

City of Lewisburg
Finance Committee Meeting
Conference Room at Public Works Parks Office
396 Feamster Road
Lewisburg, West Virginia 24901
Finance Committee Meeting Minutes
June, 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, Fire Chief Joseph Thomas, Public Works Director Tony Legg

Visitors: Frank Johnson, Valerie Pritt. Via Zoom: Greg Belcher, Chapman Technical Group; Brent Burton, Assured Partners of Charleston.

Call to Order: Chairman Etten called the Finance Committee meeting of the City of Lewisburg to order on Tuesday, June 8, 2021 at 7:00 pm

Public Works Property Update:

City Manager Hill stated that City Attorney Tom White requested to know how to proceed regarding the purchase of Stonehouse Road property for the public works department. Discussion ensued. No action was required. The consensus of the members is to continue the interest in the property.

New Public Works Building – Change in Scope:

City Manager Hill stated that action is need to be taken on the new proposed scope of the new public works water distribution metal building. Discussion ensued with regard the use of the building and the funds to be used.

Member Seams made a motion to recommend to City Council to approve the new scope of the public works water distribution metal building for a total \$194,201, noting that Council has already approved \$69,035 of this amount and has paid a portion of the approved amount to All Construction. Member Blake seconded the motion. With all in favor the motion carried.

Chapman Technical Group Task Order No. 35 New Public Works Property Evaluation:

Mr. Greg Belcher presented the new public works property evaluation that includes schematic design, surveying and geotechnical engineering services for the new water distribution metal building. Discussion ensued including regard to the proposed use of the water distribution metal building.

Member Seams made a motion to recommend to City Council to approve Chapman Technical Group task Order No. 35 for the amount not to exceed \$40,000. Member Elkins seconded the motion. With all in favor the motion carried.

Water Treatment Plant Maintenance and Repairs:

Mr. Belcher presented the need and importance of the water treatment plant maintenance repairs to continue providing water from the current water plants. A list of items of importance according to their critical status was provided. Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the Water Treatment Plant Maintenance and Repair List for the total amount not to exceed \$231,000, noting the individual amounts as listed on the water system maintenance and repair list. Mayor White seconded the motion. With all in favor the motion carried.

City Manager Hill requested that Mr. Belcher give an update on the easements. Mr. Belcher stated that he, Mayor White, City Manager Hill, and City Attorney Tom White visited residents door to door last Wednesday, June 2, to request easements for the new water plant. Unfortunately there were no easements obtained. A deadline of June 30, 2021 has been set to obtain all easements. Easements needed after the deadline will be obtained by eminent domain.

Water Distribution and Plant Employees Wage Increase for Certification Receipt:

City Manager Hill presented the request for an increase in wages of the water distribution and plant employees due to completion of water distribution certification. Discussion ensued with regard to the water distribution certifications of Jason S. Hanna and John W. McMillion.

Member Elkins made a motion to recommend to City Council to approve the following wage increases for Jason S. Hanna and John W. McMillion for the completion of water distribution certification.

	Current Hourly Salary	Hourly Increase	New Hourly
Jason S. Hanna	\$15.84	\$.50	\$16.30
John W. McMillion	\$12.40	\$.50	\$12.90

Mayor White seconded the motion. Further discussion ensued. With all in favor the motion carried.

Discussion ensued with regard to Water – Class II certification of Charles L. Cooper, Jr.

Member Edwards made a motion to recommend to City Council to approve the following wage increase.

	Current Hourly Salary	Hourly Increase	New Hourly
Charles L. Cooper, Jr.	\$17.70	\$2.00	\$19.70

Member Blake seconded the motion. Further discussion ensued. With all in favor the motion carried.

Sidewalk Project US 219 North Phase II Pay Application 3:

City Manager Hill Public Works Director in training Tony Legg presented the Sidewalk Project US 219 North Phase II pay application three. Discussion ensued.

Member Elkins made a motion to recommend to City Council to approve the Sidewalk Project US 219 North Phase II pay application three for the amount of \$71,780.90. Member Seams seconded the motion. With all in favor the motion carried.

Sidewalk Project US 219 North Phase III Pay Application 5:

City Manager Hill Public Works Director in training Tony Legg presented the Sidewalk Project US 219 North Phase III pay application five. Discussion ensued.

Member Blake made a motion to recommend to City Council to approve the Sidewalk Project US 219 North Phase III pay application five for the amount of \$2,861.01. Mayor White seconded the motion. With all in favor the motion carried.

Hudnall Wildlife Services Contract Renewal (Skunk):

Chairman Etten recommended noting the terms and conditions of the contract renewal with Hudnall Wildlife Services for skunk control. Discussion ensued.

Member Blake made a motion to recommend to City Council to approve the Hudnall Wildlife Services contract renewal for skunk control as presented. Member Seams seconded the motion. With all in favor the motion carried.

Wildlife Control Specialities Contract Renewal (Deer):

Chairman Etten recommended noting the terms and conditions of the contract renewal with Wildlife Control Specialities for deer control. Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the Wildlife Control Specialities contract for deer control as presented. Mayor White seconded the motion. With all in favor the motion carried.

Mills Group LLC Contract Renewal:

This item was tabled to July Finance Committee meeting.

Historic Landmark Commission – Approval of Bid for Guideline Updates:

City Manager Hill presented an update on the Historic Landmark Commission – Approval of Bid for Guideline. Discussion ensued.

Member Edwards made a motion to table this item to City Council. Member Seams seconded the motion. With all in favor the motion carried.

Selection of Engineer/Architect for New Fire Station:

Member Seams presented the Fire Station Committee recommendation for the selection of Thrasher Engineering for the engineer/architect for the new fire station because of the consideration for the specific needs of the City Fire Department. Discussion ensued.

Member Seams made a motion to recommend to City Council to approve the selection of Thrasher Engineering for the engineer/architect for the new fire station design. Mayor White seconded the motion. Additional discussion ensued. With all in favor the motion carried.

Worker's Compensation Insurance Renewal:

Mr. Bret Burton presented the renewal quote proposal for the worker's compensation insurance. The current expiring premium is at \$44,330. The quoted renewal premium is \$46,900. Discussion ensued.

Member Edwards made a motion to table the Workers Compensation Insurance Renewal to City Council. Mayor White seconded the motion. Further discussion ensued. With all in favor the motion carried.

Mayor Salary:

Mayor White excused herself during this portion of the meeting.

City Manager Hill presented the proposed consideration for the salary of the City of Lewisburg Mayor position. City Manager Hill recommended the adjustment be in the amount of \$10,000. Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the salary adjustment for City of Lewisburg Mayor position to the amount of \$10,000 per year to be effective in 2023, indicating that with further research could be increased in the future. Noting that the salary is to be divided fifty percent (50%) from general funds budget and fifty percent (50%) from water funds budget. Member Seams seconded the motion. With all in favor the motion carried.

Council Salary:

Member Seams excused himself during this portion of the meeting.

City Manager Hill made a recommendation to adjust the City of Lewisburg Council Members salary to \$2,500 per year. Indicating that the salaries are to be divided fifty percent (50%) from general funds budget and fifty percent (50%) from water funds budget. Discussion ensued.

Member Blake made a motion to recommend to City Council to approve the adjustment of the City of Lewisburg Council Members salary to \$2,500 per year to be effective for the members elected in 2023 Election. Mayor White seconded the motion. With none favor the motion died.

Member Blake made a motion to recommend to City Council to approve the adjustment of the City of Lewisburg Council Members salary from \$1,800 per year to \$2,500 per year to be effective for those elected in the June 8, 2021 Election. Mayor White seconded the motion. With all favor the motion carried.

Health Insurance Funding for Fiscal Year 2022:

Council Chairman Etten presented an introduction and detailed explanation of the City of Lewisburg Health Insurance Funding. Discussion Ensued. Treasurer Honaker stated that Bill Dyer recommended that the Health Insurance Funding be funded at 50%.

Member Edwards made a motion to table this item to Council meeting next week. Member Elkins seconded the motion. With all in favor the motion carried.

Communications from Members:

Mayor White gave a report on the unofficial City Council Election Results. Total votes: Valerie Pritt – 85; Aaron Seams 88; Franklin Johnson 83; John Little 83.

Member Seams expressed his thanks to Chairman Etten for his service as Finance Committee Chairman.

City Manager Hill also expressed her thanks to Mark Etten for his mentoring guidance.

Discussion ensued regarding the Planning Commission and sign ordinances.

Approval of minutes:

May 11, 2021

Member Elkins made a motion to approve the May 11, 2021 Finance Committee meeting minutes as presented and amended regarding choice of the tree trimming quotes. 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 9:30pm.

Respectfully Submitted,

Susan Nutter