$20 for each pre-registered runner and \$25 for registration the day of the event. Chairman Etten asked about the religious aspect of the organization and concern of the separation of church and state. Ms. Marshall stated that Celebrate Recovery is a ministry of the church and that there is no religious recruiting. Member Elkins asked if the program is up and running and are there people who participate that are not affiliated with any religious organization. Ms. Marshall stated that it has been established for eight years and yes, some people who are not affiliated with any religious organization do participate. She also stated that the drug court refers people to Celebrate Recovery also there are mothers whose children are addicted who attend. Treasurer Honaker stated that the Celebrate Recovery goal is to let the community know that recovery is possible. Member Seams recommended that these funds could be specified for the items needed for the event rather than to the support of the programming.

Member Blake made a motion to recommend to City Council to approve the request for funding of Celebrate Recovery program in the amount of \$1,050 for the purchase of t-shirts and refreshments for the Race to Recovery 5K run/walk event. Member Elkins seconded the motion. With all in favor the motion carried.

**Civil War Trail Grant – Pay Request 5:** Director Pence stated that there were funds remaining from the original project and it was decided to harden the surface of the trail. He also stated that at the request of the school for signs to be posted about not entering the school property and putting up a gate to prohibit cars from entering the trail. Member Blake commented that she has noticed the trail being used by the public and that the school has been taking walking field trips to the library. Chairman Etten asked about the retainage plan of the funds and Treasurer Honaker stated that they will have to request a release from the state tax department to be sure there are no outstanding taxes before a draw request can be made.

Chairman Etten confirmed with Director Pence that the contractors are done and the signage and gate would be completed in house.

Member Seams made a motion to recommend to City Council to approve the Civil War Trail pay request #5 to JDL Contracting LLC in the amount of \$48,696.86. Member Blake seconded the motion. With all in favor the motion carried.

**WV Division of Culture and History – Historic Landmark Commission Grant Contract:**

Administrator Faulkner presented the WV Division of Culture and History – Historic Landmark Commission Grant Contract for funds to provide a Hands-On Window Workshop. Discussion ensued regarding the procurement of a historic window replacement installation, the type of participants, and the participant application process. Administrator Faulkner stated that it would be a free workshop to the participants.

Member Blake made a motion to recommend to City Council to approve the WV Division of Culture and History – Historic Landmark Commission Grant Contract with the City providing matching funds not to exceed the amount of \$1,800. Member Seams seconded the motion. With all in favor the motion carried.

**Fire Department Garage Door Bid Approval:** Chief Thomas presented the Fire Department Garage Door Bid Approval. He stated that he and Chief Teubert have worked together to request garage door bids for both the Fire Station #2 and the Police Station. The replacement of the garage doors at fire station #2 has been budgeted in their capital outlay in the amount of \$8,000, with a cost share with the Lewisburg Fire Department Corporation. The budgeted amount was based on an estimate from West Virginia Door LLC company which has since gone out of business. The following bids were the only bids received:

Advantage Door Company	\$19,900.00
Lowe's Home Centers, LLC	\$21,516.34

Chief Thomas explained the condition of the current garage doors at Fire Station #2 and the costly repairs that have been done in the last year and the additional issues that need to be addressed. He also stated that the supply company Pella that Lowe's uses has a supply problem from China and will not be able to deliver the garage doors for several months. Chairman Etten inquired of Chief Thomas the source of the additional funds not budgeted for the cost of the doors. Chief Thomas assured the committee that he would be able to find the funds from other department budgets.

Member Blake made a motion to recommend to City Council to accept the bid from Advantage Door Company for the replacement of the garage doors at Fire Station #2 for the amount of \$19,900.00 indicating that there is a 50% funds share from the Lewisburg Fire Department Corporation. Member Elkins seconded the motion. With all in favor the motion carried.

**Police Department Garage Door Bid Approval:** Chief Teubert presented the request for the Police Department Garage Door Bid Approval. He commented that the door companies would not even consider putting in a bid on the Police Station garage doors until they were told that the Fire Department needed a bid for new garage doors also. Chief Teubert stated the current condition of the garage doors at the Police Station and how old they are. The following bids were received for the replacement of the garage doors at the Police Station:

Advantage Door Company	\$4,290.00
Lowe's Home Center, LLC	\$5,163.58

The Lowe's Home Center bid is on hold due to the supply issue with China mentioned in the Fire Department bid statement. Chief Teubert reported that the cost of new garage doors for the Police Station have been budgeted in their capital outlay in the amount of \$10,000, having taken in consideration the odd sizes that required special order.

Member Seams made a motion to recommend to City Council to accept the bid from Advantage Door Company to replace the Police Department Garage Doors in the amount of \$4,290.00, to include instillation. Member Blake seconded the motion. With all in favor the motion carried.

**Lighting Upgrades to the Sports Field at Hollowell Park:** Director Pence presented the lighting upgrades to the sports field at Hollowell Park which is a part of the parks lighting project. The following quotes were submitted for the replacement of the lighting at Hollowell Park:

JRP Electrical Contractors	\$15,670
Greenbrier Technologies & Electrical	\$16,750
W.V. Electric & Construction Inc.	\$19,500

Director Pence commented that all the quotes are comparable except for the JRP Electrical Contractors who for some reason included 7 PVC junction boxes. These junction boxes are not necessary for this replacement, they are for another project. Member Blake inquired if the quote would be less without the junction boxes. Director Pence responded that it is possible but that there is not much expense in those components. In the other two previous park lighting replacements we experienced issues where components not in the quote needed to be replaced. Director Pence recommended the Greenbrier Technologies & Electrical quote be accepted since there are benefits to having the company that is supplying all the components, diagrams and fixtures be the same company to install the lighting. Chairman Etten asked Mr. Nester from Greenbrier Technologies if he had any additional information or comments. Mr. Nester stated that Greenbrier Technologies had done the lighting at the ball field at Dorie Miller Park and felt that everyone was satisfied with the work done, and that they would be ready to do the work as soon as the lights come in. Chairman Etten stated that if the motion should indicate the recommendation from the Public Works Director for the acceptance of the quote from Greenbrier Technologies, it should be stated in the motion why the low bid was not accepted. Director Pence commented that the grant has a total value of \$120,000 and \$115,000 has already been spent leaving \$4,500 in that grant to put toward this project. An amount of \$12,250 is needed for the cost of the lighting instillation. Chairman Etten inquired about the source of the remaining funds needed. Treasurer Honaker stated that the funds would need to come from

contingency funds. Chairman Etten commented that the guidelines indicate that funds should be found in the budget before they are considered from contingency funds. Chairman Etten also stated that it is early in the year to be taking funds from contingency however, with the parks as the center part of the city and having the lights available for the youth in the community to play sports is important. Chairman Etten inquired of Treasurer Honaker the amount available from the coal severance fund. Treasurer Honaker replied it will not be possible to get much out of coal severance. Mayor White commented that it is because of the improvements that have recently been done. Member Seams commented that it may be better to consider this item at council to allow research for more information about budget funds availability, considering the fact that the lights are not in yet.

Member Seams made a motion to table consideration of this item to council in order to receive more information about the budget considerations. Additional discussion ensued with Director Pence commenting that the bulk of the parks budget is used in the spring. Chairman Etten stated that it is understandable to go over budget for the lights that have been purchased to be installed, not only for the youth in the City but for the County as well. Member Blake seconded the motion. With all in favor the motion carried.

Chairman Etten requested of Director Pence that he indicate the detailed reasons why the quote was not awarded to the lowest bidder when it is presented to City Council. Mayor White stated that a higher bid has been awarded due to the relationship and workmanship we have previously had with a company.

**Enterprise Vehicle Lease Agreement – Customer Service Vehicle:** Director Pence presented the quotes for the Enterprise Vehicle Lease Agreement - Customer Service Vehicle. The following vehicle quotes were presented by Enterprise:

2020 Ford Ranger XL 4x4 SuperCab	\$537.56/Monthly
2020 Chevrolet Colorado LT 4x4 Extended Cab	\$613.40/Monthly

Director Pence stated that this vehicle lease was budgeted in capital outlay. Director Pence commented that these vehicles are comparable for the need of the department. Chairman Etten inquired the use of the vehicles. Director Pence replied that the vehicle would be used the mostly for leak detection. The vehicle being used now is a 2000 Chevrolet Colorado with 150,000 miles. The estimate delivery time is 10 months and would probably be six months before the funds would be pulled from the budget. Chairman inquired if Director Pence had a preference. Director Pence replied yes, the Ford Ranger.

Member Blake made a motion to recommend to City Council to enter into the Lease Agreement with Enterprise for the Public Works customer service vehicle the 2020 Ford Ranger for the monthly amount of \$537.56. Member Seams seconded the motion. With all in favor the motion carried.

**Stratton Alley Project:** Chairman Etten made a request of Director Pence to provide information regarding the Stratton Alley Project. Director Pence replied he was unsure of the information requested if it was to be about the total project or a specific part. Chairman Etten

then requested information regarding the lighting proposal before the committee. Treasurer Honaker stated that there was a brief discussion in the June Finance Committee meeting by Mayor Manchester. Administrator Faulkner stated that in June 2019 Mayor Manchester presented information regarding this cost share with Stratton Alley to help fund the electric service upgrade with the adjoining property owners, and did not have detailed information at that time. The discussion by Mayor Manchester was for informational purposes and required no action at the June Finance Committee Meeting. Chairman Etten requested a detailed description regarding the placement of the five lights described on the American Electric Power proposal. Director Pence reported on the project meeting with Lance Syner in May with regard to the grand opening and the importance of the installation of the sidewalks and the light poles. He also reported that due to the timeline the poles were ordered and installed when the sidewalks were installed. Director Pence also stated to his understanding that Mr. Syner would pay for the sidewalks himself and the City was to reimburse its' share of the cost of the sidewalks by paying for a portion the electric service upgrade work. Chairman Etten inquired if this agreement was in writing. Director Pence replied no he did not think so. Discussion ensued among the committee members regarding the fact that the proposal before them is to pay for something that has already been done. Chairman Etten inquired if this item had been budgeted. Treasurer Honaker said it was not budgeted in the current budget, but there are funds in the stormwater budget.

Member Seams made a motion to table action on this item until additional details are obtained. Member Blake seconded the motion. Further Discussion continued regarding the need for the details of the agreement to be in writing and that administration should reach out to the parties involved to obtain further information as to the agreement on this item. With all in favor the motion carried.

**Financial Statement Review:** Chairman Etten confirmed with Treasurer Honaker that the City Charter states that the financial statements are to be reviewed on a monthly basis. Treasurer Honaker agreed. Discussion ensued with review of the financial statement period ending July 31, 2019. No action was required in this item.

**Communications from Members:**

Mayor White commented that the recommendation for a replacement for Council Member Johns' vacated seat is not finalized and stated that there will be a recommendation within the required 60 days.

**Approval of Minutes:**

August 13, 2019

Member Seams made a motion to approve the August 13, 2019 minutes as presented with the addition of the further clarification of the motion made by Member Johns regarding the Police Department Tasers. Member Elkins seconded the motion. With all in favor the motion carried.

**Adjournment:**

Member Seams made the motion to adjourn the meeting. Member Blake seconded the motion. With all in favor the meeting was adjourned at 9:00 pm.

Respectfully Submitted,  
Susan Nutter