

# CORPORATION OF HARPERS FERRY

## Town Council

### DRAFT MINUTES

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**Regular Meeting**                    **Monday, 8 December 2025**                    **7:00 p.m.**  
**Town Hall • 1000 Washington Street, 2<sup>nd</sup> Floor, Harpers Ferry, West Virginia 25425**

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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	Present
Christian Pechuekonis	Councilmember	Present
David Simmons	Councilmember	Present

The agenda was approved as amended. Items 5.e.i.-iii. were moved after item 5.a.

There were no public comments.

**1. Mayor's announcements.**

Mayor Vaughn noted that the Cookie Walk will take place at Camp Hill-Wesley United Methodist Church on Saturday, 11 December 2025.

**2. Recorder's comments and updates.**

Recorder Carden provided an update on his current medical condition and thanked everyone who reached out to him during his time away from the Council.

**3. Community announcements.**

**a. Hilltop Hotel.**

Laurel Ziemianski said the hotel owners have decided to wait until the economy improves before the hotel is rebuilt. The rumors that the property will be sold are not true. The overlook area will remain open.

**b. National Park Service.**

Superintendent Tanya Gossett said the Park has received six electric buses.

Training begins tomorrow in Bolivar, although it will take about one year for the bus garage to be fully operational. Olde Tyme Christmas is going well. The current work on the Byron Bridge should wrap up in the spring.

**c. Other.**

Storm DiCostanzo spoke about the recent immigrant arrests, especially in Charles Town, where one person was injured during an arrest at Mi Degollado Mexican Restaurant. He stressed that this is not normal; those immigrants are here to work for a better life for themselves and their families. A vigil has been planned.

**4. Approval of minutes.**

**a. Regular Council meetings: 13 October 2025, 10 November 2025.**

The minutes for 10 November 2025 were approved as received. The 13 October 2025 minutes were not available at this time.

**b. Special Council meeting: 21 October 2025.**

The 21 October 2025 minutes were approved as received.

**5. Town reports.**

**a. Dark Skies Committee.**

**i. Discussion and action regarding recommendations for a Dark Skies ordinance.**

Karen Sagisi gave an overview of the work that has been done by the Dark Skies Committee to get to this point. She suggested that in the near future, information could be shared on the Town's social media and website. Mayor Vaughn will have the Committee coordinate with Storm DiCostanzo and Kevin Hamilton on the next steps.

**b. Treasurer's reports and approvals.**

**i. Review and approval of financial reports: November 2025.**

The November 2025 financial reports were approved as received.

**ii. Approval of invoices and purchases.**

<b>Motion</b>	Motion to approve the invoices and purchases as submitted.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Christian Pechuekonis

YES	7
NO	0
<b>Result</b>	<b>MOTION APPROVED</b>

**c. Budget and Finance Committee.**

**i. Discussion and action regarding WDA grant and approval of Resolution #13 and change order #4.**

<b>Motion</b>	Motion to approve WDA Grant Change Order #4 as submitted.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

<b>Motion</b>	Motion to approve WDA Grant Resolution #13 as submitted.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**ii. Discussion and action regarding the water meter CDS project.**

Storm DiCostanzo reported that the EPA has approved the proposal, so it is now in the hands of the vendor to proceed. The first batch of 400 meters should be received in January, with installation occurring depending on the weather.

**iii. Discussion and action regarding the update of CDS funding for future years.**

Storm DiCostanzo reported that money is in the pipeline for 2026. There should also be a 2027 grant from the Governor's Office.

**iv. Discussion and action regarding maintenance of mains contracting.**

Deb Kelly reported that not all invoices have yet been received for this item.

**v. Discussion and action regarding FY 2026 Water Works Budget Revision 1.**

<b>Motion</b>	Motion to approve FY 2026 Water Works Budget Revision 1.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**vi. Discussion and action regarding monthly invoice review.**

*This item was already completed.*

**vii. Discussion and action regarding purchase of street signs.**

<b>Motion</b>	Motion to approve up to \$3,500.00 for street signs as submitted.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**viii. Discussion and action regarding annual State-mandated audit.**

<b>Motion</b>	Motion to award FY 2025 audit contract to Carey and Associates for \$13,050.00.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Jesse Melton
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**ix. Discussion and action regarding FY 2026 General Fund Revision 4.**

<b>Motion</b>	Motion to approve FY 2026 General Fund Revision 4 as presented.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
<b>NO</b>	<i>none</i>
<b>Result</b>	<b>MOTION APPROVED</b>

**x. Discussion only regarding Alpha Engineering proposals update for Henry Clay Street and capital improvement financing.**

*No update at this time.*

**xi. Discussion and action regarding Town permit fees.**

<b>Motion</b>	Motion to approve the revised Town permit fee structure as submitted, with permit fees for new construction and additions on the roof assessed at \$0.75 per square foot.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	7

NO	0
Result	<b>MOTION APPROVED</b>

**xii. Discussion and action regarding Town logo, website project, and press release.**

*This item will be discussed in January 2026.*

**d. Water Commission.**

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

A report was received by email, which was read aloud by Deb Kelly.

**ii. Water Commission report.**

*No report at this time.*

**iii. Discussion and action on Class I Water Operator job description.**

The Mayor had some suggested changes which will be included in this job description.

<b>Motion</b>	Motion to approve the Class I Water Operator job description with changes as recommended.
<b>Motion by</b>	Chris Craig
<b>Second</b>	David Simmons
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**e. Planning Commission.**

**i. Planning Commission report.**

Zach Morse reported that the Planning Commission will be meeting to discuss the Comprehensive Plan. The Floodplain Ordinance revisions are being reviewed by FEMA. The Commission will discuss expanding the Town's municipal growth boundary. The Commission has also been discussing the creation of a third zoning category.

**ii. Discussion and action regarding appointments to the Planning Commission.**

The following applicants were nominated for appointment to Seat 1 of the Planning Commission:

Applicant

Nominated by

Tim Wisecarver  
Michael Zeleke

Christian Pechuekonis  
Storm DiCostanzo

<b>Action</b>	Appointment to Seat 1 on the Planning Commission.
<b>Tim Wisecarver</b>	Carden, Craig
<b>Michael Zeleke</b>	DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
<b>Result</b>	<b>Michael Zeleke appointed to the Planning Commission Seat 1, with term expiring 31 December 2028.</b>

The following applicants were nominated for appointment to Seat 2 of the Planning Commission:

<u>Applicant</u>	<u>Nominated by</u>
Amanda McDaniel	Jesse Melton
Tim Wisecarver	Christian Pechuekonis

<b>Action</b>	Appointment to Seat 2 on the Planning Commission.
<b>Amanda McDaniel</b>	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
<b>Tim Wisecarver</b>	<i>none</i>
<b>Result</b>	<b>Amanda McDaniel appointed to the Planning Commission Seat 2, with term expiring 31 December 2028.</b>

Chris Craig thanked Roberta Meade-Curry and Tim Wisecarver for their service on the Planning Commission.

**iii. Discussion and action regarding “No Parking Here to Corner” distances on Washington Street.**

Zach Morse said there has been some discussion on the distances between street intersections and parking. The Planning Commission will be discussing this item further.

**f. Parks and Recreation Commission.**

**i. Discussion and action regarding appointments to the Parks and Recreation Commission.**

The following applicants were nominated for appointment to Seat 4 of the Parks and Recreation Commission:

Applicant  
Holli-Aynn Van Vliet

Nominated by  
Storm DiCostanzo

<b>Action</b>	Appointment to Seat 4 on the Parks and Recreation Commission.
<b>Holli-Aynn Van Vliet</b>	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
<b>Result</b>	<b>Holli-Aynn Van Vliet appointed to the Planning Commission Seat 4, with term expiring 31 January 2029.</b>

The following applicants were nominated for appointment to Seat 5 of the Parks and Recreation Commission:

Applicant  
Avery Van Vliet

Nominated by  
Storm DiCostanzo

<b>Action</b>	Appointment to Seat 5 on the Parks and Recreation Commission.
<b>Avery Van Vliet</b>	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
<b>Result</b>	<b>Avery Van Vliet appointed to the Planning Commission Seat 5, with term expiring 1 January 2029.</b>

**g. Ordinance Review Committee.**

**i. Ordinance Review Committee report.**

Chris Craig reported that the Ordinance Review Committee is working on a list of items.

**ii. Discussion and action regarding first reading for approval of Ordinance 2025-06 Revocation of Snow Removal, removing section 909.04 from the Town ordinances.**

<b>Motion</b>	Motion to consider this agenda item, noting that it was not reviewed by the Ordinance Review Committee but that the Committee members did recommend consideration by Council.
<b>Motion by</b>	Kevin Carden
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

<b>Motion</b>	Motion to approve first reading of Ordinance 2025-06 Revocation of Snow Removal.
<b>Motion by</b>	Kevin Carden

<b>Second</b>	Christian Pechuekonis
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**h. Internal Office Operations.**

**i. General report.**

David Simmons reported that the position descriptions are being reviewed to make sure they are all in order.

**i. Human Rights Commission.**

**i. Discussion and action regarding the Human Rights Commission and member appointment.**

The following applicant was nominated for appointment to the Human Rights Commission:

Applicant

Benjamin Buckley

Nominated by

Jesse Melton

<b>Action</b>	Appointment of Benjamin Buckley to the Human Rights Commission.
<b>YES</b>	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons
<b>NO</b>	Vaughn
<b>Result</b>	<b>Benjamin Buckley appointed to the Human Rights Commission, with term expiring 31 December 2028.</b>

**6. Unfinished business.**

**a. Discussion and action regarding Population Trends Committee's six-month study period.**

David Simmons reported that the Committee would like to get started working on their six-month appointment, so at the first meeting, everyone on the Committee will meet to become familiar with one another. At the second meeting, they will begin their work.

<b>Motion</b>	Motion to permit the Population Trends Committee to have a preliminary meeting prior to the first formal meeting of the Committee.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	7
<b>NO</b>	0

<b>Result</b>	<b>MOTION APPROVED</b>
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**b. Discussion and action regarding establishing a third zoning category.**

Chris Craig took this item back to the Planning Commission from the Ordinance Review Committee for further discussion. He will bring this item forward to the next ORC meeting.

**7. New business.**

**a. Discussion and action regarding adopting a conflict-of-interest policy and procedures.**

Jesse Melton provided some background for and an explanation of this item. After quite extensive discussion, this item will be brought back for further discussion.

**b. Discussion and action regarding adopting the 2026 employee holiday schedule.**

<b>Motion</b>	Motion to approve the 2026 employee holiday schedule as presented.
<b>Motion by</b>	Kevin Carden
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**c. Discussion and action regarding parking in town for safety.**

1:53:45

<b>Main motion</b>	Motion to ask the Planning Commission to evaluate parking areas in the Town and provide recommendations to the Town Council. Recommendations should include a map of revisions to existing parking areas.
<b>Main motion by</b>	David Simmons
<b>Second – main motion</b>	Jesse Melton
<b>Amended motion</b>	Amend motion by adding the Parking Committee as part of this process.
<b>Amended motion by</b>	Christian Pechuekonis
<b>Second – amended</b>	Chris Craig
<b>YES – amendment</b>	0
<b>NO – amendment</b>	7
<b>Result – amendment</b>	<b>MOTION FAILED</b>
<b>YES – main motion</b>	0
<b>NO – main motion</b>	7
<b>Result – main motion</b>	<b>MOTION FAILED</b>

<b>Motion</b>	Motion to convene a joint meeting of the Planning Commission and the Parking Committee to address safety issues with parking in town.
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<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Jesse Melton
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**d. Discussion and action regarding Article 1312.02.**

<b>Motion</b>	Motion to refer 1312.02 to the Ordinance Review Committee for possible revisions.
<b>Motion by</b>	Chris Craig
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**e. Discussion and action regarding potential acquisition of additional vintage radial-wave light fixtures.**

<b>Motion</b>	Motion to direct the Mayor to make inquiries with the town of Rockport, Maine to potentially acquire their radial-wave light fixtures.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Jesse Melton
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**f. Discussion and action regarding the Post Office lease renewal agreement.**

*This item was discussed in executive session. No action was taken.*

**g. Discussion and action regarding employee personnel issues.**

*This item was discussed in executive session.*

<b>Motion</b>	Motion that effective immediately, 8 December 2025 at 10:04 p.m., Harpers Ferry terminates the employment of the Harpers Ferry Water Works employee suspended on 21 October 2025.
<b>Motion by</b>	Jesse Melton
<b>Second</b>	David Simmons
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

<b>Motion</b>	Motion to enter executive session, pursuant to WV Code §§ 6-9A-4(b)(9) (for agenda item 7.f.) and 6-9A-4(b)(2)(A) (for agenda item 7.g.).
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>Result</b>	<b>MOTION APPROVED. Executive session began at 9:16 p.m.</b>

The executive session ended at 10:05 p.m.

Motion to adjourn by Storm DiCostanzo, second by David Simmons. Meeting adjourned at 10:06 p.m.

*The above minutes are true and correct, as approved.*

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Recorder: \_\_\_\_\_ Date: \_\_\_\_\_