



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting

Monday, 10 April 2023

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 7:00 p.m. by Mayor Vaughn, followed by a recitation of the Pledge of Allegiance.

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>arrived 7:59 p.m.</i>)
Christian Pechuekonis	Councilmember	Present

The agenda was approved as received.

There were several public comments:

- Wayne Bishop spoke about conduct during last week's Planning Commission meeting.

1. Mayor's announcements.

- Mayor Vaughn said there is one final hurdle regarding the \$3.3 million grant the Town is seeking for water system improvements. The Town hopes to receive final approval within a few weeks of now.
- The Town has sent Congressional Directed Spending funding requests to both Senators Manchin and Capito for the water system.
- The Mayor mentioned that this past weekend's Easter Egg Hunt event went very well and was well-attended.
- Chris Craig presented a brief Trail and Town Alliance report.

2. Approval of minutes.

a. Regular meeting: 13 March 2023.

The minutes from 13 March 2023 were approved as received.

3. Treasurer’s reports and approvals.

a. Review and approval of financial reports: February 2023.

The financial reports for February 2023 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 March 2023.

Chief Brown reported that for the month of March 2023, there were 186 incidents, 146 citations issued, eight assists to other agencies, and no call-outs or accidents.

The officers have completed walk-throughs of both the elementary and middle schools. They have been issued badges to access the buildings in the event of an emergency situation.

Mayor Vaughn added that the Police Department is applying for a COPS grant from the federal government. Also, Chief Brown is working on developing a policy for use of the ballistic shield.

b. Ordinance Compliance Officer.

i. Report for the month of March 2023.

A written report was received from the Ordinance Compliance Officer.

c. Budget and Finance Committee.

i. Discussion and action regarding FY 2023 General Fund Budget Revision 4.

Motion	Motion to approve the FY 2023 General Fund Budget Revision 4 as presented. (ROLL CALL VOTE.)
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	Carden, Craig, DiCostanzo, Drake, Pechuekonis, Vaughn
NO	none

Result	MOTION APPROVED
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ii. Discussion and action regarding FY 2023 Coal Severance Budget Revision 1.

Motion	Motion to approve the FY 2023 Coal Severance Budget Revision 1 as presented. (ROLL CALL VOTE.)
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	Carden, Craig, DiCostanzo, Drake, Pechuekonis, Vaughn
NO	none
Result	MOTION APPROVED

iii. Discussion and action regarding purchase of new radio system for Police Department.

Motion	Motion to approve up to \$37,000 to purchase mobile radios under WV State APX Contract HSE012135A as presented.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

iv. Discussion and action regarding contracting of landscape work for two Town parks.

Motion	Motion to award contract for landscaping work to be performed at Union Square Park (Franklin and Washington streets) and Harpers Ferry Public Square (Gazebo park), up to \$5,400, from Line 750 Streets and Contracted Services.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

v. Discussion and action regarding purchase of pavilion for Children's Park.

Motion	Motion to approve up to \$2,000 toward the purchase of a 12' x 20' pavilion for the Children's Park, from Line 906 Arts / Humanities / Preservation and Beautification.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

vi. Discussion and action regarding FY 2024 funding requests from General Fund Budget.

No action on this item at this time.

vii. Discussion and action regarding contract award for replacement of 30' of curb on High Street.

Motion	Move to assign up to \$10,000.00 out of Line 977 Streets and Transportation to repair 30' of curb along 232 High Street, awarding bid to Creative Concrete Repair & Coatings, Inc. This bid is not the lowest bid but is justified due to the complexity of the repair and expertise necessary to affect a durable result.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

d. Water Department.

i. General report from Public Works Administrator.

Stephen Paradis mentioned that a major leak was repaired on Union Street. He calculated that this leak accounted for about 10% of all leaks in the distribution system. A water main on Cambridge Street will be replaced due to a workmanship problem in the line. Leaks are being attended to one Cavalier Drive. Some 6.229 million gallons of treated water were produced in March. Estimated customer billing in February was rectified by meter reading in March; this affected about 25% of all customers. The Water Works staff have completed training sessions.

ii. General report from Water Commission.

Laurel Drake reported that the EPA will be awarding several grants over the next couple of years to address carcinogenic PFAs in soil and water. The Water Commission has expressed interest in partnering on this grant with the PSC and a letter was sent to accompany the grant application. A change to the water leak adjustment rate is in the process of approval. An Earth Day event is being held at Sam Michaels Park on 22 April.

iii. Discussion and action regarding FY 2024 Water Budget.

No action at this time.

iv. Discussion and action regarding partnership with WV Rivers Coalition.

No action at this time.

e. Planning Commission.

i. Planning Commission report.

Chris Craig reported that the Planning Commission continues meeting to discuss the updates to the Comprehensive Plan. The Town has been asked to approval for a waiver to the floodplain regulations for a trail project.

ii. Discussion and action regarding permit review flowcharts.

Motion	Motion to adopt the permit review flowcharts as official Town policy and as a tool to be used by all Town staff and commissions involved in the permit review process.
Motion by	Chris Craig
Second	Storm DiCostanzo
YES	7
NO	0
Result	MOTION APPROVED

f. Tree Commission.

i. Discussion and action regarding approval of the 2023 Arbor Day Proclamation.

Motion	Motion for the Mayor to execute the 2023 Arbor Day Proclamation.
Motion by	Kevin Carden
Second	Jerry Hutton
YES	7
NO	0
Result	MOTION APPROVED

g. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

Guy Hammer reported that a demolition permit request has been submitted for the Weaver property. A letter will be sent to residents notifying them of tax credits for renovations to historic properties. The future of church properties has been discussed by the Historic Landmarks Commission.

h. Ordinance Review Committee.

**i. Discussion and action on first reading for approval of Ordinance 2023-05
Remuneration for Elected Officials.**

Motion	Motion to suspend the Procedure for Ordinance Review and Approval requirement to refer Ordinance 2023-05 to the Ordinance Review Committee.
Motion by	Kevin Carden
Second	Storm DiCostanzo

YES	7
NO	0
Result	MOTION APPROVED

Motion	Motion to approve first reading for approval of Ordinance 2023-05 Remuneration for Elected Officials, increasing remuneration for the Mayor, Recorder, and regular Town Council members for performing the duties related to their offices and setting effective dates for said increases.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
ABSTAIN	1
Result	MOTION APPROVED

Mayor Vaughn noted that he is abstaining from voting on this ordinance as he is the only candidate for Mayor in the Town elections this June.

i. Parking Committee.

Christian Pechuekonis reported that parking revenue has seen quite a nice increase with the warmer weather. Larry Waters has refreshed the parking space signs. Warning tickets are being issued regarding guest parking without a guest parking permit placard in residential areas. Some mailboxes will need to be moved to allow turning at corners by trucks and other vehicles.

j. Town Council.

i. Updates or announcements from Town Council members.

Mayor Vaughn said the Town Council should consider returning to Town Hall for regular meetings, partially due to the cost of conducting meetings at the church.

Christian Pechuekonis said the contractor that the ad hoc Town Hall improvement committee has been working with on construction projects at Town Hall has had to decline further work due to a family emergency. The committee is looking for a new contractor.

5. Unfinished business.

a. Discussion and action on restoration of the Office Operations Committee.

Jerry Hutton reported that he and Chris Craig are looking forward to meeting with Mayor Vaughn soon to discuss this item further. There is no action at this time.

6. New business.

a. Discussion and action regarding approval of a fruit and vegetable stand in Harpers Ferry.

Motion	Motion to approve the establishment of a farmer's market in Harpers Ferry, including food trucks, in coordination with Friendship Fire Company.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	7
NO	0
Result	MOTION APPROVED

Motion to adjourn by Laurel Drake, second by Chris Craig. Meeting adjourned at 8:45 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____