

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

AUGUST 3, 2015

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **MONDAY, AUGUST 3, 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

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 **WORKSESSION** session of the Anmoore Town Council dated July 23, 2015 were approved as written. **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember C. Palmer. **MOTION APPROVED UNANIMOUSLY**

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

Minutes from **REGULAR SESSION** of the Anmoore Town Council dated July 20, 2015 were approved as written. (Also approved at the **SPECIAL SESSION** dated July 27, 2015.) **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.

Elizabeth Vitali- Pittsburgh- Representing ADP (Automatic Data Processing) ADP will help facilitate the payroll platform. Payroll and tax filing, would offer an online platform where the hours are completed through the online payroll. ADP would take full liability for all the payroll taxes. Two separate packages were presented. The first is an HR (Human Resource) Package where they do the payroll and tax filing but it also offers council the opportunity to do five (5) free background check per year, can create employee handbooks, job descriptions, they would also have live access to HR support. This platform is usually sold to employee counts of over 20 employees. Per the information she collected, Anmoore has approximately 20 employee count who get paid on a bi-weekly basis, another 12 employee count who get paid on a biweekly basis and then an 8 employee count that processes monthly. Cost breakdown will be emailed immediately following the Council Meeting. Below was verbally discussed in the Council Meeting.

20 employees biweekly for Payroll and Tax Filing Bundle \$124.70 per processing. Annually(x26 pay periods) \$3242.20.
For the HR Package 168.55 per processing. Annually (x26 pay periods) \$ 4382.30

12 employee biweekly (Middle Bundle) \$105.10 per processing. Annually(x 26 pay periods) \$2732.60

8 employees who get paid once monthly \$ 95.30 per processing. Annually (x 26 pay periods) \$1143.60

The reason it has to be broken up is because the tax filings for the ones that are bi-weekly, they are on a bi-weekly tax filing. The ones that are paid monthly are on a different tax filing. It would save the town money if the bi-weeklies were on the same week, however the employees paid monthly will have to remain separate. Councilmember Harvey asked if the EMS should remain separate and let the EMS cover their own billing. Mayor Hardman stated it would probably be easier to track this way.

Written information will be emailed. Again, there will be two options a phone option where you would call hours in or an internet option or report hours online. They can keep track of overtime, vacation, sick time. They also do direct deposit which is no extra cost. They do garnishment payments and keep track of SUI Rates. Once again, it was clarified that ADP is liable for any mistakes and if Anmoore chooses to come on now, ADP will be liable for 2015. They review everything previously done. ADP would also do the third quarter filings for Anmoore.

Mayor Hardman requested references.

This is paid on a per payroll basis. At each payroll, fees for the service are taken. Fees are based per employee at \$2.25 per employee.

REPORTS

FINANCIAL: Written reports given by Betsy Straley Office Manager

Financial report for July printed, which gives a breakdown of revenues and expenses for the Town of Anmoore.

Councilmember Harvey asked if the bill from Conley CPA Group, \$625.00, if this was for one quarter. Office Manager Betsy Straley stated it was for one (1) quarter.

Traveler's was paid today, the first half 25,000.00 was paid today. It is not showing up in the financials provided today because it was paid in August. The other half will be split into two (2) payments.

EMS gas cards was questioned for follow-up. No new statements from Woodford have been received yet to make that determination.

Mayor Hardman questioned the process of when someone brings in a statement to be paid. Mayor Hardman inquired if the statement was submitted with the bills to be approved or if she just paid it. He recently learned a bill for \$200.00 had been paid, without Council

approval for hauling a tractor that Mr. Spurlock, Maintenance Supervisor had approved. Mayor Hardman clarified that nothing is to be paid without Council approval. Councilmember Harvey further clarified this goes for the Fire Department and EMS as well.

Mrs. Straley questioned who is authorized to do purchase orders. She stated employees will come in, ask for a purchase order and she is unaware if it has been approved by Council. This has never been clarified. Mayor Hardman stated if it is something needed for day to day operations or for an emergency (i.e. water leak) then, Mr. Spurlock has this authority. Otherwise, Council holds this authority.

P-Cards, there are people using the P-cards who are not authorized signors. There is a seminar in September on the P-Cards that Councilmember Harvey suggested Mrs. Straley attend. Councilmember Harvey reiterated that Mrs. Straley is responsible for those cards. She should also be getting purchase orders with P-Cards use. The cards are signed out with Mrs. Straley keeps record of. Members from all departments were present and acknowledged the correct process for purchase orders and P-Card usage.

2015-2016 Budget Revision that was due July 30, 2015 was submitted and approved by the State Auditor's Office.

Councilmember Harvey requested a note be made in today's meeting minutes that the Budget Revision for the year 2014-2015 was not submitted to the State Auditor's office by the due date of June 22, 2015. When Office Manager Betsey Straley was questioned about the budget by Councilmember Harvey, she stated she was unaware when the revision was due and if it had been submitted. She needed to check with, at that time, Councilmember Heather Gillespie. Upon further investigation, Mrs. Gillespie stated she had email the information to Mrs. Straley prior to the due date. Mrs. Straley, however stated she had not received that email. As a result, the budget was not submitted in a timely manner and was not accepted. New Council received the budget at the July 6, 2015 Council Meeting. Council minutes from today will be posted with the budget for the next audit.

Mayor Eddie Hardman asked if it was needed and Council agreed to have Mrs. Straley send emails/ letters to the appropriate external departments notifying them that all future correspondences need to be mailed to the Town of Anmoore and not to previous Councilmember Heather Gillespie.

Councilmember K. Palmer questioned a letter regarding the Greater Harrison Water Bill. Mrs. Straley clarified that Greater Harrison has been inaccurately reading the meters for the apartments located above the City Building. The inaccurate reads have been going on for at least a year. Customers were under billed by Greater Harrison and they are not able to go back and bill the customer. Clarksburg was notified that Greater Harrison had under billed and consequently now Clarksburg is indicating we did not pay enough. Clarksburg has attempted to collect the full debt from us. PSE states that they can only go back three months. Anmoore will pay for only the three months as per the PSE in three installments. One (1) has currently been paid, Anmoore owes two (2) more payments. Anmoore will not pay interest.

MAINTENANCE: Written report given by Shawn Spurlock, Maintenance Supervisor

Sliding board has been taken down at the park.

New playground equipment is almost done. Will be completed this week.

Ditch in front of Gary Riley's was addressed. When they get some more blacktop they will place some on the inside of the curb so water will keep out and so his vehicle does not drag. They will also take care of the ditch beside his stairs.

Has been cutting grass, they have been a little backed up due to other projects.

Hole up on the ballfield has been fixed and the old gate has been removed.

Mayor Hardman asked about the gate at the ballfield on Woodson's side, looks like someone has backed into it with something. Mr. Spurlock states a couple of the poles are loose too. Councilmember C. Palmer stated the gate by the tennis court is also in bad shape. Mayor Hardman stated that if the property continues to be damaged then another gate will need to be placed up top.

Blacktopped the water break holes on Ash and Crystal Lane. Also did some on Wildman Avenue. Will finish it this week.

Security cameras are all up and running. Still waiting on the long cable to go from the TV in the dayroom over. All cameras are hooked up to the TV in Mayor Hardman's office. They do not have any more cameras to put in so there is no camera inside the tool room as questioned by Recorder Fragmin. Cameras have to be purchased, but they come in packages of more than one. Mr. Spurlock stated there are other areas he noticed needing cameras, so they would be utilized if purchased. He will call the company to inquire about price.

Ran sewer camera behind Black Bear starting at Plainfield and going down. Got about halfway down, by the trailer, and ran into an offset so had to go in another way, behind the trailer. Put the camera down where he has his down spouts tied in, pointed the camera toward Black Bear and found great amounts of sludge and was unable to advance any further. Mr. Spurlock suggests a new line be dug and tied in. Mayor Hardman questioned who was responsible for fixing the problem. Mr. Spurlock will contact Mr. DeFazio, owner of the store Black Bear. He will also inquire about them fixing our back lot that was damaged and give report at the next Council meeting.

19 water meter rereads. Three (3) misread, one (1) not read due to car parking on it, one (1) not read due to the Willow Green Apartment Office being closed.

Tee shirts, the Sheltered Workshop will sell the tee shirts to the Town for \$5.00 a piece because the Town allowed them to have a road toll. They are normally \$9.50 a shirt. We will need twenty (20) shirts, five (5) a piece.

Boots with a purchase order can be put on the P-card \$150.00 per pair per employee.

Council deviated from the agenda to allow Mrs. Lois Martin to speak. She wanted to thank Council, especially Councilmember Harvey for use of the hall when they had the dedication ceremony for her brother and cousin Benny Portaro. Thanked Bill Renzelli for all of his help. The help they received was phenomenal and greatly appreciated.

POLICE:

Total calls 62, 42 of which were traffic stops, 25 citations.

Don is still off, expected to return the week of August 10th, 2015

Seizure account: Acting Chief M. Corder spoke with the Prosecuting Attorney's Office. They stated the only stipulations to this is has to be an interest bearing account and be a separate account. We will need to check with the Town's Bank. Funds from this can be used for training and equipment for the police.

Police will escort a funeral procession on Wednesday August 5th, 2015. Requested by a community member. Acting Chief M. Corder stated he would take care of it.

BUILDING INSPECTOR:

A couple building permits have been issued for the month of July. One on Benedum Drive for a new home valued at \$55,000. James Owens obtained a permit to put a roof on valued at \$1500.00 he did the work himself.

A list of new building permits will be added to the packets made for Council.

Crissfield Street- There is equipment not belonging to the Town on the Towns property. This issue has been discussed with the owner of the equipment numerous times. Anmoore Building Inspector would like to issue a summons to appear in front of the Anmoore Municipal Judge. There are currently two (2) snow plows, salt spreader, a dump truck and trailer. Request was granted.

Attorney drafted an agreement for the Genteel property drainage ditch. At the time of this meeting, Council has not seen this draft. It gives the Town the right to go onto their property to install the ditch, they can't build on it and once it is done, we cannot go back on their property. Recorder Fragmin will check with Manuel Gizzi who has a copy of this agreement. Past Council gave approval to do the ditch, but the Town has been waiting for the agreement to be finalized.

Suit has been reenacted for the property on Philippi Pike. Had a suit several years ago for cleanup that was let go. A registered letter has been sent, but has not been picked up yet. The letter will be returned after ten (10) day, which is just as good as him picking it up. A video has been made of the properties with the map and parcel number for each of them. A schedule will be developed of what properties we want them to clean up.

Councilmember Posey requested that the owner of the property between the creek and her fence be notified to cut the grass. Vince Smith stated he would contact that individual.

UNFINISHED BUSINESS

ADP- Presentation was provided for the Council tonight. Council will await written information. Will discuss next REGULAR Council meeting on August 17, 2015

Accounting Firm- Decision to continue with accounting firm pending more information from ADP. Will discuss at the next REGULAR Council meeting.

GRAF TECH- Mr. Spurlock has not heard anything back from them. The last he heard, previous Councilmember Heather Gillespie was dealing with them and she was waiting on them to make a decision on what they wanted to do. Mr. Spurlock will follow up with this.

Playground- Update given under Maintenance Report. Recreation committee will talk about the mulch. Joey Pumphrey questioned about opening the playground equipment up before laying mulch down due to concrete exposure and risk for children to get injured on it. Councilmember Harvey asked if Bill Renzelli could get a couple loads of mulch to put around. Then the Town could boarder the playground later. Councilmember Harvey stated to Mr. Spurlock that anything bought for the park to put it under the Recreation Committee and Mrs. Straley can put that on their line item.

Councilmember C. Palmer asked about the fire hydrants. Mr. Spurlock stated they are having difficulty finding parts for them because they are such old models.

Patching on Transmission Hill/Crystal Lane- Update given under Maintenance Report.

Hole at the baseball field - Update given under Maintenance Report

Gary Swiger property – Discussion regarding this property. Vince Smith recommended digging a ditch and running it down to our culvert to try to alleviate/divert some of the road water.

Grass - Update given under Maintenance Report. Recorder Fragmin mentioned cutting the grass around the GRAF TECH parking lot and five (5) feet on Carl Amsler’s property. Mr. Spurlock, while speaking to GRAF TECH about their tie in, will mention about cutting the grass they are responsible for. Councilmember Harvey requested that when grass is cut around the sidewalks, whoever is cutting it should be responsible for sweeping/blowing off the sidewalks.

Police cameras – Acting Chief Mike Corder requested the Town purchase three (3) evidence cameras, one for each vehicle. He presented a printout of a camera he would like and well as SD cards. For the purchase of the three (3) cameras and three (3) SD cards, the cost would be \$344.97. Vince Smith also requested an extra SD card be purchased for his camera as the one he had was turned over to the Town Attorney.

Budget Signatories - Discussed having Leslie Cummings as another Budget signatory since she will be assisting with the budget. Will be voted under new business.

Councilmember Harvey stated Leslie Cummings turned in a statement reflecting the time she has spent working on the budget thus far. Will be added to the bills.

NEW BUSINESS

MOTION made by Councilmember K. Palmer and **SECONDED** by Councilmember Posey to purchase the three (3) police cameras with (4) SD cards. **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 Harvey and **SECONDED** by Councilmember K. Palmer to have Leslie Cummings as the second signatory for the budget revisions. **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 K. Palmer and **SECONDED** by Councilmember Critchfield to purchase Tee shirts and boots for the Maintenance Department. **MOTION APPROVED UNANIMOUSLY**

Councilmember Critchfield asked if the light by Barkers could be fixed. He also asked that some stone be placed in the drop off area by Riley’s. Councilmember Harvey requested the Maintenance Department paint the steps outside (going up to the hall) before winter comes.

BILLS

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

EXECUTIVE SESSION

MOTION made by Councilmember Harvey and **SECONDED** by K. Palmer to go into Executive Session:
Entered at 828PM. Exited at 1003PM.

MOTION made by Councilmember Critchfield and **SECONDED** by Posey to return to **REGULAR** session. **MOTION APPROVED UNANIMOUSLY**

Discussed in Executive Session – Employee issues, hiring of Police Officer Roger Cunningham, EMS Supervisor

MOTION made by Councilmember Posey and **SECONDED** by C. Palmer to hire Roger Cunningham as a part time officer for the Town of Anmoore. He will work no more than 16 hours per week and will be paid \$11.00 per hour. **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 Critchfield for Eddie P. Hardman to assume roll as the EMS Supervisor on a voluntary basis. **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

None

AJOURNMENT

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

P. Eddie Hardman, Mayor

Shannon Fragmin, Recorder

APPROVED ON: AUGUST 17, 2015