

City of Lewisburg
Paul R. Cooley Council Chamber
942 Washington Street, West
Lewisburg, West Virginia 24901
Finance Committee Meeting Minutes
September 11, 2018

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

Visitors: Margaret Hamrick representing the Greenbrier Historical Society.

Call To Order: Chairman Etten called the September 11, 2018, Finance Committee meeting to order at 7:00 pm. Chairman Etten offered a statement of appreciation for the first responders in memorial of the 9/11/2001 disasters. A heartfelt thank you to Fire Chief Thomas and Police Chief Stover. Council Members gave a standing ovation in appreciation for their service to the community.

Civil War Trail Bid Approval:

Director Pence presented bids that were received for the development of the Civil War Trail. The following bids were submitted:

JDL Contracting, LLC	\$66,900.00
Danhill Construction Co.	\$232,859.00

Director Pence stated that Chapman Technical Group recommends JDL Contracting, LLC

Mayor Manchester made a motion to recommend to City Council to approve the bid for the Civil War Trail project to JDL Contracting in the amount of \$66,900.00. Member Lutz seconded the motion. With all in favor the motion carries.

Arts & Humanities Funding Program – Greenbrier Historical Society – The Barracks:

Margaret Hamrick presented a request for an additional grant in the amount of \$10,000 to fund the HVAC renovation of The Barracks.

Discussion ensued regarding other government agencies not contributing to this project. Also discussed was the availability of the Greenbrier Historical Society contingency funds as well as the time line for starting work on the project. This project can start right away as the work can be done without regard of the weather.

Mayor Manchester made a motion to recommend to City Council to approve the request from Greenbrier Historical Society for the HVAC renovation for The Barracks. Member White seconded the motion. With all in favor the motion carries.

Margaret Hamrick expressed appreciation for the support and for the new street lights.

Police Department – Bid Approval for Rifle Purchase

Police Chief Stover presented the following bids that were submitted for the purchase of 12 new rifles for the City of Lewisburg Police Department:

BCM	\$13,236.00
Laure	\$31,750.75
Daniels Defense	\$13,200.00

Chief Stover stated that he recommends Daniels Defense bid of \$13,200, as they will meet the needs of the Lewisburg Police Department best. Daniels Defense also offers free Armorers training at their facility.

Member Lutz made a motion to recommend to City Council to accept the Daniels Defense bid of \$13,200 to purchase 12 new rifles for the Lewisburg Police Department. Member Seams seconded the motion. With all in favor the motion carries.

Planning & Zoning Vehicle Replacement

Zoning Officer Chuck Smith stated that the 2003 Ford Explorer motor locked up and it no longer usable. In his research of a new vehicle the following options were considered for leasing a 2018 Jeep Renegade from Country Roads Leasing:

Acquisition Cost of \$19,785.00	4 years @ 4.3%	3 years @ 4.15%
Monthly Payment	\$473.24	\$616.52

Member Blake made a motion to recommend to City Council to approve the four year lease purchase of a 2018 Jeep Renegade at a monthly payment of \$473.24 for the Planning and Zoning Department. Member Seams seconded the motion. With all in favor the motion carries.

Audit Update

Chairman Etten stated the Audit Subcommittee which includes Chairman Etten, Treasurer Susan Honaker, City Administrator in Training Jacy Faulkner and Certified CPA Larry Ickes, are to submit bids to acceptable private firms to perform the City of Lewisburg audit.

Merit/Cost of Living Increase for City Employees

Mayor Manchester stated that he has evaluated an approach to the merit/cost of living increase for city employees and main factors that were considered are the overall economy, nationally and statewide and increases in local utility costs. He has recommended the consideration of an across the board increase to base salaries.

Discussion ensued regarding the national and statewide economy and cost of living impact on employees.

Mayor Manchester made a motion to recommend to City Council to approve the COLA across the board base increase in the amount of \$.60 per hour to begin on the next pay cycle on

September 20, 2018. Member White seconded the motion. With all in favor the motion carries.

Consideration of Salary Adjustments

Mayor Manchester stated that the proposal for consideration will be presented at the next finance meeting.

City Administrator Annual Review

Discussion ensued regarding the process and review of the City Administrator. City Council will review the self-evaluation to be provided and will discuss and consider what action is to be taken regarding the City Administrator salary.

Communication of Members:

Member White presented a comment regarding the use and reservations of the Parks. She stated it would be nice to have a way to allow the reservations be based on an hourly basis so others could use the facilities at other times during the day.

Mayor Manchester stated he would like to see new larger initiatives that could be considered for the city.

Approval of Minutes:

August 14, 2018

Member Blake made a motion to approve the August 14, 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 White seconded the motion. With all in favor the meeting was adjourned at 8:17 pm.

Respectfully Submitted,

Susan Nutter