

MAYOR
P. EDDIE HARDMAN

RECORDER
SHANNON FRAGMIN

COUNCIL
ANNA HARVEY
RANDY CRITCHFIELD
CHAD PALMER
KRISTINA PALMER
WENDY POSEY



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JULY 18, 2016

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **MONDAY, JULY 18, 2015** AT THE ANMOORE FIRE DEPARTMENT - COUNCIL CHAMBERS, 158 ASH STREET, ANMOORE, WEST VIRGINIA AT **7:00PM**

COUNCIL PRESENT

Mayor P. Eddie Hardman
Anna Harvey
Recorder Shannon Fragmin
Kristina Palmer
Wendy Posey
Chad Palmer

COUNCIL ABSENT

Randy Critchfield

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 July 5, 2016 **MOTION** by Councilmember K. 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 71 calls both proactive and reactive since the last Council meeting

The Mayor Hardman cautions everyone to lock vehicles at night. There have been several break in's.

Chief Quinn also asked that Council discussed a Curfew Ordinance and the Dog Ordinance. Although this is under new business. In regards to the Curfew Ordinance, he reports his had some issues with kids running around late in the evening.

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.

Budget - 2016 – 2017 General Fund Revision in the recorder's packet. Copies are also in Council packets. Council needs to approve and sign. Per Vicki Kerns came out with more money than expected so it was placed in our 444 which is other contributions and transfers to other funds. We can move it were we need to.

West Union Bank – depository bond had some changes. Amounts were lowered to four hundred thousand from five hundred thousand because our funds are not as high as they used to be. It needs to be signed by Mayor Hardman and notarized.

Workers compensation – Ms. Kerns met with Steven Hanning from Insure America. Provided updated payroll information by department. He is attempting to lower the rates by switching from Travelers. If he is unsuccessful, the Town of Anmoore will owe the first installment on August 18, 2016 in the amount of \$19,946. (Nineteen thousand nine hundred and forty six dollars)

Mel's training – was never moved off the waitlist. Councilmember Posey questioned whether or not to be another class available for Mel to take. Ms. Kerns stated that they do schedule them once or twice a year. Recorder Fragmin stated when the next class becomes available to go ahead and register now for the training since we have already approved it

After part-time – how many days a paper and the end date for the resumes? Recorder Fragmin stated will run the after five days and make the cut off in two weeks.

New business license application – Reliable Handyman Service owned by Randy Zirkle. He does have a West Virginia state business license.

The Town of Anmoore received any sewer adjustment for leaks and brakes that occurred from March to April 2016 for \$7250.11 (seven thousand two hundred and fifty dollars and eleven cents).

Councilmember Harvey stated that Vickie and Mel need to become notaries.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to approve the first 2017 General Fund Budget Revision. Roll call vote: Randy Critchfield: absent, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes, Anna Harvey: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

Recorder Fragmin provided Vickie Kerns with the official minutes and recordings of Council for the past year (July 2015 to June 2016). It was recommended that these records stay at the Town Hall. A USB drive was also provided. Mayor Hardman suggested that we look at getting a fireproof box to store this in.

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

- Work orders done.
- Picked up trash
- Cleaned up trucks and shop
- Rereads done.
- Cut grass.
- Cleaned gravel from intersections. Will clean intersections again this week.
- Roof on building for bathrooms is halfway finished.

-The maintenance department hasn't had the inmates very much in the past two weeks due to parole, getting in trouble at the jail, or court hearings.

-Rereads were done by maintenance supervisor Shawn Spurlock and Howard.

-Left a message for Jared Knight at GrafTech again inquiring about when they were going to fix the leak in Eastview. Mr. Spurlock has not had any response as of yet.

Recorder Fragmin stated that one of the things she was unaware of until this week in the maintenance department is having to leave the pumps on longer which is costing the Town overtime. They have been on our line longer than expected at this point. Mr. Spurlock stated he's called Mr. Knight several times and he has never returned his phone call. Recorder Fragmin suggested that Mr. Spurlock give him a call again tomorrow and if we do not receive a return call by close of business we will shut the line off. Council discussed and everyone agreed. This is supposed to be a temporary arrangement and it's been close to two months.

MOTION made by Councilmember Posey and **SECONDED** by Councilmember Harvey to approve Shawn Spurlock making a phone call to Jared Knight GrafTech informing him that we did not receive a return call by close of business tomorrow, the water will be turned off. **MOTION APPROVED UNANIMOUSLY**

-Got all the information needed to Randy Watson from Thrasher Engineering so he could figure out what would be needed and what it will cost for the upgrades to supply the 135 apartments at Sterling Ridge.

-Fixed three-quarter inch service line on Moonlight Drive Sunday, July 10, 2016.

-Fixed three-quarter inch service line on Philippi Pike across from Chuck Barker's. This line has possibly been leaking for several years.

-Delivered rock to a couple different places.

-Had to change the belt on the Kubota an hour.

-Street sweeper broke down.

Councilmember Harvey questioned when the maintenance department was going to get to blackout. Mr. Spurlock stated they hope to this week and they are supposed to get some tomorrow once the roof is fixed.

-The roof at the park is almost done. The maintenance department has to replace some sheets and then put the tin down.

EMS: Written report given by Kris Barron.

Call Volume: There were 213 (two hundred thirteen) calls in the past month. 93 (ninety three) were nonemergency transports. The majority were out of Salem Genesis. The others were out of the Meadowview Manor and the dialysis patients. EMS picked up two more dialysis patients and they are waiting for approval from Medicare to begin transporting one of them. The other patient they have already started transporting today she is from Rosewood Nursing Home in Grafton. All three dialysis patients will be on same rotation so that one crew can hopefully transport each of them.

Payroll: one employee off injured so there was some over time covering his shifts in the past two weeks. He was cleared to come back to work on the 14th. The injury was not work related. EMS has hired one full-time employee to work the weekend day shift. He is having some problems adapting to the paperwork, but the otherwise seems to be doing okay. He has been running with other EMTs

trying to get the idea of the paperwork and he should be released to be own this week. EMS still has one more full-time slot open. There has been one person that has applied who would like to work that shift. EMS would like to get that shift filled as soon as possible to let some of the part-timers help with transports.

Units: Fleet Matix has now been installed. New tires were put on the front of unit 18 and all the units are up-to-date on servicing. Unit 17 will be the next on rotation to get service. Unit 18 will be going to the body shop as soon as there is an opening to have damage from the deer repaired. The body shop will hopefully take it in on a slow period so it will not affect the transports.

The new cot was ordered and should be here this week. The cost was \$2950 (two thousand nine hundred and fifty dollars) with one year warranty. They are currently having to borrow a cot from the Bridgeport fire department until the cot arrives. EMS is still checking into the life packs from Harrison County EMS.

ASAP report for the past 18 days was attached to the Council packets for review. Council will see that income is on the rise of the collection of \$33,322.76 for the month. Also attached is a breakdown of how many hours each person calls each month.

Mayor Hardman brought up an issue with ambulance repair that Council had previously voted on in/around May. Apparently there was not a report filed so EMS will have to pay for it from their account. Will cost about \$3200 (three thousand two hundred)

Pumps are due for testing next month. They will need two jaffries valves which will cost approximately \$1800 (one thousand eight hundred) and will come other Special Fund. They need it to pass.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to approve EMS to hire another full-time individual to cut down on overtime, fix the Unit 18 in the amount of \$3500.00 (three thousand five hundred) and for the fire department to be able to purchase two jaffries valves for approximately \$1800 (one thousand eight hundred). **MOTION APPROVED UNANIMOUSLY**

BOARDS AND COMMITTEE REPORTS

Water Board: Board had concerned about the amount of rereads we have. Ms. Kerns reports that the majority of them are because they are high. We reread them to save us adjustments later on. Councilmember Harvey stated will go into executive session to discuss.

There are approximately five or six misreads a month. Next meeting will be August 4 at 6PM.

Recreation Committee: applications for the schools like it the way you tomorrow before 4 PM. There are also working on the National Night Out which is Tuesday, August 2. This will be like a block party, we will start small this year and work our way up. Recreation committee is asking for volunteers. Will be from 530PM to 7 PM. The Town of Anmoore will have food and games. Planning meeting scheduled this Thursday at 5PM.

Ceiling was leaking around the vent upstairs in the Recreation Hall. The maintenance department will be fixing it. There are extra tile to replace the ones that are ruined. Councilmember Harvey reports that she has a volunteer to sand the paint off the floors upstairs. Will block the hall from being rented for last two weeks in August so they can do this.

Safety Committee: nothing to report.

UNFINISHED BUSINESS

COMPREHENSIVE PLAN: Council previously reviewed.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to approve the Comprehensive Plan at this time. Roll call vote: Randy Critchfield: absent, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes, Anna Harvey: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

QUEENS SURVEY: nothing new to report at this time.

ADJUSTING TOWN BOUNDRIES: nothing new to report at this time.

TOWN HALL INVESTIGATION: The Town Attorney will be sending a letter to the State on our behalf.

NEW BUSINESS

GENERAL FUND BUDGET REVISION: as discussed above

CURFEW ORDINANCE: Council will plan on setting up an ordinance meeting on July 28, 2016 at 6PM to discuss.

DOG ORDINANCE: Council will plan on setting up an ordinance meeting on July 28, 2016 at 6PM to discuss.

BILLS

Bills were submitted

MOTION made by Councilmember K. Palmer 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 K. Palmer to go into **EXECUTIVE** Session at 7:39 PM **MOTION APPROVED UNANIMOUSLY.**

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to go into **REGULAR** Session at 8:13 PM **MOTION APPROVED UNANIMOUSLY.**

Discussed in **EXECUTIVE** Session was Employee Issues

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to allow Mike Corder use flextime to make up his hours for military duty if he wishes to do that and repay it within a one year time period up to 104 hours. Once he agrees to this, we will consider it a contractual agreement and if he were to terminate his employment with the Town before it would be paid

back in time, he would be responsible to pay it back monetarily. Roll call vote: Randy Critchfield: absent, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes, Anna Harvey: yes, Shannon Fragmin: yes **MOTION APPROVED UNANIMOUSLY**

ADJOURNMENT

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

P. Eddie Hardman, Mayor

Shannon Fragmin, Recorder

APPROVED ON: AUGUST 1, 2016