

MAYOR
P. EDDIE HARDMAN

RECORDER
SHANNON FRAGMIN

COUNCIL
ANNA HARVEY
RANDY CRITCHFIELD
CHAD PALMER
KRISTINA PALMER
WENDY POSEY



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SEPTEMBER 21, 2015

MINUTES FOR REGULAR SESSION OF THE COUNCIL OF THE TOWN OF ANMOORE HELD **MONDAY, SEPTEMBER 21, 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 (Arrived at 7:20PM)
Anna Harvey
Kristina Palmer
Wendy Posey

COUNCIL ABSENT

Chad Palmer

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 **SPECIAL SESSION** of the Anmoore Town Council dated September 3, 2015 were approved as written. **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember Posey. **MOTION APPROVED UNANIMOUSLY**

Minutes from **REGULAR SESSION** of the Anmoore Town Council dated September 8, 2015 were approved with a clarification. Clarification made to page four (4), fourth (4) paragraph down, the General Funds being spoken of at that time was the Fire Departments General Fund, not the Town's General Fund. The monies were not in the correct categories. **MOTION** by Councilmember K. Palmer, **SECONDED** by Councilmember Harvey. **MOTION APPROVED UNANIMOUSLY**

Minutes from **WORK SESSION** of the Anmoore Town Council dated September 10, 2015 were approved as written. **MOTION** by Councilmember Harvey, **SECONDED** by Councilmember K. Palmer. **MOTION APPROVED UNANIMOUSLY**

CITIZENS BUSINESS

Recorder Fragmin called for petitions, communications and public hearings with the following individuals appearing therefor.

Joshua Compton, 180 Plainfield Avenue: Requesting a crosswalk be placed on RT. 58 in front of the Fire Department. Per Mayor Eddie Hardman the Town will have to contact the State Road to see if this is possible.

Melanie Goode, AB Contracting: Presented in front of Council as follow-up from the last Council meeting. AB Contracting is awaiting Council's answer regarding their request. They are proposing a future project to build approximately 26 townhomes and 484 apartments at Sterling Ridge. The request is that the Town provide a sewer tap. The Town was reviewing the flow study and had attempted to make contact with Stantec prior to making a decision. Stantec has not returned our calls. Mayor Eddie Hardman questioned the adequacy of this study. It was noted the Maintenance Supervisor Shawn Spurlock stated at the last Council meeting, the flow study did include Eastview. Per Mrs. Goode, construction will start on October 21, 2015. Again, the Town will await Stantec to return our phone calls in order to obtain more information about the accuracy of the flow study. Upon hearing from them, the Town will get in touch with AB Contracting. Her contact information was obtained.

Terry Sue Allen, 382 Ash Street: Wanted to make sure that Council was aware two of her cousins had donated \$200 each to the Anmoore Police Department in order to obtain bullet proof vests. Their names and addresses are currently with Office Manager, Betsy Straley who will send out Thank You cards.

Meredith McClain, Anmoore: Requested to know the Town's policy for street parking. Mayor Eddie Hardman stated as long as the vehicle is not blocking a fire hydrant or a driveway it was allowed. Councilmember Harvey stated we really didn't have anything. Mrs. McClain noted having issues with some people parking half way in the road on her hill. She stated that with winter coming she has concerns of people hitting them as they have a tendency to leave their doors open at times. She stated it can be a tight fit. Mayor Eddie Hardman requested that Chief Don Quinn check into this. Also requested to know how payments to Worker's Compensation were made for Town's employees and volunteers. More specifically she requested to know if we paid individually or if we paid by a group. She was informed Worker's Compensation benefits are paid per individual for those who are working. Mrs. McClain stated she understands "money is tight" and wanted to recommend, if possible, moving people off the books who are not working or no longer volunteering.

TELEMETRY SYSTEM PROPOSAL

Hays Shelton, Vice President of Extreme Endeavors: Addressed Council a second time with a Supervisory Control and Data Acquisition (SCADA) proposal for the Town's Water Department. During this presentation Mr. Shelton updated the proposal to include a Hach C17 analyzer, which would provide sampling of the chlorine levels of our water. The cost for this additional service will be \$310 per month. Mr. Shelton was informed that the Town would be reevaluating the budget in October. Once the budget was reviewed, Council would then have to look at whether or not the water system is self-supporting financially, to compensate the cost of this system. Council would not have a definitive answer on whether or not this system is feasible until at least November, after the budget review and after the Water Board meeting. Written information was provided.

REPORTS

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

- Work orders were done.
- Fixed fuel tank on garbage truck that was leaking and other maintenance that needed done to it.
- Smoke tested Section B.
- Cut grass and brush at various locations in Town.
- Filled in potholes on McGary Lane.
- Mr. Spurlock provided a copy of an email from Craig Cobb with the Bureau of Public Health in regards to Mrs. Reed's waterline tie in, which basically states the Town has given Mrs. Reed reasonable options to install a public water service line to her home. Mr. Cobb left

a phone message for her endorsing the recommendations that were made. He feels the matter is being handled very expertly and expeditiously.

-Need tires for inmate truck. Mayor Eddie Hardman recommended they check with State Bid for quotes

-State distributing would like a dumpster. The cost for a 6 yard dumpster is approximately \$1400.

-Melanie from AB Contracting would like to put up to 500 apartments near Sterling Ridge. She contacted Mr. Spurlock about the capacity of the sewer line. Mr. Spurlock is still awaiting call back from Stantec about flow study.

-Cleaned up the cage area. Still have some work to do up there.

-Cleaned up trucks and backhoe.

-Helped with pavilion at Pico Park.

POLICE: No written report was given by Chief Don Quinn

Chief Quinn was welcomed back. He stated he was 110%.

TOTAL CALLS: 65 Calls since last Council meeting.

Chief Quinn feels administratively, he's is becoming increasingly busy as a result of having more police officers, but also because he is answering calls. He would like to recommend that in the future the Town hire a part-time or full-time individual to do some administrative duties with the police department. In the meantime he will continue to do the best he can.

FIRE DEPARTMENT/EMS: Written report was provided

Calls as of August 21, 2015: There have been 84 calls. 15 have been nonemergency transports mostly out of the Meadowview Manor. Three of them through Amedisys Home Healthcare.

Staffing: We just recently hired one more full-time person to fill the weekend shift. She will be working day shift, Thursday through Sunday one week and Friday through Sunday the next week. With her addition, that should cut the overtime out except for transports. We are staffed 75% of the time with a paramedic on shift, which will increase our loading fee by \$200 per call when ALS is given.

Payroll; there are two employees with over time this month. One covered late calls and came into cover transports. The other was a 12 hour shift to cover an open duty shift.

Units: ambulance 18 will be back from the body shop this week. It should have been back last week, but due to a mistake on their and it took longer than expected.

Councilmember Harvey stated that the EMS budget is extremely low and they needed to watch their spending. EMS brought in \$22-\$23,000 last month but they spent that money plus. Currently they are below \$20,000.

FINANCIAL: No written report given by Betsy Straley Office Manager

The Town received, from the Department of Treasury: Internal Revenue Service (IRS), a paper stating that our tax obligation has been met.

Terry Sue Allen stated she received a letter from the IRS stating their (EMS) taxes are around \$52,000 now.

RECREATION COMMITTEE:

Recreation Committee has discussed fundraising activities to replace the Christmas tree sale, which has been the sole source of revenue in the past. They will be going to have Vera Bradley bingo. They would like to have at least two a year, with the first one this November. At this time Recreation Committee would like Council's permission to purchase a bingo machine to be used for these fundraising events, as well as Christmas and any other community activities. The cost would be in between \$1500-\$2000. They also need permission to spend approximately \$1000 for merchandise for bingo. Currently the recreation committee has \$8773 in their savings account and \$2500 in checking. The Recreation Committee has completed a budget.

Halloween Party: The Recreation Committee is seeking donations to purchase bicycles (two bicycles per age group, three age groups) as door prizes.

Discussed the roof for storage building on the Park. Would like to see if the Town could purchase materials and take amount out of the Recreation budget line item. This was roughly estimated at \$800.

UNFINISHED BUSINESS

SEIZURE ACCOUNT: Chief Don Quinn has agreed to be on the seizure account. Has agreed to be on the seizure account. On a separate note, Chief Quinn would also like for the Town to put decals on the unmarked car we have. Mayor Eddie Hardman stated he would like to keep that car unmarked as we have caught several people violating the law using that unmarked car.

KEYS: Recorder Fragmin had previously requested a key to the front door of Council Chambers. Since the time of the agenda being posted, Mr. Spurlock has provided Recorder Fragmin with this key. It was also noted that there is a lock on the door to Office Manager Betsy Straley's office. Recorder Fragmin would like to have a key to this office for the master set. Recorder Fragmin is also requesting a key to be given to utility clerk Vicki Kerns in case either Betsy Straley or Manuel Gizzi are out of the office. Mayor Eddie Hardman questioned why the door is locked. That is unknown at this time.

GRAF TECH: To Council's knowledge, per information from Shawn Spurlock, Graf Tech was supposed to be appearing before Council this evening with information regarding their lines, previous leaks and the cost they have incurred over the last couple of years to fix those leaks. As previously noted in other Council minutes, Graf Tech is wanting the Town to assume responsibility of their lines and provide a tie-in. This topic will be tabled until the next Council meeting.

GENTEEL AGREEMENT: Reviewed the two options provided by the Building Inspector.

EMERGENCY SERVICE AGREEMENT: Councilmember Harvey researched and concluded that there are several Towns who have adopted this ordinance. If there was a disaster, having this ordinance we are more apt to get State funding. Will have a typed copy for review at the next Council meeting. Will also have a typed copy of the Election ordinance at the next meeting.

GATE: Need to further clarify with Building Inspector if this area needs to be surveyed before it can be closed. Will table until next Council meeting.

HEDGES ON CRISSFIELD: Since the last Council meeting, it was determined that the hedges are growing through the sidewalk. Per the Building Inspector, the Town has an ordinance regarding these issues, however Council has not been able to locate such an ordinance. It was also determined that the hedges have been growing there over the past 15-20 years. If the hedges are to be removed, it would cause further safety issues for those who would try to utilize it because the concrete sidewalk would be torn apart from the removal of the hedges. The Town does not have the monies needed at this time to repair that sidewalk. In addition to this, residents have been parking on it. Councilmember Harvey further stated that the Town has not taken care of this sidewalk in plus 20 years.

AB CONTRACTING: As discussed above.

TIRES FOR MAINTENANCE DEPARTMENT: Council is awaiting quote. Will discuss next Council meeting.

TRAINING SEMINAR: Betsy Straley is attending the P-Card Training which should be this week. Manuel Gizzi and Ed Martin will be attending the Police Judge Training in November. Council has suggested that Vickie Kerns attend the Municipal Training on Thursday October 1, 2015.

DUMPSTER: Mayor Eddie Hardman stated State Distributing has been a customer for a long period of time and one should be provided.

MICS: Ordering Mics for the Police Department was discussed at the last Council meeting, but Council did not vote on it. Mayor Eddie Hardman stated that he gave permission for the mics to be ordered.

FIRE HYDRANTS: Mr. Spurlock is not present to provide an update, therefore this subject will be tabled until the next Council meeting.

NEW BUSINESS

MOTION made by the Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to create an interest bearing Seizure Account with Chief Don Quinn, Councilmember Wendy Posey and Councilmember Kristina Palmer as the names on the account. Roll Call Vote: Anna Harvey: yes, Randy Critchfield: yes, Chad Palmer: absent, Kristina Palmer: yes, Wendy Posey: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

MOTION made by the Councilmember K. Palmer and **SECONDED** by Councilmember Posey to have two additional keys made to Betsy Straley's office, one for the master set and one for Vickie Kerns. **MOTION APPROVED UNANIMOUSLY**

MOTION made by the Councilmember Harvey and **SECONDED** by Councilmember Posey to allow Vickie Kerns and Terry Sue Allen to attend the Thursday October 1st, 2015 session for Municipal Training. This is a paid day. **MOTION APPROVED UNANIMOUSLY**

Additional clarification is needed before a motion is made to allow Manuel Gizzi and Ed Martin to attend the Police Judge Training in Charleston West Virginia. Council needs to know what days they need to attend.

MOTION made by the Councilmember Harvey and **SECONDED** by Councilmember K. Palmer to buy a dumpster for State Distributing. **MOTION APPROVED UNANIMOUSLY**

MOTION made by the Councilmember Harvey and **SECONDED** by Councilmember K. Palmer purchased mics for the Police Department. **MOTION APPROVED UNANIMOUSLY**

MOTION made by the Councilmember K. Palmer and **SECONDED** by Councilmember Harvey to purchase a Bingo machine between the price of \$1500-\$2000. Motion also includes allowing the Recreation Committee to spend up to \$1000 for merchandise for the Bingo event. Roll Call Vote: Anna Harvey: yes, Randy Critchfield: yes, Chad Palmer: absent, Kristina Palmer: yes, Wendy Posey: yes, Shannon Fragmin: yes. **MOTION APPROVED UNANIMOUSLY**

EMPLOYEE MEETING: New Council has not had an employee meeting since they began in office. Discussion to have the Employee meeting on October 2, 2015 at 1:00 PM.

UNIT 15: The keys were misplaced, however someone came to make a new set. Bill Renzelli is supposed to talk to a garage to see if the vehicle can be fixed for little to no cost. May not be feasible to fix as the undercarriage is rusted.

PRINTER: Council discussed Recorder Fragmin utilizing her own printer/ink at home to print off minutes and agendas as this is where she completes her work. It has been an expense she has been paying for out of her own pocket. She asked that the Town either purchase a printer she could use or pay for the ink for her printer. Per the discussion, ink will be purchased. This would be counted as supplies under the Recorders line item.

BILLS

No bills were submitted

COUNCIL COMMUNICATIONS

Councilmember Harvey stated we would need to have a financial meeting in October. She recommended the third Thursday of the month.

Recorder Fragmin has been inquiring where the Town is in the investigation, per an email received by Sergeant Kief. He stated that the individual who was working on the investigation with the Stated Auditors Office is no longer working on it. A new person has been assigned and once they know something, he will be contacted.

State Unemployment is usually paid to the Municipal League, however Betsy Straley received a call from ADP wanting to know if we want them to do this for us. This service, to our knowledge is already included in our contract with ADP. The question is do we want ADP to assume responsibility for this or we continue to pay the Municipal League. Per Councilmember Harvey, we were late on the first quarter payment because this was something previous Councilmember Gillespie took care of, but Betsy Straley caught it and it is now up to date. The next payment is due October 30, 2015. Councilmember Harvey is going to call ADP to see what they will and will not do. Terry Sue Allen stated that the Municipal League sends all those notices to the Town so we should have had notice.

AJOURNMENT

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

P. Eddie Hardman, Mayor

Shannon Fragmin, Recorder

APPROVED ON: OCTOBER 5, 2015