



# CORPORATION OF HARPERS FERRY

## Town Council

### MINUTES

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**Regular Meeting**                      **Monday, 13 February 2023**                      **7:00 p.m.**  
**Camp Hill-Wesley United Methodist Church, 645 Washington Street, Harpers Ferry, West Virginia 25425**

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The meeting was called to order at 7:00 p.m. by Mayor Vaughn.

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
Christian Pechuekonis	Councilmember	Present

The agenda was approved as received.

There were no public comments.

#### 1. Mayor's announcements.

- Mayor Vaughn received an email from a resident expressing concern that access to the two promontory overlooks remains closed. He has reached out to the Town Attorney.
- The Mayor received an email from Shipley Elementary School about starting a sort of "business partnership" with the school. Pat Morse attended the planning meeting and will put together a needs list for business partners in the program. Mayor Vaughn would also like to see a similar arrangement with Harpers Ferry Middle School.
- Mayor Vaughn spoke with an official from WVDOH. They would like a multimodal assessment done of Washington / High Street.
- The Eastern Panhandle Transit Authority requests Harpers Ferry's assistance with a letter to Secretary of Transportation Pete Buttigieg concerning grant funding for the EP Rural Multimodal Transit Center in downtown Martinsburg.
- Chris Craig said our last official Appalachian Trail Community representative resigned several years ago, during which time Mr Craig has been filling in. He is pleased to announce they now have a new official representative, Lyn Widmyer.

#### 2. Approval of minutes.

##### a. Regular meetings: 14 November 2022; 9 January 2023.

The minutes for 14 November 2022 were approved as received. The minutes for 9 January 2023 were approved as amended.

**3. Treasurer’s reports and approvals.**

**a. Review and approval of financial reports: December 2022.**

The financial reports were approved as received.

**b. Approval of invoices and purchases over Purchasing Threshold.**

<b>Motion</b>	Motion to approve the invoices and purchases over the purchasing threshold as submitted.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**4. Town reports.**

**a. Police Department.**

**i. Police report for the month of January 2023.**

Chief Brown reported that for the month of January 2023, there were 135 citations, 125 incidents, 11 assists, three call-outs, and no accidents.

Chief Brown also had several announcements and updates:

- The police officers have each walked through the middle school to become familiar with the facility in the event of an active shooter situation.
- A request was received from a resident to burn shrubs and debris. Due to the projected size of the fire and the dry brush in the area at this time, he is not in favor of approval.
- Requests have been received for two car shows, which could heavily disrupt traffic. Neither the Police Department nor the Park are preliminarily in favor. However, the Chief will look into it further and consult with the Mayor.

**b. Ordinance Compliance Officer.**

**i. Report for the month of January 2023.**

A written report was received from the Ordinance Compliance Officer.

**c. Budget and Finance Committee.**

**i. Discussion and action for Parks & Recreation Commission reallocation of funding in FY 2023 budget.**

<b>Motion</b>	Motion to approve \$2,000.00 from Line 906 Arts & Humanities for expenses to rehabilitate and preserve the Children’s Park in place of a Film Festival.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**ii. Discussion and action regarding approval of up to \$250.00 from Line 906 Arts & Humanities in support of Earth Day activities.**

<b>Motion</b>	Motion to approve \$250.00 from Line 906 Arts & Humanities for the 2023 Earth Day Celebration to be spent to support preservation and rehabilitation of the Children’s Park.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Jerry Hutton
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**iii. Discussion and action on Ballistic Shield purchase for the Police Department.**

<b>Motion</b>	Motion to approve up to \$2,700.00 under Police Department Supplies for the purchase of one ballistic shield.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**iv. Discussion and action regarding funding request from the Harpers Ferry-Bolivar Historic Town Foundation of \$2,500.00 for repairing the ceiling of the first Zion Church.**

<b>Motion</b>	Motion to approve the request for FY 2023 funding from the Harpers Ferry-Bolivar Historic Town Foundation for up to \$2,500.00 for repairs to the ceiling at the First Zion Baptist Church.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Jerry Hutton
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**d. Water Department.**

**i. General report from Public Works Administrator.**

Stephen Paradis reported that just under 6.4 million gallons of water was pumped to the tanks in January, with tank levels ranging from 76-95% daily. However, metered water in bills was 2.7 million gallons. It is estimated there are currently 15-30 leaks. Chemical use has been reduced to approximately five pounds a day. Leak adjustments are on hold until a new policy is put in place. The GD&F punch list for the water treatment facility was completed last week. Alvarez is coordinating air compressor repair. DHHR violations have been rescinded, except three from March 2022 for failure to submit samples; a plan is in place to rectify this problem. The Water Works is still working on how to properly calibrate the plant heaters and circulate air downward.

**ii. General report from Water Commission.**

Laurel Drake thanked the Water Commission for the work they did in 2022, including taking on the lead and copper sampling. The water treatment plant has three water sources (Potomac River, Elks Run, and a spring), but since there is no flow meter on each source, it is unclear what the available capacities are from each. The leak adjustment policy is being

amended to raise the rate and also to comply with updated PSC regulations on how to calculate the total adjusted charge.

**iii. Presentation and discussion on monthly Water Treatment Facility Improvements Engineer’s Report for the month of January 2023.**

A written report was received from the engineer.

**iv. Discussion and action regarding Change Order #3.**

<b>Motion</b>	Motion to approve Change Order #3 as presented.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**v. Discussion and action on Resolution #23 / Pay Application #22 for the Water Treatment Facility Improvements.**

<b>Motion</b>	Motion to approve Resolution #23 / Pay Application #22 for the Water Treatment Facility Improvements in the amount of \$142,270.62.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**vi. Discussion and action regarding Municipal Bond 86 B.**

<b>Motion</b>	Motion to approve request for final payments for Municipal Bond 86B to be made from the reserve held by the WV Bond Commission beginning with March 2023 payments.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**vii. Discussion and action on adoption of a leak adjustment policy.**

*No action at this time.*

**e. Planning Commission.**

**i. Planning Commission report.**

Chris Craig reported that he has been elected president, Zach Morse vice-president, and Paul Mayhew secretary of the Planning Commission. The Commission has met with consultants from WVU to continue work on the Comprehensive Plan. The ad hoc Permitting and Flowchart Committee has finalized its edits to the permit processing flowcharts; they will be distributed to concerned officials and boards for review and comment. The Committee also developed a list of 8-9 weaknesses identified in the current process.

**ii. Presentation of the 2022 Tree Committee Annual Report.**

A written report was received from the Tree Committee. Christy Huddle was thanked for all her hard work over the years. She is the only remaining original member of the Tree Committee.

**f. Historic Landmarks Commission.**

**i. Historic Landmarks Commission report.**

Christian Pechuekonis reported that the Historic Landmarks Commission continues work toward a Weaver House / Boundary Street wayside sign. Three bids have been received for the sign. The Commission will distribute a welcome letter to all residents within the next couple of weeks; in future, the letter will be distributed to all new residents of the Town. A list of questions for updating the historic registry will also be distributed. Landmarks is still working on amendments to Appendix A and on the street lighting system.

**g. Ordinance Review Committee.**

**i. Discussion and action on first reading for approval of Ordinance 2023-01 Planning Commission, providing for compliance with West Virginia Code.**

<b>Motion</b>	Motion to approve first reading of Ordinance 2023-01 Planning Commission.
<b>Motion by</b>	Kevin Carden
<b>Second</b>	Jerry Hutton
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**ii. Discussion and action on first reading for approval of Ordinance 2023-02 Tree Conservation, renaming the Tree Committee and establishing the Tree Commission's role as a free and separate deliberative body of Town government.**

<b>Motion</b>	Motion to approve first reading of Ordinance 2023-02 Tree Conservation.
<b>Motion by</b>	Kevin Carden
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**iii. Discussion and action on first reading for approval of Ordinance 2023-03 Parks and Recreation Commission, increasing the number of members on the Commission.**

<b>Motion</b>	Motion to approve first reading of Ordinance 2023-03 Parks and Recreation Commission.
<b>Motion by</b>	Kevin Carden
<b>Second</b>	Laurel Drake
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**h. Parking Committee.**

**i. Presentation of the updated Harpers Ferry Parking Policy.**

Christian Pechuekonis reported that the Parking Committee is looking to implement its new Parking Policy on the 1<sup>st</sup> of March. Issues were identified with the existing policy that were not appropriate for regulating parking properly. Implementation of the new policy should be revenue-neutral. Mr Pechuekonis read over the proposed changes.

**5. New business.**

**a. Discussion and action on the reinstatement of the Office Operation Committee.**

Jerry Hutton said he will work on a mission statement or bylaws for a restored Office Operations Committee for consideration at a later date.

**b. Discussion and action on revision to position description and titling change for Town Hall employee position to reflect duties and responsibilities more accurately.**

<b>Motion</b>	Motion to change the current title and job description of the Office Coordinator to the new title and job description of Administrative Officer.
<b>Motion by</b>	Chris Craig
<b>Second</b>	Jerry Hutton
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

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

*The above minutes are true and correct, as approved.*

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Recorder: \_\_\_\_\_ Date: \_\_\_\_\_