



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting **Monday, 12 September 2022** **7:00 p.m.**
Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425

The meeting was called to order at 7:01 p.m. by Recorder Kevin Carden. 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 | Absent |
| Kevin Carden | Recorder | Present (<i>presiding</i>) |
| 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 as received.

Public comment on agenda items:

- John Saah thanked the Town Council for addressing the issue of Cambridge Street. Mr Saw said his vehicle “swims in gravel” on the street because “wrong kind of gravel was used”.

1. Approval of minutes.

a. Regular meeting: 8 August 2022.

Approval of the minutes for 8 August 2022 was postponed.

b. Special meetings: 27 July 2022; 19 August 2022; 6 September 2022.

The minutes for 27 July and 19 August 2022 were approved as received. The minutes for 6 September 2022 were approved as amended.

2. Treasurer’s reports and approvals.

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

The financial reports for July 2022 were approved as received.

b. Approval of invoices and purchases over Purchasing Threshold.

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| Motion | Motion to approve the invoices and purchases over the purchasing threshold |
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| | as submitted. |
| Motion by | Storm DiCostanzo |
| Second | Chris Craig |
| YES | 6 |
| NO | 0 |
| Result | MOTION APPROVED |

3. Town reports.

a. Police Department.

i. Police report for the month of August 2022.

Chief Brown reported that for the month of August 2022, there were 190 incidents, 87 incidents, nine assists to other agencies, two call-outs, and one accident.

Chief Brown reported he recently participated in a meeting concerning the annual Olde Tyme Christmas event. A proposed traffic plan for this year's OTC event will require Town Council approval.

b. Ordinance Compliance Officer.

i. Report for the month of August 2022.

A written report was received from the Ordinance Compliance Officer.

c. Budget and Finance Committee.

i. Discussion and action regarding Appalachian Chamber Music Company request for funding and invoice.

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| Motion | Motion to approve disbursement of \$2,000.00 to the Appalachian Chamber Music Company for Invoice #11, from Line Item 906 Arts and Humanities. |
| Motion by | Christian Pechuekonis |
| Second | Storm DiCostanzo |
| YES | 6 |
| NO | 0 |
| Result | MOTION APPROVED |

ii. Discussion and action regarding Bolivar-Harpers Ferry Public Library request for funding and reimbursement.

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| Motion | Motion to approve disbursement of \$300.00 to the Bolivar-Harpers Ferry Public Library for reimbursement for Ceramics Class instruction, from Line Item 906 Arts and Humanities. |
| Motion by | Christian Pechuekonis |
| Second | Storm DiCostanzo |
| YES | 6 |
| NO | 0 |
| Result | MOTION APPROVED |

iii. Discussion and action regarding Trail and Town Alliance request for funding and reimbursement.

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| Motion | Motion to approve disbursement of \$256.49 to Jacob Stettes of behalf of the Trail and Town Alliance, from Line Item 402 Economic Development, for expenses related to Woodpecker Woods Trail. |
| Motion by | Christian Pechuekonis |
| Second | Storm DiCostanzo |
| YES | 6 |
| NO | 0 |
| Result | MOTION APPROVED |

iv. Discussion and action regarding disposition of obsolete or worn-out Town property.

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| Motion | Motion to refer disposition of obsolete or worn-out Town property to the Ordinance Review Committee for an updated ordinance or policy change, as required. |
| Motion by | Christian Pechuekonis |
| Second | Storm DiCostanzo |
| YES | 6 |
| NO | 0 |
| Result | MOTION APPROVED |

v. Discussion and action regarding recommended purchase of firearms for Police Department.

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| Motion | Motion to approve purchase of three shotguns and two rifles as quoted for up to \$6,000.00, plus shipping, from Line Item 976 Public Safety. |
| Motion by | Storm DiCostanzo |
| Second | Christian Pechuekonis |
| YES | 6 |
| NO | 0 |
| Result | MOTION APPROVED |

vi. Discussion and action regarding FY 2023 snow removal bid.

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| Motion | Motion to approve advertisement for bid of FY 2023 snow removal contracting in the local newspaper and through BidExpress, as appropriate. |
| Motion by | Christian Pechuekonis |
| Second | Storm DiCostanzo |
| YES | 6 |
| NO | 0 |
| Result | MOTION APPROVED |

vii. Discussion and action regarding FY 2023 General Fund Budget Revision #2.

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| Motion | Motion to approve FY 2023 General Fund Budget Revision #2 as presented. (ROLL CALL) |
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| Motion by | Christian Pechuekonis |
| Second | Storm DiCostanzo |
| YES | Carden, Craig, DiCostanzo, Drake, Hutton, Pechuekonis |
| NO | 0 |
| Result | MOTION APPROVED |

d. Water Department.

i. Water Commission general report.

Laurel Drake provided an update on the lead and copper survey. She also reported that Alvarez, contractor for water plant upgrades, believes that the spring water may not be reaching the plant.

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

A written report was received from the engineer.

iii. Discussion and action on Resolution #18 / Pay Application #17 for the Water Treatment Facility Improvements.

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| Motion | Motion to approve Resolution #18 / Pay Application #17 for the Water Treatment Facility Improvements in the amount of \$135,123.96. |
| Motion by | Storm DiCostanzo |
| Second | Chris Craig |
| YES | 6 |
| NO | 0 |
| Result | MOTION APPROVED |

iv. Discussion and action regarding approval of payment Application #1 for Elks Run 8” Water Main Replacement project.

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| Motion | Motion to approve Payment Application #1 for the Elks Run 8” Water Main Replacement as presented. |
| Motion by | Storm DiCostanzo |
| Second | Christian Pechuekonis |
| YES | 6 |
| NO | 0 |
| Result | MOTION APPROVED |

v. Discussion and action regarding retention / removal of Water Commission member based upon confirmation of residency within the water service area.

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| Motion | Motion to remove David Gignilliat from the Water Commission due to non-fulfillment of the residency requirement in Ordinance Article 901. |
| Motion by | Laurel Drake |
| Second | Jerry Hutton |
| YES | 6 |
| NO | 0 |

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| Result | MOTION APPROVED |
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vi. Water Plant Manager’s report.

Chris Styer reported that the water loss rate for August 2022 was 22.39%. Mr Styer urged the community to call the water plant if anyone sees a major leak. The last tie-in to the new Elk Run main should take place tomorrow, completely replacing the old intake. Timeliness of the Monthly Operation Reports (MOR), efficiency, and accuracy will be greatly improved by the new system.

e. Parking Committee.

Christian Pechuekonis reported that Timothy Stampfer has been working the last few weekends in his new role as the parking attendant, so an increase in parking revenue should be seen. The Committee is working on new and updated signage at the entrances to residential neighborhoods.

f. Planning Commission.

i. Planning Commission report.

Chris Craig reported that Planning has been corresponding with the WVU Law Clinic on working together for the Comprehensive Plan updates. Planning is also working on flow charts of approval processes.

ii. Discussion and action regarding maintenance, paving, and reworking of Cambridge paper street.

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| Motion | Motion for the Town Attorney to be consulted on the matter or maintenance, paving, and potential reworking of Cambridge Street (paper). Permeable paving and / or other techniques should be adopted, in order to comply with stormwater best management practices. |
| Motion by | Storm DiCostanzo |
| Second | Jerry Hutton |
| YES | 6 |
| NO | 0 |
| Result | MOTION APPROVED |

iii. Discussion and action on appointment of a member to vacant seat on the Planning Commission for the unexpired term ending 31 December 2023.

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

Applicant

Zach Morse

Nominated by

Chris Craig

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| Action | Appointment to the Planning Commission. |
| Zach Morse | Carden, Craig, DiCostanzo, Drake, Hutton, Pechuekonis |

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| Result | ZACH MORSE appointed to the Planning Commission for the term expiring 31 Dec 2023. |
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g. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

Christian Pechuekonis reported that the Historic Landmarks Commission has completed its draft welcome letter, which has been sent to the Mayor for approval. Afterward, it will be sent to the WV State Historic Preservation Office (SHPO) for its approval. The Commission is working on revisions to Ordinance Appendix A. The new version will contain photos and other improvements. Those revisions should be sent to the Town Council for its approval around January 2023.

4. Organizations / other reports.

Chris Craig reported that the new season of the Canal Towns Partnership begins this week. The CTP is looking at expanding to several additional municipalities.

5. Unfinished business.

None.

6. New business.

a. Discussion and action on a temporary 4-month lease agreement by the US Postal Service of the Town Hall first-floor vacant space.

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| Motion | Motion to approve rental of the Town Hall first floor vacant space to the US Postal Service from 1 Oct 2022 through 31 Jan 2023 per the terms of the proposed lease agreement. |
| Motion by | Christian Pechuekonis |
| Second | Chris Craig |
| YES | 6 |
| NO | 0 |
| Result | MOTION APPROVED |

b. Discussion and action on COVID-19 Town Council meeting protocol.

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| Motion | Motion that provided there is adequate wifi capability in the Camp Hill-Wesley United Methodist Church, that we submit for approval by the Mayor our proposal for in-person regular meetings of the Harpers Ferry Town Council in accordance with the report submitted by the ad hoc committee. |
| Motion by | Jerry Hutton |
| Second | Storm DiCostanzo |
| YES | 6 |
| NO | 0 |
| Result | MOTION APPROVED |

Motion to adjourn by Chris Craig, second by Laurel Drake. Meeting adjourned at 9:15 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____