

MAYOR
P. EDDIE HARDMAN

RECORDER
SHANNON FRAGMIN

COUNCIL
ANNA HARVEY
RANDY CRITCHFIELD
CHAD PALMER
KRISTINA PALMER
WENDY POSEY



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JUNE 21, 2016

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **TUESDAY, JUNE 21, 2015** AT THE ANMOORE FIRE DEPARTMENT - COUNCIL CHAMBERS, 158 ASH STREET, ANMOORE, WEST VIRGINIA AT **7:00PM**

COUNCIL PRESENT

Mayor P. Eddie Hardman
Randy Critchfield
Recorder Shannon Fragmin
Chad Palmer
Wendy Posey

COUNCIL ABSENT

Kristina Palmer
Anna Harvey

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 June 6, 2016 **MOTION** by Councilmember Posey, **SECONDED** by Councilmember C. Palmer **MOTION APPROVED UNANIMOUSLY**

Minutes from **WORK SESSION** of the Anmoore Town Council dated June 16, 2016 **MOTION** by Councilmember C. Palmer, **SECONDED** by Councilmember Posey **MOTION APPROVED UNANIMOUSLY**

CITIZENS BUSINESS

NONE

DEPARTMENT REPORTS

POLICE: Written report was given by Chief Don Quinn

There have been approximately 51 calls both proactive and reactive since the last Council meeting.

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

- Work orders done.
- Picked up trash
- Cleaned up trucks and shop
- Rereads done.
- Cut grass.
- Picked up brush and debris from the storm.
- Fixed recorder in service line leak in front of Cove Run on Philippi Pike
- Water sample done. Sewer tap for Kooken on Plainfield Avenue done.
- Four water taps for Maley Trailer Park installed.
- Security cameras installed at Water board office.
- Maintenance on red Ford pickup and white flatbed completed.
- Called Capital Doors to fix Fire Department garage door. They replaced the spring that broke.
- The Maintenance Department needs to replace the wheel bearings on both sides of the front of the red Ford F1-50. It will cost a total of \$520 (Five hundred and twenty dollars) for parts. Stacy will be fixing.

MOTION made by Councilmember Posey and **SECONDED** by Councilmember C. Palmer to spend \$520 (five hundred and twenty dollars) to fix the bearings on both sides of the front of the red Ford F1-50 **MOTION APPROVED UNANIMOUSLY**

EMS: Written report given by Kris Barron

Employees: They have had two (2) full-time employees resign in the past month. They have moved one (1) employee into a day shift spot and hired one (1) to go on the 8am to 4pm shift. The other position was a weekend day shift. EMS has hired one to fill it, but due to the transport load he has been working through the week so they actually have two (2) full-time weekend shifts open. There are several applications that can be picked up to fill these positions.

Units: EMSAR was one site June 16th to service all of the EMS cots and stair chairs. One cot currently on Unit 16 needs to be replaced. The frame is cracked. The spare cot in the building is also broken and needs replaced for the same reason. The cost of a new cot is \$5000 (five thousand dollars) and a refurbished cot with a one (1) year warranty is around \$3000 (three thousand). They also have the opportunity to purchase three (3) Life Pack 12's for \$10,500 (ten thousand five hundred dollars) from Harrison County Emergency Service. The cost of one (1) new Life Pack is \$12,000 (twelve thousand dollars). Mr. Barron would like to explore the possibility of purchasing an additional unit in the future. At this time EMS is currently using two (2) to three (3) units every day for transports and one (1) for the 911 calls. They have not had any opportunity to have those units serviced and should one of those units go down they would be unable to fill the obligation to the Salem Genesis center.

Councilmember Posey questioned when Anmoore EMS was going to start seeing income from the Salem Genesis center. Mr. Barron stated within the next couple of weeks after the holiday.

Recorder Fragmin stated currently and more EMS has approximately \$27,000 (twenty seven thousand) in their account. Her concern is if they spend what they want to for the life pack's it would put them well below \$20,000 (twenty thousand). She is unsure if payroll has come out yet. Mr. Barron stated payroll had come out of the current balance Recorder Fragmin is seeing. Mayor Hardman questioned whether or not we could make payments. Mr. Barron stated that we could.

Anmoore EMS currently owes approximately \$18,000 (eighteen thousand) still in back taxes.

In regards to purchasing a new ambulance unit, Recorder Fragmin stated Council is wanting to focus on paying off the back taxes first.

Recorder Fragmin wanted to make it known at that Kris Barron has done an excellent job with EMS. Since she has been in office she has noted a significant difference in their account. She believes that if EMS continues on the path of their currently on it would be feasible for EMS to offer benefits to their employees.

There also wanting to purchase GPS monitors for the ambulances from Fleet Matix. EMS is had multiple complaints about some of their drivers going too fast but at this time they cannot prove it. The monitors would be able to tell you the speed of the trucks, among other things. The quote for all five trucks and for them to come install is \$145 (one hundred forty five) per month. It's a three-year contract which can be broken with no opt out fee. This way, if future Council does not want this service, it can be canceled.

MOTION made by Councilmember C. Palmer and **SECONDED** by Councilmember Critchfield to purchase refurbished cots at \$3000 (three thousand dollars) **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember Critchfield and **SECONDED** by Councilmember Posey to purchase the three (3) used Life Pack 12's for a monthly payment of no more than \$1000 (one thousand) per month **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember Posey and **SECONDED** by Councilmember Critchfield to purchase the GPS system for the ambulances from fleet Matix for \$145 (one hundred and forty five dollars) per month **MOTION APPROVED UNANIMOUSLY**

EMS will go ahead and hire to full-time employees.

ISO will be here in town July 7. With the fire hydrants we have down, people's home insurance will probably go up. The town has applied for some grants to upgrade our system.

Call volume: They have handled 239 (two hundred and thirty nine) EMS calls in the past month. They are averaging around 25 (twenty five) transports per week out of Salem. The call volume was down last month due to the dialysis patient being in the hospital for more than 30 (thirty) days. They should see an increase of 24 (twenty four) calls per month because she is out of the hospital and back on dialysis.

ASAP report and breakdown of the number of calls and hours on each call was provided to Council for review.

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 – closed. Money was put in the General Fund. Recorder Fragmin stated she thought we were putting this in the Rainy Day Fund. Councilmember Posey stated she didn't have the minutes from the last Council meeting and she couldn't remember what we were going to do. Councilmember Posey stated we would transfer the \$22 from general fund to the Rainy Day fund

Robo call/text – and message was put on the bills. Customers must enroll themselves. Will put another message on the bills and will have a link on the website to enroll.

Classes for Mel/Amanda – waitlisted.

Budget – there was an error on the budget revision. Vicki revised and printed the new revision. Council must approve and sign tonight.

MOTION made by Councilmember Posey and **SECONDED** by Councilmember C. Palmer to accept the new budget revision Roll call vote: Randy Critchfield: yes, C. Palmer: yes, K. Palmer: absent, Wendy Posey: yes, Anna Harvey: absent, Shannon Fragmin: yes.
MOTION APPROVED UNANIMOUSLY

BUILDING INSPECTOR: Verbal report given by Vince Smith.

For building permits were issued: one for a porch roof, to for new structures, one for electrical.

BOARDS AND COMMITTEE REPORTS

None

UNFINISHED BUSINESS

QUEENS SURVEY: no new information.

GOOTS SEWAGE: Mayor Hardman stated he went to the attorney's office and signed the agreement.

EMS CONTRACT WITH SALEM: Mayor Hardman also spoke with the attorney regarding this issue. Per our attorney the current contract is fine.

PARKING: Councilmember Harvey requested this issue be placed on the agenda however she is not here tonight.

FUNDING – CEILING TILE/ROOF ON PARK BUILDING: Councilmember Posey mentioned that councilmember Harvey had called Larry Stout to get a quote on replacing the roof on the park building. Recorder Fragmin questioned why the Maintenance Department is not putting the roof on. They currently are only getting two inmates from the prison. It may not be now that they can get to the roof, but they will get to it. Councilmember Harvey has also checked into the ceiling tile. The recreation committee is wanting to sell the little building they purchased and use the funds from it to do the above projects. Mayor Hardman questioned whether or not it was ever put in our name. Councilmember Posey does not believe we did. It has to be in the Town's name before we can sell it. There were some question on who purchased the building the Town or the Recreation Committee. Further research will be done.

MOTION made by Councilmember Critchfield and **SECONDED** by Councilmember C. Palmer to table the issue of the building until we find out who purchased the building and then have the title changed. **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember Critchfield and **SECONDED** by Councilmember C. Palmer to have the Town purchase the materials needed for a tin roof on the Park building and to have the Maintenance Department complete the work. **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember Critchfield and **SECONDED** by Councilmember C. Palmer to table the issue of the ceiling tile. **MOTION APPROVED UNANIMOUSLY**

NEW BUSINESS

JUDGE MARTIN: is requesting to have a clerk come to his court and assist. Council discussed. First, the individual who would have to do this would be Mel because Recorder Fragmin stated she was not giving Vickie any additional duties. Mel lives in Good Hope and the Town would have to pay her over time. Recorder Fragmin questioned why we do court at 7 PM at which time she was informed by Councilmember Posey for the convenience of those individuals who work. If Judge Martin is in need of a clerk perhaps Council should look at changing the time we do the court. To our knowledge, Court doesn't usually take long and few people actually show up for their hearing.

Recorder Fragmin does not feel we should inconvenience our staff and have our Town pay over time for the convenience of somebody breaking the law. Judge Martin is not currently at this Council meeting to discuss further.

RECREATION BUILDING: as discussed above.

TENNIS COURTS:

MOTION made by Councilmember Critchfield and **SECONDED** by Councilmember C. Palmer to table the issue of the tennis courts at the current time. **MOTION APPROVED UNANIMOUSLY**

EMPLOYEE ISSUES: at the last Council meeting it was discussed for Howard McGary to get a \$.25 (twenty five cents) raise for completing his water certification. Recorder Fragmin stated it is her understanding it is always been \$.50 (fifty cents). Recorder Fragmin stated she feels Mr. McGary should have the total of \$.50 (fifty cents) and he should be retroactively paid from the time it began two weeks ago.

Mr. Spurlock believes that Stacy Strader will be able to go back next week for the certification.

MOTION made by Councilmember C. Palmer and **SECONDED** by Councilmember Posey to give Howard McGary an additional \$.25 (twenty five cents) raise for his water certification. Council previously approved a \$.25 (twenty five cents) raise so this brings his total amount up to \$.50 (fifty cents). He will also be retroactively paid from the time his raise began two weeks ago. **MOTION APPROVED UNANIMOUSLY**

Recorder Fragmin questioned he was going to be on the P-Card. Mayor Hardman stated he had spoken with the town attorney in regards to having him be placed on the P-Card. He stated the town attorney did not see an issue with this since there is no personal gain. However, Mayor Hardman wanted to make it known that a previous Council had removed him from the P-Card because they felt it was a conflict of interest. He reports that everybody in the fire department voted to have him on the P-Card.

Chad Layfield is now the president so he would take Eric's place on the checks.

MOTION made by Councilmember C. Palmer and **SECONDED** by Councilmember Posey to make Chad Layfield a signer on the checks for the fire department/EMS **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember Critchfield and **SECONDED** by Councilmember C. Palmer to make Chad Layfield and Eddie Hardman authorized users on the P-Card for the Fire Department and EMS. **MOTION APPROVED UNANIMOUSLY**

Mayor Hardman stated he had received a complaint about dress at the Town Hall building. He questioned on whether or not we have a dress code. Recorder Fragmin stated we do and they are to look professional.

BILLS

Bills were submitted

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

COUNCIL COMMUNICATIONS

Council asked about black topping the holes in the road. Mr. Spurlock stated he was previously informed by Council not to purchase black top at this time due to the financial situation. Council discussed and told Mr. Spurlock to purchase blacktop and fill the holes at this time.

MOTION made by Councilmember Posey and **SECONDED** by Councilmember C. Palmer to purchase black top to fill holes in the road. **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: JULY 5, 2016