

**City of Lewisburg
Finance Committee Meeting
Paul R. Cooley Council Chamber
942 Washington Street, West
Lewisburg, West Virginia 24901
May 12, 2026, 7:00 p.m.
Finance Committee Meeting Minutes**

PRESENT: Mayor Beverly White, Councilmembers: Arron Seams, Franklin Johnson, John Little, Valerie Pritt, and Paula Janiga; City Manager Misty Hill, Treasurer Susan Honaker, Public Works Director Tony Legg, Police Chief Chris Teubert, and Fire Chief Joey Thomas.

VISITORS: Chapman Technical Greg Belcher

CALL TO ORDER: Finance Chairperson Arron Seams called the meeting to order at 7:00 p.m.

Amendment No. 1 to Task Order No. 37 (City Hall HVAC Replacement)

City Manager Hill stated this amendment of an increase of \$17,825.00 is needed to bring in a structural engineer to determine the necessary work to reinforce the wooden roof structure to support the addition of two new roof top units and ductwork modifications for the City Hall HVAC replacement.

Mayor White made a motion for recommendation to Council, seconded by Councilmember Pritt to approve amendment No. 1 to task order No. 37 for the City Hall HVAC replacement in the amount of \$17,825.00 for a total of \$47,845.00 as presented. No further discussion. With all in favor motion carried.

Amendment No. 5 to Task Order No. 27 (Water Plant Project)

Chairperson Seams stated this amendment is for additional construction phase engineering services. There is no change in the contract amount as this is an adjustment within the line item of \$6,000.00 from Resident Project Representation to Construction Phase Services for the period January 2026 - April 2026.

Councilmember Pritt made a motion for recommendation to Council, seconded by Councilmember Johnson to approve amendment No. 5 to task order No.27 for the Water Plant Project the line item adjustment in the amount of \$6,000.00 from Resident Project Representation to Construction Phase Services for the period of January 2026- April 2026 as presented. No further discussion. With all in favor motion carried.

Amendment No. 5 to Task Order No. 32 (So. Lafayette St Stormwater)

Chairperson Seams stated this amendment covers the additional cost of extended construction observation phase services due to the extended construction period due to WVDEP reviews. Total fee increase is \$13,452.00 to be paid out of the General Fund.

Mayor White made a motion for recommendation to Council, seconded by Councilmember Johnson to approve amendment No. 5 to task order No. 32 for the South Lafayette Street Stormwater project for an increase in the amount of \$13,452.00 to be paid out of the General Fund as presented. No further discussion. With all in favor motion carried.

Lewisburg Water Project(s) — Engineering Services Selection

Chairperson Seams stated the selection Committee for the Lewisburg Water Projects Engineering Services has reviewed the applications from several firms and is recommending Chapman Technical Group for the projects.

Councilmember Pritt made a motion for recommendation to Council, seconded by Mayor White to approve Chapman Technical Group as the Engineering Group for the Lewisburg Water Project(s) and to authorize City Manager Hill to negotiate Task Orders for preparation of a Preliminary Engineering Report for North 219 CDS Grant being administrated by US Army Corps of Engineers as presented. No further discussion. With all in favor motion carried.

Lewisburg Water Project(s)-Legal Services Selection

Chairperson Seams stated the selection Committee for the Lewisburg Water Project(s) Legal Services has reviewed the applications and is recommending Thomas White Legal Services.

Mayor White made a motion for recommendation to Council, seconded by Councilmember Pritt to approve Thomas White Legal Services for the Lewisburg Water Project(s) Legal Services not to exceed \$25,000.00 as presented. No further discussion. With all in favor motion carried.

Town of Falling Springs AKA Renick — Water System Bond Debt

Councilmember Pritt made a motion for recommendation to Council, seconded by Councilmember Johnson to approve payment of the Town of Falling Springs AKA Renick water system bond debt in the amount of \$68,410.76 as presented. No further discussion. With all in favor motion carried.

General Fund Budget 2026 Revision No. 1

Mayor White made a motion for recommendation to Council, seconded by Councilmember Janiga to approve the General Fund Budget 2026 Revision No. 1 as presented. No further discussion. With all in favor motion carried.

Transfer of Funds into Rainy Day aka Financial Stabilization Fund

Councilmember Pritt made a motion for recommendation to Council, seconded by Councilmember Johnson to the transfer \$471,631.00 into the Rainy Day aka Financial Stabilization Fund as presented. No further discussion. With all in favor motion carried.

Creation of Fire Station Capital Fund and authorize the transfer of funds

Councilmember Pritt made a motion for recommendation to Council, seconded by Mayor White to approve the creation of Fire Station Capital Fund account and authorize the transfer of funds in the amount of \$1,296,671.00 as presented. No further discussion. With all in favor motion carried.

Creation of Police Department Capital Fund and authorize the transfer of funds

Councilmember Pritt made a motion for recommendation to Council, seconded Councilmember Johnson to approve the creation of the Police Department Capital Fund and authorize the transfer of funds in the amount of \$300,000.00 as presented. No further discussion. With all in favor motion carried.

Pay Rate Increase Cohen Palmer Parks Department

Councilmember Johnson made a motion for recommendation to Council, seconded by Councilmember Janiga to approve a pay rate increase for Parks Department employee Cohen Palmer of \$0.50 an hour to \$16.00 an hour as presented. No further discussion. With all in favor motion carried.

Mountaineer Computer Systems: Maintenance and Support Agreement Renewal

Councilmember Pritt made a motion for recommendation to Council, seconded by Councilmember Janiga to approve the renewal of the Mountaineer Computer Systems maintenance and support agreement in the amount of \$6,840.00 as presented. No further discussion with all in favor motion carried.

Imre Pentek Accountant Contract

Councilmember Pritt made a motion for recommendation to Council, seconded by Mayor White to approve the contract with Accountant Imre Pentek in the amount of \$13,995.00 as presented. No further discussion. With all in favor motion carried.

Communication from City Manager

City Manager Hill stated the city will begin the process of accepting bids for the upgrading of the Green Space. She stated the Public Works Department will be doing some of the work to help off-set some of the cost and to be able to more necessary upgrades to the space.

City Manager Hill stated the start of the Stormwater Project for Chestnut Street would be underway soon.

Approval of Minutes

Councilmember Pritt made a motion, seconded by Mayor White to approve the minutes from the Finance Committee meeting on April 14, 2026, as presented. No further discussion. With all in favor the motion carried.

Adjournment

Mayor White made a motion, seconded by Councilmember Pritt to adjourn at 8:49 p.m. No further discussion. With all in favor the motion carried.

Respectfully submitted,
Crystal Ratliff, City Clerk