



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting

Monday, 11 May 2026

7:00 p.m.

Town Hall • 1000 Washington Street, 2nd Floor, 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	Absent
Jesse Z. Melton	Councilmember	Present
Christian Pechuekonis	Councilmember	Present
David Simmons	Councilmember	Present

The agenda was approved as modified.

There were two public comments:

- Zach Morse spoke about the use of National Park Service property in town.
- Karan Townsend spoke about parking at 175-179 High Street.

1. Mayor’s announcements.

None.

2. Recorder’s comments and updates.

Recorder Kevin Carden provided a brief overview of a recent meeting between the Jefferson County Clerk’s Office and representatives from each municipality in the county concerning elections. The State has passed a law stating that all municipalities must hold their elections in conjunction with County elections by 2032.

3. Community announcements.

a. Hilltop Hotel.

None.

b. National Park Service.

None.

c. Other.

Chris Craig spoke about the recent Appalachian Trail Commission's Flip Flop Kickoff event. He thanked the Town for its participation.

4. Approval of minutes.

a. Regular Council meeting: 9 February 2026; 13 April 2026.

The 9 February 2026 minutes were approved as received. The 13 April 2026 minutes were not available at this time.

b. Special Council meeting: 27 February 2026; 13 March 2026; 24 March 2026; 6 April 2026; 21 April 2026; 29 April 2026.

The minutes for the 13 March, 24 March, 6 April, 21 April, and 29 April 2026 minutes were approved as received. The 27 February 2026 minutes were not available.

5. Town reports.

a. Historic Landmarks Commission.

i. General report.

Wayne Bishop said two permit applications were reviewed and sent to the Code Enforcement Officer. The Commission also worked on some initiatives sent to it by the Budget and Finance Committee.

ii. Update on the status of the Weaver-Gillison property.

Wayne Bishop said nothing has been heard lately by Landmarks from the property owners. However, Jesse Melton has heard from a representative and will be meeting with the property owners later this week.

b. Planning Commission.

i. Planning Commission report.

Zach Morse reported that the Planning Commission has been in touch with a representative of the Weaver-Gillison house about property access. Planning has also held a public hearing on the Comprehensive Plan update.

ii. Discussion and action on adopting the 2026 Harpers Ferry Comprehensive Plan.

Motion	Motion to approve the 2026 amendment to the 2013 Comprehensive Plan.
Motion by	Jesse Melton
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

c. Tree Commission.

i. Tree Commission report.

Zach Morse provided an update on the recent 2026 Arbor Day celebration.

d. Parks and Recreation Commission.

i. General report.

Zach Morse reported that Music on the Ridge will be held on 6 June 2026 on the grounds of Storer College. A smaller summer concert series will also be held. In addition, the fountain in the Town park across from Town Hall is being worked on to make it functional again.

e. Parking Committee.

i. General report.

Mayor Vaughn the Parking Committee had a field trip and several key issues were discussed, including the following items. Christian Pechuekonis provided some further details.

ii. Discussion and action regarding a parking permit request from a resident in the business district.

No action at this time.

iii. Discussion and action regarding vacation rental guest parking passes on Church Street.

Motion	Motion to update the parking permit policy and permit process, and update section under “Short-term Rentals and B&Bs” to read “Guests of B&Bs and short-term rentals located on Church Street with no off-street parking can only be issued one guest hang tag for one vehicle to park on Church Street for each B&B or short-term rental.”
Motion by	Christian Pechuekonis
Second	Chris Craig

YES	6
NO	0
Result	MOTION APPROVED

iv. Discussion and action regarding voting membership of the Parking Committee.

Motion	Motion to amend the membership policy of the Harpers Ferry Parking Committee to make the Mayor a voting member of the Parking Committee.
Motion by	Chris Craig
Second	David Simmons
YES	6
NO	0
Result	MOTION APPROVED

f. Water Commission.

i. General report from the Public Works Administrator.

Steve Paradis reported that about 5.2 million gallons of potable water were produced last month. Of that, the consumption of about 37% of treated water was unaccounted for. The Water Works is working on some water main replacements. Additionally, there are currently several leaks being worked on.

ii. Discussion and action regarding Water Department staffing.

This item was discussed in executive session. There is no action at this time.

iii. Water Works report.

Mike Rock reported that revisions were made to the Water Leak Adjustment Policy, approval of which is next on the agenda.

iv. Discussion and action regarding revised Water Leak Adjustment Policy.

Motion	Motion to approve the revised Water Leak Adjustment Policy.
Motion by	Jesse Melton
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

g. Treasurer's reports and approvals.

i. Review and approval of financial reports: March 2026.

The March 2026 financial reports were approved as received.

ii. Approval of invoices and purchases.

Motion	Motion to approve the invoices and purchases as submitted.
Motion by	Chris Craig
Second	Jesse Melton
YES	6
NO	0
Result	MOTION APPROVED

h. Budget and Finance Committee.**i. Discussion and action regarding Distribution System Phase I (WDA Grant).**

Deb Kelly provided a brief report on work that is ongoing for this item. There is no action to approve at this time.

ii. Discussion and action regarding FY 2024 CDS Distribution System Phase II – Water Meters, and approval of Resolution #1.

Motion	Motion to approve Resolution #1 of the Harpers Ferry Water Works Distribution System Phase II as submitted.
Motion by	Chris Craig
Second	Jesse Melton
YES	6
NO	0
Result	MOTION APPROVED

iii. Discussion and action regarding FY 2026 CDS Distribution System Phase III.

Deb Kelly provided a brief report on modifications to CDS Distribution System Phase III. It will be sent out for bid sometime this summer. There is no action to approve at this time.

iv. Discussion and action regarding maintenance of mains contracting.

Deb Kelly said a list has been created of final meters that will need to be replaced. There is no action to approve at this time.

v. Discussion and action regarding Water Works vehicle.

There is no action to report at this time.

vi. Discussion and action regarding spending approvals for Police Department, Fire Department, Bolivar-Harpers Ferry Public Library, and Eastern Panhandle Transit Authority.

Motion	Motion to approve the amounts presented for the Police Department, Fire Department, Bolivar-Harpers Ferry Public Library, and Eastern Panhandle Transit Authority.
Motion by	Chris Craig
Second	Jesse Melton
YES	6
NO	0
Result	MOTION APPROVED

vii. Discussion and action regarding Town website.

Jesse Melton said he and Storm DiCostanzo have met with the website vender. Meetings have also been held with the various website stakeholders. Once everything has been reviewed and sorted, a proposed site map will be presented to the vender for the website design.

viii. Discussion and action regarding opioid funds.

Motion	Motion to distribute \$6,000 for the establishment of take-back and sharps boxes at the Harpers Ferry Police Station and move the remainder of the assigned funds to the Jefferson County Teen Court via the United Way.
Motion by	Jesse Melton
Second	David Simmons
YES	6
NO	0
Result	MOTION APPROVED

ix. Discussion and action regarding Tree Commission annual funding request.

Motion	Motion to approve the Tree Commission funding request as submitted without a requirement for further bids.
Motion by	Chris Craig
Second	Jesse Melton
YES	6
NO	0
Result	MOTION APPROVED

x. Discussion and action regarding FY 2024 Distribution System Phase II – Water Meters.

This item was discussed in executive session.

Motion	Motion to empower the Town's Water Attorney to draft a lease to address the placement of a data control antenna.
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Motion by	Chris Craig
Second	David Simmons
YES	6
NO	0
Result	MOTION APPROVED

xi. Discussion and action regarding Water Works FY 2026 Revision 2 and FY 2027 budgets.

Motion	Motion to approve the FY 2026 Harpers Ferry Water Works Budget Revision 2.
Motion by	Chris Craig
Second	David Simmons
YES	6
NO	0
Result	MOTION APPROVED

Motion	Motion to approve the FY 2027 Harpers Ferry Water Works budget.
Motion by	Chris Craig
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

i. Ordinance Review Committee.

i. Ordinance Review Committee report.

Kevin Carden reported that the Ordinance Review Committee discussed several items, four of which are included on this agenda for approval.

ii. Discussion and action on second and final reading for approval of Ordinance 2026-02 Code Enforcement Officer, changing the title of the official from Ordinance Compliance Officer to Code Enforcement Officer.

Motion	Motion to approve second and final reading of Ordinance 2026-02 Code Enforcement Officer, changing the title of the official from Ordinance Compliance Officer to Code Enforcement Officer.
Motion by	Chris Craig
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

**iii. Discussion and action on first reading for approval of Ordinance 2026-01
Business District, amending permitted uses.**

Motion	Motion to approve first reading of Ordinance 2026-01 Business District, amending permitted uses, as amended by the Recorder.
Motion by	Chris Craig
Second	Christian Pechuekonis
YES	5
NO	1
Result	MOTION APPROVED

**iv. Discussion and action on first reading for approval of Ordinance 2026-03
Public Use and Conservation, creating the new Public Use and Conservation
zoning category and allowed uses.**

Motion	Motion to approve first reading of Ordinance 2026-2026-03 Public Use and Conservation, creating the new Public Use and Conservation zoning category and allowed uses.
Motion by	Chris Craig
Second	Jesse Melton
YES	6
NO	0
Result	MOTION APPROVED

**v. Discussion and action on first reading for approval of Ordinance 2026-04
Signs, pertaining to historic and solicitation signage.**

After some discussion, it was decided to send this item back to the Ordinance Review Committee for further consideration.

j. Internal Office Operations Committee.

i. General report.

David Simmons reported that the Internal Office Operations Committee is reviewing several items at this time, which will be brought to the Town Council for approval in the near future.

6. Unfinished business.

a. Discussion and action regarding update on the Columbia Street gate beautification project.

Mayor Vaughn met with the project manager, but there is nothing to report at this time.

7. New business.

a. Discussion and action regarding comments on the Social Capital survey and consideration of comments.

Motion	Motion to appoint the Mayor and any assistance he needs to help him collate comments as the final arbiter of the comments, and that comments be given to the Mayor by Close of Business on 22 May 2026.
Motion by	David Simmons
Second	Jesse Melton
YES	6
NO	0
Result	MOTION APPROVED

b. Discussion and action regarding housing survey assignment to Population Growth Committee.

This item is removed from the agenda.

c. Discussion and action regarding the disposition of Town property currently located on private property outside Town limits.

Motion	Motion to reach out to local municipalities with photos and a description of this object or device; if no response is received within three weeks, then it will be destroyed for disposition, at a cost of up to \$1,500.
Motion by	Christian Pechuekonis
Second	David Simmons
YES	6
NO	0
Result	MOTION APPROVED

d. Discussion and action regarding disposition of federal property in Harpers Ferry National Historical Park.

This item was discussed in executive session. There is no action at this time.

Motion	Motion to enter executive session, pursuant to WV Code §§ 6-9A-4(a) and (b)(9).
Motion by	Chris Craig
Second	Christian Pechuekonis
Result	MOTION APPROVED. Executive session began at 9:23 p.m.

The executive session ended at 10:59 p.m.

Motion to adjourn by David Simmons, seconded by Jesse Melton. Meeting adjourned at 11:00 p.m.

The above minutes are true and correct, as approved.

Mayor: _____

Date: _____

Recorder: _____

Date: _____