



# CORPORATION OF HARPERS FERRY

## Town Council

### MINUTES

**Regular Meeting**

**Monday, 11 April 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
Chris Craig	Councilmember	Present
Greg "Storm" DiCostanzo	Councilmember	Present
Laurel Drake	Councilmember	Present
Jim Jenkins	Councilmember	Present
Christian Pechuekonis	Councilmember	Absent

The agenda was approved as amended. Item 4.d.viii. is omitted. Item 4.d.ix. was moved before 4.d.vii.

There were no public comments.

#### 1. Mayor's announcements.

Mayor Vaughn reported that Councilmember Jenkins' birdhouse project was successful; a nest has been occupied in the Children's Park.

#### 2. Approval of minutes.

##### a. Regular meeting: 14 March 2022.

The minutes for 14 March 2022 were approved as amended.

##### b. Special meetings: 24 March 2022.

The minutes for 24 March 2022 were approved as amended.

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

##### a. Review and approval of financial reports: February 2022.

The financial reports for February 2022 were approved as received.

##### b. Approval of invoices and purchases over Purchasing Threshold.

<b>Motion</b>	Motion to approve the invoices and purchases over the purchasing threshold as submitted.
<b>Motion by</b>	Chris Craig

<b>Second</b>	Storm DiCostanzo
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**4. Town reports.**

**a. Police Department.**

**i. Police report for the month of March 2022.**

Chief Brown reported that for the month of March 2022, there were 95 incidents, 51 citations issued, two assists to other agencies, one accident, and no call-outs.

The Chief stated that all is going well traffic-wise concerning the demolition work on the Hill Top House Hotel, with no incidents noted. Mayor Vaughn held a staff meeting with the Police Department last week. The Chief commended the police officers for maintaining a safe environment; he especially commended one officer for his handling of a particular incident that occurred yesterday.

**b. Ordinance Compliance Officer.**

**i. Report for the month of March 2022.**

A written report was received from the Ordinance Compliance Officer.

**c. Budget and Finance Committee.**

Storm DiCostanzo reported that Budget and Finance discussed an employee incentive, which will be added to a future Council agenda for approval. Financial Officer Deb Kelly provided an update on audit services. The hiring of a part-time water project administrator was discussed. The Art at the Ferry bench project was discussed; Jim Jenkins will spearhead this project.

**i. Discussion and action regarding FY 2022 disbursement of 916 Library funding.**

<b>Motion</b>	Motion to approve the FY2022 annual budgeted funding for Line Item 916 Library in the amount of \$3,000.00 to be disbursed to the Bolivar-Harpers Ferry Public Library.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Laurel Drake
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**ii. Discussion and action regarding FY 2022 disbursement of 759 Public Transit funding.**

<b>Motion</b>	Motion to approve the FY2022 annual budgeted funding for Line Item 759 Public Transit in the amount of \$2,000.00 to be disbursed to the Eastern Panhandle Transit Authority.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**iii. Discussion and action regarding FY 2022 disbursement of 706 Fire Department funding.**

<b>Motion</b>	Motion to approve the FY2022 annual budgeted funding for Line Item 706 Fire Department to be disbursed to Friendship Fire Company in the amounts of \$3,000.00 from the General Fund and \$900.00 from the Coal Severance Fund.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**iv. Discussion and action regarding resolution for FY 2023 Congressionally Directed Spending request.**

Mayor Vaughn stated that the Town is working diligently on applying for a grant of \$9.6 million through Senator Capito’s office. No action is required at this time; however, a resolution may be submitted for approval at the next Town Council meeting.

**d. Water Department.**

**i. Water Commission general report.**

Laurel Drake stated that a new electrical system was installed at the water plant last week. The raw water intake has been completed and tested, which went well. The plant will begin running on one filter beginning 23 May. A change was made to what kinds of leaks are applicable for the special water leak adjustment rate.

**ii. Presentation and discussion on monthly Water Treatment Facility Improvements Engineer’s Report for the month of March 2022.**

Laurel Drake presented the engineer’s report for March 2022.

**iii. Discussion and action on Resolution #13 / Pay Application #12 for the Water Treatment Facility Improvements.**

<b>Motion</b>	Motion to approve Resolution #13 and Pay Application #12 for the Water Treatment Facility Improvements Project, totaling \$248,848.55.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**iv. Discussion and action on bid for Elks Run main.**

*No action at this time.*

**v. Discussion and action on execution of mayoral proclamation for Safe Drinking Water Week.**

<b>Motion</b>	Motion to approve a mayoral proclamation declaring Safe Drinking Water Week from the 1 <sup>st</sup> to the 7 <sup>th</sup> of May 2022.
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<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**vi. Discussion and action on appointment to the Water Commission.**

The following applicant was nominated for appointment to the Water Commission:

Applicant

Mack McCarty

Nominated by

Laurel Drake

<b>Action</b>	Appointment to the Water Commission.
<b>Mack McCarty</b>	Carden, Craig, DiCostanzo, Drake, Jenkins, Vaughn
<b>Result</b>	<b>MACK McCARTY appointed to the Water Commission for the term expiring 31 Dec 2022.</b>

**vii. Discussion and action on removal of existing chemical barrels.**

*Since the cost of removal these chemical barrels does not exceed the purchasing threshold, no Council action is required.*

**viii. Discussion and action regarding use of company truck.**

*Omitted.*

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

Chris Styer reported that the water loss for March 2022 was 30.21%. Two of eight broken meters have been replaced. Sludge removal is scheduled for tomorrow and Wednesday. Alvarez began cleaning the fill well today; it should be ready for use within a week or two. Water operators have been trained on operation of the flocculator, which helps with sludge removal.

**e. Ordinance Review Committee.**

*Nothing to report at this time.*

**f. Parking Committee.**

Virilissa Breeden presented forms that Christian Pechuekonis requested be placed on residents' cars to remind them of the parking permit process. The National Park Service has a sign at the train station with a QR code so visitors can pay for parking at that location. Unfortunately, those visitors do not realize that this does not cover street parking, so the Town has worked with visitors to avoid issuance of parking tickets. The Town is working with Turner Construction (contractors for the Hill Top House Hotel demolition project) on a plan to avoid parking tickets when employees conduct inspections for demolition debris downhill from the hotel.

**g. Planning Commission.**

**i. Planning Commission report.**

Chris Craig reported that two applications are currently pending for alterations to rights-of-way. These applications may require coordination with the Historic Landmarks Commission and will be coming to the Town Council for consideration at a future date. Discussion was held with Landmarks on the permitting process in general. At its next meeting, Planning will begin working on a permitting process flowchart.

**h. Historic Landmarks Commission.**

**i. Historic Landmarks Commission report.**

*No report.*

**5. Organizations / other reports.**

Storm DiCostanzo reported that a kick-off meeting will be held with Region 9 and the Corporation of Bolivar on a joint stormwater project. Mr DiCostanzo recommended that certain officials be part of this meeting as well, including representatives from the Water Commission and the National Park Service.

Chris Craig reported on a recent clean-up event at the C&O Canal. The Flip Flop Festival will be held on the 23<sup>rd</sup> and 24<sup>th</sup> of April. The Harpers Ferry Foundation will host a Folk March to raise funds for special projects.

Virliisa Breeden noted that the Easter Egg Hunt will take place this coming Saturday at 11 a.m.

**6. Unfinished business.**

*None.*

**7. New business.**

*None.*

Motion to adjourn by Jim Jenkins, second by Chris Craig. Meeting adjourned at 8:16 p.m.

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

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

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