



CORPORATION OF HARPERS FERRY

Ordinance Review Committee

MEETING MINUTES

Special Meeting

February 23, 2024

2:00 p.m.

Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425

The meeting was posted and held in compliance with the
West Virginia Open Governmental Meetings Act.

THOSE PRESENT:

Member	Title	Status
Chris Craig	Member	Present
George Owens	Member	Present
Roberta Meade-Curry, AICP	Member/Chair	Present
Public/Guests		
Mayor Greg Vaughn	Guest/Mayor	Present
Deb Kelly	Guest / Non-Voting /Administration	Present
Hoye Singleton	Guest / Non-Voting/Town Attorney	Present

Confirmation of Quorum.

Called to Order at 2:04 pm.

Public Comments: None

Approval of Agenda.

Upon brief discussion regarding Agenda Items to re-order the agenda Item 3. a. to before Item # 1 Order of Business. **Motion by:** C. Craig to accept agenda Item 3. a. and b. to before Item #1. **Seconded:** G. Owens. **Motion Passes Unanimously.**

1. Order of Business.

a. Approval of Meeting Minutes –

- December 01, 2023 – **Motion to Approve:** C. Craig, **Seconded:** G. Owens. **Motion Passes Unanimously.**
- January 26, 2024 – postponed to March meeting, changes to be done per C. Craig suggestions, and develop “To Do” or “Tasks to Complete” lists at end of Meeting Minutes as a summary.

2. Unfinished Business.

- Discussion and Action – regarding Article 130 improvements and possible text amendment.

C. Craig presented his changes, and research for language from dictionary to address specificity as requested by Mayor Vaughn.

The chair researched and reviewed the City of Charles Town language. The chair suggested members review Charles Town definitions because they appear to have addressed the specificity of “inactivity,” “malfeasance,” etc.

G. Owens discussed concerns regarding changing language as we have been directed, versus following WV State Code. Suggested issuing State Code to Mayor to follow.

Members suggested “inactivity” should:

- Have a reasonable number/time assigned/defined,
- Have a notice sent to individual,
- Have a time frame for notice,
- Have a reprimand period, with the opportunity to correct themselves. Failure to correct results in dismissal,
- Method for member who is causing difficulty obtaining a quorum.

Task to Complete: Members agreed additional research and review of other language defining the specific items of small towns, of Home Rule Towns, Ethics Commission Opinions, and State Code.

3. New Business.

- a. Meeting with Town Attorney to discuss WDA Grant, water rates adjustments, and requirements of ORC to issue Public Notice, Ordinance, Public Service Commission steps, and further activities to meet goals of WDA Grant.
 - It was confirmed that only the figures contained in Water Rate Schedule #1 will be changed.
 - The Chair reviewed changes noted in red on draft ordinance presented.
 - Town Attorney had no real objection to WC Code Cross References added.
 - Town Attorney suggested to strike all references to Ord. 2014-01, passed 03-10-2014.
 - D. Kelly reviewed tight timeline and dates to adhere to be successful.
- b. Discussion and Action regarding WDA Grant, water rates adjustments, and requirements of ORC to issue Public Notice, Ordinance preparation, and further activities to meet goals of WDA Grant, based upon meeting with Town Attorney, and research.

After open discussion with Town Attorney and questions and clarifications of Draft Ordinance as presented members agreed to approve. **Motion by:** C. Craig

Motion: To accept Draft Ordinance as corrected.

Seconded: G. Owens. **Motion Passes Unanimously.**

- c. Discussion and Action – Administrative Policy # 2024-02 - Procedural Guidelines Governing Discussion/Debate.

Chair stated that the ORC cannot function and does not function as Policy # 2024-02 outlines. Members agreed.

Motion by: G. Owens

Motion: Report to Town Council that the ORC does not find Administrative Policy # 2024-02 appropriate for our committee.

Seconded: C. Craig. **Motion Passes Unanimously.**

Task to Complete: Include in Report #5 to the Town Council that the ORC does not find Administrative Policy # 2024-02 appropriate for ORC Committee.

- d. Discussion and Action – Prepare Agenda Item Requests for Town Council Regular Meeting on March 11, 2024. Agenda Item Requests (AIR) due noon by March 04, 2024.
- ORC Report # 5
 - Ordinance for Water Rate Adjustments

4. Open discussion for future agenda items. (allow approx. 10 minutes)

- a. Discussion and Action – Prepare Agenda Item Requests for ORC Special Meeting on date TBD.
- Continue to prepare questions for Town Attorney, K. Sayre, regarding Home Rule, nominations, and appointments of Commission/Committee Members.
 - Questions from members to be discussed at the April meeting.
 - Short-term Rental definition prepared by C. Craig to be sent to P. Morse for review.
 - BZA still reviewing language for “permanent structure,”
 - Planning Commission formal request to modify Article 133 not yet received.
 - HLC Appendix ‘A’ still under review by HLC.

Task to Complete: Send draft of language for Short-term Rental to P. Morse for review.

5. Additional Meeting Schedule.

- a. Discussion and Action – Schedule dates for series of Special Meetings for March 05, and 08, for Water Rates Adjustment.
- b. Discussion and Action – Schedule date for monthly meetings for March, April, May postponed to next meeting.

Motion to adjourn received by C. Craig, seconded by G. Owens. The vote to adjourn was unanimous.

Adjourned at 3:46 pm.

The above reflects to the best of our knowledge the summary of the recorded Special Meeting of the Corporation of Harpers Ferry – Ordinance Review Committee held February 23, 2024.

Chair: _____

R. Meade-Curry, AICP

04-29-2024

date