

City of Lewisburg  
Paul R. Cooley Council Chamber  
942 Washington Street, West  
Lewisburg, West Virginia 24901  
Finance Committee Meeting Minutes  
May 14, 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, Deputy Police Chief Jeff Vance, Fire Chief Joseph Thomas, Public Works Director Roger Pence, Finance Assistant Susan Nutter.

**Visitors:**

Jeff Feamster with Mountaineer Computers, Greg Johnson for the Lewisburg Literary Festival, Josh Baldwin with the Significant Cinema, Inc., Willie and Patty Hylton and Teresa Aultz for the Lewisburg Elks Swimming Pool, Thomas Shannon, Martha Hilton

**Call To Order:**

Chairman Etten called the May 14, 2019, Finance Committee meeting to order at 7:00 pm.

**Arts & Humanities Funding Request – Lewisburg Literary Festival:**

Greg Johnson presented a request for funding in the amount of \$8,000 for the Lewisburg Literary Festival scheduled for August 2<sup>nd</sup> and 3<sup>rd</sup>. Mr. Johnson commented on the success of last summer's literary festival and stated that the two featured speakers for this year's event are Tobias Wolff and Sarah Vowell. The film "This Boy's Life" based on Mr. Wolff's bestselling memoir will be shown at the Lewis Theatre both days. Sarah Vowell is an essayist, humorist and contributor to NPR's This American Life.

Mayor Manchester made a motion to recommend to City Council to approve an amount of \$8,000 for the Lewisburg Literary Festival. Member Blake seconded the motion. With all in favor the motion carried.

**Arts & Humanities Funding Request – Significant Cinema, Inc.:**

Josh Baldwin presented a request for funding in the amount of \$6,300 for an outdoor cinema event to show three free family friendly movies on the lawn at Carnegie Hall throughout the summer months. Discussion ensued.

Mayor Manchester made a motion to recommend to City Council to approve an amount of \$6,300 to Significant Cinema, Inc. for the showing of three outdoor family friendly movies this summer. Member White seconded the motion. With all in favor the motion carried.

**Video Lottery Funding Request – Lewisburg Elks Swimming Pool:**

Teresa Aultz presented a request for funding in the amount of \$2,000 to pay for water to fill the Lewisburg Elks swimming pool.

Mayor Manchester made a motion to recommend to City Council to approve the funding request of \$2,000 for water to fill the Lewisburg Elks swimming pool. Member Seams seconded the motion. With all in favor the motion carried.

**Mountaineer Computer Systems, Inc. Maintenance and Support Agreement:**

Treasurer Honaker stated that the Maintenance and Support Agreement with Mountaineer Computer Systems, Inc. is up for renewal for the 2019/2020 fiscal year. The new agreement has the same terms as last year with no increase in fee. Jeff Feamster was available for questions. Payments options listed below were presented:

1. Annual payment of \$8652 due by July 1, 2019
2. Quarterly payment of \$2348.17 due by the first day of each calendar quarter
3. Monthly payments of \$774.43 due by the first day of each month
4. Discounted annual payment of \$8280 due by May 31, 2019

Discussion ensued.

Member Blake made a motion to recommend to City Council to approve the renewal of the Maintenance and Support Agreement with Mountaineer Computer Systems, Inc., choosing option #4 --the discounted annual payment of \$8280 to be paid by May 31, 2019. Member Lutz seconded the motion. With all in favor the motion carried.

**Lowe & Associates, PLLC – Approval of Service Contract Related to Water System Upgrades:**

Mayor Manchester presented information regarding the contract with Lowe & Associates, PLLC for services related to the water system upgrades. Discussion ensued.

Mayor Manchester made a motion to recommend to City Council to approve the contract with Lowe & Associates, PLLC for the services regarding the water treatment plant project as presented with the hourly rates of \$100 to \$160 not to exceed \$20,000. Member White seconded the motion. With all in favor the motion carried.

**Civil War Trail Grant – Pay Request 3:**

Director Pence presented an update on the Civil War Trail reporting that the project is completed and a final pay request will be presented at next month's finance meeting.

Member Seams made a motion to recommend to City Council to approve the Civil War Trail Grant pay request number 3 in the amount of \$12,719.70. Member White seconded the motion. With all in favor the motion carried.

**Dorie Miller Park – Parking Lot Bid Approval:**

Director Pence presented a report on Phase Two of the Dorie Miller park parking lot project and provided the following bids submitted for the paving of the parking lot:

Southern WV Paving	\$53,181.50
Greenbrier Excavating & Paving	\$42,329.00

Member Blake made a motion to recommend to City Council to approve the bid from Greenbrier Excavating and Paving for the paving of Dorie Miller Park parking lot in the amount of \$42,329 and with the understanding that the funds for payment are to come from Coal Severance Funds. Member Lutz seconded the motion. With all in favor the motion carried.

**Proposed Fire Department Pay Scale:**

Chief Thomas presented the proposed fire department pay scale. The following detail was presented:  
Information:

- Starting salary for Firefighters would be \$9.50 per hour for applicant with the minimum requirements.
  - With overtime the pay range equates to \$36,000 - \$55,000 annually.
- Pay would be adjusted based off certifications, training and years of service the applicant has with the department.
- Firefighter/Mechanics would be eligible for additional increases detailed below.
- Fire Chief and Fire Chief Aide are considered administrative professionals and are included on the general pay scale.

Firefighter

\$9.50 base salary

EMT (156 Hours)	20 cents per hour
Paramedic (2 college semesters)	25 cents per hour
Fire Fighter 2 (40 hours)	10 cents per hour
Fire Officer 2 (40 hours)	10 cents per hour
Fire Officer 3 (40 hrs. with 80 hrs. homework)	20 cents per hour
Fire Officer 4 (40 hrs. with 80 hrs. homework)	25 cents per hour
40-hour Driver Operator	10 cents per hour
Fire Instructor (40 hrs. with 40-60 hrs. homework)	25 cents per hour
Certified Fire Inspector (Approx.120 hrs. for cert./20 hrs. per year continuing edu.)	25 cents per hour
Hazmat Technician (40-60 hrs.)	10 cents per hour
Rope Technician (40-60 hrs.)	10 cents per hour
Swift Water Technician (40-60 hrs.)	10 cents per hour
Extrication Technician (40-60 hrs.)	10 cents per hour
Public Safety Diver (120 hrs.)	10 cents per hour
Years of Service with LVFD	2 cents per hour per year

Firefighter/Mechanic

Emergency Vehicle Technician Lead Mechanic	\$3.00 per hour
Emergency Vehicle Technician Assistant	\$1.50 per hour

Fire Chief

\$24.04 - \$33.65 hourly

\$50,000.00 - \$70,000.00 (annually)

Fire Chief's Aide

\$13.46 - 17.00 hourly

\$28,000.00 - \$35,360.00 (annually)

Discussion ensued.

Member Lutz made a motion to recommend to City Council to approve the fire department pay scale as presented. Member White seconded the motion. With all in favor the motion carried.

Treasurer Honaker mentioned that the details of the salary adjustments need to be stated in the minutes. Listed below are the itemized salary adjustments.

**Matt Peltier** Current Salary \$10.05

EMT	.20
Fire Fighter 2	.10
Fire Officer 2	.10
40 hour driver operator	.10
Fire Instructor	.25
Hazmat Tech	.10
Extrication Tech.	.10
6 years of service	.12
With new pay scale	\$10.57

**Randy Chambers** Current Salary \$11.07

EMT	.20
Fire Fighter 2	.10
Driver Operator	.10
Fire Instructor	.25
Hazmat Tech.	.10
Swift Water Tech.	.10
Extrication Tech.	.10
Rope Tech.	.10
15 Years of Service	.30
With new pay scale	\$10.85

**Nat Tucker** Current Salary \$11.84

EMT	.20
Firefighter 2	.10
Fire Officer 2	.10
40 Hour Driver Operator	.10
Fire Instructor	.25
Hazmat Tech	.10
Rope Tech	.10
Swift Water Tech.	.10
Extrication Tech.	.10
Public Safety Diver	.10
13 Years of Service	.26
EVT/Mechanic	3.00
With new pay scale	\$14.01

Mayor Manchester made a motion to recommend to City Council to approve the fire department pay adjustments as presented with the exception of Randy Chambers whose rate of pay will remain at the current level. Member Seams seconded the motion. With all in favor the motion carried.

**Proposed Fire Service Fee Employee Hiring:**

Chief Thomas presented the need for hiring of three additional fire personnel. Discussion ensued with regard to the benefit of having additional firefighting personnel during the response to a fire call. Also presented was the fact that the funds for salaries of the additional personnel would come from both fire service fee revenues and general funds.

Member Lutz made a motion to recommend to City Council to approve the proposed hiring of three additional fire employees as presented. Member White seconded the motion. With all in favor the motion carried.

**Public Works Pay Adjustments:**

Jacy Faulkner presented the following Public Works pay scale adjustments update in order to be compliant for audit purposes.

**Public Works Pay Scale Employee Update**

	<b>Proposed</b>	<b>Previous</b>	<b>Yearly Effect</b>
Samuel McMillion, Class II Water Plant Operator	\$14.75	(\$13.35)	\$2,912.00
Ben Hinkle, Laborer II	\$11.50	(\$10.85)	\$1,352.00
Ryan Bostic, Laborer III Mechanic	\$13.80	(\$13.30)	\$1,040.00
Wanda Sanford, Class III Water Plant Operator	\$16.00	(\$15.85)	\$312.00
Travis Howard, Laborer III	\$12.10	(\$12.05)	\$104.00
Pat McCoy, Laborer II	\$11.50	(\$11.02)	\$998.40
Johnny Sofil, Laborer III Equipment Operator	\$13.85	(\$13.50)	\$728.00
<b>Total:</b>			<b>\$7,446.40</b>
<b>Yearly budget impact total From March Council Meeting:</b>			<b>\$11,488.00</b>
<b>Actual total yearly budget impact:</b>			<b>\$18,934.40</b>

Mayor Manchester made a motion to recommend to City Council to adopt and recognize the Public Works pay scale employee update as presented listing the names and amounts. Member White seconded the motion.

Ms. Faulkner stated that the names and amounts were to be noted in the minutes for audit purposes. Treasurer Honaker said that they would be included. With all in favor the motion carried.

**General Fund Budget Revision Fiscal Year 2019:**

Treasurer Honaker presented the revisions for the general fund budget fiscal year 2019. Discussion ensued.

Mayor Manchester made a motion to recommend to City Council to approve the general fund budget revision for fiscal year 2019. Member Seams seconded the motion. With all in favor the motion carried.

**Custodian Hiring Update:**

Jacy Faulkner presented an update on the hiring of a part time custodian. She stated that several interviews have been conducted and the selection process is continuing. Discussion ensued. No action was required on this item.

**Emergency Expense in Stratton Alley Regarding Old Septic System:**

Director Pence reported on the emergency expense in Stratton Alley regarding the finding of old septic system chambers. Discussion ensued. No action was required on this item.

**Retreat Water System Update:**

Mayor Manchester presented an update on the Retreat water system on White Rock Mountain. No action was required on this item.

**Approval of Minutes:**

April 9, 2019

Mayor Manchester made a motion to approve the April 9, 2019 minutes as presented with the correction to the spelling of Rod Lowe's name. Member White seconded the motion. With all in favor the motion carried.

**Communication of Members:**

Mayor Manchester stated that due to the election being held on June 11, the same date as the next scheduled public works committee, and finance committee meetings, the meeting place will be moved to the police station municipal court room.

**Adjournment:**

Member Lutz made the motion to adjourn the meeting. Member White seconded the motion. With all in favor the meeting was adjourned at 8:04 pm.

Respectfully Submitted,  
Susan Nutter