

City of Lewisburg
Paul R. Cooley Council Chamber
942 Washington Street, West
Lewisburg, West Virginia 24901
Finance Committee Meeting Minutes
November 13, 2018

Present: Chairman Mark Etten, Mayor John Manchester, Council Members: Joseph Lutz, Beverly White, Heather Blake, Arron Seams; City Administrator in training Jacy Faulkner, Assistant City Administrator/Human Resources Administrator Misty Hill, Police Chief Tim Stover, Fire Chief Joseph Thomas, Building Inspector Ray Still, Zoning Officer Chuck Smith, Public Works Director Roger Pence, Accounts Payable Clerk Susan Nutter.

Absent: Treasurer Susan Honaker

Visitors: Greg Belcher of Chapman Technical; Cassandra Lawson from Region 4 Planning and Development Council, Brent Burton of Commercial Insurance, Reba Mohler and David Smith from City of Ronceverte.

Call To Order: Chairman Etten called the November 13, 2018 Finance Committee meeting to order at 7:00 pm.

Water System Improvements Project Public Meeting for Rural Development Funding:

Cassandra Lawson opened the meeting with an explanation that USDA is the recommended organization for the funding of the water improvements and this public meeting is a requirement for the application to request funding. The interest rate for the \$38,000,000 cost of the improvement project could be considered at two interest levels -- the first being the poverty level that is less than 3%, or the intermediate level that is currently at 3.75%. City Engineer Greg Belcher of Chapman Technical Group presented a technical explanation of the project. Mr. Belcher's presentation included a map of the proposed areas and the detailed improvements of those areas. Ms. Lawson and Mr. Belcher fielded many questions from both the Finance Committee and visitors at the meeting. Should the funding process proceed without any issues, the earliest prediction for construction to begin would be about the middle of July 2019 with completion of the project to be around July 2021.

Chapman Technical Group LLC – Amendment No. 2 to Task Order No. 13 Water System Upgrades:

Greg Belcher presented Amendment No. 2 to Task Order No. 13 Water System Upgrades. The increased cost in the amount of \$301,637 is due to additional design services, surveying services, right of way assistance and financing services. Mr. Belcher answered several questions from the Finance Committee.

Member White made a motion to recommend to City Council to approve Amendment No. 2 to Task Order No. 13 Water System Upgrades in the amount of \$301,637 as presented. Member Seams seconded the motion. With all in favor the motion carried.

Chapman Technical Group LLC – Task Order 27 – Construction Phase Water Project:

Greg Belcher stated that Task Order 27 is the construction phase of Task Order No. 13, the water system improvements. Mr. Belcher answered questions from the Finance Committee Members.

Mayor Manchester made a motion to recommend to City Council to approve Task Order 27 – Construction Phase Water Project in the amount of \$1,818,959 as presented. Member Lutz seconded the motion. With all in favor the motion carried.

Civil War Cemetery Trail Project – Change Orders:

Director Pence presented a detailed explanation of Change Order No's. 1, 2, 3 of the Civil War Cemetery Trail Project as presented by J.D.L Contracting LLC.

Member Blake made a motion to recommend to City Council to approve the Change Orders from J.D.L Contracting LLC as follows:

- Change Order No.1 – Placing Topsoil in the amount of \$34,992.80
- Change Order No. 2 – Tree Removal in the amount of \$2,704.71
- Change Order No. 3 – New Parking Space in the amount of \$5,983.00.

Member White seconded the motion. With all in favor the motion carried.

Commercial Insurance – Liability/Property Renewal:

Brent Burton of Commercial Insurance presented the renewal policy for the City of Lewisburg liability and property insurance. Mr. Burton answered several questions from the Finance Committee Members.

Mayor Manchester made a motion to recommend to City Council to approve the Liability/Property insurance policy renewal with Commercial Insurance as presented in amount not to exceed \$96,000. Member Blake seconded the motion. With all in favor the motion carried.

Fire Department – Salary Adjustment Consideration:

Mayor Manchester introduced the topic Fire Department – Salary Adjustment Consideration with regard to the annual review of employees and recommendation for increase adjustment in salary to bring up the rate to a range with regard to what they are required to do. Manchester and Fire Chief Thomas reviewed and discussed the salary adjustments for fire department employees. Manchester as City Manager recommends for Randy Chambers an increase of \$.15 per hour, Matthew Peltier an increase of \$.15 per hour and Nathaniel Tucker an increase of \$.45 per hour.

Member Lutz made a motion to recommend to City Council to approve the fire department salary adjustments as presented to be effective with the pay period beginning November 29, 2018:

- Randy Chambers for an increase in the amount of \$.15/hr.
- Matthew Peltier for an increase in the amount of \$.15/hr.

Nathaniel Tucker for an increase in the amount of \$.45/hr.

Member Seams seconded the motion. With all in favor the motion carried.

Fire Department – Gear Purchase Approval:

Fire Chief Thomas presented the details of gear purchase for the fire department. Chief Thomas requested funding for the purchase of two sets of gear consisting of jackets and pants for the fire department. Chief Thomas answered several questions from the Finance Committee. The fire department gear purchase committee recommended purchasing gear from All-American Fire Equipment, Inc.

Member Blake made a motion to recommend to City Council to approve the purchase of two sets of gear for the fire department from All-American Fire Equipment, Inc. as presented, not to exceed \$5,000. Member White seconded the motion. With all in favor the motion carried.

Fire Department – Department of Homeland Security Grant:

Fire Chief Thomas presented details of the Department of Homeland Security Grant available to the Fire Department. The grant is for purchase of eight dry suits for the fire department dive team. The grant is a pass-through grant that requires purchase up front and submission of invoices for reimbursement. Chief Thomas requested the City to front \$25,000 for the purchase of the eight dive suits until the Homeland Security Grant pays the reimbursement.

Member Lutz made a motion to recommend to City Council to approve the Homeland Security Grant proposal as presented to front the amount of \$25,000 to the Fire Department for the purchase of eight dive suits. Member Seams seconded the motion. With all in favor the motion carried.

Tree Removal Contract Proposal:

Director Roger Pence presented a detailed report of twenty-two ash and one maple hazardous trees located on or abutting public property. The following three bids have been submitted:

Roberts Tree Service	\$15,500
Trinity Tree Service	\$18,900
Matt Condon of Four Season’s Tree Care LLC	\$15,550

Member White made a motion to recommend to City Council to approve the bid from Matt Condon of Four Season’s Tree Care LLC for the removal of the dead ash and maple trees as presented, not to exceed the amount of \$15,550. Member Lutz seconded the motion. With all in favor the motion carried.

Public Works Quote for RAM 2500 Fleet Vehicle:

Director Pence presented the Enterprise Fleet Quote for the purchase of a RAM 2500 Fleet Vehicle. The RAM 2500 has been presented in the original fleet budget. The following payment options were presented:

Without down payment	\$624.69/mo. for 60 months
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With down payment

\$565.84/mo. for 60 months

The Public Works Committee recommended the down payment option in the amount of \$565.84/mo. for 60 months.

Mayor Manchester made a motion to table the Public Works Quote for RAM 2500 Fleet Vehicle for Public Works Department and defer to City Council in order for Director Pence to review the options listed on the quote. Member Lutz seconded the motion. With all in favor the motion carried.

Set Date for Excess Levy Election:

Mayor Manchester presented the need for the election of the Excess Levy that is to be held every five years. The recommended proposed date for the election is February 16, 2019.

Member Blake made a motion to recommend to City Council to approve the date of February 16, 2019 for the Excess Levy election. Member White seconded the motion. With all in favor the motion carried.

Contract with Countrymen Communications Inc.:

Mayor Manchester reported that Jacy Faulkner has been working to develop a contract with Countrymen Communications Inc for broadband internet. At this time the contract is incomplete and details will be presented at a later date.

Consideration of Employee Incentive Pay:

Chairman Etten presented a review of the annual incentive pay. Mayor Manchester stated that the budget supports any of the three following incentive pay rates:

\$200

\$250

\$300

Discussion ensued. Member Lutz made a motion to recommend to City Council to approve the Employee Incentive Pay for the amount of \$300 payable at the employee luncheon. Member White seconded the motion. With four in favor and one abstention, Mayor Manchester, the motion carried.

Set Date for Annual Employee Luncheon:

Chairman Etten opened discussion regarding the date and menu for the annual employee luncheon and it was recommended the date be Friday, December 7 from noon to 2pm.

Member Lutz made a motion to recommend to City Council to approve the date of Friday, December 7, from noon to 2 pm for the Annual Employee Luncheon. Member White seconded the motion. With all in favor the motion carries. Discussion ensued regarding the following options for the caterer to provide the meal for the Annual Employee Luncheon:

Jim's Drive-in \$15.50 per person

Blue Ribbon Catering \$16.00 per person

Member Blake made a motion to recommend to City Council to approve the selection of Blue Ribbon Catering for the Annual Employee Luncheon at the rate of \$16 per person. Member Seams seconded the motion. With all in favor the motion carried.

Audit:

Chairman Etten presented a memo update on the audit process from Susan Honaker. No response has been received from the Requests for Proposals (RFP's) that have been sent out. The state has provided a packet on new rules and new RFP's will be sent out.

City Administrator Annual Review:

Member Blake made a motion to go into executive session to discuss the city administrator annual review at 9:17 pm. Member Lutz seconded the motion. With all in favor the motion carried.

Member Blake made a motion to exit executive session and return to regular session at 9:59pm. Member Lutz seconded the motion. With all in favor the motion carried.

Chairman Etten stated that there were no decisions made regarding city administrator annual review.

Communication of Members:

Member Lutz requested an L&R trail route update. Mayor Manchester said it would be revisited after the holidays.

Member Lutz requested the status of the stormwater issue at the intersection of GMS Drive and Lee Street. Member Lutz would like to see some type of temporary improvement be made. Mayor Manchester said that Chapman Technical needs to address the complex problem and this would be checked into with Mr. Kennedy.

Member Blake stated that she will not be able to attend City Council meeting on November 20, 2018.

Approval of Minutes:

October 9, 2018

Member White made a motion to approve the October 9, 2018 minutes as presented. Member Seams seconded the motion. With all in favor the motion carried.

Adjournment:

Member Lutz made the motion to adjourn the meeting. Member Seams seconded the motion. With all in favor the meeting was adjourned at 10:00 pm.

Respectfully Submitted,

Susan Nutter