



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Regular Meeting

Monday, 11 October 2021

7:00 p.m.

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

Called to order at 7:06 p.m. by Mayor Vaughn. The Town Council met in Town Hall. However, due to the COVID-19 pandemic, no audience members were physically present. With the exception of the Financial Officer, all presenters communicated with the Town Council through Zoom Webinar. The meeting was live-streamed for the public on YouTube, in compliance with the State's emergency guidance on the Open Governmental Meetings Act.

Member	Title	Status
Greg Vaughn	Mayor	Present
Kevin Carden	Recorder	Present
Chris Craig	Councilmember	Present
Greg "Storm" DiCostanzo	Councilmember	Present (<i>by Zoom Webinar</i>)
Laurel Drake	Councilmember	Present
Jim Jenkins	Councilmember	Present
Christian Pechuekonis	Councilmember	Present

The agenda was approved as received.

There were no public comments.

1. **Mayor's announcements.**

Mayor Vaughn notified the public that a lawsuit has been filed against defendants the Corporation of Harpers Ferry and the Town Council of the Corporation of Harpers Ferry, and necessary party SWaN Hill Top Operating Partners, LLC, by Public Asset Protection, Inc. (PAPI).

Chris Craig announced that the next Canal Town Partnership meeting will take place this Wednesday, and he invited other members of the Town Council to attend as well.

Recorder Carden spoke in recognition of Indigenous People's Day. Harpers Ferry was the first local government in West Virginia to designate the second Monday of each October as Indigenous People's Day.

2. **Approval of minutes.**

a. Regular meeting: 13 September 2021.

The minutes for 13 September 2021 were approved as received.

b. Special meeting: 16 July 2021.

The minutes for 16 July 2021 were approved as corrected.

3. Treasurer's reports and approvals.

Fiscal audits for FY 2019 are currently being conducted.

a. Review and approval of financial reports: August 2021.

The financial reports for August 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 September 2021.

Chief Brown reported that for the month of September 2021, there were 111 incidents, 52 citations issued, 8 assists to other agencies, and no accidents or call-outs.

Chief Brown noted that the Department has been focusing on community policing, with officers getting out to speak to residents and business owners.

Mayor Vaughn said he has asked the Chief to reach out to the Jefferson County Sheriff's Office about visibility in the area of the US 340 traffic signal in Bolivar to deter red-light runners. The Mayor has also asked the Chief to reach out to the federal Office of Justice Programs concerning grants that may be available for law enforcement operations.

b. Ordinance Compliance Officer.

i. Report for the month of September 2021.

A written report for September 2021 was received from the Ordinance Compliance Officer.

c. Purchasing Protocol Study Committee.

i. Report on the efforts to date of the Purchasing Protocol Study Committee.

Christian Pechuekonis said the Purchasing Protocol Study Committee is looking into an e-submission system for the Town when receiving bids from vendors, which will make the process more accurate, efficient, and compliant. Mr Pechuekonis said the

Committee will be reviewing flowcharts for the procurement process at its next meeting.

d. Budget and Finance Committee.

i. Discussion and action on funding of up to \$700.00 for the Parks and Recreation Commission's upcoming Art in the Park event.

Motion	Motion to approve up to \$700.00 for the Art in the Park event, from Budget Line 906 Arts & Humanities.
Motion by	Jim Jenkins
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

ii. Discussion and action on funding of up to \$100.00 for the Parks and Recreation Commission's annual Halloween event.

Motion	Motion to approve up to \$100.00 for the annual Halloween event, from Budget Line 402 Economic Development.
Motion by	Christian Pechuekonis
Second	Jim Jenkins
YES	7
NO	0
Result	MOTION APPROVED

e. Water Department.

i. General report.

Bill Robinson reported that for the month of September, the third-highest volume of water for the year was delivered to customers. The water loss rate for the month was 16.8%. A water main leak will be repaired on Church Street tomorrow. The Operator-in-Training has resigned, so staffing is currently tight, but an advertisement for the position has been posted. Estimates are being collected for sludge removal. The person who had submitted a letter of interest for appointment to the Corporation of Bolivar seat on the Water Commission has had to withdraw, but Bolivar will be seeking a new applicant(s).

ii. Presentation and discussion on monthly Water Treatment Facility Improvements Engineer's Report.

Bill Robinson presented an overview of the written report from GD&F.

iii. Discussion and action on Resolution #7 and invoices for the Water Treatment Facility Improvements.

Motion	Motion to approve Resolution #7 for the Water Treatment Facility Improvements Project and payment of associated invoices, totaling \$407,501.82, to the USDA.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

iv. Water Plant Manager's report.

No report.

f. Ordinance Review Committee.

i. Discussion and action on second and final reading for approval of Ordinance 2021-06 Water Commission, creating a seat on the Water Commission for a voting representative resident in the Corporation of Bolivar.

Motion	Motion to approve second and final reading for approval of Ordinance 2021-06 Water Commission.
Motion by	Jim Jenkins
Second	Laurel Drake
YES	7
NO	0
Result	MOTION APPROVED

ii. Discussion and action on second and final reading for approval of Ordinance 2021-07 Parking of Commercial and Recreational Vehicles, related to the parking and standing of commercial or recreational vehicles and food trucks.

Motion	Motion to approve second and final reading for approval of Ordinance 2021-07 Parking of Commercial and Recreational Vehicles.
Motion by	Chris Craig
Second	Laurel Drake
YES	7
NO	0
Result	MOTION APPROVED

iii. Discussion and action on first reading for approval of Ordinance 2021-08 Residential District Uses, amending permitted uses of short-term rentals for compliance with current West Virginia Code.

Motion	Motion to approve first reading for approval of Ordinance 2021-08 Residential District Uses.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	7
NO	0

Result	MOTION APPROVED
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iv. Discussion and action on first reading for approval of Ordinance 2021-09 Water, increasing the water leak adjustment rate.

Motion	Motion to approve first reading for approval of Ordinance 2021-09 Water.
Motion by	Chris Craig
Second	Laurel Drake
YES	7
NO	0
Result	MOTION APPROVED

v. Update on status of fence ordinance.

Recorder Carden gave a brief update on the status of the fence ordinance.

g. Parks and Recreation Commission.

i. Update on October activities.

Mayor Vaughn read aloud a written report submitted by the Chair of the Parks and Recreation Commission.

h. Planning Commission.

i. Planning Commission report.

No report.

i. Historic Landmarks Commission.

i. Historic Landmarks Commission report.

Christian Pechuekonis reported that the Historic Landmarks Commission is reviewing light bulbs for street lights. A welcome letter is being considered for new residents. A possible grant option for the Weaver property is being reviewed.

5. Organizations / other reports.

None.

6. Unfinished business.

a. Discussion and action on final decision for improving High Street pedestrian traffic as proposed by WVDOH.

Christian Pechuekonis said

Motion	Motion to pursue Option 1, Repair Existing Features, from the WVDOH High Street Sidewalk Design Study, along with the following specifications:
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	<ul style="list-style-type: none"> • The restored and rebuilt sidewalk should comply with ADA standards to the extent it is possible, and all design elements should enhance the block's general appearance as that of a 19th century village. • The width of the sidewalk is to be increased where feasible. Opportunities to provide areas where pedestrians can pass by one another should be pursued, and flatter areas should be incorporated where possible. This will require substantial input from and collaboration with affected property owners, the Historic Landmarks Commission, and WVDOH. • Where feasible, the retaining wall that separates the sidewalk from the roadway should be repaired using or incorporating historically-appropriate stone. • The curb along the southern edge is to be replaced using historically-appropriate stone, similar to that along Potomac Street. • New historically-appropriate black iron or steel decorative railing is to be installed between the sidewalk and roadway to enhance pedestrian safety. • Repair or replace overhead roof downspouts to improve drainage and enhance pedestrian access. A cistern with a functioning pump is to be installed to provide water for town plantings in Lower Town. Design and all materials must be historically-appropriate. • Engineering and design should endeavor to improve stormwater management and general drainage along High Street. • An historically-appropriate welcome sign is to be designed and installed towards the bottom (eastern end) of the block. This sign should also note the Town's designation as an Historic District. • All design elements will be subject to the approval of the Town's Historic Landmarks Commission. • All final design and engineering plans must be submitted and approved by Town Council before construction can commence.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	7
NO	0
Result	MOTION APPROVED

b. Discussion and action on hiring snow removal services for the 2021-22 season.

Motion	Motion to accept the bid from Cornerstone Lawn Services for snow removal services for the 2021-22 season, with the designation that the premium ice melt be used for streets and sidewalks.
Motion by	Chris Craig
Second	Christian Pechuekonis
YES	7
NO	0
Result	MOTION APPROVED

c. Discussion and action on nomination for appointment as the Corporation of Harpers Ferry’s representative on the Jefferson County Development Authority (JCDA) Board of Directors.

The following applicant was nominated for appointment to the JCDA Board of Directors:

Applicant
Eddie Love

Nominated by
Christian Pechuekonis

Action	Nomination for appointment as the Corporation of Harpers Ferry’s representative on the Jefferson County Development Authority (JCDA) Board of Directors.
EDDIE LOVE	Craig, DiCostanzo, Jenkins, Pechuekonis, Carden, Vaughn
Result	EDDIE LOVE nominated for appointment as the Corporation of Harpers Ferry’s representative on the Jefferson County Development Authority (JCDA) Board of Directors.

7. New business.

a. Discussion and action on endorsement of letters to State and local government leaders requesting funding assistance for two grants each requiring a 20% local match.

Motion	Motion to approve letters to State and local government leaders requesting funding assistance for two grants each requiring a 20% local match.
Motion by	Jim Jenkins
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

b. Discussion and action regarding office personnel, management, and vacancy recruitment.

This item was discussed in executive session. No action was taken.

c. Discussion on status of litigation.

This item was discussed in executive session. No official action was taken.

Motion	Motion to enter executive session, pursuant to WV Code § 6-9A-4(b)(2)(a) (for agenda item 7.b.) and 6-9A-4(b)(12) (for agenda item 7.c.).
Motion by	Jim Jenkins
Second	Christian Pechuekonis
Result	MOTION APPROVED. Executive session began at 8:20 p.m.

The meeting returned to open session at 10:06 p.m.

Motion to adjourn by Laurel Drake, second by Jim Jenkins. Meeting adjourned at 10:07 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____