

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

December 7, 2015

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

COUNCIL PRESENT

Anna Harvey
Recorder Shannon Fragmin
Kristina Palmer
Chad Palmer
Wendy Posey

COUNCIL ABSENT

Mayor P. Eddie Hardman
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 November 16, 2015 **MOTION** by Councilmember Posey, **SECONDED** by Councilmember C. Palmer with these corrections. **MOTION APPROVED UNANIMOUSLY**

Minutes from **WORK SESSION** of the Anmoore Town Council dated November 19, 2015 were approved as written. **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember Posey. **MOTION APPROVED UNANIMOUSLY**

Minutes from **EMERGENCY SESSION** of the Anmoore Town Council dated November 24, 2015 were approved as written. **MOTION** by Councilmember Posey, **SECONDED** by Councilmember K. Palmer. **MOTION APPROVED UNANIMOUSLY**

CITIZENS BUSINESS

NONE

DEPARTMENT REPORTS

FINANCIAL: Report given by Vickie Kerns, Clerk

- Financial Reports were reviewed.
- Bills were submitted to Council.
- Audit reports were received and each member was provided a copy.
- New P cards came today, they have to be activated. Training will be on January 7, 2015 at the office.
- Two adjustments were received on the sewage bill for breaks on Phillipi Pike and Ash Street. Totaling \$1578.66 (One thousand five hundred seventy eight dollars and sixty-six cents). This will come off the sewer bill that we pay this month.
- Exponent Telegram is going paperless so the Town will have to set up an account online to get our bills. Councilmember Posey asked for further clarification about bills. It was clarified that bills received would be for placing ads in the paper. Mrs. Kerns will set up an account. Councilmember Posey also requested clarification about the P Cards. Mrs. Kerns stated that the P Cards would be activated tomorrow, but she was going to call Kristina to see if the Town could use the cards prior to the training. She stated we may have to wait for the training. There will be two separate cards. One to pay the bills with and one for departments.
- Mrs. Kerns stated that the account balances on the financial sheet she provided were the balances after all the bills were paid in the green folder. The green folder was also provide to Council to review. She has not had a chance to get the EMS checks out therefore the balances on those accounts are before the bills are paid.
- Councilmember Harvey questions a flower purchase made with department funds. Terry Sue Allen stated they have in the past and no one has ever said anything about it. Councilmember Harvey stated she believes this is not an appropriate/ approved expense. Mrs. Allen stated one of the medics family members passed away. Councilmember Harvey stated that if they want to give flowers they would have to take up donations. This is something reviewed by the State Auditors.

BUILDING INSPECTOR: Report given by Vince Smith

Horner Brothers Survey: Mr. Smith had original land plot maps for the ballfield identifying the Town's right-of-way. Council reviewed the maps. There is a canopy sitting on the Towns right-of-way. They also have a building on skids currently on Town property. Mr. Smith recommends that the building be removed from the Town's property. As far as the canopy, Council will have to decide. Councilmember Harvey questioned where we would put the gate up to block off the access to that road. Mr. Smith stated the Town Attorney would have to send them a certified letter notifying them they have 30 (thirty) days to make another mean of egress to that property because the Town will be blocking off our property. It will no longer be a usable road for them. We would also address the issue that the corner of their house and their canopy is on Town property. The letter would state that at this particular time the Town will not make them move it, but should the need arise in the future, the Town could make them move it. The letter should also state that there are to be no more improvements on those structures (closing in by adding walls).

MOTION made by Councilmember Harvey **SECONDED** by Councilmember K. Palmer to have Vince Smith explain to Attorney Trey Simmerman that 1. The Town wants these individuals to move their building off the Town's property, 2. The Town is going to lock the gate so they need to find alternative parking, and 3. No other improvements can be made to the structures on the Towns right-of-way and they would need to move those structures should the Town need access in the future. **MOTION APPROVED UNANIMOUSLY**

Genteel Agreement: Mr. Smith stated the Genteel's never picked up the agreement from the Town Hall. He recommends that we now wait until spring to address this issue.

MOTION made by Councilmember K. Palmer **SECONDED** by Councilmember C. Palmer to table this issue indefinitely until they [Genteel's] bring it up again. **MOTION APPROVED UNANIMOUSLY**

Collins Property: He moved his Winnebago out. He is working to clean it up a little bit. It is a slow process, but he is attempting. Town Hall did receive another complaint today. Mr. Smith is worried about his penned dogs 7-8 (seven to eight) and the rats it may attract with the dog food. The Town will become more aggressive with his clean-up efforts in the spring.

Mr. Fanjul is cleaning up his property. We have not received the order yet from Judge Bedell but he is cutting stuff around the property. He's selling his cars as complete parts cars, this gets him out of the system of having to have a warranty on them.

Mr. Smith has been working on some other things around the Town. The tree we asked him to look at is on Mr. Pennington property. The Town cannot go on to someone's property and have them fix a tree because we don't like the way it looks.

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

- Work orders were completed.
- Rereads were done.
- Cut and hauled brush at various locations in town.
- Picked up trash.
- Installed sewer and water taps for Patch Buffy.
- Repaired sidewalk I- 79 underpass.
- Repaired water leak on Brushy Fork across from Life Builders Church.
- Howard and two inmates repaired the garage doors.
- Cleaned up trucks and backhoe.
- Dry trash was done.
- GrafTech is meeting with Clarksburg on Tuesday, December 8 about them taking over the water line.
- Received the first load of salt for the winter.
- Read meters.
- Decorated Christmas tree.
- Put tarp over roof on bathroom building up by tennis court until it can be repaired.
- Councilmember Harvey stated she was going to get more lights so they can put them up around the sign.
- Councilmember Harvey also asked if we can get a bulletin board put up in the hallway of Council chambers.

POLICE: Written report was given by Chief Don Quinn

There have been approximately 177 calls both proactive and reactive since the last Council meeting.

BOARDS AND COMMITTEE REPORTS

Water Board: The East View Water Agreement was reviewed. It is unknown at this time if the sewer issue we are having with Sterling Ridge is going to affect the East View Water Agreement. The Water Board also states some of the wording needs to be changed in that agreement. The current agreement we have with Eastview was signed back in 1984. Councilmember Harvey stated one issue with the agreement is we do not have a Sanitary Board. In summary, the agreement states that East View is responsible for 50% of repairs to the sewer lines. Vicki Kerns is going to retype the agreement with the correct wording.

Recreation Committee: approximately \$2500 (Twenty five hundred dollars) was made from bingo. It was a successful fundraiser. Food applications can be located at Town Hall and at the Fire Department. Councilmember Harvey requested if anyone is in need of assistance, please fill out an application. \$25 gift certificates to Aldi's will be given. They need to be turned in by December 14, 2015 by 4:30 PM. A covered dish lunch will be provided to the employees on December 16, 2015 around 11:30 AM. December 17, 2015 and December 18, 2015 fruit plates will be done. If the Maintenance Department isn't really busy, the recreation committee is asking for assistance in delivering. December 20, 2015 at 2:00 PM is the Christmas party for the Town. There will be bingo surprises, the kids will get toys, candy and other good stuff.

Leslie Cummings will be at the Town Hall Saturday, December 12, 2015 at 9 AM. Councilmember Harvey asked that both Vicki Kerns and manual Gizzi be present for the training.

Holiday schedule for the employees was discussed.

Dry trash pickup will be December 30, 2015.

MOTION made by Councilmember Harvey to allow the employees off a half a day Christmas Eve and all day on Christmas Day. We will abide by the handbook and allow New Year's Day. **SECONDED** by Councilmember C. Palmer **MOTION APPROVED UNANIMOUSLY**

UNFINISHED BUSINESS

GRAFTECH WATERLINE TIE IN: They are meeting with the Clarksburg Water Board Tuesday, December 8, 2015 at 7:00 PM to see if they will take over their line. Recorder Fragmin noted that GrafTech never provided the Town of Anmoore with all of the requested information. She made note that the town was not opposed to taking over their line, we just needed additional information before we proceeded. Recorder Fragmin stated she would take this off the agenda until they contacted us again.

GENTEEL AGREEMENT: As discussed above.

SURVEYOR QUOTES: As discussed above.

COMPUTER PROGRAM QUOTES: Councilmember C. Palmer stated he is working on obtaining three different quotes. He stated there is a company out of Pennsylvania which may be a little more costly as a result of travel expenses. The Clarksburg company he has been working with has not provided the quotes yet.

AMBULANCE TIRES/AMBULANCE REPAIR: Councilmember Harvey asked for a quote on the tires for Ambulance 19. As far as the ambulance repair that hit a tree Terry Sue Allen stated we have a \$1000 insurance deductible. She stated they did get two quotes on it one was for around \$1000 and one was for approximately \$2000 there's another ambulance that has the bumper damage. To her knowledge they were going to use the bumper off another ambulance to stick on their

MOTION made by Councilmember Harvey **SECONDED** by Councilmember C. Palmer to purchase the tires for Ambulance 19. Before any repairs are done on any of the other ambulances, Council will need more information pertaining to what needs to be fixed on which ambulance, what the cost will be, and whether or not they plan to turn it in on the insurance. **MOTION APPROVED UNANIMOUSLY**

ROBO CALLS: Councilmember K. Palmer stated that in order for the Town to utilize the free service offered, the administrator has to be someone in the Police Department the fire department or in other emergency services. The understanding of with this service is that the town will use it in order to provide emergency information to its residents.

MOTION made by Councilmember Harvey **SECONDED** by Councilmember K. Palmer to move forward with the free Robo Call Program. Eddie Hardman Fire Chief/EMS supervisor will be an administrator for this program. We will also make Chief Don Quinn an administrator for this program or Chief Don Quinn can choose one of his other officers to act as an administrator. **MOTION APPROVED UNANIMOUSLY**

RADAR GUN: Written police report by Don Quinn was read by recorder Fragmin at this time. Information is listed under department reports.

Chief Quinn obtained a quote for the radar gun in the amount of \$917.84 (Nine hundred seventeen dollars and eighty four cents) which includes shipping. Quote from Galls. The Town will pay for it.

MOTION made by Councilmember Posey and **SECONDED** by Councilmember K. Palmer to have the Police Department order the radar gun for the amount of \$917.84. **MOTION APPROVED UNANIMOUSLY.**

BANK ACCOUNTS: Recorder Fragmin reviewed the letter submitted to West Union Bank. It was brought to her attention by Councilmember Posey that previous Councilmembers were still listed on the accounts. It clearly states in the letter that anyone not listed as a signatory/depositor in that letter should be removed. Councilmember Harvey took a copy of the letter to give to the bank.

NEW BUSINESS

INTUIT: When we started using ADP, the Town did not cancel duplicate services from Intuit (QuickBooks). The enhanced payroll is set to renew on December 27, 2015 and it is \$310.00 (Three hundred and ten dollars) and the Poster Compliance Program is \$87.00 and it is set to renew on December 27, 2015. ADP takes care of both of these. Manuel Gizzi spoke with Julie from NutterFort. This is not something they use so she feels we can cancel it.

MOTION made by Councilmember K. Palmer and **SECONDED** by Councilmember C. Palmer to have Vickie Kerns or Manuel Gizzi cancel the Intuit services. **MOTION APPROVED UNANIMOUSLY.**

ADP HR (Automatic Data Processing Human Resources): Vicki spoke with Jim at ADP. The current package utilized by the Town is the Enhanced Package which does not include the HR (Human Resource) The package that includes the HR will increase our current cost. ADP will not give samples, but they are willing to come and give a demonstration. The major difference between the two is one will assist the Town in developing policies and procedures. It will also help create a new Employee Handbook. We do not have to have this on all three of our accounts, it is only needed on one.

Council reviewed previous quotes given by ADP. For 8 employees to get paid monthly the total cost per payroll would be \$95.30 (ninety-five dollars and thirty cents). If we wanted to add the HR component to this account it would bring the cost up to 171.69 (one hundred and seventy one dollars and sixty nine cents) per payroll.

Our current package offers services that we do not utilize yet such as wage garnishments. They also allow employees to access their accounts online. They are able to keep track of vacation, sick and personal time at no extra cost, they would just need additional information.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to arrange for ADP to come one evening and provide a demonstration to the HR component of ADP. **MOTION APPROVED UNANIMOUSLY.**

Vickie Kerns also stated that she checked, per Recorder Fragmin's request, about E-Time (clocking in and out) through ADP. She stated this was a service that we currently have available to us however, they would do so through the same access they use to look at their paystubs. They can also download an app on their phone device and clock in and out from anywhere. Councilmember K. Palmer stated that the clocking in and out feature can be deactivated so they can't clock in from anywhere. It also does not allow the Town to divide up the Maintenance Departments time such as with water, trash, etc.

VACATION: Recorder Fragmin mentioned that Manuel Gizzi had unused leave he did not get to use. Office Manager Betsy Straley resigned and he, as well as Vickie, had to pick up extra duties and as a result did not get to use a week. Per our handbook, these hours were to be used by his hire date. Recorder Fragmin presented this information to Council to reconsider allowing him to use.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to allow Manual Gizzi to roll over his week of unused vacation with the stipulation it has to be used within six (6) months. **MOTION APPROVED UNANIMOUSLY.**

SICK TIME: Council discussed. Currently employees earn 6 days per year at 1.8 hours per pay. They have no incentive not to use their sick leave.

Council member Harvey stated they should accrue from today on.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to allow sick time to accrue up to a total of eight (8) weeks. Starting now, sick time will accrue at 2 hours per pay. **MOTION APPROVED UNANIMOUSLY.**

VACATION: Council discussed. Currently employees get one (1) week vacation after the first year of service. Two (2) weeks' vacation after the second year of service and after ten (10) years' of service they get three (3) weeks' vacation.

Employees are to pick one consecutive week, a year in advance. Supervisors are to mark the date that the employee picked it. Only one employee off per week per Town department. The employees can then pick another week, or a day here and a day there to total a week. First two weeks will be chosen by seniority first then after that, it will be first come first serve.

Terry Sue keeps track of EMS vacation. She also keeps track of her own vacation. Councilmember Harvey stated once we get situated with things, ADP will be used to keep track of their vacation as well.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to accrue vacation at a rate of one (1) weeks' vacation after one (1) year service. Two weeks' vacation after two (2) years' service. Three (3) weeks' vacation after five (5) years of service and four (4) weeks' vacation after ten (10) years' service. Vacation has to be used by December 31st of each year. Vacation is not to be rolled over. One person can be off per week. All supervisors should give their employees the option to pick at least one week, a year in advance, and put it on the schedule. If the employee denies it, they need to fill out a denial form. **MOTION APPROVED UNANIMOUSLY.**

BUDGET: Budget revision completed for the Coal Severance. \$12,112.00 (Twelve thousand one hundred and twelve dollars) was put over into the Streets department. It can be used for salt and cinders or we can save it and use it for paving. This will have to be redone in March and it really needs to be spent by then. Shawn Spurlock stated we just got a load of salt. Previously the money was taken out and put into the General Fund which is not supposed to be happening. The checks should be written out of the Coal Severance Fund because we need to have a paper trail.

MOTION made by Councilmember K. Palmer to accept the revision for the Coal Severance. **SECONDED** by Councilmember Harvey
Roll Call Vote: Anna Harvey: yes, Randy Critchfield : Absent, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes, Eddie Hardman: Absent, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

Revision was signed

BILLS

Bills were submitted

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

EXECUTIVE SESSION

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember C. Palmer to go into **EXECUTIVE** Session at 8:38 PM
MOTION APPROVED UNANIMOUSLY.

MOTION made by Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to go into **REGULAR** Session at 9:58 PM
MOTION APPROVED UNANIMOUSLY.

Discussed in **EXECUTIVE** Session was Employee Issues

MOTION made by Councilmember K. Palmer to hire Vickie Kerns as permanent full time with benefits. **SECONDED** by Councilmember Harvey **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember K. Palmer **SECONDED** by Councilmember Posey to post a part time position for the Town Hall 15-20 hours per week. **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember Harvey **SECONDED** by Councilmember C. Palmer to suspend Shawn Spurlock for two (2) days as a result of his time card infarction beginning December 14, 2015 and December 15, 2015 without pay. **MOTION APPROVED UNANIMOUSLY**

COUNCIL COMMUNICATIONS

None

ADJOURNMENT

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

P. Eddie Hardman, Mayor

Shannon Fragmin, Recorder

APPROVED ON: DECEMBER 21, 2015