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02/07/24

Corp. of Harpers Ferry
Check Detail
January 2024

Item 5. a.
Check detail

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ach	01/09/2024	Fuelman		001 General Fund ...		-310.07
Bill	NP65...	01/01/2024			Auto Supplies (Gas ... Auto Supplies (Gas ...	-215.34 -94.73	215.34 94.73
TOTAL						-310.07	310.07
Bill Pmt -Check	aCH	01/17/2024	Potomac Edison		001 General Fund ...		-1,213.37
Bill	11008...	01/05/2024			Utilities SI	-1,213.37	1,213.37
TOTAL						-1,213.37	1,213.37
Bill Pmt -Check	ACH	01/09/2024	Fuelman		Water Fund Checki...		-703.45
Bill	NP65...	01/01/2024			650.8 · Auto & Tran...	-703.45	703.45
TOTAL						-703.45	703.45
Bill Pmt -Check	ACH	01/17/2024	ENCOVA Insurance		Water Fund Checki...		-209.15
Bill	36684...	01/01/2024			Insurance and Bonds Property Ins and Bo... Group Ins. St 656.8 · Ins-Property,...	-69.11 -68.99 -14.61 -56.44	256.05 255.65 54.15 209.15
TOTAL						-209.15	775.00
Bill Pmt -Check	ACH	01/17/2024	ENCOVA Insurance		001 General Fund ...		-565.85
Bill	36684...	01/01/2024			Insurance and Bonds Property Ins and Bo... Group Ins. St 656.8 · Ins-Property,...	-186.94 -186.66 -39.54 -152.71	256.05 255.65 54.15 209.15
TOTAL						-565.85	775.00
Bill Pmt -Check	ACH	01/22/2024	Advantage Technol...		001 General Fund ...		-903.92
Bill	76592	01/09/2024			Capital Outlay-Equip	-903.92	903.92
TOTAL						-903.92	903.92
Bill Pmt -Check	ACH	01/31/2024	Potomac Edison		Water Fund Checki...		-2,294.53
Bill	11008...	01/10/2024			615.3 · Utilities W	-2,294.53	2,294.53
TOTAL						-2,294.53	2,294.53
Bill Pmt -Check	ACH	01/31/2024	Potomac Edison		Water Fund Checki...		-21.93
Bill	11008...	01/10/2024			615.3 · Utilities W	-21.93	21.93
TOTAL						-21.93	21.93
Bill Pmt -Check	ACH	01/31/2024	Potomac Edison		Water Fund Checki...		-85.89
Bill	11015...	01/09/2024			615.3 · Utilities W	-85.89	85.89
TOTAL						-85.89	85.89
Bill Pmt -Check	ACH	01/31/2024	Potomac Edison		001 General Fund ...		-37.57
Bill	11011...	01/10/2024			Utilities SI	-37.57	37.57
TOTAL						-37.57	37.57

Corp. of Harpers Ferry
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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	01/31/2024	Potomac Edison		001 General Fund ...		-255.57
Bill	11008...	01/10/2024			Utilities C	-255.57	255.57
TOTAL						-255.57	255.57
Bill Pmt -Check	ACH	01/31/2024	Potomac Edison		001 General Fund ...		-32.20
Bill	11014...	01/10/2024			Utilities C	-32.20	32.20
TOTAL						-32.20	32.20
Bill Pmt -Check	ACH	01/31/2024	Potomac Edison		001 General Fund ...		-176.84
Bill	11008...	01/10/2024			Utilities C	-176.84	176.84
TOTAL						-176.84	176.84
Bill Pmt -Check	ACH	01/31/2024	Potomac Edison		001 General Fund ...		-196.96
Bill	11008...	01/10/2024			Utilities-P	-196.96	196.96
TOTAL						-196.96	196.96
Bill Pmt -Check	ACH	01/31/2024	Potomac Edison		001 General Fund ...		-30.79
Bill	11008...	01/10/2024			Utilities Pa	-30.79	30.79
TOTAL						-30.79	30.79
Check	eft	01/01/2024	West Virginia Muni...		Water Fund Checki...		-1,953.00
					USDA Reserve	-1,953.00	1,953.00
TOTAL						-1,953.00	1,953.00
Check	eft	01/11/2024	USDA		Water Fund Checki...		-19,530.00
					428 · USDA 2021 - ...	-19,530.00	19,530.00
TOTAL						-19,530.00	19,530.00
Check	EFT	01/01/2024	Fuelman		001 General Fund ...		-1,104.06
					Auto Supplies and F...	-1,104.06	1,104.06
TOTAL						-1,104.06	1,104.06
Check	EFT	01/02/2024	State of WV		General Court Fund		-234.00
					WV, Friendship	-234.00	234.00
TOTAL						-234.00	234.00
Check	EFT	01/22/2024	PEIA		Harpers Ferry Payr...		-9,654.56
					PEIA/Workers Com...	-4,099.76	4,099.76
					605.8 · Employee P...	-3,698.94	3,698.94
					Family Portion PEIA	-590.00	590.00
					Group Ins. T	-626.93	626.93
					Health Insurance CC	-638.93	638.93
TOTAL						-9,654.56	9,654.56
Check	EFT	01/22/2024	Bank of Charles To...		Water Fund Checki...		-7.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					620.7a - Bank Servi...	-7.00	7.00
TOTAL						-7.00	7.00
Check	308	01/04/2024	Jefferson County C...		Hotel Motel Tax		-7,526.13
					901 - Visitors Burea...	-7,526.13	7,526.13
TOTAL						-7,526.13	7,526.13
Check	309	01/24/2024	Corporation of Har...		Hotel Motel Tax		-257.06
					Due To General	-257.06	257.06
TOTAL						-257.06	257.06
Bill Pmt -Check	2944	01/31/2024	Nancy Dalby		General Court Fund		-375.00
Bill	202401	01/25/2024			Contracted Services-P	-375.00	375.00
TOTAL						-375.00	375.00
Bill Pmt -Check	2945	01/31/2024	Steve Groh		General Court Fund		-225.00
Bill	202401	01/25/2024			Contracted Services-P	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Check	2946	01/31/2024	Steve Groh		General Court Fund		-225.00
Bill	202402	01/25/2024			Contracted Services-P	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Check	2947	01/31/2024	Nancy Dalby		General Court Fund		-375.00
Bill	202402	01/25/2024			Contracted Services-P	-375.00	375.00
TOTAL						-375.00	375.00
Bill Pmt -Check	14900	01/02/2024	CITCO Water		Water Fund Checki...		-1,891.30
Bill	10023...	12/13/2023			618.3 - Plant Chemi...	-1,891.30	1,891.30
TOTAL						-1,891.30	1,891.30
Bill Pmt -Check	14901	01/02/2024	H&H Technologies		Water Fund Checki...		-990.00
Bill	12312...	01/02/2024			631.4PM - Plant Mai...	-930.00	930.00
					631.4PM - Plant Mai...	-60.00	60.00
TOTAL						-990.00	990.00
Bill Pmt -Check	14903	01/04/2024	Dodson Septic Tan...		Water Fund Checki...		-475.00
Bill	01022...	01/02/2024			631.4PM - Plant Mai...	-475.00	475.00
TOTAL						-475.00	475.00
Bill Pmt -Check	14904	01/04/2024	CoxHollidayyoung P...		Water Fund Checki...		-467.90
Bill	32364W	12/28/2023			620.8 - Office Suppli...	-61.94	61.94
					631.1 - Prof Service...	-405.96	405.96
TOTAL						-467.90	467.90
Bill Pmt -Check	14905	01/09/2024	Advantage Technol...		Water Fund Checki...		-71.25

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	75736	11/30/2023			Contracted Services C	-71.25	118.75
TOTAL						-71.25	118.75
Bill Pmt -Check	14906	01/09/2024	Advantage Technol...		Water Fund Checki...		-272.72
Bill	76327W	01/01/2024			620.8 · Office Suppli...	-272.72	272.72
TOTAL						-272.72	272.72
Bill Pmt -Check	14907	01/09/2024	Harpers Ferry Wate...		Water Fund Checki...		-23.49
Bill	00010...	01/05/2024			615.3 · Utilities W	-23.49	23.49
TOTAL						-23.49	23.49
Bill Pmt -Check	14908	01/09/2024	Law Office of Hoy ...		Water Fund Checki...		-550.00
Bill	4445	01/01/2024			631.8 · Legal Fees a...	-550.00	550.00
TOTAL						-550.00	550.00
Bill Pmt -Check	14909	01/09/2024	Jefferson Publishi...		Water Fund Checki...		-24.06
Bill	65226	12/13/2023			220 G · Advertising/...	-24.06	24.06
TOTAL						-24.06	24.06
Bill Pmt -Check	14910	01/09/2024	Bank of Charles To...		Water Fund Checki...		-300.56
Bill	20240...	01/04/2024			620.7 · Postage And...	-300.56	300.56
TOTAL						-300.56	300.56
Check	14911	01/17/2024	H&H Technologies		Water Fund Checki...		-945.00
					631.4PM · Plant Mai...	-885.00	885.00
					631.4PM · Plant Mai...	-60.00	60.00
TOTAL						-945.00	945.00
Check	14912	01/17/2024	West Virginia Muni...		Water Fund Checki...		-112.27
					24000 · Payroll Liabi...	-112.27	112.27
TOTAL						-112.27	112.27
Check	14913	01/18/2024	Fringe Benefits Ma...		Water Fund Checki...		-442.40
					24000 · Payroll Liabi...	-294.94	294.94
					69800 · Uncategoriz...	-147.46	147.46
TOTAL						-442.40	442.40
Bill Pmt -Check	14914	01/18/2024	Advantage Technol...		Water Fund Checki...		-41.25
Bill	75736...	11/30/2023			620.8 · Office Suppli...	-41.25	41.25
TOTAL						-41.25	41.25
Check	14915	01/24/2024	Corporation of Har...		Water Fund Checki...		-4,507.02
					Due To General	-4,507.02	4,507.02
TOTAL						-4,507.02	4,507.02

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	14916	01/31/2024	H&H Technologies		Water Fund Checki...		-435.00
					631.4PM · Plant Mai...	-435.00	435.00
					631.4PM · Plant Mai...	-30.00	30.00
					49900 · Uncategoriz...	30.00	-30.00
TOTAL						-435.00	435.00
Check	14917	01/31/2024	Corporation of Har...		Water Fund Checki...		-2,910.47
					Due To General	-2,910.47	2,910.47
TOTAL						-2,910.47	2,910.47
Check	14918	01/31/2024	Zelege, Michael		Water Fund Checki...		-568.72
			Zelege, Michael		141 Accounts Recei...	-568.72	568.72
TOTAL						-568.72	568.72
Bill Pmt -Check	14919	01/31/2024	CITCO Water		Water Fund Checki...		-945.50
Bill	10023...	01/31/2024			618.3 · Plant Chemi...	-945.50	945.50
TOTAL						-945.50	945.50
Bill Pmt -Check	14920	01/31/2024	Miss Utility		Water Fund Checki...		-10.00
Bill	WV23...	01/08/2024			660.8 · Advertising ...	-10.00	10.00
TOTAL						-10.00	10.00
Check	16430	01/04/2024	Kevin Carden		001 General Fund ...		-300.00
					Data Processing C	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	16431	01/04/2024	CoxHollidayyoung P...		001 General Fund ...		-936.10
Bill	32364	12/28/2023			Office Supplies and ...	-62.03	62.03
					341 G · Materials & ...	-62.03	62.03
					Professional Service...	-812.04	812.04
TOTAL						-936.10	936.10
Bill Pmt -Check	16432	01/09/2024	Advantage Technol...		001 General Fund ...		-156.25
Bill	75755	11/30/2023			Contracted Services C	-156.25	156.25
TOTAL						-156.25	156.25
Bill Pmt -Check	16433	01/09/2024	Advantage Technol...		001 General Fund ...		-545.48
Bill	76327	01/01/2024			Contracted Services C	-272.74	272.74
					Contracted Services-P	-272.74	272.74
TOTAL						-545.48	545.48
Bill Pmt -Check	16434	01/09/2024	Harpers Ferry Wate...		001 General Fund ...		-325.46
Bill	00010...	01/05/2024			Utilities-P	-23.48	23.48
					Utilities C	-23.48	23.48
Bill	00020...	01/05/2024			Utilities St	-240.00	240.00
Bill	00035...	01/05/2024			Utilities Pa	-38.50	38.50
TOTAL						-325.46	325.46

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Corp. of Harpers Ferry
Check Detail
 January 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	16435	01/17/2024	West Virginia Muni...		001 General Fund ...		-19.97
					24000 - Payroll Liabi...	-19.97	19.97
TOTAL						-19.97	19.97
Check	16436	01/18/2024	Fringe Benefits Ma...		001 General Fund ...		-505.66
					24000 - Payroll Liabi...	-246.00	246.00
					24000 - Payroll Liabi...	-259.66	259.66
TOTAL						-505.66	505.66
Bill Pmt -Check	16437	01/18/2024	Automated Office E...		001 General Fund ...		-250.00
Bill	146602	01/16/2024			341 G - Materials & ...	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	16438	01/31/2024	Advantage Technol...		001 General Fund ...		-267.80
Bill	76980	01/24/2024			Contracted Services C	-267.80	267.80
TOTAL						-267.80	267.80
Bill Pmt -Check	16439	01/31/2024	CARS		001 General Fund ...		-124.75
Bill	2024-...	01/12/2024			Maintenance and Re...	-124.75	124.75
TOTAL						-124.75	124.75
Bill Pmt -Check	16440	01/31/2024	Kent Parsons Ford,...		001 General Fund ...		-82.53
Bill	57554	01/10/2024			Maintenance and Re...	-82.53	82.53
TOTAL						-82.53	82.53

Item 5.a.
checks over threshold

Checks over Purchasing Threshold for approval			
Town Council Meeting 2/12/2024			
Check #	Vendor	INV #	Amount
16442	Cornerstone Lawn Service	20239	Snow Removal 1/6 \$ 5,100.00
16443	Cornerstone Lawn Service	20396, 20303	Snow Removal 1/16, 1/19 \$ 17,802.50
16441	Antietam Tree & Turf	133152, 133154, 133155	Tree Commission Grant and Town work \$ 5,925.00
14922	Univar	51802860	Plant Chemicals \$ 3,239.50
14923	CUSI	M21257	Annual Service and Maintenance \$ 2,239.00
14924	AmeriGas	3160511237	Propane Water Plant \$ 4,216.61

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Accrual Basis

Item 5.a.
POL - gen

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
December 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
General									
301-01 · Property Tax Current Year									
Deposit	12/04/2023	11535	Sheriff of Jefferson Co.	FY 2024 Prop ...	General		001 General Fu...	1,226.23	1,226.23
Total 301-01 · Property Tax Current Year								1,226.23	1,226.23
304 · Excise Tax on Utilities									
Deposit	12/05/2023	6776220	State of WV	Oct/Nov Colle...	General		001 General Fu...	13.34	13.34
Total 304 · Excise Tax on Utilities								13.34	13.34
305 · Business and Occupation Tax									
Deposit	12/14/2023	1090	Mountain Mama	FY 2024 Q2 B...	General		001 General Fu...	142.64	142.64
Deposit	12/21/2023	81614...	DeLage Laden Finan...	FY 2024 Q1 B...	General		001 General Fu...	14.18	156.82
Total 305 · Business and Occupation Tax								156.82	156.82
308 · Hotel Motel									
Deposit	12/06/2023	5319	Deborah Fleming - R...	FY 2024 Q1 R...	Hotel Occ...		Hotel Motel Tax	675.00	675.00
General Journal	12/11/2023		Deborah Fleming - R...	Returned Dep...	Hotel Occ...		Hotel Motel Tax	-675.00	0.00
Deposit	12/21/2023	2178681	AirBNB	FY 2024 Q2 R...	Hotel Occ...		Hotel Motel Tax	1,043.04	1,043.04
Total 308 · Hotel Motel								1,043.04	1,043.04
320 · Fines, Fees & Court Cost									
Deposit	12/01/2023			Tickets	Police		002 WVGOPA...	350.00	350.00
Deposit	12/05/2023			Tickets	Police		002 WVGOPA...	175.00	525.00
Deposit	12/07/2023			Tickets	Police		General Court ...	175.00	700.00
Deposit	12/07/2023			Tickets	Police		002 WVGOPA...	175.00	875.00
Deposit	12/13/2023			Tickets	Police		002 WVGOPA...	43.75	918.75
Deposit	12/18/2023			Tickets	Police		002 WVGOPA...	59.00	977.75
Deposit	12/20/2023			Tickets	Police		002 WVGOPA...	175.00	1,152.75
Deposit	12/27/2023			Tickets	Police		002 WVGOPA...	87.50	1,240.25
Total 320 · Fines, Fees & Court Cost								1,240.25	1,240.25
325 · Licenses									
Deposit	12/14/2023	263	Ron's Custom Finish...	FY 2024 Busi...	General		001 General Fu...	15.00	15.00
Deposit	12/14/2023	145	Hillside Hideaway	FY 2024 Busi...	General		001 General Fu...	15.00	30.00
Deposit	12/14/2023	3655	Samson Properties	FY 2024 Busi...	General		001 General Fu...	15.00	45.00
Deposit	12/21/2023	3967627	DeLage Laden Finan...	FY 2024 Busi...	General		001 General Fu...	27.50	72.50
Total 325 · Licenses								72.50	72.50
326 · Building Permit Fees									
Deposit	12/04/2023	1856	Thomas, Shawn	ZCPA#2023-0...	General		001 General Fu...	195.00	195.00
Total 326 · Building Permit Fees								195.00	195.00
327 · Miscellaneous Permits (Parking)									
Deposit	12/04/2023	1341	Rockhaven Services	Parking Permi...	General		001 General Fu...	20.00	20.00
Deposit	12/14/2023		Carol Carter	Replacement ...	General		001 General Fu...	20.00	40.00
Deposit	12/21/2023	1344	Rockhaven Services	Parking Permi...	General		001 General Fu...	20.00	60.00
Total 327 · Miscellaneous Permits (Parking)								60.00	60.00
330 · IRP Fees									
Deposit	12/05/2023	6776220		Oct/Nov Colle...	General		001 General Fu...	413.67	413.67
Total 330 · IRP Fees								413.67	413.67
340 · Parks and Rec.									
Deposit	12/06/2023	193	HF Women's Club	donation for C...	Park and ...		HF Parks and ...	100.00	100.00
Deposit	12/09/2023		Square	Cookie walk p...	Park and ...		HF Parks and ...	45.50	145.50
Deposit	12/11/2023		customer	proceeds from...	Park and ...		HF Parks and ...	357.00	502.50
Total 340 · Parks and Rec.								502.50	502.50
342 · Parking Meter Revenue									
342.1 Parking Meter Revenue									
Deposit	12/18/2023	28111	Parkmobile LLC	November Par...	General		001 General Fu...	15,314.21	15,314.21
Total 342.1 Parking Meter Revenue								15,314.21	15,314.21

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Accrual Basis

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
December 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
342.2 Parking Fine Revenue									
Deposit	12/01/2023			Tickets	General		General Court ...	70.00	70.00
Deposit	12/01/2023			Tickets	General		002 WVGOPA...	80.00	150.00
Deposit	12/02/2023			Tickets	General		002 WVGOPA...	40.00	190.00
Deposit	12/03/2023			Tickets	General		002 WVGOPA...	50.00	240.00
Deposit	12/04/2023			Tickets	General		002 WVGOPA...	23.00	263.00
Deposit	12/05/2023			Tickets	General		002 WVGOPA...	50.00	313.00
Deposit	12/06/2023			Tickets	General		002 WVGOPA...	70.00	383.00
Deposit	12/07/2023			Tickets	General		General Court ...	50.00	433.00
Deposit	12/08/2023			Tickets	General		002 WVGOPA...	20.00	453.00
Deposit	12/11/2023			Tickets	General		002 WVGOPA...	40.00	493.00
Deposit	12/12/2023			Tickets	General		General Court ...	100.00	593.00
Deposit	12/12/2023			Tickets	General		002 WVGOPA...	60.00	653.00
Deposit	12/13/2023			Tickets	General		002 WVGOPA...	20.00	673.00
Deposit	12/16/2023			Tickets	General		002 WVGOPA...	50.00	723.00
Deposit	12/18/2023			Tickets	General		002 WVGOPA...	20.00	743.00
Deposit	12/19/2023			Tickets	General		General Court ...	60.00	803.00
Deposit	12/20/2023			Tickets	General		002 WVGOPA...	20.00	823.00
Deposit	12/26/2023			Tickets	General		002 WVGOPA...	30.00	853.00
Deposit	12/27/2023			Tickets	General		002 WVGOPA...	50.00	903.00
Deposit	12/27/2023			Tickets	General		General Court ...	30.00	933.00
Deposit	12/28/2023			Tickets	General		002 WVGOPA...	40.00	973.00
Deposit	12/29/2023			Tickets	General		002 WVGOPA...	30.00	1,003.00
Deposit	12/29/2023			Tickets	General		General Court ...	30.00	1,033.00
Deposit	12/30/2023			Tickets	General		002 WVGOPA...	30.00	1,063.00
Deposit	12/31/2023			Tickets	General		002 WVGOPA...	30.00	1,093.00
Total 342.2 Parking Fine Revenue								1,093.00	1,093.00
Total 342 - Parking Meter Revenue								16,407.21	16,407.21
345 - Rents & Concessions									
Deposit	12/04/2023	32248...	US Post Office	Nov 2023 Ren...	General		001 General Fu...	2,357.58	2,357.58
Deposit	12/04/2023	33253...	AT&T_c	Dec 2023 rent...	General		001 General Fu...	1,259.71	3,617.29
Total 345 - Rents & Concessions								3,617.29	3,617.29
376 - Table Gaming Income									
Deposit	12/18/2023		State of WV	Dec	General		001 General Fu...	1,020.85	1,020.85
Total 376 - Table Gaming Income								1,020.85	1,020.85
380 - Interest Earned on Investments									
Deposit	12/29/2023			Interest	Police		General Court ...	92.64	92.64
Deposit	12/29/2023			Interest	Police		HF/Bolivar Dru...	0.64	93.28
Deposit	12/29/2023			Interest	General		General Capital...	87.65	180.93
Deposit	12/29/2023			Interest	General		252PS - JSB P...	12.90	193.83
Deposit	12/29/2023			Interest	Police		Police Equipt R...	3.86	197.69
Deposit	12/29/2023			Interest	General		SWaN Escrow ...	109.99	307.68
Deposit	12/29/2023			Interest	Park and ...		HF Parks and ...	0.55	308.23
Deposit	12/29/2023			Interest	General		001 General Fu...	335.11	643.34
Deposit	12/31/2023			Interest	Hotel Occ...		Hotel Motel Tax	14.05	657.39
Total 380 - Interest Eamed on Investments								657.39	657.39
397 - Lottery									
Deposit	12/02/2023		State of WV	CT RACE	General		001 General Fu...	877.14	877.14
Deposit	12/09/2023		State of WV	CT RACE	General		001 General Fu...	919.88	1,797.02
Deposit	12/16/2023		State of WV	CT RACE	General		001 General Fu...	890.18	2,687.20
Deposit	12/18/2023		State of WV	Greenbrier	General		001 General Fu...	28.90	2,716.10
Deposit	12/23/2023		State of WV	CT RACE	General		001 General Fu...	897.62	3,613.72
Deposit	12/26/2023		State of WV	Lottery	General		001 General Fu...	68.32	3,682.04
Deposit	12/30/2023		State of WV	CT RACE	General		001 General Fu...	1,430.76	5,112.80
Total 397 - Lottery								5,112.80	5,112.80
399 - Miscellaneous Revenue									
Deposit	12/14/2023	1044	Virilissa_Breeden	Purchase of B...	General		001 General Fu...	25.00	25.00
Total 399 - Miscellaneous Revenue								25.00	25.00
Total General								31,763.89	31,763.89
Total Income								31,763.89	31,763.89
Gross Profit								31,763.89	31,763.89
Expense									
001.760 Parking									
Payroll-Parking									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	504.00	504.00
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	504.00	1,008.00
Total Payroll-Parking								1,008.00	1,008.00

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
December 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
PR Taxes-Parking									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	38.56	38.56
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	38.56	77.12
Total PR Taxes-Parking								77.12	77.12
001.761 Parking Expenses									
Credit Card Charge	12/18/2023	20952	Amazon.com	Breeden, per...	General		P-Card	14.99	14.99
Credit Card Charge	12/18/2023	184681	Amazon.com	Breeden, park...	General		P-Card	7.30	22.29
Total 001.761 Parking Expenses								22.29	22.29
Total 001.760 Parking								1,107.41	1,107.41
Culture & Rec Exp									
900 - Parks									
Materials & Supplies Pa									
Deposit	12/09/2023		Square	Processign fee	Park and ...		HF Parks and ...	1.49	1.49
Total Materials & Supplies Pa								1.49	1.49
Utilities Pa									
Bill	12/05/2023	00035...	Harpers Ferry Water ...	Nov usage, D...	General		20000 - Accou...	38.50	38.50
Bill	12/11/2023	11008...	Potomac Edison	Nov usage To...	General		20000 - Accou...	14.45	52.95
Total Utilities Pa								52.95	52.95
Total 900 - Parks								54.44	54.44
906 - Arts & Humanities -H									
Check	12/21/2023	307	Harpers Ferry Boliva...	OTC 2023 Be...	Hotel Occ...		Hotel Motel Tax	1,623.40	1,623.40
Check	12/21/2023	307	Harpers Ferry Boliva...	OTC 2023 Art...	Hotel Occ...		Hotel Motel Tax	6,050.00	7,673.40
Total 906 - Arts & Humanities -H								7,673.40	7,673.40
Total Culture & Rec Exp								7,727.84	7,727.84
001.402 - Economic Development									
Credit Card Charge	12/04/2023	24067	Jefferson Rentals, LLC	Morse, Cookie...	General		P-Card	21.19	21.19
Credit Card Charge	12/07/2023	82341	Wal Mart	Morse, Cookie...	General		P-Card	63.13	84.32
Credit Card Charge	12/07/2023	68682	Dollar Tree	Morse, Cookie...	General		P-Card	8.75	93.07
Total 001.402 - Economic Development								93.07	93.07
001.409 - Office of Mayor									
PR Taxes Employer M									
General Journal	12/29/2023			payroll 2023 1...	General		001 General Fu...	127.50	127.50
Total PR Taxes Employer M								127.50	127.50
Salary M									
General Journal	12/29/2023			payroll 2023 1...	General		001 General Fu...	1,666.67	1,666.67
Total Salary M								1,666.67	1,666.67
Total 001.409 - Office of Mayor								1,794.17	1,794.17
001.410 - Members of Council									
Salary Co									
General Journal	12/29/2023			payroll 2023 1...	General		001 General Fu...	5,000.00	5,000.00
Total Salary Co								5,000.00	5,000.00
Total 001.410 - Members of Council								5,000.00	5,000.00
001.411 - Office of Recorder									
Salary R									
General Journal	12/29/2023			payroll 2023 1...	General		001 General Fu...	1,500.00	1,500.00
Total Salary R								1,500.00	1,500.00
Total 001.411 - Office of Recorder								1,500.00	1,500.00
001.413 - Office of Treasurer									
Group Ins. T									
Check	12/13/2023	EFT	PEIA	Treasurer PEI...	General		Harpers Ferry ...	626.93	626.93
Total Group Ins. T								626.93	626.93
Pension Expense T									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	220.53	220.53
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	230.48	451.01
Total Pension Expense T								451.01	451.01

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
December 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
PR Taxes Employer T									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	164.57	164.57
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	173.04	337.61
General Journal	12/31/2023			move 'water' p...	General		-SPLIT-	-368.21	-30.60
Total PR Taxes Employer T								-30.60	-30.60
Salary T									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	2,450.37	2,450.37
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	2,560.85	5,011.22
General Journal	12/31/2023			move 'water' p...	General		PR Taxes Empl...	-5,441.04	-429.82
Total Salary T								-429.82	-429.82
Total 001.413 - Office of Treasurer								617.52	617.52
001.415 - Office of City Clerk									
Health Insurance CC									
Check	12/13/2023	EFT	PEIA	Clerk PEIA Pr...	General		Harpers Ferry ...	638.93	638.93
Total Health Insurance CC								638.93	638.93
Pension Expense CC									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	176.70	176.70
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	182.33	359.03
General Journal	12/29/2023			payroll 2023 1...	General		001 General Fu...	114.75	473.78
Total Pension Expense CC								473.78	473.78
PR Taxes Employer CC									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	145.95	145.95
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	150.73	296.68
Total PR Taxes Employer CC								296.68	296.68
Salary CC									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	1,963.34	1,963.34
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	2,025.90	3,989.24
General Journal	12/29/2023			payroll 2023 1...	General		001 General Fu...	382.50	4,371.74
Total Salary CC								4,371.74	4,371.74
Total 001.415 - Office of City Clerk								5,781.13	5,781.13
001.440 - City Hall									
Payroll Processing-C									
General Journal	12/07/2023			payroll proces...	General		001 General Fu...	44.13	44.13
General Journal	12/21/2023			payroll proces...	General		001 General Fu...	27.32	71.45
General Journal	12/29/2023			payroll proces...	General		001 General Fu...	60.95	132.40
Total Payroll Processing-C								132.40	132.40
Auto Supplies (Gas & Oil) C									
Bill	12/04/2023	NP655...	Fuelman	November us...	General		20000 - Accou...	62.07	62.07
Total Auto Supplies (Gas & Oil) C								62.07	62.07
Bank Fees									
Check	12/11/2023		Bank of Charles Town	NSF Fleming ...	Hotel Occ...		Hotel Motel Tax	7.00	7.00
Total Bank Fees								7.00	7.00
Contracted Services C									
Bill	12/01/2023	75707	Advantage Technolo...	INV 75707 Su...	General		20000 - Accou...	262.73	262.73
Credit Card Charge	12/05/2023	05509	Merry Maids	Morse, Cleaning	General		P-Card	218.28	481.01
Credit	12/12/2023	75827	Advantage Technolo...	refund for nom...	General		20000 - Accou...	-71.25	409.76
Credit Card Charge	12/19/2023	23047	Merry Maids	Morse, office c...	General		P-Card	218.28	628.04
Total Contracted Services C								628.04	628.04
Insurance and Bonds									
Bill	12/02/2023	105427	WV Corp	Jan - Mar 2024	General		20000 - Accou...	1,070.24	1,070.24
Bill	12/03/2023	36667...	ENCOVA Insurance	Payment 3 W...	General		20000 - Accou...	256.15	1,326.39
Total Insurance and Bonds								1,326.39	1,326.39
Leased Equipment C									
Check	12/11/2023	EFT	Leaf	Dec Copier le...	General		001 General Fu...	104.50	104.50
Total Leased Equipment C								104.50	104.50
Pension Expense C									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	205.39	205.39
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	186.43	391.82
Total Pension Expense C								391.82	391.82

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
December 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
PR Taxes Employer C									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	243.64	243.64
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	232.14	475.78
General Journal	12/31/2023			move 'GF' port...	General		-SPLIT-	584.49	1,060.27
Total PR Taxes Employer C								1,060.27	1,060.27
Professional Services C									
Bill	12/28/2023	32364	CoxHollidayyoung PL...	Dec 2023 Acc...	General		20000 · Accou...	812.04	812.04
Total Professional Services C								812.04	812.04
Salaries & Wages C									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	3,184.85	3,184.85
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	3,034.37	6,219.22
General Journal	12/31/2023			move 'GF' port...	General		PR Taxes Empl...	7,770.00	13,989.22
Total Salaries & Wages C								13,989.22	13,989.22
Telephone C									
Bill	12/12/2023	022719	Frontier	Telephone DE...	General		20000 · Accou...	196.59	196.59
Bill	12/20/2023	07305...	Frontier	Telephone DE...	General		20000 · Accou...	66.04	262.63
Total Telephone C								262.63	262.63
Utilities C									
Bill	12/05/2023	00010...	Harpers Ferry Water ...	November Us...	General		20000 · Accou...	28.43	28.43
Bill	12/11/2023	11008...	Potomac Edison	Nov usage To...	General		20000 · Accou...	123.58	152.01
Bill	12/11/2023	11014...	Potomac Edison	Nov usage To...	General		20000 · Accou...	17.67	169.68
Bill	12/11/2023	11008...	Potomac Edison	Nov usage To...	General		20000 · Accou...	152.37	322.05
Bill	12/17/2023	33794...	Waste Management ...	DEC 2023 To...	General		20000 · Accou...	518.51	840.56
Bill	12/26/2023	33958...	Waste Management ...	DEC 2023 To...	General		20000 · Accou...	646.09	1,486.65
Total Utilities C								1,486.65	1,486.65
220 G · Advertising/Legal Publications									
Bill	12/13/2023	65226	Jefferson Publishing ...	Inv 65226 Leg...	General		20000 · Accou...	24.06	24.06
Total 220 G · Advertising/Legal Publications								24.06	24.06
341 G · Materials & Supplies C									
Credit Card Charge	12/01/2023		Adobe Pro	Kelly, subscrip...	General		P-Card	21.19	21.19
Credit Card Charge	12/01/2023	55862	Meadow Farms	Morse, Christ...	General		P-Card	20.00	41.19
Credit Card Charge	12/04/2023	3802512	Amazon.com	Kelly, calendars	General		P-Card	19.95	61.14
Credit Card Charge	12/04/2023	514147	Adobe Pro	Kelly, visio	General		P-Card	21.19	82.33
Credit Card Charge	12/04/2023	424938	Amazon.com	Breeden, offic...	General		P-Card	29.70	112.03
Credit Card Charge	12/04/2023	59346	Amazon.com	Breeden, offic...	General		P-Card	10.05	122.08
Credit Card Charge	12/08/2023	23076...	Zoom Video Commu...	Kelly, monthly ...	General		P-Card	84.97	207.05
Credit Card Charge	12/11/2023	92993	Wal Mart	Breeden, offic...	General		P-Card	26.68	233.73
Credit Card Charge	12/14/2023	492002	Amazon.com	Breeden, paper	General		P-Card	49.99	283.72
Credit Card Charge	12/18/2023	20952	Amazon.com	Breeden, offic...	General		P-Card	9.99	293.71
Credit Card Charge	12/18/2023	184681	Amazon.com	Breeden, offic...	General		P-Card	4.90	298.61
Credit Card Charge	12/23/2023	03464...	MicroSoft	Kelly, monthly ...	General		P-Card	5.30	303.91
Bill	12/28/2023	32364	CoxHollidayyoung PL...	Dec 2023 RN ...	General		20000 · Accou...	62.03	365.94
Credit Card Charge	12/28/2023	52578	Contractor Resource	Kelly, OCO ref...	General		P-Card	192.99	558.93
Total 341 G · Materials & Supplies C								558.93	558.93
Total 001.440 · City Hall								20,846.02	20,846.02
001.700 · Police Dept									
Contracted Services-P									
Bill	12/01/2023	75707	Advantage Technolo...	INV 75707 Su...	Police		20000 · Accou...	262.73	262.73
Total Contracted Services-P								262.73	262.73
Departmental Supplies-P									
Auto Supplies and Fuel - P									
Check	12/04/2023	EFT	Fuelman	NP65567979 ...	Police		001 General Fu...	1,102.07	1,102.07
Credit Card Charge	12/04/2023	683225	Amazon.com	Breeden, auto...	Police		P-Card	55.86	1,157.93
Credit Card Charge	12/04/2023	424938	Amazon.com	Breeden, auto...	Police		P-Card	77.54	1,235.47
Total Auto Supplies and Fuel - P								1,235.47	1,235.47
Payroll Processing-P									
General Journal	12/07/2023			payroll proces...	Police		001 General Fu...	44.13	44.13
General Journal	12/21/2023			payroll proces...	Police		001 General Fu...	27.32	71.45
Total Payroll Processing-P								71.45	71.45

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
December 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Office Supplies and Materials									
Credit Card Charge	12/11/2023	92993	Wal Mart	Breeden, offic...	Police		P-Card	6.84	6.84
Credit Card Charge	12/18/2023	68293	US Post Office	Breeden, post...	Police		P-Card	67.83	74.67
Credit Card Charge	12/18/2023	343475	Amazon.com	Breeden, paper	Police		P-Card	26.12	100.79
Credit Card Charge	12/18/2023	20952	Amazon.com	Breeden, offic...	Police		P-Card	35.31	136.10
Credit Card Charge	12/18/2023	704733	US Post Office	Breeden, post...	Police		P-Card	8.56	144.66
Bill	12/28/2023	32364	CoxHollidayoung PL...	Dec 2023 RN ...	Police		20000 · Accou...	62.03	206.69
Total Office Supplies and Materials								206.69	206.69
Total Departmental Supplies-P								1,513.61	1,513.61
PEIA/Workers Comp-P									
Check	12/13/2023	EFT	PEIA	POLIC PEIA ...	Police		Harpers Ferry ...	4,099.76	4,099.76
Total PEIA/Workers Comp-P								4,099.76	4,099.76
Pension-P									
General Journal	12/07/2023			payroll 2023 1...	Police		001 General Fu...	967.08	967.08
General Journal	12/21/2023			payroll 2023 1...	Police		001 General Fu...	672.53	1,639.61
Total Pension-P								1,639.61	1,639.61
PR Taxes Employer -P									
General Journal	12/07/2023			payroll 2023 1...	Police		001 General Fu...	1,051.51	1,051.51
General Journal	12/21/2023			payroll 2023 1...	Police		001 General Fu...	684.90	1,736.41
Total PR Taxes Employer -P								1,736.41	1,736.41
Printing-Leased Equip. - P									
Check	12/04/2023	EFT	DDL Business	December lea...	Police		001 General Fu...	71.50	71.50
Total Printing-Leased Equip. - P								71.50	71.50
Property Ins and Bonds-P									
Bill	12/02/2023	105427	WV Corp	Jan - Mar 2024	Police		20000 · Accou...	3,321.30	3,321.30
Bill	12/03/2023	36667...	ENCOVA Insurance	Payment 3 W...	Police		20000 · Accou...	255.75	3,577.05
Total Property Ins and Bonds-P								3,577.05	3,577.05
Salaries and Wages-P									
General Journal	12/07/2023			payroll 2023 1...	Police		001 General Fu...	13,801.79	13,801.79
General Journal	12/21/2023			payroll 2023 1...	Police		001 General Fu...	9,009.70	22,811.49
Total Salaries and Wages-P								22,811.49	22,811.49
Telephone-P									
Bill	12/12/2023	022719	Frontier	Telephone DE...	Police		20000 · Accou...	196.59	196.59
Bill	12/20/2023	07305...	Frontier	Telephone DE...	Police		20000 · Accou...	66.04	262.63
Total Telephone-P								262.63	262.63
Utilities-P									
Check	12/04/2023	eft	ADT Security	2023 December	Police		001 General Fu...	66.10	66.10
Bill	12/05/2023	00010...	Harpers Ferry Water ...	November Us...	Police		20000 · Accou...	28.43	94.53
Bill	12/11/2023	11008...	Potomac Edison	November us...	Police		20000 · Accou...	112.77	207.30
Bill	12/17/2023	33794...	Waste Management ...	DEC 2023 tow...	Police		20000 · Accou...	71.72	279.02
Bill	12/26/2023	33958...	Waste Management ...	DEC 2023 tow...	Police		20000 · Accou...	71.72	350.74
Total Utilities-P								350.74	350.74
Wireless-P									
Bill	12/16/2023	87644...	AT&T	ACCT 876443...	Police		20000 · Accou...	364.68	364.68
Total Wireless-P								364.68	364.68
WV, Friendship									
Check	12/01/2023	EFT	State of WV	November 20...	Police		General Court ...	386.00	386.00
Total WV, Friendship								386.00	386.00
345 P · Uniforms-P									
Credit Card Charge	12/18/2023	38482	Galls	Breeden, unifo...	Police		P-Card	116.62	116.62
Credit Card Charge	12/18/2023	184681	Amazon.com	Breeden, unifo...	Police		P-Card	12.25	128.87
Total 345 P · Uniforms-P								128.87	128.87
Total 001.700 · Police Dept								37,205.08	37,205.08
001.750 · Street Department									
Auto Supplies (Gas & Oil) St									
Bill	12/04/2023	NP655...	Fuelman	November us...	General		20000 · Accou...	210.85	210.85
Credit Card Charge	12/22/2023	24569	Auto Zone	Waters, auto ...	General		P-Card	74.18	285.03
Total Auto Supplies (Gas & Oil) St								285.03	285.03

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
December 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Group Ins. St									
Bill	12/02/2023	105427	WV Corp	Jan - Mar 2024	General		20000 · Accou...	1,330.19	1,330.19
Bill	12/03/2023	36667...	ENCOVA Insurance	Payment 3 W...	General		20000 · Accou...	54.25	1,384.44
Total Group Ins. St								1,384.44	1,384.44
Maint & Repair to Autos St									
Credit Card Charge	12/21/2023	00093	340 Oil-N-Lube	Waters oil cha...	General		P-Card	79.45	79.45
Credit Card Charge	12/21/2023	38604	FCI Group	Waters, inspe...	General		P-Card	15.00	94.45
Total Maint & Repair to Autos St								94.45	94.45
Maint & Repair to Equip. St									
Credit Card Charge	12/01/2023	69578	Home Depot	Waters, fuel, b...	General		P-Card	48.97	48.97
Total Maint & Repair to Equip. St								48.97	48.97
Material and Supplies St									
Credit Card Charge	12/01/2023	12697	Wal Mart	Morse, Christ...	General		P-Card	61.76	61.76
Credit Card Charge	12/01/2023	69578	Home Depot	Waters, trash ...	General		P-Card	95.90	157.66
Credit Card Charge	12/01/2023	668078	Home Depot	Waters, Poto...	General		P-Card	18.85	176.51
Credit Card Charge	12/04/2023	668151	Home Depot	Morse, Christ...	General		P-Card	46.89	223.40
Credit Card Charge	12/04/2023	8086	Home Depot	Waters, Poto...	General		P-Card	23.96	247.36
Total Material and Supplies St								247.36	247.36
Pension Expense St									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	198.82	198.82
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	184.34	383.16
Total Pension Expense St								383.16	383.16
PR Taxes Employer St									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	168.99	168.99
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	156.69	325.68
Total PR Taxes Employer St								325.68	325.68
Salaries & Wages St									
General Journal	12/07/2023			payroll 2023 1...	General		001 General Fu...	2,209.13	2,209.13
General Journal	12/21/2023			payroll 2023 1...	General		001 General Fu...	2,048.20	4,257.33
Total Salaries & Wages St								4,257.33	4,257.33
Uniforms									
Credit Card Charge	12/19/2023	68001	SafeRite Solutions	Morse, uniforms	General		P-Card	78.84	78.84
Credit Card Charge	12/29/2023	54978	Vital Signs	Waters, unifor...	General		P-Card	15.00	93.84
Total Uniforms								93.84	93.84
Utilities St									
Bill	12/05/2023	00020...	Harpers Ferry Water ...	November Us...	General		20000 · Accou...	240.00	240.00
Total Utilities St								240.00	240.00
Total 001.750 · Street Department								7,360.26	7,360.26
001.751 · Street Lights									
Utilities SI									
Bill	12/05/2023	11008...	Potomac Edison	November Us...	General		20000 · Accou...	982.20	982.20
Bill	12/11/2023	11011...	Potomac Edison	Nov usage Po...	General		20000 · Accou...	28.71	1,010.91
Total Utilities SI								1,010.91	1,010.91
Total 001.751 · Street Lights								1,010.91	1,010.91
001.752 · Street Signs									
Materials & Supplies S									
Bill	12/06/2023	8210	Vital Signs	INV 8210 No ...	General		20000 · Accou...	40.00	40.00
Total Materials & Supplies S								40.00	40.00
Total 001.752 · Street Signs								40.00	40.00
Total Expense								90,083.41	90,083.41
Net Ordinary Income								-58,319.52	-58,319.52
Net Income								-58,319.52	-58,319.52

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Accrual Basis

Corp. of Harpers Ferry Profit & Loss Detail (Water Only)

December 2023

Item 5.a.
P&L - Water

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
400 - Water Department Income									
421 - Non Utility Income									
419. - Interest									
Deposit	12/29/2023			Interest	Water		SB 234 Checki...	64.85	64.85
Deposit	12/29/2023			Interest	Water		HF Water Wor...	7.87	72.72
Deposit	12/29/2023			Interest	Water		Water Improve...	0.10	72.82
Deposit	12/29/2023			Interest	Water		Water Rev Ren...	80.52	153.34
Deposit	12/29/2023			Interest	Water		Water Fund Ch...	100.63	253.97
Total 419. - Interest								253.97	253.97
Total 421 - Non Utility Income								253.97	253.97
461 - Customers - Water Bill Payments									
462 - Customer Hydrants									
Deposit	12/07/2023			Fire Protection	Water		Water Fund Ch...	270.00	270.00
Deposit	12/19/2023			Fire Protection	Water		Water Fund Ch...	37.86	307.86
Deposit	12/20/2023			Fire Protection	Water		Water Fund Ch...	240.00	547.86
Total 462 - Customer Hydrants								547.86	547.86
461 - Customers - Water Bill Payments - Other									
General Journal	12/31/2023		Harpers Ferry_v	To adjust A/R ...	Water		141 Accounts ...	74,730.59	74,730.59
Total 461 - Customers - Water Bill Payments - Other								74,730.59	74,730.59
Total 461 - Customers - Water Bill Payments								75,278.45	75,278.45
471 - PSD bill processing									
Invoice	12/05/2023	122023	HF Bolivar Public Se...	December Bill...	Water		141 Accounts ...	2,334.00	2,334.00
Invoice	12/05/2023	122023	HF Bolivar Public Se...	Monthly paym...	Water		141 Accounts ...	500.00	2,834.00
Total 471 - PSD bill processing								2,834.00	2,834.00
Total 400 - Water Department Income								78,366.42	78,366.42
Total Income								78,366.42	78,366.42
Gross Profit								78,366.42	78,366.42
Expense									
400. - Water Department									
Bond Interest									
427.3 - Bonds Payable - Series C									
Check	12/13/2023	EFT	USDA	December 2023	Water		Water Fund Ch...	1,523.00	1,523.00
Total 427.3 - Bonds Payable - Series C								1,523.00	1,523.00
428 - USDA 2021 - Bonds Payable									
Check	12/11/2023	eft	USDA		Water		Water Fund Ch...	19,530.00	19,530.00
Total 428 - USDA 2021 - Bonds Payable								19,530.00	19,530.00
Total Bond Interest								21,053.00	21,053.00
631.1 - Prof Services-Accounting-Water									
Bill	12/28/2023	32364W	CoxHollidayoung PL...	Dec 2023 Ac...	Water		20000 - Accou...	405.96	405.96
Total 631.1 - Prof Services-Accounting-Water								405.96	405.96
341.2 Capital Outlay - Auto									
Check	12/18/2023	ach	Bank of Charles Town		Water		Water Fund Ch...	602.97	602.97
Check	12/26/2023	EFT	Bank of Charles Town	Water Truck I...	Water		Water Fund Ch...	647.24	1,250.21
Total 341.2 Capital Outlay - Auto								1,250.21	1,250.21
675.3 Uniforms									
Credit Card Charge	12/07/2023	066728	Tractor Supply	Spanos, unifor...	Water		P-Card	113.68	113.68
Total 675.3 Uniforms								113.68	113.68
Maintenance of Mains									
620.6 - Materials and Supplies									
Credit Card Charge	12/08/2023	456578	Harbor Freight	Veney, mains ...	Water		P-Card	193.49	193.49
Credit Card Charge	12/08/2023	1886077	Lowe's	Veney, mains ...	Water		P-Card	63.03	256.52
Total 620.6 - Materials and Supplies								256.52	256.52
Total Maintenance of Mains								256.52	256.52
408.12 - PR Taxes Employer Expense									
General Journal	12/07/2023			payroll 2023 1...	Water		001 General Fu...	984.01	984.01
General Journal	12/21/2023			payroll 2023 1...	Water		001 General Fu...	890.40	1,874.41
General Journal	12/31/2023			move 'water' p...	Water		PR Taxes Empl...	368.21	2,242.62
General Journal	12/31/2023			move 'GF' port...	Water		PR Taxes Empl...	-584.49	1,658.13
Total 408.12 - PR Taxes Employer Expense								1,658.13	1,658.13

Corp. of Harpers Ferry Profit & Loss Detail (Water Only)

December 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
427.3 - Municipal Bond Commission									
Check	12/05/2023	EFT	West Virginia Municip...	HAF-W-86-B...	Water		Water Fund Ch...	4,492.97	4,492.97
Total 427.3 - Municipal Bond Commission								4,492.97	4,492.97
601.3 - Plant - Salaries & Wages									
General Journal	12/07/2023			payroll 2023 1...	Water		001 General Fu...	9,127.43	9,127.43
General Journal	12/21/2023			payroll 2023 1...	Water		001 General Fu...	7,571.20	16,698.63
Total 601.3 - Plant - Salaries & Wages								16,698.63	16,698.63
601.7 - Office - Salaries & Wages									
General Journal	12/07/2023			payroll 2023 1...	Water		001 General Fu...	3,613.52	3,613.52
General Journal	12/21/2023			payroll 2023 1...	Water		001 General Fu...	3,980.54	7,594.06
General Journal	12/31/2023			move 'water' p...	Water		PR Taxes Empl...	5,441.04	13,035.10
General Journal	12/31/2023			move 'GF' port...	Water		PR Taxes Empl...	-7,770.00	5,265.10
Total 601.7 - Office - Salaries & Wages								5,265.10	5,265.10
604.8 - Pension Exp									
General Journal	12/07/2023			payroll 2023 1...	Water		001 General Fu...	1,146.69	1,146.69
General Journal	12/21/2023			payroll 2023 1...	Water		001 General Fu...	1,039.66	2,186.35
Total 604.8 - Pension Exp								2,186.35	2,186.35
605.8 - Employee PEIA Benefits									
Check	12/13/2023	EFT	PEIA	Water PEIA P...	Water		Harpers Ferry ...	3,698.94	3,698.94
Total 605.8 - Employee PEIA Benefits								3,698.94	3,698.94
615.3 - Utilities W									
Bill	12/05/2023	00010...	Harpers Ferry Water ...	November Us...	Water		20000 - Accou...	28.43	28.43
Bill	12/11/2023	11015...	Potomac Edison	Nov water tan...	Water		20000 - Accou...	72.92	101.35
Bill	12/11/2023	11008...	Potomac Edison	Nov usage wa...	Water		20000 - Accou...	2,248.23	2,349.58
Bill	12/12/2023	11008...	Potomac Edison	Nov usage Po...	Water		20000 - Accou...	133.82	2,483.40
Bill	12/17/2023	33794...	Waste Management ...	DEC 2023 To...	Water		20000 - Accou...	71.72	2,555.12
Bill	12/26/2023	33958...	Waste Management ...	DEC 2023 To...	Water		20000 - Accou...	71.72	2,626.84
Total 615.3 - Utilities W								2,626.84	2,626.84
618.3 - Plant Chemicals									
Bill	12/13/2023	10022...	CITCO Water	INV 10022887...	Water		20000 - Accou...	1,395.00	1,395.00
Bill	12/13/2023	10023...	CITCO Water	INV 10023954...	Water		20000 - Accou...	1,891.30	3,286.30
Total 618.3 - Plant Chemicals								3,286.30	3,286.30
620.3 - Plant - Material & Supplies									
Credit Card Charge	12/17/2023	20385	Amazon.com	Spalding, lase...	Water		P-Card	26.39	26.39
Total 620.3 - Plant - Material & Supplies								26.39	26.39
620.7 - Postage And Cust Acctg Supplies									
Bill	12/05/2023	20231...	Bank of Charles Town	Nov billing, Oc...	Water		20000 - Accou...	466.48	466.48
Credit Card Charge	12/07/2023	061851	US Post Office	Spalding, post...	Water		P-Card	132.00	598.48
Total 620.7 - Postage And Cust Acctg Supplies								598.48	598.48
620.8 - Office Supplies & Expenses									
631.2 - Payroll Processing-Water									
General Journal	12/07/2023			payroll proces...	Water		001 General Fu...	44.14	44.14
General Journal	12/21/2023			payroll proces...	Water		001 General Fu...	27.31	71.45
Total 631.2 - Payroll Processing-Water								71.45	71.45
620.8 - Office Supplies & Expenses - Other									
Bill	12/01/2023	75707W	Advantage Technolo...	INV 75707W ...	Water		20000 - Accou...	262.74	262.74
Credit Card Charge	12/04/2023	743689	Tractor Supply	Paradis, greas...	Water		P-Card	65.98	328.72
Credit Card Charge	12/18/2023	72092	Amazon.com	Breeden, enve...	Water		P-Card	60.78	389.50
Bill	12/28/2023	32364W	CoxHollidayoung PL...	Dec 2023 RN ...	Water		20000 - Accou...	61.94	451.44
Credit Card Charge	12/29/2023	4568	Amazon.com	Spalding, pap...	Water		P-Card	49.64	501.08
Credit Card Charge	12/29/2023	1386566	Amazon.com	Spalding, offic...	Water		P-Card	32.99	534.07
Total 620.8 - Office Supplies & Expenses - Other								534.07	534.07
Total 620.8 - Office Supplies & Expenses								605.52	605.52
620.8PM - Plant Maintenance MS									
Credit Card Charge	12/01/2023	43348	Biedlers Electric Mot...	Paradis, grease	Water		P-Card	56.76	56.76
Credit Card Charge	12/18/2023	72226	Wal Mart	Paradis, stora...	Water		P-Card	61.20	117.96
Total 620.8PM - Plant Maintenance MS								117.96	117.96
631.3 - Lab Services									
Bill	12/07/2023	WAT2...	West Virginia DHHR	INV WAT24-1...	Water		20000 - Accou...	20.00	20.00
Bill	12/12/2023	23304...	Pace Analytical	INV 23304688...	Water		20000 - Accou...	240.50	260.50
Credit Card Charge	12/14/2023	50816	US Post Office	Slusher, lab s...	Water		P-Card	9.85	270.35
Bill	12/20/2023	WAT2...	West Virginia DHHR	INV WAT24-1...	Water		20000 - Accou...	20.00	290.35
Bill	12/21/2023	WAT2...	West Virginia DHHR	INV WAT24-1...	Water		20000 - Accou...	20.00	310.35

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Accrual Basis

Corp. of Harpers Ferry **Profit & Loss Detail (Water Only)**

December 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total 631.3 · Lab Services								310.35	310.35
631.4PM · Plant Maintenance CS									
Check	12/05/2023	14879	H&H Technologies	20.5 hours 11...	Water		Water Fund Ch...	615.00	615.00
Check	12/05/2023	14879	H&H Technologies	4 trips @\$15/ea	Water		Water Fund Ch...	45.00	660.00
Check	12/11/2023	14880	H&H Technologies	13 Hours @ \$...	Water		Water Fund Ch...	390.00	1,050.00
Check	12/11/2023	14880	H&H Technologies	2 trips @ \$15/...	Water		Water Fund Ch...	30.00	1,080.00
Bill	12/20/2023	346	Direct Electric USA, ...	Potomac Rive...	Water		20000 · Accou...	825.00	1,905.00
Check	12/21/2023	14895	H&H Technologies	36.5 Hours 12...	Water		Water Fund Ch...	1,095.00	3,000.00
Check	12/21/2023	14895	H&H Technologies	5 trips @\$15....	Water		Water Fund Ch...	45.00	3,045.00
Total 631.4PM · Plant Maintenance CS								3,045.00	3,045.00
631.8 · Legal Fees and Studies									
Bill	12/01/2023	4425	Law Office of Hoy Sh...	INV 4425 - Tel...	Water		20000 · Accou...	770.00	770.00
Total 631.8 · Legal Fees and Studies								770.00	770.00
642.8 · Leased Equipment W									
Bill	12/01/2023	33983...	Waste Management ...	DEC lease, sl...	Water		20000 · Accou...	103.72	103.72
Bill	12/25/2023	42493Y	AC & T Co., Inc.	INV 42493Y S...	Water		20000 · Accou...	50.00	153.72
Total 642.8 · Leased Equipment W								153.72	153.72
650.8 · Auto & Transportation Expenses									
Bill	12/01/2023	2170	CARS	Maintenance ...	Water		20000 · Accou...	704.22	704.22
Bill	12/04/2023	NP655...	Fuelman	Nov 2023	Water		20000 · Accou...	423.38	1,127.60
Bill	12/13/2023	2278	CARS	INV 2278 Dod...	Water		20000 · Accou...	526.70	1,654.30
Credit Card Charge	12/14/2023	50998	Tractor Supply	Slusher, auto ...	Water		P-Card	30.98	1,685.28
Total 650.8 · Auto & Transportation Expenses								1,685.28	1,685.28
656.8 · Ins-Property, Liability, Workers									
Bill	12/02/2023	105427	WV Corp	Jan - Mar 2024	Water		20000 · Accou...	4,792.02	4,792.02
Bill	12/03/2023	36667...	ENCOVA Insurance	Payment 3 W...	Water		20000 · Accou...	209.25	5,001.27
Total 656.8 · Ins-Property, Liability, Workers								5,001.27	5,001.27
660.8 · Advertising & Legal Publication									
Credit Card Charge	12/06/2023	82341	Journal, The	Morse, Ad Mai...	Water		P-Card	61.42	61.42
Bill	12/07/2023	WV23...	Miss Utility	Nov calls	Water		20000 · Accou...	15.40	76.82
Total 660.8 · Advertising & Legal Publication								76.82	76.82
675.8 · Telephone W									
Bill	12/12/2023	022719	Frontier	Telephone DE...	Water		20000 · Accou...	196.58	196.58
Bill	12/13/2023	02272...	Comcast Internet	Telephone DEC	Water		20000 · Accou...	135.00	331.58
Bill	12/20/2023	07305...	Frontier	Telephone DE...	Water		20000 · Accou...	66.05	397.63
Total 675.8 · Telephone W								397.63	397.63
Total 400. · Water Department								75,781.05	75,781.05
Total Expense								75,781.05	75,781.05
Net Ordinary Income								2,585.37	2,585.37
Net Income								2,585.37	2,585.37

Corp. of Harpers Ferry

P & L Budget vs. Actual (General, Excluding Water & Coal)

July through December 2023

Ordinary Income/Expense	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Income				
General				
296 • Restricted Fund Balance	0.00	71,500.00	-71,500.00	0.0%
297 • Committed Fund Balance	0.00	1,000.00	-1,000.00	0.0%
298 • Assigned Fund Balance	0.00	274,050.00	-274,050.00	0.0%
299 • Unassigned Fund Balance	0.00	1,012,550.00	-1,012,550.00	0.0%
301-01 • Property Tax Current Year	59,319.79	82,681.00	-23,361.21	71.7%
303 • Oil & Gas Severance Tax	2,749.82	2,750.00	-0.18	100.0%
304 • Excise Tax on Utilities	4,040.13	10,000.00	-5,959.87	40.4%
305 • Business and Occupation Tax	106,259.23	180,000.00	-73,740.77	59.0%
306 • Liquor & Wine Tax	6,061.62	9,750.00	-3,688.38	62.2%
307 • Animal Control Tax	86.40	110.00	-23.60	78.5%
308 • Hotel Motel	38,907.49	70,000.00	-31,092.51	55.6%
314 • Sales Tax Revenue	144,769.52	265,000.00	-120,230.48	54.6%
320 • Fines, Fees & Court Cost	10,970.25	25,000.00	-14,029.75	43.9%
320_399 • Police Department Rev Sources	0.00			
325 • Licenses	5,312.73	5,500.00	-187.27	96.6%
326 • Building Permit Fees	1,076.74	3,500.00	-2,423.26	30.8%
327 • Miscellaneous Permits (Parking)	450.00	500.00	-50.00	90.0%
328 • Franchise Fees	1,713.59	3,000.00	-1,286.41	57.1%
330 • IRP Fees	2,698.97	4,000.00	-1,301.03	67.5%
340 • Parks and Rec.	1,271.32	1,000.00	271.32	127.1%
342 • Parking Meter Revenue	140,097.27	210,000.00	-69,902.73	66.7%
345 • Rents & Concessions	56,960.06	85,000.00	-28,039.94	67.0%
365 • Federal Government Grants	0.00	3,500.00	-3,500.00	0.0%
368 • Contributions from other Entiti	4,940.00	85,000.00	-80,060.00	5.8%
376 • Table Gaming Income	7,879.16	15,000.00	-7,120.84	52.5%
380 • Interest Earned on Investments	3,515.79	3,000.00	515.79	117.2%
382 • Refunds and Rebates	839.53	1,500.00	-660.47	56.0%
397 • Lottery	17,971.12	37,000.00	-19,028.88	48.6%
399 • Miscellaneous Revenue	724.82	1,000.00	-275.18	72.5%
405 • Board of Zoning-Appeal	100.00	1,000.00	-900.00	10.0%
Total General	618,715.35	2,463,891.00	-1,845,175.65	25.1%
Total Income	618,715.35	2,463,891.00	-1,845,175.65	25.1%
Gross Profit	618,715.35	2,463,891.00	-1,845,175.65	25.1%
Expense				
001.760 Parking	7,602.89	11,110.56	-3,507.67	68.4%
405 - Board of Zoning Appeals	0.00	300.00	-300.00	0.0%
Capital Projects Expenditures				
001.975 • General Government	0.00	649,381.00	-649,381.00	0.0%
001.976 • Public Safety	0.00	50,000.00	-50,000.00	0.0%
001.977 • Street and Transportation	9,500.00	170,000.00	-160,500.00	5.6%
Total Capital Projects Expenditures	9,500.00	869,381.00	-859,881.00	1.1%

Item 5.a.
P&L Bud v Actual - Gen

Corp. of Harpers Ferry
P & L Budget vs. Actual (General, Excluding Water & Coal)
 July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Culture & Rec Exp				
900 • Parks	752.31	4,915.00	-4,162.69	15.3%
901 • Visitors Bureau -H	18,219.87	35,000.00	-16,780.13	52.1%
906 • Arts & Humanities -H	42,412.14	104,000.00	-61,587.86	40.8%
911 • Historical Landmarks Com.	0.00	1,500.00	-1,500.00	0.0%
916 • Library	0.00	4,500.00	-4,500.00	0.0%
Total Culture & Rec Exp	61,384.32	149,915.00	-88,530.68	40.9%
001.402 • Economic Development	2,837.13	13,000.00	-10,162.87	21.8%
001.409 • Office of Mayor	10,783.02	22,600.00	-11,816.98	47.7%
001.410 • Members of Council	10,382.50	21,900.00	-11,517.50	47.4%
001.411 • Office of Recorder	3,114.75	6,515.00	-3,400.25	47.8%
001.413 • Office of Treasurer	29,986.24	60,715.51	-30,729.27	49.4%
001.415 • Office of City Clerk	34,518.86	69,334.62	-34,815.76	49.8%
001.426 • Litigation Reserve	0.00	5,000.00	-5,000.00	0.0%
001.435 • Region 9 Dev. Authority	228.00	230.00	-2.00	99.1%
001.437 • Planning Commission	0.00	20,500.00	-20,500.00	0.0%
001.438 • Elections	0.00	0.00	0.00	0.0%
001.440 • City Hall	100,755.20	266,838.96	-166,083.76	37.8%
001.599 • Contingencies	0.00	243,000.00	-243,000.00	0.0%
001.700 • Police Dept	242,986.12	525,636.65	-282,650.53	46.2%
001.706 • Fire Dept	0.00	3,000.00	-3,000.00	0.0%
001.750 • Street Department	44,587.54	114,813.70	-70,226.16	38.8%
001.751 • Street Lights	6,551.52	17,600.00	-11,048.48	37.2%
001.752 • Street Signs	80.00	1,000.00	-920.00	8.0%
001.753 • Snow Removal	0.00	27,000.00	-27,000.00	0.0%
001.759 • Public Transit	0.00	4,500.00	-4,500.00	0.0%
417 • Office of Attorney	1,500.00	10,000.00	-8,500.00	15.0%
Total Expense	566,798.09	2,463,891.00	-1,897,092.91	23.0%
Net Ordinary Income	51,917.26	0.00	51,917.26	100.0%
Net Income	51,917.26	0.00	51,917.26	100.0%

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02/07/24

Accrual Basis

Corp. of Harpers Ferry
Profit & Loss Budget vs. Actual (Water Only)
 July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
General				
49900 - Uncategorized Income	0.00			
Total General	0.00			
400 - Water Department Income				
481 - Reimbursements	0.00	86,280.00	-86,280.00	0.0%
Bond Renewal & Repl 2.5% tmfr	10,300.00	20,875.00	-10,575.00	49.3%
419 - Interest Income Bonds	0.00	1,000.00	-1,000.00	0.0%
421 - Non Utility Income				
419 - Interest	1,580.77	1,200.00	380.77	131.7%
Total 421 - Non Utility Income	1,580.77	1,200.00	380.77	131.7%
461 - Customers - Water Bill Payments				
462 - Customer Hydrants	3,187.53	4,200.00	-1,012.47	75.9%
461 - Customers - Water Bill Payments - Other	457,211.93	835,000.00	-377,788.07	54.8%
Total 461 - Customers - Water Bill Payments	460,399.46	839,200.00	-378,800.54	54.9%
462.1 - Annual Fire Service Fee	0.00	3,000.00	-3,000.00	0.0%
471 - PSD bill processing	16,767.00	36,000.00	-19,233.00	46.6%
400 - Water Department Income - Other	122.00			
Total 400 - Water Department Income	489,169.23	987,555.00	-498,385.77	49.5%
Total Income	489,169.23	987,555.00	-498,385.77	49.5%
Gross Profit	489,169.23	987,555.00	-498,385.77	49.5%
Expense				
400 - Water Department				
Bond Interest				
427.3 - Bonds Payable - Series C	9,138.00	18,310.00	-9,172.00	49.9%
428 - USDA 2021 - Bonds Payable	117,225.00	234,360.00	-117,135.00	50.0%
Total Bond Interest	126,363.00	252,670.00	-126,307.00	50.0%
631.1 - Prof Services-Accounting-Water	6,463.50	13,000.00	-6,536.50	49.7%
334 - New Meters	0.00	4,000.00	-4,000.00	0.0%
334.0 Maintenance of Meters	162.95	3,000.00	-2,837.05	5.4%
341.2 Capital Outlay - Auto	7,501.26	15,500.00	-7,998.74	48.4%
605.8 Accrued Leave - Water	0.00	5,000.00	-5,000.00	0.0%
620.7a - Bank Service Charges	0.00	100.00	-100.00	0.0%
670.7 Bad Debt	0.00	2,500.00	-2,500.00	0.0%
675.3 Miscellaneous & General	0.00	200.00	-200.00	0.0%
675.3 Memberships/Dues/subscript	402.85	3,000.00	-2,597.15	13.4%
Maintenance of Mains	366.96	500.00	-133.04	73.4%
675.6 - Miscellaneous Expense	0.00	2,000.00	-2,000.00	0.0%
642.6 - Rental Equipment	0.00	3,000.00	-3,000.00	0.0%
620.6 - Materials and Supplies	4,899.03	10,000.00	-5,100.97	49.0%
636 - Contracted Services	10,800.00	22,600.00	-11,800.00	47.8%
Total Maintenance of Mains	15,699.03	37,600.00	-21,900.97	41.8%

*Item S.A.,
 P + L Budget vs actual -
 Water*

Corp. of Harpers Ferry
Profit & Loss Budget vs. Actual (Water Only)
July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
127 - Bond Renewal & Replacement Fund	10,300.00	20,875.00	-10,575.00	49.3%
408.10 - Assessments	1,746.96	2,300.00	-553.04	76.0%
408.12 - PR Taxes Employer Expense	10,923.66	23,685.00	-12,761.34	46.1%
427.3 - Municipal Bond Commission	26,957.82	54,045.00	-27,087.18	49.9%
601.3 - Plant - Salaries & Wages	106,044.16	208,272.00	-102,227.84	50.9%
601.7 - Office - Salaries & Wages	46,903.64	87,792.00	-40,888.36	53.4%
604.8 - Pension Exp	13,409.95	28,976.00	-15,566.05	46.3%
605.8 - Employee PEIA Benefits	21,194.74	39,440.00	-18,245.26	53.7%
615.3 - Utilities W	14,945.94	40,000.00	-25,054.06	37.4%
618.3 - Plant Chemicals	11,824.45	18,000.00	-6,175.55	65.7%
620.3 - Plant - Material & Supplies	3,884.08	6,000.00	-2,115.92	64.7%
620.6 - Maintenance of Hydrants	139.42	2,000.00	-1,860.58	7.0%
620.7 - Postage And Cust Accig Supplies	3,579.50	6,000.00	-2,420.50	59.7%
620.8 - Office Supplies & Expenses				
631.2 - Payroll Processing-Water	392.89	1,000.00	-607.11	39.3%
620.8 - Office Supplies & Expenses - Other	3,949.15	10,000.00	-6,050.85	39.5%
Total 620.8 - Office Supplies & Expenses	4,342.04	11,000.00	-6,657.96	39.5%
620.8PM - Plant Maintenance MS	2,548.22	2,000.00	548.22	127.4%
631.3 - Lab Services	3,773.61	7,000.00	-3,226.39	53.9%
631.4PM - Plant Maintenance CS	15,370.00	40,000.00	-24,630.00	38.4%
631.8 - Legal Fees and Studies	2,651.00	5,000.00	-2,349.00	53.0%
631.8 - Security 911 Notification	788.00	1,000.00	-212.00	78.8%
642.8 - Leased Equipment W	1,421.03	2,500.00	-1,078.97	56.8%
650.8 - Auto & Transportation Expenses	5,725.85	15,000.00	-9,274.15	38.2%
656.8 - Ins-Property, Liability, Workers	11,829.08	19,000.00	-7,170.92	62.3%
660.8 - Advertising & Legal Publication	198.24	1,000.00	-801.76	19.8%
675.3 - Training, Education, & Certif	0.00	1,000.00	-1,000.00	0.0%
675.8 - Telephone W	3,852.87	8,600.00	-4,647.13	46.0%
Total 400. - Water Department	481,413.81	987,555.00	-506,141.19	48.7%
Total Expense	481,413.81	987,555.00	-506,141.19	48.7%
Net Ordinary Income				
Other Income/Expense	7,755.42	0.00	7,755.42	100.0%
Other Income				
USDA Loan Proceeds	0.00			
Total Other Income				
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	7,755.42	0.00	7,755.42	100.0%

Item 6. b.



CORPORATION OF HARPERS FERRY

Ordinance Compliance Officer

Town Council Monthly Report

Town Hall • 1000 Washington Street, P.O. Box 217, Harpers Ferry, West Virginia 25425

PH: (304) 535-2206

TC Meeting Date: 1/12/24

Report on activities for the Month of January 2024

Permit Applications received for the month of December:

Date Received	Applicant Name and Project Site Address	Type of Application	Action Taken (sent to BZA, LM, PC, Legal, TC)	Application in Progress	Date Approved
1/23/24	M. Zeleke 828 Washington St.	ZCPA #2024-0002 Installation of driveway	This application has been referred to Landmarks and to Planning for review.	Yes	
1/29/24	Ben Smith Block LL, Lot 9 Fillmore St.	ZCPA #2024-0003 Construction of new home.	This application has been referred to Landmarks for review.	Yes	
1/30/24	E. Dimas 491 & 455 Washington St.	ZCPA #2024-0004 Demo of 2 non-contributing structures.	This application has been referred to Landmarks for review. BZA confirmed they do not have to review as they are non-contributing structures.	Yes	

Updates for the month of January on open applications:

Date Received	Applicant Name and Project Site Address	Type of Application	Action Taken (sent to BZA, LM, PC, Legal, TC)	Application in Progress	Date Approved
11/30/23	L. Thomas 970 W. Ridge St.	Zoning Compliance Permit Application #2023-024	<u>January Update:</u> BZA has scheduled a hearing date for February 27 th . <u>December Update:</u> 12/13/23 Applicant notified they need to go to BZA for a setback variance. Installation of a shed.	Yes	
8/29/23	B. Zampino Old Furnace Road	Sign Permit – Pine Grove Cemetery	<u>January Update:</u> Project in progress. <u>December Update:</u> Project in progress. <u>November Update:</u> Fee received on 11/1/23. Project in process. <u>Oct Update:</u> Waiting for payment of fee. <u>August:</u> Application incomplete. Reached out to applicant for additional information.	Yes	

3/23/23	Janis Thompson on behalf of the Weaver Family, Boundary Street	Demo Permit #2023-0006	<u>January Update: Still waiting on the family's decision as to what steps they are taking moving forward.</u> December Update: If the family continues to be nonresponsive, I will notify them that we are closing the application. November Update: Still no update from the family. October Update: No update from family due to death in the family. Sept: Sent e mail to owner inquiring what their intentions are now that the 90 period has elapsed. Aug: 8/30/23 Sent BZA a request for an update regarding the 90 day stay and conditions put on the applicant. No information has been provided. July: No progress on this project. June: Waiting for applicant to meet the BZA requirement as noted last month. May: BZA held a hearing on May 9th. Demo was approved provided the applicant met the following conditions: 1. Submission of a historic structure report with sufficient detail to reconstruct, which has been reviewed by the Historic Landmarks Commission for completeness. 2. Submission of a letter of consent to demolish the structure signed by all owners of the property. Apr: Hearing scheduled for May 9th at 6:30 pm. Mar: Forwarded application to BZA on 3/29/23 to schedule a public hearing.	Yes	
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Other Information to report during the month of January 2023:

Continue working with residents on 1109 Ordinance.

Had continued discussions with the Planning Commission regarding B. Buckley's lot subdivision. The issue will be heard again at the February PC meeting.

Had discussion with Ms. Succar regarding a clarification of a pergola vs a front porch for her proposed project on Fillmore Street.

Have had contact with Ms. Mary Fisher regarding her structure on VanWert Paper Street. She is willing to more and is looking for contractors who can do the job.

Spoke with owners of 455 Washington Street regarding potential demo permit and lot line adjustments.

Met with Christy Huddle regarding the installation of solar panels on her garage; she will submit a ZCPA.

Submitted by: Kevin Hamilton

Kevin Hamilton, OCO

Rev 3-6-19

JANUARY 2024 POLICE REPORT

ACCIDENTS 1

CALL OUTS 0

ASSISTS 5

CITATIONS 32

Insurance	1
MVI	5
Parking	20
Registration	6

INCIDENTS 226

Alarm	2
Assist Other Departments	5
Break & Enter	1
Building Check	16
Destruction of Property	1
Directed Patrol	104
EMS Assist	1
MVA	1
Parking	29
Public Service	3
Road Patrol	44
Traffic Hazard	4
Traffic Stops	14
Welfare Check	1

Page 1

Attachment Item 6.c. vi. FY '24 Water Budget Rev #2

FY 2023	HF Water Works Proposed	FY 2024	Actual as of	FY 2024	Net change
Line item	Description	REV 1	Dec-23	Proposed	FY 2024 Original
				REV 2	to REV 2
400	INCOME				
	Bond Renewal & repl 2/5%	\$20,875.00	\$10,300.00	\$20,875.00	\$0.00
	New Water Taps				\$0.00
	Capacity Improvement Fees				\$0.00
419	Interest Income Bonds	\$1,000.00	\$580.77	\$1,000.00	\$0.00
421	Non Utility Income				\$0.00
419	Interest	\$1,200.00	\$1,000.00	\$1,200.00	\$0.00
421 a	Other Income				\$0.00
421 B	Other Grants w				\$0.00
461	Customers				\$0.00
462	Customer Hydrants	\$4,200.00	\$3,187.53	\$6,000.00	\$1,800.00
461	Water Bill Payments	\$835,000.00	\$457,211.93	\$835,000.00	\$0.00
462.1	Annual Fire Service Fee	\$3,000.00		\$3,000.00	\$0.00
471	PSD Billing	\$36,000.00	\$16,767.00	\$36,000.00	\$0.00
	ARPA				\$0.00
472	AT&T Rent				\$0.00
	MISC		\$122.00	\$150.00	\$150.00
	SOFT Cost for Elks Run				\$0.00
	SB 234 (O&M)				\$0.00
	Renew Replace (Upgrade M/S C/S)	\$11,700.00		\$11,700.00	\$0.00
	Soft Cost from Plant Project	\$74,579.96		\$74,579.96	\$0.00
	Total Income	\$987,554.96	\$489,169.23	\$989,504.96	\$1,950.00

FY 2024 NOTES

connects to line 127 in expenses

actual tap fee rec'd

Actual fee rec

year end adjustment

Rate increase 25% + 5% rev increasea from 8% flow rate increase with new meters, full year numbers here.

ARPA for Elk Run

FY 2024 retroactive

Bond refund

to cover major leak repairs

in FY 23 REV 5 and FY 24 anticipated loss

FY 2023	HF Water Works Proposed	FY 2024	Actual as of	FY 2024	Net change
Line Item	Description	REV 1	Dec-23	Proposed	FY 2024 Original
				REV 2	to REV 2
EXPENSE					
631.1	Prof Services Accounting	\$13,000.00	\$6,463.50	\$13,000.00	\$0.00
	SB234				\$0.00
334	New Meter	\$4,000.00	\$0.00	\$4,000.00	\$0.00
334	Maint of Meters	\$3,000.00	\$162.95	\$3,000.00	\$0.00
341.2	Cap Outlay - Auto	\$15,500.00	\$7,501.26	\$15,500.00	\$0.00
605.8	Accrued Leave	\$5,000.00		\$5,000.00	\$0.00
620.7a	Bank Service Charge	\$100.00		\$100.00	\$0.00
670.7	Bad Debt	\$2,500.00		\$2,500.00	\$0.00
675.3	Uniforms	\$3,000.00	\$402.85	\$3,000.00	\$0.00
675.3	training	\$200.00		\$200.00	\$0.00
675.3	Membership/Dues	\$500.00	\$366.96	\$500.00	\$0.00
	Maint of Mains				\$0.00
675.6	Miscellaneous Expense	\$2,000.00	\$0.00	\$2,000.00	\$0.00
642.6	Rental Equipment	\$3,000.00	\$0.00	\$3,000.00	\$0.00
620.6	Materials/Supplies - Mains	\$10,000.00	\$4,899.03	\$10,000.00	\$0.00
636	Contracted Services	\$22,600.00	\$10,800.00	\$22,600.00	\$0.00
127	Bond Renewal and Replace	\$20,875.00	\$10,300.00	\$20,875.00	\$0.00
408.1	Assessments	\$2,300.00	\$1,746.96	\$2,300.00	\$0.00
408.12	PR tax expense Employer	\$23,685.08	\$10,923.66	\$23,685.08	(\$0.00)
427.3	Bonds Payable	\$252,670.00	\$126,363.00	\$252,670.00	\$0.00
427.3	Municipal Bond Comm	\$54,045.00	\$26,957.82	\$54,045.00	\$0.00
	Capital outlay - Distribution/Meters				\$0.00
601.3	Plant Salaries/Wages	\$208,271.56	\$106,044.16	\$208,271.56	(\$0.00)
601.7	Office Salaries/Wages	\$87,792.00	\$46,903.64	\$87,792.00	\$0.00
604.8	Pension Exp	\$28,976.32	\$13,409.95	\$28,976.32	\$0.00
605.8	Employee PEIA				\$0.00
	OPEB Water				\$0.00
605.8	Employee PEIA	\$39,440.00	\$21,194.74	\$39,440.00	\$0.00
615.3	Utilities	\$40,000.00	\$14,945.94	\$40,000.00	\$0.00
618.3	Plant Chemicals	\$18,000.00	\$11,824.45	\$19,000.00	\$1,000.00
620.3	Plant - Materials/Supplies	\$5,400.00	\$3,884.08	\$6,000.00	\$600.00
620.6	Maintenance of Hydrants	\$2,000.00	\$139.42	\$2,000.00	\$0.00
620.7	Postage/Cust Acct Supplies	\$6,000.00	\$3,579.50	\$6,000.00	\$0.00
631.2	Payroll Processing Water	\$1,000.00	\$392.89	\$1,000.00	\$0.00
620.8	Office Supplies/Exp	\$10,000.00	\$3,949.15	\$10,000.00	\$0.00
620.8	Plant Maintenance Supplies	\$2,600.00	\$2,548.22	\$3,500.00	\$900.00
631.3	Lab Services	\$7,000.00	\$3,773.61	\$7,000.00	\$0.00
631.4	Plant Maint Contract SVC	\$40,000.00	\$15,370.00	\$39,450.00	(\$550.00)
631.8	Legal Fees and Studies	\$5,000.00	\$2,651.00	\$5,000.00	\$0.00
631.8	Security 911 notification	\$1,000.00	\$788.00	\$1,000.00	\$0.00

avg \$1000/mo
our obligation has been met until next rate change
\$3000/month beginning October (\$27K) for New Meter service + incidentals until then
Incidentals until new meters
\$602 + \$650 per month payments
Investigating uniform service, quote forthcoming
Rural Water Annual Membership
rental of bobcat for emergencies/ground penetrating radar
\$1600 Spring valves?
3 repairs not included in WDA grant @\$3900 ea + \$10K paving
2.256% of water bills, relates in income line bond R&R
Annual assessment from PSC
8% of plant and office salaries
monthly pay on new \$20K/mo + Series C
Municipal Bond B defeased in FY 2023 - \$3955 annual
Annual commitment for WDA construction and meters loan
includes 5% COLA--- \$9000 more if all positions advance as of July 1
Water clerk & 1/3 of financial office + 1/2 admin beg oct
9% of full time
Post employment benefits, included in 604.8 Pension Exp
PEIA DATA for cost increase is 16%. This is not a finalized number. Budget reflecting 20%
\$30K electric, \$6K Propane, \$1200 refuse, \$360 Water (office), \$2000 Diesel
based on volume purchases planned for year
Lab chemicals \$3000,
paint hydrants
high in 22 for copper lead survey
high in 22 for copper lead survey
tools,
normal & Copper/lead reporting
Septic \$2900, Diesel Maint \$2000, Lab Equip Maint \$7500, Compressor \$1000, Water Softner, \$500, H&H*
robo calls

FY 2023	HF Water Works Proposed	FY 2024	Actual as of	FY 2024	Net change
Line item	Description	REV 1	Dec-23	Proposed	FY 2024 Original
				REV 2	to REV 2
642.8	Leased Equipment W	\$2,500.00	\$1,421.03	\$2,500.00	\$0.00
650.8	Auto & Transportation	\$15,000.00	\$5,725.85	\$15,000.00	\$0.00
656.8	Ins- Prop, Liab, Worker/Como	\$19,000.00	\$11,829.08	\$19,000.00	\$0.00
660.8	Advertising & Legal Publication	\$1,000.00	\$198.24	\$1,000.00	\$0.00
675.8	Telephone	\$8,600.00	\$3,952.87	\$8,600.00	\$0.00
	Travel Expense/Training	\$1,000.00	\$0.00	\$1,000.00	\$0.00
	Distribution System RESERVE				\$0.00
					\$0.00
	Total Exp	\$987,554.96	\$481,413.81	\$989,504.96	\$1,950.00
				\$0.00	\$0.00
	Net Diff Income/Exp				\$0.00

Office phone lease (1.5yrs left), sludge container, storage container for 3 months
 Gas/maintenance to autos and equipment/transmission
 New plant set at \$4MM
 miss utility and newspaper
 new contract from Comcast reduces bill by \$200 per month
 For training - Styer and apprenticeships
 Reserve for distribution system \$66,259.00

Tree Commission Annual Report for 2023

TREE WORK DONE: In 2023, there were 7 street trees removed, 20 trees pruned, 5 stumps ground up, and 2 trees planted. Tree Commission member Christy Huddle was successful in getting one of the 7 trees, blown over in the 700 block of Washington Street, removed by the WV Highway Department.

During the growing season, Christy and volunteer Robert Nelson fixed/removed stakes and ties, watered new trees, mulched some trees, and fixed the tree caging on trees as needed.

ARBOR DAY: Arbor Day was celebrated on April 22, 2023, with the planting of one of the two trees provided by the state, in the 700 block of Fillmore Street. The Tree Commission members were joined by volunteers Robert and Deb Thomas, and Samuel Adams from the WV Division of Forestry. Christy and Robert planted the second tree in the fall in the 700 block of Washington Street.

TREE CITY USA: Christy Huddle completed the application for designation as a Tree City USA for 2023. Christy also asked that the town post the Tree City USA signs. (These signs are typically displayed in the street right-of-way on metal posts.)

DEMONSTRATION CITY MATCHING GRANT: Christy Huddle prepared the grant application for the Tree Commission, and obtained a matching grant from the WV Division of Forestry in the amount of \$3,500, matched by \$3,000 in town funds and \$1,066 in in-kind services (primarily volunteer labor). The work for the grant should be completed within the next few weeks. Christy Huddle provided the contractor oversight for the work done by the contractor.

DAMAGE CAUSED BY TREES BLOWN DOWN: In addition to the tree mentioned above on Washington Street, the Tree Commission (Christy Huddle) also investigated the location of a tree blown down near the Church Street right of way. The tree was ivy-covered and on a slope, two conditions that likely contributed to the tree snapping off about 15' up the trunk. The tree did damage to the property across the street. Christy determined that the tree was located on NPS property. Climate change will bring stronger winds to blow down trees weakened by extended dry periods and increased insect damage.

Words in brackets to be removed; words underlined to be added.

Harpers Ferry Tree Plan and Standards



For Trees on Public and Private Property in the Town of Harpers Ferry

Updated by the Tree Commission on January 25, 2024

Adopted by the Town Council on _____

INTRODUCTION

The Harpers Ferry Tree Conservation Ordinance (Article 1104) mandates that the Tree Commission prepare a written plan each year for the "care, preservation, pruning, planting, replanting, removal, or disposition of trees" along streets and in other public areas. The Ordinance also requires the Tree Commission to review landscaping plans for development of commercial property and make recommendations as to tree preservation and planting, in accordance with adopted tree specifications and standards. In the following sections, this Tree Plan is intended to meet these two ordinance requirements. Each section identifies work remaining to be done or Action Items.

Benefits of Trees	3
Tree Inventory and Canopy Coverage Map Link	4
Landmark Tree Program	5
Street Trees and Trees on Other Publicly Owned Property	7
Approved Street Tree List	8
Trees on Privately Owned Property	10
Forest Preservation and Viewshed Management	11
Undesirable and Invasive Species	15

For more information and to download forms and maps mentioned in this Plan, go to the Harpers Ferry Tree Commission [website](#)

BENEFITS OF TREES

Beyond their obvious aesthetic contribution, trees add significantly to the quality of life in Harpers Ferry by providing substantial environmental, energy conservation, economic and health-related benefits.

Air quality: trees intercept airborne particulates and take up gaseous pollutants.

Water quality: trees reduce pollution in waterways and groundwater by using up excessive nutrients in runoff.

Stormwater management: trees reduce peak stormwater runoff, stream channel erosion, and the costs of stormwater runoff control. Harpers Ferry tree canopy coverage is just under 70 percent according to a county-wide assessment made by the Jefferson County Planning Department in 2009.

Climate: trees moderate temperatures and offset heat island effects by influencing air temperature, air movement, humidity, and solar radiation.

Energy: trees reduce energy needs and costs of cooling and heating.

Soil resources: trees stabilize soils and reduce soil erosion.

Wildlife: trees provide essential habitat for a multitude of flora and fauna, bringing stability through diversity to the urban environment.

Visual relief: trees help frame views and vistas, add diversity to manmade landscapes, and soften or screen otherwise stark urban settings.

Recreation: trees provide greenways that afford much needed opportunities for active and passive recreation in urban settings. They are a vital feature in parks and provide welcome shade to summer sidewalks.

Value added and money saved: Some of the cost benefits of trees can be quantified. For example, a U.S. Forest Service study showed that trees can increase real estate values by 3-20 percent. At maturity, as few as three trees planted near each home in a community can reduce residential air conditioning demand on a hot summer day by 10-15 percent.

TREE INVENTORY

Tree Canopy Coverage

As stated in the Benefits, Harpers Ferry has a very high canopy coverage rate. The County's Urban Tree Canopy Plan and Goals [found] stated that the tree canopy coverage in Harpers Ferry is 69%, based on analysis done in 2010. The report is available on the County's [website](#).



Street trees

In 2009, a town-wide tree inventory was conducted of street trees within most of the paved public rights of way. The inventory includes recommended removals, trimming, and other work to preserve the health of the urban canopy. There are many locations along the town's streets that would be suitable for additional street tree plantings. The inventory is kept updated as trees are removed or added for tree type, location, age, and health.

Trees on other publicly owned land

Much of the forested areas on Park Service property and land owned by Harpers Ferry, including paper streets, has been left to natural forces. Trees have been toppled by storms, died of disease, and invaded by ivy. A forest health inventory would provide more detail on our forest resources and point to measures for improving the forest health.

Trees on private land

Privately held forested areas exhibit the same conditions as that of the publicly owned land. Applicants for development are currently required to indicate trees over 6 inches in diameter on the site plan. [Amendments to the town's Zoning Ordinance now being considered would expand the site plan requirements to preserve trees on steep slopes.] The Town Zoning Ordinance should be amended to include site plan requirements to preserve trees on steep slopes.

TREE INVENTORY ACTION ITEMS:

1. Update the Tree Inventory [in 2013] as needed and make it accessible online.
2. Research grant programs or other low cost programs that could undertake an inventory of the forest health of the Ridge Street Stream Valley as recommended by the Comprehensive Plan.

3. [Evaluate street rights of way for locations for new street tree plantings. Develop a map of possible locations, indicating for each location the recommended size of tree and constraints.] Maintain a list of possible locations for new street trees, indicating appropriate tree size and any constraints.

LANDMARK TREE PROGRAM

Purpose: The Landmark Tree Program, adopted by the Harpers Ferry Tree Commission, supports the preservation and awareness of notable trees within our community. Landmark Trees, whether on public or private property, are distinct and unique living resources. The criteria for designating a Landmark Tree are:

1. The tree is an outstanding specimen of a desirable species;
2. The tree is one of the largest or oldest in our community;
3. The tree is of historical interest;
4. The tree is of distinctive form; or
5. The tree is an unusual species or otherwise unique.

Approval process: The process for requesting that a tree be given Landmark status is as follows:

1. A written proposal (or Committee's nomination form) is submitted to the Tree Commission nominating a potential Landmark Tree. Any member of the community may nominate any tree in Harpers Ferry, public or private. The proposal should state the genus, species, and common name of the tree (if known), along with the criteria met for nomination.
2. If the tree is on private property, the Tree Commission notifies the property owner of the nomination. Tree owners have the opportunity to be fully involved in the designation process. If the tree is located along a property line, adjacent property owners are also notified.
3. Proposals are reviewed and discussed by the Tree Commission at a regular meeting. The Committee then votes for or against nomination.
4. The nomination is forwarded to the Historic Landmarks Commission for its consideration, if the tree is of historical value.
5. The nomination is then sent to the Town Council for its approval.
6. If the Landmark Tree nomination is approved by the Town Council, the Tree Commission Chairman will send an official Landmark Tree Letter of Recognition to the property owner (if on private property), and a copy will be sent to the person who submitted the proposal.

List of Landmark Trees: [REVISE LIST TO DELETE THOSE TREES THAT NO LONGER EXIST; elm, spruces, and weeping willow are gone.]

1. Japanese maple (*Acer palmatum*), 499 Washington Street
2. Pecan (*Carya illinoensis*), 500 Washington Street
3. Sugar maple (*Acer saccharum*), on McDowell between Washington and E. Ridge Streets
4. Weeping cherry (*Prunus* sp), 828 Washington Street
5. Basswoods (*Tilia* sp), Storer College Place and Fillmore Street
6. Mazzard cherry (*Prunus* sp), East Ridge paper street east of Columbia Street

LANDMARK TREE PROGRAM ACTION ITEMS: None

STREET TREES AND TREES ON OTHER PUBLICLY OWNED PROPERTY

Species selection

Street trees must be selected from the Approved Street Tree List (below). When selecting a species for a particular site, many factors need to be taken into account, among them: mature size of the species and future interference with power lines, microclimate of location (e.g., amount of sun during the year), salt tolerance, drought tolerance, wind tolerance, need for species diversity, and tolerance for taking abuse (e.g., bark abrasion).

On other publicly owned property, preference in selecting new trees should be given to species native to the area that have proven to be disease resistant and drought tolerant. Residents are encouraged to assist in funding and planting new trees.

Street tree location

Street trees should not be placed where the mature crown and trunk size, or the root system, will have adverse impacts on other infrastructure or on nearby trees. The following standards apply:

- a. Distance between street trees and between street trees and power poles shall be such that the mature tree crown will not crowd the mature tree crown of adjoining street trees or be closer than five feet to the power pole.
- b. Trees near intersections and driveways shall be selected such that the mature trunk size will not block sight distance for drivers in vehicles.
- [c. Street trees shall not be planted within 15 feet of hydrants.]
- [d. Street trees shall not be planted within 4 feet of water meters if small, or 6 feet if large.]
- [e. Street trees shall not be planted within 3 feet of water main and sewer lines that are less than 5 feet below the surface.]
- c. Before locating street tree locations, the Tree Commission shall notify Miss Utility. The final location of the street tree shall respect the needs of the utilities with regard to location and size.

Maintenance

In addition to the work provided by the Town maintenance person, the Tree Commission has used contractors for more difficult work and work near utility lines. [In 2012, the Tree Commission obtained its first maintenance grant from the State Division of Forestry. The work undertaken under this grant will help reduce the hazards from having dead branches fall during storms.] The Tree Commission has obtained Demonstration City maintenance grants from the State Division of Forestry to reduce the hazards of dead branches (and trees) falling during storms.

New street trees are now pruned early to ensure good branching structure and ultimately to eliminate branches less than 8' above the ground that will block pedestrian traffic or damage passing vehicles. [As part of the work undertaken by the maintenance grant, a video was taken of the contractor illustrating how and where to prune a new tree.]

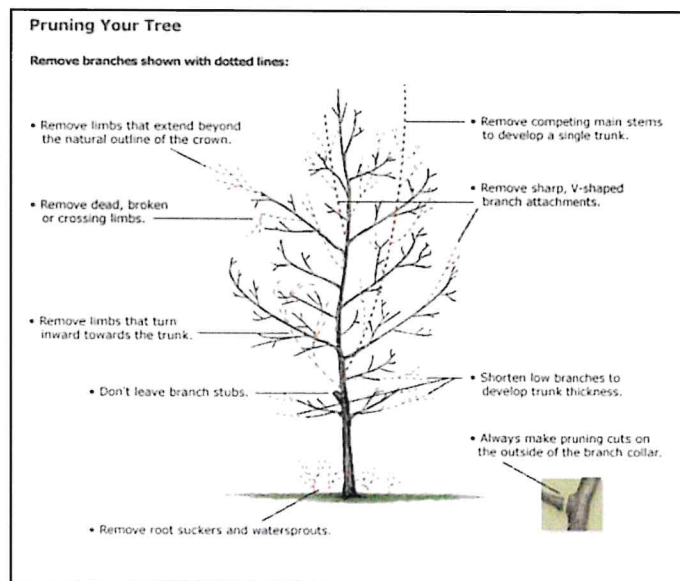
The Tree Commission holds Ivy Eradication Days, soliciting volunteer assistance in removing ivy and other vines that damage trees. [This effort began with trees in the public rights of way and has expanded to include trees on private property where permission has been obtained from the property owner. In the future, this program will include trees that have branches overhanging the public right of way, or where the tree itself leans toward the right of way. Both situations raise the probability of the tree or limb, heavily weighted by the ivy, to fail and block the right of way.] The Tree Commission website includes a brochure on the problems with ivy in trees.

The Tree Commission may also encourage removal of fallen trees that interfere with paths and streams on public property.

STREET TREE ACTION ITEMS:

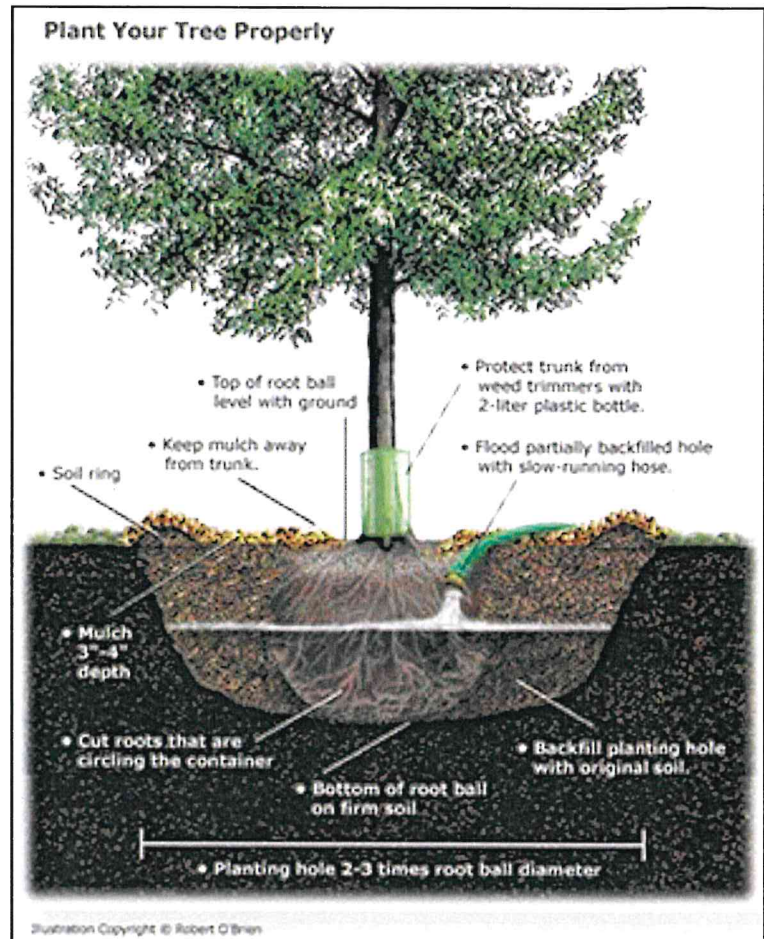
- [1. Develop performance standards for tree setback distance from curbs and sidewalks.
2. Provide links to websites showing proper pruning techniques on the Tree Commission web page.
3. Find volunteer labor to produce a how-to pruning video using the footage of the tree contractor with additional graphics.
4. Identify ivy-covered trees that threaten the public right of way and target these trees in the 2013 Ivy Day.]
1. When locating street tree plantings, take into consideration vehicle speed limits, sight distance at intersections, and effect of tree-lined streets in reducing traffic speed.
2. Continue to identify trees needing ivy eradication.
3. Work with First Energy's periodic evaluation of trees needing trimming or removal. Request tree vouchers when healthy street trees are removed under their program.
4. Inspect street trees every six months for unusual damage, ID tag spacing from bark, tree tie and stake removal, caging against deer damage, etc.
5. Enforce adopted work zone tree protection requirements for property owners having construction activities onsite.

The Arbor Day organization has an animated pruning guide available here: <http://www.arborday.org/trees/pruning/animation/launch.cfm>



The Arbor Day Organizations has more information on how to plant bare root, containerized, balled & burlapped trees here:

<http://www.arborday.org/trees/planting/>



HARPERS FERRY APPROVED TREE LIST, Adopted 5/27/10

MAJOR TREES				
Scientific Name	Common Name	Height	Width	Notes
Acer rubrum	Red maple	40-60'	40'	
Acer saccharum	Sugar maple	60-75'	40-50'	
Aesculus x carnea	Red horsechestnut	30-40'	30-40'	
Betula nigra	River birch	40-50'	40-50'	Use single stem
Carpinus betulus 'Fastigiata'	European hornbeam	35-40'	20-30'	
Celtis occidentalis	Hackberry	40-50'	40-50'	
Cladrastis kentukea (lutea)	Yellowwood	30-50'	40-50'	
Corylus colurna	Turkish hazel	40-50'	20-25'	
Fagus grandifolia	American beech	50-90'	50-75'	
Fagus sylvatica	European beech	50-75'	40-50'	
Fraxinus pennsylvanica Marshall	Marshall seedless ash	50-60'	25'	
Ginkgo biloba	Ginkgo	50-80'	40-80'	Male only
Gleditsia triacanthos	Honeylocust, thornless	50-70'	35-50'	
Gymnocladus dioicus	Kentucky coffeetree	60-75'	40-50'	Male, seedless
Liquidambar styraciflua	Sweetgum	65-75'	40-50'	Use fruitless
Magnolia grandiflora	Southern magnolia	60-80'	40'	Ice/snow damage
Magnolia acuminata	Cucumber tree	60-80'	25'	
Metasequoia glyptostroboides	Dawn redwood	70-100'	25'	
Nyssa sylvatica	Blackgum	40-70'	35-45'	
Platanus x acerifolia	London planetree	70-80'	55-65'	
Platanus occidentalis	American sycamore	75-90'	60-70'	
Quercus alba	White oak	60-80'	60-80'	
Quercus lyrata	Overcup oak	45-55'	45-55'	
Quercus bicolor	Swamp white oak	60-80'	50-80'	
Quercus macrocarpa	Bur oak	70-80'	70-85'	
Quercus michauxii	Swamp chestnut oak	60-100'	40'	
Quercus robur	English oak	70-80'	75-85'	
Quercus rubra (borealis)	Northern red oak	60-80'	45-60'	
Quercus phellos	Willow oak	70-90'	40-60'	
Sophora japonica	Japanese pagoda tree	40-70'	30-40'	
Sassafras albidum	Sassafras	30-60'	25-40'	
Taxodium distichum	Bald cypress	50-70'	30-35'	
Tilia tomentosa	Silver linden	50-60'	50-60'	
Ulmus americana "Valley Forge"	American elm	60-80'	30-50'	
Ulmus parvifolia	Lacebark elm	40-45'	45-50'	
Zelkova serrata 'Village Green'	Village green zelkova	50-60'	50-60'	

MINOR TREES				
Scientific Name	Common Name	Height	Width	Notes
Acer campestre	Hedge maple	30-35'	30-35'	
Acer griseum	Paperbark maple	20-30'	15-25'	
Amelanchier laevis	Allegheny serviceberry	30-40'	15-20'	
Carpinus caroliniana	American hornbeam	20-40'	20-30'	
Cercis canadensis	Eastern redbud	20-30'	15-30'	
Chionanthus virginicus	Fringetree	12-20'	12-20'	Use tree form
Cornus alternifolia	Pagoda dogwood	to 20'		Multi-trunked
Cornus florida	White flowering dogwood	20-30'	20-30'	
Cornus florida 'rubra'	Pink flowering dogwood	20-30'	20-30'	
Cornus kousa	Kousa dogwood	15-20'	15-20'	
Crataegus crus-galli 'iner mis'	Cockspur hawthorn, thornless	25-30'	25-35'	
Crataegus mollis	Downey hawthorn	to 30'		
Crataegus phaenopyrum	Washington hawthorn	25-30'	25'	Native
Crataegus virdis	Green hawthorn	20-35'	20-35'	
Halesia carolina	Snowdrop tree, Silver bell	30-40'	20-35'	
Magnolia virginiana	Sweetbay	20-30'		
Malus x	Flowering crabapple	20-25'	15-20'	
Ostrya virginiana	Ironwood	25-40'	20-30'	
Parrotia persica	Persian parrotia	20-40'	15-30'	
Prunus x incam 'Okame'	Okame cherry	15-25'	15-20'	
Prunus serrulate 'Kwanzan'	Kwanzan double pink flowering	30-40'	30-40'	
Prunus yedoensis	Yoshino cherry white	40-50'	25-40'	
Styrax japonicus	Japanese snowbell	20-30'	15-25'	

Notes:

[Use the More info links to find hybrids that are more disease resistant and other important characteristics for ensuring tree will thrive in the chosen location.]

Trees not found on this list may be suitable for use within the public right of way, but must be approved by the Tree Commission as to size and suitability.

For more information on these trees, please visit the [Arbor Day organization tree data base](#).

TREES ON PRIVATELY OWNED PROPERTY

Trees on private property include trees that seeded naturally and ones planted by the property owner. Property owners intending to construct major buildings should have existing trees professionally evaluated and, to save money, have problem trees removed at the time of construction. Trees that are intended to be preserved should be protected during construction.

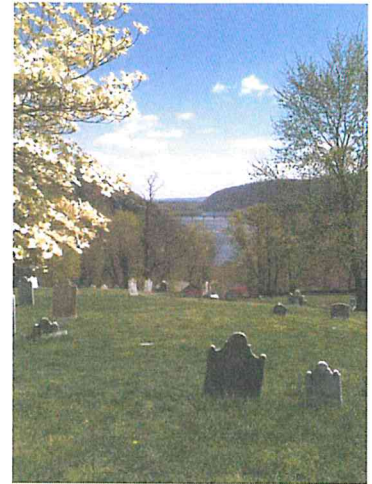
Species selection and tree location

The Tree Commission has prepared a recommended street tree list that property owners can use when selecting trees. Property owners should take into account the benefits trees can provide when properly located, such as conservation of energy, wind screen, the ability to soak up perennially wet areas, value for wildlife, and value as a human food source. The mature size of the tree, and its possible impact on buildings and utility lines, is important to take into account.

This plan includes a list of undesirable and invasive species and strongly recommends that property owners avoid planting trees included on this list.

Tree removal

The Tree Commission evaluates tree plans and may recommend removal of trees including problem invasive species, disease-ridden trees that cannot be treated, trees that are too close to buildings or utility lines and cannot be properly trimmed, trees that may block an adopted viewshed management area, and trees that are unlikely to survive new construction or a change in environment including wind exposure or change in water regime.



Tree preservation

The Tree Commission provides recommendations on preserving trees, including Landmark Trees, trees that buffer differing land uses, trees on steep slopes and near streams, trees in wildlife corridors or that provide habitat, and trees in forested areas. The Comprehensive Plan recommends forest conservation in the Ridge Street Stream Valley.

PRIVATE PROPERTY TREES ACTION ITEMS:

1. Add the following information to the Tree Commission web page: proper planting method; tree selection and placement for energy conservation, wind screens, and wet areas; consideration of view preservation and solar access; and value for wildlife habitat and food source.

2. Amend the Zoning Ordinance to include requirements for tree information on site plans; tree protection during construction; tree planting requirements to offset heat gain and slow stormwater runoff, e.g., street trees and trees in parking lots over a certain size.

FOREST PRESERVATION AND VIEWSHED MANAGEMENT

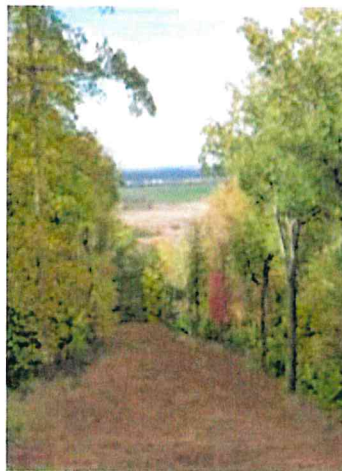
Introduction: Residents and visitors in Harpers Ferry have recognized the value of viewsheds since the 1780s when Thomas Jefferson made his famous statement: The passage of the Patowmac through the Blue Ridge is perhaps one of the most stupendous scenes in Nature. There are many spots from Harpers Ferry that have such stupendous views, or would have, if not blocked by tree canopies. Several Town efforts have identified a desire to preserve and restore historic views and viewsheds in and from Harpers Ferry proper, while also protecting the forested areas and urban tree canopy.

The primary goal of this section is to allow for protection and restoration of historic views while causing minimal impact on valuable forested areas and urban tree canopy. Given the steep slope topography in Harpers Ferry, views can be provided while still preserving smaller trees and planting additional smaller trees where taller trees are removed.

Historic Views Identified: Harpers Ferry is located on a hilly peninsula between the Shenandoah and Potomac Rivers. This location provides many opportunities for viewing the surrounding mountain ridges, rivers, and the gap made famous by Thomas Jefferson that was carved by the Potomac River through the Blue Ridge Mountains.

Historic views in Harpers Ferry include:

1. Potomac River Gap from the Harpers Ferry Cemetery
2. Potomac River Gap from the East Ridge Promontory (Hilltop Hotel) at the top of Magazine Hill
3. Potomac River from Columbia Paper Street
4. Potomac River from McDowell Paper Street



Process for Balancing Forest/Tree Preservation and Preservation/Restoration of Historic Views: When evaluating tree removal to restore or preserve historic views, the following process is recommended:

1. The Historic Landmarks Commission advises the Tree Commission and Planning Commission on the appropriate vantage points and the extent of the viewshed for each vantage point.
2. The Tree Commission determines extent of tree removal needed to restore view.
3. The Tree Commission determines ownership of the property on which the obstructions identified in Step 2 are located.
4. For publicly owned property, the Tree Commission prepares a report for the Planning Commission that includes the following items:
 - a. Evaluation of vegetation proposed for removal, including whether the species are desirable or undesirable, the state of health, existence of invasive species such as English ivy, mature size of the species, impact on adjoining species if removed, and impact on water quality, soil stability and other benefits (as listed in this Plan) provided by trees that will be adversely affected by tree removal.
 - b. Recommendations on crown thinning, tree removal and replacement with smaller trees or shrubs, new plantings elsewhere on the property to off-set plant removal, acquisition/donation of viewshed easements or other forms of formal agreement, plantings to suppress invasive species in cleared area, and proposed schedule for future crown thinning and removal.
 - c. If more than five mature trees are proposed to be removed, the Tree Commission will notify adjoining property owners and provide an opportunity for comment at a regular Tree Commission meeting.
5. For private property where an applicant is proposing construction with viewshed vantage points, the Planning Commission may require the project submittals to include a viewshed preservation plan that covers the information provided in 4, above. The Tree Commission would be responsible for reviewing the tree portion of the plan and forwarding recommendations to the Planning Commission.

Policies: In approving tree removal allowed by historic view preservation plans, the Tree Commission should follow the policies outlined below:

1. Removal of forested areas must not be done in a manner that allows invasive species to establish in the cleared area. The photo to the right shows a 7-year projection of the invasive species *Ailanthus* in an unmanaged clear-cut.
2. Removal of forested areas must not be done in a manner that will increase the potential for soil erosion. Broad herbicidal management of invasive species is not permitted as it creates unsightly dead zones (as shown in the photo to the left) and unacceptable impact on forest habitat.
3. Cleared areas should be planted with lower-growing species that frame the preserved view, provide habitat, suppress invasive species, and provide natural erosion control and slow water run-off.

4. Large healthy desirable trees should be retained if they frame the view, even if a portion of the view is blocked by the tree canopy.

Acceptable trees and understory plantings for view management areas

Trees Acceptable for View Management Area			
Scientific Name	Common Name	Height	Width
<i>Acer campestre</i>	Hedge maple	30-53'	30-35'
<i>Acer griseum</i>	Paperbark maple	20-30'	15-25'
<i>Amelanchier laevis</i>	Allegheny serviceberry	30-40'	15-20'
<i>Carpinus caroliniana</i>	American hornbeam	20-40'	20-30'
<i>Cercis canadensis</i>	Eastern redbud	20-30'	15-30'
<i>Chionanthus virginicus</i>	Fringetree	12-20'	12-20'
<i>Cornus alternifolia</i>	Pagoda dogwood	To 20'	
<i>Cornus florida</i>	White flowering dogwood	20-30'	20-30'
<i>Cornus florida "rubra"</i>	Pink flowering dogwood	20-30'	20-30'
<i>Cornus kousa</i>	Kousa dogwood	15-20'	15-20'
<i>Crataegus crus-galli "inermis"</i>	Cockspur hawthorn, thornless	25-30'	25-35'
<i>Crataegus mollis</i>	Downey hawthorn	To 30'	
<i>Crataegus phaenopyrum</i>	Washington hawthorn	25-30'	25'
<i>Crataegus virdis</i>	Green hawthorn	20-35'	20-35'
<i>Halesia carolina</i>	Snowdrop tree, Silver bell	30-40'	20-35'
<i>Magnolia virginiana</i>	Sweetbay	20-30'	
<i>Malus x</i>	Flowering crabapple	20-25'	15-20'
<i>Ostrya virginiana</i>	Ironwood	25-40'	20-30'
<i>Parrotia persica</i>	Persian parrotia	20-40'	15-30'
<i>Prunus x incam "Okame"</i>	Okame cherry	15-25'	15-20'
<i>Prunus serrulate "Kwanzan"</i>	Kwanzan double pink flowering	30-40'	30-40'
<i>Prunus yedoensis</i>	Yoshino cherry – white	40-50'	25-40'
<i>Styrax japonicas</i>	Japanese snowbell	20-30'	15-25'

Shrubs and Ground Cover Plants Acceptable for View Management Area			
<i>Amelanchier stolonifera</i>	Running Serviceberry	4-6'	
<i>Aesculus parviflora</i>	Bottlebrush Buckeye	6-10'	Colonizes
<i>Aronia arbutifolia</i>	Red chokeberry		
<i>Aronia melanocarpa</i>	Black chokeberry		
<i>Asclepias tuberosa</i>	Butterfly weed	to 3'	
<i>Callicarpa americana</i>	American beautyberry	4-5'	Do not crowd
<i>Ceanothus americanus</i>	New Jersey tea	up to 3'	
<i>Chasmanthium latifolium</i>	Inland seaoats; upland seaoats		Grass
<i>Cornus amomum</i>	Silky dogwood	up to 10'	
<i>Cornus stolonifera</i>	Red Osier Dogwood	7-9'	Needs moist area
<i>Euonymus americana</i>	Hearts-a-bustin'		
<i>Ilex decidua</i>	Possum haw		
<i>Ilex verticillata</i> v. Maryland Beauty	Winterberry		
<i>Lindera benzoin</i>	Spicebush	8-12'	
<i>Monarda didyma</i>	Bee Balm		
<i>Rhus copallina</i>	Shining Sumac	10-25'	Colonizes freely
<i>Rhus glabra</i>	Smooth sumac		
<i>Rhus aromatic</i>	Fragrant Sumac	3-5'	
<i>Rhus typhina</i>	Staghorn Sumac	20'	
<i>Rosa arkansana</i>	Arkansas rose		
<i>Rosa carolina</i>	Pasture rose		
<i>Rosa setigera</i>	Prairie rose		
<i>Rosa virginiana</i>	Virginia rose		
<i>Sambucus canadensis</i>	Elderberry		
<i>Solidago</i>	Goldenrod	1.5-5'	Clump forming
<i>Viburnum acerifolium</i>	Maple leaf viburnum		
<i>Viburnum cassinoides</i>	Withe-rod		
<i>Viburnum dentatum</i>	Arrowwood		
<i>Viburnum nudum</i>	Possumhaw viburnum		
<i>Viburnum prunifolium</i>	Black haw		

Note: No ground cover of vegetation will suppress all new tree growth. Tree seeds will sprout under canopy of tight vegetation, especially maple. Grasses will self-seed unless mowed regularly. Removal by hand and localized, direct contact of herbicides will likely be required in areas of disturbance annually.

UNDESIRABLE AND INVASIVE SPECIES

The Tree Commission strongly recommends against planting the following species as they have been shown to be deleterious to the environment.

Invasive alien plants typically exhibit the following characteristics:

Rapid growth and maturity

Prolific seed production; highly successful seed dispersal, germination and colonization Rampant vegetative spread

Ability to out-compete native species

High cost to remove or control; weak structure; requires constant dead wood removal

Acer buergerianum (Trident maple) – very prolific

Acer platanoides (Norway maple) - very prolific; very dense shade

Acer pseudoplatanus (Sycamore maple) - invasive tendency; can develop considerable dead wood requiring removal (Not to be confused with *Platanus occidentalis*, American sycamore)

Ailanthus altissima (Tree of heaven) - very prolific; weak wood *Albizia julibrissin* Durazz.

(mimosa) - very prolific

Bamboo

Elaeagnus angustifolia (Russian olive) – spread by birds *Elaeagnus pungens* Thunb. (thorny olive) (shrub)

Elaeagnus umbellata (Autumn olive) – rapidly spread by birds *Ligustrum vulgare* Lam.

European privet (shrub)

Maclura pomifera Schneid. (osage-orange)

Malus pumila P. Mill. (paradise apple)

Morus (fruited mulberries) - fruit is hazardous for pedestrians

Paulownia tomentosa (Princess tree) - considered weedy; fruit and leaves a litter problem

Phellodendron amurense (Amur corktree) – very prolific; inhibits and suppresses regeneration of overstory canopy trees; no native predators

Poncirus trifoliata (L.) Raf. (trifoliate orange)

Pyrus calleryana (Callery pear, includes Bradford Pear) – escaping into forests

Quercus acutissima (Sawtooth oak) – acorns very bitter, so not eaten by wildlife

Rhamnus catharticus (Common buckthorn)

Rhamnus frangula (Glossy buckthorn)

Robinia pseudoacacia L.(black locust)

Tetradium daniellii (Korean tetradium, beebie tree) – seeds spread by birds

Tilia cordata (Littleleaf linden) – escaped from cultivation, prolific

Ulmus pumila (Siberian elm) - considered a trash tree; considerable breakage caused by wind; hard to eradicate once established

2012

**Proposed Changes to the Harpers Ferry Tree Plan and Standards
adopted by the Town Council 2013**

Page 4

- a. Last sentence of *Trees on private land* revised to read “The Town Zoning Ordinance should be amended to include site plan requirements to preserve trees on steep slopes.”
- b. First action item of Tree Inventory Action Items revised to read “Update the Tree Inventory as needed and make the it accessible online.”
- c. Third action item of Tree Inventory Action Items revised to read “Maintain a list of possible locations for new street trees, indicating appropriate tree size and any constraints.”

Page 5

- a. Two thirds down the page, changed “List of Landmark Trees as of December 31, 2012:” to “List of Landmark Trees:”
- b. Deleted items 3, 5, and 6 of the list (American elm, Norway spruces, Weeping willow) since they have been removed.

Page 6

- a. Under paragraph heading *Street tree location* deleted items a through e and replace with the following:
 - a. Distance between street trees and between street trees and power poles shall be such that the mature tree crown will not crowd the mature tree crown of adjoining street trees or be closer than five feet to the power pole.
 - b. Trees near intersections and driveways shall be selected such that the mature trunk size will not block sight distance for drivers in vehicles.
 - c. Before locating street tree locations, the Tree Committee shall notify Miss Utility. The final location of the street tree shall respect the needs of the utilities with regard to location and size.
- b. In the section called *Maintenance*, changed the second sentence to read “The Tree Committee has obtained Demonstration City maintenance grants from the State Division of Forestry to reduce the hazards of dead branches (and trees) falling during storms.”
- c. In the second paragraph, same section, deleted the sentence beginning “As part of the work undertaken by the maintenance grant..”

d. Third paragraph, changed entire paragraph to read: “The Tree Committee holds Ivy Eradication Days, soliciting volunteer assistance in removing ivy and other vines that damage trees. The Tree Committee website includes a brochure on the problems with ivy in trees.”

Page 7

- a. Changed the 4 items under Street Tree Action Items to read:
1. When locating street tree plantings, take into consideration vehicle speed limits, sight distance at intersections, and effect of tree-lined streets in reducing traffic speed.
 2. Continue to identify trees needing ivy eradication.
 3. Work with First Energy’s periodic evaluation of trees needing trimming or removal. Request tree vouchers when healthy street trees are removed under their program.
 4. Inspect street trees every six months for unusual damage, ID tag spacing from bark, tree tie and stake removal, caging against deer damage, etc.
 5. Prepare work zone tree protection requirements for property owners having construction activities onsite.

Page 8

Deleted all the “More info” links in the column called notes.

Page 9

- a. At the bottom of the page under the section called “Note:” deleted the first sentence.
- b. Also under “Notes:” added the following sentence:
For more information on these trees, please visit the [Arbor Day organization tree data base](#).

Page 11

Half way down the page, changed “Historic view in Harpers Ferry” to “Historic views in Harpers Ferry”

Page 15

- a. Changed the sentence describing the *Acer pseudoplatanus* (Sycamore maple) to the following: *Acer pseudoplatanus* (Sycamore maple) - invasive tendency; can develop considerable dead wood requiring removal (Not to be confused with *Platanus occidentalis*, American sycamore)
- b. Changed the sentence describing the *Pyrus calleryana* to the following: *Pyrus calleryana* (Callery pear, includes Bradford Pear) – escaping into forests

NOTE: The official name was revised from Tree Committee to Tree Commission by the Town Council in 2023.

Attachment
Item 6. i. v.

DESCRIPTION AND DECISION AND DISCUSSION AND ACTION: (CONT. FROM PAGE ONE)

TOWN COUNCIL TO DISCUSS, ASK AND HAVE ANSWERED QUESTIONS AND CLARIFICATIONS THEY MAY HAVE REGARDING THE SAID ORDINANCE AND NEW ARTICLE TO HARPERS FERRY CODE OF ORDINANCES - ARTICLE 1306 - LIGHT POLLUTION, ENERGY CONSERVATION, NIGHT SKY CONSERVATION WHICH THEY WERE EMAILED ON 01/29/2024, AND DECIDE TO MOVE FORWARD TO SEND CURRENT DRAFT, AND SUBSEQUENT REVISIONS AS RECEIVED FROM PUBLIC WORKSHOP, TOWN COUNCIL MEMBERS, PLANNING COMMISSION AND ORC TO TOWN ATTORNEY FOR LEGAL REVIEW AND REVIEW OF DRAFT ORDINANCE PRIOR TO 1ST AND 2ND READINGS. SENDING CURRENT DRAFT AS PRESENTED IN EMAIL OF 01/29/2024, AND ANY SUBSEQUENT REVISIONS, TO TOWN ATTORNEY WILL AIDE THE TOWN IN EXPEDITING THE REVIEW, AND POSSIBLY RECIEVE VALUABLE COMMENTS BACK FROM TOWN ATTORNEY. THIS WILL ALLOW AND ULTIMATELY WORK TOWARDS THE ADOPTION OF AN "HARPERS FERRY DARK SKY ORDINANCE" AS STATED AS THEIR GOALS IN THE TOWN'S COMPREHENSIVE PLAN.

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1000 Washington Street
P.O. Box 217
Harpers Ferry, WV 25425
304-535-2206
www.harpersferrywv.com

Corporation of Harpers Ferry

Gregory F. Vaughn, Mayor
Nina Ana Armstrong, Recorder

Council Members
Zachary Morse
Chris Craig
Roberta Meade-Curry
Greg 'Storm' DiCostanzo
George Owens

RESOLUTION – TOWN OF HARPERS FERRY

WHEREAS natural, technological, and man-made hazards can affect the Town of Harpers Ferry; and

WHEREAS significant structural, historical, and economic losses could result from an occurrence of a natural, technological, or man-made hazard events; and

WHEREAS undertaking mitigation projects during pre-disaster periods could decrease the total losses Harpers Ferry incurs as a result of said hazard occurrences.

AND WHEREAS the Harpers Ferry Town Council has a strong interest in reducing losses from future hazard occurrences; and

WHEREAS the hazard mitigation plan is a federal and state requirement to maintain eligibility for hazard mitigation funding, and, by that requirement, must be updated a minimum of every five years; and

WHEREAS a cooperative, joint effort is a proven, efficient way to plan for and reduce hazard susceptibility in all government jurisdictions in Jefferson County, West Virginia.

THEREFORE the Harpers Ferry Town Council has partnered with the county to update the existing *Jefferson County Multi-Jurisdictional Hazard Mitigation Plan* in an effort to further identify, define, and characterize the hazards affecting the Town as well as to continue identifying and prioritizing projects that could lessen hazard vulnerability.

NOW BE IT RESOLVED THAT the Harpers Ferry Town Council does hereby adopt the updated *Jefferson County 2023 Multi-Jurisdictional Hazard Mitigation Plan* this ____ day of _____, 20__.

SIGNED: _____

Gregory Vaughn, Mayor

Witness

JEFFERSON COUNTY, WEST VIRGINIA

Hazard Mitigation Plan 2023

Prepared for:
Jefferson County Office of
Homeland Security and
Emergency Management

Prepared by:
Michael Baker International
&
Smith Planning and Design



RECORD OF CHANGES

Date	DESCRIPTION OF CHANGE MADE, MITIGATION ACTION COMPLETED, OR PUBLIC OUTREACH PERFORMED	CHANGE MADE BY (PRINT NAME)	CHANGE MADE BY (SIGNATURE)

REMINDER: Please attach all associated meeting agendas, sign-in sheets, handouts, and minutes.

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Appendix F: Critical Facilities

Appendix G: FEMA Region 3 NFIP Questionnaire

Appendix H: 2018 Mitigation Actions Updates

Acknowledgements

Recognition and special thanks is hereby extended to the following project partners for their leadership, expertise, resources, and dedication devoted to the preparation of this 2023 hazard mitigation plan update.

Jefferson County Hazard Mitigation Planning Committee

Jefferson County Commission
Jefferson County Office of Homeland Security and Emergency Management
Jefferson County Board of Education
Jefferson County Development Authority
Jefferson County Emergency Communications
Jefferson County Engineering Department
Jefferson County Health Department
Jefferson County Planning Department
Jefferson County Sheriff's Office
Jefferson County Solid Waste Authority
Jefferson County Utilities
American Red Cross
Region 9
Shepherd University
US Fish and Wildlife
West Virginia Health Department
Town of Bolivar
City of Charles Town
Town of Harpers Ferry
City of Ranson
Shepherdstown

Consultants:

Michael Baker International
Smith Planning and Design

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Executive Summary

Jefferson County and its five municipalities (Bolivar, Charles Town, Harpers Ferry, Ranson, and Shepherdstown) have been and will continue to be committed to a long-term strategy for reducing the risks of hazards.

The intention of this Hazard Mitigation Plan (HMP) update is to serve as a blueprint for coordinating and implementing hazard mitigation policies, programs, and projects. It provides a list of mitigation goals, objectives, and related actions that may assist Jefferson County and its five municipalities (Bolivar, Charles Town, Harpers Ferry, Ranson, and Shepherdstown) in reducing risk and preventing loss from future natural hazard events. The impacts of hazards can be lessened and sometimes avoided altogether if appropriate actions are taken before hazardous events occur. By avoiding unnecessary exposure to known hazard risks, communities will save lives and preserve property and minimize the social, economic, and environmental disruptions that commonly follow hazard events. Jefferson County and its municipalities agree that hazard mitigation makes sense.

Communities face significant challenges during post-disaster redevelopment in balancing the driving need for rapid recovery with implementing long-term hazard mitigation. The necessity to meet basic needs and resettle displaced populations immediately following a disaster often overshadows the more abstract, longer-term sustainability considerations. Once full-scale reconstruction is initiated, it is difficult to modify projects in progress to meet sustainability objectives. This trend highlights the need for pre-disaster mitigation planning that incorporates principles of sustainable development within the context of reconstruction, so that communities can more easily rebuild in a manner that will make them less vulnerable to future hazard events while improving the quality of life.

It is imperative that local decision makers become and stay involved in this planning process to provide new ideas and insight for future updates to the HMP. Now that a mitigation strategy has been developed for 2023 and beyond it will remain a challenge and a goal for Jefferson County and its municipalities to provide necessary updates as mitigation techniques are implemented. It remains imperative that all local agencies, units of government, non-profit organizations, businesses and industries, and private citizens continue their involvement and dedication to hazard mitigation.

It is our long-term goal that the Hazard Mitigation Plan and the strategies identified will be fully integrated into daily decisions and routines of government and business. This will continue to require dedication and hard work, and this Plan update will continue to lay the building blocks in order to further strengthen the sustainability and resiliency of Jefferson County and its municipalities.



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Corporation of Harpers Ferry

Gregory J. Vaughn, Mayor
Pina Ana Armstrong, Recorder

Council Members
Zachary Morse
Chris Craig
Roberta Meade-Curry
Greg 'Storm' DiCostanzo
George Owens

Proclamation Declaring January 115th as "Agnes Mae Geen Twyman Day"

WHEREAS Agnes Mae Greene was born in Bolivar, WV, on January 15, 1924, to Stephen E. and Erma E. Green and was a member of the Bolivar and Harpers Ferry communities for 100 years; and

WHEREAS Agnes Mae Greene married William Milton Twyman on January 29, 1946; and

WHEREAS the Greene and Twyman families have been an integral part of Bolivar and harpers Ferry history for more than 150 years; and

WHEREAS Agnes Mae Greene Twyman and William Milton Twyman raised a family in the Bolivar and Harpers Ferry communities who have continued the Green and Twyman family legacies of achievement and community service; and

WHEREAS Agnes Mae Greene attained the milestone of her 100th birthday on January 15, 2024 and

WHEREAS Agnes Mae Greene Twyman has quietly and tirelessly given of herself to her family and friends, to her church, and to the greater Bolivar and Harpers Ferry communities over these past 100 years in countless ways large and small; and

WHEREAS the community of Harpers Ferry seeks to recognize these contributions; and

WHEREAS the community of Harpers Ferry seeks to honor Agnes Mae Greene Twyman in a manner befitting its respect and affection for her and the esteem in which the community holds her.

NOW THEREFORE, BE IT RESOLVED that I, Mayor Greg Vaughn, on behalf of the Corporation of Harpers Ferry, West Virginia do hereby proclaim that January 15th of every year in perpetuity be officially known as "Agnes Mae Greene Twyman Day."

Gregory Vaughn, Mayor

Date