



# CORPORATION OF HARPERS FERRY

## Town Council

### MINUTES

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**Regular Meeting**                      **Monday, 10 May 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 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 ( <i>left meeting at 9:40 p.m.</i> )
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. Items 7.a. and 7.b. were moved ahead of item 3. Items 4.c.i., 4.d.v., 4.d.vi., and 4.d.vii. were moved to the end of the meeting.

**1. Mayor's announcements.**

*None.*

**2. Approval of minutes.**

**a. Regular Council meeting: 12 April 2021.**

The minutes for 12 April 2021 were approved as amended.

**b. Special Council meeting: 20 April 2021.**

The minutes for 20 April 2021 were approved as received.

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

**a. Review and approval of financial reports: March 2021.**

The financial reports for March 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 April 2021.**

Chief Brown reported that for the month of April 2021, there were 52 incidents, 40 citations issued, 4 assists to other agencies, one accident, and zero call-outs.

Chief Brown also reported that testing has been completed for the open officer position, and he anticipates making a recommendation for hire at next month's Town Council meeting.

**b. Ordinance Compliance Officer.**

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

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

**c. Budget and Finance Committee.**

**i. Discussion and action on General Fund employee COVID-19 compensation.**

*This item was discussed in executive session.*

<b>Motion</b>	Motion to pay General Fund employees a one-time wage compensation of 3% of the calendar year 2020 wages earned by each as COVID-19 compensation. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Christian Pechuekonis
<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>

**ii. Discussion and action on FY 2021 annual disbursement of funds to Eastern Panhandle Transit Authority.**

<b>Motion</b>	Motion to approve the annual disbursement of \$2,000 to the Eastern Panhandle Transit Authority from Budget Line 759 Public Transportation. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Christian Pechuekonis
<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 for last month was 13.22%. The Water Works is participating in an apprenticeship program that will help with operator

training. Research on the radio-read meter upgrade program continues. The first major project of the water system distribution upgrade program, involving the Elks Run intake, is moving along, with a planning meeting scheduled for next week. This project will require some approvals from the National Park Service; the Water Commission is working with NPS on that. The Commission discussed and approved establishing a separate social media presence for the Water Works to provide direct communication, education, and information to customers.

**ii. Discussion and action on Drinking Water Month Proclamation.**

<b>Motion</b>	Motion for the Mayor to sign a proclamation recognizing May 2021 as Drinking Water Month. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Barbara Humes
<b>Second</b>	Nancy Case
<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 Water Treatment Facility Improvements Engineer’s Report.**

Bill Robinson presented the Engineer’s Report from GD&F dated 10 May 2021.

**iv. Discussion and action on Resolution #2 and invoices for the Water Treatment Facility Improvements.**

<b>Motion</b>	Motion to approve Resolution #2 for the Water Treatment Facility Improvements Project and payment of associated invoices, totaling \$71,820, to the USDA. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Barbara Humes
<b>Second</b>	Nancy Case
<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 pay increase for Water Works employee.**

*This item was discussed in executive session.*

<b>Motion</b>	Motion to increase the hourly wage of Shawn Veney to \$17.00, effective retroactively to 10 March 2021, to match the pay rate for a Class I Operator. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Barbara Humes
<b>Second</b>	Nancy Case
<b>YES</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden
<b>NO</b>	<i>none</i>
<b>Result</b>	<b>MOTION APPROVED</b>

**vi. Discussion and action on hiring of a full-time Operator-in-Training.**

*This item was discussed in executive session.*

<b>Motion</b>	Motion to hire Kenneth Mitchell to the position of Operator-in-Training, with benefits, at an hourly wage of \$16.00, effective when his employment paperwork is completed. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Barbara Humes
<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>

**vii. Discussion and action on creation of Administrator position.**

*This item was discussed in executive session.*

<b>Motion</b>	Motion to approve the creation of and the development of a job description for an Administrator, who will have oversight of the day-to-day operations of the Harpers Ferry Water Works, at a rate to be determined, with benefits and incentives, contingent upon fiscal feasibility. (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>

**e. Planning Commission.**

**i. General report.**

Tim Wisecarver reported that the Planning Commission nominated Christy Huddle and Kevin Kosa for appointments to the Tree Committee (ending 31 Dec 2022), and nominated Jim Jenkins as the Planning Commission's voting representative to the Tree Committee. The Tree Committee has recommended some updates to the Tree Conservation Ordinance, which will be presented to the Town Council for its consideration at a future date. The Comprehensive Plan task force gave a report to the Planning Commission at its last meeting. An agenda request was received by the Planning Commission concerning traffic patterns in the area of Putnam Street; however, there was question about whether the Planning Commission has the authority to consider and address this concern.

**ii. Discussion and action on the creation of a Washington Street Sidewalk Restoration Committee.**

<b>Motion</b>	Motion to create an ad hoc Washington Street Sidewalk Restoration Committee to study Washington Street sidewalk restoration, repair, and replacement options; the Committee will report to the Planning
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	Commission and, ultimately, to the Town Council. (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>

**f. Ordinance Review Committee.**

**i. Discussion and action on first reading for approval of Ordinance 2021-03, revising Harpers Ferry Codified Ordinance Article 133 – Planning Commission to correct and align with West Virginia Code.**

<b>Motion</b>	Motion to approve first reading of Ordinance 2021-03, revising Harpers Ferry Codified Ordinance Article 133 – Planning Commission to correct and align with West Virginia Code. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Nancy Case
<b>Second</b>	Ed Wheelless
<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 first reading for approval of Ordinance 2021-04, revising Harpers Ferry Codified Ordinance Article 134 – Board of Zoning Appeals to correct and align with West Virginia Code.**

<b>Motion</b>	Motion to approve first reading of Ordinance 2021-04, revising Harpers Ferry Codified Ordinance Article 134 – Board of Zoning Appeals to correct and align with West Virginia Code. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Nancy Case
<b>Second</b>	Ed Wheelless
<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 first reading for approval of Ordinance 2021-05, revising Harpers Ferry Codified Ordinance Article 1328 – Appeals to correct and align with West Virginia Code.**

<b>Motion</b>	Motion to approve first reading of Ordinance 2021-05, revising Harpers Ferry Codified Ordinance Article 1328 – Appeals to correct and align with West Virginia Code. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Nancy Case
<b>Second</b>	Kevin Carden
<b>YES</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden, Bishop
<b>NO</b>	<i>none</i>

Result	MOTION APPROVED
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**5. Organizations / other reports.**

*None.*

**6. Unfinished business.**

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

**i. Discussion and action on post-COVID-19 pandemic traffic sign removal.**

<b>Motion</b>	Move to immediately remove the “directional sign” under the stop sign at Union and Washington streets; both “residential traffic only” signs on Franklin Street; the white and red “dead end” signs on Putnam Street; and all poster-type “residential parking signs”; and further move to remove and repair the “sister city” sign, and that once repaired, it be repositioned deeper within the same community park. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Nancy Case
<b>Second</b>	Ed Wheelless
<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 High Street Storm Water Drainage Project.**

Mayor Bishop will reach out to R&S to determine when the Town can expect to have the work on this project completed.

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

Christian Pechuekonis presented an analysis concerning the three available sidewalk design options for this project. His recommendation is to pursue Option 1. As was recommended last month, a public information campaign will be compiled and a hearing with the community scheduled.

**7. New business.**

**a. Discussion and action on volunteers / summer internship.**

Bonnie Zampino presented a proposal for her son to intern at Town Hall during the summer organizing files as part of a workplace development program. There would be no cost to the Town. Upon discussion, consensus was to approve the internship proposal if it can be suitably worked out between Mrs Zampino and the Town Hall staff.

**b. Discussion and action on contribution to Jefferson County Historic Landmarks Commission.**

Martin Burke, Chair of the Jefferson County Historic Landmarks Commission, gave an overview of the Jefferson County Historic Preservation Fund, a regrant program specifically for owners of contributing structures within the historic districts across the

county. It provides emergency funding for repairs or other essential needs of these structures. The Commission’s goal is to raise a total of \$100,000 through public and private donations, of which the Corporation of Harpers Ferry is being requested to contribute \$1,500.

<b>Motion</b>	Motion that the matter of an annual contribution of \$1,500 to the Jefferson County Historic Landmarks Commission be forwarded to the Budget and Finance Committee for a recommendation and brought back to the Town Council for its final consideration. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Nancy Case
<b>Second</b>	Ed Wheelless
<b>YES</b>	Humes, Premack, Pechuekonis, Case, Wheelless, Carden, Bishop
<b>NO</b>	<i>none</i>
<b>Result</b>	<b>MOTION APPROVED</b>

<b>Motion</b>	Motion to enter executive session, pursuant to WV Code § 6-9A-4(b)(2)(a) ( <i>for agenda items 4.c.i., 4.d.v., 4.d.vi., and 4.d.vii.</i> ).
<b>Motion by</b>	Nancy Case
<b>Second</b>	Kevin Carden
<b>Result</b>	<b>MOTION APPROVED. Executive session began at 9:40 p.m.</b>

*The meeting returned to open session at 10:37 p.m.*

Motion to adjourn by Jay Premack, second by Nancy Case. Meeting adjourned at 10:49 p.m.

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

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

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