



# CORPORATION OF HARPERS FERRY

## Town Council

### MINUTES

---

**Regular Meeting**                      **Monday, 8 November 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 Financial Officer and the chairs of the Planning and Water commissions, 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 ( <i>via Zoom; left meeting at approximately 8:00 p.m.</i> )
Laurel Drake	Councilmember	Present
Jim Jenkins	Councilmember	Present
Christian Pechuekonis	Councilmember	Present

The agenda was approved as received.

There were no public comments.

#### **1. Mayor’s announcements.**

Mayor Vaughn noted that in June 2021, the Town received a request from the Jefferson County Commission for ARPA funding submissions, which was submitted on 8 July. In October, the Town was notified it had to enter the request(s) on a new online portal, which due to time constraints was pared down to one request for funding for the previously unfunded portion of the water distribution improvement project. The Commission has not yet met to review the submissions that were received.

Christian Pechuekonis noted that the WV Division of Highways will be conducting a hearing tomorrow regarding work on the US 340 rock slide project.

#### **2. Approval of minutes.**

**a. Regular meeting: 11 October 2021.**

The minutes for 11 October 2021 were approved as amended.

**b. Special meeting: 2 November 2021.**

The minutes for 2 November 2021 were approved as received.

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

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

The financial reports for September 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 October 2021.**

Chief Brown reported that for the month of October 2021, there were 138 incidents, 75 citations issued, one accident, one call-out, and no assists to other agencies.

Upon question, Chief Brown stated that the Department will review enforcement of parked vehicles crossing into the line of traffic along Washington Street. The issue of potholes along Washington Street was also discussed. Mayor Vaughn said a representative from the Division of Highways will be visiting to look at the potholes.

**b. Ordinance Compliance Officer.**

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

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

**c. Purchasing Protocol Study Committee.**

**i. Report on the efforts to date of the Purchasing Protocol Study Committee.**

Christian Pechuekonis reported that the Committee continues to meet. A new online bidding system will be implemented, the cost of which is paid for by the bidders. A formal procurement and purchasing process is being developed, which will be presented to the Town Council in the near future.

**d. Budget and Finance Committee.**

**i. Discussion and action regarding \$500.00 funding request for the Harpers Ferry-Bolivar Merchants Association to purchase additional tourist maps.**

<b>Motion</b>	Motion to approve a funding request of \$500.00 from the Harpers Ferry-Bolivar Merchants Association for the reprinting of tourist maps, from Line 402 Economic Development.
---------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<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>

**e. Water Department.**

**i. General report.**

Bill Robinson reported that water loss for October 2021 was 32%, which was attributable to a major leak on Church Street. A new chemical feed vault for the water treatment facility was installed. The front gate at the facility is broken and in need of repair. A change order in the improvement project is needed for the spectral photometer. Some changes to the approval process for such change orders and other necessary expenses will need to be considered.

**ii. Presentation and discussion on monthly Water Treatment Facility Improvements Engineer's Report.**

Bill Robinson presented an overview of the written report from GD&F.

**iii. Discussion and action on Resolution #8 and invoices for the Water Treatment Facility Improvements.**

<b>Motion</b>	Motion to approve Resolution #8 for the Water Treatment Facility Improvements Project and payment of associated invoices, totaling \$458,925.54, to the USDA.
<b>Motion by</b>	Jim Jenkins
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**iv. Discussion and action regarding purchase and implementation of ACH Module for CUSI.**

<b>Motion</b>	Motion to approve purchase of the ACH module for CUSI utilizing credit on account and allow the Corporation of Harpers Ferry to collect monthly automatic payments from Harpers Ferry Water Works customers with an ACH agreement.
<b>Motion by</b>	Laurel Drake
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**v. Water Plant Manager's report.**

*No report.*

**f. Ordinance Review Committee.**

Mayor Vaughn thanked the Ordinance Review Committee for its diligent work in ensuring our ordinances are up to code.

**i. Discussion and action on second and final reading for approval of Ordinance 2021-08 Residential District Uses, amending permitted uses of short-term rentals for compliance with current West Virginia Code.**

<b>Motion</b>	Motion to approve second and final reading for approval of Ordinance 2021-08 Residential District Uses, amending permitted uses of short-term rentals for compliance with current West Virginia Code.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Jim Jenkins
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**ii. Discussion and action on second and final reading for approval of Ordinance 2021-09 Water, increasing the water leak adjustment rate.**

<b>Motion</b>	Motion to approve second and final reading for approval of Ordinance 2021-09 Water, increasing the water leak adjustment rate.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**iii. Discussion and action on first reading for approval of Ordinance 2021-03 Planning Commission, revising Harpers Ferry Codified Ordinance Article 133 to correct and align with West Virginia Code.**

<b>Motion</b>	Motion to approve first reading for approval of Ordinance 2021-03 Planning Commission, revising Harpers Ferry Codified Ordinance Article 133 to correct and align with West Virginia Code.
<b>Motion by</b>	Chris Craig
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**iv. Discussion and action on first reading for approval of Ordinance 2021-04 Board of Zoning Appeals, revising Harpers Ferry Codified Ordinance Article 134 to correct and align with West Virginia Code.**

<b>Motion</b>	Motion to approve first reading for approval of Ordinance 2021-04 Board of Zoning Appeals, revising Harpers Ferry Codified Ordinance Article 134 to correct and align with West Virginia Code.
<b>Motion by</b>	Laurel Drake
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**v. Discussion and action on first reading for approval of Ordinance 2021-05 Appeals, revising Harpers Ferry Codified Ordinance Article 1328 to correct and align with West Virginia Code.**

<b>Motion</b>	Motion to approve first reading for approval of Ordinance 2021-05 Appeals, revising Harpers Ferry Codified Ordinance Article 1328 to correct and align with West Virginia Code.
<b>Motion by</b>	Jim Jenkins
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**g. Planning Commission.**

**i. Planning Commission report.**

Tim Wisecarver reported that the Planning Commission recommended approval of a draft fence ordinance, which has been forwarded to the Ordinance Review Committee.

**h. Historic Landmarks Commission.**

**i. Historic Landmarks Commission report.**

*See item 4.h.ii.*

**ii. Discussion and action on progress on preservation grant for Weaver property.**

Guy Hammer, along with members of the Weaver family, spoke regarding preservation of the historic Weaver house and property. Mr Hammer gave a presentation on the preservation process. Background is still being researched toward application for a National Park Service African American Civil Rights Preservation Grant. A draft letter of interest from the Weaver family has been written. Due to some possible concerns of a legal nature, the Town Attorney will be consulted regarding public funding for projects on privately-held property and other related questions.

**iii. Discussion and action on the status of the First Energy streetlight issue.**

Discussion was held on lighting options, but no action was taken at this time.

**5. Organizations / other reports.**

*None.*

**6. Unfinished business.**

**a. Discussion and action regarding office personnel, management, and vacancy recruitment.**

Mayor Vaughn said interviews for the position of Town Clerk will be held this week.

**b. Discussion on status of litigation.**

Mayor Vaughn said both the Town and SWaN have filed motions with the Circuit Court of Jefferson County regarding the lawsuit filed by Public Asset Protection, Inc. (PAPI).

**c. Open discussion on any prior unresolved issues or initiatives.**

*None.*

**7. New business.**

*None.*

Motion to adjourn by Chris Craig, second by Christian Pechuekonis. Meeting adjourned at 9:27 p.m.

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

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

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