

City of Lewisburg
Paul R. Cooley Council Chamber
942 Washington Street, West
Lewisburg, West Virginia 24901
Finance Committee Meeting Minutes
March 12, 2019

Present:

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

Visitors:

Nora Venezky – Executive Director, Greenbrier Historical Society
Tom Shannon – Visitor

Call To Order:

Chairman Etten called the Finance Committee meeting on March 12, 2019, to order at 7:00 pm.
Zoning Officer Smith introduced Gary Ford, the new Planning and Zoning Officer in training to Finance Committee.

Arts and Humanities Funding Program – Greenbrier Historical Society

Mayor Manchester introduced the Greenbrier Historical Society grant request from the Arts and Humanities Funding Program and invited Ms. Venezky to give a report on the need for the funding request. Ms. Venezky stated that the request will help pay for printed promotional material.

Member Blake made a motion to recommend to City Council the approval of the Greenbrier Historical Society grant request in the amount of \$2,000.00 for promotional material. Member Seams seconded the motion. With all in favor the motion carried.

Resolution Downtown Water Bond:

Treasurer Honaker presented the draw request from downtown water bond to pay invoices from Ferguson Waterworks. Director Pence stated that the invoices are for supplies and equipment. Treasurer Honaker said the approval for payment of the invoices would close out the remaining funds of the bond.

Mayor Manchester made a motion to recommend to City Council the approval of the draw request for payment to Ferguson Waterworks. Member Lutz seconded the motion. With all in favor the motion carried.

Planning and Zoning Contract with Retiring Zoning Officer:

Chairman Etten introduced the agreement between the City of Lewisburg and Charles Smith, after his retirement date, to provide training services for the new Planning and Zoning Officer Gary Ford. Chairman Etten also stated that he would like to see Mr. Smith continue to be involved in the re-writing of the zoning ordinance, and feels that this agreement will allow for that participation.

Member Seams made a motion to recommend to City Council the approval of the contract agreement between the City of Lewisburg and Charles Smith to provide training of the incoming Planning and Zoning Officer. Member White seconded the motion. With all in favor the motion carried.

Fire Department Physical Approval of Bid:

Chairman Etten introduced a quote from North Greenville Fitness and Cardiac Rehabilitation Clinic for physicals of the fire department members. Discussion ensued with Fire Chief Thomas regarding the amount of fire department members participation and the benefit of the findings from previous physicals.

Member White made a motion to recommend to City Council the approval of the quote from North Greenville Fitness and Cardiac Rehabilitation Clinic for the fire department members as presented, not to exceed \$30,787. Member Lutz seconded the motion. With all in favor the motion carried.

Pay Scale Review:

Employee Salary Adjustments

Mayor Manchester introduced the pay scale review indicating that there has not been a review since 2006. The detailed review presented showed the comparison of our pay scale with other similar cities. Ms. Faulkner presented a summary of each part of the review and fielded several questions from committee members.

Police Chief Teubert presented two pay scale proposals including a comparison of similar cities in order to show the need to offer better pay for prospective new officers and for keeping current officers. Detailed discussion ensued.

Police Promotion Request

Member Lutz presented the police promotion request as recommended by the Public Safety Committee. Detailed discussion ensued regarding the promotion to fill the vacancy caused by the advancement of Chris Teubert to Police Chief.

Member Seams made a motion to recommend to City Council to accept the pay scale review, including the creation of two new positions, Public Works Administrative Assistant and Finance

Assistant, effective March 20th and to accept the police salary adjustment proposal #1 that gives a \$3,000 across the board increase. Member Lutz seconded the motion.

Discussion: Member Blake stated it is a recommendation to council not a \$3,000 increase to council. Chairman Etten stated he did not hear the itemization of the pay scale adjustments for the individual positions and employees in the motion. Treasurer Honaker said the pay scale adjustments need to be mentioned in the minutes.

Member Seams rescinded his motion. Member Lutz rescinded his second.

Member Seams made the motion to recommend to council the acceptance of the pay scale review including the addition of the Public Works Administrative Assistant and Finance Assistance positions, the salary adjustments of Laborer 1 to \$11:00 hourly, the salary adjustment of the Accounts Receivable Clerk to \$11:00 hourly, the salary adjustment of Planning and Zoning Clerk to \$11.00 hourly, a \$4,000 yearly salary increase to the Public Works Administrative Assistant, and to set the salary of the Finance Assistant at \$12.00 hourly, to be effective March 20, 2019. Also included in the motion was to recommend to City Council to accept the Police Salary Adjustment Proposal #1 for the \$3,000 across the board raise. Member Lutz seconded the motion. With all in favor the motion carried.

Member White made a motion to recommend to City Council accept the negotiated pay scale for Misty Hill and Jacy Faulkner. Mayor Manchester seconded the motion.

Discussion: Chairman Etten asked if the dates and amounts should be indicated in the motion. Treasurer Honaker stated that the dates and amounts should be included in the minutes

Member White rescinded the motion. Mayor Manchester rescinded the second.

Member White made a motion to recommend to City Council to accept the salary increase for Misty Hill retroactive to February 1, 2019 for an increase of \$3,000, and an additional increase of \$2,000 on July 1, 2019 as negotiated. Also included in the motion was to accept the salary increase for Jacy Faulkner retroactive to February 1, 2019 for an increase of \$5,000, and an additional increase of \$6,000 on July 1, 2019 as negotiated. Mayor Manchester seconded the motion.

Discussion: Chairman Etten explained the purpose of the increases.
With all in favor the motion carried.

Member Lutz made a motion to recommend to City Council the approval of Chief Teubert's recommendation to fill the vacant deputy chief position. Member White seconded the motion. With all in favor the motion carried.

Member Lutz made a motion to recommend to City Council to authorize Chief Teubert to do whatever is necessary to set up testing for the position of Sergeant. Member Seams seconded the motion. With all in favor the motion carried.

Mayor Manchester suggested a recess, Chairman Etten granted the request. The committee meeting recessed at 8:22 pm. Finance committee meeting resumed at 8:35.

General Fund Budget Preparation Fiscal Year 2020:

Department Capital Request

Treasurer Honaker provided the General Fund Budget for the fiscal year 2020. Detailed discussion ensued and Treasurer Honaker fielded many questions.

Member Manchester made a motion to defer to City Council action on the General Fund Budget with the understanding that the revisions are to be made in the General Budget as indicated including items identified from the Capital Request. Member White seconded the motion. With all in favor the motion carried.

Coal Severance Fund Budget Preparation Fiscal Year 2020

Chairman Etten presented a summary of the Coal Severance Fund Budget. Discussion ensued.

Mayor Manchester made a motion to table action on the Coal Severance Fund Budget with the understanding revisions needed are to be made to the Coal Severance Fund. Member White seconded the motion. With all in favor the motion carried.

Health Insurance – Laser Payment

Treasurer Honaker presented a recommendation to pay the Health Insurance – Laser Payment from the Employee Benefits Fund. Discussion ensued.

Mayor Manchester made a motion to recommend to City Council to approve the Health Insurance – Laser Payment for one individual/family be paid from Employee Benefits Fund rather than from the budget line items of the four entities in the General Fund. Member Lutz seconded the motion. With all in favor the motion carried.

Approval of Minutes:

February 12, 2019

Member Blake made the motion to approve the February 12, 2019 Finance Committee Meeting minutes as presented with noted correction. Member Seams seconded the motion. With all in favor the motion carried.

Communication of Members:

Chairman Etten commented that a notice be posted that the finance committee meeting for Wednesday, March 13, 2019 has been canceled.

Treasurer Honaker stated that the Financial Statements in their notebooks are for their review. Please notify her of any comments or questions.

Member Lutz inquired when the remaining phases of L & R Trail will be completed.

Adjournment:

Member Lutz made the motion to adjourn the meeting. Member White seconded the motion. With all in favor the meeting was adjourned at 10:21 pm.

Respectfully Submitted,
Susan Nutter