

CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting

Monday, 14 July 2025

7:00 p.m.

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

The meeting was called to order at 7:00 p.m. by Mayor Vaughn, followed by a recitation of the Pledge of Allegiance.

Member	Title	Status
Greg Vaughn	Mayor	Present
Kevin Carden	Recorder	Present
Chris Craig	Councilmember	Present
Greg “Storm” DiCostanzo	Councilmember	Present
Jesse Z. Melton	Councilmember	Absent
Christian Pechuekonis	Councilmember	Present
David Simmons	Councilmember	Present

The agenda was approved as amended.

There were two public comments:

- Charles Town City Council member Elizabeth Ricketts spoke about the Jefferson County Development Authority. The County Commission recently removed all board members, including municipal representatives. She urged members of Council to attend the next Commission meeting to express their sentiments on this action.
- Roberta Meade-Curry spoke on a couple of agenda items. She spoke about some incidents during the June 2025 Town Council meeting. She read a letter from a resident of Bolivar about work that has been done on Boundary Street and how it affects residents who live within Bolivar.

1. Mayor’s announcements.

The Mayor welcomed David Simmons and Jesse Melton to the Council, as well as members who were reelected. Several grant opportunities from the federal government are being pursued at this time. He asked that all Councilmembers check their Town email inboxes regularly and respond within a reasonable amount of time. He also spoke about conduct in Council meetings. He reminded the Councilmembers that

emails are public information and must adhere to state ethics rules. He asked that motions be succinct and concise.

2. Recorder comments and updates.

The Recorder said that all commissions and committees must send their meeting minutes to the Recorder and / or the Town Clerk within a reasonable amount of time for transparency to the public.

3. Approval of minutes.

a. Regular meetings: 10 March 2025, 9 June 2025.

b. Special meeting: 16 June 2025.

No minutes were received for approval.

4. Community announcements.

a. Hilltop Hotel.

None.

b. National Park Service.

Superintendent Tanya Gossett informed the Council about an order from the Secretary of the Interior stressing coordination with Gateway Communities. She provided a copy of the order to the Council. The Park has a new law enforcement Ranger. The Park will soon receive six new electric buses to replace the existing Diesel buses. A team will be using metal detectors on the battlefield at School House Ridge to search for items of archeological interest. Chris Craig said the Appalachian Chamber Music Festival will be held on the lawn of historic Storer College in August.

c. Other.

None.

5. Establishment of standing Town Council committees and updating commission memberships.

a. Discussion and action on appointments to the Ordinance Review Committee.

b. Discussion and action on appointments to the Internal Operations Committee.

c. Discussion and action on appointments to the Budget and Finance Committee.

Items 5.a., b., and c. were considered together. Mayor Vaughn recommended the following for appointments to these Council committees:

- Ordinance Review Committee (ORC): Kevin Carden (Chair), Chris Craig, Christian Pechuekonis

- Internal Operations Committee (IOC): David Simmons (Chair), Storm DiCostanzo, Christian Pechuekonis
- Budget and Finance Committee (BFC): Storm DiCostanzo (Chair), Chris Craig, Jesse Melton

Motion	Motion to approve the recommendation from Mayor Vaughn for appointments to the ORC, IOC, and BFC.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

d. Discussion and action to assign a Councilmember as an approving official to endorse Town checks.

Motion	Motion to add Christian Pechuekonis as a check signer.
Motion by	Storm DiCostanzo
Second	David Simmons
YES	6
NO	0
Result	MOTION APPROVED

e. Discussion and action to organize / approve the Stormwater Committee.

The current members of the Stormwater Task Force are Storm DiCostanzo, Jesse Melton, and Mayor Vaughn.

Motion	Motion to reconstitute the Stormwater Task Force as the Stormwater Committee, which shall have five members apportioned as follows, with current members carrying forward onto the new Committee: one Town Council representative; The Mayor or their designee; one Planning Commission representative; and two at-large Harpers Ferry residents; as well as the town's Finance Officer, who shall serve in a non-voting ex officio capacity.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

f. Discussion and action to appoint a Town Council representative to the Parking Committee.

Motion	Motion to appoint Christian Pechuekonis as the Town Council representative to the Parking Committee, with the vacated resident position being advertised by the appropriate methods.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

g. Discussion and action to appoint a Town Council representative to the Planning Commission.

Motion	Motion to reappoint Jesse Melton as the Town Council representative to the Planning Commission.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

h. Discussion and action to reappoint the Mayor's designee on the Planning Commission.

Motion	Motion to reappoint Paul Mayhew as the Mayor's designee on the Planning Commission.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

i. Discussion and action to reappoint a Town Council representative to the Dark Skies Committee.

Motion	Motion to reappoint Storm DiCostanzo as the Town Council representative to the Dark Skies Committee.
Motion by	David Simmons
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

6. Town reports.

a. Treasurer's reports and approvals.

i. Review and approval of financial reports: May 2025.

The May 2025 financial reports were approved as received.

ii. Approval of invoices and purchases.

None.

b. Budget and Finance Committee.

i. Discussion and action regarding WDA grant and approval of Resolution #9.

Motion	Motion to approve Resolution #9.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

ii. Discussion and action on WDA construction project Change Order #2.

Motion	Motion to approve WDA construction project Change Order #2 as submitted.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

iii. Discussion and action regarding FY 2026 Coal Severance Budget Revision 1.

Motion	Motion to approve FY 2026 Coal Severance Budget Revision 1 as submitted. (ROLL CALL VOTE)
Motion by	Storm DiCostanzo
Second	David Simmons
YES	Carden, Craig, DiCostanzo, Pechuekonis, Simmons, Vaughn
NO	<i>none</i>
Result	MOTION APPROVED

iv. Discussion and action to renew annual IT contract.

Motion	Motion to renew the annual IT contract with Advantage Technology.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

v. Discussion and action on funding for the Women's Club.

Motion	Motion to distribute \$3,920 that was previously allocated to the Women's Club for FY 2026, out of Line 906 Historic Preservation.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

vi. Discussion and action on funding for the Historic Town Foundation.

Storm DiCostanzo recused himself from discussion on this agenda item.

Motion	Motion to distribute \$1,500 that was previously allocated to the Harpers Ferry-Bolivar Historic Town Foundation for a reprint of the Harpers Ferry Black Heritage Walking Tour brochure, from Line 402 Economic Development for FY 2025.
Motion by	Chris Craig
Second	Christian Pechuekonis
YES	5
NO	0
Result	MOTION APPROVED

vii. Discussion and action on the purchase of a computer for network access.

Motion	Motion to approve the quote #Fred-029901 Version 1 from Advantage Technologies for up to \$2,700 for the final computer required to support the Town's new network, out of 440 Capital Outlay - City Hall.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

viii. Discussion and action on the Town logo.

Motion	Motion to adopt Wicked Designs logo Concept 2A as the official logo for Harpers Ferry, have the design refined into a final logo including using the phrase "Est. 1763", and adopt the color palette and fonts shown in Concept 3B.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	2
NO	4
Result	MOTION FAILED

Motion	Motion to adopt Wicked Designs logo Concept 3B as the official logo for Harpers Ferry, along with the color palette and fonts shown in Concept 3B, and have the design refined into a final logo including using the phrase “Est. 1763”.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	5
NO	1
Result	MOTION APPROVED

Motion	Motion to increase the authorized logo design spending by \$1,500, allowing up to \$2,500 to be spent to complete the logo project, including related design tasks.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

ix. Discussion and action on Town website overhaul.

The IOC has been heading this project and working with Revize, a company that specializes in government websites.

c. Planning Commission.

i. Planning Commission report.

Zachary Morse reported that the Planning Commission is continuing to work on updates to the Comprehensive Plan. A prioritization of elements in the Plan is in progress, then it will go to public review. The Floodplain Ordinance needs to be updated. The Planning Commission will work on this and forward it to FEMA for its approval.

d. Tree Commission.

i. Discussion and action regarding the 2025 Tree Work Plan.

Motion	Motion to approve the 2025 Tree Work Plan as submitted.
Motion by	Chris Craig
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

ii. Discussion and action on appointments to the Tree Commission.

The following applicants were nominated for appointment to the Tree Commission:

Applicant
Zachary Morse
Rebecca Wolf

Nominated by
Storm DiCostanzo
Chris Craig

Action	Appointment to the Tree Commission.
Zachary Morse	Carden, Craig, DiCostanzo, Pechuekonis, Simmons, Vaughn
Rebecca Wolf	Carden, Craig, DiCostanzo, Pechuekonis, Simmons, Vaughn
Result	Zachary Morse appointed as Planning Commission representative to the Tree Commission. Rebecca Wolf appointed to Seat 3 for an unexpired term on the Tree Commission (term expiring 31 December 2025).

e. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

No report.

f. Board of Zoning Appeals.

i. Discussion and action on appointments to the Board of Zoning Appeals.

The following applicant was nominated for appointment to the Board of Zoning Appeals:

Applicant
Eddie Love

Nominated by
Storm DiCostanzo

Action	Appointment to the Board of Zoning Appeals.
YES	Carden, Craig, DiCostanzo, Pechuekonis, Vaughn
NO	<i>none</i>
Result	Eddie Love appointed to the Board of Zoning Appeals with term expiring 1 January 2027.

g. Water Department.

i. General report from Public Works Administrator.

Steve Paradis reported that 5.725 million gallons of potable water were made in June. He will prepare a historical look at water drainage from tanks between midnight and 3 a.m. (the hours of least usage) to give an idea of how much water loss there is currently in the distribution system. Some leaks have been fixed, including a significant one at the KOA campground. Mr Paradis estimates a 30%

reduction in the leakage rate from what is has historically been across the system.

ii. General report from Water Commission.

Mike Rock reported that Kim Wheatley resigned, and he thanked her for her service. Another resident has submitted a letter of interest for appointment to the Water Commission, which Mr Rock distributed to the Recorder.

h. Ordinance Review Committee.

i. Discussion and action regarding second reading of Ordinance 2025-01, to amend various parts and articles of the Harpers Ferry Codified Ordinances to align with current WV Code.

Mayor Vaughn said he is still waiting on a response from the Town Attorney regarding this proposed ordinance.

ii. Discussion and action regarding second 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.

Motion	Motion to refer Ordinance 2025-02 back to the Ordinance Review Committee for further review, since we are in a new Council session.
Motion by	Storm DiCostanzo
Second	David Simmons
YES	6
NO	0
Result	MOTION APPROVED

i. Dark Skies Committee.

i. Dark Skies Committee report.

Storm DiCostanzo said the Committee is finishing up its draft of a Dark Skies Ordinance for consideration by the Town Council at a future date.

7. Unfinished business.

None.

8. New business.

a. Discussion and action on approval of a resolution in support of the local Job Corps Program.

Motion	Motion for the Mayor to prepare the resolution in support of the local Job Corps Program for approval.
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Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

b. Discussion and action on an appointment for a Jefferson County representative to the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Board.

Motion	Motion to recommend appointment of Chris Craig as Jefferson County representative to HEPMPPO.
Motion by	Storm DiCostanzo
Second	David Simmons
YES	7
NO	0
Result	MOTION APPROVED

c. Discussion and action regarding an employee personnel issue.

This item was discussed in executive session.

Motion	Motion to enter executive session, pursuant to WV Code §§ 6-9A-4(b)(2)(A).
Motion by	Greg Vaughn
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED. Executive session began at 9:08 p.m.

Steve Paradis and Debbi Kelly also attended the executive session.

The meeting returned to open session at 9:54 p.m.

Motion	Motion to refer an employee personnel issue to the IOC.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

Motion to adjourn by Chris Craig, second by Christian Pechuekonis. Meeting adjourned at 9:55 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____