



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting **Monday, 13 December 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, 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 (<i>via Zoom – connection lost approximately 7:30 p.m.</i>)
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 recognized Jim Jenkins for his work with youths during a recent workshop to decorate bird houses.

The Mayor had a discussion today with Laurel Ziemianski, who advised that the Hill Top House Hotel demolition permit was approved; she will keep the Town apprised of any developments for which the public should be advised.

Mayor Vaughn also gave a briefing on his recent trip to visit State officials in Charleston. Senator Patricia Rucker was instrumental in hosting the Mayor and introducing him to leadership in Charleston that will be critical to the Town’s needs. He stressed to them Harpers Ferry’s current state of affairs and the importance of the Town to the State, especially regarding tourism and revenue. Funding needs, especially concerning matching fund issues and budget shortfalls for various essential projects, were discussed, as well as the importance of the success of the Hill Top

House Hotel project. Mayor Vaughn visited the Director of the West Virginia Division of Highways to discuss needed improvements to Washington Street, who also received a letter from Mayor Dettmer of Bolivar expressing the same. Tax credits for Harpers Ferry businesses was discussed with Susan Pierce, Director of the State Historic Preservation Office. Lastly, the Mayor had a successful visit with the State Department of Tourism.

2. Approval of minutes.

a. Regular meeting: 8 November 2021.

The minutes for 8 November 2021 were approved as received.

b. Special meetings: 18 November 2021; 29 November 2021.

The minutes for 18 November 2021 were approved as received. The minutes for 29 November 2021 were not available at this time.

3. Treasurer’s reports and approvals.

a. Review and approval of financial reports: October 2021.

The financial reports for October 2021 were approved as received.

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

- i. BHM CPA Group, Inc., Invoice #2019 audit: \$7,100.00.**
- ii. RD Fence, LLC, Invoice #1652: \$1,800.00.**
- iii. Xator Corp., Invoice #21-142: \$750.00.**
- iv. Cornerstone Lawn Service, Invoice #15491: \$640.00.**
- v. Todd Electric, Inc., Invoice #32660: \$1,221.85.**

Motion	Motion to approve invoices and purchases over \$500.00 as received, with invoice to RD Fence contingent on approval by the Water Plant Manager.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

4. Town reports.

a. Police Department.

i. Police report for the month of November 2021.

Chief Brown reported that for the month of November 2021, there were 128 incidents, 77 citations issued, 15 assists to other agencies, no accidents, and no call-outs.

Chief Brown noted that a federal COPS grant is being pursued, which would fund one or more officers’ salaries to enhance community-oriented policing.

ii. Discussion and action regarding upgrade to Police Department computers.

The Budget and Finance Committee will review this request and recommend action to the Town Council at a later date.

b. Ordinance Compliance Officer.

i. Report for the month of November 2021.

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

c. Purchasing Protocol Study Committee.

i. Final report of the Purchasing Protocol Study Committee.

Christian Pechuekonis reported that the Committee, along with the Financial Officer, has developed a comprehensive Procurement and Purchasing Process. The Town Attorney has reviewed and approved the document. CoxHollidaYoung is still reviewing it. *See item 4.d.i.*

d. Budget and Finance Committee.

i. Discussion and action regarding adoption of new Procurement and Purchasing Process for the Corporation of Harpers Ferry.

Motion	Motion to approve the Procurement and Purchasing Process for the Corporation of Harpers Ferry, effective 14 December 2021, pending approval and/or edits by CoxHollidaYoung.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

ii. Discussion and action regarding adoption of Annual Purchasing Threshold Guidelines for FY 2022.

Motion	Motion to approve the Annual Purchasing Threshold Guidelines for FY 2022, effective 14 December 2021, pending approval and/or edits by CoxHollidaYoung.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

iii. Discussion and action regarding funding for the Flip Flop Festival.

Motion	Motion to approve funding of \$1,500.00 to the Trail and Town Alliance for the 2022 Flip Flop Festival, from Line 402 Economic Development.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

iv. Discussion and action regarding the annual employee holiday recognition program.

The Budget and Finance Committee is reviewing programs from the State and the City of Martinsburg, which would incentivize employees based on years of service to the Town.

v. Discussion and action regarding the 2021 Employee Handbook holiday pay policy (Section 4.B., page 12).

Motion	Motion to replace sentences 3 and 4 of Section 4.B. on page 12 in the 2021 Employee Handbook with the following verbiage: “Nonexempt employees who are eligible for paid holidays but who may be required to work on a holiday will be paid at one and one-half times their regular rate of pay for the hours worked in addition to holiday pay.”
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

e. Water Department.

i. General report.

Chris Styer, Water Plant Manager, reported that the water loss rate for November 2021 was 23.73%. Some leaks will be excavated for repair this week, as will a faulty meter at the Clarion Hotel. A new, secure front door has been installed at the water treatment plant. Over the next three months, only one current water filter will be used while the new membrane filtration system is installed, which may require overtime hours.

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

A written report was received from GD&F.

iii. Discussion and action on Resolution #9 and invoices for the Water Treatment Facility Improvements.

Motion	Motion to approve Resolution #9 for the Water Treatment Facility Improvements Project and payment of associated invoices to the USDA, totaling \$254,664.20.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

iv. Discussion and action regarding Water Works ACH customer agreement.

This item is postponed.

v. Discussion and action regarding relocation of Comcast cable at Water Plant.

Motion	Motion to contract with and approve payment for Comcast to relocate the underground coaxial cable line at the water plant, per invoice #145-
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	21-087 for \$1,911.00, from from Line 631.4 Plant Maintenance Contracted Services.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

vi. Discussion and action on appointments to the Water Commission.

There were no applicants at this time.

vii. Water Plant Manager's report.

See item 4.e.i.

f. Planning Commission.

i. Planning Commission report.

Tim Wisecarver presented a brief report on two applications that were reviewed by the Planning Commission at its November 2021 meeting.

ii. Discussion and action on appointments to the Planning Commission.

Councilmember Chris Craig recused himself during discussion and voting on appointments to the Planning Commission.

The following individuals were nominated for appointment to the Planning Commission:

Applicant

Chris Craig, *Town Council liaison*
Paul Thomas

Nominated by

Storm DiCostanzo
Christian Pechuekonis

Action	Appointment to the Planning Commission.
CHRIS CRAIG	Carden, DiCostanzo, Jenkins, Pechuekonis, Vaughn
PAUL THOMAS	Carden, DiCostanzo, Jenkins, Pechuekonis, Vaughn
Result	CHRIS CRAIG appointed to the Planning Commission as the Town Council liaison. PAUL THOMAS appointed to the Planning Commission for the term expiring 31 Dec 2024.

g. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

Guy Hammer reported that a grant has been submitted for restoration of the Weaver House and property. A welcome letter for new residents will be considered at the Historic Landmarks Commission's next meeting.

ii. Discussion and action on appointments to the Historic Landmarks Commission.

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

Applicant

Guy Hammer
Karen Sagisi
Tommy Van Vliet

Nominated by

Christian Pechuekonis
Storm DiCostanzo
Jim Jenkins

Action	Appointment to the Historic Landmarks Commission.
GUY HAMMER	Carden, Craig, DiCostanzo, Jenkins, Pechuekonis, Vaughn
KAREN SAGISI	Carden, Craig, DiCostanzo, Jenkins, Pechuekonis, Vaughn
TOMMY VAN VLIET	Carden, Craig, DiCostanzo, Jenkins, Pechuekonis, Vaughn
Result	GUY HAMMER appointed to the Historic Landmarks Commission for the term expiring 31 Jan 2026. KAREN SAGISI appointed to the Historic Landmarks Commission, effective 1 Feb 2022, for the term expiring 31 Jan 2027. TOMMY VAN VLIET appointed to the Historic Landmarks Commission for the term expiring 31 Jan 2023.

Motion	Motion to make Guy Hammer's current term of service on the Historic Landmarks Commission retroactive to 1 Feb 2021.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

Motion	Motion to correct Steve Sherry's term of service on the Historic Landmarks Commission to be for the term expiring 1 Feb 2025.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

h. Board of Zoning Appeals.

i. Discussion and action on appointments to the Board of Zoning Appeals.

The following applicant was nominated for appointment to the Board of Zoning Appeals:

Applicant

Lynn Pechuekonis

Nominated by

Storm DiCostanzo

Action	Appointment to the Board of Zoning Appeals.
LYNN PECHUEKONIS	Carden, Craig, DiCostanzo, Jenkins, Pechuekonis, Vaughn
Result	LYNN PECHUEKONIS appointed to the Board of Zoning Appeals for the term expiring 1 Jan 2025.

i. Tree Committee.

i. **Discussion and action on appointments to the Tree Committee.**

The following applicant was nominated for appointment to the Tree Committee:

Applicant

Guy Hammer

Nominated by

Christian Pechuekonis

Action	Appointment to the Tree Committee.
GUY HAMMER	Carden, Craig, DiCostanzo, Jenkins, Pechuekonis, Vaughn
Result	GUY HAMMER appointed to the Tree Committee for the term expiring 31 Dec 2023.

5. **Organizations / other reports.**

a. **Harpers Ferry-Bolivar Merchants Association.**

i. **Discussion and action regarding 2021 Old Tyme Christmas funding requests.**

Motion	Motion to approve \$4,262.00 to the Harpers Ferry-Bolivar Merchants Association for Olde Tyme Christmas beautification, from Line 906 Arts and Humanities.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

Motion	Motion to approve \$5,575.00 to the Harpers Ferry-Bolivar Merchants Association for Olde Tyme Christmas music and artistic interpretation, from Line 906 Arts and Humanities.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

Motion	Motion to approve \$1,000.00 to the Harpers Ferry-Bolivar Merchants Association for Olde Tyme Christmas event planner support, from Line 402 Economic Development.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

b. **Trail & Town Alliance.**

i. **Discussion and action regarding trail connectors for East / West Ridge and Cliff streets.**

Lexi Grant presented a proposal from the Trail and Town Alliance for a trail connecting East and West Ridge streets, as well as a second trail to connect to Bolivar Heights.

The Budget and Finance Committee will review these proposals for further action.

Motion	Motion: Trails within Harpers Ferry being mentioned as a resource and opportunity for the Town in the Comprehensive Plan, Town Council supports Trail and Town Alliance’s effort to explore an opportunity to potentially create a trail linking East and West Ridge streets, entirely on Town property. If and as the effort moves forward, the Town will work with the Town Attorney to review an MOU to be produced for the project between the Town and the Trail and Town Alliance.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

6. Unfinished business.

a. Discussion and action on appointment to the Bolivar-Harpers Ferry Library Board.

There were no applicants at this time.

b. Discussion on status of litigation.

Mayor Vaughn reported that the matter has been fully briefed, and both plaintiff and defendant are waiting on the judge to issue a motion to dismiss.

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

None.

7. New business.

a. Discussion and action on approval of the 2022 Employees’ Holiday Schedule.

Motion	Motion to approve the 2022 Employees’ Holiday Schedule as presented.
Motion by	Kevin Carden
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

b. Discussion and action on distribution upgrade for Town Newsletter and other Town communications.

Christian Pechuekonis led a brief discussion on improving the Town’s communication process through Mailchimp. Mr Pechuekonis will work with the Recorder and Town Hall staff to further this improvement process.

Motion to adjourn by Chris Craig, second by Christian Pechuekonis. Meeting adjourned at 9:14 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____