

City of Lewisburg
Finance Committee Meeting
Paul R. Cooley Council Chamber
942 Washington Street, West
Lewisburg, West Virginia 24901
Finance Committee Meeting Minutes
May 11, 2021

Present: Finance Committee Chairman Mark Etten, Mayor Beverly White, Heather Blake, Arron Seams, Sarah Elkins, Josh Edwards, City Manager Misty Hill, Treasurer Susan Honaker, Police Chief Chris Teubert, Fire Chief Joseph Thomas, Public Works Director Roger Pence, Public Works Director in Training Tony Legg

Visitors: Bill Dyer, Northwestern Mutual Life Insurance Company; Myles Yates, Greenworks Recycling; Willie and Betty Hylton, Lewisburg Elks Lodge; John Little and Frank Johnson.

Call to Order: Chairman Etten called the Finance Committee meeting of the City of Lewisburg to order on Tuesday, May 11, 2021 at 7:00 pm

Video Lottery Grant – Lewisburg Elks Country Club Swimming Pool:

Willie and Betty Hylton presented a request for the Video Lottery Grant for Lewisburg Elks Country Club Swimming Pool in the amount of \$3,000. Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the Video Lottery Grant to Lewisburg Elks Country Club for their swimming pool maintenance in the amount of \$3,000. Member Blake seconded the motion. With all in favor the motion carried.

Member Elkins commented that she is in support of the motion and would like to see more youth programs such as swim lessons.

Contract with Imre D. Pentek, CPA for Accounting Services:

Treasurer Honaker presented the accounting services contract with Imre D. Pentek, CPA. Discussion ensued.

Member Blake made a motion to recommend to City Council to approve the contract with Imre D. Pentek, CPA for accounting services at the contract price of \$8,995. Member Edwards seconded the motion. With all in favor the motion carried.

Mountaineer Computer Systems, Inc. Maintenance and Support Agreement:

Treasurer Honaker presented the annual maintenance and support agreement with Mountaineer Computer Systems, Inc. Discussion ensued.

Member Blake made a motion to recommend to City Council to approve the contract with Mountaineer Computer Systems, Inc. Maintenance and Support Agreement for the annual discounted amount of \$8,616 to be paid by May 31, 2021. Member Seams seconded the motion. With all in favor the motion carried.

Greenworks Recycling Contract:

Myles presented the need and operating costs of the Greenworks Recycling program. Discussion ensued. Administration is directed to develop a comprehensive plan for the city's recycling.

Member Blake made a motion to table action on the Greenworks Recycling contract. Member Elkins seconded the motion. With all in favor the motion carried.

Mills Group LLC – City Hall Design of Façade and Brick Repointing:

City Manager Hill presented a proposed design for the façade and brick repointing of the city hall building. Discussion ensued.

No action was required.

Sidewalk Project US 219 North Phase II Pay Application 2:

City Manager Hill presented the Sidewalk Project US 219 North Phase II pay application two. Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the Sidewalk Project US 219 North Phase II pay application two for the amount of \$78,153.93. Mayor White seconded the motion. With all in favor the motion carried.

Sidewalk Project US 219 North Phase III Pay Application 4:

City Manager Hill presented the Sidewalk Project US 219 North Phase III pay application four. Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the Sidewalk Project US 219 North Phase III pay application four for the amount of \$33,175.48, and to authorize to delay paving

of the Phase III section until both phases are complete. Member Seams seconded the motion. With all in favor the motion carried.

Fire Department Gear Purchase:

Fire Chief Thomas presented a request for the fire department gear purchase. Discussion ensued.

Member Elkins made a motion to recommend to City Council to approve the Fire Department gear purchase in the amount of \$98,430 and to pay the to be determined shipping. Member Edwards seconded the motion. Additional discussion ensued. With all in favor the motion carried.

Transfer of Funds to Fire Station Construction Fund:

Treasurer Honaker presented a request to transfer \$200,000 from general funds to the fire station construction fund. Discussion ensued.

Mayor White made a motion to recommend to City Council to transfer \$200,000 from general funds to the fire station construction fund. Member Seams seconded the motion. With all in favor the motion continued.

Tree Trimming – Quote Approval for Water Plant and Water Tank Locations:

Director Pence presented the following quotes for tree trimming at the water plant and water tank locations.

Brandon Roberts	\$5,000
Trinity Tree Service Inc.	\$7,000

Discussion ensued.

Member Blake made a motion to recommend to the City Council to approve the tree trimming quote for the water plant and Boggs and Gibson water tank locations from Trinity Tree Service, Inc. for the amount of \$7,000. Member Edwards seconded the motion. With all in favor the motion carried.

Water Cut-Off Valve at Stratton Alley:

Director Pence presented a review and reason for the need of an end valve cutoff at the intersection of Stratton Alley and Foster Street. Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the purchase of the 12” EZ cut off valve from C & T Enterprises for the amount of \$10,500 to be installed at the intersection of Stratton Alley and Foster Street. Member Seams seconded the motion. Additional discussion ensued. With all in favor the motion carried.

Employee Short Term Disability Insurance:

City Manager Hill presented information regarding the benefits for the City and the City employees regarding short term disability insurance options. Discussion ensued. Bill Dyer presented additional information regarding the options available. Additional discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the Northwestern Mutual Insurance Company employee short term disability eight day plan for the monthly premium of \$651. Mayor White seconded the motion. Additional discussion ensued. With all in favor the motion carried.

Police Department – Lieutenant’s Salary:

Chairman Etten commented that there would be a recommendation from Public Safety Committee Meeting presented at City Council and suggested that this item be tabled to City Council next week. Discussion ensued.

Member Seams made a motion to table consideration of the Police Department Lieutenant’s Salary to City Council. Mayor White seconded the motion. With all in favor the motion carried.

Appointment of Streets/Parks Foreman:

City Manager Hill reported that it is recommended that Ryan Bostic be appointed as Streets/Parks Foreman. Discussion ensued.

Member Elkins made a motion to recommend to City Council to approve the appointment of Ryan Bostic to the position of Streets/Parks Foreman effective May 19, 2021 with a beginning hourly rate of \$17.50 to be increased to \$18 with a favorable evaluation by administration after six months. Member Edwards seconded the motion. With all in favor the motion carried.

City Clerk’s Salary:

Chairman Etten commented that this item is to be discussed in executive session.

Review of Cares Act Funding Project Progress – Approval of City Manager to Approve Bids:

City Manager Hill presented a report on the Cares Act funding project progress. Discussion ensued.

Member Edwards made a motion to recommend to City Council to authorize the City Manager to solicit and approve bids for the preapproved Cares Act funding projects that are most advantageous to the City. Member Seams seconded the motion. With all in favor the motion carried.

- Pickle Ball Lighting:

City Manager Hill presented the benefit to install the pickle ball lighting at the same time as the skate board lighting. Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the additional \$10,000 to install the pickle ball lighting to allow instillation at the same time as the skate board lighting. Member Blake seconded the motion. With all in favor the motion carried.

General Fund Budget Fiscal Year 2021 Budget Revision No. 2:

Treasurer Honaker presented the General Fund Budget fiscal year 2021 budget revision number two. Discussion ensued.

Member Edwards made a motion to recommend to City Council the approval of the General Fund Budget fiscal year 2021 budget revision number two. Mayor White seconded the motion. With all in favor the motion carried.

Change of June 2021 Finance Committee Meeting Date and/or Place:

Due to the fact the elections will be held on June 8 in council chambers it is necessary to move the date and/or place of the June Finance Committee meeting. Discussion ensued. It was decided that the June Finance Committee meeting be moved to the conference room of the Parks building located at 396 Feamster Road on the regular scheduled meeting date and time.

Communications from Members:

Mayor White expressed on behalf of the Finance Committee, deep appreciation to Mark Etten for his dedicated leadership as Finance Committee Chairman.

Approval of minutes:

April 13, 2021

Member Edwards made a motion to approve the April 13, 2021 Finance Committee meeting minutes as presented. Member Elkins seconded the motion. With all in favor the motion carried.

Executive Session to Discuss Water Plant:

Chairman Etten requested a motion for the Finance Committee members enter into executive session to discuss the proposed purchase of property for the water plant and the city clerk position salary.

Member Seams made a motion for Finance Committee members to enter into executive session. Member Blake seconded the motion. The Finance Committee members entered executive session at 8:35pm.

Member Blake made a motion to exit executive session and return to regular Finance Committee meeting. Member Seams seconded the motion. Executive Session adjourned at 9:45pm.

Water Plant

Member Edwards made a motion to recommend to City Council to give authority to administration to negotiate the purchase of the proposed property for the water plant, not to exceed 1.5 million dollars. Member Elkins seconded the motion. With all in favor the motion carried.

City Clerk Position Salary

Member Edwards made a motion to recommend to City Council to adjust the pay scale of the City Clerk position by \$2,700, due to city charter changes. Member Seams seconded the motion. With all in favor the motion carried.

Adjournment:

Member Seams made a motion to adjourn the meeting. Member Elkins seconded the motion. With all in favor the Finance Committee meeting was adjourned at 9:48pm.

Respectfully Submitted,

Susan Nutter