

Corp. of Harpers Ferry
Check Detail
March 2025

From S.d.m.

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	aCH	03/19/2025	Crystal Springs		001 General Fund A...		-37.22
Bill	122424	12/24/2024			620.8 · Office Suppli...	-3.00	6.00
Bill	021825	02/18/2025			341 G · Materials & S...	-3.00	5.99
					620.8 · Office Suppli...	-15.61	31.22
					341 G · Materials & S...	-15.61	31.23
TOTAL						-37.22	74.44
Bill Pmt -Check	ACH	03/03/2025	Potomac Edison		001 General Fund A...		-14.58
Bill	11008...	02/10/2025			Utilities Pa	-14.58	14.58
TOTAL						-14.58	14.58
Bill Pmt -Check	ACH	03/03/2025	Potomac Edison		001 General Fund A...		-1,356.07
Bill	11008...	02/05/2025			Utilities SI	-1,356.07	1,356.07
TOTAL						-1,356.07	1,356.07
Bill Pmt -Check	ACH	03/03/2025	Fuelman		Water Fund Checking		-829.02
Bill	NP680...	03/03/2025			650.8 · Auto & Trans...	-829.02	829.02
TOTAL						-829.02	829.02
Bill Pmt -Check	ACH	03/12/2025	Potomac Edison		001 General Fund A...		-40.26
Bill	11011...	02/10/2025			Utilities SI	-40.26	40.26
TOTAL						-40.26	40.26
Bill Pmt -Check	ACH	03/12/2025	Potomac Edison		001 General Fund A...		-255.41
Bill	11008...	02/10/2025			Utilities C	-255.41	255.41
TOTAL						-255.41	255.41
Bill Pmt -Check	ACH	03/12/2025	Potomac Edison		001 General Fund A...		-41.29
Bill	11014...	02/10/2025			Utilities C	-41.29	41.29

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-41.29	41.29
Bill Pmt -Check	ACH	03/12/2025	Potomac Edison		001 General Fund A...		-349.39
Bill	11008...	02/10/2025			Utilities C	-349.39	349.39
TOTAL						-349.39	349.39
Bill Pmt -Check	ACH	03/12/2025	Potomac Edison		001 General Fund A...		-229.92
Bill	11008...	02/10/2025			Utilities-P	-229.92	229.92
TOTAL						-229.92	229.92
Bill Pmt -Check	ACH	03/18/2025	Fuelman		001 General Fund A...		-188.03
Bill	NP680...	03/08/2025			Auto Supplies (Gas &...	-188.03	188.03
TOTAL						-188.03	188.03
Bill Pmt -Check	ACH	03/19/2025	Crystal Springs		Water Fund Checking		-37.22
Bill	122424	12/24/2024			620.8 · Office Suppli...	-3.00	6.00
Bill	021825	02/18/2025			341 G · Materials & S...	-2.99	5.99
					620.8 · Office Suppli...	-15.61	31.22
					341 G · Materials & S...	-15.62	31.23
TOTAL						-37.22	74.44
Bill Pmt -Check	ACH	03/31/2025	Crystal Springs		001 General Fund A...		-36.97
Bill	031825	03/18/2025			620.8 · Office Suppli...	-18.48	36.97
					341 G · Materials & S...	-18.49	36.97
TOTAL						-36.97	73.94
Bill Pmt -Check	ACH	03/31/2025	Crystal Springs		Water Fund Checking		-36.97
Bill	031825	03/18/2025			620.8 · Office Suppli...	-18.49	36.97
					341 G · Materials & S...	-18.48	36.97
TOTAL						-36.97	73.94
Check	eft	03/01/2025	West Virginia Muni...		Water Fund Checking		-1,953.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					USDA Reserve	-1,953.00	1,953.00
						-1,953.00	1,953.00
Check	eft	03/11/2025	USDA		Water Fund Checking		-19,530.00
TOTAL					428 - USDA 2021 - B...	-19,530.00	19,530.00
						-19,530.00	19,530.00
Check	eft	03/17/2025	ADT Security		001 General Fund A...		-74.88
TOTAL					Utilities-P	-74.88	74.88
						-74.88	74.88
Check	EFT	03/03/2025	State of WV		General Court Fund		-82.00
TOTAL					WV, Friendship	-82.00	82.00
						-82.00	82.00
Check	EFT	03/04/2025	Fuelman		001 General Fund A...		-1,207.69
TOTAL					Auto Supplies and Fu...	-1,207.69	1,207.69
						-1,207.69	1,207.69
Check	EFT	03/04/2025	West Virginia Muni...		Water Fund Checking		-4,492.97
TOTAL					427.3 - Municipal B...	-4,492.97	4,492.97
						-4,492.97	4,492.97
Check	EFT	03/05/2025	DDL Business		001 General Fund A...		-71.50
TOTAL					Printing-Leased Equi...	-71.50	71.50
						-71.50	71.50
Check	EFT	03/09/2025	Leaf		001 General Fund A...		-209.00
					Leased Equipment C	-104.50	104.50

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					Due To General	-104.50	104.50
						-209.00	209.00
Check	EFT	03/14/2025	USDA		Water Fund Checking		-1,523.00
					427.3 · Bonds Payabl...	-1,523.00	1,523.00
TOTAL						-1,523.00	1,523.00
Check	EFT	03/24/2025	Bank of Charles To...		Water Fund Checking		-647.24
					341.2 Capital Outlay -...	-647.24	647.24
TOTAL						-647.24	647.24
Bill Pmt -Check	108	03/19/2025	Gwin Dobson & For...		2024 Construction ..		-2,215.20
Bill	90823	01/31/2025			Construction in Progr...	-2,215.20	2,215.20
TOTAL						-2,215.20	2,215.20
Check	344	03/04/2025			Hotel Motel Tax		0.00
TOTAL						0.00	0.00
Check	345	03/04/2025	Harper Cemetary		Hotel Motel Tax		-3,145.00
					906 · Arts & Humaniti...	-3,145.00	3,145.00
TOTAL						-3,145.00	3,145.00
Check	346	03/04/2025			Hotel Motel Tax		0.00
TOTAL						0.00	0.00
Check	347	03/04/2025	Harpers Ferry Boliv...		Hotel Motel Tax		-1,000.00
					906 · Arts & Humaniti...	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Check	348	03/17/2025	Mountaineer Popco...		Hotel Motel Tax		-188.06

11:12 AM
03/31/25

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					906 · Arts & Humaniti...	-188.06	188.06
						-188.06	188.06
Check	350	03/20/2025	Wayne Bishop		Hotel Motel Tax		-107.41
TOTAL					906 · Arts & Humaniti...	-107.41	107.41
						-107.41	107.41
Check	351	03/26/2025	William Pappas		Hotel Motel Tax		-1,250.00
TOTAL					906 · Arts & Humaniti...	-1,250.00	1,250.00
						-1,250.00	1,250.00
Check	352	03/26/2025	Network 404 LLC		Hotel Motel Tax		-1,291.13
TOTAL					906 · Arts & Humaniti...	-1,291.13	1,291.13
						-1,291.13	1,291.13
Check	353	03/26/2025	Harpers Ferry Natio...		Hotel Motel Tax		-358.00
TOTAL					906 · Arts & Humaniti...	-358.00	358.00
						-358.00	358.00
Check	354	03/27/2025	Harpers Ferry Merc...		Hotel Motel Tax		-537.60
TOTAL					906 · Arts & Humaniti...	-537.60	537.60
						-537.60	537.60
Check	1471	03/19/2025	Donna Olsen		HF Water Works Es...		-50.00
TOTAL					Water Security Depo...	-50.00	50.00
						-50.00	50.00
Check	1472	03/19/2025	Thomas, Shawn		HF Water Works Es...		-50.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					Water Security Depo...	-50.00	50.00
						-50.00	50.00
Check	1473	03/26/2025	Elliana Johnson		HF Water Works Es...		-50.00
TOTAL					Water Security Depo...	-50.00	50.00
						-50.00	50.00
Check	1474	03/26/2025	Coloma, Mario		HF Water Works Es...		-50.00
TOTAL					Water Security Depo...	-50.00	50.00
						-50.00	50.00
Check	11875	03/27/2025			Harpers Ferry Payr...		0.00
TOTAL						0.00	0.00
Check	15234	03/03/2025	Corporation of Har...		Water Fund Checking		-2,200.00
TOTAL					Due To Water	-2,200.00	2,200.00
						-2,200.00	2,200.00
Check	15235	03/03/2025	Corporation of Har...		Water Fund Checking		-5,700.00
TOTAL					Due To Water	-5,700.00	5,700.00
						-5,700.00	5,700.00
Bill Pmt -Check	15236	03/04/2025	Advantage Technol...		Water Fund Checking		-1,108.75
Bill	86770	01/01/2025			Contracted Services C	-74.37	480.01
					Contracted Services-P	-4.07	26.25
					620.8 - Office Suppli...	-109.62	707.50
Bill	87293	02/01/2025			Contracted Services C	-519.44	3,352.49
					Contracted Services C	-7.86	23.75
					Contracted Services-P	-8.69	26.25
					620.8 - Office Suppli...	-132.78	401.25
					Contracted Services C	-251.92	761.25
TOTAL						-1,108.75	5,778.75

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	15237	03/19/2025	Corporation of Har...		Water Fund Checking		-3,559.35
TOTAL					Due To General	-3,559.35	3,559.35
						-3,559.35	3,559.35
Check	15238	03/19/2025	Corporation of Har...		Water Fund Checking		-1,947.30
TOTAL					Due To General	-1,947.30	1,947.30
						-1,947.30	1,947.30
Check	15239	03/19/2025	Corporation of Har...		Water Fund Checking		-5,700.00
TOTAL					Due To Water	-5,700.00	5,700.00
						-5,700.00	5,700.00
Check	15240	03/19/2025	Corporation of Har...		Water Fund Checking		-3,700.00
TOTAL					Due To Water	-3,700.00	3,700.00
						-3,700.00	3,700.00
Check	15241	03/19/2025	Fringe Benefits Ma...		Water Fund Checking		0.00
TOTAL						0.00	0.00
						0.00	0.00
Check	15242	03/19/2025	H&H Technologies		Water Fund Checking		-285.00
TOTAL					631.4PM - Plant Main...	-270.00	270.00
					631.4PM - Plant Main...	-15.00	15.00
						-285.00	285.00
Bill Pmt -Check	15243	03/19/2025	Automated Office E...		Water Fund Checking		-222.32
Bill	152150	02/28/2025			620.8 - Office Suppli...	-111.16	222.32
					341 G - Materials & S...	-111.16	222.31
TOTAL						-222.32	444.63
						-222.32	444.63
Bill Pmt -Check	15244	03/19/2025	Amerigas		Water Fund Checking		-566.58
							-566.58

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	31746...	02/25/2025			615.3 · Utilities W	-566.58	566.58
TOTAL						-566.58	566.58
Bill Pmt -Check	15245	03/19/2025	Harpers Ferry Wate...		Water Fund Checking		-28.43
Bill	00010...	03/03/2025			615.3 · Utilities W	-28.43	28.43
TOTAL						-28.43	28.43
Bill Pmt -Check	15246	03/19/2025	WV Corp		Water Fund Checking		-4,520.21
Bill	110287	03/02/2025			Insurance and Bonds Group Ins. St	-627.00	1,453.61
					Property Ins and Bon...	-539.83	1,251.53
					656.8 · Ins-Property,...	-1,403.64	3,254.15
						-1,949.74	4,520.21
TOTAL						-4,520.21	10,479.50
Bill Pmt -Check	15248	03/19/2025	Pace Analytical		Water Fund Checking		-377.70
Bill	25305...	03/03/2025			631.3 · Lab Services	-377.70	377.70
TOTAL						-377.70	377.70
Bill Pmt -Check	15249	03/19/2025	Jefferson Rentals, ...		Water Fund Checking		-88.47
Bill	79162	03/04/2025			642.6 - Rental Equip...	-88.47	88.47
TOTAL						-88.47	88.47
Bill Pmt -Check	15250	03/19/2025	Law Office of Hoy S...		Water Fund Checking		-2,762.50
Bill	4631	03/01/2025			631.8 · Legal Fees a...	-1,300.00	1,300.00
Bill	4632	03/01/2025			631.8 · Legal Fees a...	-1,462.50	1,462.50
TOTAL						-2,762.50	2,762.50
Bill Pmt -Check	15251	03/19/2025	CITCO Water		Water Fund Checking		-1,071.00
Bill	10029...	03/06/2025			618.3 · Plant Chemic...	-1,071.00	1,071.00
TOTAL						-1,071.00	1,071.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	15252	03/19/2025	Pace Analytical		Water Fund Checking		-419.70
Bill	25305...	03/05/2025			631.3 · Lab Services	-185.80	185.80
Bill	25609...	03/06/2025			631.3 · Lab Services	-233.90	233.90
TOTAL						-419.70	419.70
Bill Pmt -Check	15253	03/19/2025	Bank of Charles To...		Water Fund Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	15254	03/19/2025	Continental Utility ...		Water Fund Checking		-5,750.00
Bill	U36670	07/09/2024			620.8 · Office Suppli...	-5,750.00	11,500.00
TOTAL						-5,750.00	11,500.00
Bill Pmt -Check	15255	03/19/2025	DEP / Div. of Water ...		Water Fund Checking		-1,550.00
Bill	00503...	03/07/2025			631.8 · Legal Fees a...	-1,550.00	1,550.00
TOTAL						-1,550.00	1,550.00
Bill Pmt -Check	15256	03/19/2025	Bank of Charles To...		Water Fund Checking		-589.82
Bill	20250...	03/03/2025			620.7 · Postage And ...	-589.82	589.82
TOTAL						-589.82	589.82
Bill Pmt -Check	15258	03/03/2025	Cornerstone Lawn ...		Water Fund Checking		-106.25
Bill	23614	02/11/2025			631.4PM · Plant Main...	-106.25	106.25
TOTAL						-106.25	106.25
Bill Pmt -Check	15259	03/20/2025	Pace Analytical		Water Fund Checking		-208.90
Bill	25305...	03/04/2025			631.3 · Lab Services	-208.90	208.90
TOTAL						-208.90	208.90
Check	15260	03/26/2025	H&H Technologies		Water Fund Checking		-1,887.50

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					631.4PM - Plant Main...	-455.00	455.00
					631.4PM - Plant Main...	-1,342.50	1,342.50
					631.4PM - Plant Main...	-90.00	90.00
						-1,887.50	1,887.50
Check	15261	03/26/2025	Fringe Benefits Ma...		Water Fund Checking		-325.54
TOTAL					24000 - Payroll Liabili...	-325.54	325.54
						-325.54	325.54
Bill Pmt -Check	15262	03/27/2025	Cornerstone Lawn ...		Water Fund Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	15263	03/27/2025	Cornerstone Lawn ...		Water Fund Checking		-577.50
Bill	23443	01/23/2025			631.4PM - Plant Main...	-227.50	227.50
Bill	23521	01/29/2025			631.4PM - Plant Main...	-350.00	350.00
TOTAL						-577.50	577.50
Bill Pmt -Check	15264	03/27/2025	Advantage Technol...		Water Fund Checking		-345.98
Bill	88108	03/01/2025			Contracted Services C	-115.32	345.99
					Contracted Services-P	-115.33	345.98
					620.8 - Office Suppli...	-115.33	345.98
TOTAL						-345.98	1,037.95
Bill Pmt -Check	15265	03/31/2025	Advantage Technol...		Water Fund Checking		-237.50
Bill	88060	03/01/2025			620.8 - Office Suppli...	-237.50	237.50
TOTAL						-237.50	237.50
Bill Pmt -Check	15266	03/31/2025	Miss Utility		Water Fund Checking		-18.60
Bill	WV25...	03/08/2025			660.8 - Advertising & ...	-18.60	18.60
TOTAL						-18.60	18.60
Bill Pmt -Check	16738	03/04/2025	Advantage Technol...		001 General Fund A...		-2,677.50

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	86770	01/01/2025			Contracted Services C	-196.19	480.01
					Contracted Services-P	-10.72	26.25
					620.8 · Office Suppli...	-289.16	707.50
Bill	87293	02/01/2025			Contracted Services C	-1,370.18	3,352.49
					Contracted Services C	-15.89	23.75
					Contracted Services-P	-17.56	26.25
					620.8 · Office Suppli...	-268.47	401.25
					Contracted Services C	-509.33	761.25
TOTAL						-2,677.50	5,778.75
Check	16739	03/19/2025	Fringe Benefits Ma...		001 General Fund A...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	16740	03/19/2025	Automated Office E...		001 General Fund A...		-222.31
Bill	152150	02/28/2025			620.8 · Office Suppli...	-111.16	222.32
					341 G · Materials & S...	-111.15	222.31
TOTAL						-222.31	444.63
Bill Pmt -Check	16741	03/19/2025	Harpers Ferry Wate...		001 General Fund A...		-346.87
Bill	00010...	03/03/2025			Utilities-P	-28.41	28.41
Bill	00020...	03/03/2025			Utilities C	-28.41	28.41
Bill	00035...	03/03/2025			Utilities St	-240.00	240.00
					Utilities Pa	-50.05	50.05
TOTAL						-346.87	346.87
Bill Pmt -Check	16742	03/19/2025	WV Corp		001 General Fund A...		-5,959.29
Bill	110287	03/02/2025			Insurance and Bonds	-826.61	1,453.61
					Group Ins. St	-711.70	1,251.53
					Property Ins and Bon...	-1,850.51	3,254.15
					656.8 · Ins-Property...	-2,570.47	4,520.21
TOTAL						-5,959.29	10,479.50
Bill Pmt -Check	16743	03/19/2025	WV Division of Labor		001 General Fund A...		-90.00
Bill	EV000...	02/27/2025			Maint & Repairs to Bl...	-90.00	90.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-90.00	90.00
Bill Pmt -Check	16744	03/19/2025	CARS		001 General Fund A...		-567.95
Bill	2025-3...	03/03/2025			Maintenance and Re...	-567.95	567.95
TOTAL						-567.95	567.95
Bill Pmt -Check	16745	03/19/2025	Dean's Lawnmower		001 General Fund A...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	16746	03/20/2025	Cornerstone Lawn ...		001 General Fund A...		-4,312.50
Bill	23401	03/12/2025			001.753 - Snow Rem...	-4,312.50	4,312.50
TOTAL						-4,312.50	4,312.50
Bill Pmt -Check	16747	03/24/2025	Homewood Lawn C...		001 General Fund A...		-400.00
Bill	342	03/19/2025			Contracted Services St	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	16748	03/26/2025	Central Elevator Ins...		001 General Fund A...		-170.00
Bill	MS02...	02/26/2025			Maint & Repairs to Bl...	-170.00	170.00
TOTAL						-170.00	170.00
Check	16749	03/26/2025	Fringe Benefits Ma...		001 General Fund A...		-429.96
TOTAL					24000 - Payroll Liabili...	-207.38	207.38
					24000 - Payroll Liabili...	-222.58	222.58
						-429.96	429.96
Check	16750	03/27/2025			001 General Fund A...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	16751	03/27/2025	Advantage Technol...		001 General Fund A...		-691.97

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	88108	03/01/2025			Contracted Services C Contracted Services-P 620.8 - Office Suppli...	-230.67 -230.65 -230.65	345.99 345.98 345.98
TOTAL						-691.97	1,037.95
Check	16752	03/31/2025	Michael & Jill Robe...		001 General Fund A...		-25.00
TOTAL					326 - Building Permit ...	-25.00	25.00
Bill Pmt - Check	16753	03/31/2025	CARS		001 General Fund A...		-133.83
Bill	2025-5...	03/25/2025			Maintenance and Re...	-133.83	133.83
TOTAL						-133.83	133.83
Bill Pmt - Check	16754	03/31/2025	Automated Office E...		001 General Fund A...		-332.51
Bill	152475	03/21/2025			Office Supplies and ...	-332.51	332.51
TOTAL						-332.51	332.51

Item 5.a.i.

1:42 PM

04/02/25

Accrual Basis

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

Ordinary Income/Expense		Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
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		57,747.19	85,593.00	-27,845.81	67.5%
303 . Oil & Gas Severance Tax		990.25	2,500.00	-1,509.75	39.6%
304 . Excise Tax on Utilities		3,726.20	6,500.00	-2,773.80	57.3%
305 . Business and Occupation Tax		181,770.24	200,000.00	-18,229.76	90.9%
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		64,697.48	75,000.00	-10,302.52	86.3%
314 . Sales Tax Revenue		246,945.65	290,000.00	-43,054.35	85.2%
320 . Fines, Fees & Court Cost		7,475.00	20,000.00	-12,525.00	37.4%
320-399 . Police Department Rev Sources					
321 Parking Violations		22,612.00	32,000.00	-9,388.00	70.7%
380 P . Interest		96.39			
389 . Accident report		140.00			
399 P . Miscellaneous Revenue (M)		20.00			
Total 320_399 . Police Department Rev Sources		22,868.39	32,000.00	-9,131.61	71.5%
325 . Licenses		3,382.00	6,500.00	-3,118.00	52.0%
326 . Building Permit Fees		5,121.85	5,000.00	121.85	102.4%
327 . Miscellaneous Permits (Parking)		333.00	800.00	-467.00	41.6%
328 . Franchise Fees		2,309.40	3,300.00	-990.60	70.0%
330 . IRP Fees		3,767.60	5,000.00	-1,232.40	75.4%
340 . Parks and Rec.		1,992.22	5,000.00	-3,007.78	39.8%
342 . Parking Meter Revenue					
342.1 Parking Meter Revenue		140,167.77	200,000.00	-59,832.23	70.1%
342 . Parking Meter Revenue - Other		0.00	0.00	0.00	0.0%
Total 342 . Parking Meter Revenue		140,167.77	200,000.00	-59,832.23	70.1%
345 . Rents & Concessions		72,149.33	88,000.00	-15,850.67	82.0%
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		5,234.90	2,500.00	2,734.90	209.4%
368 . Contributions from other Enttl		0.00	80,000.00	-80,000.00	0.0%
376 . Table Gaming Income		8,595.09	13,000.00	-4,404.91	66.1%
380 . Interest Earned on Investments		4,254.86	5,500.00	-1,245.14	77.4%
382 . Refunds and Rebates		677.30	1,600.00	-922.70	42.3%
397 . Lottery		24,739.36	35,000.00	-10,260.64	70.7%
399 . Miscellaneous Revenue		3,425.00	4,000.00	-575.00	85.6%
405 . Board of Zoning-Appeal		150.00	100.00	50.00	150.0%
Total General		872,469.46	2,461,803.00	-1,589,333.54	35.4%

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Accrual Basis

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

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
386 - Insurance Claims	6,987.61	7,500.00	-512.39	93.2%
Total Income	879,457.07	2,469,303.00	-1,589,845.93	35.6%
Gross Profit	879,457.07	2,469,303.00	-1,589,845.93	35.6%
Expense				
001.809 Grants Health/Sanitatio	0.00	9,000.00	-9,000.00	0.0%
001.760 Parking	9,707.48	13,384.34	-3,676.86	72.5%
405 - Board of Zoning Appeals	0.00	300.00	-300.00	0.0%
Capital Projects Expenditures				
001.375 - 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	2,323.91	6,630.00	-4,306.09	35.1%
901 - Visitors Bureau -H	35,356.33	37,500.00	-2,143.67	94.3%
906 - Arts & Humanities -H	8,781.73	67,500.00	-58,718.27	13.0%
911 - Historical Landmarks Com.				
Contracted Services	7,000.00			
911 - Historical Landmarks Com. - Other	0.00	15,200.00	-15,200.00	0.0%
Total 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	53,461.97	131,330.00	-77,868.03	40.7%
001.402 - Economic Development	2,118.52	15,000.00	-12,881.48	14.1%
001.409 - Office of Mayor	14,353.35	22,600.00	-8,246.65	63.5%
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	52,506.60	73,636.74	-21,130.14	71.3%
001.415 - Office of City Clerk	51,150.24	73,181.65	-22,031.41	69.9%
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	165,932.48	327,117.61	-161,185.13	50.7%

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

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
001.699 · Contingencies	0.00	153,478.00	-153,478.00	0.0%
001.700 · Police Dept	377,169.19	595,879.81	-218,710.62	63.3%
001.706 · Fire Dept	0.00	4,000.00	-4,000.00	0.0%
001.750 · Street Department	69,047.20	117,809.49	-48,762.29	58.6%
001.751 · Street Lights	16,354.45	18,200.00	-1,845.55	89.9%
001.752 · Street Signs	530.30	1,000.00	-469.70	53.0%
001.753 · Snow Removal	48,842.50	75,000.00	-26,157.50	65.1%
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	875,758.89	2,469,302.64	-1,593,543.75	35.5%
Net Ordinary Income	3,698.18	0.36	3,697.82	1,027,272.2%
Net Income	3,698.18	0.36	3,697.82	1,027,272.2%

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Accrual Basis

Item 5, a.i.

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

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
131 - SB234 Reserve Transfer				
131.3 Transfers to Reserve	47,200.00	72,953.00	-25,753.00	64.7%
400 - Water Department Income	0.00	0.00	0.00	0.0%
Bond Renewal & Repl 2.5% trmr				
New Water Taps	21,000.00	27,137.50	-6,137.50	77.4%
Capacity/Improvement Fees	1,500.00	0.00	0.00	100.0%
419 - Interest Income Bonds	2,925.00	2,925.00	0.00	100.0%
421 - Non Utility Income	0.00	1,500.00	-1,500.00	0.0%
419 - Interest	4,777.56	1,700.00	3,077.56	281.0%
Total 421 - Non Utility Income	4,777.56	1,700.00	3,077.56	281.0%
461 - Customers - Water Bill Payments				
462 - Customer Hydrants	4,553.41			
461 - Customers - Water Bill Payments - Other	779,396.77	6,700.00	-2,146.59	68.0%
Total 461 - Customers - Water Bill Payments	783,950.18	1,092,200.00	-308,249.82	71.8%
462.1 - Annual Fire Service Fee	0.00	3,000.00	-3,000.00	0.0%
471 - PSD bill processing	22,750.00	36,000.00	-13,250.00	63.2%
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	861,541.26	1,209,670.74	-348,129.48	71.2%
Total Income	908,741.26	1,282,623.74	-373,882.48	70.9%
Gross Profit	908,741.26	1,282,623.74	-373,882.48	70.9%
Expense				
400 - Water Department				
Bond Interest				
631.1 - Prof Services-Accounting-Water	168,424.00	292,640.00	-124,216.00	57.6%
131.3 Water Transits to Reserve	7,194.93	14,000.00	-6,805.07	51.4%
334 - New Meters	47,200.00	72,953.00	-25,753.00	64.7%
334.0 Maintenance of Meters	1,324.41	2,500.00	-1,175.59	53.0%
341.2 Capital Outlay - Auto	580.06	2,000.00	-1,419.94	29.0%
605.8 Accrued Leave - Water	9,401.56	13,500.00	-4,098.44	69.6%
620.7a - Bank Service Charges	0.00	5,000.00	-5,000.00	0.0%
670.7 Bad Debt	0.00	50.00	-50.00	0.0%
675.3 Miscellaneous & General	167.48	2,500.00	-2,500.00	0.0%
675.3 Uniforms	430.63	200.00	-32.52	83.7%
675.3Memberships/Dues/subscript	440.00	1,500.00	-1,069.37	28.7%
Maintenance of Mains				
675.6 - Miscellaneous Expense	0.00	500.00	-50.00	88.0%
642.6 - Rental Equipment	1,060.63	2,000.00	-2,000.00	0.0%
620.6 - Materials and Supplies	7,807.52	3,000.00	-1,939.37	35.4%
636 - Contracted Services	59,152.62	70,000.00	-9,192.48	45.9%
Total Maintenance of Mains	68,020.77	92,000.00	-23,979.23	73.9%
127 - Bond Renewal & Replacement Fund				
408.10 - Assessments	21,000.00	27,137.50	-6,137.50	77.4%
408.12 - PR Taxes Employer Expense	2,263.01	2,270.00	-6.99	99.7%
427.3 - Municipal Bond Commission	17,054.93	23,011.75	-5,956.82	74.1%
601.3 - Plant - Salaries & Wages	35,943.76	45,000.00	-9,056.24	79.9%
601.7 - Office - Salaries & Wages	141,462.76	180,847.68	-39,384.92	78.2%
604.8 - Pension Exp	72,558.90	106,798.24	-34,260.34	67.9%
605.8 - Employee PEIA Benefits	20,202.63	32,863.79	-12,661.16	61.5%
	30,190.26	52,000.00	-21,809.74	58.1%

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Accrual Basis

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

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
615.3 - Utilities W	26,823.45	34,000.00	-7,176.55	78.9%
618.3 - Plant Chemicals	10,000.43	22,000.00	-11,999.57	45.5%
620.3 - Plant - Material & Supplies	3,840.17	9,000.00	-5,159.83	42.7%
620.6 - Maintenance of Hydrants	0.00	2,000.00	-2,000.00	0.0%
620.7 - Postage And Cust Acctg Supplies	5,261.46	8,000.00	-2,738.54	65.8%
620.8 - Office Supplies & Expenses	21,973.46	32,986.33	-11,012.87	66.6%
620.8PM - Plant Maintenance MS	2,909.24	4,500.00	-1,590.76	64.6%
631.3 - Lab Services	3,862.60	8,000.00	-4,137.40	48.3%
631.4PM - Plant Maintenance CS	62,418.53	133,264.45	-70,845.92	46.8%
631.8 - Legal Fees and Studies	772.50	5,000.00	-4,227.50	15.5%
631.8 - Security 911 Notification	0.00	1,000.00	-1,000.00	0.0%
642.8 - Leased Equipment W	1,397.36	1,000.00	397.36	133.7%
650.8 - Auto & Transportation Expenses	7,412.40	15,000.00	-7,587.60	49.4%
656.8 - Ins-Property, Liability, Workers	16,969.50	25,000.00	-8,030.50	67.9%
660.8 - Advertising & Legal Publication	734.17	1,000.00	-265.83	73.4%
675.3 - Training, Education, & Certif	1,478.04	3,000.00	-1,521.96	49.3%
675.8 - Telephone W	5,763.13	8,600.00	-2,836.87	67.0%
Total 400 - Water Department	815,396.53	1,282,623.74	-467,227.21	63.6%
Total Expense	815,396.53	1,282,623.74	-467,227.21	63.6%
Net Ordinary Income	93,344.73	0.00	93,344.73	100.0%
Net Income	93,344.73	0.00	93,344.73	100.0%

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
General									
301-01 - Property Tax Current Year									
Deposit	02/03/2025	11785	Sheriff of Jefferson Co.	January 2025 ...	General		001 General Fu...	647.45	647.45
Deposit	02/03/2025	11777	Sheriff of Jefferson Co.	January 2025 ...	General		001 General Fu...	89.43	736.88
Total 301-01 - Property Tax Current Year								736.88	736.88
304 - Excise Tax on Utilities									
Deposit	02/24/2025			FEB	General		001 General Fu...	0.86	0.86
Deposit	02/26/2025		State of WV	January collect...	General		001 General Fu...	0.43	1.29
Total 304 - Excise Tax on Utilities								1.29	1.29
305 - Business and Occupation Tax									
Deposit	02/03/2025	117	ZCorps	FY 2025 Q1 & ...	General		001 General Fu...	183.00	183.00
Deposit	02/03/2025	12263	A&A Homes, INC	FY 2025 Q2 B...	General		001 General Fu...	2,915.26	3,098.26
Deposit	02/03/2025	3100882	Potomac Edison	FY 2025 Q2 B...	General		001 General Fu...	19,715.27	22,813.53
Deposit	02/03/2025	923	Sandy's Domestic Se...	FY 2025 Q1, 2 ...	General		001 General Fu...	29.27	22,842.80
Deposit	02/03/2025	1516	Armory House	FY 2025 Q2 B...	General		001 General Fu...	38.00	22,880.80
Deposit	02/03/2025	2803	Shenandoah Air Con...	FY 2025 Q2 B...	General		001 General Fu...	353.36	23,234.16
Deposit	02/03/2025	2457	GordonDC	FY 2025 Q2 B...	General		001 General Fu...	14.20	23,248.36
Deposit	02/03/2025	6600	Hillside Child Care	FY 2025 Q2 B...	General		001 General Fu...	654.38	23,902.74
Deposit	02/03/2025	3312	Valley Energy Compa...	FY 2025 Q2 B...	General		001 General Fu...	50.21	23,952.95
Deposit	02/03/2025	40584	Long & Foster Real E...	FY 2025 Q2 B...	General		001 General Fu...	357.70	24,310.65
Deposit	02/03/2025	10450	Russell Roofing Com...	FY 2025 Q2 B...	General		001 General Fu...	22.06	24,332.71
Deposit	02/03/2025	453	Steel & Stone	FY 2025 Q2 B...	General		001 General Fu...	38.00	24,370.71
Deposit	02/03/2025	33643	Copier Word Process...	FY 2025 Q2 B...	General		001 General Fu...	3.84	24,374.55
Deposit	02/03/2025	2636	SWAN Hilltop LLC	FY 2025 Q2 B...	General		001 General Fu...	707.20	25,081.75
Deposit	02/03/2025	1035	Laurel Cottage LLC	FY 2025 Q2 B...	General		001 General Fu...	57.59	25,139.34
Deposit	02/04/2025	46774	Star Concrete	FY 2025 Q2 B...	General		001 General Fu...	0.57	25,139.91
Deposit	02/04/2025	19131	Kable Excavating, LLC	FY 2025 Q2 B...	General		001 General Fu...	765.12	25,905.03
Deposit	02/04/2025	455	Plumbing Trust, The	FY 2025 Q2 B...	General		001 General Fu...	60.00	25,965.03
Deposit	02/04/2025	2232	Techstar Mechanical ...	FY 2025 Q2 B...	General		001 General Fu...	169.36	26,134.39
Deposit	02/04/2025	84925...	DeLage Laden Finan...	FY 2025 Q2 B...	General		001 General Fu...	13.97	26,148.36
Deposit	02/04/2025	1525	Mark W Rakes Jr Car...	FY 2025 Q2 B...	General		001 General Fu...	605.03	26,753.39
Deposit	02/04/2025	2306	Cornerstone Lawn Se...	FY 2025 Q2 B...	General		001 General Fu...	1,684.91	28,438.30
Deposit	02/04/2025	10588...	Coca-Cola	FY 2025 Q2 B...	General		001 General Fu...	48.54	28,486.84
Deposit	02/04/2025	1104	Mountain Mama	FY 2025 Q2 B...	General		001 General Fu...	137.97	28,624.81
Deposit	02/04/2025	2447	Battle Ground Bakery...	FY 2025 Q2 B...	General		001 General Fu...	851.90	29,476.71
Deposit	02/04/2025	28699	Advantage Technolog...	FY 2025 Q2 B...	General		001 General Fu...	524.32	30,001.03
Deposit	02/06/2025		Terrace Parking	FY 2025 Q2 B...	General		001 General Fu...	16.50	30,017.53
Deposit	02/11/2025	5339	Coach House Grill n ...	FY 2025 Q2 B...	General		001 General Fu...	1,502.54	31,520.07
Deposit	02/11/2025	127074	Home Paramount Pe...	FY 2025 Q2 B...	General		001 General Fu...	127.21	31,647.28
Deposit	02/11/2025		Vivant, Inc	FY 2025 Q1 B...	General		001 General Fu...	105.78	31,753.06
Deposit	02/11/2025		Vivant, Inc	FY 2025 Q2 B...	General		001 General Fu...	103.73	31,856.79
Deposit	02/11/2025		Vivant, Inc	FY 2025 Q1 B...	General		002 WVGOPAY...	105.78	31,962.57
Deposit	02/11/2025		Vivant, Inc	FY 2025 Q2 B...	General		002 WVGOPAY...	103.73	32,066.30
Deposit	02/13/2025	2280	Stone House Bed & B...	FY 2025 Q2 B...	General		001 General Fu...	343.12	32,409.42
Deposit	02/13/2025	1109	Point of View	FY 2025 Q2 B...	General		001 General Fu...	50.10	32,459.52
Deposit	02/26/2025	10017...	Home Depot	FY 2025 Q1 B...	General		001 General Fu...	589.35	33,048.87
Deposit	02/26/2025	10017...	Home Depot	FY 2025 Q2 B...	General		001 General Fu...	1,249.99	34,298.86
Total 305 - Business and Occupation Tax								34,298.86	34,298.86
308 - Hotel Motel									
Deposit	02/04/2025	1103	Mountain Mama	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	996.00	996.00
Deposit	02/13/2025	2192	Stone House Bed & B...	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	2,058.12	3,054.12
Deposit	02/13/2025	1120	Point of View	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	252.00	3,306.12
Deposit	02/26/2025	3441255	AirBNB	FY 2025 Janua...	Hotel Occ ...		Hotel Motel Tax	2,258.64	5,564.76
Total 308 - Hotel Motel								5,564.76	5,564.76
320 - Fines, Fees & Court Cost									
Deposit	02/04/2025			Tickets	Police		General Court F...	175.00	175.00
Deposit	02/10/2025			Admin Fee - Fi...	Police		General Court F...	25.00	200.00
Deposit	02/20/2025			Administrative ...	Police		General Court F...	25.00	225.00
Deposit	02/27/2025			Tickets	Police		002 WVGOPAY...	175.00	400.00
Total 320 - Fines, Fees & Court Cost								400.00	400.00
320_399 - Police Department Rev Sources									
321 Parking Violations									
Deposit	02/01/2025			Tickets	General		002 WVGOPAY...	20.00	20.00
Deposit	02/03/2025			Tickets	General		002 WVGOPAY...	49.00	69.00
Deposit	02/04/2025			Tickets	General		General Court F...	60.00	129.00
Deposit	02/07/2025			Tickets	General		002 WVGOPAY...	20.00	149.00
Deposit	02/12/2025			Tickets	General		002 WVGOPAY...	50.00	199.00
Deposit	02/14/2025			Tickets	General		002 WVGOPAY...	20.00	219.00
Deposit	02/19/2025			Tickets	General		002 WVGOPAY...	20.00	239.00
Deposit	02/20/2025			Tickets	General		General Court F...	20.00	259.00
Deposit	02/23/2025			Tickets	General		002 WVGOPAY...	30.00	289.00
Deposit	02/25/2025			Tickets	General		002 WVGOPAY...	60.00	349.00
Deposit	02/25/2025			Tickets	General		General Court F...	20.00	369.00
Deposit	02/27/2025			Tickets	General		002 WVGOPAY...	50.00	419.00
Total 321 Parking Violations								419.00	419.00

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
380 P - Interest									
Deposit	02/28/2025			Interest	Police		HF/Bolivar Drug...	0.58	0.58
Deposit	02/28/2025			Interest	Police		Police Equipt R...	3.50	4.08
Deposit	02/28/2025			Interest	Police		General Court F...	92.31	96.39
Total 380 P - Interest								96.39	96.39
Total 320_399 - Police Department Rev Sources								515.39	515.39
325 - Licenses									
Deposit	02/04/2025		top Tier Solar Solutio...	FY 2025 Busin...	General		002 WVGOPAY...	25.00	25.00
Deposit	02/05/2025		Moss Rudley	FY 2024 Busin...	General		001 General Fu...	15.00	40.00
Deposit	02/06/2025	1127	Crafted Exteropr Servi...	FY 2025 Busin...	General		001 General Fu...	15.00	55.00
Deposit	02/10/2025		Brake Heating and Air	FY 2025 Busin...	General		001 General Fu...	25.00	80.00
Deposit	02/10/2025		Brake Heating and Air	FY 2025 Busin...	General		002 WVGOPAY...	25.00	105.00
Deposit	02/11/2025	3102018	First Energy	FY 2025 Busin...	General		001 General Fu...	15.00	120.00
Deposit	02/13/2025	1069	Point of View	FY 2025 Busin...	General		001 General Fu...	16.50	136.50
Deposit	02/13/2025	7050326	Vivant, Inc	FY 2025 Busin...	General		001 General Fu...	25.00	161.50
Total 325 - Licenses								161.50	161.50
326 - Building Permit Fees									
Deposit	02/05/2025		top Tier Solar Solutio...	ZCPA # 2025-...	General		002 WVGOPAY...	926.52	926.52
Check	02/06/2025	16720	Wheeless, Thomas E...	Refund inspect...	General		001 General Fu...	-200.00	726.52
Deposit	02/13/2025		Love, Edward	ZCPA #2025-0...	General		001 General Fu...	485.00	1,211.52
Check	02/26/2025	16734	top Tier Solar Solutio...	REFUND ZCP...	General		001 General Fu...	-901.52	310.00
Total 326 - Building Permit Fees								310.00	310.00
327 - Miscellaneous Permits (Parking)									
Deposit	02/04/2025		Szymanski, Frances	2025 Parking ...	General		001 General Fu...	3.00	3.00
Deposit	02/04/2025		Sagisl, Karen	2o25 Parking ...	General		001 General Fu...	4.00	7.00
Deposit	02/04/2025		Buscher, Michael	2025 Parking ...	General		001 General Fu...	4.00	11.00
Deposit	02/04/2025		Patrick Manzollillo	2025 Parking ...	General		001 General Fu...	4.00	15.00
Deposit	02/11/2025		Keady, Joseph	2025 Parking ...	General		001 General Fu...	3.00	18.00
Deposit	02/11/2025		Barbara Humes	2025 Parking ...	General		001 General Fu...	2.00	20.00
Deposit	02/18/2025	1111	Deborah Fleming - R...	2025 Parking ...	General		001 General Fu...	33.00	53.00
Deposit	02/18/2025		Amanda Zack	2025 Parking ...	General		001 General Fu...	1.00	54.00
Deposit	02/26/2025		Kurt Christensen	2025 Parking ...	General		001 General Fu...	4.00	58.00
Deposit	02/26/2025		Kimberly Wheatley	2025 Parking ...	General		001 General Fu...	5.00	63.00
Deposit	02/26/2025		Kevin Carden_C	2025 Parking ...	General		001 General Fu...	1.00	64.00
Deposit	02/26/2025		Herrup, Paul	2025 Parking ...	General		001 General Fu...	3.00	67.00
Deposit	02/28/2025		Allison Shelley	2025 Parking ...	General		001 General Fu...	3.00	70.00
Deposit	02/28/2025		Adam Hutton	2025 Parking ...	General		001 General Fu...	5.00	75.00
Deposit	02/28/2025		Dicostazo, Gregory	2025 Parking ...	General		001 General Fu...	3.00	78.00
Deposit	02/28/2025		Christie May	2025 Parking ...	General		001 General Fu...	2.00	80.00
Deposit	02/28/2025		Lee, Yu Hsi	2025 Parking ...	General		001 General Fu...	1.00	81.00
Total 327 - Miscellaneous Permits (Parking)								81.00	81.00
328 - Franchise Fees									
Deposit	02/11/2025	52197...	Comcast	FY 2025 Q2 Fr...	General		001 General Fu...	756.81	756.81
Total 328 - Franchise Fees								756.81	756.81
330 - IRP Fees									
Deposit	02/24/2025		State of WV	FEb	General		001 General Fu...	387.91	387.91
Deposit	02/26/2025		State of WV	January collect...	General		001 General Fu...	387.91	775.82
Total 330 - IRP Fees								775.82	775.82
340 - Parks and Rec.									
Deposit	02/18/2025	5822	William Taylor Fithian...	Donation to Fil...	Park and ...		HF Parks and R...	1,000.00	1,000.00
Total 340 - Parks and Rec.								1,000.00	1,000.00
342 - Parking Meter Revenue									
342.1 Parking Meter Revenue									
Deposit	02/18/2025	32338	Parkmobile LLC	January Parkin...	General		001 General Fu...	4,533.15	4,533.15
Total 342.1 Parking Meter Revenue								4,533.15	4,533.15
Total 342 - Parking Meter Revenue								4,533.15	4,533.15
345 - Rents & Concessions									
Deposit	02/03/2025	30002...	AT&T_c	Feb Rent REC ...	General		001 General Fu...	1,259.71	1,259.71
Deposit	02/03/2025	03236...	US Post Office	January Rent ...	General		001 General Fu...	2,357.58	3,617.29
Deposit	02/03/2025	15016...	US Cellular	Feb Rent REC ...	General		001 General Fu...	1,994.07	5,611.36
Total 345 - Rents & Concessions								5,611.36	5,611.36
367 - Other Grants									
Deposit	02/13/2025	1424	State of WV	Opoid Settlem...	General		Opioid Settlement	3,042.29	3,042.29
Total 367 - Other Grants								3,042.29	3,042.29
376 - Table Gaming Income									
Deposit	02/19/2025		State of WV	Feb receipts T...	General		001 General Fu...	1,033.58	1,033.58
Deposit	02/19/2025		State of WV	greenbrier	General		001 General Fu...	15.59	1,049.17
Total 376 - Table Gaming Income								1,049.17	1,049.17

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
380 - Interest Earned on Investments									
Deposit	02/28/2025			Interest	General		252PS - JSB P...	9.74	9.74
Deposit	02/28/2025			Interest	Park and ...		HF Parks and R...	0.96	10.70
Deposit	02/28/2025			Interest	General		SWaN Escrow ...	99.92	110.62
Deposit	02/28/2025			Interest	Hotel Occ ...		Hotel Motel Tax	13.48	124.10
Deposit	02/28/2025			Interest	General		Opioid Settlement	2.40	126.50
Deposit	02/28/2025			Interest	General		001 General Fu...	259.47	385.97
Total 380 - Interest Earned on Investments								385.97	385.97
397 - Lottery									
Deposit	02/01/2025		State of WV	CT RACE	General		001 General Fu...	971.55	971.55
Deposit	02/08/2025		State of WV	CT Race	General		001 General Fu...	748.29	1,719.84
Deposit	02/15/2025		State of WV	CT RACE	General		001 General Fu...	881.26	2,601.10
Deposit	02/28/2025		State of WV	Lottery	General		001 General Fu...	62.26	2,663.36
Deposit	02/28/2025		State of WV	Lottery CT	General		001 General Fu...	1,015.99	3,679.35
Total 397 - Lottery								3,679.35	3,679.35
399 - Miscellaneous Revenue									
Deposit	02/04/2025	5623	Women of the Moose	Donation to P...	General		001 General Fu...	100.00	100.00
Total 399 - Miscellaneous Revenue								100.00	100.00
405 - Board of Zoning-Appeal									
Deposit	02/04/2025	4931	186-196 High Street, ...	BZA Hearing #...	General		001 General Fu...	50.00	50.00
Deposit	02/05/2025	193	Harpers Ferry Bolivar ...	BZA hearing Z...	General		001 General Fu...	50.00	100.00
Deposit	02/05/2025	1686	Pechuckonis, Christian	BZA hearing Z...	General		001 General Fu...	50.00	150.00
Total 405 - Board of Zoning-Appeal								150.00	150.00
Total General								63,153.60	63,153.60
Total Income								63,153.60	63,153.60
Gross Profit								63,153.60	63,153.60
Expense									
001.760 Parking									
001.761 Parking Expenses									
Bill	02/03/2025	075013	Scott Merriman Inc	1,000 Parking ...	General		20000 - Accoun...	945.00	945.00
Credit Card Charge	02/20/2025	59887	US Post Office	Breeden, post...	General		P-Card	73.00	1,018.00
Credit Card Charge	02/27/2025	FEB 2...	US Cellular	usage parking ...	General		P-Card	58.98	1,076.98
Total 001.761 Parking Expenses								1,076.98	1,076.98
Total 001.760 Parking								1,076.98	1,076.98
Culture & Rec Exp									
900 - Parks									
Utilities Pa									
Bill	02/05/2025	00035...	Harpers Ferry Water ...	Jan usage, Fe...	General		20000 - Accoun...	50.05	50.05
Bill	02/10/2025	11008...	Potomac Edison	Jan usage To...	General		20000 - Accoun...	14.58	64.63
Total Utilities Pa								64.63	64.63
Total 900 - Parks								64.63	64.63
906 - Arts & Humanities -H									
Bill	02/17/2025	6150	Davis Designs, Inc	advertising FIL...	Hotel Occ ...		20000 - Accoun...	378.00	378.00
Check	02/18/2025	343	Wayne Bishop	reimburse for ...	Hotel Occ ...		Hotel Motel Tax	112.02	490.02
Credit Card Charge	02/19/2025	2011789	Crown Awards	Morse Film Fe...	Hotel Occ ...		P-Card	292.95	782.97
Total 906 - Arts & Humanities -H								782.97	782.97
Total Culture & Rec Exp								847.60	847.60
001.409 - Office of Mayor									
PR Taxes Employer M									
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	127.50	127.50
Total PR Taxes Employer M								127.50	127.50
Salary M									
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	1,666.67	1,666.67
Total Salary M								1,666.67	1,666.67
Total 001.409 - Office of Mayor								1,794.17	1,794.17
001.413 - Office of Treasurer									
Employee Benefits									
Check	02/06/2025	eft	PEIA	Treasurer 2025...	General		Harpers Ferry P...	34.00	34.00
Total Employee Benefits								34.00	34.00
Group Ins. T									
Check	02/06/2025	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	02/13/2025			payroll 2025 2/...	General		001 General Fu...	264.94	264.94
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	293.78	558.72
Total Pension Expense T								558.72	558.72

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
PR Taxes Employer T									
General Journal	02/13/2025			payroll 2025 2/...	General		001 General Fu...	212.72	212.72
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	224.06	436.78
Total PR Taxes Employer T								436.78	436.78
Salary T									
General Journal	02/13/2025			payroll 2025 2/...	General		001 General Fu...	2,943.76	2,943.76
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	3,264.25	6,208.01
Total Salary T								6,208.01	6,208.01
Total 001.413 - Office of Treasurer								7,920.49	7,920.49
001.415 - Office of City Clerk									
Health Insurance CC									
Check	02/06/2025	EFT	PEIA	Clerk PEIA Pre...	General		Harpers Ferry P...	682.98	682.98
Total Health Insurance CC								682.98	682.98
OPEB - General									
Check	02/06/2025	eft	PEIA	Clerk 2025 FEb	General		Harpers Ferry P...	34.00	34.00
Total OPEB - General								34.00	34.00
Pension Expense CC									
General Journal	02/13/2025			payroll 2025 2/...	General		001 General Fu...	199.04	199.04
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	197.27	396.31
Total Pension Expense CC								396.31	396.31
PR Taxes Employer CC									
General Journal	02/13/2025			payroll 2025 2/...	General		001 General Fu...	194.57	194.57
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	174.07	368.64
Total PR Taxes Employer CC								368.64	368.64
Salary CC									
General Journal	02/13/2025			payroll 2025 2/...	General		001 General Fu...	2,211.56	2,211.56
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	2,191.88	4,403.44
Total Salary CC								4,403.44	4,403.44
Total 001.415 - Office of City Clerk								5,885.37	5,885.37
001.440 - City Hall									
Payroll Processing-C									
General Journal	02/13/2025			payroll process...	General		001 General Fu...	28.72	28.72
General Journal	02/27/2025			payroll process...	General		001 General Fu...	29.45	58.17
Total Payroll Processing-C								58.17	58.17
Contracted Services C									
Bill	02/01/2025	87246	Advantage Technolog...	INV 87246 Sup...	General		20000 - Accoun...	337.32	337.32
Bill	02/01/2025	87293	Advantage Technolog...	INV 87293 Sup...	General		20000 - Accoun...	23.75	361.07
Bill	02/01/2025	87293	Advantage Technolog...	INV 86770 AZ...	General		20000 - Accoun...	761.25	1,122.32
Bill	02/06/2025	473	Ed Johnson and Assoc	INV 473 Plat of...	General		20000 - Accoun...	1,200.00	2,322.32
Credit Card Charge	02/12/2025	403405	Merry Maids	Breeden, office...	General		P-Card	204.00	2,526.32
Credit	02/25/2025	88002	Advantage Technolog...	CM 88002 AZ...	General		20000 - Accoun...	-120.00	2,406.32
Credit	02/25/2025	88000	Advantage Technolog...	CM 88000 AZ...	General		20000 - Accoun...	-1,587.50	818.82
Credit	02/25/2025	88001	Advantage Technolog...	CM 88001 AZ...	General		20000 - Accoun...	-285.00	533.82
Credit Card Charge	02/26/2025	69917	Merry Maids	Breeden, office...	General		P-Card	204.00	737.82
Total Contracted Services C								737.82	737.82
Insurance and Bonds									
Bill	02/02/2025	36945...	ENCOVA Insurance	Worker's Com...	General		20000 - Accoun...	45.08	45.08
Bill	02/20/2025	20004...	Cincinnati Insurance ...	Bonds - Debor...	Police		20000 - Accoun...	150.00	195.08
Total Insurance and Bonds								195.08	195.08
Leased Equipment C									
Check	02/09/2025	EFT	Leaf	Copier lease feb	General		001 General Fu...	104.50	104.50
Total Leased Equipment C								104.50	104.50
Maint & Repairs to Bldgs. C									
Credit Card Charge	02/01/2025	0432	Home Depot	Waters post of...	General		P-Card	75.11	75.11
Credit Card Charge	02/01/2025	38488	JSN Welding	Waters post of...	General		P-Card	68.70	143.81
Credit Card Charge	02/04/2025	31576	Home Depot	Waters, paint ...	General		P-Card	17.94	161.75
Credit Card Charge	02/07/2025	78600	Home Depot	Waters, PD he...	General		P-Card	166.33	328.08
Credit Card Charge	02/10/2025	30580	Home Depot	Waters, flag p...	General		P-Card	49.05	377.13
Credit Card Charge	02/13/2025	10020	Home Depot	Waters, post ...	General		P-Card	299.82	676.95
Credit Card Charge	02/13/2025	10152	Home Depot	Waters, smok...	General		P-Card	159.89	836.84
Credit Card Charge	02/17/2025	95261	Home Depot	Waters, CO de...	General		P-Card	49.97	886.81
Credit Card Charge	02/24/2025	209377	Home Depot	Waters, paint r...	General		P-Card	10.98	897.79
Bill	02/26/2025	MS022...	Central Elevator Insp...	INV MS022625...	General		20000 - Accoun...	170.00	1,067.79
Bill	02/27/2025	EV000...	WV Division of Labor	Annual Elevato...	General		20000 - Accoun...	90.00	1,157.79
Total Maint & Repairs to Bldgs. C								1,157.79	1,157.79

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Pension Expense C									
General Journal	02/13/2025			payroll 2025 2/...	General		001 General Fu...	197.39	197.39
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	213.97	411.36
Total Pension Expense C								411.36	411.36
PR Taxes Employer C									
General Journal	02/13/2025			payroll 2025 2/...	General		001 General Fu...	301.17	301.17
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	294.39	595.56
Total PR Taxes Employer C								595.56	595.56
Salaries & Wages C									
General Journal	02/13/2025			payroll 2025 2/...	General		001 General Fu...	3,346.21	3,346.21
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	3,514.71	6,860.92
Total Salaries & Wages C								6,860.92	6,860.92
Telephone C									
Bill	02/12/2025	022025	Frontier	Telephone FE...	General		20000 · Accoun...	201.29	201.29
Credit Card Charge	02/27/2025	FEB 2...	US Cellular	usage, cell ph...	General		P-Card	230.34	431.63
Total Telephone C								431.63	431.63
Utilities C									
Bill	02/04/2025	00010...	Harpers Ferry Water ...	Jan Usage To...	General		20000 · Accoun...	47.79	47.79
Bill	02/10/2025	11008...	Potomac Edison	Jan usage To...	General		20000 · Accoun...	255.41	303.20
Bill	02/10/2025	11014...	Potomac Edison	Jan usage To...	General		20000 · Accoun...	41.29	344.49
Bill	02/10/2025	11008...	Potomac Edison	Jan usage To...	General		20000 · Accoun...	349.39	693.88
Bill	02/25/2025	34266...	Waste Management ...	FEB 2024 tow...	General		20000 · Accoun...	192.53	886.41
Total Utilities C								886.41	886.41
341 G · Materials & Supplies C									
Credit Card Charge	02/03/2025	64861	Adobe Pro	Kelly, subscrip...	General		P-Card	21.19	21.19
Credit Card Charge	02/03/2025	80918	Vista Print	Spalding, OCO...	General		P-Card	94.97	116.16
Credit Card Credit	02/03/2025	53666	Amazon.com	Breeden, pape...	General		P-Card	-44.00	72.16
Credit Card Charge	02/03/2025	22835	Amazon.com	Breeden, folders	General		P-Card	22.77	94.93
Credit Card Charge	02/04/2025	65087	Amazon.com	Breeden, folders	General		P-Card	97.53	192.46
Bill	02/07/2025		Zoom Video Commu...	INV 276284495	General		20000 · Accoun...	92.97	285.43
Credit Card Charge	02/09/2025	G0655...	MicroSoft	kelly, visio	General		P-Card	5.30	290.73
Bill	02/14/2025	0428 2...	Bank of Charles Town	safe deposit b...	General		20000 · Accoun...	48.40	339.13
Bill	02/18/2025	021825	Crystal Springs	jan	General		20000 · Accoun...	31.23	370.36
Check	02/27/2025	16737	Kevin Carden	reimburse for a...	General		001 General Fu...	115.62	485.98
Credit Card Charge	02/28/2025	86998	Amazon.com	Breeden, office...	General		P-Card	43.05	529.03
Bill	02/28/2025	152150	Automated Office Eq...	additional copi...	General		20000 · Accoun...	222.31	751.34
Total 341 G · Materials & Supplies C								751.34	751.34
Total 001.440 · City Hall								12,190.58	12,190.58
001.700 · Police Dept									
Contracted Services-P									
Bill	02/01/2025	87246	Advantage Technolog...	INV 87246 Sup...	Police		20000 · Accoun...	337.31	337.31
Bill	02/01/2025	87293	Advantage Technolog...	INV 87293 Sup...	Police		20000 · Accoun...	26.25	363.56
Check	02/10/2025	2959	Steve Groh	Court 1/9 3/5 2...	Police		General Court F...	450.00	813.56
Check	02/18/2025	2960	Nancy Dalby	1/8 AND 3/5 2...	Police		General Court F...	750.00	1,563.56
Total Contracted Services-P								1,563.56	1,563.56
Departmental Supplies-P									
Auto Supplies and Fuel - P									
Check	02/03/2025	EFT	Fuelman	NP67881114 J...	Police		001 General Fu...	1,257.10	1,257.10
Total Auto Supplies and Fuel - P								1,257.10	1,257.10
Payroll Processing-P									
General Journal	02/13/2025			payroll process...	Police		001 General Fu...	28.72	28.72
General Journal	02/27/2025			payroll process...	Police		001 General Fu...	29.45	58.17
Total Payroll Processing-P								58.17	58.17
Office Supplies and Materials									
Bill	02/01/2025	87294	Advantage Technolog...	INV 87294 SE...	Police		20000 · Accoun...	665.00	665.00
Credit Card Charge	02/03/2025	22835	Amazon.com	Breeden, wite ...	Police		P-Card	8.59	673.59
Credit Card Charge	02/03/2025	601912	Amazon.com	Breeden file fol...	Police		P-Card	25.34	698.93
Credit Card Charge	02/10/2025	113567	Amazon.com	Breeden padlo...	Police		P-Card	70.52	769.45
Credit Card Charge	02/20/2025	94479	Amazon.com	Breeden, paper	Police		P-Card	27.50	796.95
Total Office Supplies and Materials								796.95	796.95
Police Dept Supplies									
Credit Card Charge	02/07/2025	50655	Amazon.com	Breeden, evide...	Police		P-Card	219.99	219.99
Total Police Dept Supplies								219.99	219.99
Total Departmental Supplies-P								2,332.21	2,332.21
PEIA/Workers Comp-P									
246P · OPEB - Police									
Check	02/06/2025	eft	PEIA	Police 2025 FEB	Police		Harpers Ferry P...	102.00	102.00
Total 246P · OPEB - Police								102.00	102.00

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
PEIA/Workers Comp-P - Other									
Check	02/06/2025	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
Maint and Repairs to Equip-P									
Bill	02/05/2025	2803	TEK ADVISORS	Inv 2803 - Rein...	Police		20000 · Accoun...	118.75	118.75
Total Maint and Repairs to Equip-P								118.75	118.75
Maintenance and Repairs-Auto-P									
Bill	02/13/2025	2025-2...	CARS	INV 293 - 2020...	Police		20000 · Accoun...	164.21	164.21
Total Maintenance and Repairs-Auto-P								164.21	164.21
Pension-P									
General Journal	02/13/2025			payroll 2025 2/...	Police		001 General Fu...	775.74	775.74
General Journal	02/27/2025			payroll 2025 2/...	Police		001 General Fu...	937.76	1,713.50
Total Pension-P								1,713.50	1,713.50
PR Taxes Employer -P									
General Journal	02/13/2025			payroll 2025 2/...	Police		001 General Fu...	938.60	938.60
General Journal	02/27/2025			payroll 2025 2/...	Police		001 General Fu...	1,101.90	2,040.50
Total PR Taxes Employer -P								2,040.50	2,040.50
Printing-Leased Equip. - P									
Check	02/05/2025	EFT	DDL Business	lease printer F...	Police		001 General Fu...	71.50	71.50
Total Printing-Leased Equip. - P								71.50	71.50
Property Ins and Bonds-P									
Bill	02/02/2025	36945...	ENCOVA Insurance	Worker's Com...	Police		20000 · Accoun...	505.13	505.13
Total Property Ins and Bonds-P								505.13	505.13
Salaries and Wages-P									
General Journal	02/13/2025			payroll 2025 2/...	Police		001 General Fu...	11,816.15	11,816.15
General Journal	02/27/2025			payroll 2025 2/...	Police		001 General Fu...	13,901.00	25,717.15
Total Salaries and Wages-P								25,717.15	25,717.15
Telephone-P									
Bill	02/12/2025	022025	Frontier	Telephone FE...	Police		20000 · Accoun...	201.29	201.29
Credit Card Charge	02/27/2025	FEB 2...	US Cellular	usage, cell ph...	Police		P-Card	230.34	431.63
Total Telephone-P								431.63	431.63
Utilities-P									
Bill	02/04/2025	00010...	Harpers Ferry Water ...	Jan Usage To...	Police		20000 · Accoun...	47.79	47.79
Bill	02/10/2025	11008...	Potomac Edison	Jan usage, pol...	Police		20000 · Accoun...	229.92	277.71
Check	02/17/2025		ADT Security	2025 FEB	Police		001 General Fu...	74.88	352.59
Bill	02/25/2025	34266...	Waste Management ...	FEB 2024 tow...	Police		20000 · Accoun...	71.72	424.31
Total Utilities-P								424.31	424.31
Wireless-P									
Bill	02/05/2025	28733...	AT&T	ACCT 287334...	Police		20000 · Accoun...	464.65	464.65
Total Wireless-P								464.65	464.65
WV, Friendship									
Check	02/04/2025	EFT	State of WV	January 2025 ...	Police		General Court F...	36.00	36.00
Total WV, Friendship								36.00	36.00
Total 001.700 · Police Dept								40,223.04	40,223.04
001.750 · Street Department									
Auto Supplies (Gas & Oil) St									
Bill	02/03/2025	NP678...	Fuelman	NP67881116	General		20000 · Accoun...	115.29	115.29
Total Auto Supplies (Gas & Oil) St								115.29	115.29
Equipment Rent St									
Bill	02/26/2025	27733...	AC & T Co., Inc.	INV 27733CE	General		20000 · Accoun...	80.00	80.00
Total Equipment Rent St								80.00	80.00
Group Ins. St									
Bill	02/02/2025	36945...	ENCOVA Insurance	Worker's Com...	General		20000 · Accoun...	34.57	34.57
Total Group Ins. St								34.57	34.57
Maint & Repair to Equip. St									
Bill	02/25/2025	46128...	Dean's Lawnmower	INV 4612863 l...	General		20000 · Accoun...	159.91	159.91
Total Maint & Repair to Equip. St								159.91	159.91
Tree Commission									
Bill	02/03/2025	139604	Antietam Tree and Turf	INV 139604 pr...	General		20000 · Accoun...	150.00	150.00
Bill	02/11/2025	139603	Antietam Tree and Turf	INV 139603 st...	General		20000 · Accoun...	185.00	335.00
Total Tree Commission								335.00	335.00

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Pension Expense St									
General Journal	02/13/2025			payroll 2025 2/...	General		001 General Fu...	223.95	223.95
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	189.39	413.34
Total Pension Expense St								413.34	413.34
PR Taxes Employer St									
General Journal	02/13/2025			payroll 2025 2/...	General		001 General Fu...	223.95	223.95
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	167.41	391.36
Total PR Taxes Employer St								391.36	391.36
Salaries & Wages St									
General Journal	02/13/2025			payroll 2025 2/...	General		001 General Fu...	2,488.32	2,488.32
General Journal	02/27/2025			payroll 2025 2/...	General		001 General Fu...	2,104.32	4,592.64
Total Salaries & Wages St								4,592.64	4,592.64
Utilities St									
Bill	02/05/2025	00020...	Harpers Ferry Water ...	Jan Usage Hy...	General		20000 · Accoun...	240.00	240.00
Total Utilities St								240.00	240.00
Total 001.750 · Street Department								6,362.11	6,362.11
001.751 · Street Lights									
Materials and Supplies SI									
Bill	02/17/2025	2413	Valentine Electric Inc	INV 24143 repl...	General		20000 · Accoun...	3,658.00	3,658.00
Total Materials and Supplies SI								3,658.00	3,658.00
Utilities SI									
Bill	02/05/2025	11008...	Potomac Edison	Jan Usage, Str...	General		20000 · Accoun...	1,356.07	1,356.07
Bill	02/10/2025	11011...	Potomac Edison	Jan usage Pot...	General		20000 · Accoun...	40.26	1,396.33
Total Utilities SI								1,396.33	1,396.33
Total 001.751 · Street Lights								5,054.33	5,054.33
001.752 · Street Signs									
Materials & Supplies S									
Credit Card Charge	02/19/2025	004721	SmartSign	Breeden, resid...	General		P-Card	165.30	165.30
Total Materials & Supplies S								165.30	165.30
Total 001.752 · Street Signs								165.30	165.30
001.753 · Snow Removal									
Contracted Services S									
Bill	02/11/2025	23604	Cornerstone Lawn Se...	INV 22604 pre ...	General		20000 · Accoun...	1,275.00	1,275.00
Bill	02/19/2025	23668	Cornerstone Lawn Se...	INV 23669 Pre...	General		20000 · Accoun...	5,392.50	6,667.50
Total Contracted Services S								6,667.50	6,667.50
Total 001.753 · Snow Removal								6,667.50	6,667.50
Total Expense								88,187.47	88,187.47
Net Ordinary Income								-25,033.87	-25,033.87
Net Income								-25,033.87	-25,033.87

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Accrual Basis

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

February 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
131 - SB234 Reserve Transfer									
General Journal	02/28/2025				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% tmfr									
General Journal	02/28/2025			Reserves	Water		127 - Bond Ren...	3,700.00	3,700.00
Total Bond Renewal & Repl 2.5% tmfr								3,700.00	3,700.00
421 - Non Utility Income									
419 - Interest									
Deposit	02/28/2025			Interest	Water		Water Improve...	0.09	0.09
Deposit	02/28/2025			Interest	Water		CNB Renew & ...	20.72	20.81
Deposit	02/28/2025			Interest	Water		CNB Renew & ...	338.09	358.90
Deposit	02/28/2025			Interest	Water		CNB Reserve (...)	20.72	379.62
Deposit	02/28/2025			Interest	Water		CNB CWCR S...	362.27	741.89
Deposit	02/28/2025			Interest	Water		2024 Constructi...	1.29	743.18
Deposit	02/28/2025			Interest	Water		HF Water Work...	7.87	751.05
Deposit	02/28/2025			Interest	Water		Water Fund Ch...	25.34	776.39
Total 419 - Interest								776.39	776.39
Total 421 - Non Utility Income								776.39	776.39
461 - Customers - Water Bill Payments									
462 - Customer Hydrants									
Deposit	02/13/2025			Fire Protection	Water		Water Fund Ch...	240.00	240.00
Deposit	02/20/2025			Fire Protection	Water		Water Fund Ch...	270.00	510.00
Deposit	02/25/2025			Fire Protection	Water		Water Fund Ch...	37.86	547.86
Deposit	02/27/2025			Fire Protection	Water		Water Fund Ch...	18.93	566.79
Total 462 - Customer Hydrants								566.79	566.79
461 - Customers - Water Bill Payments - Other									
General Journal	02/28/2025		Harpers Ferry_v	To adjust A/R ...	Water		141 Accounts R...	101,436.30	101,436.30
Total 461 - Customers - Water Bill Payments - Other								101,436.30	101,436.30
Total 461 - Customers - Water Bill Payments								102,003.09	102,003.09
471 - PSD bill processing									
Invoice	02/05/2025	202502	HF Bolivar Public Ser...	Monthly paym...	Water		141 Accounts R...	500.00	500.00
Invoice	02/05/2025	202502	HF Bolivar Public Ser...	February billin...	Water		141 Accounts R...	2,313.00	2,813.00
Total 471 - PSD bill processing								2,813.00	2,813.00
Total 400 - Water Department Income								109,292.48	109,292.48
Total Income								114,992.48	114,992.48
Gross Profit								114,992.48	114,992.48
Expense									
400 - Water Department									
Bond Interest									
427.3 - Bonds Payable - Series C									
Check	02/14/2025	EFT	USDA	2025 APR	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	02/11/2025	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
131.3 Water Transfs to Reserve									
General Journal	02/28/2025				Water		131 - SB234 Re...	5,700.00	5,700.00
Total 131.3 Water Transfs to Reserve								5,700.00	5,700.00
334. New Meters									
Bill	02/27/2025	00636...	USA Bluebook	INV 00063638...	Water		20000 - Accoun...	199.90	199.90
Total 334. New Meters								199.90	199.90
341.2 Capital Outlay - Auto									
Check	02/24/2025	EFT	Bank of Charles Town	Water Truck lo...	Water		Water Fund Ch...	647.24	647.24
Total 341.2 Capital Outlay - Auto								647.24	647.24
675.3 Miscellaneous & General									
Credit Card Charge	02/11/2025	05559	Clarion Inn	Kelly, water pl...	Water		P-Card	79.00	79.00
Total 675.3 Miscellaneous & General								79.00	79.00
675.3Memberships/Dues/subscript									
Bill	02/14/2025	2025	Interstate Comm on t...	2025 Partners...	Water		20000 - Accoun...	23.00	23.00
Total 675.3Memberships/Dues/subscript								23.00	23.00
Maintenance of Mains									

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Accrual Basis

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

February 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
620.6 - Materials and Supplies									
Credit Card Charge	02/04/2025	700924	Tractor Supply	Slusher, mains...	Water		P-Card	61.69	61.69
Credit Card Charge	02/05/2025	895506	Comerstone Lawn Se...	Veney, topsoil	Water		P-Card	100.94	162.63
Credit Card Charge	02/05/2025	37071	Comerstone Lawn Se...	Veney, stone	Water		P-Card	44.61	207.44
Credit Card Charge	02/20/2025	207982	Comerstone Lawn Se...	Veney, stone	Water		P-Card	59.74	267.18
Total 620.6 - Materials and Supplies								267.18	267.18
Total Maintenance of Mains								267.18	267.18
127 - Bond Renewal & Replacement Fund									
General Journal	02/28/2025			Reserves	Water		Bond Renewal ...	3,700.00	3,700.00
Total 127 - Bond Renewal & Replacement Fund								3,700.00	3,700.00
408.12 - PR Taxes Employer Expense									
General Journal	02/13/2025			payroll 2025 2/...	Water		001 General Fu...	1,048.82	1,048.82
General Journal	02/27/2025			payroll 2025 2/...	Water		001 General Fu...	985.93	2,034.75
Total 408.12 - PR Taxes Employer Expense								2,034.75	2,034.75
427.3 - Municipal Bond Commission									
Check	02/04/2025	EFT	West Virginia Municip...	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	02/13/2025			payroll 2025 2/...	Water		001 General Fu...	8,352.35	8,352.35
General Journal	02/27/2025			payroll 2025 2/...	Water		001 General Fu...	9,517.54	17,869.89
Total 601.3 - Plant - Salaries & Wages								17,869.89	17,869.89
601.7 - Office - Salaries & Wages									
General Journal	02/13/2025			payroll 2025 2/...	Water		001 General Fu...	4,222.75	4,222.75
General Journal	02/27/2025			payroll 2025 2/...	Water		001 General Fu...	2,662.65	6,885.40
Total 601.7 - Office - Salaries & Wages								6,885.40	6,885.40
604.8 - Pension Exp									
General Journal	02/13/2025			payroll 2025 2/...	Water		001 General Fu...	1,131.76	1,131.76
General Journal	02/27/2025			payroll 2025 2/...	Water		001 General Fu...	1,096.22	2,227.98
Total 604.8 - Pension Exp								2,227.98	2,227.98
605.8 - Employee PEIA Benefits									
OPEB - Water									
Check	02/06/2025	eft	PEIA	Water 2025 FEB	Water		Harpers Ferry P...	204.00	204.00
Total OPEB - Water								204.00	204.00
605.8 - Employee PEIA Benefits - Other									
Check	02/06/2025	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	02/04/2025	00010...	Harpers Ferry Water ...	Jan Usage To...	Water		20000 - Accoun...	47.78	47.78
Bill	02/10/2025	11008...	Potomac Edison	Jan usage Pot ...	Water		20000 - Accoun...	21.93	69.71
Bill	02/10/2025	11008...	Potomac Edison	Jan usage wat...	Water		20000 - Accoun...	2,917.94	2,987.65
Bill	02/10/2025	11015...	Potomac Edison	Jan water tank...	Water		20000 - Accoun...	129.96	3,117.61
Bill	02/11/2025	31744...	Amerigas	INV 6174124061	Water		20000 - Accoun...	703.62	3,821.23
Bill	02/25/2025	34266...	Waste Management ...	FEB 2024 tow...	Water		20000 - Accoun...	71.72	3,892.95
Bill	02/25/2025	31746...	Amerigas	INV 3174610741	Water		20000 - Accoun...	566.58	4,459.53
Total 615.3 - Utilities W								4,459.53	4,459.53
620.7 - Postage And Cust Acctg Supplies									
Credit Card Charge	02/03/2025	7585	US Post Office	Spalding, post...	Water		P-Card	9.68	9.68
Credit Card Charge	02/05/2025	1265	US Post Office	Kelly postage, ...	Water		P-Card	10.10	19.78
Credit Card Charge	02/05/2025	26101	US Post Office	Spalding, post...	Water		P-Card	146.00	165.78
Credit Card Charge	02/05/2025	31417	Amazon.com	Spalding, enve...	Water		P-Card	114.68	280.46
Bill	02/10/2025	20250...	Bank of Charles Town	Feb billing, Ja...	Water		20000 - Accoun...	514.36	794.82
Credit Card Charge	02/25/2025	78397	US Post Office	Veney, postage	Water		P-Card	6.15	800.97
Total 620.7 - Postage And Cust Acctg Supplies								800.97	800.97
620.8 - Office Supplies & Expenses									
631.2 - Payroll Processing-Water									
General Journal	02/13/2025			payroll process...	Water		001 General Fu...	28.71	28.71
General Journal	02/27/2025			payroll process...	Water		001 General Fu...	29.45	58.16
Total 631.2 - Payroll Processing-Water								58.16	58.16
620.8 - Office Supplies & Expenses - Other									
Bill	02/01/2025	87246	Advantage Technolog...	INV 87246 Sup...	Water		20000 - Accoun...	337.32	337.32
Bill	02/01/2025	87293	Advantage Technolog...	INV 87293 Sup...	Water		20000 - Accoun...	401.25	738.57
Credit Card Charge	02/05/2025	12183	Amazon.com	Spalding time ...	Water		P-Card	17.22	755.79
Credit Card Charge	02/05/2025	31417	Amazon.com	Spalding office...	Water		P-Card	5.99	761.78
Credit Card Charge	02/13/2025	38243	Home Depot	Spalding, pape...	Water		P-Card	92.92	854.70
Credit Card Charge	02/18/2025	10255	Berkeley Springs Int'l ...	Spalding, Cont...	Water		P-Card	45.00	899.70
Credit Card Credit	02/18/2025	34886	Berkeley Springs Int'l ...	Spalding, refun...	Water		P-Card	-45.00	854.70
Bill	02/18/2025	021825	Crystal Springs	Jan	Water		20000 - Accoun...	31.22	885.92
Credit Card Charge	02/26/2025	2194	Amazon.com	Breeden, paper	Water		P-Card	42.69	928.61
Credit Card Charge	02/27/2025	48687	Vista Print	Spalding, door ...	Water		P-Card	73.98	1,002.59

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Accrual Basis

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

February 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	02/28/2025	152150	Automated Office Eq...	additional copi...	Water		20000 · Accoun...	222.32	1,224.91
Total 620.8 · Office Supplies & Expenses - Other								1,224.91	1,224.91
Total 620.8 · Office Supplies & Expenses								1,283.07	1,283.07
620.8PM · Plant Maintenance MS									
Credit Card Charge	02/03/2025	25496	Tractor Supply	Veney, spill cle...	Water		P-Card	59.96	59.96
Credit Card Charge	02/03/2025	895506	Tractor Supply	Veney, spill cle...	Water		P-Card	100.94	160.90
Credit Card Charge	02/07/2025	31117	Home Depot	Paradis, water ...	Water		P-Card	33.78	194.68
Credit Card Charge	02/11/2025	962206	Wal Mart	Veney, cleanin...	Water		P-Card	87.68	282.36
Credit Card Charge	02/13/2025	38243	Home Depot	Spalding, valve	Water		P-Card	18.67	301.03
Total 620.8PM · Plant Maintenance MS								301.03	301.03
631.3 · Lab Services									
Bill	02/05/2025	WAT2...	West Virginia DHHR	INV WAT25-19...	Water		20000 · Accoun...	23.00	23.00
Bill	02/10/2025	WAT2...	West Virginia DHHR	INV WAT25-19...	Water		20000 · Accoun...	23.00	46.00
Bill	02/14/2025	WAT2...	West Virginia DHHR	INV WAT25-20...	Water		20000 · Accoun...	23.00	69.00
Total 631.3 · Lab Services								69.00	69.00
631.4PM · Plant Maintenance CS									
Credit Card Charge	02/03/2025	25314	Tractor Supply	VENey, gloves	Water		P-Card	7.99	7.99
Bill	02/11/2025	23614	Cornerstone Lawn Se...	INV 23614 Pre...	Water		20000 · Accoun...	106.25	114.24
Check	02/18/2025	15222	H&H Technologies	10.5 Hours @ \$...	Water		Water Fund Ch...	367.50	481.74
Check	02/18/2025	15222	H&H Technologies	61 Hours @ \$3...	Water		Water Fund Ch...	1,830.00	2,311.74
Check	02/18/2025	15222	H&H Technologies	6 Hours @ \$45/hr	Water		Water Fund Ch...	270.00	2,581.74
Check	02/18/2025	15222	H&H Technologies	7 Trips @ \$15	Water		Water Fund Ch...	105.00	2,686.74
Bill	02/18/2025	23679	Cornerstone Lawn Se...	INV 23679 Sno...	Water		20000 · Accoun...	246.25	2,932.99
Bill	02/19/2025	24004...	Micro-Tech Designs, L...	INV 240048-2 ...	Water		20000 · Accoun...	3,324.27	6,257.26
Bill	02/24/2025	FEB 2...	Dodson Septic Tank ...	FEB 2025	Water		20000 · Accoun...	475.00	6,732.26
Check	02/27/2025	15230	H&H Technologies	28.5 Hours @ ...	Water		Water Fund Ch...	855.00	7,587.26
Check	02/27/2025	15230	H&H Technologies	3 Trips @ \$15	Water		Water Fund Ch...	45.00	7,632.26
Total 631.4PM · Plant Maintenance CS								7,632.26	7,632.26
631.8 · Legal Fees and Studies									
Bill	02/01/2025	4617	Law Office of Hoy Shi...	INV 4617 - Tel...	Water		20000 · Accoun...	195.00	195.00
Total 631.8 · Legal Fees and Studies								195.00	195.00
642.8 · Leased Equipment W									
Bill	02/03/2025	34238...	Waste Management ...	3423817-2413-4	Water		20000 · Accoun...	110.92	110.92
Bill	02/17/2025	42493...	AC & T Co., Inc.	42493AN stora...	Water		20000 · Accoun...	50.00	160.92
Total 642.8 · Leased Equipment W								160.92	160.92
650.8 · Auto & Transportation Expenses									
Bill	02/03/2025	NP678...	Fuelman	NP67881115	Water		20000 · Accoun...	504.81	504.81
Credit Card Charge	02/11/2025	7722	sheetz	Veney, auto su...	Water		P-Card	28.88	533.69
Bill	02/21/2025	352	CARS	INV 352 align...	Water		20000 · Accoun...	180.15	713.84
Total 650.8 · Auto & Transportation Expenses								713.84	713.84
656.8 · Ins-Property, Liability, Workers									
Bill	02/02/2025	36945...	ENCOVA Insurance	Worker's Com...	Water		20000 · Accoun...	592.22	592.22
Bill	02/17/2025	2025	Traveler's Commercia...	DOH Water Bo...	Water		20000 · Accoun...	250.00	842.22
Total 656.8 · Ins-Property, Liability, Workers								842.22	842.22
660.8 · Advertising & Legal Publication									
Bill	02/08/2025	WV25...	Miss Utility	Jan 2025 Calls	Water		20000 · Accoun...	10.00	10.00
Total 660.8 · Advertising & Legal Publication								10.00	10.00
675.8 · Telephone W									
Bill	02/12/2025	022025	Frontier	Telephone FE...	Water		20000 · Accoun...	201.30	201.30
Bill	02/13/2025	020205	Comcast Internet	FEB usage	Water		20000 · Accoun...	163.05	364.35
Credit Card Charge	02/27/2025	FEB 2...	US Cellular	usage, cell ph...	Water		P-Card	230.34	594.69
Total 675.8 · Telephone W								594.69	594.69
Total 400. · Water Department								86,417.72	86,417.72
Total Expense								86,417.72	86,417.72
Net Ordinary Income								28,574.76	28,574.76
Net Income								28,574.76	28,574.76

Item 5. a. ii

Checks over Purchasing Threshold for approval							Town Council Meeting 4/14/2025	
Check #	Vendor		INV #					
355	Jeff Co CVB		Jan- Mar 2025		Quarterly disbursement of Room Occupancy	\$	8,804.84	
16746	Cornerstone Lawn Service		23401		1/10/25 Pretreat	\$	4,312.50	
15254	Continential Utility Solutions		U36670		1/2 Implementation of UB4 Billing system	\$	5,750.00	
15267	Cox Holiday Young		34382, 34383		March budget, audit, financial services	\$	1,364.07	
16755	Cox Holiday Young		34382, 34383		March budget, audit, financial services	\$	2,729.31	
102	Greenridge Contractors		10294212		Washington Street Curb stop Leak Repairs	\$	3,927.56	
16766	Traffic Safety Warehouse		135676A		Barrels and Barricades	\$	1,230.14	
15271	Law Office Hoy Shingleton		4646, 4647, 4648, 4649		March legal services	\$	1,693.50	
15250	Law Office Hoy Shingleton		4631, 4632		Feb legal Services	\$	2,762.50	
15274	Core & Main		W640341. W 640874		couplings, pipe	\$	1,879.14	
15276	Core & Main		W 687034, 704384, 705728		new taps, line tracing materials	\$	2,976.62	
16761	CARS		2025-594		Cruiser brake replacement	\$	1,289.74	

*Attachment
Item 5. b. i*

**RESOLUTION #6 OF THE TOWN OF HARPERS FERRY
APPROVING INVOICES RELATING TO CONSTRUCTION
AND OTHER SERVICES FOR THE WATER PROJECT AND
AUTHORIZING PAYMENT THEREOF**

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

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

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

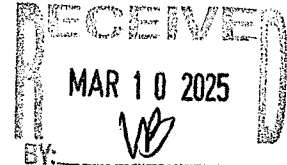
VENDOR	WDA Funds	CNB Funds	Total
GD&F	\$0	\$28,350.12	\$28,350.12
Terra Works	\$731,259.00	\$0	\$731,259.00
TOTAL	\$731,259.00	\$ 0	\$759,609.12

ADOPTED BY the Council of the Town of Harpers Ferry, at a meeting held on the ____th day of April 2025.

By: _____ Date: _____
Mayor, Gregory Vaughn



GWIN
DOBSON &
FOREMAN
ENGINEERS



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

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

Invoice number 90925
Date 02/28/2025

Project 22050 Harpers Ferry (WV) IJDC Funding
Application

For the period February 1, 2025 to February 28, 2025

Professional engineering services for Contract No. 2 - Phase I Distribution System Improvement Project - Base
Bid. Construction Administration and Resident Project Representative Services. Review Contractor Submittals
and Construction Schedule. Total invoiced to date including this invoice is \$64,054.46.

Labor

	Hours	Rate	Billed Amount
Angie M. Balliet Administration--C-5	0.50	88.40	44.20
Brandon R. Plummer Designer--T-4	0.50	80.60	40.30
David T. Gustkey Resident Engineer -- T-3	11.00	89.70	986.70
Leo J. Drass, Jr., P.E. Senior Project Engineer--P-5	26.00	138.45	3,599.70
Leslie A. Postek Environmental Scientist - P-2	1.50	85.80	128.70

Date 02/28/2025
Inv. # 90925
Amnt. \$5325.09
Due 03/30/2025
Acct. Cap Assets - Const in Prog
Class W Appr. _____

Direct Expenses

Lodging
meals
Mileage

ENTERED MAR 11 2025

Units	Rate	Billed Amount
2.00	100.00	200.00
2.00	60.00	120.00
307.00	0.67	205.69

Invoice total 5,325.29

Respectfully submitted,

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

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



GWIN
DOBSON &
FOREMAN

ENGINEERS

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

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

Invoice number 91021
Date 03/31/2025

Project 22050 Harpers Ferry (WV) IJDC Funding
Application

For the period March 1, 2025 to March 29, 2025

Professional engineering services for Contract No. 2 - Phase I Distribution System Improvement Project - Base Bid. Construction Administration and Resident Project Representative Services. Review Contractor Submittals and Construction Schedule PRV and waterline revisions. Total invoiced to date including this invoice is \$87,079.29.

Labor

	Hours	Rate	Billed Amount
Angie M. Balliet			
Administration--C-5	0.50	88.40	44.20
Brandon R. Plummer			
Designer--T-4	2.00	80.60	161.20
David T. Gustkey			
Resident Engineer -- T-3	141.50	89.70	12,692.55
Leo J. Drass, Jr., P.E.			
Senior Project Engineer--P-5	42.00	138.45	5,814.90
Mary Alice D. Kauffman			
Administration--C-5	1.00	99.45	99.45
Richard L. Nardelli			
Designer--T-4	4.00	85.80	343.20
Robert S. Lechner			
Project Manager--E-2;E-1	6.00	126.10	756.60
Travis J. McElheny			
CADD Supervisor --T-4	1.50	101.40	152.10

Direct Expenses

	Units	Rate	Billed Amount
Lodging	8.00	100.00	800.00
Drawings	3.00	2.10	6.30
Meals	8.00	60.00	480.00
Mileage	1,963.00	0.67	1,315.21
Personal Mileage	536.00	0.67	359.12

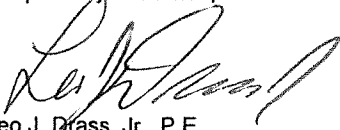
Invoice total **23,024.83**

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

Corporation of Harpers Ferry
Project 22050 Harpers Ferry (WV) IJDC Funding Application

Invoice number 91021
Date 03/31/2025

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Leo J. Drass, Jr.', written in a cursive style.

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

Contractor's Application for Payment

Owner:	<u>The Corporation of Harpers Ferry</u>	Owner's Project No.:	<u>Contract No. 2</u>
Engineer:	<u>Gwin Dobson & Foreman</u>	Engineer's Project No.:	<u>N/A</u>
Contractor:	<u>Terra Works, Inc.</u>	Contractor's Project No.:	<u>24.029</u>
Project:	<u>Phase I: Distribution System Improvements Project</u>		
Contract:	<u>Contract No. 2</u>		
Application No.: <u>1</u>		Application Date: <u>4/1/2025</u>	
Application Period: From <u>3/1/2025</u> to <u>3/27/2025</u>			
1. Original Contract Price		\$	3,290,000.00
2. Net change by Change Orders		\$	-
3. Current Contract Price (Line 1 + Line 2)		\$	3,290,000.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		\$	812,510.00
5. Retainage			
a. <u>10%</u> X <u>\$ 812,510.00</u> Work Completed		\$	81,251.00
b. <u> </u> X <u>\$ -</u> Stored Materials		\$	-
c. Total Retainage (Line 5.a + Line 5.b)		\$	81,251.00
6. Amount eligible to date (Line 4 - Line 5.c)		\$	731,259.00
7. Less previous payments (Line 6 from prior application)			
8. Amount due this application		\$	731,259.00
9. Balance to finish, including retainage (Line 3 - Line 4)		\$	2,477,490.00
Contractor's Certification			
The undersigned Contractor certifies, to the best of its knowledge, the following:			
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;			
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and			
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.			
Contractor: <u>TERRA WORKS, INC.</u>			
Signature: <u>Ryan W. Miles Sr.</u>		Date: <u>4/7/2025</u>	
Digitally signed by Ryan W. Miles Sr. DN: C=US, E="rmiles@terraworksinco.com", O="Terra Works, Inc.", CN="Ryan W. Miles Sr." Date: 2025.04.07 10:13:24-0400			
Recommended by Engineer		Approved by Owner	
By: <u>[Signature]</u>		By: _____	
Title: <u>Sr. Project Engineer</u>		Title: _____	
Date: <u>4-7-2025</u>		Date: _____	
Approved by Funding Agency			
By: _____		By: _____	
Title: _____		Title: _____	
Date: _____		Date: _____	

Contractor's Application for Payment

Owner's Project No.:	Contract No. 2
Engineer's Project No.:	N/A
Contractor's Project No.:	24.029

[illegible]

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	The Corporation of Harpers Ferry	Owner's Project No.:	Contract No. 2
Engineer:	Gwin Dobson & Foreman	Engineer's Project No.:	N/A
Contractor:	Terra Works, Inc.	Contractor's Project No.:	24.029
Project:	Phase I: Distribution System Improvements Project		
Contract:	Contract No. 2		

[illegible]

Progress Estimate - Unit Price Work

Owner:	The Corporation of Harpers Ferry	Owner's Project No.:	Contract No. 2
Engineer:	Gwin Dobson & Foreman	Engineer's Project No.:	N/A
Contractor:	Terra Works, Inc.	Contractor's Project No.:	24.029
Project:	Phase I: Distribution System Improvements Project		
Contract:	Contract No. 2		

Contractor's Application for Payment

Application No.: 1													Application Period: From 03/01/25 to 03/27/25		Application Date: 04/01/25	
Bid Item No.	Description	C	D	Contract Information		F	Work Completed		I	J	K	L				
				E	G		H									
								Value of Bid Item (C x E) (\$)					Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E x G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)
Item Quantity	Units	Unit Price (\$)														
Original Contract																
01.00	Waterline pipe					\$		\$		\$		\$				
	a. 10" dia C-900 PVC pipe	30.00	LF	\$	400.00	\$	12,000.00					\$				
	b. 8" dia C-900 PVC pipe	400.00	LF	\$	250.00	\$	100,000.00	43.00	\$	10,750.00		\$				
	c. 6" dia C-900 PVC pipe	6,250.00	LF	\$	175.00	\$	1,093,750.00	2,247.00	\$	393,225.00		\$				
	d. 4" dia C-900 PVC pipe	1,300.00	LF	\$	170.00	\$	221,000.00	977.00	\$	166,090.00		\$				
	e. 2" dia C-900 PVC pipe	250.00	LF	\$	145.00	\$	36,250.00					\$				
	f. 1" dia C-900 PVC pipe	450.00	LF	\$	135.00	\$	60,750.00	463.00	\$	62,505.00		\$				
02.00	Steel casing pipe					\$						\$				
	a. 12" dia ASTM A-252 (open cut)	120.00	LF	\$	350.00	\$	42,000.00					\$				
	b. 16" dia ASTM A-252 (open cut)	15.00	LF	\$	400.00	\$	6,000.00					\$				
03.00	Waterline fittings					\$						\$				
	a. 10"x10"x6" cross, DIM1 w/ retainer glands	1.00	EA	\$	4,000.00	\$	4,000.00					\$				
	b. 10"x10"x6" tee, DIM1 w/ retainer glands	3.00	EA	\$	4,000.00	\$	12,000.00					\$				
	c. 8"x8"x8" tee, DIM1 w/ retainer glands	1.00	EA	\$	3,500.00	\$	3,500.00	1.00	\$	3,500.00		\$				
	d. 8"x4" bend, DIM1 w/ retainer glands	2.00	EA	\$	2,500.00	\$	5,000.00					\$				
	e. 8" 22-1/2 bend, DIM1 w/ retainer glands	1.00	EA	\$	2,000.00	\$	2,000.00					\$				
	f. 8" cap, DIM1 w/ retainer glands	3.00	EA	\$	1,250.00	\$	3,750.00	1.00	\$	1,250.00		\$				
	g. 8"x6" reducer, DIM1 w/ retainer glands	1.00	EA	\$	2,000.00	\$	2,000.00					\$				
	h. 8"x4" reducer, DIM1 w/ retainer glands	1.00	EA	\$	1,750.00	\$	1,750.00	1.00	\$	1,750.00		\$				
	i. 6"x6"x6" tee, DIM1 w/ retainer glands	9.00	EA	\$	3,500.00	\$	31,500.00	3.00	\$	10,500.00		\$				
	j. 6"x6"x4" tee, DIM1 w/ retainer glands	2.00	EA	\$	3,350.00	\$	6,700.00					\$				
	k. 6" 90 bend, DIM1 w/ retainer glands	6.00	EA	\$	2,000.00	\$	12,000.00	1.00	\$	2,000.00		\$				
	l. 6" 45 bend, DIM1 w/ retainer glands	9.00	EA	\$	1,500.00	\$	13,500.00	1.00	\$	1,500.00		\$				
	m. 6" 22-1/2 bend, DIM1 w/ retainer glands	10.00	EA	\$	1,500.00	\$	15,000.00					\$				
	n. 6" 11-1/4 bend, DIM1 w/ retainer glands	4.00	EA	\$	1,500.00	\$	6,000.00	3.00	\$	4,500.00		\$				
	o. 6" cap (type as required)	6.00	EA	\$	1,000.00	\$	6,000.00					\$				
	p. 6" cap, DIM1 w/ retainer glands	1.00	EA	\$	1,000.00	\$	1,000.00	1.00	\$	1,000.00		\$				
	q. 6"x1" CC cap	1.00	EA	\$	1,150.00	\$	1,150.00	1.00	\$	1,150.00		\$				
	r. 6"x4" reducer, DIM1 w/ retainer glands	2.00	EA	\$	1,500.00	\$	3,000.00	1.00	\$	1,500.00		\$				
	s. 4"x4"x4" tee, DIM1 w/ retainer glands	2.00	EA	\$	3,000.00	\$	6,000.00	1.00	\$	3,000.00		\$				
	t. 4" 90 bend, DIM1 w/ retainer glands	2.00	EA	\$	1,750.00	\$	3,500.00					\$				
	u. 4" 45 bend, DIM1 w/ retainer glands	2.00	EA	\$	1,250.00	\$	2,500.00					\$				
	v. 4" 22-1/2 bend, DIM1 w/ retainer glands	1.00	EA	\$	1,250.00	\$	1,250.00					\$				
	w. 4" cap (type as required)	2.00	EA	\$	800.00	\$	1,600.00					\$				
	x. 4" cap, DIM1 w/ retainer glands	4.00	EA	\$	650.00	\$	2,600.00	3.00	\$	1,950.00		\$				
	y. 2" cap (type as required)	4.00	EA	\$	600.00	\$	2,400.00					\$				
	z. 2" corp stop/ reconnect	1.00	EA	\$	1,750.00	\$	1,750.00					\$				
	aa. 1" corp stop/ reconnect	2.00	EA	\$	1,500.00	\$	3,000.00	1.00	\$	1,500.00		\$				
	bb. 1-1/4" cap (type as required)	1.00	EA	\$	1,650.00	\$	1,650.00					\$				
	cc. 1" cap (type as required)	2.00	EA	\$	300.00	\$	600.00					\$				

Progress Estimate - Unit Price Work

Owner: The Corporation of Harpers Ferry
Engineer: Gwin Dobson & Foreman
Contractor: Terra Works, Inc.
Project: Phase I: Distribution System Improvements
Contract: Contract No. 2

Contractor's Application for Payment

Owner's Project No.:
Engineer's Project No.:
Contractor's Project No.:

Application No.: 1												Application Period: From 03/01/25 to 03/27/25		Application Date: 04/01/25	
A	B	C	D	E	F	G	H	I	J	K	L				
Bid Item No.	Description	Item Quantity	Units	Contract Information		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H+I) (\$)	% of Value of Item (J/F) (%)	Balance to Finish (F-J) (\$)				
				Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)								
04.00	Gate valves with RVB and retainer glands														
	a. 10" dia M.J. gate valve	2.00	EA	\$ 4,950.00	\$ 9,900.00		\$ -		\$ -	0%	\$ 9,900.00				
	b. 8" dia M.J. gate valve	3.00	EA	\$ 3,950.00	\$ 11,850.00	3.00	\$ 3.00	\$ 11,850.00	\$ 11,850.00	100%	\$ -				
	c. 6" dia M.J. gate valve	25.00	EA	\$ 2,950.00	\$ 73,750.00	7.00	\$ 7.00	\$ 20,650.00	\$ 20,650.00	28%	\$ 53,100.00				
	e. 4" dia M.J. gate valve	2.00	EA	\$ 1,950.00	\$ 3,900.00		\$ -		\$ -	0%	\$ 3,900.00				
05.00	Sleeves/ couplings														
	a. 10" diameter (type as required)	6.00	EA	\$ 1,500.00	\$ 9,000.00		\$ -		\$ -	0%	\$ -				
	b. 8" diameter (type as required)	1.00	EA	\$ 1,300.00	\$ 1,300.00		\$ -		\$ -	0%	\$ 9,000.00				
	c. 6" diameter (type as required)	6.00	EA	\$ 1,250.00	\$ 7,500.00		\$ -		\$ -	0%	\$ 7,500.00				
	d. 4" diameter (type as required)	2.00	EA	\$ 1,200.00	\$ 2,400.00		\$ -		\$ -	0%	\$ 2,400.00				
06.00	Water service connections														
	a. New 3/4" water connection	79.00	EA	\$ 1,400.00	\$ 110,600.00		\$ -		\$ -	0%	\$ -				
	b. 1" thru 1-1/4" caps (types as required)	2.00	EA	\$ 1,750.00	\$ 3,500.00		\$ -		\$ -	0%	\$ 110,600.00				
07.00	Water service pipe														
	a. 3/4" dia DR-9 CTS HOPE (open cut)	2,400.00	LF	\$ 90.00	\$ 216,000.00	100.00	\$ 100.00	\$ 9,000.00	\$ 9,000.00	4%	\$ 207,000.00				
08.00	Combination air valve assembly	4.00	EA	\$ 4,000.00	\$ 16,000.00		\$ -		\$ -	0%	\$ 16,000.00				
09.00	Fire hydrant assembly	5.00	EA	\$ 9,900.00	\$ 49,500.00	1.00	\$ 1.00	\$ 9,900.00	\$ 9,900.00	20%	\$ 39,600.00				
	10.00 2" blow off assembly	2.00	EA	\$ 3,950.00	\$ 7,900.00		\$ -		\$ -	0%	\$ 7,900.00				
11.00	Restoration of trench area														
	a. Type A - asphalt paved roadways and shoulders	4,000.00	SY	\$ 75.00	\$ 300,000.00		\$ -		\$ -	0%	\$ 300,000.00				
	b. Type B - asphalt paved driveways	500.00	SY	\$ 70.00	\$ 35,000.00		\$ -		\$ -	0%	\$ 35,000.00				
	c. Type C - concrete sidewalks, islands and driveways	50.00	CY	\$ 1,000.00	\$ 50,000.00		\$ -		\$ -	0%	\$ 50,000.00				
	d. Type D - unpaved, grass, lawn and non-stabilized	2,800.00	LF	\$ 14.00	\$ 39,200.00		\$ -		\$ -	0%	\$ 39,200.00				
	e. Type E - stone areas, driveways, alleys and roads	250.00	SY	\$ 25.00	\$ 6,250.00		\$ -		\$ -	0%	\$ 6,250.00				
	f. Type F - asphalt and concrete roadway (Washington St)	60.00	SY	\$ 500.00	\$ 30,000.00		\$ -		\$ -	0%	\$ 30,000.00				
12.00	Mill and wearing course overlay														
	a. 1-1/2" 9.5mm HMA/WMA	1,800.00	SY	\$ 35.00	\$ 63,000.00		\$ -		\$ -	0%	\$ 63,000.00				
13.00	Concrete encasement/ cradle/ thrust blocking/ slope	40.00	CY	\$ 499.00	\$ 19,960.00		\$ -		\$ -	0%	\$ 19,960.00				
14.00	Project sign	1.00	EA	\$ 5,000.00	\$ 5,000.00	1.00	\$ 1.00	\$ 5,000.00	\$ 5,000.00	100%	\$ -				
15.00	Select backfill	2,500.00	CY	\$ 30.00	\$ 75,000.00	553.00	\$ 553.00	\$ 16,590.00	\$ 16,590.00	22%	\$ 58,410.00				
16.00	Pipeline markers posts	18.00	EA	\$ 110.00	\$ 1,980.00		\$ -		\$ -	0%	\$ 1,980.00				
17.00	Maintenance and protection of traffic	1.00	LS	\$ 150,000.00	\$ 150,000.00	0.26	\$ 0.26	\$ 39,000.00	\$ 39,000.00	26%	\$ 111,000.00				
18.00	Exploratory excavation of utilities	25.00	CY	\$ 50.00	\$ 1,250.00	27.00	\$ 27.00	\$ 1,350.00	\$ 1,350.00	108%	\$ (100.00)				
19.00	Testing laboratory services (allowance)	1.00	LS	\$ 5,000.00	\$ 5,000.00		\$ -		\$ -	0%	\$ 5,000.00				
20.00	Mobilization/ demobilization	1.00	LS	\$ 50,000.00	\$ 50,000.00	0.50	\$ 0.50	\$ 25,000.00	\$ 25,000.00	50%	\$ 25,000.00				
21.00	Soil erosion & sediment control	1.00	LS	\$ 25,000.00	\$ 25,000.00	0.26	\$ 0.26	\$ 6,500.00	\$ 6,500.00	26%	\$ 18,500.00				
22.00	WVDOT inspection and insurance (allowance)	1.00	LS	\$ 5,000.00	\$ 5,000.00		\$ -		\$ -	0%	\$ 5,000.00				
23.00	Pressure reducing vault - Washington St	1.00	LS	\$ 176,660.00	\$ 176,660.00		\$ -		\$ -	0%	\$ 176,660.00				
					\$ -		\$ -		\$ -		\$ -				
					\$ -		\$ -		\$ -		\$ -				
					\$ -		\$ -		\$ -		\$ -				
					\$ -		\$ -		\$ -		\$ -				

Progress Estimate - Unit Price Work

Owner: The Corporation of Harpers Ferry Engineer: Gwin Dobson & Foreman Contractor: Terra Works, Inc. Project: Phase I: Distribution System Improvements Project Contract: Contract No. 2										Contractor's Application for Payment Owner's Project No.: Contract No. 2 Engineer's Project No.: N/A Contractor's Project No.: 24,029									
Application No.: 1		Application Period: From 03/01/25 to 03/27/25		Application Date: 04/01/25															
A	B	C	D	E	F	G	H	I	J	K	L								
Bid Item No.	Description	Contract Information			Value of Bid Item (C X E) (\$)	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)								
		Item Quantity	Units	Unit Price (\$)		Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)												
					\$ -		\$ -		\$ -		\$ -								
					\$ -		\$ -		\$ -		\$ -								
					\$ -		\$ -		\$ -		\$ -								
Original Contract Totals					\$ 3,290,000.00		\$ 812,510.00	\$ -	\$ 812,510.00	25%	\$ 2,477,490.00								

Contractor's Application for Payment

Owner's Project No.:	Contract No. 2
Engineer's Project No.:	N/A
Contractor's Project No.:	24.029

[illegible]

Contractor's Application for Payment

Contractor's Application for Payment	Contract No. 2
Project No.:	N/A
Project No.:	24.029
Contract's Project No.:	

[illegible]

**Harpers Ferry Water Works
WDA Grant**

	CLASSIFICATION	APPROVED BUDGET	ADJUSTMENTS	REVISED BUDGET	PAID PRIOR TO THIS DRAW	REQUESTED THIS REQUEST	PAID TO DATE	BALANCE REMAINING
1	Construction & Cons. Cont.							
	a. Contract 1 -	2,928,500.00	0.00	2,928,500.00	0.00	731,259.00	731,259.00	2,197,241.00
	b. Contract 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Contract 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Construction contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	Technical Services							
	a. Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b. Preliminary Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Final Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Bidding & Negotiation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	e. Eng. During construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	f. Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	g. Special Services		0.00	0.00	0.00	0.00	0.00	0.00
	I&I Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Asset Management Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Funding Assistance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	Legal/Fiscal							
	a. Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b. PSC Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Administrative							
	a. Administrative Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b. Bond Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Registrar Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Sites & Other Lands	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	Design Loan Payoff	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	Financing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	TOTAL of Lines 1 through 10	2,928,500.00	0.00	2,928,500.00	0.00	731,259.00	731,259.00	2,197,241.00

CNB Loan

	CLASSIFICATION	APPROVED BUDGET	ADJUSTMENTS	REVISED BUDGET	PAID PRIOR TO THIS DRAW	REQUESTED THIS REQUEST	PAID TO DATE	BALANCE REMAINING
1	Construction & Cons. Cont.							
	a. Contract 1 -	361,500.00	0.00	361,500.00	0.00	0.00	0.00	361,500.00
	b. Contract 2 -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Contract 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Construction contingency	132,000.00	0.00	132,000.00	0.00	0.00	0.00	132,000.00
2	Technical Services							
	a. Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b. Preliminary Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Final Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Bidding & Negotiation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	e. Eng. During construction	65,000.00	0.00	65,000.00	12,348.00	14,670.87	27,018.87	37,981.13
	f. Inspection	100,000.00	0.00	100,000.00	0.00	13,679.25	13,679.25	86,320.75
	g. Special Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	I&I Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Asset Management Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Funding Assistance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	Legal/Fiscal							
	a. Legal	4,000.00	0.00	4,000.00	1,897.50	0.00	1,897.50	2,102.50
	b. PSC Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Administrative							
	a. Administrative Expenses	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00
	b. Bond Counsel	32,500.00	0.00	32,500.00	32,500.00	0.00	32,500.00	0.00
	c. Accounting	2,000.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00
	d. Registrar Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Sites & Other Lands	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	Archaeologist	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	Financing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	TOTAL of Lines 1 through 10	700,000.00	0.00	700,000.00	49,745.50	28,350.12	78,095.62	621,904.38

Total

	CLASSIFICATION	APPROVED BUDGET	ADJUSTMENTS	REVISED BUDGET	PAID PRIOR TO THIS DRAW	REQUESTED THIS REQUEST	PAID TO DATE	BALANCE REMAINING
1	Construction & Cons. Cont.							
	a. Contract 1 -	3,290,000.00	0.00	3,290,000.00	0.00	731,259.00	731,259.00	2,558,741.00
	b. Contract 2 - sludge contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Contract 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Construction contingency	132,000.00	0.00	132,000.00	0.00	0.00	0.00	132,000.00
2	Technical Services							
	a. Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b. Preliminary Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Final Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Bidding & Negotiation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	e. Eng. During construction	65,000.00	0.00	65,000.00	12,348.00	14,670.87	27,018.87	37,981.13
	f. Inspection	100,000.00	0.00	100,000.00	0.00	13,679.25	13,679.25	86,320.75
	g. Special Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	h. Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	i. Asset Management Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	j. Funding Assistance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	Legal/Fiscal							
	a. Legal	4,000.00	0.00	4,000.00	1,897.50	0.00	1,897.50	2,102.50
	b. PSC Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Administrative							
	a. Administrative Expenses	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00
	b. Bond Counsel	32,500.00	0.00	32,500.00	32,500.00	0.00	32,500.00	0.00
	c. Accounting	2,000.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00
	d. Registrar Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Sites & Other Lands	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	Design Loan Payoff	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	Financing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	TOTAL of Lines 1 through 10	3,628,500.00	0.00	3,628,500.00	49,745.50	759,609.12	809,354.62	2,819,145.38

Item 5.c.i.

APRIL 2025 POLICE REPORT

ACCIDENTS	1
CALL OUTS	0
ASSISTS	9

CITATIONS 146

Driving Suspended	1
Failure to obtain WV DL	1
Insurance	6
MVI	25
Parking	95
Registration	15
Speeding	3

INCIDENTS 336

Assist Other Departments	9
Building Check	19
Capias Service	1
Directed Patrol	93
EMS Assist	1
Foot Patrol	6
Found Property	2
Hardcopy	1
MVA - Unknown Injuries	1
Out of Car	4
Parking	20
Road Patrol	134
Suspicious Activity	1
Suspicious Person	1
Suspicious Vehicle	3
Traffic Hazard	1
Traffic Stops	39

CORPORATION OF HARPERS FERRY

Ordinance Compliance Officer

Town Council Monthly Report

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

PH: (304) 535-2206

TC Meeting Date: 4/14/25

Report on activities for the Month of March 2025

Permit Applications received for the month of March:

Date Received	Applicant Name and Project Site Address	Type of Application	Action Taken (sent to BZA, LM, PC, Legal, TC)	Application in Progress	Date Permit Issued
3/3/25	H. Simmons 699 Fillmore St.	ZCPA #2025-009 Replacement windows	Replacement of 19 windows. All specs met ordinance requirements; project approved.	No	Permit issued 3/5/25
3/10/25	T. Stipanov 549 Park Row	ZCPA #2025-010 Replacement of siding & windows	Requested applicant to send additional information on materials.	Yes	

Updates for the month of March on open applications:

Date Received	Applicant Name and Project Site Address	Type of Application	Action Taken (sent to BZA, LM, PC, Legal, TC)	Application in Progress	Date Permit Issued
2/3/25	Jill Schaffer 186 High Street	Plat Approval #2025-006	PC requested additional information/signature on the plat in order to present to the Town Council for final approval at their April meeting.	Yes	
2/13/25	E. Love 970 Washington Street	ZCPA #2025-008 Exterior modifications.	Per the Permit Procedure Process Flowchart, after receiving additional information from the applicant, I forwarded the complete application to BZA on 3/31/25 for the review process.	Yes	

1/2/25	Z. Morse Vacant Lot Potomac Street	ZCPA #2025-001 ~ Installation of ramps for parking access.	This application has been in front of the PC for 3.5 months with no approval/denial issued to date.	Yes	
1/9/25	HF Town Foundation 1030 W. Ridge Street	ZCPA #2025-002 ~ Restoration of original basement window, replacement covered door on basement level	BZA approved this project at the hearing on 2/21/25. Permit issued on 3/12/25.	No	Permit issued 3/12/25
1/16/25	C. Pechuekonis 898 Washington Street	ZCPA #2025-004 ~ Installation of sky lights	BZA approved this project at the hearing on 2/21/25. Permit issued on 3/12/25.	No	Permit issued 3/12/25
12/22/24	J. Sayed 168 High Street	ACPA #2024-0033 – Replacement windows, posts for lights	Met with the Fire Marshall who is requiring additional information with drawings to be provided by the applicant before moving the project forward.	Yes	
11/20/24	M. Roberts 1051 Putnam Street	Application for Plat Approval #2024-0031	This irregular lot line request does not meet ordinance requirements. Applicants have been notified; a partial reimbursement of the application fee has been requested.	No	File closed 3/26/25
8/5/24	M. Parsons Lot 2, Block O W. Ridge St.	ZCPA #2024-0022—New Home Construction	Waiting for the applicant to provide more information on this project.	Yes	
1/23/24	M. Zeleke 828 Washington Street	ZCPA #2024-0002 Installation of driveway	Per conversation with applicant, expect movement on this project in April.	Yes	

Other information to report during the month of March 2025:

3/1/25 Performed final footer inspection ZCPA # 2025-005 Park Row. Project closed.

3/5/25 Spoke with building contractor confirming square footage requirements for 4 new home builds on Block LL, Lots 4, 5, 8 & 9, Fillmore Street.

3/11/25 Call with architect designing new home on Block N, Lots 15 & 16, Putnam Street regarding setbacks.

3/12/25 Notified the owner of 601 Fillmore Street to remove trash bags from the front porch.

3/12/25 Contacted the Vintage Lady requesting moving the metal stand located on the sidewalk in front of her store.

3/12/25 Contacted the owner of the Weaver house regarding the '84' Lumber wrapping of the structure located on the corner of Wahington and Boundary Streets.

3/12/25 Contacted Mr. G. Hammer to remove debris from bordering of his property and Landcaster 'paper' street.

3/19/25 Contacted Realtor listing '16' Putnam Street to remove listing as this is not a buildable lot due to the encroachment of the home located to the right of the lot.

3/19/25 Meet with the State Fire Marshall to review renovations at 168 High Street.

3/19/25 Meet with the State Fire Marshall to review upcoming renovations at 460 Fillmore Street.

Submitted by: Kevin Hamilton

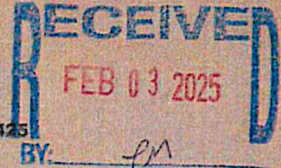
Kevin Hamilton, OCO

Item 5.e.ii

Corporation of Harpers Ferry

"Listed on the National Registry of Historic Places"

1000 Washington Street • P.O. Box 217 • Harpers Ferry, West Virginia 25425
304-535-2206 • Fax: 304-535-6520

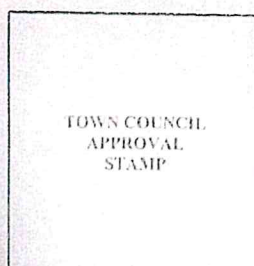


APPLICATION FOR PLAT APPROVAL

Applicant	Name _____ Mailing Address _____ City _____ State _____ Zip _____ E-Mail _____ Daytime Telephone _____ Evening Telephone _____	I hereby certify that (1) I am the owner or that I have the authority of the owner to make application, (2) I have read and understand the accompanying instructions, (3) the information given is correct, and (4) all provisions of state and municipal laws and ordinances governing this application will be complied with, whether specified herein or not. I understand that (1) town staff may visit and photograph the subject property, and (2) more supporting information may be requested and (3) this request, including all submitted documents and staff photos relating to this request, is public information and can be made available upon request. Signature of Applicant _____ Date <u>12/11/2024</u>
	Owner	
Property	Please include below, all information on the land in question and any other abutting land partially or fully owned or under option to the applicant: Street Address <u>189 High Street, Harpers Ferry, WV 25425</u> Block and Lot Number(s) _____ Total Acreage/Lot Size <u>0.0857 ACRES</u> Existing Zoning ☐ Residential District ☒ Business District Are there buried utilities or easements on the property? ☐ No ☐ Yes (When a plat is required, please show all easements)	
Approval Sought	☐ Preliminary Plat ☒ Final Plat	

For Official Use Only

Date Received _____ Fees Paid _____
Received By _____ Deposits Paid _____
Receipt Number _____

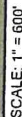


Conditions of Approval _____

Rationale for Denial _____

Application Number # 2025-006

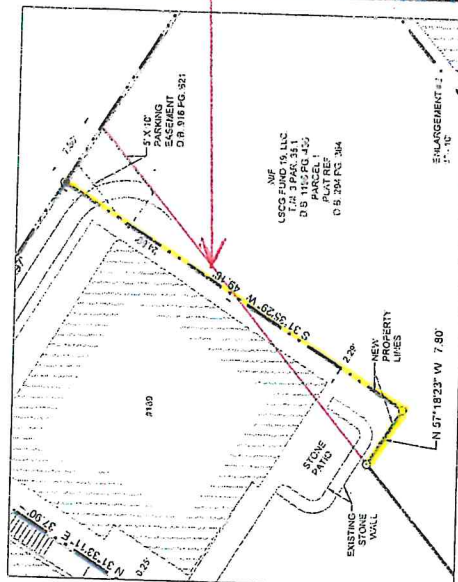
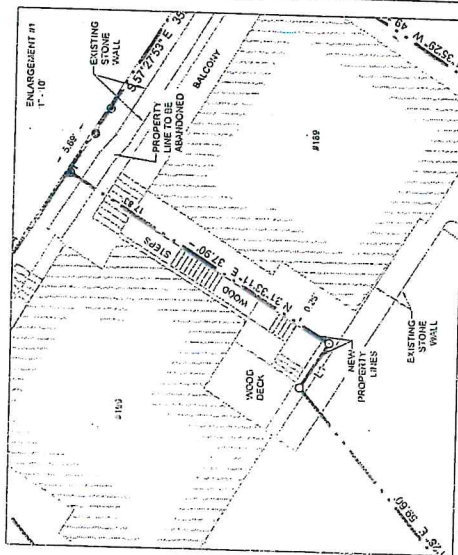
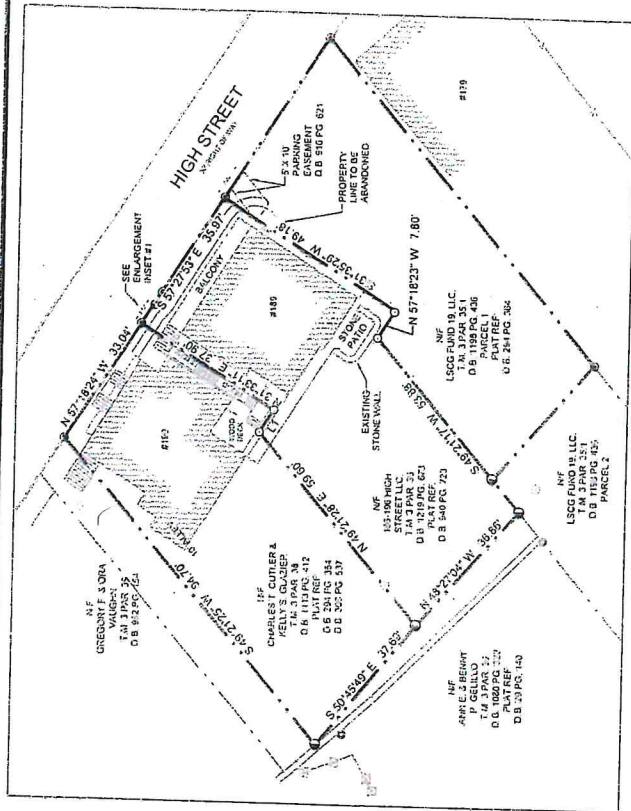
Rev. 05-2017



VICINITY MAP

NOTES:

- THIS PLAN WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY BE SUBJECT TO UNRECORDED RIGHT-OF-WAY EASEMENTS, EASEMENTS, RESTRICTIONS, OR OTHER FACTS NOT SHOWN HEREON.
- THE INTENT OF THIS PLAT IS TO GRANT THE EASEMENTS, EASES BETWEEN T.M. 3 PARCELS 35 AND T.M. 3 PARCELS 33 TO REVEAL THE STAIRS THAT ENOUGH CUT IN T.M. 3 PARCELS 35 AND ADJACENT BETWEEN T.M. 3 PARCELS 35 AND T.M. 3 PARCELS 33 TO REMOVE A BUILDING ENCROACHMENT.
- THE LANDS HEREBY CONVEYED ARE ADJACENT TO AND CONTIGUOUS WITH THAT CERTAIN PARCELS OF LAND WHICH WERE OWNED BY THE GRANTEES HEREIN, HAVING BEEN CONVEYED TO THEM BY DEED OF RECORD IN THE CLERK'S OFFICE OF THE COUNTY OF JEFFERSON, MISSOURI, AND DEED BOOK 111 PAGE 412 AND D.B. 1163 OWNED LANDS OF THE GRANTEES.
- NO NEW LOTS ARE BEING CREATED HEREON.
- THESE PARCELS ARE LOCATED ON SECTION 34, TOWNSHIP 16 NORTH, RANGE 12 EAST, MO. 6TH MERIDIAN, AN AREA DETERMINED TO BE OUTSIDE THE 0.3% CUMULATIVE FLOODPLAIN.
- THERE ARE NO WETLANDS LOCATED ON THESE PROPERTIES PER THE NATIONAL WETLAND INVENTORY.
- THE PROPERTIES ARE ZONED BUSINESS/SHOPS DISTRICT (B-SH) AND RESIDENTIAL.
- THERE IS A CERTAIN AGREEMENT DATED SEPTEMBER 17, 1920, BETWEEN THOMAS WALKER AND JOHN H. KENNEY, AS SIGNED IN THE ABOVE-COUNTY CLERK'S OFFICE IN D.B. 203 PG. 548, WHEREIN JOHN H. KENNEY HAS THEIRS, CERTAIN PORTION OF THE NORTHEAST PART OF THE NORTH 1/4 OF SECTION 34, TOWNSHIP 16 NORTH, RANGE 12 EAST, MO. 6TH MERIDIAN, AND HAS BEEN CLARIFICATION OF THIS EASEMENT RECORDED IN THE JEFFERSON COUNTY CLERK'S OFFICE IN D.B. 35750 PG. 348, REGARDING THE WOODEN STAIRS. THIS PLAT DOES NOT REMOVE THIS EASEMENT.
- THE PROPERTIES OF PARCELS 33 AND 35 ARE AN EJECT EXCHANGE OF PROPERTY.
- THE PROPERTIES OF PARCELS 33 AND 35 ARE A EJECT EXCHANGE OF PROPERTY.



AREA TABLE	
EXISTING PARCEL 38	± 0.0826 ACRES
EXISTING PARCEL 35	± 0.0857 ACRES
NEW PARCEL 38	± 0.0826 ACRES
NEW PARCEL 35	± 0.0857 ACRES

AREA TABLE	
EXISTING PARCEL 1 OF 35.1	± 0.0820 ACRES
EXISTING PARCEL 35	± 0.0857 ACRES
NEW PARCEL 35.1	± 0.0820 ACRES
NEW PARCEL 35	± 0.0857 ACRES

MARSHES FERRY WEST VIRGINIA

OFFICE OF PLANNING & ECONOMIC DEVELOPMENT

PLAT OF BOUNDARY LINE ADJUSTMENT

186 - 196 HIGH STREET L.L.C AND
CHARLES T. CUTLER & KELLY S. GLAZIER AND
L.S.C.G FUND 1911 C

L.C.O. FUND IS L.C.C.
HARPERS FERRY CORPORATION DISTRICT
T.M.3 PAR. 35 & 35.1 & 38 D.B 1219 PG. 673.
D.B. 1190 PG. 425 D.B.1113 PG. 412
JEFFERSON COUNTY, WEST VIRGINIA

PROPERTY ADDRESS
1234 FIGHT ST.
HARRERSBURG MD 21074

OWNER:
1600 17TH HIGH STREET LLC

NO.

10F1

ACCEPTANCE STATEMENT:

THE OWNER IN SIGNING THIS PLAT AGREES TO ABIDE BY ALL CONDITIONS, TERMS AND SPECIFICATIONS PROVIDED HEREON.

CHARLESTON

SCHEFFÉ

1000 ELIUS 10 1 1 3



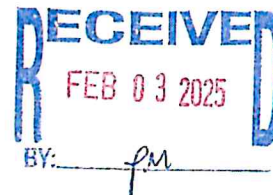
2017-2018

TRANSMITTAL LETTER

TO: Corporation of Harpers Ferry
1000 Washington Street
PO Box 217
Harpers Ferry, WV 25425
Attn: Patricia Morse and
Kevin Hamilton



DATE: February 3, 2025
PROJECT No.: 2407075.00
PROJECT: Schaffer Plat of Boundary Line Adjustment



SENT VIA							
FAX		MAIL		UPS		FED EX	
						DELIVERED	x
							PICKED UP

THESE ARE TRANSMITTED as checked below:			
For approval		For your use	
		As requested	
			For review and comments

COPIES	DATE	DESCRIPTION	ACTION			
			1	2	3	4
5		Plat of Boundary Line Adjustment				
1		Application Form (Please note Ms. Schaffer will sign the application form when she pays the submittal fee)				
2		Agreement Deeds				
		We are submitting the attached documents for review and approval. Please let us know if you have any questions and/or comments. Please confirm that we can be placed on the Meeting scheduled for February 18 th . Thank you.				

(1) NO EXCEPTIONS TAKEN (2) MAKE CORRECTIONS NOTED (3) AMEND & RESUBMIT (4) REJECTED

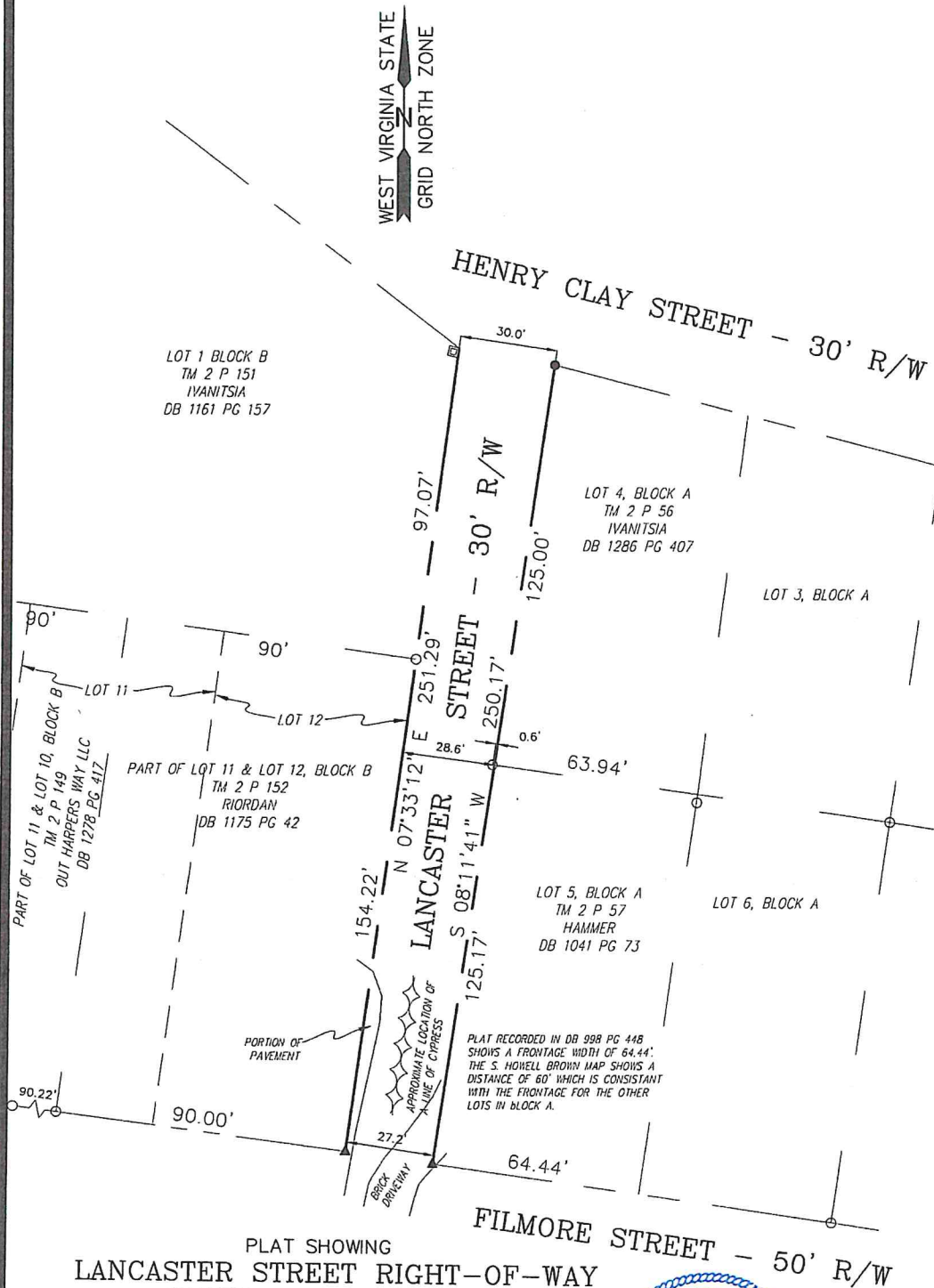
REMARKS: IF ENCLOSURES ARE NOT AS INDICATED, PLEASE NOTIFY US AT ONCE.

Barbara Kerns
Barbara Kerns
Alpha Associates, Incorporated

Item 5.e. iii

LEGEND:

- FOUND 5/8" REBAR
- CORNER OF STONE PILLAR
- ▲ SET MAGNAIL WITH ID TAG
- SET 5/8" REBAR & CAP



PLAT SHOWING
LANCASTER STREET RIGHT-OF-WAY

HARPERS FERRY CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA
SCALE: 1" = 40' JANUARY 25, 2025

ED JOHNSON AND ASSOCIATES, INC.
LAND SURVEYORS
674 ACORN CIRCLE
HARPERS FERRY, WEST VIRGINIA 25425
(304)725-6060



High Street Improvement Project Report & Opinion

**Prepared by Harpers Ferry Planning Commission
for
Harpers Ferry Town Council**

April 8, 2025

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Planning Commissioners

Emily Eads, Joe Keady, Paul Mayhew, Roberta Meade-Curry, Jesse Z Melton, Zach Morse, Tim Wisecarver

Purpose

The purpose of this document is to aid Harpers Ferry Town Council in reaching an understanding of the justifications for the opinion of the Harpers Ferry Planning Commission (HFPC) regarding the proposed “High Street Improvement Project” (WVDOH STATE PROJECT NO. U319-HAR/PE-2.00).

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The primary audience for this document is the Harpers Ferry Town Council.

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Background

The historical pedestrian infrastructure and the retrofitted High Street roadway in Lower Town Harpers Ferry create a bottleneck for pedestrians, particularly in the area between Public Way (labeled Church Street on the WVDOH documents) and Hog Alley. At the narrowest point the existing sidewalk is 34” wide, presenting challenges to navigating the area during high traffic periods.

WVDOH has developed a project to reduce that bottleneck by moving the roadway to allow the sidewalk to be widened. As requisite components of the project, a new retaining wall, handrail, and sidewalk are constructed on the northeast side of High Street.

Project Summary

The Project is a substantial undertaking with an anticipated duration of up to 16 weeks. The roadway between Public Way and Hog Alley is shifted 24" to the southwest, allowing for the widening of the sidewalk by approximately 12", the construction of a new 12" retaining wall, and a new handrail terminating at an ADA compliant ramp at the intersection with Hog Alley. Gutter work (downspout pipe, fittings, and anchors) from the street facing buildings are replaced. A contemporary Type II curb is laid on the southwest side of the street, new stormwater drains are installed and existing water infrastructure is adjusted to suit the new grade of the roadway.

While underway the Project calls for High Street to be reduced to one lane two-way traffic with Hog Alley closed for the duration of the Project. Automobile traffic is managed by message boards, signs, stop bars, flaggers, and timed electronic signal lights.

Construction begins with the widening of the road on the southwestern side. Once completed the northeast lane will be closed to automobile traffic and will serve as the pedestrian thoroughfare while the new retaining wall, handrail, and sidewalk are constructed. The sidewalk, retaining wall, and handrail are constructed sequentially to minimize access interruptions to the buildings. Finish paving and paint striping of the roadway are completed as the last steps prior to site cleanup and restoration.

In the event the Project is interrupted by winter weather the site is to be left in a safe and squared off condition. Traffic control measures will remain in place until the Project is completed. The contractor is responsible for all town and private property in the event of damage.

Conclusion

With a width increase to the sidewalk of only 12", the project fails to satisfy the primary objective of the project; pedestrian traffic on High Street remains bottlenecked. The Project does result in a new sidewalk, handrail, retaining wall, and an ADA compliant ramp, however the project as submitted is excessive in scope for these benefits.

Upon thorough analysis of the documents, multiple discussions, and field observations the Harpers Ferry Planning Commission has unanimously voted to recommend that this project as presented not be undertaken.

Key Decision Factors

- Little return on investment. The primary justification for the project, improving pedestrian traffic flow, is not resolved by a 12" increase in sidewalk width. The decaying curb and handrail are replaced, however the scope of the Project is exceedingly large for those deliverables.
- Little discernible community benefit beyond the ADA compliant ramp at Hog Alley.
- Little visitor benefit beyond the ADA compliant ramp at Hog Alley. Harpers Ferry National Historic Park already operates at near maximum capacity. Visitor volume levels argue against the current sidewalk width diminishing visitor experience.
- The proposed placement of the roadway exacerbates the driving challenges for eastbound auto traffic entering High Street from Public Way (labeled Church Street on the WVDOH documents).
- Loss of historic character and charm imbued by the sinuous, undulating sidewalk which is in remarkably good condition.
- The proposed widening of the roadway and curbing on the southern side of High Street will encroach on a distinctive historic and visual element of Lower Town (forecourt on the southwest side of High Street).
- The project exposes the Town to difficult to forecast financial risk. Per the WVDOH documents, no subsurface investigation is to be performed. Substandard materials and conditions revealed in the excavation of 19th century infrastructure must be brought up to standards defined in THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, STANDARD SPECIFICATIONS ROADS AND BRIDGES, ADOPTED 2023. Depending on what is discovered, there may be additional costs of an uncertain scale.
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historic structures. Remediation of those consequences could have profound implications on the historic streetscape and structures and challenge the financial resources of the Town. The risk/benefit factor falls below any reasonable threshold.

- The document package provided by WVDOH is not sufficiently prepared for project approval or contractual use (*See: Appendix 1: Issues of Note*).

Appendices

Appendix 1: Issues of Note

The WVDOH documentation is a 30% plan. It is intended to provide information sufficient to understand the higher level elements of the project without delving into granular details. The document, therefore, cannot be expected to answer every question, but it should illustrate an understanding of the Town's priorities.

The document fails to do this and focuses almost entirely on the roadway aspect of the project. The handrail, retaining wall, and sidewalk, the critical priorities, are treated as tertiary elements. The misaligned priorities are, presumably, the result of the fact WVDOH is, by definition, primarily concerned with roadways, not visual appeal and historical appropriateness of pedestrian infrastructure, and the fact priority weighting was insufficiently conveyed to WVDOH during the initial development of the concept.

The topics in this appendix are contributing factors in the HFPC decision, but are not of sufficient weight, individually or collectively, to change that decision if corrected. This appendix has been created to aid in the development and review of similar projects in future.

The first three items listed below are significant enough to prohibit using the documents for project approval or contractual purposes. The fourth is less serious, but is indicative of the overall focus of the project.

Handrail Materials

There are discrepancies between the written specifications and the drawings in the WVDOH documents. Of specific concern is the drawing callout for the replacement of the iron handrails with galvanized pipe and the lack of specific handrail material in the written specifications. Galvanized steel pipe is a significant divergence from the

malleable iron pipe currently in use and will not be aesthetically appealing. Expectations of the Town cannot be met with the specified galvanized pipe.

Materials specifications must be defined and consistent across the drawings and written specifications.

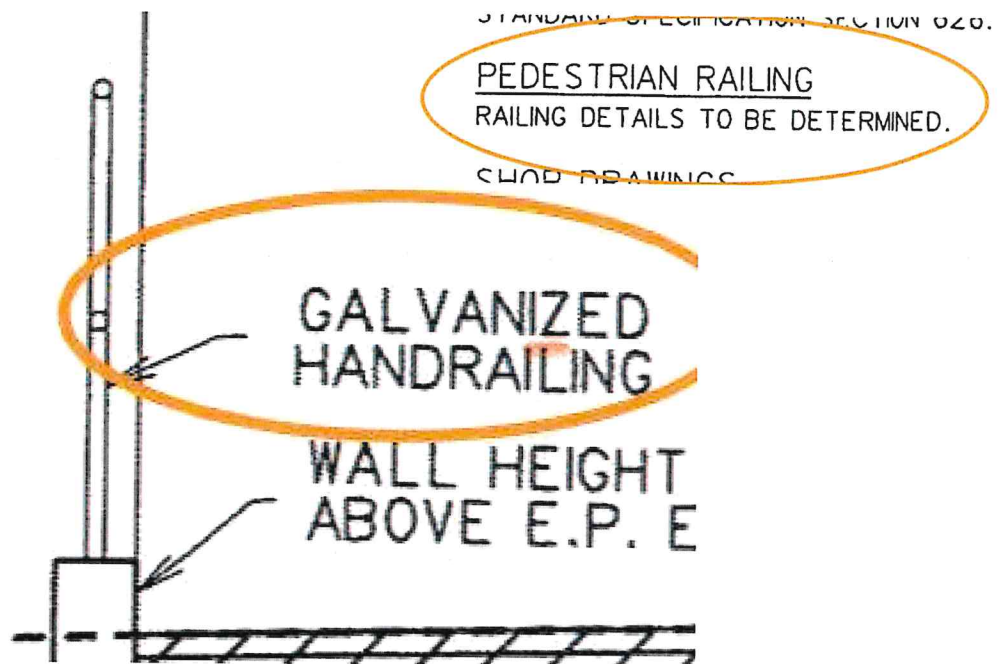


Figure 1 – See Sheet 2 and Sheet 13 of WVDOT Sheet Set

Handrail Design

The drawings and specifications provided do not include any measured drawings or descriptions of the new handrail. What information is provided relates to details of other aspects of the project and show differing, unmeasured, handrail designs. The handrail is the visual centerpiece of the project and warrants special attention and scrutiny.

At a minimum, dimensioned, two-view orthographic projections (top and side views) and descriptions of the handrail should be included in the documentation.

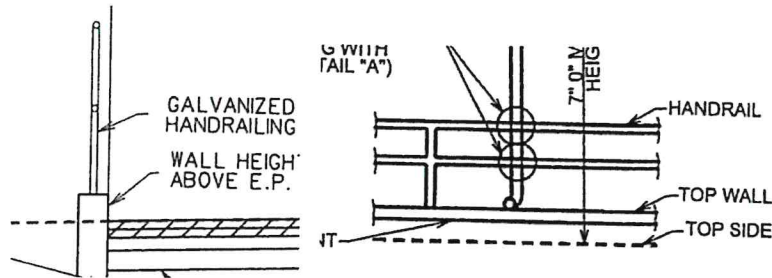


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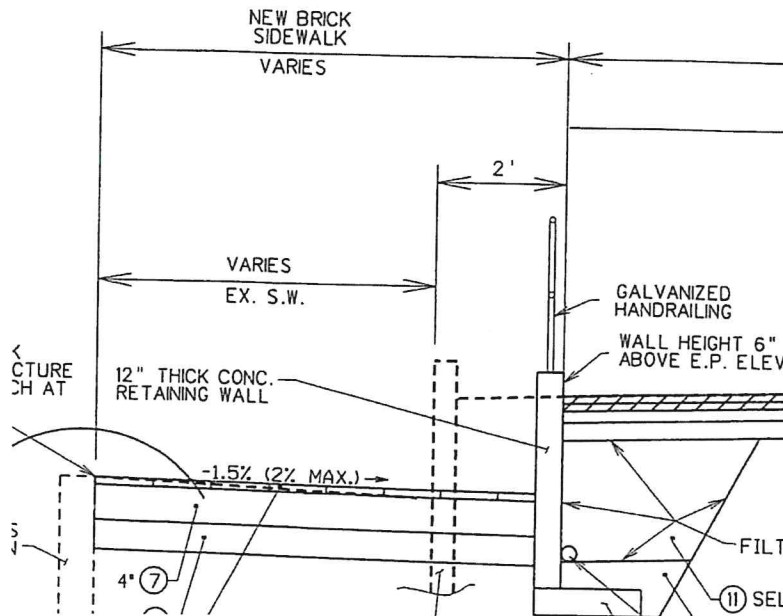


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The lack of design detail and unknown terminology regarding the retaining wall is a significant, but not critical, concern. The retaining wall is a visually significant feature of the Project and its finished appearance should be included in the drawings and descriptions.

The term “architecture designed” has no known meaning, and may be a spelling error, but this should be defined or corrected in any documentation used for project approval or contractual purposes.

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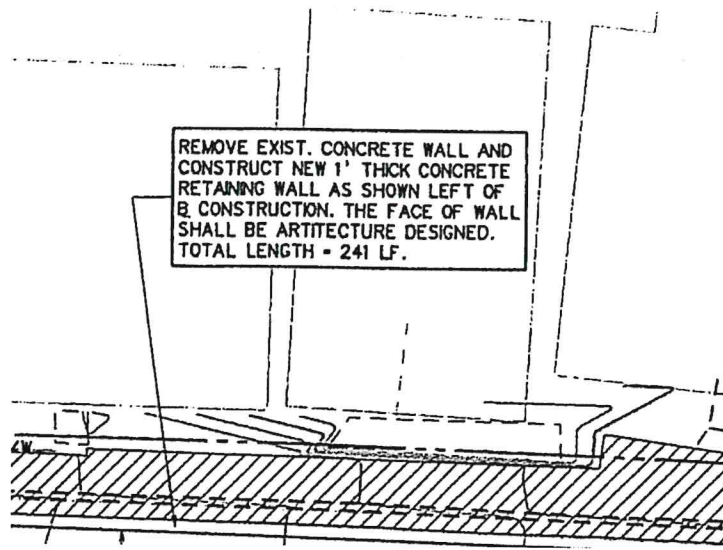


Figure 4 - See Sheet No. 10 WVDOH Sheet Set

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While the Project as a whole does not merit approval by HFPC, individual elements of the Project should be considered for implementation.

Replacement of Curb and Handrail

The existing curb between the sidewalk and roadway is in an advanced state of disrepair. The primary drivers of the decay are erosion and oxidation caused by the lack of sealing and drainage around iron handrail stanchions embedded in the curb and

the shallow depth of the stanchions in the curb which has introduced lateral stresses the retaining wall was not designed to withstand.

Previous repairs have proven insufficient to ensure the stability of the handrail and to provide adequate protection to pedestrians from automobiles should one strike the handrail. The previous repairs also fail to meet aesthetic standards. Replacing the existing curb also provides an opportunity to repair the existing iron handrail.

The existing iron handrail is made of 2.5" diameter malleable iron pipe. An unorthodox choice, but one that aligns well with the history of Harpers Ferry as a critical industrial center and one that has served the town well throughout most of the last century.

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The new retaining wall and handrail can be accomplished as a standalone project with minimal disruption to the existing sidewalk and roadway. Town Council should consider exploring funding reallocation options and tendering request for proposals for such a project.

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WVDOT DOCUMENT PACKAGE (16 page sheet set) ATTACHED SEPARATELY

High Street Improvement Project Report & Opinion

**Prepared by Harpers Ferry Planning Commission
for
Harpers Ferry Town Council**

April 8, 2025

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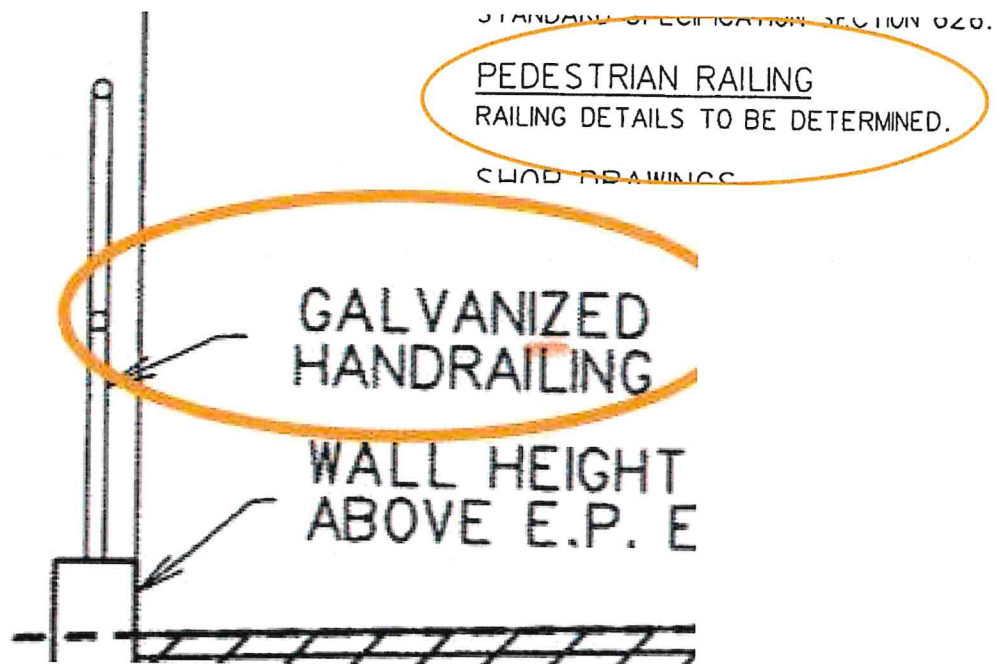


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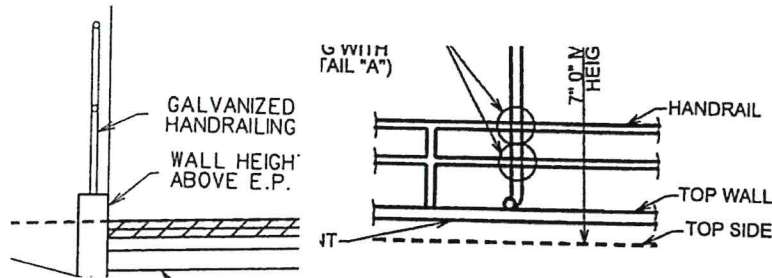


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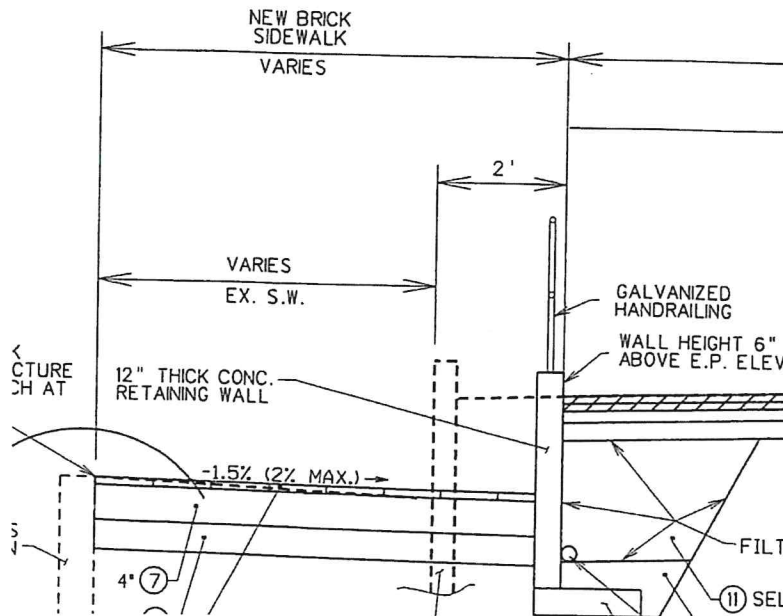


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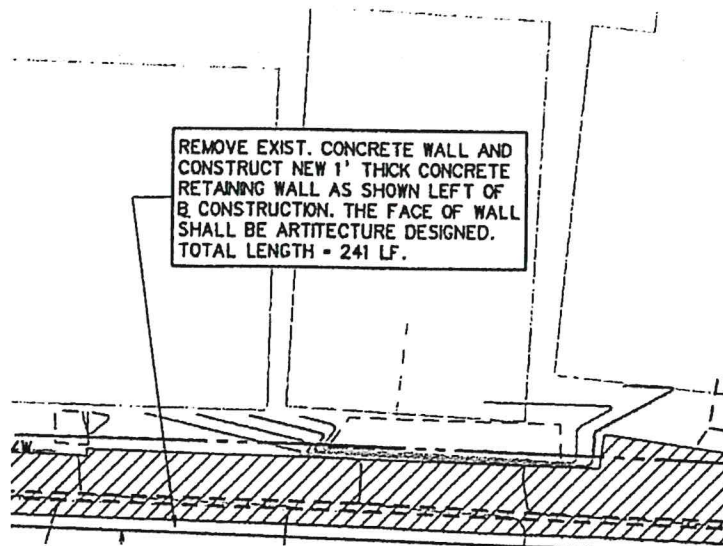


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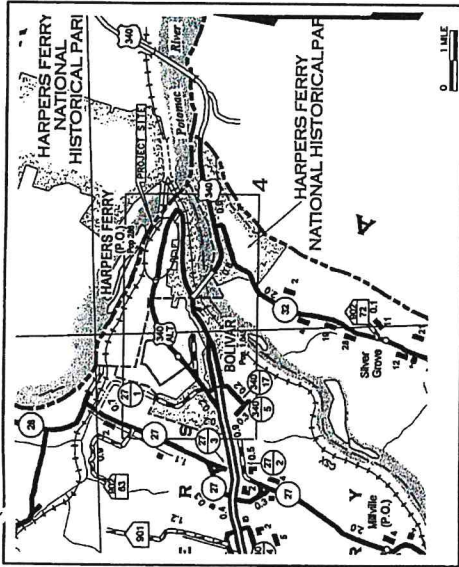
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Item S. e. 1V Attachment 2 of 2



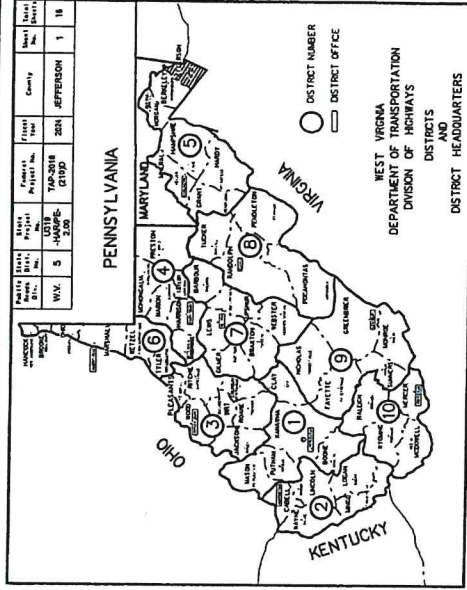
WEST VIRGINIA DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS PLANS FOR CONSTRUCTION

FEDERAL PROJECT NO. TAP-2018(210)D
STATE PROJECT NO. U319-HAR/PE-2.00
ROUTE NO. ALT. 340
DISTRICT FIVE
JEFFERSON COUNTY

HARPERS FERRY HIGH ST 2016

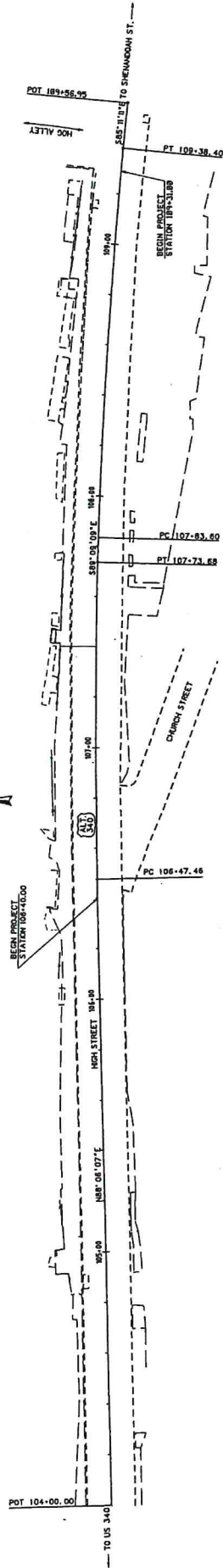
Station 106+40.00 to 109+31.00 f.t. miles
291 0.055
Total Project Length = 291 0.055

UTILITIES



TYPE OF SUBMISSION

CURBING, CONCRETE RETAINING WALL,
BRICK SIDEWALK, MILLING AND PAVING



PLAN HOR. 10 ft.

PROFILE HOR. 10 ft.

- CONVENTIONAL SIGNS
- STATE LINE
 - CONVENTIONAL LINE
 - PROPOSED R/W & EASEMENT LINE
 - EXISTING P/W LINE
 - PROPERTY LINE
 - EDGE OF TIE/PAV
 - PROPOSED FENCE
 - PROPOSED GROUND FAL
 - EXISTING GROUND FAL
 - FAIRGROUND
 - GAS LINE
 - WATER LINE
 - ELECTRIC LINE
 - TELEPHONE POLE
 - POWER POLE
 - COMBINED POWER AND TELEPHONE POLE
 - THREE
 - POINT OF NO. 140 R/R

- DESIGN DESIGNATION
- A. D. T. 20 - J
 - A. D. T. 20 - J
 - D. H. V
 - D. H. V
 - T
 - V

LAYOUT SCALE 0 20 ft.

INDEX TO SHEETS

NO.	DESCRIPTION
1	TITLE SHEET
2	TYPICAL SECTIONS
3	QUANTITIES
4	GENERAL NOTES
5	TRIMMED PLAN
6	GEOMETRIC LAYOUT - CONTROL POINTS
7	PLAN
8	PROFILE
9	CURVE DATA
10	CONCRETE RETAINING WALL DETAILS
11	CROSS SECTIONS

30% PLANS

SHEET	DATE	REVISIONS
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PLANS PREPARED BY:
RUMMEL, KLEPPER & KAHL, LLP
CONSULTING ENGINEERS

SIGNED: _____
DATED: 8/10/2023
OFFICE: _____

RECOMMENDED: _____ PROJECT MANAGER
RECOMMENDED FOR APPROVAL: _____ CHIEF ENGINEER
APPROVED: _____ COMMISSIONER OF HIGHWAYS

PROJECT NO. U319-HAR/PE-2.00 & TAP-2018(210)D

Project No.	Sheet No.	Project Name	County	Scale
W. V. 5	1035	HARPER - 2017 (02/23) 2020	JEFFERSON	4" = 16'

GENERAL NOTES

GOVERNING SPECIFICATIONS

THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES, ADOPTED 2021, AS AMENDED BY THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, STANDARD SPECIFICATIONS FOR ROADS AND BRIDGES, DATED JANUARY 1, 2024, THE CONTRACT DOCUMENTS, AND THE CONTRACT PLANS ARE THE GOVERNING PROVISIONS APPLICABLE TO THIS PROJECT.

STANDARD DETAILS VOLUME I AND VOLUME II

THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, STANDARD DETAILS BOOK, VOLUME I, DATED MAY, 2018 AND VOLUME II DATED JANUARY 1, 2024, SHALL APPLY TO THIS PROJECT. REVISED STANDARD DRAWINGS CAN BE FOUND AT: <http://www.transportation.wv.gov/highways/designstandards/DetailsBook>

EROSION AND SEDIMENT CONTROL

DETAILS NOT SHOWN IN THE PLANS SHALL BE IN ACCORDANCE WITH THE WEST VIRGINIA DEPARTMENT OF HIGHWAYS EROSION AND SEDIMENT CONTROL MANUAL, DATED MARCH 1, 2003, WITH ADDENDUM DATED OCTOBER 1, 2004. IN THE EVENT OF A DISCREPANCY BETWEEN THE EROSION AND SEDIMENT CONTROL MANUAL AND THE PLANS, THE EROSION AND SEDIMENT CONTROL MANUAL SHALL PREVAIL. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND MAINTAINING ALL NECESSARY PERMITS FOR EROSION AND SEDIMENT CONTROL MEASURES.

INLET STAKEOUT CONTROLS

FOR ALL INLETS, THE STATION AND OFFSET FROM BASELINE CONSTRUCTION GIVEN IN THE PLANS IS TO THE CENTER OF THE INLET FOR MODIFIED MANHOLES AND INLETS IS TO THE CENTER OF MAN CHAMBER, NOT THE RISE.

FOR INLETS ADJACENT TO THE CURB OR CURB AND GUTTER, THE CONTRACTOR SHALL LAYOUT THE CURB BEFORE STAKING THE INLET. TOP OF GRADE ELEVATIONS FOR THESE INLETS ARE AT THE FACE OF CURB.

VERIFICATION OF DIMENSIONS

THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL PLAN AND ELEVATION DIMENSIONS PRIOR TO ORDERING MATERIAL FOR THE CONSTRUCTION OF THE VARIOUS BID ITEMS ON THIS PROJECT.

EXISTING SIGNS AND DELINEATORS

EXISTING SIGNS, AS SHOWN IN THE PLANS, TO BE REMOVED SHALL BE INCIDENTAL TO BID ITEM 20101-00K, CLEARING AND GRUBBING. ALL OTHER DELINEATORS OR SIGNS, CHANGED OR REMOVED BY THE CONTRACTOR, SHALL BE REPLACED AT THE EXISTING LOCATION BY THE CONTRACTOR AT HIS EXPENSE.

FUNDING SOURCE SIGNS

FUNDING SOURCE SIGNS WILL BE REQUIRED ON THIS PROJECT.

WASTE MATERIAL

ALL MATERIAL REMOVED AND NOT REUSED IN THE CONSTRUCTION OF THIS PROJECT WILL BE REMOVED FROM THE PROJECT SITE AND DISPOSED OF BY THE CONTRACTOR.

WORKING HOURS

IF THE DIVISION DETERMINES THAT SUFFICIENT NUMBER OF COMPLAINTS REGARDING THE CONSTRUCTION NOISE ARE RECEIVED, THE DIVISION RESERVES THE RIGHT TO PLACE LIMITS ON THE CONTRACTOR'S WORKING HOURS ON AREAS OF THE PROJECT. NO WORK SHALL BE PERMITTED BETWEEN THE HOURS OF 10:00 P.M. AND 6:00 A.M. WITHIN 500' OF ANY RESIDENCE. ALL CONSTRUCTION EQUIPMENT POWERED BY AN INTERNAL COMBUSTION ENGINE SHALL BE EQUIPPED WITH PROPERLY MAINTAINED MUFFLER.

PAVEMENT MIX DESIGN

THE ASPHALT PAVEMENT USED FOR THIS PROJECT SHALL BE MEDIUM SUPERPAVE. THE MIX DESIG VALUE FOR THIS PROJECT SHALL BE 100.00.

COORDINATES

COORDINATES AS SHOWN ON THESE PLANS ARE IN WEST VIRGINIA STATE PLANE, NORTH ARI, VERTICAL ELEVATIONS AS SHOWN ON THESE PLANS ARE IN MGD 1883.

VERIFICATION OF DIMENSIONS AND CROSS SECTIONS

THE CONTRACTOR IS RESPONSIBLE FOR VERIFICATION OF ALL PLAN AND ELEVATION DIMENSIONS PRIOR TO ORDERING MATERIALS FOR THE CONSTRUCTION OF THE VARIOUS BID ITEMS ON THE PROJECT.

UTILITIES

WATER VALVES AND MANHOLES IN PAVEMENT SHALL BE ADJUSTED TO MEET THE NEW FINISHED GRADE IF IT IS NECESSARY TO MEET THE NEW PAVEMENT GRADE. COST FOR ADJUSTING UTILITIES SHALL BE INCLUDED IN THE VARIOUS ITEMS OF THE PROJECT.

BUSINESSES AND RESIDENTS DURING CONSTRUCTION

THE CONTRACTOR SHALL CLOSE OFF AND SIGN AREAS OF CONSTRUCTION TO PROTECT OLD SIDEWALK AND CURB. THE OWNERS OF BUSINESSES AND RESIDENTS WITHIN THIS AREA SHALL BE NOTIFIED OF PENDING CONSTRUCTION PRIOR TO THE BEGINNING OF CONSTRUCTION. THE CONTRACTOR SHALL ONLY DELINEATE THE AREAS OF ANTICIPATED WEEKLY CONSTRUCTION. EACH AREA SHALL BE COMPLETED AT ALL BEFORE MOVING TO THE NEXT AREA OF CONSTRUCTION.

SELECT MATERIAL FOR BACKFILL

THE BACKFILL OF EXISTING AND NEW RETAINING WALLS SHALL BE SELECT MATERIAL FOR BACKFILL. SEE STANDARD SPECIFICATIONS SECTION 212.3 DRAINAGE OF THE 2023 STANDARD SPECIFICATION MANUAL.

CONCRETE/BRICK SIDEWALKS

CONTRACTOR SHALL SUBMIT A COLOR CHART FOR BRICK SIDEWALK TO THE TOWN OF HARPERS FERRY FOR REVIEW PRIOR TO MATERIAL. CONTRACTOR SHALL CHOOSE THE COLOR OF BRICK AND COLOR OF COLOR TO THE DOH WITHIN TWO (2) WEEKS AFTER RECEIVING THE COLOR CHART. THE DOH WILL THEN NOTIFY THE CONTRACTOR.

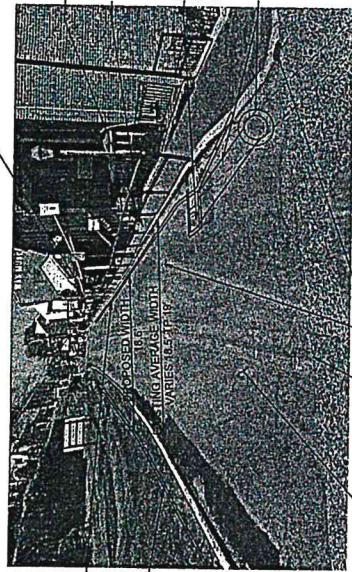
ROOF DRAINS SHALL BE EXTENDED TO FACE OF EXISTING PAVEMENT. ALLOW OUTFALL OF DRAINS ONTO PAVEMENT EDGE FLOWLINE OVERHEAD ELEVATION HEIGHTS TO BE VERIFIED TO MEET ADA

REMOVE EXISTING BRICK SIDEWALK AND PLACE NEW BRICK SIDEWALK

EXISTING METAL HANDRAILING SHALL BE REMOVED AND NEW RAILING PLACED ON TOP OF NEW RETAINING WALL

REMOVE EXISTING DROP INLET. INSTALL NEW TYPE "B" INLET WITH A BICYCLE & PEDESTRIAN GRATE, GRATE 3' X 3'

SET TYPE "A" MANHOLE OVER EXISTING CULVERT, PLACE 8' L.F. OF NEW TYPE "B" INLET TO CONNECT TO TYPE "B" INLET.



EXISTING ROAD SURFACE SHALL BE MILLED 2" IN DEPTH AND REPAVED. SEE TYPICAL SECTION SHEET 2.

EXISTING WATER VALVES AND/OR METERS SHALL BE PROTECTED AND REPAVED TO THE NEW PAVEMENT GRADE IF NECESSARY

PAVEMENT TEIN JOINT

SEQUENCE OF CONSTRUCTION

1. ERECT TRAFFIC CONTROL SIGNS AS PER CASE 68 OF THE MAINTENANCE OF TRAFFIC CONTROL MANUAL.
2. MAINTAIN ONE LANE TWO WAY TRAFFIC AND BEGIN ROADWAY WIDENING TO THE RIGHT. MAINTAIN PEDESTRIAN TRAFFIC ON EXISTING SIDEWALK.
3. UPON COMPLETION OF WIDENING, SHIFT TRAFFIC TO BEGIN PLACEMENT OF NEW WALL WHILE MAINTAINING PEDESTRIAN TRAFFIC ON EXISTING SIDEWALK.
4. AFTER INSTALLATION OF NEW WALL, CONTINUE TO MAINTAIN ONE LANE TWO WAY TRAFFIC AND BEGIN REMOVAL OF EXISTING WALL AND PERFORM WIDENING OF SIDEWALK. PEDESTRIAN TRAFFIC SHALL BE MAINTAINED ON ROADWAY WHILE SIDEWALK IS CLOSED FOR WIDENING.
5. ONCE SIDEWALK IS COMPLETE, FINALIZE PAVING AND STIPING OF HIGH STREET.
6. CLEAN-UP OF SITE.
7. REMOVE ALL SIGNS FROM THE PROJECT.



150 P. 204, 206-210, 209-13
150 P. 204, 206-210, 209-13
Harpers Ferry Project (Landscape Solutions)

THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
GENERAL NOTES AND
SEQUENCE OF CONSTRUCTION

REVISION	SHEET	DATE	BY

Public Roads Dist.	State Project No.	Federal Project No.	Fiscal Year	County	Steel No.	Totals Sheets
W. V.	5	U379-HAR/PE-2017(082)	2020	JEFFERSON	5	16
		TAP-2017(082)				
		2 DO DTC				

2. USE CASE D5B, RIGHT, ONE LANE CLOSURE.

REFLECTIVE SHEETING ON TEMPORARY TRAFFIC CONTROL DEVICES SHALL BE OF NEW CONDITION AT THE BEGINNING OF THE PROJECT LIFE. THIS IS TO ENSURE THAT NIGHT VISIBILITY AND LEGIBILITY IS MAINTAINED.

FLAGGER: IF WORK IS PERFORMED AT NIGHT WITH A FLAGGER, THE FLAGGER STATION SHALL BE ADEQUATELY ILLUMINATED. THE COST SHALL BE PAID AS PART OF ITEM 638014-001.

ANY SUCH EXISTING FACILITIES BEING OFFERED FOR LEASE OR SALE.

WHEN COVERING EXISTING SIGNS THE CONTRACTOR HAS THE OPTION OF USING:

B. TAKING SIGNS DOWN AND REINSTALLING WHEN APPROPRIATE.

WINTER SHUTDOWN

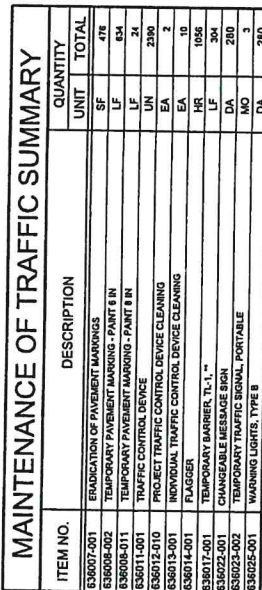
THAT IS PREAGREED TO BY THE ENGINEER. SUCH WILL INCLUDE, BUT NOT BE LIMITED TO, PAVEMENT MARKING (TEMPORARY PAVEMENT MARKINGS) SIGNING, RIDEABLE PAVEMENT, AND NECESSARY CURBS, GUTTERS, DRAINAGE, AND NECESSARY UTILITIES. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.

TYPE 'B' WARNING LIGHTS NOTE:

TO ITEM NUMBER 636025-001, "WARNING LIGHTS, TYPE B."

A. QUANTITIES HAVE BEEN PROVIDED FOR ONE TEMPORARY LANE CLOSURE. NO ADDITIONAL PAVEMENTS ARE REQUIRED.

3. PAYMENT FOR TRAFFIC CONTROL DEVICES SHALL BE AT FULL RATE FOR THE FIRST CLOSURE. NO ADDITIONAL PAYMENT WILL BE MADE FOR TRAFFIC CONTROL DEVICES FOR TEMPORARY DETAIL OR BEYOND.



DEVICE	DESCRIPTION	VALUE UNITS	QTY	TOTAL UNITS
1	SHORT ON PORTABLE MOUNTS AND BARRICADES (Total Spig Area Is 2 1/2" x 3/4")	170		
2	SHORT ON PORTABLE MOUNTS AND BARRICADES (Total Spig Area Is 2 1/2" x 3/4")	40		
3	SHORT ON PERMANENT POSTS (Total Spig Area Is 2 1/2" x 3/4")	180	7	1260
4	SHORT ON PERMANENT POSTS (Total Spig Area Is 2 1/2" x 3/4")	90	3	270
5	BARRICADES - Type I	35		
6	BARRICADES - Type II	60		
7	BARRICADES - Type III	90	1	90
8	DELUS	60	12	720
9	CONES	5	10	50
10	GROUND MOUNTS ON GROUND MOUNTS BARRICADES	10		
11	BARRIERS OR GUARDRAIL MOUNTED (800 POUNDS TO 2,000 LBS. ON BARRIER COST)	0		
12	CHANNELIZER CONES	40		
13	OVERSIZE IRONS	340		
	TOTAL			2360

ITEM NO.	DESCRIPTION	QUANTITY	
		UNIT	TOTAL
E30007-001	ERADICATION OF PAVEMENT MARKINGS	SF	476
E30008-002	TEMPORARY PAVEMENT MARKING - PAINT 8 IN	LF	634
E30008-011	TEMPORARY PAVEMENT MARKING - PAINT 8 IN	LF	21
E30011-001	TRAFFIC CONTROL DEVICE	LF	2390
E30012-010	PROJECT TRAFFIC CONTROL DEVICE CLEANING	EA	2
E30013-001	INDIVIDUAL TRAFFIC CONTROL DEVICE CLEANING	EA	19
E30014-001	FLAGGER	EA	1086
E30015-001	TEMPORARY BARRIER, T-1, 1"	LF	364
E30017-001	CHANGEABLE MESSAGE SIGN	EA	260
E30022-001	TEMPORARY TRAFFIC SIGNAL, PORTABLE	EA	280
E30023-001	TEMPORARY TRAFFIC SIGNAL, PORTABLE	EA	280
E30025-001	WARNING LIGHTS, TYPE 8	EA	262

ANCE SIGN SHEETING TO BE
REFLECTIVE FLOURESCENT ORANGE.
DOON APPROVED TYPE ASTM-VI MATERIAL
SUBJ AND CHANNELIZER COME TO BE 6"
DOON APPROVED TYPE ASTM-IV MATERIAL
BARRICADE AND CONE SHEETING TO BE
DOON APPROVED TYPE ASTM-IV MATERIAL

RYKX

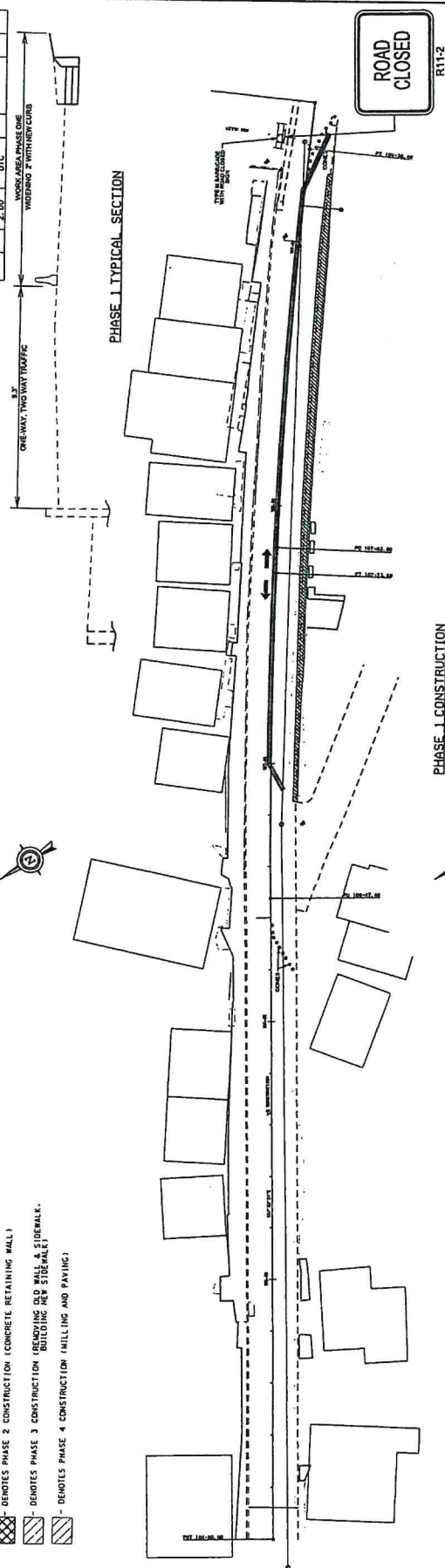
SCALE : 0 20 ft.

TRAFFIC CONTROL PLAN

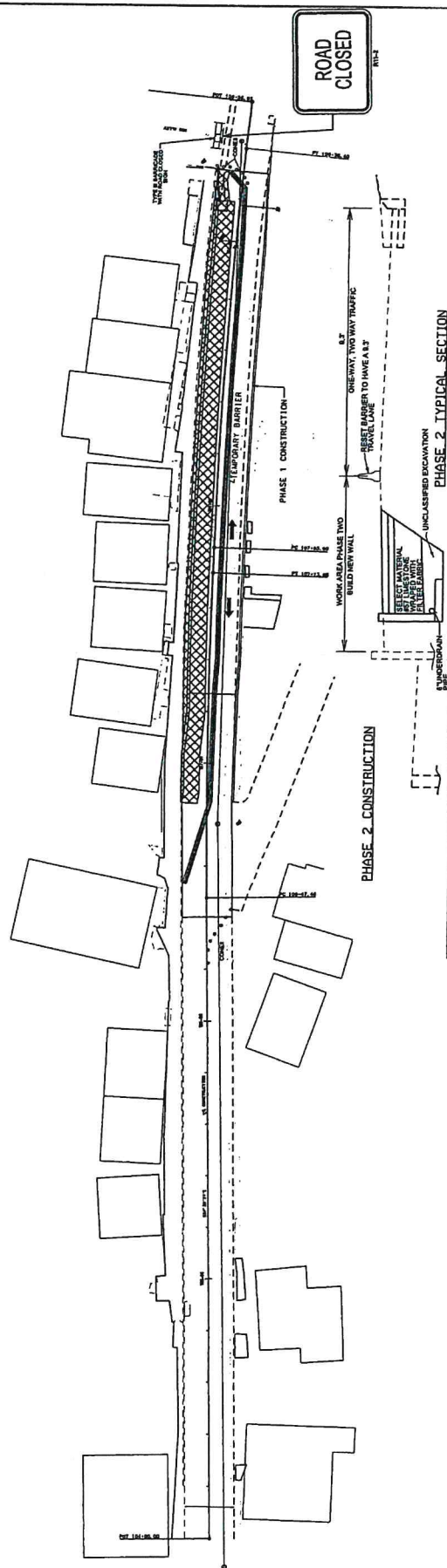
[illegible]

-  - DENOTES PHASE 1 CONSTRUCTION (WIDENING) V/ TYPE 1 CURBING)
 - DENOTES PHASE 2 CONSTRUCTION (CONCRETE RETAINING WALL)
 - DENOTES PHASE 3 CONSTRUCTION (REMOVING OLD WALL & SIDEWALK, BUILDING NEW SIDEWALK)
 - DENOTES PHASE 4 CONSTRUCTION (MILLING AND PAVING)

Public Needs Dist. Dis.	State Dis. No.	Eligible Project No.	Federal Project No.	Fiscal Year	County	State No.	Total Sheets
W. V.	5	U319- HAR/PE- 2.00	TAP- 201710823 DTC	2020	JEFFERSON	5	16



PHASE 1 CONSTRUCTION



PHASE 2 TYPICAL SECTION

PHASE 2 CONSTRUCTION

ROAD
CLOSED

11-2

THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

TRAFFIC CONTROL PLAN

[illegible]

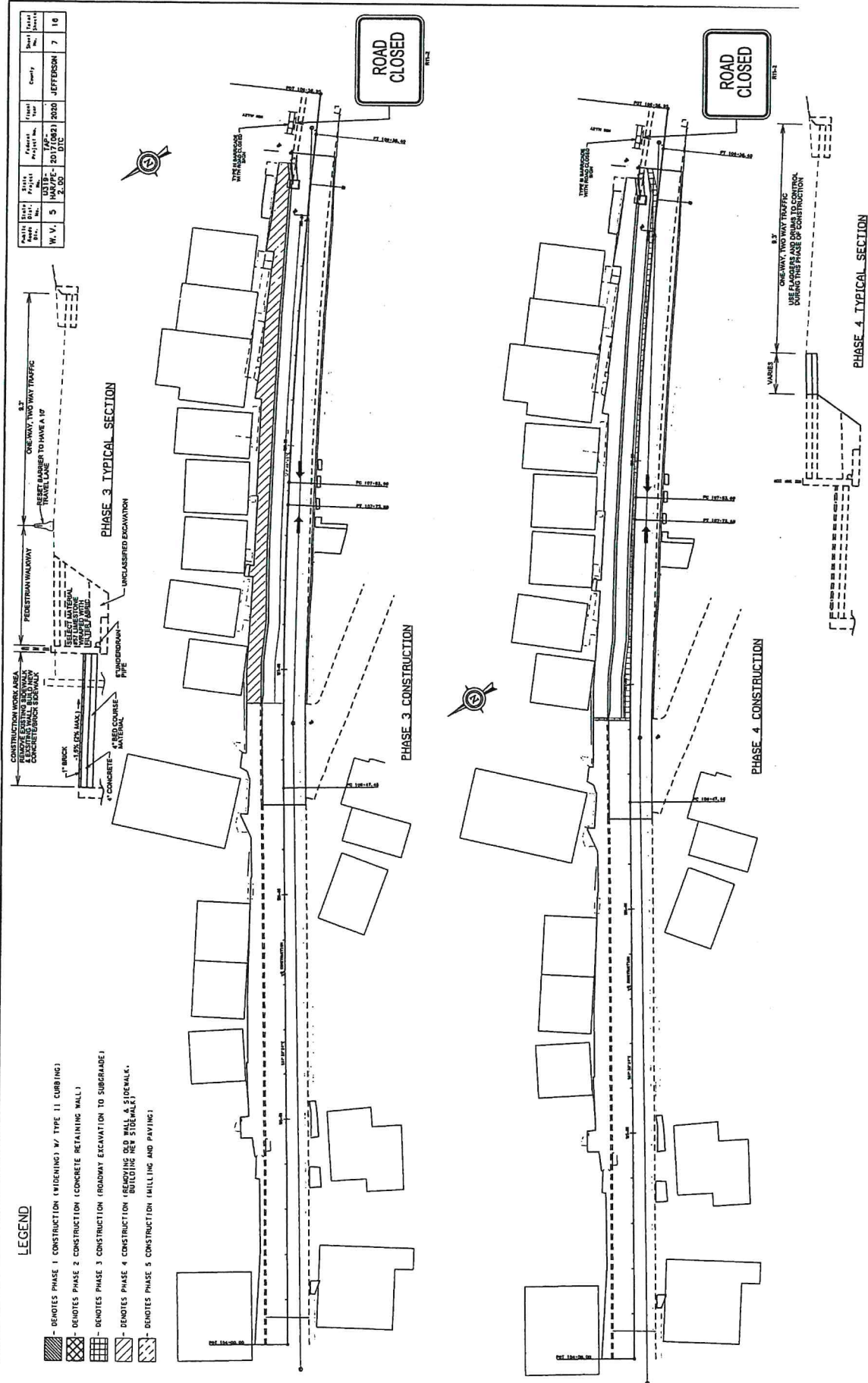
P 304.788.3370
159 Plaza Drive, Kayser, WV 26743
Construction Management, Planning, Architects
Responsible People | Creative Solutions

RYK

SCALE: 0 20 ft.

LEGEND

- DENOTES PHASE 1 CONSTRUCTION (WIDENING) 1/1 TYPE 11 CURB (ING)
- DENOTES PHASE 2 CONSTRUCTION (CONCRETE RETAINING WALL)
- DENOTES PHASE 3 CONSTRUCTION (ROADWAY EXCAVATION TO SUBGRADE)
- DENOTES PHASE 4 CONSTRUCTION (REMOVING OLD WALL & SIDEWALK, BUILDING NEW SIDEWALK)
- DENOTES PHASE 5 CONSTRUCTION (MILLING AND PAVING)

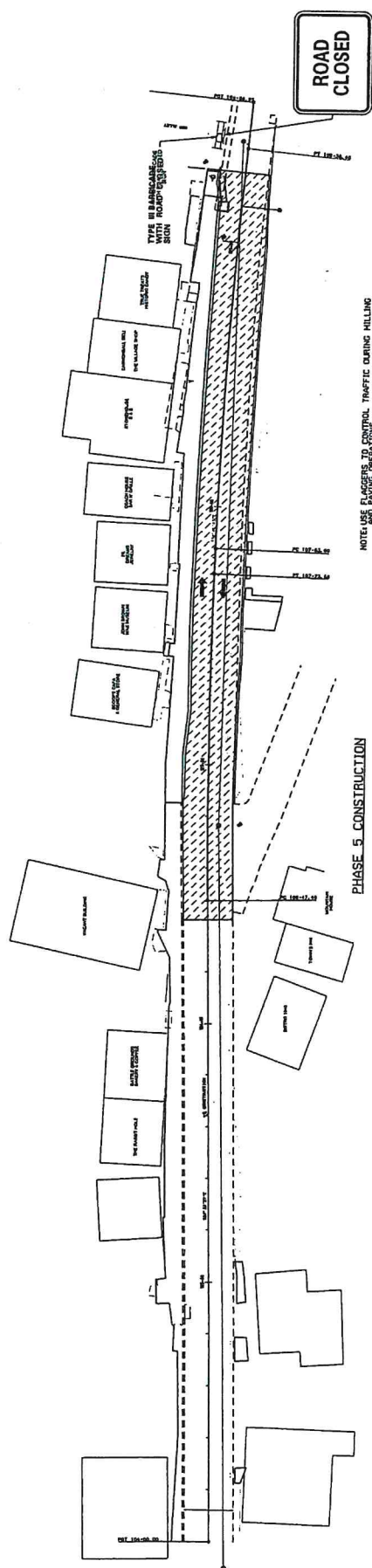


THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS			
PROJECT NO.	DATE	BY	
158 Phase 3/4	10/27/13		
DESIGNED BY	CHECKED BY	REVIEWED BY	
RESUBMITTED PROJECT LAYOUTS			
158 Phase 3/4 10/27/13 RESUBMITTED PROJECT LAYOUTS			
SCALE : 0 20 ft.			

29-AUG-2024

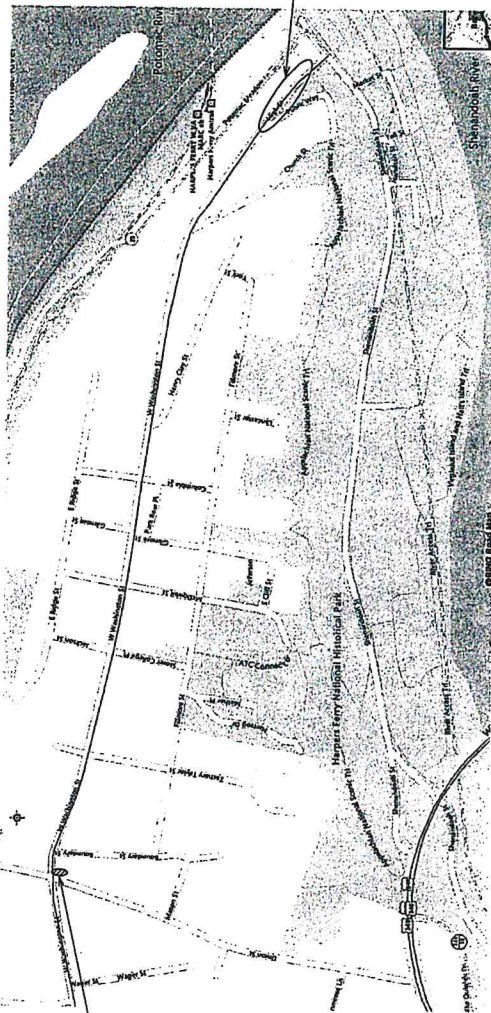
LEGEND

- DENOTES PHASE 1 CONSTRUCTION (WIDENING) W/ TYPE II CURBING
- DENOTES PHASE 2 CONSTRUCTION (CONCRETE RETAINING WALL)
- DENOTES PHASE 3 CONSTRUCTION (ROADWAY EXCAVATION TO SUBGRADE)
- DENOTES PHASE 4 CONSTRUCTION (REMOVING OLD WALL & SIDEWALK, BUILDING NEW SIDEWALK)
- DENOTES PHASE 5 CONSTRUCTION (MILLING AND PAVING)



PHASE 5 CONSTRUCTION

NOTES: USE FLAGGERS TO CONTROL TRAFFIC DURING MILLING. USE FLAGGERS TO CONTROL TRAFFIC DURING MILLING.



AREAL VIEW SHOWING MESSAGE BOARD LOCATION

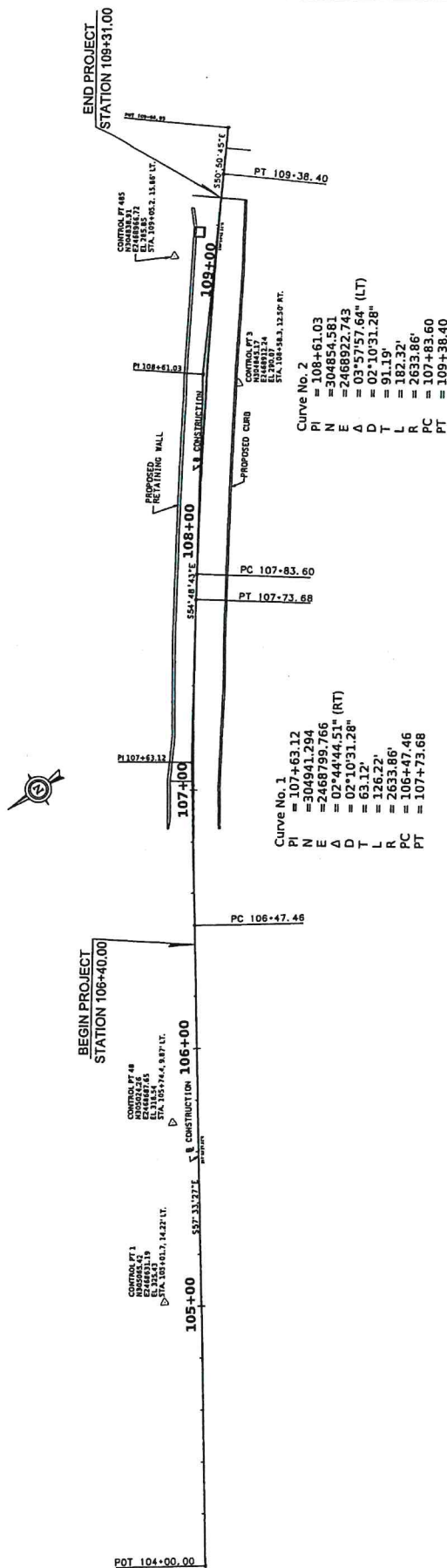
THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRAFFIC CONTROL PLAN

SECTION	SHEET	DATE	BY
10000000	10000000		

PROJECT NO. 2010-2010
STATE OF WEST VIRGINIA
HAGERMAN VALLEY MEDICAL PARK

SCALE: 0 20 ft.

Project Name	State	Project No.	Project Name	State	Project No.
W. V. 5	10318	2017/2020	JEFFERSON	9	16
10318	10318	2017/2020	JEFFERSON	9	16



STATION	OFFSET	NORTHING	EASTING
104+00	0.00	2468799.766	304941.294
104+05	5.00	2468799.766	304941.294
104+10	10.00	2468799.766	304941.294
104+15	15.00	2468799.766	304941.294
104+20	20.00	2468799.766	304941.294
104+25	25.00	2468799.766	304941.294
104+30	30.00	2468799.766	304941.294
104+35	35.00	2468799.766	304941.294
104+40	40.00	2468799.766	304941.294
104+45	45.00	2468799.766	304941.294
104+50	50.00	2468799.766	304941.294
104+55	55.00	2468799.766	304941.294
104+60	60.00	2468799.766	304941.294
104+65	65.00	2468799.766	304941.294
104+70	70.00	2468799.766	304941.294
104+75	75.00	2468799.766	304941.294
104+80	80.00	2468799.766	304941.294
104+85	85.00	2468799.766	304941.294
104+90	90.00	2468799.766	304941.294
104+95	95.00	2468799.766	304941.294
105+00	0.00	2468799.766	304941.294
105+05	5.00	2468799.766	304941.294
105+10	10.00	2468799.766	304941.294
105+15	15.00	2468799.766	304941.294
105+20	20.00	2468799.766	304941.294
105+25	25.00	2468799.766	304941.294
105+30	30.00	2468799.766	304941.294
105+35	35.00	2468799.766	304941.294
105+40	40.00	2468799.766	304941.294
105+45	45.00	2468799.766	304941.294
105+50	50.00	2468799.766	304941.294
105+55	55.00	2468799.766	304941.294
105+60	60.00	2468799.766	304941.294
105+65	65.00	2468799.766	304941.294
105+70	70.00	2468799.766	304941.294
105+75	75.00	2468799.766	304941.294
105+80	80.00	2468799.766	304941.294
105+85	85.00	2468799.766	304941.294
105+90	90.00	2468799.766	304941.294
105+95	95.00	2468799.766	304941.294
106+00	0.00	2468799.766	304941.294

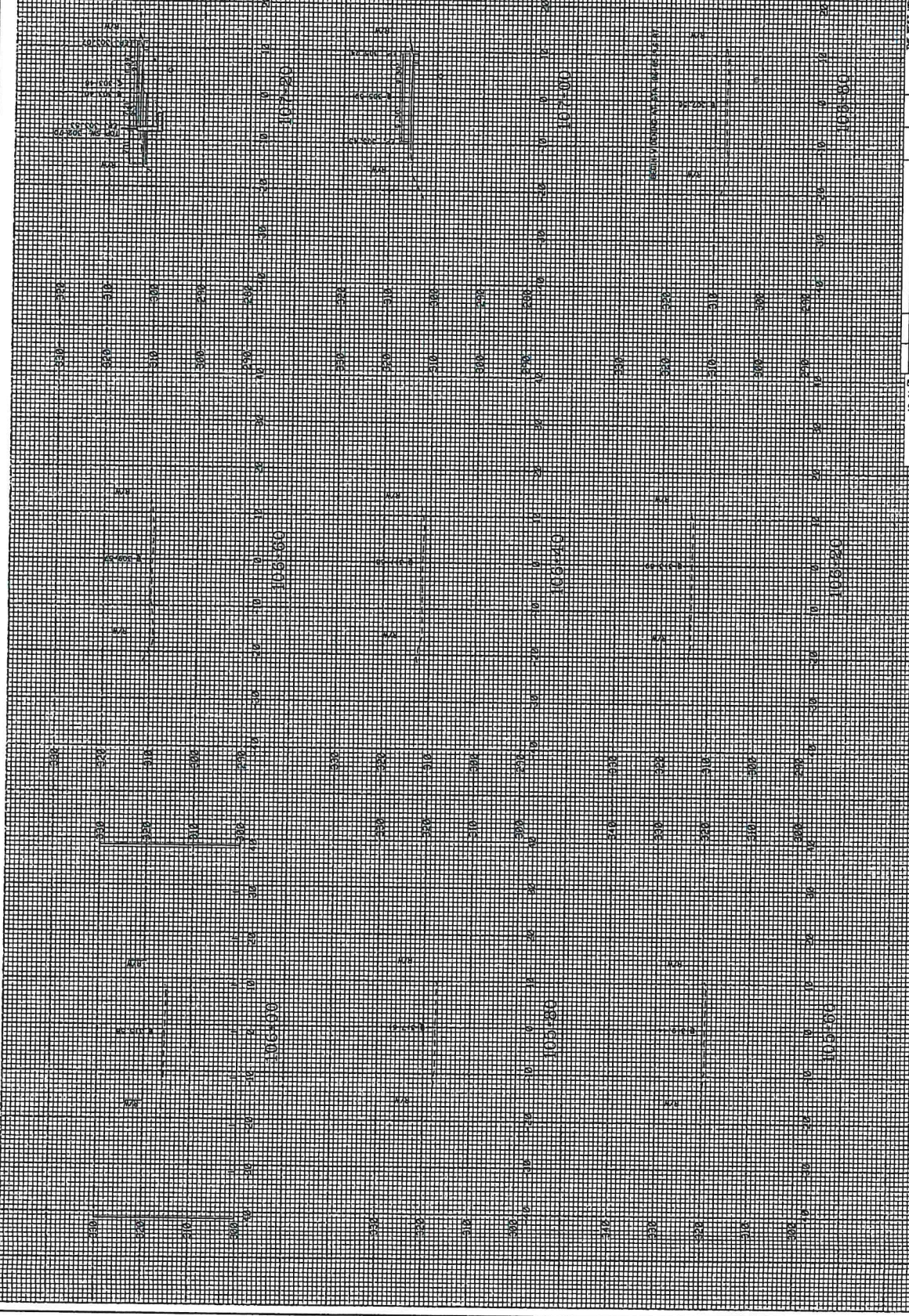
THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
 DIVISION OF HIGHWAYS
 GEOMETRIC LAYOUT &
 CONTROL POINTS COORDINATES

158 Phila. Ave., Suite 201
 Martinsburg, WV 26013
 R&K
 Respective People, Logical Solutions

SCALE: 0 = 40 ft.

DATE	BY	REGION	PROJECT	NAME

Project No.	1000	Sheet No.	10
Scale	1" = 10'	Scale	1" = 10'
Author	J. Smith	Checker	J. Smith
Engineer	J. Smith	Reviewer	J. Smith
Approved	J. Smith	Approved	J. Smith
Date	10/10/20	Date	10/10/20



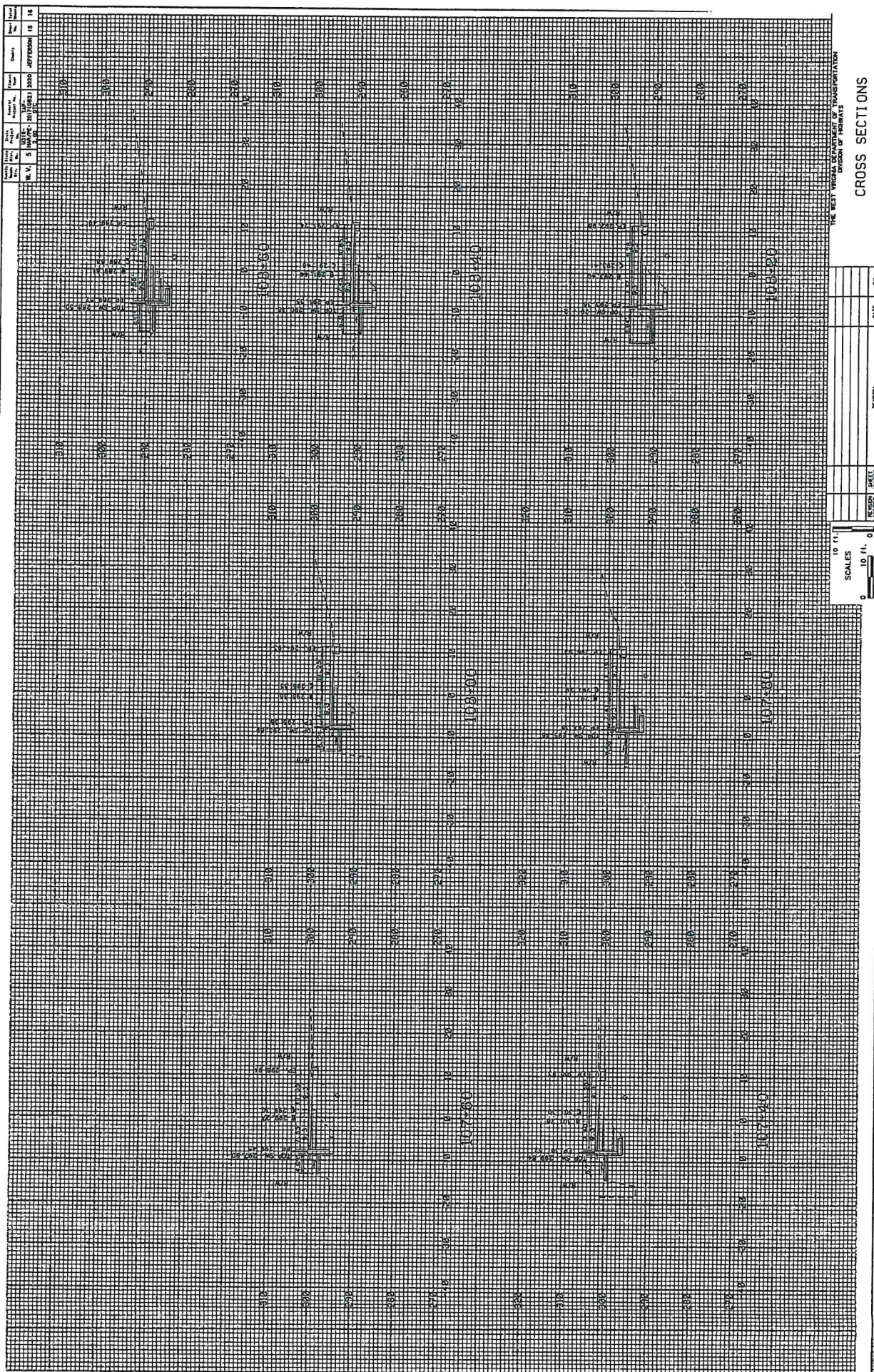
THE TEST WIGGINS COMPANY OF TRANSPORTATION
A DIVISION OF WIGGINS & COMPANY

10 11
0 10 11
10 11
0 10 11

SCALES
1" = 10'
1" = 10'

DATE: _____ REGION: _____

CROSS SECTIONS



THE WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

CROSS SECTIONS

[illegible]

DRAFT



Arbor Day Proclamation

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

Whereas, trees in our town beautify our community, enhance the economic vitality of business areas, shade the folks getting in their 10,000 steps, and increase property values, and

Whereas, trees, wherever they are planted (provided they aren't invasive trees like Bradford pear or Ailanthus), are a source of joy and spiritual renewal,

Now, therefore, I, Gregory Vaughn, Mayor of the Corporation of Harpers Ferry, West Virginia, do hereby proclaim the 26th day of April, 2025, as

Arbor Day

in the Corporation of Harpers Ferry, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant and care for trees and to gladden the heart and promote the well-being of this and future generations.

Dated this 14th day of April in the year 2025.

Gregory Vaughn, Mayor



Harpers Ferry, West Virginia International Dark Sky Week 2025 April 21-28, 2025, Proclamation

Whereas, the aesthetic beauty and wonder of a natural sky is a shared heritage of all humankind, and the experience of standing beneath a starry night sky inspires feeling of wonder and awe and encourages a growing interest in science and nature, especially among young people and visitors; and

Whereas, light pollution has scientifically established economic and environmental consequences, which result in significant impacts on the ecology and human health of all communities and Harpers Ferry's environmental goals for years have included the reduction of light pollution; and

Whereas, 80 percent of the world's population, including everyone in Harpers Ferry, lives under a dome of light pollution—excessive artificial lighting at night that disrupts natural darkness—and may never experience the visual wonder or ecological and health benefits of living under a dark sky; and

Whereas, light pollution represents a waste of natural resources and contributes to diminished energy security and significantly reducing light pollution would reflect the environmental consciousness of Harpers Ferry residents; and

Whereas, the history that Harpers Ferry stewards was not exposed to light pollution and reducing its effects aligns with that history; and Whereas, Harpers Ferry is home to dozens of species who rely on undisturbed night environments to hunt, mate, and thrive; and

Whereas, DarkSky International is the globally-recognized authority on light pollution, and has created International Dark Sky Week to raise awareness of light pollution, and provide free education, resources, and solutions to the public to encourage the protection of and enjoyment of dark skies and responsible outdoor lighting with the help of Harpers Ferry residents.

Now, therefore, we, the Town Council of Harpers Ferry, West Virginia do hereby declare April 21-28, 2025 as International Dark Sky Week and ask each resident to join in observing and pondering upon this important week but also in raising awareness and support for our dark sky as a precious and irreplaceable resource.

Dated this 14th day of April in the year 2025.

Gregory Vaughn, Mayor



Item 7.a.

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majidi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

March 24, 2025

Via email:

Laura Whittington, Town Manager, Bolivar

Patty Morse, Harpers Ferry

Todd Wilt, Ranson

Gino Sisco, Shepherdstown

Dear Colleagues,

I am writing to request your municipality's partnership in funding the Social Services Coordinator position in Fiscal Year 2026 (FY26).

The Social Services Coordinator is a countywide resource established to strengthen our social service infrastructure by supporting assistance in seeking and applying for grant funding. Located at Jefferson County Community Ministries (JCCM), the Coordinator works directly with nonprofits and service providers to identify community needs and help fill service gaps across the county by identifying sources of funding.

The total cost to fully fund the position in FY26, including salary, benefits, and projected FY26 Cost of Living Adjustment (COLA) and potential merit increase, is **\$92,344**. To date:

- The City of Charles Town has committed \$35,000
- The Jefferson County Commission has budgeted \$29,162

This leaves a **remaining balance of \$28,182**, which the Commission is asking to be shared among Bolivar, Harpers Ferry, Ranson, and Shepherdstown. Your contribution will help ensure the continuity of this critical resource for the residents of your communities and the county at large.

I appreciate your consideration of this request and your commitment to collaboration on countywide initiatives. Please feel free to contact us with any questions or if you would like to discuss this opportunity further.

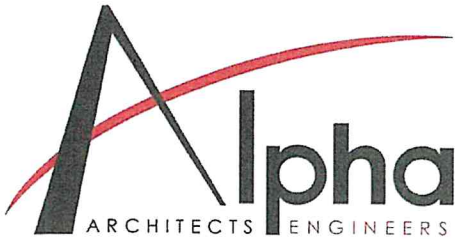
Sincerely,

Edwina Benites-LM

Edwina Benites-LM

County Administrator

Jefferson County Commission



April 1, 2025

Corporation of Harpers Ferry
PO Box 217
1000 Washington Street, Suite 200
Harpers Ferry, WV 25425

Attn: Mayor Greg Vaughn

Re: Letter of Engagement
For Engineering Assistance with the Evaluation of the
Resurfacing of Boundary Street
Harpers Ferry, WV

Dear Mayor Vaughn:

As was discussed during Mr. Richard Klein's visit to the site on Tuesday March 25, 2025, the surface of Boundary Street, between Washington and Filmore Streets (which is believed by the City to be all gravel), is in disrepair. There are also issues with the drainage of the street, as well as drainage across the street at its low point. Due to the historic nature of Boundary Street, the City has directed that asphalt paving is not an option. It is further noted that according to the City Map, the Boundary Street Right-of-way is 30' and any improvements should be fit into the existing R/W, if at all possible.

The Initial Scope of Work shall be a Preliminary Engineering Report that provides solutions for the drainage problems and an evaluation of potential options for repairs to the surface of the street. The Preliminary Report shall also include an "order of magnitude" construction cost estimate, as well as the preparation of a scope of work and engineering cost proposal for detailed engineering plans for the construction documents. The estimated fee for this initial scope is \$9,500. Thank you for providing Alpha Associates with this opportunity to work again with the Corporation of Harper's Ferry. In addition to Alpha's initial work, the City will use their equipment and manpower to look for a drainage pipe at the low spot in the road, which is the natural drainage location for a considerable area of land.

As the initial Scope of the Work may change, we propose to do this work on an hourly basis, based on the following hourly rates:

1. Project Engineer - \$230/hour
2. Sr. Principal - \$200/hour
3. Survey Party Crew Chief - \$82/hour
4. Administrative Assistant - \$81/hour
5. 2-man Survey Crew - \$154/hour

Invoices will be issued for the actual number of hours spent on the work. Miscellaneous operating expenses will be billed at 1.15 times ALPHA's cost. Invoices will be issued every four weeks and are due and payable within 15 days. Interest will be charged at 1.5 % per month for all outstanding invoices. Major credit cards are accepted.

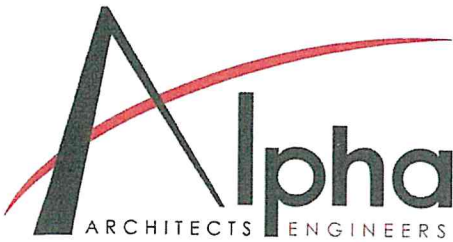
If this proposal is acceptable, please have this Letter of Engagement executed below. Thank you again for this opportunity.

Sincerely,
ALPHA ASSOCIATES, INCORPORATED

CHARLES B. BRANCH
Charles B. Branch, PE
Senior Principal

Accepted By

Date



March 28, 2025

Corporation of Harpers Ferry
PO Box 217
1000 Washington Street, Suite 200
Harpers Ferry, WV 25425

Attn: Mayor Greg Vaughn

Re: Letter of Engagement
For Engineering Assistance with the Evaluation of the
Failing Curb/Wall on Henry Clay Street
Harpers Ferry, WV

Dear Mayor Vaughn:

As was discussed during Mr. Richard Klein's visit to the site on Tuesday March 25, 2025, it is our initial opinion that Alpha's structural engineering group should visit Harper's Ferry and do a more thorough evaluation of the failing wall. Based on their findings, we can then prepare a detailed proposal for engineering work to replace the curb/wall with a current code compliant structure. The anticipated initial scope includes a field inspection with the Owner's Representative; interim report to Harper's Ferry; preparation of a scope of work for detailed engineering and the preparation of a detailed engineering cost proposal. The estimated fee for this scope is \$4,350. Thank you for providing Alpha Associates with this opportunity to work again with the Corporation of Harper's Ferry.

As the actual Scope of the Work may change, we propose to do this work on an hourly basis, based on the following hourly rates:

1. Project Engineer - \$230/hour
2. Sr. Principal - \$200/hour
3. Survey Party Crew Chief - \$82/hour
4. Administrative Assistant - \$81/hour
5. 2-man Survey Crew - \$154/hour

Invoices will be issued for the actual number of hours spent on the work. Miscellaneous operating expenses will be billed at 1.15 times ALPHA's cost. Invoices will be issued every four weeks and are due and payable within 15 days. Interest will be charged at 1.5 % per month for all outstanding invoices. Major credit cards are accepted.

If this proposal is acceptable, please have this Letter of Engagement executed below. Thank you again for this opportunity.

Sincerely,
ALPHA ASSOCIATES, INCORPORATED

CHARLES B. BRANCH

Charles B. Branch, PE
Sr. Principal

Accepted By

Date