

MAYOR
SHANNON FRAGMIN



The Town of Anmoore

RECORDER
ANNA HARVEY

COUNCIL
AMANDA CAHILL
MATTHEW CAHILL
GARY RILEY
KRISTINA PALMER
WENDY POSEY

P.O. Box 178 Anmoore WV 26323 304.622.7431

NOVEMBER 20, 2017 MINUTES

Minutes for regular session of the Council of the Town of Anmoore held **Monday, November 20, 2017** at the Anmoore Fire Department/Council Chambers, 158 Ash Street, Anmoore, WV at **7:00 PM**.

The Pledge of Allegiance was said followed in prayer given by Councilperson Wendy Posey.

CALL TO ORDER: The meeting was called to order by Mayor Shannon Fragmin at 7:00 PM.

ROLL CALL: Mayor Shannon Fragmin, Recorder Anna Harvey and Council members Kristina Palmer, Gary Riley, Matthew Cahill were present. Council members Wendy Posey and Amanda Cahill were absent.

After roll call the Council proceeded with the following business:

APPROVAL OF MINUTES

Minutes from the regular session of the Anmoore Town Council dated November 6, 2017 was approved by motion made by Kristina Palmer, 2nd by Gary Riley. **Motion Approved Unanimously.**

Minutes from the Special meeting of the Anmoore Town Council dated November 13, 2017 was approved by motion made by Kristina Palmer, 2nd by Gary Riley. **Motion Approved Unanimously.**

CITIZENS BUSINESS

NONE

DEPARTMENT REPORTS

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BUILDING INSPECTOR REPORT: Vince Smith was unable to attend meeting, but left report. He spoke with Department of Highway and the roadway along Philippi Pike is on their list to cut, however once it is cut it will be the property owner's responsibility to maintain to the roadway. Mr. Fanjul and his daughter was in attendance and spoke again on this issue as well as wanting to get a meeting with us and our attorney on other legal issues. Mayor Fragmin stated she would check into it.

POLICE: Chief Don Quinn stated that there have been about 65 calls. He discussed again about several break-ins that all need to be locked and do not leave valuables in vehicles.

MAINTENANCE: Discuss need for shed over salt. **Motion** made by Gary Riley for maintenance to build shed spending up to \$1,000.00 (one thousand dollars), 2nd by Kristina Palmer. **Motion Approved Unanimously.**

Discussion on cell phone issue. Mayor Fragmin stated that employee Handbook states all employees need a way to be reached and all maintenance workers at this time have a telephone.

FINANCIAL: Bills and account balances on spreadsheets given in written report. PSC Annual Reports 2016-2017 still in process.

Concrete pad at municipal building completed. There are handicap accessible issues to be addressed with Mr. Strader by Mr. Smith.

MCM copier was selected.

Drug Testing-Labcorp account set up and 4 employees tested.

Discussed set up of a meeting for Budget Revision work Session and for Performance evaluations and employee incentives. It was scheduled for **Wednesday, November 29, 2017 at 5:45 PM.**

EMS and FIRE DEPARTMENT: Copy of Anmoore Fire & EMS Meeting minutes from November 13, 2017 was given.

Motion made by Matthew Cahill to fix the Expedition splitting cost between Fire and EMS accounts, 2nd by Gary Riley. **Motion Approved Unanimously.**

Motion made by Kristina Palmer to table the issue of EMS I pad program upgrade until more information and pricing can be obtained, 2nd by Matthew Cahill. **Motion Approved Unanimously.**

Council discussed the need for new time clock for EMS that has more information on it and easier to read. Vickie Kerns will be in charge of getting information on all new Time clocks for each department.

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Discussed Stryker Schedule 1 (power Load system) contract payoff of \$6,170.29 (six thousand one hundred seventy dollars and twenty-nine cents). Motion made by Kristina Palmer to payoff this contract, but first check to see if we can retain maintenance agreement, 2nd by Gary Riley. **Motion Approved Unanimously.**

Discussed adding payment being paid to first contract to the second Stryker contract which is still \$45, 947.06 (forty five thousand nine hundred forty-seven dollars and six cents). **Motion** made by Gary Riley to increase payment of Stryker contract 2, 2nd by Kristina Palmer. **Motion Approved Unanimously.**

Motion made by Kristina Palmer to table purchase of new furniture at this time, 2nd by Gary Riley. **Motion Approved Unanimously.**

Motion made by Kristina Palmer to table **Life** pack purchase until next meeting, 2nd by Gary Riley. **Motion Approved Unanimously.**

Motion made by Gary Riley to purchase batteries to be paid for out of both EMS and Special Fire Department fund and air bottles to be paid out of Special Fire Department Fund, 2nd by Kristina Palmer. **Motion Approved Unanimously.**

Discussed need for new carpet in Fire Department. Matthew Cahill called Home Town Carpet and they will come to give us a quote tomorrow at 1:00 PM.

BOARDS AND COMMITTEE REPORTS

WATER: No New Information

RECREATION COMMITTEE: None

UNFINISHED BUSINESS:

Keys still need copied and given to police department.

Motion made by Gary Riley to approve the hiring of new full time employee for maintenance Department, Mike Claypool with benefits, 2nd by Kristina Palmer. **Motion Approved Unanimously.**

NEW BUSINESS:

Motion made by Matthew Cahill to table the code of conduct for employees until next meeting, 2nd by Kristina Palmer. **Motion Approved Unanimously.**

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Motion made by Matthew Cahill to have official office policy which states that all copies will be charged .25 (twenty-five cents) and Accident/traffic reports will be increased to \$30.00 (thirty dollars), 2nd by Kristina Palmer. **Motion Approved Unanimously.**

BILLS:

Bills were submitted.

Motion to pay the bills was made by Kristina Palmer, 2nd by Gary Riley. **Motion Approved Unanimously.**

EXECUTIVE SESSION

Motion made by Gary Riley to go into **EXECUTIVE SESSION** at 8:01 PM, 2nd by Matthew Cahill. **Motion Approved Unanimously.**

Motion made by Gary Riley to go back into **REGULAR SESSION** at 9:06 PM, 2nd by Kristina Palmer. **Motion Approved Unanimously.**

Issues discussed in Executive Session were:

1. Hiring and pay rates of Part time police officer.
2. Employee issues and write ups.
3. Hiring new EMS Supervisor.

Motion made by Kristina Palmer to pay part time police officer Larry Stout \$14.00 (fourteen dollars) an hour effective immediately, 2nd by Gary Riley. **Motion Approved Unanimously.**

Motion made by Kristina Palmer to pay the new part time police officer Mark Sowers \$14.00 (fourteen dollars) an hour , 2nd by Gary Riley. **Motion Approved Unanimously.**

Motion made by Kristina Palmer to give Melissa Coffindaffer a raise of (\$1.00) one dollar an hour, 2nd by Gary Riley. **Motion Approved Unanimously.**

Motion made by Kristina Palmer to place an ad in newspaper for EMS supervisor position, 2nd by Gary Riley. **Motion Approved Unanimously.**

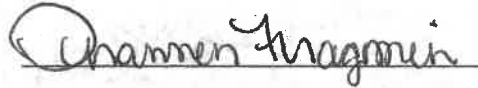
COUNCIL COMMUNICATIONS:

NONE

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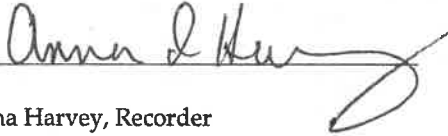
ADJOURNMENT

Motion to adjourn was made by Gary Riley, 2nd by Kristina Palmer. Motion Approved Unanimously.



Shannon Fragmin, Mayor

APPROVED ON: December 4, 2017



Anna Harvey, Recorder