



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

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

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
Chris Craig	Councilmember	Present
Greg “Storm” DiCostanzo	Councilmember	Present
Laurel Drake	Councilmember	Present <i>(via Zoom Webinar)</i>
Jim Jenkins	Councilmember	Present
Christian Pechuekonis	Councilmember	Present

The agenda was approved as received.

Public comment on agenda items.

1. Mayor’s announcements.

Mayor Vaughn noted that 30 April 2022 is Arbor Day in Harpers Ferry. Also, the Mayor reported that he attended a meeting last week concerning Emergency Medical Services in Jefferson County. The Jefferson County Commission is currently considering a proposal to consolidate EMS from the various fire departments around the county to a few central points.

2. Approval of minutes.

a. Regular meeting: 14 February 2022.

The minutes for 14 February 2022 were approved as received.

b. Special meetings: 28 February 2022.

The minutes for 28 February 2022 were approved as received.

3. Treasurer’s reports and approvals.

a. Review and approval of financial reports: January 2022.

The financial reports for January 2022 were approved as received.

b. Approval of invoices and purchases over Purchasing Threshold.

Motion	Motion to approve the invoices and purchases over the purchasing threshold as submitted.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

4. Town reports.

a. Police Department.

i. Police report for the month of February 2022.

Chief Brown reported that for the month of February 2022, there were 81 incidents, 43 citations issued, 5 assists to other agencies, one accident, and no call-outs.

b. Ordinance Compliance Officer.

i. Report for the month of February 2022.

A written report for February 2022 was received from the Ordinance Compliance Officer.

c. Budget and Finance Committee.

Christian Pechuekonis reported that the Budget and Finance Committee has received budget requests for FY 2023 and will be working on the proposed budget. Later this week, the Committee will be reviewing bids for sludge removal at the Water Plant.

d. Water Department.

i. Water Commission general report.

Laurel Drake welcomed Donnie Hampshire to the Water Commission. The Commission would also like to add members; there are currently three vacancies. Work on the improvement project is continuing at the Water Plant. The Water Clerk is working on paperless billing for customers and automatic monthly payments.

ii. Presentation and discussion on monthly Water Treatment Facility Improvements Engineer's Report for the month of February 2022.

A written report was received from the engineer.

iii. Discussion and action on Resolution #12 / Pay Application #11 for the Water Treatment Facility Improvements.

Motion	Motion to approve Resolution #12 and Pay Application #11 for the Water Treatment Facility Improvements Project, totaling \$260,536.97.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

iv. Discussion and action on Amendment #4 to Owner-Engineer Agreement.

Motion	Motion to approve Amendment #4 to the Owner-Engineer Agreement.
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Motion by	Christian Pechuekonis
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

v. Water Plant Manager's report.

Chris Styer reported that the water loss rate for February 2022 was 18.46%, the lowest since late last year. Some water lines have been recently replaced. The sludge remover is up and running.

e. Ordinance Review Committee.

i. Discussion and action on first reading for approval of Ordinance 2022-01 Fences and Retaining Walls.

Motion	Motion to approve 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.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

ii. Discussion and action on first reading for approval of Ordinance 2022-02 Vacant and Uninhabitable Vacant Structures.

Motion	Motion to approve first reading for approval of Ordinance 2022-02 Vacant and Uninhabitable Vacant Structures, defining vacant and uninhabitable structures and how they are determined; creating a Vacant Structures Board and a registry of vacant structures; providing for enforcement of corrective actions and rights of appeal; and regulating the use of registry fees.
Motion by	Jim Jenkins
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

iii. Discussion and action on first reading for approval of Ordinance 2022-03 Temporary Special Event Vendor License.

Motion	Motion to approve first reading for approval of Ordinance 2022-03 Temporary Special Event Vendor License, providing for a temporary special event vendor license, as amended.
Motion by	Chris Craig
Second	Christian Pechuekonis

YES	7
NO	0
Result	MOTION APPROVED

f. Parks and Recreation Commission.

i. Request for funding for the 2022 Easter Egg Hunt.

Motion	Motion to approve up to \$250.00 for the 2022 Easter Egg Hunt from Line 906 Arts and Humanities.
Motion by	Storm DiCostanzo
Second	Jim Jenkins
YES	7
NO	0
Result	MOTION APPROVED

g. Parking Committee.

Christian Pechuekonis reported that the Parking Committee will be reviewing a contract for approval with ParkMobile.

i. Discussion and action on the relocation of select mailboxes with new posts on Washington Street.

Christian Pechuekonis said the Parking Committee discussed options for placement of mailboxes. The consensus was to consolidate placement of mailboxes along Washington Street nearer to the intersections to open up more public parking spaces.

h. Planning Commission.

i. Planning Commission report.

Chris Craig reported that the Planning Commission has considered options for outside help with revising the Comprehensive Plan, including through the West Virginia University Land Clinic. Storm DiCostanzo gave a presentation to Planning on a stormwater concept plan. A special meeting will be held to consider a permit application for alteration of the Town right-of-way adjacent to a residential street parking spot along Henry Clay Street.

i. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

No report.

5. Organizations / other reports.

Chris Craig briefly mentioned on behalf of the Trail and Town Alliance that a hydraulic study for a ramp at the Maryland side of the Byron Bridge has been approved. The National Park Service will be looking at sources of funding for construction. Also, the C&O Canal wall will be undergoing restoration work along Harpers Ferry Road.

6. Unfinished business.

None.

7. New business.

a. Discussion and action on reopening Town Hall office to the public for general business.

Upon discussion, consensus was to reopen the Town Hall to the public for general business at the Mayor's discretion.

Motion to adjourn by Jim Jenkins, second by Chris Craig. Meeting adjourned at 8:38 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____