

MAYOR
P. EDDIE HARDMAN

RECORDER
SHANNON FRAGMIN

COUNCIL
ANNA HARVEY
RANDY CRITCHFIELD
CHAD PALMER
KRISTINA PALMER
WENDY POSEY



P.O. Box 178 Anmoore WV 26323 304.622.7431

OCTOBER 5, 2015

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **MONDAY, OCTOBER 5, 2015** AT THE ANMOORE FIRE DEPARTMENT - COUNCIL CHAMBERS, 158 ASH STREET, ANMOORE, WEST VIRGINIA AT **7:00PM**

COUNCIL PRESENT

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

COUNCIL ABSENT

After roll call the Council proceeded with the following:

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

APPROVAL OF MINUTES

Minutes from **REGULAR SESSION** of the Anmoore Town Council dated September 21, 2015 were approved with a correction. First correction made to page four (4), (2) second line from the top, "They will are going to have..." Should say, "They are going to have..." Second correction made to page four (4), first (1) line under Unfinished Business. Double sentence stating Chief Don Quinn agreed to be on the Seizure Account. **MOTION** by Councilmember K. Palmer, **SECONDED** by Councilmember Harvey with these corrections. **MOTION APPROVED UNANIMOUSLY**

Minutes from **WORK SESSION** of the Anmoore Town Council dated September 24, 2015 were approved as written. **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember Posey. **MOTION APPROVED UNANIMOUSLY**

CITIZENS BUSINESS

Mayor Hardman called for petitions, communications and public hearings with the following individuals appearing therefor.

Randy McAtee, 314 Ash Street: Presented to Council with a couple of issues. First, the sidewalk in front of his house is falling apart and is causing serious safety issues. The sidewalk has holes and it's cracked, making it uneven. This is Town property so Mayor Hardman requested that the Maintenance Supervisor, Shawn Spurlock look at it to see what can be done.

Mr. McAtee's next issue is the fire hydrant at the corner of Ash Street. It hasn't been working in quite some time. Council stated that this issue is something we have been working on. Per code, we are not able to place a new fire hydrant on the 4" line currently established there, as a result we have to fix the existing fire hydrant. Mr. Spurlock has been attempting to acquire the parts for those fire hydrants that are out of service, however we've been having difficulty locating such parts due to the age of the fire hydrants.

Mr. Spurlock has attempted to locate these parts from numerous vendors. Chuck Barker was present at the Council meeting and stated he may be able to assist the Town of Anmoore in locating these parts. Mr. Spurlock will get the needed information to him.

Mr. McAtee inquired about the parking complaint against him and his family. Council had received a complaint at the last Council meeting informing them that Mr. McAtee and his family would, at times, park somewhat in the middle of the road and leave their car doors open, which made it difficult for others to pass. Mr. McAtee pointed out that everyone who lives on that street parks on the side of the road. He also stated that Chief Quinn made them move their vehicle. Council stated at the last meeting it was not illegal to park on the side of the road as long as you are not blocking a fire hydrant or a driveway. The Town does not currently have an ordinance stating otherwise.

Mr. McAtee also questioned a grass cutting ordinance. The property next to him needs to be cut and hasn't been in quite some time. The grass is extremely high. Mayor Hardman stated we would send the Building Inspector up to look at it. Deborah Palmer also stated there is a piece of property behind the Methodist Church which needs to be cut, it is owned by Graftech. Grass needs to be cut around their parking lot as well.

Lastly, Mr. McAtee stated speeding is an issue on Ash Street and he wanted to know what the speed limit was. There is currently no speed limit sign on this road. These roads are usually posted at 25 mph however, Head Start is located on this road, and it would be a good idea to have the speed limit at 15 mph as a result of it being a school zone. Shawn Spurlock will locate a sign and post. We will also have the police monitor this road more frequently.

Deborah Palmer, 197 Ash Street: Having issues with the Black Bear convenience store. She and her husband have requested to speak with the owner, Mr. DeFazio. In regards to those issues, however their requests have gone unanswered. Therefore, she presents to Council requesting to know if there is a weight limit for trucks on Ash Street. Mayor Hardman stated that there is a weight limit on the other side of Ash Street due to the bridge, however there is not a weight limit on her side of Ash Street. She reports that there are tractor-trailer trucks that pull onto the street and turn around. They also use the space right in front of her bushes to park. There trucks idle for long periods of time during the day. At night she has had to run off teenagers. She has requested a privacy fence be placed, so she and her family can have their privacy from those trucks and the people who do business at the convenience store. Mrs. Palmer also reported she has had a lot of trash in her yard from people keeping their trash out for pickup all week. She stated there is an ordinance that was passed several years ago, which stated you can place your trash out on Sunday evenings, but not have it sitting out all week long. Mayor Hardman stated we would put a reminder out on the water bills. Mrs. Palmer wanted to clarify that people probably just don't know that there is an ordinance stating this and they need to be told.

REPORTS

FINANCIAL: Written report given by Betsy Straley, Office Manager

- Mrs. Straley informed Council we did get the property tax for the fall.
- Melanie Young with Travelers, is coming to do our annual audit.
- Thank you notes have been completed and sent to the individuals who donated to the Police Department.
- Bills were submitted to Council. The account balances are as of September 30, 2015.

BUILDING INSPECTOR: Written report given by Betsy Straley, Office Manager

- Manuel Gizzi, installing a metal roof on house and garage 37 Gizzi Street. Permit fees \$26 (twenty-six)
- Manuel Gizzi, installing a metal roof on house at 23 Gizzi Street. Permit fees \$26 (twenty-six)
- Blake Cox, put in a culvert and driveway on property and cleanup lots on Plainfield Avenue. Permit fee \$20 (twenty)

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

- Work orders and rereads were done.
- Fixed water leak on 4 inch main on Ash Street in front of Scott Critchfield house. Lost a lot of water on this leak
- Smoke tested section C, F and G. We are way ahead of schedule on the smoke testing. Wasn't supposed to be done until June of next year.
- We have only been getting one inmate because they are low on crews. Dave Alexander left, he is no longer there. They plan on having two inmates tomorrow.
- Cut grass and brush at various locations in Town.
- Picked up dry trash.
- Fixed window on police cruiser.
- Obtained a quote on tires for the white flatbed truck from Jeff Richison. Mr. Spurlock also called Appalachian Tire for state bid on the tires and they were \$157 a piece plus \$16 each to mount and balance.

MOTION made by the Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to purchase tires for the white flatbed truck from Appalachian Tire. **MOTION APPROVED UNANIMOUSLY**

- Dug up the road in front of Wreck-A-Mend and fixed with gravel until we can blacktop it.
- Melanie from AB Contracting would like to put up to 500 apartments near Sterling Ridge. She contacted Mr. Spurlock about the capacity of the sewer line. He spoke with Mr. Vincent from Stantec who advised Mr. Spurlock that Melanie Goode had also contacted him. She was inquiring as to how many apartments she could build and still be within the capacity. Mr. Vincent is supposed to call Mr. Spurlock sometime this week with additional information. Mr. Spurlock also spoke with Bill Hoover at Greater Harrison, they are unable to supply them with water either for the number of apartments they want to put in. Greater Harrison is still reviewing what options they can offer. Mayor Hardman wanted to know if there was someone else we can get to do a flow study. Quotes will be obtained.

MOTION made by the Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to get quotes on obtaining another sewer flow study if it is under \$25,000 (twenty-five thousand). If over \$25,000 (twenty-five thousand) we will obtain bids. The entire system needs to be studied, especially the lower portion. **MOTION APPROVED UNANIMOUSLY.** Shawn Spurlock will take the lead on this and report back to Council. Mr. Spurlock will also call Melanie Goode with AB Contracting to inform her the current position of Council.

- Will pick up dumpster for State Distributing on October 6, 2015.
- Cleaned up trucks and backhoe.
- Mr. Spurlock spoke with Greg Foreman from CTL Engineering about the Woolford Oil Project. He advised Mr. Spurlock this project is on hold until next year and if anything changed he would get a hold of him.
- Mr. Spurlock spoke with Billy Saunders of HD Supply, as previously mentioned he can't get parts for the fire hydrants due to the age of those hydrants. Mr. Saunders stated he would check a couple other places to see if he could find something to match up.
- Mr. Spurlock hasn't heard anything from Graftech. Recorder Fragmin stated she has. Graftech had set up a meeting for tomorrow morning at 8 AM, however only the Mayor was invited and he did not feel comfortable going alone. Therefore, the meeting will not occur. Recorder Fragmin spoke with Craig Taylor from Graftech and informed him the Town of Anmoore is run by Mayor and Council, therefore we would all like to be present for this meeting and not just one of us. Recorder Fragmin invited them to a Council meeting, but they would prefer the meeting not be public. Unfortunately this is not possible due to the open meetings act. Once a quorum of the Council is met, an agenda has to be posted to the public. A tentative meeting date was established for October 15, 2015 at 7 PM. Recorder Fragmin will also check with the Town Attorney as his presence has been requested.
- Mr. Spurlock stated he was waiting on call back from the DOH on the possibility of a crosswalk. According to Bill Renzelli the State is planning on putting signs up on both sides of the street. He stated by law they cannot place a crosswalk there.
- Quote from H&S Controls for the telemetry system is attached.
- Street light at barkers has been taking care of and fixed

POLICE: Written report was given by Chief Don Quinn

Chief Don Quinn is currently at the required West Virginia training for Firearms Dim Light Training. Three other Anmoore Officers are attending as well.

Officer TR Queen is requesting to attend the Glock Armorer's Training. This will enable him to perform preventative maintenance for our department issued guns. Ofc. Queen certifies all Anmoore Police Department Officers twice yearly as required by the State to keep their Police Officer Certifications. The fee for this course is \$250.

Chief Don Quinn also provided quotes for equipment needed by the Police Department. There is various equipment listed that total 30 items at a total cost of \$1009.71.

MOTION made by the Councilmember K. Palmer and **SECONDED** by Councilmember Posey to allow TR Queen to attend the Glock Armorer's Training for the amount of \$250 **MOTION APPROVED UNANIMOUSLY**

MOTION made by the Councilmember K. Palmer and **SECONDED** by Councilmember C. Palmer to allow the Police Department to purchase all 30 items on their equipment needed list in the amount of \$1009.71. **MOTION APPROVED UNANIMOUSLY**

There have been approximately 101 calls both proactive and reactive since the last Council meeting.

FIRE DEPARTMENT/EMS: No Written report was provided

Terry Sue Allen and Mayor Hardman stated that EMS needs to have Ambulance 16 fixed. The bearings are out in the rear end and there were something else that needed to be fixed. Trinity is going to fix it and the quote range was between \$1100 and \$1600. Mayor Hardman stated he couldn't wait until the next Council meeting. Councilmember Harvey stated EMS would have to let her check their account first because they were previously low.

Mayor Hardman clarified that Unit 15, the Expedition is being paid for by the County Commission. The whole cradle on it, new battery, new muffler. There were several things that they were fixing. We should get it back sometime next week. The County commission is going to send us a check per Bill Renzelli, it will not come out of our County line item.

MOTION made by the Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to have Ambulance 16 fixed in the amount up to \$1500 pending her review of the EMS account **MOTION APPROVED UNANIMOUSLY**

UNFINISHED BUSINESS

SEIZURE ACCOUNT: A letter of resolution was written for the West Union Bank. Council signed that resolution letter while at this Council meeting. Councilmember Harvey will take letter to the bank tomorrow.

KEYS: Recorder Fragmin obtained the keys she requested at the last Council meeting. Vicki Kerns needs a key to the front door of the Town Hall. Eddie Hardman has a key to Shawn Spurlock's office.

GRAF TECH: Discussed above. Council will move to table until the next Council meeting.

GENTEEL AGREEMENT: Council will move table until the Building Inspector is present at the Council meeting.

STREET LIGHT CORNER OF RT 58 AND BENEDUM: Mayor Hardman stated it goes on and off he believes there's a bad eye on it. Will have the police look into it.

GATE: Council will move to table until the Building Inspector is present at the Council meeting. Per the Building Inspector, this needs to be surveyed.

AB CONTRACTING: As discussed above.

TIRES FOR MAINTENANCE DEPARTMENT: As discussed above.

TRAINING SEMINAR (POLICE JUDGE): Discussion from Council regarding the training seminar.

MOTION made by the Councilmember Harvey to pay for the training seminar for both the clerk and the police judge in the amount of \$500. **MOTION DIED FOR A LACK OF SECOND.**

MOTION made by the Councilmember K. Palmer and **SECONDED** by Councilmember C. Palmer to pay for the police judge to attend the training seminar on his assigned one day and to pay for the clerk to attend the training seminar on his assigned one day. No hotel allowance will be provided since it is only a one day training in Charleston. **Roll call vote:** Anna Harvey: yes, Randy Critchfield: abstained, Chad Palmer: yes, Kristina Palmer: yes, Wendy Palmer: yes, Recorder Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

FIRE HYDRANTS: As discussed above

OVERTIME: Discussion from Council regarding current overtime policy. Questions over time, flex time, comp. time.

MOTION made by the Councilmember Critchfield and **SECONDED** by Councilmember Harvey to make amendment to the current overtime policy. The amendment will be to continue with over time, and accept flex time. We will also do comp. time up to 16 hours, which has to be used within three months. Must be approved 48 hours prior to use by the employee immediate supervisor. Not to be taken on Mondays. **MOTION APPROVED UNANIMOUSLY.** Supervisors will keep track of comp. time. If Council notices any issues with this, we will revisit.

HOLIDAY PAY: Discussion from Council regarding current holiday pay policy.

MOTION made by the Councilmember K. Palmer and **SECONDED** by Councilmember Harvey to allow a scheduled holiday day to count as part of the employees 40 hour work week. This will allow employees to get over time should they get called out during such a week. In order for this to count, the employee must work the day before and the day after the scheduled holiday. **MOTION APPROVED UNANIMOUSLY**

VACATION: Betsy Straley asked about keeping track of vacation time. It was determined that she needs to keep track of vacation time based upon the employees hire date.

Currently employees are not clocking in using ADP. Once we become more established with ADP this is an option we would like to pursue because then ADP can keep track of vacation time, sick time, comp time, etc.

Much more discussion is needed about vacation. Council will set a date for an employee meeting and we will discuss further at that time. **MOTION** made by Councilmember Harvey to table vacation and **SECONDED** by Councilmember K. Palmer. **MOTION APPROVED UNANIMOUSLY**

Amendments need to be made to the employee handbook for the motions that have been made tonight.

SICK DAYS: Recorder Fragmin asked that Council review the employee handbooks. At the next Council meeting and employee meeting date will be set to further discuss this issue. **MOTION** made by Councilmember Harvey to table sick days **SECONDED** by Councilmember C. Palmer **MOTION APPROVED UNANIMOUSLY**

EMERGENCY SERVICE ORDINANCE: Copies of the ordinance was provided to Council and members of the community present at the Council meeting. This ordinance will be posted and the first reading will be at the next Council meeting.

ELECTION ORDINANCE: Copies of the ordinance was provided to Council and members of the community present at the Council meeting. This ordinance will be posted and the first reading will be at the next Council meeting.

SENATE BILL #234: This bill states that the Town must maintain a working capital reserve in the amount of no less than 1/8 of the utility's actual annual operation and maintenance expenses. This is a legal requirement.

BUDGET MEETING: Budget meeting will be set for October 22, 2015 at 6 PM. This meeting will take place over the Work Session that is normally scheduled.

NEW BUSINESS

Two properties located next to the fire department will be up for auction on October 13, 2015. Mayor Eddie Hardeman suggested we look at the Town finances to see if this would be property we could purchase. This issue was not on the agenda and therefore Council cannot discuss this issue. Council will set up a special meeting, prior to that date, in order to discuss.

BILLS

Bills were submitted

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

COUNCIL COMMUNICATIONS

Anmoore trick-or-treating will be October 31, 2000 6- 7 PM. The Halloween party will be at the Anmoore Fire Department at 7 PM.

AJOURNMENT

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: OCTOBER 19, 2015