

**City of Lewisburg
Finance Committee Meeting
Paul R. Cooley Council Chamber
942 Washington Street, West
Lewisburg, West Virginia 24901
Finance Committee Meeting Minutes
February 11, 2025**

PRESENT via ZOOM:

Mayor Beverly White, Councilmembers: Arron Seams, John Little, Valerie Pritt, Franklin Johnson; City Manager Misty Hill, Treasurer Susan Honaker, Police Chief Chris Teubert, Public Works Director Tony Legg, Fire Chief Joey Thomas.

Absent

Councilmember Sarah Elkins

CALL TO ORDER:

Chairman Arron Seams called the meeting to order at 7:00 p.m.

Resolution 576 - Water System Improvement Project Pay Request 34

Mayor White made a motion to approve Pay Request 31 in the amount of \$330,961.83 for Resolution 576 Water System Improvement Project Pay Request 34, as presented. Councilmember Johnson seconded the motion. With five (5) in favor and one (1) absent (Elkins), the motion carried.

Contract 11 Change Order No.3 – Maxwelton Overflow Discharge

Councilmember Seams stated that this Change Order No. 3 is an increase in the amount of \$33,763.98 and an increase of 90 days for completion of the project.

Councilmember Little made a motion to approve Contract 11 Change Order No. 3 for the increase in the contract in the amount of \$33,763.98 and the increased completion time of 90 days. Councilmember Pritt seconded the motion. With five (5) in favor and one (1) absent (Elkins), the motion carried.

Greenbrier Valley Solid Waste Contract

Councilmember Pritt made a motion to approve the contract between the City of Lewisburg and Greenbrier Valley Solid Waste, contingent upon the changes in verbiage, as discussed. Councilmember Little seconded the motion. With five (5) in favor and one (1) absent (Elkins), the motion carried.

Salary Increase of Sara Jenkins-Morgan – Finance Assistant

Councilmember Johnson made a motion to approve the pay increase of \$0.50 per hour for Sara Jenkins-Morgan, Finance Assistant, for completion of Election training. Councilmember Little seconded the motion. With five (5) in favor and one (1) absent (Elkins), the motion carried.

Salary Increase of Rebecca White – Human Resources Director

Councilmember Johnson made a motion to approve the pay increase of \$0.50 per hour for Rebecca White, Human Resources Director, for completion of Election training. Councilmember Little seconded the motion. With five (5) in favor and one (1) absent (Elkins), the motion carried.

Salary Increase Beverly Davis – Accounts Receivable Clerk

Mayor White made a motion to approve the pay increase of \$0.50 per hour for Beverly Davis, Accounts Receivable Clerk. Councilmember Little seconded the motion. With five (5) in favor and one (1) absent (Elkins), the motion carried.

Appointment of City Clerk Crystal Ratliff

City Manager Hill discussed the recommendation of the appointment of City Clerk Crystal Ratliff. Councilmember Little made a motion to approve the appointment of Crystal Ratliff as City Clerk, with a pay rate of \$18.75 per hour, beginning February 19, 2025. Councilmember Pritt seconded the motion. With five (5) in favor and one (1) absent (Elkins), the motion carried.

COMMUNICATIONS FROM MEMBERS:

City Manager Hill discussed the absence of Councilmember Elkins due to a medical emergency. Councilmember Little inquired about the progression of the snow plowing being performed by Public Works. Public Works Director Legg discussed the progression of the plowing and any complaints submitted by the citizens of Lewisburg. Councilmembers and Mayor White expressed their gratitude to the hard work and dedication of the Public Works employees in their efforts to clear snow and ice from with City in a timely manner and expressed their hopes for safety while doing so.

COMMUNICATIONS FROM CITY MANAGER:

- City Manager Hill stated that on January 3rd, Chief Water Plant Operator Arron Brown resigned. Derek Morgan, hired as Public Works Water Distribution, holds a Class I Operator Certification, has been temporarily reassigned to the Water Plant to handle paperwork so that Limited Contract Operator Randy Johnson is able to focus on the operation of the Water Plant. City Manager Hill recommended that it be placed on the City Council agenda to have a Public Works/Water Plant pay differential in place for when his time is split between duties.
- City Manager Hill discussed the proposed plans for the rock pile located next to the Chevrolet dealership.
- City Manager Hill discussed the Planning and Zoning Comprehensive Plan meeting to be held beginning February 24, 2025
- City Manager Hill discussed the Budget Finance Meeting to begin March 11- 12 at 9 a.m. and City Council to extend their meeting to March 25th due to scheduling conflicts.

MINUTES:

Councilmember Little made a motion to approve the Finance Committee Minutes from December 10, 2024, as presented. Councilmember Pritt seconded the motion. With five (5) in favor and one (1) absent (Elkins), the motion carried.

ADJOURNMENT:

Mayor White made a motion to adjourn the meeting at 7:51 p.m. Councilmember Pritt seconded the motion. With five (5) in favor and one (1) absent (Elkins), the motion carried.

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