

MAYOR
P. EDDIE HARDMAN

RECORDER
SHANNON FRAGMIN

COUNCIL
ANNA HARVEY
RANDY CRITCHFIELD
CHAD PALMER
KRISTINA PALMER
WENDY POSEY



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February 16, 2016

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **TUESDAY, FEBRUARY 16, 2016** AT THE ANMOORE FIRE DEPARTMENT - COUNCIL CHAMBERS, 158 ASH STREET, ANMOORE, WEST VIRGINIA AT **7:00PM**

COUNCIL PRESENT

Mayor P. Eddie Hardman (Arrived at 7:04)
Kristina Palmer
Randy Critchfield
Anna Harvey
Recorder Shannon Fragmin
Wendy Posey

COUNCIL ABSENT

Chad Palmer

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

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

APPROVAL OF MINUTES

Minutes from **REGULAR SESSION** of the Anmoore Town Council dated February 1, 2016 approved with correction on page 3, first line, minutes say "Should only need to since they are LED lights". The word, "to" should be the number "two". **MOTION** by Councilmember Posey, **SECONDED** by Councilmember K. Palmer. **MOTION APPROVED UNANIMOUSLY**

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

CITIZENS BUSINESS

Debbie Marano, 1068 Windsor Ave. Morgantown WV: Presents before Council in regards to the FEMA ordinance. At this time has no comments.

DEPARTMENT REPORTS

POLICE: Verbal report was given by Chief Don Quinn

There have been approximately 120 calls both proactive and reactive since the last Council meeting.

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.

Talk to Jeff Richison and advised him that the weather has us running behind on rocking the road to his property. Mr. Richison was okay with it.

Purchased a welder.

Salted some roads.

Clean sidewalk through town.

Installed lights on building for back parking lot.

Took gravel to Jim Rose Lane, Harvey's, Bramer's and Lamb Lane.

Installed no truck signed the intersections.

FINANCIAL: Report given by Vickie Kerns, Clerk

Three (3) new business licenses were issued since January 1, 2016:

Heavenly Hoagies: a mobile food truck every Monday by Black Bear.

Chickerell Excavating Company

Allied Refrigeration: located in the old Mitzi Lane building on Ash Street

No new building permits issued.

New computer: Spencer from Conducive Data will be in the office on Wednesday, February 17, 2016 to begin install process of the new computer

New employee: Lisa Travis was hired for the full-time position at the Town Hall. She was a no-show no call. Tina Stevens was then made full-time by Council.

Tina Stevens can be issued Town Hall keys after 30 days. Her effective date will be Friday, February 12, 2016

Vince Smith went to a seminar. We have copies of his certificates and we also have a copy of the bill. He is requesting that the Town of Anmoore assist in the payment of this bill as it is continuing education in his field. He is requesting that each municipality he works with pay \$100 towards that bill. There will be three (3) municipalities each paying \$100, which will pay for the seminar.

MOTION made by Councilmember K. Palmer **SECONDED** by Councilmember Posey to reimburse Vince Smith \$100 (one hundred dollars) towards his continuing education seminar. **MOTION APPROVED UNANIMOUSLY**

BUILDING INSPECTOR: Verbal report given Councilmember Anna Harvey

The ongoing suit by the Town of Anmoore has been turned over to Judge Bedell. If any Councilmember is approached and asked for information, by the parties involved, they are to inform the individual asking to speak with their attorney or Judge Bedell

The Harrison County Comprehensive Plan: Councilmember Harvey continues to do research regarding this issue. Vince spoke with some other municipalities in regards to this plan as well as the Town Attorney, they asked if there was an intergovernmental agreement, which they recommended not signing. Per Councilmember Harvey, the County Commission wants an answer from the Town of Anmoore on whether or not we are going to do this plan by February 22, 2016. Should the Town choose not to participate we would have to do our own even eventually which could cost anywhere from \$30,000-\$50,000 (thirty thousand to fifty thousand dollars) Council still has a lot of questions. Councilmember Harvey did obtain contact information for the attorney preparing this. State law in 2004 past that all municipalities are supposed to be working on comprehensive plans and municipalities have 10 years to do it. Technically comprehensive plans were due in 2014, however it has not been enforced yet.

Recorder Fragmin and councilmember Harvey will get together tomorrow to do more research on this. In order to obtain grants, a comprehensive plan needs to be completed. We could inform the County Commission that we are interested by February 22, 2016. No contracts will have been signed so if we choose not to go through with it, we can withdraw. Council has agreed to send in the survey. The Town would also have to have a public meeting, so if community members didn't agree with it we wouldn't go through with it anyway.

Need to have a survey completed for Queens Trailer Park. Will place on agenda for next meeting.

BOARDS AND COMMITTEE REPORTS

Water Board: cannot meet until the clerks are situated at Town Hall.

Recreation Committee: The Easter Egg Hunt is scheduled for March 20, 2016 at 2 PM

UNFINISHED BUSINESS

INSURANCE: Recorder Fragmin readdressed the letter of intent to change the Town's insurance. She has received everyone's back except from Chief Don Quinn and Ofc. Mike Corder. Per Chief Don Quinn he nor Ofc. Corder are going to be signing the letter. They were informed they shouldn't sign it because that would indicate they agreed to change their insurance benefits. Recorder Fragmin informed Chief Don Quinn the letter is a notice the Town will be changing health insurance and it's not a permission slip. Chief Don Quinn feels that if he signs the letter and his insurance is changed in conjunction to what is getting paid he will be essentially be working for free. Recorder Fragmin will need to consult with the Town Attorney for those employees who refuse to sign. Chief Don Quinn and Council will discuss further in Executive Session.

Per Councilmember Harvey, we are going to at least have a 4% (four percent) increase with PEIA. Vicki Kerns, Town Clerk, provided Council with information on how much the Town is currently paying for health insurance without that increase. It also included figures of what the Town would be paying should we choose to eliminate the family portion. If the Town would go to employee coverage only, including the annual fee, we would save \$21,282.58 (twenty one thousand two hundred eighty two dollars and fifty eight cents). If we do 80/20 with the family the town would only save \$4256.50 (four thousand two hundred fifty six dollars and fifty cents). The Town has checked into Blue Cross Blue Shield, but they have had quite the increase as well. Recorder Fragmin also made

note that we have also talked to some of the other municipalities in our area who feel PEIA is the better choice to stay with. Council has to make a decision within the next month, by the end of March.

LIGHT ON OAK STREET: Chief Don Quinn reported this the other day.

CLASS – VINCE SMITH: as discussed above

EMPLOYEE HANDBOOK: Everyone on Council has had the opportunity to review the employee handbook over the last two weeks. Councilmember Posey had a couple corrections she wants to make.

- 2.13 Number typo: Fifty (50) working days needs to be corrected to five working days.
- 4.1 Town Hall is open 8 am – 4:30 pm, not 4 pm.
- 3.3 Typo: “Lee” should be “leave.”
- Group 3 Rules and Regulations: #14 hiring of employees by other employees [when] you are in any type of supervisory capacity to perform personal work during nonworking hours. This needs to be clarified. It can't be forced hiring of any employee by his supervisor of the Town and of Anmoore. Howard McGary performs a lot of work around Town for people, and does so on his own free will. A supervisor's authority is only good during working hours. Councilmember Harvey questioned whether or not there was anything in the handbook about clocking in and clocking out. Both councilmember Palmer and councilmember Posey informed her there was. Councilmember Harvey also stated in the employee handbook, it should be known that employees should not clock in or out more than seven minutes prior to or after their shift without supervisors' approval.

MOTION made by Councilmember Harvey **SECONDED** by Councilmember Posey to accept the new employee handbook. Roll call vote: Anna Harvey: yes, Randy Critchfield: yes, Chad Palmer: absent, Kristina Palmer: yes, Wendy Posey: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM: Everyone on Council had received the employee handbook acknowledgment form.

MOTION made by Councilmember Harvey **SECONDED** by Councilmember K. Palmer to accept the new employee handbook acknowledgment form. **MOTION APPROVED UNANIMOUSLY**

RICHISON PROPERTY: Information obtained during the Maintenance Report. Wants to have a Crisfield address. Further discussion ensued regarding his property and what needs to be done.

EMS Time Cards: Mayor Hardman and Recorder Fragmin had previously discussed this issue. She requests that it be in the minutes employees who are clocking in need to do so at the start of their shift and employees at the end of their shift need to clock out. Anything in between is falsification of timecards and they will face disciplinary action. Per Eddie Hardman that employee had a verbal/written reprimand placed in their employee file.

NEW BUSINESS

None

FEMA ORDINANCE

First reading of the FEMA Ordinance took place. Community members present at the Council meeting voice no questions or concerns on the ordinance. There were no requests to read the FEMA Ordinance out loud. One of the things that changed in this ordinance compared to an older version was the elevation of the floodplain.

MOTION made by Councilmember Harvey **SECONDED** by Councilmember K. Palmer to accept the new FEMA ordinance on the first reading. Roll call vote: Anna Harvey: yes Randy Critchfield: yes, Chad Palmer: absent, Kristina Palmer: yes, Wendy Posey: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

BILLS

Bills were submitted

Terry Sue Allen proposes EMS pays off their state taxes. EMS has the money in their account, the amount would be \$3172.70.

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

COUNCIL COMMUNICATIONS

The Town of Anmoore's budget paperwork has to be into the state auditor between March 7 and March 28. The sooner we can submit the paperwork, if it has any mistakes they can get it back to us and we can correct it. Council will have a work session for the budget on March 3, 2016 at 6 PM

The third Tuesday in April (April 19, 2016) will be our Council meeting that month. The Town of Anmoore will lay our levee and adopt our budget. After the adoption it has to be published once a week for at least two consecutive weeks in the newspaper. The original copy of our levee order and rate sheet have to be mailed to the auditors within three days of April 19, 2016.

EXECUTIVE SESSION

MOTION made by Councilmember Harvey and **SECONDED** by K. Palmer to go into Executive Session: Entered at 745PM. Discussed Employee issues.

MOTION made by Councilmember K. Palmer and **SECONDED** by Harvey to go into back into Regular Session:
Entered at 927PM

ADJOURNMENT

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

P. Eddie Hardman, Mayor

Shannon Fragmin, Recorder

APPROVED ON: MARCH 7, 2016