

**MAYOR**  
P. EDDIE HARDMAN

**RECORDER**  
SHANNON FRAGMIN

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



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**April 4, 2016**

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **MONDAY, April 4, 2016** AT THE ANMOORE FIRE DEPARTMENT - COUNCIL CHAMBERS, 158 ASH STREET, ANMOORE, WEST VIRGINIA AT **7:00PM**

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**COUNCIL PRESENT**

Mayor P. Eddie Hardman – Arrived at 703PM  
Kristina Palmer  
Chad Palmer  
Anna Harvey  
Randy Critchfield  
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***

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Minutes from **REGULAR SESSION** of the Anmoore Town Council dated March 21, 2016 approved. **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember Posey. **MOTION APPROVED UNANIMOUSLY**

Minutes from **EMERGENCY SESSION** of the Anmoore Town Council dated March 28, 2016 approved. **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember K. Palmer. **MOTION APPROVED UNANIMOUSLY**

***CITIZENS BUSINESS***

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**Randy Watson and Steve Haynes, Thrasher Engineering:** Sent over the proposed engineer contract for the water system. This is an agreement for \$25,000 (Twenty five thousand dollars) for Thrasher to do the preliminary engineering report, the cost estimate, the

application to the rural utilities service for funding and to do all of the other legwork to determine what the total project will cost, where were going to get funding from and the timeframe setting. Councilmember Harvey stated our attorney would be looking at the agreement first. Councilmember Harvey also questioned Mr. Watson if this was money the Town needed to put up front. Mr. Watson stated no this is not money the Town needs to put up front until we get the funding through rural utilities. Later on the agreement will be amended from \$25,000 (twenty five thousand dollars) to more depending on the scope of the project. The bigger the project the more the fees will be Thrasher will go over everything with us. This is not something that the Town will be unaware of. The Town's attorney, Trey Zimmerman was present at this Council meeting a copy of the contract was handed to him. Mr. Watson introduced Mr. Steve Haynes. Mr. Haynes will also be working on this project with Mr. Watson. Council will place this topic on the next agenda for discussion. This will also allow Council time to review the contract. Mr. Spurlock will be his point of contact for this project.

Jeff Richison, Anmoore: Does not choose to speak at this time.

Trey Randolph: Bill Renzelli is going to speak on the behalf of Trey Randolph. They would like to go ahead and proceed with the abandonment of the alley way by his building. This issue was previously held by Council, however was suspended until Mr. Randolph purchased the other two pieces of property located next to his building. Recorder Fragmin questioned Mr. Renzelli if this process had been completed. Per Mr. Renzelli, due to the cost the other property will not be purchased. Recorder Fragmin stated Vince Smith was going to have to help her complete this task.

Mr. Renzelli also commented about the flooding of his property. He is requesting that the Maintenance Department check the four bridges to ensure that trees are not being caught. Mayor Hardman stated that this is not the town's responsibility to widen these areas, the town has always removed branches as a courtesy.

## ***EXECUTIVE SESSION***

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**MOTION** made by Councilmember K. Palmer and **SECONDED** by Harvey to go into Executive Session:  
Entered at 709PM.

**MOTION** made by Councilmember Harvey and **SECONDED** by C. Palmer to go into back into Regular Session:  
Entered at 752PM

Discussed Employee issues and privileged conversation between the Town and the Town's Attorney

## ***DEPARTMENT REPORTS***

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

- Ms. Kerns provided Council with account balances.
- Bills have been submitted.
- Recorder Fragmin informed the community that the Town has hired two new clerks Melissa Coffindaffer was given the full-time position. We also hired Amanda Watson for the part-time position.
- Melissa Coffindaffer started her full-time position on March 31, 2016. She's doing very well. Amanda Watson started her part-time position on April 4, 2016.
- Ms. Kerns will need to be off Thursday, April 7, 2016. Anna and Wendy advised that they will assist in the office on this day. Melissa Coffindaffer needs to be off on Friday, April 8, 2016. Amanda will be working on this day.

-Budget 2016 – 2017: West Virginia State Auditor’s Office accepted our estimated budget. The Clarksburg Exponent Telegram advised it will be published this Thursday and next. A meeting to accept the budget must be held on the third Tuesday in April which makes this April 19, 2016.

-Vicki will continue to meet with Leslie to work on revisions to the current budget as her schedule permits.

**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.
- Rereads were done.
- Installed new locks and doorknobs on all fire department doors.
- Looked for leaks.
- Picked up trash along roadways.
- Dry trash was done.
- Located lines for crews that bridge project in Eastview.
- Remove more debris from Creek.
- Unclog drain on Ash Street in front of Allied.
- Read meters.
- Stacy fix the electrical problem on the garbage truck.
- Mayor Hardman questioned when the bathrooms were going to be fixed. He stated it’s been over two months and they’ve only had one rest room. Mayor Hardman asked if we needed to bring in a contractor. Mr. Spurlock stated no they would get to it this week.
- Recorder Fragmin asked when the window is going to be completed at the town hall Mr. Spurlock stated if not this week, next week.

**BUILDING INSPECTOR: Verbal report given Vince Smith**

Mr. Smith spoke with Horner’s Brothers. He is going to meet with them on Thursday to go over what we want with the corporate boundaries. For them to survey the road, it will be an additional \$1800-\$2000 (Eighteen hundred to two thousand dollars) for them to survey the road out to where it goes up the hill. The reasoning behind this is because a lot of research will have to be done to discover when the roadway was first established since the Town of Anmoore does not have any maps.

Per Councilmember Harvey, the way he plans to survey and pin, this will answer the few questions Council had.

**MOTION** made by Councilmember Harvey **SECONDED** by Councilmember K. Palmer to include the road in the survey **MOTION APPROVED UNANIMOUSLY**

Mr. Smith and Mr. Spurlock plan to, with the inmates, cut trees and bushes only that are hanging in the creek so they don’t get any hang ups from other debris. If they clean it up there will be less of a chance of the water getting backed up.

**POLICE: Verbal report was given by Chief Don Quinn**

139 proactive and reactive calls since the last Council meeting.

The Police Department has in-service training coming up on May 12, 2016. It’s a free seminar in Flatwoods West Virginia through the prosecutors Institute so they can get their training and for the year.

Mayor Eddie Hardman asked Judge Martin how the court collections were going. Judge Martin stated things are going well but indicated they would be better once we get the clerk issue solved. Judge Martin stated that Vickie Kerns is keeping things straight.

**EMS/FIRE DEPARTMENT: No report given**

None

***BOARDS AND COMMITTEE REPORTS***

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

Recreation Committee: no pressing business at this time per Councilmember Harvey

Safety Committee: will not meet again for a couple of months

***UNFINISHED BUSINESS***

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RETAINER AGREEMENT: This was in regards to the Comprehensive Plan. The Comprehensive Plan was discussed further with Charlotte Shafer and Danny Hamrick. They explained that the agreement is with WVU Law School and Harrison County signed the same agreement. The agreement has nothing to do with binding us with the county. Other than the paperwork the Town has already been provided, this is the only responsibility the Town of Anmoore will have. Some has been completed already. The Town still needs to submit information from the Recreation Committee and Public Works. Without it, the Town would continue to operate as it always has. It helps to get grants. It backs you up on the building permits. Should the Town choose to move forward with the Comprehensive Plan and it is adopted, the Town would need to re-adopt the building permit ordinances. It is a plan and can be changed. Questions were asked and answered.

**MOTION** made by Councilmember Harvey **SECONDED** by Councilmember K. Palmer to accept the Comprehensive Plan Retainer Agreement with WVU Law School. Roll Call vote: Kristina Palmer: yes, Wendy Posey: yes, Anna Harvey: yes, Randy Critchfield: yes, Chad Palmer: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

QUEENS/ROAD SURVEY: as discussed above.

1D TRAINING: per Mr. Spurlock, Stacy Strader and Howard McGary went and took the test today. Official results will come from Charleston within two weeks.

EMS PANTS/BOOTS:

**MOTION** made by Councilmember Harvey **SECONDED** by Councilmember C. Palmer to purchase pants and boots for a couple of those in EMS needing them. **MOTION APPROVED UNANIMOUSLY**

EMS QUOTES: bids to fix the ambulances.

**MOTION** made by Councilmember K. Palmer **SECONDED** by Councilmember C. Palmer to table this issue until Council receives the quotes. **MOTION APPROVED UNANIMOUSLY**

TRASH BIN ON LINDEN AVENUE: dumpster for the apartments. It will cost about \$1000 (one thousand dollars)

**MOTION** made by Councilmember Harvey **SECONDED** by Councilmember K. Palmer to purchase a dumpster for the apartments on Linden Avenue. **MOTION APPROVED UNANIMOUSLY**

THRASHER: As discussed above. Will place on agenda for next meeting.

## ***NEW BUSINESS***

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None

## ***BILLS***

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### **Bills were submitted**

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

## ***COUNCIL COMMUNICATIONS***

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None

## ***EXECUTIVE SESSION***

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**MOTION** made by Councilmember K. Palmer and **SECONDED** by Councilmember Harvey to go into Executive Session:  
Entered at 823PM.  
Discussed Employee issues.

**MOTION** made by Councilmember K. Palmer and **SECONDED** by Councilmember Critchfield to go into back into Regular Session:  
Entered at 854PM

## ***ADJOURNMENT***

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

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P. Eddie Hardman, Mayor

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Shannon Fragmin, Recorder

APPROVED ON: APRIL 19, 2016