

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

Minutes of special meeting June 26, 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 4:01 pm.

Agenda: Mr. Craig moved to accept the agenda moving item 3.d to be grouped with water works items (section 2). Mr. DiCostanzo seconded; passed unanimously.

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

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

The construction phase of this work has been completed at below the budgeted amount. The restoration phase (landscaping and paving) will begin later this year, and the pressure valve repair awaits receipt of new parts. Since the construction phase has ended, the water loss rate reported for the system has been greatly reduced, and it is hoped that this improvement is permanent. GD&F has agreed to revise drawings for future work, based on the problems encountered in recently completed work.

2.b. Discussion and Action regarding CDS funding.

EPA approval of the FY 2024 work has been received, allowing receipt of the funding. The town still awaits confirmation that matching money promised by the prior governor will also be received. Meters to replace present ones are being evaluated, with many variables of technology to be considered in addition to cost.

Drawings for FY 2026 and 2027 projects are being done by the contractors.

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

We are working to receive reimbursements for some of this work.

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

No revisions are expected within the next month.

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

No word has been received from the contractor on cost or schedule at this time.

3.d. Discussion and Action regarding town paving.

TerraWorks will be repaving streets affected by recent water works construction. They will be coordinating with the Planning Commission on priorities and additional work.

3.a. Discussion and Action regarding FY 2026 general fund and coal severance budgets.

The financial officer will be working on necessary revisions to the coal severance budget by the July council meeting and for the general fund budget by the end of July.

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

No new invoices were received at the meeting.

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

The town stormwater committee will be meeting in the near future with Alpha Engineering about these projects.

3.e. Discussion and Action regarding COPS grant.

Although the town is unable to use COPS grant funding for additional police staff, we will be working on use of this funding for needed equipment.

3.f. Discussion and Action regarding Police Department copier machine.

Town staff members are working to evaluate the technology and funding needed for this equipment.

3.g. Discussion only regarding collection agency contracting.

The Town Clerk is hoping to have the contract signed within the next month.

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

This project will be in the hands of the new IOC committee. The town presently owes the website company \$5000 for work.

3.i. Discussion only regarding opioid funds.

An individual from the new council must be assigned to oversee use of these funds. It was suggested that BFC ask the mayor to send out information about the duty to the new councilmembers.

3.j. Discussion only regarding vehicle fleet maintenance.

There was discussion about the complications of fleet maintenance and actions that the police department might take to ease the situation.

4.a. Discussion only regarding the state-mandated audit.

The town has received the audit from Perry & Associates. It found no problems demanding corrective actions. Three minor adjustments were needed.

4.b. Discussion and Action regarding computer equipment and services for the HFPD.

Mr. DiCostanzo moved to recommend approving the quote #Fred-029901 Version 1 from Advantage Technologies for up to \$2,700 for the final computer required to support the town's new network, out of 440-Capital Outlay City Hall. Mr. Craig seconded; passed unanimously.

Mr. DiCostanzo moved to have the Finance Officer work with Advantage Technologies to add an email account with Microsoft Teams access assigned to the Chair of the Planning Commission. Mr. Craig seconded; passed unanimously.

4.c. Discussion and Action regarding distribution of previously approved funds to the Harpers Ferry-Bolivar Historic Town Foundation.

Mr. DiCostanzo moved to recommend distributing \$1,500 that was previously approved to the Harpers Ferry-Bolivar Historic Town Foundation for a reprint of the Harpers Ferry Black Heritage Walking Tour Brochure, out of 402, for FY 2025. Mr. Craig seconded; passed unanimously.

4.d. Discussion and action regarding distribution of previously approved funds to the Woman's Club.

Mr. DiCostanzo moved to recommend distributing \$3,920 that was previously approved to the Woman's Club for FY 2026, out of 906. Mr. Craig seconded; passed unanimously.

Discussion on future meetings of Budget and Finance Committee

This was the final meeting of the present BFC, and meeting schedule will be set after the formation of the new committee. It is suggested that the new council have a special meeting in July for budget training.

Adjournment.

Mr. Craig moved to adjourn. Mr. DiCostanzo seconded; passed unanimously. The meeting was adjourned at 6:17 pm.

Date Approved

8/25/2025



Storm DiCostanzo, Chair

