

**City of Lewisburg  
Finance Committee Meeting  
Paul R. Cooley Council Chamber  
942 Washington Street, West  
Lewisburg, West Virginia 24901  
Finance Committee Meeting Minutes  
November 8, 2022**

**PRESENT:** Mayor Beverly White; Councilmembers: Sarah Elkins, Franklin Johnson, and Valerie Pritt; City Manager Misty Hill, Treasurer Susan Honaker, Fire Chief Joseph Thomas and Public Works Director Tony Legg.

**ABSENT:** Councilmembers Arron Seams and John Little.

**VISITORS:** Carolyn Cleaton with the WV Daily News and City Attorney Tom White.

**CALL TO ORDER:**

Mayor White called the Finance Committee meeting of the City of Lewisburg to order at 7:07 pm

*Assured Partners, Liability and Cyber Security Insurance renewal*

City Manager Hill stated that Brett Burton had not received the information needed for the renewal yet and she requested that the Finance Committee table the insurance renewal until the November 15 City Council meeting.

Councilmember Pritt made a motion to table the Assured Partners Liability and Cyber Security insurance renewal until the regular session of the November City Council meeting. Councilmember Elkins seconded the motion. With four (4) in favor and two (2) absent (Seams and Little) the motion carried.

*Water system improvement project pay request #5, Resolution 501*

City Manager Misty Hill stated the City Engineering firm Chapman Technical had reviewed pay request #5, Resolution 501 in the amount of \$1,394,947.07.

Councilmember Pritt made a motion to recommend approval of Resolution 501 approving invoices relating to services for the water system improvements project and authorizing payments in the amount of \$1,394,947.07. Councilmember Johnson seconded the motion. With four (4) in favor and two (2) absent (Seams and Little) the motion carried.

*Hollowell Park, light replacement bid approval*

Public Works Director Tony Legg requested this bid approval to be tabled until the December meeting because the City has applied for grant funds for the lights.

Councilmember Elkins made a motion to table the Hollowell Park light replacement bid approval until the December Finance Committee meeting. Councilmember Johnson seconded the motion. With four (4) in favor and two (2) absent (Seams and Little) the motion carried.

**COMMUNICATIONS FROM MEMBERS:**

No communications were given.

**COMMUNICATION FROM THE CITY MANAGER:**

*Greenbrier East Men's Soccer AAA State Champions Parade*

City Manager Misty Hill stated that a parade was going to be held on Thursday, November 10, 2022 in honor of the Greenbrier East 2022 Men's Soccer team. The team has won the State AAA Championship for Soccer. A meet and greet will be held in the Center Greenspace after the parade.

*Operator in training employee contract*

Councilmember Johnson made a motion to recommend approval of a water operator in training contract as presented between Travis Howard and the City of Lewisburg for a period of four (4) years beginning on January 1, 2023. Councilmember Pritt seconded the motion. With four (4) in favor and two (2) absent (Seams and Little) the motion carried.

*U.S Department of Labor Apprenticeship Agreement, Water Plant Operator in Training apprenticeship*

Councilmember Elkins made a motion to recommend approval of the U.S Department of Labor apprenticeship agreement for a water plant operator in training apprenticeship for Travis Howard as presented. Councilmember Johnson seconded the motion. With four (4) in favor and two (2) absent (Seams and Little) the motion the motion carried.

*West Virginia Rural Water Association Workforce Development, iPad & Accessories equipment policy*

Councilmember Johnson made a motion to recommend approval of the WV Rural Water Association Workforce Development iPad & Accessories equipment policy as presented. Councilmember Pritt seconded the motion. With four (4) in favor and two (2) absent (Seams and Little) the motion the motion carried.

*Duane Heller, employment of Class III Water Plant Operator*

City Manager Misty Hill stated that the current Chief Water Plant Operator Randy Johnson was going to retire in May of 2024. She stated the City needed to hire and train others to take over after Johnson retired. She noted that Duane Heller is currently employed as a water plant operator in another state. She

indicated that he must test to be licensed in the State of WV. She stated he would be able to work for the City in May of 2023 after he completed testing and licensing at a starting salary of \$26 an hour.

Councilmember Elkins made a motion to recommend approval to hire Duane Heller. His starting salary would be \$26 an hour and starting date would be in May 2023. Councilmember Pritt seconded the motion. With four (4) in favor and two (2) absent (Seams and Little) the motion carried.

*Employee Incentive Pay*

Councilmember Pritt made a motion to recommend giving an employee incentive pay to all full and part time employees as presented. Councilmember Johnson seconded the motion. With four (4) in favor and two (2) absent (Seams and Little) the motion carried.

**APPROVAL OF MINUTES:**

Councilmember Elkins made a motion to approve the October 11, 2022 Finance Committee minutes. Councilmember Pritt seconded the motion. With four (4) in favor and two (2) absent (Seams and Little) the motion the motion carried.

**ADJOURNMENT:**

Councilmember Pritt made a motion to adjourn the meeting at 7:24 p.m. Councilmember Elkins seconded the motion. With four (4) in favor and two (2) absent (Seams and Little) the motion carried.

