



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting

Monday, 13 June 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	Absent
Christian Pechuekonis	Councilmember	Present

The agenda was approved as amended. Items 4.c.ix.-xii. were moved after item 7.

Public comment:

- Ed Wheelless presented a brief overview of the upcoming Black Heritage Walking Tour.

1. Mayor's announcements.

- Mayor Vaughn asked that all public meetings begin with the Pledge of Allegiance.
- The Mayor recognized three residents or former residents of Harpers Ferry who have recently passed away (Arthur Stewart, Tom McCloyne, and Lloyd Reeler).
- An update on the Hill Top House Hotel which was recently received from SWaN Investors was read aloud.

2. Approval of minutes.

a. Regular meetings: 11 April 2022; 9 May 2022.

The minutes for 11 April 2022 were approved as received. The minutes for 9 May 2022 were approved as amended.

b. Special meeting: 19 April 2022.

The minutes for 19 April 2022 were approved as received.

3. Treasurer's reports and approvals.

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

The financial reports for April 2022 were approved as received.

b. Discussion and action to approve FY 2022 General Fund Budget Revision #3.

Motion	Motion to approve FY 2022 General Fund Budget Revision #3.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	Carden, Craig, DiCostanzo, Drake, Pechuekonis, Vaughn
NO	none
Result	MOTION APPROVED

c. Approval of invoices and purchases over Purchasing Threshold.

Motion	Motion to approve the invoices and purchases over the purchasing threshold as submitted.
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 May 2022.

Chief Brown reported that for the month of May 2022, there were 85 incidents, 39 citations issued, and no assists to other agencies, accidents, or call-outs.

b. Ordinance Compliance Officer.

i. Report for the month of May 2022.

A written report was received from the Ordinance Compliance Officer.

c. Budget and Finance Committee.

Christian Pechuekonis reported that consideration of hiring a public works administrator has been postponed. Town Hall structural upgrades, including renovating the vacant former liquor store space, is being considered. Storm DiCostanzo gave a brief update on the proposed CSX quiet zone and the upgrading of the Amtrak railway station to ADA standards. Chris Craig mentioned that he has been working on addressing bicycle access at the station as well.

i. Discussion and action regarding approval of FY 2023 Purchasing Threshold Guidelines.

Motion	Motion to approve the FY 2023 Purchasing Threshold Guidelines.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo

YES	6
NO	0
Result	MOTION APPROVED

ii. Discussion and action regarding bid for procurement for FY 2020 and FY 2021 audit services.

Motion	Motion to hire Perry and Associates to perform FY 2020 and FY 2021 audit services as outlined in the received proposal.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

iii. Discussion and action regarding funding request for 4th of July music performance.

Motion	Motion to approve funding of up to \$500.00 for the 4 th of July music performance from Line 906 Arts and Humanities.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

iv. Discussion and action regarding funding request for 4th of July Town event.

Motion	Motion to approve funding of up to \$200.00 for the 4 th of July Town event from Line 412 Economic Development.
Motion by	Christian Pechuekonis
Second	Laurel Drake
YES	6
NO	0
Result	MOTION APPROVED

v. Discussion and action regarding funding for Town street beautification.

Motion	Motion to approve up to \$2,000.00 for Town street beautification from the FY 2022 budget Street Fund Line 906.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

vi. Discussion and action regarding purchase of 2022 Ford Explorer police cruiser.

Motion	Motion to approve payment for purchase of a 2022 Ford Explorer police cruiser in the amount of \$46,287.69.
Motion by	Christian Pechuekonis

Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

vii. Discussion and action regarding the payoff of the 2021 Ford Explorer police cruiser loan.

Motion	Motion to approve payoff of the loan for the 2020 Ford Explorer police cruiser in the amount of \$31,530.17 on 14 June 2022 to Bank of Charles Town from Line 976 Public Safety.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

viii. Discussion and action regarding funding FY 2022 Harpers Ferry Black Heritage Walking Tour brochure.

Motion	Motion to approve funding of \$500.00 from Line 906 Arts and Humanities to fund the Black Heritage Walking Tour brochure reprint.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

ix. Discussion and action regarding the adoption of Police Department officer wage schedule.

This item was discussed in executive session. Action on this item is postponed at this time.

x. Discussion and action regarding wage increase for current police officers.

This item was discussed in executive session.

Motion	Motion to approve Police Department wage increases for officers as presented, effective 1 July 2022.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

xi. Discussion and action regarding the approval of FY 2023 COLA increase for all employees.

This item was discussed in executive session.

Motion	Motion to approve FY 2023 COLA increase of 5% for all Harpers Ferry employees, effective 1 July 2022.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

xii. Discussion and action regarding approval of Continuous Service Recognition Program.

This item was discussed in executive session.

Motion	Motion to approve the Continuous Service Recognition program as amended, at a rate of \$75.00 per year, effective 1 July 2022.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

xiii. Update regarding WV DEP Tributary Team for stormwater concept plan.

Storm DiCostanzo reported that Mayor Vaughn signed the MOU and the financial commitment. This morning, a meeting was held with the WV DEP Tributary Team, the Town, and other stakeholders to discuss the proposed stormwater project and plan of action.

d. Water Department.

i. Water Commission general report.

Laurel Drake reported that the Water Commission alerted the public that the water treatment facility will be going down to one filter, so water conservation is advised during the next eight weeks. The Commission is working on a job description for a water project administrator. A lead and copper survey will be sent to Water Works customers later this week.

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

Laurel Drake presented the report from the engineer.

iii. Discussion and action on Resolution #15 / Pay Application #14 for the Water Treatment Facility Improvements.

Motion	Motion to approve Resolution #15 and Pay Application #14 for the
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	Water Treatment Facility Improvements Project, totaling \$399,669.20.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

iv. Discussion and action on approval of FY 2022 Water Works budget revision #3.

Motion	Motion to approve FY 2022 Water Works Budget Revision #3 as presented.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

v. Discussion and action regarding approval of FY 2023 Water Works budget.

Motion	Motion to approve FY 2023 Water Works budget as presented.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

vi. Discussion and action regarding award of contract for Elks Run 8” water main replacement.

Motion	Motion to approve award of contract for the Elks Run 8” water main replacement project to Greenridge Contactors, Inc. in the amount of \$165,981.00.
Motion by	Laurel Drake
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

vii. Discussion and action regarding approval of contract for copper and lead sampling.

Consideration of this item is postponed at this time, pending receipt of a new contract offer.

viii. Water Plant Manager’s report.

Chris Styer reported that putting the new sedimentation basin online has significantly improved the efficiency of water treatment times, as well as the quality of the treated water. That quality will improve more once the membrane filtration

system is installed. Christian Pechuekonis asked about two high-intensity lights that were installed and expressed concern with light pollution.

e. Ordinance Review Committee.

Kevin Carden reported that the Ordinance Review Committee will be meeting to discuss a special event vendor license ordinance.

f. Parking Committee.

Christian Pechuekonis reported that three parking signs have been relocated, allowing three additional parking spaces. Also, mailboxes near the Women’s Club are being relocated, which will create at least one additional space. Town Clerk Virlissa Breeden stated that several visitors have mistakenly paid for parking online, believing that it covered parking at the train station as well.

g. Planning Commission.

i. Planning Commission report.

Chris Craig reported that some progress has been made on a permit process flowchart.

ii. Discussion and action regarding permit to alter right-of-way at 699 Fillmore Street.

Main motion	Motion to approve permit to alter the right-of-way for parking at 699 Fillmore Street as presented.
Main motion by	Chris Craig
Second – main motion	Storm DiCostanzo
Amendment	Motion to add the following language to the main motion: issuance of permit does not confer exclusive use of the improved parking area that is in the public right-of-way.
Amendment by	Storm DiCostanzo
Second to amend	Christian Pechuekonis
YES – amendment	6
NO – amendment	0
Result – amendment	Amendment approved
YES – main motion	6
NO – main motion	0
Result – main motion	MOTION APPROVED as amended

iii. Discussion and action regarding safety concerns at 991 Putnam Street.

There have been concerns expressed with vehicles parking on private property along Putnam Street and visitors urinating in yards. The Planning Commission is recommending addition of signage in that area directing visitors to restroom areas; consideration of installation of additional restroom areas in the Town; and installation of neighborhood watch signs. A committee will be assembled to draft a formal plan for further consideration.

h. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

Christian Pechuekonis said the Historic Landmarks Commission is still working on a welcome letter for new residents.

5. Organizations / other reports.

Chris Craig reported that the Canal Towns Partnership will host an annual picnic at the C&O Park headquarters in Williamsport, Maryland.

Christian Pechuekonis reported that the Merchants' Association is working on plans for the next Olde Tyme Christmas celebration.

Virlissa Breeden presented a brief update on the recent Music on the Ridge event.

6. Unfinished business.

None.

7. New business.

None.

Motion	Motion to enter executive session, pursuant to WV Code § 6-9A-4(b)(2)(A) (<i>for agenda items 4.c.ix.-xii.</i>).
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
Result	MOTION APPROVED. Executive session began at 8:50 p.m.

The meeting returned to open session at 9:50 p.m.

Motion to adjourn by Laurel Drake, second by Storm DiCostanzo. Meeting adjourned at 9:53 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____