

**MAYOR**  
P. EDDIE HARDMAN

**RECORDER**  
SHANNON FRAGMIN

**COUNCIL**  
ANNA HARVEY  
RANDY CRITCHFIELD  
CHAD PALMER  
KRISTINA PALMER  
WENDY POSEY



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**January 19, 2016**

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **TUESDAY, JANUARY 19, 2015** AT THE ANMOORE FIRE DEPARTMENT - COUNCIL CHAMBERS, 158 ASH STREET, ANMOORE, WEST VIRGINIA AT **7:00PM**

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**COUNCIL PRESENT**

Randy Critchfield  
Anna Harvey  
Recorder Shannon Fragmin  
Kristina Palmer  
Chad Palmer  
Wendy Posey

**COUNCIL ABSENT**

Mayor P. Eddie Hardman

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

After roll call the Council proceeded with the following:

***APPROVAL OF MINUTES***

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Minutes from **REGULAR SESSION** of the Anmoore Town Council dated January 4, 2016 **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember Posey. **MOTION APPROVED UNANIMOUSLY**

Minutes from **WORK SESSION** of the Anmoore Town Council dated January 7, 2016 **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember C. Palmer. **MOTION APPROVED UNANIMOUSLY**

Minutes from **WORK SESSION** of the Anmoore Town Council dated January 8, 2016 **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember K. Palmer. **MOTION APPROVED UNANIMOUSLY**

***CITIZENS BUSINESS***

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NONE

## ***DEPARTMENT REPORTS***

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### **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.
- Cleaned up trucks and backhoe.
- Clarksburg water board will not be taking over the GrafTech water line. That line will be grandfathered into the DOH right away.
- Rereads were done.
- Jeff Richison right of way has not been opened yet.
- The Maintenance Department has purchased the cordless impact, but has not purchased the welder yet.
- Replaced alternator and breaks on F – 550 dump.
- Used Nutter Fort flusher to open up clogged sewer on Oak Street.
- Replaced two light fixtures in the fire department.
- Put snowplow on dump truck.
- Fixed door in Council Chambers.
- Replace some electrical outlets in the Fire Department bay.
- Plowed and salted roads.
- Worked on electric above bunk room.
- Installed new fire hydrant on 8 inch line on Plainfield across from Jeff Richison's garage.
- Fixed broken 2 inch valve on Parkway near Walnut.
- Fixed water leak on Parkway near Walnut and found a 6 inch water line on Parkway that no one knew about. The Maintenance Department can now replace the dead hydrant at Parkway and Ash now. Council has already approved to buy three new fire hydrants at approximately \$1500 (one thousand five hundred) apiece. The last administration approved them. Per Councilmember Harvey that will be good until July.
- Mr. Spurlock stated they installed the new fire hydrant across from John Compton's on the 8 inch line. They just have to go back and cut the one off the 4 inch line and put it up there at Church Street.
- Recorder Fragmin stated she and Mr. Spurlock had a conversation today regarding the back parking lot behind the fire department. This area needs more lighting. Mr. Spurlock stated he would get quotes on the lights and bring to the next Council meeting.

### **POLICE: Written report was given by Chief Don Quinn**

There have been approximately 135 calls both proactive and reactive since the last Council meeting. Chief Quinn also stated he needed to address Council and Executive Session.

Recorder Fragmin questioned how we were doing on NIBERS entries. Chief Quinn stated we were up to date. He also stated the two years previously that were not logged in, were up to date as well. He stated at this time we would be able to qualify for any grants.

Recorder Fragmin further question Chief Quinn regarding mandating personnel to wear their bullet proof vests. In a previous Council meeting chief Quinn stated that no department that he is aware of mandates their officers to wear their bullet proof vests and definitely none that are local. Recorder Fragmin stated she did check with Nutter Fort and they do mandate their officers to wear their vests. There are other departments that do as well, but most of them are optional. Recorder Fragmin stated she thinks this is something we

really should consider doing as it is a piece of safety equipment. Chief Quinn stated his vest sits right beside him and he will put it on in a dangerous situation, this is what he has done for 30 years.

Judge Martin stated that there are officers who have been killed in the line of duty wearing their vests, but he also states that whenever you get out of that car it should be something you have on.

Recorder Fragmin also informs Chief Quinn that Council has been reviewing the police department budget. From July of last year to July 2016 they are at their max budget.

Ofc. Mike Corder stated the Crown needs tires soon. Chief Quinn stated it also needed an oil change. Councilmember Harvey stated they didn't need to get quotes as long as they go wherever they do state bid. Appalachian Tire is usually where they take them.

**MOTION** made by Councilmember Harvey **SECONDED** by Councilmember C. Palmer to allow the Police Department to purchase tires for the Crown. **MOTION APPROVED UNANIMOUSLY**

**BUILDING INSPECTOR: Written report given.**

Vincent is unable to attend tonight's Council meeting due to a previous appointment with another Town on Tuesdays.

-Cox property – asbestos report was received. Awaiting demo.

-Fanjul – still in process. Nothing new to report.

-Vincent will attend the next meeting to clarify and report on Queens' property/road issue.

**FINANCIAL: Report given by Vickie Kerns, Clerk**

Councilmember Harvey and Councilmember Posey have been assisting in the office. Mrs. Kerns appreciates the help.

Council had previously discussed employee vacation benefits and it was decided that employees will receive their vacation on their anniversary hire date. For the purpose of ADP, we found it to be much easier to allow employees to receive their vacation on their anniversary hire date versus making it uniform with all employees and resetting it on December 31 of each year. However Council never voted on this issue.

**MOTION** made by Councilmember K. Palmer **SECONDED** by Councilmember Posey to have vacation will be decided by their anniversary hire date. **MOTION APPROVED UNANIMOUSLY**

Overtime was another benefit Council had discussed. It was decided that an employee's vacation and sick time would count towards their 40 hours per week. Previously, vacation and sick time did not count towards the 40 hour work week and as a result if people would come out for a water break, they would not get over time. We never voted on this either.

**MOTION** made by Councilmember Harvey **SECONDED** by Councilmember Critchfield to allow vacation time and sick time to count as hours worked that week for overtime purposes. **MOTION APPROVED UNANIMOUSLY**

The Harrison County Development Authority is requesting three names to represent the Town with their organization they will choose one of those three to serve.

**MOTION** made by Councilmember Harvey to table the Harrison County Development Authority issue until we have more information. **MOTION APPROVED UNANIMOUSLY**

Time Warner cable change their rates again. We received a letter on the changes to rate and channel lineup

ADP (automatic data processing) – there's a possible savings with processing the town and EMS payrolls together. The processing of payroll for the town employees is on a Friday the processing of payroll for EMS employees is on a Monday. It was suggested that Council review and possibly combine the two in order to save the town money. Councilmember Harvey noted that currently EMS pays for their own ADP service so we need to try to keep it separate. We will have to check and see if we can split the cost.

**MOTION** made by Councilmember Harvey **SECONDED** by Councilmember K. Palmer to table the ADP issue until we have more information. **MOTION APPROVED UNANIMOUSLY**

PERS (public employees retirement system)- checking with the state to see if an employee who is already receiving retirement benefits from the state and working more than 1040 hours a year if they have to be enrolled

The security cameras need to be repositioned at the Town Hall before new employees start to monitor the cash drawer. Shawn will need and work order.

Councilmember Harvey also recommended putting a window behind Vicki Kearns's desk in the wall that separates the two rooms.

We received a letter today from the State Auditor's Office reminding us that it's budget time. We need to review the current operating budget, compare the budget to actual collections, and make revisions as necessary for realistic projections for the rest of the fiscal year.

On February 23, 2016 from 1:30 PM to 4 p.m. there is a State Auditor's Budget Training Course in Bridgeport. Council needs to make a motion to approve for Vickie Kerns to attend so she can get paid.

**MOTION** made by Councilmember Critchfield **SECONDED** by Councilmember K. Palmer to allow Vickie Kerns to attend the State Auditor's Budget Training Course in Bridgeport on February 23, 2016 from 1:30 PM to 4 PM. **MOTION APPROVED UNANIMOUSLY**

EMS payroll – incomplete timecards

P-Card training – completed January 7, 2016. Computers – Spencer Hayden from conducive data will be at the office at 1:00 PM on January 20, 2016 to review the systems impossible to install of the backup system.

QuickBooks – continuing to work with Leslie.

Recorder Fragmin stated she's been going through some of the Town's files. She made note that in the employee files no one had a drug and/or alcohol testing consent form signed. A new drug and/or alcohol testing consent form has been created and the town attorney has reviewed this form and given it approval. At this time Council needs to review and approve. Everyone will have the opportunity to have a copy of this form and read through it because there is a lot of information. If anyone has any questions if their supervisors cannot answer those questions they can feel free to give recorder Fragmin a call.

**MOTION** made by Councilmember Harvey **SECONDED** by Councilmember C. Palmer to accept the new drug and/or alcohol testing consent form. **MOTION APPROVED UNANIMOUSLY**

**EMS/FIRE DEPARTMENT: Written report given by Kris Barron. He was not present for the meeting.**

EMS is hired one full-time person to work the day shift weekend truck. They report she's working out really well and picking up on their charting system they are looking to fill another full-time position at this time they are still taking applications.

Ambulance 17 goes to Wreck-A-Mend on January 25, 2016 to be fixed. It will be out of service for about three days while undergoing repairs. Recorder Fragmin stated she didn't think this was who they were going with originally. Councilmember Harvey stated that Wreck-A-Mend turned out to be the cheaper quote.

EMS is currently getting ready for the annual state inspection of unit. Most of the equipment will be provided through the ambulance authority although they may have to purchase a few drugs from the UHC pharmacy. Currently Kris Barron and paramedic linger are handling this matter.

Now they have to get all of their transports preapproved so EMS is waiting on the deep dialysis patient to be approved for the year. All proper paperwork has been submitted. EMS Medicaid payments are currently placed on hold due to their credentials not being sent into ASAP.

A report was given to Council from ASAP. Council should note that money is down a little from last month. Mr. Barron reports this is normal for this time of year with all of the holidays taking effect on the billing.

Per the report it looks like they have had a total of 105 calls from December 18, 2015 to January 18, 2016.

## ***BOARDS AND COMMITTEE REPORTS***

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Water Board: they have not had a water board meeting secondary to the clerk shortage.

Recreation Committee: the meeting had to be canceled this week.

## ***UNFINISHED BUSINESS***

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GRAFTECH WATERLINE TIE IN: Charleston is looking at the GrafTech water line to see when the line was placed and why it was in the right-of- away to begin with before they make any decisions.

QUEENS TRAILOR PARK: the building inspector Vince Smith will be present at the next Council meeting to discuss this issue further.

**MOTION** made by Councilmember C. Palmer **SECONDED** by Councilmember Harvey to table the trailer park issue until we have more information. **MOTION APPROVED UNANIMOUSLY**

ADP HR:

**MOTION** made by Councilmember Harvey **SECONDED** by Councilmember Harvey to purchase the ADP HR program on the account which will be the cheapest. **MOTION APPROVED UNANIMOUSLY**

NEW HIRES: Council has interviewed for both a part-time Assistant Town Clerk position as well as a full time Town Clerk position. At this time, Council has decided to offer the positions to:

**Full-time Town Clerk:** Lisa Travis at \$11 (eleven) per hour

**Part-time Assistant Town Clerk:** Council will first offer to Tina Stevens at \$10.50 (ten dollars and fifty cents) per hour. Should she choose not to accept this position an alternative has been made which is Pam Wilson at \$10 (ten dollars) per hour.

**MOTION** made by Councilmember K. Palmer **SECONDED** by Councilmember Posey to accept and hire Lisa Travis for the full-time position. For the part-time position Tina Stevens or Pam Wilson. **Roll call vote:** Randy Critchfield: yes, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes, Anna Harvey: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

ENGINEER INTERVIEWS: The Town of Anmoore would like to apply for some different grants for a new water/sewage system. In order to do so, we needed to obtain an engineer. Region VI placed an ad in the newspaper on the town's behalf and the town received

six engineer firm proposals. Council met in a work session to review each of the six proposals and narrowed it down to three. Thrasher, CEC and Horner Brothers. Council needs to make a motion to accept these three and determine a date to interview.

**MOTION** made by Councilmember C. Palmer **SECONDED** by Councilmember K. Palmer to accept the three Engineer Firms: Thrasher, CEC and Horner. **MOTION APPROVED UNANIMOUSLY**

Council will plan to interview each of the three named Engineer Firms on February 4, 2016 beginning at 6 PM.

**VETERANS MONUMENT/ALLEY ABANDONMENT:** Lee Kelly never did bring the dimensions of the veterans Monument. Recorder Fragmin has not had the opportunity to type up the Alley abandonment yet.

**MOTION** made by Councilmember Harvey **SECONDED** by Councilmember C. Palmer to table the Veterans Monument/Alley abandonment issue until we have more information. **MOTION APPROVED UNANIMOUSLY**

## ***NEW BUSINESS***

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Councilmember C. Palmer stated that he and Chief Don Quinn received a call today regarding an issue of tractor trailers going up and down Ash Street. One of the trailers pulled a cable off of their house. The question is if there is a weight limit on this road. Council does not believe that there is a weight limit because there's no bridges. She (Mrs. Palmer) is asking them that we place signs up so trucks are not allowed to turn up this road. Recorder Fragmin stated that this is been an issue on a couple of our other streets and she feels it would be a good idea because at the end of the day it's our streets that are being ruined. The trucks are turning on Plainfield then turning down Ash Street in order to get to the Black Bear store.

Shawn Spurlock, Maintenance Supervisor, will order six signs to place on the side streets. (Crisfield, Ash St., Plainfield, Parkway, Church Street)

**MOTION** made by Councilmember Critchfield and **SECONDED** by Councilmember C. Palmer to place "No trucks allowed" signs on the appropriate and affected streets. **MOTION APPROVED UNANIMOUSLY**

## ***BILLS***

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### **Bills were submitted**

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

## ***COUNCIL COMMUNICATIONS***

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Councilmember Harvey wanted to bring attention to the B&O Tax issues. She went back over the last three quarters and we have gradually gone downhill each quarter. The first quarter it was around \$76,500, second quarter it was around \$72,500, third-quarter it was around \$66,500. As of right now we have only collected \$29,000 in the fourth quarter.

## ***EXECUTIVE SESSION***

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**MOTION** made by Councilmember C. Palmer **and SECONDED** by Councilmember K. Palmer to go into **EXECUTIVE** Session at 7:38 PM **MOTION APPROVED UNANIMOUSLY.**

**MOTION** made by Councilmember C. Palmer and **SECONDED** by Councilmember Harvey to go into **REGULAR** Session at 8:40 PM  
**MOTION APPROVED UNANIMOUSLY.**

Discussed in **EXECUTIVE SESSION** was Employee Issues

**MOTION** made by Councilmember K. Palmer and **SECONDED** by Councilmember K. Palmer to have the Maintenance Department, on a trial basis, choose an individual to be on-call, one week at a time, to be rotated among all eligible Maintenance Department employees, during the winter months for the purpose of snow removal. **MOTION APPROVED UNANIMOUSLY**

**MOTION** made by Councilmember K. Palmer **and SECONDED** by Councilmember Harvey to all of the Maintenance Department employees acquire their 1D certification. They will have two months to acquire said certification **MOTION APPROVED UNANIMOUSLY**

**MOTION** made by Councilmember K. Palmer and **SECONDED** by Councilmember Critchfield for Maintenance Department employee, Howard McGary to acquire a valid driver's license so that he may perform his job duties. He will have one year and one month to complete or he will be terminated. **MOTION APPROVED UNANIMOUSLY**

## ***ADJOURNMENT***

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

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P. Eddie Hardman, Mayor

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Shannon Fragmin, Recorder

APPROVED ON: FEBRUARY 1, 2016