

MAYOR
P. EDDIE HARDMAN

RECORDER
SHANNON FRAGMIN

COUNCIL
ANNA HARVEY
RANDY CRITCHFIELD
CHAD PALMER
KRISTINA PALMER
WENDY POSEY



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JUNE 6, 2016

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **MONDAY, JUNE 6, 2015** AT THE ANMOORE FIRE DEPARTMENT - COUNCIL CHAMBERS, 158 ASH STREET, ANMOORE, WEST VIRGINIA AT **7:00PM**

COUNCIL PRESENT

Randy Critchfield
Anna Harvey
Recorder Shannon Fragmin
Kristina Palmer
Chad Palmer
Wendy Posey

COUNCIL ABSENT

Mayor P. Eddie Hardman

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

After roll call the Council proceeded with the following:

APPROVAL OF MINUTES

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

CITIZENS BUSINESS

Trey Randolph / William Renzelli, Anmoore WV: Presents before Council to follow up on the abandonment of the alleyway. The last he heard we were moving forward with the deed preparation. Recorder Fragmin stated that Council had put it on hold previously because he was in the process of purchasing the other property surrounding the alleyway because it was going to be easier to draft an ordinance. Unfortunately he wasn't able to purchase the other properties. Then recently we were informed, at the last Council Meeting, by our Maintenance Supervisor that there may be some utilities under their so nothing has proceeded. Council reported that we had already approved to abandon that alleyway to Mr. Randolph, but if Council wants to rescind that we could. Council needs to look at the plot again and it will need more discussion. It was originally table because we were waiting for Mr. Randolph to purchase the remaining property surrounding the alleyway. The building inspector currently reports there is a waterline

there. If the Town were to abandon the alleyway we would need to have an agreement so the town could have a right-of-way. Mr. Smith recommends that we have that plot surveyed to get the metes and bounds so we know exactly what to put on the deed. Councilmember Harvey stated that was the other problem the Town was running into because we have to do an ordinance to abandon that alleyway and right now that alleyway has no name so we were unsure what to call it. Mr. Randolph has not had that property surveyed yet. Council informed Mr. Randolph that that if he were to have the alleyway surveyed it would expedite the process.

DEPARTMENT REPORTS

MAINTENANCE: Written report given by Shawn Spurlock, Maintenance Supervisor.

- Work orders done.
- Picked up trash
- Cleaned up trucks and shop
- Rereads done.
- Cut grass.
- Fixed and graveled ditch at Grogg's on Oak Street.
- Fixed three-quarter inch service line leak in front of Wreck-A-Mend.
- Did water sample and TTHM and HAA5 samples.
- Picked up brush at various locations around Town.
- Burned the brush at the cage.
- Dusk to dawn lights installed at the Water Board office.
- Security cameras are in the process of being installed at the Water Board office.
- Read meters.
- The price for a new hydrant is \$1750 (one thousand seven hundred and fifty dollars) and the labor for three men at eight hours is \$325 (three hundred and twenty five dollars) the backhoe for eight hours will be \$400 (four hundred dollars). This is the quote for the hydrant at Marks Construction. The total is \$2475 (two thousand four hundred and seventy five dollars).

If this is Mr. Spurlock's estimate for the individual who ran into the fire hydrant we need to send them the bill. We will need to check with Mr. Spurlock to make sure that that's what this is since he is not present at this meeting. Councilmember Harvey also stated there's a car that hit the guardrail behind mattress warehouse. The Town will need to replace that the bill will need to be sent to her insurance.

Councilmember Posey stated that the double culvert beside mattress warehouse has drop-down so now any rain is going to back up. Mr. Smith stated he Mr. Spurlock will go look at it tomorrow.

POLICE: Written report was given by Chief Don Quinn

There have been approximately 188 calls both proactive and reactive since the last Council meeting.

Chief Quinn further discussed the incident of the lady who ran into the guardrail. He suggests that the Town have an outside agency come in and fix that. Her insurance is going to pay for it anyway and our maintenance department is inundated with other things that they have to take care of.

He also discussed the vandalism done to the Anmoore United Methodist Church. On June 5, 2016 the county responded and completed a report for destruction of property. On the south side of the building there are several holes noted to the side of the church. He is unsure if the holes are bullet holes, BB holes, or rock holes.

Chief Quinn also suggests that the Town identify their property. For example barrels or cones should have property of the Town of Anmoore written on it.

The Police Department is having issues with the computer and their office. Council discussed and thinks it would be better if we just bought a new computer. Will get quotes from Conducive Data, Ms. Kerns will contact.

Chief Quinn will be available tomorrow to Vince Smith to lock the gate up at the ball field. Keys will be kept with the Maintenance Department, the Recreation Committee and the Police Department. Will need six keys at least to that lock.

FINANCIAL: Written report given by Vickie Kerns, Clerk

Bills were submitted to Council.

Account balances – a spreadsheet was attached to Council’s packet for review.

Incremental Tax Fund – spoke with Leslie at Nutter Fort, she and Julie believe it would be best to close the account and put the 3% into our Rainy Day fund account due to accounting issues. Councilmember Harvey said she doesn’t see a reason why the account couldn’t be closed.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to close the Incremental Tax Fund account and to put the 3% of total B&O into our Rainy Day fund. **MOTION APPROVED UNANIMOUSLY**

Robo call/text – assigned to Amanda to finalize. Ms. Kerns questioned how we will enroll people and explain the charges. She is also asking who will be assigned to process the calls/text to customers. Council had decided at the last Council meeting that we can notify customers at the bottom of the water bill. Ms. Kerns said space is limited at the bottom of those. It was suggested something brief be composed such as “Robo calls now available please contact our office for more information.” Ms. Kerns also stated that we would need to make sure customers were aware if their carrier charges for incoming messages this would be a charge towards them and they have the right to cancel. Council discussed having customers fill out an application and we can link it to the Anmoore webpage. In regards to who will be assigned to process the calls/text to customers it would either be Mr. Spurlock or Mayor Hardman. If it’s during the day the girls at the Town Hall can do it. If it’s at night Mr. Spurlock can do it. It’s our understanding that he can do this from his phone.

ADP – Ms. Kerns did not receive anything from EMS with account balances. She will be submitting to ADP this Friday. If they would like to still have information added for the next pay period, they need to get it to her before then.

BRIM/new insurance – Marianne with Insure America advised the Town not to pay the BRIM invoice of \$9330 (nine thousand three hundred and thirty three dollars) due on June 21, 2016. She advised that she will have quotes to the Town by the end of the week for new insurance.

Bennett and Dobbins – an engagement letter (standard contract) has been given to Recorder Fragmin. Council needs to approve, Recorder Fragmin will need to sign it then it needs to be mailed back. The Town is awaiting a quote on financial statement.

Classes for Mel/Amanda – Utility Office Works will be July 12 and 13th 2016 in Morgantown. Ms. Kerns recommends that both Mel and Amanda attend.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember Posey to send Mel and Amanda to the Utility Office Works class **MOTION APPROVED UNANIMOUSLY**

United Bank – left brochure for business checking. Checking to see if the Town would be interested in changing banks. Discussion ensued. Currently Council is not interested in changing banks.

Spencer with Conducive Data – wants to know if the Town is interested in the managed services – virus protection, etc. Council had previously decided that we were not interested.

Sam's membership – Betsy was listed on account and has card with picture. The Town will need to select a new person and she suggests Mr. Spurlock replaces her. Councilmember Harvey suggested it would be easier to have one of the other girls in the Town Hall assume this role. Mrs. Kerns stated she was fine with that as long as Council knew they would have to leave during business hours to go to Sam's.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to make Mel the new individual listed on the Sam's account. **MOTION APPROVED UNANIMOUSLY**

Budget – need a meeting to approve budget revisions before June 17. Leslie and Mrs. Kerns met Sunday, June 5 and will meet again this upcoming weekend to finish. Council discussed. Will set a meeting for June 16, 2016 at 6 PM and Council Chambers. This is also the date that we will be having the employee meeting. Council did can discuss the budget first and then move right into the employee meeting.

PO book – on the days a Terry Sue is not present, Chris is unable to get a PO for any purchase they may need. Council discussed and recommends that the PO book be placed up at Town Hall.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to place the Anmoore Fire Department/EMS PO book at the Town Hall **MOTION APPROVED UNANIMOUSLY**

P-Card – Council had previously discussed and made Eric McLain the new individual on the P-Card. He however is resigning. He is also never been trained. Councilmember Harvey recommends that the fire department discuss this at their meeting tomorrow evening and then let Council know who they choose.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to table the P-Card issue until the fire department has had their meeting to select a new individual to place on that account. **MOTION APPROVED UNANIMOUSLY**

BUILDING INSPECTOR: Verbal report given by Vince Smith.

Woodson Right-of-Way – Chief Don Quinn and Vince Smith has met with them. They placed a camper up there on the Towns right-of-way. Council discussed and has decided the gate will be locked.

MOTION made by Councilmember K. Palmer and **SECONDED** by Councilmember C. Palmer to lock the gate up at the ball field. **MOTION APPROVED UNANIMOUSLY**

The Town has been reinstated by FEMA.

Horner Brothers is looking into the property by the Town Hall to see where our corporate boundaries are. He is estimating it will be \$2000 to \$2500 to do research and find the metes and bounds of that area. He has still not completed the other survey at this time but continues to work on it. During the survey he did determine that we were approximately 8 inches over on the Queens property so the maintenance department did go up and rake the rock back and put seed and mulch on it.

MOTION made by Councilmember K. Palmer and **SECONDED** by Councilmember Harvey to have they survey done at the Town Hall (Sterling Drive, Poplar Street and Crystal Lane area) so the Town knows where our corporate boundaries are for the estimated cost between \$2000 to \$2500 (two thousand to twenty five hundred dollars) **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to adjust our previous survey (Crisfield and Oak Street) with Horner Brothers in that they won't mark all the metes and bounds on the ground we will just do metes and bounds on a plat. **MOTION APPROVED UNANIMOUSLY**

The carpet/turf that is on the towns right-of-way, and they did get permission to place on the other side of the fence. Mr. Spurlock attempted to roll it in the fence with a backhoe but it's too heavy. The owner reported to Mr. Smith the reason he was aggravated was because in the past he was informed that was not the Towns right-of-way. He was informed that if he wanted to park there he had to put gravel there which he did. The Town had apparently previously refused to rock it. Once the carpet/turf is removed the Town will go up and place a couple buckets of rock to smooth it out.

Updates on the case – the Town Attorney has submitted to Judge Bedell an injunctive relief to get paid the \$200 (two hundred dollars) a day fine and all attorney fees.

Councilmember Harvey questioned about the dilapidated structures. She stated the one on her street is getting worse, the roof is caving in.

Mr. Smith stated there is an ordinance, and he could obtain a copy for us, which states if you don't do anything with that building, every year it will incrementally cost you more money. So for example, the first year it will cost you \$300 (Council will determine the cost). Clarksburg in their ordinance states at the end of five years you're paying them \$4000 to have a dilapidated building. This ordinance gets movement. It can be placed on their tax bill.

The town would have to post the ordinance in the newspaper and letters would have to be sent to the owners of the dilapidated buildings. The town would then have to decide on a date to implement the ordinance.

BOARDS AND COMMITTEE REPORTS

Water Board: will probably have a meeting in July

Recreation Committee: Report given by Councilmember Harvey. The recreation committee has a building they are interested in selling. It was originally purchased to use when they sold trees. There are several projects that the recreation committee is interested in pursuing, would like to use the money from the sale of this building for funding on those projects. Will place on the next agenda for Council to discuss.

Safety committee: nothing to report.

UNFINISHED BUSINESS

ALLEY (RANDOLPH): as discussed above

QUEENS SURVEY: as discussed above

THRASHER CONTRACT: new contract was dropped off today. The major change was going from the 30 days to the 60 days. Everything else is the same.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to accept the Thrasher contract with the 60 day payout time. Roll call vote: Randy Critchfield: yes, C. Palmer: yes, K. Palmer: yes, Wendy Posey: yes, Anna Harvey: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

GOOTS SEWAGE: will discuss an Executive Session - discussion in regards to information relayed by the town attorney

ADJUSTING TOWN BOUNDRIES: as discussed above

EMPLOYEE MEETING: will be June 16, 2016 at 6 o'clock and Council Chambers. This is a mandatory meeting and it was decided by the Mayor if they did not show up they would have three days off with no pay. Notices will be made by the clerks and posted for the employees. Employees will find that they received this information.

FUNDING – CEILING TILE/ROOF ON PARK BUILDING; recreation committee has considered selling their small building that was originally purchased when they were selling trees. From the sale will go towards the funding for these projects. Councilmember Harvey has asked Larry Stout to give her a quote for the roof on the Park building. Will add to the next agenda.

LETTER REGARDING PARK: Councilmember Harvey drafted a letter to the current owners regarding this park. She states one of the concerns we have is the fact that we don't have insurance on it. She requests in the letter that if they are interested in getting rid of it that the town have first option and purchasing. The rest of Council reviewed the letter and had no questions or concerns.

EMS CONTRACTS: there were pending questions regarding this contract by the attorney. Mayor Eddie Hardman was to contact the town attorney and discuss. No additional information is available at this time.

NEW BUSINESS

EMPLOYEE RAISE: will discuss in executive session

BILLS

Bills were submitted

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

COUNCIL COMMUNICATIONS

None

EXECUTIVE SESSION

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember Posey to go into **EXECUTIVE** Session at 8:09 PM **MOTION APPROVED UNANIMOUSLY.**

MOTION made by Councilmember Posey and **SECONDED** by Councilmember Harvey to go into **REGULAR** Session at 9:14 PM **MOTION APPROVED UNANIMOUSLY.**

Discussed in **EXECUTIVE** Session was Employee Issues

MOTION made by Councilmember K. Palmer and **SECONDED** by Councilmember Harvey to provide sewer services to Goots et.al. however, the Town would like to contractually limit Goots et.al to the proposed 135 units and the 24,000 ft.² office building. Should Goots et.al. not agree to the contractual limits set forth, the Town requests that Goots et.al. be contractually responsible for the entire sewer system within the Town of Anmoore to the Clarksburg line and any related problems or defects for five years from the date of the first hookup of the 135 units in the 24,000 ft.² office building. Any new construction would require new contracts with the same conditions and Goots et.al. be responsible for the entire cost of the mainline extension. **MOTION APPROVED UNANIMOUSLY.**

Council will amend the employee meeting previously discussed at this Council meeting. Council stated that just the maintenance department would have to attend however, after further discussion Council has decided to include employees from the town hall as well.

MOTION made by Councilmember C. Palmer and **SECONDED** by Councilmember Harvey to give Howard McGary a \$.25 per hour raise for obtaining his certification with the water. **MOTION APPROVED UNANIMOUSLY.**

ADJOURNMENT

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

P. Eddie Hardman, Mayor

Shannon Fragmin, Recorder

APPROVED ON: JUNE 21, 2016