City of Lewisburg

Paul R. Cooley Council Chamber

942 Washington Street, West

Lewisburg, West Virginia 24901

Finance Committee Meeting Minutes

January 14, 2020

**Present:** Finance Committee Chairman Mark Etten, Mayor Beverly White, Councilmembers Heather Blake, Arron Seams, Josh Edwards, Treasurer, Susan Honaker, City Manager Jacy Faulkner, Police Chief Chris Teubert, Fire Chief Joseph Thomas, Public Works Director Roger Pence, Planning & Zoning Director Gary Ford, Finance Assistant, Susan Nutter.

**Absent:** Councilmember Sarah Elkins

**Call To Order:** Chairman Etten called the January 14, 2020, Finance Committee meeting to order at 7:00 pm.

**Public Service Commission Preparation Contract – Imre Pentek:** Treasurer Honaker presented the Public Service Commission Contract for services rendered by Imre Pentek in the amount of $7,995. She stated that the contract for services will include the year-end adjusting entries, financial statements, the Pension and OPEB notes, depreciation schedules as well as the Public Service Commission report. Discussion ensued.

Mayor White made a motion to recommend to City Council to approve the Public ServiceCommission Preparation Contract for services by Imre Pentek as presented in the amount of $7,995. Member Seams seconded the motion. With all in favor the motion carried.

**Fairlea Waterline Replacement Bid Approval:** Director Pence presented the need for the Fairlea Waterline Replacement. Director Pence stated that Chapman Technical Group did the engineering and put together the bid solicitation. The following bids have been received:

 Chojnacki Construction, Inc. $ 91,155

FAMCO, Inc. $116,350

Director Pence stated that Chapman Technical Group recommends Chojnacki Construction, Inc. Discussion ensued regarding the availability of Chojnacki Construction due to the fact they are currently working in White Sulphur Springs. Also discussed was the financing for the project. City Manager Faulkner stated that it is part of the Water System Improvement USDA funding. Member Blake stated that Public Works Committee has also recommended Chojnacki Construction, Inc.

Member Blake made a motion to recommend to City Council to accept the bid from Chojnacki Construction, Inc. for the amount of $91,155. Mayor White seconded the motion. With all in favor the motion carried.

**The Retreat Water System Improvements Bid Approval:** Director Pence presented the single source water system improvements bid for The Retreat from Engineered Fluid Inc. The bid presented is for the amount of $6,729 from a quote that was received March 29, 2018. Engineered Fluid Inc. will honor that quote. Discussion ensued regarding the possible additional cost should further damage issues be found. Director Pence stated that Greg Belcher of Chapman Technical Group suggested not to exceed a cost of $8,000.

Member Edwards made a motion to recommend to City Council to accept the single source bid from Engineered Fluid Inc. not to exceed $8,000, with the condition that the Condition of Sale portion of the bid be reviewed by the City attorney Tom White. Mayor White seconded the motion. With all in favor the motion carried.

**Water Plant Contract Approval:** Director Pence presented the need for contract employees for services at the water plant. Discussion ensued regarding the contract employees to maintain up to date certification as Class III Operators.

Member Edwards made a motion to recommend to City Council to enter into contract with Alan Bowes and Steve Quick for services at the Water Plant with the following amendments to the contracts: to round time worked to the nearest 15 minutes rather than to the nearest hour and to clarify they are to maintain certification as Class III Operators. Member Blake seconded the motion. With all in favor the motion carried.

**Communications from Members:** Chairman Etten stated that he was contacted by an insurance carrier desiring to submit a bid for City Employee Health Insurance. This agent indicated that he would contact City Hall sometime after the holidays. At this time no contact has been made. Discussion ensued regarding the limited time before the current health insurance renews and the detailed reports needed to be provided for an accurate bid.

Mayor White reminded committee members that the Council picture will be taken at next week’s City Council meeting.

Chairman Etten stated that he has talked to Melinda of City National Bank and is completing the process to become an authorized signatory on the Water Plant Fund account.

City Manager Faulkner presented an Audit update stating that we are on the request for proposals.

**Approval of Minutes:**

December 10, 2019

Mayor White made a motion to approve the December 10, 2019 minutes as presented. Member Edwards 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 8:00 pm.

Respectfully Submitted,

Susan Nutter