



# CORPORATION OF HARPERS FERRY

## Town Council

### MINUTES

**Special Meeting**

**Wednesday, 10 March 2021**

**7:00 p.m.**

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

Called to order at 7:01 p.m. by Recorder Carden. Due to the COVID-19 pandemic, this meeting was conducted through Zoom and live-streamed on YouTube, in compliance with the State’s emergency guidance on the Open Governmental Meetings Act.

Member	Title	Status
Wayne Bishop	Mayor	Absent
Kevin Carden	Recorder	Present ( <i>presiding</i> )
Nancy Singleton Case	Councilmember	Present
Barbara Humes	Councilmember	Present
Christian Pechuekonis	Councilmember	Present
Jay Premack	Councilmember	Present
Ed Wheelless	Councilmember	Present

- Discussion and action to consider Board of Zoning Appeals (BZA) letters of interest, and nominate and appoint a member to fill a BZA vacancy for the term expiring 1 January 2022.**

The following applicant was nominated for appointment to the Board of Zoning Appeals:

Applicant

Chad Gauthier

Nominated by

Jay Premack

<b>Action</b>	Appointment to the Board of Zoning Appeals.
<b>GAUTHIER</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden
<b>Result</b>	<b>CHAD GAUTHIER appointed to the Board of Zoning Appeals for the term expiring 1 January 2022.</b>

- Discussion and action to approve revised Town Council Meeting Agenda Request Form / Instructions.**

<b>Motion</b>	Motion to approve the Town Council – Meeting Agenda Request Form / Instructions as amended, with the effective date of 10 March 2021; upon adoption, this procedure replaces the Town Council Agenda Form / Instructions dated 9-14-2020. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Nancy Case
<b>Second</b>	Ed Wheelless
<b>YES</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden
<b>NO</b>	<i>none</i>
<b>Result</b>	<b>MOTION APPROVED</b>

**3. Discussion and action to approve revised Town Council Agenda Posting Procedures.**

<b>Motion</b>	Motion to approve the Town Council – Agenda Posting Procedures (TH-002) as amended, with the effective date of 10 March 2021; upon adoption, this procedure replaces the Town Council Agenda Posting Procedures (TH-002) dated 9-14-2020. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Nancy Case
<b>Second</b>	Ed Wheelless
<b>YES</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden
<b>NO</b>	<i>none</i>
<b>Result</b>	<b>MOTION APPROVED</b>

**4. Discussion and action to approve newly-created Deliberative Body – Agenda Request Form / Instructions.**

<b>Motion</b>	Motion to approve the Deliberative Body – Meeting Agenda Request Form / Instructions as amended, with the effective date of 10 March 2021. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Nancy Case
<b>Second</b>	Jay Premack
<b>YES</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden
<b>NO</b>	<i>none</i>
<b>Result</b>	<b>MOTION APPROVED</b>

**5. Discussion and action to approve newly-created Deliberative Body – Agenda Posting Procedures.**

<b>Motion</b>	Motion to approve the Deliberative Body – Agenda Posting Procedures (TH-001) as amended, with the effective date of 10 March 2021; upon adoption, this procedure replaces the Committee or Commission Agenda Posting Procedures (TH-001) dated 03-2018. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Nancy Case
<b>Second</b>	Ed Wheelless
<b>YES</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden
<b>NO</b>	<i>none</i>
<b>Result</b>	<b>MOTION APPROVED</b>

**6. Discussion and action to approve the revised Employee Handbook.**

The Employee Handbook was last officially revised in 2015. Subsequent revisions proposed after extensive work by the Office Operations Committee were presented to the Town Council for its consideration. Several further additions and refinements were suggested. The Office Operations Committee will review these recommendations and will bring the document back to the Town Council for its consideration again at a later date.

Motion to adjourn by Jay Premack, second by Barbara Humes. Meeting adjourned at 8:12 p.m.

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

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

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