

Minutes of City Council
March 19, 2019
Regular Session

The Council of the City of Lewisburg met in regular session on Tuesday, March 19, 2019 at 7:30 p.m. in the Paul R Cooley Council Chambers at 942 Washington St West, Lewisburg, WV.

PRESENT: Mayor John Manchester, Council members, Heather Blake, Mark Etten, Joseph Lutz, Arron Seams, Beverly White,; Treasurer Susan Honaker, Administrator in Training Jacy Faulkner, Director of Public Works Roger Pence, Police Chief Chris Teubert, Fire Chief Joseph Thomas, Police Sergeant Jeff Vance, Zoning Officer Chuck Smith, Zoning Officer in training Gary Ford, Municipal Court Clerk Kelly Gwinn, and Police Receptionist Amber Sanford.

ABSENT: Recorder Shannon Beatty.

VISITORS: Reporters Peggy Mackenzie with the Mountain Messenger; Robert Bordelon with the West Virginia Daily News and Tina Alvey with the Register Herald; Nora Venesky Executive Director of the Greenbrier Historical Society; Ashly Bargman, Linda Terek Ball, Donna Johns, Ed Johns, Joan Teubert, Tim Stover, Mark Carver, George Jones, Joe Taylor, Thomas Shannon, Asa Bargman and Elizabeth Smith.

CALL TO ORDER

Mayor Manchester called the meeting to order at 7:30 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Council member White presented the invocation and led the Pledge of Allegiance.

VISITORS REPORT

Ashley Bargman, spoke to the City's use of weed killers, such as Roundup and stated she had a petition with 500 signatures. She requested the City to work with her and other local individuals to come up with a list of organic weed killers that did not have such a harsh impact on the environment, specifically bees.

Linda Terek Ball, requested the City consider adopting a "good neighbor" ordinance. Ms. Ball related a story about her elderly neighbor Agnes Simmons who resides at 157 Laurel Court having to deal with her neighbors leaves that land in her yard that presents a hazard.

APPROVAL OF MINUTES

February 19, 2019

Council member White made a motion to approve the February 19, 2019 minutes as presented. Council member Seams seconded the motion. With all in favor the motion carried.

February 25, 2019

Council member Etten made a motion to approve the February 25, 2019 minutes as corrected. Council member Blake seconded the motion. With all in favor the motion carried.

COMMUNICATIONS FROM THE MAYOR

Appointment of the Police Deputy Chief

Council member Lutz stated the Public Safety Committees recommendation for Police Deputy Chief is Jeff Vance and he made the motion to appoint Sergeant Jeff Vance of the Lewisburg Police Department to the position of Deputy Chief. Council member Etten seconded the motion. With all in favor the motion carried.

Authorization to engage bond counsel with Steptoe & Johnson

Mayor Manchester stated to move forward with the water system improvements the City needs to engage the services of bond counsel attorney. He stated Council with give him permission to sign the agreement.

Council member White made a motion to engage Steptoe & Johnson as bond counsel for the City with the water system improvements and to authorize the Mayor to sign said agreement. Council member Seams seconded the motion. With all in favor the motion carried.

Authorization to engage Public Service Commission counsel with Steptoe & Johnson

Mayor Manchester stated the City must engage counsel to help process the City's water system improvement project through the process with the Public Service Commission.

Council member Seams made a motion to engage Steptoe and Johnson as counsel to represent the City through the Public Service Commission process and to authorize Mayor Manchester to sign the agreement. Council member Blake seconded the motion. With all in favor the motion carried.

RESOLUTIONS

Resolution 468 approving invoices relating to construction and other services for water system

Council member Etten made a motion to approve Resolution 468 as read by Treasurer Honaker to draw down the remaining funds from the Downtown Water Line Project Bond issue to pay Ferguson Water Works in the amount of \$4,350. Council member Lutz seconded the motion. With all in favor the motion carried.

ORDINANCES

Ordinance 279 an ordinance to amend the City Code of the City of Lewisburg

Tim Stranko, the attorney working on the charter revisions stated he has been working closely with Mayor Manchester and City Recorder Beatty to complete the revisions to the charter and make sure everything was correct.

Council member Lutz made a motion to adopt Ordinance 279 to amend the City Code of the City of Lewisburg as read by title by the acting City recorder Honaker. Council member White seconded the motion. With all in favor the motion carried.

COMMUNICATIONS FROM MEMBERS

There were no communications.

COMMUNICATIONS FROM BOARDS AND COMMISSIONS

Planning Commission

Zoning Officer Smith stated he was retiring on March 29, 2019 and introduced his replacement Gary Ford.

Parks Commission Report

City Manager – in training Jacy Faulkner reported the following events from the March 5, 2019 Parks Commission meeting:

- The Women of Color for Change presented the Commission with a donation of \$2,000 to be used for playground equipment at Dorie Miller Park.
- The Commission reviewed playground equipment options with a vendor.
- The next Parks Commission meeting will be held on April 2, 2019

COMMUNICATIONS FROM THE POLICE DEPARTMENT

Police Chief Teubert reviewed the Police Departments annual report for 2018.

COMMUNICATIONS FROM THE FIRE DEPARTMENT

Fire Chief Thomas reviewed the Fire Departments annual report for 2018. Chief Thomas presented the name of Jason Boone as a new volunteer member of the Fire Department.

COMMUNICATIONS FROM COUNCIL COMMITTEES

Finance Committee

Finance Chairperson Etten reported the following events of the March 12, 2019 Finance Committee meeting:

- The Finance Committee recommended approval of an Arts & Humanities Grant in the amount of \$2,000 to Greenbrier Historical Society for promotion of the Home and Garden tour in June 2019.

Council member Etten made a motion to approve an Arts & Humanities Grant in the amount of \$2,000 to Greenbrier Historical Society for the promotion of their Home and Garden tour.

Council member Blake seconded the motion. With all in favor the motion carried.

- The Finance Committee recommended entering into a contract with the retiring Zoning Officer Smith for term to end on June 30, 2019 at a rate of \$25 per hour.

Council member Etten made a motion to enter into a contract with retiring Zoning Officer Smith at a rate of \$25 per hour with and expiration of June 30, 2019. Council member seconded the motion. With all in favor the motion carried.

- The Finance Committee recommended approval of a bid from North Greenville Fitness and Cardiac Rehabilitation Clinic, Inc. with the amount not to exceed \$30,787 to complete physicals on all firefighters.

Council member Etten made a motion to approve the bid from North Greenville Fitness and Cardiac Rehabilitation Clinic, Inc. in the amount not to exceed \$30,787 to complete physicals on all firefighters. Council member Seams seconded the motion. With all in favor the motion carried.

- Council member Etten reported the City has not performed a comprehensive salary review in since 2006. The Finance Committee recommended approval of the comprehensive job classification with the addition of the following positions: Public Works Administrative Assistant and Finance Assistant. These positions were edited: Water Meter Technician, Utility Billing Specialist, Department Clerk, Deputy Chief of Police and Municipal Court Clerk. It was noted in the Finance Committee meeting that these changes did not involve the hiring of additional people as there are current employee filling these positions. The following chart outlays the proposed changes.

City of Lewisburg					
Job Classifications & Pay Scale					
March 2019 Update					
Public Works	Hrly	Pay		Range	Hrly
Laborer I	\$11.00	\$22,880.00		\$27,040.00	\$13.00
Laborer II	\$11.50	\$23,920.00		\$28,080.00	\$13.50
Laborer III	\$12.10	\$25,168.00		\$29,640.00	\$14.25
Laborer III/Crew Leader	\$13.10	\$27,248.00		\$33,280.00	\$16.00
Laborer III/Mechanic	\$13.80	\$28,704.00		\$33,800.00	\$16.25
Laborer III/GIS Technician	\$13.85	\$28,808.00		\$34,320.00	\$16.50
Laborer III/Equip.Operator	\$13.85	\$28,808.00		\$34,320.00	\$16.50
Dept. Foreman	\$16.00	\$33,280.00		\$42,120.00	\$20.25

Secretary	\$11.60	\$24,128.00		\$30,368.00	\$14.60
Administrative Assistant	\$15.00	\$31,200.00		\$35,360.00	\$17.00
Customer Serv. Field	\$12.85	\$26,728.00		\$32,760.00	\$15.75
Water Meter Technician	\$12.00	\$24,960.00		\$31,200.00	\$15.00
Operator in Training	\$12.50	\$26,000.00		\$29,120.00	\$14.00
Class I Operator	\$13.50	\$28,080.00		\$31,200.00	\$15.00
Class II Operator	\$14.75	\$30,680.00		\$34,320.00	\$16.50
Class III Operator	\$16.00	\$33,280.00		\$39,520.00	\$19.00
Chief Operator/Manager	\$17.50	\$36,400.00		\$43,680.00	\$21.00
Director	\$21.63	\$45,000.00		\$60,000.00	\$28.85
Avg	\$14.03	\$29,181.78		\$35,007.11	\$16.83

City Hall and Administrative	Hrly	Pay	Range	Hrly
City Manager	\$21.63	\$45,000.00	\$70,000.00	\$33.65
City Clerk	\$12.00	\$24,960.00	\$33,000.00	\$15.87
Treasurer	\$16.83	\$35,000.00	\$49,088.00	\$23.60
HR Director/Asst. City Manager	\$15.87	\$33,000.00	\$45,000.00	\$21.63
Building Inspector	\$14.42	\$30,000.00	\$40,000.00	\$19.23
Planning & Zoning Officer	\$15.87	\$33,000.00	\$45,000.00	\$21.63
Utility Billing Specialist	\$13.50	\$28,080.00	\$35,360.00	\$17.00
Finance Assistant	\$12.00	\$24,960.00	\$31,200.00	\$15.00
Department Clerk	\$11.00	\$22,880.00	\$29,120.00	\$14.00
Chief of Police	\$24.04	\$50,000.00	\$70,000.00	\$33.65
Deputy Chief of Police	\$21.63	\$45,000.00	\$58,000.00	\$27.88
Municipal Court Clerk	\$13.75	\$28,600.00	\$35,360.00	\$17.00
Receptionist	\$10.50	\$21,840.00	\$28,080.00	\$13.50
Fire Chief	\$24.04	\$50,000.00	\$70,000.00	\$33.65
Fire Chief's Aide	\$13.46	\$28,000.00	\$35,360.00	\$17.00
Avg	\$16.04	\$33,354.67	\$44,971.20	\$21.62

Blue - Additon/Edit of Existing Position

Red - Creation of New Position

Council member Etten made a motion to approve the changes to the pay scale as outline in the chart. Council member White seconded the motion. With all in favor the motion carried.

- Council member Etten stated the Finance Committee had discussed negotiated salary increases for the City Manager in training and the Assistant City Manager.

Council member Etten made a motion to approve the negotiated salary increases for the Assistant City Manager and the City Manager in training as negotiated at their hiring. Council member Seams seconded the motion. With all in favor the motion carried.

- Council member Etten stated the Finance Committee recommended the Police Department pay scale for all uniformed officers be increased across the board to remain competitive with surrounding departments.

Council member Etten made a motion to increase the pay scale for uniformed police officers by \$3,000 across the board. Council member Seams seconded the motion. With all in favor the motion carried.

- Council member Etten stated with the recent changes in the Police Department, the retirement of Chief Stover, the promotion of Teubert to Chief, and Jeff Vance being promoted to Deputy Chief there are vacancy's in the rank. The police department is requesting permission to test for the position of Sergeant.

Council member Etten made a motion to grant the police department permission to test for the position of Sergeant. Council member Blake seconded the motion. With all in favor the motion carried.

- Council member Etten stated the Finance Committee had reviewed the Coal Severance budget proposal for Fiscal year 2020 during the Finance Committee meeting. The Treasurer had been given instructions to review the budget and present the proposal to the Council. Treasurer Honaker stated she had reviewed the budget with Public Works Director Pence and City Manager in training Faulkner and the budget present for consideration this evening was the result.

Council member White made a motion to approve the Coal Severance Budget for fiscal year 2020 as presented. Council member Lutz seconded the motion. With all in favor the motion carried.

- Council member Etten stated the Finance Committee had reviewed the department's capital request for fiscal year 2020 for the General Fund Budget. The Committee had requested the administration to review the request and rank the request. Mayor Manchester stated the following is the rankings as designated by the administration the administrations recommendation is to include all the items ranked as a 1:

PUBLIC
WORKS
Streets

1

\$12,500

Sidewalk Cleaner

1	\$50,000	Chestnut St renovations
1	\$50,000	GMS Drive renovations
2	\$30,000	Historic street sign replacement
	Street Total	\$142,500
Parks		
1	\$12,500	Mower
1	\$50,000	Dorie Miller Playground
1	\$6,000	Scoreboard
3	\$25,000	Dog Park equipment
	Parks Total	\$93,500
Stormwater		
1	\$75,000	Chestnut St renovations
1	\$30,000	Stratton Alley
1	\$25,000	Court Street renovations
	Stormwater Total	\$130,000
Beautification		
1	<u>\$20,000</u>	New City entrance signs
	Total Public Works	\$386,000
Police Department		
1	\$7,540	Taser lease payments
1	\$11,450	Body armor
	\$30,000	Software upgrade (this is a carryover item from 2019)
1		
1	\$15,736	Garage door replacement
	Total Police Dept.	\$64,726
Fire Department Station 2		
1	\$37,000	resurface station no. 2 parking lot
1	\$8,000	garage door replacement station no. 2
	Total Fire Station 2	\$45,000

Fire Service Fee	These items will be placed on a Public Safety Committee meeting agenda in the near future	\$216,175	Additional personnel (3) with benefits
		\$25,000	uniforms for new personnel
	Total Fire Service fee		<u>\$241,175</u>
	Total Fire Depart		<u>\$286,175</u>

City Hall			
1		\$156,000	Roof replacement
3		\$300,000	HVAC replacement
	Total City Hall		<u>\$456,000</u>

Total of all departments **\$1,192,901**

total Rankings		
1		\$596,726
2		\$30,000
3		\$325,000
	Fire Service Fees	<u>\$241,175</u>
	Total Request	\$1,192,901

Council member Etten made a motion to include all of the capital request ranked as a number 1 in the General Fund Budget for fiscal year 2020 for a total of \$596,726. Council member White seconded the motion. With all in favor the motion carried.

- Council member Etten stated the Finance Committee had reviewed the General Fund Budget proposal for fiscal year 2020. The administration was to review and make noted changes. Treasurer Honaker stated the changes had been made.

Council member Etten made a motion to approve the General Fund Budget Proposal for fiscal year 2020 with the adjustments for the capital request ranked number 1 to be added. Council member Seams seconded the motion. With all in favor the motion carried.

- Council member Etten reported the Finance Committee had discussed the payment of a laser required for a member on the City’s health insurance plan. The Finance Committees recommendation was to pay said laser from the Employee Benefits Fund.

Council member Etten made a motion to pay the required laser for the City’s health insurance plan from the Employee Benefits Funds. Council member White seconded the motion. With all in favor the motion carried.

Public Works Committee

Director of Public Works Pence reported on the following events of the March 12, 2019 Public Works meeting:

- The water unaccounted for water rate for the month of February 2019 is 39%.
- Work on Hollowell Concession Stand continues
- Pence thanked the City's water customers for bearing with the City during the waterline breakage on February 22, 2019.
- Director Pence stated it was the recommendation of the Public Works Committee to purchase 25 steel drum trash cans with dome tops from The Cary Company for a cost not to exceed \$2,754.

Council member Blake made a motion to purchase 25 steel drum trash cans with dome tops from The Cary Company at a cost not to exceed \$2,754. Council member White seconded the motion. With all in favor the motion carried.

- Director Pence stated it was the recommendation of the Public Works Committee to purchase 4 replacement trash receptacles and 25 replacement lids for existing cans from Victor Stanley for the downtown area at a cost not to exceed \$9,138. The replacement lids will prevent rain and snow to go into the trash cans.

Council member Blake made a motion to approve the purchase of 4 trash receptacles and 25 replacement lids from Victor Stanley at a cost not to exceed \$9,138. Council member Lutz seconded the motion. With all in favor the motion carried.

Public Safety Committee

Public Safety Chair Lutz reported the following events from the March 2019 Public Safety Committee meeting:

- The Committee reviewed candidates for the Deputy Chief position.
- The department will not have to hire additional officers, but there will be a shift in rank of existing officers.

ADJOURNMENT

Council member Lutz made a motion to adjourn the meeting at 9:14 p.m. Council member Seams seconded the motion. With all in favor the motion carried.

