

**City of Lewisburg
Finance Committee Meeting
Paul R. Cooley Council Chamber
942 Washington Street, West
Lewisburg, West Virginia 24901
and VIA a Zoom Teleconference call because of the Covid-10 Pandemic.
Finance Committee Meeting Minutes
September 14, 2021**

PRESENT: Finance Committee Chairman Arron Seams, Mayor Beverly White; Councilmembers: Sarah Elkins, Franklin Johnson, John Little, Valerie Pritt; City Manager Misty Hill, Police Chief Chris Teubert; and Treasurer Susan Honaker and Director of Public Works Tony Legg via Zoom.

CALL TO ORDER: Chairman Seams called the Finance Committee meeting of the City of Lewisburg to order on Tuesday, September 14, 2021 at 7:00 pm

Schleiff Construction, LLC. City Hall repairs pay request #2

Councilmember Little made a motion to recommend to Council to approve pay request #2 with Schleiff Construction in the amount of \$100,000 for exterior repairs and painting of City Hall pending the submittal of the “certificate” of payment documents from the Mills Group. Councilmember Elkins seconded the motion. With all in favor the motion carried.

Schleiff Construction, LLC. City Hall repairs change order #1

Councilmember Elkins made a motion to recommend to Council to approve change order #1 with Schleiff Construction in the amount of \$9,738.20 to winterize and insulate the outdoor bathrooms at City Hall. Mayor White seconded the motion. With all in favor the motion carried.

Fire Department physicals

Councilmember Johnson made a motion to recommend to Council to approve Health physicals for members of the Fire Department in an amount not to exceed \$32,001. Councilmember Elkins seconded the motion. With all in favor the motion carried.

The Thrasher Group, Inc. – Architectural & Engineering Service for new Fire Station

Finance Committee Chair Seams explained that the Fire Station Selection Committee recently “virtually” met with the Thrasher Group to hold a “kick off” meeting regarding the new fire station. He stated that the contract document needed to be approved before Thrasher could get started on plans for the fire station building.

A discussion ensued concerning the price of the contract and the importance of hiring an expert to design a fire station taking into account fire safety issues pertinent to using and working in a fire station building.

Mayor White made a motion to recommend to Council to approve the architectural and engineering service contract as presented with the Thrasher group for the new Fire Station. Councilmember Pritt seconded the motion.

Police Department report on the purchase of vehicles & equipment

Police Chief Teubert explained that the “release of vehicles” (Chevy Tahoes) available for sale only occurred for a four hour time period. He noted there is a shortage of vehicles for sale because of supply and demand issues shortages occurring with the Covid-19 pandemic. He stated that City was able to get Ford Explorers through the State contract at a lesser cost. He stated the City reached out to see if Greenbrier Motors which is a local car dealership could match the State Contract prices. Upon finding out they could he recommends the City purchase the Ford Explorers from Greenbrier Motors for \$37,493.38 each which is less expensive that what it would have cost to purchase the Chevy Tahoes through the State Contract.

Councilmember Elkins made a motion to recommend to Council to approve the “change of vehicle” from a Chevy Tahoe to Explorer to purchase for the Police Department with a reduction in price for each vehicle of \$958.20 and a total reduction in price of \$37,493.38 and to purchase from Greenbrier Motors instead of the State contract. Councilmember Johnson seconded the motion. With all in favor the motion carried.

Police Department promotion in rank of sergeant and compensation for promotion

City Manager Hill stated that the years of service listed for Officer Jeffery Williams needed to be changed to 6 years instead of 7 years in the Public Safety Committee minutes. Chief Teubert noted that Williams had started working for the Lewisburg Police Department in October and that Williams would not be considered as having worked 7 years until October 2021. City Manager Hill stated his new total score would be change to 80.

Chief Teubert stated that when Lt. Dove retired last year, his Lt. Position was filled by then Sgt. Hughes which then opened up a Sergeant position for which a test was held on August 30 at 1 p.m. in the Council Chambers. He noted the test results had been included in their packet before them. He indicated that a \$1,200 salary increase went along with the promotion.

Council member Arron Seams stated the Public Safety Committee met on August 31. He noted it was clear the raw test scores and years of service led to a total score without any sort of additional merit points. He said the Police Department Standard Operating Guidelines allow for merit points.

Councilmember Seams made a motion to recommend to Council to promote Officer Robert Crone to the position of Sergeant with the increase of salary that comes along with the promotion. Councilmember Pritt seconded the motion.

Water System Improvements, Todd Goldman Appraiser: condemnation proceedings for easements

City Manager Misty Hill stated that appraiser Todd Goldman was the only appraiser in the state of WV that could do this type of work to proceed with eminent domain orders for easements needed for the water plant. She noted that the City would not know the cost until it was determined how many property easements would be needed to secure by eminent domain.

Mayor Beverly White made a motion to recommend to Council to authorize the City Manager to proceed with engaging Todd Goldman Appraiser for eminent domain issues regarding the water plant easements as present by City Attorney Tom White. Councilmember Little seconded the motion. With all in favor the motion carried.

Chapman Technical Group Task Order #36, Public Works Building foundation on Stonehouse Road

City Manager Misty Hill stated Chapman Technical Group had completed all engineering work on the property, core samples had been drilled and closing should occur on the property soon. She stated this task order is to begin the foundation of the new metal Public Works building before winter set in.

Councilmember Elkins made a motion to recommend to Council to begin the foundation of the new metal Public Works building on Stonehouse Road in an amount not to exceed \$125,000. Mayor White seconded the motion. With all in favor the motion carried.

CARES Act Funding update

City Manager Misty Hill stated the viewing platforms at Hollowell Park have been completed. She noted that ADA compliant and regular picnic tables for the platforms have been ordered. She stated lights for the Walking Track have been installed. The second hazard payment has been sent out to City employees. She noted they were very appreciative. Hill stated the new dug outs at Hollowell Park have been started and that the announcer booth/ADA restroom is being painted.

Communication from members

Councilmember Elkins asked City Treasurer Honaker about a payment that needed to be paid to the Literary Festival. Mayor White brought up the issue of how to handle the City's social media page on Facebook. A lengthy discussion ensued.

ADJOURNMENT:

Councilmember Elkins made a motion to adjourn the meeting at 9 p.m. Councilmember Johnson seconded the motion. With all in favor the motion carried.