

Item 5a.i.
P & L Bud v Act Gen

9:37 AM

05/07/25

Accrual Basis

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

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
General				
296 · Restricted Fund Balance	0.00	40,000.00	-40,000.00	0.0%
297 · Committed Fund Balance	0.00	1,000.00	-1,000.00	0.0%
298 · Assigned Fund Balance	0.00	324,350.00	-324,350.00	0.0%
299 · Unassigned Fund Balance	0.00	900,750.00	-900,750.00	0.0%
301-01 · Property Tax Current Year	79,436.09	85,593.00	-6,156.91	92.8%
303 · Oil & Gas Severance Tax	990.25	2,500.00	-1,509.75	39.6%
304 · Excise Tax on Utilities	6,935.15	6,500.00	435.15	106.7%
305 · Business and Occupation Tax	182,846.69	200,000.00	-17,153.31	91.4%
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	67,323.66	75,000.00	-7,676.34	89.8%
314 · Sales Tax Revenue	246,945.65	290,000.00	-43,054.35	85.2%
320 · Fines, Fees & Court Cost	10,350.00	20,000.00	-9,650.00	51.8%
320_399 · Police Department Rev Sources	24,152.39	32,000.00	-7,847.61	75.5%
325 · Licenses	3,533.50	6,500.00	-2,966.50	54.4%
326 · Building Permit Fees	6,026.85	5,000.00	1,026.85	120.5%
327 · Miscellaneous Permits (Parking)	348.00	800.00	-452.00	43.5%
328 · Franchise Fees	2,309.40	3,300.00	-990.60	70.0%
330 · IRP Fees	4,596.38	5,000.00	-403.62	91.9%
340 · Parks and Rec.	5,360.92	5,000.00	360.92	107.2%
342 · Parking Meter Revenue	145,998.20	200,000.00	-54,001.80	73.0%
345 · Rents & Concessions	82,112.34	88,000.00	-5,887.66	93.3%
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	5,500.00	-265.10	95.2%
368 · Contributions from other Entiti	0.00	80,000.00	-80,000.00	0.0%
376 · Table Gaming Income	9,637.07	13,000.00	-3,362.93	74.1%
380 · Interest Earned on Investments	4,738.58	5,500.00	-761.42	86.2%
382 · Refunds and Rebates	1,067.74	1,600.00	-532.26	66.7%
397 · Lottery	29,695.66	35,000.00	-5,304.34	84.8%
399 · Miscellaneous Revenue	3,325.00	4,000.00	-675.00	83.1%
405 · Board of Zoning-Appeal	150.00	100.00	50.00	150.0%
Total General	933,063.80	2,464,803.00	-1,531,739.20	37.9%
386 · Insurance Claims	6,987.61	7,500.00	-512.39	93.2%
Total Income	940,051.41	2,472,303.00	-1,532,251.59	38.0%
Gross Profit	940,051.41	2,472,303.00	-1,532,251.59	38.0%

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P & L Budget vs. Actual (General, Excluding Water & Coal)
 July 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
Expense				
001.809 Grants Health/Sanitatio	0.00	12,000.00	-12,000.00	0.0%
001.760 Parking	10,036.89	17,392.00	-7,355.11	57.7%
405 - Board of Zoning Appeals	0.00	300.00	-300.00	0.0%
Capital Projects Expenditures				
001.975 - General Government	0.00	571,398.00	-571,398.00	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	791,398.00	-791,398.00	0.0%
Culture & Rec Exp				
900 - Parks	2,421.84	6,630.00	-4,208.16	36.5%
901 - Visitors Bureau -H	35,356.33	37,500.00	-2,143.67	94.3%
906 - Arts & Humanities -H	16,889.82	67,500.00	-50,610.18	25.0%
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	61,667.99	131,330.00	-69,662.01	47.0%
001.402 - Economic Development	2,170.62	15,000.00	-12,829.38	14.5%
001.409 - Office of Mayor	16,147.52	22,600.00	-6,452.48	71.4%
001.410 - Members of Council	16,147.50	21,900.00	-5,752.50	73.7%
001.411 - Office of Recorder	4,879.25	6,515.00	-1,635.75	74.9%
001.413 - Office of Treasurer	60,580.06	73,636.74	-13,056.68	82.3%
001.415 - Office of City Clerk	56,906.87	73,181.65	-16,274.78	77.8%
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	182,189.20	311,011.27	-128,822.07	58.6%

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Accrual Basis

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

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
001.699 · Contingencies	0.00	167,134.04	-167,134.04	0.0%
001.700 · Police Dept	416,192.28	595,134.81	-178,942.53	69.9%
001.706 · Fire Dept	0.00	4,000.00	-4,000.00	0.0%
001.750 · Street Department	75,408.39	117,809.49	-42,401.10	64.0%
001.751 · Street Lights	17,751.53	23,700.00	-5,948.47	74.9%
001.752 · Street Signs	530.30	1,000.00	-469.70	53.0%
001.753 · Snow Removal	53,155.00	52,000.00	1,155.00	102.2%
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	974,318.51	2,472,303.00	-1,497,984.49	39.4%
Net Ordinary Income	-34,267.10	0.00	-34,267.10	100.0%
Net Income	-34,267.10	0.00	-34,267.10	100.0%

Item 5.a.i.
P & L Budget Act - Water

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

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Accrual Basis

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
131 . SB234 Reserve Transfer	52,400.00	72,953.00	-20,553.00	71.8%
131.3 Transfers to Reserve	0.00	0.00	0.00	0.0%
400 . Water Department Income				
Bond Renewal & Repl 2.5% trmfr	24,000.00	27,137.50	-3,137.50	88.4%
New Water Taps	2,250.00	1,500.00	750.00	150.0%
Capacity Improvement Fees	5,850.00	2,925.00	2,925.00	200.0%
419 . Interest Income Bonds	0.00	1,500.00	-1,500.00	0.0%
421 . Non Utility Income				
419 . Interest	5,667.27	1,700.00	3,967.27	333.4%
Total 421 . Non Utility Income	5,667.27	1,700.00	3,967.27	333.4%
461 . Customers - Water Bill Payments	820,840.95	1,092,200.00	-271,359.05	75.2%
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	905,996.74	1,209,670.74	-303,674.00	74.9%
Total Income	958,396.74	1,282,623.74	-324,227.00	74.7%
Gross Profit	958,396.74	1,282,623.74	-324,227.00	74.7%
Expense				
400 . Water Department				
Bond Interest	189,477.00	292,640.00	-103,163.00	64.7%
631.1 . Prof Services-Accounting-Water	9,125.32	14,000.00	-4,874.68	65.2%
131.3 Water Trans to Reserve	52,400.00	72,953.00	-20,553.00	71.8%
334 . New Meters	1,324.41	2,500.00	-1,175.59	53.0%
334.0 Maintenance of Meters	580.06	2,000.00	-1,419.94	29.0%
341.2 Capital Outlay - Auto	10,048.80	13,500.00	-3,451.20	74.4%
605.8 Accrued Leave - Water	0.00	5,000.00	-5,000.00	0.0%
620.7a - Bank Service Charges	0.00	50.00	-50.00	0.0%
670.7 Bad Debt	0.00	2,500.00	-2,500.00	0.0%
675.3 Miscellaneous & General	167.48	200.00	-32.52	83.7%
675.3 Uniforms	485.10	1,500.00	-1,014.90	32.3%
675.3Memberships/Dues/subscript	440.00	500.00	-60.00	88.0%
Maintenance of Mains	73,829.08	92,000.00	-18,170.92	80.2%
127 . Bond Renewal & Replacement Fund	24,000.00	27,137.50	-3,137.50	88.4%
408.10 . Assessments	2,263.01	2,270.00	-6.99	99.7%
408.12 . PR Taxes Employer Expense	19,365.27	23,011.75	-3,646.48	84.2%
427.3 . Municipal Bond Commission	40,436.73	45,000.00	-4,563.27	89.9%
601.3 . Plant - Salaries & Wages	158,974.20	180,847.68	-21,873.48	87.9%
601.7 . Office - Salaries & Wages	84,693.74	106,799.24	-22,105.50	79.3%
604.8 . Pension Exp	22,872.58	32,863.79	-9,991.21	69.6%
605.8 . Employee PEIA Benefits	34,365.14	52,000.00	-17,634.86	66.1%

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Accrual Basis

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

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
615.3 · Utilities W	29,794.70	34,000.00	-4,205.30	87.6%
618.3 · Plant Chemicals	11,071.43	22,000.00	-10,928.57	50.3%
620.3 · Plant - Material & Supplies	4,650.40	9,000.00	-4,349.60	51.7%
620.6 · Maintenance of Hydrants	0.00	2,000.00	-2,000.00	0.0%
620.7 · Postage And Cust Acctg Supplies	6,135.71	8,000.00	-1,864.29	76.7%
620.7c · Customer Acct Exp Material Supp	43.32			
620.8 · Office Supplies & Expenses	22,888.40	32,986.33	-10,097.93	69.4%
620.8PM · Plant Maintenance MS				
631.3 · Lab Services	3,127.24	4,500.00	-1,372.76	69.5%
631.4PM · Plant Maintenance CS	4,911.90	8,000.00	-3,088.10	61.4%
631.8 · Legal Fees and Studies	64,591.03	133,264.45	-68,673.42	48.5%
631.8 · Security 911 Notification	5,085.00	5,000.00	85.00	101.7%
642.8 · Leased Equipment W	187.25	1,000.00	-812.75	18.7%
650.8 · Auto & Transportation Expenses	1,498.28	1,000.00	498.28	149.8%
656.8 · Ins-Property, Liability, Workers	8,327.88	15,000.00	-6,672.12	55.5%
660.8 · Advertising & Legal Publication	21,469.71	25,000.00	-3,510.29	86.0%
675.3 · Training, Education, & Certif	748.77	1,000.00	-251.23	74.9%
675.8 · Telephone W	1,478.04	3,000.00	-1,521.96	49.3%
	6,656.70	8,600.00	-1,943.30	77.4%
Total 400. · Water Department	917,533.68	1,282,623.74	-365,090.06	71.5%
Total Expense	917,533.68	1,282,623.74	-365,090.06	71.5%
Net Ordinary Income	40,863.06	0.00	40,863.06	100.0%
Net Income	40,863.06	0.00	40,863.06	100.0%

Item 5.a.i

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Corp. of Harpers Ferry
Check Detail
 April 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	aCH	04/09/2025	Potomac Edison		001 General Fund Ac...		-2,754.21
Bill	110083...	03/10/2025			615.3 · Utilities W	-2,754.21	2,754.21
TOTAL						-2,754.21	2,754.21
Bill Pmt -Check	ACH	04/07/2025	Potomac Edison		001 General Fund Ac...		-1,356.27
Bill	110084...	03/06/2025			Utilities SI	-1,356.27	1,356.27
TOTAL						-1,356.27	1,356.27
Bill Pmt -Check	ACH	04/07/2025	Potomac Edison		001 General Fund Ac...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	ACH	04/09/2025	Potomac Edison		Water Fund Checking		-10.00
Bill	110081...	03/10/2025			615.3 · Utilities W	-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	ACH	04/09/2025	Potomac Edison		001 General Fund Ac...		-222.40
Bill	110081...	03/10/2025			Utilities-P	-222.40	222.40
TOTAL						-222.40	222.40
Bill Pmt -Check	ACH	04/09/2025	Potomac Edison		001 General Fund Ac...		-37.44
Bill	110147...	03/10/2025			Utilities C	-37.44	37.44
TOTAL						-37.44	37.44
Bill Pmt -Check	ACH	04/09/2025	Potomac Edison		001 General Fund Ac...		-282.43
Bill	110081...	03/10/2025			Utilities C	-282.43	282.43
TOTAL						-282.43	282.43
Bill Pmt -Check	ACH	04/09/2025	Potomac Edison		001 General Fund Ac...		-192.24
Bill	110081...	03/10/2025			Utilities C	-192.24	192.24
TOTAL						-192.24	192.24
Bill Pmt -Check	ACH	04/24/2025	Crystal Springs		Water Fund Checking		-19.74
Bill	41525	04/15/2025			620.8 · Office Supple...	-9.87	19.74
					341 G · Materials & S...	-9.87	19.73
TOTAL						-19.74	39.47
Bill Pmt -Check	ACH	04/24/2025	Crystal Springs		001 General Fund Ac...		-19.73
Bill	41525	04/15/2025			620.8 · Office Supple...	-9.87	19.74
					341 G · Materials & S...	-9.86	19.73
TOTAL						-19.73	39.47
Bill Pmt -Check	ACH	04/24/2025	Fuelman		Water Fund Checking		-656.00
Bill	NP682...	04/07/2025			650.8 · Auto & Transp...	-572.99	572.99
					Auto Supplies (Gas & ...	-83.01	83.01
TOTAL						-656.00	656.00
Bill Pmt -Check	ACH	04/24/2025	Fuelman		001 General Fund Ac...		-114.34

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Corp. of Harpers Ferry
Check Detail
April 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	NP682...	04/07/2025			Auto Supplies (Gas & ...	-114.34	114.34
TOTAL						-114.34	114.34
Bill Pmt -Check	ACH	04/28/2025	Potomac Edison		001 General Fund Ac...		-14.73
Bill	110086...	04/08/2025			Utilities Pa	-14.73	14.73
TOTAL						-14.73	14.73
Bill Pmt -Check	ACJ	04/09/2025	Potomac Edison		Water Fund Checking		-106.89
Bill	110158...	03/10/2025			615.3 · Utilities W	-106.89	106.89
TOTAL						-106.89	106.89
Check	eft	04/01/2025	West Virginia Municl...		Water Fund Checking		-1,953.00
					USDA Reserve	-1,953.00	1,953.00
TOTAL						-1,953.00	1,953.00
Check	eft	04/02/2025	ADT Security		001 General Fund Ac...		-74.88
					Utilities-P	-74.88	74.88
TOTAL						-74.88	74.88
Check	eft	04/11/2025	USDA		Water Fund Checking		-19,530.00
					428 · USDA 2021 - Bo...	-19,530.00	19,530.00
TOTAL						-19,530.00	19,530.00
Check	EFT	04/02/2025	US BANK		001 General Fund Ac...		-7,806.44
					P-Card	-1,272.43	1,272.43
					P-Card	-2,843.66	2,843.66
					P-Card	-3,459.37	3,459.37
					P-Card	-230.98	230.98
TOTAL						-7,806.44	7,806.44
Check	EFT	04/02/2025	State of WV		General Court Fund		-264.00
					WV, Friendship	-264.00	264.00
TOTAL						-264.00	264.00
Check	EFT	04/04/2025	West Virginia Municl...		Water Fund Checking		-4,492.97
					427.3_ · Municipal Bo...	-4,492.97	4,492.97
TOTAL						-4,492.97	4,492.97
Check	EFT	04/04/2025	DDL Business		001 General Fund Ac...		-71.50
					Printing-Leased Equip...	-71.50	71.50
TOTAL						-71.50	71.50
Check	EFT	04/09/2025	Fuelman		001 General Fund Ac...		-1,242.79
					Auto Supplies and Fu...	-1,242.79	1,242.79
TOTAL						-1,242.79	1,242.79
Check	EFT	04/14/2025	USDA		Water Fund Checking		-1,523.00

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Corp. of Harpers Ferry
Check Detail
 April 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					427.3 · Bonds Payabl...	-1,523.00	1,523.00
TOTAL						-1,523.00	1,523.00
Check	EFT	04/24/2025	Bank of Charles Town		Water Fund Checking		-647.24
					341.2 Capital Outlay - ...	-647.24	647.24
TOTAL						-647.24	647.24
Bill Pmt -Check	102	04/07/2025	Greenridge Contract...		CNB Renew & Repla...		-3,927.56
Bill	102942...	04/01/2025			636 · Contracted Servi...	-3,927.56	3,927.56
TOTAL						-3,927.56	3,927.56
Bill Pmt -Check	109	04/24/2025	Gwin Dobson & Fore...		2024 Construction T...		-28,350.12
Bill	90925	02/28/2025			Construction in Progr...	-5,325.29	5,325.29
Bill	91021	03/31/2025			Construction in Progr...	-23,024.83	23,024.83
TOTAL						-28,350.12	28,350.12
Check	150	04/24/2025	Terra Works, Inc.		Water Improvement ...		-731,259.00
					Construction in Progr...	-731,259.00	731,259.00
TOTAL						-731,259.00	731,259.00
Check	355	04/02/2025	Jefferson County CVB		Hotel Motel Tax		-8,804.84
					901 · Visitors Bureau -H	-8,804.84	8,804.84
TOTAL						-8,804.84	8,804.84
Check	356	04/30/2025	Corporation of Harp...		Hotel Motel Tax		-230.89
					Due To General	-230.89	230.89
TOTAL						-230.89	230.89
Check	1475	04/08/2025	Grimes, Cynthia		HF Water Works Esc...		-50.00
					Water Security Depos...	-50.00	50.00
TOTAL						-50.00	50.00
Check	2961	04/08/2025	Santos Ceron Ortiz		General Court Fund		-175.00
					320 · Fines, Fees & C...	-175.00	175.00
TOTAL						-175.00	175.00
Bill Pmt -Check	15268	04/07/2025	CoxHollidayoung PL...		Water Fund Checking		-697.07
Bill	34563	03/31/2025			Office Supplies and M...	-21.95	66.00
					341 G · Materials & S...	-22.27	67.00
					Professional Services C	-420.39	1,264.67
					620.8 · Office Supplie...	-22.27	67.00
					631.1 · Prof Services-...	-210.19	632.32
TOTAL						-697.07	2,096.99
Check	15270	04/01/2025	Corporation of Harp...		Water Fund Checking		-7,924.86
					Due To General	-7,924.86	7,924.86
TOTAL						-7,924.86	7,924.86
Bill Pmt -Check	15271	04/08/2025	Law Office of Hoy S...		Water Fund Checking		-1,693.50

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Corp. of Harpers Ferry
Check Detail
 April 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	4646	04/01/2025			631.8 · Legal Fees an...	-523.50	523.50
Bill	4647	04/01/2025			631.8 · Legal Fees an...	-260.00	260.00
Bill	4648	04/01/2025			631.8 · Legal Fees an...	-162.50	162.50
Bill	4649	04/01/2025			631.8 · Legal Fees an...	-747.50	747.50
TOTAL						-1,693.50	1,693.50
Check	15272	04/08/2025	H&H Technologies		Water Fund Checking		-832.50
					631.4PM · Plant Maint...	-727.50	727.50
					631.4PM · Plant Maint...	-75.00	75.00
					69800 · Uncategorized...	-30.00	30.00
TOTAL						-832.50	832.50
Bill Pmt -Check	15273	04/08/2025	Harpers Ferry Water ...		Water Fund Checking		-35.10
Bill	000100...	04/03/2025			615.3 · Utilities W	-35.10	35.10
TOTAL						-35.10	35.10
Bill Pmt -Check	15274	04/08/2025	CORE & MAIN LP		Water Fund Checking		-1,879.14
Bill	W6403...	03/20/2025			620.6 · Materials and ...	-1,527.96	1,527.96
Bill	W6408...	03/21/2025			620.6 · Materials and ...	-351.18	351.18
TOTAL						-1,879.14	1,879.14
Bill Pmt -Check	15275	04/09/2025	Traffic Safety Wareh...		Water Fund Checking		-615.06
Bill	135676A	03/31/2025			Material and Supplies ...	-205.02	615.06
					Departmental Supple...	-205.02	615.07
					620.6 · Materials and ...	-205.02	615.07
TOTAL						-615.06	1,845.20
Bill Pmt -Check	15276	04/09/2025	CORE & MAIN LP		Water Fund Checking		-2,976.62
Bill	W6870...	03/28/2025			620.6 · Materials and ...	-2,054.04	2,054.04
Bill	W7043...	04/01/2025			620.6 · Materials and ...	-166.76	166.76
Bill	W7057...	04/01/2025			620.6 · Materials and ...	-755.82	755.82
TOTAL						-2,976.62	2,976.62
Check	15277	04/22/2025	H&H Technologies		Water Fund Checking		-712.50
					631.4PM · Plant Maint...	-652.50	652.50
					631.4PM · Plant Maint...	-60.00	60.00
TOTAL						-712.50	712.50
Bill Pmt -Check	15278	04/17/2025	Pace Analytical		Water Fund Checking		-593.00
Bill	253059...	04/09/2025			631.3 · Lab Services	-593.00	593.00
TOTAL						-593.00	593.00
Bill Pmt -Check	15279	04/17/2025	Miss Utility		Water Fund Checking		-40.20
Bill	WV25-...	04/08/2025			660.8 · Advertising & ...	-40.20	40.20
TOTAL						-40.20	40.20
Bill Pmt -Check	15280	04/17/2025	Bank of Charles Town		Water Fund Checking		-532.84
Bill	202504...	04/15/2025			620.7 · Postage And ...	-532.84	532.84
TOTAL						-532.84	532.84
Bill Pmt -Check	15281	04/17/2025	CoxHolidayyoung PL...		Water Fund Checking		-876.48

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Corp. of Harpers Ferry
Check Detail
April 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	34720	04/10/2025			631.1 · Prof Services-...	-876.48	876.48
TOTAL						-876.48	876.48
Check	15282	04/23/2025	Corporation of Harp...		Water Fund Checking		-3,000.00
				Due To Water		-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00
Check	15283	04/23/2025	Corporation of Harp...		Water Fund Checking		-5,200.00
				Due To Water		-5,200.00	5,200.00
TOTAL						-5,200.00	5,200.00
Bill Pmt -Check	15284	04/24/2025	CORE & MAIN LP		Water Fund Checking		-455.88
Bill	W7217...	04/08/2025			620.6 · Materials and ...	-149.02	1,182.73
Bill	W7741...	04/11/2025			620.6 · Materials and ...	-32.89	32.89
Bill	W7696...	04/11/2025			620.6 · Materials and ...	-40.83	40.83
Bill	W7959...	04/16/2025			620.6 · Materials and ...	-233.14	233.14
TOTAL						-455.88	1,489.59
Bill Pmt -Check	15285	04/24/2025	Advantage Technolo...		Water Fund Checking		-417.98
Bill	89123	04/01/2025			Contracted Services C	-139.32	417.99
					Contracted Services-P	-139.33	417.98
					620.8 · Office Supplie...	-139.33	417.98
TOTAL						-417.98	1,253.95
Bill Pmt -Check	15286	04/24/2025	Advantage Technolo...		Water Fund Checking		-417.98
Bill	89351	04/01/2025			Contracted Services C	-78.75	260.00
					Contracted Services-P	-241.55	797.50
					620.8 · Office Supplie...	-97.68	322.50
TOTAL						-417.98	1,380.00
Check	15287	04/24/2025	Fringe Benefits Man...		Water Fund Checking		-325.54
				24000 · Payroll Liabilit...		-325.54	325.54
TOTAL						-325.54	325.54
Bill Pmt -Check	15288	04/24/2025	Dodson Septic Tank ...		Water Fund Checking		-475.00
Bill	APRIL ...	04/05/2025			631.4PM · Plant Maint...	-475.00	475.00
TOTAL						-475.00	475.00
Check	15289	04/30/2025	Corporation of Harp...		Water Fund Checking		-3,459.37
				Due To General		-3,459.37	3,459.37
TOTAL						-3,459.37	3,459.37
Check	15290	04/30/2025	Corporation of Harp...		Water Fund Checking		-3,864.98
				Due To General		-3,864.98	3,864.98
TOTAL						-3,864.98	3,864.98
Bill Pmt -Check	16756	04/07/2025	CoxHolidayyoung PL...		001 General Fund Ac...		-1,399.92
Bill	34563	03/31/2025			Office Supplies and M...	-44.05	66.00
					341 G · Materials & S...	-44.73	67.00
					Professional Services C	-844.28	1,264.67

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Corp. of Harpers Ferry
Check Detail
April 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					620.6 · Office Supplie...	-44.73	67.00
					631.1 · Prof Services-...	-422.13	632.32
TOTAL						-1,399.92	2,096.99
Check	16759	04/01/2025	Corporation of Harp...		001 General Fund Ac...		-12,269.29
					Due To Water	-12,269.29	12,269.29
TOTAL						-12,269.29	12,269.29
Bill Pmt -Check	16760	04/08/2025	State Certified Pest ...		001 General Fund Ac...		-250.00
Bill	87380	12/30/2024			Maint & Repairs to Bld...	-125.00	125.00
Bill	87381	03/27/2025			Maint & Repairs to Bld...	-125.00	125.00
TOTAL						-250.00	250.00
Bill Pmt -Check	16761	04/08/2025	CARS		001 General Fund Ac...		-1,289.74
Bill	2025-5...	03/31/2025			Maintenance and Rep...	-1,289.74	1,289.74
TOTAL						-1,289.74	1,289.74
Check	16762	04/08/2025	Ashly Wright		001 General Fund Ac...		-30.00
					321 Parking Violations	-30.00	30.00
TOTAL						-30.00	30.00
Check	16763	04/08/2025	Virlissa Breeden		001 General Fund Ac...		-494.80
					Training and CE	-494.80	494.80
TOTAL						-494.80	494.80
Bill Pmt -Check	16764	04/08/2025	Harpers Ferry Water ...		001 General Fund Ac...		-360.23
Bill	000100...	04/03/2025			Utilities-P	-35.09	35.09
Bill	000200...	04/03/2025			Utilities C	-35.09	35.09
Bill	000350...	04/03/2025			Utilities St	-240.00	240.00
					Utilities Pa	-50.05	50.05
TOTAL						-360.23	360.23
Bill Pmt -Check	16765	04/08/2025	Automated Office Eq...		001 General Fund Ac...		-450.00
Bill	152636	04/18/2025			Office Supplies and M...	-450.00	450.00
TOTAL						-450.00	450.00
Bill Pmt -Check	16766	04/09/2025	Traffic Safety Wareh...		001 General Fund Ac...		-1,230.14
Bill	135676A	03/31/2025			Material and Supplies ...	-410.04	615.06
					Departmental Supplie...	-410.05	615.07
					620.6 · Materials and ...	-410.05	615.07
TOTAL						-1,230.14	1,845.20
Bill Pmt -Check	16767	04/15/2025	Sisler's Stone Inc		001 General Fund Ac...		-80.28
Bill	126261	04/15/2025			Material and Supplies ...	-80.28	80.28
TOTAL						-80.28	80.28
Bill Pmt -Check	16768	04/17/2025	Jefferson Publishing...		001 General Fund Ac...		-575.88
Bill	69829	02/12/2025			220 G · Advertising/Le...	-46.86	46.86
Bill	70342	04/03/2025			220 G · Advertising/Le...	-529.02	529.02

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Corp. of Harpers Ferry
Check Detail
April 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-575.88	575.88
Bill Pmt -Check	16769	04/17/2025	Jeff Co. Solid Waste ...		001 General Fund Ac...		-5.00
Bill	7446	03/31/2025		Utilities St		-5.00	5.00
TOTAL						-5.00	5.00
Bill Pmt -Check	16770	04/17/2025	Kent Parsons Ford, L...		001 General Fund Ac...		-886.04
Bill	69149	04/10/2025		Maintenance and Rep...		-886.04	886.04
TOTAL						-886.04	886.04
Bill Pmt -Check	16771	04/17/2025	Valentina Woerz		001 General Fund Ac...		-96.00
Bill	202504...	04/15/2025		345 P · Uniforms-P		-96.00	96.00
TOTAL						-96.00	96.00
Bill Pmt -Check	16772	04/17/2025	Cornerstone Lawn S...		001 General Fund Ac...		-2,150.00
Bill	23983	04/08/2025		Contracted Services S		-2,150.00	2,150.00
TOTAL						-2,150.00	2,150.00
Check	16773	04/23/2025	Ahtna Global, LLC		001 General Fund Ac...		-25.00
				325 · Licenses		-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	16774	04/23/2025	West Virginia Municl...		001 General Fund Ac...		-125.00
Bill	2025-2...	04/21/2025		Dues and Subscriptio...		-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	16775	04/24/2025	Scott Merriman Inc		001 General Fund Ac...		-950.40
Bill	075210	04/21/2025		001.761 Parking Exp...		-950.40	950.40
TOTAL						-950.40	950.40
Check	16776	04/24/2025	Stampfer, Timothy		001 General Fund Ac...		-58.10
				001.761 Parking Exp...		-58.10	58.10
TOTAL						-58.10	58.10
Check	16777	04/24/2025	Almost Heaven Pub ...		001 General Fund Ac...		-20.01
				305 · Business and O...		-20.01	20.01
TOTAL						-20.01	20.01
Bill Pmt -Check	16778	04/24/2025	Bowles Rice LLP		001 General Fund Ac...		-540.00
Bill	1226849	04/01/2025		417 · Office of Attorney		-540.00	540.00
TOTAL						-540.00	540.00
Bill Pmt -Check	16779	04/24/2025	Cornerstone Lawn S...		001 General Fund Ac...		-2,565.00
Bill	24064	04/14/2025		Contracted Services St		-2,565.00	2,565.00
TOTAL						-2,565.00	2,565.00
Bill Pmt -Check	16780	04/24/2025	Advantage Technolo...		001 General Fund Ac...		-835.97

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Corp. of Harpers Ferry
Check Detail
 April 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	89123	04/01/2025			Contracted Services C	-278.67	417.99
					Contracted Services-P	-278.65	417.98
					620.8 · Office Supplie...	-278.65	417.98
TOTAL						-835.97	1,253.95
Bill Pmt -Check	16781	04/24/2025	Advantage Technolo...		001 General Fund Ac...		-962.02
Bill	89351	04/01/2025			Contracted Services C	-181.25	260.00
					Contracted Services-P	-555.95	797.50
					620.8 · Office Supplie...	-224.82	322.50
TOTAL						-962.02	1,380.00
Check	16782	04/24/2025	Fringe Benefits Man...		001 General Fund Ac...		-429.96
					24000 · Payroll Liabilit...	-207.38	207.38
					24000 · Payroll Liabilit...	-222.58	222.58
TOTAL						-429.96	429.96
Check	16783	04/30/2025	Kevin Carden_		001 General Fund Ac...		-105.99
					341 G · Materials & S...	-105.99	105.99
TOTAL						-105.99	105.99

Item sai
P&L - Water

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
131 - SB234 Reserve Transfer									
General Journal	03/31/2025				Water		131.3 Water Tra...	5,200.00	5,200.00
Total 131 - SB234 Reserve Transfer								5,200.00	5,200.00
400 - Water Department Income									
Bond Renewal & Repl 2.5% trnfr									
General Journal	03/31/2025			Reserves	Water		127 - Bond Ren...	3,000.00	3,000.00
Total Bond Renewal & Repl 2.5% trnfr								3,000.00	3,000.00
New Water Taps									
Deposit	03/19/2025	1338	Anna Hrom/James Hr...	576 Fillmore S...	Water		Water Fund Ch...	750.00	750.00
Total New Water Taps								750.00	750.00
Capacity Improvement Fees									
Deposit	03/19/2025	1338	Anna Hrom/James Hr...	576 Fillmore S...	Water		Water Fund Ch...	2,925.00	2,925.00
Total Capacity Improvement Fees								2,925.00	2,925.00
421 - Non Utility Income									
419 - Interest									
Deposit	03/31/2025			Interest	Water		2024 Constructi...	2.34	2.34
Deposit	03/31/2025			Interest	Water		HF Water Work...	8.75	11.09
Deposit	03/31/2025			Interest	Water		Water Improve...	0.10	11.19
Deposit	03/31/2025			Interest	Water		CNB Renew & ...	383.50	394.69
Deposit	03/31/2025			Interest	Water		CNB CWCR S...	421.14	815.83
Deposit	03/31/2025			Interest	Water		CNB Renew & ...	22.93	838.76
Deposit	03/31/2025			Interest	Water		CNB Reserve (...)	22.93	861.69
Deposit	03/31/2025			Interest	Water		Water Fund Ch...	28.02	889.71
Total 419 - Interest								889.71	889.71
Total 421 - Non Utility Income								889.71	889.71
461 - Customers - Water Bill Payments									
462 - Customer Hydrants									
Deposit	03/25/2025			Fire Protection	Water		Water Fund Ch...	18.93	18.93
Deposit	03/26/2025			Fire Protection	Water		Water Fund Ch...	18.93	37.86
Deposit	03/27/2025			Fire Protection	Water		Water Fund Ch...	240.00	277.86
Total 462 - Customer Hydrants								277.86	277.86
461 - Customers - Water Bill Payments - Other									
General Journal	03/31/2025		Harpers Ferry_v	To adjust A/R ...	Water		141 Accounts R...	36,612.91	36,612.91
Total 461 - Customers - Water Bill Payments - Other								36,612.91	36,612.91
Total 461 - Customers - Water Bill Payments								36,890.77	36,890.77
Total 400 - Water Department Income								44,455.48	44,455.48
Total Income								49,655.48	49,655.48
Gross Profit								49,655.48	49,655.48
Expense									
400 - Water Department									
Bond Interest									
427.3 - Bonds Payable - Series C									
Check	03/14/2025	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	03/11/2025	eft	USDA		Water		Water Fund Ch...	19,530.00	19,530.00
Total 428 - USDA 2021 - Bonds Payable								19,530.00	19,530.00
Total Bond Interest								21,053.00	21,053.00
631.1 - Prof Services-Accounting-Water									
Bill	03/10/2025	34382	CoxHollidayoung PLLC	Accounting Se...	Water		20000 - Accoun...	631.07	631.07
Bill	03/10/2025	34383	CoxHollidayoung PLLC	Accounting Se...	Water		20000 - Accoun...	667.00	1,298.07
Bill	03/31/2025	34563	CoxHollidayoung PLLC	Accounting Se...	Water		20000 - Accoun...	632.32	1,930.39
Total 631.1 - Prof Services-Accounting-Water								1,930.39	1,930.39
131.3 Water Tranfs to Reserve									
General Journal	03/31/2025				Water		131 - SB234 Re...	5,200.00	5,200.00
Total 131.3 Water Tranfs to Reserve								5,200.00	5,200.00
341.2 Capital Outlay - Auto									
Check	03/24/2025	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
Maintenance of Mains									
642.6 - Rental Equipment									
Bill	03/04/2025	79162	Jefferson Rentals, LLC	INV 79162 sa...	Water		20000 - Accoun...	88.47	88.47
Total 642.6 - Rental Equipment								88.47	88.47

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
620.6 - Materials and Supplies									
Credit Card Charge	03/05/2025	70011	Cornerstone Lawn Se...	Veney, stone	Water		P-Card	44.81	44.81
Credit Card Credit	03/11/2025	1198526	Home Depot	paradis, pipe r...	Water		P-Card	-24.87	19.94
Credit Card Charge	03/11/2025	97226	Home Depot	Paradis, PRV	Water		P-Card	134.02	153.96
Credit Card Charge	03/11/2025	97234	Home Depot	Paradis, coupler	Water		P-Card	9.18	163.14
Credit Card Charge	03/17/2025	89225	Ace Hardware	Paradis, fastners	Water		P-Card	49.24	212.38
Credit Card Charge	03/17/2025	28396	Home Depot	Paradis, bushi...	Water		P-Card	45.06	257.44
Credit Card Charge	03/17/2025	21391	Home Depot	Paradis, pipe	Water		P-Card	166.85	424.29
Credit Card Charge	03/17/2025	21391	Home Depot	Paradis, piep	Water		P-Card	166.85	591.14
Credit Card Charge	03/17/2025	98266	7-Eleven	Veney, water f...	Water		P-Card	41.94	633.08
Credit Card Charge	03/17/2025	85031	7-Eleven	Veney, water f...	Water		P-Card	34.95	668.03
Credit Card Charge	03/17/2025	27713	Food Lion	Veney, water f...	Water		P-Card	22.95	690.98
Credit Card Charge	03/19/2025	33296	Home Depot	Slusher, steel f...	Water		P-Card	84.97	775.95
Bill	03/20/2025	W640...	CORE & MAIN LP	INV W640341 ...	Water		20000 - Accoun...	1,527.96	2,303.91
Bill	03/21/2025	W640...	CORE & MAIN LP	INV W640874 ...	Water		20000 - Accoun...	351.18	2,655.09
Credit Card Charge	03/27/2025	27075	Tractor Supply	Veney, shovel	Water		P-Card	29.99	2,685.08
Bill	03/28/2025	W687...	CORE & MAIN LP	INV W687034 ...	Water		20000 - Accoun...	2,054.04	4,739.12
Bill	03/31/2025	135676A	Traffic Safety Wareho...	Inv 135676A - ...	Water		20000 - Accoun...	615.07	5,354.19
Total 620.6 - Materials and Supplies								5,354.19	5,354.19
Total Maintenance of Mains								5,442.66	5,442.66
127 - Bond Renewal & Replacement Fund									
General Journal	03/31/2025			Reserves	Water		Bond Renewal ...	3,000.00	3,000.00
Total 127 - Bond Renewal & Replacement Fund								3,000.00	3,000.00
408.12 - PR Taxes Employer Expense									
General Journal	03/13/2025			payroll 2025 3/...	Water		001 General Fu...	1,034.65	1,034.65
General Journal	03/27/2025			payroll 2025 3/...	Water		001 General Fu...	1,275.69	2,310.34
Total 408.12 - PR Taxes Employer Expense								2,310.34	2,310.34
427.3 - Municipal Bond Commission									
Check	03/04/2025	EFT	West Virginia Munici...	HAF-W-86-B-J...	Water		Water Fund Ch...	4,492.97	4,492.97
Total 427.3 - Municipal Bond Commission								4,492.97	4,492.97
601.3 - Plant - Salaries & Wages									
General Journal	03/13/2025			payroll 2025 3/...	Water		001 General Fu...	8,305.20	8,305.20
General Journal	03/27/2025			payroll 2025 3/...	Water		001 General Fu...	9,206.24	17,511.44
Total 601.3 - Plant - Salaries & Wages								17,511.44	17,511.44
601.7 - Office - Salaries & Wages									
General Journal	03/13/2025			payroll 2025 3/...	Water		001 General Fu...	4,782.01	4,782.01
General Journal	03/27/2025			payroll 2025 3/...	Water		001 General Fu...	7,372.83	12,154.84
Total 601.7 - Office - Salaries & Wages								12,154.84	12,154.84
604.8 - Pension Exp									
General Journal	03/13/2025			payroll 2025 3/...	Water		001 General Fu...	1,177.85	1,177.85
General Journal	03/27/2025			payroll 2025 3/...	Water		001 General Fu...	1,492.10	2,669.95
Total 604.8 - Pension Exp								2,669.95	2,669.95
605.8 - Employee PEIA Benefits									
OPEB - Water									
Check	03/14/2025	eft	PEIA	Water 2025 M...	Water		Harpers Ferry P...	204.00	204.00
Total OPEB - Water								204.00	204.00
605.8 - Employee PEIA Benefits - Other									
Check	03/14/2025	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	03/03/2025	00010...	Harpers Ferry Water ...	Feb Usage To...	Water		20000 - Accoun...	28.43	28.43
Bill	03/10/2025	11015...	Potomac Edison	Feb water tank...	Water		20000 - Accoun...	106.89	135.32
Bill	03/10/2025	11008...	Potomac Edison	Feb usage Pot...	Water		20000 - Accoun...	10.00	145.32
Bill	03/10/2025	11008...	Potomac Edison	Feb usage wat...	Water		20000 - Accoun...	2,754.21	2,899.53
Bill	03/25/2025	34292...	Waste Management ...	APR 2025 tow...	Water		20000 - Accoun...	71.72	2,971.25
Total 615.3 - Utilities W								2,971.25	2,971.25
618.3 - Plant Chemicals									
Bill	03/06/2025	10029...	CITCO Water	INV 10029092...	Water		20000 - Accoun...	1,071.00	1,071.00
Total 618.3 - Plant Chemicals								1,071.00	1,071.00
620.3 - Plant - Material & Supplies									
Credit Card Charge	03/01/2025	52056	USA Bluebook	Paradis, lab ch...	Water		P-Card	776.64	776.64
Credit Card Charge	03/11/2025	97226	Home Depot	Paradis, trash ...	Water		P-Card	16.97	793.61
Credit Card Charge	03/20/2025	831557	Amazon.com	Spalding, Cior...	Water		P-Card	16.62	810.23
Total 620.3 - Plant - Material & Supplies								810.23	810.23
620.7 - Postage And Cust Acctg Supplies									
Bill	03/03/2025	20250...	Bank of Charles Town	Mar billing, Fe...	Water		20000 - Accoun...	589.82	589.82
Credit Card Charge	03/03/2025	941108	US Post Office	Spalding, post...	Water		P-Card	219.00	808.82
Credit Card Charge	03/04/2025	60322	US Post Office	Slusher, postage	Water		P-Card	9.70	818.52
Credit Card Charge	03/11/2025	211914	US Post Office	Spalding, post...	Water		P-Card	14.65	833.17

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Accrual Basis

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

March 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Credit Card Charge	03/20/2025	98638	US Post Office	Spalding, post...	Water		P-Card	9.68	842.85
Credit Card Charge	03/24/2025	85749	US Post Office	Slusher, postage	Water		P-Card	31.40	874.25
Total 620.7 - Postage And Cust Acctg Supplies								874.25	874.25
620.8 - Office Supplies & Expenses									
631.2 - Payroll Processing-Water									
General Journal	03/13/2025			payroll process...	Water		001 General Fu...	30.46	30.46
General Journal	03/28/2025			payroll process...	Water		001 General Fu...	23.26	53.72
Total 631.2 - Payroll Processing-Water								53.72	53.72
620.8 - Office Supplies & Expenses - Other									
Bill	03/01/2025	88108	Advantage Technolog...	INV 88108 Sup...	Water		20000 - Accoun...	345.98	345.98
Bill	03/01/2025	88060	Advantage Technolog...	INV 88060 Add...	Water		20000 - Accoun...	237.50	583.48
Bill	03/10/2025	34382	CoxHollidayoung PLLC	RN Access 20...	Water		20000 - Accoun...	66.00	649.48
Credit Card Charge	03/12/2025	332721	Amazon.com	Spalding, offic...	Water		P-Card	54.05	703.53
Bill	03/18/2025	031825	Crystal Springs	MAR	Water		20000 - Accoun...	36.97	740.50
Credit Card Charge	03/18/2025	06684	Amazon.com	Breeden, paper	Water		P-Card	44.64	785.14
Credit Card Charge	03/26/2025	58101	Amazon.com	Spalding, note...	Water		P-Card	9.08	794.22
Bill	03/31/2025	34563	CoxHollidayoung PLLC	RN Access 20...	Water		20000 - Accoun...	67.00	861.22
Total 620.8 - Office Supplies & Expenses - Other								861.22	861.22
Total 620.8 - Office Supplies & Expenses								914.94	914.94
620.8PM - Plant Maintenance MS									
Credit Card Charge	03/03/2025	31937	Tractor Supply	Slusher, maint...	Water		P-Card	27.99	27.99
Deposit	03/19/2025		Shawn _ Veney	reimbursement...	Water		Opioid Settlement	-45.00	-17.01
Credit Card Charge	03/20/2025	5160617	Amazon.com	Spalding, gloves	Water		P-Card	46.50	29.49
Credit Card Charge	03/24/2025	51110	Tractor Supply	Veney, paint	Water		P-Card	40.17	69.66
Credit Card Charge	03/25/2025	51292	Tractor Supply	Veney, alumin...	Water		P-Card	7.19	76.85
Credit Card Charge	03/27/2025	27158	Tractor Supply	Veney, batteries	Water		P-Card	51.96	128.81
Credit Card Charge	03/30/2025	38199	Wal Mart	Paradis, weldi...	Water		P-Card	8.51	137.32
Credit Card Charge	03/31/2025	52890	7-Eleven	Veney, trash bag	Water		P-Card	4.27	141.59
Total 620.8PM - Plant Maintenance MS								141.59	141.59
631.3 - Lab Services									
Bill	03/03/2025	25305...	Pace Analytical	INV 2530591210	Water		20000 - Accoun...	377.70	377.70
Bill	03/04/2025	25305...	Pace Analytical	INV 2530591409	Water		20000 - Accoun...	208.90	586.60
Bill	03/05/2025	25305...	Pace Analytical	INV 2530591532	Water		20000 - Accoun...	185.80	772.40
Bill	03/06/2025	25609...	Pace Analytical	INV 2530591906	Water		20000 - Accoun...	233.90	1,006.30
Bill	03/19/2025	WAT2...	West Virginia DHHR	INV WAT25-22...	Water		20000 - Accoun...	23.00	1,029.30
Bill	03/19/2025	ENV25...	West Virginia DHHR	INV ENV25-710	Water		20000 - Accoun...	20.00	1,049.30
Total 631.3 - Lab Services								1,049.30	1,049.30
631.4PM - Plant Maintenance CS									
Check	03/19/2025	15242	H&H Technologies	9 Hours @ \$30...	Water		Water Fund Ch...	270.00	270.00
Check	03/19/2025	15242	H&H Technologies	1 Trips @ \$15	Water		Water Fund Ch...	15.00	285.00
Check	03/26/2025	15260	H&H Technologies	13 Hours @ \$3...	Water		Water Fund Ch...	455.00	740.00
Check	03/26/2025	15260	H&H Technologies	44.75 Hours @...	Water		Water Fund Ch...	1,342.50	2,082.50
Check	03/28/2025	15260	H&H Technologies	6 Trips @ \$15	Water		Water Fund Ch...	90.00	2,172.50
Total 631.4PM - Plant Maintenance CS								2,172.50	2,172.50
631.8 - Legal Fees and Studies									
Bill	03/01/2025	4631	Law Office of Hoy Shi...	INV 4631 - Tel...	Water		20000 - Accoun...	1,300.00	1,300.00
Bill	03/01/2025	4632	Law Office of Hoy Shi...	INV 4631 - Tel...	Water		20000 - Accoun...	1,462.50	2,762.50
Bill	03/07/2025	00503...	DEP / Div. of Water a...	INV 00503543 ...	Water		20000 - Accoun...	1,550.00	4,312.50
Total 631.8 - Legal Fees and Studies								4,312.50	4,312.50
631.8_ - Security 911 Notification									
Credit Card Charge	03/13/2025	253065	CallingPost Communi...	Spalding, robo...	Water		P-Card	187.25	187.25
Total 631.8_ - Security 911 Notification								187.25	187.25
642.8 - Leased Equipment W									
Bill	03/02/2025	34284...	Waste Management ...	3428416-2413-9	Water		20000 - Accoun...	110.92	110.92
Bill	03/17/2025	42493...	AC & T Co., Inc.	42493AO stora...	Water		20000 - Accoun...	50.00	160.92
Total 642.8 - Leased Equipment W								160.92	160.92
650.8 - Auto & Transportation Expenses									
Bill	03/03/2025	NP680...	Fuelman	NP68038512	Water		20000 - Accoun...	829.02	829.02
Credit Card Charge	03/03/2025	31937	Tractor Supply	Slusher, auto s...	Water		P-Card	8.89	837.91
Total 650.8 - Auto & Transportation Expenses								837.91	837.91
656.8 - Ins-Property, Liability, Workers									
Bill	03/02/2025	110287	WV Corp	Q4 2025	Water		20000 - Accoun...	4,520.21	4,520.21
Total 656.8 - Ins-Property, Liability, Workers								4,520.21	4,520.21
660.8 - Advertising & Legal Publication									
Bill	03/08/2025	WV25...	Miss Utility	Feb 2025 Calls	Water		20000 - Accoun...	18.60	18.60
Credit Card Credit	03/10/2025	8393	Journal, The	Kelly, advert cr...	Water		P-Card	-4.00	14.60
Total 660.8 - Advertising & Legal Publication								14.60	14.60
675.8 - Telephone W									
Bill	03/12/2025	032025	Frontier	Telephone MA...	Water		20000 - Accoun...	201.30	201.30
Bill	03/13/2025	032025	Comcast Internet	MAR usage	Water		20000 - Accoun...	163.05	364.35
Bill	03/20/2025	07308...	Frontier	MAR usage	Water		20000 - Accoun...	76.86	441.21

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	03/25/2025	82993...	Comcast Internet	Internet 2025 ...	Water		20000 - Accoun...	78.30	519.51
Credit Card Charge	03/31/2025	Mar 20...	US Cellular	usage, cell ph...	Water		P-Card	218.93	738.44
Total 675.8 - Telephone W								738.44	738.44
Total 400. - Water Department								101,364.60	101,364.60
Total Expense								101,364.60	101,364.60
Net Ordinary Income								-51,709.12	-51,709.12
Net Income								-51,709.12	-51,709.12

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Accrual Basis

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

March 2025

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Ordinary Income/Expense									
Income									
General									
301-01 - Property Tax Current Year									
Deposit	03/03/2025	11809	Sheriff of Jefferson Co.	Feb receipts P...	General		001 General Fu...	15,353.39	15,353.39
Deposit	03/03/2025	11796	Sheriff of Jefferson Co.	Feb Receipts ...	General		001 General Fu...	154.63	15,508.02
Deposit	03/31/2025	11828	Sheriff of Jefferson Co.	march 2025 re...	General		001 General Fu...	6,003.15	21,511.17
Deposit	03/31/2025	11821	Sheriff of Jefferson Co.	March 2025 R...	General		001 General Fu...	177.73	21,688.90
Total 301-01 - Property Tax Current Year								21,688.90	21,688.90
304 - Excise Tax on Utilities									
Deposit	03/25/2025	113469	State of WV	February colle...	General		001 General Fu...	3,208.95	3,208.95
Total 304 - Excise Tax on Utilities								3,208.95	3,208.95
305 - Business and Occupation Tax									
Deposit	03/10/2025	29015...	Harpers FErry Glass...	FY 2025 Q2 B...	General		001 General Fu...	14.37	14.37
Deposit	03/10/2025	29015...	Harpers FErry Glass...	FY 2025 Q1 B...	General		001 General Fu...	13.62	27.99
Deposit	03/10/2025	29015...	Harpers FErry Glass...	FY 2024 Q4 B...	General		001 General Fu...	11.75	39.74
Deposit	03/10/2025	29015...	Harpers FErry Glass...	FY 2024 Q2 B...	General		001 General Fu...	12.82	52.56
Deposit	03/10/2025	29015...	Harpers FErry Glass...	FY 2024 Q1 B...	General		001 General Fu...	10.12	62.68
Deposit	03/17/2025	103	Love Piano Studio	FY 2025 Q1, 2...	General		001 General Fu...	22.80	85.48
Deposit	03/17/2025	1044	Lowe Property Holdin...	FY 2023, 24, 2...	General		001 General Fu...	924.11	1,009.59
Deposit	03/19/2025		Merry Maids	FY 2025 Q2 B...	General		002 WVGOPAY...	66.86	1,076.45
Total 305 - Business and Occupation Tax								1,076.45	1,076.45
308 - Hotel Motel									
Deposit	03/19/2025	3456581	AirBNB	FY 2025 FEB c...	Hotel Occ ...		Hotel Motel Tax	2,626.18	2,626.18
Total 308 - Hotel Motel								2,626.18	2,626.18
320 - Fines, Fees & Court Cost									
Deposit	03/09/2025			Tickets	Police		002 WVGOPAY...	175.00	175.00
Deposit	03/11/2025			Tickets	Police		General Court F...	650.00	825.00
Deposit	03/13/2025			Tickets	Police		General Court F...	475.00	1,300.00
Deposit	03/15/2025			Tickets	Police		002 WVGOPAY...	175.00	1,475.00
Deposit	03/20/2025			Tickets	Police		002 WVGOPAY...	175.00	1,650.00
Deposit	03/23/2025			Tickets	Police		002 WVGOPAY...	175.00	1,825.00
Deposit	03/26/2025			Tickets	Police		002 WVGOPAY...	175.00	2,000.00
Deposit	03/27/2025			Tickets	Police		002 WVGOPAY...	350.00	2,350.00
Deposit	03/28/2025			Tickets	Police		002 WVGOPAY...	175.00	2,525.00
Deposit	03/31/2025			Tickets	Police		002 WVGOPAY...	350.00	2,875.00
Total 320 - Fines, Fees & Court Cost								2,875.00	2,875.00
320_399 - Police Department Rev Sources									
321 Parking Violations									
Deposit	03/03/2025			Tickets	General		002 WVGOPAY...	30.00	30.00
Deposit	03/07/2025			Tickets	General		002 WVGOPAY...	50.83	80.83
Deposit	03/09/2025			Tickets	General		002 WVGOPAY...	30.00	110.83
Deposit	03/18/2025			Tickets	General		002 WVGOPAY...	50.00	160.83
Deposit	03/18/2025			Tickets	General		General Court F...	130.00	290.83
Deposit	03/19/2025			Tickets	General		002 WVGOPAY...	30.00	320.83
Deposit	03/20/2025			Tickets	General		002 WVGOPAY...	25.00	345.83
Deposit	03/21/2025			Tickets	General		002 WVGOPAY...	40.00	385.83
Deposit	03/22/2025			Tickets	General		002 WVGOPAY...	50.00	435.83
Deposit	03/23/2025			Tickets	General		002 WVGOPAY...	30.00	465.83
Deposit	03/26/2025			Tickets	General		002 WVGOPAY...	110.00	575.83
Deposit	03/27/2025			Tickets	General		002 WVGOPAY...	170.00	745.83
Deposit	03/27/2025			Tickets	General		General Court F...	170.00	915.83
Deposit	03/27/2025			Tickets	General		002 WVGOPAY...	20.00	935.83
Deposit	03/28/2025			Tickets	General		002 WVGOPAY...	66.00	1,001.83
Deposit	03/29/2025			Tickets	General		002 WVGOPAY...	70.00	1,071.83
Deposit	03/30/2025			Tickets	Police		002 WVGOPAY...	70.00	1,141.83
Total 321 Parking Violations								1,141.83	1,141.83
380 P - Interest									
Deposit	03/31/2025			Interest	Police		Police Equipt R...	3.87	3.87
Deposit	03/31/2025			Interest	Police		HF/Bolivar Drug...	0.65	4.52
Deposit	03/31/2025			Interest	Police		General Court F...	102.65	107.17
Total 380 P - Interest								107.17	107.17
389 - Accident report									
Deposit	03/18/2025			Accident Report	Police		General Court F...	35.00	35.00
Total 389 - Accident report								35.00	35.00
Total 320_399 - Police Department Rev Sources								1,284.00	1,284.00
325 - Licenses									
Deposit	03/05/2025		Campbell Contracting	FY 2025 Busin...	General		001 General Fu...	15.00	15.00
Deposit	03/05/2025	85123...	DeLage Laden Finan...	FY 2025 Busin...	General		001 General Fu...	25.00	40.00
Deposit	03/10/2025	29015...	Harpers FErry Glass...	FY 2025 Busin...	General		001 General Fu...	15.00	55.00
Deposit	03/11/2025		Ahtna Global, LLC	FY 2025 Busin...	General		002 WVGOPAY...	25.00	80.00
Deposit	03/17/2025		JGS Home Improvem...	FY 2025 Busin...	General		001 General Fu...	15.00	95.00
Deposit	03/17/2025	167	American Chip LLC	FY 2025 Busin...	General		001 General Fu...	16.50	111.50
Deposit	03/31/2025		JES Construction LLC	FY 2024 Busin...	General		002 WVGOPAY...	15.00	126.50
Deposit	03/31/2025		JES Construction LLC	FY 2025 Busin...	General		002 WVGOPAY...	25.00	151.50
Total 325 - Licenses								151.50	151.50

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Accrual Basis

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

March 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
326 - Building Permit Fees									
Deposit	03/05/2025	5467	Heidi Simmons	ZCPA # 2025-...	General		001 General Fu...	225.00	225.00
Deposit	03/10/2025	5468	Heidi Simmons	ZCPA #2025-0...	General		001 General Fu...	380.00	605.00
Deposit	03/10/2025		JGS Home Improvem...	ZCPA #2025-0...	General		001 General Fu...	325.00	930.00
Check	03/31/2025	16752	Michael & Jill Roberts	Refund adverti...	General		001 General Fu...	-25.00	905.00
Total 326 - Building Permit Fees								905.00	905.00
327 - Miscellaneous Permits (Parking)									
Deposit	03/05/2025		Elizabeth Blickenstaff...	2025 Parking ...	General		001 General Fu...	4.00	4.00
Deposit	03/05/2025		Linda Rago	2025 Parking ...	General		001 General Fu...	1.00	5.00
Deposit	03/17/2025		George Owens	2025 Parking ...	General		001 General Fu...	3.00	8.00
Deposit	03/17/2025		Dicostazo, Gregory	2025 Parking ...	General		001 General Fu...	1.00	9.00
Deposit	03/31/2025		Rock, Michael T	2025 Parking ...	General		001 General Fu...	4.00	13.00
Deposit	03/31/2025	1344	Anna Hrom/James Hr...	2025 Parking ...	General		001 General Fu...	2.00	15.00
Total 327 - Miscellaneous Permits (Parking)								15.00	15.00
330 - IRP Fees									
Deposit	03/25/2025	1134369	State of WV	February colle...	General		001 General Fu...	828.78	828.78
Total 330 - IRP Fees								828.78	828.78
340 - Parks and Rec.									
Deposit	03/04/2025	23683	Jefferson County CVB	Donation for pr...	Park and ...		HF Parks and R...	250.00	250.00
Deposit	03/11/2025	568	River Riders, Inc.	Donation Film ...	General		HF Parks and R...	250.00	500.00
Deposit	03/24/2025		customer	Film Festival ti...	Park and ...		HF Parks and R...	276.00	776.00
Deposit	03/24/2025	1444	George Owens	Film Festival TI...	Park and ...		HF Parks and R...	20.00	796.00
Deposit	03/24/2025		customer	Film Festival TI...	Park and ...		HF Parks and R...	43.24	839.24
Deposit	03/24/2025		customer	Film Festival TI...	Park and ...		HF Parks and R...	179.46	1,018.70
Deposit	03/25/2025		customer	Film Festival TI...	Park and ...		HF Parks and R...	2,030.00	3,048.70
Deposit	03/26/2025		customer	Film Festival TI...	Park and ...		HF Parks and R...	320.00	3,368.70
Total 340 - Parks and Rec.								3,368.70	3,368.70
342 - Parking Meter Revenue									
342.1 Parking Meter Revenue									
Deposit	03/17/2025	32573	Parkmobile LLC	February recei...	General		001 General Fu...	5,830.43	5,830.43
Total 342.1 Parking Meter Revenue								5,830.43	5,830.43
Total 342 - Parking Meter Revenue								5,830.43	5,830.43
345 - Rents & Concessions									
Deposit	03/03/2025	32378...	US Post Office	February 2025 ...	General		001 General Fu...	2,357.58	2,357.58
Deposit	03/03/2025	30002...	AT&T_c	March 2025 R...	General		001 General Fu...	1,259.71	3,617.29
Deposit	03/03/2025	15016...	US Cellular	March 2025 R...	General		001 General Fu...	1,994.07	5,611.36
Deposit	03/31/2025	32391...	US Post Office	March 2025 R...	General		001 General Fu...	2,357.58	7,968.94
Deposit	03/31/2025	15016...	US Cellular	April 2025 Ren...	General		001 General Fu...	1,994.07	9,963.01
Total 345 - Rents & Concessions								9,963.01	9,963.01
376 - Table Gaming Income									
Deposit	03/18/2025		State of WV_c	March Table G...	General		001 General Fu...	1,020.63	1,020.63
Deposit	03/18/2025		State of WV_c	Greenbrier Table	General		001 General Fu...	21.35	1,041.98
Total 376 - Table Gaming Income								1,041.98	1,041.98
380 - Interest Earned on Investments									
Deposit	03/31/2025			Interest	General		GRANT Operati...	0.03	0.03
Deposit	03/31/2025			Interest	General		SWaN Escrow ...	110.68	110.71
Deposit	03/31/2025			Interest	Hotel Occ ...		Hotel Motel Tax	15.29	126.00
Deposit	03/31/2025			Interest	General		252PS - JSB P...	10.79	136.79
Deposit	03/31/2025			Interest	Park and ...		HF Parks and R...	1.50	138.29
Deposit	03/31/2025			Interest	General		Opioid Settlement	2.99	141.28
Deposit	03/31/2025			Interest	General		001 General Fu...	256.43	397.71
Total 380 - Interest Earned on Investments								397.71	397.71
382 - Refunds and Rebates									
Deposit	03/03/2025		State of WV	Jan - Mar 2025...	General		001 General Fu...	390.44	390.44
Total 382 - Refunds and Rebates								390.44	390.44
397 - Lottery									
Deposit	03/04/2025		State of WV	lottery March	General		001 General Fu...	67.39	67.39
Deposit	03/10/2025		State of WV	CT Race	General		001 General Fu...	1,020.58	1,087.97
Deposit	03/14/2025		State of WV_c	CT RACE	General		001 General Fu...	937.67	2,025.64
Deposit	03/21/2025		State of WV_c	CT RACE	General		001 General Fu...	930.80	2,956.44
Deposit	03/22/2025		State of WV_c	CT RACE	General		001 General Fu...	985.13	3,941.57
Deposit	03/29/2025		State of WV_c	CT RACE	General		001 General Fu...	1,014.73	4,956.30
Total 397 - Lottery								4,956.30	4,956.30
399 - Miscellaneous Revenue									
Check	03/31/2025	16757	Zelege, Michael	Refund Candid...	General		001 General Fu...	-100.00	-100.00
Total 399 - Miscellaneous Revenue								-100.00	-100.00
Total General								60,508.33	60,508.33
Total Income								60,508.33	60,508.33
Gross Profit								60,508.33	60,508.33

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Accrual Basis

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

March 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Expense									
001.760 Parking									
Payroll-Parking									
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	248.10	248.10
Total Payroll-Parking								248.10	248.10
PR Taxes-Parking									
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	22.33	22.33
Total PR Taxes-Parking								22.33	22.33
001.761 Parking Expenses									
Credit Card Charge	03/31/2025	Mar 20...	US Cellular	usage parking ...	General		P-Card	58.98	58.98
Total 001.761 Parking Expenses								58.98	58.98
Total 001.760 Parking								329.41	329.41
Culture & Rec Exp									
900 - Parks									
Materials & Supplies Pa									
Credit Card Charge	03/13/2025	97713	Home Depot	Waters, Flag C...	General		P-Card	33.15	33.15
Total Materials & Supplies Pa								33.15	33.15
Utilities Pa									
Bill	03/03/2025	00035...	Harpers Ferry Water ...	Feb usage, Ma...	General		20000 - Accoun...	50.05	50.05
Bill	03/10/2025	11008...	Potomac Edison	Feb usage To...	General		20000 - Accoun...	14.73	64.78
Total Utilities Pa								64.78	64.78
Total 900 - Parks								97.93	97.93
906 - Arts & Humanities -H									
Check	03/04/2025	345	Harper Cemetary	FY 2024 Ceme...	Hotel Occ ...		Hotel Motel Tax	3,145.00	3,145.00
Check	03/04/2025	347	Harpers Ferry Bolivar ...	Reimburse for ...	Hotel Occ ...		Hotel Motel Tax	1,000.00	4,145.00
Check	03/17/2025	348	Mountaineer Popcom...	FY 2025 Film ...	Hotel Occ ...		Hotel Motel Tax	188.06	4,333.06
Check	03/20/2025	350	Wayne Bishop	2025 Film Fest...	Hotel Occ ...		Hotel Motel Tax	107.41	4,440.47
Credit Card Charge	03/21/2025	800274	Business Center	Morse, Film Fe...	Hotel Occ ...		P-Card	230.89	4,671.36
Check	03/26/2025	351	William Pappas	FY 2025 Music...	Hotel Occ ...		Hotel Motel Tax	1,250.00	5,921.36
Check	03/26/2025	352	Network 404 LLC	FY 2025 Film ...	Hotel Occ ...		Hotel Motel Tax	1,291.13	7,212.49
Check	03/26/2025	353	Harpers Ferry Nation...	FY 2025 Film ...	Hotel Occ ...		Hotel Motel Tax	358.00	7,570.49
Check	03/27/2025	354	Harpers Ferry Mercha...	FY 2025 Olde ...	Hotel Occ ...		Hotel Motel Tax	537.60	8,108.09
Total 906 - Arts & Humanities -H								8,108.09	8,108.09
Total Culture & Rec Exp								8,206.02	8,206.02
001.402 - Economic Development									
Credit Card Charge	03/24/2025	78405	Dollar Tree	Morse, Easter ...	General		P-Card	30.00	30.00
Credit Card Charge	03/24/2025	326271	Wal Mart	Morse, Easter ...	General		P-Card	50.73	80.73
Total 001.402 - Economic Development								80.73	80.73
001.409 - Office of Mayor									
PR Taxes Employer M									
General Journal	03/28/2025			payroll 2025 3/...	General		001 General Fu...	127.50	127.50
Total PR Taxes Employer M								127.50	127.50
Salary M									
General Journal	03/28/2025			payroll 2025 3/...	General		001 General Fu...	1,666.67	1,666.67
Total Salary M								1,666.67	1,666.67
Total 001.409 - Office of Mayor								1,794.17	1,794.17
001.410 - Members of Council									
PR Taxes Employer Co									
General Journal	03/28/2025			payroll 2025 3/...	General		001 General Fu...	382.50	382.50
Total PR Taxes Employer Co								382.50	382.50
Salary Co									
General Journal	03/28/2025			payroll 2025 3/...	General		001 General Fu...	5,000.00	5,000.00
Total Salary Co								5,000.00	5,000.00
Total 001.410 - Members of Council								5,382.50	5,382.50
001.411 - Office of Recorder									
PR Taxes Employer R									
General Journal	03/28/2025			payroll 2025 3/...	General		001 General Fu...	114.75	114.75
Total PR Taxes Employer R								114.75	114.75
Salary R									
General Journal	03/28/2025			payroll 2025 3/...	General		001 General Fu...	1,500.00	1,500.00
Total Salary R								1,500.00	1,500.00
Total 001.411 - Office of Recorder								1,614.75	1,614.75

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
001.413 - Office of Treasurer									
Employee Benefits									
Check	03/14/2025	eft	PEIA	Treasurer 2025...	General		Harpers Ferry P...	34.00	34.00
Total Employee Benefits								34.00	34.00
Group Ins. T									
Check	03/14/2025	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	03/13/2025			payroll 2025 3/...	General		001 General Fu...	299.12	299.12
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	272.42	571.54
Total Pension Expense T								571.54	571.54
PR Taxes Employer T									
General Journal	03/13/2025			payroll 2025 3/...	General		001 General Fu...	228.60	228.60
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	205.89	434.49
Total PR Taxes Employer T								434.49	434.49
Salary T									
General Journal	03/13/2025			payroll 2025 3/...	General		001 General Fu...	3,323.60	3,323.60
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	3,026.85	6,350.45
Total Salary T								6,350.45	6,350.45
Total 001.413 - Office of Treasurer								8,073.46	8,073.46
001.415 - Office of City Clerk									
Health Insurance CC									
Check	03/14/2025	EFT	PEIA	Clerk PEIA Pre...	General		Harpers Ferry P...	682.98	682.98
Total Health Insurance CC								682.98	682.98
OPEB - General									
Check	03/14/2025	eft	PEIA	Clerk 2025 MAR	General		Harpers Ferry P...	34.00	34.00
Total OPEB - General								34.00	34.00
Pension Expense CC									
General Journal	03/13/2025			payroll 2025 3/...	General		001 General Fu...	195.50	195.50
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	194.02	389.52
Total Pension Expense CC								389.52	389.52
PR Taxes Employer CC									
General Journal	03/13/2025			payroll 2025 3/...	General		001 General Fu...	161.69	161.69
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	160.46	322.15
Total PR Taxes Employer CC								322.15	322.15
Salary CC									
General Journal	03/13/2025			payroll 2025 3/...	General		001 General Fu...	2,172.19	2,172.19
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	2,155.79	4,327.98
Total Salary CC								4,327.98	4,327.98
Total 001.415 - Office of City Clerk								5,756.63	5,756.63
001.440 - City Hall									
Payroll Processing-C									
General Journal	03/13/2025			payroll process...	General		001 General Fu...	30.47	30.47
General Journal	03/28/2025			payroll process...	General		001 General Fu...	23.27	53.74
Total Payroll Processing-C								53.74	53.74
Contracted Services C									
Bill	03/01/2025	88108	Advantage Technolog...	INV 88108 Sup...	General		20000 - Accoun...	345.99	345.99
Credit Card Charge	03/12/2025	28061	Merry Maids	Breeden, office...	General		P-Card	204.00	549.99
Credit Card Charge	03/26/2025	8084970	Merry Maids	Breeden, office...	General		P-Card	204.00	753.99
Total Contracted Services C								753.99	753.99
Insurance and Bonds									
Bill	03/02/2025	110287	WV Corp	Q4 2025	General		20000 - Accoun...	1,453.61	1,453.61
Total Insurance and Bonds								1,453.61	1,453.61
Leased Equipment C									
Check	03/09/2025	EFT	Leaf	Copier lease M...	General		001 General Fu...	104.50	104.50
Total Leased Equipment C								104.50	104.50
Maint & Repairs to Bldgs. C									
Bill	03/27/2025	87381	State Certified Pest &...	Quarterly Pest ...	General		20000 - Accoun...	125.00	125.00
Total Maint & Repairs to Bldgs. C								125.00	125.00
Pension Expense C									
General Journal	03/13/2025			payroll 2025 3/...	General		001 General Fu...	204.02	204.02
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	207.34	411.36
Total Pension Expense C								411.36	411.36

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Accrual Basis

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

March 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Postage C									
Credit Card Charge	03/10/2025	31191	US Post Office	Breeden, post...	General		P-Card	9.68	9.68
Total Postage C								9.68	9.68
PR Taxes Employer C									
General Journal	03/13/2025			payroll 2025 3/...	General		001 General Fu...	281.46	281.46
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	275.75	557.21
Total PR Taxes Employer C								557.21	557.21
Professional Services C									
Bill	03/10/2025	34382	CoxHollidayoung PLLC	Accounting se...	General		20000 · Accoun...	1,262.31	1,262.31
Bill	03/10/2025	34383	CoxHollidayoung PLLC	Accounting se...	General		20000 · Accoun...	1,333.00	2,595.31
Bill	03/31/2025	34563	CoxHollidayoung PLLC	Accounting se...	General		20000 · Accoun...	1,264.67	3,859.98
Total Professional Services C								3,859.98	3,859.98
Salaries & Wages C									
General Journal	03/13/2025			payroll 2025 3/...	General		001 General Fu...	3,467.31	3,467.31
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	3,409.40	6,876.71
Total Salaries & Wages C								6,876.71	6,876.71
Telephone C									
Bill	03/12/2025	032025	Frontier	Telephone MA...	General		20000 · Accoun...	201.29	201.29
Bill	03/20/2025	07308...	Frontier	MAR usage	General		20000 · Accoun...	76.86	278.15
Bill	03/25/2025	82993...	Comcast Internet	Internet 2025 ...	General		20000 · Accoun...	78.30	356.45
Credit Card Charge	03/31/2025	Mar 20...	US Cellular	usage, cell ph...	General		P-Card	218.93	575.38
Total Telephone C								575.38	575.38
Training and CE									
Credit Card Charge	03/19/2025	65613	Embassy Suites	Breeden, electi...	General		P-Card	159.00	159.00
Total Training and CE								159.00	159.00
Utilities C									
Bill	03/03/2025	00010...	Harpers Ferry Water ...	Feb Usage To...	General		20000 · Accoun...	28.41	28.41
Bill	03/10/2025	11008...	Potomac Edison	Feb usage To...	General		20000 · Accoun...	192.24	220.65
Bill	03/10/2025	11008...	Potomac Edison	Feb usage To...	General		20000 · Accoun...	282.43	503.08
Bill	03/10/2025	11014...	Potomac Edison	Feb usage To...	General		20000 · Accoun...	37.44	540.52
Bill	03/25/2025	34292...	Waste Management ...	APR 2025 tow...	General		20000 · Accoun...	192.53	733.05
Total Utilities C								733.05	733.05
341 G - Materials & Supplies C									
Credit Card Charge	03/03/2025	24349	Adobe Pro	Kelly, subscrip...	General		P-Card	21.19	21.19
Credit Card Charge	03/04/2025	55032	Amazon.com	Kelly, mouse p...	General		P-Card	7.98	29.17
Credit Card Charge	03/05/2025	35590	Wal Mart	Breeden, office...	General		P-Card	34.20	63.37
Credit Card Charge	03/09/2025	G0655...	MicroSoft	kelly, visio	General		P-Card	5.30	68.67
Bill	03/10/2025	34382	CoxHollidayoung PLLC	RN access 20...	General		20000 · Accoun...	67.00	135.67
Credit Card Charge	03/14/2025	68248	Amazon.com	Breeden, office...	General		P-Card	42.56	178.23
Bill	03/18/2025	031825	Crystal Springs	MAR	General		20000 · Accoun...	36.97	215.20
Bill	03/31/2025	34563	CoxHollidayoung PLLC	RN access 20...	General		20000 · Accoun...	67.00	282.20
Total 341 G - Materials & Supplies C								282.20	282.20
Total 001.440 - City Hall								15,955.41	15,955.41
001.700 - Police Dept									
Bank Charges and Fees									
CC Fees HF									
Deposit	03/13/2025			PayPal Fees	Police		General Court F...	16.39	16.39
Total CC Fees HF								16.39	16.39
Total Bank Charges and Fees								16.39	16.39
Contracted Services-P									
Bill	03/01/2025	88108	Advantage Technolog...	INV 88108 Sup...	Police		20000 · Accoun...	345.98	345.98
Total Contracted Services-P								345.98	345.98
Departmental Supplies-P									
Auto Supplies and Fuel - P									
Check	03/04/2025	EFT	Fuelman	NP68038511 F...	Police		001 General Fu...	1,207.69	1,207.69
Total Auto Supplies and Fuel - P								1,207.69	1,207.69
Payroll Processing-P									
General Journal	03/13/2025			payroll process...	Police		001 General Fu...	30.47	30.47
General Journal	03/28/2025			payroll process...	Police		001 General Fu...	23.27	53.74
Total Payroll Processing-P								53.74	53.74

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Accrual Basis

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

March 2025

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Office Supplies and Materials									
Credit Card Charge	03/05/2025	35590	Wal Mart	Breeden, office...	Police		P-Card	32.00	32.00
Credit Card Charge	03/07/2025	10288	US Post Office	Breeden, post...	Police		P-Card	10.97	42.97
Bill	03/10/2025	34382	CoxHolidayyoung PLLC	RN access 20...	Police		20000 · Accoun...	67.00	109.97
Credit Card Charge	03/14/2025	68248	Amazon.com	Breeden, office...	Police		P-Card	59.99	169.96
Bill	03/21/2025	152475	Automated Office Eq...	Cartridges, PD	Police		20000 · Accoun...	332.51	502.47
Credit Card Charge	03/27/2025	8139	US Post Office	Kelly, MPFRS ...	Police		P-Card	31.40	533.87
Credit Card Charge	03/28/2025	708175	US Post Office	Breeden, post...	Police		P-Card	43.80	577.67
Bill	03/31/2025	34563	CoxHolidayyoung PLLC	RN access 20...	Police		20000 · Accoun...	66.00	643.67
Total Office Supplies and Materials								643.67	643.67
Departmental Supplies-P - Other									
Credit Card Charge	03/14/2025	68248	Amazon.com	Breeden, duty ...	Police		P-Card	78.70	78.70
Bill	03/31/2025	135676A	Traffic Safety Wareho...	Inv 135676A - ...	Police		20000 · Accoun...	615.07	693.77
Total Departmental Supplies-P - Other								693.77	693.77
Total Departmental Supplies-P								2,598.87	2,598.87
PEIA/Workers Comp-P									
246P - OPEB - Police									
Check	03/14/2025	eft	PEIA	Police 2025 M...	Police		Harpers Ferry P...	102.00	102.00
Total 246P · OPEB - Police								102.00	102.00
PEIA/Workers Comp-P - Other									
Check	03/14/2025	EFT	PEIA	POLIC PEIA Pr...	Police		Harpers Ferry P...	4,537.94	4,537.94
Total PEIA/Workers Comp-P - Other								4,537.94	4,537.94
Total PEIA/Workers Comp-P								4,639.94	4,639.94
Maintenance and Repairs-Auto-P									
Bill	03/03/2025	2025-3...	CARS	INV 315 - 2020...	Police		20000 · Accoun...	567.95	567.95
Bill	03/25/2025	2025-5...	CARS	INV 555 - 2021...	Police		20000 · Accoun...	133.83	701.78
Bill	03/31/2025	2025-5...	CARS	INV 594 - 2020...	Police		20000 · Accoun...	1,289.74	1,991.52
Total Maintenance and Repairs-Auto-P								1,991.52	1,991.52
Pension-P									
General Journal	03/13/2025			payroll 2025 3/...	Police		001 General Fu...	729.02	729.02
General Journal	03/27/2025			payroll 2025 3/...	Police		001 General Fu...	749.15	1,478.17
Total Pension-P								1,478.17	1,478.17
PR Taxes Employer -P									
General Journal	03/13/2025			payroll 2025 3/...	Police		001 General Fu...	805.53	805.53
General Journal	03/27/2025			payroll 2025 3/...	Police		001 General Fu...	863.18	1,668.71
Total PR Taxes Employer -P								1,668.71	1,668.71
Printing-Leased Equipmt. - P									
Check	03/05/2025	EFT	DDL Business	lease printer M...	Police		001 General Fu...	71.50	71.50
Total Printing-Leased Equipmt. - P								71.50	71.50
Property Ins and Bonds-P									
Bill	03/02/2025	110287	WV Corp	Q4 2025	Police		20000 · Accoun...	3,254.15	3,254.15
Total Property Ins and Bonds-P								3,254.15	3,254.15
Salaries and Wages-P									
General Journal	03/13/2025			payroll 2025 3/...	Police		001 General Fu...	10,321.72	10,321.72
General Journal	03/27/2025			payroll 2025 3/...	Police		001 General Fu...	11,186.60	21,508.32
Total Salaries and Wages-P								21,508.32	21,508.32
Telephone-P									
Bill	03/12/2025	032025	Frontier	Telephone MA...	Police		20000 · Accoun...	201.29	201.29
Bill	03/20/2025	07308...	Frontier	MAR usage	Police		20000 · Accoun...	76.86	278.15
Bill	03/25/2025	82993...	Comcast Internet	Internet 2025 ...	Police		20000 · Accoun...	78.29	356.44
Credit Card Charge	03/31/2025	Mar 20...	US Cellular	usage, cell ph...	Police		P-Card	218.93	575.37
Total Telephone-P								575.37	575.37
Utilities-P									
Bill	03/03/2025	00010...	Harpers Ferry Water ...	Feb Usage To...	Police		20000 · Accoun...	28.41	28.41
Bill	03/10/2025	11008...	Potomac Edison	Feb usage, pol...	Police		20000 · Accoun...	222.40	250.81
Check	03/17/2025	eft	ADT Security	2025 MAR	Police		001 General Fu...	74.88	325.69
Bill	03/25/2025	34292...	Waste Management ...	APR 2025 tow...	Police		20000 · Accoun...	71.72	397.41
Total Utilities-P								397.41	397.41
Wireless-P									
Bill	03/05/2025	28733...	AT&T	ACCT 287334...	Police		20000 · Accoun...	464.65	464.65
Total Wireless-P								464.65	464.65
WV, Friendship									
Check	03/03/2025	EFT	State of WV	February 2025 ...	Police		General Court F...	82.00	82.00
Total WV, Friendship								82.00	82.00
Total 001.700 · Police Dept								39,092.98	39,092.98

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05/06/25

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

Accrual Basis

March 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
001.750 - Street Department									
Auto Supplies (Gas & Oil) St									
Bill	03/08/2025	NP680...	Fuelman	FEB	General		20000 - Accoun...	188.03	188.03
Total Auto Supplies (Gas & Oil) St								188.03	188.03
Contracted Services St									
Bill	03/19/2025	342	Homewood Lawn Care	INV 342 rock r...	General		20000 - Accoun...	400.00	400.00
Total Contracted Services St								400.00	400.00
Equipment Rent St									
Bill	03/26/2025	27733...	AC & T Co., Inc.	INV 27733CF	General		20000 - Accoun...	80.00	80.00
Total Equipment Rent St								80.00	80.00
Group Ins. St									
Bill	03/02/2025	110287	WV Corp	Q4 2025	General		20000 - Accoun...	1,251.53	1,251.53
Total Group Ins. St								1,251.53	1,251.53
Maint & Repair to Equip. St									
Bill	03/24/2025	4612874	Dean's Lawnmower	maintenance ...	General		20000 - Accoun...	144.32	144.32
Total Maint & Repair to Equip. St								144.32	144.32
Material and Supplies St									
Credit Card Charge	03/14/2025	11959	Home Depot	Waters, Step r...	General		P-Card	35.92	35.92
Credit Card Charge	03/17/2025	23223	Home Depot	Waters, Trash ...	General		P-Card	143.85	179.77
Credit Card Charge	03/18/2025	297372	Home Depot	Slusher, fittings	General		P-Card	18.07	197.84
Credit Card Charge	03/21/2025	606958	Home Depot	Waters, trash ...	General		P-Card	95.33	293.17
Credit Card Charge	03/24/2025	193721	Meadows Farm Nurs...	Waters, mulch	General		P-Card	108.00	401.17
Credit Card Charge	03/27/2025	529012	Home Depot	Waters, Prope...	General		P-Card	79.84	481.01
Credit Card Charge	03/27/2025	29111	Home Depot	Waters, Prope...	General		P-Card	23.77	504.78
Bill	03/31/2025	135676A	Traffic Safety Wareho...	Inv 135676A - ...	General		20000 - Accoun...	615.06	1,119.84
Total Material and Supplies St								1,119.84	1,119.84
Pension Expense St									
General Journal	03/13/2025			payroll 2025 3/...	General		001 General Fu...	107.83	107.83
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	118.89	226.72
Total Pension Expense St								226.72	226.72
PR Taxes Employer St									
General Journal	03/13/2025			payroll 2025 3/...	General		001 General Fu...	91.65	91.65
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	101.06	192.71
Total PR Taxes Employer St								192.71	192.71
Salaries & Wages St									
General Journal	03/13/2025			payroll 2025 3/...	General		001 General Fu...	1,198.08	1,198.08
General Journal	03/27/2025			payroll 2025 3/...	General		001 General Fu...	1,320.96	2,519.04
Total Salaries & Wages St								2,519.04	2,519.04
Utilities St									
Bill	03/03/2025	00020...	Harpers Ferry Water ...	Feb Usage Hy...	General		20000 - Accoun...	240.00	240.00
Bill	03/31/2025	7446	Jeff Co. Solid Waste ...	March debris a...	General		20000 - Accoun...	5.00	245.00
Total Utilities St								245.00	245.00
Total 001.750 - Street Department								6,367.19	6,367.19
001.751 - Street Lights									
Utilities St									
Bill	03/06/2025	11008...	Potomac Edison	Feb Usage, Str...	General		20000 - Accoun...	1,356.27	1,356.27
Bill	03/10/2025	11011...	Potomac Edison	Feb usage Pot...	General		20000 - Accoun...	38.64	1,394.91
Bill	03/10/2025	11011...	Potomac Edison	CC processing...	General		20000 - Accoun...	2.17	1,397.08
Total Utilities St								1,397.08	1,397.08
Total 001.751 - Street Lights								1,397.08	1,397.08
001.753 - Snow Removal									
Bill	03/12/2025	23401	Cornerstone Lawn Se...	INV 23401 pre ...	General		20000 - Accoun...	4,312.50	4,312.50
Total 001.753 - Snow Removal								4,312.50	4,312.50
Total Expense								98,362.83	98,362.83
Net Ordinary Income								-37,854.50	-37,854.50
Net Income								-37,854.50	-37,854.50

Item 5 a. ii

Checks over Purchasing Threshold for approval		Town Council Meeting 5/12/2025			
Check #	Vendor	INV #			
16779	Cornerstone Lawn	24064	Mulch Installation in Parks	\$	2,565.00
16772	Cornerstone Lawn	23983	End of Snow contract street sweeping	\$	2,150.00

**RESOLUTION #7 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	\$24,197.29	\$24,197.29
Terra Works	\$838,543.80	\$0	\$838,543.80
TOTAL	\$838,543.80	\$24,197.29	\$862,741.09

ADOPTED BY the Council of the Town of Harpers Ferry, at a meeting held on the 12th day of May 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 91144
Date 04/30/2025

Project 22050 Harpers Ferry (WV) IJDC Funding
Application

For the period MArch 30, 2025 to April 26, 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, applications for payment 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	92.30	46.15
David T. Gustkey			
Resident Engineer -- T-3	160.00	89.70	14,352.00
Leo J. Drass, Jr., P.E.			
Senior Project Engineer--P-5	41.00	141.05	5,783.05

Direct Expenses

	Units	Rate	Billed Amount
Lodging	4.00	300.00	1,200.00
Drawings	2.00	2.10	4.20
Meals	16.00	60.00	960.00
Mileage	2,200.00	0.67	1,474.00
Personal Mileage	562.00	0.67	376.54
Plain paper copies	9.00	0.15	1.35

Invoice total **24,197.29**

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.

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>2</u>		Application Date: <u>4/25/2025</u>	
Application Period: From <u>3/28/2025</u>		to <u>4/25/2025</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)	\$ 1,652,424.00
5. Retainage	
a. <u>5%</u> X <u>\$ 1,652,424.00</u> Work Completed	\$ 82,621.20
b. <u> </u> X <u>\$ -</u> Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 82,621.20
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 1,569,802.80
7. Less previous payments (Line 6 from prior application)	\$ 731,259.00
8. Amount due this application	\$ 838,543.80
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 1,637,576.00

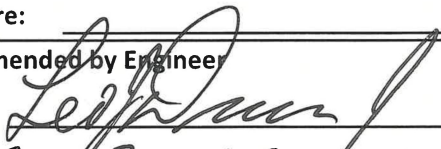
Contractor's Certification

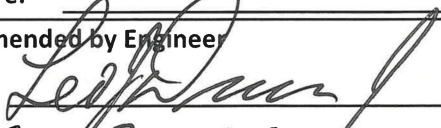
The undersigned Contractor certifies, to the best of its knowledge, the following:

(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: 	Date: <u>4/25/2025</u>

Recommended by Engineer By:  Title: <u>Senior Project Engineer</u> Date: <u>5-5-2025</u>	Approved by Owner By: _____ Title: _____ Date: _____
Approved by Funding Agency By: _____ Title: _____ Date: _____	By: _____ Title: _____ Date: _____

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

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		

Application No.:		2		Application Period:		From		03/28/25		to		04/25/25		Application Date:		04/25/25	
A	B	C	D	Contract Information		E	F	G	H		I	J	K	L			
Bid Item No.	Description	Item Quantity	Units	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) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)					
				Unit Price (\$)													
Original Contract																	
01.00	Waterline pipe				\$			\$	-			\$	-		\$		
	a. 10" dia C-900 PVC pipe	30.00	LF		\$	400.00	\$	12,000.00		5.00	\$	2,000.00			\$	10,000.00	
	b. 8" dia C-900 PVC pipe	400.00	LF		\$	250.00	\$	100,000.00		79.00	\$	19,750.00			\$	80,250.00	
	c. 6" dia C-900 PVC pipe	6,250.00	LF		\$	175.00	\$	1,093,750.00		5,340.00	\$	934,500.00			\$	159,250.00	
	d. 4" dia C-900 PVC pipe	1,300.00	LF		\$	170.00	\$	221,000.00		1,004.00	\$	170,680.00			\$	50,320.00	
	e. 2" dia C-900 PVC pipe	250.00	LF		\$	145.00	\$	36,250.00		212.00	\$	30,740.00			\$	5,510.00	
	f. 1" dia C-900 PVC pipe	450.00	LF		\$	135.00	\$	60,750.00		463.00	\$	62,505.00			\$	(1,755.00)	
02.00	Steel casing pipe				\$				-				-		\$		
	a. 12" dia ASTM A-252 (open cut)	120.00	LF		\$	350.00	\$	42,000.00		37.00	\$	12,950.00			\$	29,050.00	
	b. 16" dia ASTM A-252 (open cut)	15.00	LF		\$	400.00	\$	6,000.00		-	\$	-			\$	6,000.00	
03.00	Waterline fittings				\$				-				-		\$		
	a. 10"x10"x6"x6" cross, DIMJ w/ retainer glands	1.00	EA		\$	4,000.00	\$	4,000.00		-	\$	-			\$	4,000.00	
	b. 10"x10"x6" tee, DIMJ w/ retainer glands	3.00	EA		\$	4,000.00	\$	12,000.00		1.00	\$	4,000.00			\$	8,000.00	
	c. 8"x8"x8" tee, DIMJ w/ retainer glands	1.00	EA		\$	3,500.00	\$	3,500.00		1.00	\$	3,500.00			\$	-	
	d. 8" 45 bend, DIMJ w/ retainer glands	2.00	EA		\$	2,500.00	\$	5,000.00		-	\$	-			\$	5,000.00	
	e. 8" 22-1/2 bend, DIMJ w/ retainer glands	1.00	EA		\$	2,000.00	\$	2,000.00		-	\$	-			\$	2,000.00	
	f. 8" cap, DIMJ w/ retainer glands	3.00	EA		\$	1,250.00	\$	3,750.00		2.00	\$	2,500.00			\$	1,250.00	
	g. 8"x6" reducer, DIMJ w/ retainer glands	1.00	EA		\$	2,000.00	\$	2,000.00		1.00	\$	2,000.00			\$	-	
	h. 8"x4" reducer, DIMJ w/ retainer glands	1.00	EA		\$	1,750.00	\$	1,750.00		1.00	\$	1,750.00			\$	-	
	i. 6"x6"x6" tee, DIMJ w/ retainer glands	9.00	EA		\$	3,500.00	\$	31,500.00		5.00	\$	17,500.00			\$	14,000.00	
	j. 6"x6"x4" tee, DIMJ w/ retainer glands	2.00	EA		\$	3,350.00	\$	6,700.00		1.00	\$	3,350.00			\$	3,350.00	
	k. 6" 90 bend, DIMJ w/ retainer glands	6.00	EA		\$	2,000.00	\$	12,000.00		8.00	\$	16,000.00			\$	(4,000.00)	
	l. 6" 45 bend, DIMJ w/ retainer glands	9.00	EA		\$	1,500.00	\$	13,500.00		6.00	\$	9,000.00			\$	4,500.00	
	m. 6" 22-1/2 bend, DIMJ w/ retainer glands	10.00	EA		\$	1,500.00	\$	15,000.00		6.00	\$	9,000.00			\$	6,000.00	
	n. 6" 11-1/4 bend, DIMJ w/ retainer glands	4.00	EA		\$	1,500.00	\$	6,000.00		4.00	\$	6,000.00			\$	-	
	o. 6" cap (type as required)	6.00	EA		\$	1,000.00	\$	6,000.00		-	\$	-			\$	6,000.00	
	p. 6" cap, DIMJ w/ retainer glands	1.00	EA		\$	1,000.00	\$	1,000.00		2.00	\$	2,000.00			\$	(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, DIMJ w/ retainer glands	2.00	EA		\$	1,500.00	\$	3,000.00		3.00	\$	4,500.00			\$	(1,500.00)	
	s. 4"x4"x4" tee, DIMJ w/ retainer glands	2.00	EA		\$	3,000.00	\$	6,000.00		1.00	\$	3,000.00			\$	3,000.00	
	t. 4" 90 bend, DIMJ w/ retainer glands	2.00	EA		\$	1,750.00	\$	3,500.00		-	\$	-			\$	3,500.00	
	u. 4" 45 bend, DIMJ w/ retainer glands	2.00	EA		\$	1,250.00	\$	2,500.00		-	\$	-			\$	2,500.00	
	v. 4" 22-1/2 bend, DIMJ w/ retainer glands	1.00	EA		\$	1,250.00	\$	1,250.00		-	\$	-			\$	1,250.00	
	w. 4" cap (type as required)	2.00	EA		\$	800.00	\$	1,600.00		-	\$	-			\$	1,600.00	
	x. 4" cap, DIMJ w/ retainer glands	4.00	EA		\$	650.00	\$	2,600.00		3.00	\$	1,950.00			\$	650.00	
	y. 2" cap (type as required)	4.00	EA		\$	600.00	\$	2,400.00		2.00	\$	1,200.00			\$	1,200.00	
	z. 2" corp stop/ reconnect	1.00	EA		\$	1,750.00	\$	1,750.00		1.00	\$	1,750.00			\$	-	
	aa. 1" corp stop/ reconnect	1.00	EA		\$	1,500.00	\$	1,500.00		1.00	\$	1,500.00			\$	1,500.00	
	bb. 1-1/4" cap (type as required)	2.00	EA		\$	1,650.00	\$	3,300.00		-	\$	-			\$	3,300.00	
	cc. 1" cap (type as required)	2.00	EA		\$	300.00	\$	600.00		1.00	\$	300.00			\$	300.00	

Unit Price

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EJCDC C-620 Contractor's Application for Payment

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

Owner's Project No.:	Contract No. 2
Engineer's Project No.:	N/A
Contractor's Project No.:	24,029

Application No.: 2			Application Period:			From 03/28/25 to 04/25/25		Application Date: 04/25/25			
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) (\$)				
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	\$ 11,850.00		\$ 11,850.00	100%	\$ -
	c. 6" dia M.J. gate valve	25.00	EA	\$ 2,950.00	\$ 73,750.00	18.00	\$ 53,100.00		\$ 53,100.00	72%	\$ 20,650.00
	e. 4" dia M.J. gate valve	2.00	EA	\$ 1,950.00	\$ 3,900.00	1.00	\$ 1,950.00		\$ 1,950.00	50%	\$ 1,950.00
05.00	Sleeves/ couplings				\$ -		\$ -		\$ -		\$ -
	a. 10" diameter (type as required)	6.00	EA	\$ 1,500.00	\$ 9,000.00	1.00	\$ 1,500.00		\$ 1,500.00	17%	\$ 7,500.00
	b. 8" diameter (type as required)	1.00	EA	\$ 1,300.00	\$ 1,300.00	-	\$ -		\$ -	0%	\$ 1,300.00
	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	11.00	\$ 15,400.00		\$ 15,400.00	14%	\$ 95,200.00
	b. 1" thru 1-1/4" caps (types as required)	2.00	EA	\$ 1,750.00	\$ 3,500.00	-	\$ -		\$ -	0%	\$ 3,500.00
07.00	Water service pipe				\$ -		\$ -		\$ -		\$ -
08.00	a. 3/4" dia DR-9 CTS HDPE (open cut)	2,400.00	LF	\$ 90.00	\$ 216,000.00	397.00	\$ 35,730.00		\$ 35,730.00	17%	\$ 180,270.00
	Combination air valve assembly	4.00	EA	\$ 4,000.00	\$ 16,000.00	2.00	\$ 8,000.00		\$ 8,000.00	50%	\$ 8,000.00
09.00	Fire hydrant assembly	5.00	EA	\$ 9,900.00	\$ 49,500.00	4.00	\$ 39,600.00		\$ 39,600.00	80%	\$ 9,900.00
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	153.00	\$ 2,142.00		\$ 2,142.00	5%	\$ 37,058.00
	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	13.00	\$ 6,487.00		\$ 6,487.00	33%	\$ 13,473.00
14.00	Project sign	1.00	EA	\$ 5,000.00	\$ 5,000.00	1.00	\$ 5,000.00		\$ 5,000.00	100%	\$ -
15.00	Select backfill	2,500.00	CY	\$ 30.00	\$ 75,000.00	1,063.00	\$ 31,890.00		\$ 31,890.00	43%	\$ 43,110.00
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	0.50	\$ 75,000.00		\$ 75,000.00	50%	\$ 75,000.00
18.00	Exploratory excavation of utilities	25.00	CY	\$ 50.00	\$ 1,250.00	44.00	\$ 2,200.00		\$ 2,200.00	176%	\$ (950.00)
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	\$ 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	0.50	\$ 12,500.00		\$ 12,500.00	50%	\$ 12,500.00
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
					\$ -		\$ -		\$ -		\$ -
					\$ -		\$ -		\$ -		\$ -
					\$ -		\$ -		\$ -		\$ -

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 Date:		04/25/25	
	J	K	L
	Work Completed and Materials Stored to Date (H + I)	% of Value of Item (J / F)	Balance to Finish (F - J)
	(\$)	(%)	(\$)
	\$ -	-	\$ -
	\$ -	-	\$ -
\$	1,652,424.00	50%	\$ 1,637,576.00

Contractor's Application for Payment

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

[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	731,259.00	838,543.80	1,569,802.80	1,358,697.20
	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	731,259.00	838,543.80	1,569,802.80	1,358,697.20

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	27,018.87	24,197.29	51,216.16	13,783.84
	f. Inspection	100,000.00	0.00	100,000.00	13,679.25	0.00	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	78,095.62	24,197.29	102,292.91	597,707.09

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	731,259.00	838,543.80	1,569,802.80	1,720,197.20
	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	27,018.87	24,197.29	51,216.16	13,783.84
	f. Inspection	100,000.00	0.00	100,000.00	13,679.25	0.00	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	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	809,354.62	862,741.09	1,672,095.71	1,956,404.29

*Attachment
Items 5, 6, III & IV*

FY 2025 FY 2026	HF Water Works Proposed	FY 2025 REV 2	Actual Mar 2025	FY 2025 REV 3 Proposed May 2025	Change from REV 2 to REV 3	FY 2026 Proposed May 2025	Change from FY 2025 REV 3 to FY 2026
Line item	Description	Jan-25	NOT FINAL				
400	<u>INCOME</u>						
	Bond Renewal & repl 2/5%	\$27,137.50	\$24,000.00	\$27,137.50	\$0.00	\$29,250.00	\$2,112.50
	SB 234 Cap Requirement	\$72,953.00	\$52,400.00	\$72,953.00	\$0.00	\$80,379.00	\$7,426.00
	New Water Taps	\$1,500.00	\$2,250.00	\$2,250.00	\$750.00	\$0.00	(\$2,250.00)
	Capacity Improvement Fees	\$2,925.00	\$5,850.00	\$5,850.00	\$2,925.00	\$0.00	(\$5,850.00)
419	Interest Income Bonds	\$1,500.00	\$2,808.16	\$3,200.00	\$1,700.00	\$2,000.00	(\$1,200.00)
421	Non Utility Income				\$0.00		\$0.00
419	Interest	\$1,700.00	\$2,808.16	\$3,200.00	\$1,500.00	\$2,000.00	(\$1,200.00)
421 a	Other Income				\$0.00		\$0.00
421 B	Other Grants w				\$0.00		\$0.00
461	Customers				\$0.00		\$0.00
462	Customer Hydrants	\$6,700.00	\$4,831.27	\$6,700.00	\$0.00	\$6,700.00	\$0.00
461	Water Bill Payments	\$1,085,500.00	\$816,009.68	\$1,085,500.00	\$0.00	\$1,170,000.00	\$84,500.00
462.1	Annual Fire Service Fee	\$3,000.00		\$3,000.00	\$0.00	\$3,000.00	\$0.00
471	PSD Billing	\$36,000.00	\$22,750.00	\$36,000.00	\$0.00	\$36,000.00	\$0.00
	ARPA				\$0.00		\$0.00
472	AT&T Rent				\$0.00		\$0.00
	MISC	\$12,950.00			(\$12,950.00)		\$0.00
	SOFT Cost for Elks Run				\$0.00		\$0.00
	Renew Replace (upgrade M/S C/S)	\$30,758.24	\$24,638.52	\$66,000.00	\$35,241.76	\$40,000.00	(\$26,000.00)
	Soft Cost from Plant Project				\$0.00		\$0.00
	Total Income	\$1,282,623.74	\$958,345.79	\$1,311,790.50	\$29,166.76	\$1,369,329.00	\$57,538.50

FY 2025 FY 2026	HF Water Works Proposed	FY 2025 REV 2	Actual Mar 2025	FY 2025 REV 3 Proposed May 2025	Change from REV 2 to REV 3	FY 2026 Proposed May 2025	Change from FY 2025 REV 3 to FY 2026
Line item	Description	Jan-25	NOT FINAL				
	<u>EXPENSE</u>						
631.1	Prof Services Accounting	\$14,000.00	\$9,125.32	\$15,000.00	\$0.00		\$0.00
	SB234 Reserve	\$72,953.00	\$52,400.00	\$72,953.00	\$1,000.00	\$15,000.00	\$0.00
334	New Meter	\$2,500.00	\$1,324.41	\$3,000.00	\$0.00	\$80,379.00	\$7,426.00
334	Maint of Meters	\$2,000.00	\$580.06	\$1,000.00	\$500.00	\$1,500.00	(\$1,500.00)
341.2	Cap Outlay - Auto	\$13,500.00	\$10,048.80	\$13,500.00	(\$1,000.00)	\$1,584.29	\$584.29
605.8	Accrued Leave	\$5,000.00		\$5,000.00	\$0.00	\$7,766.88	(\$5,733.12)
620.7a	Bank Service Charge	\$50.00		\$25.00	\$0.00	\$5,000.00	\$0.00
670.7	Bad Debt	\$2,500.00		\$2,500.00	(\$25.00)	\$25.00	\$0.00
675.3	Uniforms	\$1,500.00	\$430.63	\$1,300.00	\$0.00	\$2,500.00	\$0.00
675.3	training	\$200.00		\$200.00	(\$200.00)	\$1,500.00	\$200.00
675.3	Membership/Dues	\$500.00	\$440.00	\$500.00	\$0.00	\$200.00	\$0.00
	Maint of Mains				\$0.00	\$500.00	\$0.00
675.6	Miscellaneous Expense	\$2,000.00	\$167.48	\$1,000.00	\$0.00		\$0.00
642.6	Rental Equipment	\$3,000.00	\$1,149.10	\$2,000.00	(\$1,000.00)	\$1,000.00	\$0.00
620.6	Materials/Supplies - Mains	\$17,000.00	\$12,312.45	\$18,500.00	\$1,500.00	\$2,200.00	\$200.00
636	Contracted Services	\$70,000.00	\$59,152.62	\$90,000.00	\$1,500.00	\$20,000.00	\$1,500.00
127	Bond Renewal and Replace	\$27,137.50	\$24,000.00	\$27,137.50	\$20,000.00	\$40,000.00	(\$50,000.00)
408.1	Assessments	\$2,270.00	\$2,263.01	\$2,270.00	\$0.00	\$29,250.00	\$2,112.50
427.3	Bonds Payable	\$252,640.00	\$189,477.00	\$252,640.00	\$0.00	\$2,400.00	\$130.00
427.3	Municipal Bond Comm	\$45,000.00	\$40,436.73	\$57,000.00	\$0.00	\$252,640.00	\$0.00
	2024 Series A Bank Financing	\$40,000.00		\$4,000.00	\$12,000.00	\$18,600.00	(\$38,400.00)
601.3	Plant Salaries/Wages	\$180,847.68	\$158,974.20	\$230,800.00	(\$36,000.00)	\$97,820.16	\$93,820.16
601.7	Office Salaries/Wages	\$106,799.24	\$84,693.74	\$121,500.00	\$49,952.32	\$312,955.19	\$82,155.19
408.12	PR tax expense Employer	\$23,011.75	\$19,365.27	\$27,500.00	\$14,700.76	\$114,919.70	(\$6,580.30)
604.8	Pension Exp	\$32,863.79	\$22,872.58	\$32,400.00	\$4,488.25	\$34,229.99	\$6,729.99
605.8	Employee PEIA				(\$463.79)	\$44,258.79	\$11,858.79
	OPEB Water				\$0.00		\$0.00
605.8	Employee PEIA	\$52,000.00	\$34,365.14	\$48,970.00	\$0.00	\$65,000.00	\$0.00
					(\$3,030.00)		\$16,030.00

FY 2025 FY 2026	HF Water Works Proposed	FY 2025				Actual		FY 2025		Change from		FY 2026		Change from	
Line item	Description	REV 2	Jan-25		Mar 2025	REV 3	Proposed	REV 3	Proposed	REV 2 to	REV 3	Proposed	May 2025	REV 3	to FY 2026
				NOT FINAL											
615.3	Utilities		\$34,000.00		\$29,722.98		\$38,500.00		\$4,500.00		\$40,000.00		\$1,500.00		
618.3	Plant Chemicals		\$22,000.00		\$11,071.43		\$13,000.00		(\$9,000.00)		\$17,000.00		\$4,000.00		
620.3	Plant - Materials/Supplies		\$9,000.00		\$3,840.17		\$5,000.00		(\$4,000.00)		\$7,000.00		\$2,000.00		
620.6	Maintenance of Hydrants		\$2,000.00				\$1,500.00		(\$500.00)		\$2,000.00		\$500.00		
620.7	Postage/Cust Acct Supplies		\$8,000.00		\$5,894.60		\$8,500.00		\$500.00		\$9,000.00		\$500.00		
631.2	Payroll Processing Water		\$1,100.00		\$650.80		\$1,100.00		\$0.00		\$1,100.00		\$0.00		
620.8	Office Supplies/Exp		\$31,886.33		\$22,129.83		\$27,295.00		(\$4,591.33)		\$32,000.00		\$4,705.00		
620.8	Plant Maintenance Supplies		\$4,500.00		\$2,864.24		\$7,584.36		\$3,084.36		\$7,500.00		(\$84.36)		
631.3	Lab Services		\$8,000.00		\$4,911.90		\$8,500.00		\$500.00		\$9,000.00		\$500.00		
631.4	Plant Maint Contract SVC		\$133,264.45		\$64,591.03		\$103,915.64		(\$29,348.81)		\$25,000.00		(\$78,915.64)		
631.8	Legal Fees and Studies		\$5,000.00		\$5,085.00		\$9,000.00		\$4,000.00		\$8,000.00		(\$1,000.00)		
631.8_	Security 911 notification		\$1,000.00				\$500.00		(\$500.00)		\$800.00		\$300.00		
642.8	Leased Equipment W		\$1,000.00		\$1,498.28		\$2,100.00		\$1,100.00		\$1,000.00		(\$1,100.00)		
650.8	Auto & Transportation		\$15,000.00		\$8,241.42		\$15,000.00		\$0.00		\$17,000.00		\$2,000.00		
656.8	Ins- Prop, Liab, Worker/Como		\$25,000.00		\$21,489.71		\$27,000.00		\$2,000.00		\$29,000.00		\$2,000.00		
660.8	Advertising & Legal Publication		\$1,000.00		\$748.77		\$1,000.00		\$0.00		\$1,000.00		\$0.00		
675.8	Telephone		\$8,600.00		\$6,656.70		\$8,600.00		\$0.00		\$8,700.00		\$100.00		
	Travel Expense/Training		\$3,000.00		\$1,478.04		\$3,000.00		\$0.00		\$3,000.00		\$0.00		
	Distribution System RESERVE								\$0.00				\$0.00		
									\$0.00				\$0.00		
	Total Exp		\$1,282,623.74		\$914,453.44		\$1,311,790.50		\$29,166.76		\$1,369,329.00		\$57,538.50		
			\$0.00		\$43,892.35		\$0.00		\$0.00		(\$0.00)		(\$0.00)		

APRIL 2025 POLICE REPORT

ACCIDENTS 0
CALL OUTS 0
ASSISTS 4

CITATIONS 162

Insurance	2
MVI	8
Parking	135
Registration	8
Speeding	9

INCIDENTS 284

Assist Other Departments	4
Alarm	1
Building Check	15
Capias Service	1
Citizen Assist	7
Directed Patrol	79
Disturbance	2
Drug Activity	1
EMS Assist	1
Fire Assist	1
Follow-up	1
Foot Patrol	6
Fraud	2
Out of Car	12
Parking	16
Public Service	1
Road Patrol	103
Suspicious Person	1
Traffic Hazard	4
Traffic Stops	23
Walk-in	1
Welfare Check	2

CORPORATION OF HARPERS FERRY

Ordinance Compliance Officer

Town Council Monthly Report

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

PH: (304) 535-2206

TC Meeting Date: 5/12/25

Report on activities for the Month of April 2025

Permit Applications received for the month of April:

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
4/7/25	Harvest Homes Block P, Lot 17 Putnam St	ZCPA #2025-011 New Home Construction	Project meets ordinances. Sent project to HLC for review at their 5/14/25 meeting.	Yes	
4/7/25	Harvest Homes Block P, Lot 18 Putnam St	ZCPA #2025-012 New Home Construction	Project meets ordinances. Sent project to HLC for review at their 5/14/25 meeting.	Yes	
4/11/25	S. Jimenez 575 McDowell St.	ZCPA #2025-013 Exterior Modifications	Sent project to HLC for review at their 5/14/25 meeting.	Yes	
4/24/25	S. Raugh 915 Fillmore St.	ZCPA #2025-14 Installation of fence, shed, and parking pavers.	Waiting for materials list from applicant.	Yes	
4/28/25	C. Pechuekonis 898 Washington St.	ZCPA #2025-015 Installation of fence	Fence meets requirements.	No	5/1/25

Updates for the month of April 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
3/10/25	T. Stipanov 549 Park Row	ZCPA #2025-010 Replacement of siding & windows	Sent project to HLC for review at their 5/14/25 meeting.	Yes	
2/3/25	Jill Schaffer 186 High Street	Plat Approval #2025-006	Waiting for additional signatures on the plat in order to present to the Town Council for final approval at their May meeting.	Yes	

2/13/25	E. Love 970 Washington Street	ZCPA #2025- 008 Exterior modifications.	HLC will review this project at their 5/14/25 meeting. BZA hearing scheduled for 5/19/25.	Yes	
1/2/25	Z. Morse Vacant Lot Potomac Street	ZCPA #2025- 001 ~ Installation of ramps for parking access.	Requested an update from PC As this application has been in front of them for 4.5 months with no approval/denial issued to date.	Yes	
12/22/24	J. Sayed 168 High Street	ACPA #2024- 0033 – Replacement windows, posts for lights	HLC will review this project at their 5/14/25 meeting. BZA hearing scheduled for 5/19/25.	Yes	
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 May.	Yes	

Other information to report during the month of April 2025:

4/2/25 Contacted homeowner 601 Fillmore Street regarding rain run off into Gilmore St. Requested they install silt fencing.

4/9/25 Meet with new owner of 575 McDowell Street to discuss renovation plans.

4/9/25 Conversation with architect regarding new home build on the corner of Adam Craven & Putnam Streets.

4/16/25 Meet with J. Jones regarding an update on the Weaver House project.

4/19/25 Performed final inspection ZCPA #2024-0012 side landing & replacement of front door, 898 Washington St.

4/23/25 Had a discussion with W. Bishop regarding Boundary Street and the placement of rocks along the roadside.

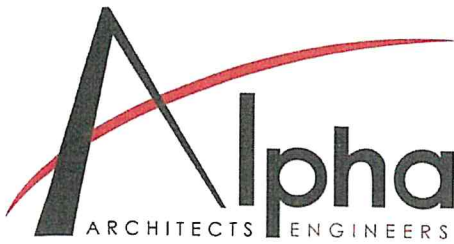
4/23/25 Walked the Weaver property to look at parking issues.

4/26/25 Performed final inspection ZCPA #2025-04 Sky lights at 898 Washington Street.

4/23/25 Reviewing changes to the Zoning Compliance Permit Application.

Submitted by: Kevin Hamilton
Kevin Hamilton, OCO

Rev 3-6-19



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.

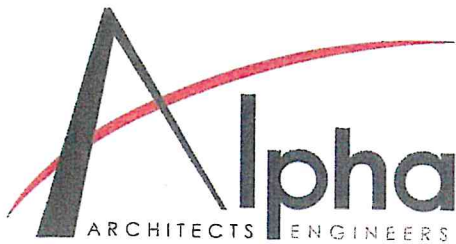
Sincerely,
ALPHA ASSOCIATES, INCORPORATED

CHARLES B. BRANCH

Charles B. Branch, PE
Sr. Principal

Accepted By

Date



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