



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting

Monday, 11 July 2022

7:00 p.m.

Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425

Due to a technical difficulty, the meeting was called to order at 7:04 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
Christian Pechuekonis	Councilmember	Present

The agenda was approved as amended. Items 4.d.ii.-v. were moved after 4.d.ix. Items 4.c.ii., 4.d.vii., 4.d.viii., and 7.a. were moved to the end of the meeting.

There were no public comments.

1. Mayor's announcements.

- Mayor Vaughn spoke in memory of Councilmember Jim Jenkins, who passed away at the beginning of the month.
- The 4th of July picnic was a great success, and the Mayor personally thanked Councilmembers DiCostanzo, Drake, and Pechuekonis, and Office Coordinator Pat Morse for their work in making it such a success.
- The Mayor presented an update on ARPA funds distribution from the Jefferson County Commission. He remains optimistic that some funds will be distributed to Harpers Ferry.

2. Approval of minutes.

a. Regular meeting: 13 June 2022.

The minutes for 13 June 2022 were approved as amended.

3. Treasurer's reports and approvals.

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

The financial reports for May 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	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

c. Information briefing on various funding sources being pursued to finance the Town's water distribution (infrastructure) initiative.

Mayor Vaughn has asked the Financial Officer to put together a description of sources that are being pursued to help fund the water distribution system upgrades. The Financial Officer gave an overview of this document and the various funding sources.

4. Town reports.

a. Police Department.

i. Police report for the month of June 2022.

Chief Brown reported that for the month of June 2022, there were 90 incidents, 46 citations issued, 10 assists to other agencies, two accidents, and one call-out. Chief Brown mentioned that the Police Department has been working with the Ordinance Compliance Officer on several situations around town.

b. Ordinance Compliance Officer.

i. Report for the month of June 2022.

A written report was received from the Ordinance Compliance Officer.

ii. Discussion and action regarding permit application fee waiver.

Motion	Motion to waive the permit application fee for the Harpers Ferry-Bolivar Historic Town Foundation's application to build a merchant walkway in Lower Town and that reimbursement for that fee be issued to the Foundation in the amount of \$215.66.
Motion by	Chris Craig
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

c. Budget and Finance Committee.

i. Discussion regarding Potomac Edison / Mon Power Solar Energy Offering.

Christian Pechuekonis and Storm DiCostanzo explained that First Energy, parent corporation of Potomac Edison, is administering a program put forth by the

Legislature to fund development of solar energy farms. Individual rate payers can elect to add a small fee to their monthly electric bills to help fund construction of five such facilities in the state. Contributions can be as little as \$1 each month. This additional billing will likely begin in December 2023. The Town may also participate.

ii. Discussion and action regarding approval of employee salary scales.

This item was discussed in executive session.

Motion	Motion to approve the employee salary scale for the Police Department as amended.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

iii. Discussion and action regarding approval of funding for tree removal at the Woman’s Club.

Motion	Motion to approve disbursement of \$5,000.00 to the contractor selected for tree removal and maintenance to preserve the historic Woman’s Club house, from budget Line 906 Arts, Humanities, and Historic Preservation.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	5
NO	0
ABSTAIN	1
Result	MOTION APPROVED

iv. Discussion and action regarding contract to paint the roof of the Town Gazebo.

Motion	Motion to contract Rankin Painting to sand, scrape, prime, and paint the roof of the Town Gazebo for up to \$2,500.00, from budget Line 906 Arts, Humanities, and Historic Preservation; inspection and approval will be required after sanding and scraping have been completed.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

v. Discussion and action to contract for structural engineering evaluation of Town Hall.

Motion	Motion to contract Structural Concepts, Inc. in the amount of \$2,499.00 to perform a structural engineering evaluation of the Town Hall building.
Motion by	Storm DiCostanzo

Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

vi. Discussion and action regarding request to Federal Rail Administration (FRA) regarding Quiet Zone in Lower Town.

Storm DiCostanzo proposed that an FRA Quiet Zone feasibility study be conducted.

Motion	Motion to have the Mayor or a member of the Town Council contact the Federal Rail Administration (FRA) and / or the appropriate State authorities to discuss the process and potential costs to establish a Quiet Zone in Lower Town Harpers Ferry.
Motion by	Storm DiCostanzo
Second	Laurel Drake
YES	6
NO	0
Result	MOTION APPROVED

d. Water Department.

i. Water Commission general report.

Laurel Drake reported that a lead and copper survey was sent out to customers; about 210 have been returned so far. The Jefferson County Assessor's Office has provided a list of houses built within a target date range which may be contacted for lead and copper sampling. Twenty samples will be needed. The company that will be building the membrane filtration system will arrive next week. The Public Service Commission (PSC) requires testing of all water meters at regular intervals, which will occur after the membrane filtration system is installed. Meters at two apartment complexes will be replaced in the near future. The contractors for the Elks Run Main project recently discovered that the National Park Service must be included as one of the insured parties for the project by requirement of the USDA.

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

A written report was received from the engineer.

iii. Discussion and action on Resolution #16 / Pay Application #15 for the Water Treatment Facility Improvements.

Motion	Motion to approve Resolution #16 / Pay Application #15 for the Water Treatment Facility Improvements in the amount of \$141,929.09.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6

NO	0
Result	MOTION APPROVED

iv. Discussion and action regarding Amendment #5 to Owner Engineer Contract for Water Treatment Plant improvement project.

Motion	Motion to approve Amendment #5 to the Owner-Engineer Contract for the Water Treatment Plant improvement project.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

v. Discussion and action regarding updated Preliminary Engineer Report for Harpers Ferry Water Works Distribution System upgrade.

Motion	Motion to approve up to \$5,000.00 to update the GD&F Preliminary Engineer Report for the Harpers Ferry water distribution system project.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

vi. Discussion and action on the Heberling proposal for the Elk Run Main project.

Motion	Motion to accept the Heberling proposal dated 17 Jun 2022 for archaeological work during the Elks Run Main project costing a maximum of \$3,683.04.
Motion by	Laurel Drake
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

vii. Discussion and action on request to access database.

This item was discussed in executive session. No action was taken at this time.

viii. Discussion and action on new administrator position.

This item was discussed in executive session.

Motion	Motion to approve Public Works Administrator job description as amended.
Motion by	Laurel Drake
Second	Chris Craig
YES	6

NO	0
Result	MOTION APPROVED

ix. **Water Plant Manager’s report.**

Chris Styer reported that the water loss for June 2022 was 14.16%, the lowest it has been since he became Superintendent. Water usage was the highest in five years. One of the two filters was removed in anticipation of the installation of the membrane filtration system. A new pump system has been installed and is operational. Some street repair work will need to be performed in areas where leaks have been fixed.

e. **Ordinance Review Committee.**

i. **Discussion and action on first reading for approval of Ordinance 2022-03 Temporary Special Event Vendor License, providing for a 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	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

f. **Parking Committee.**

i. **Discussion and action regarding developing a Town ordinance for street snow removal on Washington and High Streets.**

Motion	Motion to create an ordinance to designate Washington and High streets as an emergency snow route and be posted as such with specific road signs placed within the street right-of-way. The purpose of this designation and signage is to alert the public that these streets are to be kept clear of parked vehicles with may interfere with snow and ice control operations upon declaration of a snow emergency by the National Weather Service and then declared formally by the Mayor or by his or her designated representative. Any vehicles left unattended and parked in the emergency snow route shall be removed at the owner’s expense. This ordinance will be communicated to residents each October / November by the Parking Committee in the Harpers Ferry Community Newsletter and in the Mayor’s Comments at each October / November Town Council meeting.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	2
NO	4
Result	MOTION FAILED

There was some discussion and disagreement on whether such an ordinance is required. The Mayor will call the attorney to discuss how to resolve this issue.

g. Planning Commission.

i. Planning Commission report.

Chris Craig noted that the Planning Commission has lost one of its members, Jim Jenkins, who recently passed. The West Ridge Street application mentioned in the OCO's reported has been put on hold and may be withdrawn by the applicant. The Planning Commission continues working on flow charts for approval processes. Safety concerns on Putnam Street are being addressed by a committee. More information is being sought from WVU about the comprehensive plan update. Mr Craig met with the Jefferson County Planner, Jennifer Brockman, who has offered to help the Town with the Armory Canal Trail project.

h. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

Christian Pechuekonis said the Wheeler family arrived unexpectedly at the recent Landmarks meeting to discuss the Weaver property and their options. Members of Landmarks expressed that they would like to work with the family on the property's restoration. The Boundary Street wayside sign was discussed, as well as the Dan Riss archives. The Commission is working on enhancements to its webpage. A budget of \$1,000.00 was granted by WVSHPO to develop a welcome letter.

5. Organizations / other reports.

a. Sign Study Group.

Storm DiCostanzo reported that the group met recently and discussed its objectives, including development of certain ordinances, and areas where signage concerns should be addressed. Key entry points and corridors will be part of a signage and traffic control plan. Mr DiCostanzo spoke on the group's other objectives that will also be presented in the future for Town Council consideration.

6. Unfinished business.

a. Discussion, action, and briefing on the status of the High Street improvement project.

Mayor Vaughn reported that a meeting was recently held with representatives from the WV Division of Highways (DOH). It was recommended that the Town approve the option that would shift the route of High Street by approximately two feet. The Town will now need to explore possible funding options for the initial engineering report.

b. Update on Washington Street repairs and improvements.

Mayor Vaughn said milling and resurfacing of the entire length of Washington Street is planned for the future after a stormwater plan is in place; however, some repair work

was conducted recently, and the Mayor is pleased with these repairs. WVDOH is considering options to remedy erosion along sidewalks as a temporary fix until stormwater and resurfacing can be addressed.

7. New business.

a. Discussion and action on filling an unexpired Town Council vacancy.

This item was discussed in executive session. No action was taken at this time.

Motion	Motion to enter executive session, pursuant to WV Code §§ 6-9A-4(b)(2)(A) and 6-9A-4(b)(12) (for agenda items 4.c.ii., 4.d.vii., 4.d.viii., and 7.a.).
Motion by	Chris Craig
Second	Storm DiCostanzo
Result	MOTION APPROVED. Executive session began at 9:37 p.m.

The meeting returned to open session at 11:18 p.m.

Motion to adjourn by Chris Craig, second by Storm DiCostanzo. Meeting adjourned at 11:20 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____