



# CORPORATION OF HARPERS FERRY

## Town Council

### MINUTES

**Regular Meeting**

**Monday, 12 April 2021**

**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 Webinar 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	Present
Kevin Carden	Recorder	Present
Nancy Singleton Case	Councilmember	Present
Barbara Humes	Councilmember	Present
Christian Pechuekonis	Councilmember	Present
Jay Premack	Councilmember	Present
Ed Wheelless	Councilmember	Present

The agenda was approved as amended. Item 6.c. will be referred to the Budget and Finance Committee for review. Item 7.a. was moved to follow item 4.d.v. as part of the Water Department reports.

#### **1. Mayor's announcements.**

Mayor Bishop requested a moment of silence to commemorate the recent passing of former Town maintenance employee David Cummings.

#### **2. Approval of minutes.**

##### **a. Regular Council meeting: 8 March 2021.**

The minutes for 8 March 2021 were approved as received.

##### **b. Special Council meetings: 10 March 2021; 15 March 2021; 25 March 2021; 5 April 2021.**

The minutes for 10 March, 15 March, and 25 March 2021 were approved as received.

The minutes for 5 April 2021 were approved as amended.

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

##### **a. Review and approval of financial reports: February 2021.**

The financial reports for February 2021 were approved as received.

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

*None.*

**4. Town reports.**

**a. Police Department.**

**i. Police report for the month of March 2021.**

Chief Brown reported that for the month of March 2021, there were 89 incidents, 90 citations issued, one assist to other agencies, one accident, and zero call-outs.

**b. Ordinance Compliance Officer.**

**i. Report for the month of March 2021.**

A written report was submitted to the Town Council prior to the meeting.

**c. Budget and Finance Committee.**

**i. Discussion and action on FY 2021 General Fund Budget Revision 3.**

<b>Motion</b>	Motion to approve the FY 2021 General Fund Budget Revision 3. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Jay Premack
<b>YES</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden, Bishop
<b>NO</b>	<i>none</i>
<b>Result</b>	<b>MOTION APPROVED</b>

**ii. Discussion and action on repairs for Post Office HVAC unit.**

<b>Motion</b>	Motion to approve \$579.00 for payment of invoice number 87870 to Shenandoah Air Conditioning and Heating Inc. and approve up to \$1,000 for recommended additional electrical repairs to the Post Office HVAC unit from budget line item 440 City Hall Maintenance and Repairs to Building. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Jay Premack
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden, Bishop
<b>NO</b>	<i>none</i>
<b>Result</b>	<b>MOTION APPROVED</b>

**iii. Discussion and action on FY 2021 annual disbursement of funds to Friendship Fire Company.**

<b>Motion</b>	Motion to approve payment of \$2,205 to Friendship Fire Company utilizing the Coal Severance Fund for FY 2021 annual contribution, posted from budget line item 706 Fire Department. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Nancy Case
<b>Second</b>	Jay Premack

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

**iv. Discussion and action on FY 2021 annual disbursement of funds to Bolivar-Harpers Ferry Public Library.**

<b>Motion</b>	Motion to approve payment of \$2,500 to the Bolivar-Harpers Ferry Public Library from budget line item 916 Library as budgeted in the FY 2021 General Fund Budget. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Nancy Case
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden, Bishop
<b>NO</b>	<i>none</i>
<b>Result</b>	<b>MOTION APPROVED</b>

**v. Discussion and action on initiation of ACH payments for back taxes.**

<b>Motion</b>	Motion to approve the Corporation of Harpers Ferry becoming an ACH initiator with the Bank of Charles Town, as presented, for the General Fund and Hotel-Motel Tax Fund for the purposes of collecting back taxes through deferred payment agreements. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Jay Premack
<b>Second</b>	Barbara Humes
<b>YES</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden, Bishop
<b>NO</b>	<i>none</i>
<b>Result</b>	<b>MOTION APPROVED</b>

**d. Water Department.**

**i. General report.**

Bill Robinson reported that the water-loss rate for March 2021 increased slightly to 17.6%, although several large leaks have been repaired. Advertisements were placed for the vacant Operator-in-Training position; it is hoped that a recommendation for hire will be presented to the Town Council at the May 2021 meeting. Meetings are being held with radio-read meter vendors. Work on and upgrades to the water distribution system will require approvals from the Town Council for several items at a later date.

**ii. Discussion and action on FY 2021 Water Budget Revision 2.**

<b>Motion</b>	Motion to approve the FY 2021 Water Budget Revision 2 as presented. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Barbara Humes
<b>Second</b>	Jay Premack
<b>YES</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden, Bishop
<b>NO</b>	<i>none</i>
<b>Result</b>	<b>MOTION APPROVED</b>

**iii. Discussion and action regarding payment of DEP stormwater permit.**

*This permit has been terminated, so no action is necessary.*

**iv. Discussion and action to increase leak adjustment rate.**

This item will require an ordinance amendment, so it will be reviewed by the Ordinance Review Committee.

**v. Discussion and action on change to security deposit for new water service.**

This item will require an ordinance amendment, so it will be reviewed by the Ordinance Review Committee.

**5. Organizations / other reports.**

*None.*

**6. Unfinished business.**

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

Christian Pechuekonis reported that a drive-thru vaccination clinic will be held at Hollywood Casino in Charles Town, with some 5,000 vaccinations anticipated each week. Appointments are required.

**b. Discussion and action on High Street Improvement Project.**

Following discussion, consensus was to compile information for dissemination to the public and to schedule a workshop for discussion on project options.

**c. Discussion and action on Post Office lease renewal.**

*This item will be reviewed by the Budget and Finance Committee.*

**7. New business.**

**a. Discussion and action to revise Ordinance Article 901.02 "Membership" (Ordinance 2021-03).**

<b>Motion</b>	Motion to revise Ordinance Article 901.02 to strike certain words and to add language to allow representation for Bolivar and for the unincorporated area of the Water Works service area as presented. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Barbara Humes
<b>Second</b>	Jay Premack
<b>YES</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden, Bishop
<b>NO</b>	<i>none</i>
<b>Result</b>	<b>MOTION APPROVED</b>

**b. Discussion and action on recycling program for trash in Lower Town.**

Pat Morse said Waste Management will only recycle paper and cardboard. Most drinks are consumed from glass or plastic bottles, so unfortunately, there seem to be no feasible solutions for recycling of the Lower Town trash. Mayor Bishop said the Jefferson County Transfer Station does take glass for recycling. Christian Pechuekonis will discuss this issue further with the Merchants Association.

Motion to adjourn by Jay Premack, second by Barbara Humes. Meeting adjourned at 8:36 p.m.

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

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

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