



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting

Monday, 8 May 2023

7:00 p.m.

Town Hall • 1000 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	Absent
Jerry Hutton	Councilmember	Present
Christian Pechuekonis	Councilmember	Present

The agenda was approved as received.

There was one public comment:

- David Simmons, speaking on item 4.g., expressed a hope that we can "figure out how to agree to disagree" on the Comprehensive Plan. He wondered how to approach the Town Council because his recent agenda item request was denied.

1. Mayor's announcements.

None.

2. Approval of minutes.

a. Regular meeting: 10 April 2023.

The minutes from 10 April 2023 were approved as amended.

b. Special meeting: 18 April 2023.

The minutes from 18 April 2023 were approved as received.

3. Treasurer's reports and approvals.

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

The financial reports 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	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

4. Town reports.

a. Police Department.

i. Police report for the month of April 2023.

Chief Brown reported that for the month of April 2023, there were 187 citations issued, 150 incidents, 13 assists to other agencies, one call-out, and no accidents.

b. Ordinance Compliance Officer.

i. Report for the month of April 2023.

A written report was received from the OCO.

c. Budget and Finance Committee.

i. Discussion and action to award contract for replacement of Washington / High Street curbing.

This item was addressed at the 10 April 2023 Town Council meeting. No further action at this time.

ii. Discussion and action regarding FY 2024 funding requests.

Motion	Motion to approve FY 2024 funding requests from Line 906 Arts and Humanities and Line 402 Economic Development as presented.
Motion by	Christian Pechuekonis
Second	Jerry Hutton
YES	6
NO	0
Result	MOTION APPROVED

d. Water Department.

i. General report from Public Works Administrator.

Stephen Paradis reported 6.09 million gallons of water were produced in April 2023, with a bit over three million gallons billed. He is looking into revising shifts for the Water Works employees. Two water mains were punctured by the contractor that is constructing the sidewalk ADA ramps. One of the two compressors at the water treatment facility was recently serviced, which was covered under warranty. A flocculator stopped working today, which turned out to be a motor issue; that is also

being replaced under warranty. Ryan Slusher has completed Class I Water Operator training and is awaiting his exam results.

ii. General report from Water Commission.

Laurel Drake submitted a written report, which Stephen Paradis read aloud.

iii. Discussion and action regarding FY 2023 Water Works Budget Revision 5.

Motion	Motion to approve FY 2023 Water Works Budget Revision 5 as presented.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

iv. Discussion and action regarding FY 2024 Water Works Budget.

Motion	Motion to approve FY 2024 Water Works Budget as presented.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

v. Discussion and action regarding radio-read meter vendor bid process.

Stephen Paradis said a team has been assembled to review the implementation of radio-read meters. There are many vendors, with various pros and cons, which will need to be evaluated for a future recommendation to the Town Council.

vi. Discussion and action regarding Leak Adjustment Policy.

Motion	Motion to approve the Leak Adjustment Policy and post it on the Water tab of the Town website.
Motion by	Storm DiCostanzo
Second	Jerry Hutton
YES	6
NO	0
Result	MOTION APPROVED

e. Parks and Recreation Commission.

i. Parks and Recreation Commission report.

Pat Morse provided an update on the Children's Park remodeling project. A GoFundMe account has been set up for the project, as well as a cookie sale; all expectations have been exceeded. Approximately 49 volunteers showed up to work on the project during last month's Earth Day event. Parks and Rec met with a playground equipment representative to discuss ideas. In June, Parks and Rec will

sponsor this year's Music on the Ridge, which will take place at the historic Storer College campus.

ii. Discussion and action on appointment to the Parks and Recreation Commission.

There is one nominee for appointment, Avery Van Vliet, who must be appointed as a non-voting member due to her age, her parent(s) must attend the meeting with her, and her attendance may not count toward quorum.

Applicant

Avery Van Vliet

Nominated by

Greg Vaughn

Action	Appointment to the Parks and Recreation Commission as a non-voting member.
Avery Van Vliet	Carden, Craig, DiCostanzo, Hutton, Pechuekonis, Vaughn
Result	Avery Van Vliet appointed to the Parks and Recreation Commission as a non-voting member, with a term expiring 1 Jan 2026.

f. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

Guy Hammer submitted a written report, which was presented by George Owens.

g. Planning Commission.

i. Planning Commission report.

Chris Craig reported that the Planning Commission is conducting a citizen survey to gather information for the Comprehensive Plan update. A Community Open House will be held at 6:30 p.m. on Monday, 22 May, at Camp Hill-Wesley United Methodist Church. A floodplain permit waiver will be considered by Planning for a trail project. The current sidewalk project will also be discussed.

ii. Discussion and action regarding permit review flowcharts.

This item was approved last month.

h. Ordinance Review Committee.

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

Motion	Motion to approve second and final 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. (ROLL CALL VOTE)
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	Carden, Craig, DiCostanzo, Hutton, Pechuekonis

NO	none
ABSTAIN	Vaughn
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. Tree Commission.

Christy Huddle reported that two trees will need to be removed due to health concerns. Additionally, tree pruning and stump grinding will be performed in several locations. She reported that a tree was planted for Arbor Day, and another tree will be planted soon.

j. Parking Committee.

Christian Pechuekonis reported that the Parking Committee recently implemented a guest parking permit program for short-term rentals, which has been working quite well. The Committee will be looking at signage on Potomac Street to redirect visitors to Washington Street for additional parking, due to the very limited number of spaces on Potomac Street.

k. Town Council.

i. Updates or announcements from Town Council members.

Christian Pechuekonis reported that Harpers Ferry, Bolivar, and Shepherdstown are working on a joint project, with funding from the Jefferson County Convention and Visitors Bureau, which will review and consider wayside signs or historical markers. He also gave an overview of the sidewalk ADA ramp construction project that is currently ongoing in Harpers Ferry and Bolivar.

l. Reports from other organizations.

Chris Craig reported on the Trail and Town Alliance's Flip Flop event, which was held in April. There was great support from the community and local businesses. The Alliance thanked both Harpers Ferry and Bolivar for their support. A Canal Town Partnership meeting will be held soon in Poolesville, Maryland. He presented a Partnership publication which highlights the towns along the Canal Towpath. Mr Craig also reported on the recent Jefferson County Tourism Summit.

5. Unfinished business.

a. General update on stormwater general plan progress and notification of upcoming public meeting.

Motion	Motion to notify the public about the upcoming Stormwater General Plan Open House, hosted by Region 9, on the Town website and other regular Town communication channels.
Motion by	Storm DiCostanzo

Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

6. New business.

a. Discussion and action regarding waiver of application fee from the Bolivar-Harpers Ferry Historic Town Foundation.

Storm DiCostanzo recused himself from discussion and action on this item, as he is a Foundation Board member.

Motion	Motion to waive the application fee for the Bolivar-Harpers Ferry Historic Town Foundation for their application for a permit on First Zion Church.
Motion by	Chris Craig
Second	Christian Pechuekonis
YES	5
NO	0
Result	MOTION APPROVED

b. Discussion and action on developing a clear and fair policy to cover future requests for waivers.

Mayor Vaughn said a clear and fair policy should be developed to address future requests for waivers for construction projects. Chris Craig recommended that the Planning Commission discuss project permit fees and criteria for waivers. Upon further suggestion, it was agreed that the Ordinance Review Committee should consider ordinance amendments to set fees (at the current amount previously adopted by policy) and a waiver process; modifications to those fees can be considered as a longer-term project by the Planning Commission or another appropriate deliberative body.

c. Discussion and action on governing street vendors; sales from porches, decks, and patios; and sales from non-traditional brick / mortar businesses in the commercial district.

Pat Morse said she is looking for some guidance on what to do in cases where someone wants to set up such a non-traditional business (e.g., an outdoor coffee shop / café on the patio at St Peter's Church) and how these affect our brick-and-mortar businesses. A suggestion was made to look at other nearby communities' ordinances on these kinds of vendors, sales, etc. The Ordinance Review Committee will consider this and send it out to other deliberative bodies if necessary (e.g., Planning Commission as part of Comprehensive Plan updates).

Motion to adjourn by Storm DiCostanzo, second by Chris Craig. Meeting adjourned at 9:00 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____