

**City of Lewisburg
Finance Committee Meeting
Paul R. Cooley Council Chamber
942 Washington Street, West
Lewisburg, West Virginia 24901
Tuesday October 14, 2025, 7:00 p.m.
Finance Committee Meeting Minutes**

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

VISITORS: Josh Baldwin, with Southern Appalachian Music Association.

CALL TO ORDER: Finance Chairperson Arron Seams called the meeting to order at 7:00 p.m.

Arts & Humanities Funding Request- Southern Appalachian Musicians Association

Josh Baldwin with the Southern Appalachian Musicians Association is requesting \$1,000.00 from the Arts & Humanities Fund for marketing and advertising for the 2026 Lewisburg Winter Music Festival being held on January 30th and 31st, 2026 by the Association. The money raised from the event is used for local musicians in need and to allow underprivileged children to pursue music lessons by paying for the lessons for them.

Councilmember Little made a motion for recommendation to Council, seconded by Councilmember Elkins to approve the application as presented. No further discussion. With all in favor motion carried.

Resolution 588 Water System Improvement Project pay request No.44

Mayor White made a motion for recommendation to Council, seconded by Councilmember Pritt to approve Resolution 588 Water System Improvement Project pay request No. 44 in the amount of \$33,737.63 as presented. No further discussions. With all in favor motion carried.

Lafayette Street Stormwater Project discussion

City Manager Hill informed Council of the issues with the delay of the Stormwater Project on Lafayette Street and the possibility of having to go forward with interment domain request but as of Friday November 10, 2025, the easement has been signed.

Lafayette Street Stormwater Project Pay Request No.4

Councilmember Elkins made a motion for recommendation to Council, seconded by Councilmember Pritt to approve the Lafayette Street Stormwater Project pay request No. 4 in the amount of \$87,681.71 as presented. No further discussion. With all in favor motion carried.

Generator—The Retreat

Public works Director Legg stated that the current generator for the water system at the Retreat is not working so when the power goes out the residents at the Retreat have no water. Director Legg stated he has received three quotes to replace it.

Councilmember Elkins made a motion for recommendation to Council, seconded by Councilmember Pritt to approve the quote from Greenbrier Technologies & Electric in the amount of \$35,999.71 as presented. No further discussion. With all in favor motion carried.

Paving — intersection of Court and Foster Streets

City Manager Hill informed Council that with winter coming the area at the intersection of Court and Foster Street needs to be addressed stating this will be a temporary fix until a more comprehensive study can be done to correct the sinkhole problem in that area. This will allow the Public Works Department not to have any issues with snow removal.

Councilmember Pritt made a motion for recommendation to Council, seconded by Councilmember Johnson to approve the bid from Greenbrier Excavation & Paving not to exceed \$13,400.00 as presented. No further discussion. With all in favor motion carried.

Public Works New Building Pay Request

Councilmember Pritt made a motion, seconded by Councilmember Elkins to table the motion until Council for the Public Works new Building pay request. No further discussion. With all in favor motion carried.

Year-end Employee luncheon

Councilmember Little made a motion for recommendation to Council, seconded by Councilmember Elkins to approve the quote from Amy's Market in the amount of \$1,850.00 for the Year-end Employee luncheon as presented. No further discussion. With all in favor motion carried.

Employee incentive pay

City Manager Hill stated the Employee incentive pay is \$500.00 after taxes and is the same amount as in previous years.

Councilmember Elkins made a motion for recommendation to Council, seconded by Councilmember Pritt to approve the Employee incentive pay as presented. No further discussion. With all in favor motion carried.

Pay Scale adjustment for maintenance worker position

City Manager Hill stated this is a position that has been implemented after the upgrade to the water system. It is an essential position that at the current pay scale has a potential for higher turnover because of the ability to move within the city for a higher pay for the same amount of work.

Councilmember Pritt made a motion for recommendation to Council, seconded by Councilmember Elkins to approve the pay scale adjustment from \$12.50-\$15.25 to \$18.00-\$22.45 an hour for the maintenance worker position as presented. No further discussion. With all in favor motion carried.

Brandon Gilmore pay increase

City Manager Hill stated that due to the pay scale update and workplace requirements needed at the Water Plant she is recommending a salary adjustment of \$3.00 an hour from \$15.00 to \$18.00 an hour for Brandon Gilmore.

Councilmember Little made a motion for recommendation to Council, seconded by Councilmember Pritt to approve the salary adjustment for Brandon Gilmore as presented. No further discussion. With all in favor motion carried.

Employee Health Insurance

Councilmember Pritt made a motion, seconded by Councilmember Johnson for Council to go into Executive Session with City Manager Hill and Treasurer Honaker at 7:45 p.m. No further discussion. With all in favor motion carried.

Councilmember Pritt made a motion, seconded by Councilmember Elkins to return from the Executive Session at 8:22 p.m. No further discussion. With all in favor motion carried.

Councilmember Seams stated no decision were made during Executive Session.

Councilmember Pritt made a motion, seconded by Councilmember Elkins to reconvene regular session at 8:23 p.m. No further discussion. With all in favor motion carried.

Councilmember Little made a motion, seconded by Councilmember Pritt to table the Employee Health Insurance update at this time. No further discussion. With all in favor motion carried.

Review of Permitting Fees

Planning and Zoning Officer Sloan presented Council with an update of City Permitting Fees for the Planning and Zoning Department. Officer Sloan stated he had researched and review planning and zoning permit fees for municipalities in the state similar to Lewisburg. Officer Sloan stated that with the time and effort that is put into the amount of permits we issue in a year's time this fee structure will help offset some of the costs. Some of these incur a lot of time and we currently do not charge anything for them.

Councilmember Johnson made a motion for recommendation to Council, seconded by Councilmember Little to approve the Planning and Zoning permit fees as presented. City Manager Hill stated she appreciated the amount of work Planning Officer Sloan has put into these updates it is something that has needed to been done for a while and he has put a lot of effort into it. No further discussion. With all in favor motion carried.

Communication from Members

Mayor White stated she has been contacted by a Marshal University student Michael Borsuk who is requesting feedback for his research study from at least two Councilmembers on municipal decision making and the role of social media in local government.

Councilmember Little stated he had been approached over a resent issue regarding a temporary off-premises sign on a property that did not follow city ordinances and even though the property owner was not happy with the ordinance and the outcome all parties involved stated that Planning Officer Sloan was very kind and professional during the entire process.

Communication from City Manager

City Manager Hill stated the city will be celebrating Municipal Government Week on October 13th-17th, 2025, and will be doing a city employee picture in the Greenspace on Thursday October 16th at 12:30 p.m. and would like for anyone available to please stop by and participate.

City Manager Hill stated we are wrapping up Chills in the Hills with downtown business trick-or-treat on Thursday October 30th from 5p.m.-7p.m. with the city sponsored movie Hotel Transylvania starting at 7:00 p.m. We will be giving out popcorn and water to enjoy during the movie.

City Manager Hill stated we have had an amazing response from everyone for the Cornucopia and the decorating around town and really appreciate all the hard work from the Public Works and everyone involved.

Approval of Minutes

Mayor White made a motion, seconded by Councilmember Pritt to approve the minutes for September 8, 2025, as presented. No further discussion. With five (5) in favor one (1) abstention motion carried.

Adjournment

Councilmember Pritt made a motion, seconded by Councilmember Johnson to adjourn at 8:56 p.m. With all in favor the motion carried.

Respectfully submitted,
Crystal Ratliff