



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting **Monday, 14 February 2022** **7:00 p.m.**
Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425

Called to order at 7:02 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
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 received.

David Simmons provided public comment on behalf of the BZA for item 4.f.i.

1. Mayor’s announcements.

None.

2. Approval of minutes.

a. Regular meeting: 10 January 2022.

The minutes for 10 January 2022 were approved as corrected.

b. Special meetings: 29 November 2021; 27 January 2022.

The minutes for 29 November 2021 and 27 January 2022 were approved as received.

3. Treasurer’s reports and approvals.

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

The financial reports for December 2021 were approved as received.

b. Discussion and action regarding revised FY 2022 Purchasing Threshold Guidelines.

Motion	Motion to approve the revised FY 2022 Purchasing Threshold Guidelines as presented, effective 14 February 2022.
Motion by	Christian Pechuekonis
Second	Chris Craig

YES	7
NO	0
Result	MOTION APPROVED

c. Approval of invoices and purchases over Purchasing Threshold.

Motion	Motion to approve the list of checks over the purchasing threshold as submitted.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

4. Town reports.

a. Police Department.

i. Police report for the month of January 2022.

Chief Brown reported that for the month of January 2022, there were 86 incidents, 31 citations issued, 7 assists to other agencies, two accidents, and no call-outs.

Chief Brown proposed that a special committee be assembled to address concerns the Town will want to have addressed concerning snow removal during the next winter season.

b. Ordinance Compliance Officer.

i. Report for the month of January 2022.

A written report for January 2022 was received from the Ordinance Compliance Officer. Christian Pechuekonis had some minor corrections.

c. Budget and Finance Committee.

i. Discussion and action regarding bid for removal, transport, and disposal of post-processing sludge at water plant.

No action at this time.

ii. Discussion and action regarding matching grant funding for Potomac Street Extended.

Motion	Motion to approve payment by check for up to \$50,000 from Line 977 Streets and Transportation as matching grant funding for the Potomac Street Extended project, as included in the FY 2022 Budget Revision 2.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	7
NO	0
Result	MOTION APPROVED

iii. Discussion and action regarding matching grant funding for High Street Project.

Motion	Motion to approve payment by check for up to \$80,000 from Line 977 Streets and Transportation as matching grant funding for the High Street project, pending approval of the FY 2022 Budget Revision 2.
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Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	7
NO	0
Result	MOTION APPROVED

iv. Discussion and action on the \$20K study grant from WV DEP's Tributary Team for a Stormwater Concept Plan.

Storm DiCostanzo reported that the request for funding for this project was submitted by Region 9 on behalf of both Harpers Ferry and Bolivar, and WV DEP has approved the funding. Work on the project will be administered by Region 9. The next step will be to pursue a grant for an engineering plan.

v. Discussion and action regarding FY 2022 Budget Revision 2 (General Fund).

Motion	Motion to approve the FY 2022 General Fund Budget Revision #2 as presented. (ROLL CALL)
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	Carden, Craig, DiCostanzo, Drake, Jenkins, Pechuekonis, Vaughn
NO	none
Result	MOTION APPROVED

d. COVID-19 Ad Hoc Committee.

i. Discussion and action regarding COVID-19 employee policy.

Chris Craig provided an overview of the COVID-19 employee policy that was presented to the Council for its consideration. After discussion, it was determined that approval of this policy will be postponed until an upcoming special meeting to allow for some modifications.

e. Water Department.

i. General report.

Laurel Drake delivered a brief general report.

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

Laurel Drake gave an overview of the written report that was received from the engineer.

iii. Discussion and action on Resolution #11 / Pay Application #10 for the Water Treatment Facility Improvements.

Motion	Motion to approve Resolution #11 and Pay Application #10 for the Water Treatment Facility Improvements Project, totaling \$124,527.30.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	7
NO	0
Result	MOTION APPROVED

iv. Water Plant Manager’s report.

Chris Styer reported that the water loss for January 2021 was 38.76%. However, that figure may be slightly inaccurate, due to personnel absences during the month because of COVID-19. A new schedule has been posted to ensure sufficient provision of clean water during the upcoming phases of the improvement project.

f. Ordinance Review Committee.

i. Discussion and action on first reading for approval of Ordinance 2022-01 Fences and Retaining Walls, setting requirements, restrictions, and certain exemptions for construction and replacement of fences and retaining walls; and setting regulations for temporary construction fencing.

After some lengthy discussion, further consideration of this ordinance was deferred.

g. Planning Commission.

i. Planning Commission report.

Chris Craig reported that new officers have been chosen for the Planning Commission. Mr Craig has been investigating the possibility of outside support for upcoming Comprehensive Plan updates. Upon advice from the Town Attorney, some amendments may need to be reviewed concerning site plan review in Ordinance Article 1303.

h. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

Guy Hammer provided a brief report.

i. Parks and Recreation Commission.

i. Presentation of 2021 Annual Report.

Pat Morse presented the 2021 Annual Report from the Parks and Recreation Commission.

5. Organizations / other reports.

a. Trail & Town Alliance.

i. Discussion and action regarding the Ridge Street connector trail.

Chris Craig provided an update on the Ridge Street connector trail. There may be some expense requirements, including the possibility of property surveys; legal review is being sought. The Trail & Town Alliance is working on MOUs. A clean-up event is planned.

b. Bolivar-Harpers Ferry Public Library Board.

i. Discussion and action regarding appointment to vacant Board seat.

The following applicant was nominated for appointment to the Bolivar-Harpers Ferry Public Library Board:

Applicant

Karen Sagisi

Nominated by

Storm DiCostanzo

Action	Appointment to the Bolivar-Harpers Ferry Public Library Board.
KAREN SAGISI	Carden, Craig, DiCostanzo, Drake, Jenkins, Pechuekonis, Vaughn

Result	KAREN SAGISI appointed to the Bolivar-Harpers Ferry Public Library Board, effective immediately, for the term expiring 30 Jun 2026.
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6. Unfinished business.

None.

7. New business.

a. Discussion and action on employee salary adjustment.

This item was discussed in executive session.

Motion	Motion to increase the wage of the Town’s Financial Officer, Deb Kelly, by \$4 per hour, effective with the next pay period.
Motion by	Christian Pechuekonis
Second	Chris Craig
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 item 7.a.)</i> .
Motion by	Chris Craig
Second	Storm DiCostanzo
Result	MOTION APPROVED. Executive session began at 8:50 p.m.

The meeting returned to open session at 9:09 p.m.

Motion to adjourn by Jim Jenkins, second by Storm DiCostanzo. Meeting adjourned at 9:10 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____