

**Minutes of City Council**  
**November 17, 2020**  
**Regular Session**

The Council of the City of Lewisburg met in regular session on Tuesday, November 17, 2020 at 7:30 p.m. in the Paul R Cooley Council Chambers at 942 Washington St West, Lewisburg, WV.

**PRESENT:** Mayor Beverly White; Recorder Shannon Beatty; Council members, Heather Blake, Josh Edwards, Sarah Elkins, Mark Etten, and Arron Seams; Treasurer Susan Honaker; Interim City Manager Misty Hill; Fire Chief Joseph Thomas; Planning & Zoning Officer Marsha Cunningham, Director of Public Works Roger Pence and Police Chief Chris Teubert.

**VISITORS:** Reporter Sarah Richardson with the Mountain Messenger, Tina Alvey with the Beckley Register Herald; Anna Saunders with WOAY and Brent Burton with Commercial Insurance.

**CALL TO ORDER:**

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

**VISITORS REPORT:**

No reports were given.

**APPROVAL OF MINUTES:**

*October 20, 2020*

Councilmember Seams made a motion to approve the October 20, 2020 regular session minutes as corrected. Councilmember Elkins seconded the motion. With all in favor the motion carried.

**PROCLAMATIONS:**

*Extra Mile Day*

Recorder Beatty read a proclamation announcing November 1 as Extra Mile Day.

**COMMUNICATIONS FROM THE MAYOR:**

Mayor White encouraged people to shop local during this holiday season. She stated the Shanghai Committee had cancelled the January 1, 2021 Shanghai Parade due to the Covid-19 Pandemic. She thanked everyone for wearing masks, using hand sanitizer and social distancing during this Covid-19 pandemic. She wished everyone a Happy Thanksgiving.

**COMMUNICATIONS FROM THE INTERIM CITY MANAGER:**

*Commercial Insurance renewal*

Brent Burton stated the insurance premiums have increased a little this year because the city has added additional vehicles and equipment. Interim City Manager Misty Hill stated the City has also taken on ownership of the Retreat's water system. Burton stated that a new item for coverage is now the communicable disease policy. He noted that not all the companies listed on the comparison sheet offered a policy for communicable diseases. Councilmember Edwards

asked if One Beacon offered a communicable disease rider. Burton answered yes. Edwards asked how much it cost to add a vehicle during the middle of an insurance year. Burton answered it cost approximately \$1,000 per vehicle for full coverage for a year. Councilmember Etten stated he did not think it would be prudent to go with an insurance company that has an exclusion for communicable diseases given what is going on currently with the Covid-19 pandemic.

Councilmember Etten made a motion to approve renewal of the City's insurance policy with Commercial Insurance at \$113,139.78 for liability and \$2,910 for cyber with One Beacon. Councilmember Edwards seconded the motion. With all in favor the motion carried.

*Financial Statements ending August 30, 2020*

Treasurer Susan Honaker reviewed the financial statements for the period ending August 30, 2020 and answered questions from City Council.

*Public Works Pay Scale*

Councilmember Elkins made a motion to approve the Public Works pay scale as presented. Councilmember Seams seconded the motion. With all in favor the motion carried.

*Public Works Employee pay raise for pesticide certification*

Councilmember Seams made a motion to grant a 50 cents per hour pay raise to Public Works employees Sizemore and Jones for the completion of pesticide certification. Councilmember Elkins seconded the motion. With all in favor the motion carried.

*Employee Appreciation Luncheon*

Interim City Manager Hill stated that because of the Covid-19 pandemic several caterers in the area are not operating. She said that Jim's Drive In had agreed to prepare boxed meals for employees that will be delivered to each individual department. She noted that employees would not be able to gather together as one group because of the need to keep social distancing in place because of Covid-19. She stated the meals would cost \$15 per employee. She stated the meals would be served on two different days with the Public Works and Water Plant employees on one day and the Fire Station and City Hall on the next day.

Councilmember Blake made a motion to approve the cost of \$15 per employee for boxed meals for the employee appreciation luncheon from Jim's Drive In. Councilmember Etten seconded the motion. With all in favor the motion carried.

*Holiday Schedule*

Councilmember Etten made a motion to designate Friday, November 27, Thursday, December 24 and Thursday, December 31 as administrative days off for City employees. Councilmember Blake seconded the motion. With all in favor the motion carried.

*Fire Station engineering/architect procurement committee*

Interim City Manager Hill stated a committee needed to be formed to hire the architect for to design the new fire station building. She said she would like to see Councilmember Seams, Councilmember Etten, Mayor White, Fire Chief Thomas and herself appointed to the committee.

Councilmember Edwards made a motion to appoint Councilmember Seams, Councilmember Etten, Mayor White, Fire Chief Thomas and Interim City Manager Hill to the Fire Station engineering/architect procurement committee. Councilmember Elkins seconded the motion. With all in favor the motion carried.

*Automatic door locks for Parks and City Hall*

Interim City Manager Hill stated the Dorie Miller Park bathrooms had been vandalized again. She said she was encouraging City Council to approve the purchase and installation of automatic door locks for the Parks buildings and for the bathrooms outside of City Hall and for the doors to the Council Chambers. She secured a quote from Hersham's Security in Lewisburg at a cost of \$1,900 for automatic door locks.

Councilmember Edwards made a motion to approve the purchase and installation of automatic door locks for the Parks buildings, outdoor restrooms at City Hall and the Council Chambers door at City Hall at a cost of \$1,900 from Hersham's Security.

*Monthly Report*

Interim City Manager Misty Hill reported on the following items of interest:

- Hill is trying to come up with a substitute for the annual Christmas Parade such as having only emergency vehicles and Santa drive a route through town.
- Hill met with Florian Schlieff, Director of Public Works Pence and Mayor White about a piece of property to relocate the Public Works office to.
- Hill has been attending Zoom conference calls with the West Virginia Municipal League and the Governor's office concerning Covid-19.
- Attended a Zoom Public Safety Committee meeting to discuss the updated of Fire Department Standard operating guidelines.
- Auditors have been at City hall to complete the audit.
- The PSC report needs to be completed by December 31.
- Has been working on Covid-19 related subjects.
- Hill worked with the downtown merchants to come up with solutions for shopping downtown this holiday season.
- Has been attending Zoom conference calls with Region IV.
- Visited the water plant with the city engineers.
- Has been monitoring the CARES act money.

**COMMUNICATIONS FROM CITY COUNCIL MEMBERS:**

No Communications were given.

**COMMUNICATIONS FROM BOARDS AND COMMISSIONS:**

*Planning Commission Report*

Zoning Officer Marsha Cunningham reported on the following events of the November 5, 2020 Planning Commission meeting:

- A minor subdivision boundary line adjustment was approved for Dr. David Webb at 540 Lamplighter Drive.
- Cunningham stated the Planning Commission has sent an ordinance about Planned Unit Developments (PUD) to City Attorney Tom White for review. She said she hopes to bring it before Council after it has been reviewed by White and approved by the Planning Commission.

**COMMUNICATIONS FROM THE POLICE DEPARTMENT:**

Police Chief Teubert reported the Police Department answered 241 calls for service in October.

**COMMUNICATIONS FROM THE FIRE DEPARTMENT:**

Fire Chief Thomas reported the Fire Department responded to 106 emergency calls in October.

*Purchase of radios for Police and Fire Departments*

Chief Thomas stated the Police Department and Fire Department would like to switch to operating one type of radio rather than several different types of radios. The total cost to equip the Fire and Police Departments with new Motorola radios would be \$300,000. Motorola Solutions indicated to Chief Thomas they would buy back 11 of the old radios because they are considered illegal because of the programming. The 11 radios were sold to the Fire Department from another dealer years ago. Thomas indicated he had \$5,000 left in the budget that could go toward the purchase of the radios. He noted that Chief Teubert could make a budget revision of \$4,500 to go towards the purchase too.

Councilmember Seams made a motion to approve the purchase of Motorola radios from Motorola Solutions at a cost of \$300,000. Councilmember Elkins seconded the motion. With all in favor the motion carried.

**PUBLIC WORKS COMMITTEE:**

Director of Public Works Pence reported on the following issues:

- Pence stated that the second low bidder on the Route 219 North Sidewalk project has indicated they are willing to take on the project. The City is waiting on approval from the West Virginia Department of Highway to formally award the bid to the second low bidder. City engineer Roger Kennedy is working on that.
- The City is making some progress on the water plant maintenance and repair issues. Some parts have been located. However, he noted many parts for the water plant are now obsolete. He stated the Boggs tank is still leaking. He said that the company Liquid Engineering will be able to repair the tank using food grade epoxy without having to empty the tank.
- The Harris Brothers Task Order #4 (City Hall roof repair) final payment has not been made yet. The City has not been given the warranty.
- After a leak in Shannon's office was discovered it became apparent that the back of City Hall needs to be repointed. The leak was being caused by water going through gaps in the brick. Chapman Engineering will complete an engineering report. Repairs will have to wait until the spring and tarp will be installed over the outside wall where the leak was discovered in Shannon's office.

**EXECUTIVE SESSION:**

Councilmember Seams made a motion to enter into executive session at 9:02 p.m. to discuss employee emergency incentive pay, the purchase of the Barnette property for the new fire station and a property contract for a new Public Works property. Councilmember Elkins seconded the motion.

Councilmember Blake made a motion to reconvene into regular session at 11:13 p.m. Councilmember Seams seconded the motion. With all in favor the motion carried.

Councilmember Seams made a motion to give City employees \$1,500 (gross \$1614.75 pre tax) each for hazard pay associated with Covid-19 that was listed as employee emergency pay on the agenda effective November 20, 2020. Councilmember Elkins seconded the motion. With all in favor the motion carried.

Councilmember Seams made a motion to approve the purchase and close on the Barnette Property at a cost not to exceed \$600,000. Councilmember Blake seconded the motion. With all in favor the motion carried.

Councilmember Etten made a motion to approve allowing the City Administration to begin negotiations with the intent to purchase 396 Feamster Road for a Public Works facility at an

amount not to exceed \$340,000. Councilmember Blake seconded the motion. With all in favor the motion carried.

**ADJOURNMENT:**

Councilmember Seams made a motion to adjourn the meeting at 11:25 p.m. Councilmember Edwards seconded the motion. With all in favor the motion carried.