

**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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**December 21, 2015**

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **MONDAY, DECEMBER 21, 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  
Randy Critchfield  
Anna Harvey  
Recorder Shannon Fragmin  
Kristina Palmer  
Chad Palmer  
Wendy Posey

**COUNCIL ABSENT**

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***

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Minutes from **REGULAR SESSION** of the Anmoore Town Council dated December 7, 2015 **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember Posey. **MOTION APPROVED UNANIMOUSLY**

***REGION VI (Sheena Hunt)***

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Region VI advertised for an Engineer and received six proposals. Our next step will be to determine who our committee will be, with a minimum of three people. The committee will get together and review the six proposals ranking them and select the top three. The following proposals were received:

- CEC (Civil & Environmental Consultants) out of Bridgeport,
- EL Robinson
- HRG (Herbert, Rowland and Grubic) out of Morgantown
- Thrasher Engineering out of Bridgeport
- Skelly and Loy out of Harrisburg PA, they have a local office in Morgantown

- Horner Brothers out of Clarksburg

Mrs. Hunt stated she would be able to assist the committee in narrowing it down and interviewing, however she does not participate in the scoring. There may be questions the committee may not think about so she would be able to assist in that way. Once we do the shortlisting, Mrs. Hunt can mail out letters to the firms that were selected and the firms that were not selected.

Whoever is on the committee should also be on the interview panel.

## ***CITIZENS BUSINESS***

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Bill Renzelli: having issues with tractor-trailers going down Ash Street and Crisfield Street. Mayor Eddie Hardman stated there's a load limit on that street and the tractor-trailer shouldn't even be going down that street. Mr. Renzelli stated a tractor-trailer traveled down that road the other day and hit the pole and pulled an electrical wire out of the building. The tractor-trailer was going to the Mattress Warehouse. Councilmember Posey stated they have hit the guardrail as well. Mayor Hardman stated there used to be a sign stating the load limit, but it was determined that they are no longer there. There should be a length limit as well. Recorder Fragmin stated we would have Shawn Spurlock check into it and place signs.

Civil & Environmental Consultants Inc., Zach Demarco and Jeff Boyles: presented in front of Council to introduce their company. They are one of the six proposals we had received from Region VI from our advertisement. They stated the company is relatively new, but the individuals working at this company have quite an extensive background. They are located here in Clarksburg.

Roy "Tray" Randolph: this individual most recently purchased KC Auto's building. Currently they have a rental tenant in there, which is not his long-term plan. He is interested in the development of that property. The Town has a couple alleyways that are instrumental to the further development of the piece of property that he has purchased. He is hoping to put in a new, more appealing building for economic development in the Town. He presents before Council tonight interested in working with the Town of Anmoore, so that he may acquire those alleyways. The map was reviewed by Council and some of Council physically went out to view the alleyway of concern.

After further discussion, Council will table this issue until we can determine what amount of property is deeded to the monument and we would need to determine if we have any utility lines that run up through there.

**MOTION** made by Councilmember Harvey **SECONDED** by Councilmember K. Palmer to table this issue until the next meeting when we have more information regarding how much property is deeded for the monument and if we have any utility lines that run through this alleyway. **MOTION APPROVED UNANIMOUSLY**

Cliff McGary: (arrived late, but requested to speak to Council): he presents before Council inquiring about the fire hydrants on Crisfield Street. Mayor Hardman explained that we are currently working on a water grant. Unfortunately due to the size of the lines located in that area we are unable to place new fire hydrants. The existing fire hydrants are very old and we have been unable to locate replacement parts to fix them.

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## ***DEPARTMENT REPORTS***

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### **FINANCIAL: Written report given by Vickie Kerns, Clerk**

-Financial Report given

-Intuit Services- this was canceled as per Council request. A refund of \$20.38 (Twenty dollars and thirty-eight cents) per payroll service was posted to the general account on December 18, 2015.

-A copy of the budget revision was placed in our packets. Vicki received approval confirmation

-The town has applied for an online account with the exponent telegram. We are awaiting confirmation

-AB Contracting: application for water/sewer was received on November 19, 2015. Application for water/sewer mainline extension was emailed to M. Goode on December 8, 2015 advising we need a final number on the proposed amount of customers which is required to do a mainline extension estimate.

No response/information received. There is a 45 day response time required by the PSC which ends on January 2, 2016

-PERS & PEIA: Betsy Straley was removed from the coordinator position. Vicki was added as coordinator for PERS. She is in the process of testing and adding her benefits for PIA.

-ADP: a printout was given which explains what features our current option includes as well as what the HR option would provide. Council can also review videos which are located on YouTube.

**MOTION** made by Councilmember C. Palmer **SECONDED** by Councilmember K. Palmer for Vickie Kerns to table the ADP issue until other Council members can view the videos on YouTube **MOTION APPROVED UNANIMOUSLY**

-Leslie Cummings: provided training for three hours on Saturday, December 12, 2015

QuickBooks is not being utilized correctly which Miss Kerns provided on her written report.

Mr. Cummings recommends adding QuickBooks Support at least until all accounts are created and information is transferred the cost will be approximately \$89 for 90 days.

**MOTION** made by Councilmember K. Palmer **SECONDED** by Councilmember C. Palmer for Vickie Kerns to purchase QuickBooks Support. **MOTION APPROVED UNANIMOUSLY**

-Deposit Account: Councilmember Harvey would like to email Shelley Humphreys from the State Auditor's Department before we decide to do away with the deposit account

-To properly track expenses: any bills that are for a location that is multi-purpose use should be split between departments 15% each – water, sewer, garbage and 55% general. All office-supply bills are to be split into quarters among departments. Councilmember Harvey stated she thought this was how it was being done anyway.

-Bank Account- a bank account for garbage revenue/expenses is needed. Councilmember Harvey stated she would also like to check with Shelley Humphreys about this as well.

**MOTION** made by Councilmember Harvey **SECONDED** by Councilmember C. Palmer to table the bank account for garbage revenue/expenses until Councilmember Harvey can speak with Shelley Humphrey at the State Auditor's Office. **MOTION APPROVED UNANIMOUSLY**

**BUILDING INSPECTOR: No report given**

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

-Work orders were completed.

-Cut and hauled brush at various locations in Town.

-Picked up trash.

-Delivered four (4) tons of rock to Harvey's.

-Fixed attic door in the fire department.

-Cleaned out drains in the fire Department Bay.

-Cleaned up trucks and backhoe.

-Cleaned the grease out of the manhole in front of Chick-fil-A.

-Clarksburg Water Board will not be taking over GrafTech's water line. Mr. Spurlock recommends that the Town take it over with a contract of guidelines.

-Put salt spreader on the dump truck. Cove Run did hot taps for the emergency tie-in with GrafTech's water line. They still have to set the pit and tie everything in.

-Salted hills and intersections.

-Delivered fruit baskets for the Recreation Committee.

-Jeff Richison is inquiring about opening the right-of-way below Wreck-A-Mend and beside the ball field off of Crisfield Street. He needs a roadway leading up to where he plans to build his shop.

**MOTION** made by Councilmember Harvey to have Shawn Spurlock contact Mr. Richison and further inquire about the piece of property he purchased. Council will need to see a plot. **MOTION APPROVED UNANIMOUSLY**

-Queen's Trailer Park is in Town limits. Council will need to decide on what is going to be done about the roadway.

Mayor Hardman and Councilmember Harvey maintained that is a private road. Recorder Fragmin informed Council that Vickie Kerns and Shawn Spurlock reviewed the maps and it indicates the trailer park is indeed within Town limits. Mayor Hardman is requesting further research be done. Chief Don Quinn stated he would also look into this.

**MOTION** made by Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to table this issue. Council will need further information before it can be determined that Queens Trailer Park is within the Town limits **MOTION APPROVED UNANIMOUSLY**

-The maintenance department would like to purchase a welder we have run into several jobs where they have needed one. Stacy has been bringing his from home to do the jobs. The price would be right around \$1500.

Council would like to have quotes presented before a decision is made.

**POLICE: Written report was given by Chief Don Quinn**

There have been approximately 163 calls both proactive and reactive since the last Council meeting. One of the part-time police officers turned in a resignation letter that will be effective January 31, 2016 pending a raise. The letter was presented to Council at this time. Chief Don Quinn stated another part-time officer will more than likely be soon following. Council will discuss further in Executive Session.

**EMS/FIRE DEPARTMENT: Written report was given by Kris Barron**

The estimates for fixing the ambulances are in. Wreck-A-Mend provided a quote of \$959 (Nine hundred and fifty-nine dollars) plus the cost of lettering. T-body was at \$2300 (Two thousand three hundred dollars). These estimates are to fix Ambulance 17.

The bumper on Ambulance 18 is \$477. Ambulance 19 is going to need front tires soon. Council had already approved the tires for Ambulance 19.

Staff: One employee had quit without a two week notice. Recorder Fragmin stated she heard EMS just recently hired a new individual over the weekend. Mayor Hardman confirmed this. Recorder Fragmin stated that that individual has yet to turn in their information to the Town so they could get paid. Mayor Hardman was under the impression that individual had not started yet however they have already worked an eight hour shift.

EMS is currently trying to fill to open full-time positions days shift weekends, they have been conducting interviews and have a couple people they are interested in. They are waiting on background information.

Several of the part-time employees have been coming to cover transports. Several of the full-time employees have also been helping out with transports. Council will see that there has been more overtime this pay cycle due to the absence of employees and the need to fill

the open weekend shift. Council agrees this needs to be reviewed. However, before we do, we need to make sure that EMS has the revenue coming in at that will support this.

EMS has several employees that make different amounts hourly. For example one employee has been there for more than five years, but makes less than an employee who was only been there for one year. EMS is having issues with getting full-time positions filled due to the fact that the pay is the lowest in the state. EMS is asking for Council's consideration in reviewing their current pay and making adjustments.

Call volume: for the month of November EMS did 153 calls. 38 of them were nonemergency transports. Council was provided a report from ASAP with a breakdown of when the calls have been hour by hour and how many calls each employee did. EMS is currently working on an additional dialysis patient.

Recorder Fragmin wanted a follow up on the calls we were not able to bill for as a direct result of incomplete run sheets. Mayor Hardman stated he added Kris Barron to the account and he is now able to review the run sheets prior to submitting them. He is the second person looking at them which will reduce the number of issues we have in the future. Per Mayor Hardman and Terry Sue Allen we have seen an improvement in that area.

FIRE DEPARTMENT: Requesting three chainsaws and a K-12 saw. They obtained quotes one from Marsh Lumber and Home Center as well as one from Fore Timber Company. The best price was from the second company in the amount of \$1729.59

**MOTION** made by Councilmember C. Palmer and **SECONDED** by Councilmember Harvey to purchase the three's chainsaws and a K-12 saw with replacement blades for a total of \$1729.59, which will be taken out of Special Revenue. **MOTION APPROVED UNANIMOUSLY**

The Fire Department had issues with people stealing them previously. Now, however, the Town of Anmoore has a security system which includes cameras to prevent this from happening again in the future.

## ***BOARDS AND COMMITTEE REPORTS***

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Water Board: still working on the East View Agreement

Recreation Committee: had the Christmas party and the employee dinner. They delivered fruit plates last week. Councilmember Harvey thanked the Town workers, Garrett Harvey and the Posey children. Mayor Hardman stated the Christmas party was nice. Councilmember Harvey stated about 90 people showed up.

## ***EXECUTIVE SESSION***

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**MOTION** made by Councilmember Harvey and **SECONDED** by Councilmember Posey to go into **EXECUTIVE** Session at 8:12 PM **MOTION APPROVED UNANIMOUSLY.**

**MOTION** made by Councilmember Posey and **SECONDED** by Councilmember C. Palmer to go into **REGULAR** Session at 9:02 PM **MOTION APPROVED UNANIMOUSLY.**

Discussed in **EXECUTIVE** Session was Employee Issues

## ***UNFINISHED BUSINESS***

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COMPUTER PROGRAM QUOTES: Tabled

**MOTION** made by Councilmember C. Palmer and **SECONDED** by Councilmember Critchfield to table this issue until the next meeting. **MOTION APPROVED UNANIMOUSLY**

AMBULANCE TIRES/AMBULANCE REPAIR: As discussed above

ROBO CALLS: Councilmember K. Palmer provided her contact at NIXEL with Mayor/fire chief Eddie Hardman's contact information. She is also providing Chief Don Quinn's contact information as well. These two individuals will be the administrators. Accounts have been established for the Anmoore Fire Department as well as for the Anmoore Police Department. We are moving forward with this issue. Mayor Hardman can give Shawn Spurlock access should he so choose.

Mayor Eddie Hardman also requested that Shawn Spurlock be made the point of contact for the Public Works Department. They would contact him directly with any issues as opposed to the current process in which they contact Mayor Hardman and then he has to contact Mr. Spurlock.

CRISFIELD- COMPANY VEHICLES: Council discussed. Nothing will be done at this time.

ANIMAL CONTROL: The Town of Anmoore does not have an ordinance at this time. Animal Control is not to come pick up animals and charge the Town unless the Town contacts them. At our next ordinance meeting a cat and dog ordinance needs to be addressed.

BUDGET: The budget revision was accepted.

EAST VIEW AGREEMENTS: As discussed above.

## ***NEW BUSINESS***

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NONE

## ***BILLS***

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### **Bills were submitted**

**MOTION** made by Councilmember Harvey to pay the bills **SECONDED** by Councilmember K. Palmer **MOTION APPROVED UNANIMOUSLY**

JF Allen bill for salt in the amount of \$2946 (Two thousand nine hundred and forty six dollars). This will be paid out of the general fund/ Street department. We will save the Coal Severance for street repairs.

## ***COUNCIL COMMUNICATIONS***

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Recorder Fragmin stated GrafTech had made contact via email. They wanted to know the Town's decision about taking over their line. Recorder Fragmin informed them that Council has not been able to make an informed decision at this time because they have not turned in information that was requested. Recorder Fragmin was then contacted again by Graf tech inquiring what information was

still needed. Recorder Fragmin drafted an email listing the information Council still required before a decision could be made unfortunately, we have not heard back from them.

Clarksburg will not be taking over their line.

## *ADJOURNMENT*

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

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P. Eddie Hardman, Mayor

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Shannon Fragmin, Recorder

APPROVED ON: JANUARY 4, 2016