



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting

Monday, 14 November 2022

7:00 p.m.

645 Washington Street, Harpers Ferry, West Virginia 25425

Called to order at 7:00 p.m. by Mayor Vaughn. The meeting was held in-person and live-streamed for the public on YouTube, in compliance with the State's emergency guidance on the Open Governmental Meetings Act.

Member	Title	Status
Greg Vaughn	Mayor	Present
Kevin Carden	Recorder	Absent
Chris Craig	Councilmember	Present
Greg "Storm" DiCostanzo	Councilmember	Present
Laurel Drake	Councilmember	Present (via Zoom)
Jerry Hutton	Councilmember	Present (via Zoom)
Christian Pechuekonis	Councilmember	Present

The agenda was approved as amended. A public comment was made from SWaN (via reading of email to Mayor Vaughn).

1. Mayor's announcements.

Mayor Vaughn made the following announcements:

- Introduced and welcomed Steve Paradis, Public Works Administrator
- Discussed the Great Pumpkin Roll. Thanks were given to Pat Virlissa, Deb, Zack, Larry, Lynn, Eastman family, and Storm. He stated it was a great turnout with close to 100 people in attendance including contestants and bystanders. A meeting will be held to pinpoint successes and improvements needed.
- Attended a meeting at with the Jefferson County Commission regarding the submission of a plan for rehabilitation of HF Water Works distribution system and made a presentation for AARPA request (\$800k). The request was denied, and an appeal has been filed.
- Acting Superintendent of NPS (Ryan Levins) will be meeting to discuss the old Shipley school. A letter was sent with photographs of deficiencies that need to be corrected to come into compliance with ordinances. Plan to meet and begin remediation to come into compliance.
- He attended the Veteran's Day event at HFMS.
- DOH update on High Street – options presented were sidewalk maintenance, widening 2 ft on NPS side, or making it one-way going downhill. Widening was selected, but engineering is having issues because of complexities involved and are leaning toward the one-way option.
- Way finding committee – developing a signage plan that would incorporate a more visual sign for the entire town including street signs (modeled after the one in Lewisburg). The committee will consist of representatives from SWaN and four members of the community.
- November 30th at 7:00 PM is the annual town tree lighting ceremony at the gazebo.
- Old Tyme Christmas starts Dec 3-5. There will be one-way traffic on Dec 3-4 going down High Street and out Shenandoah Street. The event will continue the following weekend, but no road

closure or restricted traffic will be in place.

- The Women's Club is having a food drive (flyers are available on back table).
- Two other flyers are also on the back table for a Community Turkey Trot and Holiday Light Tour.

2. Approval of minutes.

a. Regular meeting: 8 August 2022

Minutes were not available.

b. Regular meeting: 10 October 2022

Minutes were not available.

3. Treasurer's reports and approvals.

a. Review and approval of financial reports: September 2022.

Financial Officer, Deb Kelly, presented the financial reports.

The financial reports for September 2022 were approved as received.

b. Approval of invoices and purchases over Purchasing Threshold.

Motion	Motion to approve the invoices and purchases over the purchasing threshold as submitted.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

c. Town Financial Summary Presentation.

Presentation was given by Storm DiCostanzo and a report from Budget & Finance was given. The presentation is available on the website.

4. Town reports.

a. Police Department.

i. Police report for the month of October 2022.

Chief Brown reported that for the month of October 2022, there were 99 incidents, 169 citations issued, 13 assists to other agencies, no accidents, and no call-outs. He stated that the officers are planning to tour both Harpers Ferry Middle School and Shipley Elementary School. New equipment and firearms are being ordered.

b. Ordinance Compliance Officer.

i. Report for the month of October 2022.

A written report was received from the Ordinance Compliance Officer.

c. Budget and Finance Committee.

i. Discussion and action regarding funding request by Trail & Town Alliance.

Motion	Motion to approve payment to Alexis Grant for reimbursement of gravel purchased for Woodpecker Woods Trail building project in the amount of \$549.29.
Motion by	Christian Pechuekonis

Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

ii. Discussion and action regarding funding request by Parks & Recreation.

Motion	Motion to approve funds for the Pumpkin Roll Competition for materials and supplies for up to \$250.00 from 402 Economic Development.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

iii. Discussion and action regarding the awarding of the 2022-23 Snow Removal Contract.

Motion	Motion to approve the 2022-2023 Snow Removal Contract and accompanying Addendum with Cornerstone Landscaping.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

iv. Discussion and action regarding recommendation to accept on-line payment options.

Motion	Motion to approve recommendation for arrangement to accept on line payment options through WV State Treasury as presented.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

v. Discussion and action regarding recommendation to establish a clearing account for on-line customer payments.

Motion	Motion to approve recommendation to establish a clearing account to receive on line customer payments as presented.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

vi. Discussion and action regarding recommendation of purchase card policy.

Motion	Motion to approve recommendation to adopt the Local Government Purchase Card policies and procedures and supporting revisions to the Employee Handbook as presented.
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Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

vii. Discussion and action regarding recommendation of Purchase Card assignment to Police Officers.

Motion	Motion to assign purchase cards to police officers as assigned by the Chief of Police.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

viii. Discussion and action regarding recommendation of Fringe Benefit Policy.

Motion	Motion to adopt changes to the Uniform section of the Employee Handbook as presented to include fringe benefits policy.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

ix. Discussion and action regarding recommendation of Travel Policy.

Motion	Motion to adopt addition of Travel Expenses to the Employee Handbook as presented.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

During the discussion, it was decided to take it back to B&F for receipts for expenses under \$70 – not sure where to add this as part of the motion

x. Discussion and action regarding recommendation of policy for use of Town vehicles.

Motion	Motion to recommend Use of Town Owned Vehicle Policy and associated revisions to the Employee Handbook as presented.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

d. Water Department.

i. **General report from Public Works Administrator**

Steve Paradis

ii. **General report from Water Commission.**

Laurel Drake

iii. **Presentation and discussion on monthly Water Treatment Facility Improvements Engineer's Report for the month of October 2022.**

Laurel Drake presented the engineer's report for October 2022.

iv. **Discussion and action on Resolution #20 / Pay Application #19 for the Water Treatment Facility Improvements.**

Action	Motion to approve Resolution #20 and Pay Application #19 for the Water Treatment Facility Improvements Project as presented, totaling \$209,440.74.
	Pechuekonis, Craig, DiCostanzo, Drake, Hutton, Vaughn
Result	MOTION APPROVED

v. **Discussion and action regarding FY 2023 Budget Revision 3 for Harpers Ferry Water Works.**

Motion	Motion to approve FY 2023 Budget Revision #3 for Water Works as presented.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

vi. **Discussion and action regarding establishing an implementation date for the previously approved water plant employee salary scale, assignment to specific salary step, and change in position titling. (*This item required executive session.*)**

Motion	Motion to approve change Superintendent title to Chief Water Operator title at hourly rate and change the position to non-exempt.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

vii. **Discussion and action on approval of invoice related to Elks Run Main replacement invoice. (*This item required executive session.*)**

Motion	Motion to approve invoice related to Elks Run Main replacement service as presented.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0

Result	MOTION APPROVED
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viii. Discussion and action on appointment of a Bolivar representative to the Water Commission.

Applicant

Gino Sisco

Nominated by

Laurel Drake

Action	Appointment to the Water Commission.
Gino Sisco	Pechuekonis, Craig, DiCostanzo, Drake, Hutton, Vaughn
Result	Gino Sisco appointed to the Water Commission for the term expiring 31 Dec 2024.

e. Parking Committee.

Christian Pechuekonis

f. Ordinance Review Committee

i. Discussion and action on appointment to the Ordinance Review Committee.

Applicant

Jerry Hutton

Nominated by

Chris Craig

Action	Appointment to the Ordinance Review Committee.
Jerry Hutton	Pechuekonis, Craig, DiCostanzo, Drake, Vaughn
Result	Jerry Hutton appointed to the Ordinance Review Committee for the term expiring June 2023.

g. Planning Commission.

i. Planning Commission report

Chris Craig reported on the first Comprehensive Plan meeting with our WVU consultants.

ii. Discussion and action Comprehensive Plan Retainer Agreement with WVU.

Motion	Motion to approve Comprehensive Plan Retainer Agreement with WVU and direct the Mayor to execute it.
Motion by	Chris Craig
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

h. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

Christian Pechuekonis

5. Organizations / other reports.

a. Trail and Town Alliance

i. **Discussion and action on a Memorandum of Understanding between the Corporation of Harpers Ferry and the Harpers Ferry-Bolivar Historic Town Foundation.**

Motion	Motion to approve the draft MOU between the Corp. of Harpers Ferry and the HF-Bolivar Historic Town Foundation and to direct the Mayor to execute it.
Motion by	Chris Craig
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

6. **Unfinished business.**

7. **New business.**

a. **Discussion and action regarding November Family Court Awareness Month Proclamation.**

Motion	Motion to approve the support of November Family Court Awareness Month by the Harpers Ferry Mayor, Town Council, and Recorder.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

b. **Discussion and action regarding Town Council endorsement of WV Attorney General opioid settlement agreement with Allergan.**

Motion	Motion to approve endorsement of WV Attorney General opioid settlement agreement with Allergan.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

c. **Discussion and action regarding Town Council endorsement of WV Attorney General opioid settlement agreement with Janssen.**

Motion	Motion to approve endorsement of WV Attorney General opioid settlement agreement with Janssen.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

Went into Executive Session to discuss 4.d.vi. and 4.d.vii. I do not have the times that we went into executive session. It ended at 9:24 p.m., motions were made, voting was done, and motions approved (noted under the agenda items ... didn't know if they moved to the bottom).

Motion to adjourn by Chris Craig, second by Christian Pechuekonis . Meeting adjourned at 9:31 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____