

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

Minutes – February 24, 2025

Members Present: Chair Storm DiCostanzo
Chris Craig (recording minutes)

Members Absent: Nina Armstrong

Others Present: Finance Director Deb Kelly
Town Clerk Virliisa Breeden
Parks and Rec Chair Pat Morse

Mr. DiCostanzo Called the meeting to order at 2:01 pm.

Agenda: Mr. Craig moved to accept the agenda as presented. Mr. DiCostanzo seconded; passed unanimously.

1. Approval of Minutes – *Mr. DiCostanzo moved to approve the January 27 minutes as presented. Mr. Craig seconded; passed unanimously.*

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

Public information going out with bills and on door hangers for the work underway.

2.b. Discussion and Action regarding CDS funding.

Congressional funding for FY2024 has been awarded, and we are working with the WDA to get the project out to bid.

Mr. DiCostanzo moved to recommend assigning up to \$40k from Renew and Replace for work on the system's meter pits to ready them for new meters. Mr. Craig seconded; passed unanimously.

Mr. DiCostanzo moved to recommend assigning up to \$20k out of HFWW's Renew and Replace to upgrade the system's large meter pits to ready them for new meters. Mr. Craig seconded; passed unanimously.

Mr. DiCostanzo moved to recommend authorizing the Mayor and/or Finance Officer to engage with GD&F to continue work on planning for the engineering for the FY25, FY26, and FY27 Congressional spending requests. Mr. Craig seconded; passed unanimously.

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

No additional report.

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

The Water Commission discussed this at their February meeting and agreed further research should wait until new meters are installed.

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

The town lawyer will be discussing this issue with the town council at its special Feb. 27 meeting, including possible amnesty or relief for delinquent capital capacity fees.

2.f. Discussion and Action regarding Water Works operational capacity

The new Class 2 operator will be starting work April 1. This will result in reduction of contracted labor and overtime wage expenses.

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

A budget revision is needed and will be presented to the committee as soon as possible.

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

The public service district requested a slight change to our collection policy. The town clerk will be contacting the collection agency soon to initiate service.

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

Payment has been made for the first phase of the work. Once receipts have been received, we will apply for reimbursement from the grant funds.

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

Several of the monthly invoices are still undergoing review.

3.e. Discussion and Action regarding HFPD budget.

The Finance Director will be discussing current and new budget PD issues with the Chief and the Mayor.

3.f. Discussion and Action regarding opioid funds.

Possible uses of these funds, including for HFPD AEDs, were discussed.

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

A special B&F meeting with police staff will be set in March to learn more about possible changes in the program and to make recommendations. The town must decide on any changes by June 2025.

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.

The Town Council will meet Feb. 26 to review all budget requests. More time will be needed to develop the detailed budget.

4.a. Discussion and Action regarding previously-approved FY25 project funding for the HF-Bolivar Historic Town Foundation.

Mr. Craig moved to recommend distributing \$1,000 to the Harpers Ferry-Bolivar Historic Town Foundation for a survey of the First Zion Baptist Church property, out of 906 (Historic Preservation). Mr. DiCostanzo seconded; passed unanimously.

4.b. Discussion and Action regarding Harpers Cemetery expenses.

Mr. DiCostanzo moved to recommend distributing \$3,145.00 to the Board of Trustees of the Harpers Ferry Cemetery for headstone repair and re-situation, out of 906 for FY24. Mr. Craig seconded; passed unanimously.

4.c. Discussion and Action regarding tree services at the Children's Park.

Mr. DiCostanzo moved to recommend allocating up to \$2,500 to for tree removal at the Children's Park, out of 906. Mr. Craig seconded; passed unanimously.

4.d. Discussion and Action regarding Tree Commission grant funding.

Recent federal budget actions have thrown into question whether the promised Forest Service grant funding will be received by the town. This may require a budget revision.

4.e. Discussion and Action on FY2026 Harpers Ferry Staff and Town Council salaries.

COLA rates for West Virginia and surrounding jurisdictions were discussed, but no action was taken.

Adjournment.

Mr. Craig moved to adjourn. Mr. DiCostanzo seconded; passed unanimously. The meeting was adjourned at 4:16 pm.