



# CORPORATION OF HARPERS FERRY

## Town Council

### MINUTES

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**Regular Meeting**                      **Monday, 11 January 2021**                      **7:00 p.m.**  
Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425 • **VIA ZOOM**

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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
Nancy Singleton Case	Councilmember	Present
Barbara Humes	Councilmember	Present
Hardwick S. Johnson, Jr.	Councilmember	Present ( <i>arrived at 7:30 p.m.</i> )
Christian Pechuekonis	Councilmember	Present
Jay Premack	Councilmember	Present

The agenda was approved as amended. Item 4.d.ii. was moved ahead of the Treasurer's report. Item 4.d.v. was moved to the end of the meeting.

#### 1. Mayor's announcements.

Mayor Bishop thanked the Town staff for all their hard work, especially during the COVID-19 pandemic.

#### 2. Approval of minutes.

##### a. Regular Council meeting: 14 December 2020.

The minutes for 14 December 2020 were approved as amended.

##### b. Special Council meetings: 17 December 2020; 22 December 2020; 4 January 2021.

The minutes for 17 December 2020, 22 December 2020, and 4 January 2021 were approved as received.

#### 3. Treasurer's reports and approvals.

##### a. Review and approval of financial reports: November 2020.

The financial reports for November 2020 were approved as received.

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

**i. Central Elevator Inspection invoice.**

*This item was not available for approval at this time.*

**4. Town reports.**

**a. Police Department.**

**i. Police report for the month of December 2020.**

Chief Brown reported that for the month of December 2020, there were 70 incidents, 63 citations issued, 13 assists to other agencies, one call-out, and zero accidents.

**b. Ordinance Compliance Officer.**

**i. Report for December 2020.**

A written report for the month of December 2020 was submitted to the Council.

In response to a discussion on food truck vendors, it was suggested that the Ordinance Review Committee review the possibility of special-event business licenses.

**c. Budget and Finance Committee.**

Christian Pechuekonis reported that the Budget and Finance Committee will be holding a special meeting this month to discuss several pressing items, including repairs to the Town Hall elevator.

**d. Water Department.**

**i. General report.**

Christy Huddle reported that bids have been received for the water system improvement project. Chris Styer reported that the water loss for December 2020 was 40%; however, a major leak was found and repaired during the month which has drastically reduced the loss rate. Shawn Veney will travel to Elkins, West Virginia for operator training. A sanitary survey was conducted by the Jefferson County Health Department, which has resulted in required additional water treatment processing. Chris Spanos has been promoted to construction foreman for the improvement project.

**ii. Public hearing on water project bond and Ordinance 2020-03.**

The public hearing was opened at 7:15 p.m. No public comments were received, so the public hearing was closed at 7:15 p.m.

**iii. Discussion and action on third and final reading for approval of Ordinance 2020-03, Water Project Bond.**

This item will be scheduled for approval at a special meeting on a later date.

**iv. Discussion and action on appointments to fill vacancies on the Water Commission.**

The following applicants were nominated for appointment to the Water Commission:

<u>Applicant</u>	<u>Nominated by</u>
Laurel Drake	Kevin Carden
Bill Robinson ( <i>representative outside Harpers Ferry</i> )	Nancy Case

<b>Action</b>	Appointment to the Water Commission.
<b>LAUREL DRAKE</b>	Humes, Premack, Pechuekonis, Johnson, Case, Carden, Bishop
<b>BILL ROBINSON</b>	Humes, Premack, Pechuekonis, Johnson, Case, Carden, Bishop
<b>Result</b>	<b>LAUREL DRAKE and BILL ROBINSON appointed to the Water Commission for terms expiring 31 December 2023.</b>

Upon further discussion, a request was made to the Ordinance Review Committee to consider the possibility of amending the Town’s ordinances to allow for one seat on the Water Commission to be dedicated to a resident within the Corporation of Bolivar and one seat for a resident outside the municipal limits of either Harpers Ferry or Bolivar, but within the Harpers Ferry Water Works service area.

**v. Discussion and action on water employee probationary status.**

*This item was discussed in executive session. No action was taken.*

**e. Parks and Recreation Commission.**

**i. Presentation of 2020 Annual Report.**

Pat Morse presented the Parks and Recreation Commission’s 2020 Annual Report, which was also received in writing.

**f. Board of Zoning Appeals.**

**i. Discussion and action on appointment to fill vacancy on the Board of Zoning Appeals.**

The following applicants were nominated for appointment to the Board of Zoning Appeals:

<u>Applicant</u>	<u>Nominated by</u>
David Simmons ( <i>term expiring 1 January 2024</i> )	Barbara Humes
Lynn Pechuekonis ( <i>term expiring 1 January 2022</i> )	Barbara Humes
Chad Gauthier ( <i>alternate, term expiring 1 January 2023</i> )	Barbara Humes

<b>Action</b>	Appointment to the Board of Zoning Appeals.
<b>DAVID SIMMONS</b>	Humes, Premack, Pechuekonis, Johnson, Case, Carden, Bishop
<b>LYNN PECHUEKONIS</b>	Humes, Premack, Pechuekonis, Johnson, Case, Carden, Bishop
<b>CHAD GAUTHIER</b>	Humes, Premack, Pechuekonis, Johnson, Case, Carden, Bishop
<b>Result</b>	<b>DAVID SIMMONS and LYNN PECHUEKONIS appointed to the Board of Zoning Appeals. CHAD GAUTHIER appointed as an alternate to the Board of Zoning Appeals.</b>

**g. Planning Commission.**

**i. Discussion and action on appointment to fill vacancy on the Planning Commission.**

The following applicant was nominated for appointment to the Planning Commission:

Applicant

Roberta Meade-Curry

Nominated by

Nancy Case

<b>Action</b>	Appointment to the Planning Commission.
<b>ROBERTA MEADE-CURRY</b>	Humes, Premack, Pechuekonis, Johnson, Case, Carden, Bishop
<b>Result</b>	<b>ROBERTA MEADE-CURRY appointed to the Planning Commission for term expiring 31 December 2022.</b>

**h. Office Operations Committee.**

*No report.*

**i. Parking Committee.**

The Parking Committee is awaiting the decals to update the paid parking signs to the new hourly rate.

**5. Organizations / other reports.**

*None.*

**6. Unfinished business.**

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

Mayor Bishop again thanked the Town staff for their work during the COVID-19 pandemic. Christian Pechuekonis gave an update on the Jefferson County Health Department's vaccination program.

**b. Discussion and action on procedure for incorporating public comments during virtual meetings.**

Jay Premack gave an overview of Zoom Webinar, which would be beneficial to improving the Town's virtual meeting process and allow the incorporation of public comments.

**7. New business.**

*None.*

<b>Motion</b>	Motion to enter executive session, pursuant to WV Code § 6-9A-4(b)(2)(A) <i>(for agenda item 4.d.v.)</i> .
<b>Motion by</b>	Barbara Humes
<b>Second</b>	Jay Premack
<b>Result</b>	<b>MOTION APPROVED. Executive session began at 9:08 p.m.</b>

The meeting returned to open session at 9:37 p.m.

Motion to adjourn by Nancy Case, second by Jay Premack. Meeting adjourned at 9:37 p.m.

*The above minutes are true and correct, as approved.*

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Recorder: \_\_\_\_\_ Date: \_\_\_\_\_