

CORPORATION OF HARPERS FERRY

Town Council

AGENDA

Regular Meeting

Monday, November 10, 2025

7:00 p.m.

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

I. Call to order and Pledge of Allegiance.

II. Approval of agenda.

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

Agenda

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 meetings: 13 October 2025.
- b. Special meeting: 21 October 2025, 29 October 2025 .

5. Town Reports.

- a. Treasurer's reports and approvals.
 - i. Review and approval of financial reports: September 2025.
 - ii. Approval of invoices and purchases.
- b. Budget and Finance Committee.
 - i. Discussion and action regarding WDA grant and approval of Resolution #12.
 - ii. Discussion and action regarding the water meter CDS project.
 - iii. Discussion and action regarding the update of CDS funding for future years.
 - iv. Update regarding maintenance of mains contracting.
 - v. Discussion and action regarding National Park Service assistance through the Gateway Communities initiative.
 - vi. Discussion and action regarding acquiring a second opinion regarding infrastructure issues on Henry Clay Street.
 - vii. Discussion and action regarding Tree Commission budget and approval of contractor.
 - viii. Discussion and action regarding Harper Cemetery FY26 request for funding.
 - ix. Discussion and action regarding Post Office Lease renewal.
 - x. Discussion and action regarding town logo, colors, and website project.

- c. Water Commission.
 - i. General report from the Public Works Administrator.
 - ii. Water Commission Report.
- d. Planning Commission.
 - i. Planning Commission report.
- e. Tree Commission.
 - i. Discussion and action regarding amending the 2025 Tree Plan to preserve Norway Maple near 344 Washington Street.
 - ii. Discussion and action regarding amending September 8, 2025, motion concerning Tree Commission member terms.
- f. Ordinance Review Committee
 - i. Ordinance Review Committee report.
 - ii. Discussion and action on second and final reading for approval of Ordinance 2025-03 Uniform Removal of Members of Commissions, Committees, and Boards.
 - iii. Discussion and action on second and final reading for approval of Ordinance 2025-04 Floodplain.
 - iv. Discussion and action on second and final reading for approval of Ordinance 2025-05 Trans- jurisdictional Collaboration.
- g. Internal Office Operations.
 - i. General report.
- h. Parking Committee.
 - i. Discussion and action regarding the 2026 Harpers Ferry Parking Permit Policy and permit process.
- i. Dark Skies Committee
 - i. Discussion only regarding update on draft lighting ordinance and related recommendations.

6. Unfinished Business.

- a. Discussion and action regarding rescinding Article 909.04.
- b. Approval of Charter for Select Committee on assessing Harpers Ferry population growth trends.
- c. Nomination of 3 individuals to serve on Select Committee assessing Harpers Ferry's population growth trends.

7. New Business.

- a. Discussion and action regarding deteriorating stairs at the corner of Washington and Zachary Taylor Streets.
- b. Discussion and action regarding inclement weather policy for office closure.
- c. Discussion and action regarding variance and business license requirements concerning a business applicant.
- d. Discussion and action regarding employee personnel issue and employee position description and pay adjustment. *(This item may require executive session.)*

Adjournment.

This Agenda Posted On: 11/5/25
By: pm