



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting **Monday, 10 January 2022** **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 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 (<i>via Zoom</i>)
Chris Craig	Councilmember	Present (<i>via Zoom</i>)
Greg “Storm” DiCostanzo	Councilmember	Present (<i>via Zoom</i>)
Laurel Drake	Councilmember	Present (<i>via Zoom</i>)
Jim Jenkins	Councilmember	Present
Christian Pechuekonis	Councilmember	Present

The agenda was approved as amended. Items 4.d.vii.-xii. and 7.e. were moved to the end of the meeting.

There were no public comments.

1. Mayor’s announcements.

- Mayor Vaughn announced that SWaN Hill Top has issued a notice that demolition of the existing hotel structure has been pushed back to Wednesday, 12 January 2022.
- The Mayor recognized the dedication to the community by Christy Huddle, George Owens, and Mike Buscher, who each served on one or more of the Town’s committees or commissions until recently.
- The Mayor recognized Susan Waters’ service to the Town as Police Clerk. Mrs Waters retired last month after nearly two decades in that position.

2. Approval of minutes.

a. Regular meeting: 13 December 2021.

The minutes for 13 December 2021 were approved as received.

b. Special meetings: 18 November 2021.

The 18 November 2021 minutes were approved last month and were placed on this agenda by mistake.

3. Treasurer’s reports and approvals.

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

The financial reports for November 2021 were approved as received.

b. Approval of invoices and purchases over \$750.00.

i. Automated Office Equipment – INV 135519 - \$1,679.53.

ii. Bowles Rice – INV 1150509 - \$2,129.25.

Motion	Motion to approve invoices and purchases over \$750 as received.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	7
NO	0
Result	MOTION APPROVED

4. Town reports.

a. Police Department.

i. Police report for the month of December 2021.

Chief Brown reported that for the month of December 2021, there were 93 incidents, 58 citations issued, 8 assists to other agencies, one call-out, and no accidents.

b. Ordinance Compliance Officer.

i. Report for the month of December 2021.

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

c. Budget and Finance Committee.

i. Discussion and action on securing a \$20K study grant from WV DEP’s Tributary Team for a Stormwater Concept Plan.

Motion	Motion to approve up to \$10,000.00 for WV DEP Tributary Team for a Stormwater Concept Plan, from Line 977 Streets and Transportation, from the FY 2022 General Fund Budget Revision 2.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

ii. Discussion and action regarding the selection of cleaning services for Town Hall and the Police Department.

Motion	Motion to contract with Merry Maids of Winchester, Virginia in the amount of \$400 a month for bi-weekly cleaning services, plus a one-time deep cleaning service of \$450, for the Town Hall, effective 10 January 2022, from Budget Line 400 Contracted Services for the City.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	7
NO	0
Result	MOTION APPROVED

iii. Discussion and action regarding the disposition of the first-floor vacant space at the Town Hall.

Motion	Motion to form an ad hoc Office Space Committee to study and present options for the best-use options of the Town Hall for Town use. This committee will incorporate two members of the office staff, one member of the Water Department, and two members of the Budget and Finance Committee. This committee will report its progress at each Town Council meeting until the entire project is complete.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	0
NO	7
Result	MOTION FAILED

Motion	Motion to form an ad hoc Town Hall Committee to study and present options for best-use options of the Town Hall complex for Town use. This committee will incorporate two members of the office staff, one member of the Water Department, one member of the Police Department, two members of the Budget and Finance Committee, and could include one resident member. The committee will report its progress at each Town Council meeting until the entire project is complete.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

iv. Discussion and action regarding Trail & Town’s proposed East Ridge / West Ridge connecting trail on Town property.

Chris Craig presented a brief update on where this proposed project stands.

d. Water Department.

i. General report.

Bill Robinson reported that the water loss for the month of December 2021 was 35.86%, most likely due to a significant main leak in Bolivar. Conversion to the membrane filtration system will require the water treatment plant running at half-capacity, which will have a major impact on staffing hours.

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

A written report was received from GD&F, which was read aloud by Bill Robinson.

iii. Discussion and action on Resolution #10 and invoices for the Water Treatment Facility Improvements.

Motion	Motion to approve Resolution #10 for the Water Treatment Facility Improvements Project and payment of associated invoices to the USDA, totaling \$1,284,070.50.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	7
NO	0
Result	MOTION APPROVED

iv. Discussion and action on Amendment #3 to the Owner-Engineer Agreement for the Water Treatment Plant Improvement Project.

Consideration of this item is postponed until the Mayor and other staff have an opportunity to meet with the engineering firm to ensure that the best and most efficient plan is being considered.

v. Discussion and action regarding the approval of ACH autopay agreement between the Corporation of Harpers Ferry / Harpers Ferry Water Works and water / sewer service customers.

Motion	Motion to approve the ACH Autopay Debit Authorization as amended and require that a hard copy / electronic copy of each customer's agreement be kept on file with the Water Works.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

vi. Discussion and action regarding the approval purchase of CUSI email billing module.

Motion	Motion to approve the purchase of the CUSI Email Billing Module in the amount of \$1,000.00, to be paid utilizing the Harpers Ferry Water Works credit on account, and to require customers to choose receipt of bills by email or postal service.
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Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	7
NO	0
Result	MOTION APPROVED

vii. Discussion and action on hiring of Operator-in-Training.

This item was discussed in executive session.

Motion	Motion to hire Ryan Slusher to the position of Operator-in-Training at a starting rate of \$16.00 per hour, with benefits, to start as soon as he is available.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

viii. Discussion and action regarding the request to hire a temporary Class II Operator.

This item was discussed in executive session.

Motion	Motion to advertise to hire a temporary Class II Water Operator for the Harpers Ferry Water Works at a rate between \$20-\$25 an hour, for the period when the water plant will be operating at half-capacity, pending legal review and approval of the impending budget revision.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

ix. Discussion and action regarding the Water Superintendent's request to increase the hourly rate for the Class II Operator.

This item was discussed in executive session. See item 4.d.xi.

x. Discussion and action regarding Water Superintendent's wages during the water plant upgrade completion.

This item was discussed in executive session.

Motion	Motion to approve a temporary increase of 10% in Christian Styer's salary effective 21 January 2022 for a period of six months, due to the additional hours and complexity of work associated with the completion of the water plant upgrades and the requirement for water production to function at half-capacity during this time, pending legal review and budget revision approval.
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Motion by	Christian Pechuekonis
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

xi. Discussion and action regarding the Class II Water Operator’s wages during the water plant upgrade completion.

This item was discussed in executive session.

Motion	Motion to approve a temporary increase in Christopher Spanos’ wage rate from \$20.78 per hour to \$22.78 per hour effective 21 January 2022 for a period of six months, due to the additional hours and complexity of work associated with the completion of the water plant upgrades and the requirement for water production to function at half-capacity during this time, pending legal review and budget revision approval.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

xii. Discussion and action regarding the Class I Water Operator’s wages during the water plant upgrade completion.

This item was discussed in executive session.

Motion	Motion to approve a temporary increase in Shawn Veney’s wage rate from \$17.22 per hour to \$19.22 per hour effective 21 January 2022 for a period of six months, due to the additional hours and complexity of work associated with the completion of the water plant upgrades and the requirement for water production to function at half-capacity during this time, pending legal review and budget revision approval.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

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

There were no applicants at this time.

xiv. Water Plant Manager’s report.

Chris Styer expressed concern about not finding major leaks immediately; however, the Water Department is increasing its efforts to find those leaks more quickly.

e. Planning Commission.

i. Planning Commission report.

There was nothing to report at this time.

f. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

Guy Hammer reported that the Historic Landmarks Commission has been drafting its annual report for the State Historic Preservation Office. Research is being conducted on the history of a residence, a California-style rancher house, regarding its period of significance to Harpers Ferry. The Tree Committee has helped with removing trees at the Weaver House for the preservation project there. Several grants are being applied for to fund this preservation project.

g. 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

Ed Wheelless

Nominated by

Storm DiCostanzo

Action	Appointment to the Board of Zoning Appeals.
ED WHEELLESS	Carden, Craig, DiCostanzo, Drake, Jenkins, Pechuekonis, Vaughn
Result	ED WHEELLESS appointed to the Board of Zoning Appeals for the term expiring 1 Jan 2023.

5. Organizations / other reports.

None.

6. Unfinished business.

None.

7. New business.

a. Discussion and action regarding the appointment of Town Council members to serve on the Budget and Finance Committee.

Councilmember Chris Craig has asked to resign from the Budget and Finance Committee. The following Councilmember was nominated to replace Mr Craig on the Committee:

Applicant

Laurel Drake

Nominated by

Storm DiCostanzo

Action	Appointment to the Budget and Finance Committee.
LAUREL DRAKE	Carden, Craig, DiCostanzo, Drake, Jenkins, Pechuekonis, Vaughn
Result	LAUREL DRAKE appointed to the Budget and Finance Committee.

b. Discussion and action regarding the appointment of Town Council members to serve on the Ordinance Review Committee.

No action was taken, as there are currently no vacancies on the Ordinance Review Committee.

c. Discussion and action on approving a proposition endorsing the collection of Business and Occupation taxes for contract work and retail sales within the Tourism Development District.

Motion	Motion to approve Resolution 2022-01 regarding payment of Business and Occupation taxes for contract work and retail sales within the Tourism Development District.
Motion by	Laurel Drake
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

d. Discussion and action on the office inclement weather policy.

Motion	Motion to approve the office inclement weather policy as presented.
Motion by	Storm DiCostanzo
Second	Laurel Drake
YES	7
NO	0
Result	MOTION APPROVED

e. Discussion and action regarding changing office coordinator's position from provisional to full-time status.

This item was discussed in executive session.

Motion	Motion to change the job status of Patricia Morse from provisional to regular full-time status, retroactive to 22 November 2021, with a top band of 32 hours per week.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	7
NO	0
Result	MOTION APPROVED

Motion	Motion to enter executive session, pursuant to WV Code § 6-9A-4(b)(2)(a) <i>(for agenda items 4.d.vii.-xii. and 7.b.)</i> .
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
Result	MOTION APPROVED. Executive session began at 8:46 p.m.

The meeting returned to open session at 10:21 p.m.

Motion to adjourn by Jim Jenkins, second by Storm DiCostanzo. Meeting adjourned at 10:30 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____