



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting

Monday, 8 June 2020

7:00 p.m.

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

Called to order at 7:00 p.m. by Mayor Bishop. Due to the COVID-19 pandemic, this meeting was conducted through Zoom and live-streamed on social media, in compliance with the State's emergency guidance on the Open Governmental Meetings Act.

Member	Title	Status
Wayne Bishop	Mayor	Present
Kevin Carden	Recorder	Present
Barbara Humes	Councilmember	Present
Hardwick S. Johnson, Jr.	Councilmember	Present
Christian Pechuekonis	Councilmember	Present
Jay Premack	Councilmember	Present
Charlotte Thompson	Councilmember	Present

The agenda was approved as amended. (Item 7.d. was stricken from the agenda.)

1. Mayor's announcements.

Mayor Bishop made several announcements, including the following: the Mayor attended a protest in Charles Town against police brutality and the murder of George Floyd; the High Street redesign will be ready for public presentation soon; and a letter was sent to the Governor's Office requesting that an order be issued mandating the wearing of masks in the Eastern Panhandle due to the current public health crisis.

2. Approval of minutes.

a. Regular Council meeting: 11 May 2020.

The minutes of 11 May 2020 were approved as amended.

b. Special Council meeting: 7 May 2020; 13 May 2020; 19 May 2020; 27 May 2020; 3 June 2020.

The minutes of 27 May 2020 were postponed. The minutes of 7 May, 13 May, 19 May, and 3 June 2020 were approved as received.

3. Treasurer's reports and approvals.

a. Review and approval of financial reports: April 2020.

The financial reports for April 2020 were approved as received.

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

None.

4. Town reports.

a. Police Department.

Chief Brown reported that for the month of May 2020, there were no accidents or call-outs, 5 assists to other agencies, 80 citations issued, and 60 incidents.

b. Ordinance Compliance Officer.

The Ordinance Compliance Officer submitted a written report by email; however, it was received less than two hours before this meeting. It was requested that reports be submitted in a sufficient amount of time prior to the meeting so that the Town Council has a chance to review it beforehand.

c. Budget and Finance Committee.

i. Discussion and action to redirect Potomac Street funding within budget.

Motion	Motion to redirect \$15,374 in expenses for the Potomac Street Project from Line Item 750 Street Capital Outlay to Line Item 977 Street and Transportation Capital Expenditures. (ROLL CALL VOTE REQUESTED)
Motion by	Hardy Johnson
Second	Jay Premack
YES	Humes, Johnson, Pechuekonis, Premack, Thompson, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

ii. Discussion and action to adopt FY 2020 Revision 2 budget proposal.

Motion	Motion to adopt FY 2020 Revision 2 General Fund budget proposal. (ROLL CALL VOTE REQUESTED)
Motion by	Hardy Johnson
Second	Charlotte Thompson
YES	Humes, Johnson, Pechuekonis, Premack, Thompson, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

iii. Discussion regarding lease options at Olde Towne Liquor Store space at Town Hall.

The liquor store will be closing at the end of this month. The Post Office has expressed an interest in renting the space.

d. Office Operations Committee.

i. Discussion regarding current Town staffing and coverage.

Charlotte Thompson gave an update on office staffing. All Town Hall employees are currently working from home and will continue to do so for the time being.

ii. Discussion and action on updated process for approving and issuing business licenses.

Motion	Motion to approve the updated process for approving and issuing business licenses, TH-003, as received. (ROLL CALL VOTE REQUESTED)
Motion by	Christian Pechuekonis
Second	Charlotte Thompson
YES	Humes, Johnson, Pechuekonis
NO	Premack, Thompson, Carden, Bishop
Result	MOTION FAILED

Motion	Motion to approve the procedure TH-003 Process for Approving & Issuing Business License, amending Personnel Section to fully spell out "BZA" as "Board of Zoning Appeals"; on page 2, under Section F, line 3, and all other references of "Financial Office", will be replaced with "Bookkeeper, or in his or her absence, the Mayor or Recorder"; and at section "If the Application is for a Conditional Use", line 2, letters "BZA" will be put in parentheses and preceded by the words "Board of Zoning Appeals". (ROLL CALL VOTE REQUESTED)
Motion by	Jay Premack
Second	Charlotte Thompson
YES	Humes, Johnson, Pechuekonis, Premack, Thompson, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

5. Organizations / other reports.

None.

6. Unfinished business.

a. Update on status of US 340 Rockslide Project.

Mayor Bishop reported that he has been invited to the project meeting, but now there is discussion that the project will not take place until December 2022 due to funding.

b. Update on status of footbridge repair.

Mayor Bishop reported that the footbridge is scheduled to reopen in July 2020.

c. Update on Corporation of Harpers Ferry's response to the COVID-19 pandemic.

Mayor Bishop reiterated that a letter has been sent to the Governor's Office requesting that an order be issued mandating the wearing of masks in the Eastern Panhandle.

Hollywood Casino in Charles Town was very busy this past weekend, bringing in a lot of out-of-state visitors to the county.

d. Discussion of letter received from Mayor Dettmer regarding police services for the Corporation of Bolivar.

Mayor Bishop said that comments from all members of this Town Council are welcome so an official response can be drafted for Mayor Dettmer, hopefully later this month.

7. New business.

a. Discussion regarding removal process for commission / committee members.

A general discussion was held on the process for removal of commission and committee members as specified in West Virginia Code and the Codified Ordinances of Harpers Ferry. Mayor Bishop stated there are specific guidelines from the State that must be followed. The Mayor will forward those to the Town Council for review.

b. Discussion and action on appointments to the Planning Commission.

There was discussion on conducting training for the commissions, committees, and boards of the Town government, to include Robert's Rules of Order Newly Revised (RONR), ethics, and executive session rules. A suggestion was made that candidates be required to participate in training before appointment, which other members of the Town Council strongly disagreed with. However, there was consensus that such training needs to be conducted for the bodies of the Town government. A suggestion was also made that perhaps candidates should be interviewed by the Town Council before appointment, similar to the process followed by the Jefferson County Commission; the Council liaison to the Planning Commission said that the chairs of the various bodies should do that and that the Planning Commission president has interviewed two applicants whose names were submitted for appointment at this meeting.

Main motion	Motion to postpone Planning Commission appointments to the July 2020 Town Council meeting. (ROLL CALL VOTE REQUESTED)
Main motion by	Barbara Humes
Second – main motion	Charlotte Thompson
Amended motion	Motion to offer an up or down vote on the individual candidates for the Planning Commission. (ROLL CALL VOTE REQUESTED)
Amended motion by	Jay Premack
Second – amended	Christian Pechuekonis
YES – amendment	Premack, Pechuekonis, Carden
NO – amendment	Humes, Johnson, Thompson, Bishop
Result – amendment	AMENDMENT FAILED
Yes – main motion	Humes, Johnson, Thompson, Bishop
No – main motion	Premack, Pechuekonis, Carden
Result – main motion	MOTION APPROVED

c. Discussion and action on appointment to the Water Commission.

Motion	Motion to appoint Laurel Drake to the Water Commission, for the term expiring 31 December 2020. (ROLL CALL VOTE REQUESTED)
Motion by	Kevin Carden
Second	Charlotte Thompson
YES	Humes, Johnson, Pechuekonis, Premack, Thompson, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

~~**d. Discussion regarding attorney-client privileged letter and information from Michael Scales, Esq., dated April 27, 2020.**~~

This item was stricken from the agenda.

Motion to adjourn by Charlotte Thompson, second by Jay Premack. Meeting adjourned at 9:25 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____