

Harpers Ferry Town Council meeting
Monday, April 9, 2018
Harpers Ferry Town Hall

MINUTES

Attending:

Wayne Bishop, Mayor
Barbara Humes
Hardy Johnson
Ed Wheelless
Charlotte Thompson
Midge Flinn Yost

Absent:

Kevin Carden

The meeting began at 7:11 p.m.

Barbara made a motion to approve the agenda. Midge seconded with unanimous approval.

Mayor's general announcements/comments:

The Mayor welcomed Hardy back after his absence since January.

The Mayor encouraged residents to attend the Flip/Flop Festival and other activities on the weekend of April 28.

1. Approval of minutes.

Minutes of December 11, 2017: Hardy made a motion to approve the minutes. Charlotte seconded. It was determined that the minutes were not correct so Hardy withdrew the motion. The minutes should be changed to show there were 2 votes, one for Scot Faulkner and one for Vicky Faulkner. Neither had enough votes to pass. Karen Muller withdrew her application.

Barbara made a motion to approve the minutes and Midge seconded. The motion passed unanimously.

Approval of March 12, 2018 minutes: Charlotte made a motion to approve, Ed seconded with unanimous approval.

Approval of March 28, 2018 minutes. Charlotte made a motion to approve, Midge seconded with unanimous approval.

2. Treasurer's reports and approvals.

a. Clyde Young, CPA from Cox Hollida reported he was updating office processes. He updated QuickBooks in the Cloud and worked with Patti and Deb on financial procedures and grants for source water monitoring.

b. Approval of invoices and purchases over \$500.

Barbara made a motion to approve an expenditure to Xylem in the amount of \$32,967.95 from the Water budget line: Fixed Assets. Midge seconded with unanimous approval.

3. Town reports.

a. Police Department.

Chief Brown reported hiring Dan Rutherford full-time, Chris Hill part-time and Adam Lets and Matt Harper as substitutes as needed. Chief Brown reported that his vehicle was struck by a DUI.

b. Historic Landmarks Commission.

Robert Case reported that an election was held. Results of the election: Chair, Robert Case; Vice-chair, Steve Sherry; Secretary, Deborah McGee. Next Landmarks meeting will be April 16.

c. Planning Commission.

Curt reported that elections were held with Annette Hale, elected President; Curt McGee, Vice President; and Nancy Case, Secretary.

d. Parks and Recreation Commission.

There were 35 - 40 attendees for the Egg Hunt. The commission continues to work with Trail Town Alliance. Plans for April 28 will have beer tasting. There is concern about traffic and will follow up with the Mayor and Chief of Police. The Commission will ask for \$800 to cut trees at Children's Park. The Greenway Trail is being planned. All trails will be on Town property.

e. Water Commission.

Laurel Drake confirmed the water rate increase. Also, an ad was placed for Class II Operator, but no applicants applied.

i. Discussion and action on USDA loan Letter of Conditions and associated forms.

Charlotte make a motion to approve the USDA loan. Hardy seconded with unanimous approval.

Midge reminded the Water Commission that they needed to keep up to date on all terms and conditions of the loan. Barbara said Region 9 will support the Commission in doing that.

f. Ordinance Review Committee.

i. Discussion and action on second reading for approval of Ordinance 2018-01 Traffic Codes and General Offenses Fines, removing lists of minimum bonds for violations.

Barbara made a motion to approve the 2nd reading for Ordinance 2018-01 Traffic Codes. Ed seconded with unanimous approval.

g. Budget and Finance Committee.

Ed stated that the budget has been submitted to the state and laying of levy meeting after approval.

i. Discussion and action on \$500.00 funding request for membership in the Canal Towns Partnership.

Betsy Bainbridge made a presentation on the Canal Town Partnership and its contribution to tourism. See handout.

Charlotte made a motion to approve \$500 funding for membership in the Canal Towns Partnership. Midge seconded with unanimous approval.

h. Office Operations Committee.

No report.

i. Parking Committee

There is no requirement for approving parking ordinance. It was already approved. The parking committee will meet with police department to discuss the details of the parking policy.

The parking committee will continue to remind the public that if you park on town property, you must have a permit.

4. Organizations/other reports.

a. Harpers Ferry-Bolivar Merchants Association

Greg highlighted some upcoming activities: Water Fair at Sam Michael's Park; Water Quest on Earth Day; and a Scavenger hunt on April 21. April 28 is the Flip/Flop Festival and the Discovery Quest will encourage people attending the festival to go to lower town. The Merchants Association is collaborating with other organizations such as Music on the Ridge in June.

b. Hill Top House Hotel monthly progress report.

There will be a presentation at the Barn April 12 at 6:30. Kevin Carden put out an announcement to all town residents. The meeting is also promoted in the Barn events advertising and the Harpers Ferry Facebook page.

Laurel said her team is aware of the issue of the downstream water at Daycare on Washington Street. She also thanked the Police department for their support in promoting safety at the Hill Top site.

5. Unfinished business.

None.

6. New business.

- a. Discussion and action on matching funds for grant received by Woman's Club for new town sign.
Request #1: Move real estate sign from town properties.
Request #2: Match the \$750 grant.
Ed reminded applicants that all funding requests need to go to Budget and Finance for approval.

7. Council reports and action item updates.
None.

Comment from Peter Dessauer: The Park will begin stabilization of the stone wall on High Street.

Charlotte made a motion to adjourn. Barbara seconded with unanimous approval. The meeting was adjourned at 8:46 p.m.

Wayne Bishop, Mayor