



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting **Monday, 12 December 2022** **7:00 p.m.**
Camp Hill-Wesley United Methodist Church • 645 Washington Street, Harpers Ferry, West Virginia 25425

The meeting was called to order at 7:11 p.m. by Mayor Vaughn. The meeting was late starting due to technical difficulties.

Member	Title	Status
Greg Vaughn	Mayor	Present
Kevin Carden	Recorder	Present
Chris Craig	Councilmember	Present
Greg "Storm" DiCostanzo	Councilmember	Present
Laurel Drake	Councilmember	Present
Jerry Hutton	Councilmember	Present (<i>via Zoom Webinar</i>)
Christian Pechuekonis	Councilmember	Present

The agenda was approved as amended. Item 4.g.iii. will be split into two separate items. Items 6.a., 6.b., and 6.c. were moved after item 2.a. Item 4.c.ii. and 4.d.v. will be moved to the end of the meeting.

Public comment on agenda items:

- Benjamin Buckley spoke on proposed deed corrections (items 6.a.-6.c.). Mr Buckley presented several recommended additions and corrections.
- Barbara Humes spoke about items 6.b. and 6.c. She asked that the Town Council schedule a public hearing on the ordinance at a separate meeting from the second reading for approval.

1. Mayor's announcements.

- Mayor Vaughn has been invited to a celebration at Shipley Elementary School. The school has been designated a Blue Ribbon School of Excellence, one of few across the nation.
- The Mayor has been working very closely with the OCO on the old Shipley School. Recently, a meeting was held with Park officials, who have agreed to rectify concerns with the exterior of the structure.
- The water plant project is nearing completion. A ribbon cutting ceremony will be held very soon. The Mayor thanked Barbara Humes for her efforts over the years to bring this project to fruition.
- The Town has applied for grant money from the State for work on the water distribution system. This is a grant with no required matching funds and is not a loan. The Mayor is

disappointed with the Jefferson County Commission's denial of the Town's request for ARPA funds for the water project.

2. Approval of minutes.

a. Regular meetings: 8 August 2022; 10 October 2022; 14 November 2022.

The minutes for 8 August 2022, 10 October, and 14 November 2022 were not available.

3. Treasurer's reports and approvals.

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

The financial reports for October 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	7
NO	0
Result	MOTION APPROVED

4. Town reports.

a. Police Department.

i. Police report for the month of November 2022.

Chief Brown reported that for the month of November 2022, there were 147 citations, 120 incidents, four assists to other agencies, three accidents, and no call-outs.

b. Ordinance Compliance Officer.

i. Report for the month of November 2022.

A written report was received from the Ordinance Compliance Officer.

c. Budget and Finance Committee.

i. Discussion and action regarding award of FY 2022 audit contractor.

Motion	Motion to approve the bid of Perry & Associates Certified Public Accountant, A.C. to conduct an audit for FY 2022.
Motion by	Storm DiCostanzo
Second	Laurel Drake
YES	7
NO	0
Result	MOTION APPROVED

ii. Discussion and action regarding approval of salary / pay scale for Town Hall employees.

This item was discussed in executive session.

Motion	Motion to assign the following current Town Hall employees to the new
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	<p>pay scales as follows:</p> <ul style="list-style-type: none"> • Financial Officer to Step 6; • Office Coordinator to Step 7; • Town Clerk to Step 4; • Ordinance Control Officer to Step 7; • Public Works Administrator to Step 1; and • Maintenance Specialist to Step 9.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

iii. Discussion and action regarding recommendation on travel policy.

Motion	Motion to approve the travel policy as amended.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	7
NO	0
Result	MOTION APPROVED

iv. Discussion and action regarding approval of Olde Tyme Christmas expenses / bills.

Motion	<p>Motion to pay the following amounts to the Harpers Ferry Merchant's Association for expenses related to the 2022 Olde Tyme Christmas:</p> <ul style="list-style-type: none"> • \$1,000.00 for invoice 110120222 for the event planner, from Line 402 Economic Development; • \$2,400.00 from Line 308 Hotel Motel fund as reimbursement for items received as of 12-9-2022 for Promotion of the Arts items under invoice 120220222, and up to \$1,525.00 to be paid upon submission of appropriate documentation for remaining items under the same invoice; • \$2,500.00 for beautification, to be paid to R.S. Excavating for invoice 1507 from Line 308 Hotel Motel fund, in lieu of paying Merchant Association invoice 120220221; and • Up to an additional \$4,228.00 to be paid to the Merchant Association from Line 308 Hotel Motel fund for invoice 120220221 for additional beautification, upon submission of appropriate documentation.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	7
NO	0
Result	MOTION APPROVED

Note: Laurel Drake made a motion to amend the above main motion, which failed for lack of a second.

v. Discussion and action regarding compensation plan of elected officials for FY 2023-FY 2024.

Christian Pechuekonis presented an overview of the compensation for elected officials across Jefferson County in comparison with those of the Corporation of Harpers Ferry. It is felt that our elected officials are undercompensated at this time. The Budget and Finance Committee will continue to review this subject.

d. Water Department.

i. General report from Public Works Administrator.

Stephen Paradis reported that for the month to date, the plant has pumped more than 2.3 million gallons of treated water to the tanks, for an average of 89% full tank capacity day to day. Mr Paradis is looking at alternate suppliers for chemicals. The amount of chemicals needed for the processing of water has been found to be about half as much as was used initially when the new membrane filters came online. Safety preparedness is being addressed, including Personal Protective Equipment (PPE). Mr Paradis has asked Shawn Veney to be the safety officer. HFWW is continuing to work on cleaning and organization, but much of it will have to be delayed by the completion of the water plant project. Mr Paradis has been in contact with the County Homeland Security agency to establish a contact structure in the event of an emergency. A small but long-term leak has been identified and is being incorporated into the final project change order for repair. The end of the water plant project is currently aimed at 1 January 2023. Chris Eckinrode is putting together a final punch list. Mr Eckinrode will assist Mr Paradis with drafting a disaster recovery plan. A final close-out meeting will occur around 12 January 2023.

ii. General report from Water Commission.

Laurel Drake reported that Alvarez has determined that water from the spring is coming into the system; however, some automatic pressure-relief valves will need to be added.

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

A written report was received from the engineer.

iv. Discussion and action on Resolution #21 / Pay Application #20 for the Water Treatment Facility Improvements.

Motion	Motion to approve Resolution #21 / Pay Application #20 for the Water Treatment Facility Improvements in the amount of \$88,226.65.
Motion by	Storm DiCostanzo
Second	Laurel Drake
YES	7
NO	0
Result	MOTION APPROVED

v. Discussion and action regarding wage scale salary of Water Plant employee.

This item was discussed in executive session.

Motion	Motion to assign Water Works employee Ryan Slusher to OIT Step 5, effective 19 December 2022.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

e. Parking Committee.

Christian Pechuekonis reported that the Parking Committee is working on some changes for next year, but these should not affect residents. Two parking categories will be added.

i. Discussion and action regarding seasonal street parking restrictions.

The Mayor will send a letter to residents along Washington Street asking them to not park along that street during inclement winter weather.

f. Ordinance Review Committee.

No report.

g. Planning Commission.

i. Planning Commission report.

Chris Craig reported that the Planning Commission plans to take action tomorrow on Commission by-laws and amendments to Ordinance Article 133.

ii. Discussion and action on appointments to the Planning Commission.

The following applicants were nominated for appointment to the Planning Commission:

<u>Applicant</u>	<u>Nominated by</u>
Tim Wisecarver	Chris Craig
Roberta Meade-Curry	Chris Craig

Action	Appointment to the Planning Commission.
Tim Wisecarver	Carden, Craig, DiCostanzo, Drake, Hutton, Pechuekonis, Vaughn
Roberta Meade-Curry	Carden, Craig, DiCostanzo, Drake, Hutton, Pechuekonis, Vaughn
Result	Tim Wisecarver and Roberta Meade-Curry appointed to the Planning Commission for terms expiring 31 Dec 2025.

iii. Discussion and action on appointment to the Tree Committee.

The following applicant was nominated for appointment to the Tree Committee:

<u>Applicant</u>	<u>Nominated by</u>
Christy Huddle	Chris Craig

Action	Appointment to the Tree Committee.
Christy Huddle	Carden, Craig, DiCostanzo, Drake, Hutton, Pechuekonis, Vaughn
Result	Christy Huddle appointed to the Tree Committee for the term expiring 31 Dec 2024.

iv. Discussion and action on organizational placement of the Tree Committee.

No action at this time.

h. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

Christian Pechuekonis reported that proposed amendments to Appendix A will be presented to the Planning Commission before consideration by the Town Council. The new resident welcome letter is waiting on approval by SHPO. At Landmarks' recent meeting, recommendations were made concerning two properties.

ii. Discussion and action on appointments to the Historic Landmarks Commission.

The following applicants were nominated for appointment to the Planning Commission:

Applicant

Tommy Van Vliet
George Owens

Nominated by

Christian Pechuekonis
Christian Pechuekonis

Action	Appointment to the Historic Landmarks Commission.
Tommy Van Vliet	Carden, Craig, DiCostanzo, Drake, Hutton, Pechuekonis, Vaughn
George Owens	Carden, Craig, DiCostanzo, Drake, Hutton, Pechuekonis, Vaughn
Result	Tommy Van Vliet appointed to the Historic Landmarks Commission for the term expiring 31 Jan 2028. George Owens appointed to the Historic Landmarks Commission for the term expiring 31 Jan 2027.

iii. Discussion and action regarding procuring and relocating radial-wave street light fixtures on utility poles.

No action at this time.

i. Parks and Recreation Commission.

Mayor Vaughn spoke about the recent Christmas tree lighting ceremony.

i. Discussion and action on appointment to fill unexpired term on the Parks and Recreation Commission.

The following applicant was nominated for appointment to the Parks and Recreation Commission:

Applicant

Zach Morse

Nominated by

Greg Vaughn

Action	Appointment to the Parks and Recreation Commission.
Zach Morse	Carden, Craig, DiCostanzo, Hutton, Pechuekonis, Vaughn
Result	Zach Morse appointed to the Parks and Recreation Commission for the term expiring 31 Jan 2024.

j. Board of Zoning Appeals.

i. Discussion and action on appointment to fill an alternate seat on the Board of Zoning Appeals.

The following applicant was nominated for appointment to an alternate seat on the Board of Zoning Appeals:

Applicant
Chad Gauthier

Nominated by
Greg Vaughn

Action	Appointment to an alternate seat on the Board of Zoning Appeals.
Chad Gauthier	Carden, Craig, DiCostanzo, Drake, Hutton, Pechuekonis, Vaughn
Result	Chad Gauthier appointed to an alternate seat on the Board of Zoning Appeals for the term expiring 1 Jan 2024.

5. Organizations / other reports.

a. Library Board.

i. Discussion and action on appointment to Bolivar-Harpers Ferry Public Library Board.

The following applicant was nominated for appointment to the Bolivar-Harpers Ferry Public Library Board:

Applicant
Maggie Rock

Nominated by
Chris Craig

Action	Appointment to the Bolivar-Harpers Ferry Public Library Board.
Maggie Rock	Carden, Craig, DiCostanzo, Drake, Hutton, Pechuekonis, Vaughn
Result	Maggie Rock appointed to the Bolivar-Harpers Ferry Public Library Board for the term expiring 30 Jun 2027.

6. Unfinished business.

a. Discussion and action on approval of corrective and amended deed regarding the previously adopted "Street Use Agreement" between the Corporation of Harpers Ferry and SWaN.

Town Attorney Kin Sayre and SWaN attorney Mike Funk presented an overview of amendments and corrections to the deed and ordinance.

- Storm DiCostanzo motioned to recess the meeting for five minutes; Christian Pechuekonis seconded. *The meeting recessed at 7:51 p.m. and resumed at 7:53 p.m.*

b. Discussion and action on first reading for approval of Ordinance 2022-04 Corrective and Amended Deed, authorizing the Mayor to execute the Corrective and Amended Deed by and between the Corporation of Harpers Ferry and SWaN Hill Top LLC.

Motion	Motion to approve first reading for approval of Ordinance 2022-04 Corrective and Amended Deed, authorizing the Mayor to execute the Corrective and Amended Deed by and between the Corporation of Harpers Ferry and SWaN Hill Top LLC.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

c. Discussion and action to set dates for a public hearing and second reading for approval of Ordinance 2022-04.

Motion	Motion to hold the public hearing on, and second reading for approval of, Ordinance 2022-04 at the January 2023 regular Town Council meeting.
Motion by	Storm DiCostanzo
Second	Jerry Hutton
YES	7
NO	0
Result	MOTION APPROVED

7. New business.

a. Discussion and action on approval of the 2023 Employees' Holiday Schedule.

Motion	Motion to approve the 2023 Employees' Holiday Schedule, as amended.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

Motion	Motion to enter executive session, pursuant to WV Code §§ 6-9A-4(b)(2)(A) and 6-9A-4(b)(2)(A) <i>(for agenda items 4.c.ii. and 4.d.v.)</i> .
Motion by	Chris Craig
Second	Storm DiCostanzo
Result	MOTION APPROVED. Executive session began at 9:19 p.m.

The meeting returned to open session at 9:46 p.m.

Motion to adjourn by Storm DiCostanzo, second by Chris Craig. Meeting adjourned at 9:49 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____