

**Corporation of Harpers Ferry  
Budget and Finance Committee**

**Minutes – January 27, 2025**

Members Present: Chair Storm DiCostanzo

Chris Craig (recording minutes)

Members Absent: Nina Armstrong

Others Present: Finance Director Deb Kelly

Water Commissioner Elizabeth Riordan

Public Works Administrator Steve Paradis

Mayor Greg Vaughn

Office Administrator Pat Morse

Mr. DiCostanzo Called the meeting to order at 2:02 pm.

**Agenda:** Mr. DiCostanzo moved to move items 2.e. and 2.f. to the top of the agenda. Mr. Craig seconded; passed unanimously.

Mr. DiCostanzo moved to go into executive session to discuss those two items, based on WV Code B.2.a. and B.9 (discussion of employee and of contracts). The committee came out of executive session at 3:30.

**2.e. Discussion and action regarding customer inquiry regarding capital capacity and tap fee.**

*Mr. DiCostanzo moved to recommend to council not to make an exception to the tap and capital capacity fees. Mr. Craig seconded, passed unanimously.*

**2f. Discussion and action regarding water works operational capacity.**

*Mr. DiCostanzo moved to recommend placing an agenda item regarding an offer of employment at the Harpers Ferry Water Works on the next Town Council meeting agenda. Mr. Craig seconded; passed unanimously.*

**1. Approval of Minutes – No minutes were submitted.**

**2.a. Discussion and Action regarding the WDA grant.**

Work is underway by the contractor paid through this grant, but a staging location is still needed.

**2.b. Discussion and Action regarding CDS funding.**

Recommendations on meter selection is still being developed.

**2.c. Discussion and Action regarding maintenance of mains.**

Costs are coming out lower than planned.

**2.d. Discussion and Action regarding water tariff research.**

A Letter from the town's utility attorney was discussed and will be sent to water commission for review.

**2.g. Discussion and Action regarding water works budget revision.**

No revision was presented.

**3.a. Discussion and Action regarding collection agency contracting.**

Details of a policy are being developed by the finance administrator.

**3 b. Discussion and Action regarding the Weaver-Gillison House.**

No update has been received.

**3.c. Discussion and Action regarding monthly invoice review.**

The only large invoice received to date for council review is for snow removal at \$18,000.

**3.e. Discussion and Action regarding HFPD budget.**

No new information to discuss.

**3.f. Discussion and Action regarding opioid funds.**

Another small amount is expected to be received in the near future.

**3.g. Discussion and Action regarding HFPD pension program.**

Mr. DiCostanzo will be discussing with the mayor with the aim of action on this in February.

**3.h. Discussion and Action regarding vehicle fleet maintenance.**

Nothing new presented.

**3.i. Discussion and Action regarding FY25 Budget Revision.**

No revision was presented.

**3.j. Discussion and Action regarding FY26 Budget Process.**

Applicant presentations will be presented before the HF Council on February 20 in an all-day session.

**4.a. Discussion and Action regarding Town Hall elevator annual inspection.**

The annual inspection has been completed. The more extensive 5-year inspection will not occur until next year.

**4.b. Discussion and Action regarding the fountain in the park across from Town Hall.**

Ms. Morse stated that making the fountain operational will require installing a pool container underneath, refurbishing of fountain, and repairing the stone wall. A quote for this work was received at \$14,950. Because the stone wall repair is needed and may be done separately from the other work, Ms. Morse will seek additional bids for that work and bring to Budget and Finance Committee at a later date. Making the fountain operational may be moved to FY26.

**4.c. Discussion and Action regarding FY25 project funding for the Harpers Ferry-Bolivar Historic Town Foundation.**

The town had budgeted \$5000 for the Foundation's plaster work on the historic First Zion Church. The Foundation requested that the amount be applied instead to brickwork on the church.

*Mr. Craig moved to recommend that council allows change of use for the \$5000 approved in the budget for the Harpers Ferry-Bolivar Historic Town Foundation for plastering to brickwork, out of 906 funds. Mr. DiCostanzo seconded; passed unanimously.*

**4.d. Discussion and Action regarding funding for Bolivar-Harpers Ferry Dark Sky Committee.**

The committee requested \$39 from the Corporation of Harpers Ferry for a sky quality meter. Mr. DiCostanzo volunteered to discuss with the Dark Sky committee the Harpers Ferry budget process and encourage their participation in budget presentations for FY26.

**Adjournment.**

Mr. Craig moved to adjourn. Mr. DiCostanzo seconded; passed unanimously. The meeting was adjourned at 4:50 pm.