

MAYOR
P. EDDIE HARDMAN

RECORDER
SHANNON FRAGMIN

COUNCIL
ANNA HARVEY
RANDY CRITCHFIELD
CHAD PALMER
KRISTINA PALMER
WENDY POSEY



The Town of Anmoore

P.O. Box 178 Anmoore WV 26323 304.622.7431

JULY 20, 2015

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD
MONDAY, JULY 20, 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
Chad Palmer
Kristina Palmer
Wendy Posey-(Arrived after roll call 7:03pm)

After roll call the Council proceeded with the following:

The Pledge of Allegiance was said followed in prayer given by Community Member Jim Harris.

APPROVAL OF MINUTES

Minutes from **REGULAR** session of the Anmoore Town Council dated July 6, 2015 were approved as written. **MOTION** by Councilmember K. Palmer, **SECONDED** by Councilmember Harvey. **MOTION APPROVED UNANIMOUSLY**

Minutes from **WORK** session of the Anmoore Town Council dated July 9, 2015 were approved as written. **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember Critchfield. **MOTION APPROVED UNANIMOUSLY**

Minutes from **EMERGENCY** session of the Anmoore Town Council dated July 10, 2015 were approved as written. **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember C. Palmer. **MOTION APPROVED UNANIMOUSLY**

CITIZENS BUSINESS

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

Meredith McClain- Address Not Provided- Addressed Council with several concerns. She reports up at the ball field where the fence is, towards the side close to her house, there is a large hole approximately 3-4 feet deep per her estimates. She feels it is a safety concern for the kids that play up there and would like for it to be filled in. Mr. Spurlock, Maintenance Supervisor was present and stated he would look into it. Mrs. McClain would also like the gate that was buried up there to be removed.

Her next question was regarding the **EXECUTIVE** session from the July 6, 2015 Council meeting. She pointed out that EMS had been discussed and she was under the impression from the previous Council that when the Fire Department or EMS was discussed then members from the respected department would be allowed to stay unless it was an employee issue. As per the written minutes dated July 6, 2015, Executive session had ended and EMS spending was discussed after the **REGULAR** session had resumed under Bills in order to place it on the next agenda.

Julia Foley and Leslie Cummings- Town of Nutter Fort Representatives- Both individuals were approached by Recorder Shannon Fragmin and Councilmember Harvey in regards to Anmoore's 2015-2016 balance revision. Mrs. Foley had assisted the Town of Anmoore with the current revision and had been asked if they would be interested in assisting the Town with further duties. Both Mrs. Foley and Mrs. Cummings presented to the Anmoore City Building on July 20, 2015 and looked over the accounting system.

Tonight, Mrs. Cummings presents with a proposal with a brief overview of some of the duties she would be willing to assisting with. Councilmember Harvey further explained to the public that the current Certified Public Accountant (CPA) for the Town does not assist the Town with budgeting which has resulted in the Town having to look for additional assistance. Further discussion regarding the hiring of Mrs. Cummings will be discussed under New Business.

EXECUTIVE SESSION

MOTION made by Councilmember Harvey and **SECONDED** by C. Palmer to go into Executive Session:
Entered at 710PM. Exited at 750PM.

Discussed: Privileged communications between Client and Town Attorney

MOTION made by Councilmember Harvey to go back into **REGULAR** session and **SECONDED** by Councilmember Posey

REPORTS

FINANCIAL: No written report provided by Office Manager Betsey Straley.

Coal Severance Budget was approved. Under New Business, we need to approve Budget for the 2015-2016 year.

The Town spending is going to have to be closely monitored.

Anmoore EMS continues to use the gas cards everywhere, but at the gas station where the Town can save 20 cents per gallon. It has been requested by the previous Council and was again requested tonight that they start utilizing Woodford Express in Anmoore. Council will continue to monitor this issue.

MAINTENANCE: Written report given by Shawn Spurlock, Maintenance Supervisor

Cleared off alley way by Shawn Grogg's.

Cut grass and brush at various locations in Town.

Replaced two water service connections at Kesling's on Benedum Run and Moyer's on Crystal Lane.

Blacktopped various locations around Town.

Fixed a 4" water main break on 7-15 between the church and daycare on Ash Street.

Worked on Security Cameras. They have to order one more long HDMI cable that no one else carries then they will all be in place. It will be \$73.00 for the cable.

Councilmember Critchfield asked if Mr. Spurlock had checked on parts for the fire hydrants. Mr. Spurlock stated that Billy from HD Supplies is currently obtaining prices and will contact him once completed. These prices are to rebuild fire hydrants. Mr. Spurlock also presented written material from the Public Service Commission (PSC) regarding rules for the installation of additional fire hydrants. The information provided within states additional fire hydrants are to be installed on existing utility owned mains having an internal diameter of six (6) inches or larger. Current ones on the four (4) inch lines can be rebuild.

The water meter was fixed at Moyers on Crystal Lane. Councilmember Harvey asked if it [the ground] would be smoothed out. Mr. Spurlock stated it would be, but they had to wait until it settles or the blacktop would sink in it. They also plan to patch up on Transmission Hill and Ash Street

Playground will be started next week.

Prices for shirts and boots were not obtained, Council will wait for these prior to approving a purchase.

Councilmember C. Palmer asked about Dave's drain. Mr. Spurlock has not been able to contact DeFazio and has not been able to get the camera from Nutter Fort. The current plan is to look at it via the camera to figure out what the problem is.

Councilmember C. Palmer brought up Gary Riley's driveway. Councilmember C. Palmer stated Mr. Riley had asked that a curb not be placed up over his driveway at the last Council meeting. Mr. Spurlock stated that he informed Mr. Riley they would come up and take it out and try to put the ditch in across the front of it.

Per Council request, Mr. Spurlock will attend one council meeting per month and provide a written report for the second meeting. Mr. Spurlock will also, per the request of Council, will communicate to Council when there is a water leak/break in the Town so that information could be shared on Facebook or the Town of Anmoore Web page. Mr. Spurlock agreed to both matters.

POLICE:

Between June 20th, 2015 and today there were 120 total calls. 84 traffic stops, 51 citations, and 36 other miscellaneous calls. Other calls for services include destruction of property, larceny and leaving the scene.

Officer Beech resigned as of July 13, 2015. He has turned in all of his equipment and picked up his check. Expedition has been returned to regular service as opposed to K-9 service and has been professionally detailed. Acting Chief Corder continues to work 40 hours per week. Officers Menendez and Queen are doing approximately 12 hours per week. Officer Stout is back on call. Roger Cunningham is a Certified Police Officer who is looking to pick up some part-time work. Chief Quinn is planning to return to active duty the week of August 10, 2015. At the time of his return, Acting Chief Corder will return to night shift. Officer Cunningham is

interested in 1-2 nights, possibly the weekends. NIBRS (National Incident-Based Reporting System) - Current ones are being input by Officer Corder as he is able. Lori from the Sherriff's Department has approximately 50 left of the older ones.

Current evidence camera is no longer working. Police Department would like to purchase three (3) cameras, one for each of the vehicles. He will obtain quotes and present them at the next Council meeting. This will be placed on the agenda.

Acting Chief Corder will get with Betsey Straley, Office Manager to start a Seizure Account.

BUILDING INSPECTOR

No report

UNFINISHED BUSINESS

Discussion of the current CPA firm for the Town of Anmoore. Discussed the contract that we signed. Per the contract, the relationship may be terminated at any time. At this time, the Town of Anmoore has not received a bill for services.

Discussion of ADP (Automatic Data Processing) and the services they provide. They would do payroll reports, time card reports, attendance reports, schedule reports, and W2's. The services they provide would be more than what we are currently obtaining from the Towns CPA firm. A proposal was provided via email to Councilmember Harvey. The proposal was a quick estimate based on the number of employees with the Town. The quote provided was for a net annual of \$4514.90 per year for everything, but again the price can be altered some. Will request that ADP attends the next Council meeting.

Boots and shirts for the Maintenance Department – need quotes before purchase approval. Will wait until the next Council meeting.

Police Gas Cards- Reviewed Gas purchases with the Police Department. In previous Council meetings, it was discussed that the Towns cost of gas had increased dramatically after allowing Officer Beech to take home the Police Cruiser. Officer Beech has since resigned and once Chief Quinn returns, Acting Chief Corder will no longer take a cruiser home. Council will continue to monitor spending of gas.

Purchase Orders are completed by Terry Sue Allen for EMS. Anmoore EMS needs to watch their spending. Councilmember Harvey has reviewed their checking account and determined that 3 out of the 6 month's reviewed, expenses outweighed the revenue. Once appointments are made by the Mayor, and the EMS Board has been determined, a budget needs to be made. The Fire Department also needs to do a budget.

Playground equipment will be started next week.

Informed the public that an Ordinance Committee has been formed and they meet for a **WORK** sessions on the first and third Thursdays of the month. The purpose of the **WORK** session will be to start working on the Ordinances needing updated, signed or developed. No ordinances will be passed during these times.

NEW BUSINESS

APPOINTMENTS:

Police Judge: Ed Martin

Water Board: Anna Harvey, Jim Harris, Chuck Barker, Vickie Kerns, Chad Palmer and Randy Critchfield

Recreation Committee: Anna Harvey, Wendy Posey, Meredith McClain, Terry Sue Allen and Lola McCray
Mary Grogg will be an Honorary Member of the Recreation Committee.

Town of Anmoore Account: P. Eddie Hardman
Kristina Palmer
Wendy Posey

Authorized Depositors: Anna Harvey
Anmoore Police Department

Emergency Medical Services (EMS) Account: Scott Wilburn - President
Eric McClain – Vice Pres.
Shannon Fragmin
Anna Harvey

Authorized Depositors: Wendy Posey
Anmoore Police Department

Town of Anmoore Fire Department Account: Scott Wilburn - President
Eric McClain – Vice Pres.
Shannon Fragmin
Anna Harvey

Authorized Depositors: Wendy Posey
Anmoore Police Department

MOTION made by Councilmember Harvey to accept these appointments. **SECONDED** by Councilmember Posey. **Roll Call Vote:** Anna Harvey: yes, Randy Critchfield: yes, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

City Building Employees are permitted to go to the bank and get change if needed in order to maintain normal operation of the Water Department.

Discussion of the 2015-2016 Budget and the revision.

MOTION made by Councilmember K. Palmer and **SECONDED** by Councilmember Harvey to approve the 2015-2016 Budget Revision. **Roll call vote:** Anna Harvey: yes, Randy Critchfield: yes, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

Due to changes in the Fire Department structure **MOTION** made by Councilmember Harvey to approve these new signatories and depositors for the bank accounts. **SECONDED** by Councilmember K. Palmer. **Roll Call Vote:** Anna Harvey: yes, Randy Critchfield: yes, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

MOTION made by Councilmember Posey and **SECONDED** by Councilmember C. Palmer to hire Leslie Cummings. **Roll call vote:** Anna Harvey: yes, Randy Critchfield: yes, Chad Palmer: yes, Kristina Palmer: yes, Wendy Posey: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

COUNCIL COMMUNICATIONS

Mayor Eddie Hardman: State permit for the Woodford extension for their water. Permit was given to Mr. Spurlock, Maintenance Supervisor. The Town will be reimbursed the \$567.60

Recorder Shannon Fragmin: Read Thank You card from Benny Portaro and Annette Portaro for use of the Town Hall during the Bridge Dedication Ceremony. Also, communicated that Health Access will be having a Vendor Show August 9, 2015 at the Harrison County Senior Center. Proceeds will benefit the Health Access and free clinic.

Anna Harvey: Annual School Supply is currently on going. Applications can be obtained from Terry Sue Allen, Anna Harvey, or at the City Building. Applications must be turned in by 4pm Friday July 24, 2015.

Mayor Eddie Hardman: Fire Department hose testing was completed. The hose is 30 years old and it did not pass. The Fire Department will need to purchase hose. Will be about \$6000. Will come out of the Fire Departments Special Fund. Currently using hose from Bridgeport. Will have the State Fire Inspection on July 28, 2015.

BILLS

MOTION made by Councilmember Harvey to pay the bills and **SECONDED** by Councilmember Posey. **MOTION APPROVED UNANIMOUSLY**

AJOURNMENT

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

P. Eddie Hardman, Mayor

Shannon Fragmin, Recorder

APPROVED ON: JULY 27, 2015