

MAYOR
P. EDDIE HARDMAN

RECORDER
SHANNON FRAGMIN

COUNCIL
ANNA HARVEY
RANDY CRITCHFIELD
CHAD PALMER
KRISTINA PALMER
WENDY POSEY



P.O. Box 178 Anmoore WV 26323 304.622.7431

January 4, 2016

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **MONDAY, JANUARY 4, 2015** AT THE ANMOORE FIRE DEPARTMENT - COUNCIL CHAMBERS, 158 ASH STREET, ANMOORE, WEST VIRGINIA AT **7:00PM**

COUNCIL PRESENT

Mayor P. Eddie Hardman
Randy Critchfield
Anna Harvey
Recorder Shannon Fragmin
Kristina Palmer
Chad Palmer
Wendy Posey

COUNCIL ABSENT

The Pledge of Allegiance was said followed in prayer given by Councilmember Posey.

Moment of silence for the passing of Anmoore resident Joseph Michael Pumphrey

After roll call the Council proceeded with the following:

APPROVAL OF MINUTES

Minutes from **REGULAR SESSION** of the Anmoore Town Council dated December 21, 2015 **MOTION** by Councilmember K. Palmer, **SECONDED** by Councilmember Posey. **MOTION APPROVED UNANIMOUSLY**

CITIZENS BUSINESS

Jeff Richison: Mr. Richison presented before Council regarding an existing right-of-way. He is wanting the right-of-way opened so he will have access for his new business. Plot maps were brought by Mr. Richison in an effort to show Council the recently purchased property and the right-of-way in question. He reports the property he purchased and the trailer park property are all within Town limits. Council was questioning where Mr. Richison wanted to come in from. He is wanting to come in from Crisfield Street. He is

wanting 105 feet of the alley opened to give him access. Per Shawn Spurlock, the grass would need to be dug up and gravel laid. Mr. Richison was asked when he would want it to be paved, at which time he stated "When it's available. I'm not going to push the issue with that as long as we have a nice gravel base." He noted it was going to have to be graveled up to his shop, he just wants it to be packed and rolled in once he does the gravel. By opening this route, it will be less work, less expense and make more sense for him to access his property as opposed to opening the other right-of-way. Mr. Richison asked if there would be any issues with water, sewage or obtaining building permits. He was informed by Council he should not have any issues with any of these.

Lee Kelley: Mr. Kelley presents before Council to discuss the Veterans Memorial Monument located next to the Anmoore Fire Department. He is representing the Anmoore Lions Club. The Lions Club was previously leased some property for the Veterans Memorial Monument. This issue of how much property was leased, arose after Mr. Trey Randolph presented before Council requesting the Town abandon an alley way in that same area. Mr. Randolph is currently in the process of acquiring properties adjacent to the Monument and before the Town would abandon the area, Council, at the last meeting, requested to know the dimensions of the property leased to the Lions Club for that Monument. Council also requested to know if Anmoore had any utilities in that area.

Mr. Kelley did not get the dimensions for the property leased. He stated he would have a copy for the Town tomorrow. He made note that it is on State property and there are stakes. As far as utilities, Mr. Spurlock stated we have a sewer line that runs along with the main road, but it is also on State property. We have no utilities under the alleyway.

Maps were reviewed. Mr. Kelley stated that he spoke with the Lions Club regarding the movement of the Monument. Per his discussion with them, the Lions Club would be willing to have the Monument moved as long as Mr. Randolph would be willing to redo the Monument and fix the lights at his cost. This is an option, although it was not previously discussed.

DEPARTMENT REPORTS

FINANCIAL: Report given by Vickie Kerns, Clerk

- The Exponent Telegram account has been established.
- PERS and PEIA: Betsy was removed as the coordinator. Vicki was added as a coordinator for PERS.
- Deposit account: per councilmember Harvey this was likely a recommendation from a previous the audit and we will need to keep. -
- Garbage account: per councilmember Harvey this has to be in our ordinance. Therefore we will need to check our ordinance to see if it states we need to have a separate garbage account. She does not believe it states this.
- Miss Kerns stated that she and Leslie Cummings had met on Sunday and worked on QuickBooks to try to get a handle on the budget.
- Minimum wage increased on January 1, 2016 six employees with EMS were affected minimum wage went up to \$8.75
- Budget information was provided.
- Recorder Fragmin requested that Council allow her and Mrs. Kerns to become Notaries. Terry Sue Allen is a Notary with the Fire Department Councilmember K. Palmer is also a Notary through her work. As of right now, Manuel Gizzi is the only one at the office that is able to do that and he has, as of tonight, turned in his notice to retire letter. It will be effective January 8, 2016. The letter was read to Council.

MOTION made by Councilmember C. Palmer **SECONDED** by Councilmember Critchfield to accept the notice to retire letter from manual Gizzi. **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember K. Palmer **SECONDED** by Councilmember Posey to post a full-time Town Clerk position in the newspaper. **MOTION APPROVED UNANIMOUSLY**

-Recorder Fragmin updated Council and the community regarding the current position posted for the Assistant Town Clerk. She noted because of the holidays, the posting doesn't close until January 8, 2016. As of this Council meeting they have had 16 (sixteen) applicants.

-For the full-time Town Clerk position, she will only have it run for one week. She will notify, by email, those individuals who have applied for the Assistant Town Clerk position and let them know that a full-time position has also become available. Should those individuals choose to also apply for the full-time Town Clerk position, Council will only have to interview them once.

-Councilmember Harvey recommended that the Council meet on Friday, January 8, 2016 at 6:00 PM in order to review all the applicants and narrow them down to the most qualified. Only those individuals will have an interview.

-Fragmin also reminded everyone that there is a work session scheduled on Thursday, January 7, 2016 at 6 PM to go over the engineer proposals. Sheena Hunt will also be attending the meeting in order to help us.

-Will set up interviews for the assistant Town Clerk for Tuesday, January 12, 2016 starting at 6 PM. Will do 15 to 20 minute increments

-Currently the office hours for Town Hall are 7:30 a.m. to 4:30 p.m. with Manuel Gizzi leaving we will change the hours back to 8:00 AM to 4:30 PM.

-Water Board meeting was canceled.

BUILDING INSPECTOR: No report given.

MAINTENANCE: Written report given by Shawn Spurlock, Maintenance Supervisor.

-Work orders were done.

-Cut and hauled brush at various locations in Town.

-Picked up trash.

-Delivered 4 (four) tons of rock to Mr. Church on Stanton Hollow.

-Delivered 2 (two) tons of rock to Mr. Fragmin and 1 (one) ton to Mr. Harvey.

-Dry trash was done.

-Clean catch basin tops around town.

-Cleaned up trucks and backhoe.

-The Clarksburg water board will not be taking over GrafTech's water line. It is Mr. Spurlock's recommendations for the Town to take over that line with contract of guidelines.

-Read meters.

-Cove Run finished the emergency tie-in to GrafTech's water line.

-Dominion hit GrafTech's water line on Christmas Eve. The Anmoore Maintenance Crew stayed and fixed it. Mr. Spurlock is figuring up the bill to send them. The water line was an easy fix however it was a process to start because GrafTech has to go through a process where they shut down certain equipment within their facility. Then they have to send out an inspector. After he comes and looks at the line the water is able to be shut off.

-Jeff Richison is inquiring about opening up the right-of-way below Wreck-A-Mend and besides the ball field off of Crisfield Street because he needs a roadway going up to his new shop.

-Queens Trailer Park is in Town limits. We need to decide what we are going to do with a roadway.

-The Maintenance Department would like to purchase a welder. They have run into several jobs where they have needed one and Stacy has been bringing one from his home to do the jobs. Received a quote from Tri-State Welding in the amount of \$868 (Eight hundred and sixty eight dollars). There will be a \$45 (Forty five dollar) per year to lease the bottle.

-The Maintenance Department would also like to purchase a cordless impact to use on jobs to make tightening the bolts a lot easier and to save time. Two quotes were obtained from Hajoca in the amount of \$343.66 (Three hundred forty three dollars and sixty six cents) and one from Fastenal for \$504.55 (Five hundred and four dollars and fifty five cents).

-Fixed water leak on Linden Avenue in front of the park. It was a 4 inch line.

-Recorder Fragmin questioned the fire hydrant situation. A couple Council meetings ago it had been discussed the Maintenance Department was going to tear down a couple of the old hydrants and move them to an 8 inch line by John Compton's residence. Mr. Spurlock stated they have not done that yet, they were going to put a new one across the street and put the old one up on the hill.

MOTION made by Councilmember Harvey **SECONDED** by Councilmember C. Palmer to purchase a cordless impact in the amount of \$343.66 (Three hundred forty three dollars and sixty six cents) and to purchase the welder in the amount of \$868 (Eight hundred and sixty eight dollars) with the \$45 (Forty five dollar) per year lease for the bottle. **MOTION APPROVED UNANIMOUSLY**

Mayor Hardman requested that the Maintenance Department go out a little earlier to salt the roads when they become icy so people will not have difficulty coming off their hills. It needs to be done before they have to start leaving for work in the morning.

Recorder Fragmin stated she had received a complaint from Mr. Church on Stanton Hallow regarding water that was flowing across the street just past her house. The Maintenance Department had previously come out to fix this area, but when they did the water was diverted across the road. As a result when the temperature drops and it becomes ice that area becomes a safety issue. Recorder Fragmin asked that the Maintenance Department come back out to look at this particular area. Mr. Spurlock stated he would take care of it.

POLICE: Written report was given by Chief Don Quinn

There have been approximately 137 calls both proactive and reactive since the last Council meeting.

BOARDS AND COMMITTEE REPORTS

Water Board: the water board meeting was canceled for tomorrow and has not been rescheduled. There still working on the East View Water Agreement

Recreation Committee: the next recreation committee will be January 15, 2016

UNFINISHED BUSINESS

TREY RANDOLPH: **MOTION** made by Councilmember K. Palmer **SECONDED** by Councilmember Harvey to abandon the 20 foot alleyway off of Mary Drive between Mr. Randolph's two properties. **Roll call vote:** Anna Harvey: yes, Randy Critchfield: yes, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes, Shannon Fragmin: yes, **MOTION APPROVED UNANIMOUSLY**

For the Town to abandon this alleyway, Council will have to do an ordinance and have the Town Attorney read it. Once the Town Attorney approves the ordinance, Council will present it at a meeting for the First Reading. It will have to go through a Second Reading before it is finalized. Mayor Eddie Hardman informed Mr. Randolph that the Town Attorney's fees may be an expense he incurs. Mr. Randolph stated that would not be a problem.

GRAFTECH WATERLINE TIE IN: They are meeting with the Clarksburg Water Board tomorrow Tuesday, January 5, 2016 at 9 AM at GrafTech. Mayor Eddie Hardman and Councilmember Harvey are going to try to attend this meeting. Recorder Fragmin stated that at 5 PM this evening she received an email from GrafTech with maps. GrafTech, per the maps, is estimating that that line is only 40 years old. Per Shawn Spurlock, after speaking with Mr. Howe, Clarksburg will not be taking over that water line. It is unknown to him as to why they are having another meeting. Recorder Fragmin stated that Council has table this issue for several months. She feels a decision should be made tonight based on the information we have or we have a Special Election to allow the Town residents to vote on it. This issue is currently the only issue holding up the State's project. Recorder Fragmin stated that GrafTech is not going to give us any more

information than what they have already provided to us. Some of Council still feel that Graf Tech has not cooperated with Anmoore and has not provided information requested. As a result, this is a cause for concern. This is a big decision that can either make or break the Town of Anmoore, so the question was raised once again, on whether or not to have a Special Election.

MOTION made by Councilmember Harvey **SECONDED** by Councilmember C. Palmer to table this issue for another two weeks, pending information obtained from the meeting tomorrow at GrafTech. Councilmember Harvey also requested a note be made in her motion that she agrees a Special Election should be held for this issue. **MOTION APPROVED UNANIMOUSLY**

Meredith McClain questioned why the Council couldn't just have a Town meeting to discuss this issue. She was informed that Council did have a public meeting with GrafTech and only two people showed up

Recorder Fragmin stated the Town needs to check with the State to make 100% sure that if GrafTech does go under and that line has to be abandoned, will the Town of Anmoore have to remove that line. Council had previously been informed by a State employee that the Town would just have to go through the abandonment process, however Recorder Fragmin would like to see that in writing. Mayor Hardman stated this is why we need an Engineering study to determine the age of the line and the weaknesses of the line. Councilmember C. Palmer noted that when the DOH came to one of the Council meetings they were worried about their project. He stated he is sure that line is older than 40 years and made note that it only took Clarksburg one time to say no.

JEFF RICHISON: as discussed above

QUEENS TRAILOR: Chief Quinn went to the Assessor's Office and obtained the maps for this particular area. After review, it was determined that Queens Trailer Park is within Town limits. A letter needs to be drafted and sent to the Queens informing them that after review it was determined the trailer Park is within the Anmoore town limits. They will need to apply for a business license and begin paying B&O taxes. This is something that Vince Smith can take care of. Should they choose to fight this, they can either go to the County or they can present to a Council meeting. The road is a private road.

DEPOSIT ACCOUNT: as discussed above

GARBAGE REVENUE/EXPENSE ACCOUNT: as discussed above

COMPUTER PROGRAM QUOTES: Councilmember C. Palmer obtained a quote from Conductive Data in Bridgeport. Two different quotes were obtained one with Cloud storage, which was \$228.96 (Two hundred and twenty eight dollars and ninety six cents). This would have 50 GB of storage all three computers could be backed up him. A quote was also obtained for on-site storage which is substantially more because you have to buy a 2 TB hard drive and will have to be set up between all three computers. The cost of this would be \$445.19

MOTION made by Councilmember Harvey **SECONDED** by Councilmember C. Palmer to purchase the computer program with the cloud-based storage in the amount of \$228.96 (Two hundred and twenty eight dollars and ninety six cents) after we inquire about the protection and at Vicki Kerns discretion **MOTION APPROVED UNANIMOUSLY**

AMBULANCE TIRES/AMBULANCE REPAIR: Ambulance tires was previously discussed and voted on. For the ambulance repair quotes were obtained. This would come out of the EMS account. Wreck-A-Mend was approximately \$900 (Nine hundred dollars) and T-body was approximately \$2000 (two thousand dollars). The difference between the two is T-body will also re-letter it. EMS would prefer to take it to T-body.

MOTION made by Councilmember Harvey **SECONDED** by Councilmember C. Palmer to have T-body fix the ambulance in the amount of \$2000 (two thousand dollars) **MOTION APPROVED UNANIMOUSLY**

NEW BUSINESS

NONE

EXECUTIVE SESSION

MOTION made by Councilmember Harvey **and SECONDED** by Councilmember C. Palmer to go into **EXECUTIVE** Session at 8:26 PM
MOTION APPROVED UNANIMOUSLY.

MOTION made by Councilmember K. Palmer and **SECONDED** by Councilmember C. Palmer to go into **REGULAR** Session at 9:25 PM
MOTION APPROVED UNANIMOUSLY.

Discussed in **EXECUTIVE** Session was Employee Issues

MOTION made by Councilmember K. Palmer and **SECONDED** by Councilmember Harvey to increase Vicki Kerns's pay by \$3.00 (three dollars) per hour with one weeks paid vacation **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember Harvey **and SECONDED** by Councilmember Posey to increase the pay of Ofc. TR Queen and Ofc. J. Menendez by \$3.00 (three dollars) per hour **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to approve the new EMS proposed pay scale. **MOTION APPROVED UNANIMOUSLY**

BILLS

Bills were submitted

MOTION made by Councilmember Harvey to pay the bills **SECONDED** by Councilmember K. Palmer **MOTION APPROVED UNANIMOUSLY**

The fire department purchase vehicle soap from Car-Brite, however the maintenance crew and the Police Department also use this. The bill will be split 50% fire department, 25% maintenance department, and 25% Police Department.

COUNCIL COMMUNICATIONS

Councilmember Posey wanted to make sure it was brought to Councils attention that the next Council meeting will fall on a holiday there for the next Council meeting will be held January 19, 2016 at 7 PM and Council chambers.

February 15 also falls on a holiday and therefore that Council meeting will be held February 16, 2016 at 7 PM and Council chambers.

ADJOURNMENT

There being no further business to come before Council, **MOTION MADE** by Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to adjourn. **MOTION APPROVED UNANIMOUSLY**

P. Eddie Hardman, Mayor

Shannon Fragmin, Recorder

APPROVED ON: JANUARY 19, 2016