

City of Lewisburg
Paul R. Cooley Council Chamber
942 Washington Street, West
Lewisburg, West Virginia 24901
Finance Committee Meeting Minutes
April 9, 2019

Present:

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

Visitors:

Donette Mizia, Stella Dodrill and Jim Moore representing Greenbrier East High School Project Graduation
Greg Belcher, Rod Lowe, John Stump, John and Romona Tuggle regarding the water rate increase.
Martha Hilton

Call To Order:

Chairman Etten called the April 9, 2019, Finance Committee meeting to order at 7:00 pm.

Video Lottery Funding Request – Greenbrier East High School Project Graduation:

Donette Mizia presented a detailed report on Project Graduation activities for the graduating seniors at Greenbrier East High School. Ms. Mizia also presented a list of estimated funding needs for a successful event. Discussion ensued regarding the average attendance, costs and volunteer contributions.

Member Lutz made a motion to recommend to City Council to approve an amount of \$4,000 from the Video Lottery Fund for the Greenbrier East High School Project Graduation. Member White seconded the motion. Treasurer Honaker stated that the funds would be paid directly to the vendors when invoices are received. With no further discussion and with all in favor the motion carried.

Water Rate Increase Ordinance:

Greg Belcher presented details of the water rate increase procedures. Rod Lowe of Lowe & Associates, John Stump of Steptoe & Johnson and John Tuggle of Region IV Planning and Development Council provided information regarding how the rate increase amounts were calculated, the loan interest rate and the grant funding procedure. Discussion ensued. No action was required on this item. The first reading of the ordinance will be at City Council meeting on April 16, 2019.

Ordinance 280 Revising Article 945 of the City Code Regarding Recycling:

Chairman Etten presented an introduction to Ordinance 280 regarding the contract with Greenworks Recycling renewal and the adjustment to the wording of City Code regarding the collection dates.

Member Blake made a motion to recommend to City Council the consideration of Ordinance 280 first reading at City Council Meeting on April 16, 2019. Member Seams seconded the motion. With all in favor the motion carried.

Transfer of Funds to Fire Station Construction Fund:

Chairman Etten presented a review of the Fire Station Construction Fund to be used for a new building site and fire station. Discussion ensued regarding the transfer of funds to the Fire Station Construction Fund.

Mayor Manchester made a motion to recommend to City Council to approve the transfer of \$200,000 to the Fire Station Construction Fund Account. Member Lutz seconded the motion. With all in favor the motion carried.

Fire Service Employee Hiring:

Chairman Etten presented a report from Public Safety Committee meeting regarding the posting and hiring of three full time employees to the Lewisburg Fire Department. Discussion ensued. No action was required on this item. More information will be forthcoming from the next Public Safety Committee meeting.

Police Department Promotions:

Police Chief Chris Teubert presented his recommendations for promotions within the Police Department according to the Police Department Standard Operating Guidelines. His recommendations are as follows:

- Patrolman Hughes to the vacant Sergeant's position
- Patrolman Crone and Patrolman Williams to the position of Corporal

No action was required on this item.

Hollowell Park Septic System:

Public Works Director Roger Pence presented a report on the Hollowell Park Septic System. Discussion ensued.

Three bids were received:

JDL Contracting LLC	\$5,265
Valley Rebuilders	\$7,500
Baldwin Excavating Standard System	\$6,000
Baldwin Excavating Elgen System	\$15,000

The Public Works Committee recommended to Finance Committee to approve the JDL Contracting LLC bid in the amount of \$5,265.

Member Blake made a motion to recommend to City Council the approval of the JDL Contracting, LLC bid in the amount of \$5,265. Member White seconded the motion. With all in favor the motion carried.

Dorie Miller Park Paving of New Parking Lot:

Director Pence inquired as to the possibility of adding this project to the existing paving contract. Discussion ensued and it was determined that it is not possible to add to the existing contract. A new project contract would be needed and it would be required to be bid out.

Member White made a motion to recommend to City Council to table this item to the May Finance Committee meeting. Member Seams seconded the motion. With all in favor the motion carried.

Dorie Miller Park Purchase of Grinder Pump for Septic:

Director Pence reported that a grinder pump is needed to for the new bathroom at Dorie Miller Park. The following bids were submitted:

Hajoca	\$3,184.00
Precision Pump & Valve Service	\$9,680.00
Warren Pump & Supply Co.	\$4,000.00
C.I. Thornburg Co.	\$3,480.00
Septic Solutions, Inc.	\$4,320.00

Discussion ensued. Public Works Committee recommended to Finance Committee to approve the bid from Hajoca in the amount of \$3,184.00.

Member Blake made a motion to recommend to City Council to approve the bid from Hajoca in the amount of \$3,184.00. Mayor Manchester seconded the motion. With all in favor the motion carried.

Dorie Miller Park Purchase of Scoreboard:

Director Pence presented the options for a scoreboard to be added to the Dorie Miller ball field. The following bids were submitted for the scoreboard:

Electro-Mech	\$3,971.00 wireless remote optional
Anthem Sports	\$4,195.95 wireless remote \$1,095.95
BSN Sports	\$4,099.99 wireless remote \$1,199.99
Varsity Scoreboards	\$2,895.00 wireless remote optional

Public Works Committee recommended to Finance Committee to approve the bid from Electro-Mech in the amount of \$3,971.00.

Member Blake made a motion to recommend to City Council the approval of the Electro-Mech bid in the amount of \$3,971 for purchase of a scoreboard for Dorie Miller ball field. Member Lutz seconded the motion. Chairman Etten inquired about the use of the remote. Director Pence stated that it would be signed out as needed. With no further discussion and with all in favor the motion carried

Proposed Hiring of a Custodian

Jacy Faulkner presented a report on the current cleaning company with regard to the amount of time that has been spent on cleaning the City Hall building. Also provided was a detailed job description with regard to the hiring of a part time custodian. Discussion ensued.

Mayor Manchester made a motion to recommend to City Council the approval to proceed with the advertisement for the hiring of a custodian for twenty-hours a week. Member Seams seconded the motion. With all in favor the motion carried.

Approval of Minutes:

March 12, 2019

Member Lutz made a motion to approve the March 12, 2019 minutes as presented. Member White seconded the motion. With all in favor the motion carried.

Communication of Members:

Chairman Etten stated that the carryover of the Coal Severance would be about \$60,000 without any additional expenses being incurred.

Police Chief Teubert confirmed that with the hire of three additional fire department employees there would be four members on staff Monday through Friday with the exception of the small amount of time during shift changes. There will also be two members in the evening for the VIP shift and two members on staff twenty four hours.

Adjournment:

Member Lutz made the motion to adjourn the meeting. Member White seconded the motion. With all in favor the meeting was adjourned at 8:50 pm.

Respectfully Submitted,
Susan Nutter