

MAYOR
P. EDDIE HARDMAN

RECORDER
SHANNON FRAGMIN

COUNCIL
ANNA HARVEY
RANDY CRITCHFIELD
CHAD PALMER
KRISTINA PALMER
WENDY POSEY



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February 1, 2016

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **MONDAY, February 1, 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 Community Member Jim Harris.

Meeting was called to order. After roll call the Council proceeded with the following:

APPROVAL OF MINUTES

Minutes from **WORK SESSION** of the Anmoore Town Council dated January 15, 2016 **MOTION** by Councilmember Posey, **SECONDED** by Councilmember K. Palmer. **MOTION APPROVED UNANIMOUSLY**

Minutes from **REGULAR SESSION** of the Anmoore Town Council dated January 19, 2016 **MOTION** by Councilmember K. Palmer, **SECONDED** by Councilmember Posey. **MOTION APPROVED UNANIMOUSLY**

CITIZENS BUSINESS

Paul Collins, Locust Street Anmoore: Presented before Council with complaints about the snow removal on his road. He reported that he has to repeatedly call to have it removed. Mayor Eddie Hardman stated he instructed the Maintenance Department to clear that road last since it's not utilized. Mayor Hardman felt it was more important to have snow removed from the roads being utilized and

made note that Mr. Collins doesn't live on that road anymore. Mr. Collins has dogs at that residence and if he doesn't take care of them the neighbors will call the police.

James Seudere, Pike Street Anmoore: Presented before Council because he believed we were going to have a second reading on a FEMA Ordinance. Councilmember Harvey informed Mr. Seudere this is the first Council meeting the FEMA Ordinance has been discussed. He has purchased property in the Town of Anmoore and is looking to purchase additional property however, because the Town of Anmoore isn't subsidized by the federal government and because he is in the floodplain, the purchasing of flood insurance is extremely high. Once the Town of Anmoore passes this ordinance the insurance rates will decrease.

Jim Harris, 902 Oak Street Anmoore: Presented before Council complementing the Maintenance Department's efforts in snow removal. Mr. Harris made note that there are other communities that have a lot more employees who are unable to clear their roads as well as the Town of Anmoore. Mr. Harris also asked that a light be changed on Oak Street. It is located across from Dr. Rhodes' building. It's been out for approximately two years. It could possibly be a dangerous situation as the road splits and goes down the hill to a business. People who are not familiar with that area could potentially cause an accident. Chief Don Quinn will get the pole number.

Jeff Richison, Anmoore: Presents before Council requesting to purchase a 25 foot right-of-way off the Town of Anmoore located near the property he just recently purchased. Councilmember Harvey stated that Council would have to look at the property. It depends on who owns the property on the other side. It also depends on what utilities the Town of Anmoore has in that area. Councilmember Harvey also stated the Town of Anmoore can't sell the property we would have to put it up for bid or abandon it. Mr. Richison also stated that his driveway is off of Crisfield Street. He would like to use Crisfield Street as his main address. Mayor Eddie Hardman stated that is determined through the mapping. Vicki Kerns at the Town Hall can look to see if it was mapped when 911 came through, he would just need to check with her.

DEPARTMENT REPORTS

Mayor Eddie Hardman commended the Maintenance Department for a job well done on the snow removal.

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.
- Lots of snow removal done.
- Meters estimated this month.
- Jeff Richison is inquiring about opening up the right away below Wreck-A-Mend and beside ballfield off Crisfield Street. We have not had a chance to start yet due to the snowstorm.
- Damage done to driver-side a plow truck into cable fencing on Mount Zion church property. Will fix property and fencing when weather clears up.
- Nutter Fort came and helped with snow removal on our streets while the truck was down.
- Fire department bay door was slightly damaged by Mr. Spurlock with a backhoe as he was trying to remove the heavy snow from in front of the doors.
- In the process of digging up an old fire hydrant in front of John Compton's house to use to fix hydrant at corner of Ash and Church Street.
- Still have not purchased a welder.
- Had to replace batteries in garbage truck today February 1, 2016.

-Quotes on lights for back parking lot is \$172 (one hundred seventy two dollars) apiece. Should only need to since they are LED lights. Will also need to get a roll of 12 – two wire to install them.

-Light was fixed on the plow truck

Recorder Fragmin questioned whether there was a written accident report for the plow truck. Mr. Spurlock will turn in an Accident Report. Councilmember Harvey asked if we were going to turn it into the insurance. Mayor Eddie Hardeman stated we have \$1000 deductible. Mr. Spurlock stated it doesn't really need to be fixed it's more cosmetic.

MOTION made by Councilmember Critchfield **SECONDED** by Councilmember Harvey to purchase the two LED lights required for the back parking lot at \$172 (one hundred seventy two dollars) apiece. **MOTION APPROVED UNANIMOUSLY**

POLICE: Verbal report was given by Chief Don Quinn

There have been approximately 143 calls both proactive and reactive since the last Council meeting. Calls were down a little bit as a result of the snow days.

This week they will look to have tires put on the crown and an oil change. Ofc. Corder has been driving it home.

FINANCIAL: Report given by Vickie Kerns, Clerk

Engineer interviews – have been set up for February 4, 2016 beginning at 6 PM by Sheena Hunt from Region VI

New Employees: Tina Stevens started today. She did very well. Required very little guidance. She is currently working 9:30 AM to 3 PM Monday through Thursday. Lisa Travis will begin on February 8, 2016

ADP, (Automatic Data Processing) – the HR component was added to the Council account. It's an additional \$60 (sixty dollars) a month. Recorder Fragmin has been given access to ADP.

Recorder Fragmin stated she has been using ADP and notes that it is a wonderful program. She has done a new Employee Policy and Procedure Handbook. There was a lot of good information from the old handbook that was also put into the new Employee Handbook. Copies of the new handbook have been provided to Council for review before approval. Recorder Fragmin also provided copies of the new employee acknowledgment of the handbook form. She asked that Council review them as well for approval at the next meeting.

Conducive data – Installed cloud backup on all three computers. Computers in our office are working fine however the computer in the back office is not allowing the backups to occur. Per Spencer, it is due to a hard drive air. He advised the hard drive is on limited time before completely crashes. He provided three quotes which are included in the Council packets. All computers come with a three-year warranty. Quotes are as follows: Dell OptiPlex 3040 (old model) – \$775.28, Dell OptiPlex 3020 (model we have now) – \$857.48, Dell OptiPlex 5040 (most current model) - \$918.28.

He also included a quote on managed services. That amount, \$57 (fifty seven dollars), is per month. It does not include unlimited support. He advised our other option would be to just purchase an antivirus program and install it ourselves. Council discussed and does not feel we need at this time.

MOTION made by Councilmember Harvey **SECONDED** by Councilmember Posey to purchase the Dell OptiPlex 5040 for the Town Hall at the price of \$918.28 (nine hundred and eighteen dollars and twenty eight cents) to be taken out of General Fund. **MOTION APPROVED UNANIMOUSLY**

B&O – GrafTech's fourth-quarter B&O was 50% less than it was the first two quarters of 2015.

BRIM: (Board of Risk and Insurance Management): The Town received a letter/survey from BRIM several months ago, but in between staff leaving, it was never sent back. The Town had an extension until February 25, 2016. Councilmember Harvey has been working on this because it had different requirements. She made note that the Town has now started a Safety Notebook, a Safety Policy, and a Safety Statement. There are still several items that we need to work on and send back, which may result in lower insurance for the Town. The town has also set up a Safety Committee, which will consist of one member from each of Council, the Maintenance Department, the Town Hall, the Police Department, and the Fire Department. We will begin doing biannual safety checks on all facilities and equipment.

BUILDING INSPECTOR: Verbal report given.

Queens Trailer Park – Mr. Smith did some research on this area. It will require a survey to see where our corporate boundaries are. He is spoken with several people, some say it and some say it out. Mr. Smith stated if it is in, we would be responsible for maintenance of that road however Councilmember Harvey states it is a private road. Mayor Eddie Hardeman stated there was to existing roads, the property owners made their own road from the top to the bottom through that field making it a private road on their property. It is a driveway not a Town of Anmoore road. The Assessor’s Office states that it is taxed in.

Chief Don Quinn stated from a law-enforcement point of view, we need to decide whether or not that is within Town limits or not because if the Town of Anmoore Police Department makes an arrest on that property and a defense attorney comes back and says that’s not in the Town of Anmoore, essentially the arrest is not legal. Chief Don Quinn notes they [911] always dispatches the Town of Anmoore Police Department to that location. Mr. Smith did speak with the Town Atty. and he agrees that property needs to be surveyed. Mr. Jim Harris states if the Assessor’s Office shows the property owners are paying taxes at the city rate they are within the Town limits in a survey is not needed. Mr. Smith states the property owners could say they always believed they were out of Town limits and they could petition the county, but if you do a survey you know for sure.

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

Mr. Smith states we reached a dead line on Philippi Pike resident, Trey Simmerman the Town Atty. is going to put in a petition to Judge Bedell for relief.

Recorder Fragmin questioned a 20 foot alley located next to the Fire Department. Mr. Randolph reached recently purchase part of that property so he has asked that the Town of Anmoore abandon that alleyway. There are also two other property owners this will affect. She questioned whether or not it would be most beneficial to wait until Mr. Randolph purchased the other two properties before the abandonment ordinance was written. Recorder Fragmin was also unsure what to call that alley, as it has no name. Mr. Smith stated alleys that have no name are called paper alley, it will have metes and bounds to help identify it on a map. It would be much easier to wait until Mr. Randolph purchases the other two properties before we abandon that alleyway. Bill Renzelli will notify Mr. Randolph of the Town’s plans

MOTION made by Councilmember Harvey **SECONDED** by Councilmember Posey to table the alley abandonment issue until Mr. Randolph has purchased all the property. **MOTION APPROVED UNANIMOUSLY**

FEMA Ordinance – in October 2014 the Council was presented with an ordinance from FEMA which was voted down by Council. FEMA has now kicked the Town of Anmoore off their list. As a result, no one can purchase flood insurance and no one can get subsidized insurance from the Federal Government. Banks will not loan any money out unless individuals can purchase flood insurance since they are in the floodplain. Having a FEMA Ordinance is extremely important we get back on that program.

Floodway versus floodplain: Mr. Smith states it is all elevation based. You can’t do anything in the floodway, but if you’re in a floodplain, you have to build to certain criteria.

The Town of Anmoore will have the most up to date FEMA Ordinance. Recorder Fragmin will add the FEMA Ordinance to the next agenda for the First Reading.

BOARDS AND COMMITTEE REPORTS

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

Recreation Committee: Just schedule the Easter egg hunt. Councilmember Harvey will have flyers at the next Council meeting. It is scheduled for March 20, 2016 at 2 PM

UNFINISHED BUSINESS

LIGHT QUOTES: as discussed above.

QUEENS TRAILOR PARK: as discussed above.

HARRISON COUNTY PLANNING DEVELOPMENT: Received a survey from the Harrison County Planning Development. Per Mr. Smith, you have to have a comprehensive plan in place to make zoning work. This plan has to be professionally done and costs about \$10,000. Mr. Harris states that Region VI does have grants for these. Councilmember Harvey stated that we could look into this, but for now this is a survey. Mr. Smith will complete the survey and return.

ADP: as discussed above

INSURANCE: A letter was drafted and approved by the town attorney in regards to insurance benefits for the town of Anmoore. The town has been, for several years, offered a generous health care plan to all of our benefit eligible employees. Unfortunately with the rising cost of healthcare and everything else this is something that we've been looking at to change. The letter was drafted in order to let the employees know of the town's intent to change the insurance benefits this open season. Once approved all of Council will sign, copies will be made for the employees and they will have to sign stating they received these letters.

ABANDONMENT: as discussed above.

NEW BUSINESS

FEMA ORDINANCE: as discussed above

LOSS CONTROL QUESTIONNAIRE: as discussed above

SAFETY POLICY: as discussed above

SAFETY TRAINING: the Town of Anmoore needs to start working on more safety training for our employees. Councilmember Harvey feels that all of our employees should have CPR. Councilmember Harvey stated whenever the Fire Department/EMS does their driver training, the Maintenance Department be included.

SAFETY SUPPLIES: councilmember Harvey stated we need a first-aid kit for the municipal building and a fire extinguisher. The fire extinguisher up there currently is outdated. Terry Sue Allen stated it needs to go to JT Martin. If we take it to him will save \$30. Shawn Spurlock will take care of.

BILLS

Bills were submitted

MOTION made by Councilmember Harvey to pay the bills **SECONDED** by Councilmember Posey **MOTION APPROVED UNANIMOUSLY**

COUNCIL COMMUNICATIONS

Recorder Fragmin reminded Council that engineer interviews will take place February 4, 2016 at 6 PM and Council Chambers. All are requested to attend if possible.

ADJOURNMENT

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

P. Eddie Hardman, Mayor

Shannon Fragmin, Recorder

APPROVED ON: FEBRUARY 16, 2016