

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

Minutes of special meeting July 31, 2025

Members Present: Storm DiCostanzo

Jesse Melton

Chris Craig (recording minutes)

Others Present: Financial Officer Deb Kelly

Water Commission Rep. Elizabeth Riordan

Mr. DiCostanzo Called the meeting to order at 2:03 pm.

Agenda: *Mr. DiCostanzo moved to accept the agenda eliminating approval of minutes (item 2) and new business items 5.a. and 5.b. Mr. Melton seconded; passed 3-0.*

- 1. Election of committee officers** – *Mr. Melton nominated Mr. DiCostanzo as Chair; approved unanimously.*

Mr. Craig nominated Mr. Melton as Vice Chair; approved unanimously.

Mr. DiCostanzo nominated Mr. Craig as Secretary; approved unanimously.

New officers of Budget & Finance Committee are:

Chair – Storm DiCostanzo

Vice Chair – Jesse Melton

Secretary – Chris Craig

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

The construction phase of this work has been completed at below the budgeted amount. We are in a pause prior to the landscaping and paving portion of the work, with landscaping expected to start soon. Work on the pressure relieving valve at Columbia and Washington may take place in November if parts have been secured. Otherwise, this may take place over the winter months.

3.b. Discussion and Action regarding CDS funding.

The bid on meter work is set to be reviewed at the August Town Council meeting. Assuming the bid is approved, October 1 is a realistic date for the close of bids. Ms. Kelly clarified that further adjustments to the bid can be made by the engineer. The State has confirmed that they will provide matching funds for the CDS funding.

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

Preparation for the meter work is the sole focus of work presently. The Public Works Administrator is checking on requirements for meter pit preparation and for testing requirements.

3.d. Discussion only regarding PDS Billing.

Payment has been received from the PSD for all billings prior to FY2025. The mayor has made arrangements with the PSD for more a payment schedule for FY2025 billing and for billing going forward.

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

We await word from the contractor on the schedule and details of this work.

3.f. Discussion and Action regarding the FY2026 Water Works Budget.

No action taken.

4.a. Discussion and Action regarding Monthly Invoice Review.

Ms. Kelly outlined the need and the process for this review, though no invoices needed review at this meeting.

4.b. Discussion and Action regarding FY2026 Purchasing Threshold.

The town council took action on this at its recent special meeting.

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

A town logo was approved at the July town council meeting and payment to the designer is underway. This will allow work to proceed on the website.

4.d. Discussion only regarding email licensing.

At the request of one commission chair, email licensing will be extended to all commission chairs. This will allow them to access the town's cloud and Teams account. The added cost will be around \$300/year.

4.e. Discussion only regarding the Alpha Engineering proposals for Henry Clay and Boundary Streets.

The Stormwater Committee reviewed the contracts and agreed that the cost was too great to undertake both projects presently. They have recommended putting off the Boundary Street project and asking for an estimate for the work on Henry Clay Street.

4.f. Discussion and Action regarding town paving.

Budget and Finance have recommended coordination between the water works contracted work and the Planning Commission for paving work.

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

A bill has been received from our IT contractor for decommissioning this equipment, but questions remain about whether some of this work should be included in the regular contract.

4.h. Discussion and Action regarding General Fund FY2026 Budget

The first revision was passed at the recent town council meeting.

4.i. Discussion and Action regarding COPS grant.

No action was taken on this grant for expanded personnel and equipment for the police force.

4.j. Discussion only: Update regarding collection agency contracting.

The water clerk is working on a spreadsheet to pass on information on unpaid bills to the collection agency. There is no up-front cost for this agency's service. Instead, a percentage is taken out of all bills they collect for the town.

4.k. Discussion and Action regarding opioid funds.

Based on the advice of our attorney, the mayor has signed the town on to a class action suit against Purdue Pharmacy. Mr. Melton agreed to speak with a town resident about researching possible uses of these funds. A recommendation may be made to the council if there is interest in this service.

4.l. Discussion Only regarding vehicle fleet maintenance.

All agreed for the need for better tracking of vehicle use. This will be taken up at a later time.

5.c. Discussion and Action: Reviewing and recommending a Budget and Finance Committee Mission Statement to Town Council.

Mr. Melton moved to recommend to council that the draft mission statement for Budget and Finance Committee be adopted with the amendment of making a member of the water commission a non-voting member of the committee. Mr. DiCostanzo seconded; passed 3-0.


Discussion only regarding future meetings.

Based on consensus, the regular meeting time for Budget and Finance Committee was set as 2 p.m. on the last Monday of each month. Several topics for discussion at upcoming meetings were mentioned, including permit fees, review of assigned funds, incorporating the PSD into our water works, and a review of the various town bank accounts.

Adjournment.

Mr. Craig moved to adjourn. Mr. Melton seconded; passed 3-0. The meeting was adjourned at 3:37 pm.

Date Approved 8/25/2025



Storm DiCostanzo, Chair

