



# CORPORATION OF HARPERS FERRY

## Town Council

### MINUTES

**Regular Meeting**

**Monday, 12 July 2021**

**7:00 p.m.**

**Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425**

Called to order at 7:00 p.m. by Mayor Vaughn. The Town Council met in Town Hall. However, due to the COVID-19 pandemic, no audience members were physically present. With the exception of the Bookkeeper, all presenters communicated with the Town Council through Zoom Webinar. The meeting was live-streamed for the public on YouTube, in compliance with the State's emergency guidance on the Open Governmental Meetings Act.

Member	Title	Status
Greg Vaughn	Mayor	Present
Kevin Carden	Recorder	Present
Chris Craig	Councilmember	Present
Greg "Storm" DiCostanzo	Councilmember	Present
Laurel Drake	Councilmember	Present
Jim Jenkins	Councilmember	Present
Christian Pechuekonis	Councilmember	Present

The agenda was approved as amended. Items 1.a, b., and c. were moved after item 4.f.ii. Items 4.c.v. and 4.f.i. were combined, as they both concerned the same subject.

#### **1. Mayor's announcements.**

##### **a. Orientation, protocol procedures, and expectations.**

Mayor Vaughn welcomed the new Council members, discussed certain protocols, and stated his expectations of them.

##### **b. Discussion and action on meeting procedures.**

Mayor Vaughn asked Christian Pechuekonis, Laurel Drake, and Jim Jenkins to meet and put together solid options for the Town Council to consider at next month's regular meeting on how to conduct Town Council meetings (by Zoom, in person, etc.) for possible implementation beginning in September.

##### **c. Discussion and action on commission and committee assignments.**

<b>Motion</b>	Motion to appoint Christian Pechuekonis as Chair of the Budget and Finance Committee, with Chris Craig and Storm DiCostanzo as additional members of the Committee.
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<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Jim Jenkins
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

<b>Motion</b>	Motion to appoint Kevin Carden, Chris Craig, and Jim Jenkins to the Ordinance Review Committee.
<b>Motion by</b>	Chris Craig
<b>Second</b>	Jim Jenkins
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

<b>Motion</b>	Motion to appoint Laurel Drake as Town Council liaison to the Water Commission.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Jim Jenkins
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

<b>Motion</b>	Motion to appoint Jim Jenkins to the Parks and Recreation Commission for the term expiring 31 January 2024.
<b>Motion by</b>	Chris Craig
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

Christian Pechuekonis will continue to serve on the Parking Committee.

The Town Council representative seat on the Planning Commission will not be filled at this time.

**2. Approval of minutes.**

**a. Special Council meetings: 7 June 2021; 7 July 2021.**

The minutes for 7 June 2021 were approved as corrected. The minutes for 7 July 2021 were approved as received.

**b. Board of Canvassers meeting: 14 June 2021.**

The minutes for 14 June 2021 were approved as received.

**3. Treasurer's reports and approvals.**

**a. Review and approval of financial reports: May 2021.**

The financial reports for May 2021 were approved as received.

**b. Approval of invoices and purchases over \$500.**

*None.*

**4. Town reports.**

**a. Police Department.**

**i. Police report for the month of June 2021.**

Chief Brown reported that for the month of June 2021, there were 105 incidents, 84 citations issued, four assists to other agencies, three accidents, and one call-out.

**b. Ordinance Compliance Officer.**

**i. Report for the month of June 2021.**

A written report for June 2021 was received from the Ordinance Compliance Officer.

**c. Budget and Finance Committee.**

**i. Discussion and action to establish three authorized bank signers.**

<b>Motion</b>	Motion to establish John Brown, Greg Vaughn, Laurel Drake, and Chris Craig to serve as check signatories for all Corporation of Harpers Ferry-, Harpers Ferry Water Works-, and Police Department-related checking accounts, CDs, and safe deposit boxes to replace those signatories whose term has expired.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Storm DiCostanzo
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**ii. Discussion and action to establish a separate budget line-item for funding through the American Rescue Plan Act of 2021.**

<b>Motion</b>	Motion to establish a separate budget line-item for funding through the American Rescue Plan Act (ARPA).
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Storm DiCostanzo
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**iii. Discussion and action to establish a separate bank account for American Rescue Plan Act of 2021 funding.**

<b>Motion</b>	Motion to establish a separate banking account with two signatories, as usual, for funding received solely through the American Rescue Plan Act
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	(ARPA) and to be used for disbursement of approved expenses under ARPA.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Jim Jenkins
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**iv. Discussion and action regarding funding for the Appalachian Chamber Music Festival.**

<b>Motion</b>	Motion to approve funding of up to \$2,000 for the Appalachian Chamber Music Festival at St Peter’s Church on 20 and 21 August 2021, from line item 906 Arts, Humanities, and Historic Preservation.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**v. Discussion and action regarding funding for the repair of the stone fireplace / grill at the Washington Street Park.**

<b>Motion</b>	Motion to approve the acceptance of the \$3,000.00 bid from David Brittingham for repair and preservation of the Pavilion stone grill, from line item 906 Arts, Humanities, and Historic Preservation.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**d. Water Department.**

**i. General report.**

Bill Robinson reported that the water loss rate for last month was 18.6%. The Water Department will be working on asphalt repairs from prior work on leaks, beginning with Jefferson Street. Removal of sludge in the upper sedimentation basin at the water treatment facility has been resolved; now, solutions are being reviewed for removal of sludge at the other end of the plant. Work will soon begin on the first of the distribution network projects, the first of which will be the 8” main relocation (the “Elks Run Project”), requiring boring under Bakerton Road. The project was put out for bids and only one was received; however, no recommendation has yet been received from the project engineer.

A question was received on how the bid process was carried out. After some discussion, Mayor Vaughn asked Mr Robinson to meet with the Budget and Finance

Committee and the Bookkeeper to determine a bid process or procedure for future needs.

A special meeting will be scheduled for Friday, 16 July to approve project expenditures and an associated resolution, as required by the USDA.

**ii. Discussion and action regarding the engagement of an archaeologist for the Elks Run Project.**

Engagement of an archaeologist is suspended at this time for the Water Commission and the Budget and Finance Committee to contact the water project attorney, Hoy Shingleton, on recommended action.

**iii. Discussion and action regarding pending request to update the Water Tariff and Deposit Ordinance.**

The Ordinance Review Committee will act on this item at an upcoming meeting.

**iv. Discussion and action on the purchase of a laptop for the Water Superintendent.**

<b>Motion</b>	Motion to approve the expenditure, not to exceed \$1,200.00, for the purchase of a laptop computer for the Water Superintendent, as set forth in the estimate received from Advantage Technology, inclusive of service and setup.
<b>Motion by</b>	Jim Jenkins
<b>Second</b>	Storm DiCostanzo
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**e. Planning Commission.**

**i. Briefing on Tree Committee and Comprehensive Plan Committee.**

Tim Wisecarver presented an update on the Planning Commission, including activities related to subcommittees.

**f. Historic Landmarks Commission.**

**i. Approval for funding of up to \$3,000.00 for the stone fireplace repair at the Washington Street Park.**

*This item was combined with item 4.c.v.*

**ii. Discussion and action to appoint a member to the Historic Landmarks Commission.**

The following applicant was nominated for appointment to the Historic Landmarks Commission:

Applicant  
Karen Sagisi

Nominated by  
Christian Pechuekonis

<b>Action</b>	Appointment to the Historic Landmarks Commission.
<b>KAREN SAGISI</b>	Craig, DiCostanzo, Drake, Jenkins, Pechuekonis, Carden, Vaughn
<b>Result</b>	<b>KAREN SAGISI appointed to the Historic Landmarks Commission for term expiring 31 January 2022.</b>

**5. Organizations / other reports.**

*None.*

**6. Unfinished business.**

**a. Discussion and action on High Street Improvement Project.**

The last consensus by Town Council was to hold a public forum on this project. Mayor Vaughn will research to determine what the Town's obligations are.

**7. New business.**

**a. Discussion and action on approval of a resolution for participation in the Eastern Panhandle Home Consortium of West Virginia for the period from 1 July 2021 to 30 June 2024.**

<b>Motion</b>	Motion to authorize the Mayor and the Recorder to endorse the Housing Consortium Cooperation Agreement resolution for the period from 1 July 2021 through 30 June 2024.
<b>Motion by</b>	Laurel Drake
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**b. Discussion and action on approval of the Housing Consortium Cooperation Agreement.**

<b>Motion</b>	Motion to approve the Housing Consortium Cooperation Agreement and authorize the Mayor and the Recorder to endorse it.
<b>Motion by</b>	Chris Craig
<b>Second</b>	Jim Jenkins
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

Motion to adjourn by Jim Jenkins, second by Chris Craig. Meeting adjourned at 10:06 p.m.

*The above minutes are true and correct, as approved.*

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Recorder: \_\_\_\_\_ Date: \_\_\_\_\_