



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Special Meeting

Thursday, 25 March 2021

5:00 p.m.

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

Called to order at 5:04 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	Absent
Christian Pechuekonis	Councilmember	Present
Jay Premack	Councilmember	Present
Ed Wheelless	Councilmember	Present

1. Discussion and action to approve revised Town Public Hearing policy and procedures.

Motion	Motion to approve and adopt the revised Town Public Hearing Policy and Procedures as presented, with an effective date of 25 March 2021; upon adoption, this policy replaces the Public Hearing Procedures and Guidelines dated 8-11-2014. (ROLL CALL VOTE REQUESTED)
Motion by	Nancy Case
Second	Jay Premack
YES	Premack, Pechuekonis, Case, Wheelless, Carden
NO	<i>none</i>
Result	MOTION APPROVED

2. Discussion and action to approve revised Town Public Meeting policy and procedures.

Motion	Motion to approve and adopt the Town Public Meeting Policy and Procedures as presented, with an effective date of 25 March 2021; upon adoption, this policy replaces the Planning Commission Public Meeting Procedures and Guidelines dated 8-6-2013. (ROLL CALL VOTE REQUESTED)
Motion by	Nancy Case
Second	Ed Wheelless

YES	Premack, Pechuekonis, Case, Wheelless, Carden
NO	<i>none</i>
Result	MOTION APPROVED

3. Discussion and action to approve revised Town Employee Handbook.

Motion	Motion to approve and adopt the revised Town – Employee Handbook as amended, with an effective date of 25 March 2021; upon adoption, this replaces the Employee Handbook with the effective date of 1-11-2011 and revision date of 8-17-2015. (ROLL CALL VOTE REQUESTED)
Motion by	Nancy Case
Second	Ed Wheelless
YES	Premack, Pechuekonis, Case, Wheelless, Carden
NO	<i>none</i>
Result	MOTION APPROVED

4. Discussion and action to approve Town virtual webinar information and user guide.

Motion	Motion to approve and adopt the Town Virtual Webinar – Information and User-Guide as presented, with an effective date of 25 March 2021; upon adoption, this policy replaces the unadopted Virtual Meetings Information document currently posted on the Harpers Ferry website. (ROLL CALL VOTE REQUESTED)
Motion by	Nancy Case
Second	Jay Premack
YES	Premack, Pechuekonis, Case, Wheelless, Carden
NO	<i>none</i>
Result	MOTION APPROVED

5. Discussion and action regarding FY 2022 General and Coal Severance budgets.

Motion	Motion to approve the FY 2022 General and Coal Severance budget levy estimate as presented. (ROLL CALL VOTE REQUESTED)
Motion by	Christian Pechuekonis
Second	Ed Wheelless
YES	Premack, Pechuekonis, Case, Wheelless, Carden
NO	<i>none</i>
Result	MOTION APPROVED

Motion to adjourn by Nancy Case, second by Jay Premack. Meeting adjourned at 5:55 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____