



CORPORATION OF HARPERS FERRY

Ordinance Review Committee

MEETING MINUTES

Special Meeting

March 11, 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		
Deb Kelly	Guest / Non-Voting / Administration	Present
Hoye Singleton	Guest / Non-Voting/Town Attorney	Present (virtually)

Confirmation of Quorum.

Called to Order at 2:04 pm.

Public Comments: None

Approval of Agenda. Motion by: C. Craig. Motion to Approve Agenda as presented. Seconded: G. Owens. Motion Passes: Unanimously.

1. Unfinished Business.

- a. Meeting with Town Attorney to discuss WDA Grant, water rates adjustments, and requirements of ORC to issue Public Notice, Ordinance, and further activities to meet goals of WDA Grant.
 - Town Attorney, Mr. Singleton, gave outline of timeline constraints and next steps for water rate increases, and process for WDA Grant.
 - D. Kelly clarified that the water rate increase is to cover the Water Works debt for the remainder of the year.
- b. Discussion and action to modify, review and approve final draft of Ord# 2024-01 for 1st reading.
 - Documents reviewed were 1. "REVISED DRAFT FROM RMC", 2. "SENT TO DEB" (draft agreed to on 02-23-2024), 3. "FROM DEB" (markups received from Deb on Thursday).
 - Town Attorney, Mr. Singleton, recommends most of the recitals stated in the front portion of ordinance draft to be omitted.
 - Town Attorney, Mr. Singleton, recommends Lines 3 thru 11 are acceptable and to remain as it relates to water rates.

- Town Attorney, Mr. Singleton, recommends strike any and all references to language related to Water Works Project and Construction and WDA Grant, because it is not part of the ordinance for water rates increase. He stated water rates increases are needed whether project or WDA Grant moves forward.

Motion by: G. Owens.

Motion: Request a 2/3's vote to close discussion of review, changes, and modifications to Ordinance # 2024-01.

Seconded: C. Craig.

Motion to Amend: R. Meade-Curry. Motion: that the closing of discussion will be after we finish going over line-item by line-item the Chair brings forward concerns discovered with problems of draft approved February 23, 2024. Seconded: None. Motion Fails.

A vote on motion for closure was not admitted by the Chair.

- All present reviewed documents and discussed line-item by line-item changes presented and made additional modifications and recommendations to language of proposed draft ordinance # 2024-01.
- D. Kelly confirmed the Water Rate Schedule #1 changes to dollar amounts are correct.
- The Chair corrected language previously stricken during the 02-23-2024 ORC Special Meeting, that the language needed to remain in Article 905.
- Town Attorney, Mr. Singleton, recommended the effective date language read as follows: "...shall take effect not less than 45 days after the date of adoption or July 01, 2024, whichever date is the last to occur."
- C. Craig requested to go through all line-item changes line-item by line-item again, and make one motion. The Chair agreed.

After open discussion with Town Attorney, and all present, and questions and clarifications, and modifications of Draft Ordinance # 2024-01 were completed, G. Owens requested to act upon motion currently on the floor. The Chair repeated motion made by G. Owens.

Motion by: G. Owens.

Motion: To close all discussions regarding the changes to the Ordinance # 2024-01. (G. Owens accepted repeat of motion)

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

Motion by: G. Owens

Motion to approve Draft Ordinance #2024-01 with the corrections discussed, with the Town Attorney, with rates checked by D. Kelly, with the introduction changes discussed, with title of ordinance changed, with all line-item changes discussed.

D. Kelly requested additional discussion and concerns regarding the title of the ordinance. Title of the ordinance was changed to be clearer for the Public Notice and clearer for the public to reference more quickly the water rate changes in Rate Schedule #1.

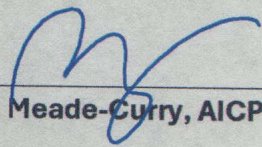
Seconded: C. Craig. **Motion Passes: Unanimously.**

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

Adjourned at 3:44 pm. .

The above reflects to the best of my knowledge the summary of the recorded Special Meeting of the Corporation of Harpers Ferry – Ordinance Review Committee held March 11, 2024.

Chair:


R. Meade-Curry, AICP

04-29-2024

date