



CORPORATION OF HARPERS FERRY

Town Council

AGENDA

Regular Meeting

Monday, 8 January 2024

7:00 p.m.

Harpers Ferry Town Hall, 1000 W Washington Street, 2nd floor, Harpers Ferry, West Virginia 25425

Call to order and Pledge of Allegiance.

Approval of agenda.

Public comments on agenda items only. Specify specific agenda item to be addressed on the signup sheet. Public comment shall be limited to three minutes per speaker and fifteen minutes total.

1. Mayor's announcements.

2. Recorder comments and updates.

3. Community Announcements.

- a. Hilltop Hotel.
- b. National Park Service.
- c. Other.

4. Approval of minutes.

- a. Regular meeting: 11 December 2023.

5. Treasurer's reports and approvals.

- a. Review and approval of financial reports: November 2023.
- b. Approval of invoices and purchases.

6. Deferred Items from the December 11, 2023, Town Council Meeting

- a. Internal Operations Committee.
 - i. Internal Operations Committee report.
 - ii. Discussion and action regarding the adoption of a Town logo.
 - iii. Discussion and action regarding the Town website.
- b. Tree Commission.
 - i. Tree Commission report.
 - ii. Discussion and action on appointment to the Tree Commission.
- c. New Business.
 - i. Discussion and action regarding administrative policy governing meeting minutes.

7. Town reports.

- a. Police Department.
 - i. Police report for the month of December 2023.
 - ii. Discussion and action regarding changing cell phones from US Cellular to AT&T FirstNet.
- b. Ordinance Compliance Officer.
 - i. Report for the month of December 2023.
- c. Budget and Finance Committee.

- i. Update on Cobra head light fixture on Fillmore Street.
 - ii. Discussion and action on FY24 Water Works budget revision.
 - iii. Discussion and action on unattended remote access for CUSI (HFWW billing and customer service platform).
 - iv. Discussion and action on presentation of the WDA grant application for HFWW water distribution.
 - v. Discussion and action on Opioid settlement funds.
 - vi. Discussion and action on replacement computer for the Financial Officer.
 - vii. Discussion and action on A/V equipment for Town Hall conference room.
 - viii. Discussion and action on implementing two-factor authentication.
 - ix. Discussion and action on expenses for Canal Town Partnership meeting at the Mather Training Center.
 - x. Discussion and action on allocating funds for the inaugural Harpers Ferry Film Festival.
 - xi. Discussion and action on FY25 budgeting process.
- d. Water Department.
 - i. General report from Public Works Administrator.
 - ii. Water Commission report.
- e. Parks and Recreation Commission.
 - i. 2023 Annual Report.
- f. Historic Landmarks Commission.
 - i. Historic Landmark's Commission report.
- g. Planning Commission.
 - i. Planning Commission report.
 - ii. Discussion and action on appointment to the Planning Commission.
- h. Ordinance Review Committee.
 - i. Ordinance Review Committee report.
 - ii. Update on status of nomination/selection procedures for Town Commission/Committee vacancies.
- i. Parking Committee.
 - i. Parking Committee report.
 - ii. Discussion and action regarding the 2024 Parking Policy.
 - iii. Discussion and action on appointing a Town Council member to the Parking Committee.

8. Unfinished business.

- a. Discussion on Mission statements for the three major standing Town Council committees.

9. New business.

- a. Discussion and action on establishing an administrative policy to fairly govern discussion/debate following a motion and second.

Adjournment.

This Agenda Posted On: 1/3/24
 Posted By: _pm