



# CORPORATION OF HARPERS FERRY

## Town Council

### MINUTES

**Special Meeting**

**Monday, 7 June 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 4.a.ii. was moved to the end of the meeting.

**1. Mayor's announcements.**

*None.*

**2. Approval of minutes.**

**a. Regular Council meeting: 10 May 2021.**

**b. Special Council meeting: 25 May 2021.**

The minutes for 10 May and 25 May 2021 were approved as received.

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

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

The financial reports for April 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 May 2021.**

Chief Brown reported that for the month of May 2021, there were 51 incidents, 39 citations issued, four assists to other agencies, no accidents, and no call-outs.

Chief Brown said that two bids each were received for the retired 2009 Dodge Durango and 2005 Ford Crown Victoria police cruisers. Due to the age, high mileage, and physical conditions of the vehicles, their value is very low. The winning bids are \$775 for the Durango and \$475 for the Crown Victoria.

**ii. Discussion and action regarding hiring of part-time parking attendant – revisit of discussion on 25 May 2021.**

*This item was discussed in executive session.*

<b>Motion</b>	Motion to authorize Chief Brown to advertise for the position of Harpers Ferry Parking Attendant, at a wage of \$15.00 per hour, not to exceed 25 hours per week. (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. Ordinance Compliance Officer.**

**i. Report for the month of May 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 2022 COLA increase for employees.**

<b>Motion</b>	Motion to implement a FY 2022 COLA increase of 1.3% for all General Fund, Police, and Water Works employees, effective 1 July 2021. (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>

**ii. Discussion and action on purchase of police cruiser.**

<b>Motion</b>	Motion to approve the purchase of a 2021 Ford Explorer police cruiser for under \$49,000, with a loan payment not to exceed \$900.00 a month for 60 months, from Budget Line 976 Public Safety. (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>

**iii. Discussion and action regarding seeking of bids for repair and stabilization of stone chimney in Gazebo Park.**

<b>Motion</b>	Motion to approve putting out a request for bids to repair and stabilize the Gazebo park chimney in an amount not to exceed \$5,000. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Jay Premack
<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>

**d. Water Department.**

**i. General report.**

Bill Robinson reported that construction at the water treatment facility has begun. Sludge has been removed from the upper sedimentation basin. The Water Department is prepared to move forward with the Elks Run bid package if approved at tonight's meeting.

**ii. Presentation and discussion regarding Water Treatment Facility Improvements Engineer's Report.**

Bill Robinson presented the Engineer's Report for the month from GD&F.

**iii. Discussion and action on Resolution #3 and invoices for the Water Treatment Facility Improvements.**

<b>Motion</b>	Motion to approve Resolution #3 for the Water Treatment Facility Improvements Project and payment of associated invoices, totaling \$113,028.26, to the USDA. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Barbara Humes
<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>

**iv. Discussion, review, and approval of Elks Run Project bid package.**

<b>Motion</b>	Motion to approve the bid package for the Elks Run road boring and relocation project as submitted. (ROLL CALL VOTE REQUESTED)
<b>Motion by</b>	Barbara Humes
<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>

**v. Discussion and action on approval of funding of up to \$1,200.00 for removal / hauling of pre-sedimentation sludge.**

This item has been resolved and requires no further action.

**vi. Discussion and action on approval of funding of up to \$726.00 for attendance to the WVRWA Annual Conference by a Water Department official.**

<b>Motion</b>	Motion to approve the attendance of the WVRWA annual conference by Chris Styer, with room, board, and travel costs included, for a total amount not to exceed \$726.00 (\$250 registration, \$476 lodging), plus per diem food and travel. (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>

**e. Planning Commission.**

**i. General report.**

Christian Pechuekonis gave a brief overview of the May 2021 Planning Commission meeting.

**ii. 2022 Comprehensive Plan Committee update.**

No update was presented. Lively discussion was held on the proper procedure regarding the formation of the Comprehensive Plan update task force.

**iii. Discussion and action on Planning Commission Motion #1 – Removal of Welcome to Harpers Ferry sign (the sister-city sign) at the corner of Washington and Franklin streets prior to the start of the Memorial Day weekend.**

This item has already been resolved.

**iv. Discussion and action on Planning Commission Motion #2 – Modification of the placement of the “One Way” sign at Town Hall parking lot exit.**

Ken Dill presented a brief overview of a traffic concern related to out-of-town vehicles travelling north on Franklin Street and becoming lost. After some extended discussion, consensus was to revisit this item as needed and as possible solutions are explored.

**v. Discussion and action on Planning Commission Motion #3 and #4 – Additional signage at the northeast corner of cross streets across W Ridge Street and Franklin Street.**

Ken Dill reported that the Planning Commission recommended installation of signage in the pertinent areas notifying visitors that there is no river access in the

West Ridge Street area, warning that there is no outlet, and advising residential traffic only. There were concerns raised by Council members concerning sign pollution and discouraging visitors from exploring, as well as legal concerns with traffic control on the public streets. It was suggested that instead, directional signage be considered pointing visitors to public parking, restrooms, and other conveniences. Additionally, many of the concerns that have been raised in the area are enforcement issues which may be addressed by police presence. This item may be taken up by the proposed Harpers Ferry Infrastructure Capital Improvement Study Group and Committee.

**vi. Discussion and action on Planning Commission Motion #5 – Installation of movable barriers.**

A temporary solution to this proposal was suggested, which would be issuance of a “block party permit” or something similar. No ordinance permitting this currently exists, but it could be considered for the future.

**5. Organizations / other reports.**

*None.*

**6. Unfinished business.**

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

Christian Pechuekonis said he feels the funding that is being offered by the State is insufficient to do the High Street Improvement Project right. He pointed to a recently-completed project in nearby Hillsboro, Virginia which was a great improvement to the main street area through the town and cost around \$30 million. Nancy Case mentioned that some funding may be available through the American Recovery Act, and she encouraged the next mayor to consider employing professional grant writers to apply for sufficient funding for such long-term projects. Jay Premack said he feels the proposed Harpers Ferry Infrastructure Capital Improvement Study Group and Committee (see item 6.b. below) could take up exploration of this and related funding concerns.

**b. Discussion and action on the Harpers Ferry Infrastructure Capital Improvement Study Group and Committee.**

**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.a.ii.)</i> .
<b>Motion by</b>	Nancy Case
<b>Second</b>	Jay Premack

Result	MOTION APPROVED. Executive session began at 8:41 p.m.
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*The meeting returned to open session at 8:57 p.m.*

Motion to adjourn by Jay Premack, second by Nancy Case. Meeting adjourned at 9:02 p.m.

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

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

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