



CORPORATION OF HARPERS FERRY

Planning Commission

MINUTES

Regular Meeting

Tuesday, 19 January 2021

7:00 p.m.

Town Hall – 1000 Washington, Street, Harpers Ferry, West Virginia 25425 - VIA ZOOM

MEETING CONDUCTED VIA ZOOM: Due to the COVID-19 pandemic, this meeting was conducted through Zoom and live-streamed on social media, in compliance with the State’s emergency guidance on the Open Governmental Meetings Act.

CALL TO ORDER: 7:00 pm by T. Wisecarver, President

THOSE PRESENT VIA ZOOM:

Member	Title	Status
Tim Wisecarver	President	Present
Christian Pechuekonis	Vice-President / Town Council Liaison/ Acting- Secretary	Present
Roberta Meade-Curry, AICP	Secretary	Present
George Owen	Member	Present
Peter Dessauer	Member / Mayor’s Appointee	Present
Ken Dill	Member	Present
Jim Jenkins	Member	Present
Staff		
Pat Morse	Town Office Coordinator / Zoom Administrator	Present

APPROVAL OF AGENDA

Motion:	To Approve the Agenda as submitted.			
Motion by:	Christian Pechuekonis			
Seconded by:	George Owens			
Vote:				
	Yes	7	No	0
Abstain	0			
Action (roll call not taken)	MOTION PASSES – Unanimous			

1. President's Announcements

- Welcomed the newest appointed member, Roberta N. Meade-Curry. Her term will be through December 31, 2022.

2. Approval of Minutes

- a. Regular Meeting November 17, 2020

Motion:	To Approve the Meeting Minutes for November 17, 2020, as amended.			
Motion by:	Jim Jenkins			
Seconded by:	George Owens			
Vote:				
	Yes	6	No	0
Abstain	1 – R. Meade-Curry (not Commission Member at time of meeting)			
Action (roll call not taken)	MOTION PASSES – 6 – 0 - 1			

- b. Regular Meeting December 22, 2020

Motion:	To Approve the Meeting Minutes for December 22, 2020, as submitted.			
Motion by:	Jim Jenkins			
Seconded by:	George Owens			
Vote:				
	Yes	6	No	0
Abstain	1 – R. Meade-Curry (not Commission Member at time of meeting)			
Action (roll call not taken)	MOTION PASSES – 6 – 0 - 1			

3. New Business

- a. Election of officers –
- Tim Wisecarver, President, explained election process for the 2021 Election and requested members to state their interests in seeking office(s).
 - Several members expressed interest in seeking offices(s).
 - Floor was opened for Nominations, Candidates given brief time to impart qualifications, votes were taken as follows:

Election for Office of the President, Planning Commission

Motion:	To nominate Tim Wisecarver for President.		
Motion by:	Jim Jenkins		
Seconded by:	Christian Pechuekonis		
Motion:	To nominate Roberta Meade-Curry for President.		
Motion by:	Ken Dill		
Seconded by:	George Owens		
Vote:	(roll call requested & taken)		
	Wisecarver	4	Jenkins, Pechuekonis, Dessauer, Wisecarver
	Meade-Curry	3	Dill, Owens, Meade-Curry
Abstain	0		
Action	Wisecarver re-elected as President – 4 – 3 - 0		

Election for Office of the Vice-President, Planning Commission

Motion:	To nominate Christian Pechuekonis for Vice-President.		
Motion by:	Tim Wisecarver		
Seconded by:	Jim Jenkins		
Motion:	To nominate Roberta Meade-Curry for Vice-President.		
Motion by:	Ken Dill		
Seconded by:	George Owens		
Vote:	(roll call requested & taken)		
	Pechuekonis	4	Jenkins, Dessauer, Wisecarver, Pechuekonis
	Meade-Curry	3	Dill, Owens, Meade-Curry
Abstain	0		
Action	Pechuekonis re-elected as Vice-President – 4 – 3 - 0		

Election for Office of the Secretary, Planning Commission

Motion:	To nominate Jim Jenkins for Secretary.		
Motion by:	Tim Wisecarver		
Seconded by:	Christian Pechuekonis		
Motion:	To nominate Roberta Meade-Curry for Secretary.		
Motion by:	Ken Dill		
Seconded by:	George Owens		
Vote:	(roll call requested & taken)		
	Jenkins	2	Wisecarver, Jenkins
	Meade-Curry	5	Dill, Owens, Pechuekonis, Dessauer, Meade-Curry
Abstain	0		
Action	Meade-Curry elected as Secretary – 5 – 2 - 0		

b. Update on Cambridge Street Project –

- Christian Pechuekonis gave brief background of project for the benefit of new members to Commission. Explained project was first presented 18 months ago. Approximately \$1,300.00 was spent by Town for survey, with an approximate \$2,500.00 total spent overall which included legal and coordination fees.
- Questions asked by George Owens, Member-
- What is/are estimates of construction costs for road?
- What will the cost be to Town? Has this been approved by Town Council?
- What will be the finished costs to Town?
- What discussions have taken place regarding finished product of road, sidewalks, gutters, landscaping, etc.?
- Has Town Council’s Attorney advised Council that Town needs to pay for road?
- Christian Pechuekonis replied that no costs regarding the above have been determined. Project has just completed coordination and location of all utilities, and a permit for a gravel road has been approved at this time.
- Christian Pechuekonis further suggested, since this was unchartered territory, as to how the Town shall move forward to add a permanent street, that it would be good to document the process for the future. Members agreed that the process should be documented. Currently, it is not the responsibility of the Planning Commission to document this process.
- Tim Wisecarver, President and Christian Pechuekonis Vice-President stated any and all other information needed for this project can be obtained at Town Hall, and that the Planning Commission has rendered its recommendations; therefore, Planning Commission is finished with this project. Further discussion on this project is closed. Any further action on this project will be through the Town Council.

4. Public Comments on Agenda Items

- a. Received request from public viewing via Facebook Module that audio was not clear and requested adjustment. It was noted that volume was at maximum.
- b. Ken Dill and Roberta Meade-Curry, due to election of new officers and new members, requested explanation of roles of Officers and Planning Commission Members, if the roles are explained and what limitations they may have, and is this in writing. Tim Wisecarver stated other than the Town Ordinances, various forms, and Roberts Rules of Order, this is unknown at this time.

Christian Pechuekonis is appointed by the Town Council to the Planning Commission. While Christian cannot be elected President, (as elected VP) he may act as President in the absence of the President. Christian further added one of his roles is to observe and report back, as necessary, to the Mayor and Town Council.

5. Agenda Item Requests for Next Meeting

- a. Roberta Meade-Curry requests-
 - Item #1 – Planning Commission Budget – to discuss history, format for request, format for presentation to Town Council, how is budget derived, and how is budget spent?
 - Item #2 – Planning Commission Goals and Objectives and how they relate to Comprehensive Plan - to discuss history, previous goals and objectives set by previous administrations/commissions, new goals, and objectives to achieve, process how this is done, and report of past goals and objectives achieved or still to achieve.
- b. Jim Jenkins requests-
 - Item #1 – Cemetery Gate Project – expressed some concerns that a yellow warning sign or signage needs to be placed to identify/warn drivers of “steep hill/roadway”. Christian Pechuekonis stated he is on the Parking Committee and he can work with Jim to follow through on this request to be made to them.

6. Next Meeting – FEBRUARY 16, 2021 AT 7:00 PM

Christian Pechuekonis made a motion to adjourn meeting, seconded by Ken Dill.

Meeting Adjourned at 7:48 pm.

The above reflects to the best of my knowledge and summary of recorded meeting of the Corporation of Harpers Ferry – Planning Commission minutes of the January 19, 2021 meeting.

Respectfully Submitted,

Tim Wisecarver
Planning Commission President

date



02-22-2021

Roberta N. Meade-Curry, AICP
Planning Commission Secretary

date