

**MAYOR**  
P. EDDIE HARDMAN

**RECORDER**  
SHANNON FRAGMIN

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



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**April 19, 2016**

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **TUESDAY, APRIL 19, 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  
Kristina Palmer  
Chad Palmer  
Anna Harvey  
Recorder Shannon Fragmin  
Wendy Posey

**COUNCIL ABSENT**

Randy Critchfield

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 April 4, 2016 approved. **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember Posey. **MOTION APPROVED UNANIMOUSLY**

Minutes **SPECIAL SESSION** of the Anmoore Town Council dated April 8, 2016 approved. **MOTION** by Councilmember K Palmer, **SECONDED** by Councilmember C. Palmer. **MOTION APPROVED UNANIMOUSLY**

***CITIZENS BUSINESS***

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**Dave Layton, 64 Layton Dr. Clarksburg:** Chairman of the Board for East View PSD. He reports that in the past, the East View PSD have given sewer customers to Anmoore. They are a new board and currently the East View PSD is in the red. They do not have a maintenance crew or equipment like the Town of Anmoore. They now have new customers on Layton Drive at the very end where it dead ends. This road is between the Dollar Store and the East View PSD. Anmoore will have to install water to these customers. Mr.

Layton believes there are three. Sewage also has to be installed but the East View PSD is not able to provide the service at this time. He presents before Council requesting that Anmoore take over these customers and the installation. It will be approximately 620 feet. Anmoore will place on the next agenda for discussion.

## ***DEPARTMENT REPORTS***

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### **BUILDING INSPECTOR: Written report given Vince Smith**

Business Licenses –

One new license issued: State Farm Agent at Travato Street. Open May 1, 2016. Customer was advised to call the Department of Highways regarding placement of a sign by the road.

One business changing type of service: Christines. They will be selling liquor. License fee increased. No additional requirements by CEO.

Building Permits- None

Fanjul Hearing – April 22, 2016

Tire Collection: a few citizens have called to see if we would be doing tire collections again. Vince needs to know if the town would like to participate so he is able to make arrangements.

Survey – in process

Mayor Hardman questioned a vehicle that is parked without proper tags on Ash Street. He also directed this question towards Chief Don Quinn. Chief Quinn believes the owners moved across town. Getting a hold of them may be challenging but he is able to ticket the vehicle. Mayor Hardman and Councilmember Harvey stated if it was on our side of the road we can give so much time and then have it towed. Chief Quinn stated if he does that there's 25 (twenty-five) other vehicles throughout the town, he can't just do one and not the others. Mayor Hardman instructed Chief Quinn to tag them and tow them, not to discriminate against anyone.

### **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.
- Fixed bathrooms in the Fire Department.
- All trucks were taken to get inspection stickers.
- Installed sewer tap for Maley on Oak Street.
- Removed more debris and brush from the creek.
- Cut grass.
- Located water line on Franklin Street for Maley tap.
- Two water leaks on Parkway.
- Filled potholes with gravel.
- Installed fire hydrants on Ash and Church Street.
- Water leak on First Street in East view.
- Two service line leaks in Eastview. One on Damron and the second on Layton.
- Service line installed for Kookon on Philippi Pike East View

-East view PSD wants Anmoore to take over the mainline sewer extension for trailers at the end of Layton Drive (previously called Parkway)

-Greater Harrison PSD would like to turn it tank and all its customers in Normandy Estates over to the Town of Anmoore so that we can tie both water lines together and to supply AB apartments with water.

It was also brought to Councils attention that AB Contracting had purchased land off of Dave Gore and they are possibly tearing down what is currently there to put additional apartment buildings. Recorder Fragmin stated this is a cause for concern because if we go ahead and take on their water and sewage, then they build in Anmoore Town limits and we have to supply these utilities, it is something for Council to consider in regards to how bad this will affect our capacity.

Councilmember Harvey stated we could put a moratorium and then nobody can add onto it or maybe we could do an agreement like Greater Harrison and say were only accepting (example) 120 customers period.

Mayor Hardman has concerns with tying a newer line onto an older line. He fears the lines will explode. Mr. Spurlock confirmed this is a possibility. He also stated that their lines are larger than our lines so it will increase the pressure.

The PSC hearing on this issue is in June 2016.

Chief Don Quinn questioned whether or not the residents of Normandy Estates would notified so they could attend the hearing on this. He predicts that his water bill would be doubled and he doesn't want to pay double.

#### **EMS/FIRE DEPARTMENT: Written report given by Kris Barron**

Three units are in need of oil changes and the 4 x 4 unit is out of service due to needing front brakes and rotors. It is being looked at by Pro-Care Auto Repair. The estimate on getting 18 fixed with the bumper and decals added is attached the total is \$4162.48 (four thousand one hundred sixty two dollars and forty eight cents) and that is from Wreck-A-Mend, T-Body has yet to send a new estimate. Ambulances 17 and 18 have received warranty work, 18 had the siren worked on and 17 is waiting on parts to fix the drop chain. AEV is covering the cost and Fubar is providing the work.

Uniform shirts are in and employees have received them. Full-time employees received four (4) and part-time employees received two (2). One employee received three (3) pairs of pants that were ordered from MES. They have given a discount on uniform pants taking \$20 off each pair of pants EMS buys. The total cost of the pants \$120 (one hundred and twenty dollars) for three (3) pairs.

They still have one full-time spot open on the weekend day shift. They are trying to fill it. They have had several applications, but each of those are part time applicants. EMS now has ALS coverage on day and night shifts and part-time on the weekend. This is been helping them reduce the medic assist from Bridgeport and Harrison County. It also increases the loading fee from \$450 a call to \$750 a call when ALS is provided.

Transports have been down this month due to the dialysis patient being in the hospital and rehab for the past month. EMS is had 116 calls from March 21, 2016 to April 17, 2016. 47 of those have been ALS. ASAP report was provided to Council.

EMS has had \$73,337.18 (seventy three thousand three hundred and thirty seven dollars and eighteen cents) has been billed in the last 30 days. \$33,561.29 (thirty three thousand five hundred and sixty one dollars and twenty nine cents) in the next 31 to 60 days they should be getting payment on this week.

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

PEIA – Final numbers not announced. Open enrollment thru May 15<sup>th</sup>, 2016

Preliminary amounts: Employee Only: \$515 (Five hundred and fifteen dollars)

Employee and children: \$961 (Nine hundred and sixty one dollars)

Family: \$1068 (One thousand sixty eight dollars)

Healthy living forms must be returns to PEIA by May 15<sup>th</sup> to avoid deductible increasing by \$500 (Five hundred dollars)

Per Vickie, the employees only cost increase over \$200 (two hundred dollars) per employee this year. This means employees who wish to keep the insurance on families, they will have to pay over \$500 (five hundred dollars)

EMS- Vickie is inquiring to know the amount to pay for May.

Councilmember Harvey reports that EMS has around \$50-\$54,000 (fifty to fifty four thousand dollars) in their account. She would like to see a \$20,000 (twenty thousand) payment on the back taxes. This should get the taxes down to around 20 (twenty) some thousand dollars they still owe. Recorder Fragmin stated she understands that the large amount of money to have to pay, but they have to pay these back taxes off in order to apply for grants.

**MOTION** made by Councilmember Harvey to pay \$20,000 on EMS back taxes. **SECONDED** by Councilmember K. Palmer **MOTION APPROVED UNANIMOUSLY**

Time Cards- 1 (one) Employee Time card was not turned in. Pay was 15 (fifteen) hours short. The employee advised we can add it to the next pay. The card was misplaced.

Annual Report (PSC)/Financial Report (Auditors office) – Message to Bennett & Dobbins to use their services again this year.

Robo Calls – Citizens are questioning when or if they will start. Councilmember Harvey is working on this again. Councilmember K. Palmer had previously worked on this and submitted information to the company for Chief Don Quinn and Mayor Eddie Hardman. The company was supposed to contact these two individuals. Councilmember K. Palmer will send an email to the company and asked that they contact these gentlemen again. Councilmember Harvey will get information out to the citizens.

New Employees – Mel has been enrolled in PERS and PEIA.

New employees will receive keys after 90 (ninety) days of being employed.

Employees (clerks) have requested certain days off. They emailed the days to recorder Fragmin. Recorder Fragmin states she does not see an issue with any of the days requested at this point. She is requesting town hall get a calendar so that they can keep track of who wants often when. So everyone knows what's going on.

Background Checks- background checks have been completed on the new employees. One has come back one is still on hold.

P-Card – Will someone from the EMS/ Fire Department be added? Mayor Hardman stated yes. Councilmember Harvey questioned whether or not we have to have someone come and provide training. Clerk Vicki Kerns stated she was coming in anyway so she would provide training. Mayor Hardman stated we will discuss in executive session.

2016-2017 Budget- Approved and signature needed. Will be sent to the Auditors office on 4/20/2016

2015-2016 Budget Revisions- Leslie and Vickie will meet to complete revisions once she is back to work.

City of Clarksburg – requesting to be added to the agenda for May 16, 2016 to discuss the Robinson Grand Ordinance. They are asking the Town of Anmoore for support.

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

109 proactive and reactive calls since the last Council meeting.

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

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

Recreation Committee: Councilmember Harvey received information on the National Nite Out. It's on Tuesday, August 2, 2016. It's to recognize your Fire Department, EMS, and Police (for first responders). Councilmember Harvey thought this was something maybe the recreation committee could sponsor. Will place on the agenda to discuss next meeting.

The Town got a post card regarding a grant. Has to be in by May 31, 2016. At the Litter Control Grant Program. Perhaps this could be something that would assist in getting trash cans for the parks. Councilmember Harvey will continue to research it.

The playgrounds on Chestnut Street the chains are all wrapped around again. Will have the maintenance department go fix.

Chief Don Quinn is asking that we have signs made up for the parks in regards to dogs. For example dogs not permitted or dogs need to be on a leash or please clean up after your dog. Kids are stepping in the dog feces.

Council was made aware that the chain was cut on the gate to one of the parks. Councilmember Harvey stated we need to work on the parking up there so we can get the gate open. The merry-go-round has sharp edges that need to be filed down so kids will not get hurt. New chains are needed for the baby swing (rubber chains). The park also needs a picnic table, which is one of the projects the Boy Scouts will take care of.

Recreation committee would also like placed on the next agenda that they will have a financial report for Council. On the next agenda please place purchasing of chairs for the upstairs. Also park upgrades.

The United Methodist Church is having a hotdog sale Saturday so everyone needs to come out and support them.

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

## ***UNFINISHED BUSINESS***

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QUEENS SURVEY: as discussed above

THRASHER CONTRACT: Recorder Fragmin has not heard anything back from the attorney.

ABANDONMENT OF THE ALLEYWAY- RANDOLPH-Recorder Fragmin stated she is not forgotten about it but she needs to get with Vince Smith in order to do it.

RE-READS- Recorder Fragmin placed on the agenda to find out who is doing the rereads. Shawn Spurlock, Maintenance Supervisor reports he is doing the rereads.

EXCISE TAX- there were still questions that Councilmember Harvey had. She will contact the town attorney to ask her specific questions.

TRASH BIN LINDEN AVE. - Trash bin has been purchased it's in the cage. The Maintenance Department will place it probably tomorrow.

## ***NEW BUSINESS***

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PASSING OF THE LEVY-

**MOTION** made by Councilmember Harvey to accept the levy as approved **SECONDED** by Councilmember K. Palmer. Roll call vote: Anna Harvey: yes, Randy Critchfield: absent, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes, and Shannon Fragmin: yes.

**MOTION APPROVED UNANIMOUSLY**

EMS-as discussed above

ROAD TOLL-The Town is at its limit for the year. Council agreed there would only be three a year.

BACKGROUND CHECKS- as discussed above

## ***BILLS***

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### **Bills were submitted**

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

## ***COUNCIL COMMUNICATIONS***

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Councilmember Harvey, addressing Shawn Spurlock, stated there are a couple more issues in addition to the park. She stated there are drainage issues on Oak Street. LeRoy's having issues with his drain beside his house. The drain in front of Recorder Fragmin house still needs to be looked at.

Also the Town Hall still needs a window. Council member Harvey mentioned the electric upstairs. There are multiple outlets that don't work. Parking at the Town Hall needs to be addressed. Councilmember Harvey stated she thought this should be a priority. Mayor Hardman asked to have a door placed in the hallway between the Fire Department and Council Chambers.

## ***EXECUTIVE SESSION***

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**MOTION** made by Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to go into Executive Session:  
Entered at 737PM.

Discussed Employee issues.

**MOTION** made by Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to go into back into Regular Session:  
Entered at 750PM

**MOTION** made by Councilmember K. Palmer to have Eric McClain added to the P Card for EMS and to have Kris Barron start picking up the mail for EMS and Fire Department. **SECONDED** by Councilmember Posey. **MOTION APPROVED UNANIMOUSLY**

## ***ADJOURNMENT***

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