

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

Minutes of special meeting April 28, 2025

Members Present: Chair Storm DiCostanzo

Chris Craig (recording minutes)

Members Absent: Nina Armstrong

Others Present: Financial Officer Deb Kelly

Water Commission Rep. Elizabeth Riordan

Mayor Greg Vaughn

Mr. DiCostanzo Called the meeting to order at 2:00 pm.

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

1. Approval of Minutes – It being a special meeting, no minutes could be approved.

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

Coordination among town, contractor, and engineer has improved. Town staff will meet with the contractor on Thursday. Change orders are likely forthcoming as work projects are re-prioritized.

2.b. Discussion and Action regarding CDS funding.

CDS funding for FY2025 was lost in the federal budget actions earlier this year. We are re-submitting our requests for FY2026: \$7.3 million among our Senators and Congressman.

The CDS FY2024 project, replacement of meters, has been submitted to EPA, along with paperwork documenting the town's adherence to Title VI regulations. The next step will be going to the governor for promised matching funds.

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

Revisions in the "Renew and Replace" fund were detailed for this project.

2.d. Discussion and Action regarding Water Works Budget FY2025, Revision 3

Ms. Kelly detailed the draft of Revision 3.

Mr. DiCostanzo moved to recommend approval of the Water Works Budget FY2025 Revision 3 as presented. Mr. Craig seconded; passed unanimously.

2.e. Discussion and Action regarding Water Works Budget FY2026

Ms. Kelly detailed the FY2026 budget.

Mr. DiCostanzo moved to recommend approval of the Water Works Budget FY2026 as presented. Mr. Craig seconded; passed unanimously.

2.f. Discussion and Action regarding sludge removal at the water plant.

More information and a recommendation on payment will be made at the May meeting of B&F.

3.a. Discussion and Action regarding FY2025 General Fund and Coal Budget Revision

Mr. DiCostanzo moved to recommend distributing \$1305 to the Friendship Fire Company out of Coal Severance Fund against line item 706 (Fire Department Contribution), and distributing \$4000 from the General Fund to the Friendship Fire Company for FY25. Mr. Craig seconded; passed unanimously.

3 b. Discussion and Action regarding General Fund FY2026 Budget.

The Town Clerk will be sending letters to funding applicants this week. A paragraph about applying for funds from the SHPO will be added to the three organizations asking for contributions toward buildings.

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

The only invoices received thus far for Council approval are from Cornerstone for street sweeping and park mulching.

Mr. DiCostanzo moved to recommend approval of the invoices as presented. Mr. Craig seconded; passed unanimously.

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

Paperwork for the new program has been submitted to the state office, which seems to be struggling with the onslaught of paperwork from towns adopting the new program.

3.e. Discussion and Action regarding COPS grant.

No further information available at this time.

3.f. Discussion and Action regarding opioid funds.

The first required report has been submitted to the state. It only includes the funds received to date, as no expenditures have occurred.

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

Nothing new presented.

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

Nothing new presented.

4.a. Discussion and Action regarding the municipal tax map.

The Planning Commission has approved the map presented by the county.

4.b. Discussion and Action regarding funds received from state pharmaceutical settlements.

\$5000 has been received from state distributions of legal settlements with pharmaceutical companies over sales of Lipitor.

4.c. Discussion and Action regarding Police Department copier machine.

Negotiations are underway on this copier and its service contract.

4.d. Discussion and Action regarding Police Department Tough Tablet purchase.

The mayor and financial officer cooperated with the county in purchasing a single tablet to save funds previously approved out of the FY26 budget for the purchase of several tablets.

Mr. DiCostanzo moved to recommend spending up to \$3300 to pay for one Tough Tablet upgrade. Mr. Craig seconded; passed unanimously.

4.e. Discussion and Action regarding town logo, colors, and website project.

The town recorder has agreed to convene an IOC meeting to select a logo and colors so that the website project can go forward.

4.f. Discussion and Action regarding dispersal of funds to the Bolivar-Harpers Ferry Public Library

Mr. DiCostanzo moved to recommend distributing \$4500 previously allocated to the Bolivar-Harpers Ferry Public Library for FY2025 out of 916 (Library Fund). Mr. Craig seconded; passed unanimously.

4.g. Discussion and Action regarding dispersal of funds to EPTA for public transportation

Mr. DiCostanzo moved to recommend distributing \$3500 previously allocated to EPTA for FY 2025 out of 402 (Economic Development) and \$4500 from 759 (Public Transportation). Mr. Craig seconded; passed unanimously.

4.h. Discussion and Action regarding dispersal of funds for the Flip Flop Kickoff

Action delayed to the May meeting.

4.i. Discussion and Action regarding FY2026 pay scales including COLA

Mr. DiCostanzo moved to recommend adopting the FY2026 pay scales, including 5% COLA, starting July 1, 2025, as presented. Mr. Craig seconded; passed unanimously.

4.j. Discussion and Action regarding continuous service recognition program

Mr. DiCostanzo moved to recommend approving the continuous service recognition program for FY2025 for all qualifying employees as presented. Mr. Craig seconded; passed unanimously.

4.k. Discussion and Action regarding the Alpha Engineering proposals for Henry Clay and Boundary Streets

After discussion about the need for bids to follow town protocol for contracts at this level, Mr. DiCostanzo volunteered to follow up with the town office.

4.j. Discussion and Action regarding Safe Streets and Roads for All (SS4A) grant

After discussion about this grant opportunity, Mr. DiCostanzo volunteered to follow up with the Planning Commission about following up on this grant opportunity, possibly with the help of Region 9.

Discussion on May and other future meetings of Budget and Finance Committee

Given that the next regular meeting date is Memorial Day, the committee agreed to set a special meeting at 2 pm on Tuesday, May 27 instead. Future topics to cover will include purchasing thresholds, urgent but non-emergency purchase procedures, and the town's technical contract.

Adjournment.

Mr. Craig moved to adjourn. Mr. DiCostanzo seconded; passed unanimously. The meeting was adjourned at 4:09 pm.