

**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

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**NOVEMBER 2, 2015**

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **MONDAY, NOVEMBER 2, 2015** 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 (Arrived at 7:37PM)  
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**

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Minutes from **REGULAR SESSION** of the Anmoore Town Council dated October 19, 2015 **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember Posey with these corrections. **MOTION APPROVED UNANIMOUSLY**

Minutes from **WORK SESSION** of the Anmoore Town Council dated October 22, 2015 were approved as written. **MOTION** by Councilmember K. Palmer, **SECONDED** by Councilmember Harvey. **MOTION APPROVED UNANIMOUSLY**

Minutes from **SPECIAL SESSION** of the Anmoore Town Council dated October 27, 2015 were approved as written. **MOTION** by Councilmember Posey, **SECONDED** by Councilmember Harvey. **MOTION APPROVED UNANIMOUSLY**

Minutes from **EMERGENCY SESSION** of the Anmoore Town Council dated October 27, 2015 were approved as written. **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember K. Palmer. **MOTION APPROVED UNANIMOUSLY**

## ***CITIZENS BUSINESS***

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NONE

## ***REGION VI- SHEENA HUNT***

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Presents at the request of Council. Mrs. Hunt provided guidance on how the Town can apply for water and sewage grants. She explained that with either project, the Town would have to have an Engineer. Small City Grants would be one that the Town should consider looking into. The Region VI office has already looked into the low to moderate income qualifications for this grant and Anmoore does qualify. Currently, based on Census data, Anmoore is at 68% low to moderate income. Deadline for such a grant is in May, so Anmoore would need to start now to get an Engineer on board. There is a process of going through the West Virginia Infrastructure and Job Development Board, which is a 60 day process. The Town would have to identify a project, identify how much this project will cost, and how much the town is going to be able to afford because it could be a combination of grants and loans. Region VI will assist the Town in this process, the first thing they need is permission to place ads in the paper to get an Engineer, the Town would then short list those who apply to three and then interview those three. Usually the Engineers fees are deferred until the project is funded. The Town would then have to advertise for an accountant, attorney, and/or a Bond Council if there are loans involved, etc. Mrs. Hunt stated that typically, with Small City Grants, Towns have to advertise for everything. Region VI fee's would also be deferred. Their fees are a percentage based on the total project costs. If the project is never funded then the Town would not have any fees, however Region VI has never had this occur. Should the Town decide they no longer want to utilize Region VI's services, then the Town would be responsible for any fees they have incurred up to that date.

**MOTION** made by the Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to have Region VI start the advertising process for an Engineer. **MOTION APPROVED UNANIMOUSLY.**

## ***REPORTS***

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### **FINANCIAL: Written report given by Betsy Straley, Office Manager**

- Financial Reports were reviewed.
- Bills were submitted to Council.
- Announcement to the public that Betsy Straleys last day with the Town of Anmoore is Thursday, November 5, 2015. Manuel Gizzi was present for the Council Meeting. Council reiterated the importance of having certain information such as due dates for certain things, passwords, etc.
- Vacation pay that has not been used by departing employees should be dispersed on a separate check through ADP. The Town's Clerks will need to check with ADP to see if this is possible.
- Discussion regarding the EMS/Fire Department check account. There has been issues getting one of the authorized signatories up to the bank to complete the process. It has been five (5) months. Recorder Fragmin recommended that he (Scott Wilburn) be removed from the account.

**MOTION** made by Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to have Scott Wilburn removed from the checking account if he does not get to the bank by tomorrow (11.3.15) the Council start proceedings to remove him from the account. We can remove him from the account and use the three that are currently on there. **MOTION APPROVED UNANIMOUSLY.**

### **BUILDING INSPECTOR: No report given by Vince Smith**

Manuel Gizzi stated no Building Permits have been given.

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

- Work orders were completed.
- Water leak on Phillippi Pike near Chuck Riley's on October 20, 2015. About 50,000 gallons lost from the six-inch line.
- Cable for security camera monitor came in for the fire department. The maintenance department installed it.
- Cut grass and brush at various locations in Town.
- Picked up trash.
- Installed new water service line on Smithfield Street to Selby Myers.
- White flatbed had new tires put on at Appalachian Tire on October 20, 2015.
- Read meters.
- Melanie Goode from AB Contracting was told that we were looking to do another flow study. Mr. Spurlock has received a quote from both Stantec and Thrasher.
- Had to replace belt on Kubota.
- Cleaned up trucks and backhoe.
- Talked with Mr. Watterman the DOH Engineer in charge of the bridge project in East View about possibly taking over GrafTech's water line. He said that he didn't see a problem with them classifying that line as a municipality line and the state paying for the rerouting of that line, but he had to run by his supervisor first. Mr. Spurlock has not received a call back from him yet.
- Spoke with Billy Saunders with HD Supply and he said that they didn't make parts for those hydrants anymore. Mr. Saunders stated that if they did have any parts at the factory and they sent them to us and they were wrong, we would not be able to return those parts.
- Bill Hoover from greater Harrison would like a meeting about selling us water. Talk to Greg Foreman with CTL Engineering. He brought Mr. Spurlock some materials about the company and prices.

Councilmember Harvey questioned their progress at the genteel property. Mr. Spurlock stated they had put the plugs in as asked by Council and the water came a pathway on the road so they removed the plugs. That option is not going to work. At the last Council meeting it was decided Mr. Smith will approach the Genteel's with the agreement and have them review it should this first option not work. Since it did not work, we will proceed with the culvert. Councilmember Harvey reiterated we need to make sure the agreement is signed by all property owners before we proceed. Manual Gizzi stated they have not picked up the agreement yet.

Councilmember Harvey asked about the quotes for surveyors at the ball field. Recorder Fragmin stated the information was sent to her.

Councilmember Harvey asked about the fire hydrants. Mr. Spurlock stated we were going to remove the fire hydrant on the 4 inch line in place a new fire hydrant on the 8 inch line. (Across the street in front of John Compton's house)

Councilmember Harvey asked about the cement for the park. Mr. Spurlock stated they were to get up there and frame it this week.

Councilmember Posey requested that they cleanouts the creek at the Renzelli/Frederick property. Debris is building up in that area and the creek is going to back up. Mr. Spurlock stated he would get that taken care of tomorrow (11 - 3 - 15).

East Coast underground made contact with Mr. Spurlock in regards to boring under Phillippi Pike for Casey's to put the storm culvert in. They need a storm culvert for their parking lot. The cost would be \$150 per foot and it's about 75 to 80 foot across there, which would make the total cost about \$12,000. As a result of the price, Mr. Spurlock is going to check into us digging in front of Casey's around the back of the mattress warehouse to where there's a catch basin and trying to tie into that.

Mr. Spurlock thanked Blake Cox for coming down and fixing our two copiers. Council also thanked Mr. Cox for the copier he gave to the Town of Anmoore.

**POLICE: Report was given by Chief Don Quinn**

There have been approximately 168 calls both proactive and reactive since the last Council meeting.

The Police Department has taken care of the majority of the issues we discussed at the last Council meeting. Chief Quinn also instructed his guys to turn on their alley lights at night.

Chief Quinn also requested an account be set up for the Police Department. They have had a couple of donations and they have written numerous tickets. All this money could go into that account for equipment only. An example of this would be a radar gun, which are not cheap and they are in need of now. Then he would have to come to Council and ask for money they could just purchase what they need. Councilmember Harvey said they would still need to come and ask. Councilmember Harvey stated we would check into it before we decide.

**FIRE DEPARTMENT/EMS: No Written report was provided**

Terry Sue Allen provided a letter from the Department of Military Affairs and Public Safety stating that the West Virginia State Fire Commission voted to recertify the Anmoore Volunteer Fire Department. The current certification for the department will expire on October 9, 2020.

***UNFINISHED BUSINESS***

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GRAFTECH WATERLINE TIE IN: CTL Engineering provided a packet of information for Council to review. General prices were included within this packet. GRAFTECH did provide a copy of the maintenance report on the water line for the past 10 years in an email, which was provided to all Councilmembers. They also agreed to reimburse the Town for the retention of an Engineer provided they are aware of the costs to be incurred. GRAFTECH recommended Anmoore consult with MSES who have already done some work on this. The contact at the DOH is supposed to consult with his supervisor to make sure once this line becomes a municipality line the State will pay to have it rerouted. Mr. Spurlock is to get with CTL Engineering to discuss exactly what is needed by their company. At that time, a quote can be provided. Councilmember Harvey requested more information on the transite line. The Town needs to know what the true age is on the line, knowledge about how long those types of lines last, an estimate of how much longer those lines are going to last, and how far down will the Town be responsible for the line. (Broadway and Nutter or does it stop at the pump house.) Once the quote has been obtained, Recorder Fragmin will arrange another meeting with GRAFTECH. Mr. Spurlock will also consult with MSES.

GENTEEL AGREEMENT: As discussed above.

SURVEYOR QUOTES: Ballfield: Two quotes were obtained. Horner had a quote estimated at \$700 (seven hundred). The second quote was obtained from a gentleman named Michael Evans and he estimates the job will cost \$500-\$1000 (five hundred to one thousand).

**MOTION** made by Councilmember Harvey to have Horner do the survey (right of way) at the ballpark **SECONDED** by Councilmember C. Palmer **MOTION APPROVED UNANIMOUSLY**

AB CONTRACTING: Two quotes were obtained, one from Stantec and one from Thrasher. Stantec's quote is for \$15,500. It can be completed within 60 (sixty) days of the notice to proceed. The cost assume Stantec will used information previously obtained by their company in a previous study.

Thrasher estimates they can complete this work for \$15,000. On this quote however, it also states that it's difficult to quote an exact fee as there are unknown elements of this task.

John Workman with Clarksburg is going to send his guys out to do their own flow study on their line. He will get back with Mr. Spurlock with the results to that flow study.

Council discussed possibly having a third quote. It was recommended the Town should contact John Workman to see who they use for their flow studies.

**MOTION** made by Councilmember Harvey to have Mr. Spurlock obtain a third quote for the AB contracting project. If it is less than \$15,000 and looks viable the Town will proceed with that company. **SECONDED** by Councilmember K. Palmer **MOTION APPROVED UNANIMOUSLY**

FIRE HYDRANTS: As discussed above:

COMPUTER PROGRAM QUOTES: No other quotes have been obtained at this time. More information was offered regarding the two quotes obtained by Betsy Straley. Council would like to have a couple other quotes before a decision is made. Blake Cox has some contacts he will check with. Councilmember C. Palmer will take the lead on this.

**MOTION** made by Councilmember Harvey **SECONDED** by Councilmember K. Palmer to table this issue until C. Palmer obtains more information **MOTION APPROVED UNANIMOUSLY**

EMPLOYEE MEETING: There will be a mandatory employee meeting/work session on November 19, 2015 at 6 PM. This is not open to the public. Overtime will be paid.

ROBO CALLS: There is a free service. Councilmembers Kristina Palmer and Wendy Posey will be the administrators of this and obtain more information. They will bring it back to Council.

GREATER HARRISON AGREEMENT: Greater Harrison has signed the agreement and has been returned to us. It has been approved by all parties at this time. The attorney will send to the PSC.

Mr. Spurlock stated that Greater Harrison, Bill Hoover, would like to have a meeting with us in regards to selling us water. (Sterling Ridge Project) It was agreed that Greater Harrison and AB Contracting can present to one of our regularly scheduled Council meetings so we can discuss this further. Mr. Spurlock stated he would call both have them come to our next Council meeting.

## ***NEW BUSINESS***

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COAL SEVERENCE: We have a CD and it's for approximately \$12,100. If we wanted to use this money for the roads in the spring we would have to have access to this money. After November 8<sup>th</sup> we can't touch it for two years if we do nothing with it. So the question was raised on whether or not the Town should move it. We can take it out and put it in the Coal Severance Account, but then it will just be sitting there not accruing interest. Ed Martin suggested we check with the Justice Federal Credit Union to see what their interest rate is.

**MOTION** made by Councilmember K. Palmer **SECONDED** by Councilmember Harvey to close the CD, take the money out and put in the Coal Severance Account until we check on additional interest rates **MOTION APPROVED UNANIMOUSLY**

HEALTH INSURANCE: Currently the Town pays 100% (one hundred percent) for health insurance on the employee and 100% (one hundred percent) for health insurance on the family. Council has been reviewing this and have come to the conclusion the Town cannot continue to afford this. It was suggested that any new enrollees to health insurance, the Town would pay 100% (one hundred percent) on the employee and the employee will have to pay 30% (thirty percent) for health insurance coverage on the family. Council will be reviewing other health plans to see what other options are out there to try to save the Town some money. Discussion continued to ensue regarding this issue. Other recommendations were made. The Town currently pays, based on information from the budget meeting, approximately \$80,000 (eighty-thousand) a year for health insurance coverage on our employees.

**MOTION** made by Councilmember K. Palmer **SECONDED** by Councilmember Harvey that new enrollees for the health insurance the Town will pay 100% (one hundred percent) on the employee and 0% (zero percent) on family. **Roll call vote:** Anna Harvey: yes, Randy Critchfield: yes, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

SPEED HUMPS: Mr. Spurlock recommended we check with the Town Attorney because he thinks they are illegal. He stated Stonewood had to remove them after an incident had occurred.

Councilmember Harvey will check with Bridgeport. Recorder Fragmin will send the Town Attorney an email inquiring the legality of this.

## ***ORDINANCES FIRST READING***

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The following ordinances had First Reading at tonight's Council meeting:

The Competitive Bidding Ordinance, the Ethics Ordinance, the Council Ordinance, and Ordinances and Resolutions. Each of these ordinances have been posted both at Council Chambers and Town Hall for public review. No objections were made at the First Reading.

**MOTION** made by Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to accept the Competitive Bidding on the First Reading. **Roll Call Vote:** Chad Palmer: yes, Anna Harvey: yes, Wendy Posey: yes, Kristina Posey: yes, Randy Critchfield: yes. **MOTION APPROVED UNANIMOUSLY**

**MOTION** made by Councilmember C. Palmer and **SECONDED** by Councilmember Critchfield to accept the Ethics Ordinance on the First Reading. **Roll Call Vote:** Chad Palmer: yes, Anna Harvey: yes, Wendy Posey: yes, Kristina Posey: yes, Randy Critchfield: yes. **MOTION APPROVED UNANIMOUSLY**

**MOTION** made by Councilmember C. Palmer and **SECONDED** by Councilmember K. Palmer to accept the Council Ordinance on the First Reading. **Roll Call Vote:** Chad Palmer: yes, Anna Harvey: yes, Wendy Posey: yes, Kristina Posey: yes, Randy Critchfield: yes. **MOTION APPROVED UNANIMOUSLY**

**MOTION** made by Councilmember Posey and **SECONDED** by Councilmember Critchfield to accept the Ordinances and Resolutions Ordinance on the First Reading. **Roll Call Vote:** Chad Palmer: yes, Anna Harvey: yes, Wendy Posey: yes, Kristina Posey: yes, Randy Critchfield: yes. **MOTION APPROVED UNANIMOUSLY**

## ***ORDINANCES SECOND READING***

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The following ordinances had the Second Reading at tonight's Council meeting:

The Emergency Service Ordinance and Codified Ordinance. Each of these ordinances have been posted both at Council Chambers and Town Hall for public review. No objections were made at the Second Reading.

**MOTION** made by Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to accept the Emergency Service Ordinance on the Second Reading. **Roll Call Vote:** Chad Palmer: yes, Anna Harvey: yes, Wendy Posey: yes, Kristina Posey: yes, Randy Critchfield: yes. **MOTION APPROVED UNANIMOUSLY**

**MOTION** made by Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to accept the Codified Ordinance on the Second Reading. **Roll Call Vote:** Chad Palmer: yes, Anna Harvey: yes, Wendy Posey: yes, Kristina Posey: yes, Randy Critchfield: yes. **MOTION APPROVED UNANIMOUSLY**

The final reading on the election ordinance is postponed until November 16, 2015.

## ***BILLS***

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### **Bills were submitted**

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

## ***COUNCIL COMMUNICATIONS***

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Recorder Shannon Fragmin stated that the Anmoore Halloween Party went well and thanks Council member Harvey for purchasing the bikes given as prizes. Councilmember Harvey stated that Recorder Fragmin also donated some towards the bikes. Councilmember Harvey stated they got a lot of good comments regarding the party and Simon Harvey's tractor for the hay rides.

Councilmember Posey asked if the Town had heard any more information regarding the new business, a car lot, coming in on the old K.C Auto lot. No additional information has been obtained at this time, questions surround the moving of the trailer.

## ***AJOURNMENT***

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

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P. Eddie Hardman, Mayor

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Shannon Fragmin, Recorder

APPROVED ON: NOVEMBER 16, 2015