

City of Lewisburg  
Finance Committee Meeting  
Paul R. Cooley Council Chamber  
942 Washington Street, West  
Lewisburg, West Virginia 24901  
Finance Committee Meeting Minutes  
July 13, 2021

**Present:** Finance Committee Chairman Arron Seams, Mayor Beverly White; Councilmembers: Sarah Elkins, Frank Johnson, John Little, Valerie Pritt; City Manager Misty Hill, Treasurer Susan Honaker, Fire Chief Joseph Thomas

**Visitors:** Via Zoom: Greg Belcher, Chapman Technical Group

**Call to Order:** Chairman Seams called the Finance Committee meeting of the City of Lewisburg to order on Tuesday, July 13, 2021 at 7:00 pm

**Chapman Technical Group LLC – Water System Upgrade Update:**

Greg Belcher presented the water system upgrade update providing an overview of the project for the benefit of the new committee members. He stated that with acquiring two more right of way easements should complete the 80% needed to go to bid. The bid process takes a minimum of 90 days. If bids come in over budget it could delay moving forward to secure additional funding. This could delay the project up to a year. With bids coming in at or below budget the projected completion of the project would be late 2024. He expressed concerns about supply availability due to the Covid pandemic. Discussion ensued. No action was required.

**Sidewalk Project US 219 North Phase II Pay Application 4:**

Treasurer Honaker presented the request for pay application 4 for the sidewalk project on US 219 N. Phase II as submitted and signed by Roger Kennedy of Chapman Technical Group. Discussion ensued.

Member Elkins made a motion to recommend to City Council to approve the payment of the Sidewalk Project US 219 North Phase II Pay Application 4 in the amount of \$109,353.60 as presented. Mayor White seconded the motion. With all in favor the motion carried.

**Sidewalk Project US 219 North Phase III Pay Application 6:**

Treasurer Honaker presented the request for pay application 6 for the sidewalk project on US 219 N. Phase III submitted and signed by Roger Kennedy of Chapman Technical Group. Discussion ensued.

Member Elkins made a motion to recommend to City Council to approve the payment of the Sidewalk Project US 219 North Phase III Pay Application 6 in the amount of \$18,675 as presented. Mayor White seconded the motion. With all in favor the motion carried.

**Fire Department Testing of Fire Hose and Ladder Bid Approval:**

Fire Chief Thomas presented the request for the Fire Department testing of fire hose and ladder bid approval for the quote options submitted from FireCatt Precision Service Testing. Fire hose and ladder testing is a NFPA requirement. In the past staff has done the testing. Discussion ensued.

Mayor White made a motion to table this item to City Council for Chief Thomas to obtain a copy of the proposed contract with FireCatt Precision Service Testing to be available for review by the City Attorney Tom White. Member Johnson seconded the motion. With all in favor the motion carried.

**Coal Severance Budget Revision Number 1 – Fiscal Year 2022:**

Treasurer Honaker presented an overview of the coal severance budget and budget revision number 1 for fiscal year 2022. Discussion ensued.

Member Elkins made a motion to recommend to City Council to accept the Coal Severance Budget Revision Number 1 – Fiscal Year 2022 as presented. Mayor White seconded the motion. With all in favor the motion carried.

**Mills Group LLC Contract Renewal:**

City Manager Hill presented the Mills Group LLC contract renewal. The contract has been reviewed by the City Attorney and is submitted for approval. Discussion ensued.

Mayor White made a motion to recommend to City Council to approve the Mills Group LLC contract renewal as presented. Member Pritt seconded the motion. With all in favor the motion carried.

**Authority of City Manager for the American Rescue Plan Application & Funds:**

City Manager Hill presented a request for authority to release funds from the American Rescue Plan Application and Funds. Discussion ensued.

Member Elkins made a motion to recommend to City Council to grant authority to the City Manager to apply for and send information to the state for the American Rescue Plan for the amount of \$1.5 million dollars. Mayor White seconded the motion. With all in favor the motion carried.

**Signature Authority on City Bank Accounts:**

City Manager Hill presented the request for documentation of the signature authority on the City National Bank City Hall checking accounts. Discussion ensued.

Member Little made a motion to recommend to City Council to approve that the Mayor, Finance Committee Chair and City Clerk be designated as signature authority on City National Bank City Hall accounts. Member Johnson seconded the motion. With all in favor the motion carried.

**Communications from Members:**

City Manager Hill stated that a letter was received from the State indicating that the Cares Act funds are to be expended by December 31, 2021. She will provided a list of possible projects for approval at the council meeting. Discussion ensued.

**Approval of minutes:**

June 8, 2021

Member Elkins made a motion to approve the June 8, 2021 Finance Committee meeting minutes as presented with requested corrections. Member Johnson seconded the motion. With all in favor the motion carried.

**Adjournment:**

Member Pritt made a motion to adjourn the meeting. Member Johnson seconded the motion. With all in favor the Finance Committee meeting was adjourned at 8:37.

Respectfully Submitted,  
Susan Nutter