

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

March 7, 2016

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **MONDAY, MARCH 7, 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
Chad Palmer
Randy Critchfield
Anna Harvey
Recorder Shannon Fragmin
Wendy Posey

COUNCIL ABSENT

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 **EMERGENCY SESSION** of the Anmoore Town Council dated February 12, 2016 approved. **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember C. Palmer. **MOTION APPROVED UNANIMOUSLY**

Minutes from **REGULAR SESSION** of the Anmoore Town Council dated February 16, 2016 approved. **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember K. Palmer. **MOTION APPROVED UNANIMOUSLY**

CITIZENS BUSINESS

Alfred Kookan, Anmoore WV: Presents before Council with concerns over the "No Truck" signs the Town posted on various streets. He owns commercial property on Plainfield and on Parkway. If the town shuts down delivery trucks to these areas several commercial

properties will be affected. The town has since removed the signs however Mr. Kooken feels that these commercial property owners should be notified in the future should these signs be reposted. Mr. Kooken stated, as with any small municipality, we [Council] can hold a couple Council meetings without anyone knowing and pass all the rules and regulations we want. This is why he feels property owners should be notified. Recorder Fragmin informed Mr. Kooken, that all of our meetings are public and agendas are posted in two places, one at Town Hall and the second on the outside door leading to Council Chambers. Recorder Fragmin informed those present there are no private meetings held at all in the Town. Mr. Kooken requested people be notified of issues that could concern them, especially property owners who don't frequently come to Council meetings. Recorder Fragmin stated she could not do this as she is already busy with Town business. She informed those present that agendas are posted three business days prior to a regular meeting not counting the day of the meeting. Council had good intentions with the signs, unfortunately it was not thought all the way through and once issues were identified, the signs were removed.

Charlene Smith, National Federation of the Blind: Respectfully requests to do their annual road toll on Saturday, May 7, 2016 from 10 AM to 6 PM

Cindy Frederick, 2899 Philippi Pike Anmoore WV: Had questions in regards to the Town's agenda. She asked how specific the agendas were written. Recorder Fragmin stated that they were very specific with the items we were going to discuss that night.

Andy Queen 105 Carriage Ln Bridgeport WV: He stated the Town extended Crisfield Street which has actually been extended onto his property. He complained gravel was not placed on the right away and a big portion of it is on his property. Mr. Spurlock stated that according to the tax map it's all on the right away except towards the back end where gravel was placed on his property by maybe one (1) or two (2) feet. Mr. Spurlock stated he didn't notice it until after he looked at the tax map. Mr. Queen stated if the Town were to survey the actual right away, we would find the whole road is on his property. He reports his property line is almost too the fire hydrant. The fire hydrant is on the edge of the right away.

Recorder Fragmin stated this issue was on the agenda for this evening. Mr. Queen was informed that Council plans to have that side of Anmoore surveyed. Mr. Queen stated he doesn't want the road over on him. He specifically left it this way so he would have access out there for himself, plus it's in the floodplain so he didn't go down that far. Recorder Fragmin stated there has been a lot of questions surrounding that property on whether or not it's within the Town limits or not. The Assessor's Office states that property is within Town limits, however many people don't believe it is, so it is best to have it surveyed which was the recommendation of the Town Attorney. Mr. Queen stated he doesn't have a problem with the road as long as the Town puts it where it belongs. Councilmember Harvey stated that Mr. Spurlock can move the gravel now, before the survey. Mr. Queen stated the Town didn't have to rush and we could wait until after the survey, as long as it's put on the right away.

Amy Marple and Tracy Freeman, Empowerment by Employment: Requesting to have a road toll on June 11, 2016 from 8 AM to 4 PM.

Jeff Richison Anmoore WV: He will be awaiting the survey discussed above. Mr. Kooken covered the signs. Those signs really need to be placed on Ash Street, one on each side just before the bridge. The way the signs were, residents couldn't get a UPS delivery.

DEPARTMENT REPORTS

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.
- Put gravel in potholes.
- Fixed catch basin greates.
- Looked for leaks.
- Fixed service line leak at Cove run on Philippi Pike.

- Fixed service line leak on Parkway in East View.
- Gravel road at end of Crisfield.
- Delivered gravel to several places.
- Read meters.
- Located lines and helped crews that bridge project in Eastview.
- Had a manhole overflow at BFS a new point.
- Ran flusher from Nutter Fort.

Recorder Fragmin mentioned that she and Mr. Spurlock discussed the 1D training Council requested employees have. Those employees have not started working on that as requested. This may be something Council needs to make mandatory for their employment.

Mayor Hardman questioned Mr. Spurlock when the manhole was corrected. Mr. Spurlock stated the maintenance crew began working on it after Mayor Hardman contacted him and finished it up about 1 o'clock in the morning. Mayor Hardman requested that the next time something like this occurs and it's cold the way it was, the maintenance department needs to spread cinders so the water doesn't freeze and turn to ice.

POLICE: Verbal report was given by Chief Don Quinn

Computers of the down all day so he was not able to obtain the number of calls the department has made since the last Council meeting.

The first week of April Chief Don Quinn will be taking a one weeks' vacation. Ofc. Mike Corder will be covering for him.

He is received about four complaints in regards to the Suboxone clinic. People are loitering. Chief Don Quinn states there really isn't a whole lot they can do since it is private property. Just wanted to bring this to our attention in case anyone asks us about it. He has looked into it.

Mayor Eddie Hardman questioned whether or not Officer Stout was able to go to the funeral for the fallen Officer. Chief Quinn is unaware.

BUILDING INSPECTOR: Verbal report given Vickie Kerns

- No new building permits or business licenses.
- One demolition permit for property on Ash Street.

EMS/FIRE DEPARTMENT: Report given by Kris Barron

One of the ambulance vehicles was damaged by a deer. They received two quotes in order to have repairs done. One is from T body in the amount of \$3379.51 (Three thousand three hundred seventy nine dollars and fifty one cents) the other is from Wreck-A-Mend Collision Repair in the amount of \$3022.56 (Three thousand twenty two dollars and fifty six cents)

MOTION made by Councilmember K. Palmer **SECONDED** by Councilmember Posey to table the ambulance repair. Mayor Eddie Hardman would like to review. **MOTION APPROVED UNANIMOUSLY**

(Was discussed under financial report, but moved under EMS/FIREDEPARTMENT as this was information pertaining to this department) - EMS provided a quote from Casey Enterprises. The quote is for jersey T-shirts with the Anmoore emblem. The cost came to \$448 (four hundred and forty eight dollars). This will be to purchase 54 (fifty four) shirts and there was an upcharge for 2X of one (1)

MOTION made by Councilmember K. Palmer **SECONDED** by Councilmember Critchfield to purchase shirts for the Anmoore EMS in the amount of \$448. This will come out of the EMS account. **MOTION APPROVED UNANIMOUSLY**

FINANCIAL: Report given by Vickie Kerns, Clerk

Horner Brothers Survey - Approximate cost for plot of property by Queens's trailer Park \$400 (Four hundred). If the Town wants it staked off it will be an additional \$1500 (Fifteen hundred)

State Auditor Budget Meeting- Anna, Wendy and Vicki will be attending.

FEMA meeting: March 1 – Shawn attended and provided our information for the cost of Storm Jonas. Our cost based on their price list is \$7684.35 (Seven thousand six hundred and eighty four dollars and thirty five cents) No funds are approved at this time.

PEIA Benefit Coordinator meeting will be held on March 10, 2016 from 9 AM to 12 PM in Flatwoods. Anna and Vicki have enrolled to attend if Council approves. Wendy has volunteered to assist Tina at the office. Tina will need to come in early this day.

MOTION made by Councilmember Posey **SECONDED** by Councilmember K. Palmer to send Anna and Vicki to the PEIA Benefit Coordinator meeting on March 10, 2016 from 9 AM to 12 PM and allow Tina to come in early on this day. **MOTION APPROVED UNANIMOUSLY**

B&O: reminder letters were mailed last week. First quarter forms were also sent

Bills – are delayed in being issued. Will attempt to have them mailed by Thursday.

Applicants – we have received 11 resumes for the Assistant Office Clerk.

Leslie – assisted in making the changes Council requested to the budget. The proposed property tax amount decreased by \$75,000. Per the assessor's office, GrafTech had their assessment reevaluated by the State in it was decreased by \$14 million. Due to this change, some additional cuts in the budget had to be made (rainy day fund, demolition funds, garbage truck)

Recorder Fragmin explained to those community members present at the Council meeting, where the Town is currently with the budget. Per the proposed budget of the last Council, the budget was estimated to be around \$1.1 million. This is inaccurate. As a result of some questions new Council had regarding the budget, Council and consulted with the Town of Nutter Fort. There is a lady who comes from that Town who has experience with small-town budgets. She has been assisting the Town of Anmoore in getting our budget together and our budget is more accurately just under \$600,000 (six hundred thousand dollars). This is a far cry from what they thought it was. Obviously this Council is had to make several hard decisions. We do have new businesses coming into the Town and GrafTech is slowly going under. GrafTech is no longer our largest revenue.

Tina will be coming up on her 30 days so she will be getting keys to the office soon.

Councilmember Harvey has been working on the loss questionnaire. She's almost finished with it has to get a copy of the town of Anmoore's handbook and send it in to BRIM.

Councilmember Harvey would like to begin working on the Robo calls again. Since she and Wendy have been up at the Town Hall so they have time to work on it. Per Recorder Fragmin this has been approved by Council. The company has to have Don Quinn or Mayor Eddie Hardman call. K. Palmer provided the company with information however these two individuals needed to set up accounts.

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 call. It will be at the Vincent Park or if it's raining it will be held upstairs in the fire department.

UNFINISHED BUSINESS

INCORPORATING MUNICIPAL ISSUES AND CONCERNS INTO HARRISON COUNTY'S COMPREHENSIVE PLAN AND SETTING AN OPEN HOUSE DATE: Representative from Harrison County was at the meeting. The Town has to complete paperwork by April 15, 2016 in order to participate in the Comprehensive Plan. There are a couple surveys the Town needs to complete. They need a Public Works Survey and a Recreation Survey. The Town must also schedule an Open House Meeting before April 15, 2016, which they will assist with. Representatives brought a map for the Town of Anmoore showing land use in our area. They need us to look over the map to make sure it's correct. It has different areas of agriculture and vacant land, single-family residence, multi family residence, mixed-use, commercial and industrial use etc. The map is also color-coded and at the open house meeting, residents who participate, can offer input as to what they would like to see done in the future in the Town. They are asking that the town get a red marker and place a dot in areas we identify where we would like to see different land-use. There is brown to identify areas for potential annexation. We can identify preferred development areas where development is encouraged. We need to identify rural areas, areas that have no development and we would like to keep it such. The list is on the map. Councilmember Harvey has been taking care of the comprehensive plan. All this information was handed to her.

SIGNING RETAINER AGREEMENTS WITH WVU LAW CLINIC: The retainer agreement must also be signed. This was sent to the Town's Attorney for review.

Cindy Frederick volunteered to assist with this process.

MOTION made by Councilmember **SECONDED** by Councilmember to have an Open House Meeting on March 20, 2016 at 330 in Council Chambers after the Easter Egg Hunt. **MOTION APPROVED UNANIMOUSLY**

INSURANCE: Recorder Fragmin again mentions the letter of intent to change the insurance. Recorder Fragmin received everyone's back with the exception of three employees. After speaking with the Town Attorney he recommends that we add their name to the form, state that they refuse to sign, have a witness to show that they refuse to sign it and place in their employee file and move on.

EMPLOYEE HANDBOOK: New handbooks have been created for the Town of Anmoore. Four handbooks and acknowledgment forms were handed to Shawn Spurlock for the Maintenance crew. Five handbooks and acknowledgment forms were handed to Chief Don Quinn for the Police Department. Employees are to read the handbooks, sign the forms and give back to Recorder Fragmin.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM: as discussed above.

RICHISON PROPERTY: As discussed above. Council updated on the process.

Brief discussion among Council about insurance again. Recorder Fragmin updated community members present at the Council meeting as to where the Town was in regards to health insurance benefits for the Town employees. She explained that the Town has always offered a very generous Health Care Plan to the employees. As a result of the current financial situation of the Town of Anmoore, Council is had to look hard at changing this benefit. Council has tried to refrain from making a decision until we have received all information pertinent to this topic. Unfortunately, however it is a decision were going have to make. We have also looked at different options to make more revenue for the Town.

Currently the Town of Anmoore pays 100% of the employee and the family. Currently, we pay over \$60,000 (sixty thousand) a year for all of our employees. The Town has looked at different options with the healthcare plans. One such option was where the Town will pay 80% of family and the employee will pay 20%. With this option it will only save the Town approximately \$4000 (four thousand). Whereas if we completely eliminate the Town paying for the family plan, this will save the Town \$21,000 (twenty one thousand).

Councilmember Posey continued to voice she really thinks we need to look at this further before we make a decision. Even if we don't do the 80/20, perhaps we can look at 70/30 or 50/50. She expressed that we're taking away a benefit and essentially decreasing their pay. Discussion continued among Council members. Recorder Fragmin stated this is a decision none of Council has taken lightly.

Vicki Kerns stated that prior to the decrease in property taxes from GrafTech, all the insurance was budgeted in. If we were to keep the family insurance we would have to cut expenses and other major areas. Vickie made the changes we requested from the last budget meeting and we still ended up cutting in several areas. Our Rainy Day Fund went from \$40,000 (forty thousand dollars) to \$2000 (two thousand dollars)

Council has really looked at the budget. Mayor Hardman stated if we don't make the cuts then we are going to have to lay people off. Our workload will start to back up. Recorder Fragmin stated next year is a new year. If we start seeing more revenue, maybe we can change it back. Council has also looked at having to raise the water, sewage and garbage rates again. We did not foresee the property tax cut from GrafTech.

Mr. Spurlock asked about the investigation from Town Hall. At this time, Council has received no new information. Currently, it is in the State Auditor's Fraud Department.

MOTION made by Councilmember K. Palmer **SECONDED** by Councilmember Harvey to change the employees' health insurance coverage to only employees 100% and no more family plan. Roll call vote: Anna Harvey: yes Randy Critchfield: yes, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

The family plan will still be offered, employees will have to pay for it. This takes effect in April at New Enrollment.

Queens Survey: Horner Brothers has already started the survey. They have a plat around Queens' property and out Oak Street. It's approximately \$400 (four hundred dollars) for that and if we wanted it staked this can be an additional \$1500 (fifteen hundred). Per Mayor Eddie Hardman will start on the Crisfield side first.

MOTION made by Councilmember Harvey **SECONDED** by Councilmember K. Palmer to have Horner Brothers to continue with the survey for \$400 (four hundred) and stake it for the additional \$1500 (fifteen hundred). **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember Harvey **SECONDED** by Councilmember C. Palmer to have Charlene Smith with the National Federation of the Blind do their annual road toll on Saturday, May 7, 2016 from 10 AM to 6 PM **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember K. Palmer **SECONDED** by Councilmember Harvey to allow Amy Marple and Tracy Freeman with Empowerment by Employment to have a road toll on June 11, 2016 from 8 AM to 4 PM. **MOTION APPROVED UNANIMOUSLY**

EMS Time Cards: Recorder Fragmin asked Vicki Kerns if we were still having issues with timecards. She stated there were no written punches with the exception of one gentleman who got called out from his house. There was one issue where someone went over their normal schedule time, this occurred two times. She said she spoke with Mayor Hardman and Terry Sue Allen. Mayor Hardman requested that she speak with Kris Barron in the future regarding timecard issues. Mr. Barron did not sign off on those incidences. Recorder Fragmin stated that anyone who clocks out late, need to supervisor signature as well

Budget: Recorder Fragmin stated this year's budget was estimated to be \$823,000 but we are currently about \$400,000 short of that. Clearly we are under the budget.

MOTION made by Councilmember K. Palmer **SECONDED** by Councilmember Harvey to approve the July 1, 2016 to June 30, 2017 Roll call vote: Anna Harvey: yes Randy Critchfield: yes, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

NEW BUSINESS

None

FEMA ORDINANCE

Second reading of the FEMA Ordinance took place. Alfred Kooken requested a summary of the Ordinance, which was provided by Councilmember Harvey. Questions were asked and answered. There were no requests to read the FEMA Ordinance out loud.

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

BILLS

Bills were submitted

Councilmember Harvey stated that EMS was doing well with their money recently. She asked if we can start paying extra on the federal taxes. Terry Sue Allen believed we still owe about \$48,000 (forty eight thousand dollars) in back taxes. Councilmember Harvey suggested we pay an extra \$5000 (five thousand) this month on top of their normal \$1200 (twelve hundred). We can then look at it again next month to see where we are financially.

MOTION made by Councilmember Harvey **SECONDED** by Councilmember K. Palmer to pay \$5000 (five thousand) extra out of EMS towards their federal back taxes. **MOTION APPROVED UNANIMOUSLY (Any future "extra" payments must be approved by Council)**

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

EXECUTIVE SESSION

MOTION made by Councilmember Harvey and **SECONDED** by Posey to go into Executive Session:

Entered at 834PM.

Discussed Employee issues with Mr. Spurlock. Also discussed the 1D training. Employees have not started this training as asked by Council a month and a half ago. Discussion to make the training mandatory. Time frame was extended by one month, at which time, all employees must have the 1D training.

Discussed pay wage increase for Chief Don Quinn. After review of the budget, Council will increase Chief Don Quinn's pay wage to \$16.00 (sixteen dollars) per hour. In addition to this, Council asked that he not work more than 40 (forty) hours a week, he is to clock in and out while he is on duty. Furthermore, Chief Quinn is not to campaign for the Harrison County Sheriff position he is running for while he is on the clock for the Town of Anmoore. Chief Quinn felt this was a violation of his Constitutional Rights. The Council feels

while he is on the clock for Anmoore and during the hours Anmoore is paying him, he should be conducting Anmoore business and not campaigning for another position. Chief Quinn stated he would like to discuss with his wife and inform Council tomorrow (03.08.16) what his intentions are, whether he continues with Anmoore or resigns. Council informed Chief Quinn that would be fine.

MOTION made by Councilmember Harvey and **SECONDED** by Posey to go into back into Regular Session:
Entered at 926PM

MOTION made by Councilmember Posey **SECONDED** by Councilmember K. Palmer to raise officer Quinn's hourly rate to \$16 (sixteen dollars) per hour for no more than 40 hours per week, he has to clock in and clock out and no politicking (as described above from the Executive Session)**MOTION APPROVED UNANIMOUSLY**

COUNCIL COMMUNICATIONS

The Harrison County commission needed to names that could represent the town of and more on the Harrison County development Authority. At this time we have two names Mr. James Harris and Cindy Frederick. We can submit these two names

Region VI Planning and Development Council will have a meeting on March 16, 2016 at 530. They are requesting representation from the town of Anmoore Councilmembers Harvey and Posey will be attending.

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: MARCH 21, 2016