



CORPORATION OF HARPERS FERRY

Meeting Minutes

Town Council Meeting Monday, 09 June 2025 7:00 p.m.
Harpers Ferry Town Hall, 1000 Washington Street, 2nd floor, Harpers Ferry, West Virginia 25425

Participants

Title	Name	Status
Mayor	Greg Vaughn	Present
Recorder	Nina Ana Armstrong	Present Remote
Council Member	Storm DiCostanzo	Present
Council Member	Roberta Meade-Curry	Present
Council Member	Zachary Morse	Present
Council Member	George Owens	Present
Council Member	Chris Craig	Present

- Call to order and Pledge of Allegiance.
- Approval of agenda.
 - Move item 6A to follow item 7C. Moving to New Business
 - Move item 7ABC and 6A after item number 2.
 - Move 5F1 to the July meeting.
 - Move to approve the agenda as amended.
 - Second: George Owens
 - Yes 6 / No 0 / Absent 1
 - Motion passes
- Public comments on agenda items only.
 - Benjamin Buckley
- 1. Mayor's announcements.
- 2. Recorder comments and updates.
- 3. Community Announcements.

- a. Hilltop Hotel.
 - i. Overlook is open to the public.
- b. National Park Service.
- c. Other.
- 4. Approval of minutes.
 - a. Regular meetings: 13 January 2025, 10 February 2025, 10 March 2025, 14 April 2025, 12 May 2025.
 - i. Motion: Move to approve the January 13th minutes. - Nina Ana Armstrong
 - 1. Second: George Owens
 - a. Yes 6 / No 1
 - i. Motion approved
 - ii. Motion: Move to approve the February 10th minutes. - Nina Ana Armstrong
 - 1. Second: George Owens
 - a. Yes 6 / No 1
 - i. Motion approved
 - iii. Motion: Move to approve the March 10th minutes. - Chris Craig
 - 1. Second: Storm DiCostanzo
 - a. Yes 5 / No 1 / Abstain 1
 - i. Motion approved
 - iv. Motion: Move to approve the April 14th minutes. - Zachary Morse
 - 1. Second: Chris Craig
 - a. Yes 6 / No 1
 - i. Motion approved
 - v. Motion: Move to approve the May 12th minutes. - Zachary Morse
 - 1. Second: Chris Craig
 - a. Yes 6 / No 1
 - i. Motion approved
 - b. Special meeting: 20 February 2025, 26 February 2025, 11 March 2025, 26 March 2025, 15 April 2025.
 - i. Minutes for April 15th postponed.
 - ii. Motion: Move to approve the Special Town Council minutes of February 20th. - Chris Craig
 - 1. Second: Storm DiCostanzo
 - a. Yes 6 / No 1
 - i. Motion approved
 - iii. Motion: Move to approve the Special Town Council minutes of February 26th. - George Owens
 - 1. Second: Chris Craig

- 2. Yes 6 / No 0 / Abstain 1
 - a. Motion approved
 - iv. Motion: Move to approve the Special Town Council minutes of March 11th. - Chris Craig
 - 1. Second: Zachary Morse
 - a. Yes 6 / No 0 / Abstain 1
 - i. Motion approved
 - v. Motion: Move to approve the Special Town Council Minutes of March 26th. - Chris Craig
 - 1. Second: Storm DiCostanzo
 - a. Yes 6 / No 0 / Abstain 1
 - i. Motion approved
5. Town reports.
- a. Treasurer's reports and approvals.
 - i. Review and approval of financial reports: April 2024.
 - 1. Motion: Move to accept the invoices and purchases as submitted. - Storm DiCostanzo
 - a. Second: Chris Craig
 - i. Yes 7 / No 0
 - 1. Motion approved
 - ii. Approval of invoices and purchases.
 - 1. Motion: Move to accept the invoices and purchases as submitted. - Storm DiCostanzo
 - a. Second: Chris Craig
 - i. Yes 7 / No 0
 - 1. Motion approved
 - iii. Discussion and action regarding FY '26 Purchasing Threshold Guidelines.
 - 1. Motion: Move to accept the Fiscal Year 26 purchasing threshold guidelines as presented. - Storm DiCostanzo
 - a. Second: Zachary Morse
 - i. Yes 7 / No 0
 - 1. Motion approved
 - b. Budget and Finance Committee.
 - i. Discussion and action regarding WDA construction project Change Order #1.
 - 1. Motion: Move to approve the WDA construction project change order number one as submitted. - Storm DiCostanzo
 - a. Second: Chris Craig
 - i. Yes 7 / No 0
 - 1. Motion approved

- ii. Discussion and action regarding WDA grant and approval of Resolution #8.
 - 1. Motion: Move to approve the WDA grant resolution number eight as submitted. - Storm DiCostanzo
 - a. Second: Chris Craig
 - i. Yes 7 / No 0
 - 1. Motion approved
- iii. Discussion and action regarding discussion of 2024, 2025 and 2026 CDS funding.
 - 1. Discussion only
- iv. Discussion and action regarding FY '25 General Fund Revision 6.
 - 1. Motion: Move to approve the fiscal year revision six as presented. - Storm DiCostanzo
 - a. Second: Chris Craig
 - b. Roll Call:
 - i. Nina Ana Armstrong- Yes
 - ii. Storm DiCostanzo - Yes
 - iii. Roberta Meade-Curry - Yes
 - iv. Chris Craig - Yes
 - v. George Owens - Yes
 - vi. Zachary Morse - Yes
 - vii. Gregory Vaughn - Yes
 - 1. Motion approved
- v. Discussion and action regarding Water Works FY '25 Revision 4.
 - 1. Motion: Move to approve the waterworks budget Fiscal Year 25 revision 4. - Storm DiCostanzo
 - a. Second: Chris Craig
 - i. Roll Call:
 - 1. Nina Ana Armstrong - Yes
 - 2. Storm DiCostanzo - Yes
 - 3. Roberta Meade-Curry - Yes
 - 4. Chris Craig - Yes
 - 5. George Owens - Yes
 - 6. Zachary Morse - Yes
 - 7. Gregory Vaughn - Yes
 - a. Motion approved
 - 2. Motion: Move to disperse \$66,000 from 345 Rents and Concessions which represent the cell tower income received by the Town for Fiscal Year 25 to Harpers Ferry Waterworks. - Storm DiCostanzo

- a. Second: George Owens
 - i. Yes 7 / No 0
 - 1. Motion passes
- vi. Discussion and action regarding funding for the 4th of July musical entertainment.
 - 1. Motion: Move to approve spending up to \$300 to pay for the Rohrrersville Band out of 906 for the 2025 July 4th event. - Storm DiCostanzo
 - a. Second: Zachary Morse
 - i. Yes 7 / No 0
 - 1. Motion approved
- vii. Discussion and action regarding dispersal of funds for the Flip Flop Kickoff.
 - 1. Motion: Move to approve reimbursing \$600 previously approved by this council to the Flip-Flop Festival for the 2025 Flip Off Kickoff from 402 Economic Development. - Storm DiCostanzo
 - a. Second: Zachary Morse
 - i. Yes 6 / No 1
 - 1. Motion approved
- viii. Discussion and action regarding synchronization of pay step and COLA increases for qualifying town employees.
 - 1. Motion: Move to approve the payment advancement schedule for employee pay staff increases to July 1st which includes unified employee review date of April 15th and which will synchronize town employees to receive their pay increases on the same day. - Storm DiCostnazo
 - a. Second: George Owens
 - i. Yes 7 / No 0
 - 1. Motion approved
- ix. Discussion and action regarding Harpers Ferry and Water Works paving projects.
 - 1. Discussion only
- x. Discussion and action regarding second payment for the Weaver Gillison Historic Preservation project.
 - 1. Motion: Move to transfer \$4,900 from General Fund Bank Account to SHIPO operating account to pay civil and environmental consultants inc for invoice number 462866 against 911 Historic Landmarks related to the Gillis Historic Preservation Project. - Storm DiCostanzo
 - a. Second: George Owens
 - i. Yes 7 / No 0

1. Motion approved
- xi. Discussion and action regarding third payment for the Weaver Gillison Historic Preservation project.
 1. Motion: Move to pay \$2,100 to Civil and Environmental Consultants, Inc. for invoice 462855 from SHPO Escrow account related to the Weaver Gillison Historic Preservation Project.
 - a. Second: George Owens
 - i. Yes 7 / No 0
 1. Motion approved
- xii. Discussion and action regarding Police Department radar equipment.
 1. Motion: Move to distribute up to \$2,000 to purchase radar equipment from MPH industries and have it installed. - Storm DiCostanzo
 - a. Second: Chris Craig
 - i. Yes 7 / No 0
 1. Motion approved
- c. Police Department.
 - i. Police report for the month of May 2025.
- d. Ordinance Compliance Officer.
 - i. OCO report for the month of May 2025.
- e. Planning Commission.
 - i. Planning Commission report.
 - ii. Discussion and action regarding the Planning Commission's recommendation on the Cambridge Street connection to Woodpecker Woods Trail.
 1. Motion: Move to approve the work of the Woodpecker Woods Trail pursuant to the existing memorandum. - Zachary Morse
 - a. Second: Storm DiCostanzo
 - i. Amendment: Amendment to the motion that the Trail and Town Alliance apply for a permit for parks and rec as required per the documents adopted by this town when there is a trail to be done and that be approved by the OCO or planning commission. - Roberta Meade-Curry
 1. Second: George Owens
 - a. Yes 1 / No 4 / Recused 2
 - i. Motion fails
 - ii. Main motion vote: Yes 4 / No 2 / Recused 1
- f. Tree Commission.
 - i. Discussion and action regarding the 2025 Tree Work Plan.

1. Postponed to July
 - g. Historic Landmark Commission.
 - i. Historic Landmark's Commission report.
 - h. Water Department.
 - i. General report from Public Works Administrator.
 - i. Water Commission report.
 - i. Ordinance Review Committee.
 - i. Presentation and discussion of ORC report.
 - ii. Discussion and action regarding first reading of Ordinance #2025-01 to amend various parts and articles of the Harpers Ferry Code of Ordinances to align with current WV code.
 1. Motion: Ordinance 2025-01 as presented this evening in draft form for first reading shall be sent to legal review by the town attorney prior to having the first official reading in front of town council. -
 - a. Second: George Owens
 - b. Yes 7 / No 0
 - i. Motion approved
 - iii. Discussion and action regarding first reading of Ordinance #2025-02 regarding text amendments to Article 735 adding Section 735.40, amendment Article 1302 to add definitions and Article 735 to update cross references to WV Code, all regarding garage sales.
 1. Move to approve text amendments to Ordinance #2025-02. - Roberta Meade-Curry
 - a. Ordinance #2025-02 read. - Roberta Meade Curry
 - i. Second: Chris Craig
 1. Yes 7 / No 0
 - a. Motion approved
 - j. Internal Operations Committee.
 - i. IOC Report.
 - ii. Discussion and action regarding Town Logo.
 1. Postponed to be addressed by incoming IOC
 - k. Dark Skies Committee.
 - i. General update from the Committee.
6. Unfinished Business
 - a. Discussion and action regarding the purchase of a replacement tree for the corner of Columbia and Washington Streets which was removed during the waterline upgrade project.
 - i. Item postponed to July meeting.

7. New Business

- a. Discussion and action regarding a Proclamation for LGBTQ Pride Month.
 - i. Motion: Move to adopt the resolution as read. - Chris Craig
 1. Second: Storm DiCostanzo
 2. Yes 7 / No 0
 - a. Motion approved
- b. Discussion and action regarding an appointment to the Jefferson County Water Advisory Committee.
 - i. Motion: Nomination of Elizabeth Riordan to the Jefferson County Water Advisory Committee.
 1. Roll Call:
 - a. Nina Ana Armstrong - Yes
 - b. Storm DiCostanzo - Yes
 - c. George Owens - Yes
 - d. Chris Craig - Yes
 - e. Roberta Meade-Curry - Yes
 - f. Zachary Morse - Yes
 - g. Mayor Gregory Vaughn - Yes
 - i. Nomination approved
- c. Discussion and action regarding a Proclamation declaring June 14, 2025, as William "Mickey" Jackson Day.
 - i. Motion: Move to adopt the proclamation declaring June 14th 2025 as William Mickey Jackson Day. - Storm DiCostanzo
 1. Second: George Owens
 - a. Yes 7 / No 0
 - b. Motion approved

Adjournment.

These minutes approved by the Town Council on 8 September 2025.

A handwritten signature in dark ink that reads "Kevin Carden," with a comma at the end. The signature is written in a cursive, flowing style.

Kevin Carden, Recorder