

CORPORATION OF HARPERS FERRY

Town Council

AGENDA

Regular Meeting	Monday, 8 December 2025	7:00 p.m.
Town Hall • 1000 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.

1. Mayor's announcements.

2. Recorder's comments and updates.

3. Community announcements.

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

4. Approval of minutes.

- a. Regular Council meetings: 13 October 2025, 10 November 2025.
- b. Special Council meeting: 21 October 2025.

5. Town reports.

- a. Dark Skies Committee.
 - i. Discussion and action regarding recommendations for a Dark Skies ordinance.
- b. Treasurer's reports and approvals.
 - i. Review and approval of financial reports: September 2025.
 - ii. Approval of invoices and purchases.
- c. Budget and Finance Committee.
 - i. Discussion and action regarding WDA grant and approval of Resolution #13 and change order #4.
 - ii. Discussion and action regarding the water meter CDS project.
 - iii. Discussion and action regarding the update of CDS funding for future years.
 - iv. Discussion and action regarding maintenance of mains contracting.
 - v. Discussion and action regarding FY 2026 Water Works Budget Revision 1.
 - vi. Discussion and action regarding monthly invoice review.
 - vii. Discussion and action regarding purchase of street signs.
 - viii. Discussion and action regarding annual State-mandated audit.
 - ix. Discussion and action regarding FY 2026 General Fund Revision 4.
 - x. Discussion only regarding Alpha Engineering proposals update for Henry Clay Street and capital improvement financing.

- xi. Discussion and action regarding Town permit fees.
- xii. Discussion and action regarding Town logo, website project, and press release.
- d. Water Commission.
 - i. General report from the Public Works Administrator.
 - ii. Water Commission report.
 - iii. Discussion and action on Class I Water Operator job description.
- e. Planning Commission.
 - i. Planning Commission report.
 - ii. Discussion and action regarding appointments to the Planning Commission.
 - iii. Discussion and action regarding “No Parking Here to Corner” distances on Washington Street.
- f. Parks and Recreation Commission.
 - i. Discussion and action regarding appointments to the Parks and Recreation Commission.
- g. Ordinance Review Committee.
 - i. Ordinance Review Committee report.
 - 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.
- h. Internal Office Operations.
 - i. General report.
- i. Human Rights Commission.
 - i. Discussion and action regarding the Human Rights Commission and member appointment.

6. Unfinished business.

- a. Discussion and action regarding Population Trends Committee’s six-month study period.
- b. Discussion and action regarding establishing a third zoning category.

7. New business.

- a. Discussion and action regarding adopting a conflict-of-interest policy and procedures.
- b. Discussion and action regarding adopting the 2026 employee holiday schedule.
- c. Discussion and action regarding parking in Town for safety.
- d. Discussion and action regarding Article 1312.02.
- e. Discussion and action regarding potential acquisition of additional vintage radial-wave light fixtures.
- f. Discussion and action regarding the Post Office lease renewal agreement. *(This item may require executive session.)*
- g. Discussion and action regarding employee personnel issues. *(This item may require executive session.)*

Adjournment.