

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

Present: Finance Committee Members: Chairman Mark Etten, Mayor Beverly White, Sarah Elkins, Heather Blake, Arron Seams, Treasurer, Susan Honaker
City Manager Jacy Faulkner, Asst. City Manager/Human Resources Director Misty Hill, City Recorder Shannon Beatty, Police Chief Chris Teubert, Fire Chief Joseph Thomas, Public Works Director Roger Pence, Finance Assistant, Susan Nutter.

Visitors: Greg Belcher, Chapman Technical Group; Jeff Jasperse and Jim Alder, Greenbrier East High School Band; Brent Burton, Assured Partners Insurance

Call To Order: Chairman Etten called the November 12, 2019, Finance Committee meeting to order at 7:00 pm.

Video Lottery Grant Requests Greenbrier East High School Band Boosters:

Jeff Jasperse and Jim Alder presented a request for the Video Lottery Grant for the student band trip to Disney World to perform in the Disney Parade. The all-inclusive cost per student is \$660, though Mr. Jasperse and Mr. Alder requested funding to help pay for the travel portion of the trip, specifically the cost of the buses. Fundraising will continue with several fundraising projects throughout the school year as well as approaching other county entities for donations. Discussion ensued between committee members regarding the Video Lottery Grant funds available and the possible options of amounts to recommend to be awarded.

Member Elkins made a motion to table the Video Lottery Grant request for funding from Greenbrier East High School Band until City Council meeting Tuesday, November 19, 2019 for further information to be provided. Member Seams seconded the motion. With all in favor the motion carried.

Chapman Technical Group - Update Master Engineer Agreement: Greg Belcher stated that he would combine the two items: Update Master Engineer Agreement and the Project Updates since they are interrelated. He presented the Update Master Engineer Agreement stating that it is a standard utility service document format and indicates the changes and additions to reflect the compliance to USDA and Rural Utilities Service program requirements and the American Iron and Steel requirements. Discussion ensued with Mr. Belcher responding to committee questions. Chairman Etten pointed out the technical, managerial and financial capacity training indicated in the letter of conditions portion of the Agreement. City Manager Faulkner will contact Region IV to set up the training. Mr. Belcher also pointed out the recommendation to appoint Public Works Director Roger Pence as the City Contact Representative. He also provided a project update stating the status of the applications with the Health Department and with PSD, the bid openings and the time required for their

approval. Mr. Belcher reported on the additional acquisitions to be obtained and a possible construction start date of September 2020 and a completion timeline of two years.

City Manager Faulkner stated that telephone conversations will be frequent between all parties involved in the project moving forward.

Member Seams made a motion to recommend to City Council to accept the Chapman Technical Group Update Master Engineer Agreement. Member Elkins seconded the motion. With all in favor the motion carried.

Assured Partners Insurance Renewal: Brent Burton presented detailed renewal proposals for the Assured Partners Insurance. He presented comparisons of One Beacon and Zurich Options as follows:

One Beacon	\$99,970.25
Zurich	\$96,997.20

Mr. Burton also stated that One Beacon is a company endorsed by the WV Municipal League and provides insurance to clients such as water boards, a few PSD's and other municipalities in West Virginia.

Assistant City Manager/ Human Resources Director Misty Hill commented her satisfaction of the quality of service experienced with One Beacon. Their assistance provided with claims, claim dispute investigations, and the efficiency of the settlement of claims. Misty Hill supports remaining with One Beacon.

Chairman Etten stated that a motion could reflect the benefits of remaining with One Beacon because of the service we have experienced in the past 9 years, the fact that it is endorsed by the WV Municipal League outweighs the savings in awarding to the lower bid.

Mayor White expressed her support and agreement with remaining with the stability we have with One Beacon.

Mayor White made a motion to recommend to City Council to accept the quote from One Beacon in the amount of \$99,970.25, allowing the City to remain with One Beacon because of the excellent service that has been provided over the past nine years. Also indicating the benefits of One Beacon being endorsed by the WV Municipal League and their service to other entities throughout West Virginia. Member Blake seconded the motion. With all in favor the motion carried.

Appreciation Luncheon: Asst. City Manager/ Human Resources Director Misty Hill presented the options for catering of the Employee Appreciation Luncheon. The following bids were presented:

Jim's Drive-In	\$17.00 per person
Blue Ribbon Catering	\$15.00 per person

Blue Ribbon Catering provided the catering for last year’s luncheon, and is the recommendation for approval this year.

Member Blake made a motion to recommend to City Council to approve the catering services of Blue Ribbon Catering for the Appreciation Luncheon to be held on December 13, 2019, at the Library from 12 to 2pm, for the cost not to exceed \$1200. Member Seams seconded the motion. With all in favor the motion carried.

Incentive Pay: Asst. City Manager/ Human Resources Director Misty Hill presented the following Incentive Pay recommendations:

- A) \$250 Net = \$15,430.47 (\$10,449.42 General Fund; \$4,981.05 Water Fund)
- B) \$275 Net = \$16,973.46 (\$11,494.32 General Fund; \$5,479.14 Water Fund)
- C) \$300 Net = \$18,516.45 (\$12,539.22 General Fund; \$5,977.23 Water Fund)

Discussion ensued. Misty Hill stated that Treasurer Honaker confirmed that the incentive pay is budgeted.

Member Elkins made a motion to recommend to City Council to accept the Incentive Pay at the \$300 net amount. Member Blake seconded the motion. Additional discussion ensued regarding confidentiality and the appreciation from the employees for the attendance of council members. With all in favor the motion carried.

Pay Scale Update: Misty Hill presented the pay scale update details. Discussion ensued regarding the comparison of other entity salaries and how the City needs to become more competitive when hiring new employees, especially for a new water plant operator.

Jacy Faulkner reminded council that after the water system improvements are made the long-term budget at the completion of the project will be dramatically different. The new facility will not need to be staffed as fully as it is now and the overtime hours will be reduced considerably. Discussion ensued.

Misty Hill explained to the committee in detail the additional pay scale updates to department management employees. Discussion ensued.

Member Seams made a motion to recommend to City Council to adopt the Pay Scale Update as follows:

City of Lewisburg					
Job Classifications & Pay Scale					
November 2019					
Public Works	Hrly	Pay		Range	Hrly
Laborer I	\$11.70	\$24,336.00		\$28,496.00	\$13.70
Laborer II	\$12.20	\$25,376.00		\$29,536.00	\$14.20

Laborer III	\$12.80	\$26,624.00	\$31,096.00	\$14.95
Laborer III/Crew Leader	\$13.80	\$28,704.00	\$34,736.00	\$16.70
Laborer III/Mechanic	\$14.50	\$30,160.00	\$35,256.00	\$16.95
Laborer III/GIS Technician	\$14.55	\$30,264.00	\$35,776.00	\$17.20
Laborer III/Equip.Operator	\$14.55	\$30,264.00	\$35,776.00	\$17.20
Dept. Foreman	\$16.70	\$34,736.00	\$43,576.00	\$20.95
Secretary	\$12.30	\$25,584.00	\$31,824.00	\$15.30
Administrative Assistant	\$15.70	\$32,656.00	\$36,816.00	\$17.70
Customer Serv. Field	\$13.55	\$28,184.00	\$34,216.00	\$16.45
Water Meter Technician	\$12.70	\$26,416.00	\$32,656.00	\$15.70
Operator in Training	\$15.00	\$31,200.00	\$35,360.00	\$17.00
Class I Operator	\$17.00	\$35,360.00	\$39,520.00	\$19.00
Class II Operator	\$19.00	\$39,520.00	\$43,680.00	\$21.00
Class III Operator	\$21.00	\$43,680.00	\$47,840.00	\$23.00
Chief Operator	\$23.00	\$47,840.00	\$52,000.00	\$25.00
Public Works Director	\$24.04	\$50,000.00	\$71,456.00	\$34.35
Avg	\$15.78	\$32,828.00	\$38,867.56	\$18.69

City Hall and Administrative	Hrly	Pay	Range	Hrly
City Manager	\$24.04	\$50,000.00	\$71,456.00	\$34.35
City Clerk	\$12.70	\$26,416.00	\$34,456.00	\$16.57
Treasurer	\$17.53	\$36,456.00	\$50,544.00	\$24.30
Asst. City Manager/HR Director	\$16.57	\$34,456.00	\$46,456.00	\$22.33
Building Inspector	\$15.12	\$31,456.00	\$41,456.00	\$19.93
Planning & Zoning Officer	\$16.57	\$34,456.00	\$46,456.00	\$22.33
Utility Billing Specialist	\$14.20	\$29,536.00	\$36,816.00	\$17.70
Finance Assistant	\$12.70	\$26,416.00	\$32,656.00	\$15.70
Department Clerk	\$11.70	\$24,336.00	\$30,576.00	\$14.70
Chief of Police	\$24.74	\$51,456.00	\$71,456.00	\$34.35
Deputy Chief of Police	\$22.33	\$46,456.00	\$59,456.00	\$28.58
Municipal Court Clerk	\$14.45	\$30,056.00	\$36,816.00	\$17.70
Receptionist	\$11.20	\$23,296.00	\$29,536.00	\$14.20
Fire Chief	\$24.74	\$51,456.00	\$71,456.00	\$34.35
Fire Chief's Aide	\$14.16	\$29,456.00	\$36,816.00	\$17.70
Avg	\$16.85	\$35,046.93	\$46,427.20	\$22.32

To be effective with pay period beginning November 28, 2019. Mayor White seconded the motion. With all in favor the motion carried.

Member Seams made a motion to recommend to City Council to adopt the wage/salary changes as follows:

- Chief Water Plant Operator Johnson at proposed hourly rate of \$23.00
- Class III Plant Operator Bowes at proposed hourly rate of \$22.00
- Class III Plant Operator Sanford at proposed hourly rate of \$21.00
- Class II Plant Operator McMillion at proposed hourly rate of \$19.00
- Plant Operator in Training Cooper at proposed hourly rate of \$15.00
- Director of Public Works Pence at proposed annual salary amount of \$52,000
- Chief of Police Teubert at proposed annual salary amount of \$63,000
- Fire Chief Thomas at proposed annual salary amount of \$59,000

To be effective with pay period beginning November 28, 2019. Member Blake seconded the motion. With all in favor the motion carried.

Police Department Bulletproof Vest Bid Approval: Chief Teubert presented the need for new bulletproof vests for the police force. The service life of the current vests expires in December of this year. The City Police Department has been awarded a grant in the amount of \$4,800 from the Bulletproof Vest Partnership that can be applied for before September 2020. The following quotes were presented:

Town Police Supply quote Q2019-737	\$ 9,108.00
Town Police Supply quote Q2019-736	\$11,940.00 (recommended)
Town Police Supply quote Q2019-735	\$12,420.00
GALLS quote 14453194	\$11,646.18 (same vest as TPS Q2019-736)
Vance's Law Enforcement quote 00030570	\$12,474.96

Police Chief Teubert recommends the local provider Town Police Supply vest quote #Q2019-736. Town Police Supply will custom fit the vests to each officer. Galls only offers small, medium and large size vests. Discussion ensued with Chairman Etten commenting on the benefit of having the vests custom fitted.

Discussion ensued regarding the liability requirements of the City providing protective vests to all City first responders. City Manager Faulkner volunteered to contact the City Attorney to investigate the liability and compliance issues regarding the requirements to provide protective vests for all City first responders.

Member Blake made a motion to recommend to City Council to approve the purchase of the Town Police Supply bulletproof vest quote #Q2019-736 for the amount of \$11,940 as recommended by Police Chief Teubert. The understanding is that the Bulletproof Vest Partnership grant will reimburse the awarded \$4,800 after the full amount is paid. Member Elkins seconded the motion. With all in favor the motion carried.

Police Department Computer Server Replacement: Chief Teubert stated that Greenbrier Technologies representative had planned to attend but due to a family medical emergency was unable to be available for technical information. Chief Teubert presented the need for a computer server upgrade for the police department. He also stated that the current system

support services will no longer be available after December 30, 2019. The following quotes were obtained:

	<u>Servers/Hardware & Software</u>	<u>16 Bay High</u>
Greenbrier Technologies	\$15,125.94	\$8,383.94
Key Telephone & Security	\$16,801.94	\$8,779.93
Advantage Technology	\$13,937.00	Not complete

Greenbrier Technologies has the current contract for support and maintenance of the current server system. Chief Teubert was unable to find out if Greenbrier Technologies would service the hardware and software from Advantage Technology that is located in Charleston.

Chairman Etten asked if there had been consideration regarding other storage options such as storage on the Cloud. Discussion ensued regarding the availability of data stored on the Cloud when there is power outages and interruptions in the internet, also the security of the confidential data of the Police Department. Chief Teubert stated that he had discussion with the Greenbrier Technologies representatives about the security of data and the system that they have recommend is the best available for the City Police Department.

Member Seams recommended to table the consideration of the Police Department Computer Server Replacement until City Council on Tuesday, November 19, 2019 to allow for additional information to be provided by the Greenbrier Technologies representative and Advantage Technology quote to be completed for the 16 Bay High Performance Storage. Member Blake seconded the motion. With all in favor the motion carried.

Call for Levy Election: Recorder Beatty presented the details requiring the need to call an additional levy election. She reported that due to review by the state auditor’s office an error was discovered on the levy ballot from the last election. It is necessary to call for another levy election in order to recapture the funds for the 2020 year that was omitted on the previous ballot. Recorder Beatty apologized for the error and claims full responsibility for the oversight. Manager Faulkner consulted with City Attorney White and he recommended that if there were time for another levy election that would be the best solution to recapture the funds. The election will be held on February 29, 2019 with early voting available.

Chairman Etten requested of Treasurer Honaker regarding a budget revision for the expenses incurred for holding an unexpected election. Treasurer Honaker stated that there is a budget revision to be done in December and she will include a revision for the election expenses.

Member Blake inquired about notification to the public as to why another levy election is being held. Recorder Beatty stated that according to state code there are specific legal ads required by state law to be published.

No Action was required on this item.

Stratton Alley Agreement: City Manager Faulkner presented a detailed draft of a Memorandum of Understanding for the Stratton Alley Agreement prepared after consulting with Director Pence, Treasurer Honaker and guidance from City Attorney Tom White. Discussion ensued with regard to how the electrical upgrade benefits City Hall. Director Pence stated that the storm water work and sidewalk on Stratton Alley in front of the property owned by Lance Syner has been completed by Mr. Syner and the cost share of the electrical upgrade would be contributed to by the City, equal to the cost of the sidewalk work as was discussed between Mr. Syner and former Mayor, John Manchester. The timeline was important to Mr. Syner and the sidewalk and storm water project were completed. Discussion ensued regarding the terms of the memorandum of understanding not being complete. Director Pence stated that Mon Power is the owner of the electrical equipment and they will complete the upgrade. Discussion continued regarding the payment of the cost share value. City Manager Faulkner agreed to investigate the donation option of the cost share value.

No motion action was taken on this item.

American Electric Power Invoice: City Manager Faulkner presented the American Electric Power invoice for the lamp poles that have been installed in Stratton Alley. The invoice is due and owing, the lamp posts were ordered by the City and are installed on City property and are the responsibility of the City. Discussion ensued.

Member Elkins made a motion to recommend to City Council to pay the American Electric Power Invoice No. 140-212083046 in the amount of \$6,214.00. Mayor White seconded the motion. Further discussion from Member Seams commenting that having the lighted sidewalks on City property benefits public safety. Recorder Beatty stated that there is a lot of activity around City hall and agrees that the lighting is beneficial. With all in favor the motion carried.

Communications from Members:

No communications were expressed from members.

Financial Statement Review: The Finance Committee reviewed the Financial Statement for the period ending August 31, 2019. Discussion ensued with Chairman Etten pointing out that there are items that need to be watched due to the fact that this is only two months into the fiscal year. Treasurer Honaker replied to several questions and also stated that there would be needed budget revisions in the next financial review.

No motion action is required on this item.

Approval of Minutes:

October 8, 2019

Member Blake made a motion to approve the October 8, 2019 minutes as presented with the Mayor White seconded the motion. With all in favor the motion carried.

Adjournment:

Member Seams made the motion to adjourn the meeting. Member Elkins seconded the motion. With all in favor the meeting was adjourned at 10:35 pm.

Respectfully Submitted,
Susan Nutter