

Item 5. a. i)  
Attachment 1062

**To:** Mayor, Recorder and Town Council

**From:** Zachary Morse, President of the Harpers Ferry Planning Commission

**Subject:** Report on Results of Public Hearing and Planning Commission Discussion & Action on the Matter of Rezoning Lot at 460 Washington Street

**Date:** 2/3/2025

## 1. Background

This report provides details and the history of a rezoning request for the property at 460 Washington Street first presented to the Planning Commission at our regular November meeting, with the official change of zoning application received on December 2nd, 2024. The current property owners, John and Jennifer VanVliet have requested a zoning change that would enable the establishment of a coffee shop at the property. The property is currently zoned RESIDENTIAL. It is surrounded by properties owned by the SWAN Hilltop Hotel group that are also zoned RESIDENTIAL but are also included in the Promontory Overlay District established in Harpers Ferry Ordinance Article 1313 (Fig. 1). The applicants feel that the establishment of both the Promontory Overlay District and the Tourism Development District in the area surrounding the property in question constitute a significant change in the land use of that section of town, warranting their rezoning request.

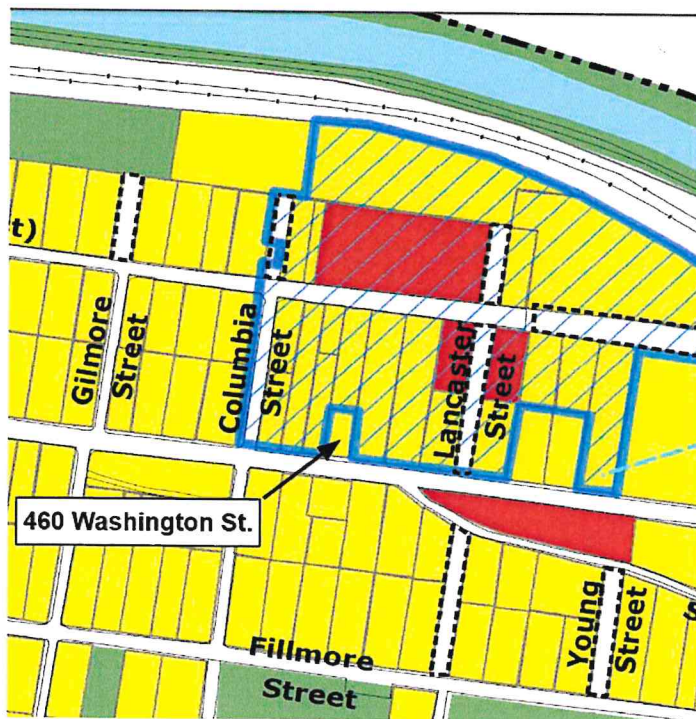


Figure 1 - Harpers Ferry Zoning Map. Arrow indicates location of 460 Washington Street. RESIDENTIAL zoning shown in yellow. BUSINESS zoning shown in red. Promontory Overlay District shown as blue line.

The Corporation of Harpers Ferry recognizes two zoning categories; RESIDENTIAL and BUSINESS. The specific land uses allowed in each type of zoning are described in Ordinance Article 1311. When considering zoning or rezoning of any land, it is important to keep in mind that zoning is a semi-permanent designation which applies to the land, not to the owner or to

any specific business. Zoning persists if a lot is sold or a business changes. Zoning of each lot must be consistent with the surrounding zoning, and with both the anticipated future land use and town goals described in the Comprehensive Plan.

The change of zoning process in Harpers Ferry is governed by Ordinance article 1329. This article sets forth a number of criteria to be considered as part of the change of zoning process. The article also sets forth a timeline of **195 days** for the Town Council to make a decision on any request after it is received by the Planning Commission. As the application for this rezoning request was initially received by the Planning Commission on December 2, 2024, the Town Council has until June 15, 2025, to decide on this matter.

## **2. Public Hearing Results**

The Planning Commission held a duly advertised public hearing on January 21, 2025. The Public Hearing was well attended with a total of **17** people speaking, all of whom were in favor of the proposed rezoning. There were no in-person comments provided against the proposed rezoning. Of the 21 people who provided written comments received prior to the Public Hearing, **14** were in favor and **7** were opposed to the proposed rezoning.

In total, combining written and in-person spoken comments, the Planning Commission received **31 in favor, and 7 opposed** to the proposed rezoning. An audio recording of the Public Hearing is available on the Town One Drive, and copies of all received written comments are attached to this report as Appendix 2.

## **3. Planning Commission Discussion and Motion**

Following the public hearing, the Planning Commission held our regular January meeting and discussed this item. Noting the overwhelmingly positive public support and community-minded nature of the proposed business, the majority of Planning Commission members were in favor of sending the request to the Town Council with a recommendation to consider the request.

At 9:11pm the following motion was made by Planning Commission Vice President Jesse Melton, and seconded by Planning Commission member Paul Mayhew:

**“Motion to advance the matter of 5a\* to the Town Council to let them make their own determination.”**

*\*Agenda Item 5a read: Discussion and Action on Planning Commission Recommendation to Town Council on Potential Rezoning of 460 Washington Street*

After some discussion, this motion was brought to a vote with **6 in favor, 1 opposed, and 0 absent or abstaining**. An audio recording of the full Planning Commission meeting is available on the Town One Drive.

It should be stated that this recommendation from the Planning Commission is non-binding, and the Town Council is free to make a final decision as members see fit.



#### **4. Possible Town Council Actions**

After discussion at the Planning Commission, we see three potential paths forward for this application:

- A) The Town Council could reject the rezoning request, leaving the current RESIDENTIAL zoning in place
- B) The Town Council could move to change the zoning of 460 Washington Street from RESIDENTIAL to BUSINESS to support the request made by the owners.
- C) The Town Council could move to add 460 Washington Street to the Promontory Overlay District with precise edits to Ordinance 1313 to specify a Coffee Shop as a conditional use within that district. This would preserve the RESIDENTIAL base zoning as was done with the surrounding properties, while allowing a slightly expanded list of allowed uses.

While the Planning commission did not specifically endorse one of the above paths with the motion that was made, each warrants discussion and consideration by members of the Town Council.

For any additional information, please feel free to reach out to Zachary Morse at [zmorse@harpersferrywv.us](mailto:zmorse@harpersferrywv.us).

## **Appendix 1 - Rezoning Application for 460 Washington Street**

Remainder of this page intentionally left blank. Appendix 1 information begins in full on the following page.

# Corporation of Harpers Ferry

Listed on the National Registry of Historic Places

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

304-535-2206 • Fax: 304-535-6520

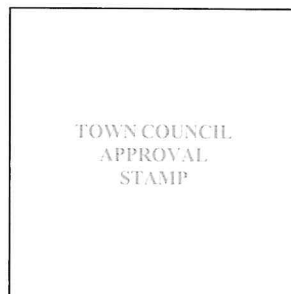
## APPLICATION FOR CHANGE OF ZONING

(Zoning Map Amendment)

Applicant	Name _____ Mailing Address _____ City _____ State _____ Zip _____ 25425 E-Mail _____ Daytime Telephone 571-263-0775 Evening Telephone _____	I hereby certify that (1) I am the owner or that I have the authority of the owner to make application, (2) I have read and understand the accompanying instructions, (3) the information given is correct and (4) all provisions of state and municipal laws and ordinances governing this application will be complied with, whether specified herein or not. The granting of a zoning change does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of the subject property. I understand that (1) Town staff may visit and photograph the subject property; (2) a Notification of Rezoning Sign will be placed on the property, and (3) this application, including all submitted documents and staff photos relating to this zoning case, is public information and can be made available upon request.  Signature of Applicant _____ Date <u>12/01/2024</u>
	Owner	
Property	Street Address <u>460 Washington Street</u> Block and Lot Number(s) <u>Pt LT 4 BLK E</u> Total Acreage/Lot Size <u>.0651 Acres</u> Existing Zoning <input checked="" type="checkbox"/> Residential District <input type="checkbox"/> Business District Requested Zoning <input type="checkbox"/> Residential District <input checked="" type="checkbox"/> Business District Are there buried utilities or easements on the property? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (When a plat is required, please show all easements)	

### For Official Use Only

Date Received \_\_\_\_\_ Fees Paid \_\_\_\_\_  
Received By \_\_\_\_\_ Deposits Paid \_\_\_\_\_  
Receipt Number \_\_\_\_\_



Conditions of Approval \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Rationale for Denial \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Number \_\_\_\_\_

Rev. 05-2017



## FEE SCHEDULE

Application Fee .....\$ \_\_\_\_\_ (\$25.00)

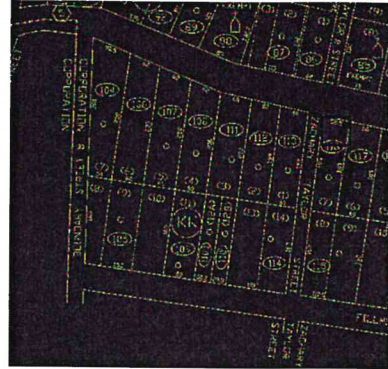
If the Planning Commission or the Town Council determines that a subject matter expert is required, additional fees may apply. For projects greater than \$1.5 million, request Fee Schedule Addendum from Town Clerk.

## INSTRUCTIONS

State code requires that requests for a change in zoning be decided by the Town Council.

Block and lot numbers can be found on the Howell Brown maps in the Town Hall or at the county clerk's office in Charles Town. Tax map and parcel number can be found on the tax assessor's map. A parcel is composed of one or more lots. In the assessor's map, block numbers are shown in a dashed circle and lot numbers are in parentheses. The parcel number is inside a solid oval. Dashed lot lines indicate lots included in a larger parcel, bounded by solid lines. Deed book and page number can be found by clicking on the Jefferson County Document Inquiry link at <https://www.jeffersoncountywv.org>.

Certified Zoning Maps must be filed with the Town Clerk, the Town Recorder, the Planning Commission, and the Clerk of the County Commission of Jefferson County.



## SUPPORTING DOCUMENTATION

This application must include a sketch plat of affected parcels with building set-backs shown on the plat and the distance from each structure to the property lines. In addition, the applicant must provide a Statement of Justification which addresses the following concerns:

- (a) Whether the proposed zoning district classification is consistent with the Comprehensive Plan.
- (b) Whether there are any changed or changing conditions in the area affected that make the proposed rezoning appropriate.
- (c) Whether the range and intensity of uses in the proposed zoning district classification are compatible with the uses permitted on other property in the immediate vicinity.
- (d) Whether adequate utility, sewer and water, transportation, and other facilities exist or can be provided to serve the uses that would be permitted on the property if it were rezoned.
- (e) The impact of the proposed rezoning on storm water runoff.
- (f) The effect of uses allowed by the proposed rezoning on the structural capacity of the soil.
- (g) The effect of uses allowed by the proposed rezoning on the volume of vehicular (including construction) traffic and on traffic and pedestrian safety.
- (h) Whether a reasonably viable economic use of the subject property exists under the current zoning.
- (i) The effect of the proposed rezoning on the environment or natural features, wildlife habitat, vegetation, water quality and air quality.
- (j) Whether the proposed rezoning encourages economic development activities in areas designated by the Comprehensive Plan and provides desirable employment and enlarges the tax base.
- (k) Whether the proposed rezoning considers the current and future requirements of the community as to the use of the land.
- (l) Whether the proposed rezoning encourages the conservation of existing properties, particularly contributing resources, and their values.
- (m) Whether the proposed rezoning considers trends of growth or changes, employment, and economic factors, the need for housing, probable future economic and population growth of the town.
- (n) The effect of the rezoning on natural, scenic, archaeological, or historic features of significant importance.

# **Statement of Justification for Proposed Rezoning for Harpers Ferry Coffee Shop**

## **Introduction**

This Statement of Justification is submitted in support of the proposed rezoning of PT LT 4 BLK E ((460 Washington Street) from residential to commercial, to allow for the establishment of a small, neighborhood coffee shop. The proposed rezoning is consistent with the town's Comprehensive Plan and will contribute positively to the local economy, community amenities, and overall quality of life.

## **Addressing Specific Concerns**

### **(a) Whether the proposed zoning district classification is consistent with the Comprehensive Plan.**

The proposed commercial rezoning aligns with the Comprehensive Plan's goals of promoting economic development, supporting local businesses, and enhancing the town's appeal as a tourist destination. A coffee shop is a compatible use with the existing commercial character of the area. Specifically under the 21st Century Market place objectives 1 and 4.

***1. Support the Harpers Ferry Historic Town Foundation's efforts to improve the economic climate of the Town.***

***4. Consider rezoning to allow limited expansion of commercial activities in certain circumstances, such as on lots immediately adjacent to existing commercially zoned property or on property historically used for commercial purposes.***

It also aligns with objectives listed in other parts of the 21st Century Market Place section:

***The Harpers Ferry Historic Town Foundation's program includes efforts to rehabilitate existing structures and infrastructure to make the town's commercial area more attractive to both new businesses and to visitors and shoppers. The program aims toward more diverse goods and services to boost the economic well-being of the town. These changes will have a positive impact on revenue generation.***

**(b) Whether there are any changed or changing conditions in the area affected that make the proposed rezoning appropriate.**

The growth of tourism and the increasing popularity of Harpers Ferry as a year-round destination have created a demand for additional amenities for residents outside of lower town, including coffee shops. The proposed rezoning will address these needs.

The property is surrounded by the new TDD, and our proposed use is in concert with the allowable uses that the TDD provides to the properties within the zone.

**(c) Whether the range and intensity of uses in the proposed zoning district classification are compatible with the uses permitted on other property in the immediate vicinity.**

The coffee shop will be surrounded by the TDD, all of which is slated and planned for commercial development. The property has no other adjacent neighbors.

**(d) Whether adequate utility, sewer and water, transportation, and other facilities exist or can be provided to serve the uses that would be permitted on the property if it were rezoned.**

Adequate utility, sewer, and water services are available to support the proposed use. The coffee shop will not place an undue burden on the existing infrastructure.

**(e) The impact of the proposed rezoning on storm water runoff.**

There are no proposed changes to the exterior of the building.

**(f) The effect of uses allowed by the proposed rezoning on the structural capacity of the soil.**

This request does not propose any structural changes to the property.

**(g) The effect of uses allowed by the proposed rezoning on the volume of vehicular (including construction) traffic and on traffic and pedestrian safety.**

The coffee shop will generate a minimal amount of vehicular traffic, which can be accommodated by the existing road network and parking spots. Pedestrian safety will be prioritized through the use of the site by promoting foot traffic for residents as well as tourists. We will work with surrounding businesses to ensure their specific parking spots/lots are not impeded upon by the coffee shop customers.

**(h) Whether a reasonably viable economic use of the subject property exists under the current zoning.**



Under the current zoning, the subject property may have limited residential potential, due to the surrounding TDD. The proposed rezoning will allow for a more productive and valuable use of the land.

**(i) The effect of the proposed rezoning on the environment or natural features, wildlife habitat, vegetation, water quality and air quality**

The coffee shop will have a minimal impact on the environment. The property owner and business owner will take steps to protect natural features, wildlife habitat, and water quality, as well as practicing environmentally sustainable business ethics (compostable cups, composting coffee grounds, donating to food banks)

**(j) Whether the proposed rezoning encourages economic development activities in areas designated by the Comprehensive Plan and provides desirable employment and enlarges the tax base.**

The coffee shop will create jobs, attract visitors, and contribute to the local tax base. It will be a valuable addition to the town's economic development efforts. The property and business owner strongly believe in practicing an all inclusive work environment that promotes creativity and growth opportunities for the employees.

**(k) Whether the proposed rezoning considers the current and future requirements of the community as to the use of the land**

The proposed rezoning will meet a growing demand for community amenities and contribute to the overall quality of life in Harpers Ferry by providing a warm and welcoming environment whether you need a quick cup of coffee, a quiet place to remotely work, or just catching up with friends.

**(l) Whether the proposed rezoning encourages the conservation of existing properties, particularly contributing resources, and their values.**

The coffee shop will not have a negative impact on existing properties or their values. In fact, the owners plan on having an informational board highlighting the rich history of Harpers Ferry and promoting its charm.

**(m) Whether the proposed rezoning considers trends of growth or changes, employment, and economic factors, the need for housing, probable future economic and population growth of the town.**

The proposed rezoning is consistent with the town's projected growth and development patterns. It will help to create a vibrant and sustainable location for residents to meet, socialize, work, relax etc.

**(n) The effect of the rezoning on natural, scenic, archaeological, or historic features of significant importance.**

The coffee shop will be designed to respect the historic character of Harpers Ferry and avoid any adverse impacts on natural features. The only renovation that will take place is in the interior of the building. We want to show off this beautiful structure and its surrounding masonry work.

### **Conclusion**

The proposed rezoning to allow for the establishment of a coffee shop in Harpers Ferry is a positive development that will benefit the community in a number of ways. It is consistent with the Comprehensive Plan, addresses the needs of the growing tourism industry, and will contribute to the economic vitality and quality of life for town residents.

## **Appendix 2 - Written Public Comments for Public Hearing**

Remainder of this page intentionally left blank. Appendix 2 information begins in full on the following page.



To whom it may concern:

I would like to express my support for the re-zoning of the stone house on Washington Street. There are so many beautiful buildings in our town that sit empty, unused and uncared for. This is an opportunity to enhance one of those buildings and provide an additional resource for local residents, including a place for our older children to safely walk to and be consumers.

My confidence in Nate and Katie to build a locally owned business that benefits the community is sky high. They have proven to me, as a HF resident, to be trusted stewards of this place we call home. Not only through Katie's generous and thoughtful fundraising towards the Children's Park, a project personal to me as a resident, but also through the many other local causes I see her supporting firsthand.

The introduction of a coffee shop/cafe to this area of Harpers Ferry, in my opinion, would be a beautiful enhancement. I love to support local businesses, specifically ones operated by local community members who care and have the town's best interest at heart.

The building is owned by family members, who have been residents of Harpers Ferry for almost 4 decades and will continue to be here for years to come. I urge you to please take all the areas I highlighted into consideration and trust in those who are already actively serving in the community as well intentioned residents and business owners.

Warm Regards,  
Holli-Aynn Van Vliet  
600 Cliff Street  
Harpers Ferry, WV  
Sent from my iPhone

My name is Caitlin McAteer, and I am a resident of Harpers Ferry – I live on Henry Clay Street, roughly a hundred yards away from the address where the zoning change has been proposed.

First and foremost, I want to state unequivocally that I find Nate Shapiro and his wife, Katie Kopsick to be warm, generous, and absolutely invaluable members of our community. In creating Bolivar Bread Bakery they have brought a life force back to the center of our residential neighborhood, and I firmly believe that the proposed coffee shop, when it's established, will be a twin heartbeat and will bring even more sense of community to our town. I hear there will be croissants, and this is very important. ;)

However, what I must address here is arbitrary proposal of rezoning when we have been waiting for a resolved comprehensive plan for well over a year now. In a previous meeting, mixed use zoning and that certainly seems feasible and like a good idea in a town that has a history of organically shifting between commercial and residential use, prior to the establishment of zoning ordinances within our town. Undoubtedly there was a time when community members had businesses out of their homes and I know that's still a possibility. However, we have had a comprehensive plan in the works and the comprehensive plan is what we ought consider the best places for commercial zoning. The stretch where this commercial zone is proposed is currently residential, and as a immediate resident of that space, I feel strongly about keeping it residential. Much has been said about the proposed hotel. At this time, no hotel exists and it seems uncertain as to what form that space will take in the future. As Ms Meade-Curry said in the last meeting I attended regarding this issue, there's no way to know what allowances will be made if and when the hotel and its TDD are finally established. If mixed use zoning is to be instituted, is my strong preference and request that it be proposed within the framework of the larger comprehensive plan for the entire town, rather than taking a piecemeal approach that will impact the cohesive character of our residential neighborhoods.

Now, let's figure out where else we can put those croissants!

Good morning,

I support the rezoning of 460 Washington Street from residential to commercial. Having a business there would allow that beautiful space to be enjoyed by others and would be one more way to showcase the unique charm of Harpers Ferry. Keeping ownership and operation of that property in the hands of locals would help ensure that it is kept in a condition that continues to compliment the natural beauty and history of our area. Having a new place to gather and get to know neighbors in such an interesting space with both outdoor and indoor seating options will be a huge asset.

Sincerely,

Jennifer Beasley

72 Village Cir, Bolivar, WV 25425



To Whom It Concerns,

I hope this message finds you well. I'm reaching out in support of Nate Shapiro's vision for a local coffee shop at 460 Washington Street in Harpers Ferry. Our community is growing and I love seeing locally owned businesses by those who care deeply for our town. As many of us know, Harpers Ferry is full of charm, but one thing that has been noticeably absent is a coffee shop outside of the Lower Town area. Nate and Katie, the dedicated owners of Bolivar Bread Bakery, are hoping to fill this gap by opening a community-focused coffee shop in a location that would make it easily accessible to everyone in the area — and they need our help.

With your support, we can make this much-needed addition to our town a reality. **Epigram Coffee** will not only provide a great space for residents and visitors alike to enjoy high-quality coffee and pastries but will also contribute to the economic vibrancy of our area by supporting local producers, offering jobs, and becoming an active part of the community.

Supporting this zoning change would not only help bring a much-needed business to Harpers Ferry, but it would also help sustain the kind of thriving, locally owned businesses that make our town special. With your approval, **Epigram Coffee** can become a staple in the community for years to come. The Van Vliet family's commitment to keeping the property within the family underscores their dedication to preserving the local, community-driven spirit of the business. With this assurance, we can feel confident that this zoning change will benefit both the current and future generations of Harpers Ferry, supporting a vibrant, locally owned business that enriches our town for years to come.

Thank you for your time,

Marissa Morris

910.922.6518

ReVersaRose Organic Skincare & Holistic Facial Studio

January 19, 2025

Dear Zach & the Planning Commission,

We'd like to express our support for the rezoning of 460 Washington Street from residential to commercial.

Here's why we believe this will benefit the town:

1. It would be wonderful to have a coffee shop where our community can gather.

Harpers Ferry and Bolivar have so many qualities that make it a great place to live, including parks, a bakery, restaurants, doctor's office and walking trails, all within walking distance.

But we're lacking a community gathering space, and a coffee shop where people can sit, hang out, meet and work would fill this void.

We both work from home right up the street from Lower Town, and we drive out of town several times each week to work remotely from coffee shops in Charles Town and Purcellville. We would love to spend more of our money and time here in Harpers Ferry.

2. We'd like to see one of the many abandoned or not-in-use properties be brought to life with a business, especially one that benefits those of us who live here. Properties that sit unused negatively impact the experience of living here, as well as visitors' impression of the town.

3. Regardless of how it's zoned, all of the properties around 460 Washington St. will soon be used as commercial, so it makes sense to have this property in the midst of it all be used as a business, too.

Thanks for considering this request. We hope the swell of support from the community shows you this is something most residents would love to see happen.

Best,

Alexis Grant & Ben Collins  
1334 W. Washington St.  
Harpers Ferry, WV, 25425

Dear Members of the Harpers Ferry Planning Commission,

My name is Ashley Bullock, and I am writing as a resident of Harpers Ferry to express my enthusiastic support for the rezoning of 460 Washington Street from residential to commercial use.

Harpers Ferry is a truly special town, rich with history and community spirit. However, one thing we're missing is more locally owned commercial spaces that can serve as gathering places for residents and visitors alike. Rezoning this property would breathe new life into a long-vacant building, providing the opportunity for a small, independently owned business to flourish and contribute to our town's unique charm.

This isn't just about supporting one coffee shop or specific business—it's about encouraging local entrepreneurship and creating a space that strengthens the sense of community we all value so deeply. Surrounding towns have multiple gathering spots like coffee shops that bring people together, and it's time for Harpers Ferry to offer the same. With the steady influx of tourists to our area, we have a tremendous opportunity to provide a warm, welcoming environment for both visitors and residents while supporting the local economy.

This property has been dormant for far too long, and its transformation into a commercial space would benefit everyone. It's a step toward revitalizing the area, building connections, and ensuring that Harpers Ferry continues to grow while retaining its small-town charm.

Thank you for considering this rezoning application. I hope you'll join me in supporting this much-needed change for our community.

Sincerely,  
Ashley Bullock

301 Gilmore St.  
Harpers Ferry, WV 25425

—

Owner

[The Green Mountain Mamas](#)

(631)294-5614

*Think Green!*

To Whom It May Concern,

I believe the proposed coffee shop in the "stone house" on Washington St. would be beneficial for the community. I hope that they are allowed to renovate and occupy the currently vacant building and put it to positive use for everyone.

Thank you,

Cecilia Melton

1010 W. Ridge St.

Harpers Ferry, WV.



TO: Harpers Ferry Planning Commission

RE: HFPC Potential Rezoning

**Rezoning a residential property (460 Washington Street) to commercial is a terrible idea.**

The Harpers Ferry residential and commercial zoning districts are clearly laid out in zoning maps and referenced in the Town's Comprehensive Plan. These zoning districts should be rigorously upheld.

The property in question is on a street with contiguous residential lots. If one residential lot is changed to commercial, it will eventually cause the other lots to fall to the same fate.

The SWaN properties surrounding 460 Washington Street are not zoned commercial. They exist within an overlay zone and are required to retain their residential zoning.

Preservation of our residential character as a town should be the top goal of our Town Council's elected officials.

The request to rezone must be denied.

Sincerely,

Barbara Humes

670 E. Ridge Street

Harpers Ferry, WV

Hi there,

I am writing in support of Nate Shapiro's endeavor to open a coffee shop in Harpers Ferry and to support rezoning the property in question as "commercial." As a resident, I love that local young people and leaders are creating new ways to build and bolster community in our town.

What I love most about Nate's coffee shop concept is that it could serve as a wonderful gathering place for local neighbors, a safe place where my young child can one day meet with his math or language tutors, and a third space for residents like my husband and myself who want a cozy place to work away from the home and office. I would be so proud to have my dollars support something this hyper-local. When we talk about community investment, a place like Nate's would be it. This is the kind of place that keeps young families like ours here in town because it's somewhere wholesome to go, something cool to do, and some place we'd be thrilled to tell our friends about because of Nate's passion with coffee.

I know Nate's coffee shop will succeed in large part because I've seen the hard work that he puts in at his wife Katie Kopsick's Bolivar Bread Bakery. If Katie's meteoric rise and hard work with her bread shop is any indication of Nate's future success and hard work, I just know that the coffee shop will do more than provide a warm beverage: it'll bring in a much-needed dose of kindness and warmth that is emblematic of every single person who lives here.

Thank you,

Esther Lee, Resident of Harpers Ferry

900 W Washington St

Harpers Ferry, WV 25425

Dear Harpers Ferry Planning Commission,

I hope this message finds you well. I am writing to offer my enthusiastic support for Bolivar Bakery's proposal to open a coffee shop along Washington Street in Harpers Ferry, West Virginia. As a community member, I believe that establishing a business of this nature in our charming town will significantly benefit both our residents and the numerous visitors we welcome each year.

The addition of a coffee shop in this location will undoubtedly meet the needs of our many visitors, providing them with a cozy spot to relax, refresh, and enjoy the local ambiance. Furthermore, it will serve as an enticing draw, encouraging visitors to explore areas beyond the park, thereby enriching their overall experience of Harpers Ferry.

I firmly believe that Bolivar Bakery's coffee shop will not only enhance the vibrancy of our town but also contribute to the local economy by attracting more foot traffic and supporting other nearby businesses. This initiative aligns perfectly with our community's vision of promoting local enterprises and fostering a welcoming atmosphere for tourists and residents alike.

Thank you for considering my support for this exciting venture. I am confident that Bolivar Bakery's coffee shop will be a valuable addition to our town, and I look forward to seeing it thrive.

Warm regards,  
Sandra Marra  
308 Union Street  
Bolivar WV 25425

Harpers Ferry Planning Commission: I am submitting my comments to you as a 37 year resident of Harpers Ferry and not as a Town Employee. I am writing to the Commission to express my concern for rezoning 460 Washington Street from Residential to Commercial. This change could open the opportunity for every residential property owner to seek the same request. If passed it would overshadow and ruin our beautiful historic residential community as you can't pass one request of this type and then not others.

I am requesting the Planning Commission to deny this rezoning application. Please follow the Town's ordinances as outlined and uphold the current zoning map as is.

Thank you.

Patricia Morse

231 High Street

Harpers Ferry, WV 25425

Dear Planning Commission,

Please do not change the Residential Zoning of 460 Washington Street to Commercial Zoning.

Spot zoning is not a good idea. Changes to zoning have profound impacts that may not be immediately apparent.

The Harpers Ferry Comprehensive Plan is clear about protecting the small residential community of our town. The huge impact of tourist commercialization in Harpers Ferry has always made our residential community fragile and vulnerable.

Thank you for protecting the residents of Harpers Ferry by preserving the Residential Zoning of 460 Washington Street.

Ron and Linda Rago  
700 Washington Street  
Harpers Ferry  
West Virginia



Dear Members of the Harpers Ferry Planning Commission,

I am writing in support of the rezoning of 460 Washington Street from residential to commercial for the following reasons:

1. Both Nate Shapiro and Katie Kopsic are local residents, business owners, and supporters of our community. While it is important to draw investors to our town to open businesses, it is even more desirable that our locals do so. Beyond being the hands-down best sourdough bread baker, Katie is a pillar in our community. Bolivar Bread Bakery not only serves our town, but it has also been featured on televised travel programs attracting visitors. The staff of BBB are actively involved in our community. When a civically minded young lady wanted to improve the town's playground, BBB helped by raising awareness and funds to support the rejuvenation of the Children's Park. I have no doubt that the proposed coffee shop will bring those values to our town as well.
2. There is a need and a desire for a community-minded coffee shop. While I love and support the businesses downtown, it is not always desirable to compete with tourist crowds for a good cup of coffee. The proposed location, 460 Washington Street, is an ideal one for locals to walk, meet up, and enjoy coffee and company. The location is also ideal for curtailing any competition with the businesses downtown.
3. Our visitors need more options. As a resident of Upper Town, I have encountered vacationing visitors staying in local rentals/B&Bs who arrive by train and have limited or no dining options when other businesses in town are closed or crowded.

In short, approving the rezoning of 460 Washington Street for the purposes of opening a coffee shop would be beneficial to the residents and visitors alike. I support this request by Nate and Katie and ask you, the members of the Planning Commission to approve the rezoning request.

Thank you for considering my input.

Respectfully,

Karen T. Sagisi

991 Putnam Street

Harpers Ferry, WV, 25425

(619) 694-8873

Subject: Support for Rezoning 460 Washington St. to Establish Local Coffee Shop

Dear Members of Harpers Ferry Town Hall,

I hope this letter finds you well. My name is Louie Sagisi, and I am a proud resident of Harpers Ferry. I am writing to express my strong support for the proposed rezoning to allow Nate Shapiro to establish a local coffee shop in our community.

I believe that rezoning 460 Washington St. for a new coffee shop will bring numerous benefits to our town, including:

1. **Job Creation:** A new coffee shop would create job opportunities for our local residents, providing both part-time and full-time employment options. This is particularly important for our youth and those looking for flexible work.
2. **Economic Growth:** By supporting a local business, we keep money within our community. The revenue generated by the coffee shop will contribute to our local economy and help foster further business development.
3. **Community Hub:** A coffee shop can serve as a communal gathering place, fostering connections among residents. It offers a friendly environment where people can meet, work, and socialize, strengthening our community bonds. While there are other local coffee shops, they are located in crowded areas and packed with tourists—plus they require driving for our elderly residents, whereas 460 Washington St. is more accessible. This new location would be more tailored to the needs and preferences of our residents, offering a more intimate and comfortable environment.
4. **Supporting Local Entrepreneurs:** Nate Shapiro, embodies the spirit of innovation and dedication. By supporting his venture, we encourage other local talents to pursue their dreams and invest in our town.
5. **Revitalization of the Area:** The establishment of a coffee shop will enhance the vibrancy and attractiveness of our town. It will contribute to the revitalization of the area, making it a more appealing destination for residents and visitors alike.

In conclusion, I believe that rezoning to accommodate Nate Shapiro's coffee shop is a positive step for Harpers Ferry. It promises economic growth, job creation, and a stronger sense of community. I wholeheartedly support this initiative and urge the town hall to approve the rezoning request.

Thank you for your consideration.

Sincerely,

Louie Sagisi  
991 Putnam St.  
Harpers Ferry, WV, 25425  
619-940-6575

To the members of the Harpers Ferry Planning Commission,

I am writing to express my support for the rezoning request for the residential property located at 460 Washington Street to commercial. I believe that this change could be of benefit to the local community, tourism, as well as the town, county, and state economies.

The proposed coffee shop which is the catalyst for this effort would utilize a quirky beautiful property that has been vacant for over a decade and provide a much-needed additional gathering place for residents and visitors alike. I believe that the proposed coffee shop has the potential to become a beloved local business and am in favor of their intent to source as many ingredients and bespoke supplies as possible from West Virginia businesses.

The benefit to the local economy is an important consideration with the potential to increase tourism, contribute to tax revenues, and provide downstream revenue to other businesses through increased foot traffic. I urge you to consider the number of positive impacts that this rezoning could have on our local community.

I would encourage the Planning Commission (if it is to vote in favor of this rezoning request) to urge the Town Council to consult with the town's legal counsel to consider how it might thoughtfully implement this potential rezoning with guard rails that could include a sunset provision that would require an assessment and renewal of the zoning status after a reasonable amount of time to ensure that the intended benefits are actualized and that there are not unintended consequences. I would also encourage that careful consideration be given to residents living in close proximity, ensure that their properties are not negatively impacted, and that any controls that are available, such as hours of operation and parking restrictions, are taken into account.

Thank you for your time commitment to serving the town and for your consideration in this matter.

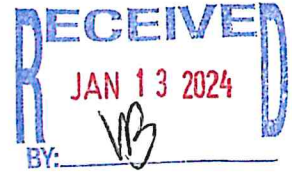
Respectfully,  
Jay Premack

490 Fillmore St  
Former Harpers Ferry Town Council member.

Bishop/EDL  
25425

The Clerk of Harpers Ferry  
HFPC Public Hearings  
1-21-25. Public Comment





460 Washington Street Lot 4 Block E

Harpers Ferry, West Virginia

January 18 2025

Subject

HFPC Public Hearing January 21 2025

Public Comment

E Mail to Clerk@harpersferrywv.us

To the Harpers Ferry Planning Commission

Dear Members of the Planning Commission,

Please enter our comments into the record.

We fully agree with Mayor Vaughn's comments regarding rezoning a residential property to Commercial stated in a letter to then Mayor Anderson. Quote by Greg Vaughn; We are adamantly opposed to such a venture. There is no reason to even consider rezoning the property to Commercial. Unquote

"Basically Mayor Vaughn's issue was if you rezone one property, then the next, and the next and the next wants a rezoning, etc. etc. etc. all the way up Washington Street to the post office.

He goes on to say, there is no need for rezoning to occur. It's OK to say no to someone."

He mentions the negative impact that this issue will have on contiguous Residential neighbors.

All of that being said, Let's take a look at the permitted uses of 460 Washington Street, of course the buyers have looked at all of this.

Article 1311 Residential District Uses. 1311.02 Uses Allowed.

There are a variety of uses allowed. Single Family Dwelling, Bed and Breakfast, *Any Home Based Business*, provided it is maintained by the resident and having no more than one non resident employee. Rental, Long Term Rental, Short term rental, Airbnb

Then there are Conditional Uses 1311.02 b, Go to the Board of Zoning Appeals. The uses of the residential property are all listed here and they are numerous. There are no hardships that we can see.

Let's look back a number of years. The previous owner Bob Johnson was a friend of mine and I sat with him through several Planning Commission Meetings where he adamantly argued to STAY OUT OF THE OVERLAY DISTRICT, and maintain the residential zoning for his property. The record will reflect that.

I ask the Planning Commission Members to NOT be pressured or bullied into a bad decision that could become

a slippery slope in the Historical District of Harpers Ferry, nestled in the National Historical Park. It is your duty. There are plenty of Fair and Equitable solutions available to you.

There are numerous good business options for the property owner without rezoning. Again buyer beware.

Respectfully submitted by Wayne Bishop and Elayne Edel  
597 East Ridge Street, Harpers Ferry, WV 25425



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CTUB Directors and two (2)  
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with the project. Interviews  
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proposals will be requested if  
needed. The proposals will be  
evaluated based on the criteria  
listed above.

The final scope of work and  
fee will be negotiated with  
the selected vendor. All firms  
submitting proposals will be  
notified of the selection results  
12/26/2t

#### NOTICE OF PUBLIC HEARING

The Harpers Ferry Planning  
Commission will be conducting  
a Public Hearing at 7:00 pm on  
Tuesday, January 21, 2025, at  
the Town Hall conference room  
located on the 2nd floor at 1000  
Washington Street, Harpers  
Ferry, WV to receive comments  
regarding the following:

A hearing will be conducted  
with the following agenda:

1. Potential rezoning  
from residential to commercial  
zoning

460 Washington Street, (Lot  
4, Block E) Harpers Ferry, WV

2. Adjournment

Interested parties may  
appear in person as noted  
above or provide written  
comments by:

1. Mail to HFPC at Town of  
Harpers Ferry, PO Box 217,  
Harpers Ferry, WV 25425. To  
ensure your comments are  
routed properly and enter the  
record, please place "HFPC  
Potential Rezoning" on the  
envelope.

2. Email: Clerk@  
harpersferrywv.us please place  
"HFPC-1/21/25" as the subject  
to ensure your comments are  
routed properly.

Written comments must  
include the name and address  
of the individual submitted their  
comment for the record and  
are requested to be received  
by 10:00 am on the day of the  
hearing.

The hearing will be followed  
by a regular Harpers Ferry  
Planning Commission meeting.  
12/26/1t

#### NOTICE OF ABANDONED VEHICLE

YEAR: 2002  
COLOR: White  
MAKE/MODEL: Dodge Ram  
VIN: 1D7HU18222J1993311  
LOCATION: CREAMER'S  
WRECKER SERVICE, 208 E  
NORTH ST, CHARLES TOWN,  
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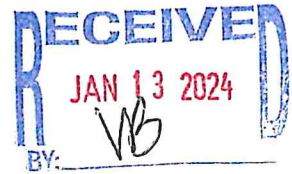
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H.F. Town Clerk  
HFPC Public Comment  
for Public Hearing

~~\*~~ Date Corrected ~~\*~~ Jan 12, 2025





460 Washington Street Lot 4 Block E

Harpers Ferry, West Virginia

January 12 2025

Subject

HFPC Public Hearing January 21 2025

Public Comment

E Mail to Clerk@harpersferrywv.us

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a slippery slope in the Historical District of Harpers Ferry, nestled in the National Historical Park. It is your duty. There are plenty of Fair and Equitable solutions available to you.

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Respectfully submitted by Wayne Bishop and Elayne Edel  
597 East Ridge Street, Harpers Ferry, WV 25425

### **Appendix 3 - Presentation from Prospective Business Owner at 460 Washington Street**

Remainder of this page intentionally left blank. Appendix 3 information begins in full on the following page.



# **Commercial Zoning for 460 Washington Street**

## **“The Stone House”**

**Jennifer and John Van Vliet - Property Owners  
Nate Shapiro - Business Owner - Epigram Coffee**



# Community Impact

- Local Meeting Place for residents
- Use local ingredients and purveyors
- Attract and retain permanent members of Harpers Ferry
- Fills a need/want for residents outside of lower town
- An environment where everyone feels welcome regardless of their background
- As development expands throughout Jefferson county, travel will become increasing congested. An in-town coffee shop will eliminate an unnecessary commute for residents, and keep tax dollars local
- As a business owned by a local resident, my goal is to maintain the charm and welcoming feel that Harpers Ferry embodies



# Scope of the Project

- Low impact on the town's existing infrastructure
- No renovation to exterior of the building
- Minor clean up to existing landscaping to make it look more welcoming
- Interior footprint will remain the same and no major renovations are necessary

# Historical Precedent

- Multiple business used to be located all along Washington St., dating back to the 1800's
- The property is completely surrounded by commercial property (owned by the Swan group)
- The driveway of the property is an easement and zoned commercial



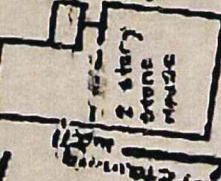
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Harding  
DB 264  
P51B

Plo Lot 4  
Plo P51  
Proposed  
Outsale.

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509°12'42"

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encroaches  
by approx.  
11' and less

58°50'41"E  
45.00'  
0.065 ACB.



58°50'41"E  
12.13'

Access  
Easement

N81°50'41"W  
60.00' (net) 10'

Washington Street  
60' R/W

October 20, 1995

October 20 1995

William D. Stowell may

Walton D. Stowell  
Mayor of Harpers Ferry

SEAL

# Promoting Harpers Ferry Heritage

- Appalachian inspired ingredients
- Historically inspired recipes
- Providing historical information on Harpers Ferry and Bolivar
- Community board for residents to post upcoming events
- Provide a gathering space for local clubs and groups



# **Environmentally Conscious Business**

- Compostable cups
- Recyclable paper products
- Reduce milk waste program
- Compost spent coffee ground program
- Support local food banks

# Potential Time Line

- Nov 19th - Planning Commission meeting presentation
- Dec 9th - Town Council vote on the zoning change/submit permit to change zoning
- December 10th - Submit Health Department application
- January 2025 - Interior remodeling
- February 2025 - Kitchen/Esspresso Bar install, final inspections from Health Dept/Fire Marshal
- March 2025 - Open the coffee shop to the community

# What are we asking for?

- We are kindly asking that this board make a motion to vote on the rezoning of 460 Washington Street to be zoned commercial and to pass that motion on to the town council for their upcoming meeting in December 2024. Thank you



## **Appendix 4 - Written Comments from Planning Commissioner Roberta Meade Curry**

Remainder of this page intentionally left blank. Appendix 4 information begins in full on the following page.

OPINION OF HARPERS FERRY PLANNING

COMMISSIONER:

R. MEADE-CURRY, AICP

DATE: 11-26-2024 Initial Review

At Special Meeting: 11-26-2024

REGARDING: 460 WASHINGTON STREET AGENDA  
ITEM #3 a & b

DATE: 01-21-2025 Planning Commission Review  
following Public Hearing on 01-21-2025

REGARDING: 460 WASHINGTON STREET-Map  
Amendment Request

AGENDA ITEM #5 a

Pursuant to Article 1329, Section 1329.02 - Property Owner/Proposed Applicant has not submitted the proposed amendment on an approved application form to the Planning Commission as of 11-26-2024. The Planning Commission has only received an Agenda Item Request and a powerpoint presentation.

Application submitted and received by Town on 12-04-2024 - **COMPLIES**

Pursuant to Article 1329, Section 1329.03 - The proposed amendment request is a Zoning Map Amendment therefore requires a fee to be paid to the Town; as of 11-26-2024 there is no application, and thereby no fee has been paid.

Fee paid by Applicant and received by Town on 12-04-2024 - **COMPLIES**

Pursuant to Article 1329, Section 1329.04 - The proposed amendment request is a Zoning Map Amendment therefore requires a public hearing.

Public Hearing Scheduled, published, posted and being held on 01-21-2025 at 7:00 pm - **COMPLIES**

Pursuant to Article 1329, Section 1329.05 - The Property Owner/Proposed Applicant have not submitted an application on an approved form addressing all items (a) thru (n); Planning Commission has not determined otherwise that all these items do not need to be addressed as of 11-26-2024.

Applicant has submitted a response to items (a) thru (n) as of 12-04-2024 -see review comments.

Planning Commission has not determined that all items need to be addressed.

Pursuant to Article 1329, Section 1329.06 (a) - The "CLOCK" as so referenced during the Planning Commission's 11-19-2024 Regular Meeting, does not exist; therefore "not Started"; because, the Property Owner/Proposed Applicant has not submitted the proposed amendment on an approved application form to the Planning Commission as of 11-26-2024, nor paid the required fee.

Fee Paid 12-02-2024

Pursuant to Article 1329, Section 1329.06 (b) & (c) - Does not apply.

**Pursuant to Article 1301, Section 1301.01 Authority.** The Zoning Ordinance is enforceable only within the corporate boundaries of the Corporation of Harpers Ferry and is established under the authority granted pursuant to WV Code 8A-7-1 et seq. The Zoning Ordinance is intended to comply with the provisions of 8A-7-1 et seq. (Ord. 2015-02, passed 01-29-2015.) - Therefore the Planning Commission can only have jurisdiction on the portion of land that is within the Town Legal Boundaries. The portion of property within the TDD, if it so, exists as presented, the Planning Commission may not have authority over.

Suggestion to have the Town Attorney advise Planning Commission regarding how we should proceed on this matter; especially if we need to have new legal descriptions presented for both portions of land at time the official application is submitted to Town was not done. **Therefore Planning Commission still is not clear if they have jurisdiction.**

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## PART THIRTEEN — PROJECT AND ZONING CODE

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### ARTICLE 1329 Amendments

- 1329.01 Purpose.**
- 1329.02 Initiation.**
- 1329.03 Application; fee.**
- 1329.04 Amendment without hearing.**
- 1329.05 Zoning Map amendments.**
- 1329.06 Hearing and report.**
- 1329.07 Enactment.**

#### **1329.01 Purpose.**

The purpose of this Article 1329 is to prescribe the procedure by which amendments to the text of the Zoning Ordinance and to the Zoning Map may be made.

#### **1329.02 Initiation.**

- (a) Any amendment to the Zoning Ordinance may be initiated by the Town Council.
- (b) The Planning Commission or the owners of 50% or more of the real property in the area to which the petition relates, may petition to amend the Zoning Ordinance. The petition must be signed and presented to the Planning Commission if the petition is by 50% or more of owners of real property in the area to which the petition relates. The petition must be signed and presented to the Clerk of the Town if the petition is by the Planning Commission. Petitions by land owners shall be submitted on an approved application form.
- (c) An amendment to the Zoning Map may be sought by an owner of property within the Town by submitting the proposed amendment on an approved application form to the Planning Commission.

#### **1329.03 Application; fee.**

The Town Council must adopt by resolution an approved application form and set the fee schedule for Zoning Map amendments by the owner of a property within the Town.

#### **1329.04 Amendment without hearing.**

- (a) The Town Council may amend the Zoning Ordinance without satisfying the requirements of Section 1329.06 of this Article as long as the proposed amendment is not a Zoning Map amendment or an amendment that changes the allowed dwelling unit density of any Lot.
- (b) Before the Town Council may adopt such an amendment, the Planning Commission shall make a recommendation to the Town Council on:
  - (1) Whether the proposed text Amendment is consistent with the Comprehensive Plan; and
  - (2) Whether the proposed text Amendment is consistent with the intent and purpose of the Zoning Ordinance.
- (c) If such proposed amendment is not consistent with the preceding, the Town Council, before adopting such proposed amendment, must find, with the advice of the Planning Commission, that there have been major changes of an economic, physical or social

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#### **HISTORY:**

Ord. 2015-02 (passed 01-29-2015, effective 02-16-2015) superseded all previous zoning and related ordinances to bring the Town into compliance with current WV Code. Ord. 2015-02 was further refined by Ord. 2015-07 (passed 07-13-2015) and Ord. 2017-01 (passed 02-25-2017).

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## PART THIRTEEN — PROJECT AND ZONING CODE

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nature within the area involved which were not anticipated when the Comprehensive Plan was adopted and that those changes have substantially altered the basic characteristics of the area.

### 1329.05 Zoning Map amendments.

If an application submitted by a land owner is for a reclassification of property to a different zoning district classification on the Zoning Map, the applicant shall address all the following in its application unless the Planning Commission determines otherwise. The Planning Commission shall give reasonable consideration and make a recommendation to Town Council on the following matters, as appropriate:

- (a) Whether the proposed zoning district classification is consistent with the Comprehensive Plan.
- (b) Whether there are any changed or changing conditions in the area affected that make the proposed rezoning appropriate.
- (c) Whether the range and intensity of uses in the proposed zoning district classification are compatible with the uses permitted on other property in the immediate vicinity.
- (d) Whether adequate utility, sewer and water, transportation, and other facilities exist or can be provided to serve the uses that would be permitted on the property if it were rezoned.
- (e) The impact of the proposed rezoning on storm water Runoff.
- (f) The effect of uses allowed by the proposed rezoning on the structural capacity of the soil.
- (g) The effect of uses allowed by the proposed rezoning on the volume of vehicular (including construction) traffic and on traffic and pedestrian safety.
- (h) Whether a reasonably viable economic use of the subject property exists under the current zoning.
- (i) The effect of the proposed rezoning on the environment or natural features, wildlife habitat, vegetation, water quality and air quality.
- (j) Whether the proposed rezoning encourages economic development activities in areas designated by the Comprehensive Plan and provides desirable employment and enlarges the tax base.
- (k) Whether the proposed rezoning considers the current and future requirements of the community as to the use of the land.
- (l) Whether the proposed rezoning encourages the conservation of existing properties, particularly Contributing Resources, and their values.
- (m) Whether the proposed rezoning considers trends of growth or changes, employment, and economic factors, the need for housing, probable future economic and population growth of the Town.
- (n) The effect of the rezoning on natural, scenic, archaeological, or historic features of significant importance.

### 1329.06 Hearing and report.

- (a) Public hearing. If the Planning Commission does not initiate a proposed amendment, no later than 60 days after an application for a Zoning Map amendment or an amendment that changes the allowed dwelling unit density of any Lot, has been accepted as complete, the Planning Commission shall hold a duly noticed public hearing on the proposed amendment. At least 30 days prior to the public hearing, the Planning Commission shall publish notice of the date, time and place of the public hearing in a local newspaper of general circulation in the area affected by the

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## PART THIRTEEN — PROJECT AND ZONING CODE

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proposed amendment, as a Class I legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of the West Virginia Code.

- (b) Report to Council. If the Planning Commission did not initiate the proposed amendment, no later than 60 days after its last public hearing meeting on the amendment, the Planning Commission shall report to the Town Council its recommendation with respect to the proposed amendment, which shall be based on the criteria set forth in Section 1329.04(b) and Section 1329.04(c) of this Article. Failure to meet this deadline, or such shorter period as the Town Council may direct, shall be deemed a recommendation of approval by the Planning Commission. Upon receipt of such recommendation, the Town Council, within 195 days of when the application was submitted to the Planning Commission, shall decide whether to adopt or deny the proposed amendment.
- (c) Amendment initiated by Planning Commission. If the Planning Commission does initiate a proposed amendment, no later than 60 days after an application for a Zoning Map amendment or an amendment that changes the allowed dwelling unit density of any Lot has been accepted as complete, the Town Council shall hold a duly noticed public hearing on the proposed amendment. At least 30 days prior to the public hearing, the Town Council shall publish notice of the date, time and place of the public hearing in a local newspaper of general circulation in the area affected by the proposed amendment, as a Class I legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of the West Virginia Code. Within 195 days of when the application was submitted, the Town Council shall decide whether to adopt or deny the proposed amendment.

### **1329.07 Enactment.**

An enacted amendment to the Zoning Map shall be dated and certified by the Town Council and filed with the Town Recorder, the Planning Commission and Clerk of the Jefferson County Commission. An enacted amendment to the text of the Zoning Ordinance shall be filed with the Clerk of the Jefferson County Commission.



### **1311.02 Uses allowed.**

#### **(a) Permitted uses.**

(1) One Single Family Dwelling Unit per Lot but excluding tents, cabins and House Trailers or mobile homes, except that not more than one trailer or mobile home may be temporarily used as a residence on a Lot while a dwelling is being constructed thereon, but such excluded use shall not be continued for more than one year.

(2) Short-term Rentals, including Bed and Breakfast Inns, vacation rentals, or Hostels; providing they (a) obtain valid business licenses; (b) pay all applicable taxes, including Business and Occupation, Sales and Use, and Room Occupancy taxes; and (c) abide by Town ordinances applicable to all properties within the residential zone, including parking, noise, and lighting restrictions.

(3) Any Home-Based Business, provided it: (a) is maintained by the resident and having no more than one non-resident employee or daily worker on Site, (b) does not require any extension or external modification of the dwelling or Accessory Structure(s), and (c) does not involve any outward evidence of such Use other than one Sign that otherwise complies with Article 1316 Signs.

(b) Conditional Uses. The following Conditional Uses may be authorized upon application to the Board of Zoning Appeals for a Conditional Use Permit as long as any proposed Conditional Use will not be detrimental to other Permitted Uses in the Residential District or to Abutting Lots in the Business District

(1) Religious Institution, Education Facility, public Library, public Museum, Community Center, Public Services (Police or Fire) Facility, Association Hall, publicly-owned Park, or publicly-owned playground provided that such use is consistent with the residential nature of the neighborhood.

### **Pursuant to Article 1311, Section 1311.02 - Can the Property Owner / Proposed Applicant pursue criteria based for a Conditional Use Permit in a Residential District? Can the Business Plan fall within the definitions listed below?**

Association Hall. A facility for administrative, meeting, or social purposes for a private or nonprofit organization, primarily for use by administrative personnel, members and guests. Examples include, but are not limited to: Lions Club, Veterans of Foreign Wars, etc.

Community Center. A public Structure used for activities that, through proximity to residents, benefit the surrounding neighborhood. Activities permitted include any combination of the following: meeting space for civic groups, clubs, or organizations; spaces for the provision of daycare services; group cultural and/or recreational activities, whether self-directed or organized; space for artisans, crafters, etc., including occasional (not more than one day each week) sale of such merchandise produced on-premises; and educational and/or instructional programs.

Home-Based Business. Any Business, occupation, or activity undertaken for gain where the principal office or place of Business is located within a residential Structure or a permitted Accessory Structure that is incidental and secondary to the use of that Structure. Such a Business is not open to the public except by appointment.

Museum. A Structure having public significance by reason of its architecture or former Use or occupancy or a Structure serving as a repository for a collection of natural, scientific, or literary collections, or works of art, and arranged, intended, and designed to be used by members of the public for viewing, with or without an admission charge, and which may include as an Accessory Use the sale of goods to the public.

Nonprofit Organization. Any person(s), partnership, association, corporation or other group legally established under federal and state law whose activities are conducted for unselfish, civic, or humanitarian motives, or for the benefit of others, and not for the gain of any private individual or group and may include, but shall not be limited to, patriotic, philanthropic, social service, welfare, benevolent, educational, civic, fraternal, cultural, charitable, scientific, historical, athletic, or medical activities.



**Pursuant to Article 1313 Promontory Overlay District** - Will the Property Owner/Proposed Applicant be required to submit an application regarding a Use/Conditional Use within the promontory district, and be processed according to the appropriate articles/processed with a full review due to a portion of the proposed land use/Lot is within the Promontory Overlay?

If the Planning Commission does not have the answer to this question then I suggest we seek legal counsel from the Town Attorney.

**Pursuant to WV Code, Chapter 5B - Economic Development Act of 1985, Article 2E West Virginia Tourism Development Act** - Is the Property Owner/ Proposed Applicant required to submit to the State an application regarding how the portion of land within the TDD will be used, modified, altered, etc.?

If the Planning Commission does not have the answer to this question then I suggest we seek legal counsel from the Town Attorney.

Upon reading CH 5B-2E-5 the proposed project may not qualify to even submit to the TDD for review.

So, now does that require the Property Owner/Proposed Applicant to approach SWan Investors and ask to have their TDD Project Amended to include this small portion of 460 Washington Street that appears to lie within the TDD?

#### **SWAN HILLTOP HOTEL INFORMATION ON STATE WEBSITE**

**4.14.2. Land use and permitting; Land use takes into consideration the non-binding existing HF Comprehensive Plan and the "Statements of Conformity" the Planning Commission has already granted.**

**The Applicant will comply with the Site Development Standards derived from the Jefferson County Zoning and Land Development Ordinance, Jefferson County, West Virginia; Adopted July 7, 1988 and Amended December 17, 2020 and as further defined in the attached Exhibit A – Site Development Standards Table. This land use is of a unique nature since the existing Hill Top House Hotel has existed before and next to a residential neighborhood for 130 years. The residences the Applicant owns within the TDD will be restored to their historic elements and act as a "residential transition buffer" even though they are included in hotel operations.**

I suggest we obtain Town Attorney's opinion on the words "*takes into consideration*", and how the Planning Commission can apply to an application going forward.

I also request at this time to have the Town Recorder find and distribute to all Planning Commission Members the "Statements of Conformity" granted by a previous Planning Commission, so we may have and understand our direction going forward.

**CONCLUSION:** It is of my opinion as Commissioner and in my professional opinion there are too many unanswered questions for the Planning Commission to make a recommendation to Town Council for the zoning Map Amendment – Therefore I cannot approve nor support this request.

1. Article 1329 also requires the application to address items (a) thru (n) - This has completed. This has been found to be **INCONSISTENT WITH COMPREHENSIVE PLAN AND ZONING ORDINANCES.**
2. Planning Commission needs several issues to be discussed with Town Attorney before we can make a sound and reasonable recommendation. Issues involving our authority of the land in TDD, the Promontory Overlay District, the TDD to name a few outlined in my discussion.
3. Property Owner /Proposed Applicant may need to explore other options available in the Residential District Uses under Conditional Uses; where maybe a rezoning would not need to occur.
4. Fails to comply with the current Comprehensive Plan -
  - a. **SECTION IV: BUILDING ON OUR HISTORIC CHARACTER - 19th Century Village**  
Expansion of the commercial areas, where desirable or appropriate, could be considered through rezoning actions by the Town Council. Such areas would best be confined to locations contiguous to existing commercially zoned areas or in locations or structures historically used for commercial purposes.  
- The proposed site does not meet this criteria.
  - b. **GOAL [Sec. IV (b)]:** To expand the town's commercial development (and tax base) in a manner that complements the historic character of Harpers Ferry.  
- Encouragement of home-based business may satisfy this criteria.
  - c. **GOAL [Sec. IV (c)]:** To have well built, safe and affordable housing for all the residents of Harpers Ferry.  
- Allowing a small accessory apartment within a house or existing building would preserve the appearance of a single-family neighborhood while giving the property owner additional income and the potential tenant a more affordable unit.
5. Fails to comply with Town Code of Ordinances by articles reference herein and if it was rezoned to Commercial/Business District a buffer on three sides of the property of 25'-0" would be required.
6. The Town has several available sites/structures already zoned Commercial/Business District which are vacant currently. Jefferson County has several sites and structures near Harpers Ferry, along Hwy 340, (small, medium to large), each with ample parking.  
  
Until there is an extreme shortage of Commercial/Business District sites/structures in demand a rezoning of a Residential District site surrounded by other residential zoning and uses to a Commercial/Business District may be considered spot zoning.
7. Attached is detailed comments pages 1 -8 to be included as my review.



Date: 01-21-2025

## Statement of Justification for Proposed Rezoning for Harpers Ferry Coffee Shop

### Introduction

This Statement of Justification is submitted in support of the proposed rezoning of PT LT 4 BLK E ((460 Washington Street) from residential to commercial, to allow for the establishment of a small, neighborhood coffee shop. The proposed rezoning is consistent with the town's Comprehensive Plan and will contribute positively to the local economy, community amenities, and overall quality of life.

### Addressing Specific Concerns

#### ARTICLE 1329, SECTION 1329.05.05

- (a) **Whether the proposed zoning district classification is consistent with the Comprehensive Plan.**

The proposed commercial rezoning aligns with the Comprehensive Plan's goals of promoting economic development, supporting local businesses, and enhancing the town's appeal as a tourist destination. A coffee shop is a compatible use with the existing commercial character of the area. Specifically under the 21st Century Market place objectives 1 and 4.

1. **Support the Harpers Ferry Historic Town Foundation's efforts to improve the economic climate of the Town.**

*RNC REVIEW: This is not a Harpers Ferry Town Foundation Project; therefore, this is NOT CONSISTENT WITH THE COMPREHENSIVE PLAN, SECTION IV: BUILDING ON OUR HISTORIC CHARACTER, 21<sup>st</sup> Century Market Place, GOAL [Sec. IV (b)], OBJECTIVE 1, for this Zoning Map Amendment request.*

4. **Consider rezoning to allow limited expansion of commercial activities in certain circumstances, such as on lots immediately adjacent to existing commercially zoned property or on property historically used for commercial purposes.**

*RNC REVIEW: This is not immediately adjacent to commercially zoned property, nor on property historically used for commercial purposes, therefore this is NOT CONSISTENT WITH THE COMPREHENSIVE PLAN, SECTION IV: BUILDING ON OUR HISTORIC CHARACTER, 19<sup>th</sup> Century Village, and NOT CONSISTENT WITH SECTION IV: BUILDING ON OUR HISTORIC CHARACTER, 21<sup>st</sup> Century Market Place, GOAL [Sec. IV (b)], OBJECTIVE 4, for this Zoning Map Amendment request.*

It also aligns with objectives listed in other parts of the 21st Century Market Place section:

**The Harpers Ferry Historic Town Foundation's program includes efforts to rehabilitate existing structures and infrastructure to make the town's commercial area more attractive to both new businesses and to visitors and shoppers. The program aims toward more diverse goods and services to boost the economic well-being of the town.**

***These changes will have a positive impact on revenue generation.***

***RNC REVIEW: This is not a Harpers Ferry Town Foundation Project and is not an OBJECTIVE of the Comprehensive Plan; therefore, this is NOT CONSISTENT WITH THE COMPREHENSIVE PLAN to this Zoning Map Amendment request.***

- (b) Whether there are any changed or changing conditions in the area affected that make the proposed rezoning appropriate.**

The growth of tourism and the increasing popularity of Harpers Ferry as a year-round destination have created a demand for additional amenities for residents outside of lower town, including coffee shops. The proposed rezoning will address these needs.

***RNC REVIEW: No substantial competent evidence was presented to support this finding or fact by the Application/Applicant.***

***As of this date, there are at least five coffee shops/café's in Lower Town, and one retail establishment along Washington Street that serves coffee, and all restaurants in Lower Town currently serve coffee, approximately four.***

The property is surrounded by the new TDD, and our proposed use is in concert with the allowable uses that the TDD provides to the properties within the zone.

***RNC REVIEW: No substantial competent evidence was presented to support this finding or fact by the Application/Applicant. No evidence was submitted regarding the allowable uses within the TDD, and how the use proposed is in "concert" with those uses.***

- (c) Whether the range and intensity of uses in the proposed zoning district classification are compatible with the uses permitted on other property in the immediate vicinity.**

The coffee shop will be surrounded by the TDD, all of which is slated and planned for commercial development. The property has no other adjacent neighbors.

***RNC REVIEW: No substantial competent evidence was presented to support this finding or fact by the Application/Applicant. No evidence was submitted regarding the allowable uses within the TDD, and how the use proposed is in "concert" with those uses.***

**Below are three statements taken directly from the HF Code of Ordinances Article 1313 Promontory Overlay District: (portions highlighted for clarity)**

**Section 1313.04 (b) (2) - Provide for a notable and economically viable hotel and for other tourist accommodations on designated contiguous parcels to preserve and enhance historic resources in the Promontory Overlay District while limiting commercial activities within the underlying Residential District of the Promontory Overlay District to the same or similar commercial activities permitted in the Residential District;**

**Section 1313.04 (c) Permitted Uses in the Promontory Overlay District. Except as Section 1313.04(a)(3) provides, if an owner of any Lot, Parcel,**



Structure, or Historic Structure within the Promontory Overlay District wishes to pursue any use already permitted in the zoning district under the Zoning Ordinance as of the effective date of this ordinance, then such use or uses are Permitted Uses, so long as the use or uses are neither an Enlargement nor a Non-Conforming Use that has been determined to be an Abandonment.

Section 1313.04 (4) (f) For Single-Family Dwellings or parcels located in a Residential district east of Columbia Street not under Hotel management, all Conditional Residential Uses set forth in Section 1313.04(e)(2)(A) and no others.

These three paragraphs out of the Promontory Overlay District clearly state the intent, "concert", that Residential Uses within the Residential District of the Promontory Overlay are allowed, to continue to be allowed, and Conditional Uses allowed within the Residential District can be allowed; uses that do not comply with 1313.04 (e)(2)(A), and/or cause enlargement, typically in land use meaning intensifying the use or density of a property, are not allowed.

Clearly the Promontory Overlay District is to remain a Residential District, remain Residentially Zoned, with the Overlay offering options. However, a retail establishment (coffee shop) or a commercial rezoning is not supported by the above language.

( d) Whether adequate utility, sewer and water, transportation, and other facilities exist or can be provided to serve the uses that would be permitted on the property if it were rezoned.

Adequate utility, sewer, and water services are available to support the proposed use. The coffee shop will not place an undue burden on the existing infrastructure.

*RNC REVIEW: No substantial competent evidence was presented to support this finding or fact by the Application/Applicant.*

- *No evidence was submitted regarding existing and proposed water and wastewater usage capacity, # of restrooms supplied to # of occupants,*
- *No evidence was submitted for electrical existing and proposed usage,*
- *No documents presented from Harpers Ferry Water Works, Inc. nor the Public Service Commission regarding concurrency/capacity commitment in writing.*
- *No floor plans, as requested, were submitted showing proposed layout, occupancy loads (# of persons within the space including staff), and compliance with fire codes (safe exiting for the # of occupants).*

Therefore, no proof has been presented that the property being rezoned commercial, specific to a coffee shop establishment, will NOT have an UNDUE BURDEN upon the town's existing infrastructure.

( e) The impact of the proposed rezoning on storm water runoff.

There are no proposed changes to the exterior of the building.

*RNC REVIEW: No substantial competent evidence was presented to support this finding or fact by the Application/Applicant.*

- *What is the proposed plans for the exterior land? Relandscaping? This needs to be shown. A Single-Family Use as the property stands now has a much different use of the land then does a commercial establishment wanting to propose outdoor seating, landscaping, erosion of land by pedestrians and customers.*
- *What is the current stormwater mitigation/management on the property? This needs to be shown. Gutters? Downspouts? If the rezoning is approved and a change of use occurs the property needs to brought up to current codes. You may need to change some things to the exterior of the building to comply with life safety and other codes.*
- *How are you handling your waste, where will the trash be stored and screened from public view? How will the trash companies coordinate your pick ups?*

**( f ) The effect of uses allowed by the proposed rezoning on the structural capacity of the soil.**

This request does not propose any structural changes to the property.

*RNC REVIEW: No substantial competent evidence was presented to support this finding or fact by the Application/Applicant. May be a minor concern until land is disturbed.*

- *What is the proposed plans for the exterior land? Relandscaping? This needs to be shown.*
- *Can land, soil support outside seating area? Larger fuel tank?*

**( g ) The effect of uses allowed by the proposed rezoning on the volume of vehicular (including construction) traffic and on traffic and pedestrian safety.**

The coffee shop will generate a minimal amount of vehicular traffic, which can be accommodated by the existing road network and parking spots. Pedestrian safety will be prioritized through the use of the site by promoting foot traffic for residents as well as tourists. We will work with surrounding businesses to ensure their specific parking spots/lots are not impeded upon by the coffee shop customers.

*RNC REVIEW: No substantial competent evidence was presented to support this finding or fact by the Application/Applicant.*

- *No floor plans, as requested, were submitted showing proposed layout, occupancy loads (# of persons within the space including staff), and compliance with fire codes (safe exiting for the # of occupants). Therefore, we do not have information presented as to number of parking required to run the business. (# of staff, # of managers, # of customers/dining tables and chairs)*
- *Current fire codes use different occupant loads for the areas of a restaurant (dining area, counter/order areas, storage, prep, kitchen, etc.)*
- *Information as to how you anticipate your deliveries occurring and their impact to the neighborhood, streets and traffic flow also has not been presented.*



**( h ) Whether a reasonably viable economic use of the subject property exists under the current zoning.**

Under the current zoning, the subject property may have limited residential potential, due to the surrounding TDD. The proposed rezoning will allow for a more productive and valuable use of the land.

*RNC REVIEW: No substantial competent evidence was presented to support this finding or fact by the Application/Applicant. I disagree with the statement by Applicant.*

- *The current zoning: Residential District allows for an array of uses which are reasonably viable economic use for the subject property. They are:*
  - *Single-Family Home-Owner Occupied*
  - *Single-Family Home-Owner Occupied with a home-based business*
  - *Single-Family Home used as a Bed & Breakfast*
  - *Single-Family Home used as a Short-Term Rental*
  - *Single-Family Home as Rental property income*
  - *Single-Family Home-Owner Occupied with an Accessory Dwelling Unit Rental*
  - *Single-Family Home used as a Hostel*
- *Under the Conditional Use Permit Process the allowed uses expand – with an application to the Board of Zoning Appeals (BZA), and consistent with the residential nature of the neighborhood. They are:*
  - *Religious Institution*
  - *Education Facility*
  - *Public Library*
  - *Public Museum*
  - *Community Center*
  - *Public Services (police or fire) Facility*
  - *Association Hall*
  - *Publicly Owned Park or Playground*
  - *Residential Care Facility*
- *The TDD states that the Armory Houses, which are the nearest structures to this property, will serve as a Residential Buffer to the proposed hotel. Therefore, the TDD already understands that the Residential Zoning District, as well as the residential neighborhood established for 130 years is to be maintained and act as a buffer to the remaining residential structures surrounding the TDD.*
  - *"This land use is of a unique nature since the existing Hill Top House Hotel has existed before and next to a residential neighborhood for 130 years. The residences the Applicant owns within the TDD will be*

restored to their historic elements and act as a "residential transition buffer" even though they are included in hotel operations." (Section 4.14.2 on State website for Hilltop Hotel)

**(i) The effect of the proposed rezoning on the environment or natural features, wildlife habitat, vegetation, water quality and air quality**

The coffee shop will have a minimal impact on the environment. The property owner and business owner will take steps to protect natural features, wildlife habitat, and water quality, as well as practicing environmentally sustainable business ethics (compostable cups, composting coffee grounds, donating to food banks)

**(j) Whether the proposed rezoning encourages economic development activities in areas designated by the Comprehensive Plan and provides desirable employment and enlarges the tax base.**

The coffee shop will create jobs, attract visitors, and contribute to the local tax base. It will be a valuable addition to the town's economic development efforts. The property and business owner strongly believe in practicing an all inclusive work environment that promotes creativity and growth opportunities for the employees.

*RNC REVIEW: The project site's proposed economic development activities are not in an area designated by the Comprehensive Plan.*

**(k) Whether the proposed rezoning considers the current and future requirements of the community as to the use of the land**

The proposed rezoning will meet a growing demand for community amenities and contribute to the overall quality of life in Harpers Ferry by providing a warm and welcoming environment whether you need a quick cup of coffee, a quiet place to remotely work, or just catching up with friends.

*RNC REVIEW: The current and future requirements of the community as to the use of the land is a primary concern and responsibility of the Planning Commission and their duties to the residents whom are allowed to maintain the quiet enjoyment of their homes and properties by right. The TDD understands this by providing a "residential buffer".*

**(l) Whether the proposed rezoning encourages the conservation of existing properties, particularly contributing resources, and their values.**

The coffee shop will not have a negative impact on existing properties or their values. In fact, the owners plan on having an informational board highlighting the rich history of Harpers Ferry and promoting its charm.



*RNC REVIEW: This matter may be considered NOT APPLICABLE, due to no contributing resources impacted other than:*

- the structures architectural uniqueness. This matter can be answered by comments made under matter (n).*
- the steep landscape slope to rear of property needs to be protected from erosion and unwanted pedestrian foot traffic, so possibly a solution to a directed path or landscaping to preserve the slope from erosion.*
- A bulletin board is a good idea, however not the answer to satisfy this matter.*

**(m) Whether the proposed rezoning considers trends of growth or changes, employment, and economic factors, the need for housing, probable future economic and population growth of the town.**

The proposed rezoning is consistent with the town's projected growth and development patterns. It will help to create a vibrant and sustainable location for residents to meet, socialize, work, relax etc.

*RNC REVIEW: No substantial competent evidence was presented to support this finding or fact by the Application/Applicant.*

**(n) The effect of the rezoning on natural, scenic, archaeological, or historic features of significant importance.**

The coffee shop will be designed to respect the historic character of Harpers Ferry and avoid any adverse impacts on natural features. The only renovation that will take place is in the interior of the building. We want to show off this beautiful structure and its surrounding masonry work.

*As far as we know there is no natural, scenic, archaeological or historical features of significant importance as the definition is typically applied; therefore, this matter may be deemed NOT APPLICABLE.*

*However, as the applicant has stated the architectural style, handcrafted wood carpentry and stonework details that make this a unique gem in Harpers Ferry shall forever be known as "The Stone House". Harpers Ferry Town Council and Historic Landmarks Commission should place this on the National Historic Landmarks Designation List as quickly as possible.*

*It is our hope this home and all its fine detailing shall forever be revered and protected.*

## **Conclusion**

The proposed rezoning to allow for the establishment of a coffee shop in Harpers Ferry is a positive development that will benefit the community in a number of ways. It is consistent with the Comprehensive Plan, addresses the needs of the growing tourism industry, and will contribute to the

economic vitality and quality of life for town residents.

*RNC REVIEW: SEE CONCLUSION AND ALTERNATIVES OFFERED ON ATTACHED PAGES*

REVIEW COMMENTS BY - R MEADE CURRY-01-21-2025

# NEIGHBORHOOD-COMMERCIAL ZONES FOR UPPER TOWN HARPERS FERRY

**Harpers Ferry should have neighborhood-commercial or other light mixed-use zoning on either end of Washington Street in upper town. It has existed there historically, to some extent today, and there is a growing need for businesses geared for serving residents.**

Historically, there have been businesses and institutions\* clustered on either end of Washington Street in upper town Harpers Ferry, mostly along its north side.

- **Western end:** from the fire station and Town Hall all the way up the hill to Zachary Taylor Street (just past Bolivar Bread)
- **Eastern end:** all around the intersection with Columbia Street (the Hill Top House intersection), including the area around Henry Clay Street

It's still true today, though there are fewer businesses on the eastern end. There have also been businesses in other locations throughout upper town, but not in the same concentrations.

This pattern has existed since the 1800s, well before economic ruin and the coming of the Park depopulated Lower Town. The needs of upper town residents may have been different in years past, but the town has always been able to accommodate them.

Today, the restaurants and businesses of Lower Town are not convenient for most Harpers Ferry residents, mostly because of the steep hill and scarce parking. Nor are most of them geared towards residents, in terms of their hours and offerings.

The submitted information provides a comprehensive look at both current and historical business and institutional land use. This information should be considered before recommending the Future Land Use Map. Concentrating businesses in clusters to serve residents on either end of Washington Street in upper town makes good sense.

- **Well-defined Neighborhood-Commercial or other mixed light-use zones** rooted in historical usage will provide clear guidance for appropriate development.
- **Traffic along the Route 340 corridor** will only get worse as development explodes in Jefferson County. Having amenities in town can cut down on the number of long round-trip drives residents need to make.
- **Having desirable amenities in upper town can help attract and retain full-time residents.** Good residential businesses help build healthy communities.

Stop into Bolivar Bread on a weekday afternoon, and you'll likely find yourself having an informal chat with a neighbor. Resident-focussed businesses also participate in community events. And yes, their tax receipts help pay the town's bills.

Of course these businesses will also attract some visitors, which is another benefit. Those visitors will get a true taste of the living, breathing community of Harpers Ferry. And perhaps some will decide it's a community they'd like to join full-time.

In summary, Harpers Ferry should take a cue from its history to enhance its future, and encourage resident-oriented businesses in upper town. The first step is to add Neighborhood-Commercial or similar zones to the Future Land Use Map.

\* "Institutional" as per the Harpers Ferry Comprehensive Plan includes churches, town government offices and properties, fire department, Appalachian Trail offices, service clubs, and telephone company property

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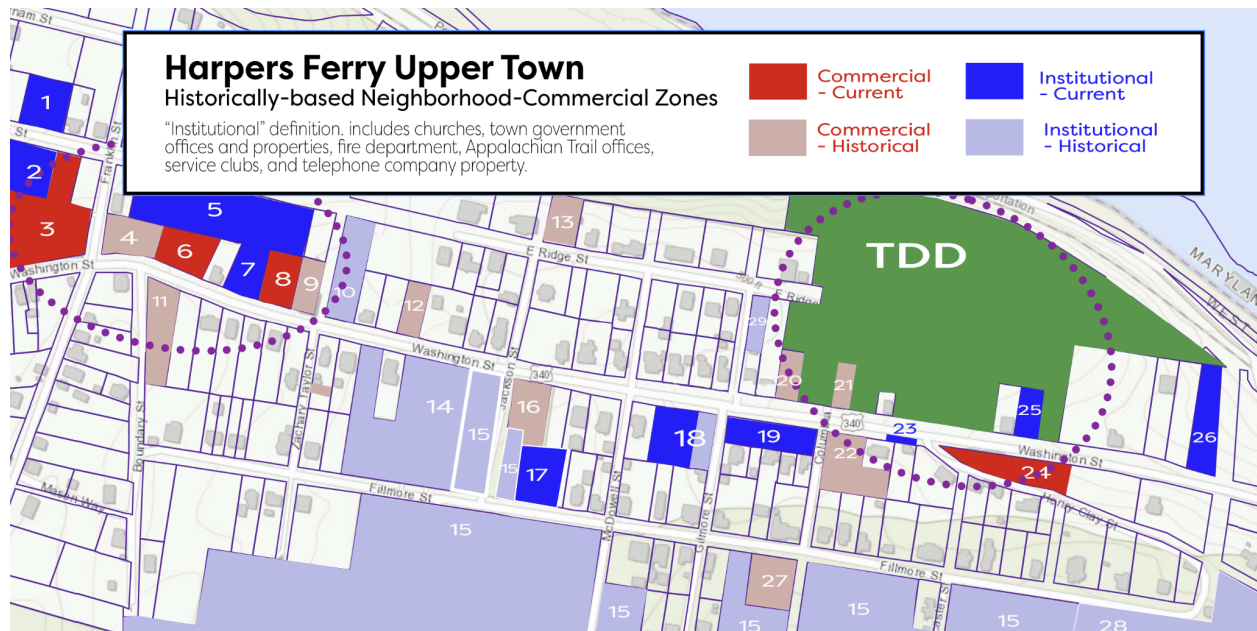
**Next:**

- **Map 1: Current and historical commercial and institutional land use**
- **Map 2: Example of historically-based Washington Street Commercial or Neighborhood-Commercial zones**
- **Appendix 1: Key/Map details**
- **Appendix 2: Neighborhood-Residential Zoning references**



## MAP 1: Current and historical commercial and institutional land use

- Historical, Commercial properties (light red) were clustered on the western end of town, and in the vicinity of Hill Top House. Clusters are within the purple dotted circles.


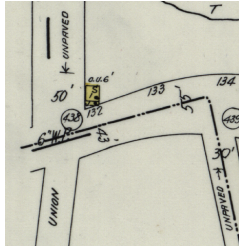
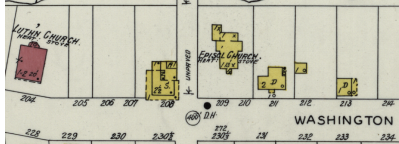
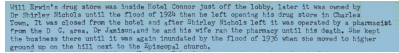
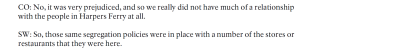
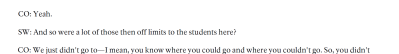
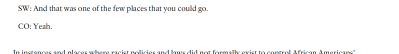
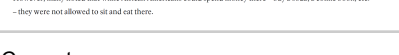


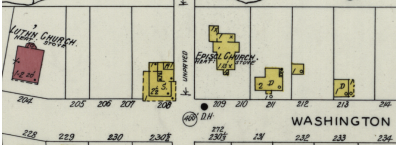
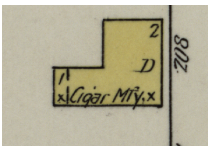
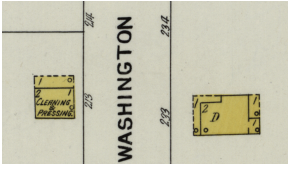
## MAP 2: Example of historically-based Washington Street Commercial or Neighborhood-Commercial zones

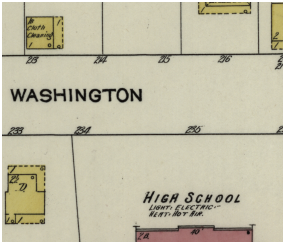
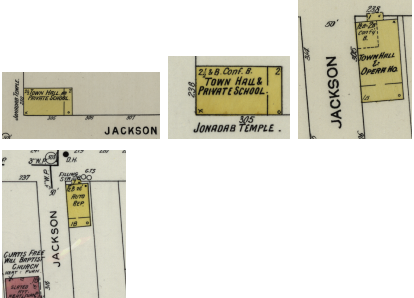
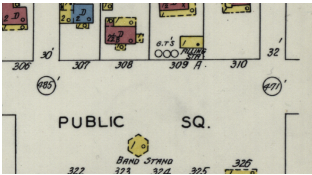
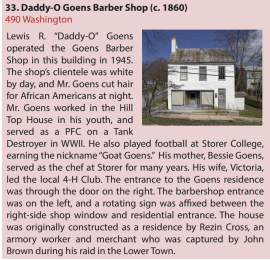


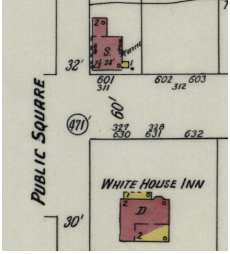


- Per the Land Use and Sustainable Development Law Clinic advisor, these designations would not dictate how properties must be zoned. They represent what the town believes will best serve its needs in the future, and would allow property owners within the zones to request rezoning their properties.
- This is an example only. Exact boundaries and included properties would be determined by the Planning Commission, for consideration and adoption by Town Council.

## APPENDIX 1 - MAP KEY / DETAILS

MAP #	ADDRESS	NAME	TYPE	NOTES / SOURCE See appendix for backup info
1	1030 W Ridge	First Zion Baptist Church	Institutional	Current (decommissioned, renovation in progress)
2	1050 Washington	Friendship Fire Company	Institutional	Current
3	1000 Washington	Town Hall, Post Office / Liquor Store	Business, Institutional	
4	980 Washington	Town park, store	Business, Institutional	1933 Sanborn map ("S" signifies a Store) 
5	980 Washington	Town property (wooded gully)	Institutional	Current
6	970 Washington	Gilded Flea / Eackles Funeral Home / Jonadab Hall	Business, Institutional	1933 Sanborn map  Excerpt from "Harpers Ferry - When the Twentieth Century Was Young" by Isabel Kern Flanagan (HFD-541)  Excerpts from December 2017 NPS Ethnographic study    
7	950 Washington	St. John's Lutheran Church	Institutional	Current

8	914 Washington	Bolivar Bread, Masonic Lodge / Mena's Pizza, King's Pizza	Business, Institutional	<p>Current</p> <p>1933 Sanborn map</p>  <p>Excerpt from “Harpers Ferry - When the Twentieth Century Was Young” by Isabel Kern Flanagan (HFD-541)</p> <p>Until Stein's drug store was inside Tolol's corner just off the lobby, later it was owned by Dr. Matthew Stein's until the flood of 1930 when he left opening his drug store to Charley Town. It was closed from the hotel and after this day Stein's left it was operated by a pharmacist from the D. C. area. Dr. Stein's left it and his wife ran the pharmacy until his death. She kept the business there until it was again inundated by the flood of 1935 when she moved to higher ground so on the hill next to the Episcopal church.</p> <p>Excerpts from December 2017 NPS Ethnographic study - Cynthia Oates interview</p> <p>CO: No, it was very prejudiced, and so we really did not have much of a relationship with the people in Harpers Ferry at all.</p> <p>SW: So, those same segregation policies were in place with a number of the stores or restaurants that they were here.</p> <p>ETHNOGRAPHIC OVERVIEW AND ASSESSMENT FOR HARPERS FERRY NATIONAL HISTORICAL PARK</p> <p>CO: Yeah.</p> <p>SW: And so were a lot of those then off limits to the students here?</p> <p>CO: We just didn't go to—I mean, you know where you could go and where you couldn't go. So, you didn't bother. Now, there was a drugstore right across from the Episcopal Church on the main highway, Mr. Rathbone. Isn't that strange, I could remember his name. But he and his wife were very nice, always treated the students very well.</p> <p>SW: And so students were able to go to the drugstore?</p> <p>CO: Oh, yeah, uh huh.</p> <p>SW: And that was one of the few places that you could go.</p> <p>CO: Yeah.</p> <p>In instances and places where racist policies and laws did not formally exist to control African Americans' movement and behavior, there was often an unspoken or implicit understanding about which places and activities were accessible to black residents of Harpers Ferry. Interviews with alumni of Sonnet College are telling in this respect; almost all of the interviewees mentioned a Rathbone Drugstore in Harpers Ferry. A combination drug store and soda fountain, it was one of the few businesses in town that appealed to youth. However, many noted that while African Americans could spend money there—buy a soda, a comic book, etc.—they were not allowed to sit and eat there.</p>
9	960 Washington	Rathbone's drug store / Grocery / Wentzell cigar manufactory	Business	<p>1894 Sanborn map</p> 
10	894 Washington	St. John's Episcopal Church	Institutional	<p>Current (decommissioned in 2024)</p> <p>Excerpt from Weaver House proposal (undated)</p> <p>George's son James and his family lived in the house that he built. It is presumed that George and James conducted business from there. The house has remained in the same family since 1885 family. It has been uninhabited since the 1970s.</p> <p>Barbara Humes - 2023 article</p> <p>We know that by 1892, George Weaver was a businessman, known as an ice harvester and ice dealer. According to an article in the <i>Spirit of Jefferson</i> dated December 12, 1903, Weaver suffered a setback when his ice house burned down. Rebounding from this tragedy, however, by 1906 Weaver was again selling ice. He had purchased several lots along the Shenandoah River which would have made it easy to harvest and bring the ice to his ice house for keeping.</p>
11	981 Washington	Ice House and Livery - George & James Weaver	Business	
12	856 Washington	Women's Club / Cleaning and Pressing	Institutional / Business	<p>Current / 1907 and 1912 Sanborn map</p> 

				
13	790 East Ridge	Potomac Vista Casa De Regalos	Business	Newspaper archives
14	841 Washington	Harpers Ferry High School ("Old Shipley School")	Institutional	Current (decommissioned)
15	Various	Storer College / Lockwood House / Lodging Houses	Institutional, Business	Current (decommissioned)
16	799 Washington	ATC / gift store / filling station and repair shop / Town Hall & opera house / confectionary / school / Jonadab hall	Business, Institutional	Current / <b>1894, 1902, 1907, 1912, 1922, and 1933</b> Sanborn maps 
17	770 Fillmore	Oddfellows Lodge	Institutional	Current
18	645 Washington	Camp Hill UMC	Institutional	Current
19	541 Washington	Bandstand Park	Public space	Current
20	540 Washington	Filling Station	Business	1933 Sanborn map 
21	490 Washington	Barber Shop	Business	National Register listing / Harpers Ferry-Bolivar Historic Town Foundation research 
22	491 Washington	White House Inn	Business	1933 Sanborn map

				 
23	455 Washington	Old Barr Spring	Institutional	Current / Historical Resources listing
24	385 Washington	Hillside Child Care / The Hillside Shops	Business	Current / National Register listing
25	378 Washington	Gospel Chapel Assembly of God	Institutional	Current
26	300 Washington	Town property (wooded gully)	Institutional	Current
27	509 Fillmore	Dailey Funeral Home	Business	
28	Fillmore Street at York	Harper Cemetery	Institutional	Current
29	597 East Ridge	Jefferson County Telephone Company	Institutional	Jefferson County property records



## APPENDIX 2: NEIGHBORHOOD-RESIDENTIAL ZONING REFERENCES

A Google search of “neighborhood-residential zoning” will yield many examples. The two below are typical.

### [North Lebanon, PA code](#)

*“The regulations of this district are designed to encourage certain limited commercial activity at locations near residential neighborhoods which are not readily accessible to other commercially zoned areas. The uses permitted are intended to satisfy limited shopping and/or service needs and are not oriented toward high traffic volume nor the full range of commercial activity which is provided for in other districts.”*

### [Westview Atlanta](#)

*The Neighborhood Commercial (NC) District is an important tool for supporting the revitalization of our neighborhoods. The purpose of the district is to revitalize and protect neighborhood commercial districts at a scale and character which is in keeping with the surrounding neighborhoods, provide neighborhood oriented shops and services, and emphasize pedestrian convenience.*

*Current regulations have supported the proliferation of automobile-oriented strip shopping centers and chain store development. Huge parking lots and blank walls have replaced pedestrian scale streets. This type of development has destroyed the neighborhood character and uses within our traditional neighborhood centers. A Neighborhood Commercial District ranges in size from a single shop to several blocks and will provide close-at-hand goods and services to nearby residences.*

*The new NC District regulations support the rebuilding of our traditional neighborhood commercial districts by establishing pedestrian-friendly design standards. These standards include minimum sidewalks that have street trees, shop fronts that are adjacent to the sidewalk and parking that is to the rear or side of buildings. The district also enables established neighborhoods to retain their own unique character by allowing them to tailor the ordinance to meet their particular needs.*

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02/05/25  
Accrual Basis

Corp. of Harpers Ferry

P & L Budget vs. Actual (General, Excluding Water & Coal)  
July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
General				
296 · Restricted Fund Balance	0.00	40,000.00	-40,000.00	0.0%
297 · Committed Fund Balance	0.00	1,000.00	-1,000.00	0.0%
298 · Assigned Fund Balance	0.00	324,350.00	-324,350.00	0.0%
299 · Unassigned Fund Balance	0.00	900,750.00	-900,750.00	0.0%
301-01 · Property Tax Current Year	56,665.57	85,593.00	-28,927.43	66.2%
303 · Oil & Gas Severance Tax	990.25	2,500.00	-1,509.75	39.6%
304 · Excise Tax on Utilities	3,595.91	6,500.00	-2,904.09	55.3%
305 · Business and Occupation Tax	121,932.44	180,000.00	-58,067.56	67.7%
306 · Liquor & Wine Tax	6,009.67	10,000.00	-3,990.33	60.1%
307 · Animal Control Tax	75.60	110.00	-34.40	68.7%
308 · Hotel Motel	49,713.99	60,000.00	-10,286.01	82.9%
314 · Sales Tax Revenue	160,720.21	280,000.00	-119,279.79	57.4%
320 · Fines, Fees & Court Cost	6,550.00	20,000.00	-13,450.00	32.8%
320_399 · Police Department Rev Sources	21,525.00	27,000.00	-5,475.00	79.7%
325 · Licenses	2,608.00	6,500.00	-3,892.00	40.1%
326 · Building Permit Fees	3,845.00	5,000.00	-1,155.00	76.9%
327 · Miscellaneous Permits (Parking)	198.00	800.00	-602.00	24.8%
328 · Franchise Fees	1,552.59	3,300.00	-1,747.41	47.0%
330 · IRP Fees	2,974.32	5,000.00	-2,025.68	59.5%
340 · Parks and Rec.	992.22	5,000.00	-4,007.78	19.8%
342 · Parking Meter Revenue	125,744.03	200,000.00	-74,255.97	62.9%
345 · Rents & Concessions	63,284.19	88,000.00	-24,715.81	71.9%
365 · Federal Government Grants	0.00	5,470.00	-5,470.00	0.0%
366 · State Government Grants	0.00	13,230.00	-13,230.00	0.0%
368 · Contributions from other Entiti	0.00	80,000.00	-80,000.00	0.0%
376 · Table Gaming Income	6,366.19	13,000.00	-6,633.81	49.0%
380 · Interest Earned on Investments	3,337.98	5,500.00	-2,162.02	60.7%
382 · Refunds and Rebates	677.30	1,600.00	-922.70	42.3%
397 · Lottery	17,344.49	35,000.00	-17,655.51	49.6%
399 · Miscellaneous Revenue	1,055.00	1,500.00	-445.00	70.3%
405 · Board of Zoning-Appeal	0.00	100.00	-100.00	0.0%
Total General	657,757.95	2,406,803.00	-1,749,045.05	27.3%
386 · Insurance Claims	6,136.17	2,300.00	3,836.17	266.8%
Total Income	663,894.12	2,409,103.00	-1,745,208.88	27.6%
Gross Profit	663,894.12	2,409,103.00	-1,745,208.88	27.6%
Expense				
001.809 Grants Health/Sanitatio	0.00	6,500.00	-6,500.00	0.0%
001.760 Parking	8,571.52	13,384.34	-4,812.82	64.0%

# Corp. of Harpers Ferry P & L Budget vs. Actual (General, Excluding Water & Coal) July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
405 - Board of Zoning Appeals	0.00	300.00	-300.00	0.0%
Capital Projects Expenditures				
001.975 . General Government	0.00	515,060.00	-515,060.00	0.0%
001.976 . Public Safety	0.00	50,000.00	-50,000.00	0.0%
001.977 . Street and Transportation	0.00	170,000.00	-170,000.00	0.0%
Total Capital Projects Expenditures	0.00	735,060.00	-735,060.00	0.0%
Culture & Rec Exp				
900 . Parks	2,173.83	6,630.00	-4,456.17	32.8%
901 . Visitors Bureau -H	22,513.40	30,000.00	-7,486.60	75.0%
906 . Arts & Humanities -H	7,998.76	67,500.00	-59,501.24	11.9%
911 . Historical Landmarks Com.	0.00	15,200.00	-15,200.00	0.0%
916 . Library	0.00	4,500.00	-4,500.00	0.0%
Total Culture & Rec Exp	32,685.99	123,830.00	-91,144.01	26.4%
001.402 . Economic Development	2,118.52	15,000.00	-12,881.48	14.1%
001.409 . Office of Mayor	10,765.01	22,600.00	-11,834.99	47.6%
001.410 . Members of Council	10,765.00	21,900.00	-11,135.00	49.2%
001.411 . Office of Recorder	3,264.50	6,515.00	-3,250.50	50.1%
001.413 . Office of Treasurer	33,889.36	73,636.74	-39,747.38	46.0%
001.415 . Office of City Clerk	36,910.48	73,181.65	-36,271.17	50.4%
001.426 . Litigation Reserve	0.00	5,000.00	-5,000.00	0.0%
001.435 . Region 9 Dev. Authority	252.86	260.00	-7.14	97.3%
001.437 . Planning Commission	0.00	10,500.00	-10,500.00	0.0%
001.438 . Elections	0.00	5,000.00	-5,000.00	0.0%
001.440 . City Hall	133,854.03	327,117.61	-193,263.58	40.9%
001.699 . Contingencies	0.00	175,778.36	-175,778.36	0.0%
001.700 . Police Dept	264,268.53	593,029.81	-328,761.28	44.6%
001.706 . Fire Dept	0.00	4,000.00	-4,000.00	0.0%
001.750 . Street Department	49,670.49	117,809.49	-68,139.00	42.2%
001.751 . Street Lights	9,898.54	18,200.00	-8,301.46	54.4%
001.752 . Street Signs	365.00	1,000.00	-635.00	36.5%
001.753 . Snow Removal	4,537.50	45,000.00	-40,462.50	10.1%

Corp. of Harpers Ferry  
P & L Budget vs. Actual (General, Excluding Water & Coal)  
July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
001.759 · Public Transit	0.00	4,500.00	-4,500.00	0.0%
001.803 · Local Health Dept.	0.00	0.00	0.00	0.0%
417 · Office of Attorney	0.00	10,000.00	-10,000.00	0.0%
Total Expense	601,817.33	2,409,103.00	-1,807,285.67	25.0%
Net Ordinary Income	62,076.79	0.00	62,076.79	100.0%
Net Income	62,076.79	0.00	62,076.79	100.0%



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Accrual Basis

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

December 2024

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>General</b>									
<b>301-01 · Property Tax Current Year</b>									
Deposit	12/05/2024	11736	Sheriff of Jefferson Co.	Prop Tax Colle...	General		Hotel Motel Tax	73.40	73.40
Deposit	12/05/2024	11745	Sheriff of Jefferson Co.	Prop Tax Colle...	General		Hotel Motel Tax	1,189.35	1,262.75
Total 301-01 · Property Tax Current Year								1,262.75	1,262.75
<b>304 · Excise Tax on Utilities</b>									
Deposit	12/23/2024	9394662	State of WV	Nov 2024 colle...	General		001 General Fu...	0.70	0.70
Total 304 · Excise Tax on Utilities								0.70	0.70
<b>305 · Business and Occupation Tax</b>									
Deposit	12/30/2024	1274	DGE, LLC	FY 2025 Q2 B...	General		001 General Fu...	39.00	39.00
Total 305 · Business and Occupation Tax								39.00	39.00
<b>307 · Animal Control Tax</b>									
Deposit	12/09/2024	2225	Angela Banks, Asses...	Nov collections...	General		001 General Fu...	2.70	2.70
Total 307 · Animal Control Tax								2.70	2.70
<b>308 · Hotel Motel</b>									
Deposit	12/30/2024	3396984	AirBNB	FY 2025 Nov R...	Hotel Occ ...		Hotel Motel Tax	2,182.62	2,182.62
Total 308 · Hotel Motel								2,182.62	2,182.62
<b>320 · Fines, Fees &amp; Court Cost</b>									
Deposit	12/10/2024			Tickets	Police		002 WVGOPAY...	350.00	350.00
Deposit	12/11/2024			Tickets	Police		002 WVGOPAY...	85.00	435.00
Deposit	12/13/2024			Tickets	Police		002 WVGOPAY...	50.00	485.00
Total 320 · Fines, Fees & Court Cost								485.00	485.00
<b>320_399 · Police Department Rev Sources</b>									
<b>321 Parking Violations</b>									
Deposit	12/02/2024			Tickets	General		002 WVGOPAY...	130.00	130.00
Deposit	12/03/2024			Tickets	General		002 WVGOPAY...	40.00	170.00
Deposit	12/04/2024			Tickets	General		002 WVGOPAY...	140.00	310.00
Deposit	12/04/2024			Tickets	General		General Court F...	240.00	550.00
Deposit	12/05/2024			Tickets	General		002 WVGOPAY...	73.00	623.00
Deposit	12/05/2024			Tickets	General		General Court F...	140.00	763.00
Deposit	12/06/2024			Tickets	General		002 WVGOPAY...	8.00	771.00
Deposit	12/07/2024			Tickets	General		002 WVGOPAY...	90.00	861.00
Deposit	12/08/2024			Tickets	General		002 WVGOPAY...	20.00	881.00
Deposit	12/09/2024			Tickets	General		002 WVGOPAY...	80.00	961.00
Deposit	12/10/2024			Tickets	General		002 WVGOPAY...	140.00	1,101.00
Deposit	12/10/2024			Tickets	General		General Court F...	230.00	1,331.00
Deposit	12/11/2024			Tickets	General		002 WVGOPAY...	100.00	1,431.00
Deposit	12/12/2024			Tickets	General		002 WVGOPAY...	40.00	1,471.00
Deposit	12/12/2024			Tickets	General		General Court F...	120.00	1,591.00
Deposit	12/13/2024			Tickets	General		002 WVGOPAY...	125.00	1,716.00
Deposit	12/14/2024			Tickets	General		002 WVGOPAY...	30.00	1,746.00
Deposit	12/15/2024			Tickets	General		002 WVGOPAY...	90.00	1,836.00
Deposit	12/16/2024			Tickets	General		002 WVGOPAY...	70.00	1,906.00
Deposit	12/17/2024			Tickets	General		002 WVGOPAY...	70.00	1,976.00
Deposit	12/18/2024			Tickets	General		General Court F...	50.00	2,026.00
Deposit	12/19/2024			Tickets	General		002 WVGOPAY...	30.00	2,056.00
Deposit	12/19/2024			Tickets	General		002 WVGOPAY...	3.00	2,059.00
Deposit	12/23/2024			Tickets	General		General Court F...	110.00	2,169.00
Deposit	12/23/2024			Tickets	General		002 WVGOPAY...	20.00	2,189.00
Deposit	12/26/2024			Tickets	General		002 WVGOPAY...	90.00	2,279.00
Deposit	12/27/2024			Tickets	General		002 WVGOPAY...	40.00	2,319.00
Deposit	12/27/2024			Tickets	General		General Court F...	50.00	2,369.00
Deposit	12/28/2024			Tickets	General		002 WVGOPAY...	20.00	2,389.00
Deposit	12/29/2024			Tickets	General		002 WVGOPAY...	20.00	2,409.00
Deposit	12/30/2024			Tickets	General		002 WVGOPAY...	70.00	2,479.00
Deposit	12/31/2024			Tickets	General		002 WVGOPAY...	20.00	2,499.00
Total 321 Parking Violations								2,499.00	2,499.00
Total 320_399 · Police Department Rev Sources								2,499.00	2,499.00
<b>325 · Licenses</b>									
Check	12/04/2024	16667	5 Star Fence LLC	Refund overpa...	General		001 General Fu...	-5.00	-5.00
Deposit	12/05/2024		TerraWorks	FY 2025 Busin...	General		002 WVGOPAY...	25.00	20.00
Deposit	12/09/2024	4829	Lookout Inn	FY 2025 Busin...	General		001 General Fu...	16.50	36.50
Deposit	12/30/2024	29472...	JSN Welding	FY 2025 Busin...	General		001 General Fu...	15.00	51.50
Total 325 · Licenses								51.50	51.50
<b>326 · Building Permit Fees</b>									
Deposit	12/02/2024	1212	Nathan Shapiro	ZCPA 2024-00...	General		001 General Fu...	25.00	25.00
Total 326 · Building Permit Fees								25.00	25.00
<b>340 · Parks and Rec.</b>									
Deposit	12/05/2024		customer	Pumpkin Roll ...	Park and ...		HF Parks and R...	30.00	30.00
Deposit	12/16/2024		customer	Cookie Walk ...	Park and ...		HF Parks and R...	202.22	232.22
Deposit	12/17/2024		customer	Cookie Walk 2...	Park and ...		HF Parks and R...	320.00	552.22
Total 340 · Parks and Rec.								552.22	552.22

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

December 2024

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>342 - Parking Meter Revenue</b>									
<b>342.1 Parking Meter Revenue</b>									
Deposit	12/16/2024	31758	Parkmobile LLC	Nov Revenue ...	General		001 General Fu...	20,286.74	20,286.74
Total 342.1 Parking Meter Revenue								20,286.74	20,286.74
Total 342 - Parking Meter Revenue								20,286.74	20,286.74
<b>345 - Rents &amp; Concessions</b>									
Deposit	12/02/2024	15016...	US Cellular	December Cell...	General		001 General Fu...	1,994.07	1,994.07
Deposit	12/02/2024	30001...	AT&T_c	December cell ...	General		001 General Fu...	1,259.71	3,253.78
Deposit	12/02/2024	03234...	US Post Office	November Ren...	General		001 General Fu...	2,357.58	5,611.36
Deposit	12/30/2024	32354...	US Post Office	November rent...	General		001 General Fu...	2,357.58	7,968.94
Total 345 - Rents & Concessions								7,968.94	7,968.94
<b>376 - Table Gaming Income</b>									
Deposit	12/17/2024		State of WV	Greenbrier De...	General		001 General Fu...	17.31	17.31
Deposit	12/23/2024		State of WV	CT Table	General		001 General Fu...	1,081.22	1,098.53
Total 376 - Table Gaming Income								1,098.53	1,098.53
<b>380 - Interest Earned on Investments</b>									
Deposit	12/31/2024			Interest	Police		HF/Bolivar Drug...	0.64	0.64
Deposit	12/31/2024			Interest	General		252PS - JSB P...	10.77	11.41
Deposit	12/31/2024			Interest	Police		Police Equipt R...	3.87	15.28
Deposit	12/31/2024			Interest	General		SWaN Escrow ...	110.54	125.82
Deposit	12/31/2024			Interest	General		General Capital ...	87.87	213.69
Deposit	12/31/2024			Interest	Police		General Court F...	102.16	315.85
Deposit	12/31/2024			Interest	General		Opioid Settlement	1.65	317.50
Deposit	12/31/2024			Interest	Park and ...		HF Parks and R...	1.07	318.57
Deposit	12/31/2024			Interest	Hotel Occ ...		Hotel Motel Tax	14.98	333.55
Deposit	12/31/2024			Interest	General		001 General Fu...	301.01	634.56
Total 380 - Interest Earned on Investments								634.56	634.56
<b>382 - Refunds and Rebates</b>									
Deposit	12/06/2024	9260092	State of WV	P Card Rebate...	General		001 General Fu...	335.48	335.48
Total 382 - Refunds and Rebates								335.48	335.48
<b>397 - Lottery</b>									
Deposit	12/05/2024		State of WV_c	CT Lottery	General		001 General Fu...	1,171.30	1,171.30
Deposit	12/07/2024		State of WV_c	CT Race track	General		001 General Fu...	883.77	2,055.07
Deposit	12/14/2024		State of WV	CT Races	General		001 General Fu...	931.33	2,986.40
Deposit	12/21/2024		State of WV	CT RAces	General		001 General Fu...	874.28	3,860.68
Deposit	12/24/2024		State of WV	Video lottery	General		001 General Fu...	74.08	3,934.76
Deposit	12/28/2024		State of WV	CT Races	General		001 General Fu...	1,299.57	5,234.33
Total 397 - Lottery								5,234.33	5,234.33
Total General								42,659.07	42,659.07
<b>386 - Insurance Claims</b>									
Deposit	12/16/2024	16411...	Farmer's Property & ...	Insurance Clai...	General		001 General Fu...	3,883.00	3,883.00
Total 386 - Insurance Claims								3,883.00	3,883.00
Total Income								46,542.07	46,542.07
Gross Profit								46,542.07	46,542.07
<b>Expense</b>									
<b>001.760 Parking</b>									
<b>Payroll-Parking</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	529.28	529.28
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	264.64	793.92
Total Payroll-Parking								793.92	793.92
<b>PR Taxes-Parking</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	40.49	40.49
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	20.24	60.73
Total PR Taxes-Parking								60.73	60.73
<b>001.761 Parkinng Expenses</b>									
Credit Card Charge	12/02/2024	NOV 2...	US Cellular	NOV usage pa...	General		P-Card	58.98	58.98
Credit Card Charge	12/05/2024	9298	US Post Office	Breeden, post...	General		P-Card	146.00	204.98
Credit Card Charge	12/30/2024	NOV 2...	US Cellular	usage parking ...	General		P-Card	59.09	264.07
Credit Card Charge	12/30/2024	3408	Vital Signs	Breeden, parki...	General		P-Card	75.00	339.07
Total 001.761 Parkinng Expenses								339.07	339.07
Total 001.760 Parking								1,193.72	1,193.72
<b>Culture &amp; Rec Exp</b>									
<b>900 - Parks</b>									
<b>Contracted Services Pa</b>									
Check	12/19/2024	229	Network 404 LLC	INV I-0853 FY ...	Park and ...		HF Parks and R...	180.24	180.24
Total Contracted Services Pa								180.24	180.24

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Accrual Basis

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

December 2024

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Materials &amp; Supplies Pa</b>									
Credit Card Charge	12/02/2024	457047	Home Depot	Waters, gazebo...	General		P-Card	39.94	39.94
Credit Card Charge	12/03/2024	94197	Wal Mart	Waters, gazebo...	General		P-Card	74.12	114.06
Credit Card Credit	12/03/2024	1787	Home Depot	wAters, return ...	General		P-Card	-29.98	84.08
Check	12/09/2024	1111591	Appalachian Trail Con...	Contributions f...	Park and ...		HF Parks and R...	450.00	534.08
Credit Card Charge	12/12/2024	5194	Meadow Farms	Morse, town p...	General		P-Card	12.00	546.08
Credit Card Charge	12/18/2024	7342	Home Depot	Waters, fence ...	General		P-Card	28.20	574.28
Total Materials & Supplies Pa								574.28	574.28
<b>Other projects Parks</b>									
Check	12/17/2024	1111696	Harpers Ferry Wome...	2024 Cookie ...	Park and ...		HF Parks and R...	500.00	500.00
Total Other projects Parks								500.00	500.00
<b>Utilities Pa</b>									
Bill	12/05/2024	00035...	Harpers Ferry Water ...	Nov usage, No...	General		20000 - Accoun...	50.05	50.05
Bill	12/09/2024	11008...	Potomac Edison	NOV usage To...	General		20000 - Accoun...	16.99	67.04
Total Utilities Pa								67.04	67.04
Total 900 - Parks								1,321.56	1,321.56
<b>906 - Arts &amp; Humanities -H</b>									
Check	12/16/2024	339	Taylor Bishop	INV 122024 W...	Hotel Occ ...		Hotel Motel Tax	336.00	336.00
Total 906 - Arts & Humanities -H								336.00	336.00
Total Culture & Rec Exp								1,657.56	1,657.56
<b>001.402 - Economic Development</b>									
Credit Card Charge	12/04/2024	401628	Wal Mart	Morse, tree lig...	General		P-Card	31.53	31.53
Credit Card Charge	12/12/2024	7912	Wal Mart	Morse, cookie ...	General		P-Card	42.77	74.30
Credit Card Charge	12/13/2024	75674	Wal Mart	Morse, cookie ...	General		P-Card	28.63	102.93
Credit Card Charge	12/16/2024	6995	Wal Mart	Morse, Cookie ...	General		P-Card	28.63	131.56
Total 001.402 - Economic Development								131.56	131.56
<b>001.409 - Office of Mayor</b>									
<b>PR Taxes Employer M</b>									
General Journal	12/27/2024			payroll 2024 1...	General		001 General Fu...	127.49	127.49
Total PR Taxes Employer M								127.49	127.49
<b>Salary M</b>									
General Journal	12/27/2024			payroll 2024 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								1,794.16	1,794.16
<b>001.410 - Members of Council</b>									
<b>PR Taxes Employer Co</b>									
General Journal	12/27/2024			payroll 2024 1...	General		001 General Fu...	382.50	382.50
Total PR Taxes Employer Co								382.50	382.50
<b>Salary Co</b>									
General Journal	12/27/2024			payroll 2024 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								5,382.50	5,382.50
<b>001.411 - Office of Recorder</b>									
<b>PR Taxes Employer R</b>									
General Journal	12/27/2024			payroll 2024 1...	General		001 General Fu...	114.75	114.75
Total PR Taxes Employer R								114.75	114.75
<b>Salary R</b>									
General Journal	12/27/2024			payroll 2024 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								1,614.75	1,614.75
<b>001.413 - Office of Treasurer</b>									
<b>Employee Benefits</b>									
Check	12/09/2024	eft	PEIA	Treasurer 2024...	General		Harpers Ferry P...	34.00	34.00
Total Employee Benefits								34.00	34.00
<b>Group Ins. T</b>									
Check	12/09/2024	EFT	PEIA	Treasurer PEI...	General		Harpers Ferry P...	682.98	682.98
Total Group Ins. T								682.98	682.98
<b>Pension Expense T</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	267.08	267.08
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	259.60	526.68
Total Pension Expense T								526.68	526.68

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Accrual Basis

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

December 2024

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>PR Taxes Employer T</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	201.36	201.36
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	195.00	396.36
General Journal	12/31/2024			move 'water' p...	General		-SPLIT-	-412.83	-16.47
Total PR Taxes Employer T								-16.47	-16.47
<b>Salary T</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	2,967.50	2,967.50
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	2,884.41	5,851.91
General Journal	12/31/2024			move 'water' p...	General		PR Taxes Empl...	-6,100.89	-248.98
Total Salary T								-248.98	-248.98
Total 001.413 - Office of Treasurer								978.21	978.21
<b>001.415 - Office of City Clerk</b>									
<b>Health Insurance CC</b>									
Check	12/09/2024	EFT	PEIA	Clerk PEIA Pre...	General		Harpers Ferry P...	682.98	682.98
Total Health Insurance CC								682.98	682.98
<b>OPEB - General</b>									
Check	12/09/2024	eft	PEIA	Clerk 2024 DEC	General		Harpers Ferry P...	34.00	34.00
Total OPEB - General								34.00	34.00
<b>Pension Expense CC</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	186.64	186.64
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	194.32	380.96
Total Pension Expense CC								380.96	380.96
<b>PR Taxes Employer CC</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	154.17	154.17
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	160.70	314.87
Total PR Taxes Employer CC								314.87	314.87
<b>Salary CC</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	2,073.75	2,073.75
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	2,159.07	4,232.82
Total Salary CC								4,232.82	4,232.82
Total 001.415 - Office of City Clerk								5,645.63	5,645.63
<b>001.440 - City Hall</b>									
<b>Payroll Processing-C</b>									
General Journal	12/05/2024			payroll process...	General		001 General Fu...	28.72	28.72
General Journal	12/19/2024			payroll process...	General		001 General Fu...	29.45	58.17
General Journal	12/27/2024			payroll process...	General		001 General Fu...	64.15	122.32
Total Payroll Processing-C								122.32	122.32
<b>Contracted Services C</b>									
Bill	12/01/2024	86367	Advantage Technolog...	INV 86367 Add...	General		20000 - Accoun...	718.75	718.75
Credit Card Charge	12/04/2024	89003	Merry Maids	Breeden, office...	General		P-Card	204.00	922.75
Credit	12/05/2024	85928	Advantage Technolog...	Credit for 7/25/...	General		20000 - Accoun...	-23.75	899.00
Credit Card Charge	12/18/2024	6517	Merry Maids	Breeden, office...	General		P-Card	204.00	1,103.00
Bill	12/23/2024	86342	Advantage Technolog...	INV 86342 Sup...	General		20000 - Accoun...	337.32	1,440.32
Total Contracted Services C								1,440.32	1,440.32
<b>Insurance and Bonds</b>									
Bill	12/01/2024	36904...	ENCOVA Insurance	Worker's Com...	General		20000 - Accoun...	298.62	298.62
Bill	12/02/2024	110286	WV Corp	Q3 2025	General		20000 - Accoun...	1,453.61	1,752.23
Total Insurance and Bonds								1,752.23	1,752.23
<b>Leased Equipment C</b>									
Check	12/09/2024	EFT	Leaf	Copier lease D...	General		001 General Fu...	104.50	104.50
Total Leased Equipment C								104.50	104.50
<b>Maint &amp; Repairs to Bldgs. C</b>									
Credit Card Charge	12/03/2024	3950	Home Depot	Waters, paint	General		P-Card	66.94	66.94
Credit Card Charge	12/03/2024	3195	Home Depot	Waters, storag...	General		P-Card	100.25	167.19
Credit Card Charge	12/05/2024	505841	Dollar Tree	Morse, town h...	General		P-Card	20.00	187.19
Credit Card Charge	12/05/2024	40961	Dollar Tree	Morse, wreaths	General		P-Card	5.00	192.19
Total Maint & Repairs to Bldgs. C								192.19	192.19
<b>Pension Expense C</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	204.85	204.85
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	200.70	405.55
Total Pension Expense C								405.55	405.55
<b>Postage C</b>									
Credit Card Charge	12/23/2024	77247	US Post Office	Breeden, post...	General		P-Card	146.00	146.00
Total Postage C								146.00	146.00



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Accrual Basis

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

December 2024

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>PR Taxes Employer C</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	256.27	256.27
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	256.40	512.67
General Journal	12/31/2024			move 'GF' porti...	General		-SPLIT-	736.86	1,249.53
Total PR Taxes Employer C								1,249.53	1,249.53
<b>Professional Services C</b>									
Bill	12/30/2024	34127	CoxHollidayoung PLLC	Accounting se...	General		20000 - Accoun...	1,393.78	1,393.78
Total Professional Services C								1,393.78	1,393.78
<b>Salaries &amp; Wages C</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	3,350.17	3,350.17
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	3,351.48	6,701.65
General Journal	12/31/2024			move 'GF' porti...	General		PR Taxes Empl...	12,410.88	19,112.53
Total Salaries & Wages C								19,112.53	19,112.53
<b>Telephone C</b>									
Credit Card Charge	12/02/2024	NOV 2...	US Cellular	NOV usage, c...	General		P-Card	230.34	230.34
Bill	12/16/2024	07308...	Frontier	NOV usage	General		20000 - Accoun...	76.74	307.08
Bill	12/16/2024	122024	Frontier	Telephone DE...	General		20000 - Accoun...	201.20	508.28
Credit Card Charge	12/30/2024	NOV 2...	US Cellular	usage, cell ph...	General		P-Card	225.92	734.20
Total Telephone C								734.20	734.20
<b>Utilities C</b>									
Bill	12/05/2024	00010...	Harpers Ferry Water ...	Nov Usage To...	General		20000 - Accoun...	46.40	46.40
Bill	12/10/2024	11008...	Potomac Edison	NOV usage To...	General		20000 - Accoun...	159.69	206.09
Bill	12/10/2024	11014...	Potomac Edison	NOV usage To...	General		20000 - Accoun...	21.08	227.17
Bill	12/10/2024	11008...	Potomac Edison	NOV usage To...	General		20000 - Accoun...	218.70	445.87
Bill	12/26/2024	34224...	Waste Management ...	DEC 2024 Tow...	General		20000 - Accoun...	192.53	638.40
Total Utilities C								638.40	638.40
<b>220 G - Advertising/Legal Publications</b>									
Bill	12/31/2024	69393	Jefferson Publishing ...	INV 69393 Zon...	General		20000 - Accoun...	51.78	51.78
Total 220 G - Advertising/Legal Publications								51.78	51.78
<b>341 G - Materials &amp; Supplies C</b>									
Bill	12/02/2024	150996	Automated Office Eq...	additional copi...	General		20000 - Accoun...	201.93	201.93
Credit Card Charge	12/03/2024	64861	Adobe Pro	Kelly, subscrip...	General		P-Card	21.19	223.12
Bill	12/04/2024	148995	Automated Office Eq...	Frt on July shi...	General		20000 - Accoun...	28.12	251.24
Credit Card Charge	12/05/2024	23459	Amazon.com	Kelly calendat	General		P-Card	33.48	284.72
Credit Card Charge	12/06/2024	28421...	Zoom Video Commu...	Kelly zoom	General		P-Card	92.97	377.69
Bill	12/09/2024	151087	Automated Office Eq...	Cartridges, FO	General		20000 - Accoun...	166.25	543.94
Credit Card Charge	12/09/2024	G0655...	MicroSoft	kelly, visio	General		P-Card	5.30	549.24
Bill	12/09/2024		Zoom Video Commu...	INV 276284495	General		20000 - Accoun...	92.97	642.21
Credit Card Charge	12/12/2024	69969	Amazon.com	Breeden, office...	General		P-Card	24.69	666.90
Credit Card Charge	12/13/2024	90646	Wal Mart	Breeden, office...	General		P-Card	93.40	760.30
Credit Card Charge	12/13/2024	75674	Wal Mart	Morse, christm...	General		P-Card	11.96	772.26
Bill	12/24/2024	122424	Crystal Springs	DECEMBER	General		20000 - Accoun...	5.99	778.25
Credit Card Charge	12/24/2024	3390	Amazon.com	Breeden, nam...	General		P-Card	40.17	818.42
Credit Card Charge	12/26/2024	3211	Amazon.com	Breeden, papaer	General		P-Card	44.99	863.41
Bill	12/30/2024	34127	CoxHollidayoung PLLC	RN access 20...	General		20000 - Accoun...	63.33	926.74
Total 341 G - Materials & Supplies C								926.74	926.74
Total 001.440 - City Hall								28,270.07	28,270.07
<b>001.700 - Police Dept</b>									
<b>Contracted Services-P</b>									
Bill	12/23/2024	86342	Advantage Technolog...	INV 86342 Sup...	Police		20000 - Accoun...	337.31	337.31
Total Contracted Services-P								337.31	337.31
<b>Departmental Supplies-P</b>									
<b>Auto Supplies and Fuel - P</b>									
Check	12/04/2024	EFT	Fuelman	NP67543614 ...	Police		001 General Fu...	937.67	937.67
Credit Card Charge	12/13/2024	90646	Wal Mart	Breeden, auto ...	Police		P-Card	7.94	945.61
Credit Card Charge	12/28/2024	25882	Amazon.com	Breeden, auto ...	Police		P-Card	51.64	997.25
Total Auto Supplies and Fuel - P								997.25	997.25
<b>Payroll Processing-P</b>									
General Journal	12/05/2024			payroll process...	Police		001 General Fu...	28.72	28.72
General Journal	12/19/2024			payroll process...	Police		001 General Fu...	29.45	58.17
Total Payroll Processing-P								58.17	58.17
<b>Office Supplies and Materials</b>									
Bill	12/09/2024	151087	Automated Office Eq...	Cartridges, PD	Police		20000 - Accoun...	166.25	166.25
Credit Card Charge	12/13/2024	90646	Wal Mart	Breeden, office...	Police		P-Card	59.41	225.66
Credit Card Charge	12/13/2024	30772	Amazon.com	Breeden, office...	Police		P-Card	19.04	244.70
Credit Card Charge	12/19/2024	2323	Amazon.com	Breeden, papaer	Police		P-Card	27.50	272.20
Credit Card Charge	12/24/2024	64183	Amazon.com	Breeden, envel...	Police		P-Card	61.27	333.47
Bill	12/30/2024	34127	CoxHollidayoung PLLC	RN access 20...	Police		20000 - Accoun...	63.34	396.81
Total Office Supplies and Materials								396.81	396.81

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Accrual Basis

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

December 2024

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Departmental Supplies-P - Other</b>									
Bill	12/01/2024	82304...	Motorola Solutions	INV 82304888...	Police		20000 - Accoun...	672.00	672.00
Total Departmental Supplies-P - Other								672.00	672.00
Total Departmental Supplies-P								2,124.23	2,124.23
<b>PEIA/Workers Comp-P</b>									
<b>246P - OPEB - Police</b>									
Check	12/09/2024	eft	PEIA	Police 2024 DEC	Police		Harpers Ferry P...	102.00	102.00
Total 246P - OPEB - Police								102.00	102.00
<b>PEIA/Workers Comp-P - Other</b>									
Check	12/09/2024	EFT	PEIA	POLIC PEIA Pr...	Police		Harpers Ferry P...	4,537.94	4,537.94
Total PEIA/Workers Comp-P - Other								4,537.94	4,537.94
Total PEIA/Workers Comp-P								4,639.94	4,639.94
<b>Magistrate-P</b>									
Check	12/17/2024	2958	Desiree Harris	Nov 19 Magistr...	Police		General Court F...	150.00	150.00
Total Magistrate-P								150.00	150.00
<b>Maintenance and Repairs-Auto-P</b>									
Bill	12/03/2024	2024-3...	CARS	INV 3029 - 202...	Police		20000 - Accoun...	116.55	116.55
Total Maintenance and Repairs-Auto-P								116.55	116.55
<b>Pension-P</b>									
General Journal	12/05/2024			payroll 2024 1...	Police		001 General Fu...	1,092.60	1,092.60
General Journal	12/19/2024			payroll 2024 1...	Police		001 General Fu...	824.41	1,917.01
Total Pension-P								1,917.01	1,917.01
<b>PR Taxes Employer -P</b>									
General Journal	12/05/2024			payroll 2024 1...	Police		001 General Fu...	1,120.90	1,120.90
General Journal	12/19/2024			payroll 2024 1...	Police		001 General Fu...	804.14	1,925.04
Total PR Taxes Employer -P								1,925.04	1,925.04
<b>Printing-Leased Equip. - P</b>									
Check	12/04/2024	EFT	DDL Business	DEC lease prin...	Police		001 General Fu...	71.50	71.50
Total Printing-Leased Equip. - P								71.50	71.50
<b>Property Ins and Bonds-P</b>									
Bill	12/01/2024	36904...	ENCOVA Insurance	Worker's Com...	Police		20000 - Accoun...	398.16	398.16
Bill	12/02/2024	110286	WV Corp	Q3 2025	Police		20000 - Accoun...	3,254.15	3,652.31
Total Property Ins and Bonds-P								3,652.31	3,652.31
<b>Salaries and Wages-P</b>									
General Journal	12/05/2024			payroll 2024 1...	Police		001 General Fu...	14,704.53	14,704.53
General Journal	12/19/2024			payroll 2024 1...	Police		001 General Fu...	10,579.83	25,284.36
Total Salaries and Wages-P								25,284.36	25,284.36
<b>Telephone-P</b>									
Credit Card Charge	12/02/2024	NOV 2...	US Cellular	NOV usage, c...	Police		P-Card	230.34	230.34
Bill	12/16/2024	07308...	Frontier	NOV usage	Police		20000 - Accoun...	76.74	307.08
Bill	12/16/2024	122024	Frontier	Telephone DE...	Police		20000 - Accoun...	201.20	508.28
Credit Card Charge	12/30/2024	NOV 2...	US Cellular	usage, cell ph...	Police		P-Card	225.92	734.20
Total Telephone-P								734.20	734.20
<b>Utilities-P</b>									
Check	12/04/2024	eft	ADT Security	2024 DEC	Police		001 General Fu...	70.49	70.49
Bill	12/05/2024	00010...	Harpers Ferry Water ...	Nov Usage To...	Police		20000 - Accoun...	46.40	116.89
Bill	12/10/2024	11008...	Potomac Edison	NOV usage, p...	Police		20000 - Accoun...	170.48	287.37
Bill	12/26/2024	34224...	Waste Management ...	DEC 2024 tow...	Police		20000 - Accoun...	71.72	359.09
Total Utilities-P								359.09	359.09
<b>Wireless-P</b>									
Bill	12/05/2024	28733...	AT&T	ACCT 287334...	Police		20000 - Accoun...	486.90	486.90
Total Wireless-P								486.90	486.90
<b>WV, Friendship</b>									
Check	12/03/2024	EFT	State of WV	November 202...	Police		General Court F...	222.00	222.00
Total WV, Friendship								222.00	222.00
<b>345 P - Uniforms-P</b>									
Credit Card Charge	12/28/2024	25882	Amazon.com	Breeden, unifo...	Police		P-Card	179.95	179.95
Total 345 P - Uniforms-P								179.95	179.95
Total 001.700 - Police Dept								42,200.39	42,200.39
<b>001.750 - Street Department</b>									
<b>Auto Supplies (Gas &amp; Oil) St</b>									
Bill	12/02/2024	NP675...	Fuelman	NP67543616	General		20000 - Accoun...	188.17	188.17
Total Auto Supplies (Gas & Oil) St								188.17	188.17

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02/05/25

Accrual Basis

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

December 2024

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Contracted Services St</b>									
Bill	12/19/2024	000056	JSN Welding	INV 000056 re...	General		20000 · Accoun...	865.93	865.93
Total Contracted Services St								865.93	865.93
<b>Equipment Rent St</b>									
Bill	12/04/2024	27733...	AC & T Co., Inc.	INV 27733CB	General		20000 · Accoun...	80.00	80.00
Total Equipment Rent St								80.00	80.00
<b>Group Ins. St</b>									
Bill	12/01/2024	36904...	ENCOVA Insurance	Worker's Com...	General		20000 · Accoun...	77.42	77.42
Bill	12/02/2024	110286	WV Corp	Q3 2025	General		20000 · Accoun...	1,251.53	1,328.95
Total Group Ins. St								1,328.95	1,328.95
<b>Material and Supplies St</b>									
Credit Card Charge	12/19/2024	1949	Home Depot	Waters, trash ...	General		P-Card	108.88	108.88
Total Material and Supplies St								108.88	108.88
<b>Tree Commission</b>									
Credit Card Charge	12/11/2024	56747	Vista Print	Spalding, tree ...	General		P-Card	57.28	57.28
Bill	12/23/2024	2280	Viking Tree Service, L...	INV 2280 McD...	General		20000 · Accoun...	3,500.00	3,557.28
Total Tree Commission								3,557.28	3,557.28
<b>Pension Expense St</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	203.21	203.21
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	193.54	396.75
Total Pension Expense St								396.75	396.75
<b>PR Taxes Employer St</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	172.73	172.73
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	164.50	337.23
Total PR Taxes Employer St								337.23	337.23
<b>Salaries &amp; Wages St</b>									
General Journal	12/05/2024			payroll 2024 1...	General		001 General Fu...	2,257.92	2,257.92
General Journal	12/19/2024			payroll 2024 1...	General		001 General Fu...	2,150.40	4,408.32
Total Salaries & Wages St								4,408.32	4,408.32
<b>Utilities St</b>									
Bill	12/05/2024	00020...	Harpers Ferry Water ...	Nov Usage Hy...	General		20000 · Accoun...	240.00	240.00
Total Utilities St								240.00	240.00
Total 001.750 · Street Department								11,511.51	11,511.51
<b>001.751 · Street Lights</b>									
<b>Utilities St</b>									
Bill	12/05/2024	11008...	Potomac Edison	Nov Usage, Str...	General		20000 · Accoun...	1,356.13	1,356.13
Bill	12/09/2024	11011...	Potomac Edison	NOV usage Po...	General		20000 · Accoun...	41.53	1,397.66
Total Utilities St								1,397.66	1,397.66
Total 001.751 · Street Lights								1,397.66	1,397.66
<b>001.752 · Street Signs</b>									
<b>Materials &amp; Supplies S</b>									
Bill	12/05/2024	6670	Vital Signs	INV 6670 stree...	General		20000 · Accoun...	165.00	165.00
Total Materials & Supplies S								165.00	165.00
Total 001.752 · Street Signs								165.00	165.00
<b>001.753 · Snow Removal</b>									
<b>Contracted Services S</b>									
Bill	12/16/2024	23240	Cornerstone Lawn Se...	INV 23240 12/...	General		20000 · Accoun...	2,375.00	2,375.00
Bill	12/26/2024	23276	Cornerstone Lawn Se...	INV 23276 12/...	General		20000 · Accoun...	2,162.50	4,537.50
Total Contracted Services S								4,537.50	4,537.50
Total 001.753 · Snow Removal								4,537.50	4,537.50
Total Expense								106,480.22	106,480.22
Net Ordinary Income								-59,938.15	-59,938.15
<b>Net Income</b>								<b>-59,938.15</b>	<b>-59,938.15</b>

Corp. of Harpers Ferry  
Profit & Loss Budget vs. Actual (Water Only)  
July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
131 . SB234 Reserve Transfer	35,800.00	72,953.00	-37,153.00	49.1%
131.3 Transfers to Reserve	0.00	0.00	0.00	0.0%
400 . Water Department Income				
Bond Renewal & Repl 2.5% trnfr	15,100.00	27,137.50	-12,037.50	55.6%
New Water Taps	1,500.00	750.00	750.00	200.0%
Capacity Improvement Fees	2,925.00	0.00	0.00	100.0%
419 . Interest Income Bonds	0.00	1,000.00	-1,000.00	0.0%
421 . Non Utility Income				
419 . Interest	3,146.14	1,200.00	1,946.14	262.2%
Total 421 . Non Utility Income	3,146.14	1,200.00	1,946.14	262.2%
461 . Customers - Water Bill Payments	586,000.45	1,092,200.00	-506,199.55	53.7%
462.1 . Annual Fire Service Fee	0.00	3,000.00	-3,000.00	0.0%
471 . PSD bill processing	14,281.00	36,000.00	-21,719.00	39.7%
471.b . Misc Revenue Recovery Reimb	24,638.52	36,150.00	-11,511.48	68.2%
400 . Water Department Income - Other	0.00	0.00	0.00	0.0%
Total 400 . Water Department Income	647,591.11	1,200,362.50	-552,771.39	53.9%
Total Income	683,391.11	1,273,315.50	-589,924.39	53.7%
Gross Profit	683,391.11	1,273,315.50	-589,924.39	53.7%
Expense				
400 . Water Department				
Bond Interest	126,318.00	314,240.00	-187,922.00	40.2%
631.1 . Prof Services-Accounting-Water	6,514.71	14,000.00	-7,485.29	46.5%
131.3 Water Trants to Reserve	35,800.00	72,953.00	-37,153.00	49.1%
334 . New Meters	1,124.51	2,000.00	-875.49	56.2%
334.0 Maintenance of Meters	520.32	2,000.00	-1,479.68	26.0%
341.2 Capital Outlay - Auto	7,504.11	13,500.00	-5,995.89	55.6%
605.8 Accrued Leave - Water	0.00	5,000.00	-5,000.00	0.0%
620.7a - Bank Service Charges	0.00	50.00	-50.00	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 Uniforms	430.63	1,500.00	-1,069.37	28.7%
675.3Memberships/Dues/subscription	417.00	500.00	-83.00	83.4%
Maintenance of Mains	61,375.90	63,861.76	-2,485.86	96.1%
127 . Bond Renewal & Replacement Fund				
408.10 . Assessments	15,100.00	27,137.50	-12,037.50	55.6%
408.12 . PR Taxes Employer Expense	2,263.01	2,000.00	263.01	113.2%
427.3 . Municipal Bond Commission	11,319.18	23,011.75	-11,692.57	49.2%
427.3_ . Municipal Bond Commission	26,957.82	45,000.00	-18,042.18	59.9%
601.3 . Plant - Salaries & Wages	95,328.81	180,847.68	-85,518.87	52.7%
601.7 . Office - Salaries & Wages	52,342.25	106,799.24	-54,456.99	49.0%
604.8 . Pension Exp	14,232.91	32,863.79	-18,630.88	43.3%
605.8 . Employee PEIA Benefits	21,840.50	52,000.00	-30,159.50	42.0%



Corp. of Harpers Ferry  
Profit & Loss Budget vs. Actual (Water Only)  
July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
615.3 · Utilities W	16,769.26	34,000.00	-17,230.74	49.3%
618.3 · Plant Chemicals	10,000.43	22,000.00	-11,999.57	45.5%
620.3 · Plant - Material & Supplies	2,968.96	9,000.00	-6,031.04	33.0%
620.6 · Maintenance of Hydrants	0.00	2,000.00	-2,000.00	0.0%
620.7 · Postage And Cust Acctg Supplies	3,948.89	8,000.00	-4,051.11	49.4%
620.8 · Office Supplies & Expenses	19,243.30	32,986.33	-13,743.03	58.3%
620.8PM · Plant Maintenance MS	2,390.10	4,500.00	-2,109.90	53.1%
631.3 · Lab Services	3,125.40	8,000.00	-4,874.60	39.1%
631.4PM · Plant Maintenance CS	43,335.27	133,264.45	-89,929.18	32.5%
631.8 · Legal Fees and Studies	137.50	5,000.00	-4,862.50	2.8%
631.8 · Security 911 Notification	0.00	1,000.00	-1,000.00	0.0%
642.8 · Leased Equipment W	1,015.52	1,000.00	15.52	101.6%
650.8 · Auto & Transportation Expenses	5,281.63	15,000.00	-9,718.37	35.2%
656.8 · Ins-Property, Liability, Workers	11,774.42	25,000.00	-13,225.58	47.1%
660.8 · Advertising & Legal Publication	708.67	1,000.00	-291.33	70.9%
675.3 · Training, Education, & Certif	1,478.04	1,000.00	478.04	147.8%
675.8 · Telephone W	4,316.33	8,600.00	-4,283.67	50.2%
Total 400. · Water Department	605,883.38	1,273,315.50	-667,432.12	47.6%
Total Expense	605,883.38	1,273,315.50	-667,432.12	47.6%
Net Ordinary Income	77,507.73	0.00	77,507.73	100.0%
Net Income	77,507.73	0.00	77,507.73	100.0%

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

December 2024

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>131 - SB234 Reserve Transfer</b>									
General Journal	12/31/2024				Water		131.3 Water Tra...	6,000.00	6,000.00
Total 131 - SB234 Reserve Transfer								6,000.00	6,000.00
<b>400 - Water Department Income</b>									
<b>Bond Renewal &amp; Repl 2.5% trnfr</b>									
General Journal	12/31/2024			Reserves	Water		127 - Bond Ren...	2,400.00	2,400.00
Total Bond Renewal & Repl 2.5% trnfr								2,400.00	2,400.00
<b>421 - Non Utility Income</b>									
<b>419. - Interest</b>									
Deposit	12/29/2024			Interest	Water		Contruction Fun...	0.01	0.01
Deposit	12/31/2024			Interest	Water		HF Water Work...	8.59	8.60
Deposit	12/31/2024			Interest	Water		Water Improve...	0.10	8.70
Deposit	12/31/2024			Interest	Water		CNB Renew & ...	374.52	383.22
Deposit	12/31/2024			Interest	Water		CNB Renew & ...	23.67	406.89
Deposit	12/31/2024			Interest	Water		CNB CWCR S...	388.28	795.17
Deposit	12/31/2024			Interest	Water		CNB Reserve (...)	23.67	818.84
Deposit	12/31/2024			Interest	Water		Water Fund Ch...	41.98	860.82
Deposit	12/31/2024			Interest	Water		2024 Constructi...	5.91	866.73
Total 419. - Interest								866.73	866.73
Total 421 - Non Utility Income								866.73	866.73
<b>461 - Customers - Water Bill Payments</b>									
<b>462 - Customer Hydrants</b>									
Deposit	12/06/2024			Fire Protection	Water		Water Fund Ch...	18.93	18.93
Deposit	12/18/2024			Fire Protection	Water		Water Fund Ch...	37.86	56.79
Deposit	12/19/2024			Fire Protection	Water		Water Fund Ch...	240.00	296.79
Deposit	12/20/2024			Fire Protection	Water		Water Fund Ch...	18.93	315.72
Total 462 - Customer Hydrants								315.72	315.72
<b>461 - Customers - Water Bill Payments - Other</b>									
General Journal	12/31/2024		Harpers Ferry_v	To adjust A/R ...	Water		141 Accounts R...	110,175.60	110,175.60
Total 461 - Customers - Water Bill Payments - Other								110,175.60	110,175.60
Total 461 - Customers - Water Bill Payments								110,491.32	110,491.32
Total 400 - Water Department Income								113,758.05	113,758.05
Total Income								119,758.05	119,758.05
Gross Profit								119,758.05	119,758.05
<b>Expense</b>									
<b>400. - Water Department</b>									
<b>Bond Interest</b>									
<b>427.3 - Bonds Payable - Series C</b>									
Check	12/13/2024	EFT	USDA	DEC 2024	Water		Water Fund Ch...	1,523.00	1,523.00
Total 427.3 - Bonds Payable - Series C								1,523.00	1,523.00
<b>428 - USDA 2021 - Bonds Payable</b>									
Check	12/11/2024	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
<b>631.1 - Prof Services-Accounting-Water</b>									
Bill	12/30/2024	34127	CoxHollidayoung PLLC	Accounting Se...	Water		20000 - Accoun...	696.88	696.88
Total 631.1 - Prof Services-Accounting-Water								696.88	696.88
<b>131.3 Water Tranfs to Reserve</b>									
General Journal	12/31/2024				Water		131 - SB234 Re...	6,000.00	6,000.00
Total 131.3 Water Tranfs to Reserve								6,000.00	6,000.00
<b>341.2 Capital Outlay - Auto</b>									
Check	12/18/2024	ach	Bank of Charles Town		Water		Water Fund Ch...	605.82	605.82
Check	12/26/2024	EFT	Bank of Charles Town	Water Truck lo...	Water		Water Fund Ch...	647.24	1,253.06
Total 341.2 Capital Outlay - Auto								1,253.06	1,253.06
<b>Maintenance of Mains</b>									
<b>620.6 - Materials and Supplies</b>									
Bill	12/11/2024	V716969	CORE & MAIN LP	INV V716969 ...	Water		20000 - Accoun...	792.45	792.45
Bill	12/17/2024	W181...	CORE & MAIN LP	INV W181892 ...	Water		20000 - Accoun...	298.01	1,090.46
Bill	12/30/2024	117933	Sisler's Stone Inc	INV 117933	Water		20000 - Accoun...	21.25	1,111.71
Total 620.6 - Materials and Supplies								1,111.71	1,111.71
Total Maintenance of Mains								1,111.71	1,111.71
<b>127 - Bond Renewal &amp; Replacement Fund</b>									
General Journal	12/31/2024			Reserves	Water		Bond Renewal ...	2,400.00	2,400.00
Total 127 - Bond Renewal & Replacement Fund								2,400.00	2,400.00

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

December 2024

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>408.12 - PR Taxes Employer Expense</b>									
General Journal	12/05/2024			payroll 2024 1...	Water		001 General Fu...	1,175.74	1,175.74
General Journal	12/19/2024			payroll 2024 1...	Water		001 General Fu...	1,147.00	2,322.74
General Journal	12/31/2024			move 'water' p...	Water		PR Taxes Empl...	412.83	2,735.57
General Journal	12/31/2024			move 'GF' porti...	Water		PR Taxes Empl...	-736.86	1,998.71
Total 408.12 - PR Taxes Employer Expense								1,998.71	1,998.71
<b>427.3 - Municipal Bond Commission</b>									
Check	12/04/2024	EFT	West Virginia Muni...	HAF-W-86-B-J...	Water		Water Fund Ch...	4,492.97	4,492.97
Total 427.3 - Municipal Bond Commission								4,492.97	4,492.97
<b>601.3 - Plant - Salaries &amp; Wages</b>									
General Journal	12/05/2024			payroll 2024 1...	Water		001 General Fu...	10,674.48	10,674.48
General Journal	12/19/2024			payroll 2024 1...	Water		001 General Fu...	8,838.19	19,512.67
Total 601.3 - Plant - Salaries & Wages								19,512.67	19,512.67
<b>601.7 - Office - Salaries &amp; Wages</b>									
General Journal	12/05/2024			payroll 2024 1...	Water		001 General Fu...	4,117.85	4,117.85
General Journal	12/19/2024			payroll 2024 1...	Water		001 General Fu...	5,724.93	9,842.78
General Journal	12/31/2024			move 'water' p...	Water		PR Taxes Empl...	6,100.89	15,943.67
General Journal	12/31/2024			move 'GF' porti...	Water		PR Taxes Empl...	-12,410.88	3,532.79
Total 601.7 - Office - Salaries & Wages								3,532.79	3,532.79
<b>604.8 - Pension Exp</b>									
General Journal	12/05/2024			payroll 2024 1...	Water		001 General Fu...	973.32	973.32
General Journal	12/19/2024			payroll 2024 1...	Water		001 General Fu...	1,806.71	2,780.03
Total 604.8 - Pension Exp								2,780.03	2,780.03
<b>605.8 - Employee PEIA Benefits</b>									
<b>OPEB - Water</b>									
Check	12/09/2024	eft	PEIA	Water 2024 Dec	Water		Harpers Ferry P...	204.00	204.00
Total OPEB - Water								204.00	204.00
<b>605.8 - Employee PEIA Benefits - Other</b>									
Check	12/09/2024	EFT	PEIA	Water PEIA Pr...	Water		Harpers Ferry P...	4,020.88	4,020.88
Total 605.8 - Employee PEIA Benefits - Other								4,020.88	4,020.88
Total 605.8 - Employee PEIA Benefits								4,224.88	4,224.88
<b>615.3 - Utilities W</b>									
Bill	12/05/2024	00010...	Harpers Ferry Water ...	Nov Usage To...	Water		20000 - Accoun...	46.41	46.41
Bill	12/09/2024	11008...	Potomac Edison	NOV usage Po...	Water		20000 - Accoun...	21.93	68.34
Bill	12/09/2024	11015...	Potomac Edison	NOV water tan...	Water		20000 - Accoun...	73.39	141.73
Bill	12/09/2024	11008...	Potomac Edison	NOV usage wa...	Water		20000 - Accoun...	2,810.20	2,951.93
Bill	12/26/2024	34224...	Waste Management ...	DEC 2024 Tow...	Water		20000 - Accoun...	71.72	3,023.65
Total 615.3 - Utilities W								3,023.65	3,023.65
<b>618.3 - Plant Chemicals</b>									
Bill	12/04/2024	10027...	CITCO Water	INV 10027843...	Water		20000 - Accoun...	516.03	516.03
Bill	12/20/2024	10028...	CITCO Water	INV 10028341...	Water		20000 - Accoun...	361.51	877.54
Total 618.3 - Plant Chemicals								877.54	877.54
<b>620.3 - Plant - Material &amp; Supplies</b>									
Credit Card Charge	12/01/2024	298097	e-Bay	Paradis, alarm...	Water		P-Card	10.30	10.30
Credit Card Charge	12/01/2024	86027	e-Bay	Paradis, safety...	Water		P-Card	51.80	62.10
Credit Card Charge	12/01/2024	88375	Harbor Freight	Paradis, gloves	Water		P-Card	10.56	72.66
Credit Card Charge	12/06/2024	575057	USA Bluebook	Paradis, lab kit	Water		P-Card	569.75	642.41
Credit Card Charge	12/14/2024	45756	Wal Mart	Paradis tool box	Water		P-Card	41.20	683.61
Credit Card Credit	12/18/2024	42684	Home Depot	Paradis, return...	Water		P-Card	-4.97	678.64
Credit Card Charge	12/18/2024	42697	Home Depot	Paradis, padlock	Water		P-Card	11.91	690.55
Credit Card Charge	12/19/2024	61053	USA Bluebook	Paradis, lab ch...	Water		P-Card	307.24	997.79
Total 620.3 - Plant - Material & Supplies								997.79	997.79
<b>620.7 - Postage And Cust Acctg Supplies</b>									
Credit Card Charge	12/05/2024	61522	Amazon.com	Spalding, enve...	Water		P-Card	79.80	79.80
Bill	12/06/2024	20241...	Bank of Charles Town	Dec billing, No...	Water		20000 - Accoun...	547.47	627.27
Bill	12/06/2024	20241...	Bank of Charles Town	Dec billing, No...	Water		20000 - Accoun...	530.53	1,157.80
Total 620.7 - Postage And Cust Acctg Supplies								1,157.80	1,157.80
<b>620.8 - Office Supplies &amp; Expenses</b>									
<b>631.2 - Payroll Processing-Water</b>									
General Journal	12/05/2024			payroll process...	Water		001 General Fu...	28.71	28.71
General Journal	12/19/2024			payroll process...	Water		001 General Fu...	27.99	56.70
Total 631.2 - Payroll Processing-Water								56.70	56.70
<b>620.8 - Office Supplies &amp; Expenses - Other</b>									
Bill	12/01/2024	86374	Advantage Technolog...	INV 86374 Inst...	Water		20000 - Accoun...	330.00	330.00
Bill	12/02/2024	150996	Automated Office Eq...	additional copi...	Water		20000 - Accoun...	201.93	531.93
Credit Card Charge	12/05/2024	13068	Amazon.com	Breeden, paper	Water		P-Card	46.99	578.92
Credit Card Charge	12/10/2024	403674	Amazon.com	Spalding, clipb...	Water		P-Card	31.91	610.83
Credit Card Charge	12/11/2024	83068	Amazon.com	Spalding, offic...	Water		P-Card	127.26	738.09
Credit Card Charge	12/12/2024	83068	Amazon.com	Spalding, nam...	Water		P-Card	24.97	763.06
Credit Card Charge	12/21/2024	200190	The Flying Barrel	Paradis, tastin...	Water		P-Card	20.03	783.09
Bill	12/23/2024	86342	Advantage Technolog...	INV 86342 Sup...	Water		20000 - Accoun...	337.32	1,120.41

4:35 PM

02/05/25

Accrual Basis

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

December 2024

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	12/24/2024	122424	Crystal Springs	DECEMBER	Water		20000 · Accoun...	6.00	1,126.41
Bill	12/27/2024	2025	Travel Berkeley Springs	2025 Tasting s...	Water		20000 · Accoun...	45.00	1,171.41
Bill	12/30/2024	34127	CoxHollidayyoung PLLC	RN Access 20...	Water		20000 · Accoun...	63.33	1,234.74
Total 620.8 · Office Supplies & Expenses - Other								1,234.74	1,234.74
Total 620.8 · Office Supplies & Expenses								1,291.44	1,291.44
<b>620.8PM · Plant Maintenance MS</b>									
Bill	12/17/2024	11241...	Atlas Copco	INV 11241292...	Water		20000 · Accoun...	273.73	273.73
Total 620.8PM · Plant Maintenance MS								273.73	273.73
<b>631.3 · Lab Services</b>									
Bill	12/04/2024	WAT2...	West Virginia DHHR	INV WAT25-13...	Water		20000 · Accoun...	46.00	46.00
Total 631.3 · Lab Services								46.00	46.00
<b>631.4PM · Plant Maintenance CS</b>									
Check	12/04/2024	15159	H&H Technologies	92.25 Hours @...	Water		Water Fund Ch...	2,767.50	2,767.50
Check	12/04/2024	15159	H&H Technologies	13 Trips @ \$1...	Water		Water Fund Ch...	180.00	2,947.50
Check	12/17/2024	15175	H&H Technologies	22.75 Hours @...	Water		Water Fund Ch...	796.25	3,743.75
Check	12/17/2024	15175	H&H Technologies	91.0 Hours @ ...	Water		Water Fund Ch...	2,730.00	6,473.75
Check	12/17/2024	15175	H&H Technologies	15 Trips @ \$1...	Water		Water Fund Ch...	195.00	6,668.75
Check	12/17/2024	15175	H&H Technologies	Back Pay for 1...	Water		Water Fund Ch...	266.25	6,935.00
Total 631.4PM · Plant Maintenance CS								6,935.00	6,935.00
<b>642.8 · Leased Equipment W</b>									
Bill	12/01/2024	42493...	AC & T Co., Inc.	Water plant co...	Water		20000 · Accoun...	50.00	50.00
Bill	12/02/2024	34216...	Waste Management ...	3421687-2413-2	Water		20000 · Accoun...	110.92	160.92
Bill	12/23/2024	42493AL	AC & T Co., Inc.	INV 43493AL ...	Water		20000 · Accoun...	50.00	210.92
Total 642.8 · Leased Equipment W								210.92	210.92
<b>650.8 · Auto &amp; Transportation Expenses</b>									
Bill	12/02/2024	NP675...	Fuelman	NP67543615	Water		20000 · Accoun...	534.45	534.45
Credit Card Charge	12/11/2024	83068	Amazon.com	Spalding GPS	Water		P-Card	359.96	894.41
Total 650.8 · Auto & Transportation Expenses								894.41	894.41
<b>656.8 · Ins-Property, Liability, Workers</b>									
Bill	12/01/2024	36904...	ENCOVA Insurance	Worker's Com...	Water		20000 · Accoun...	331.80	331.80
Bill	12/02/2024	110286	WV Corp	Q3 2025	Water		20000 · Accoun...	4,520.21	4,852.01
Total 656.8 · Ins-Property, Liability, Workers								4,852.01	4,852.01
<b>660.8 · Advertising &amp; Legal Publication</b>									
Bill	12/08/2024	WV24-...	Miss Utility	Nov 2024 Calls	Water		20000 · Accoun...	12.35	12.35
Total 660.8 · Advertising & Legal Publication								12.35	12.35
<b>675.3 · Training, Education, &amp; Certif</b>									
Check	12/03/2024	15156	Steve Paradis	Class I Operat...	Water		Water Fund Ch...	374.00	374.00
Credit Card Charge	12/13/2024	704450	Wyndham	Paradis, Lodgi...	Water		P-Card	373.15	747.15
Check	12/16/2024	15167	Steve Paradis	Travel Mileage ...	Water		Water Fund Ch...	306.19	1,053.34
Total 675.3 · Training, Education, & Certif								1,053.34	1,053.34
<b>675.8 · Telephone W</b>									
Credit Card Charge	12/02/2024	NOV 2...	US Cellular	NOV usage, c...	Water		P-Card	230.34	230.34
Bill	12/13/2024	02272...	Comcast Internet	Telephone DEC	Water		20000 · Accoun...	153.55	383.89
Bill	12/16/2024	07308...	Frontier	NOV usage	Water		20000 · Accoun...	76.75	460.64
Bill	12/16/2024	122024	Frontier	Telephone DE...	Water		20000 · Accoun...	201.21	661.85
Credit Card Charge	12/30/2024	NOV 2...	US Cellular	usage, cell ph...	Water		P-Card	225.92	887.77
Total 675.8 · Telephone W								887.77	887.77
Total 400. · Water Department								91,570.45	91,570.45
Total Expense								91,570.45	91,570.45
Net Ordinary Income								28,187.60	28,187.60
<b>Net Income</b>								<b>28,187.60</b>	<b>28,187.60</b>

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## Corp. of Harpers Ferry

## Check Detail

January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ach	01/20/2025	Bank of Charles Town		Water Fund Checking		-602.97
					341.2 Capital Outlay - ...	-602.97	602.97
TOTAL						-602.97	602.97
Bill Pmt -Check	aCH	01/16/2025	Potomac Edison		001 General Fund Ac...		-162.10
Bill	110147...	01/10/2025			Utilities C	-161.60	161.60
					341 G · Materials & S...	-0.50	0.50
TOTAL						-162.10	162.10
Bill Pmt -Check	ACH	01/10/2025	Fuelman		001 General Fund Ac...		-177.68
Bill	NP677...	01/10/2025			Auto Supplies (Gas & ...	-177.68	177.68
TOTAL						-177.68	177.68
Bill Pmt -Check	ACH	01/16/2025	Crystal Springs		Water Fund Checking		-6.00
Bill	122424	12/24/2024			620.8 · Office Supplie...	-3.00	6.00
					341 G · Materials & S...	-3.00	5.99
TOTAL						-6.00	11.99
Bill Pmt -Check	ACH	01/16/2025	Crystal Springs		001 General Fund Ac...		-5.99
Bill	122424	12/24/2024			620.8 · Office Supplie...	-3.00	6.00
					341 G · Materials & S...	-2.99	5.99
TOTAL						-5.99	11.99
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		001 General Fund Ac...		-211.80
Bill	110081...	01/10/2025			Utilities-P	-211.30	211.30
					Office Supplies and M...	-0.50	0.50
TOTAL						-211.80	211.80
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		001 General Fund Ac...		-1,356.43
Bill	110084...	01/07/2025			Utilities SI	-1,355.93	1,355.93
					341 G · Materials & S...	-0.50	0.50
TOTAL						-1,356.43	1,356.43
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		001 General Fund Ac...		-35.90
Bill	110086...	01/10/2025			Utilities Pa	-35.40	35.40
					341 G · Materials & S...	-0.50	0.50
TOTAL						-35.90	35.90
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		Water Fund Checking		-3,055.53
Bill	110083...	01/10/2025			615.3 · Utilities W	-3,055.03	3,055.03
					620.8 · Office Supplie...	-0.50	0.50
TOTAL						-3,055.53	3,055.53
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		Water Fund Checking		-121.54
Bill	110158...	01/10/2025			615.3 · Utilities W	-121.04	121.04
					620.8 · Office Supplie...	-0.50	0.50
TOTAL						-121.54	121.54
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		001 General Fund Ac...		-200.89



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## Corp. of Harpers Ferry

## Check Detail

January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	110081...	01/10/2025			Utilities C 341 G · Materials & S...	-200.39 -0.50	200.39 0.50
TOTAL						-200.89	200.89
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		001 General Fund Ac...		-315.19
Bill	110081...	01/10/2025			Utilities C 341 G · Materials & S...	-314.69 -0.50	314.69 0.50
TOTAL						-315.19	315.19
Bill Pmt -Check	ACH	01/28/2025	Potomac Edison		Water Fund Checking		-26.82
Bill	110081...	01/14/2025			615.3 · Utilities W 601.7 · Office - Salari...	-26.32 -0.50	26.32 0.50
TOTAL						-26.82	26.82
Bill Pmt -Check	ACJ	01/16/2025	Potomac Edison		001 General Fund Ac...		-46.15
Bill	110119...	01/10/2025			Utilities SI 341 G · Materials & S...	-45.65 -0.50	45.65 0.50
TOTAL						-46.15	46.15
Check	eft	01/01/2025	West Virginia Munici...		Water Fund Checking		-1,953.00
					USDA Reserve	-1,953.00	1,953.00
TOTAL						-1,953.00	1,953.00
Check	eft	01/04/2025	ADT Security		001 General Fund Ac...		-70.49
					Utilities-P	-70.49	70.49
TOTAL						-70.49	70.49
Check	eft	01/11/2025	USDA		Water Fund Checking		-19,530.00
					428 · USDA 2021 - Bo...	-19,530.00	19,530.00
TOTAL						-19,530.00	19,530.00
Check	eft	01/15/2025	PEIA		Harpers Ferry Payrol...		-374.00
					OPEB - General	-34.00	34.00
					246P · OPEB - Police	-102.00	102.00
					OPEB - Water	-204.00	204.00
					Employee Benefits	-34.00	34.00
TOTAL						-374.00	374.00
Check	EFT	01/03/2025	DDL Business		001 General Fund Ac...		-71.50
					Printing-Leased Equip...	-71.50	71.50
TOTAL						-71.50	71.50
Check	EFT	01/04/2025	West Virginia Munici...		Water Fund Checking		-4,492.97
					427.3_ · Municipal Bo...	-4,492.97	4,492.97
TOTAL						-4,492.97	4,492.97
Check	EFT	01/10/2025	Fuelman		001 General Fund Ac...		-1,002.80
					Auto Supplies and Fu...	-1,002.80	1,002.80
TOTAL						-1,002.80	1,002.80

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## Corp. of Harpers Ferry

## Check Detail

January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	01/10/2025	State of WV		General Court Fund		-94.00
					WV, Friendship	-94.00	94.00
TOTAL						-94.00	94.00
Check	EFT	01/13/2025	USDA		Water Fund Checking		-1,523.00
					427.3 · Bonds Payabl...	-1,523.00	1,523.00
TOTAL						-1,523.00	1,523.00
Check	EFT	01/15/2025	PEIA		Harpers Ferry Payrol...		-10,650.96
					PEIA/Workers Comp-P	-4,537.94	4,537.94
					605.8 · Employee PEI...	-3,970.88	3,970.88
					Family Portion PEIA	-671.00	671.00
					Group Ins. T	-682.98	682.98
					Health Insurance CC	-682.98	682.98
					Optional PEIA	-43.32	43.32
					Optional PEIA	-38.06	38.06
					Optional PEIA	-23.80	23.80
TOTAL						-10,650.96	10,650.96
Check	EFT	01/27/2025	Bank of Charles Town		Water Fund Checking		-647.24
					341.2 Capital Outlay - ...	-647.24	647.24
TOTAL						-647.24	647.24
Check	EFT	01/28/2025	Elevated		001 General Fund Ac...		-750.00
					Maint & Repairs to Bld...	-750.00	750.00
TOTAL						-750.00	750.00
Bill Pmt -Check	106	01/16/2025	Gwin Dobson & Fore...		2024 Construction T...		-4,294.33
Bill	90680	11/30/2024			Construction in Progr...	-4,294.33	4,294.33
TOTAL						-4,294.33	4,294.33
Check	340	01/16/2025	Jefferson County CVB		Hotel Motel Tax		-12,842.93
					901 · Visitors Bureau -H	-12,842.93	12,842.93
TOTAL						-12,842.93	12,842.93
Bill Pmt -Check	15177	01/08/2025	CoxHollidayoung PL...		Water Fund Checking		-1,500.00
Bill	34002	11/30/2024			631.1 · Prof Services-...	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Bill Pmt -Check	15178	01/10/2025	Advantage Technolo...		Water Fund Checking		-1,494.32
Bill	85231	01/10/2024			620.8 · Office Supplie...	-1,494.32	1,494.32
TOTAL						-1,494.32	1,494.32
Bill Pmt -Check	15179	01/10/2025	Advantage Technolo...		Water Fund Checking		-337.32
Bill	86342	12/23/2024			Contracted Services C	-112.44	337.32
					Contracted Services-P	-112.44	337.31
					620.8 · Office Supplie...	-112.44	337.32
TOTAL						-337.32	1,011.95
Bill Pmt -Check	15180	01/10/2025	CITCO Water		Water Fund Checking		-361.51

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## Corp. of Harpers Ferry

## Check Detail

January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	100283...	12/20/2024			618.3 · Plant Chemicals	-361.51	361.51
TOTAL						-361.51	361.51
<b>Bill Pmt -Check</b>	<b>15181</b>	<b>01/10/2025</b>	<b>CORE &amp; MAIN LP</b>		<b>Water Fund Checking</b>		<b>-298.01</b>
Bill	W1818...	12/17/2024			620.6 · Materials and ...	-298.01	298.01
TOTAL						-298.01	298.01
<b>Bill Pmt -Check</b>	<b>15182</b>	<b>01/10/2025</b>	<b>Dodson Septic Tank ...</b>		<b>Water Fund Checking</b>		<b>-475.00</b>
Bill	010720...	01/08/2025			631.4PM · Plant Maint...	-475.00	475.00
TOTAL						-475.00	475.00
<b>Bill Pmt -Check</b>	<b>15183</b>	<b>01/10/2025</b>	<b>Sisler's Stone Inc</b>		<b>Water Fund Checking</b>		<b>-21.25</b>
Bill	117933	12/30/2024			620.6 · Materials and ...	-21.25	21.25
TOTAL						-21.25	21.25
<b>Bill Pmt -Check</b>	<b>15185</b>	<b>01/10/2025</b>	<b>Harpers Ferry Water ...</b>		<b>Water Fund Checking</b>		<b>-54.71</b>
Bill	000100...	01/03/2025			615.3 · Utilities W	-54.71	54.71
TOTAL						-54.71	54.71
<b>Check</b>	<b>15186</b>	<b>01/10/2025</b>	<b>Corporation of Harp...</b>		<b>Water Fund Checking</b>		<b>-2,500.00</b>
					Due To Water	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
<b>Check</b>	<b>15187</b>	<b>01/10/2025</b>	<b>Corporation of Harp...</b>		<b>Water Fund Checking</b>		<b>-6,000.00</b>
					Due To Water	-6,000.00	6,000.00
TOTAL						-6,000.00	6,000.00
<b>Bill Pmt -Check</b>	<b>15188</b>	<b>01/10/2025</b>	<b>Travel Berkeley Spri...</b>		<b>Water Fund Checking</b>		<b>-45.00</b>
Bill	2025	12/27/2024			620.8 · Office Supplie...	-45.00	45.00
TOTAL						-45.00	45.00
<b>Bill Pmt -Check</b>	<b>15189</b>	<b>01/10/2025</b>	<b>Law Office of Hoy S...</b>		<b>Water Fund Checking</b>		<b>-440.00</b>
Bill	4607	01/01/2025			631.8 · Legal Fees an...	-440.00	440.00
TOTAL						-440.00	440.00
<b>Bill Pmt -Check</b>	<b>15190</b>	<b>01/10/2025</b>	<b>CORE &amp; MAIN LP</b>		<b>Water Fund Checking</b>		<b>-792.45</b>
Bill	V716969	12/11/2024			620.6 · Materials and ...	-792.45	792.45
TOTAL						-792.45	792.45
<b>Bill Pmt -Check</b>	<b>15191</b>	<b>01/10/2025</b>	<b>Gwin Dobson &amp; Fore...</b>		<b>Water Fund Checking</b>		<b>0.00</b>
TOTAL						0.00	0.00
<b>Bill Pmt -Check</b>	<b>15192</b>	<b>01/10/2025</b>	<b>Griffith Energy Servi...</b>		<b>Water Fund Checking</b>		<b>-338.51</b>
Bill	10-899...	01/04/2025			615.3 · Utilities W	-338.51	338.51
TOTAL						-338.51	338.51

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## Corp. of Harpers Ferry

## Check Detail

January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	15193	01/13/2025	H&H Technologies		Water Fund Checking		-2,841.75
					631.4PM · Plant Maint...	-691.25	691.25
					631.4PM · Plant Maint...	-1,775.50	1,775.50
					631.4PM · Plant Maint...	-225.00	225.00
					631.4PM · Plant Maint...	-150.00	150.00
TOTAL						-2,841.75	2,841.75
Check	15194	01/13/2025	H&H Technologies		Water Fund Checking		-3,142.50
					631.4PM · Plant Maint...	-1,181.25	1,181.25
					631.4PM · Plant Maint...	-1,342.50	1,342.50
					631.4PM · Plant Maint...	-483.75	483.75
					631.4PM · Plant Maint...	-135.00	135.00
TOTAL						-3,142.50	3,142.50
Check	15195	01/13/2025	Corporation of Harp...		Water Fund Checking		-6,513.72
					Due To General	-6,513.72	6,513.72
TOTAL						-6,513.72	6,513.72
Check	15196	01/15/2025	Fringe Benefits Man...		Water Fund Checking		-488.31
					24000 · Payroll Liabilit...	-488.31	488.31
TOTAL						-488.31	488.31
Bill Pmt -Check	15197	01/16/2025	Amerigas		Water Fund Checking		-986.91
Bill	317255...	01/07/2025			615.3 · Utilities W	-986.91	998.89
TOTAL						-986.91	998.89
Bill Pmt -Check	15198	01/16/2025	Advantage Technolo...		Water Fund Checking		-337.32
Bill	86817	01/01/2025			Contracted Services C	-112.44	337.32
					Contracted Services-P	-112.44	337.31
					620.8 · Office Supplie...	-112.44	337.32
TOTAL						-337.32	1,011.95
Check	15199	01/22/2025	West Virginia Munici...		Water Fund Checking		-116.93
					24000 · Payroll Liabilit...	-116.93	116.93
TOTAL						-116.93	116.93
Bill Pmt -Check	15200	01/23/2025	Vital Signs		Water Fund Checking		-170.00
Bill	6657	10/23/2024			650.8 · Auto & Transp...	-43.72	170.00
					Materials & Supplies S	-51.44	200.00
					906 · Arts & Humaniti...	-45.01	175.00
					Materials & Supplies Pa	-29.83	116.00
TOTAL						-170.00	661.00
Bill Pmt -Check	15201	01/28/2025	CoxHollidayoung PL...		Water Fund Checking		-760.21
Bill	34127	12/30/2024			Office Supplies and M...	-21.11	63.34
					341 G · Materials & S...	-21.11	63.33
					Professional Services C	-464.59	1,393.78
					620.8 · Office Supplie...	-21.11	63.33
					631.1 · Prof Services-...	-232.29	696.88
TOTAL						-760.21	2,280.66
Bill Pmt -Check	15202	01/28/2025	Advantage Technolo...		Water Fund Checking		-330.00

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## Corp. of Harpers Ferry

## Check Detail

January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	86374	12/01/2024			620.8 · Office Supplie...	-330.00	330.00
TOTAL						-330.00	330.00
<b>Bill Pmt -Check</b>	<b>15203</b>	<b>01/28/2025</b>	<b>Miss Utility</b>		<b>Water Fund Checking</b>		<b>-15.50</b>
Bill	WV24-...	01/08/2025			660.8 · Advertising & ...	-15.50	15.50
TOTAL						-15.50	15.50
<b>Check</b>	<b>15204</b>	<b>01/28/2025</b>	<b>Brandi Schildknecht</b>		<b>Water Fund Checking</b>		<b>-88.48</b>
					675.3 Miscellaneous ...	-88.48	88.48
TOTAL						-88.48	88.48
<b>Bill Pmt -Check</b>	<b>15205</b>	<b>01/28/2025</b>	<b>Amerigas</b>		<b>Water Fund Checking</b>		<b>-928.44</b>
Bill	317344...	01/24/2025			615.3 · Utilities W	-928.44	928.44
TOTAL						-928.44	928.44
<b>Bill Pmt -Check</b>	<b>15206</b>	<b>01/29/2025</b>	<b>Pace Analytical</b>		<b>Water Fund Checking</b>		<b>-351.00</b>
Bill	243057...	01/01/2025			631.3 · Lab Services	-351.00	351.00
TOTAL						-351.00	351.00
<b>Check</b>	<b>15207</b>	<b>01/29/2025</b>	<b>H&amp;H Technologies</b>		<b>Water Fund Checking</b>		<b>-2,476.25</b>
					631.4PM · Plant Maint...	-717.50	717.50
					631.4PM · Plant Maint...	-1,492.50	1,492.50
					631.4PM · Plant Maint...	-146.25	146.25
					631.4PM · Plant Maint...	-120.00	120.00
TOTAL						-2,476.25	2,476.25
<b>Bill Pmt -Check</b>	<b>15208</b>	<b>01/29/2025</b>	<b>Pace Analytical</b>		<b>Water Fund Checking</b>		<b>-205.20</b>
Bill	243057...	01/29/2025			631.3 · Lab Services	-205.20	205.20
TOTAL						-205.20	205.20
<b>Bill Pmt -Check</b>	<b>15209</b>	<b>01/29/2025</b>	<b>Greenridge Contract...</b>		<b>Water Fund Checking</b>		<b>-5,292.25</b>
Bill	102941...	01/28/2025			636 · Contracted Servi...	-5,292.25	5,292.25
TOTAL						-5,292.25	5,292.25
<b>Bill Pmt -Check</b>	<b>16681</b>	<b>01/08/2025</b>	<b>Cornerstone Lawn S...</b>		<b>001 General Fund Ac...</b>		<b>-4,537.50</b>
Bill	23240	12/16/2024			Contracted Services S	-2,375.00	2,375.00
Bill	23276	12/26/2024			Contracted Services S	-2,162.50	2,162.50
TOTAL						-4,537.50	4,537.50
<b>Bill Pmt -Check</b>	<b>16682</b>	<b>01/08/2025</b>	<b>Viking Tree Service, ...</b>		<b>001 General Fund Ac...</b>		<b>-3,500.00</b>
Bill	2280	12/23/2024			Tree Commission	-3,500.00	3,500.00
TOTAL						-3,500.00	3,500.00
<b>Bill Pmt -Check</b>	<b>16683</b>	<b>01/10/2025</b>	<b>Advantage Technolo...</b>		<b>001 General Fund Ac...</b>		<b>-1,393.38</b>
Bill	86367	12/01/2024			Contracted Services C	-718.75	718.75
Bill	86342	12/23/2024			Contracted Services C	-224.88	337.32
					Contracted Services-P	-224.87	337.31
					620.8 · Office Supplie...	-224.88	337.32
TOTAL						-1,393.38	1,730.70



4:17 PM

02/05/25

## Corp. of Harpers Ferry

## Check Detail

January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	16684	01/10/2025	Harpers Ferry Water ...		001 General Fund Ac...		-399.48
Bill	000200...	01/03/2025			Utilities St	-240.00	240.00
Bill	000350...	01/03/2025			Utilities Pa	-50.05	50.05
Bill	000100...	01/04/2025			Utilities-P	-54.72	54.72
					Utilities C	-54.71	54.71
TOTAL						-399.48	399.48
Check	16685	01/10/2025	Kevin Carden		001 General Fund Ac...		-300.00
					Data Processing C	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	16688	01/10/2025	Vital Signs		001 General Fund Ac...		-165.00
Bill	6670	12/05/2024			Materials & Supplies S	-165.00	165.00
TOTAL						-165.00	165.00
Check	16689	01/10/2025	Sheryl Hoyt		001 General Fund Ac...		-10.00
					342.2 Parking Fine Re...	-10.00	10.00
TOTAL						-10.00	10.00
Check	16690	01/10/2025	James D Skelton an...		001 General Fund Ac...		-14.00
					342.2 Parking Fine Re...	-14.00	14.00
TOTAL						-14.00	14.00
Check	16691	01/10/2025	Jared Kilmon		001 General Fund Ac...		-18.00
					342.2 Parking Fine Re...	-18.00	18.00
TOTAL						-18.00	18.00
Check	16692	01/10/2025	Lilya Roberts		001 General Fund Ac...		-20.00
					342.2 Parking Fine Re...	-20.00	20.00
TOTAL						-20.00	20.00
Check	16693	01/10/2025	Robin Richardson		001 General Fund Ac...		-30.00
					342.2 Parking Fine Re...	-30.00	30.00
TOTAL						-30.00	30.00
Bill Pmt -Check	16694	01/10/2025	Jefferson Publishing...		001 General Fund Ac...		-51.78
Bill	69393	12/31/2024			220 G · Advertising/Le...	-51.78	51.78
TOTAL						-51.78	51.78
Check	16695	01/13/2025	Harpers Ferry Water ...		001 General Fund Ac...		-10,485.73
					Due To Water	-10,485.73	10,485.73
TOTAL						-10,485.73	10,485.73
Check	16696	01/15/2025	Fringe Benefits Man...		001 General Fund Ac...		-644.94
					24000 · Payroll Liabilit...	-311.07	311.07
					24000 · Payroll Liabilit...	-333.87	333.87
TOTAL						-644.94	644.94

4:17 PM

02/05/25

## Corp. of Harpers Ferry

## Check Detail

January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	16697	01/16/2025	Vital Signs		001 General Fund Ac...		-455.00
Bill	10298	01/13/2025			Maintenance and Rep...	-455.00	455.00
TOTAL						-455.00	455.00
Bill Pmt -Check	16698	01/16/2025	Advantage Technolo...		001 General Fund Ac...		-674.63
Bill	86817	01/01/2025			Contracted Services C	-224.88	337.32
					Contracted Services-P	-224.87	337.31
					620.8 · Office Supplie...	-224.88	337.32
TOTAL						-674.63	1,011.95
Bill Pmt -Check	16699	01/16/2025	CARS		001 General Fund Ac...		-394.84
Bill	2025-0...	01/09/2025			Maintenance and Rep...	-394.84	394.84
TOTAL						-394.84	394.84
Bill Pmt -Check	16700	01/16/2025	JSN Welding		001 General Fund Ac...		-865.93
Bill	000056	12/19/2024			Contracted Services St	-865.93	865.93
TOTAL						-865.93	865.93
Check	16701	01/22/2025	West Virginia Munic...		001 General Fund Ac...		-18.52
					24000 · Payroll Liabilit...	-18.52	18.52
TOTAL						-18.52	18.52
Bill Pmt -Check	16702	01/23/2025	Vital Signs		001 General Fund Ac...		-316.00
Bill	6657	10/23/2024			650.8 · Auto & Transp...	-81.27	170.00
					Materials & Supplies S	-95.61	200.00
					906 · Arts & Humaniti...	-83.66	175.00
					Materials & Supplies Pa	-55.46	116.00
TOTAL						-316.00	661.00
Bill Pmt -Check	16703	01/20/2025	Automated Office Eq...		001 General Fund Ac...		-250.00
Bill	151603	01/20/2025			341 G · Materials & S...	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	16704	01/28/2025	CoxHollidayoung PL...		001 General Fund Ac...		-1,520.45
Bill	34127	12/30/2024			Office Supplies and M...	-42.23	63.34
					341 G · Materials & S...	-42.22	63.33
					Professional Services C	-929.19	1,393.78
					620.8 · Office Supplie...	-42.22	63.33
					631.1 · Prof Services-...	-464.59	696.88
TOTAL						-1,520.45	2,280.66
Bill Pmt -Check	16705	01/28/2025	Bowles Rice LLP		001 General Fund Ac...		-302.25
Bill	1221001	01/01/2025			417 · Office of Attorney	-302.25	302.25
TOTAL						-302.25	302.25
Bill Pmt -Check	16706	01/28/2025	CARS		001 General Fund Ac...		-1,590.50
Bill	2025-1...	01/20/2025			Maintenance and Rep...	-1,590.50	1,590.50
TOTAL						-1,590.50	1,590.50
Bill Pmt -Check	16707	01/28/2025	CARS		001 General Fund Ac...		-14.66

4:17 PM

02/05/25

## Corp. of Harpers Ferry

## Check Detail

January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	118	01/17/2025			Maint & Repair to Aut...	-14.66	14.66
TOTAL						-14.66	14.66
<b>Bill Pmt -Check</b>	<b>16708</b>	<b>01/28/2025</b>	<b>CARS</b>		<b>001 General Fund Ac...</b>		<b>-686.17</b>
Bill	2025-0...	01/10/2025			Maintenance and Rep...	-105.95	105.95
Bill	2025-1...	01/16/2025			Maintenance and Rep...	-580.22	580.22
TOTAL						-686.17	686.17
<b>Bill Pmt -Check</b>	<b>16709</b>	<b>01/28/2025</b>	<b>Fire Safety Equipme...</b>		<b>001 General Fund Ac...</b>		<b>-107.00</b>
Bill	21335	01/17/2025			Police Dept Supplies	-107.00	107.00
TOTAL						-107.00	107.00
<b>Bill Pmt -Check</b>	<b>16710</b>	<b>01/28/2025</b>	<b>Cornerstone Lawn S...</b>		<b>001 General Fund Ac...</b>		<b>-2,625.00</b>
Bill	23351	01/13/2025			Contracted Services S	-2,625.00	2,625.00
TOTAL						-2,625.00	2,625.00
<b>Bill Pmt -Check</b>	<b>16711</b>	<b>01/28/2025</b>	<b>Cornerstone Lawn S...</b>		<b>001 General Fund Ac...</b>		<b>-18,175.00</b>
Bill	23442	01/23/2025			Contracted Services S	-18,175.00	18,175.00
TOTAL						-18,175.00	18,175.00
<b>Bill Pmt -Check</b>	<b>16712</b>	<b>01/28/2025</b>	<b>Antietam Tree and T...</b>		<b>001 General Fund Ac...</b>		<b>-4,435.00</b>
Bill	13958	01/22/2025			Tree Commission	-2,150.00	2,150.00
Bill	139590	01/22/2025			Tree Commission	-1,935.00	1,935.00
Bill	139589	01/22/2025			Tree Commission	-350.00	350.00
TOTAL						-4,435.00	4,435.00
<b>Check</b>	<b>16713</b>	<b>01/29/2025</b>	<b>Charles Town Plumb...</b>		<b>001 General Fund Ac...</b>		<b>-16.50</b>
					325 · Licenses	-16.50	16.50
TOTAL						-16.50	16.50
<b>Bill Pmt -Check</b>	<b>16714</b>	<b>01/29/2025</b>	<b>Cornerstone Lawn S...</b>		<b>001 General Fund Ac...</b>		<b>-16,837.50</b>
Bill	23509	01/29/2025			Contracted Services S	-16,837.50	16,837.50
TOTAL						-16,837.50	16,837.50
<b>Bill Pmt -Check</b>	<b>16715</b>	<b>01/29/2025</b>	<b>Superior Auto Body ...</b>		<b>001 General Fund Ac...</b>		<b>-2,832.25</b>
Bill	7739	01/29/2025			Maint & Repair to Aut...	-2,832.25	2,832.25
TOTAL						-2,832.25	2,832.25

Item 5. b. iii

**Invoice**



**Civil & Environmental Consultants, Inc.**  
 Phone: 412-429-2324 | Fax: 412-429-2114  
 www.cecinc.com

Jamila Jones-Fleet  
 Innovative Community Solutions, Inc  
 484 Williamsport Pike  
 Ste 135  
 Martinsburg, WV 25404

December 16, 2024  
 Project No: 337-017  
 Invoice No: 454736

Project 337-017 Weaver-Gillison House

Email: jamila.fleet@ics-wv.com

Initial field work for boundary survey, preparation for structural inspections. Full report for both tasks are ongoing.

**Professional Services through November 30, 2024**

Task	1000	Boundary Survey		
<b>Professional Fees</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Adams, Richard		1.00	183.00	183.00
Fulton, William		.25	245.00	61.25
Fulton, William		7.00	263.00	1,841.00
Gain, Eli		1.50	183.00	274.50
Hanks, Kevin		6.50	69.00	448.50
Henthorn, Eli		11.00	90.00	990.00
Hood, Sydney		1.25	69.00	86.25
Miller, Paula		3.25	223.00	724.75
Poth, Kevin		1.00	101.00	101.00
Yazvac, David		22.50	131.00	2,947.50
		55.25		7,657.75
				7,657.75
<b>Unit Billing</b>				
Field Vehicle (Daily)				
V00-524 - Eli Henthorn Boundary Survey		1.0 Day @ 110.00	110.00	
<b>Total Units</b>		<b>1.0 times</b>	<b>110.00</b>	<b>110.00</b>
		<b>Total this Task</b>		<b>\$7,767.75</b>

Task	2000	Structural Evaluation and Assessment		
Professional Fees				
		Hours	Rate	Amount
Fulton, William		1.00	245.00	245.00
Fulton, William		1.50	263.00	394.50
Kavi, Jonas		5.00	137.00	685.00
		7.50		1,324.50
				1,324.50
			Total this Task	\$1,324.50

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Task	QUAL	Quality Assurance
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Project	337-017	Weaver-Gillison House	Invoice	454736
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**Professional Fees**

	Hours	Rate	Amount	
Strand, Joshua	.25	90.00	22.50	
	.25		22.50	
				22.50
		<b>Total this Task</b>		<b>\$22.50</b>
Technology & Office Service Fee	3.00 % of 9,004.75			270.15
		<b>Amount Due This Invoice</b>		<b>\$9,384.90</b>

Remit to:  
 Civil & Environmental Consultants, Inc.  
 PO Box 644246  
 Pittsburgh, PA 15264-4246

Payment Terms: Net 30 Days, 1.5% Interest Per Month on Past Due Balances

**Description of Retracement Survey for  
Huel L. Willis, Et. Al.  
Lot 7 – Block “KK”  
Tax Map 2 - Parcel 104  
Harpers Ferry Corporate District, Jefferson County, West Virginia**

A parcel of land lying and being situate at the southeastern corner of the intersection of Boundary Street and Washington Street (U.S. ALT Route 340), approximately 0.03 miles east of the intersection of Union Street, on the waters of the Shenandoah River, in Harpers Ferry Corporate District, Jefferson County, West Virginia more particularly described as follows:

Beginning at a 5/8-inch by 30-inch iron reinforcing rod with yellow plastic cap stamped “CEC 304-933-9119,” hereinafter referred to as a “Rebar,” set at the southeast corner of Lot 7 Block “KK,” as shown on Plat of Harpers Ferry Armory Property, in a line of Christopher Corder and Liesel Eby (Tax Map 2 Parcel 105), and a corner to Robert E. and Liz L. Brzostowski (Tax Map 2 Parcel 106), and being a common corner to Lots 6, 7, 8, & 9 in Block “KK,” from which a 5/8-inch rebar, found in a line of said Christopher Corder and Liesel Eby, a corner to said Brzostowski, and being a common corner to Lots 5, 6, 9 & 10 in said Block “KK,” bears S 82°26’05” E, 60.00 feet, and a 5/8-inch rebar found, a corner to said Christopher Corder and Liesel Eby, Brzostowski (Tax Map 2 Parcel 107) and Dana M. Lam, et al. (Tax Map 2 Parcel 108), and being a common corner to Lots 4, 5, 10 & 11 in Block KK,” bears S 82°26’05” E, 120.00 feet; thence with part of a line of said Christopher Corder and Liesel Eby (Tax Map 2 Parcel 105)

N 82°26’05” W 54.00 feet to a Rebar, set on the east side of Boundary Street; thence with the east side of Boundary Street

N 01°05’50” E, 281.00 feet to a Rebar, set on the south side of Washington Street (U.S. ALT Route 340); thence along the south side of Washington Street (U.S. ALT Route 340)

S 63°36’15” E, 90.50 feet to a Rebar, set, a corner to Robert E. and Liz L. Brzostowski (Tax Map 2 Parcel 106), thence leaving the southern side of Washington Street (U.S. ALT Route 340) with said Brzostowski

S 07°33’55” W 250.00 feet to the place of beginning, containing 18,246 square feet or 0.419 acres, more or less, subject to a public easement containing 29 square feet, more or less, within the right of way of Washington Street (U.S. ALT Route 340), leaving a net area of 0.418 acres, more or less, as surveyed by Civil and Environmental Consultants, Inc. in November and December, 2024, and as shown on a “Plat of Retracement Survey for Huel L. Willis, et al.,” attached hereto and made a part of this description.

Being all of Lot 7, in Block “KK,” as shown on Plat of Harpers Ferry Armory Property by S. Howell Brown, dated April 2, 1869, and approved November 16, 1869, and being the same tract or parcel of land conveyed to the Huel L. Willis, et al., by Janis E. Thomas, by a deed dated November 27, 2023, recorded in The Office of the Clerk of Jefferson County, West Virginia, in Deed Book 1300, at Page 57.

This Instrument Prepared By:  
David M. Yazvac, P.S. 857



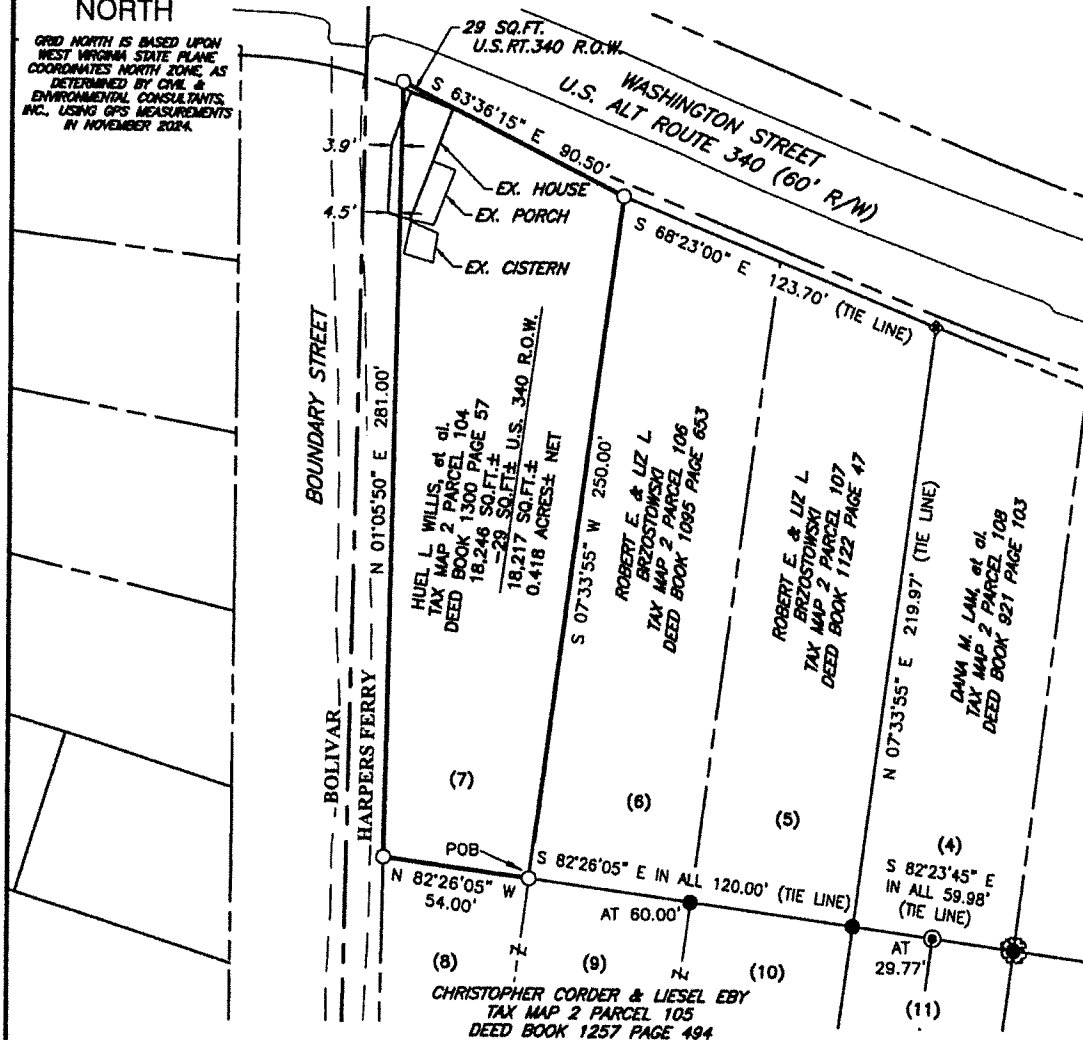
Civil & Environmental Consultants, Inc.



GRID NORTH IS BASED UPON WEST VIRGINIA STATE PLANE COORDINATES NORTH ZONE, AS DETERMINED BY CIVIL & ENVIRONMENTAL CONSULTANTS, INC. USING GPS MEASUREMENTS IN NOVEMBER 2024.

ALL PARCEL OWNERSHIP WAS OBTAINED FROM THE JEFFERSON COUNTY CLERKS OFFICE IN NOVEMBER OF 2024. IT IS NOT THE INTENT OF THIS MAP TO IDENTIFY AND STATE OWNERSHIP OF ADJOINING PARCELS. THE ADJOINERS' NAMES, ACREAGE AND LINE LOCATIONS ARE ONLY LISTED ON THIS MAP TO MORE CLEARLY SHOW THE PHYSICAL LOCATION OF THE PROPERTY SURVEYED.

THIS PLAT DOES NOT CONSTITUTE A TITLE SEARCH BY CEC, INC. TO DETERMINE OWNERSHIP, OR EASEMENTS OF RECORD, AND CONSEQUENTLY MAY NOT DEPICT ALL MATTERS AFFECTING THE PROPERTY SHOWN HEREON. UTILITY EASEMENTS, AND/OR UNDERGROUND UTILITIES MAY EXIST ON THIS PROPERTY THAT HAVE NOT BEEN VERIFIED BY THIS SURVEY.



A TRACT OR PARCEL OF LAND LYING AND BEING SITUATE AT THE SOUTHEASTERN CORNER OF THE INTERSECTION OF BOUNDARY STREET AND WASHINGTON STREET IN HARPERS FERRY CORPORATE DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA.

BEING LOT 7 IN BLOCK KK, ON THE PLAT OF HARPERS FERRY MADE BY S. HOWELL BROWN FOR THE UNITED STATES GOVERNMENT AND APPROVED BY THE SECRETARY OF WAR ON NOVEMBER 16, 1869. SAID PARCEL BEING THE SAME TRACT OF LAND CONVEYED TO HUEL L. WILLIS, et al. BY JAMES E. THOMAS, BY DEED DATED NOVEMBER 27, 2023, AS RECORDED IN THE OFFICE OF THE COUNTY CLERK OF JEFFERSON COUNTY, WEST VIRGINIA, IN DEED BOOK 1300 AT PAGE 57.

# LEGEND

- SURVEYED LINE
- - - NON-SURVEYED LINE
- LOT LINE
- TIE LINE
- APPROX. INCORPORATION LINE
- ROAD R/W
- EXISTING EDGE OF PAVEMENT
- EXISTING EDGE OF GRAVEL

○ 5/8"x30" IRON REINFORCING ROD WITH YELLOW PLASTIC CAP STAMPED "CEC 304-933-3119", SET

● 5/8" IRON REBAR, FOUND

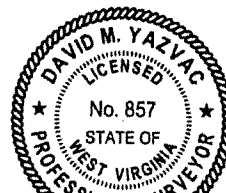
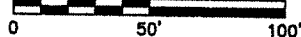
⊙ 5/8" IRON REBAR W/ ORANGE CAP "ED JOHNSON P.C.", FOUND

⊙ 5/8" IRON REBAR W/ YELLOW CAP "SHEPP LLS 541", FOUND

⊙ 1/2" IRON REBAR, IN BASE OF ELM, FOUND

(10) LOT NUMBER - BLOCK "KK" PLAT OF HARPERS FERRY BY S. HOWELL BROWN, DATED APRIL 16, 1869, APPROVED NOVEMBER 16, 1869.

SCALE IN FEET



DAVID M. YAZVAC P.S. #857

01/14/2025



Civil & Environmental Consultants, Inc.

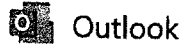
120 Genesis Boulevard  
Bridgeport, WV 26330

Ph: 304.933.3119

www.cecinc.com

PLAT OF RETRACEMENT SURVEY  
FOR HUEL L. WILLIS, et al.  
TAX MAP 2 - PARCEL 104  
HARPERS FERRY CORPORATE DISTRICT  
JEFFERSON COUNTY  
WEST VIRGINIA

DRAWN BY: KJP CHECKED BY: E.J.H. APPROVED BY: DMY FIGURE NO.:  
DATE: JANUARY 2025 DWG SCALE: 1"=50' PROJECT NO: 337-017



Outlook

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**Re: Report and Survey**

---

From Dreistadt, Meredith C <meredith.c.dreistadt@wv.gov>

Date Fri 2025-01-31 11:47

To Jamila Jones <jamila.fleet@ics-wv.com>

Cc Caitlin McAteer <caitlin.mcateer@gmail.com>; Randall Hill <randall.hill@wv.gov>; Deb Kelly <dkelly@harpersferrywv.us>

 1 attachment (47 KB)

SHPO Grant Invoice Sheet.pdf;

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hi Jamila,

I'm copying Randy Hill, our Grants Coordinator so he can help out. We'll need this Invoice Sheet filled out and a copy of the cancelled check that the Town sends to CEC. We agree that this can be paid.

Let me know if you have any questions.

On Sun, Jan 26, 2025 at 2:39 PM Jamila Jones <jamila.fleet@ics-wv.com> wrote:

Hello,

Please see the attached invoice for the Boundary Survey and draft report.

On Wed, Jan 15, 2025 at 9:34 AM Jamila Jones <jamila.fleet@ics-wv.com> wrote:

Hello,

Please find the survey plat and report attached. I will be sending an invoice for 1/3 of the contract soon. Please let me know your ideas on report and any additional needed information as far as the survey is concerned. The Structural Assessment report still remains to be delivered.

--



Innovative Community Solutions

Jamila Jones, President

703-945-8265

# Invoice

WV Department of Arts, Culture and History  
The Culture Center  
1900 Kanawha Boulevard, East  
Charleston, WV 25305

**For SHPO Use**

Account # \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Amount \_\_\_\_\_

**Project Description:**

Weaver Gillison House project Phase 1  
Field study and boundary survey draft report

Make check payable to: Corporation of Harpers Ferry

Address: PO Box 217  
Harpers Ferry, WV 25425

FEIN or Social Security # 55-01893889

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

"I certify that the attached invoice, for which payment has been requested, has been audited against, and conforms to, the terms and conditions of the referenced grant agreement."

\_\_\_\_\_  
Deputy State Historic Preservation Officer

\_\_\_\_\_  
Grants Coordinator

Date \_\_\_\_\_





# PROJECT STATUS REPORT

TODAY'S DATE

08/05/2024

## WEAVER-GILLISON PROJECT

Conduct a comprehensive structural assessment and boundary survey of the Old Mary Gillison House in Harpers Ferry, WV.

**COORDINATOR:**  
**JAMILA JONES**

**HF HLC LIAISON:**  
**CAT MCATEER**

ACTIVITY	% DONE	DATE DUE	COMMENTS
• Contract between SHPO and HF HLC signed.	100 %	10 APR 24 10 JULY 24 (ACTUAL)	ICS and HF HLC redefined terms of partnership to include: <ul style="list-style-type: none"><li>• Town Council approval</li><li>• Defined roles &amp; responsibilities</li></ul>
• Draft Procurement Information - Expression of Interest (EoI)	100 %	22 JULY 24	<ul style="list-style-type: none"><li>• Escrow for matching funds established</li><li>• Addingment of HLC Liaison.</li></ul>
• EoI approved.	100 %	23 JULY 24	
• Vendor Contact list populated.	100 %	23 JULY 24	ICS utilized list of vendors from PAWV to solicit interest.
• Vendors solicited.	100 %	24 JULY 24	
• Vendors response.	0 %	15 AUG 24	

## INNOVATIVE COMMUNITY SOLUTIONS

484 Williamsport Pike, Suite 135  
Martinsburg, WV 25404

+1 703 945 8265  
[www.ics-wv.com](http://www.ics-wv.com)





# PROJECT STATUS REPORT

TODAY'S DATE  
09/05/2024

## WEAVER-GILLISON PROJECT

Conduct a comprehensive structural assessment and boundary survey of the Old Mary Gillison House in Harpers Ferry, WV.

**COORDINATOR:**  
**JAMILA JONES**

**HF HLC LIAISON:**  
**CAT MCATEER**

ACTIVITY	% DONE	DATE DUE	COMMENTS
• Vendors reminded to submit by deadline.	100 %	14 AUG 24	
• (1) Vendor response.	100 %	15 AUG 24	• CEC was the only responsive bidder.
• SHPO Contacted to notify results.	100 %	22 AUG 24	• Bid was higher due than original grant amount.
• Additional funding requested.	100 %	26 AUG 24	• Additional funding requested to cover the difference.

## INNOVATIVE COMMUNITY SOLUTIONS

484 Williamsport Pike, Suite 135  
Martinsburg, WV 25404

+1 703 945 8265  
[www.ics-wv.com](http://www.ics-wv.com)





# PROJECT STATUS REPORT

TODAY'S DATE

11/05/2024

## WEAVER-GILLISON PROJECT

Conduct a comprehensive structural assessment and boundary survey of the Old Mary Gillison House in Harpers Ferry, WV.

**COORDINATOR:**  
**JAMILA JONES**

**HF HLC LIAISON:**  
**CAT MCATEER**

ACTIVITY	% DONE	DATE DUE	COMMENTS
• Additional funding granted	100 %	06 SEPT 24	• WV SHPO sent new contract document to be signed.
• Change work order submitted.	100 %	3 OCT 24	• Town and CEC reviewed changes and made necessary amendments.
• Contracts amended bilaterally.	100 %	15 OCT 24	• All stakeholders agreed after review and executed contract to begin Weaver Gillison project.
• Sign offs obtained. Contract executed.	100 %	24 OCT 24	• Schedule and define logistics to begin.
• Discuss concerns with family.	100 %	1 NOV 24	
• Set date of Structural Assessment.	55 %	8 NOV 24	

## INNOVATIVE COMMUNITY SOLUTIONS

484 Williamsport Pike, Suite 135  
Martinsburg, WV 25404

+1 703 945 8265  
www.ics-wv.com





# PROJECT STATUS REPORT

TODAY'S DATE

12/30/2024

## WEAVER-GILLISON PROJECT

Conduct a comprehensive structural assessment and boundary survey of the Old Mary Gillison House in Harpers Ferry, WV.

**COORDINATOR:**  
**JAMILA JONES**

**HF HLC LIAISON:**  
**CAT MCATEER**

ACTIVITY	% DONE	DATE DUE	COMMENTS
• Boundary survey field work.	100 %	10 NOV 24	CEC licensed surveyor performed field work for the boundary survey.
• Structural assessment field work.	100 %	12 DEC 24	CEC structural assessment on-site field work conducted. Data gathered for further research and processing.
• Initial purchase order submitted.	100 %	31 DEC 24	Invoiced returned to await draft report to accompany initial invoice.

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# PROJECT STATUS REPORT

TODAY'S DATE  
01/31/2025

## WEAVER-GILLISON PROJECT

Conduct a comprehensive structural assessment and boundary survey of the Old Mary Gillison House in Harpers Ferry, WV.

**COORDINATOR:**  
**JAMILA JONES**

**HF HLC LIAISON:**  
**CAT MCATEER**

ACTIVITY	% DONE	DATE DUE	COMMENTS
• Boundary survey draft report submitted for review and acceptance.	100 %	10 JAN 2025	CEC licensed surveyor provided draft report of the boundary survey.
• Boundary survey field invoiced.	100 %	15 JAN 2025	Initial invoice submitted.

## INNOVATIVE COMMUNITY SOLUTIONS

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	Checks over Purchasing Threshold for approval			
	Town Council Meeting 2/10/2025			
Check #	Vendor	INV #		
16710	Cornerstone	23351	Snow Removal 1/3/2025	\$ 2,625.00
16711	Cornerstone	23442	Snow Removal 1/6-8/2025	\$ 18,175.00
16712	Antietam Tree and Turf	139588, 89, 90	FY 2025 Tree work	\$ 4,435.00
15209	Greenridge Contractors	10294192	High Street Main repair TC 11/11/2024	\$ 5,292.25
16714	Cornerstone	23509	Snow Removal 1/9-20/2025	\$ 16,837.50
16706	CARS	124	Cruiser new tires	\$ 1,590.50
16715	Superior AutoBody	7739	PD Cruiser repair covered by insurance claim	\$ 2,832.25



**RESOLUTION #4 OF THE TOWN OF HARPERS FERRY  
APPROVING INVOICES RELATING TO CONSTRUCTION  
AND OTHER SERVICES FOR THE WATER PROJECT AND  
AUTHORIZING PAYMENT THEREOF**

**WHEREAS**, the Town of Harpers Ferry has reviewed the invoices attached hereto and incorporated herein by reference in relation to the construction of the water project funded by the WV Water Development Authority EECG funds and CNB Bank Construction Trust Funds and find as follows;

1. That none of the items for which payment is proposed have been requested from another source.
2. That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.
3. That each of such costs has been otherwise properly incurred.
4. That payment for each of the items proposed is due and owing.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of Harpers Ferry that the payment of the attached invoices as summarized below are hereby authorized and directed:

<b>VENDOR</b>	<b>WDA Funds</b>	<b>CNB Funds</b>	<b>Total</b>
GD&F	\$0	<b>\$1,394.94</b>	<b>\$1,394.94</b>
	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$1,394.94</b>	<b>\$1,394.94</b>

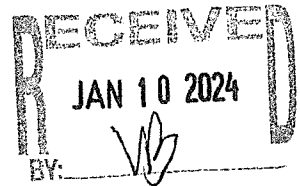
**ADOPTED BY** the Council of the Town of Harpers Ferry, at a meeting held on the \_\_\_\_th day of February 2025.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor, Gregory Vaughn



GWIN  
DOBSON &  
FOREMAN

ENGINEERS



3121 FAIRWAY DRIVE ALTOONA, PA 16602  
814.943.5214 FAX 814.943.8494  
WWW.GDFENGINEERS.COM

Corporation of Harpers Ferry  
Attn: Deb Kelly  
1000 Washington Street  
PO Box 217  
Harpers Ferry, WV 25425

Invoice number 90690  
Date 12/31/2024

Project 22050 Harpers Ferry (WV) IJDC Funding  
Application

For the period December 1, 2024 to December 28, 2024

Professional engineering services for Contract No 2 - Phase I Distribution System Improvement Project - Base  
Bid. Construction Administration. Review Contractor Submittals. Total invoiced to date including this invoice is  
\$56,513.97.

Labor

	Hours	Rate	Billed Amount
Leo J. Drass, Jr., P.E. Senior Project Engineer--P-5	9.00	138.45	1,246.05
Travis J. McElheny CADD Supervisor --T-4	1.00	101.40	101.40
Direct Expenses			
	Units	Rate	Billed Amount
Drawings	3.00	2.10	6.30
Telephone			41.19
Invoice total			1,394.94

Respectfully submitted,

Leo J. Drass, Jr., P.E.  
Senior Project Engineer

12/31/2024  
90690  
\$1394.94  
01/30/2024  
Cap Assets - Const W Proj  
W Ar

TERMS: PAYMENT DUE 30 DAYS UPON RECEIPT, AFTER 30 DAYS, INTEREST WILL  
BE ADDED AT THE RATE OF 1-1/2% PER MONTH ON THE UNPAID BALANCE.

Opening New Account:

- 1) Any customer opening a new account must have any previously owed balances paid in full

Late or Non-Payment of Account

- 1) Customer request for more time to pay:
  - a. Water Clerk may approve up to 7 calendar days after due date to pay full balance due
  - b. Penalties, as governed by the PSC still apply
- 2) Termination notices and Shut offs
  - a. If a monthly balance is not paid by \_\_\_\_\_ termination notices are issued
  - b. If prior month's balance is not paid by the following month's due date, terminations are carried out
  - c. Exceptions to terminations must be approved by the Public Works Administrator
- 3) Carry forward Account Balances:
  - a. Customer may carry forward:
    - i. Up to 2 months of billings as long as it does not exceed \$400.00 maximum (water and sewer)
    - ii. 2x a regular billing if regular monthly billing is in excess of \$250.00 and customer has a regular payment history

- b. If account has carry forward balance exceeding limits above account:
  - i. Must be paid in full or
  - ii. Must engage in Deferred Payment Agreement (DPA) or
  - iii. Water Shut off
  - iv. If items i, ii, or iii are not in place after 90 days past due, the account is sent to collection agency

4) Default on Deferred Payment Agreement (DPA)

- a. Monthly payments for the DPA must be maintained until the DPA is paid off
- b. Non-payment of DPA in a single month renders the DPA null and void (this is included in the contract
- c. Once a DPA agreement is null and void, account balance must be paid in full in next billing cycle or normal Termination notice and Shut off procedure (#2 above) will be followed

5) Move out/Skip out

- a. Final bill is sent to forwarding address in each billing cycle for 3 months. If payment is not received when bill is 90 days old, account is sent to collection agency
- b. Skip out – if no forwarding address is provided with a final balance due on the account, account is sent to collection agency when bill is 90 days old

6) Pending Billing issues or Leak Adjustments

- a. If account has extremely high usage in a particular month (in excess of 2X average) and/or Water Clerk has initiated Work Order to investigate meter

reading customer may make payments of normal monthly usage for up to 2 months billings to keep account in good standing.

- b. If Leak Adjustment Request (LAR) has been submitted by customer
  - i. Customer may continue to make payments for normal monthly usage until LAR has been approved or disapproved.
  - ii. Once approved/disapproved and applied, full payment is due at next billing period and account will be treated as normal account beginning with #1 above.
- c. If adjustment to billing is made due to an error in meter reading, full payment of new balance is due with next billing period and account will be treated as normal account beginning with #1 above.
- d. If no LAR is submitted by customer, and no adjustment for erroneous meter reading is bill is due in full with next billing period and account will be treated as normal account beginning with #1 above.

#### Overpayment of account

- 1) Customer accounts shall not hold an overpayment (credit) balance in excess of twice an average monthly billing or at a maximum \$500 balance in over the balance owed between Water and Sewer billings.

- 2) Payments received in excess of approximately 2 times a monthly billing or over \$500 in excess, shall be returned to the customer by return receipt mail with the attached form letter.

EXAMPLE letter for overpayments:

Dear XXX,

Enclosed please find the check we recently received for Water and Sewer services with Harpers Ferry Water Works and Bolivar/Harpers Ferry Public Sewer District. We are returning the check as your account has a credit balance, an amount more than the balance due.

Please choose one of the following options:

- 1) Email me (address below) and request the overpayment be refunded to you. Make monthly payments for the amount owed.
- 2) Cease sending payments until your bill shows an amount owed. We will use your credit balance to deplete the overpayments you have made. When your bill shows an amount due, begin sending payments month by month.
- 3) Complete and return the attached ACH payment form. We will set your account up for automatic ACH payments. We will use your credit balance to deplete the excess payments you have made. When your credit balance is depleted, our system will alert you by email, in advance of an ACH draft for that month and thereafter, for the amount you owe.



DRAFT

	HF GF Budget FY 2025 REV 1	FY 2025 REV 3	ACTUAL	FY 2025 REV 4	FY 2025 REV 2
	July 30 2024	approved	Jan 31 not final	Proposed	REV 3
Line item	Description	Jan 2025		Feb 2025	
	INCOME				
296	Restricted Fund Balance	\$ 40,000.00		\$ 40,000.00	\$ -
297	Committed Fund Balance	\$ 1,000.00		\$ 1,000.00	\$ -
298	Assigned Balance	\$ 324,350.00		\$ 324,350.00	\$ -
299	Unassigned Balance	\$ 900,750.00		\$ 900,750.00	\$ -
301	Property Tax Current Year	\$ 85,593.00	\$ 57,010.31	\$ 85,593.00	\$ -
303	Oil & Gas Severance Tax	\$ 2,500.00	\$ 990.25	\$ 2,500.00	\$ -
304	Excise Tax on Utilities	\$ 6,500.00	\$ 3,595.91	\$ 6,500.00	\$ -
305	Business & Occupation Tax	\$ 200,000.00	\$ 145,410.78	\$ 200,000.00	\$ -
306	Liquor & Wine Tax	\$ 10,000.00	\$ 6,009.67	\$ 10,000.00	\$ -
307	Animal Control Tax	\$ 110.00	\$ 75.60	\$ 110.00	\$ -
308	Hotel Motel Tax	\$ 75,000.00	\$ 59,132.72	\$ 75,000.00	\$ -
314	Sales Tax Revenue	\$ 290,000.00	\$ 160,720.21	\$ 290,000.00	\$ -
320	Fines Fees Court Costs	\$ 20,000.00	\$ 7,075.00	\$ 20,000.00	\$ -
321	Parking Violations	\$ 32,000.00	\$ 22,085.00	\$ 32,000.00	\$ -
325	Licenses	\$ 6,500.00	\$ 3,195.50	\$ 6,500.00	\$ -
326	Building Permits	\$ 5,000.00	\$ 4,266.45	\$ 5,000.00	\$ -
327	Miscellaneous Permits	\$ 800.00	\$ 252.00	\$ 800.00	\$ -
328	Franchise Fees	\$ 3,300.00	\$ 1,552.59	\$ 3,300.00	\$ -
330	IRP Fees	\$ 5,000.00	\$ 2,974.32	\$ 5,000.00	\$ -
340	Parks & Rec	\$ 5,000.00	\$ 992.22	\$ 5,000.00	\$ -
342	Parking Meter Revenue	\$ 200,000.00	\$ 135,542.62	\$ 200,000.00	\$ -
345	Rents and Concessions	\$ 88,000.00	\$ 66,537.97	\$ 88,000.00	\$ -
365	Federal Government Grants	\$ 5,470.00	\$ -	\$ 5,470.00	\$ -
366	State Government Grants	\$ 13,230.00	\$ -	\$ 13,230.00	\$ -
367	Other Grants	\$ -	\$ 2,192.60	\$ 2,500.00	\$ 2,500.00
376	Table Games	\$ 13,000.00	\$ 6,366.19	\$ 13,000.00	\$ -
368	Contribution from Other Entities	\$ 80,000.00	\$ -	\$ 80,000.00	\$ -
380	Interest Earned on Investments	\$ 5,500.00	\$ 3,337.98	\$ 5,500.00	\$ -
382	Refunds or Rebates	\$ 1,600.00	\$ 677.30	\$ 1,600.00	\$ -
386	Insurance Claims	\$ 2,300.00	\$ 6,987.61	\$ 7,500.00	\$ 5,200.00
397	Lottery	\$ 35,000.00	\$ 18,593.12	\$ 35,000.00	\$ -
399	Miscellaneous Revenue	\$ 1,500.00	\$ 3,485.00	\$ 4,000.00	\$ 2,500.00
405	Board of Zoning Appeals	\$ 100.00	\$ -	\$ 100.00	\$ -
					\$ -
		\$ 2,459,103.00	\$ 719,058.92	\$ 2,469,303.00	\$ 10,200.00
	EXPENSE				\$ -
402	Economic Development	\$ 15,000.00	\$ 2,356.27	\$ 15,000.00	\$ -
405	Board of Zoning Appeals	\$ -	\$ -	\$ -	\$ -
409	Office of mayor	\$ 22,600.00	\$ 10,765.01	\$ 22,600.00	\$ -
410	Members of Council	\$ 21,900.00	\$ 10,765.00	\$ 21,900.00	\$ -
411	Office of recorder	\$ 6,515.00	\$ 3,264.50	\$ 6,515.00	\$ -
414	Financial Office	\$ 73,636.74	\$ 41,110.11	\$ 73,636.74	\$ -
415	Office of Clerk	\$ 73,181.65	\$ 42,651.97	\$ 73,181.65	\$ -
417	Office Of Attorney	\$ 10,000.00	\$ 302.25	\$ 10,000.00	\$ -
426	Litigation Reserve	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
435	Region 9	\$ 260.00	\$ 252.86	\$ 260.00	\$ -
437	Planning Commission	\$ 10,500.00	\$ -	\$ 10,500.00	\$ -
438	Elections	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
440	City Hall	\$ 327,117.61	\$ 144,809.21	\$ 327,117.61	\$ -
571	Parking	\$ 13,384.34	\$ 8,689.59	\$ 13,384.34	\$ -
699	Contingency	\$ 175,778.36	\$ -	\$ 153,478.36	\$ (22,300.00)
700	Police Dept	\$ 595,879.82	\$ 313,971.42	\$ 595,879.82	\$ -
706	Fire Dept	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -
750	Street Dept	\$ 117,809.49	\$ 62,667.04	\$ 117,809.49	\$ -
751	Street Lights	\$ 18,200.00	\$ 11,300.12	\$ 18,200.00	\$ -
752	Street Signs	\$ 1,000.00	\$ 365.00	\$ 1,000.00	\$ -
753	Snow Removal	\$ 45,000.00	\$ 42,175.00	\$ 75,000.00	\$ 30,000.00
759	Public Transit	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -
809	Grants Health and Sanitation	\$ 6,500.00	\$ -	\$ 9,000.00	\$ 2,500.00
900	Parks	\$ 6,630.00	\$ 2,330.26	\$ 6,630.00	\$ -
901	Visitor Bureau	\$ 37,500.00	\$ 35,356.33	\$ 37,500.00	\$ -
906	Arts & Humanities	\$ 67,500.00	\$ 8,134.87	\$ 67,500.00	\$ -
911	Historical Commission / BZA HLC	\$ 15,500.00	\$ -	\$ 15,500.00	\$ -
916	Library	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -
975	General Government	\$ 554,710.00	\$ -	\$ 554,710.00	\$ -
976	Public Safety	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -
977	Streets and Transportation	\$ 170,000.00	\$ -	\$ 170,000.00	\$ -
					\$ -
		\$ 2,459,103.00	\$ 741,266.81	\$ 2,469,303.00	\$ 10,200.00
		\$ (0.00)	\$ (22,207.89)	\$ (0.00)	\$ -

Ora Ash, Deputy State Auditor  
West Virginia State Auditor's Office  
200 West Main Street  
Clarksburg, WV 26301  
Phone: 627-2415 ext. 5101 or ext. 5119  
Fax: 304-340-5090  
Email: lgs@wvsao.gov

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists.  
(§ 11-8-26a)

CONTROL NUMBER

Fiscal Year Ending: **2025**Fund: **1**Revision Number: **4**Pages: **1 of 1**

Corporation of Harpers Ferry  
GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Deborah Kelly**Phone: **304-535-2206**Fax: **NA**Email: **dkelly@harpersferrywv.us**

PO Box 217

STREET OR PO BOX

Municipality

Government Type

Harpers Ferry

25425

CITY

ZIP CODE

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
367	Other Grants		2,500		2,500
386	Insurance Claims	2,300	5,200		7,500
399	Miscellaneous Revenues	1,500	2,500		4,000
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

10,200

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
699	Contingencies*	175,778		22,300	153,478
753	Snow Removal	45,000	30,000		75,000
809	Grants (health and sanitation)		2,500		2,500
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

10,200

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Division

Date

AUTHORIZED SIGNATURE  
OF ENTITY

APPROVAL  
DATE

RESOLUTION

At a regular session of the municipal council, held February 10, 2025, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the Town of Harpers Ferry. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 4 (four), a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by \_\_\_\_\_, and duly seconded by \_\_\_\_\_ the vote thereon was as follows:

_____	<u>Yes or No</u>
_____	<u>Yes or No</u>
_____	<u>Yes or No</u>
_____	<u>Yes or No</u>
_____	<u>Yes or No</u>

WHEREUPON, Mayor Gregory Vaughn, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the Recorder, Nina Ana Armstrong, is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

# JANUARY 2025 POLICE REPORT

**ACCIDENTS**                **3**

**CALL OUTS**                **0**

**ASSISTS**                **6**

**CITATIONS**                **6**

Insurance	1
MVI	2
Parking	1
Registration	2

**INCIDENTS**                **276**

Alarm	2
Assist Other Departments	6
Building Check	13
Citizen Assist	1
Directed Patrol	63
Disabled Vehicle	1
Fire Assist	1
Foot Patrol	1
Found Property	1
Injured Animal	1
MVA - Hit & Run	1
MVA - No Injury	2
Out of Car	1
Parking	25
Public Service	5
Road Patrol	146
Traffic Stops	4
Welfare Check	2



# 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: 2/10/25

Report on activities for the Month of January 2025

#### Permit Applications received for the month of January:

Date Received	Applicant Name and Project Site Address	Type of Application	Action Taken (sent to BZA, LM, PC, Legal, TC)	Application in Progress	Date Permit Issued
1/2/25	Z. Morse Vacant Lot Potomac Street	ZCPA #2025-001 ~ Installation of ramps for parking access.	Forwarded project to Planning Commission for review.	Yes	
1/9/25	HF Town Foundation 1030 W. Ridge Street	ZCPA #2025-002 ~ Restoration of original basement window, replacement covered door on basement level	Per the Permit Procedure Process Flowchart, this application was sent to BZA for review due to changes to front exterior of a contributing structure. BZA has scheduled a hearing for 2/21/25. BZA has also sent the application to HLC for review and comment.	Yes	
1/13/25	T. Van Vliet 600 Cliff St.	ZCPA #2025-003 ~ Installation of landing on west side of home.	Project met all criteria per ordinance. Permit Issued	No	1/16/25
1/16/25	C. Pechuekonis 898 Washington Street	ZCPA #2025-004 ~ Installation of sky lights	Per the Permit Procedure Process Flowchart, this application was sent to BZA for review due to changes to the exterior of a contributing structure. BZA has scheduled a hearing for 2/21/25. BZA has also sent the application to HLC for review and comment.	Yes	
1/21/25	P. Litwin 565 Park Ave	ZCPA #2025-005 ~ Rebuild of retaining wall.	Waiting for response to question regarding materials.	Yes	



**Updates for the month of January on open applications:**

<b>Date Received</b>	<b>Applicant Name and Project Site Address</b>	<b>Type of Application</b>	<b>Action Taken (sent to BZA, LM, PC, Legal, TC)</b>	<b>Application in Progress</b>	<b>Date Approved</b>
12/2/24	J. Van Vliet 460 Washington Street	Request for Zoning Change #2024-0032	The Planning Commission held a public hearing on 1/21/25. The PC will make their recommendation to the Town Council at their February meeting.	Yes	
12/22/24	J. Sayed 168 High St.	ZCPA #2024-0033 – Replacement windows, posts for lights	Waiting for materials list. Discussed with applicant the windows must be like for like.	Yes	
11/20/24	M. Roberts 1051 Putnam St.	Application for Plat Approval #2024-0031	The applicant has been requested to revise the lot line request allowing for 10' set back from the existing home on the adjoining lot.	Yes	
8/5/24	M. Parsons Lot 2, Block O W. Ridge St.	ZCPA #2024-0022 – New Home Construction	Waiting for revised architectural plans.	Yes	
1/23/24	M. Zeleke 828 Washington St.	ZCPA #2024-0002 Installation of driveway	Mr. Zeleke is still waiting to hear from the State Highway Dept for approval before moving the project forward.	Yes	

**Other Information to report during the month of January 2025:**

Continue working with residents on 1109 Ordinance

Continue working on Proposed Permit Fee Structure.

1/29/25 Issued a 1-year extension for ZCPA 2022-0021 710 Fillmore Street.

1/29/25 Performed site visit at 168 High Street and discussed concerns with owner. The front steps were not repaired like for like and instructed the owner remove the installed tile and replace with concrete steps.

1/29/25 Sent an email to HLC requesting an update on the Weaver House project.

1/29/25 Sent an email to A. Horne regarding the use of the garage at 710 Fillmore Street.

1/29/25 Sent an email to E. Wheelless regarding a 1-year extension on 2022-0028. Mr. Wheelless stated at this time he is not interested in moving the project forward. A refund of the paid inspection fees (\$200.00) will be sent to the applicant.

1/29/25 Performed final inspection on fence installation 1128 W. Ridge Street.

Submitted by: Kevin Hamilton  
Kevin Hamilton, OCO

Rev 3-6-19

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
ORDINANCE # 2024 - 04**

An ordinance of The Corporation of Harpers Ferry, West Virginia, amending, the Code of Ordinances of Harpers Ferry, PART THIRTEEN: PROJECT AND ZONING CODE, Appendix B Standards for Project Activities, PERMITTED HOURS PER EXTERIOR WORK, as per EXHIBIT '1' attached, AND PART FIVE: GENERAL OFFENSES CODE, ARTICLE 527 Noise, SECTION 527.02 – Noise prohibited as per EXHIBIT '2' attached; amending and adopting text amendments as presented. Repealing all ordinances or parts of ordinances in conflict therewith; providing for severability; providing an effective date.

**NOW THEREFORE BE** it enacted and ordained by the Town Council of The Corporation of Harpers Ferry, that PART THIRTEEN: PROJECT AND ZONING CODE, Appendix B Standards for Project Activities, PERMITTED HOURS PER EXTERIOR WORK , of the Codified Ordinances of Harpers Ferry shall be amended and re-enacted to read as per EXHIBIT '1' attached; AND PART FIVE: GENERAL OFFENSES CODE, ARTICLE 527 Noise, SECTION 527.02 – Noise prohibited., of the Codified Ordinances of Harpers Ferry shall be amended and re-enacted to read as per attached EXHIBIT '2' attached.

Strike-throughs in red indicate language that would be stricken from the present ordinance, and bold lettering, and underscoring in red indicates new language that would be added or corrected.

That all ordinances or parts of ordinances in conflict therewith are hereby repealed to the extent of any conflict.

That if any portion of this ordinance is, for any reason, held to be invalid by a court of competent jurisdiction,

24 such decision shall not affect the remaining portions of this ordinance and such invalid portion(s) thereof shall  
25 be severable.

26

27 Be it further ordained that this ordinance shall take effect upon second reading.

28  
29  
30  
31  
32 Passed FIRST READING the 12TH day of AUGUST, 2024.

34  
35 Passed SECOND and FINAL READING the 10 TH day of FEBRUARY, 2025.

37  
38  
39  
40  
41 Gregory Vaughn, Mayor                      date                      Nina Armstrong, Recorder                      date

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45 **ATTACHMENTS:** EXHIBIT '1', EXHIBIT '2'

1 **ARTICLE 527**

2 **Noise**

3  
4 **527.01 Noise control.**

5 **527.02 Noise prohibited.**

6 **527.03 Enforcement.**

7 **527.04 Penalties.**

8 **527.05 Exclusions.**

9 **527.06 Appeals.**

10 **527.07 Civil cause of action not precluded.**

11  
12 **CROSS REFERENCES**

13 West Virginia Code 8-12-5 (23) provides municipalities with the authority to eliminate hazards to  
14 public health and safety and to abate public nuisances, which in the opinion of the Council of the  
15 Corporation of Harpers Ferry, includes excessive noise.

16  
17 The following sections of Harpers Ferry ordinances apply:

18 Ord. 505.04—Barking or howling

19 Ord. 509.06—Breach of Peace

20 Ord. 509.01—Disorderly Conduct

21  
22 **527.01 Noise control.**

23 No person shall, within the limits of the Municipality, make, continue or cause to be made or  
24 continued, any loud, unnecessary or unusual noise or any noise which does or is likely to either

annoy, disturb, injure or endanger the comfort, repose, health, peace or safety of reasonable persons of ordinary sensibilities.

**527.02 Noise prohibited.**

The following acts and emissions of noise are declared to be loud, disturbing and unnecessary noises prohibited by Section 527.01, but such enumeration shall not be deemed to be exclusive, namely:

(a) Horns, Signaling Devices. The sounding of any horn or signaling device on any automobile, motorcycle or other vehicle on any street or public place of the municipality, except as a danger warning, in a manner which is plainly audible at a distance of fifty (50) feet from said vehicle.

(b) Vehicles. Noise from the use of any automobile, truck, motorcycle or other vehicle within the Municipality which either:

(1) emits a noise above the level of 90 decibels, as measured by a Sound Level Meter properly calibrated under standards of the U.S. Environmental Protection Agency, as measured from the edge of the road carrying the vehicle; or

(2) emits a noise above 65 decibels if between the hours of 10 p.m. to 8 a.m.

(Ord. 06-10. Passed 10-9-2006.)

(c) Sound Amplifying Devices. The using, operating or permitting to be played, any device for the producing or reproducing or amplifying of sound, in such manner so as to disturb the peace, quiet and comfort of the neighboring inhabitants which exceeds 65 decibels, or fifty five (55) decibels if between the hours of 10 p.m. to 8 a.m., as measured fifty (50) feet from the building or vehicle from where the noise emanates.

(d) Power Tools, and Equipment. The use of power tools, landscaping or

yard maintenance equipment that produce an audible sound at or above the level of 65 decibels, measured from the property line of the property from which the sound is emanating, between the hours of 10 p.m. to 8 a.m.

~~Permitted e~~Construction activities approved by a Harpers Ferry Project Permit shall follow guidelines as listed in PART THIRTEEN: PROJECT AND ZONING CODE, Appendix B, Standards for Project Activities, PERMITTED HOURS PER EXTERIOR WORK Appendix B.  
(Ordinance # 2024-04, Passed 02-10-2025)

#### **527.03 Enforcement.**

Any certified law enforcement officer who encounters evidence of a violation of this ordinance is empowered to issue a summons to a person or persons whom the law enforcement officer believes has violated this ordinance. The summons shall summon the individual or individuals to appear before the municipal court at a stated time and place to answer charges of a violation of this ordinance as stated in the summons.

#### **527.04 Penalties.**

- (a) The municipal court, having found that an individual has violated any provision of Article 527, may order the perpetrator to abate the public nuisance and may order the perpetrator to pay a civil penalty of not less than \$50.00 nor more than \$300.00
- (b) The municipal court having found that an individual has committed a subsequent violation of Article 527 within twelve (12) months after being adjudged to have committed his / her last violation, may order the perpetrator to pay a civil penalty of not



less than \$150.00 nor more than \$500.00.

(c) Each violation of this ordinance, which occurs on a separate day shall constitute a separate offenses under this ordinance.

**527.05 Exclusions.**

The provisions of Article 527 are not applicable to noise from the following sources:

- (a) Emergency or public safety vehicles;
- (b) Emergency repair activity directed at vital services;
- (c) Any public or private emergency or alarm device;
- (d) Noise emanating from any place of worship;
- (e) Trains or railway devices;
- (f) Sporting events;
- (g) Authorized public activities which have been authorized by the Town Council or Mayor.

**527.06 Appeals.**

Appeals to the Jefferson County Circuit Court may be made pursuant to Rule 18 of the West Virginia Rules of Civil Procedure for Magistrate Courts.

**527.07 Civil cause of action not precluded.**

Nothing contained in this ordinance shall be construed to limit or preclude the right of any individual, entity or municipality from pursuing any civil cause of action otherwise authorized by law for either injury or damage arising from any noise which creates either public or private nuisance under law. (Passed 11-14-2005.)

# PART THIRTEEN—ZONING AND SUBDIVISION CODE

## Appendix B

### Standards for Project Activities

*Including Construction, Reconstruction, Alteration, Enlargement,  
Demolition and Relocation*

#### CROSS REFERENCES

The following sections of Harpers Ferry Ordinances apply:

**Article 1303 – Project Permits**

**See: Article** 1304 – Site Development Standards

***Revised 24 March 2022***

**Revised 10 February 2025**

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## HOW TO USE THE STANDARDS

These standards are required under Section 1304, Site Development Standards:

- (a) for all projects valued over \$100,000 other than those which are ~~exempted~~ exempt in Section 1303.03(c);
- (b) unless a specific standard is waived by the appropriate authority; and
- (c) in whole or in part, as a condition of approval for projects where the total value is less than \$100,000 when required by the Ordinance Compliance Officer or the Board of Zoning Appeals.

In all instances, requests for and authorizations of conditions of approval shall be submitted in writing and reference the relevant sections of this document.

As a part of the application process for any Project for which a permit is required, the applicant will provide a basic schedule that represents all phases of the projected work. Depending on the complexity of the project, a Site Logistics Plan (see below) may also be required by the Ordinance Compliance Officer or the Board of Zoning Appeals.

During a Project, the Ordinance Compliance Officer or the Board of Zoning Appeals may determine that previously waived standards are needed and is authorized to apply them. Such requirements will be provided to the owner in writing together with a written explanation of the reasons for such a determination.

All Project-related decisions made by the Ordinance Compliance Officer or the Mayor's designee may be appealed to the Board of Zoning Appeals within 30 days of receipt of the written decision and will receive a decision within the 30 days following. All Project-related decisions made by the Board of Zoning Appeals may be appealed to the Circuit Court of Jefferson County within 30 days of receipt of the written decision.

## REQUIREMENTS OF THE SITE LOGISTICS PLAN

Based on the nature of the proposed project, the Ordinance Compliance Officer or Mayor's designee, Planning Commission or Board of Zoning Appeals may require any or all of the following in the site logistics plan.

The details and locations of:

- (1) office or temporary trailer locations;
- (2) temporary site utilities;
- (3) crane locations;
- (4) wash rack locations;

*Note that when a wash rack is required, the wash rack shall be designed by a professional engineer and shall include a hydrant to clean all vehicle and equipment tires prior to their leaving the site. Stone and or gravel placement details, designed by a professional engineer, shall be installed from the wash rack to the street exit.*

- (5) material and equipment storage areas;
- (6) debris collection and removal areas and a plan for regular disposal of debris;
- (7) concrete truck washout area(s);
- (8) gates, fences, sheeting and shoring areas;
- (9) temporary bathroom facilities;
- (10) a plan for dust control and concrete removal;
- (11) arrangements for parking for construction workers and/or arrangements for van or bus drop-off and collection.

*Note that for projects where the Ordinance Compliance Officer or the Board of Zoning Appeals determines that there is limited on-street parking for construction workers and for residents in the vicinity of the Project, evidence of public transportation and van or bus drop-off arrangements shall be provided and evidence of a parking agreement or lease agreement for off-site parking and/or loading*

88 *facilities shall be required.*

89

90 **STANDARDS FOR THE MAINTENANCE OF THE PROJECT SITE**

91 The property owner will ensure that:

- 92 (a) the Project site is kept clean and free of trash;
- 93 (b) the Project site is regularly treated to control dust;
- 94 (c) lavatory facilities are clean and regularly maintained to keep odor away from residences and
- 95 businesses in the Town;
- 96 (d) open excavation trenches and exposed construction are secured to protect the general public on
- 97 the streets and rights of way;
- 98 (e) there is proper pedestrian signage around the Project site and clearly defined access to
- 99 neighboring businesses and residences.

100

101 It is the property owner's responsibility to ensure that work, including staging of materials and equipment, is

102 confined to the limits of land or area disturbance indicated on the site logistics plan and on the approved

103 Permit Application.

104 Where safety issues indicate, the Ordinance Compliance Officer or the Board of Zoning Appeals may require

105 that the property owner enclose the outer limits of the construction area with a quality construction fence. In

106 those areas exposed to view by Town residents and the visiting public, a temporary stockade type fence may

107 be required by the Ordinance Compliance Officer or the Board of Zoning Appeals.

108 In areas that are contiguous with public property, the property owner shall ensure that walkways and view

109 sheds remain accessible to the general public to the greatest extent possible while assuring public safety in

110 each construction phase.

111 Temporary construction fences are allowed pursuant to the following standards:



- 112 (a) A temporary construction fence is to be installed on the front, side, and rear property lines, or as  
113 otherwise specified by the Ordinance Compliance Officer.
- 114 (b) Permitted fence types include chain link fences or substitutes approved by the Ordinance  
115 Compliance Officer.
- 116 (c) A maximum height of 12 feet and a minimum height of 6 feet is allowed for a temporary  
117 construction fence. An appropriate fence height is to be determined by the Ordinance  
118 Compliance Officer.
- 119 (d) A permit for a temporary construction fence expires with the associated Zoning Compliance Permit  
120 or Conditional Use Permit as outlined in Ordinance Section 1303.07. The temporary construction  
121 fence must remain on the property until the completion of construction activities as directed by the  
122 Ordinance Compliance Officer or Proper Authority.

## 126 PERMITTED HOURS FOR EXTERIOR WORK

- 127 (a) Monday~~s~~ – Friday~~s~~: 7 a.m. to 6 p.m.
- 128 (b) Saturday~~s~~: 9 a.m. to 6 p.m.
- 129 (c) ~~There will be no external work or noise on Sundays.~~ **Sundays: Exterior work strictly prohibited.**
- 130 ~~(d) — Workers will not arrive at the site before 7 a.m. Monday through Friday and before 9 a.m. on~~  
131 ~~Saturdays.~~
- 132 ~~(e) (d)~~ No work ~~will~~ **shall** be done on ~~those~~ **the following** holidays: **New Year's Day, Memorial Day,**  
133 **Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.** ~~when the Town offices are~~  
134 ~~closed.~~

(Ordinance # 2024-04, Passed 02-10-2025)

## STANDARDS FOR COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS

The property owner shall provide, and amend as necessary, a plan and schedule for the storage, abatement, removal, and proper disposal of flammable, combustible, corrosive, explosive, or hazardous materials. The property owner shall provide documentation of compliance with all applicable local, state, and federal requirements governing these materials upon request by the Ordinance Compliance Officer or the Mayor's designee, Planning Commission or Board of Zoning Appeals. The Ordinance Compliance Officer or Mayor's designee, Planning Commission or Board of Zoning Appeals may require a detailed hazardous materials management plan prior to the removal and disposal of flammable, combustible, corrosive, explosive, or hazardous materials.

The property owner shall provide written documentation that relevant agencies have approved the work before any demolition, abatement, or debris removal. Those agencies include but may not be limited to: The West Virginia Department of Environmental Protection Division of Air Quality, The U.S. Environmental Protection Agency, West Virginia Department of Environmental Protection Division of Water and Waste Management, and the West Virginia Bureau for Public Health. Proof of adherence to all State and Federal regulations regarding asbestos abatement must be provided, as applicable.

As a condition of Permit approval, the property owner shall provide documentation of compliance with the Storm Water Management Ordinance (Article 1713) and, for projects that are exempt from this Ordinance, the property owner shall provide evidence of compliance with Article 1713.01 D (3).

158

159 **STANDARDS FOR COMPLIANCE WITH LOCAL SAFETY REQUIREMENTS**

160 **A. Safety Conditions Required for Permit Approval.**

161 The items listed below may be required of the property owner as a condition for Permit approval for any Project  
162 for which a permit is required:

163 (a) A construction traffic plan, approved in writing by the Police Chief and by the Ordinance Compliance  
164 Officer or the Board of Zoning Appeals, that minimizes the use of secondary residential streets. Daily  
165 use of secondary streets shall require a permit issued by the Ordinance Compliance Officer or the  
166 Board of Zoning Appeals.

167 (b) A written or depicive life safety plan for the construction phase to include a location plan,  
168 approved in writing by the Police Chief and the fire department chief, and by the Ordinance  
169 Compliance Officer or the Board of Zoning Appeals that details:

- 170 (1) clear access for fire truck and emergency vehicles;  
171 (2) the location(s) for any temporary fire riser stand pipes;  
172 (3) the location(s) of any existing fire hydrants that will be disconnected during the  
173 construction phase.

174

175 **B. Safety Conditions Required during the Construction Phase of the Project.**

176 All contractors and workers shall adhere to Part Three, Traffic Code of Harpers Ferry. The conditions listed  
177 below may be required of the property owner throughout the construction phase of the project as needed:

178 (a) Trained flagmen who shall be present as needed to control construction traffic;

179 (b) Warning signs and/or danger signs which shall be approved by the Ordinance Compliance  
180 Officer and posted by the property owner as warranted;

- 181 (c) The use of secured covers on all dump trucks, demolition trucks, and vehicles hauling debris in order  
182 to limit spillage;
- 183 (d) The daily cleaning of Town streets, using a sweeper truck as needed, to remove mud, debris,  
184 sediment, or spillage that occurs off the project site.
- 185 (e) Formal notification, made to the Ordinance Compliance Officer, for all requests for utility shut downs  
186 or interruptions; notification shall be made at least seven (7) days in advance of the shut downs or  
187 interruptions to allow adequate time to notify the police, fire and rescue, Town employees, and the  
188 Town residents who might be affected.
- 189 (f) Formal notification to and approval by the Ordinance Compliance Officer at least seven (7) days in  
190 advance of any blasting on the project site. Notification is required in advance so that the police  
191 department, the fire and rescue department, Town officials and employees, and residents can be  
192 notified. If blasting will occur on more than one consecutive day, it shall occur during regular week-day  
193 work hours at a time agreed upon by the owner and his/her contractor(s), the Ordinance Compliance  
194 Officer, and the Mayor. Any and all blasting operations shall implement a system such as a  
195 seismograph to monitor existing residential structures in designated locations across the Town, as  
196 agreed upon by the Ordinance Compliance Officer, the property owner, and the contractor(s). The  
197 property owner shall provide the results of the monitoring to the Ordinance Compliance Officer on a  
198 daily basis.
- 199 (g) Formal application to the Mayor for approval of the use of the Harpers Ferry Police Department for  
200 traffic management, security, or other circumstances. If unusual needs are persistent, payment for  
201 these services may be required of the owner.

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206

## 207 STANDARDS FOR THE PRESERVATION OF TREES

208 In compliance with the Comprehensive Plan as adopted in 2007 and amended by the Town Council from time to  
209 time, and with Part 11, Section 1104 and Part 13, Section 1304.04(c)(4) of the Town Ordinances:

- 210 (a) During construction, the property owner shall protect all trees and the Critical Root Zones of all trees  
211 on any street or other publicly owned property contiguous with the site from land disturbance as a  
212 result of any excavation or construction of any Building or Structure. Trees shall be protected with a  
213 substantial fence, frame, or box that indicates the Critical Root Zone. All building materials, dirt, or  
214 other debris, liquid chemicals, equipment, and fill shall be kept outside this construction tree guard  
215 [See 1104.06 (b)]. The protective barriers shall remain in place at all times. Any proposed land  
216 disturbances within the Critical Root Zone of any public tree contiguous with the project site shall be  
217 submitted to the Planning Commission for approval.
- 218 (b) Public trees that are damaged or killed as a result of inadequate protection from construction shall  
219 be replaced in kind and the proposed replacement trees shall be approved by the Tree Committee.
- 220 (c) The property owner shall ensure that her/his contractor(s) and workers do not remove, cut, prune,  
221 transplant, or otherwise disturb any tree on any public property without first filing a written request  
222 and procuring written permission from the Harpers Ferry Tree Committee [See 1106.04 (c)].
- 223 (d) The owner of property who applies for a Project Permit for new construction shall, as a condition of  
224 Project Permit approval, provide a plan for preservation of trees on town property that are  
225 contiguous with the project site to the Tree Committee for approval [See 1104.06 (a)].
- 226 (e) When required [See 1304.04(d)(4)], the owner shall provide a tree plan for designated trees on the  
227 project site.

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230     **TEMPORARY EMERGENCY WAIVERS**

231     The Mayor or the Mayor's duly designated representative may grant a temporary waiver to these regulations  
232     in the event of concern for public health, safety, welfare, or the rights of the abutting property owners or  
233     residents provided that such a decision is for a fixed period of time and reported to both the Town Council and  
234     Planning Commission in writing as soon as practical.

DRAFT - 2ND READING - 2ND ATTEMPT