



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting

Monday, 8 August 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 held virtually through Zoom webinar and 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	Absent
Chris Craig	Councilmember	Present
Greg "Storm" DiCostanzo	Councilmember	Present
Laurel Drake	Councilmember	Present
Jerry Hutton	Councilmember	Present
Christian Pechuekonis	Councilmember	Present

The agenda was approved. There were no public comments.

1. Mayor's announcements.

Mayor Vaughn made the following announcements:

- Welcomed Jerry Hutton to Town Council. He stated that the oath was given and delivered to the Jefferson County Clerk's Office and met all required timeframes.
- Discussed \$9+ million request through Capito and announced we did not make the cut and was not provided a reason. He said it is a step back but not dampening efforts to get support for our water distribution system. He asked Finance Officer, Deb Kelly, to speak about grant options that they are continuing to pursue, which have an August 10th deadline. If it is granted, the funds are readily available.
- Announced he will be at the Jefferson County Commission meeting on Thursday at 10:45 a.m. to (defend) request ARPA money through the county. He will be giving a 15-minute presentation. He asked TC members to be available.
- Reported that work on the Gazebo has begun. Painting of the roof started today.

2. Approval of minutes.

a. Regular meeting: 11 July 2022.

Correction to Item 4.h.i. to change Reeler to Wheeler property; correction to Item d.vii. to include motion; correction to Item 4.c.i. to add the Town may also participate in the

program; correction to Item 4.f.i. to reflect motion failed; correction to Item 4.c.v. to change amount from \$2,400.00 to \$2,499.00. Motion to accept the minutes as amended by Chris Craig; seconded by Storm DiCostanzo; approved 6-0.

b. Special meeting: 27 July 2022.

Minutes were not available.

3. Treasurer’s reports and approvals.

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

Financial Officer, Deb Kelly, stated that the reports were not final, and the audit has begun. The financial reports for June 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	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

4. Town reports.

a. Police Department.

i. Police report for the month of July 2022.

Chief Brown reported that for the month of July 2022, there were 126 incidents, 51 citations issued, 10 assists to other agencies, 4 accidents, and 3 call-outs. He stated that he is continuing public safety efforts with the officers. He intends to fill the parking attendant position soon to increase enforcement of paid parking.

b. Ordinance Compliance Officer.

i. Report for the month of July 2022.

A written report was received from the Ordinance Compliance Officer.

c. Budget and Finance Committee.

i. Discussion and action regarding contracting services for the update to the Comprehensive Plan.

Motion	Motion to approve contracting with WV Land Use to update the Harpers Ferry Comprehensive Plan for up to \$20,000 effective today.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

d. Water Department.

i. Water Commission general report.

Laurel Drake reported that the Water Commission is assisting with the Lead and Copper guidelines that have been given to all water utilities from the state of WV. We have sent out a survey to each household in our water district and have received approximately 30% of the surveys back. We are still asking the public to complete and return the surveys in the blue addressed and stamped envelope.

Along with other water utilities, we are tasked with creating a database showing the composition of the pipes in service lines for each residential address in our water district. Toward that end, we have been in contact with the WV Rural Community Assistance Program (RCAP). RCAP has offered to take our surveys and digitize them into a spreadsheet. We plan to work with RCAP to complete this project which has a due date in October of 2024.

The Water Commission has approved a new salary schedule with 10 steps for the water department employees and will send this schedule to Budget & Finance for their review.

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

Laurel Drake presented the written engineer's report for July 2022.

iii. Discussion and action on Resolution #17 / Pay Application #16 for the Water Treatment Facility Improvements.

Motion	Motion to approve Resolution #17 and Pay Application #16 for the Water Treatment Facility Improvements Project as presented, totaling \$103,909.05.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

iv. Discussion and action on 120 Water proposal.

No discussion at this time.

v. Discussion and action regarding status of drafting proposed employee salary scale for water utility employees.

Going to Budget and Finance.

vi. Discussion and action regarding status of drafting standard operating procedures for water utility operations, procedures, and policies.

No discussion at this time.

vii. Water Plant Manager's report.

e. Ordinance Review Committee.

i. Discussion and action on second reading for approval of Ordinance 2022-03 Temporary Special Event Vendor License, providing for a temporary special event vendor license.

Motion	Motion to approve second reading of Ordinance 2022-03 Temporary Special Event Vendor License.
Motion by	Chris Craig
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

f. Parking Committee.

Christian Pechuekonis reported they are moving two sets of mailboxes.

g. Planning Commission.

i. Planning Commission report.

Chris Craig reported that the Planning Commission approved the Tree Committee Action Plan, but with a recommendation that the name be changed to Maintenance Plan. He further reported that the Commission has completed its work on permit process flowcharts and has sent two drafts to a special Town committee to discuss and refine.

ii. Discussion and action on the 2022 Harpers Ferry Tree Plan.

Antietam Arborist identified at-risk trees. New tree replacement is not part of the plan. Planning Commission approved plant but requested the name be changed to Tree Maintenance Plan.

Motion	Motion to approve 2022 Tree Plan as submitted.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

h. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

Christian Pechuekonis reported that HLC met 18 July 2022. They are still working on request for quote on Weaver house sign. They are waiting to hear back from the Wheeler family to move forward on that. The Dan Riss archives project is still in process.

ii. Review and approval of the Historic Landmarks Commission welcome letter and survey form.

Christian Pechuekonis reported that the Welcome Letter for new residents has been completed and SHPO gave us money for direct mail to all residents and future new residents. He stated that a new tab is needed on the Town website.

Suggestions made for changes to be made; no decision / approval needed.

5. Organizations / other reports.

None.

6. Unfinished business.

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

Continuing.

7. New business.

None.

Motion to adjourn by Chris Craig, second by Christian Pechuekonis. Meeting adjourned at 8:10 p.m.

These minutes were recorded by Town Clerk Virlissa Breeden.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____