	Checks over Purchasing Threshold for approval Town Council Meeting 3/10/2025			
Check #	Vendor	INV #		
16729	Cornerstone Lawn Service	23604	Pretreat 2/5	$ 1,275.00
16732	Cornerstone Lawn Service	23669	Pretreat 2/11	$ 5,392.50
15225	Micro-tech Designs, INC	240048-2	Remote Connectivity for Water Tanks 23, 24, 25	$ 3,324.27
15226	Heritage Environmental	1455	Chlorine Room Repair	$ 1,938.00
16721	Ed Johnson & Assoc	473	Resurvey Lancaster	$ 1,200.00
15236	Advantage Technologies	86770, 87593	Water Dept email set up, & various issues Dec /Jan	$ 1,108.75
16738	Advantage Technologies	INV 86770, 87293 CM 88000, 88001, 88002	Dec Jan General and PD issues, AZURE NETWORK Migration	$ 2,677.50
345	Harper Cemetery		FY 2024 Cemetery stone preservation	$ 3,145.00
347	H F Bol Historic Foundation		FY 2025 historic preservation	$ 1,000.00

CORPORATION OF HARPERS FERRY

Meeting Minutes

Town Council Meeting Monday, 8 July 2024 7:00 p.m.
Harpers Ferry Town Hall, 1000 Washington Street, 2nd floor, Harpers Ferry, West Virginia 25425

Participants

Title	Name	Status
Mayor	Greg Vaughn	Present
Recorder	Nina Ana Armstrong	Present
Council Member	Storm DiCostanzo	Present
Council Member	Roberta Meade-Curry	Present
Council Member	Zachary Morse	Present
Council Member	George Owens	Present
Council Member	Chris Craig	Present

- A. Call to order and Pledge of Allegiance.
- B. Approval of agenda.
    - Motion: Motion to clarify agenda item 6.k.i., with additions, to read: “Discussion and action regarding nomination, debate, and voting upon an appointment to the Tree Commission.” - George Owens
        - Second: Nina Ana Armstrong
            - Yes 4 / No 3
                - Motion Passes
    - Motion: Motion to clarify agenda item 6.l.i., with additions, to read: “Discussion and action regarding nomination, discussion, and voting upon an appointment to the Board of Zoning Appeals.” - George Owens
        - Second: George Owens
            - Yes 5 / No 2
                - Motion Passes

- Motion: Motion to move 6H2 to precede 6A - Zachary Morse
    - Second: George Owens
        - Yes 7 / No 0
            - Motion Passes
- Motion to approve the agenda as presented - George Owens
    - Chris Craig
        - Yes 7 / No 0

- C. Public comments on agenda items only. Specify specific agenda item to be addressed on the signup sheet. Public comment shall be limited to three minutes per speaker and fifteen minutes total.
    - Kurt Christensen - BZA Nomination
    - David Leonard - 6hii
    - 1. Legal Matters.
        - a. Public Hearing regarding Bond Ordinance for Harpers Ferry Water Revenue Bonds Series 2024.
            - No one registered to speak
        - b. Discussion and action on passage of Bond Ordinance for Harpers Ferry Water Revenue Bonds Series 2024 and Final Reading putting Bond Ordinance into effect, may be read by title only.
            - **Motion**: ~~Move to add language to the pay scale step increase documents indicating that all step increases require Town Council approval.~~ Move to pass Harpers Ferry Water Revenue Bonds Series 2024 on Final Reading and to make Bond Ordinance effective July 2024 as presented with issuance of bonds to occur in concurrence with WDA distribution system project. - Storm DiCostanzo
                - **Second**: George Owens
                    - Yes 7 / No 0
                        - **Motion Passes**
        - c. Discussion and action regarding Supplemental Resolution to administer the issuance of the Harpers Ferry Water Works Revenue Bonds Series 2024 within parameters set forth in Supplemental Resolution.
            - Motion: Move to adopt Supplemental Resolution for Harpers Ferry Water Works Bond Ordinance Series 2024 as presented, and to authorize the Mayor or Recorder to sign the Harpers Ferry Water Works Revenue Bonds Series 2024. - Storm
                - Second: George Owens
                    - Yes 7 / No
                        - Motion Passes

    - 2. Mayor's announcements.

    - 3. Recorder comments and updates.

- 4. Community Announcements.
  - a. Hilltop Hotel.
    - Update provided
  - b. National Park Service.
    - Update provided
  - c. Other.

- 5. Approval of minutes.
  - a. Regular meetings: 10 June 2024.
    - Adjustment made to the June 10th meeting minutes, “bed and breakfasts inn” has been updated to “bed and breakfast inns”
      - **Motion**: Move to approve the June 10th 2024 meeting minutes with the correction. - Nina Ana Armstrong
        - **Second**: George Owens
          - Yes 6 / No 0 / Abstain 1
            - **Motion Passes**
  - b. Special meetings: 12 June 2024; 3 July 2024.
    - Adjustment made, to reflect that storm made the motion for the WDA bid rejection on July 3rd meeting. No one was listed previously.
      - **Motion**: Move to approve the special meeting minutes for June 12th 2024 as presented. - Nina Ana Armstrong
        - **Second**: Chris Craig
          - Yes 6 / No / Abstain 1
            - **Motion Passes**
      - **Motion**: Move to approve the July 3rd 2024 special meeting minutes with the correction. - Nina Ana Armstrong
        - **Second**: Chris Craig
          - Yes 6 / No / Abstain 1
            - **Motion Passes**

- 6. Town reports.
  - a. Budget and Finance Committee.
    - i. Discussion and action regarding FY24 Library arts funding.
      - **Motion**: Move to disburse $2330.96 from 906 (Arts & Humanities) for FY24 to the Bolivar-Harpers Ferry Public Library for arts programming. - Storm DiCostanzo
        - **Second**: Zachary Morse
          - Yes 7 / No 0
        - **Motion Passes**
    - ii. Discussion and action regarding Woman’s Club funding.

            - **Motion**: Move to distribute $1,000 out of 906 (Historic Preservation) for FY25 to the Women's Club for the electrical upgrade at the Women's Club. - Storm DiCostanzo
                - **Second**: Chris Craig
                    - Yes 5 / No 1 / Recused 1
                        - **Motion Passes**
        - iii. Discussion and action regarding disposal of Maintenance Department equipment.
            - **Motion**: Move that the old riding mower be posted for sale for one week and then to sell it to the highest bidder. - Storm DiCostanzo
                - **Second**: Chris Craig
                    - Yes 7 / No 0
                        - **Motion Passes**
        - iv. Discussion and action regarding purchase of surge protectors for Town Hall HVAC Systems.
            - **Motion**: Move to allocate an additional $1000 from 440 City Hall Maintenance from FY25 for Town Hall for surge protectors for the HVAC. - Storm DiCostanzo
                - **Second**: Zachary Morse
                    - Yes 7 / No 0
                        - **Motion Passes**
    - b. Treasurer's reports and approvals.
        - i. Review and approval of financial reports: May 2024.
            - **Motion**: Move to accept the financial reports for May 2024 as presented. - Storm DiCostanzo
                - **Second**: Chris Craig
                    - Yes 7 / No 0
                        - **Motion Passes**
        - ii. Discussion and action regarding FY25 Purchasing Threshold Guidelines.
            - **Motion**: Move to approve the FY25 purchasing threshold as presented. - Storm DiCostanzo
                - Second: Zachary Morse
                    - Yes 6 / No 0 / Abstain 1
                        - **Motion Passes**
        - iii. Approval of invoices and purchases.
            - None presented.
    - c. Police Department.
        - i. Police report for the month of June 2024.
    - d. Ordinance Compliance Officer.
        - i. Report for the month of June 2024.
    - e. Water Department.

        - i. General report from Public Works Administrator.
        - ii. Water Commission report.
        - iii. Discussion and action regarding Water Works software upgrade to CUSI UB4.
            - **Motion**: Move to approve the contract for CUSI to move our billing software to a virtual platform as previously approved in FY 2025 Water Works Budget. - Storm DiCostanzo
                - **Second**: Chris Craig
                    - Yes 7 / No 0
                        - **Motion Passes**
    - f. Parks & Recreation.
        - i. Parks & Rec report.
            - 6:00 PM Saturday, reestablishment of the Children's Park
    - g. Historic Landmark Commission.
        - i. Historic Landmark's Commission report.
    - h. Planning Commission.
        - i. Planning Commission report.
            - Planning Commission special meeting at 7:00 PM for Comprehensive Plan discussion
        - ii. Discussion and action on Town Council's input regarding lot line adjustment variances under Article 1727.01 for proposed lot line adjustment Block B, Washington Street.
            - **Motion**: Move that the town council recommend to the planning commission to deny the proposed lot line adjustments for lots block b lots 4,5,6 on washington street. Zachary Morse
                - **Second**: Storm DiCostanzo
                    - Yes 6 / No 1
                        - **Motion Passes**
    - i. Ordinance Review Committee.
        - i. Ordinance Review Committee report.
            - No report
        - ii. Discussion and action for the second and final reading of a text amendment to the definition of short-term rental.
            - **Motion**: Move to postpone the second reading until after ORC review and either resubmission of the second reading upon unanimous consent from the ORC, or retraction and resubmission of the first text amendment to town council - Nina Ana Armstrong
                - Second: Roberta Meade-Curry
                    - Yes 6 / No 1
                        - **Motion Passes**
    - j. Internal Operations Committee.

- i. IOC general report presented.
- k. Tree Commission.
  - i. Discussion and action regarding an appointment to the Tree Commission.
    - **Motion**: Move to postpone the appointment to the Tree Commission until the August 2024 Town Council Meeting. - George Owens
      - **Second**: Roberta Meade-Curry
        - Yes 3 / No 4
          - **Motion fails**
    - **Roll Call**: Christian P, seat 4 term ending 12/31/25
      - Zachary Morse - No
      - George Owens - No
      - Chris Craig - Yes
      - Storm DiCostanzo - Yes
      - Roberta Meade-Curry - Abstain
      - Nina Ana Armstrong - Yes
      - Gregory Vaughn - Yes
        - **Nomination Carries**
  - l. Board of Zoning Appeals.
  - i. Discussion and action regarding appointment to the Board of Zoning Appeals.
    - **Roll Call:** Eddie Love, seat 5 Term ending 1/1/25
      - Zachary Morse - No
      - George Owens - No
      - Chris Craig - Yes
      - Storm DiCostanzo - Yes
      - Roberta Meade-Curry - No
      - Nina Ana Armstrong - No
      - Gregory Vaughn - Yes
        - **Nomination Fails**
    - **Roll Call:** Kurt Christensen, seat 5 Term ending 1/1/25
      - Zachary Morse - Yes
      - George Owens - Yes
      - Chris Craig - Yes
      - Storm DiCostanzo - Yes
      - Roberta Meade-Curry - Yes
      - Nina Ana Armstrong - Yes
      - Gregory Vaughn - Yes
        - **Nomination Carries**
- m. Dark Skies Committee.
  - i. Committee Update.
    - Next meeting is Wednesday July 17th at 6:00 PM

- n. Olde Tyme Christmas (OTC) Committee.
  - i. Discussion and action regarding appointments to the OTC.
    - **Roll Call:** Nominate Zach Morse to be the Parks & Rec member of the 2024 OTC Committee. - Storm DiCostanzo
      - Zachary Morse - Y
      - George Owens - Y
      - Chris Craig - Y
      - Storm DiCostanzo - Y
      - Roberta Meade-Curry - Y
      - Nina Ana Armstrong - Y
      - Gregory Vaughn - Y
        - **Nomination carries**
    - **Roll Call:** Nominate Martha Ehlman to be the Merchant's Association member of the 2024 OTC Committee. - Storm DiCostanzo
      - Zachary Morse - Yes
      - George Owens - Yes
      - Chris Craig - Yes
      - Storm DiCostanzo - Yes
      - Roberta Meade-Curry - Yes
      - Nina Ana Armstrong - Yes
      - Gregory Vaughn - Yes
        - **Nomination carries**

- 7. Unfinished business.
  - a. Update on Henry Clay Street #2 Fuel oil spill.

- 8. New business.

- Adjournment.

Approved:

x ____

Name/Title:____

Corp. of Harpers Ferry
Check Detail
February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	**ACH**	**02/06/2025**	**Fuelman**		**001 General Fund ...**		**-115.29**
Bill	NP67...	02/03/2025			Auto Supplies (Gas ...	-115.29	115.29
TOTAL						-115.29	115.29
Bill Pmt -Check	**ACH**	**02/18/2025**	**ENCOVA Insurance**		**Water Fund Checki...**		**-592.22**
Bill	36945...	02/02/2025			Insurance and Bonds	-22.69	45.08
					Property Ins and Bo...	-254.16	505.13
					Group Ins. St	-17.39	34.57
					656.8 · Ins-Property,...	-297.98	592.22
TOTAL						-592.22	1,177.00
Bill Pmt -Check	**ACH**	**02/18/2025**	**ENCOVA Insurance**		**001 General Fund ...**		**-584.78**
Bill	36945...	02/02/2025			Insurance and Bonds	-22.39	45.08
					Property Ins and Bo...	-250.97	505.13
					Group Ins. St	-17.18	34.57
					656.8 · Ins-Property,...	-294.24	592.22
TOTAL						-584.78	1,177.00
Check	**eft**	**02/01/2025**	**West Virginia Municipal Bond ...**		**Water Fund Checki...**		**-1,953.00**
					USDA Reserve	-1,953.00	1,953.00
TOTAL						-1,953.00	1,953.00
Check	**eft**	**02/06/2025**	**PEIA**		**Harpers Ferry Payr...**		**-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**	**02/11/2025**	**USDA**		**Water Fund Checki...**		**-19,530.00**
					428 · USDA 2021 - ...	-19,530.00	19,530.00
TOTAL						-19,530.00	19,530.00
Check	**eft**	**02/17/2025**	**ADT Security**		**001 General Fund ...**		**-74.88**
					Utilities-P	-74.88	74.88
TOTAL						-74.88	74.88
Check	**EFT**	**02/03/2025**	**Fuelman**		**001 General Fund ...**		**-1,257.10**
					Auto Supplies and F...	-1,257.10	1,257.10
TOTAL						-1,257.10	1,257.10
Check	**EFT**	**02/04/2025**	**State of WV**		**General Court Fund**		**-36.00**
					WV, Friendship	-36.00	36.00
TOTAL						-36.00	36.00

Corp. of Harpers Ferry
Check Detail
February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**EFT**	**02/06/2025**	**PEIA**		**Harpers Ferry Payr...**		**-10,650.96**
					PEIA/Workers Com...	-4,537.94	4,537.94
					605.8 · Employee P...	-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**	**02/09/2025**	**Leaf**		**001 General Fund ...**		**-209.00**
					Leased Equipment C	-104.50	104.50
					Due To General	-104.50	104.50
TOTAL						-209.00	209.00
Bill Pmt -Check	**103**	**02/13/2025**	**Civil & Environmental Consult...**		**SHPO Escrow**		**-2,100.00**
Bill	459050	01/24/2025			Contracted Services	-2,100.00	7,000.00
TOTAL						-2,100.00	7,000.00
Bill Pmt -Check	**107**	**02/18/2025**	**Gwin Dobson & Foreman**		**2024 Construction ...**		**-1,394.94**
Bill	90690	12/31/2024			Construction in Prog...	-1,394.94	1,394.94
TOTAL						-1,394.94	1,394.94
Bill Pmt -Check	**342**	**02/18/2025**	**Davis Designs, Inc**		**Hotel Motel Tax**		**-378.00**
Bill	6150	02/17/2025			906 · Arts & Humani...	-378.00	378.00
TOTAL						-378.00	378.00
Check	**343**	**02/18/2025**	**Wayne Bishop**		**Hotel Motel Tax**		**-112.02**
					906 · Arts & Humani...	-112.02	112.02
TOTAL						-112.02	112.02
Check	**1467**	**02/05/2025**	**Brian Moe**		**HF Water Works Es...**		**-50.00**
					Water Security Dep...	-50.00	50.00
TOTAL						-50.00	50.00
Check	**1468**	**02/26/2025**	**Cyndi Heafer**		**HF Water Works Es...**		**-50.00**
					Water Security Dep...	-50.00	50.00
TOTAL						-50.00	50.00
Check	**1469**	**02/26/2025**	**Heafer, John**		**HF Water Works Es...**		**-50.00**
					Water Security Dep...	-50.00	50.00
TOTAL						-50.00	50.00
Check	**1470**	**02/27/2025**	**Brandon Johnson**		**HF Water Works Es...**		**-50.00**
					Water Security Dep...	-50.00	50.00
TOTAL						-50.00	50.00

Corp. of Harpers Ferry
Check Detail
February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**2959**	**02/10/2025**	**Steve Groh**		**General Court Fund**		**-450.00**
					Contracted Services-P	-450.00	450.00
TOTAL						-450.00	450.00
Check	**2960**	**02/18/2025**	**Nancy Dalby**		**General Court Fund**		**-750.00**
					Contracted Services-P	-750.00	750.00
TOTAL						-750.00	750.00
Check	**15210**	**02/05/2025**	**Corporation of Harpers Ferry**		**Water Fund Checki...**		**-4,352.86**
					Due To General	-4,352.86	4,352.86
TOTAL						-4,352.86	4,352.86
Bill Pmt -Check	**15211**	**02/06/2025**	**Harpers Ferry Water Works**		**Water Fund Checki...**		**-47.78**
Bill	00010...	02/04/2025			615.3 · Utilities W	-47.78	47.78
TOTAL						-47.78	47.78
Bill Pmt -Check	**15212**	**02/06/2025**	**Bank of Charles Town**		**Water Fund Checki...**		**-503.58**
Bill	20250...	01/03/2025			620.7 · Postage And...	-503.58	503.58
TOTAL						-503.58	503.58
Check	**15213**	**02/06/2025**	**Corporation of Harpers Ferry_c**		**Water Fund Checki...**		**-2,400.00**
					Due To Water	-2,400.00	2,400.00
TOTAL						-2,400.00	2,400.00
Check	**15214**	**02/06/2025**	**Corporation of Harpers Ferry_c**		**Water Fund Checki...**		**-6,000.00**
					Due To Water	-6,000.00	6,000.00
TOTAL						-6,000.00	6,000.00
Bill Pmt -Check	**15215**	**02/06/2025**	**CORE & MAIN LP**		**Water Fund Checki...**		**-845.10**
Bill	V6585...	01/23/2025			620.6 · Materials an...	-278.52	278.52
Bill	W196...	01/23/2025			620.6 · Materials an...	-566.58	566.58
TOTAL						-845.10	845.10
Check	**15216**	**02/17/2025**	**Fringe Benefits Management C...**		**Water Fund Checki...**		**-488.31**
					24000 · Payroll Liabi...	-488.31	488.31
TOTAL						-488.31	488.31
Bill Pmt -Check	**15217**	**02/18/2025**	**CoxHollidayoung PLLC**		**Water Fund Checki...**		**-743.55**
Bill	34251	01/31/2025			Office Supplies and ...	-21.11	63.34
					341 G · Materials & ...	-21.11	63.33
					Professional Service...	-453.50	1,360.63
					620.8 · Office Suppli...	-21.11	63.33
					631.1 · Prof Service...	-226.72	680.22
TOTAL						-743.55	2,230.85
Bill Pmt -Check	**15218**	**02/18/2025**	**Amerigas**		**Water Fund Checki...**		**-703.62**
Bill	31744...	02/11/2025			615.3 · Utilities W	-703.62	703.62
TOTAL						-703.62	703.62

Corp. of Harpers Ferry
Check Detail
February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	**15219**	**02/18/2025**	**Cornerstone Lawn Service**		**Water Fund Checki...**		**-257.50**
Bill	23614	02/11/2025			631.4PM · Plant Mai...	-257.50	257.50
TOTAL						-257.50	257.50
Bill Pmt -Check	**15220**	**02/18/2025**	**Bank of Charles Town**		**Water Fund Checki...**		**-514.36**
Bill	20250...	02/10/2025			620.7 · Postage And...	-514.36	514.36
TOTAL						-514.36	514.36
Bill Pmt -Check	**15221**	**02/18/2025**	**Advantage Technology LLC**		**Water Fund Checki...**		**-337.32**
Bill	87246	02/01/2025			Contracted Services C	-112.44	337.32
					Contracted Services-P	-112.44	337.31
					620.8 · Office Suppli...	-112.44	337.32
TOTAL						-337.32	1,011.95
Check	**15222**	**02/18/2025**	**H&H Technologies**		**Water Fund Checki...**		**-2,572.50**
					631.4PM · Plant Mai...	-367.50	367.50
					631.4PM · Plant Mai...	-1,830.00	1,830.00
					631.4PM · Plant Mai...	-270.00	270.00
					631.4PM · Plant Mai...	-105.00	105.00
TOTAL						-2,572.50	2,572.50
Bill Pmt -Check	**15223**	**02/18/2025**	**Law Office of Hoy Shingleton ...**		**Water Fund Checki...**		**-195.00**
Bill	4617	02/01/2025			631.8 · Legal Fees a...	-195.00	195.00
TOTAL						-195.00	195.00
Bill Pmt -Check	**15224**	**02/21/2025**	**Gwin Dobson & Foreman**		**Water Fund Checki...**		**-8,633.87**
Bill	90824	01/31/2025			Construction in Prog...	-6,005.31	6,005.31
Bill	90825	01/31/2025			Construction in Prog...	-2,628.56	2,628.56
TOTAL						-8,633.87	8,633.87
Bill Pmt -Check	**15225**	**02/21/2025**	**Micro-Tech Designs, INC**		**Water Fund Checki...**		**-3,324.27**
Bill	24004...	02/19/2025			631.4PM · Plant Mai...	-3,324.27	3,324.27
TOTAL						-3,324.27	3,324.27
Bill Pmt -Check	**15226**	**02/21/2025**	**Heritage Environmental**		**Water Fund Checki...**		**-1,938.00**
Bill	1455	01/27/2025			631.4PM · Plant Mai...	-1,938.00	1,938.00
TOTAL						-1,938.00	1,938.00
Bill Pmt -Check	**15227**	**02/27/2025**	**Dodson Septic Tank Cleaning, ...**		**Water Fund Checki...**		**-475.00**
Bill	FEB 2...	02/24/2025			631.4PM · Plant Mai...	-475.00	475.00
TOTAL						-475.00	475.00
Bill Pmt -Check	**15228**	**02/27/2025**	**Advantage Technology LLC**		**Water Fund Checki...**		**-62.50**
Bill	871111	01/16/2025			620.8 · Office Suppli...	-62.50	62.50
TOTAL						-62.50	62.50

Corp. of Harpers Ferry
Check Detail
February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	**15229**	**02/27/2025**	**Miss Utility**		**Water Fund Checki...**		**-10.00**
Bill	WV25...	02/08/2025			660.8 · Advertising ...	-10.00	10.00
TOTAL						-10.00	10.00
Check	**15230**	**02/27/2025**	**H&H Technologies**		**Water Fund Checki...**		**-900.00**
					631.4PM · Plant Mai...	-855.00	855.00
					631.4PM · Plant Mai...	-45.00	45.00
TOTAL						-900.00	900.00
Bill Pmt -Check	**15231**	**02/27/2025**	**CARS**		**Water Fund Checki...**		**-180.15**
Bill	352	02/21/2025			650.8 · Auto & Tran...	-180.15	180.15
TOTAL						-180.15	180.15
Bill Pmt -Check	**15232**	**02/27/2025**	**interstate Comm on the Potom...**		**Water Fund Checki...**		**-23.00**
Bill	2025	02/14/2025			675.3Memberships/...	-23.00	23.00
TOTAL						-23.00	23.00
Bill Pmt -Check	**15233**	**02/27/2025**	**Cornerstone Lawn Service**		**Water Fund Checki...**		**-246.25**
Bill	23679	02/18/2025			631.4PM · Plant Mai...	-246.25	246.25
TOTAL						-246.25	246.25
Bill Pmt -Check	**16716**	**02/06/2025**	**Harpers Ferry Water Works**		**001 General Fund ...**		**-385.63**
Bill	00010...	02/04/2025			Utilities-P	-47.79	47.79
					Utilities C	-47.79	47.79
Bill	00020...	02/05/2025			Utilities St	-240.00	240.00
Bill	00035...	02/05/2025			Utilities Pa	-50.05	50.05
TOTAL						-385.63	385.63
Bill Pmt -Check	**16717**	**02/06/2025**	**Scott Merriman Inc**		**001 General Fund ...**		**-945.00**
Bill	075013	02/03/2025			001.761 Parkinng Ex...	-945.00	945.00
TOTAL						-945.00	945.00
Bill Pmt -Check	**16718**	**02/06/2025**	**TEK ADVISORS**		**001 General Fund ...**		**-118.75**
Bill	2803	02/05/2025			Maint and Repairs to...	-118.75	118.75
TOTAL						-118.75	118.75
Bill Pmt -Check	**16719**	**02/06/2025**	**Antietam Tree and Turf**		**001 General Fund ...**		**-150.00**
Bill	139604	02/03/2025			Tree Commission	-150.00	150.00
TOTAL						-150.00	150.00
Check	**16720**	**02/06/2025**	**Wheeless, Thomas E, Jr**		**001 General Fund ...**		**-200.00**
					326 · Building Permi...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	**16721**	**02/06/2025**	**Ed Johnson and Assoc**		**001 General Fund ...**		**-1,200.00**
Bill	473	02/06/2025			Contracted Services C	-1,200.00	1,200.00
TOTAL						-1,200.00	1,200.00

Corp. of Harpers Ferry
Check Detail
February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**16722**	**02/13/2025**	**Corporation of Harpers Ferry_c**		**001 General Fund ...**		**-4,900.00**
					Due To General	-4,900.00	4,900.00
TOTAL						-4,900.00	4,900.00
Check	**16723**	**02/13/2025**	**Corporation of Harpers Ferry_c**		**001 General Fund ...**		**-100.00**
					Due To General	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	**16726**	**02/17/2025**	**Valentine Electric Inc**		**001 General Fund ...**		**-3,658.00**
Bill	2413	02/17/2025			Materials and Suppli...	-3,658.00	3,658.00
TOTAL						-3,658.00	3,658.00
Check	**16727**	**02/17/2025**	**Fringe Benefits Management C...**		**001 General Fund ...**		**-644.94**
					24000 · Payroll Liabi...	-311.07	311.07
					24000 · Payroll Liabi...	-333.87	333.87
TOTAL						-644.94	644.94
Bill Pmt -Check	**16728**	**02/18/2025**	**CoxHollidayoung PLLC**		**001 General Fund ...**		**-1,487.30**
Bill	34251	01/31/2025			Office Supplies and ...	-42.23	63.34
					341 G · Materials & ...	-42.22	63.33
					Professional Service...	-907.13	1,360.63
					620.8 · Office Suppli...	-42.22	63.33
					631.1 · Prof Service...	-453.50	680.22
TOTAL						-1,487.30	2,230.85
Bill Pmt -Check	**16729**	**02/18/2025**	**Cornerstone Lawn Service**		**001 General Fund ...**		**-1,275.00**
Bill	23604	02/11/2025			Contracted Services S	-1,275.00	1,275.00
TOTAL						-1,275.00	1,275.00
Bill Pmt -Check	**16730**	**02/18/2025**	**Antietam Tree and Turf**		**001 General Fund ...**		**-185.00**
Bill	139603	02/11/2025			Tree Commission	-185.00	185.00
TOTAL						-185.00	185.00
Bill Pmt -Check	**16731**	**02/18/2025**	**Advantage Technology LLC**		**001 General Fund ...**		**-674.63**
Bill	87246	02/01/2025			Contracted Services C	-224.88	337.32
					Contracted Services-P	-224.87	337.31
					620.8 · Office Suppli...	-224.88	337.32
TOTAL						-674.63	1,011.95
Bill Pmt -Check	**16732**	**02/21/2025**	**Cornerstone Lawn Service**		**001 General Fund ...**		**-5,392.50**
Bill	23668	02/19/2025			Contracted Services S	-5,392.50	5,392.50
TOTAL						-5,392.50	5,392.50
Bill Pmt -Check	**16733**	**02/21/2025**	**CARS**		**001 General Fund ...**		**-164.21**
Bill	2025-...	02/13/2025			Maintenance and Re...	-164.21	164.21
TOTAL						-164.21	164.21

Corp. of Harpers Ferry
Check Detail
February 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**16734**	**02/26/2025**	**top Tier Solar Solutions, LLC**		**001 General Fund ...**		**-901.52**
					326 · Building Permi...	-901.52	901.52
TOTAL						-901.52	901.52
Bill Pmt -Check	**16735**	**02/27/2025**	**Advantage Technology LLC**		**001 General Fund ...**		**-665.00**
Bill	87294	02/01/2025			Office Supplies and ...	-665.00	665.00
TOTAL						-665.00	665.00
Bill Pmt -Check	**16736**	**02/27/2025**	**Bank of Charles Town**		**001 General Fund ...**		**-48.40**
Bill	0428 ...	02/14/2025			341 G · Materials & ...	-48.40	48.40
TOTAL						-48.40	48.40
Check	**16737**	**02/27/2025**	**Kevin Carden_**		**001 General Fund ...**		**-115.62**
					341 G · Materials & ...	-115.62	115.62
TOTAL						-115.62	115.62

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Accrual Basis

Corp. of Harpers Ferry
P & L Budget vs. Actual (General, Excluding Water & Coal)
July 2024 through January 2025

	Jul '24 - Jan 25	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	57,010.31	85,593.00	-28,582.69	66.6%
303 · Oil & Gas Severance Tax	990.25	2,500.00	-1,509.75	39.6%
304 · Excise Tax on Utilities	3,724.91	6,500.00	-2,775.09	57.3%
305 · Business and Occupation Tax	146,525.59	200,000.00	-53,474.41	73.3%
306 · Liquor & Wine Tax	9,873.78	10,000.00	-126.22	98.7%
307 · Animal Control Tax	75.60	110.00	-34.40	68.7%
308 · Hotel Motel	59,132.72	75,000.00	-15,867.28	78.8%
314 · Sales Tax Revenue	246,945.65	290,000.00	-43,054.35	85.2%
320 · Fines, Fees & Court Cost	7,075.00	20,000.00	-12,925.00	35.4%
320_399 · Police Department Rev Sources	22,353.00	32,000.00	-9,647.00	69.9%
325 · Licenses	3,220.50	6,500.00	-3,279.50	49.5%
326 · Building Permit Fees	4,811.85	5,000.00	-188.15	96.2%
327 · Miscellaneous Permits (Parking)	252.00	800.00	-548.00	31.5%
328 · Franchise Fees	1,552.59	3,300.00	-1,747.41	47.0%
330 · IRP Fees	2,991.78	5,000.00	-2,008.22	59.8%
340 · Parks and Rec.	992.22	5,000.00	-4,007.78	19.8%
342 · Parking Meter Revenue	135,634.62	200,000.00	-64,365.38	67.8%
345 · Rents & Concessions	66,537.97	88,000.00	-21,462.03	75.6%
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%
367 · Other Grants	2,192.61			
368 · Contributions from other Entiti	0.00	80,000.00	-80,000.00	0.0%
376 · Table Gaming Income	7,545.92	13,000.00	-5,454.08	58.0%
380 · Interest Earned on Investments	3,868.89	5,500.00	-1,631.11	70.3%
382 · Refunds and Rebates	677.30	1,600.00	-922.70	42.3%
397 · Lottery	21,060.01	35,000.00	-13,939.99	60.2%
399 · Miscellaneous Revenue	3,325.00	1,500.00	1,825.00	221.7%
405 · Board of Zoning-Appeal	0.00	100.00	-100.00	0.0%
Total General	808,370.07	2,456,803.00	-1,648,432.93	32.9%
386 · Insurance Claims	6,987.61	2,300.00	4,687.61	303.8%
Total Income	815,357.68	2,459,103.00	-1,643,745.32	33.2%
Gross Profit	815,357.68	2,459,103.00	-1,643,745.32	33.2%

Corp. of Harpers Ferry
P & L Budget vs. Actual (General, Excluding Water & Coal)
July 2024 through January 2025

	Jul '24 - Jan 25	Budget	$ Over Budget	% of Budget
Expense				
001.809 Grants Health/Sanitatio	0.00	6,500.00	-6,500.00	0.0%
001.760 Parking	8,689.59	13,384.34	-4,694.75	64.9%
405 - Board of Zoning Appeals	0.00	300.00	-300.00	0.0%
Capital Projects Expenditures				
001.975 · General Government	0.00	554,710.00	-554,710.00	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	774,710.00	-774,710.00	0.0%
Culture & Rec Exp				
900 · Parks	2,259.28	6,630.00	-4,370.72	34.1%
901 · Visitors Bureau -H	35,356.33	37,500.00	-2,143.67	94.3%
906 · Arts & Humanities -H	7,998.76	67,500.00	-59,501.24	11.9%
911 · Historical Landmarks Com.	7,000.00	15,200.00	-8,200.00	46.1%
916 · Library	0.00	4,500.00	-4,500.00	0.0%
Total Culture & Rec Exp	52,614.37	131,330.00	-78,715.63	40.1%
001.402 · Economic Development	2,118.52	15,000.00	-12,881.48	14.1%
001.409 · Office of Mayor	12,559.18	22,600.00	-10,040.82	55.6%
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	44,586.11	73,636.74	-29,050.63	60.5%
001.415 · Office of City Clerk	45,264.87	73,181.65	-27,916.78	61.9%
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	152,992.78	327,117.61	-174,124.83	46.8%

Corp. of Harpers Ferry
P & L Budget vs. Actual (General, Excluding Water & Coal)
July 2024 through January 2025

	Jul '24 - Jan 25	Budget	$ Over Budget	% of Budget
001.699 · Contingencies	0.00	175,778.36	-175,778.36	0.0%
001.700 · Police Dept	332,348.29	595,879.81	-263,531.52	55.8%
001.706 · Fire Dept	0.00	4,000.00	-4,000.00	0.0%
001.750 · Street Department	65,205.98	117,809.49	-52,603.51	55.3%
001.751 · Street Lights	11,300.12	18,200.00	-6,899.88	62.1%
001.752 · Street Signs	365.00	1,000.00	-635.00	36.5%
001.753 · Snow Removal	42,175.00	45,000.00	-2,825.00	93.7%
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	302.25	10,000.00	-9,697.75	3.0%
Total Expense	784,804.42	2,459,103.00	-1,674,298.58	31.9%
Net Ordinary Income	30,553.26	0.00	30,553.26	100.0%
Net Income	**30,553.26**	**0.00**	**30,553.26**	**100.0%**

Corp. of Harpers Ferry
Profit & Loss Budget vs. Actual (Water Only)
July 2024 through January 2025

	Jul '24 - Jan 25	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
131 · SB234 Reserve Transfer	41,500.00	72,953.00	-31,453.00	56.9%
131.3 Transfers to Reserve	0.00	0.00	0.00	0.0%
400 · Water Department Income				
Bond Renewal & Repl 2.5% trnfr	17,300.00	27,137.50	-9,837.50	63.7%
New Water Taps	1,500.00	1,500.00	0.00	100.0%
Capacity Improvement Fees	2,925.00	2,925.00	0.00	100.0%
419 · Interest Income Bonds	0.00	1,500.00	-1,500.00	0.0%
421 · Non Utility Income	4,001.17	1,700.00	2,301.17	235.4%
461 · Customers - Water Bill Payments	681,947.09	1,092,200.00	-410,252.91	62.4%
462.1 · Annual Fire Service Fee	0.00	3,000.00	-3,000.00	0.0%
471 · PSD bill processing	19,937.00	36,000.00	-16,063.00	55.4%
471.b · Misc Revenue Recovery Reimb	24,638.52	43,708.24	-19,069.72	56.4%
400 · Water Department Income - Other	0.00	0.00	0.00	0.0%
Total 400 · Water Department Income	752,248.78	1,209,670.74	-457,421.96	62.2%
Total Income	793,748.78	1,282,623.74	-488,874.96	61.9%
Gross Profit	793,748.78	1,282,623.74	-488,874.96	61.9%
Expense				
400. · Water Department				
Bond Interest	147,371.00	292,640.00	-145,269.00	50.4%
631.1 · Prof Services-Accounting-Water	7,194.93	14,000.00	-6,805.07	51.4%
131.3 Water Tranfs to Reserve	41,500.00	72,953.00	-31,453.00	56.9%
334. New Meters	1,124.51	2,500.00	-1,375.49	45.0%
334.0 Maintenance of Meters	520.32	2,000.00	-1,479.68	26.0%
341.2 Capital Outlay - Auto	8,754.32	13,500.00	-4,745.68	64.8%
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	88.48	200.00	-111.52	44.2%
675.3 Uniforms	430.63	1,500.00	-1,069.37	28.7%
675.3Memberships/Dues/subscript	417.00	500.00	-83.00	83.4%
Maintenance of Mains	67,513.25	92,000.00	-24,486.75	73.4%
127 · Bond Renewal & Replacement Fund	17,300.00	27,137.50	-9,837.50	63.7%
408.10 · Assessments	2,263.01	2,270.00	-6.99	99.7%
408.12 · PR Taxes Employer Expense	15,020.18	23,011.75	-7,991.57	65.3%
427.3_ · Municipal Bond Commission	31,450.79	45,000.00	-13,549.21	69.9%
601.3 · Plant - Salaries & Wages	123,592.87	180,847.68	-57,254.81	68.3%
601.7 · Office - Salaries & Wages	65,653.50	106,799.24	-41,145.74	61.5%
604.8 · Pension Exp	17,974.65	32,863.79	-14,889.14	54.7%
605.8 · Employee PEIA Benefits	26,015.38	52,000.00	-25,984.62	50.0%

Corp. of Harpers Ferry
Profit & Loss Budget vs. Actual (Water Only)
July 2024 through January 2025

	Jul '24 - Jan 25	Budget	$ Over Budget	% of Budget
615.3 · Utilities W	22,363.92	34,000.00	-11,636.08	65.8%
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	4,452.47	8,000.00	-3,547.53	55.7%
620.8 · Office Supplies & Expenses	20,576.20	32,986.33	-12,410.13	62.4%
620.8PM · Plant Maintenance MS	2,390.10	4,500.00	-2,109.90	53.1%
631.3 · Lab Services	3,793.60	8,000.00	-4,206.40	47.4%
631.4PM · Plant Maintenance CS	54,208.77	133,264.45	-79,055.68	40.7%
631.8 · Legal Fees and Studies	577.50	5,000.00	-4,422.50	11.6%
631.8_ · Security 911 Notification	0.00	1,000.00	-1,000.00	0.0%
642.8 · Leased Equipment W	1,176.44	1,000.00	176.44	117.6%
650.8 · Auto & Transportation Expenses	5,281.63	15,000.00	-9,718.37	35.2%
656.8 · Ins-Property,Liability, Workers	16,127.28	25,000.00	-8,872.72	64.5%
660.8 · Advertising & Legal Publication	724.17	1,000.00	-275.83	72.4%
675.3 · Training, Education, & Certif	1,478.04	3,000.00	-1,521.96	49.3%
675.8 · Telephone W	5,116.05	8,600.00	-3,483.95	59.5%
Total 400. · Water Department	725,420.38	1,282,623.74	-557,203.36	56.6%
Total Expense	725,420.38	1,282,623.74	-557,203.36	56.6%
Net Ordinary Income	68,328.40	0.00	68,328.40	100.0%
Net Income	**68,328.40**	**0.00**	**68,328.40**	**100.0%**

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
January 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
General									
301-01 · Property Tax Current Year									
Deposit	01/08/2025	11764	Sheriff of Jefferson Co.	Property Tax c...	General		001 General Fu...	344.74	344.74
Total 301-01 · Property Tax Current Year								344.74	344.74
304 · Excise Tax on Utilities									
Deposit	01/27/2025	9550028	State of WV	Dec receipts	General		001 General Fu...	129.00	129.00
Total 304 · Excise Tax on Utilities								129.00	129.00
305 · Business and Occupation Tax									
Deposit	01/08/2025	1011	Precision Renovation	FY 2025 Q2 B...	General		001 General Fu...	483.76	483.76
Deposit	01/08/2025	12691	R.S Excavating & Co...	FY 2025 Q2 B...	General		001 General Fu...	108.42	592.18
Deposit	01/08/2025	2423	Ievegeni Ivanytsia	FY 2025 Q2 B...	General		001 General Fu...	69.00	661.18
Deposit	01/08/2025		Antietam Tree Servic...	FY 2025 Q2 B...	General		002 WVGOPAY...	29.00	690.18
General Journal	01/09/2025		Precision Renovation	NSF Check #1...	General		001 General Fu...	-483.76	206.42
Deposit	01/09/2025		Funk Electrical Servic...	FY 2025 Q1 B...	General		002 WVGOPAY...	2.50	208.92
Deposit	01/10/2025	1195	Rental - Wheeless/Cr...	FY 2025 Q2 B...	General		001 General Fu...	18.00	226.92
Deposit	01/10/2025	8738	Global Environmental...	FY 2025 Q2 B...	General		001 General Fu...	10.60	237.52
Deposit	01/10/2025	2924	Charles Carter Countr...	FY 2025 Q2 B...	General		001 General Fu...	75.40	312.92
Deposit	01/10/2025	140	David Karduk Custom...	FY 2025 Q2 B...	General		001 General Fu...	331.13	644.05
Deposit	01/10/2025	587	Tessoterica	FY 2205 Q2 B...	General		001 General Fu...	265.00	909.05
Deposit	01/10/2025	1423	Magpie	FY 2025 Q2 B...	General		001 General Fu...	162.94	1,071.99
Deposit	01/10/2025	1383	Rockhaven Services	FY 2025 Q2 B...	General		001 General Fu...	214.58	1,286.57
Deposit	01/10/2025	1671	Rockhaven Propertie...	FY 2025 Q2 B...	General		001 General Fu...	52.82	1,339.39
Deposit	01/10/2025	3480	Vintage Lady (The)	FY 2025 Q2 B...	General		001 General Fu...	436.64	1,776.03
Deposit	01/10/2025		Southern' States	FY 2025 Q2 B...	General		002 WVGOPAY...	11.27	1,787.30
Deposit	01/14/2025	4897	186-196 High Street, ...	FY 2025 Q2 B...	General		001 General Fu...	89.95	1,877.25
Deposit	01/14/2025	4898	Lookout Inn	FY 2025 Q2 B...	General		001 General Fu...	102.25	1,979.50
Deposit	01/14/2025	4899	Mountainside Lodge	FY 2025 Q2 B...	General		001 General Fu...	157.00	2,136.50
Deposit	01/14/2025	4640	Rabbit Hole, The	FY 2025 Q2 B...	General		001 General Fu...	3,348.06	5,484.56
Deposit	01/14/2025	1382	Bed and Biskit	FY 2025 Q2 B...	General		001 General Fu...	78.84	5,563.40
Deposit	01/14/2025	4156	Crestar Realty	FY 2025 Q2 B...	General		001 General Fu...	38.40	5,601.80
Deposit	01/14/2025	1296	Appalachian Chambe...	FY 2025 Q2 B...	General		001 General Fu...	102.52	5,704.32
Deposit	01/14/2025	1127	Village Shop (The)	FY 2025 Q2 B...	General		001 General Fu...	164.11	5,868.43
Deposit	01/14/2025	1701	Country Lane Cottage	FY 2025 Q2 B...	General		001 General Fu...	27.00	5,895.43
Deposit	01/15/2025	4690	Hodge Podge (The)	FY 2025 Q2 B...	General		001 General Fu...	15.36	5,910.79
Deposit	01/15/2025	6509	Angler's Inn (The)	FY 2025 Q2 B...	General		001 General Fu...	38.48	5,949.27
Deposit	01/15/2025	2395	Outfitter at Harpers F...	FY 2025 Q2 B...	General		001 General Fu...	865.61	6,814.88
Deposit	01/15/2025		Wildwood Services	FY 2025 Q2 B...	General		001 General Fu...	5.77	6,820.65
Deposit	01/16/2025	1195	Lily Garden at Camp ...	FY 2025 Q2 B...	General		001 General Fu...	33.20	6,853.85
Deposit	01/16/2025	10016...	Sysco Food Services ...	FY 2025 Q2 B...	General		001 General Fu...	287.94	7,141.79
Deposit	01/16/2025	405127	Schenck Foods Com...	FY 2025 Q2 B...	General		001 General Fu...	183.38	7,325.17
Deposit	01/16/2025	3490	Blue Maple LLC	FY 2025 Q2 B...	General		001 General Fu...	49.99	7,375.16
Deposit	01/16/2025	2241	Fiddler's Highway	FY 2025 Q2 B...	General		001 General Fu...	87.76	7,462.92
Deposit	01/16/2025		Community Markets	FY 2025 Q2 B...	General		002 WVGOPAY...	30.18	7,493.10
Deposit	01/23/2025	29597	Surebets Services, Inc.	FY 2025 Q2 B...	General		001 General Fu...	1.21	7,494.31
Deposit	01/23/2025	7858	Countertop Solutions	FY 2025 Q2 B...	General		001 General Fu...	2,850.20	10,344.51
Deposit	01/23/2025	105994	Thompson Gas & Ele...	FY 2025 Q2 B...	General		001 General Fu...	48.20	10,392.71
Deposit	01/23/2025	37908	ReMax Real Estate G...	FY 2025 Q2 B...	General		001 General Fu...	47.50	10,440.21
Deposit	01/23/2025	2036129	Blossman Propane G...	FY 2025 Q2 B...	General		001 General Fu...	93.40	10,533.61
Deposit	01/23/2025	8390	Air Filter Services LLC	FY 2025 Q2 B...	General		001 General Fu...	13.99	10,547.60
Deposit	01/23/2025	1628	Mary Adams Jewelry	FY 2025 Q2 B...	General		001 General Fu...	495.57	11,043.17
Deposit	01/23/2025	242908	PELLA MidAtlantic	FY 2025 Q2 B...	General		001 General Fu...	832.56	11,875.73
Deposit	01/23/2025	1151	Trouvaille	FY 2025 Q2 B...	General		001 General Fu...	194.49	12,070.22
Deposit	01/23/2025	1055	La Soledad Guest Ho...	FY 2025 Q2 B...	General		001 General Fu...	293.97	12,364.19
Deposit	01/23/2025	1719	Top Priority Lawn Care	FY 2025 Q2 B...	General		001 General Fu...	15.60	12,379.79
Deposit	01/23/2025	1045	Harpers Ferry Guest ...	FY 2025 Q2 B...	General		001 General Fu...	360.11	12,739.90
Deposit	01/23/2025	1043	Carrot Top Cottage	FY 2025 Q2 B...	General		001 General Fu...	224.84	12,964.74
Deposit	01/23/2025	6351974	KCI USA INC	FY 2025 Q2 B...	General		001 General Fu...	2.23	12,966.97
Deposit	01/23/2025	1000	Deneaux Design	FY 2025 Q2 B...	General		001 General Fu...	122.35	13,089.32
Deposit	01/28/2025	1076	Precision Renovation	FY 2025 Q2 B...	General		001 General Fu...	483.76	13,573.08
Deposit	01/28/2025	80900	AC & T Co., Inc.	FY 2025 Q2 B...	General		001 General Fu...	17.05	13,590.13
Deposit	01/28/2025	30797	Holtzman Oil Corp._c	FY 2025 Q2 B...	General		001 General Fu...	35.76	13,625.89
Deposit	01/28/2025	16248...	Comcast of CA/MD/P...	FY 2025 Q2 B...	General		001 General Fu...	803.67	14,429.56
Deposit	01/28/2025	16248...	Comcast Broadband ...	FY 2025 Q2 B...	General		001 General Fu...	7.59	14,437.15
Deposit	01/28/2025	3009635	Reddy Ice	FY 2025 Q2 B...	General		001 General Fu...	4.23	14,441.38
Deposit	01/28/2025	5112	American Electric Ser...	FY 2025 Q2 B...	General		001 General Fu...	4.50	14,445.88
Deposit	01/29/2025	11587	J L Smith Construction	FY 2025 Q2 B...	General		001 General Fu...	440.00	14,885.88
Deposit	01/29/2025	4297	Builder Services Group	FY 2025 Q2 B...	General		001 General Fu...	755.31	15,641.19
Deposit	01/29/2025	7131311	USB Leasing LT	FY 2025 Q2 B...	General		001 General Fu...	38.24	15,679.43
Deposit	01/29/2025	02722...	Griffith Energy Servic...	FY 2025 Q2 B...	General		001 General Fu...	3,102.17	18,781.60
Deposit	01/29/2025	1190	Machrie Management...	FY 2025 Q2 B...	General		001 General Fu...	150.00	18,931.60
Deposit	01/29/2025	1275	L&W Supply Corporat...	FY 2025 Q2 B...	General		001 General Fu...	10.36	18,941.96
Deposit	01/29/2025	1112	Charles Town Plumbi...	FY 2025 Q1 B...	General		001 General Fu...	277.31	19,219.27
Deposit	01/29/2025	1112	Charles Town Plumbi...	FY 2025 Q2 B...	General		001 General Fu...	3,353.18	22,572.45
Deposit	01/29/2025	2170	Comstock Plumbing	FY 2025 Q2 B...	General		001 General Fu...	631.64	23,204.09
Deposit	01/29/2025	84896...	Amerigas Propane LP	FY 2025 Q2 B...	General		001 General Fu...	236.32	23,440.41
Deposit	01/29/2025	84901...	US Foods	FY 2025 Q2 B...	General		001 General Fu...	110.88	23,551.29
Deposit	01/29/2025		Star Concrete	FY 2025 Q2 B...	General		001 General Fu...	332.17	23,883.46
Deposit	01/29/2025		Tenfold Fair Trade Co...	FY 2025 Q2 B...	General		001 General Fu...	613.62	24,497.08
Deposit	01/30/2025		M.E. Flow	FY 2025 Q2 B...	General		002 WVGOPAY...	8.48	24,505.56
Deposit	01/31/2025		Ericcson, Inc	FY 2025 Q2 B...	General		002 WVGOPAY...	87.59	24,593.15
Total 305 · Business and Occupation Tax								24,593.15	24,593.15

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
January 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
306 · Liquor & Wine Tax									
Deposit	01/27/2025		State of WV	FY 205 Q2 Wi...	General		001 General Fu...	3,864.11	3,864.11
Total 306 · Liquor & Wine Tax								3,864.11	3,864.11
308 · Hotel Motel									
Deposit	01/10/2025	1382	Rockhaven Services	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	157.75	157.75
Deposit	01/14/2025	4900	Mountainside Lodge	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	114.16	271.91
Deposit	01/14/2025	1383	Bed and Biskit	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	394.25	666.16
Deposit	01/15/2025	3408362	HomeAway	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	3,035.08	3,701.24
Deposit	01/15/2025	3418	Blue Maple LLC	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	249.94	3,951.18
Deposit	01/21/2025	279	Lily Garden at Camp ...	FY 2205 Q2 R...	Hotel Occ ...		Hotel Motel Tax	165.98	4,117.16
Deposit	01/23/2025	1042	Carrot Top Cottage	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	493.54	4,610.70
Deposit	01/23/2025	1044	Harpers Ferry Guest ...	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	1,038.96	5,649.66
Deposit	01/23/2025	1056	La Soledad Guest Ho...	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	382.30	6,031.96
Deposit	01/23/2025	1152	Trouvaille	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	118.85	6,150.81
Deposit	01/23/2025	3408956	Expedia.com	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	1,906.72	8,057.53
Deposit	01/23/2025	3416254	AirBNB	FY 2025 DEC r...	Hotel Occ ...		Hotel Motel Tax	1,361.20	9,418.73
Total 308 · Hotel Motel								9,418.73	9,418.73
314 · Sales Tax Revenue									
Deposit	01/27/2025		State of WV	Q2 FY 2025 M...	General		001 General Fu...	86,225.44	86,225.44
Total 314 · Sales Tax Revenue								86,225.44	86,225.44
320 · Fines, Fees & Court Cost									
Deposit	01/06/2025			Tickets	Police		002 WVGOPAY...	175.00	175.00
Deposit	01/10/2025			Tickets	Police		002 WVGOPAY...	175.00	350.00
Deposit	01/14/2025			Tickets	Police		General Court F...	175.00	525.00
Total 320 · Fines, Fees & Court Cost								525.00	525.00
320_399 · Police Department Rev Sources									
321 Parking Violations									
Deposit	01/01/2025			Tickets	General		002 WVGOPAY...	27.00	27.00
Deposit	01/02/2025			Tickets	General		002 WVGOPAY...	139.00	166.00
Deposit	01/03/2025			Tickets	General		002 WVGOPAY...	50.00	216.00
Deposit	01/04/2025			Tickets	General		002 WVGOPAY...	26.00	242.00
Deposit	01/06/2025			Tickets	General		002 WVGOPAY...	90.00	332.00
Deposit	01/08/2025			Tickets	General		002 WVGOPAY...	30.00	362.00
Deposit	01/09/2025			Tickets	General		002 WVGOPAY...	50.00	412.00
Check	01/10/2025	16689	Sheryl Hoyt	Refund overpa...	General		001 General Fu...	-10.00	402.00
Check	01/10/2025	16690	James D Skelton and...	Refund overpa...	General		001 General Fu...	-14.00	388.00
Check	01/10/2025	16691	Jared Kilmon	Refund Overpa...	General		001 General Fu...	-18.00	370.00
Check	01/10/2025	16692	Lilya Roberts	Refund of over...	General		001 General Fu...	-20.00	350.00
Check	01/10/2025	16693	Robin Richardson	Refund overpa...	General		001 General Fu...	-30.00	320.00
Deposit	01/10/2025			Tickets	General		002 WVGOPAY...	6.00	326.00
Deposit	01/13/2025			Tickets	General		002 WVGOPAY...	30.00	356.00
Deposit	01/14/2025			Tickets	General		General Court F...	30.00	386.00
Deposit	01/14/2025			Tickets	General		002 WVGOPAY...	180.00	566.00
Deposit	01/16/2025			Tickets	General		General Court F...	62.00	628.00
Deposit	01/24/2025			Tickets	General		002 WVGOPAY...	20.00	648.00
Deposit	01/24/2025			Tickets	General		General Court F...	60.00	708.00
Deposit	01/26/2025			Tickets	General		002 WVGOPAY...	50.00	758.00
Deposit	01/30/2025			Tickets	General		002 WVGOPAY...	20.00	778.00
Deposit	01/31/2025			Tickets	General		002 WVGOPAY...	50.00	828.00
Total 321 Parking Violations								828.00	828.00
Total 320_399 · Police Department Rev Sources								828.00	828.00
325 · Licenses									
Deposit	01/14/2025	179	Raisa Selpoy	FY 2025 Busin...	General		001 General Fu...	15.00	15.00
Deposit	01/16/2025	1045	Potomac Stays	FY 2025 Busin...	General		001 General Fu...	15.00	30.00
Deposit	01/22/2025	5202	Coach House Grill n ...	FY 2025 Busin...	General		001 General Fu...	15.00	45.00
Deposit	01/22/2025	5202		FY 2025 Busin...	General		001 General Fu...	500.00	545.00
Deposit	01/23/2025	3930	White Fly Outfitters	FY 2025 Busin...	General		001 General Fu...	15.00	560.00
Deposit	01/25/2025		Hill-ROM	FY 2025 Busin...	General		002 WVGOPAY...	25.00	585.00
Check	01/29/2025	16713	Charles Town Plumbi...	Refund duplica...	General		001 General Fu...	-16.50	568.50
Deposit	01/29/2025	1112	Charles Town Plumbi...	FY 2025 Busin...	General		001 General Fu...	16.50	585.00
Deposit	01/29/2025	20930	Houck Services, Inc	FY 2025 Busin...	General		001 General Fu...	27.50	612.50
Total 325 · Licenses								612.50	612.50
326 · Building Permit Fees									
Deposit	01/02/2025		Zachary_Morse	ZAPA 2025-00...	General		002 WVGOPAY...	40.40	40.40
Deposit	01/14/2025	1198	HF Historic Town Fou...	ZCPA 2025-00...	General		001 General Fu...	271.45	311.85
Deposit	01/14/2025	1267	Thomas VanVliet	ZCPA 2025-00...	General		001 General Fu...	60.00	371.85
Deposit	01/21/2025	1680	Pechuckonis, Christian	ZCPA-004 RE...	General		001 General Fu...	65.00	436.85
Deposit	01/21/2025		Maryland Waterproofi...	ZAPA Permit F...	General		002 WVGOPAY...	505.00	941.85
Deposit	01/29/2025	8789	Jimmy Sayed	ZCPA 2024-00...	General		001 General Fu...	25.00	966.85
Total 326 · Building Permit Fees								966.85	966.85

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
January 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
327 · Miscellaneous Permits (Parking)									
Deposit	01/08/2025		Lawrence Hale	2025 Parking ...	General		001 General Fu...	3.00	3.00
Deposit	01/08/2025		Guiney, David	2025 Parking ...	General		001 General Fu...	25.00	28.00
Deposit	01/08/2025		Shewbridge, Deborah	2025 Parking ...	General		001 General Fu...	3.00	31.00
Deposit	01/08/2025		Craig, Christopher	2025 Parking ...	General		001 General Fu...	4.00	35.00
Deposit	01/10/2025		Nina Andrea	2025 Parking ...	General		001 General Fu...	2.00	37.00
Deposit	01/14/2025		Pechuckonis, Christian	Parking Permit...	General		001 General Fu...	4.00	41.00
Deposit	01/15/2025		Love, Mary	2025 Parking ...	General		001 General Fu...	4.00	45.00
Deposit	01/16/2025		Marie Euhling	2025 Parking ...	General		001 General Fu...	4.00	49.00
Deposit	01/29/2025		Helen Becker	2025 Parking ...	General		001 General Fu...	1.00	50.00
Deposit	01/29/2025		Carol Parker	2025 Parking ...	General		001 General Fu...	4.00	54.00
Total 327 · Miscellaneous Permits (Parking)								54.00	54.00
330 · IRP Fees									
Deposit	01/27/2025	9550028	State of WV	DEC receipts	General		001 General Fu...	17.46	17.46
Total 330 · IRP Fees								17.46	17.46
342 · Parking Meter Revenue									
342.1 Parking Meter Revenue									
Deposit	01/16/2025	31914	Parkmobile LLC	Dec 2024 Park...	General		001 General Fu...	9,890.59	9,890.59
Total 342.1 Parking Meter Revenue								9,890.59	9,890.59
Total 342 · Parking Meter Revenue								9,890.59	9,890.59
345 · Rents & Concessions									
Deposit	01/08/2025	15016...	US Cellular_c	Jan 2025 rent ...	General		001 General Fu...	1,994.07	1,994.07
Deposit	01/08/2025	30001...	AT&T_c	Jan 2025 Rent...	General		001 General Fu...	1,259.71	3,253.78
Total 345 · Rents & Concessions								3,253.78	3,253.78
367 · Other Grants									
Deposit	01/21/2025	1424	State of WV	Opoid Settlem...	General		Opioid Settlement	2,192.61	2,192.61
Total 367 · Other Grants								2,192.61	2,192.61
376 · Table Gaming Income									
Deposit	01/16/2025		State of WV_c	Greenbrier Jan...	General		001 General Fu...	34.49	34.49
Deposit	01/17/2025		State of WV	Feb 2025	General		001 General Fu...	1,145.24	1,179.73
Total 376 · Table Gaming Income								1,179.73	1,179.73
380 · Interest Earned on Investments									
Deposit	01/31/2025			Interest	Police		HF/Bolivar Drug...	0.65	0.65
Deposit	01/31/2025			Interest	Police		Police Equipt R...	3.88	4.53
Deposit	01/31/2025			Interest	General		SWaN Escrow ...	110.59	115.12
Deposit	01/31/2025			Interest	Police		General Court F...	102.25	217.37
Deposit	01/31/2025			Interest	Park and ...		HF Parks and R...	0.98	218.35
Deposit	01/31/2025			Interest	Hotel Occ ...		Hotel Motel Tax	16.21	234.56
Deposit	01/31/2025			Interest	General		General Capital ...	87.87	322.43
Deposit	01/31/2025			Interest	General		001 General Fu...	283.74	606.17
Deposit	01/31/2025			Interest	General		Opioid Settlement	1.83	608.00
Deposit	01/31/2025			Interest	General		252PS · JSB P...	10.78	618.78
Total 380 · Interest Earned on Investments								618.78	618.78
397 · Lottery									
Deposit	01/04/2025		State of WV	CT Races	General		001 General Fu...	1,248.63	1,248.63
Deposit	01/11/2025		State of WV	CT Lottery	General		001 General Fu...	757.55	2,006.18
Deposit	01/18/2025		State of WV	CT Lottery	General		001 General Fu...	869.36	2,875.54
Deposit	01/25/2025		State of WV	CT Lottery	General		001 General Fu...	765.33	3,640.87
Deposit	01/27/2025		State of WV	jan 2025	General		001 General Fu...	74.65	3,715.52
Total 397 · Lottery								3,715.52	3,715.52
399 · Miscellaneous Revenue									
Deposit	01/23/2025	83450...	Patrick Tierney	FY 2025 Town ...	General		001 General Fu...	1,750.00	1,750.00
Deposit	01/28/2025		Kevin Carden_	FY 2026 Electi...	General		001 General Fu...	30.00	1,780.00
Deposit	01/28/2025	5464	David_Simmons	FY 2026 Electi...	General		001 General Fu...	20.00	1,800.00
Deposit	01/28/2025		Wayne_Bishop	FY 2026 Electi...	General		001 General Fu...	20.00	1,820.00
Deposit	01/28/2025	6903	Gregory_Vaughn	FY 2026 Electi...	General		001 General Fu...	100.00	1,920.00
Deposit	01/28/2025		Christian_Pechuekonis	FY 2026 Electi...	General		001 General Fu...	20.00	1,940.00
Deposit	01/28/2025		Jesse_Melton	FY 2026 Electi...	General		001 General Fu...	20.00	1,960.00
Deposit	01/28/2025		Gregory_Di-Costanzo	FY 2026 Electi...	General		001 General Fu...	20.00	1,980.00
Deposit	01/28/2025	115	Michael_Zeleke	FY 2026 Electi...	General		001 General Fu...	100.00	2,080.00
Deposit	01/28/2025		Paul_Bullock	FY 2026 Electi...	General		001 General Fu...	30.00	2,110.00
Deposit	01/28/2025	1200	Chris Craig	FY 2026 Electi...	General		001 General Fu...	20.00	2,130.00
Deposit	01/28/2025		Zachary_Morse	FY 2026 Electi...	General		001 General Fu...	100.00	2,230.00
Deposit	01/28/2025		George_Owens	FY 2026 Electi...	General		001 General Fu...	20.00	2,250.00
Deposit	01/28/2025		Brenda_Christensen	FY 2026 Electi...	General		001 General Fu...	20.00	2,270.00
Total 399 · Miscellaneous Revenue								2,270.00	2,270.00
Total General								150,699.99	150,699.99
386 · Insurance Claims									
Deposit	01/28/2025	60218	WV Corp	Insurance proc...	General		001 General Fu...	851.44	851.44
Total 386 · Insurance Claims								851.44	851.44
Total Income								151,551.43	151,551.43
Gross Profit								151,551.43	151,551.43

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
January 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Expense									
001.760 Parking									
001.761 Parkinng Expenses									
Credit Card Charge	01/28/2025	DEC 2...	US Cellular	usage parking ...	General		P-Card	59.09	59.09
Credit Card Charge	01/29/2025	JAN 2...	US Cellular	usage parking ...	General		P-Card	58.98	118.07
Total 001.761 Parkinng Expenses								118.07	118.07
Total 001.760 Parking								118.07	118.07
Culture & Rec Exp									
900 · Parks									
Utilities Pa									
Bill	01/03/2025	00035...	Harpers Ferry Water ...	Dec usage, Ja...	General		20000 · Accoun...	50.05	50.05
Bill	01/10/2025	11008...	Potomac Edison	Dec usage To...	General		20000 · Accoun...	35.40	85.45
Total Utilities Pa								85.45	85.45
Total 900 · Parks								85.45	85.45
901 · Visitors Bureau -H									
Check	01/16/2025	340	Jefferson County CVB	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	12,842.93	12,842.93
Total 901 · Visitors Bureau -H								12,842.93	12,842.93
911 · Historical Landmarks Com.									
Contracted Services									
Bill	01/24/2025	459050	Civil & Environmental ...	INV 459050 Ph...	General		20000 · Accoun...	7,000.00	7,000.00
Total Contracted Services								7,000.00	7,000.00
Total 911 · Historical Landmarks Com.								7,000.00	7,000.00
Total Culture & Rec Exp								19,928.38	19,928.38
001.409 · Office of Mayor									
PR Taxes Employer M									
General Journal	01/29/2025			payroll 2025 1/...	General		24000 · Payroll ...	127.50	127.50
Total PR Taxes Employer M								127.50	127.50
Salary M									
General Journal	01/29/2025			payroll 2025 1/...	General		24000 · Payroll ...	1,666.67	1,666.67
Total Salary M								1,666.67	1,666.67
Total 001.409 · Office of Mayor								1,794.17	1,794.17
001.413 · Office of Treasurer									
Employee Benefits									
Check	01/15/2025	eft	PEIA	Treasurer 2025...	General		Harpers Ferry P...	34.00	34.00
Total Employee Benefits								34.00	34.00
Group Ins. T									
Check	01/15/2025	EFT	PEIA	Treasurer PEI...	General		Harpers Ferry P...	682.98	682.98
Total Group Ins. T								682.98	682.98
Pension Expense T									
General Journal	01/02/2025			payroll 2025 1/2	General		001 General Fu...	249.98	249.98
General Journal	01/16/2025			payroll 2025 1/...	General		001 General Fu...	249.98	499.96
General Journal	01/30/2025			payroll 2025 1/...	General		001 General Fu...	267.08	767.04
Total Pension Expense T								767.04	767.04
PR Taxes Employer T									
General Journal	01/02/2025			payroll 2025 1/2	General		001 General Fu...	224.32	224.32
General Journal	01/16/2025			payroll 2025 1/...	General		001 General Fu...	224.33	448.65
General Journal	01/30/2025			payroll 2025 1/...	General		001 General Fu...	241.42	690.07
Total PR Taxes Employer T								690.07	690.07
Salary T									
General Journal	01/02/2025			payroll 2025 1/2	General		001 General Fu...	2,777.58	2,777.58
General Journal	01/16/2025			payroll 2025 1/...	General		001 General Fu...	2,777.58	5,555.16
General Journal	01/30/2025			payroll 2025 1/...	General		001 General Fu...	2,967.50	8,522.66
Total Salary T								8,522.66	8,522.66
Total 001.413 · Office of Treasurer								10,696.75	10,696.75
001.415 · Office of City Clerk									
Health Insurance CC									
Check	01/15/2025	EFT	PEIA	Clerk PEIA Pre...	General		Harpers Ferry P...	682.98	682.98
Total Health Insurance CC								682.98	682.98
OPEB - General									
Check	01/15/2025	eft	PEIA	Clerk 2025 JAN	General		Harpers Ferry P...	34.00	34.00
Total OPEB - General								34.00	34.00

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
January 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Pension Expense CC									
General Journal	01/02/2025			payroll 2025 1/2	General		001 General Fu...	189.00	189.00
General Journal	01/16/2025			payroll 2025 1/...	General		001 General Fu...	194.91	383.91
General Journal	01/30/2025			payroll 2025 1/...	General		001 General Fu...	199.63	583.54
Total Pension Expense CC								583.54	583.54
PR Taxes Employer CC									
General Journal	01/02/2025			payroll 2025 1/2	General		001 General Fu...	184.53	184.53
General Journal	01/16/2025			payroll 2025 1/...	General		001 General Fu...	190.44	374.97
General Journal	01/30/2025			payroll 2025 1/...	General		001 General Fu...	195.15	570.12
Total PR Taxes Employer CC								570.12	570.12
Salary CC									
General Journal	01/02/2025			payroll 2025 1/2	General		001 General Fu...	2,100.00	2,100.00
General Journal	01/16/2025			payroll 2025 1/...	General		001 General Fu...	2,165.63	4,265.63
General Journal	01/30/2025			payroll 2025 1/...	General		001 General Fu...	2,218.12	6,483.75
Total Salary CC								6,483.75	6,483.75
Total 001.415 · Office of City Clerk								8,354.39	8,354.39
001.440 · City Hall									
Payroll Processing-C									
General Journal	01/16/2025			payroll process...	General		001 General Fu...	104.55	104.55
General Journal	01/16/2025			payroll process...	General		001 General Fu...	27.98	132.53
General Journal	01/30/2025			payroll process...	General		001 General Fu...	28.72	161.25
Total Payroll Processing-C								161.25	161.25
Contracted Services C									
Bill	01/01/2025	86817	Advantage Technolog...	INV 86817 Sup...	General		20000 · Accoun...	337.32	337.32
Bill	01/01/2025	86770	Advantage Technolog...	INV 86770 Sup...	General		20000 · Accoun...	480.01	817.33
Bill	01/01/2025	86770	Advantage Technolog...	INV 86770 AZ...	General		20000 · Accoun...	3,352.49	4,169.82
Total Contracted Services C								4,169.82	4,169.82
Data Processing C									
Check	01/10/2025	16685	Kevin Carden	FY 2024 Q2 W...	General		001 General Fu...	300.00	300.00
Total Data Processing C								300.00	300.00
Insurance and Bonds									
Bill	01/01/2025	36924...	ENCOVA Insurance	Worker's Com...	General		20000 · Accoun...	-1,035.50	-1,035.50
Total Insurance and Bonds								-1,035.50	-1,035.50
Leased Equipment C									
Check	01/09/2025	EFT	Leaf	Copier lease jan	General		001 General Fu...	104.50	104.50
Total Leased Equipment C								104.50	104.50
Maint & Repairs to Bldgs. C									
Check	01/28/2025	EFT	Elevated	INV O-097434 ...	General		001 General Fu...	750.00	750.00
Total Maint & Repairs to Bldgs. C								750.00	750.00
Pension Expense C									
General Journal	01/02/2025			payroll 2025 1/2	General		001 General Fu...	184.12	184.12
General Journal	01/16/2025			payroll 2025 1/...	General		001 General Fu...	198.38	382.50
General Journal	01/30/2025			payroll 2025 1/...	General		001 General Fu...	207.34	589.84
Total Pension Expense C								589.84	589.84
PR Taxes Employer C									
General Journal	01/02/2025			payroll 2025 1/2	General		001 General Fu...	277.94	277.94
General Journal	01/16/2025			payroll 2025 1/...	General		001 General Fu...	293.63	571.57
General Journal	01/30/2025			payroll 2025 1/...	General		001 General Fu...	315.38	886.95
Total PR Taxes Employer C								886.95	886.95
Professional Services C									
Bill	01/31/2025	34251	CoxHollidayoung PLLC	Accounting se...	General		20000 · Accoun...	1,360.63	1,360.63
Total Professional Services C								1,360.63	1,360.63
Salaries & Wages C									
General Journal	01/02/2025			payroll 2025 1/2	General		001 General Fu...	3,088.20	3,088.20
General Journal	01/16/2025			payroll 2025 1/...	General		001 General Fu...	3,262.50	6,350.70
General Journal	01/30/2025			payroll 2025 1/...	General		001 General Fu...	3,504.17	9,854.87
Total Salaries & Wages C								9,854.87	9,854.87
Telephone C									
Bill	01/20/2025	07308...	Frontier	DEC usage	General		20000 · Accoun...	77.16	77.16
Bill	01/25/2025	82993...	Comcast Internet	Internet 2025 J...	General		20000 · Accoun...	51.63	128.79
Bill	01/25/2025	82993...	Comcast Internet	Internet 2025 F...	General		20000 · Accoun...	51.63	180.42
Credit Card Charge	01/28/2025	DEC 2...	US Cellular	usage, cell ph...	General		P-Card	225.92	406.34
Credit Card Charge	01/29/2025	JAN 2...	US Cellular	usage, cell ph...	General		P-Card	230.34	636.68
Total Telephone C								636.68	636.68

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
January 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Utilities C									
Bill	01/04/2025	00010...	Harpers Ferry Water ...	Dec Usage To...	General		20000 · Accoun...	54.71	54.71
Bill	01/10/2025	11014...	Potomac Edison	Dec usage To...	General		20000 · Accoun...	161.60	216.31
Bill	01/10/2025	11008...	Potomac Edison	Dec usage To...	General		20000 · Accoun...	314.69	531.00
Bill	01/10/2025	11008...	Potomac Edison	Dec usage To...	General		20000 · Accoun...	200.39	731.39
Bill	01/24/2025	34246...	Waste Management ...	JAN 2024 tow...	General		20000 · Accoun...	192.53	923.92
Total Utilities C								923.92	923.92
341 G · Materials & Supplies C									
Credit Card Charge	01/03/2025	64861	Adobe Pro	Kelly, subscrip...	General		P-Card	21.19	21.19
Bill	01/07/2025	11008...	Potomac Edison	Service fee, ch...	General		20000 · Accoun...	0.50	21.69
Credit Card Charge	01/09/2025	G0655...	MicroSoft	kelly, visio	General		P-Card	5.30	26.99
Bill	01/09/2025		Zoom Video Commu...	INV 276284495	General		20000 · Accoun...	92.97	119.96
Bill	01/10/2025	11008...	Potomac Edison	Service fee, en...	General		20000 · Accoun...	0.50	120.46
Bill	01/10/2025	11011...	Potomac Edison	Service fee, s...	General		20000 · Accoun...	0.50	120.96
Bill	01/10/2025	11008...	Potomac Edison	Service Fee, s...	General		20000 · Accoun...	0.50	121.46
Bill	01/10/2025	11008...	Potomac Edison	Service Fee, s...	General		20000 · Accoun...	0.50	121.96
Bill	01/10/2025	11014...	Potomac Edison	Service Fee, s...	General		20000 · Accoun...	0.50	122.46
Bill	01/20/2025	151603	Automated Office Eq...	INV 151603 Fi...	General		20000 · Accoun...	250.00	372.46
Bill	01/31/2025	34251	CoxHollidayoung PLLC	RN access 20...	General		20000 · Accoun...	63.33	435.79
Total 341 G · Materials & Supplies C								435.79	435.79
Total 001.440 · City Hall								19,138.75	19,138.75
001.700 · Police Dept									
Contracted Services-P									
Bill	01/01/2025	86817	Advantage Technolog...	INV 86817 Sup...	Police		20000 · Accoun...	337.31	337.31
Bill	01/01/2025	86770	Advantage Technolog...	INV 86770 Sup...	Police		20000 · Accoun...	26.25	363.56
Total Contracted Services-P								363.56	363.56
Departmental Supplies-P									
Auto Supplies and Fuel - P									
Check	01/10/2025	EFT	Fuelman	NP67729695 ...	Police		001 General Fu...	1,002.80	1,002.80
Total Auto Supplies and Fuel - P								1,002.80	1,002.80
Payroll Processing-P									
General Journal	01/16/2025			payroll process...	Police		001 General Fu...	104.55	104.55
General Journal	01/16/2025			payroll process...	Police		001 General Fu...	27.98	132.53
General Journal	01/30/2025			payroll process...	Police		001 General Fu...	28.72	161.25
Total Payroll Processing-P								161.25	161.25
Office Supplies and Materials									
Bill	01/10/2025	11008...	Potomac Edison	service charge ...	Police		20000 · Accoun...	0.50	0.50
Bill	01/31/2025	34251	CoxHollidayoung PLLC	RN access 20...	Police		20000 · Accoun...	63.34	63.84
Total Office Supplies and Materials								63.84	63.84
Police Dept Supplies									
Bill	01/17/2025	21335	Fire Safety Equipmen...	Inv 21335 - Fir...	Police		20000 · Accoun...	107.00	107.00
Total Police Dept Supplies								107.00	107.00
Total Departmental Supplies-P								1,334.89	1,334.89
PEIA/Workers Comp-P									
246P · OPEB - Police									
Check	01/15/2025	eft	PEIA	Police 2025 JAN	Police		Harpers Ferry P...	102.00	102.00
Total 246P · OPEB - Police								102.00	102.00
PEIA/Workers Comp-P - Other									
Check	01/15/2025	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
Maintenance and Repairs-Auto-P									
Bill	01/09/2025	2025-0...	CARS	INV 040 - 2020...	Police		20000 · Accoun...	394.84	394.84
Bill	01/10/2025	2025-0...	CARS	INV 066 - 2020...	Police		20000 · Accoun...	105.95	500.79
Bill	01/13/2025	10298	Vital Signs	INV 20240113 ...	Police		20000 · Accoun...	455.00	955.79
Bill	01/16/2025	2025-1...	CARS	INV 111 - 2020...	Police		20000 · Accoun...	580.22	1,536.01
Bill	01/20/2025	2025-1...	CARS	INV 129 - 2021...	Police		20000 · Accoun...	1,590.50	3,126.51
Total Maintenance and Repairs-Auto-P								3,126.51	3,126.51
Pension-P									
General Journal	01/02/2025			payroll 2025 1/2	Police		001 General Fu...	968.12	968.12
General Journal	01/16/2025			payroll 2025 1/...	Police		001 General Fu...	1,273.65	2,241.77
General Journal	01/30/2025			payroll 2025 1/...	Police		001 General Fu...	998.74	3,240.51
Total Pension-P								3,240.51	3,240.51
PR Taxes Employer -P									
General Journal	01/02/2025			payroll 2025 1/2	Police		001 General Fu...	1,122.00	1,122.00
General Journal	01/16/2025			payroll 2025 1/...	Police		001 General Fu...	1,697.13	2,819.13
General Journal	01/30/2025			payroll 2025 1/...	Police		001 General Fu...	1,238.75	4,057.88
Total PR Taxes Employer -P								4,057.88	4,057.88

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
January 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Printing-Leased Equipt. - P									
Check	01/03/2025	EFT	DDL Business	JAN lease prin...	Police		001 General Fu...	71.50	71.50
Total Printing-Leased Equipt. - P								71.50	71.50
Property Ins and Bonds-P									
Bill	01/01/2025	36924...	ENCOVA Insurance	Worker's Com...	Police		20000 · Accoun...	3,136.85	3,136.85
Total Property Ins and Bonds-P								3,136.85	3,136.85
Salaries and Wages-P									
General Journal	01/02/2025			payroll 2025 1/2	Police		001 General Fu...	12,561.44	12,561.44
General Journal	01/16/2025			payroll 2025 1/...	Police		001 General Fu...	18,951.33	31,512.77
General Journal	01/16/2025			payroll 2025 1/...	Park and ...		001 General Fu...	0.00	31,512.77
General Journal	01/30/2025			payroll 2025 1/...	Police		001 General Fu...	14,984.45	46,497.22
General Journal	01/30/2025			payroll 2025 1/...	Park and ...		001 General Fu...	0.00	46,497.22
Total Salaries and Wages-P								46,497.22	46,497.22
Telephone-P									
Bill	01/20/2025	07308...	Frontier	DEC usage	Police		20000 · Accoun...	77.16	77.16
Bill	01/25/2025	82993...	Comcast Internet	Internet 2025 J...	Police		20000 · Accoun...	51.63	128.79
Bill	01/25/2025	82993...	Comcast Internet	Internet 2025 F...	Police		20000 · Accoun...	51.63	180.42
Credit Card Charge	01/28/2025	DEC 2...	US Cellular	usage, cell ph...	Police		P-Card	225.92	406.34
Credit Card Charge	01/29/2025	JAN 2...	US Cellular	usage, cell ph...	Police		P-Card	230.34	636.68
Total Telephone-P								636.68	636.68
Utilities-P									
Check	01/02/2025	eft	ADT Security	2025 JAN	Police		001 General Fu...	74.88	74.88
Bill	01/04/2025	00010...	Harpers Ferry Water ...	Dec Usage To...	Police		20000 · Accoun...	54.72	129.60
Bill	01/10/2025	11008...	Potomac Edison	Dec usage, pol...	Police		20000 · Accoun...	211.30	340.90
Bill	01/24/2025	34246...	Waste Management ...	JAN 2024 tow...	Police		20000 · Accoun...	71.72	412.62
Total Utilities-P								412.62	412.62
Wireless-P									
Bill	01/05/2025	28733...	AT&T	ACCT 287334...	Police		20000 · Accoun...	467.60	467.60
Total Wireless-P								467.60	467.60
WV, Friendship									
Check	01/10/2025	EFT	State of WV	December 202...	Police		General Court F...	94.00	94.00
Total WV, Friendship								94.00	94.00
Total 001.700 · Police Dept								68,079.76	68,079.76
001.750 · Street Department									
Auto Supplies (Gas & Oil) St									
Bill	01/10/2025	NP677...	Fuelman	NP67729697	General		20000 · Accoun...	177.68	177.68
Total Auto Supplies (Gas & Oil) St								177.68	177.68
Equipment Rent St									
Bill	01/01/2025	27733...	AC & T Co., Inc.	INV 27733CC	General		20000 · Accoun...	80.00	80.00
Bill	01/29/2025	27733...	AC & T Co., Inc.	INV 27733CD	General		20000 · Accoun...	80.00	160.00
Total Equipment Rent St								160.00	160.00
Group Ins. St									
Bill	01/01/2025	36924...	ENCOVA Insurance	Worker's Com...	General		20000 · Accoun...	-36.21	-36.21
Total Group Ins. St								-36.21	-36.21
Maint & Repair to Autos St									
Bill	01/17/2025	118	CARS	INV 118 Inspe...	General		20000 · Accoun...	14.66	14.66
Bill	01/29/2025	7739	Superior Auto Body L...	INV RO 7739 I...	Police		20000 · Accoun...	2,832.25	2,846.91
Total Maint & Repair to Autos St								2,846.91	2,846.91
Tree Commission									
Bill	01/22/2025	13958	Antietam Tree and Turf	IN 139588 FY ...	General		20000 · Accoun...	2,150.00	2,150.00
Bill	01/22/2025	139590	Antietam Tree and Turf	INV 139590 FY...	General		20000 · Accoun...	1,935.00	4,085.00
Bill	01/22/2025	139589	Antietam Tree and Turf	INV 139589 FY...	General		20000 · Accoun...	350.00	4,435.00
Total Tree Commission								4,435.00	4,435.00
Pension Expense St									
General Journal	01/02/2025			payroll 2025 1/2	General		001 General Fu...	193.54	193.54
General Journal	01/16/2025			payroll 2025 1/...	General		001 General Fu...	205.29	398.83
General Journal	01/30/2025			payroll 2025 1/...	General		001 General Fu...	189.39	588.22
Total Pension Expense St								588.22	588.22
PR Taxes Employer St									
General Journal	01/02/2025			payroll 2025 1/2	General		001 General Fu...	193.53	193.53
General Journal	01/16/2025			payroll 2025 1/...	General		001 General Fu...	205.28	398.81
General Journal	01/30/2025			payroll 2025 1/...	General		001 General Fu...	189.40	588.21
Total PR Taxes Employer St								588.21	588.21

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
January 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Salaries & Wages St									
General Journal	01/02/2025			payroll 2025 1/2	General		001 General Fu...	2,150.40	2,150.40
General Journal	01/16/2025			payroll 2025 1/...	General		001 General Fu...	2,280.96	4,431.36
General Journal	01/30/2025			payroll 2025 1/...	General		001 General Fu...	2,104.32	6,535.68
Total Salaries & Wages St								6,535.68	6,535.68
Utilities St									
Bill	01/03/2025	00020...	Harpers Ferry Water ...	Dec Usage Hy...	General		20000 · Accoun...	240.00	240.00
Total Utilities St								240.00	240.00
Total 001.750 · Street Department								15,535.49	15,535.49
001.751 · Street Lights									
Utilities Sl									
Bill	01/07/2025	11008...	Potomac Edison	Dec Usage, St...	General		20000 · Accoun...	1,355.93	1,355.93
Bill	01/10/2025	11011...	Potomac Edison	Dec usage Pot...	General		20000 · Accoun...	45.65	1,401.58
Total Utilities Sl								1,401.58	1,401.58
Total 001.751 · Street Lights								1,401.58	1,401.58
001.753 · Snow Removal									
Contracted Services S									
Bill	01/13/2025	23351	Cornerstone Lawn Se...	INV 23351 Sto...	General		20000 · Accoun...	2,625.00	2,625.00
Bill	01/23/2025	23442	Cornerstone Lawn Se...	INV 23442 sno...	General		20000 · Accoun...	18,175.00	20,800.00
Bill	01/29/2025	23509	Cornerstone Lawn Se...	INV 23509 Sto...	General		20000 · Accoun...	16,837.50	37,637.50
Total Contracted Services S								37,637.50	37,637.50
Total 001.753 · Snow Removal								37,637.50	37,637.50
417 · Office of Attorney									
Bill	01/01/2025	1221001	Bowles Rice LLP	INV 1221001 ...	General		20000 · Accoun...	302.25	302.25
Total 417 · Office of Attorney								302.25	302.25
Total Expense								182,987.09	182,987.09
Net Ordinary Income								-31,435.66	-31,435.66
Net Income								**-31,435.66**	**-31,435.66**

Corp. of Harpers Ferry
Profit & Loss Detail (Water Only)
January 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
131 · SB234 Reserve Transfer									
General Journal	01/31/2025				Water		131.3 Water Tra...	5,700.00	5,700.00
Total 131 · SB234 Reserve Transfer								5,700.00	5,700.00
400 · Water Department Income									
Bond Renewal & Repl 2.5% trnfr									
General Journal	01/31/2025			Reserves	Water		127 · Bond Ren...	2,200.00	2,200.00
Total Bond Renewal & Repl 2.5% trnfr								2,200.00	2,200.00
421 · Non Utility Income									
419. · Interest									
Deposit	01/31/2025			Interest	Water		HF Water Work...	8.62	8.62
Deposit	01/31/2025			Interest	Water		Water Improve...	0.10	8.72
Deposit	01/31/2025			Interest	Water		CNB Reserve (...	22.93	31.65
Deposit	01/31/2025			Interest	Water		CNB CWCR S...	387.23	418.88
Deposit	01/31/2025			Interest	Water		2024 Constructi...	4.60	423.48
Deposit	01/31/2025			Interest	Water		Water Fund Ch...	40.57	464.05
Deposit	01/31/2025			Interest	Water		CNB Renew & ...	22.93	486.98
Deposit	01/31/2025			Interest	Water		CNB Renew & ...	368.05	855.03
Total 419. · Interest								855.03	855.03
Total 421 · Non Utility Income								855.03	855.03
461 · Customers - Water Bill Payments									
462 - Customer Hydrants									
Deposit	01/15/2025			Fire Protection	Water		Water Fund Ch...	240.00	240.00
Deposit	01/21/2025			Fire Protection	Water		Water Fund Ch...	540.00	780.00
Deposit	01/22/2025			Fire Protection	Water		Water Fund Ch...	37.86	817.86
Deposit	01/28/2025			Fire Protection	Water		Water Fund Ch...	18.93	836.79
Total 462 - Customer Hydrants								836.79	836.79
461 · Customers - Water Bill Payments - Other									
General Journal	01/31/2025		Harpers Ferry_v	To adjust A/R ...	Water		141 Accounts R...	95,109.85	95,109.85
Total 461 · Customers - Water Bill Payments - Other								95,109.85	95,109.85
Total 461 · Customers - Water Bill Payments								95,946.64	95,946.64
471 · PSD bill processing									
Invoice	01/03/2025	202412	HF Bolivar Public Ser...		Water		141 Accounts R...	2,304.00	2,304.00
Invoice	01/03/2025	202412	HF Bolivar Public Ser...	Monthly paym...	Water		141 Accounts R...	500.00	2,804.00
Total 471 · PSD bill processing								2,804.00	2,804.00
Total 400 · Water Department Income								101,805.67	101,805.67
Total Income								107,505.67	107,505.67
Gross Profit								107,505.67	107,505.67
Expense									
400. · Water Department									
Bond Interest									
427.3 · Bonds Payable - Series C									
Check	01/13/2025	EFT	USDA	2025 JAN	Water		Water Fund Ch...	1,523.00	1,523.00
Total 427.3 · Bonds Payable - Series C								1,523.00	1,523.00
428 · USDA 2021 - Bonds Payable									
Check	01/11/2025	eft	USDA		Water		Water Fund Ch...	19,530.00	19,530.00
Total 428 · USDA 2021 - Bonds Payable								19,530.00	19,530.00
Total Bond Interest								21,053.00	21,053.00
631.1 · Prof Services-Accounting-Water									
Bill	01/31/2025	34251	CoxHollidayoung PLLC	Accounting Se...	Water		20000 · Accoun...	680.22	680.22
Total 631.1 · Prof Services-Accounting-Water								680.22	680.22
131.3 Water Tranfs to Reserve									
General Journal	01/31/2025				Water		131 · SB234 Re...	5,700.00	5,700.00
Total 131.3 Water Tranfs to Reserve								5,700.00	5,700.00
341.2 Capital Outlay - Auto									
Check	01/20/2025	ach	Bank of Charles Town		Water		Water Fund Ch...	602.97	602.97
Check	01/27/2025	EFT	Bank of Charles Town	Water Truck lo...	Water		Water Fund Ch...	647.24	1,250.21
Total 341.2 Capital Outlay - Auto								1,250.21	1,250.21
675.3 Miscellaneous & General									
Check	01/28/2025	15204	Brandi Schildknecht	Reimburseme...	Water		Water Fund Ch...	88.48	88.48
Total 675.3 Miscellaneous & General								88.48	88.48
Maintenance of Mains									
620.6 · Materials and Supplies									
Bill	01/23/2025	V658552	CORE & MAIN LP	INV V658552 ...	Water		20000 · Accoun...	278.52	278.52
Bill	01/23/2025	W196...	CORE & MAIN LP	INV W196833 ...	Water		20000 · Accoun...	566.58	845.10

Corp. of Harpers Ferry
Profit & Loss Detail (Water Only)
January 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total 620.6 · Materials and Supplies								845.10	845.10
636 · Contracted Services									
Bill	01/28/2025	10294...	Greenridge Contractors	INV 10294192 ...	Water		20000 · Accoun...	5,292.25	5,292.25
Total 636 · Contracted Services								5,292.25	5,292.25
Total Maintenance of Mains								6,137.35	6,137.35
127 · Bond Renewal & Replacement Fund									
General Journal	01/31/2025			Reserves	Water		Bond Renewal ...	2,200.00	2,200.00
Total 127 · Bond Renewal & Replacement Fund								2,200.00	2,200.00
408.12 · PR Taxes Employer Expense									
General Journal	01/02/2025			payroll 2025 1/2	Water		001 General Fu...	1,158.81	1,158.81
General Journal	01/16/2025			payroll 2025 1/...	Water		001 General Fu...	1,367.37	2,526.18
General Journal	01/30/2025			payroll 2025 1/...	Water		001 General Fu...	1,174.82	3,701.00
Total 408.12 · PR Taxes Employer Expense								3,701.00	3,701.00
427.3_ · Municipal Bond Commission									
Check	01/04/2025	EFT	West Virginia Munici...	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
601.3 · Plant - Salaries & Wages									
General Journal	01/02/2025			payroll 2025 1/2	Water		001 General Fu...	9,011.71	9,011.71
General Journal	01/16/2025			payroll 2025 1/...	Water		001 General Fu...	10,272.69	19,284.40
General Journal	01/30/2025			payroll 2025 1/...	Water		001 General Fu...	8,979.66	28,264.06
Total 601.3 · Plant - Salaries & Wages								28,264.06	28,264.06
601.7 · Office - Salaries & Wages									
General Journal	01/02/2025			payroll 2025 1/2	Water		001 General Fu...	3,970.73	3,970.73
Bill	01/14/2025	11008...	Potomac Edison	processing fee...	Water		20000 · Accoun...	0.50	3,971.23
General Journal	01/16/2025			payroll 2025 1/...	Water		001 General Fu...	5,026.94	8,998.17
General Journal	01/30/2025			payroll 2025 1/...	Water		001 General Fu...	4,313.08	13,311.25
Total 601.7 · Office - Salaries & Wages								13,311.25	13,311.25
604.8 · Pension Exp									
General Journal	01/02/2025			payroll 2025 1/2	Water		001 General Fu...	1,168.42	1,168.42
General Journal	01/16/2025			payroll 2025 1/...	Water		001 General Fu...	1,376.97	2,545.39
General Journal	01/30/2025			payroll 2025 1/...	Water		001 General Fu...	1,196.35	3,741.74
Total 604.8 · Pension Exp								3,741.74	3,741.74
605.8 · Employee PEIA Benefits									
OPEB - Water									
Check	01/15/2025	eft	PEIA	Water 2025 JAN	Water		Harpers Ferry P...	204.00	204.00
Total OPEB - Water								204.00	204.00
605.8 · Employee PEIA Benefits - Other									
Check	01/15/2025	EFT	PEIA	Water PEIA Pr...	Water		Harpers Ferry P...	3,970.88	3,970.88
Total 605.8 · Employee PEIA Benefits - Other								3,970.88	3,970.88
Total 605.8 · Employee PEIA Benefits								4,174.88	4,174.88
615.3 · Utilities W									
Bill	01/03/2025	00010...	Harpers Ferry Water ...	Dec Usage To...	Water		20000 · Accoun...	54.71	54.71
Bill	01/04/2025	10-899...	Griffith Energy Servic...	January 2025 ...	Water		20000 · Accoun...	338.51	393.22
Bill	01/07/2025	31725...	Amerigas	INV 3172558216	Water		20000 · Accoun...	998.89	1,392.11
Bill	01/10/2025	11015...	Potomac Edison	Dec water tank...	Water		20000 · Accoun...	121.04	1,513.15
Bill	01/10/2025	11008...	Potomac Edison	Dec usage wat...	Water		20000 · Accoun...	3,055.03	4,568.18
Bill	01/14/2025	11008...	Potomac Edison	Dec usage Pot...	Water		20000 · Accoun...	26.32	4,594.50
Bill	01/24/2025	34246...	Waste Management ...	JAN 2024 tow...	Water		20000 · Accoun...	71.72	4,666.22
Bill	01/24/2025	31734...	Amerigas	INV 3173441785	Water		20000 · Accoun...	928.44	5,594.66
Total 615.3 · Utilities W								5,594.66	5,594.66
620.7 · Postage And Cust Acctg Supplies									
Bill	01/03/2025	20250...	Bank of Charles Town	Jan billing, De...	Water		20000 · Accoun...	503.58	503.58
Total 620.7 · Postage And Cust Acctg Supplies								503.58	503.58
620.8 · Office Supplies & Expenses									
631.2 · Payroll Processing-Water									
General Journal	01/16/2025			payroll process...	Water		001 General Fu...	104.55	104.55
General Journal	01/16/2025			payroll process...	Water		001 General Fu...	27.99	132.54
General Journal	01/30/2025			payroll process...	Water		001 General Fu...	28.71	161.25
Total 631.2 · Payroll Processing-Water								161.25	161.25
620.8 · Office Supplies & Expenses - Other									
Bill	01/01/2025	86817	Advantage Technolog...	INV 86817 Sup...	Water		20000 · Accoun...	337.32	337.32
Bill	01/01/2025	86770	Advantage Technolog...	INV 86770 Sup...	Water		20000 · Accoun...	707.50	1,044.82
Bill	01/10/2025	11008...	Potomac Edison	Service fee,ch...	Water		20000 · Accoun...	0.50	1,045.32
Bill	01/10/2025	11015...	Potomac Edison	service fee, sw...	Water		20000 · Accoun...	0.50	1,045.82
Bill	01/16/2025	871111	Advantage Technolog...	INV 87111 Add...	Water		20000 · Accoun...	62.50	1,108.32
Bill	01/31/2025	34251	CoxHollidayoung PLLC	RN Access 20...	Water		20000 · Accoun...	63.33	1,171.65
Total 620.8 · Office Supplies & Expenses - Other								1,171.65	1,171.65

Corp. of Harpers Ferry
Profit & Loss Detail (Water Only)
January 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total 620.8 · Office Supplies & Expenses								1,332.90	1,332.90
631.3 · Lab Services									
Bill	01/01/2025	24305...	Pace Analytical	INV 243050142	Water		20000 · Accoun...	351.00	351.00
Bill	01/09/2025	WAT2...	West Virginia DHHR	INV WAT25-16...	Water		20000 · Accoun...	46.00	397.00
Bill	01/13/2025	WAT2...	West Virginia DHHR	INV WAT25-16...	Water		20000 · Accoun...	46.00	443.00
Bill	01/29/2025	24305...	Pace Analytical	INV 2430570621	Water		20000 · Accoun...	205.20	648.20
Bill	01/29/2025	ENV25...	West Virginia DHHR	INV ENV25-574	Water		20000 · Accoun...	20.00	668.20
Total 631.3 · Lab Services								668.20	668.20
631.4PM · Plant Maintenance CS									
Bill	01/08/2025	01072...	Dodson Septic Tank ...	INV Jan 2025	Water		20000 · Accoun...	475.00	475.00
Check	01/13/2025	15193	H&H Technologies	19.75 Hours @...	Water		Water Fund Ch...	691.25	1,166.25
Check	01/13/2025	15193	H&H Technologies	59.25 Hours @...	Water		Water Fund Ch...	1,775.50	2,941.75
Check	01/13/2025	15193	H&H Technologies	5.0 Hours @$4...	Water		Water Fund Ch...	225.00	3,166.75
Check	01/13/2025	15193	H&H Technologies	10 Trips @ $15	Water		Water Fund Ch...	150.00	3,316.75
Check	01/13/2025	15194	H&H Technologies	33.75 Hours @...	Water		Water Fund Ch...	1,181.25	4,498.00
Check	01/13/2025	15194	H&H Technologies	44.75 Hours @...	Water		Water Fund Ch...	1,342.50	5,840.50
Check	01/13/2025	15194	H&H Technologies	10.75 Hours @...	Water		Water Fund Ch...	483.75	6,324.25
Check	01/13/2025	15194	H&H Technologies	9 Trips @ $15	Water		Water Fund Ch...	135.00	6,459.25
Bill	01/27/2025	1455	Heritage Environmental	INV 1455 Chlo...	Water		20000 · Accoun...	1,938.00	8,397.25
Check	01/29/2025	15207	H&H Technologies	20.5 Hours @$...	Water		Water Fund Ch...	717.50	9,114.75
Check	01/29/2025	15207	H&H Technologies	49.75 Hours @...	Water		Water Fund Ch...	1,492.50	10,607.25
Check	01/29/2025	15207	H&H Technologies	3.25 Hours @$...	Water		Water Fund Ch...	146.25	10,753.50
Check	01/29/2025	15207	H&H Technologies	12 Trips @ $15	Water		Water Fund Ch...	120.00	10,873.50
Total 631.4PM · Plant Maintenance CS								10,873.50	10,873.50
631.8 · Legal Fees and Studies									
Bill	01/01/2025	4607	Law Office of Hoy Shi...	INV 4607 - Tarr...	Water		20000 · Accoun...	440.00	440.00
Total 631.8 · Legal Fees and Studies								440.00	440.00
642.8 · Leased Equipment W									
Bill	01/02/2025	34238...	Waste Management ...	3423817-2413-3	Water		20000 · Accoun...	110.92	110.92
Bill	01/20/2025	42493...	AC & T Co., Inc.	INV 42493AM ...	Water		20000 · Accoun...	50.00	160.92
Total 642.8 · Leased Equipment W								160.92	160.92
656.8 · Ins-Property,Liability, Workers									
Bill	01/01/2025	36924...	ENCOVA Insurance	Worker's Com...	Water		20000 · Accoun...	4,352.86	4,352.86
Total 656.8 · Ins-Property,Liability, Workers								4,352.86	4,352.86
660.8 · Advertising & Legal Publication									
Bill	01/08/2025	WV24-...	Miss Utility	Dec 2024 Calls	Water		20000 · Accoun...	15.50	15.50
Total 660.8 · Advertising & Legal Publication								15.50	15.50
675.8 · Telephone W									
Bill	01/13/2025	012025	Comcast Internet	Jan usage	Water		20000 · Accoun...	163.05	163.05
Bill	01/20/2025	07308...	Frontier	DEC usage	Water		20000 · Accoun...	77.15	240.20
Bill	01/25/2025	82993...	Comcast Internet	Internet 2025 J...	Water		20000 · Accoun...	51.63	291.83
Bill	01/25/2025	82993...	Comcast Internet	Internet 2025 F...	Water		20000 · Accoun...	51.63	343.46
Credit Card Charge	01/28/2025	DEC 2...	US Cellular	usage, cell ph...	Water		P-Card	225.92	569.38
Credit Card Charge	01/29/2025	JAN 2...	US Cellular	usage, cell ph...	Water		P-Card	230.34	799.72
Total 675.8 · Telephone W								799.72	799.72
Total 400. · Water Department								119,537.00	119,537.00
Total Expense								119,537.00	119,537.00
Net Ordinary Income								-12,031.33	-12,031.33
Net Income								**-12,031.33**	**-12,031.33**

Harper Ferry Water Works

Policies: Late or Non-Payment of Account

Overpayment of Account

Adopted: ~~February~~ March 2025

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)~~1) ~~Termination notices and Shut offs are performed:~~
   ~~a. If a monthly balance is not paid by 15 days after termination notices are issued~~
   ~~b.~~a. ~~If prior month's balance is not paid by the following month's due date~~
   ~~c.~~a. ~~Exceptions to terminations must be approved by the Mayor or designee~~

~~3)~~2) Carry forward Account Balances:
   a. Customer may carry forward a balance due that meets **each** of the following criteria:
      i. Up to 2 months of billings (including partially paid bills)~~as long as it does not exceed $400.00 maximum (water and sewer combined)~~
      ~~i.~~ii. Less than $400 (combined water and sewer)
      ~~ii.~~iii. ~~2x a regular billing if regular monthly billing is in excess of $250.00 and~~ C~~c~~ustomer has a regular payment history
   b. If account has carried forward a balance that does not meet the criteria in 3a above~~exceeding limits above, the account~~:
      i. Account m~~M~~ust be paid in full or
      ii. Customer m~~M~~ust engage in Deferred Payment Agreement (DPA) or
      ~~iii. Water Shut off~~

   ~~iv.~~ iii. If item~~s~~ i or~~,~~ ii~~, or iii~~ are not in place after the first month's bill is 90 days past due, regardless of amount due or payment history, the account is sent to collection agency and the water will be shut off.

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Commented [DS1]: Captured in ii. above but a lower $ amt in ii.

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Commented [DS2]:

Commented [DS3]: Are we shutting off once you get to end of 2nd month or end of 3rd month. This says end of 3rd month. 2ai. above seems to say 60 days

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3) Termination notices and Shut offs are performed:
   a. If a monthly balance is not paid by 15 calendar days after termination notices are issued
   b. If prior month's balance is not paid by the following month's due date
   c. Exceptions to terminations must be approved by the Mayor or designee
4) Default on Deferred Payment Agreement (DPA)
   a. Monthly payments for the DPA must be maintained until the DPA is paid off
   b. Per the DPA, a customer may renegotiate the DPA should n~~N~~on-payment of DPA in a single month occur. If customer does not respond to request for renegotiation or notifications executed per the DPA, ~~renders~~ the DPA will be rendered null and void (~~this is~~ details included in the DPA~~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 and is subject to the Carry Forward Account Balances in Section 2) of this policy.~~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 subject to Carry Forward Account Balances in Section 2) of this policy. ~~ent 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 rejected~~disapproved~~.
      ii. Once approved/rejected~~disapproved~~ and applied, full payment is due at next billing period and account will be treated in accordance with this policy~~as normal account beginning with #1 above~~. Customer may initiate a DPA should balance due prove extraordinary.
   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.

Commented [DS4]: Shall instead of may?

d. ~~If no LAR is submitted by customer, and no adjustment for erroneous meter reading is required, bill is due in full with next billing period and account will be treated in accordance with this policy as normal account beginning with #1 above~~.

Commented [DS5]: This paragraph says if we don't receive anything we don't have to do anything. Recommend removing.

Commented [DK6R5]: agree

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 over the balance owed ~~(between~~ Water and Sewer billings combined).

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2) Payments received in excess of approximately 2 times average monthly billing over previous 12 months 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~~,~~ in an amount that is greater than $500 or greater than twice your average monthly bill~~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.

Commented [DS7]: I believe this is subject to a fee. Recommend noting that here.

Commented [DK8R7]: There is not a fee for ACH

Harper Ferry Water Works

Policies: Late or Non-Payment of Account

Overpayment of Account

Adopted: March 2025

<u>Opening New Account:</u>

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

<u>Late or Non-Payment of Account</u>

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) Carry forward Account Balances:
    a. Customer may carry forward a balance due that meets **<u>each</u>** of the following criteria:
        i. Up to 2 months of billings (including partially paid bills)
        ii. Less than $400 (combined water and sewer)
        iii. Customer has a regular payment history
    b. If account has carried forward a balance that does not meet the criteria in 3a above:
        i. Account must be paid in full or
        ii. Customer must engage in Deferred Payment Agreement (DPA) or

    iii. If item i or ii are not in place after the first month's bill is 90 days past due, regardless of amount due or payment history, the account is sent to collection agency and the water will be shut off.

3) Termination notices and Shut offs are performed:
    a. If a monthly balance is not paid by 15 calendar days after termination notices are issued
    b. If prior month's balance is not paid by the following month's due date
    c. Exceptions to terminations must be approved by the Mayor or designee
4) Default on Deferred Payment Agreement (DPA)
    a. Monthly payments for the DPA must be maintained until the DPA is paid off
    b. Per the DPA, a customer may renegotiate the DPA should non-payment of DPA in a single month occur. If customer does not respond to request for

renegotiation or notifications executed per the DPA, the DPA will be rendered null and void (details included in the DPA)

   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 and is subject to the Carry Forward Account Balances in Section 2) of this policy.
   b. Skip out – if no forwarding address is provided with a final balance due on the account, account is subject to Carry Forward Account Balances in Section 2) of this policy.
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 rejected.
      ii. Once approved/rejected and applied, full payment is due at next billing period and account will be treated in accordance with this policy. Customer may initiate a DPA should balance due prove extraordinary.
   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. y.

<u>Overpayment of account</u>

1) Customer accounts shall **<u>not</u>** hold an overpayment (credit) balance in excess of twice an average monthly billing or at a maximum $500 balance over the balance owed (Water and Sewer billings combined).
2) Payments received in excess of approximately 2 times average monthly billing over previous 12 months 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 in an amount that is greater than $500 or greater than twice your average monthly bill.

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.