



CORPORATION OF HARPERS FERRY

Town Council

AGENDA

Regular Meeting

Monday, 8 October 2018

7:00 p.m.

Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425

NOTE: Public comments will be taken during the discussion of agenda items. Please approach the podium to be recognized by the Council chair.

Call to order and Pledge of Allegiance.

Approval of agenda.

1. Mayor's general announcements / comments.

2. Approval of minutes.

- a. Regular Council meetings: [13 August 2018](#); [10 September 2018](#).
- b. Special Council meeting: [19 September 2018](#).

3. Treasurer's reports and approvals.

- a. Review and approval of financial reports. ([General 1](#), [General 2](#), [Water 1](#), [Water 2](#))
- b. Approval of invoices and purchases over \$500.
 - i. [Bonded Applicators \(Invoice W18-228\) – Town Hall roof repairs.](#)

4. Town reports.

- a. [Police Department](#).
- b. Historic Landmarks Commission.
- c. Planning Commission. ([Tree Committee report](#))
- d. Parks and Recreation Commission.
 - i. [Discussion and action on funding request of \\$1,000.00 for Art in the Park.](#)
 - ii. [Discussion and action on funding request of \\$75.00 for Halloween activity.](#)
- e. Water Commission.
- f. Ordinance Review Committee.
- g. Budget and Finance Committee.
 - i. Discussion and action on repair or replacement of HVAC system at Town Hall.
 - ii. [Discussion and action on appointment of Audit Procurement Committee.](#)
 - iii. Discussion on 5-year budget forecast, Mayor and Recorder preparing draft.
- h. Office Operations Committee.
 - i. Discussion and action on employee evaluation process.

- ii. [Discussion and action on wage increase for Office Coordinator](#). *(This item may require executive session.)*
 - iii. [Discussion and action on wage increase for Bookkeeper](#). *(This item may require executive session.)*
 - iv. [Discussion and action on job description for Water Department Field Technician](#).
 - i. Parking Committee.
- 5. Organizations / other reports.**
- a. Harpers Ferry-Bolivar Merchants Association.
 - b. Hill Top House Hotel monthly progress report.
- 6. Unfinished business.**
- a. Update on vulture deterrence.
 - b. Update on American Tower lease agreement extension options – legal review.
 - c. Update on engineering, temporary safety concerns, and permanent solutions to storm water system adjacent to 300 block of Washington Street – legal review for permanent easements.
 - d. Discussion and action on Potomac Street Project completion / utilizing remaining funds and the potential for alternate lighting systems on Potomac Street.
 - e. Discussion and action on liquor store lease and storage space.
- 7. New business.**
- a. Discussion and action on appointments to fill vacancies on commissions and committees:
 - i. Planning Commission (one vacancy).
 - ii. Tree Committee (one vacancy).
 - iii. Water Commission.
 - b. [Approval of annual proclamation in support of Red Ribbon Week](#). ([Email](#))
- 8. Council reports and action item updates.**

Adjournment.