

City of Lewisburg
Paul R. Cooley Council Chamber
942 Washington Street, West
Lewisburg, West Virginia 24901
Finance Committee Meeting Minutes
August 14, 2018

Present: Chairman Mark Etten, Mayor John Manchester, Council Members: Beverly White, Joseph Lutz, Heather Blake, Arron Seams, Treasurer Susan Honaker; Public Works Director Roger Pence; Police Chief Tim Stover; Fire Chief Joseph Thomas, Fireman Nate Tucker, Building Inspector Ray Still, Zoning Officer Chuck Smith and Accounts Payable Clerk Susan Nutter.

Visitors: Greg Belcher of Chapman Technical; Dr. Richard Marshall, Amy McManamay, Lucas Lemine and Michael Dotson for the Soccer Complex Committee Greenbrier East High School.

Call To Order: Chairman Etten called the August 14, 2018, Finance Committee meeting to order at 7:00 pm.

Chapman Technical Group – Water Plant Upgrade:

Greg Belcher presented a report on the Water Plant upgrade. An itemized Preliminary Opinion of Probable Project Cost was presented indicating a total cost of \$38,000,000. Also presented was a Preliminary Completion Schedule indicating a proposed completion date of July 2021. Discussion ensued with Committee Members and Mr. Belcher, with regard to the proposed financing options available. Mr. Belcher stated that there is a possibility that some grant monies may be available with USDA Rural Utility Service and he offered to check into it.

Angelina Stone and Marble City Hall Brick Repointing Contract Change Order:

Chairman Etten presented the change order request in the amount of \$1,200 for critical work performed that was discovered and was completed, with the approval of Chapman Technical.

Mayor Manchester made a motion to recommend to City Council to approve the change order request by Angelina Stone and Marble in the amount of \$1,200. Member Blake seconded the motion. With all in favor the motion carried.

Pay Request No. 3 - Angelina Stone and Marble – City Hall Brick Repointing:

Mayor Manchester explained that the Pay Request No. 3 is the final payment to Angelina Stone and Marble for the City Hall Facade repairs as was contracted in the amount of \$18,569.75.

Member Blake made a motion to recommend to City Council to approve Pay Request No. 3 for the total amount of \$18,569.75 to Angelina Stone and Marble. Mayor Manchester seconded the motion. With all in favor the motion carried.

Pay Request No. 4 Angelina Stone and Marble – City Hall Brick Repointing:

Mayor Manchester stated that the Pay Request No. 4 is for the payment of \$1,200 that was indicated in the Angelina Stone and Marble Change Order previously approved.

Member Lutz made a motion to recommend to City Council to approve the Pay Request No. 4 in the amount of \$1,200 to Angelina Stone and Marble. Member White seconded the motion. With all in favor the motion carried.

City Hall Brick Repointing Discussion South Facing Stratton Alley:

Mayor Manchester reported on the brick repointing of the south side of City Hall. He also commented on the painting of the remainder outside of City Hall and the completion of the alley way upgrade. Discussion ensued and the following motion was made.

Mayor Manchester made a motion to recommend to City Council to authorize Chapman Technical Group to proceed with the development of specifications and preliminary cost estimates and putting out to bid the job for the remaining sides of the south facing walls of City Hall. Member White seconded the motion. With all in favor the motion carried.

Member Lutz asked if the work would be completed before winter. Mayor Manchester responded that it would most likely not be. Member Lutz asked if the bid would still be good next spring. Mr. Belcher stated that perhaps just a preliminary cost estimate could be prepared now, which would give time to prepare and put the job out to bid after the first of the year.

Mayor Manchester made an amendment to his original motion to remove the “putting out to bid” statement. Member White seconded the amended motion. With all in favor the amended motion carried.

City Hall Plastering Repairs Estimate Approval:

Director Pence reported that three interested companies inspected the drywall work to be done on the interior walls of City Hall and only one presented a bid. Taylor’s Drywall in White Sulphur Springs presented an hourly bid at a rate of \$50 per hour per man for two men.

Member Blake made a motion to recommend to City Council to approve the bid from Taylor’s Drywall in the amount of \$100 per hour for two men, with the condition not to exceed \$5,000. Member White seconded the motion. With all in favor the motion carried.

Stratton Alley Storm Water/Closing Of The Alley:

Mr. Belcher reported that the alley most likely will not be ready to be paved before winter. Chapman Technical is working on the water line challenges of the alley. Mr. Belcher also gave a report of what has been discovered concerning the challenges of the waterline work. More consideration and study are to be done on the storm water issue.

Video Lottery Grant Request – The Soccer Complex Committee Greenbrier East High School:

Dr. Richard Marshall presented a detailed report on the Soccer Complex at Greenbrier East High School and the benefits for the students and the local economy. Discussion ensued and concern was raised on the use of the Video Lottery Grant funds being used for this request. It was determined to defer this item to City Council next week in order to allow time to research the most appropriate fund to be used for this grant request.

Electric Car Charging Station Purchase and Installation:

Inspector Still presented the report on the Electric Car Charging stations and the difficulty he has had locating a company to install the two stations. He reported that AeroVironment Inc. has provided a quote for purchase of the stations in the amount of \$6,254.30. Inspector Still stated that after much research, he determined that AeroVironment Inc. has the type of stations we need. He also stated that no bids came in after publication of the job. He was able to locate only one electrician who would agree to install the stations. An estimate of cost for installation was not provided. Inspector Still will obtain and provide an estimate to Treasurer Honaker before the City Council meets next week. Mayor Manchester recommended that an hourly rate not to exceed a determined amount would be acceptable as long as it is within the grant available. Action on this item was deferred to City Council.

Street Paving Bid Approval:

Director Pence reported that two bids were received for the street paving project. The bids are listed below:

	<u>Unit Cost</u>	<u>Bid Amount</u>
Greenbrier Excavating and Paving, Inc. Located Old Powell Rd.,	\$107 per ton	\$ 99,082 – Primary Streets* \$116, 416 – Alternate Streets**
Southern West Virginia Paving, Inc. Located in Princeton	\$124.25 per ton	\$132,187.50 – Primary Streets* \$127,075 – Alternate Streets**

Should Flagging be needed it will be done by the paving company.

*Primary Streets: Sections of Monroe Ave., Dorsey St., Francis Way, May Apple Trail/Pomeroy Ct., Janet Street/Mackle Pt., and Highland Circle.

**Alternate Streets: Sections of Lee St. (Only Lee St. is eligible for paving for an estimated 275 tons or \$30,000, this section is between Greenbrier and Silo). Wildwood Ave.*-phase1 and Wildwood Ave.*phase 2.

*WVDOH maintained streets.

Member Seams made a motion to recommend to City Council the approval of the bid from Greenbrier Excavating and Paving, Inc. for the primary and alternate streets paving in the amount of \$129,082. Member Lutz seconded the motion. With all in favor the motion carries.

Public Works – Hole Hog/Pneumatic Boring Missile Purchase Approval:

Director Pence presented a proposal to purchase a large boring missile to replace a lost missile. The following three bids were submitted:

Vermeer	\$5,148
TT Technologies	\$6,700
Leslie Equipment Co.	\$7,000 (A) \$7,200 (B)

Member Blake made a motion to recommend to City Council to approve the purchase of a Hole Hog/Pneumatic Boring Missile from Vermeer in the amount of \$5,148. Member Lutz seconded the motion. With all in favor the motion carried.

Public Works – Hydraulic Power Unit and Trash Pump Purchase Approval:

Director Pence presented a proposal for the purchase of a Hydraulic Power Unit and Trash Pump Purchase. The following three bids were submitted:

	<u>Power Unit</u>	<u>Trash Pump</u>
Georgia Underground Superstore (GUS)	\$7,196	N/A
Truck Utilities, Inc.	\$7,745	\$3,232
A & A Safety	\$7,900	\$3,150

Director Pence stated the Public Works Department has always rented this equipment and his research has shown that the purchase of them will be a great savings. The Public Works Committee has recommended the Power Unit be purchased from Georgia Underground Superstore and Trash Pump be purchased from A & A Safety.

Member Blake made a motion to recommend to City Council to approve the purchase of a Hydraulic Power Unit from Georgia Underground Superstore in the amount of \$7,196 and the purchase of the Trash Pump from A & A Safety in the amount of \$3,150 as recommended by the Public Works Committee. Member White seconded the motion. With all in favor the motion carried.

Fire Department Bid Approval for Tanker Purchase:

Chief Thomas presented the fire department tanker committee report for the purchase of a tanker truck and stated that the following four bids were submitted:

1. Reberland Equipment	\$424,316
2. All American Fire	\$361,328
3. Finley Fire	\$461,241
4. Johnson's EVS	\$356,073

The above bids do not include a radio or installation of the radio. Chairman Etten requested a report on the comparison of the different bids. Chief Thomas stated that the comparison of the bids revealed that all specifications were not met by some of the bids. A new tanker will

replace a 1985 spill tanker. The tanker committee recommends to accept the bid for the Rosenbauer tanker from All American Fire in the total amount of \$365,360.95 which does include the purchase of a radio and the radio installation. Estimated time of delivery is July 2019, and the tanker will be housed at Fire Station #2. Savings of \$8,079.00 would be seen if the tanker is paid for outright, as well as substantial savings of finance interest charges in the amount of approximately \$60,000 to \$70,000.

Member White made a motion to recommend to City Council to approve the purchase of the Rosenbauer tanker from All American Fire, and the purchase and installation of a radio, not to exceed a total amount of \$370,000. Member Seams seconded the motion. With all in favor the motion carried.

Discussion of Merit/Cost of Living Increases for Employees:

Mayor Manchester stated that all departments are to have employee evaluations in by the end of August in preparation for review and consideration in order to determine the merit/cost of living increases for employees. Discussion ensued regarding the options of a flat across the board cost of living one-time payout or to consider an hourly pay increase for the employees. Mayor Manchester is to do some calculations to determine how the numbers turn out with regard to the options considered.

Create New Position City Administrator/Manager in Training:

Mayor Manchester presented the proposal for the new position of a City Administrator-Manager in training position. In the review of applicants for replacement of Bonita it was discovered one applicant, Jacy Faulkner, showed skills and experience that qualifies her for the position as City Administrator/Manager. It is proposed to create the training position in order for this person to intern under Mayor Manchester. Mayor Manchester also stated that a proposal was agreed upon with Ms. Faulkner to offer pay at one rate with an increase consideration as the intern training progresses and then when Mayor Manchester's term ends another pay consideration. Discussion ensued with some committee members commenting on their favorable impression of Ms. Faulkner.

Mayor Manchester made a motion to recommend to City Council to approve the development of the position City Administrator/Manager in Training, and to fund it at the suggested three levels of pay considerations. Member Lutz seconded the motion. With all in favor the motion carried.

Communication of Members:

Chairman Etten asked about the un-accounted for water item. Director Pence stated that there was a mistake in the billing section and a correction will be provided.

Member Lutz requested a status report on Nancy Harris situation regarding the traffic calming/storm drainage at the intersection near her property at GMS and Lee St. Director Pence responded that there are plans being considered by Chapman Technical to make improvements to that area which are not complete, and there are measures being taken to help improve the intersection in the meantime. Director Pence said a stop ahead sign on GMS

and a larger stop sign at the bottom of the hill and a stop bar will be placed on GMS where it comes to Lee Street. Discussion ensued regarding the amount of accidents that have happened at the intersection which affect Ms. Harris property on Lee St.

Approval of Minutes:

July 10, 2018

Member White made a motion to approve the July 10, 2018 minutes as presented. Member Lutz seconded the motion. With all in favor the motion carries.

Adjournment:

Member Lutz made the motion to adjourn the meeting. Member Blake seconded the motion. With all in favor the meeting was adjourned at 9:56 pm.

Respectfully Submitted,

Susan Nutter