

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

**Minutes of special meeting May 27, 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

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

**Agenda:** *Mr. Craig moved to accept the agenda moving items 3.b and c. to be grouped with 2.d. Mr. DiCostanzo seconded; passed unanimously.*

**1. Approval of Minutes** – *Mr. DiCostanzo moved to accept the March 24 minutes as presented. Mr. Craig seconded; passed unanimously.*

*Mr. DiCostanzo moved to accept the April 28 minutes as presented. Mr. Craig seconded; passed unanimously.*

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

Progress on this project continues somewhat ahead of schedule. We will possibly complete all the designated work under budget and are considering how the remaining funds might be used. A recent meeting with the engineers went well, and GDF has adjusted some of the costs incurred due to inadequate drawings.

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

We await news regarding our recent submissions for funding

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

Bills have been received for this project.

**2.d. 3.b. & 3.c. Discussion and Action regarding Water Works Budget FY2025, Revision 4; FY 2025 General Fund Budget, Revision 6; and FY 2026 General Fund Budget.**

Ms. Kelly detailed situations in the water accounts that have led to an inadequate amount of cash reserves. Several large payments owed to the water works are forthcoming but are so far uncollected. In addition, two large payments have been made on 2021 bond reserves and engineering fees. Together, these have led to a cash flow problem.

Ms. Kelly then reviewed the general fund budget for FY 2025, which has seen more income than expected or previously budgeted. This would allow the Corporation of Harpers Ferry to use FY 2025 rental income from the cell towers on the water tank property to be moved to the water budget, solving the cash flow problem while not having a significant impact on the general fund budget. Note that this use of the cell tower rental income was previously approved by the town attorney and discussed as a possibility by the town council.

*Mr. DiCostanzo moved to recommend approval of the Water Works Budget FY 2025, Revision 4, as submitted. Mr. Craig seconded; passed unanimously.*

*Mr. DiCostanzo moved to recommend approval of the General Fund Budget FY 2025, Revision 6, as submitted. Mr. Craig seconded; passed unanimously.*

*Mr. DiCostanzo moved to recommend disbursing \$66,000 from 345 Rents & Concessions, which represents cell tower income received for FY 2025, to Harpers Ferry Water Works. 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.**

We await word from the contractor on details and cost of the sludge removal.

**3.a. Discussion and Action regarding musical act for the 2025 July 4 event**

*Mr. DiCostanzo moved to recommend approving spending up to \$300 to pay the Rohrersville band out of 906 for the 2025 July 4 event. Mr. Craig seconded; passed unanimously.*

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

No new invoices had been received at the time of the meeting.

**3.e. Discussion and Action regarding the Alpha Engineering proposals for Henry Clay and Boundary Streets.**

No action had been requested on this item at the time of the meeting.

**3.f. Discussion and Action regarding town paving.**

No request for action has been received from the Planning Commission, and some street paving has been impacted by water works projects. It was agreed that Mr. DiCostanzo would request a summit among the mayor, the chair of planning, and the public works administrator to coordinate and prioritize action. Budget and Finance will follow up with action based on their decisions.

**3.g. Discussion and Action regarding COPS grant.**

No further information available at this time.

**3.h. Discussion and Action regarding Police Department copier machine.**

No further information available at this time.

**3.i. Discussion and Action regarding dispersal of funds for the Flip Flop Kickoff.**

Mr. Craig detailed expenditures for the 2025 Kickoff and presented receipts.

*Mr. DiCostanzo moved to recommend reimbursing \$600 previously approved by this council to the Flip Flop Festival for the 2025 Flip Flop Kickoff out of 402 (Economic Development). Mr. Craig seconded; passed unanimously.*

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

Town staff hopes to sign a contract with the collection agency in June.

**3.k. Discussion and Action regarding town logo, colors, and website project.**

No new information has been received from the town recorder on this project.

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

No action has been requested on these funds.

**3.m. Discussion and Action regarding funds received from state pharmaceutical settlements.**

The state has informed us that use of these funds, amounting to around \$5000, is unrestricted.

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

No new information has been received on this topic.

**4.a. Discussion and Action regarding disposition of Certificates of Deposit.**

A town CD containing reserve town funds has come up for renewal. The finance officer will be shopping for options available for these funds. She also hopes to receive guidance from the state auditor in the near future on rainy day funds, and this may help determine best placement of such funds in the future.

**4.b. Discussion and Action regarding synchronization of pay step and COLA increases for qualifying town employees.**

Review schedules and dates of pay steps for town employees, other than police officers, have been inconsistent and sometimes not occurring at all. Synchronizing these among all town employees was suggested.

*Mr. DiCostanzo moved to recommend approving the payment advancement schedule for employee pay step increases to July 1, which includes a unified employee review date of April 15, and which will synchronize town employees to receive their pay increases on the same date. Mr. Craig seconded; passed unanimously.*

**Discussion on future meetings of Budget and Finance Committee**

It was decided that the June Budget and Finance Committee should be held early to prepare for the new council. The meeting was set for 2 pm, Tuesday, June 24.

**Adjournment.**

*Mr. Craig moved to adjourn. Mr. DiCostanzo seconded; passed unanimously.* The meeting was adjourned at 3:48 pm.