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06/03/25

Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>General</b>									
<b>304 - Excise Tax on Utilities</b>									
Deposit	04/25/2025		State of WV	March collectio...	General		001 General Fu...	12.77	12.77
Total 304 - Excise Tax on Utilities								12.77	12.77
<b>305 - Business and Occupation Tax</b>									
Deposit	04/01/2025	4703	Harpers Ferry Propert...	FY 2025 Q2, Q...	General		001 General Fu...	373.80	373.80
Deposit	04/03/2025	1144	Village Shop (The)	FY 2025 Q3 B...	General		001 General Fu...	10.96	384.76
Deposit	04/03/2025	35356	Vintage Lady (The)	FY 2025 Q3 B...	General		001 General Fu...	92.67	477.43
Deposit	04/09/2025	1707	St. John's	FY 2025 Q3 B...	General		001 General Fu...	10.00	487.43
Deposit	04/09/2025	1388	Rockhaven Services	FY 2025 Q3 B...	General		001 General Fu...	52.95	540.38
Deposit	04/09/2025	638	Tessoterica	FY 2925 Q3 B...	General		001 General Fu...	117.00	657.38
Deposit	04/09/2025	3902	White Fly Outfitters	FY 2025 Q3 B...	General		001 General Fu...	5.00	662.38
Deposit	04/09/2025	1216	Rental - Wheeless/Cr...	FY 2025 Q3 B...	General		001 General Fu...	18.00	680.38
Deposit	04/09/2025	12732	R.S. Excavating & Co...	FY 2025 Q3 B...	General		001 General Fu...	104.77	785.15
Deposit	04/14/2025	2507	Ievegeni Ivanytsia	FY 2025 Q3 B...	General		001 General Fu...	69.00	854.15
Deposit	04/14/2025	8481	Air Filter Services LLC	FY 2025 Q3 B...	General		001 General Fu...	6.48	860.63
Deposit	04/14/2025	4015	Blue Maple LLC	FY 2025 Q3 B...	General		001 General Fu...	16.96	877.59
Deposit	04/14/2025	19180	Kable Excavating, LLC	FY 2025 Q3 B...	General		001 General Fu...	30.32	907.91
Deposit	04/14/2025	49037	Real Estate Teams L...	FY 2025 Q3 B...	General		001 General Fu...	92.82	1,000.73
Deposit	04/14/2025	415256	Schenck Foods Com...	FY 2025 Q3 B...	General		001 General Fu...	104.57	1,105.30
Deposit	04/14/2025	83723	Valentine Electric Inc	FY 2025 Q3 B...	General		001 General Fu...	73.16	1,178.46
Deposit	04/14/2025	42353	MD Waterproofing & ...	FY 2025 Q3 B...	General		001 General Fu...	381.19	1,559.65
Deposit	04/14/2025	3888	1799 Inn	FY 2025 Q3 T...	General		001 General Fu...	1,813.52	3,373.17
Deposit	04/15/2025		Merry Maids	FY 2025 Q3 B...	General		002 WVGOPAY...	60.51	3,433.68
Deposit	04/15/2025		Southern' States	FY 2025 Q3 B...	General		002 WVGOPAY...	21.23	3,454.91
Deposit	04/16/2025	47793	Long & Foster Real E...	FY 2025 Q3 B...	General		001 General Fu...	702.85	4,157.76
Deposit	04/16/2025	1006	Harpers Ferry Guest ...	FY 2025 Q3 B...	General		001 General Fu...	118.71	4,276.47
Deposit	04/16/2025	1005	Carrot Top Cottage	FY 2025 Q3 B...	General		001 General Fu...	107.73	4,384.20
Deposit	04/16/2025	8161	Countertop Solutions	FY 2025 Q3 B...	General		001 General Fu...	119.81	4,504.01
Deposit	04/16/2025	10597...	Coca-Cola	FY 2025 Q3 B...	General		001 General Fu...	40.88	4,544.89
Deposit	04/16/2025	2040599	Blossman Propane G...	FY 2025 Q3 B...	General		001 General Fu...	97.84	4,642.73
Deposit	04/17/2025	243180	PELLA MidAtlantic	FY 2025 Q3 B...	General		001 General Fu...	312.00	4,954.73
Deposit	04/17/2025	5510	Funk Electrical Servic...	FY 2025 Q3 B...	General		001 General Fu...	14.99	4,969.72
Deposit	04/21/2025	16340...	Comcast Broadband ...	FY 2025 Q3 B...	General		001 General Fu...	6.42	4,976.14
Deposit	04/21/2025	29857	Surebets Services, Inc.	FY 2025 Q3 B...	General		001 General Fu...	0.44	4,976.58
Deposit	04/21/2025	1645	Mary Adams Jewelry	FY 2025 Q3 B...	General		001 General Fu...	228.62	5,205.20
Deposit	04/21/2025		US Foods	FY 2025 Q3 B...	General		002 WVGOPAY...	118.31	5,323.51
Deposit	04/22/2025	1058	La Soledad Guest Ho...	FY 2025 Q3 B...	General		001 General Fu...	163.78	5,487.29
Deposit	04/22/2025	1154	Trouvaille	FY 2025 Q3 B...	General		001 General Fu...	54.28	5,541.57
Deposit	04/22/2025	1004	Hillside Hideaway	FY 2025 Q3 B...	General		001 General Fu...	63.76	5,605.33
Deposit	04/22/2025	1197	Lily Garden at Camp ...	FY 2025 Q3 B...	General		001 General Fu...	53.60	5,658.93
Deposit	04/22/2025	2328	Cornerstone Lawn Se...	FY 2025 Q3 B...	General		001 General Fu...	1,551.54	7,210.47
Deposit	04/22/2025	7058654	Vivant, Inc	FY 2025 Q3 B...	General		001 General Fu...	106.26	7,316.73
Deposit	04/22/2025	1736	Top Priority Lawn Care	FY 2025 Q3 B...	General		001 General Fu...	4.50	7,321.23
Deposit	04/22/2025	2631	Outfitter at Harpers F...	FY 2025 Q3 B...	General		001 General Fu...	356.54	7,677.77
Deposit	04/23/2025	1399	Bed and Biskit	FY 2025 Q3 B...	General		001 General Fu...	56.65	7,734.42
Deposit	04/23/2025	1543	Almost Heaven Pub ...	FY 2025 Q2, Q...	General		001 General Fu...	474.73	8,209.15
Deposit	04/23/2025		DGE, LLC	FY 2025 Q3 B...	General		002 WVGOPAY...	39.00	8,248.15
Deposit	04/23/2025		Ericsson, Inc	FY 2025 Q3 B...	General		002 WVGOPAY...	7.09	8,255.24
Check	04/24/2025	16777	Almost Heaven Pub ...	Refund overpa...	General		001 General Fu...	-20.01	8,235.23
Deposit	04/24/2025	1495	Creamy Creations	FY 2025 Q2 B...	General		001 General Fu...	204.69	8,439.92
Deposit	04/24/2025	1495	Creamy Creations	FY 2025 Q2 B...	General		001 General Fu...	56.92	8,496.84
Deposit	04/24/2025	1495	Isabella's	FY 2025 Q2 B...	General		001 General Fu...	443.57	8,940.41
Deposit	04/24/2025	1308	Isabella's	FY 2025 Q2 B...	General		001 General Fu...	0.53	8,940.94
Deposit	04/24/2025	1308	Isabella's	FY 2025 Q3 B...	General		001 General Fu...	173.74	9,114.68
Deposit	04/24/2025	1543	Almost Heaven Pub ...	FY 2025 B&O ...	General		001 General Fu...	494.73	9,609.41
Deposit	04/24/2025	1399	Bed and Biskit	FY 2025 Q3 B...	General		001 General Fu...	56.65	9,666.06
Deposit	04/24/2025		Charles Town Plumbi...	FY 2025 Q3 B...	General		002 WVGOPAY...	881.85	10,547.91
Deposit	04/28/2025	3655	Valley Energy Compa...	FY 2025 Q3 B...	General		001 General Fu...	101.49	10,649.40
Deposit	04/28/2025	1325	Paramount Rentals L...	FY 2025 Q3 B...	General		001 General Fu...	57.73	10,707.13
Deposit	04/28/2025	1042	True Treats - Cool Co...	FY 2025 Q2 B...	General		001 General Fu...	729.85	11,436.98
Deposit	04/28/2025	1041	True Treats - Cool Co...	FY 2025 Q3 B...	General		001 General Fu...	369.44	11,806.42
Deposit	04/28/2025	1298	Campbell Contracting	FY 2025 Q3 B...	General		001 General Fu...	30.00	11,836.42
Deposit	04/28/2025	1307	Point of View	FY 2025 Q3 B...	General		001 General Fu...	24.00	11,860.42
Deposit	04/28/2025	3011367	Reddy Ice	FY 2025 Q3 B...	General		001 General Fu...	3.14	11,863.56
Deposit	04/28/2025	12427	A&A Homes, INC	FY 2025 Q3 B...	General		001 General Fu...	2,261.98	14,125.54
Deposit	04/28/2025	81803	AC & T Co., Inc. c	FY 2025 Q3 B...	General		001 General Fu...	14.21	14,139.75
Deposit	04/28/2025	3003	Shenandoah Air Con...	FY 2025 Q3 B...	General		001 General Fu...	349.83	14,489.58
Deposit	04/28/2025	6356712	KCI Technologies	FY 2025 Q3 B...	General		001 General Fu...	122.72	14,612.30
Deposit	04/28/2025	127970	Home Paramount Pe...	FY 2025 Q3 B...	General		001 General Fu...	90.42	14,702.72
Deposit	04/28/2025	1636633	Comcast of CA/MD/P...	FY 2025 Q3 B...	General		001 General Fu...	789.00	15,491.72
Deposit	04/28/2025	693	Country Lane Cottage	FY 2025 Q3 B...	General		001 General Fu...	27.00	15,518.72
Deposit	04/29/2025	2641	SWAN Hilltop LLC	FY 2025 Q3 B...	General		001 General Fu...	329.20	15,847.92
Deposit	04/29/2025	1040	Laurel Cottage LLC	FY 2025 Q3 B...	General		001 General Fu...	26.42	15,874.34
Deposit	04/29/2025	4804	Rabbit Hole, The	FY 2025 Q3 B...	General		001 General Fu...	1,848.74	17,723.08
Deposit	04/29/2025	5014	186-196 High Street, ...	FY 2025 Q3 B...	General		001 General Fu...	93.95	17,817.03
Deposit	04/29/2025	5015	Lookout Inn	FY 2025 Q3 B...	General		001 General Fu...	61.12	17,878.15
Deposit	04/29/2025	5016	Mountainside Lodge	FY 2025 Q3 B...	General		001 General Fu...	11.20	17,889.35
Deposit	04/29/2025	6658	Hillside Child Care	FY 2025 Q3 B...	General		001 General Fu...	687.94	18,577.29
Deposit	04/29/2025	1421	Antietam Tree Servic...	FY 2025 Q3 B...	General		001 General Fu...	80.00	18,657.29
Deposit	04/29/2025	1444	Hill-ROM	FY 2025 Q3 B...	General		001 General Fu...	8.98	18,666.27
Deposit	04/29/2025	110358	Thompson Gas & Ele...	FY 2025 Q3 B...	General		001 General Fu...	60.03	18,726.30
Deposit	04/29/2025		Tenfold Fair Trade Co...	FY 2025 Q3 B...	General		002 WVGOPAY...	210.11	18,936.41
Deposit	04/30/2025	10118...	Sysco Food Services ...	FY 2025 Q3 B...	General		001 General Fu...	337.67	19,274.08

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Accrual Basis

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

April 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Deposit	04/30/2025	85578...	USB Leasing LT	FY 2025 Q3 B...	General		001 General Fu...	28.16	19,302.24
Deposit	04/30/2025		Terrace Parking	FY 2025 Q3 B...	General		002 WVGOPAY...	4.40	19,306.64
Total 305 · Business and Occupation Tax								19,306.64	19,306.64
<b>306 · Liquor &amp; Wine Tax</b>									
Deposit	04/28/2025		State of WV	FY 2025 Q3 W...	General		001 General Fu...	2,307.67	2,307.67
Total 306 · Liquor & Wine Tax								2,307.67	2,307.67
<b>308 · Hotel Motel</b>									
Deposit	04/09/2025	1389	Rockhaven Services	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	129.00	129.00
Deposit	04/09/2025	1708	St. John's	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	50.00	179.00
Deposit	04/14/2025	3889	1799 Inn	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	5,553.21	5,732.21
Deposit	04/14/2025	4016	Blue Maple LLC	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	84.82	5,817.03
Deposit	04/16/2025	1098	Carrot Top Cottage	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	306.35	6,123.38
Deposit	04/16/2025	1099	Harpers Ferry Guest ...	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	511.33	6,634.71
Deposit	04/16/2025	3464574	HomeAway	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	725.15	7,359.86
Deposit	04/21/2025	3468125	Expedia.com	FY 2025 Q2 R...	Hotel Occ ...		Hotel Motel Tax	558.10	7,917.96
Deposit	04/22/2025	283	Lily Garden at Camp ...	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	268.02	8,185.98
Deposit	04/22/2025	1003	Hillside Hideaway	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	110.80	8,296.78
Deposit	04/22/2025	1153	Trouvaille	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	97.37	8,394.15
Deposit	04/22/2025	1057	La Soledad Guest Ho...	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	347.22	8,741.37
Deposit	04/22/2025	3473020	AirBNB	FY 2025 April ...	Hotel Occ ...		Hotel Motel Tax	3,068.71	11,810.08
Deposit	04/23/2025	1400	Bed and Biskit	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	283.25	12,093.33
Deposit	04/29/2025	1308	Point of View	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	120.00	12,213.33
Total 308 · Hotel Motel								12,213.33	12,213.33
<b>314 · Sales Tax Revenue</b>									
Deposit	04/23/2025		State of WV_c	FY 2025 Q3 M...	General		001 General Fu...	76,414.96	76,414.96
Total 314 · Sales Tax Revenue								76,414.96	76,414.96
<b>320 · Fines, Fees &amp; Court Cost</b>									
Deposit	04/02/2025			Tickets	Police		002 WVGOPAY...	350.00	350.00
Deposit	04/06/2025			Tickets	Police		002 WVGOPAY...	175.00	525.00
Check	04/08/2025	2961	Santos Ceron Ortiz	refund bond, c...	Police		General Court F...	-175.00	350.00
Deposit	04/08/2025			Tickets	Police		General Court F...	175.00	525.00
Deposit	04/09/2025			Tickets	Police		002 WVGOPAY...	250.00	775.00
Deposit	04/10/2025			Administrative ...	Police		General Court F...	25.00	800.00
Deposit	04/16/2025			Tickets	Police		002 WVGOPAY...	175.00	975.00
Deposit	04/18/2025			Tickets	Police		002 WVGOPAY...	350.00	1,325.00
Deposit	04/19/2025			Tickets	Police		002 WVGOPAY...	350.00	1,675.00
Deposit	04/21/2025			Tickets	Police		002 WVGOPAY...	175.00	1,850.00
Deposit	04/22/2025			Tickets	Police		002 WVGOPAY...	175.00	2,025.00
Deposit	04/23/2025			Tickets	Police		General Court F...	175.00	2,200.00
Total 320 · Fines, Fees & Court Cost								2,200.00	2,200.00
<b>320_399 · Police Department Rev Sources</b>									
<b>321 Parking Violations</b>									
Deposit	04/01/2025			Tickets	General		002 WVGOPAY...	40.00	40.00
Deposit	04/02/2025			Tickets	General		002 WVGOPAY...	190.00	230.00
Deposit	04/03/2025			Tickets	General		002 WVGOPAY...	70.00	300.00
Deposit	04/03/2025			Tickets	General		General Court F...	50.00	350.00
Deposit	04/04/2025			Tickets	General		002 WVGOPAY...	100.00	450.00
Deposit	04/05/2025			Tickets	General		002 WVGOPAY...	40.00	490.00
Deposit	04/06/2025			Tickets	General		002 WVGOPAY...	80.00	570.00
Deposit	04/07/2025			Tickets	General		002 WVGOPAY...	20.00	590.00
Check	04/08/2025	16762	Ashly Wright	Refund duplica...	General		001 General Fu...	-30.00	560.00
Deposit	04/08/2025			Tickets	General		002 WVGOPAY...	50.00	610.00
Deposit	04/08/2025			Tickets	General		General Court F...	20.00	630.00
Deposit	04/09/2025			Tickets	General		002 WVGOPAY...	20.00	650.00
Deposit	04/16/2025			Tickets	General		002 WVGOPAY...	140.00	790.00
Deposit	04/17/2025			Tickets	General		002 WVGOPAY...	50.00	840.00
Deposit	04/17/2025			Tickets	General		General Court F...	130.00	970.00
Deposit	04/18/2025			Tickets	General		002 WVGOPAY...	50.00	1,020.00
Deposit	04/19/2025			Tickets	General		002 WVGOPAY...	40.00	1,060.00
Deposit	04/20/2025			Tickets	General		002 WVGOPAY...	20.00	1,080.00
Deposit	04/21/2025			Tickets	General		002 WVGOPAY...	20.00	1,100.00
Deposit	04/22/2025			Tickets	General		002 WVGOPAY...	230.00	1,330.00
Deposit	04/23/2025			Tickets	General		002 WVGOPAY...	130.00	1,460.00
Deposit	04/23/2025			Tickets	General		General Court F...	60.00	1,520.00
Deposit	04/24/2025			Tickets	General		002 WVGOPAY...	40.00	1,560.00
Deposit	04/24/2025			Tickets	General		General Court F...	60.00	1,620.00
Deposit	04/25/2025			Tickets	General		002 WVGOPAY...	80.00	1,700.00
Deposit	04/25/2025			Tickets	General		General Court F...	20.00	1,720.00
Deposit	04/26/2025			Tickets	General		002 WVGOPAY...	75.00	1,795.00
Deposit	04/27/2025			Tickets	General		002 WVGOPAY...	20.00	1,815.00
Deposit	04/28/2025		customer	Tickets	General		002 WVGOPAY...	50.00	1,865.00
Deposit	04/30/2025			Tickets	General		General Court F...	120.00	1,985.00
Deposit	04/30/2025			Tickets	General		002 WVGOPAY...	120.00	2,105.00
Total 321 Parking Violations								2,105.00	2,105.00
Total 320_399 · Police Department Rev Sources								2,105.00	2,105.00

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>325 - Licenses</b>									
Deposit	04/07/2025		Bayshore Constructio...	FY 2025 Busin...	General		002 WVGOPAY...	25.00	25.00
Deposit	04/09/2025	46988	DWL Construction	FY 2025 Busin...	General		001 General Fu...	15.00	40.00
Deposit	04/10/2025		Doggie Day Spa	FY 2025 Busin...	General		001 General Fu...	15.00	55.00
Deposit	04/22/2025	1491	Creamy Creations	FY 2025 Busin...	General		001 General Fu...	15.00	70.00
Check	04/23/2025	16773	Ahtna Global, LLC	Refund FY 202...	General		001 General Fu...	-25.00	45.00
Deposit	04/23/2025		Burch Real Estate Gr...	FY 2025 Busin...	General		002 WVGOPAY...	16.50	61.50
Deposit	04/24/2025	1295	Isabella's	FY 2025 Busin...	General		001 General Fu...	165.00	226.50
Deposit	04/24/2025	1537	Almost Heaven Pub ...	FY 2025 Busin...	General		001 General Fu...	515.00	741.50
Deposit	04/28/2025	152	BK Smith Properties	FY 2025 Busin...	General		001 General Fu...	15.00	756.50
Deposit	04/28/2025		FPC Home Improvem...	FY 2025 Busin...	General		001 General Fu...	15.00	771.50
Deposit	04/29/2025		Once & Done Waterp...	FY 2025 Busin...	General		002 WVGOPAY...	15.00	786.50
Total 325 - Licenses								786.50	786.50
<b>326 - Building Permit Fees</b>									
Deposit	04/07/2025	5348	East West Enterprise...	ZCPA Project ...	General		001 General Fu...	325.00	325.00
Deposit	04/07/2025	5337	East West Enterprise...	ZCPA Project f...	General		001 General Fu...	25.00	350.00
Deposit	04/09/2025	46989	Lutman Land Develop...	ZCPA# 2025-0...	General		001 General Fu...	6,000.00	6,350.00
Deposit	04/14/2025	1020	Juan Jimenez	ZCPA #2025-0...	General		001 General Fu...	588.50	6,938.50
Deposit	04/17/2025	47937	Lutman Land Develop...	ZCPA #2025-0...	General		001 General Fu...	200.00	7,138.50
Deposit	04/24/2025	2001	Scott Rough	ZCPA# 2025-0...	General		001 General Fu...	75.00	7,213.50
Deposit	04/28/2025	1717	Pechuckonis, Christian	ZCPA #25025-...	General		001 General Fu...	75.00	7,288.50
Total 326 - Building Permit Fees								7,288.50	7,288.50
<b>327 - Miscellaneous Permits (Parking)</b>									
Deposit	04/03/2025	103	Epigram Coffee	2025 Annual C...	General		001 General Fu...	25.00	25.00
Deposit	04/03/2025	506	Trouville	2025 Guest Pa...	General		001 General Fu...	350.00	375.00
Deposit	04/03/2025		Rhodes, Paul	2025 Parking ...	General		001 General Fu...	4.00	379.00
Deposit	04/03/2025		Jacob Stettes	2025 Parking ...	General		001 General Fu...	4.00	383.00
Deposit	04/07/2025		Rankin Painting	2025 Contract...	General		001 General Fu...	25.00	408.00
Deposit	04/07/2025		Eads, Scott	2025 Parking ...	General		001 General Fu...	4.00	412.00
Deposit	04/09/2025		Heidi Simmons	2025 Parking ...	General		001 General Fu...	5.00	417.00
Deposit	04/09/2025		Carol Carter	2025 Parking ...	General		001 General Fu...	3.00	420.00
Deposit	04/10/2025		Blue Maple LLC	2025 Business...	General		001 General Fu...	50.00	470.00
Deposit	04/10/2025		Blue Maple LLC	2025 Guest Pe...	General		001 General Fu...	30.00	500.00
Deposit	04/15/2025	1007	between the Rivers L...	2025 Parking ...	General		001 General Fu...	35.00	535.00
Deposit	04/16/2025		kelly, Deborah	2025 Parking ...	General		001 General Fu...	4.00	539.00
Deposit	04/16/2025		Paris Burelson	2025 Parking ...	General		001 General Fu...	3.00	542.00
Deposit	04/22/2025	7475	Tertell, Paul	2025 Parking ...	General		001 General Fu...	5.00	547.00
Deposit	04/22/2025		Mayhew, Paul	2025 Parking ...	General		001 General Fu...	3.00	550.00
Deposit	04/23/2025		Flynn, Patrice	2025 Parking ...	General		001 General Fu...	3.00	553.00
Deposit	04/24/2025		Flynn, Patrice	2025 Parking ...	General		001 General Fu...	3.00	556.00
Deposit	04/28/2025		Stephanie Rockenba...	2025 Parking ...	General		001 General Fu...	3.00	559.00
Total 327 - Miscellaneous Permits (Parking)								559.00	559.00
<b>330 - IRP Fees</b>									
Deposit	04/25/2025		State of WV	March collectio...	General		001 General Fu...	746.50	746.50
Total 330 - IRP Fees								746.50	746.50
<b>340 - Parks and Rec.</b>									
Deposit	04/08/2025		National Property Re...	2025 Film Fest...	Park and ...		HF Parks and R...	100.00	100.00
Total 340 - Parks and Rec.								100.00	100.00
<b>342 - Parking Meter Revenue</b>									
<b>342.1 Parking Meter Revenue</b>									
Deposit	04/15/2025	32844	Parkmobile LLC	March parking ...	General		001 General Fu...	17,886.78	17,886.78
Total 342.1 Parking Meter Revenue								17,886.78	17,886.78
Total 342 - Parking Meter Revenue								17,886.78	17,886.78
<b>345 - Rents &amp; Concessions</b>									
Deposit	04/01/2025	30003...	AT&T_c	April Rent RE...	General		001 General Fu...	1,259.71	1,259.71
Deposit	04/22/2025	32401...	US Post Office	April 2025 Ren...	General		001 General Fu...	2,357.58	3,617.29
Deposit	04/29/2025	30003...	AT&T_c	May Rent REC...	General		001 General Fu...	1,259.71	4,877.00
Total 345 - Rents & Concessions								4,877.00	4,877.00
<b>368 - Contributions from other Entiti</b>									
Deposit	04/15/2025		National Park Service	FY 2025 Contri...	General		001 General Fu...	80,000.00	80,000.00
Deposit	04/30/2025	1129	State of WV	Settlement Dis...	General		001 General Fu...	5,000.00	85,000.00
Total 368 - Contributions from other Entiti								85,000.00	85,000.00
<b>376 - Table Gaming Income</b>									
Deposit	04/17/2025		State of WV	April	General		001 General Fu...	1,194.19	1,194.19
Deposit	04/18/2025		State of WV	Greenbrier	General		001 General Fu...	18.39	1,212.58
Total 376 - Table Gaming Income								1,212.58	1,212.58

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>380 · Interest Earned on Investments</b>									
Deposit	04/30/2025			Interest	Police		HF/Bolivar Drug...	0.62	0.62
Deposit	04/30/2025			Interest	Police		Police Equipt R...	3.75	4.37
Deposit	04/30/2025			Interest	General		SWaN Escrow ...	107.15	111.52
Deposit	04/30/2025			Interest	General		Opioid Settlement	2.89	114.41
Deposit	04/30/2025			Interest	General		252PS · JSB P...	10.43	124.84
Deposit	04/30/2025			Interest	Park and ...		HF Parks and R...	2.04	126.88
Deposit	04/30/2025			Interest	General		GRANT Operati...	0.02	126.90
Deposit	04/30/2025			Interest	Police		General Court F...	100.35	227.25
Deposit	04/30/2025			Interest	Hotel Occ ...		Hotel Motel Tax	14.49	241.74
Deposit	04/30/2025			Interest	General		001 General Fu...	275.38	517.12
Total 380 · Interest Earned on Investments								517.12	517.12
<b>397 · Lottery</b>									
Deposit	04/05/2025		State of WV	CT Races	General		001 General Fu...	1,042.62	1,042.62
Deposit	04/12/2025		State of WV	CT Races	General		001 General Fu...	997.03	2,039.65
Deposit	04/19/2025		State of WV	CT Races	General		001 General Fu...	958.57	2,998.22
Deposit	04/25/2025		State of WV	CT Races	General		001 General Fu...	953.57	3,951.79
Deposit	04/26/2025		State of WV	CT Races	General		001 General Fu...	1,028.53	4,980.32
Deposit	04/28/2025		State of WV	April	General		001 General Fu...	81.53	5,061.85
Total 397 · Lottery								5,061.85	5,061.85
Total General								238,596.20	238,596.20
Total Income								238,596.20	238,596.20
Gross Profit								238,596.20	238,596.20
<b>Expense</b>									
<b>001.760 Parking</b>									
<b>Payroll-Parking</b>									
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	281.18	281.18
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	248.10	529.28
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	529.28	1,058.56
Total Payroll-Parking								1,058.56	1,058.56
<b>PR Taxes-Parking</b>									
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	25.31	25.31
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	22.33	47.64
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	47.64	95.28
Total PR Taxes-Parking								95.28	95.28
<b>001.761 Parkinng Expenses</b>									
Credit Card Charge	04/02/2025	MAR 2...	US Cellular	usage parking ...	General		P-Card	58.98	58.98
Bill	04/21/2025	075210	Scott Merriman Inc	1,000 Parking ...	General		20000 · Accoun...	950.40	1,009.38
Credit Card Charge	04/22/2025	340161	Amazon.com	Breeden, parki...	General		P-Card	31.66	1,041.04
Credit Card Charge	04/22/2025	76299	Amazon.com	Breeden, unifo...	General		P-Card	153.45	1,194.49
Check	04/24/2025	16776	Stampfer, Timothy	Mileage for 3/2...	General		001 General Fu...	58.10	1,252.59
Credit Card Charge	04/28/2025	APR 2...	US Cellular	usage parking ...	General		P-Card	58.98	1,311.57
Credit Card Charge	04/29/2025	APR 2...	US Cellular	usage parking ...	General		P-Card		1,311.57
Total 001.761 Parkinng Expenses								1,311.57	1,311.57
Total 001.760 Parking								2,465.41	2,465.41
<b>Culture &amp; Rec Exp</b>									
<b>900 · Parks</b>									
<b>Utilities Pa</b>									
Bill	04/03/2025	00035...	Harpers Ferry Water ...	Mar usage, Ap...	General		20000 · Accoun...	50.05	50.05
Bill	04/08/2025	11008...	Potomac Edison	Mar usage To...	General		20000 · Accoun...	14.73	64.78
Total Utilities Pa								64.78	64.78
Total 900 · Parks								64.78	64.78
<b>901 · Visitors Bureau -H</b>									
Check	04/02/2025	355	Jefferson County CVB	Q3 FY 2025 Di...	Hotel Occ ...		Hotel Motel Tax	8,804.84	8,804.84
Total 901 · Visitors Bureau -H								8,804.84	8,804.84
Total Culture & Rec Exp								8,869.62	8,869.62
<b>001.402 · Economic Development</b>									
Credit Card Charge	04/12/2025	83774	Wal Mart	Morse, Easter ...	General		P-Card	84.96	84.96
Credit Card Charge	04/26/2025	919947	Meadow Farms	Morse, Earth D...	General		P-Card	79.98	164.94
Total 001.402 · Economic Development								164.94	164.94
<b>001.409 · Office of Mayor</b>									
<b>PR Taxes Employer M</b>									
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	127.50	127.50
Total PR Taxes Employer M								127.50	127.50
<b>Salary M</b>									
General Journal	04/24/2025			payroll 2025 4/...	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



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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>001.413 - Office of Treasurer</b>									
<b>Pension Expense T</b>									
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	258.53	258.53
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	272.42	530.95
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	287.37	818.32
Total Pension Expense T								818.32	818.32
<b>PR Taxes Employer T</b>									
General Journal	04/01/2025			move 'water' p...	General		-SPLIT-	-546.47	-546.47
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	194.09	-352.38
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	205.89	-146.49
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	218.60	72.11
Total PR Taxes Employer T								72.11	72.11
<b>Salary T</b>									
General Journal	04/01/2025			move 'water' p...	General		PR Taxes Empl...	-7,378.39	-7,378.39
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	2,872.54	-4,505.85
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	3,026.85	-1,479.00
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	3,193.03	1,714.03
Total Salary T								1,714.03	1,714.03
Total 001.413 - Office of Treasurer								2,604.46	2,604.46
<b>001.415 - Office of City Clerk</b>									
<b>Pension Expense CC</b>									
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	178.37	178.37
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	194.02	372.39
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	190.18	562.57
Total Pension Expense CC								562.57	562.57
<b>PR Taxes Employer CC</b>									
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	147.14	147.14
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	160.46	307.60
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	157.18	464.78
Total PR Taxes Employer CC								464.78	464.78
<b>Salary CC</b>									
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	1,981.88	1,981.88
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	2,155.79	4,137.67
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	2,113.13	6,250.80
Total Salary CC								6,250.80	6,250.80
Total 001.415 - Office of City Clerk								7,278.15	7,278.15
<b>001.438 - Elections</b>									
<b>Materials &amp; Supplies E</b>									
Bill	04/18/2025	118087	Casto & Harris, Inc	INV 118087 el...	General		20000 - Accoun...	483.59	483.59
Total Materials & Supplies E								483.59	483.59
Total 001.438 - Elections								483.59	483.59
<b>001.440 - City Hall</b>									
<b>Payroll Processing-C</b>									
General Journal	04/10/2025			payroll process...	General		001 General Fu...	32.87	32.87
General Journal	04/24/2025			payroll process...	General		001 General Fu...	32.87	65.74
Total Payroll Processing-C								65.74	65.74
<b>Contracted Services C</b>									
Bill	04/01/2025	89123	Advantage Technolog...	INV 89123 Sup...	General		20000 - Accoun...	417.99	417.99
Bill	04/01/2025	89351	Advantage Technolog...	INV 89351	General		20000 - Accoun...	260.00	677.99
Credit Card Charge	04/09/2025	277614	Merry Maids	Breeden, office...	General		P-Card	204.00	881.99
Credit Card Charge	04/23/2025	20503	Merry Maids	Breeden, office...	General		P-Card	204.00	1,085.99
Total Contracted Services C								1,085.99	1,085.99
<b>Dues &amp; Subscriptions C</b>									
Bill	04/21/2025	2025-2...	West Virginia Municipi...	2025-2026 An...	General		20000 - Accoun...	125.00	125.00
Bill	04/29/2025	17588...	The State Journal	12-month subs...	General		20000 - Accoun...	100.00	225.00
Total Dues & Subscriptions C								225.00	225.00
<b>Leased Equipment C</b>									
Check	04/09/2025	EFT	Leaf	Copier lease M...	General		001 General Fu...	104.50	104.50
Total Leased Equipment C								104.50	104.50
<b>Maint &amp; Repairs to Bldgs. C</b>									
Credit Card Charge	04/23/2025	571418	Home Depot	Waters, parkin...	General		P-Card	152.87	152.87
Credit Card Charge	04/23/2025	261012	Home Depot	Waters, paint ...	General		P-Card	53.89	206.76
Total Maint & Repairs to Bldgs. C								206.76	206.76
<b>Pension Expense C</b>									
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	196.56	196.56
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	207.34	403.90
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	221.44	625.34
Total Pension Expense C								625.34	625.34

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>PR Taxes Employer C</b>									
General Journal	04/01/2025			move 'GF' porti...	General		-SPLIT-	921.79	921.79
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	269.40	1,191.19
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	275.75	1,466.94
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	282.72	1,749.66
Total PR Taxes Employer C								1,749.66	1,749.66
<b>Professional Services C</b>									
Bill	04/25/2025	34858	CoxHollidayoung PLLC	Accounting se...	General		20000 · Accoun...	915.79	915.79
Total Professional Services C								915.79	915.79
<b>Salaries &amp; Wages C</b>									
General Journal	04/01/2025			move 'GF' porti...	General		PR Taxes Empl...	11,347.49	11,347.49
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	3,321.20	14,668.69
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	3,409.40	18,078.09
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	3,613.45	21,691.54
Total Salaries & Wages C								21,691.54	21,691.54
<b>Telephone C</b>									
Credit Card Charge	04/02/2025	MAR 2...	US Cellular	usage, cell ph...	General		P-Card	230.34	230.34
Bill	04/12/2025	0425	Frontier	Telephone AP...	General		20000 · Accoun...	203.88	434.22
Bill	04/25/2025	82993...	Comcast Internet	Internet 2025 ...	General		20000 · Accoun...	59.84	494.06
Credit Card Charge	04/28/2025	APR 2...	US Cellular	usage, cell ph...	General		P-Card	219.07	713.13
Credit Card Charge	04/29/2025	APR 2...	US Cellular	usage, cell ph...	General		P-Card	88.03	801.16
Total Telephone C								801.16	801.16
<b>Training and CE</b>									
Check	04/08/2025	16763	Virliisa Breeden	Travel Expens...	General		001 General Fu...	494.80	494.80
Total Training and CE								494.80	494.80
<b>Utilities C</b>									
Bill	04/03/2025	00010...	Harpers Ferry Water ...	Mar Usage To...	General		20000 · Accoun...	35.09	35.09
Bill	04/08/2025	11008...	Potomac Edison	Mar usage To...	General		20000 · Accoun...	142.44	177.53
Bill	04/08/2025	11014...	Potomac Edison	Mar usage To...	General		20000 · Accoun...	21.06	198.59
Bill	04/08/2025	11008...	Potomac Edison	Mar usage To...	General		20000 · Accoun...	182.13	380.72
Bill	04/25/2025	34312...	Waste Management ...	MAY 2025 tow...	General		20000 · Accoun...	192.53	573.25
Total Utilities C								573.25	573.25
<b>220 G · Advertising/Legal Publications</b>									
Bill	04/03/2025	70342	Jefferson Publishing ...	INV 70342 FY ...	General		20000 · Accoun...	529.02	529.02
Total 220 G · Advertising/Legal Publications								529.02	529.02
<b>341 G · Materials &amp; Supplies C</b>									
Credit Card Charge	04/01/2025	73623	Jefferson County CVB	Morse, Touris...	General		P-Card	91.95	91.95
Credit Card Charge	04/04/2025	678132	Adobe Pro	Kelly, subscrip...	General		P-Card	21.19	113.14
Credit Card Charge	04/08/2025		Zoom Video Commu...	Kelly zoom	General	X	P-Card	0.00	113.14
Credit Card Charge	04/08/2025	55636	Amazon.com	Breeden, paper	General		P-Card	37.04	150.18
Credit Card Charge	04/09/2025		MicroSoft	kelly, visio	General		P-Card	5.30	155.48
Credit Card Charge	04/09/2025	40002...	Wal Mart	Breeden, office...	General		P-Card	42.98	198.46
Credit Card Charge	04/14/2025		Laser Printer Checks	Kelly, reorder ...	General		P-Card	189.22	387.68
Credit Card Charge	04/14/2025	28865	Wal Mart	Kelly power strip	General		P-Card	12.78	400.46
Bill	04/15/2025	41525	Crystal Springs	March 2025	General		20000 · Accoun...	19.73	420.19
Credit Card Charge	04/21/2025	28752	Amazon.com	Breeden, paper	General		P-Card	12.43	432.62
Credit Card Charge	04/22/2025	81683	Amazon.com	Breeden, cups	General		P-Card	20.77	453.39
Credit Card Charge	04/24/2025	805283	Wal Mart	Breeden, office...	General		P-Card	44.19	497.58
Bill	04/25/2025	34858	CoxHollidayoung PLLC	RN access 20...	General		20000 · Accoun...	67.00	564.58
Check	04/30/2025	16783	Kevin Carden_	reimburse for ...	General		001 General Fu...	105.99	670.57
Total 341 G · Materials & Supplies C								670.57	670.57
Total 001.440 · City Hall								29,739.12	29,739.12
<b>001.700 · Police Dept</b>									
<b>Bank Charges and Fees</b>									
<b>CC Fees HF</b>									
Deposit	04/10/2025			PayPal Fees	Police		General Court F...	1.14	1.14
Total CC Fees HF								1.14	1.14
Total Bank Charges and Fees								1.14	1.14
<b>Contracted Services-P</b>									
Bill	04/01/2025	89123	Advantage Technolog...	INV 89123 Sup...	Police		20000 · Accoun...	417.98	417.98
Bill	04/01/2025	89351	Advantage Technolog...	INV 89351	Police		20000 · Accoun...	797.50	1,215.48
Total Contracted Services-P								1,215.48	1,215.48
<b>Departmental Supplies-P</b>									
<b>Auto Supplies and Fuel - P</b>									
Check	04/06/2025	EFT	Fuelman	NP68387308 ...	Police		001 General Fu...	1,217.74	1,217.74
Check	04/09/2025	EFT	Fuelman	NP68228127 ...	Police		001 General Fu...	1,242.79	2,460.53
Total Auto Supplies and Fuel - P								2,460.53	2,460.53

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Accrual Basis

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

April 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Payroll Processing-P</b>									
General Journal	04/10/2025			payroll process...	Police		001 General Fu...	32.86	32.86
General Journal	04/24/2025			payroll process...	Police		001 General Fu...	32.86	65.72
Total Payroll Processing-P								65.72	65.72
<b>Office Supplies and Materials</b>									
Credit Card Charge	04/01/2025	39185	Amazon.com	Breeden,date ...	Police		P-Card	21.67	21.67
Credit Card Charge	04/09/2025	40002...	Wal Mart	Breeden, office...	Police		P-Card	48.76	70.43
Deposit	04/14/2025		US Post Office	Refund postag...	Police		001 General Fu...	-31.40	39.03
Bill	04/18/2025	152636	Automated Office Eq...	INV 152636 An...	Police		20000 - Accoun...	450.00	489.03
Credit Card Charge	04/22/2025	403532	Amazon.com	Breeden, paper	Police		P-Card	26.16	515.19
Credit Card Charge	04/22/2025	81683	Amazon.com	Breeden, paper	Police		P-Card	24.30	539.49
Credit Card Charge	04/24/2025	805283	Wal Mart	Breeden, office...	Police		P-Card	23.41	562.90
Bill	04/25/2025	34858	CoxHollidayoung PLLC	RN access 20...	Police		20000 - Accoun...	66.00	628.90
Credit Card Charge	04/27/2025	613036	Amazon.com	Breeden, keyb...	Police		P-Card	22.39	651.29
Total Office Supplies and Materials								651.29	651.29
Total Departmental Supplies-P								3,177.54	3,177.54
<b>Maintenance and Repairs-Auto-P</b>									
Bill	04/10/2025	69149	Kent Parsons Ford, Inc.	INV 69149 AW...	Police		20000 - Accoun...	886.04	886.04
Bill	04/22/2025	2025-7...	CARS	INV 755 - 2013...	Police		20000 - Accoun...	123.49	1,009.53
Total Maintenance and Repairs-Auto-P								1,009.53	1,009.53
<b>Pension-P</b>									
General Journal	04/10/2025			payroll 2025 4/...	Police		001 General Fu...	768.01	768.01
General Journal	04/10/2025			payroll 2025 3/...	Police		001 General Fu...	749.15	1,517.16
General Journal	04/24/2025			payroll 2025 4/...	Police		001 General Fu...	801.16	2,318.32
Total Pension-P								2,318.32	2,318.32
<b>PR Taxes Employer -P</b>									
General Journal	04/10/2025			payroll 2025 4/...	Police		001 General Fu...	871.10	871.10
General Journal	04/10/2025			payroll 2025 3/...	Police		001 General Fu...	863.18	1,734.28
General Journal	04/24/2025			payroll 2025 4/...	Police		001 General Fu...	894.14	2,628.42
Total PR Taxes Employer -P								2,628.42	2,628.42
<b>Printing-Leased Equip. - P</b>									
Check	04/04/2025	EFT	DDL Business	lease printer A...	Police		001 General Fu...	71.50	71.50
Bill	04/25/2025	117339	DDL Business	Inv 117339 - T...	Police		20000 - Accoun...	25.00	96.50
Total Printing-Leased Equip. - P								96.50	96.50
<b>Salaries and Wages-P</b>									
General Journal	04/10/2025			payroll 2025 4/...	Police		001 General Fu...	11,476.56	11,476.56
General Journal	04/10/2025			payroll 2025 3/...	Police		001 General Fu...	11,186.60	22,663.16
General Journal	04/24/2025			payroll 2025 4/...	Police		001 General Fu...	11,799.34	34,462.50
Total Salaries and Wages-P								34,462.50	34,462.50
<b>Telephone-P</b>									
Credit Card Charge	04/02/2025	MAR 2...	US Cellular	usage, cell ph...	Police		P-Card	230.34	230.34
Bill	04/12/2025	0425	Frontier	Telephone AP...	Police		20000 - Accoun...	203.88	434.22
Bill	04/25/2025	82993...	Comcast Internet	Internet 2025 ...	Police		20000 - Accoun...	59.84	494.06
Credit Card Charge	04/28/2025	APR 2...	US Cellular	usage, cell ph...	Police		P-Card	219.07	713.13
Credit Card Charge	04/29/2025	APR 2...	US Cellular	usage, cell ph...	Police		P-Card	88.04	801.17
Total Telephone-P								801.17	801.17
<b>Utilities-P</b>									
Check	04/02/2025	eft	ADT Security	2025 APR	Police		001 General Fu...	74.88	74.88
Bill	04/03/2025	00010...	Harpers Ferry Water ...	Mar Usage To...	Police		20000 - Accoun...	35.09	109.97
Bill	04/08/2025	11008...	Potomac Edison	Mar usage, pol...	Police		20000 - Accoun...	155.97	265.94
Bill	04/25/2025	34312...	Waste Management ...	MAY 2025 tow...	Police		20000 - Accoun...	71.72	337.66
Total Utilities-P								337.66	337.66
<b>Wireless-P</b>									
Bill	04/05/2025	28733...	AT&T	ACCT 287334...	Police		20000 - Accoun...	464.60	464.60
Total Wireless-P								464.60	464.60
<b>WV, Friendship</b>									
Check	04/02/2025	EFT	State of WV	March 2025 Fi...	Police		General Court F...	264.00	264.00
Total WV, Friendship								264.00	264.00
<b>345 P - Uniforms-P</b>									
Bill	04/15/2025	20250...	Valentina Woerz	Sew patches o...	Police		20000 - Accoun...	96.00	96.00
Credit Card Charge	04/16/2025	64687	10-42 Tactical LLC	Breeden, unifo...	Police		P-Card	477.68	573.68
Bill	04/27/2025	20250...	Valentina Woerz	Hem uniform p...	Police		20000 - Accoun...	20.00	593.68
Total 345 P - Uniforms-P								593.68	593.68
Total 001.700 - Police Dept								47,370.54	47,370.54
<b>001.750 - Street Department</b>									
<b>Auto Supplies (Gas &amp; Oil) St</b>									
Bill	04/07/2025	NP682...	Fuelman	NP68228129	General		20000 - Accoun...	114.34	114.34
Bill	04/07/2025	NP682...	Fuelman	NP 68228128 ...	General		20000 - Accoun...	83.01	197.35
Total Auto Supplies (Gas & Oil) St								197.35	197.35

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Contracted Services St</b>									
Bill	04/14/2025	24064	Cornerstone Lawn Se...	INV 24064 mul...	General		20000 · Accoun...	2,565.00	2,565.00
Total Contracted Services St								2,565.00	2,565.00
<b>Equipment Rent St</b>									
Bill	04/23/2025	27733...	AC & T Co., Inc.	INV 27733CG	General		20000 · Accoun...	80.00	80.00
Total Equipment Rent St								80.00	80.00
<b>Maint &amp; Repair to Equip. St</b>									
Credit Card Charge	04/23/2025	571418	Home Depot	Waters, weed...	General		P-Card	9.98	9.98
Total Maint & Repair to Equip. St								9.98	9.98
<b>Material and Supplies St</b>									
Credit Card Charge	04/01/2025	14110	Tractor Supply	VEney, trash b...	General		P-Card	19.99	19.99
Credit Card Charge	04/07/2025	23506	Home Depot	Waters, Cold p...	General		P-Card	344.55	364.54
Credit Card Charge	04/08/2025	222987	Home Depot	Waters, cold p...	General		P-Card	183.76	548.30
Credit Card Charge	04/09/2025	257105	Home Depot	Waters, cold p...	General		P-Card	65.96	614.26
Credit Card Charge	04/14/2025	116091	Sherwin Williams	Waters, paint ...	General		P-Card	72.37	686.63
Bill	04/15/2025	126261	Sisler's Stone Inc	INV 126261 fla...	General		20000 · Accoun...	80.28	766.91
Bill	04/15/2025	126261	Sisler's Stone Inc	INV 126261 fla...	General	X	20000 · Accoun...	0.00	766.91
Credit Card Charge	04/15/2025	425957	Shenandoah Stone S...	Waters, stone ...	General		P-Card	92.96	859.87
Credit Card Charge	04/23/2025	571418	Home Depot	Waters, bags l...	General		P-Card	119.88	979.75
Total Material and Supplies St								979.75	979.75
<b>Pension Expense St</b>									
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	55.30	55.30
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	118.89	174.19
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	193.54	367.73
Total Pension Expense St								367.73	367.73
<b>PR Taxes Employer St</b>									
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	47.00	47.00
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	101.06	148.06
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	164.50	312.56
Total PR Taxes Employer St								312.56	312.56
<b>Salaries &amp; Wages St</b>									
General Journal	04/10/2025			payroll 2025 4/...	General		001 General Fu...	614.40	614.40
General Journal	04/10/2025			payroll 2025 3/...	General		001 General Fu...	1,320.96	1,935.36
General Journal	04/24/2025			payroll 2025 4/...	General		001 General Fu...	2,150.40	4,085.76
Total Salaries & Wages St								4,085.76	4,085.76
<b>Utilities St</b>									
Bill	04/03/2025	00020...	Harpers Ferry Water ...	Mar Usage Hy...	General		20000 · Accoun...	240.00	240.00
Total Utilities St								240.00	240.00
Total 001.750 · Street Department								8,838.13	8,838.13
<b>001.751 · Street Lights</b>									
<b>Materials and Supplies SI</b>									
Credit Card Charge	04/08/2025		Bulbs.com	Kelly, street lig...	General		P-Card	2,474.45	2,474.45
Total Materials and Supplies SI								2,474.45	2,474.45
<b>Utilities SI</b>									
Bill	04/04/2025	11008...	Potomac Edison	Mar Usage, Str...	General		20000 · Accoun...	1,356.27	1,356.27
Bill	04/08/2025	11011...	Potomac Edison	Mar usage Pot...	General		20000 · Accoun...	37.90	1,394.17
Total Utilities SI								1,394.17	1,394.17
Total 001.751 · Street Lights								3,868.62	3,868.62
<b>001.753 · Snow Removal</b>									
<b>Contracted Services S</b>									
Bill	04/08/2025	23983	Cornerstone Lawn Se...	INV 23983 Str...	General		20000 · Accoun...	2,150.00	2,150.00
Total Contracted Services S								2,150.00	2,150.00
Total 001.753 · Snow Removal								2,150.00	2,150.00
<b>417 · Office of Attorney</b>									
Bill	04/01/2025	1226849	Bowles Rice LLP	INV 1226849 ...	General		20000 · Accoun...	540.00	540.00
Total 417 · Office of Attorney								540.00	540.00
Total Expense								116,166.75	116,166.75
Net Ordinary Income								122,429.45	122,429.45
<b>Net Income</b>								<b>122,429.45</b>	<b>122,429.45</b>

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Accrual Basis

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

*Item 5.a.1.*  
*P&L - Water*

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>131 - SB234 Reserve Transfer</b>									
General Journal	04/23/2025				Water		131.3 Water Tr...	5,600.00	5,600.00
Total 131 - SB234 Reserve Transfer								5,600.00	5,600.00
<b>400 - Water Department Income</b>									
<b>481 - Reimbursements</b>									
Deposit	04/17/2025	41270	Alexandra DeStafano	Reimburseme...	Water		Water Fund Ch...	4,520.33	4,520.33
Total 481 - Reimbursements								4,520.33	4,520.33
<b>Bond Renewal &amp; Repl 2.5% trnfr</b>									
General Journal	04/30/2025			Reserves	Water		127 - Bond Ren...	-600.00	-600.00
Total Bond Renewal & Repl 2.5% trnfr								-600.00	-600.00
<b>New Water Taps</b>									
Deposit	04/10/2025	46987	Lutman Land Develo...	Block P Lot 18...	Water		Water Fund Ch...	750.00	750.00
Deposit	04/10/2025	47920	Lutman Land Develo...	Block P Lot 1...	Water		Water Fund Ch...	750.00	1,500.00
Total New Water Taps								1,500.00	1,500.00
<b>Capacity Improvement Fees</b>									
Deposit	04/10/2025	46987	Lutman Land Develo...	Block P Lot 18...	Water		Water Fund Ch...	2,925.00	2,925.00
Deposit	04/10/2025	47920	Lutman Land Develo...	Block P Lot 17...	Water		Water Fund Ch...	2,925.00	5,850.00
Total Capacity Improvement Fees								5,850.00	5,850.00
<b>421 - Non Utility Income</b>									
<b>419 - Interest</b>									
Deposit	04/30/2025			Interest	Water		Water Improve...	0.08	0.08
Deposit	04/30/2025			Interest	Water		CNB Renew & ...	382.17	382.25
Deposit	04/30/2025			Interest	Water		CNB Reserve (...)	22.19	404.44
Deposit	04/30/2025			Interest	Water		CNB CWCR S...	428.13	832.57
Deposit	04/30/2025			Interest	Water		CNB Renew & ...	22.19	854.76
Deposit	04/30/2025			Interest	Water		2024 Const Tru...	6.04	860.80
Deposit	04/30/2025			Interest	Water		Contruccion Fun...	9.54	870.34
Deposit	04/30/2025			Interest	Water		HF Water Work...	8.50	878.84
Deposit	04/30/2025			Interest	Water		Water Fund Ch...	15.66	894.50
Total 419 - Interest								894.50	894.50
Total 421 - Non Utility Income								894.50	894.50
<b>461 - Customers - Water Bill Payments</b>									
<b>462 - Customer Hydrants</b>									
Deposit	04/09/2025			Fire Protection	Water		Water Fund Ch...	270.00	270.00
Deposit	04/15/2025			Fire Protection	Water		Water Fund Ch...	240.00	510.00
Deposit	04/23/2025			Fire Protection	Water		Water Fund Ch...	37.86	547.86

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Deposit	04/25/2025			Fire Protection	Water		Water Fund Ch...	18.93	566.79
Total 462 - Customer Hydrants								566.79	566.79
<b>461 - Customers - Water Bill Payments - Other</b>									
General Journal	04/30/2025		Harpers Ferry_v	To adjust A/R ...	Water		141 Accounts ...	55,634.56	55,634.56
General Journal	04/30/2025		Harpers Ferry_v	To adjust A/R ...	Water		141 Accounts ...	127.42	55,761.98
Total 461 - Customers - Water Bill Payments - Other								55,761.98	55,761.98
Total 461 - Customers - Water Bill Payments								56,328.77	56,328.77
<b>471 - PSD bill processing</b>									
Invoice	04/05/2025	202504	HF Bolivar Public Ser...	Monthly payme...	Water		141 Accounts ...	500.00	500.00
Invoice	04/05/2025	202504	HF Bolivar Public Ser...		Water		141 Accounts ...	2,316.00	2,816.00
Total 471 - PSD bill processing								2,816.00	2,816.00
<b>400 - Water Department Income - Other</b>									
General Journal	04/30/2025				Water		131.3 Water Tr...	5,600.00	5,600.00
Total 400 - Water Department Income - Other								5,600.00	5,600.00
Total 400 - Water Department Income								76,909.60	76,909.60
Total Income								82,509.60	82,509.60
Gross Profit								82,509.60	82,509.60
<b>Expense</b>									
<b>400. - Water Department</b>									
<b>Bond Interest</b>									
<b>341.9 - Water Bond Debt Service (2024)</b>									
Check	04/18/2025	ACH	CNB BANK		Water		Water Fund Ch...	295.12	295.12
Total 341.9 - Water Bond Debt Service (2024)								295.12	295.12
<b>427.3 - Bonds Payable - Series C</b>									
Check	04/14/2025	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
<b>428 - USDA 2021 - Bonds Payable</b>									
Check	04/11/2025	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								21,348.12	21,348.12
<b>631.1 - Prof Services-Accounting-Water</b>									
Bill	04/10/2025	34720	CoxHollidayyoung PLLC	INV 34720 Ca...	Water		20000 - Accoun...	876.48	876.48

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	04/25/2025	34858	CoxHollidayoung PLLC	Accounting Se...	Water		20000 · Accoun...	457.21	1,333.69
Total 631.1 · Prof Services-Accounting-Water								1,333.69	1,333.69
<b>131.3 Water Tranfs to Reserve</b>									
General Journal	04/23/2025				Water		131 · SB234 R...	5,600.00	5,600.00
General Journal	04/23/2025				Water		127 · Bond Ren...	3,000.00	8,600.00
General Journal	04/30/2025				Water		400 · Water De...	5,600.00	14,200.00
Total 131.3 Water Tranfs to Reserve								14,200.00	14,200.00
<b>334. New Meters</b>									
Bill	04/11/2025	0679966	USA Bluebook	INV 0679966 ...	Water		20000 · Accoun...	99.95	99.95
Credit Card Charge	04/12/2025	75059	USA Bluebook	Paradis, new ...	Water		P-Card	317.11	417.06
Total 334. New Meters								417.06	417.06
<b>334.0 Maintenance of Meters</b>									
Credit Card Charge	04/10/2025	66528	Tractor Supply	Veney, grass s...	Water		P-Card	89.99	89.99
Credit Card Charge	04/14/2025	88432	Cornerstone Lawn Se...	Veney, top soil...	Water		P-Card	82.40	172.39
Total 334.0 Maintenance of Meters								172.39	172.39
<b>341.2 Capital Outlay - Auto</b>									
Check	04/24/2025	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
<b>675.3 Uniforms</b>									
Credit Card Charge	04/04/2025	24748	Amazon.com	Spalding, nam...	Water		P-Card	24.97	24.97
Credit Card Charge	04/12/2025	75059	USA Bluebook	Paradis, unifor...	Water		P-Card	135.13	160.10
Credit Card Charge	04/12/2025	331054	USA Bluebook	Paradis, unifor...	Water		P-Card	16.99	177.09
Total 675.3 Uniforms								177.09	177.09
<b>Maintenance of Mains</b>									
<b>620.6 · Materials and Supplies</b>									
Bill	04/01/2025	W704...	CORE & MAIN LP	INV W704384...	Water		20000 · Accoun...	166.76	166.76
Bill	04/01/2025	W705...	CORE & MAIN LP	INV W705728...	Water		20000 · Accoun...	755.82	922.58
Credit Card Charge	04/07/2025	10185	Tractor Supply	Slusher bushi...	Water		P-Card	11.47	934.05
Bill	04/08/2025	W721...	CORE & MAIN LP	INV W721773...	Water		20000 · Accoun...	1,182.73	2,116.78
Credit Card Charge	04/08/2025	692395	Tractor Supply	Slusher, fittings	Water		P-Card	22.97	2,139.75
Bill	04/10/2025	W763...	CORE & MAIN LP	INV W763450...	Water		20000 · Accoun...	873.90	3,013.65
Bill	04/11/2025	W774...	CORE & MAIN LP	INV W774191...	Water		20000 · Accoun...	32.89	3,046.54
Bill	04/11/2025	W769...	CORE & MAIN LP	INV W769604...	Water		20000 · Accoun...	40.83	3,087.37
Credit Card Charge	04/15/2025	9328	Tractor Supply	Veney, grass s...	Water		P-Card	119.98	3,207.35
Bill	04/16/2025	W795...	CORE & MAIN LP	INV W795925...	Water		20000 · Accoun...	233.14	3,440.49
Credit	04/16/2025	W798...	CORE & MAIN LP	return coppers...	Water		20000 · Accoun...	-1,033.71	2,406.78
Credit Card Charge	04/16/2025	164954	McMaster-Carr	Paradis, mains...	Water		P-Card	490.19	2,896.97
Credit Card Charge	04/18/2025	992199	7-Eleven	Veney, custom...	Water		P-Card	69.90	2,966.87
Credit Card Charge	04/21/2025	99082	Tractor Supply	Veney, straw ...	Water		P-Card	15.49	2,982.36

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Credit Card Charge	04/29/2025	22775	Tractor Supply	Veney, mains ...	Water		P-Card	13.98	2,996.34
Total 620.6 - Materials and Supplies								2,996.34	2,996.34
<b>636 - Contracted Services</b>									
Bill	04/01/2025	10294...	Greenridge Contractors	INV 10294212...	Water		20000 - Accoun...	3,927.56	3,927.56
Total 636 - Contracted Services								3,927.56	3,927.56
Total Maintenance of Mains								6,923.90	6,923.90
<b>127 - Bond Renewal &amp; Replacement Fund</b>									
General Journal	04/23/2025				Water		131.3 Water Tr...	-3,000.00	-3,000.00
General Journal	04/30/2025			Reserves	Water		Bond Renewal ...	-600.00	-3,600.00
Total 127 - Bond Renewal & Replacement Fund								-3,600.00	-3,600.00
<b>408.12 - PR Taxes Employer Expense</b>									
General Journal	04/01/2025			move 'water' p...	Water		PR Taxes Empl...	546.47	546.47
General Journal	04/01/2025			move 'GF' porti...	Water		PR Taxes Empl...	-921.79	-375.32
General Journal	04/10/2025			payroll 2025 4/...	Water		001 General Fu...	1,092.19	716.87
General Journal	04/10/2025			payroll 2025 3/...	Water		001 General Fu...	1,275.69	1,992.56
General Journal	04/24/2025			payroll 2025 4/...	Water		001 General Fu...	1,292.39	3,284.95
Total 408.12 - PR Taxes Employer Expense								3,284.95	3,284.95
<b>427.3 - Municipal Bond Commission</b>									
Check	04/04/2025	EFT	West Virginia Munic...	HAF-W-86-B-...	Water		Water Fund Ch...	4,492.97	4,492.97
Total 427.3 - Municipal Bond Commission								4,492.97	4,492.97
<b>601.3 - Plant - Salaries &amp; Wages</b>									
General Journal	04/10/2025			payroll 2025 4/...	Water		001 General Fu...	9,307.23	9,307.23
General Journal	04/10/2025			payroll 2025 3/...	Water		001 General Fu...	9,206.24	18,513.47
General Journal	04/24/2025			payroll 2025 4/...	Water		001 General Fu...	10,201.17	28,714.64
Total 601.3 - Plant - Salaries & Wages								28,714.64	28,714.64
<b>601.7 - Office - Salaries &amp; Wages</b>									
General Journal	04/01/2025			move 'water' p...	Water		PR Taxes Empl...	7,378.39	7,378.39
General Journal	04/01/2025			move 'GF' porti...	Water		PR Taxes Empl...	-11,347.49	-3,969.10
General Journal	04/01/2025			beginning bala...	Water		Harpers Ferry P...	-0.24	-3,969.34
General Journal	04/10/2025			payroll 2025 4/...	Water		001 General Fu...	4,934.35	965.01
General Journal	04/10/2025			payroll 2025 3/...	Water		001 General Fu...	7,372.83	8,337.84
General Journal	04/24/2025			payroll 2025 4/...	Water		001 General Fu...	6,464.93	14,802.77
Total 601.7 - Office - Salaries & Wages								14,802.77	14,802.77
<b>604.8 - Pension Exp</b>									
General Journal	04/10/2025			payroll 2025 4/...	Water		001 General Fu...	1,281.73	1,281.73
General Journal	04/10/2025			payroll 2025 3/...	Water		001 General Fu...	1,492.10	2,773.83



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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
General Journal	04/24/2025			payroll 2025 4/...	Water		001 General Fu...	1,499.96	4,273.79
Total 604.8 · Pension Exp								4,273.79	4,273.79
<b>615.3 · Utilities W</b>									
Bill	04/03/2025	00010...	Harpers Ferry Water ...	Mar Usage To...	Water		20000 · Accoun...	35.10	35.10
Bill	04/08/2025	11008...	Potomac Edison	Mar usage Pot...	Water		20000 · Accoun...	10.00	45.10
Bill	04/08/2025	11015...	Potomac Edison	Mar water tank...	Water		20000 · Accoun...	73.33	118.43
Bill	04/08/2025	11008...	Potomac Edison	Mar usage wat...	Water		20000 · Accoun...	2,605.72	2,724.15
Bill	04/25/2025	34312...	Waste Management ...	MAY 2025 tow...	Water		20000 · Accoun...	71.72	2,795.87
Total 615.3 · Utilities W								2,795.87	2,795.87
<b>618.3 · Plant Chemicals</b>									
Credit Card Charge	04/12/2025	34147	Home Depot	Paradis plant c...	Water		P-Card	41.40	41.40
Total 618.3 · Plant Chemicals								41.40	41.40
<b>620.3 · Plant - Material &amp; Supplies</b>									
Credit Card Charge	04/07/2025	70532	Home Depot	Veney, plant m...	Water		P-Card	98.91	98.91
Credit Card Charge	04/07/2025	28173	Lowes	Styer, plant ma...	Water		P-Card	12.98	111.89
Credit Card Charge	04/12/2025	75059	USA Bluebook	Paradis, lab ch...	Water		P-Card	154.16	266.05
Deposit	04/16/2025	92000...	Hach	refund duplicat...	Water		Water Fund Ch...	-187.32	78.73
Credit Card Charge	04/17/2025	96975	Home Depot	Spalding, lights	Water		P-Card	198.00	276.73
Credit Card Charge	04/17/2025	227355	Tractor Supply	Veney spray p...	Water		P-Card	76.44	353.17
Total 620.3 · Plant - Material & Supplies								353.17	353.17
<b>620.6 · Maintenance of Hydrants</b>									
Credit Card Charge	04/21/2025	596975	Amazon.com	Spalding, lubri...	Water		P-Card	29.00	29.00
Total 620.6 · Maintenance of Hydrants								29.00	29.00
<b>620.7 · Postage And Cust Acctg Supplies</b>									
Credit Card Charge	04/04/2025	2813	US Post Office	STyer, postage	Water		P-Card	9.70	9.70
Bill	04/15/2025	20250...	Bank of Charles Town	Apr billing, Ma...	Water		20000 · Accoun...	532.84	542.54
Total 620.7 · Postage And Cust Acctg Supplies								542.54	542.54
<b>620.7c · Customer Acct Exp Material Supp</b>									
Credit Card Charge	04/04/2025	96351	Amazon.com	Spalding door ...	Water		P-Card	14.67	14.67
Total 620.7c · Customer Acct Exp Material Supp								14.67	14.67
<b>620.8 · Office Supplies &amp; Expenses</b>									
<b>631.2 · Payroll Processing-Water</b>									
General Journal	04/10/2025			payroll proces...	Water		001 General Fu...	32.87	32.87
General Journal	04/24/2025			payroll proces...	Water		001 General Fu...	32.87	65.74
Total 631.2 · Payroll Processing-Water								65.74	65.74

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
<b>620.8 · Office Supplies &amp; Expenses - Other</b>									
Bill	04/01/2025	89123	Advantage Technolog...	INV 89123 Su...	Water				
Bill	04/01/2025	89351	Advantage Technolog...	INV 89351	Water		20000 · Accoun...	417.98	417.98
Credit Card Charge	04/02/2025	16710	Amazon.com	Spalding, paper	Water		20000 · Accoun...	322.50	740.48
Credit Card Charge	04/03/2025	061169	7-Eleven	Veney, custom...	Water		P-Card	10.77	751.25
Credit Card Charge	04/04/2025	838265	Amazon.com	Spalding, offic...	Water		P-Card	6.99	758.24
Credit Card Charge	04/04/2025	5791	7-Eleven	Veney, custom...	Water		P-Card	29.82	788.06
Bill	04/07/2025	11804	Continental Utility Sol...	INV 11804 An...	Water		P-Card	6.99	795.05
Credit Card Charge	04/14/2025		Laser Printer Checks	kelly, reorder ...	Water		20000 · Accoun...	625.00	1,420.05
Bill	04/15/2025	41525	Crystal Springs	March 2025	Water		P-Card	189.22	1,609.27
Credit Card Charge	04/18/2025	92173	7-Eleven	Veney custom...	Water		20000 · Accoun...	19.74	1,629.01
Credit Card Charge	04/21/2025	596975	Amazon.com	Spalding, enve...	Water		P-Card	27.96	1,656.97
Credit Card Charge	04/23/2025	5054541	Bounce.com	Paradis, office ...	Water		P-Card	138.69	1,795.66
Bill	04/25/2025	34858	CoxHolidayyoung PLLC	RN Access 20...	Water		P-Card	26.80	1,822.46
							20000 · Accoun...	67.00	1,889.46
Total 620.8 · Office Supplies & Expenses - Other								1,889.46	1,889.46
Total 620.8 · Office Supplies & Expenses								1,955.20	1,955.20
<b>620.8PM · Plant Maintenance MS</b>									
Credit Card Charge	04/08/2025	66528	Tractor Supply	Veney, plant m...	Water		P-Card	33.95	33.95
Credit Card Charge	04/08/2025	90199	William E. Young Co	Paradis, Flow...	Water		P-Card	3,490.93	3,524.88
Credit Card Charge	04/21/2025	596207	Home Depot	Paradis, plant ...	Water		P-Card	23.83	3,548.71
Credit Card Charge	04/23/2025	5072	Home Depot	Paradis, elbow...	Water		P-Card	6.68	3,555.39
Total 620.8PM · Plant Maintenance MS								3,555.39	3,555.39
<b>631.3 · Lab Services</b>									
Bill	04/09/2025	25305...	Pace Analytical	INV 25305995...	Water		20000 · Accoun...	593.00	593.00
Bill	04/14/2025	WAT2...	West Virginia DHHR	INV WAT25-2...	Water		20000 · Accoun...	23.00	616.00
Bill	04/15/2025	WAT2...	West Virginia DHHR	INV WAT25-2...	Water		20000 · Accoun...	23.00	639.00
Bill	04/16/2025	WAT2...	West Virginia DHHR	INV WAT25-2...	Water		20000 · Accoun...	46.00	685.00
Bill	04/17/2025	WAT2...	West Virginia DHHR	INV WAT25-2...	Water		20000 · Accoun...	23.00	708.00
Bill	04/22/2025	ENV2...	West Virginia DHHR	INV ENV25-806	Water		20000 · Accoun...	20.00	728.00
Total 631.3 · Lab Services								728.00	728.00
<b>631.4PM · Plant Maintenance CS</b>									
Bill	04/05/2025	APRIL...	Dodson Septic Tank ...	APRIL 2025	Water		20000 · Accoun...	475.00	475.00
Check	04/08/2025	15272	H&H Technologies	24.25 Hours ...	Water		Water Fund Ch...	727.50	1,202.50
Check	04/08/2025	15272	H&H Technologies	5 Trips @ \$15	Water		Water Fund Ch...	75.00	1,277.50
Check	04/08/2025	15272	H&H Technologies	PD Mar 24- A...	Water		Water Fund Ch...	30.00	1,307.50
Credit Card Charge	04/14/2025	50479	Home Depot	Veney, brass fi...	Water		P-Card	24.21	1,331.71
Check	04/22/2025	15277	H&H Technologies	21.75 Hours ...	Water		Water Fund Ch...	652.50	1,984.21
Check	04/22/2025	15277	H&H Technologies	4 Trips @ \$15	Water		Water Fund Ch...	60.00	2,044.21
Total 631.4PM · Plant Maintenance CS								2,044.21	2,044.21
<b>631.8 · Legal Fees and Studies</b>									
Bill	04/01/2025	4646	Law Office of Hoy Sh...	INV 4646 - Tel...	Water		20000 · Accoun...	523.50	523.50

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	04/01/2025	4647	Law Office of Hoy Sh...	INV 4647 - Tel...	Water		20000 · Accoun...	260.00	783.50
Bill	04/01/2025	4648	Law Office of Hoy Sh...	INV 4648 - Tel...	Water		20000 · Accoun...	162.50	946.00
Bill	04/01/2025	4649	Law Office of Hoy Sh...	INV 4649 - Tel...	Water		20000 · Accoun...	747.50	1,693.50
Total 631.8 · Legal Fees and Studies								1,693.50	1,693.50
<b>631.8 · Security 911 Notification</b>									
Credit Card Charge	04/09/2025	93829	CallingPost Communi...	Spalding, robo...	Water		P-Card	187.25	187.25
Credit Card Charge	04/11/2025	93083	CallingPost Communi...	Spalding, robo...	Water		P-Card	187.25	374.50
Total 631.8 · Security 911 Notification								374.50	374.50
<b>642.8 · Leased Equipment W</b>									
Bill	04/01/2025	34304...	Waste Management ...	3430497-2413-5	Water		20000 · Accoun...	110.92	110.92
Bill	04/14/2025	42493...	AC & T Co., Inc.	INV 42493AP	Water		20000 · Accoun...	50.00	160.92
Total 642.8 · Leased Equipment W								160.92	160.92
<b>650.8 · Auto &amp; Transportation Expenses</b>									
Bill	04/07/2025	NP682...	Fuelman	NP68228128	Water		20000 · Accoun...	572.99	572.99
Credit Card Charge	04/14/2025	34139	Home Depot	paradis, winds...	Water		P-Card	3.97	576.96
Credit Card Charge	04/21/2025	99082	Tractor Supply	Veney, auto su...	Water		P-Card	34.47	611.43
Credit Card Charge	04/23/2025	98844	sheetz	paradis, winds...	Water		P-Card	5.34	616.77
Total 650.8 · Auto & Transportation Expenses								616.77	616.77
<b>660.8 · Advertising &amp; Legal Publication</b>									
Bill	04/08/2025	WV25...	Miss Utility	Mar 2025 Calls	Water		20000 · Accoun...	40.20	40.20
Total 660.8 · Advertising & Legal Publication								40.20	40.20
<b>675.8 · Telephone W</b>									
Credit Card Charge	04/02/2025	MAR 2...	US Cellular	usage, cell ph...	Water		P-Card	230.34	230.34
Bill	04/12/2025	0425	Frontier	Telephone AP...	Water		20000 · Accoun...	203.88	434.22
Bill	04/13/2025	82993...	Comcast Internet	Internet 2025 ...	Water		20000 · Accoun...	241.23	675.45
Bill	04/25/2025	82993...	Comcast Internet	Internet 2025 ...	Water		20000 · Accoun...	59.83	735.28
Credit Card Charge	04/28/2025	APR 2...	US Cellular	usage, cell ph...	Water		P-Card	219.07	954.35
Credit Card Charge	04/29/2025	APR 2...	US Cellular	usage, cell ph...	Water		P-Card	88.04	1,042.39
Total 675.8 · Telephone W								1,042.39	1,042.39
Total 400. · Water Department								113,176.34	113,176.34
Total Expense								113,176.34	113,176.34
Net Ordinary Income								-30,666.74	-30,666.74
<b>Net Income</b>								<b>-30,666.74</b>	<b>-30,666.74</b>

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Accrual Basis

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

Item 5. a. i

P &amp; L Bud v Act - gen

	Jul '24 - Apr 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	6,947.92	6,500.00	447.92	106.9%
305 . Business and Occupation Tax	202,153.33	200,000.00	2,153.33	101.1%
306 . Liquor & Wine Tax	12,181.45	10,000.00	2,181.45	121.8%
307 . Animal Control Tax	75.60	110.00	-34.40	68.7%
308 . Hotel Motel	79,536.99	75,000.00	4,536.99	106.0%
314 . Sales Tax Revenue	323,360.61	290,000.00	33,360.61	111.5%
320 . Fines, Fees & Court Cost	12,550.00	20,000.00	-7,450.00	62.8%
320_399 . Police Department Rev Sources	26,053.83	32,000.00	-5,946.17	81.4%
325 . Licenses	4,320.00	6,500.00	-2,180.00	66.5%
326 . Building Permit Fees	13,315.35	5,000.00	8,315.35	266.3%
327 . Miscellaneous Permits (Parking)	907.00	800.00	107.00	113.4%
328 . Franchise Fees	2,309.40	3,300.00	-990.60	70.0%
330 . IRP Fees	5,342.88	5,000.00	342.88	106.9%
340 . Parks and Rec.	5,460.92	5,000.00	460.92	109.2%
342 . Parking Meter Revenue	163,916.98	200,000.00	-36,083.02	82.0%
345 . Rents & Concessions	86,989.34	88,000.00	-1,010.66	98.9%
365 . Federal Government Grants	0.00	5,470.00	-5,470.00	0.0%
366 . State Government Grants	0.00	13,230.00	-13,230.00	0.0%
367 . Other Grants	5,234.90	5,500.00	-265.10	95.2%
368 . Contributions from other Entiti	85,000.00	80,000.00	5,000.00	106.3%
376 . Table Gaming Income	10,849.65	13,000.00	-2,150.35	83.5%
380 . Interest Earned on Investments	5,459.26	5,500.00	-40.74	99.3%
382 . Refunds and Rebates	1,067.74	1,600.00	-532.26	66.7%
397 . Lottery	34,757.51	35,000.00	-242.49	99.3%
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	1,171,692.00	2,464,803.00	-1,293,111.00	47.5%
386 . Insurance Claims	6,987.61	7,500.00	-512.39	93.2%
Total Income	1,178,679.61	2,472,303.00	-1,293,623.39	47.7%
Gross Profit	1,178,679.61	2,472,303.00	-1,293,623.39	47.7%

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Accrual Basis

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

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
<b>Expense</b>				
001.809 Grants Health/Sanitatio	0.00	12,000.00	-12,000.00	0.0%
001.760 Parking	12,502.30	17,392.00	-4,889.70	71.9%
<b>405 - Board of Zoning Appeals</b>	0.00	300.00	-300.00	0.0%
<b>Capital Projects Expenditures</b>				
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%
<b>Total Capital Projects Expenditures</b>	0.00	791,398.00	-791,398.00	0.0%
<b>Culture &amp; Rec Exp</b>				
900 - Parks	2,487.03	6,630.00	-4,142.97	37.5%
901 - Visitors Bureau -H	39,768.42	37,500.00	2,268.42	106.0%
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%
<b>Total Culture &amp; Rec Exp</b>	66,145.27	131,330.00	-65,184.73	50.4%
001.402 - Economic Development	2,335.56	15,000.00	-12,664.44	15.6%
001.409 - Office of Mayor	17,941.69	22,600.00	-4,658.31	79.4%
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	63,184.52	73,636.74	-10,452.22	85.8%
001.415 - Office of City Clerk	64,185.02	73,181.65	-8,996.63	87.7%
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	483.59	5,000.00	-4,516.41	9.7%
001.440 - City Hall	211,928.32	311,011.27	-99,082.95	68.1%

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Accrual Basis

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

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
001.699 - Contingencies	0.00	167,134.04	-167,134.04	0.0%
001.700 - Police Dept	463,562.82	595,134.81	-131,571.99	77.9%
001.706 - Fire Dept	0.00	4,000.00	-4,000.00	0.0%
001.750 - Street Department	84,246.52	117,809.49	-33,562.97	71.5%
001.751 - Street Lights	21,620.15	23,700.00	-2,079.85	91.2%
001.752 - Street Signs	530.30	1,000.00	-469.70	53.0%
001.753 - Snow Removal	55,305.00	52,000.00	3,305.00	106.4%
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	842.25	10,000.00	-9,157.75	8.4%
<b>Total Expense</b>	<b>1,086,092.92</b>	<b>2,472,303.00</b>	<b>-1,386,210.08</b>	<b>43.9%</b>
<b>Net Ordinary Income</b>	<b>92,586.69</b>	<b>0.00</b>	<b>92,586.69</b>	<b>100.0%</b>
<b>Net Income</b>	<b>92,586.69</b>	<b>0.00</b>	<b>92,586.69</b>	<b>100.0%</b>

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Accrual Basis

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

*Item 5. a.i.**P&L Budget Actual  
Water*

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
131 - SB234 Reserve Transfer	58,000.00	72,953.00	-14,953.00	79.5%
131.3 Transfers to Reserve	0.00	0.00	0.00	0.0%
400 - Water Department Income				
481 - Reimbursements	4,520.33			
Bond Renewal & Repl 2.5% trnfr	23,400.00	27,137.50	-3,737.50	86.2%
New Water Taps	3,750.00	1,500.00	2,250.00	250.0%
Capacity Improvement Fees	11,700.00	2,925.00	8,775.00	400.0%
419 - Interest Income Bonds	0.00	1,500.00	-1,500.00	0.0%
421 - Non Utility Income				
419 - Interest	6,561.77	1,700.00	4,861.77	386.0%
421 - Non Utility Income - Other	39.00			
<b>Total 421 - Non Utility Income</b>	<b>6,600.77</b>	<b>1,700.00</b>	<b>4,900.77</b>	<b>388.3%</b>
461 - Customers - Water Bill Payments	877,042.20	1,092,200.00	-215,157.80	80.3%
462.1 - Annual Fire Service Fee	0.00	3,000.00	-3,000.00	0.0%
471 - PSD bill processing	25,566.00	36,000.00	-10,434.00	71.0%
471.b - Misc Revenue Recovery Reimb	24,599.52	43,708.24	-19,108.72	56.3%
400 - Water Department Income - Other	5,600.00	0.00	5,600.00	100.0%
<b>Total 400 - Water Department Income</b>	<b>982,778.82</b>	<b>1,209,670.74</b>	<b>-226,891.92</b>	<b>81.2%</b>
<b>Total Income</b>	<b>1,040,778.82</b>	<b>1,282,623.74</b>	<b>-241,844.92</b>	<b>81.1%</b>
<b>Gross Profit</b>	<b>1,040,778.82</b>	<b>1,282,623.74</b>	<b>-241,844.92</b>	<b>81.1%</b>
<b>Expense</b>				
400 - Water Department				
Bond Interest	211,935.30	292,640.00	-80,704.70	72.4%
631.1 - Prof Services-Accounting-Water	10,459.01	14,000.00	-3,540.99	74.7%
131.3 Water Transfers to Reserve	66,600.00	72,953.00	-6,353.00	91.3%
334 - New Meters	1,741.47	2,500.00	-758.53	69.7%
334.0 Maintenance of Meters	752.45	2,000.00	-1,247.55	37.6%
341.2 Capital Outlay - Auto	10,696.04	13,500.00	-2,803.96	79.2%
605.8 Accrued Leave - Water	0.00	5,000.00	-5,000.00	0.0%
620.7a - Bank Service Charges	0.00	50.00	-50.00	0.0%
670.7 Bad Debt	0.00	2,500.00	-2,500.00	0.0%
675.3 Miscellaneous & General	0.00	0.00	0.00	0.0%
675.3 Uniforms	662.19	1,500.00	-837.81	44.1%
675.3 Memberships/Dues/subscript	440.00	500.00	-60.00	88.0%
Maintenance of Mains	80,652.67	92,000.00	-11,347.33	87.7%
127 - Bond Renewal & Replacement Fund	20,400.00	27,137.50	-6,737.50	75.2%
408.10 - Assessments	2,263.01	2,270.00	-6.99	99.7%
408.12 - PR Taxes Employer Expense	22,650.22	23,011.75	-361.53	98.4%
427.3 - Municipal Bond Commission	44,929.70	45,000.00	-70.30	99.8%
601.3 - Plant - Salaries & Wages	187,688.84	180,847.68	6,841.16	103.8%
601.7 - Office - Salaries & Wages	99,496.51	106,799.24	-7,302.73	93.2%
604.8 - Pension Exp	27,146.37	32,863.79	-5,717.42	82.6%
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 April 2025**

	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
615.3 - Utilities W	32,590.57	34,000.00	-1,409.43	95.9%
618.3 - Plant Chemicals	11,112.83	22,000.00	-10,887.17	50.5%
620.3 - Plant - Material & Supplies	5,003.57	9,000.00	-3,996.43	55.6%
620.6 - Maintenance of Hydrants	29.00	2,000.00	-1,971.00	1.5%
620.7 - Postage And Cust Acctg Supplies	6,130.78	8,000.00	-1,869.22	76.6%
620.7c - Customer Acct Exp Material Supp	57.99			
620.8 - Office Supplies & Expenses	24,843.60	32,986.33	-8,142.73	75.3%
620.8PM - Plant Maintenance MS	6,622.67	4,500.00	2,122.67	147.2%
631.3 - Lab Services	5,848.80	8,000.00	-2,151.20	73.1%
631.4PM - Plant Maintenance CS	66,627.25	133,264.45	-66,637.20	50.0%
631.8 - Legal Fees and Studies	6,778.50	5,000.00	1,778.50	135.6%
631.8 - Security 911 Notification	561.75	1,000.00	-438.25	56.2%
642.8 - Leased Equipment W	1,659.20	1,000.00	659.20	165.9%
650.8 - Auto & Transportation Expenses	8,944.65	15,000.00	-6,055.35	59.6%
656.8 - Ins-Property, Liability, Workers	21,219.71	25,000.00	-3,780.29	84.9%
660.8 - Advertising & Legal Publication	788.97	1,000.00	-211.03	78.9%
675.3 - Training, Education, & Certif	1,478.04	3,200.00	-1,721.96	46.2%
675.8 - Telephone W	7,699.09	8,600.00	-900.91	89.5%
<b>Total 400. - Water Department</b>	<b>1,030,875.89</b>	<b>1,282,623.74</b>	<b>-251,747.85</b>	<b>80.4%</b>
<b>Total Expense</b>	<b>1,030,875.89</b>	<b>1,282,623.74</b>	<b>-251,747.85</b>	<b>80.4%</b>
<b>Net Ordinary Income</b>	<b>9,902.93</b>	<b>0.00</b>	<b>9,902.93</b>	<b>100.0%</b>
<b>Net Income</b>	<b>9,902.93</b>	<b>0.00</b>	<b>9,902.93</b>	<b>100.0%</b>



Item 5. a. ii  
OK details

10:08 AM

06/03/25

Corp. of Harpers Ferry  
Check Detail  
May 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		05/13/2025	Friendship Fire Com...		Cash - Coal Severance		-1,305.00
					Contribution	-1,305.00	1,305.00
TOTAL						-1,305.00	1,305.00
Check		05/22/2025	Ryan Slusher		Water Fund Checking		-270.00
					675.3 - Training, Educ...	-270.00	270.00
TOTAL						-270.00	270.00
Bill Pmt -Check	ACH	05/05/2025	Potomac Edison		001 General Fund Ac...		-1,356.27
Bill	110084...	04/04/2025			Utilities SI	-1,356.27	1,356.27
TOTAL						-1,356.27	1,356.27
Bill Pmt -Check	ACH	05/07/2025	Fuelman		001 General Fund Ac...		-174.68
Bill	NP683...	05/05/2025			Auto Supplies (Gas & ...	-174.68	174.68
TOTAL						-174.68	174.68
Bill Pmt -Check	ACH	05/08/2025	Potomac Edison		Water Fund Checking		-73.33
Bill	110158...	04/08/2025			615.3 - Utilities W	-73.33	73.33
TOTAL						-73.33	73.33
Bill Pmt -Check	ACH	05/08/2025	Potomac Edison		Water Fund Checking		-10.00
Bill	110081...	04/08/2025			615.3 - Utilities W	-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	ACH	05/08/2025	Potomac Edison		Water Fund Checking		-2,605.72
Bill	110083...	04/08/2025			615.3 - Utilities W	-2,605.72	2,605.72
TOTAL						-2,605.72	2,605.72
Bill Pmt -Check	ACH	05/08/2025	Potomac Edison		001 General Fund Ac...		-182.13
Bill	110081...	04/08/2025			Utilities C	-182.13	182.13
TOTAL						-182.13	182.13
Bill Pmt -Check	ACH	05/08/2025	Potomac Edison		001 General Fund Ac...		-21.06
Bill	110147...	04/08/2025			Utilities C	-21.06	21.06
TOTAL						-21.06	21.06
Bill Pmt -Check	ACH	05/08/2025	Potomac Edison		001 General Fund Ac...		-142.44
Bill	110081...	04/08/2025			Utilities C	-142.44	142.44
TOTAL						-142.44	142.44
Bill Pmt -Check	ACH	05/08/2025	Potomac Edison		001 General Fund Ac...		-37.90
Bill	110119...	04/08/2025			Utilities SI	-37.90	37.90
TOTAL						-37.90	37.90

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06/03/25

**Corp. of Harpers Ferry**  
**Check Detail**  
**May 2025**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	05/08/2025	Potomac Edison		001 General Fund Ac...		-155.97
Bill	110081...	04/08/2025			Utilities-P	-155.97	155.97
TOTAL						-155.97	155.97
Bill Pmt -Check	ACH	05/15/2025	Fuelman		Water Fund Checking		-867.30
Bill	NP683...	05/05/2025			650.8 - Auto & Transp...	-867.30	867.30
TOTAL						-867.30	867.30
Bill Pmt -Check	ACH	05/20/2025	Potomac Edison		001 General Fund Ac...		-30.40
Bill	110086...	04/08/2025			Utilities Pa	-14.73	14.73
Bill	110086...	05/07/2025			Utilities Pa	-15.67	15.67
TOTAL						-30.40	30.40
Bill Pmt -Check	ACH	05/22/2025	Crystal Springs		001 General Fund Ac...		-19.73
Bill	051325	05/13/2025			620.8 - Office Supplie...	-9.87	19.74
					341 G - Materials & S...	-9.86	19.73
TOTAL						-19.73	39.47
Check	eft	05/01/2025	West Virginia Munic...		Water Fund Checking		-1,953.00
					USDA Reserve	-1,953.00	1,953.00
TOTAL						-1,953.00	1,953.00
Check	eft	05/02/2025	ADT Security		001 General Fund Ac...		-74.88
					Utilities-P	-74.88	74.88
TOTAL						-74.88	74.88
Check	eft	05/11/2025	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	05/13/2025	PEIA		Harpers Ferry Payrol...		-374.00
					OPEB - General	-34.00	34.00
					246P - OPEB - Police	-102.00	102.00
					OPEB - Water	-204.00	204.00
					Employee Benefits	-34.00	34.00
TOTAL						-374.00	374.00
Check	EFT	05/01/2025	State of WV		General Court Fund		-648.00
					WV, Friendship	-648.00	648.00
TOTAL						-648.00	648.00
Check	EFT	05/02/2025	DDL Business		001 General Fund Ac...		-71.50
					Printing-Leased Equip...	-71.50	71.50
TOTAL						-71.50	71.50

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**Corp. of Harpers Ferry**  
**Check Detail**  
**May 2025**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	05/13/2025	PEIA		Harpers Ferry Payrol...		-10,650.96
					PEIA/Workers Comp-P	-4,537.94	4,537.94
					605.8 · Employee PEI...	-3,970.88	3,970.88
					Family Portion PEIA	-671.00	671.00
					Group Ins. T	-682.98	682.98
					Health Insurance CC	-682.98	682.98
					Optional PEIA	-43.32	43.32
					Optional PEIA	-38.06	38.06
					Optional PEIA	-23.80	23.80
TOTAL						-10,650.96	10,650.96
Check	EFT	05/20/2025	US BANK		001 General Fund Ac...		-15,857.98
					P-Card	-3,000.00	3,000.00
					P-Card	-7,000.00	7,000.00
					P-Card	-5,857.98	5,857.98
TOTAL						-15,857.98	15,857.98
Bill Pmt -Check	110	05/13/2025	Gwin Dobson & Fore...		2024 Const Trust Fu...		-24,197.29
Bill	91144	04/30/2025			Construction in Progr...	-24,197.29	24,197.29
TOTAL						-24,197.29	24,197.29
Check	151	05/13/2025	Terra Works, Inc.		Water Improvement ...		-838,543.80
					Construction in Progr...	-838,543.80	838,543.80
TOTAL						-838,543.80	838,543.80
Check	357	05/12/2025	Corporation of Harp...		Hotel Motel Tax		-2,565.00
					Due To General	-2,565.00	2,565.00
TOTAL						-2,565.00	2,565.00
Check	1476	05/22/2025	Kimberly Keene		HF Water Works Esc...		-50.00
					Water Security Depos...	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	15291	05/06/2025	CORE & MAIN LP		Water Fund Checking		-873.90
Bill	W7634...	04/10/2025			620.6 · Materials and ...	-873.90	873.90
TOTAL						-873.90	873.90
Bill Pmt -Check	15292	05/07/2025	Advantage Technolo...		Water Fund Checking		-31.25
Bill	90261	05/01/2025			620.8 · Office Supplie...	-31.25	31.25
TOTAL						-31.25	31.25
Bill Pmt -Check	15293	05/07/2025	Law Office of Hoy S...		Water Fund Checking		-260.00
Bill	4663	05/01/2025			631.8 · Legal Fees an...	-260.00	260.00
TOTAL						-260.00	260.00

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**Corp. of Harpers Ferry**  
**Check Detail**  
**May 2025**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	15294	05/06/2025	CoxHolidayyoung PL...		Water Fund Checking		-524.21
Bill	34858	04/25/2025			Office Supplies and M...	-21.99	66.00
					341 G · Materials & S...	-22.33	67.00
					Professional Services C	-305.19	915.79
					620.8 · Office Supplie...	-22.33	67.00
					631.1 · Prof Services-...	-152.37	457.21
TOTAL						-524.21	1,573.00
Bill	15295	05/13/2025	CITCO Water		Water Fund Checking		-1,454.99
Bill	100300...	05/12/2025			618.3 · Plant Chemicals	-1,454.99	1,454.99
TOTAL						-1,454.99	1,454.99
Bill	15296	05/13/2025	Vital Signs		Water Fund Checking		-405.00
Bill	12003	05/11/2025			620.6 · Materials and ...	-405.00	405.00
TOTAL						-405.00	405.00
Bill	15297	05/19/2025	Harpers Ferry Water ...		Water Fund Checking		-29.63
Bill	000100...	05/06/2025			615.3 · Utilities W	-9.87	29.63
					Utilities-P	-9.88	29.63
					Utilities C	-9.88	29.63
TOTAL						-29.63	88.89
Bill	15298	05/22/2025	Advantage Technolo...		Water Fund Checking		-181.25
Bill	90591	05/16/2025			620.8 · Office Supplie...	-181.25	181.25
TOTAL						-181.25	181.25
Bill	15299	05/22/2025	Pace Analytical		Water Fund Checking		-493.50
Bill	253060...	05/20/2025			631.3 · Lab Services	-493.50	493.50
TOTAL						-493.50	493.50
Bill	15300	05/22/2025	Advantage Technolo...		Water Fund Checking		-417.98
Bill	90077	05/01/2025			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	15301	05/22/2025	Miss Utility		Water Fund Checking		-38.65
Bill	WV25-...	05/08/2025			660.8 · Advertising & ...	-38.65	38.65
TOTAL						-38.65	38.65
Bill	15302	05/22/2025	JR Jefferson Rentals...		Water Fund Checking		-88.47
Bill	82248	05/13/2025			642.6 - Rental Equipm...	-88.47	88.47
TOTAL						-88.47	88.47
Bill	15303	05/22/2025	Sisler's Stone Inc		Water Fund Checking		-228.00
Bill	130266	05/14/2025			334. New Meters	-171.00	171.00
Bill	130231	05/14/2025			334. New Meters	-57.00	57.00
TOTAL						-228.00	228.00

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**Corp. of Harpers Ferry**  
**Check Detail**  
**May 2025**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	15304	05/22/2025	Fringe Benefits Man...		Water Fund Checking		-325.54
					24000 - Payroll Liabilit...	-325.54	325.54
TOTAL						-325.54	325.54
Check	15305	05/22/2025	Corporation of Harp...		Water Fund Checking		-5,600.00
					Due To Water	-5,600.00	5,600.00
TOTAL						-5,600.00	5,600.00
Check	15306	05/22/2025	Steve Paradis		Water Fund Checking		-284.00
					675.3 - Training, Educ...	-284.00	284.00
TOTAL						-284.00	284.00
Bill Pmt -Check	15307	05/23/2025	USA Bluebook		Water Fund Checking		-99.95
Bill	0679966	04/11/2025			334. New Meters	-99.95	99.95
TOTAL						-99.95	99.95
Bill Pmt -Check	15308	05/23/2025	Pace Analytical		Water Fund Checking		-211.30
Bill	253060...	05/22/2025			631.3 - Lab Services	-208.90	208.90
Bill	253060...	05/22/2025			631.3 - Lab Services	-2.40	221.30
TOTAL						-211.30	430.20
Bill Pmt -Check	16784	05/06/2025	CARS		001 General Fund Ac...		-123.49
Bill	2025-7...	04/22/2025			Maintenance and Rep...	-123.49	123.49
TOTAL						-123.49	123.49
Bill Pmt -Check	16785	05/06/2025	DDL Business		001 General Fund Ac...		-25.00
Bill	117339	04/25/2025			Printing-Leased Equip...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	16786	05/06/2025	Casto & Harris, Inc		001 General Fund Ac...		-483.59
Bill	118087	04/18/2025			Materials & Supplies E	-483.59	483.59
TOTAL						-483.59	483.59
Bill Pmt -Check	16787	05/06/2025	TEK ADVISORS		001 General Fund Ac...		-142.50
Bill	2980	05/01/2025			Contracted Services-P	-142.50	142.50
TOTAL						-142.50	142.50
Bill Pmt -Check	16788	05/06/2025	Valentina Woerz		001 General Fund Ac...		-20.00
Bill	202504...	04/27/2025			345 P - Uniforms-P	-20.00	20.00
TOTAL						-20.00	20.00
Check	16789	05/06/2025	H&B Siding, LLC		001 General Fund Ac...		-25.00
					325 - Licenses	-25.00	25.00
TOTAL						-25.00	25.00

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**Corp. of Harpers Ferry**  
**Check Detail**  
**May 2025**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	16790	05/07/2025	The State Journal		001 General Fund Ac...		-100.00
Bill	175881...	04/29/2025			Dues & Subscriptions C	-100.00	100.00
TOTAL						-100.00	100.00
Check	16791	05/12/2025	Paige Poole		001 General Fund Ac...		-20.00
					342.2 Parking Fine Re...	-20.00	20.00
TOTAL						-20.00	20.00
Check	16792	05/12/2025	Eugenia Morris		001 General Fund Ac...		-16.00
					342.2 Parking Fine Re...	-16.00	16.00
TOTAL						-16.00	16.00
Bill Pmt -Check	16793	05/12/2025	Vital Signs		001 General Fund Ac...		-167.00
Bill	16665	05/11/2025			001.761 Parkinng Exp...	-167.00	167.00
TOTAL						-167.00	167.00
Bill Pmt -Check	16794	05/06/2025	CoxHollidayyoung PL...		001 General Fund Ac...		-1,048.79
Bill	34858	04/25/2025			Office Supplies and M...	-44.01	66.00
					341 G - Materials & S...	-44.67	67.00
					Professional Services C	-610.60	915.79
					620.8 - Office Supplie...	-44.67	67.00
					631.1 - Prof Services-...	-304.84	457.21
TOTAL						-1,048.79	1,573.00
Check	16795	05/13/2025			001 General Fund Ac...		0.00
TOTAL						0.00	0.00
Check	16796	05/13/2025	EAsern Panhandle ...		001 General Fund Ac...		-4,500.00
					001.759 - Public Transit	-4,500.00	4,500.00
TOTAL						-4,500.00	4,500.00
Check	16797	05/13/2025	EAsern Panhandle ...		001 General Fund Ac...		-3,500.00
					001.402 - Economic D...	-3,500.00	3,500.00
TOTAL						-3,500.00	3,500.00
Check	16798	05/13/2025	Friendship Fire Com...		001 General Fund Ac...		-4,000.00
					Contribution	-4,000.00	4,000.00
TOTAL						-4,000.00	4,000.00
Check	16799	05/13/2025	Bolivar/HF Public LI...		001 General Fund Ac...		-4,500.00
					916 - Library	-4,500.00	4,500.00
TOTAL						-4,500.00	4,500.00
Check	16800	05/15/2025	Zachary_Morse		001 General Fund Ac...		-15.40
					326 - Building Permit ...	-15.40	15.40
TOTAL						-15.40	15.40

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06/03/25

**Corp. of Harpers Ferry**  
**Check Detail**  
**May 2025**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	16801	05/19/2025	Harpers Ferry Water ...		001 General Fund Ac...		-349.31
Bill	000200...	05/06/2025		Utilities St		-240.00	240.00
Bill	000350...	05/06/2025		Utilities Pa		-50.05	50.05
Bill	000100...	05/06/2025		615.3 · Utilities W		-19.76	29.63
				Utilities-P		-19.75	29.63
				Utilities C		-19.75	29.63
TOTAL						-349.31	378.94
Bill Pmt -Check	16802	05/22/2025	Advantage Technolo...		001 General Fund Ac...		-152.50
Bill	90592	05/16/2025		Contracted Services C		-35.00	35.00
				620.8 · Office Supplie...		-117.50	117.50
TOTAL						-152.50	152.50
Bill Pmt -Check	16803	05/22/2025	Jefferson Publishing...		001 General Fund Ac...		-50.14
Bill	70589	05/01/2025		405 - Board of Zoning ...		-50.14	50.14
TOTAL						-50.14	50.14
Bill Pmt -Check	16804	05/22/2025	Advantage Technolo...		001 General Fund Ac...		-835.97
Bill	90077	05/01/2025		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	16805	05/22/2025	Jefferson Co. Emerg...		001 General Fund Ac...		-407.50
Bill	591	05/22/2025		Contracted Services-P		-407.50	407.50
TOTAL						-407.50	407.50
Bill Pmt -Check	16806	05/22/2025	Advantage Technolo...		001 General Fund Ac...		-1,403.87
Bill	85997	05/01/2025		Departmental Supplie...		-1,403.87	1,403.87
TOTAL						-1,403.87	1,403.87
Check	16807	05/22/2025	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	16808	05/22/2025	Nora Farahat		001 General Fund Ac...		-20.00
				321 Parking Violations		-20.00	20.00
TOTAL						-20.00	20.00

Item 5. a. ii.

Checks over Purchasing Threshold for approval				
Town Council Meeting 6/9/2025				
Check #	Vendor	INV #		
15319	Greenridge Contractor	1029422	Cav Est new line, customer cost \$7610.26	\$ 10,000.14
103	Greenridge Contractor	1029001	Wash & Paul Courtney Emergency	\$ 8,298.22
15316	Core & Main	971181	bushings, inserts	\$ 1,392.21



*Attachment  
Item 5.6.i.*

Change Order No. 1

Date of Issuance:	June 4, 2025	Effective Date:	
Owner:	The Corporation of Harpers Ferry	Owner's Contract No.:	2
Contractor:	Terra Works, Inc.	Contractor's Project No.:	
Engineer:	Gwin, Dobson & Foreman, Inc.	Engineer's Project No.:	22050
Project:	Phase I: Distribution System Improvement Project - Base Bid	Contract Name:	

The Contract is modified as follows upon execution of this Change Order:

Description: Add curb stop and curb box to each customer service line installed on project. Estimated quantity is 67 curb stops/boxes @ \$767.52 Each = \$51,423.84

Attachments: *[List documents supporting change]*: Contractor's cost proposal, construction installation detail.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>3,290,000.00</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ <u>0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>3,290,000.00</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ <u>51,423.84</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>3,341,423.84</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>[Signature]</u> Engineer (if required)	By: _____ Owner (Authorized Signature)	By: <u>Ryan W. Miles Sr.</u> Contractor (Authorized Signature)
Title: <u>Senior Project Engineer</u>	Title: _____	Title: <u>President</u>
Date: <u>6-4-2025</u>	Date: _____	Date: <u>6-4/2025</u>

Approved by Funding Agency (if applicable)

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

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

## Leo J. Drass

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**From:** Leo J. Drass  
**Sent:** Wednesday, April 2, 2025 11:27 AM  
**To:** Ryan W. Miles; Curtis Miles  
**Cc:** Steve Paradis; Deb Kelly; Dave Gustkey  
**Subject:** Harpers Ferry Construction Revisions

Hi Ryan,

Just catching up on a few things from yesterday's progress meeting.

1. Your pricing of \$767.25 each to add curb stops and curb boxes is acceptable. I will send you formal change order paperwork next week. Locations of curb stops will be determined in the field.
2. We would like you to perform some exploratory excavation upstream of the PRV. There is a branch line to Church Street somewhere upstream of the PRV that we need to locate to determine if we will impact it.
3. On Sheet 61 the 6" waterline on Paul Courtney Drive needs to be extended and tied into the existing 6" waterline on Rowles Street.

Thanks,

Leo

**Leo J. Drass, Jr., P.E.** | Senior Project Engineer  
GWIN, DOBSON & FOREMAN, INC. | [gdfengineers.com](http://gdfengineers.com)  
(814) 943-5214 | 3121 Fairway Drive Altoona, PA 16602



3/25/2025



# TERRA WORKS

CIVIL CONSTRUCTION SERVICES

**CHANGE ORDER REQUEST****24.029.001**

**49 S. SHERIDAN ROAD**  
**CLARION, PENNSYLVANIA 16214**  
**814.226.0702**

WWW.TERRAWORKSINC.COM

ESTIMATING@TERRAWORKSINC.COM

**PROJECT INFORMATION**

**Attention:** Leo J. Drass Jr.  
 Engineering Designer / Project Manager

**Company:** Gwin Dobson & Foreman, Inc.

**Email Address:** [ldrass@gdfengineers.com](mailto:ldrass@gdfengineers.com)

**Phone Number:** 814-943-5214

**Physical Address:** 3121 Fairway Drive

**Physical Address:** Altoona, PA 16802

**Proposal Number:** 24.029.001

**Revision Number:** 0 **Revision Date:** 3/25/2025

**Project Name:** Contract No 2 / Phase 1  
 Distribution System Improvements

**Owner:**  
 The Corporation of Harpers Ferry

**Site Address:**

**Site Address:**

**Site Address:**

**REQUEST FOR INFORMATION 24.029.001 (CURB STOPS)****DESCRIPTION:**

During preconstruction review, we noted that the detail and bid items do not represent a curb stop at the main for service lines. Is this the intention of the customer not to have an exterior shut of prior to the meter accessible at ground level? We are anticipating no "curb stop" but we wanted to confirm. Please reference plan Sheet D-2 / Detail 5+6

Item No.	Description	Quantity	Unit	Unit Price	Code	Amount
1	B44-333-TW-Q-NL 3/4IN BALL VALVE CURB STOP CTS QUICK JOINT WITH INTEGRAL TRACE WIRE BOSS (NO LEAD)	1	EA	\$ 258.45		\$ 258.45
2	93-D 2-1/2IN CI CURB BOX 36IN-48IN EXT WATER 33IN BOTTOM - 18IN TOP SECTION 147046 WATER 147640	1	EA	\$ 482.90		\$ 482.90
3	51 INSERT STIFFNER 3/4IN CTS PE TUBING	2	EA	\$ 12.95		\$ 25.90
<b>UNIT PRICE TOTAL:</b>						<b>\$767.25</b>

**Asphalt Substitutions (Cost Savings)****DESCRIPTION:**

Terra Works is proposing cost savings in term of restoration adjustments to paved areas and modifying type A Asphalt

Item No.	Description	Quantity	Unit	Unit Price	Code	Amount
1	Modified Type A asphalt - Install 5" of base course to finished grade of existing cartway inside of trench payment width.	1	SY	\$ 61.50		\$ 61.50
<b>UNIT PRICE TOTAL:</b>						<b>\$61.50</b>

**Install customer supplied meter pits****DESCRIPTION:**

Install and connect new customer supplied Meter Pits 3/4" DR-9 CTS Pipe

Item No.	Description	Quantity	Unit	Unit Price	Code	Amount
C-1	Labor & Equipment (Only)	1	EA	\$ 1,750.00		\$ 1,750.00
<b>UNIT PRICE TOTAL:</b>						<b>\$1,750.00</b>

**SUMMARY PROPOSAL**

Item No.	Description	Quantity	Unit	Unit Price	\$/W	Amount
CO	REQUEST FOR INFORMATION 24.029.001 (CURB STOPS)	1	LS	\$767.25		\$ 767.25
CO	Asphalt Substitutions (Cost Savings)	1	LS	\$61.50		\$ 61.50
CO	Install customer supplied meter pits	1	LS	\$1,750.00		\$ 1,750.00
<b>BASE BID AND CONTINGENT ITEM TOTAL PROPOSAL:</b>						<b>\$2,578.75</b>

WWW.TERRAWORKSINC.COM



**TERMS AND CONDITIONS**

**General Conditions:** If any of the conditions on which this Proposal is based are changed, Terra Works, Inc. will be reimbursed for any additional costs incurred because of the changed conditions plus a reasonable mark-up for overhead and profit. A copy of Terra Works, Inc.'s proposal and unit pricing shall be made as an attachment to any and all contracts. Any work taking place outside the construction season between the time frame of April 1st through October 31st, is subject to a rate increase of 5% and will require a letter from the Owner (Payee) alleviating Terra Works, Inc. of any adverse effects including but not limited to structural integrity, aesthetics and/or overall workmanship.

**Confidentiality:** The information in this Proposal is provided by Terra Works, Inc. for the sole purpose of securing the work described in this Proposal. The information contained herein is confidential and shall not be shared with any third party or parties without the expressed written consent of Terra Works, Inc. All intellectual property rights of information contained within this Proposal shall remain with Terra Works, Inc.

**Insurance:** If Terra Works, Inc. is required to purchase an Owner's Protective Policy, PA waiver of subrogation policy, or any other policy or policies not mentioned in this section, the Purchaser shall reimburse Terra Works, Inc. for the premium incurred thereby plus assign an additional 15%. The Purchaser and Terra Works, Inc. shall each protect their respective interests against loss of fire. The Purchaser shall be responsible for all extra insurance necessary should hazardous waste be encountered at the jobsite. Terra Works, Inc. will provide Liability Insurance in excess of the state mandated limits for Workman's Compensation: Statutory; Commercial General Liability Insurance, Occurrence policy: Combined limits: damages, medical, personal injury, general aggregate in addition to Automobile Liability and additional coverage under the excess/umbrella liability coverage of \$10,000,000.00

**Payment Terms:** The price stated in the Proposal is based on the quantities defined in this Proposal and based on a 5-day, 40-hour work week with Saturdays available. The lump sum shall be paid each month pro-rated by the overall percentage of completion of the work. The Owner (Payee) agrees to make payment within thirty (30) days from the date of invoice. All retention, if required, will be paid within sixty (60) days of completion of our work.

All payments shall be made in US currency. Payments due to Terra Works, Inc. and unpaid by Purchaser shall bear interest from the date of payment is due at a rate of 15% per month (18% annual fee) for all months or parts of a month that payment is due and unpaid.

Prices in the Proposal do not include permits, bonds, engineering, line painting, on-site and off-site testing and/or any other item not specifically outlined in this Proposal. Prices in the Proposal do not include landscaping, shoulder, curb backfill and/or erosion control unless otherwise noted on the job specific notes section of the Proposal. Invoicing will be based off of the field verified measurements of work completed or lump-sum pricing percentages.

**Delays:** Any delay that result from factors beyond Terra Works, Inc.'s control or scope of work, including but not limited to acts by Purchaser or others, shall be grounds for charges to the Purchaser. Payments for stand-by time and delays will be made to Terra Works, Inc. at an agreed upon rate. In the event Purchaser requires Terra Works, Inc. to work when inclement weather is anticipated, unit prices are subject up to a 100% increase over the contract value due to losses from material cost, incomplete shift expectations etc....

**Hazardous Waste:** Should hazardous waste be encountered on this project, all associated costs, including extra precautions, are excluded from this Proposal and will be considered as extra to the contract price.

**Force Majeure:** Terra Works, Inc. shall not be liable to the Purchaser for default or delay in the performance of its work covered by this Proposal when such default or delay is caused by strike, war, riot, governmental action, acts of God, or any other similar event which is beyond the control of Terra Works, Inc.

**Set-Offs:** In no event shall Purchaser have a right of set-off or deduct any monies or other compensation owing from Terra Works, Inc. to Purchaser against any amounts payable by Purchaser to Terra Works, Inc. which are now due or which shall become due for Terra Works, Inc.'s work covered by this Proposal.

**Indemnification:** Terra Works, Inc. shall indemnify and hold harmless the Owner and Contractor (if applicable) from and against claims, damages, losses and expenses arising out of or resulting from Terra Works, Inc.'s performance of the work covered by this Proposal, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than the work itself) but only to the extent caused by the negligent acts or omissions of Terra Works, Inc. its subcontractors or anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

**Consequential Damages:** The Party bound by the agreement and Terra Works, Inc. waive claims against each other for consequential damages arising out of or relating to the work covered by this Proposal, including without limitation, any consequential damages due to either party's termination of any subcontract for the work covered by this Proposal.

**Law and Venue:** The terms and provisions of this Proposal shall be governed by and interpreted in accordance with the Laws of Pennsylvania. Any action arising out of this Proposal must be brought, maintained and resolved in the appropriate court of jurisdiction.

Contracted By:

SIGNED:

DATE:

Terra Works, Inc.

Signed:

Ryan W. Miles Sr.

Digitally signed by Ryan W. Miles Sr.  
 DN: c=US, E="rmiles@terraworksinc.com",  
 O="Terra Works, Inc.", CN="Ryan W. Miles Sr."  
 Date: 2025.03.26 09:07:47-04'00'

APPROVED BY - Name &amp; Title

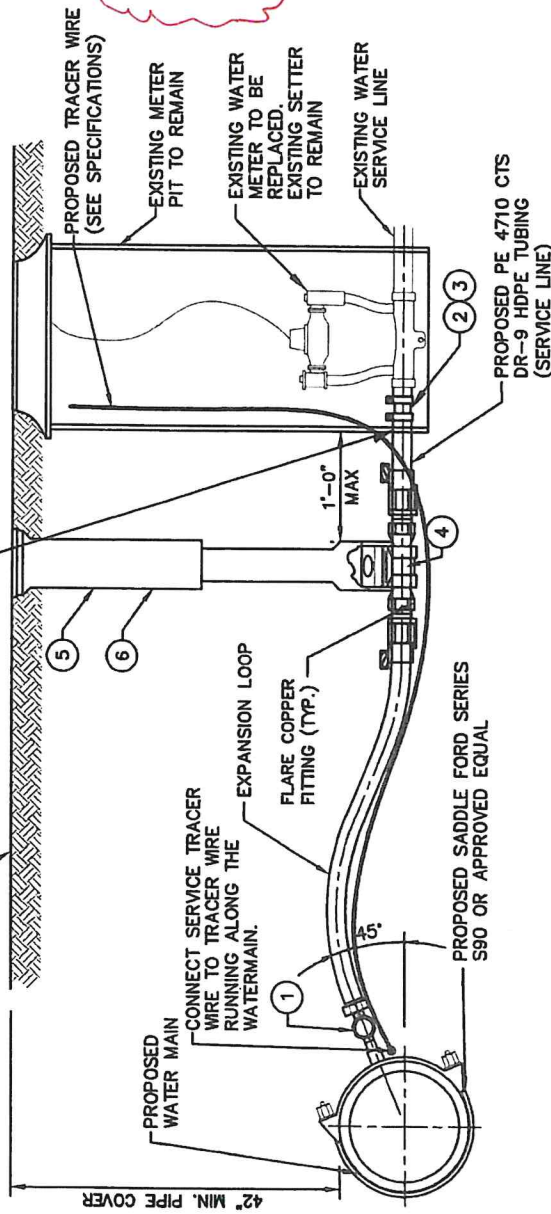
APPROVED BY (Contractor)



6

1. PROVIDE NEW PENETRATION THROUGH EXISTING METER PIT, AS REQUIRED FOR PROPER CONNECTION. PROVIDE WATER TIGHT SEAL AROUND PIPE AT PENETRATION.
2. REMOVE AND DISPOSE EXISTING SERVICE LINE AS REQUIRED. CLOSE/SEAL ABANDONED PENETRATIONS THROUGH EXISTING METER PIT AS REQUIRED

FINISH GRADE

**PLAN NOTES:**

- ① PROPOSED BALL CORPORATION STOP, FORD FB-1000 SERIES
  - ② 3/4" THRU 2" JOINT COUPLING (COMPRESSION UNION), FORD METER Co. CAT. Nos. C44-33 - 3/4" COPPER TO COPPER OR PLASTIC TUBING C44-44 - 1" COPPER TO COPPER OR PLASTIC TUBING C44-66 - 1 1/2" COPPER TO COPPER OR PLASTIC TUBING C44-77 - 2" COPPER TO COPPER OR PLASTIC TUBING
  - ③ PROVIDE CONNECTION OF NEW SERVICE LINE TO EXISTING METER SETTER WITHIN METER BOX
  - ④ 3/4" THRU 2" BALL VALVE CURB STOPS, FORD METER COMPANY CAT NO. SI-B22-AWT FLARE COPPER ADAPTER.
  - ⑤ CURB BOX FOR 3/4" AND 1" SERVICE LINE, TYLER PIPE, SERIES 6500 (MARKED WATER)
  - ⑥ ROADWAY BOX FOR 1 1/2" AND 2" SERVICE LINE, TYLER PIPE, SERIES 6850 (MARKED WATER)
- STATIONARY ROD (#110046) AS MANUFACTURED BY AMOR ACCESS BOXES FOR 2 1/2" DIA. CURB BOX, SHALL BE INSTALLED ON ALL CURB STOPS 1" AND SMALLER.
  - 4" AND 6" SERVICE AND FITTINGS SHALL BE DUCTILE IRON RESTRAINED JOINT

**NOTE:**

SEE PLAN SHEETS FOR NEW OR EXISTING SERVICE LINE SIZE AND LOCATION REQUIREMENTS. EXPLORATORY EXCAVATION IS REQUIRED TO DETERMINE SIZE, TYPE AND LOCATION OF EXISTING SERVICE LINES TO BE CONNECTED.

## TYPICAL WATER SERVICE RE-CONNECTION (INSIDE EXISTING METER PIT)

NO SCALE

Attachment  
Item 5.b.iii

# Purchasing Threshold Guidelines

Fiscal Year	2025 <del>6</del>	Effective DATE:	Sept 9, 2024 July 1, 2025
Mayor	Gregory Vaughn	Council	Storm DiCostanzo
Council	Zachary Morse	Council	Christopher Craig
Council	Roberta Meade-Curry	Council	George Owens
Recorder	Nina Armstrong	Financial Officer	Deb Kelly

Effective September 12, 2023, this Town Council requires the approval of any payment or check to vendors exceeding \$1000.00 to be approved at a regular Town Council meeting before it may be expedited to the vendor. This Town Council also requires the initiation of any purchase exceeding \$1500.00 to be approved in a Town Council meeting in advance of purchase. Purchase of any materials, supplies and/or services shall follow the Internal Purchase Process revised Feb 14, 2022 Sept 9, 2024. This includes purchases that may or may not have been included in the Fiscal Year budget.

Exceptions are ordinary and regular purchases of services, utilities, leases, and commodities as described below. If an invoice exceeds its stated threshold, payment must be approved at a regular Town Council meeting before expediting to the vendor. Payments for contracted insurance policies including GCL, Auto, health, and unemployment compensation, reimbursements between Water and General fund for employee salary departmental splits, monthly Purchase card (P-card) purchases and specific purchases approved by TC motion in advance of purchase are exempt from threshold guidelines.

FY 2025 <del>6</del> Pre-approved Purchasing Threshold List –Sept 9, 2024 July July 1, 2025		
Purchase – Product / Service	Max \$/ billing	Pay Method
Internet service – Town Hall	\$150/month	Auto
Internet/phone – Water	\$160/month	Auto
Phone – Town Hall	\$610/month	Auto
Phone – Town Hall	\$210/month	Auto
Cell service & Parking I Pads	\$800/month	Auto
Wireless – PD	\$470/month	ACH/Check
Copier Leases – Town Hall	\$230/month	Auto
Copier leases – PD	\$110/month	ACH
Payroll processing	\$275/month	Auto
Town Hall software subscriptions	\$30/month	Auto
Security – PD	\$75/month	ACH
Leased container Town Hall	\$80/month	CC
Leased container – Water	\$170/month	Auto
Police – auto fuel	\$2400/month	ACH
Maintenance – auto fuel	\$550/month	ACH
Water – auto fuel	\$1600/month	ACH
Renewable Bonds	\$110/bond	CC
Waste Removal – Town Hall	\$720/month	Auto
Chemicals – Water	\$5500/quarter	Check
Accounting – GF	\$1700/month	Check
Accounting – Water	\$1300/month	Check
Legal – GF	\$900/month	Check
Legal – Water	\$550/month	Check
Electric – Water	\$2700/month	Check
Electric – GF	\$1400/month	Check
Electric – Police	\$200/month	Check
Propane – Water	\$3000/month seasonal	Check
Cleaning Services	\$250/2 wks	CC



Item 5. b. iv

HF GF Budget FY 2025 REV 1		FY 2025 REV 5	ACTUAL	FY 2025 REV 6	FY 2025 REV 6	FY 2025 REV 6
July 30 2024			Not final April	PROPOSED	REV 5	REV 5
Line item	Description	March 2025		June 2025		
INCOME						
296	Restricted Fund Balance	\$ 40,000.00		\$ 40,000.00	\$ -	100%
297	Committed Fund Balance	\$ 1,000.00		\$ 1,000.00	\$ -	100%
298	Assigned Balance	\$ 324,350.00		\$ 324,350.00	\$ -	100%
299	Unassigned Balance	\$ 900,750.00		\$ 900,750.00	\$ -	100%
301	Property Tax Current Year	\$ 85,593.00	\$ 79,436.09	\$ 85,593.00	\$ -	100%
303	Oil & Gas Severance Tax	\$ 2,500.00	\$ 990.25	\$ 1,000.00	\$ (1,500.00)	40%
304	Excise Tax on Utilities	\$ 6,500.00	\$ 6,947.92	\$ 7,000.00	\$ 500.00	108%
305	Business & Occupation Tax	\$ 200,000.00	\$ 202,153.33	\$ 205,000.00	\$ 5,000.00	103%
306	Liquor & Wine Tax	\$ 10,000.00	\$ 12,181.45	\$ 12,000.00	\$ 2,000.00	120%
307	Animal Control Tax	\$ 110.00	\$ 75.60	\$ 110.00	\$ -	100%
308	Hotel Motel Tax	\$ 75,000.00	\$ 79,536.99	\$ 82,000.00	\$ 7,000.00	109%
314	Sales Tax Revenue	\$ 290,000.00	\$ 323,360.61	\$ 321,000.00	\$ 31,000.00	111%
320	Fines Fees Court Costs	\$ 20,000.00	\$ 12,550.00	\$ 13,000.00	\$ (7,000.00)	65%
321	Parking Violations	\$ 32,000.00	\$ 25,890.83	\$ 26,000.00	\$ (6,000.00)	81%
325	Licenses	\$ 6,500.00	\$ 4,320.00	\$ 6,500.00	\$ -	100%
326	Building Permits	\$ 5,000.00	\$ 13,315.35	\$ 13,500.00	\$ 8,500.00	270%
327	Miscellaneous Permits	\$ 800.00	\$ 907.00	\$ 950.00	\$ 150.00	119%
328	Franchise Fees	\$ 3,300.00	\$ 2,309.40	\$ 3,000.00	\$ (300.00)	91%
330	IRP Fees	\$ 5,000.00	\$ 5,342.88	\$ 5,500.00	\$ 500.00	110%
340	Parks & Rec	\$ 5,000.00	\$ 5,460.92	\$ 6,000.00	\$ 1,000.00	120%
342	Parking Meter Revenue	\$ 200,000.00	\$ 163,884.98	\$ 200,000.00	\$ -	100%
345	Rents and Concessions	\$ 88,000.00	\$ 86,989.34	\$ 29,000.00	\$ (59,000.00)	33%
365	Federal Government Grants	\$ 5,470.00	\$ -	\$ 5,470.00	\$ -	100%
366	State Government Grants	\$ 13,230.00	\$ -	\$ 13,230.00	\$ -	100%
367	Other Grants	\$ 5,500.00	\$ 5,234.90	\$ 5,500.00	\$ -	100%
376	Table Games	\$ 13,000.00	\$ 10,849.65	\$ 11,500.00	\$ (1,500.00)	88%
368	Contribution from Other Entities	\$ 80,000.00	\$ 85,000.00	\$ 85,000.00	\$ 5,000.00	106%
380	Interest Earned on Investments	\$ 5,500.00	\$ 5,352.11	\$ 6,300.00	\$ 800.00	115%
382	Refunds or Rebates	\$ 1,600.00	\$ 1,067.74	\$ 1,400.00	\$ (200.00)	88%
386	Insurance Claims	\$ 7,500.00	\$ 6,987.61	\$ 7,500.00	\$ -	100%
397	Lottery	\$ 35,000.00	\$ 34,757.51	\$ 42,000.00	\$ 7,000.00	120%
399	Miscellaneous Revenue	\$ 4,000.00	\$ 3,325.00	\$ 4,000.00	\$ -	100%
405	Board of Zoning Appeals	\$ 100.00	\$ 150.00	\$ 150.00	\$ 50.00	150%
		\$ 2,472,303.00	\$ 1,178,377.46	\$ 2,465,303.00	\$ (7,000.00)	100%
EXPENSE						
402	Economic Development	\$ 15,000.00	\$ 2,335.56	\$ 15,000.00	\$ -	#DIV/0!
405	Board of Zoning Appeals	\$ -			\$ -	#DIV/0!
409	Office of mayor	\$ 22,600.00	\$ 17,941.69	\$ 22,600.00	\$ -	100%
410	Members of Council	\$ 21,900.00	\$ 16,147.50	\$ 21,900.00	\$ -	100%
411	Office of recorder	\$ 6,515.00	\$ 4,879.25	\$ 6,515.00	\$ -	100%
414	Financial Office	\$ 73,636.74	\$ 63,184.52	\$ 73,636.74	\$ -	100%
415	Office of Clerk	\$ 73,181.65	\$ 64,185.02	\$ 76,968.00	\$ 3,786.35	105%
417	Office Of Attorney	\$ 10,000.00	\$ 842.25	\$ 5,000.00	\$ (5,000.00)	50%
426	Litigation Reserve	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	100%
435	Region 9	\$ 260.00	\$ 252.86	\$ 260.00	\$ -	100%
437	Planning Commission	\$ 10,500.00	\$ -	\$ 10,500.00	\$ -	100%
438	Elections	\$ 5,000.00	\$ 483.59	\$ 5,000.00	\$ -	100%
440	City Hall	\$ 311,011.27	\$ 211,948.89	\$ 307,620.15	\$ (3,391.12)	99%
571	Parking	\$ 17,392.00	\$ 12,502.30	\$ 17,392.00	\$ -	100%
699	Contingency	\$ 167,134.04	\$ -	\$ 172,400.00	\$ 5,265.96	103%
700	Police Dept	\$ 595,134.81	\$ 463,583.39	\$ 588,784.81	\$ (6,350.00)	99%
706	Fire Dept	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	100%
750	Street Dept	\$ 117,809.49	\$ 84,246.52	\$ 101,909.49	\$ (15,900.00)	87%
751	Street Lights	\$ 23,700.00	\$ 21,620.15	\$ 23,700.00	\$ -	100%
752	Street Signs	\$ 1,000.00	\$ 530.30	\$ 1,000.00	\$ -	100%
753	Snow Removal	\$ 52,000.00	\$ 55,305.00	\$ 55,500.00	\$ 3,500.00	107%
759	Public Transit	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	100%
809	Grants Health and Sanitation	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	100%
900	Parks	\$ 6,630.00	\$ 2,487.03	\$ 7,730.00	\$ 1,100.00	117%
901	Visitor Bureau	\$ 37,500.00	\$ 39,768.42	\$ 41,000.00	\$ 3,500.00	109%
906	Arts & Humanities	\$ 67,500.00	\$ 16,889.82	\$ 71,000.00	\$ 3,500.00	105%
911	Historical Commission / BZA HLC	\$ 15,500.00	\$ 7,000.00	\$ 15,500.00	\$ -	100%
916	Library	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	100%
975	General Government	\$ 571,398.00	\$ -	\$ 574,386.81	\$ 2,988.81	101%
976	Public Safety	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -	100%
977	Streets and Transportation	\$ 170,000.00	\$ -	\$ 170,000.00	\$ -	100%
		\$ 2,472,303.00	\$ 1,086,134.06	\$ 2,465,303.00	\$ (7,000.00)	100%
		\$ -	\$ 92,243.40	\$ -	\$ -	#DIV/0!

gf  
REV 6  
FY 2025

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

**REQUEST FOR REVISION TO APPROVED BUDGET**

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

CONTROL NUMBER

Fiscal Year Ending: **2025**Fund: **1**Revision Number: **6**Pages: **1 of 3**

Corporation of Harpers Ferry  
GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Deborah Kelly**Phone: **304-535-2206**

Fax:

Email: **dkelly@harpersferrywv.us**

PO Box 217

STREET OR PO BOX

Municipality

Government Type

Harpers Ferry

25425

CITY

ZIP CODE

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
303	Gas and Oil Severance Tax	2,500		1,500	1,000
304	Excise Tax on Utilities	6,500	500		7,000
305	Business and Occupation Tax	200,000	5,000		205,000
306	Wine & Liquor Tax	10,000	2,000		12,000
308	Hotel Occupancy Tax	75,000	7,000		82,000
314	Sales Tax	290,000	31,000		321,000
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			-7,000		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

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

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
415	City Clerk	73,182	3,786		76,968
417	City Attorney	10,000		5,000	5,000
440	City Hall	311,011		3,391	307,620
699	Contingencies*	167,133	5,266		172,399
700	Police Department	595,135		6,350	588,785
750	Streets and Highways	117,810		15,900	101,910
753	Snow Removal	52,000	3,500		55,500
900	Parks & Recreation	6,630	1,100		7,730
901	Visitors Bureau	37,500	3,500		41,000
906	Arts & Humanities	67,500	3,500		71,000
NET INCREASE/(DECREASE) Expenditures			-7,000		

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE  
OF ENTITYAPPROVAL  
DATE



Corporation of Harpers Ferry

6

REV #

Explanation for Account # 378, Municipal Specific:	
Explanation for Account #369, Contributions from Other Funds:	

### EXPENDITURES (CONT'D)

Corporation of Harpers Ferry

LGSD: BR

Corporation of Harpers Ferry

CONTROL NUMBER:

2025

1

6

BUDGET REVISION REQUEST-SUPPLEMENT

FY

FUND

REV#

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT			REVISED AMOUNT
			INCREASE	DECREASE	
975	General Government	571,398	2,989		574,387
	#N/A				
	#N/A				
	#N/A				
	#N/A				
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NET INCREASE/(DECREASE) Expenditures (this page)					2,989

RESOLUTION

At a regular session of the municipal council, held June 9, 2025, the following order was made and entered:

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number six (6), a copy of which is entered as part of this record.

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

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

WHEREUPON, \_\_\_\_\_, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the Recording Officer \_\_\_\_\_ is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Attachment  
Item 5. b. v.

HF Water Works Proposed		FY 2025 REV 3 May 2025	ACTUAL April 30 Not final	FY 2025 REV 4 Proposed June 2025	Net change FY 2025 REV 4 to FY 2025 REV 3
Line item	Description				
<b>400</b>	<b><u>INCOME</u></b>				
	Bond Renewal & repl 2/5%	\$27,137.50	\$24,000.00	\$27,137.50	\$0.00
	SB 234 Cap Requirement	\$72,953.00	\$57,600.00	\$72,953.00	\$0.00
	New Water Taps	\$2,250.00	\$3,750.00	\$4,500.00	\$2,250.00
	Capacity Improvement Fees	\$5,850.00	\$8,775.00	\$11,700.00	\$5,850.00
419	Interest Income Bonds	\$3,200.00		\$3,500.00	\$300.00
421	<u>Non Utility Income</u>				\$0.00
419	Interest	\$3,200.00	\$6,561.77	\$3,500.00	\$300.00
421 a	Other Income		\$39.00	\$39.00	\$39.00
421 B	Other Grants w				\$0.00
461	<u>Customers</u>				\$0.00
462	Customer Hydrants	\$6,700.00	\$5,398.06	\$6,700.00	\$0.00
461	Water Bill Payments	\$1,085,500.00	\$877,042.20	\$1,085,500.00	\$0.00
462.1	Annual Fire Service Fee	\$3,000.00		\$3,000.00	\$0.00
471	PSD Billing	\$36,000.00	\$25,566.00	\$36,000.00	\$0.00
	ARPA				\$0.00
472	AT&T Rent			\$66,000.00	\$66,000.00
	MISC		\$4,520.33	\$12,950.00	\$12,950.00
	SOFT Cost for Elks Run				\$0.00
					\$0.00
	Renew Replace (upgrade M/S C/S)	\$66,000.00	\$29,158.85	\$70,000.00	\$4,000.00
	Soft Cost from Plant Project				\$0.00
	Total Income	\$1,311,790.50	\$1,042,411.21	\$1,403,479.50	\$91,689.00



HF Water Works Proposed		FY 2025 REV 3 May 2025	ACTUAL April 30 Not final	FY 2025 REV 4 Proposed June 2025	Net change FY 2025 REV 4 to FY 2025 REV 3
Line item	Description				
	<u>EXPENSE</u>				
631.1	Prof Services Accounting	\$15,000.00	\$10,459.01	\$16,000.00	\$1,000.00
	SB234 Reserve	\$72,953.00	\$60,600.00	\$72,953.00	\$0.00
334	New Meter	\$3,000.00	\$1,741.47	\$4,000.00	\$1,000.00
334	Maint of Meters	\$1,000.00	\$752.45	\$4,000.00	\$3,000.00
341.2	Cap Outlay - Auto	\$13,500.00	\$10,696.04	\$13,500.00	\$0.00
605.8	Accrued Leave	\$5,000.00		\$5,000.00	\$0.00
620.7a	Bank Service Charge	\$25.00		\$25.00	\$0.00
670.7	Bad Debt	\$2,500.00		\$2,500.00	\$0.00
675.3	Uniforms	\$1,300.00	\$662.19	\$1,300.00	\$0.00
675.3	training	\$200.00		\$200.00	\$0.00
675.3	Membership/Dues	\$500.00	\$440.00	\$500.00	\$0.00
	Maint of Mains				\$0.00
675.6	Miscellaneous Expense	\$1,000.00	\$167.48	\$1,000.00	\$0.00
642.6	Rental Equipment	\$2,000.00	\$1,149.10	\$2,000.00	\$0.00
620.6	Materials/Supplies - Mains	\$18,500.00	\$16,255.91	\$22,000.00	\$3,500.00
636	Contracted Services	\$90,000.00	\$63,080.18	\$110,000.00	\$20,000.00
127	Bond Renewal and Replace	\$27,137.50	\$21,000.00	\$27,137.50	\$0.00
408.1	Assessments	\$2,270.00	\$2,263.01	\$2,270.00	\$0.00
427.3	Bonds Payable	\$252,640.00	\$210,530.00	\$276,076.00	\$23,436.00
427.3	Municipal Bond Comm	\$57,000.00	\$44,929.70	\$57,000.00	\$0.00
	2024 Series A Bank Financing	\$4,000.00	\$1,405.30	\$4,000.00	\$0.00
601.3	Plant Salaries/Wages	\$230,800.00	\$187,688.84	\$240,800.00	\$10,000.00
601.7	Office Salaries/Wages	\$121,500.00	\$99,496.75	\$121,500.00	\$0.00
408.12	PR tax expense Employer	\$27,500.00	\$22,650.22	\$28,300.00	\$800.00
604.8	Pension Exp	\$32,400.00	\$27,146.37	\$33,300.00	\$900.00
605.8	Employee PEIA				\$0.00
	OPEB Water				\$0.00
605.8	Employee PEIA	\$48,970.00	\$34,365.14	\$48,970.00	\$0.00

HF Water Works Proposed		FY 2025 REV 3 May 2025	ACTUAL April 30 Not final	FY 2025 REV 4 Proposed June 2025	Net change FY 2025 REV 4 to FY 2025 REV 3
Line item	Description				
615.3	Utilities	\$38,500.00	\$32,590.57	\$39,438.00	\$938.00
618.3	Plant Chemicals	\$13,000.00	\$11,112.83	\$17,299.36	\$4,299.36
620.3	Plant - Materials/Supplies	\$5,000.00	\$5,003.57	\$9,000.00	\$4,000.00
620.6	Maintenance of Hydrants	\$1,500.00	\$29.00	\$1,500.00	\$0.00
620.7	Postage/Cust Acct Supplies	\$8,500.00	\$6,188.77	\$8,500.00	\$0.00
631.2	Payroll Processing Water	\$1,100.00	\$716.54	\$1,100.00	\$0.00
620.8	Office Supplies/Exp	\$27,295.00	\$24,127.06	\$37,295.00	\$10,000.00
620.8	Plant Maintenance Supplies	\$7,584.36	\$4,500.00	\$9,500.00	\$1,915.64
631.3	Lab Services	\$8,500.00	\$5,848.80	\$10,000.00	\$1,500.00
631.4	Plant Maint Contract SVC	\$103,915.64	\$66,597.25	\$108,915.64	\$5,000.00
631.8	Legal Fees and Studies	\$9,000.00	\$6,778.50	\$9,000.00	\$0.00
631.8	Security 911 notification	\$500.00	\$561.75	\$700.00	\$200.00
642.8	Leased Equipment W	\$2,100.00	\$1,659.20	\$2,100.00	\$0.00
650.8	Auto & Transportation	\$15,000.00	\$8,944.65	\$15,000.00	\$0.00
656.8	Ins- Prop, Liab, Worker/Como	\$27,000.00	\$21,219.71	\$27,000.00	\$0.00
660.8	Advertising & Legal Publication	\$1,000.00	\$788.97	\$1,000.00	\$0.00
675.8	Telephone	\$8,600.00	\$7,478.44	\$8,600.00	\$0.00
	Travel Expense/Training	\$3,000.00	\$1,478.04	\$3,200.00	\$200.00
	Distribution System RESERVE				\$0.00
					\$0.00
	Total Exp	\$1,311,790.50	\$1,023,102.81	\$1,403,479.50	\$91,689.00
		\$0.00	\$19,308.40	\$0.00	\$0.00
	Net Diff Income/Exp				\$0.00

## Annual Review and Pay Scale Advancement Schedule

- 1) Each employee will receive their annual review by April 15 of each year.
- 2) If employee is eligible for a Pay Scale Advance the Advance will be effective July 1 of that year.
- 3) New employees hired on a date other than July 1 will receive as part of their hiring package incremental reviews and wage increases if needed to equitably advance them to the citywide annual review date (April 15) and wage increase date (July 1).
- 4) Should an employee be granted a Pay Scale Advancement outside of this schedule, they will still be provided an annual review by April 15. Their next advancement on the Pay Scale will be determined by the Pay Scale parameters of their new placement.

The first citywide annual review date will be April 15, 2026.

In 2025 all employee reviews will be completed by June 15, 2025. Any Pay Scale advancements associated with the June 15, 2025 reviews will be effective July 1, 2025 so that all existing employees are synchronized as of July 1, 2025.

Effective June 9, 2025





April 8, 2025

Ms. Jamila Jones-Fleet, President  
Innovative Community Solutions, Inc  
484 Williamsport Pike Suite 35  
Martinsburg, West Virginia 25404

Dear Ms. Jones-Fleet:

Subject: Weaver-Gillison House Structural Assessment - Summary  
Washington and Boundary St  
Harpers Ferry, Berkeley County, West Virginia  
CEC Project 337-017

Civil & Environmental Consultants, Inc. (CEC) performed preliminary visual structural assessment of the Weaver-Gillison house located at Washington and Boundary Street in Harpers Ferry, West Virginia. This is a summary of the original assessment report dated February 7, 2025. This summary is based on conditions that were generally applicable as of December 10, 2024.

## 1.0 STRUCTURAL SYSTEM

The building is two (2) stories high above grade and has a non-habitable crawlspace below the ground floor. According to our review of historic data, the building was constructed in three (3) stages. The structure of the first two (2) construction phases consisted of timber-framed construction supported on a rubble stone wall foundation. The third construction phase consisted of an elevated timber-framed porch supported on concrete masonry unit (CMU) foundation wall and concrete floor slab.

## 2.0 SUMMARY OF EXISTING CONDITION AND OBSERVATIONS

### 2.1 General

The following paragraphs describe the condition of the structural components observed at the subject building during our site visit.

### 2.2 Exterior Observations

Multiple defects were observed at the exterior of the building, including the following.

- Deteriorated and dislodged timber cladding, as well as deteriorated timber trim on the wall from moisture ingress, leaving gaps in the walls at some locations.
- Deteriorated roof rafters due to water ingress at some locations and deteriorated metal fascia board.
- Cracked and deteriorated plaster coating on CMU foundation wall.
- Cracking, spalling, and heaving of the concrete floor slab.
- Severely deteriorated roof framing and decking at the porch.
- Widespread deterioration of the rubble stone foundation walls.



### 2.3 Interior Observations

Several defects were observed inside the building, including the following.

- Extensive water damage to the ceiling and wall framing and sheathing and holes in the floorboards.
- Separation gap between the second and first additions, at the entrance to the kitchen.
- The floor is caving in towards the northwest corner of the kitchen.
- Badly damaged and cave in of the ceiling towards the north side of the kitchen. Damage affects the floorboards and joists of the second floor above.
- Separation gap between the east wall and the north wall of the kitchen.
- Floors slope downward towards the center partition wall in each of the living rooms.
- Separation gaps between the west and east walls of the first addition and the original construction on the second floor.
- Damaged ceiling and floor around the pilaster on the east side of the north bedroom on the second floor.
- Widespread cracking and damage to the north wall on the second-floor.
- Buildup of mildew on the walls and ceiling, as well as damaged floor in the bathroom.
- Extensive damage to the floor and ceiling was observed in the south bedroom.

### 2.4 Roof

Damage to framing indicates widespread roof damage and leaking.

### 2.5 Crawlspace

- CMU foundation walls of the second addition are in generally poor condition.
- The rubble stone foundation walls show evidence of weathering/mortar erosion and dislodged stone at multiple locations.
- The concrete slab has areas of exposed metal, cracking, spalling, and efflorescence.
- Deteriorated timber floor framing of the first floor were observed.
- Several timber posts used to support the floor above were observed out of plumb.

## 3.0 **RECOMMENDATIONS**

### 3.1 General

From the findings of the site visit, the structural deterioration observed throughout the building is significant. It is CEC's understanding that ICS would like to save the building due to its historic significance. The following measures are recommended to repair the damage to limit further deteriorations and restore the building. A licensed Architect, preferably with experience in restoration of historic buildings, should be consulted for development of construction documents. Any repairs should be performed by a licensed contractor.

### 3.2 Exterior Recommendations

- The damaged timber cladding and trim should be replaced. Due to significant moisture damage, the west wall (including timber cladding and trim) should be entirely replaced.
- The deteriorated roof and fascial boards should be repaired.
- The CMU foundation walls should be repointed, and all cracks should be repaired. The foundation at the southwest corner of the building should be evaluated for settlement, and potential settlement repaired.
- The concrete slab should be replaced due to the heaving, cracking, and spalling at various locations. Alternatively, the concrete slab may be repaired by providing additional support underneath, filling the cracks, and providing a structural leveling layer on top.
- The roof and porch structure should be repaired.
- The rubble stone foundation wall of the first addition should be repointed. Dislodged/missing stones should also be replaced. Roots penetrating into the foundation wall should be removed.

### 3.3 Interior Recommendations

Due to the extensive damage observed inside the building, all the damaged elements should be fully replaced.

### 3.4 Roof

The roof of the building should be repaired/replaced to protect the structure from damage due to water infiltration.

### 3.5 Crawlspace

Recommendations previously given for the repair/replacement of CMU foundation walls, rubble stone foundation walls, and the concrete slab applies to the crawlspace. Additionally, protective cover against corrosion (in the form of epoxy coating and mortar) should be provided for the exposed metal under the concrete slab should a repair option be chosen.

## 4.0 CLOSING


CEC appreciates the opportunity to provide engineering services to ICS. Please feel free to contact us if you have any questions or need additional information regarding this report.

Respectfully submitted,

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.



Jonas Kavi, Ph.D., P.E.  
Project Manager



Robert T. Johnson, P.E.  
Vice President

**Invoice**

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

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

March 1, 2025  
Project No: 337-017  
Invoice No: 462866

Project 337-017 Weaver-Gillison House

Email: jamila.fleet@ics-wv.com

**Professional Services through February 8, 2025**

Task	2000	Structural Evaluation and Assessment
<b>Lump Sum</b>		
Total Fee	9,000.00	
Percent Complete	77.7778	
	Total Earned	7,000.00
	Previous Fee Billing	0.00
	Current Fee Billing	7,000.00
	<b>Total Fee</b>	<b>7,000.00</b>
	<b>Total this Task</b>	<b>\$7,000.00</b>
	<b>Amount Due This Invoice</b>	<b>\$7,000.00</b>

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

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



Civil & Environmental Consultants, Inc.

April 8, 2025

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Innovative Community Solutions, Inc  
484 Williamsport Pike Suite 35  
Martinsburg, West Virginia 25404

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Harpers Ferry, Berkeley County, West Virginia  
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## 4.0 CLOSING

CEC appreciates the opportunity to provide engineering services to ICS. Please feel free to contact us if you have any questions or need additional information regarding this report.

Respectfully submitted,

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.

  
Jonas Kavi, Ph.D., P.E.  
Project Manager

  
Robert T. Johnson, P.E.  
Vice President

**Invoice**

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

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

March 24, 2025  
Project No: 337-017  
Invoice No: 465308

Project 337-017 Weaver-Gillison House

Email: jamila.fleet@ics-wv.com

**Professional Services through March 1, 2025**

Task 1000 Boundary Survey

Completion of Survey Work.

**Lump Sum**

Total Fee	10,000.00			
Percent Complete	100.00	Total Earned	10,000.00	
		Previous Fee Billing	7,000.00	
		Current Fee Billing	3,000.00	
		<b>Total Fee</b>		<b>3,000.00</b>
		<b>Total this Task</b>		<b>\$3,000.00</b>

Task 2000 Structural Evaluation and Assessment

**Lump Sum**

Total Fee	9,000.00			
Percent Complete	100.00	Total Earned	9,000.00	
		Previous Fee Billing	7,000.00	
		Current Fee Billing	2,000.00	
		<b>Total Fee</b>		<b>2,000.00</b>
		<b>Total this Task</b>		<b>\$2,000.00</b>

Task PROP Proposal

**Lump Sum**

Total Fee	2,000.00			
Percent Complete	100.00	Total Earned	2,000.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	2,000.00	
		<b>Total Fee</b>		<b>2,000.00</b>

Project	337-017	Weaver-Gillison House	Invoice	465308
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<b>Total this Task</b>	<b>\$2,000.00</b>
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<b>Amount Due This Invoice</b>	<b>\$7,000.00</b>
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Remit to:  
Civil & Environmental Consultants, Inc.  
PO Box 644246  
Pittsburgh, PA 15264-4246

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



Attachment  
Item 5.c.i.

## MAY 2025 POLICE REPORT

ACCIDENTS 0

CALL OUTS 0

ASSISTS 9

CITATIONS 218

Driving Suspended	1
Insurance	2
MVI	3
Parking	203
Registration	6
Speeding	3

INCIDENTS 265

911 Hang Up	1
Assist Other Departments	9
Building Check	5
Citizen Assist	2
Directed Patrol	70
Disabled Vehicle	1
Disturbance	2
Drowning	1
EMS Assist	1
Follow-Up	2
Foot Patrol	6
Found Person	1
Found Property	2
Lock Out - Residential	1
Missing Person	1
Mutual Aid - Law	1
Mutual Aid - Fire	1
Open Door	1
Out of Car	11
Parking	16
Public Service	6
Road Patrol	106
Special Event	2
Suspicious Activity	1
Traffic Stops	12
Transport	2
Welfare Check	1

*Attachment*  
*Item 5.d.i.*

# 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: 6/9/25

Report on activities for the Month of May 2025

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

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
5/12/25	J. Stettes 240 High Street	Rezoning Request from Residential to Commercial	Application sent to Planning Commission for their review. At the conclusion of the PC's May 20 <sup>th</sup> meeting, Applicant withdrew the request.	No	File Closed 5/21/25.
5/20/25	P. Tertell 300 Henry Clay Street	ZCPA #2025-017 – Replace window.	Application sent to HLC chair. Per HLC, window meets the guidelines.	No	Permit Issued 5/28/25
5/29/25	Ehmer Builds Block LL, Lot 4 Fillmore St.	ZCPA #2025-018 New Home Construction	Application under review.	Yes	
5/29/25	Brick Street Homes Block LL, Lot 5 Fillmore St.	ZCPA #2025-019 New Home Construction	Application under review.	Yes	
5/29/25	Brick Street Homes Block LL, Lot 8 Fillmore Street	ZCPA #2025-020 New Home Construction	Application under review.	Yes	
5/29/25	Ehmer Builds Block LL, Lot 9 Fillmore Street	ZCPA #2025-021 New Home Construction	Application under review.	Yes	

#### Updates for the month of May 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
4/7/25	Harvest Homes Block P, Lot 17 Putnam St	ZCPA #2025-011 New Home Construction	HLC approved application with minor changes. Waiting for additional information from the applicant.	Yes	

4/7/25	Harvest Homes Block P, Lot 18 Putnam St	ZCPA #2025- 012 New Home Construction	HLC approved application with minor changes. Waiting for additional information from the applicant.	Yes	
4/11/25	S. Jimenez 575 McDowell St.	ZCPA #2025- 013 Exterior Modifications	The applicant took HLC's suggested modification and resubmitted it. Upgrades met guidelines.	No	Permit Issued 5/28/25
4/24/25	S. Rough 915 Fillmore St.	ZCPA #20225- 14 Installation of fence, shed, and parking pavers.	Waiting for materials list from applicant.	Yes	
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.	Yes	
2/13/25	E. Love 970 Washington Street	ZCPA #2025- 008 Exterior modifications.	Both HLC and BZA approved modification per the application.	No	Permit Issued 5/22/25
12/22/24	J. Sayed 168 High Street	ACPA #2024- 0033 – Replacement windows, posts for lights	HLC at their 5/14/25 meeting did not approve the window change. BZA at their 5/19/25 hearing approved the front door change but requested additional information on the windows.	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	

**Other information to report during the month of May 2025:**

5/10/25 Sent letter regarding lawn maintenance under Ordinance 1109 to 7 Residents.

5/21/25 Performed rough-in framing inspection at 710 Fillmore Street.

5/21/25 Met with contractor to review plans for home to be built on Putnam Street.

Submitted by: Kevin Hamilton  
Kevin Hamilton, OCO

Rev 3-6-19

*Attachment  
Item 5. f. i.*

## **Tree Plan for 2025** (updated 5/29/25)

### **Tree Work to be done by contractor:**

270 Washington. Crown prune Kousa Dogwood.

344 Washington. Crown prune hawthorn west of 344.

344 Washington. Remove Norway maple. Leave stump at height of metal pole. (Metal bar embedded in it; rusted metal is visible on east side)

400 block of Washington across from Henry Clay Street - crown prune Hawthorn

437 Washington. Crown prune Hawthorn (near Hilltop House sign).

490 Washington. Crown prune hawthorn.

491 Washington. ID all tree saplings in the row east of 491. Remove (and poison?) if it will be big.

867 Washington - Remove dogwood, grind stump

957 Washington. Elevate sweet gum near Harpers Ferry entrance sign (west of 957).

900 block West Ridge (dead end) south side: Elevate biggest tree. Remove boxelder that has all the weight leaning north.

980 West Ridge. Elevate tree that is growing around the pole holding cable lines.

990 West Ridge St - little green house. Remove little mulberry; cut dead limbs out of big trees (which are close together).. Cut back mulberry that is growing between the big trees.

1030 West Ridge St (Mt Zion church): shape 3 larger redbuds in right of way on east side of church.

640 East Ridge 3 large silver maples: remove and grind stumps.

791 East Ridge: Grind stump on corner.

Downing Spur. Cut down tree on north (remove fencing) that is behind 1129 W Ridge Street; leave stump.

Downing Spur. Cut off low branch of tree at end of pavement on north side; elevate tree on south side of road.

316 Fillmore- east of this house (at York St intersection). Elevate silver maple.

370 Fillmore. Crown prune crabapple and hawthorn.

578 Fillmore. Remove stump, but leave little dogwood. Cut mulberry stump at ground level.

301 Gilmore. Walnut tree on north side: remove the 2 big limbs that are lowest and over the street; remove dead wood. (Will need permission to use driveway to avoid power lines.)

Franklin Street beside 1000 West Ridge: remove 2 silver maples.

Franklin paper street (north of Putnam St). (Town will need to remove post in the paper street to allow access of tree contractor vehicles.) From south to north on east side of paper street:

\*Remove boxelder next to Putnam St;

\*Keep the hackberry

- \*Remove two trees growing together;
- \*Keep big tree next to fence;
- \*Keep big tree next to fence and clean up tree in front of it;
- \*Remove trunk (dead tree remainder);
- \*Remove small Kentucky Coffee tree;
- \*Keep two big Kentucky Coffee trees;
- \*Remove 4 Ailanthus. (Tree Commission will poison trees in July.)
- \*Cut and grind down bamboo in the right of way.

### **Tree Work to be done by volunteers**

Treat ailanthus on Franklin paper street in mid July to prevent regrowth after trees are removed.

Eradicate ivy on street trees as needed.

896 Fillmore: cut back limbs on sycamore heading to road.



Attachment  
Item 5. i. ii

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
ORDINANCE # 2025-01**

An ordinance of The Corporation of Harpers Ferry, West Virginia, amending, the Code of Ordinances of Harpers Ferry, including various Articles and Sections; amending, updating and correcting West Virginia Code References cited per amendments and updates per the current West Virginia State Code; adopting text amendments as presented. Repealing all ordinances or parts of ordinances in conflict therewith; providing for severability; providing an effective date.

**NOW THEREFORE BE** it enacted and ordained by the Town Council of The Corporation of Harpers Ferry, that Articles and Sections citing West Virginia State Code References within the Codified Ordinances of Harpers Ferry shall be amended and re-enacted to read as follows:

**ITEM 1: ARTICLE 527 - Noise**

**CROSS REFERENCES**

West Virginia Code ~~§8-12-5(23)~~ **(22), (43) – General Powers of Every Municipality and Governing Body thereof.**  
~~provides municipalities with the authority to eliminate hazards to public health and safety and to abate public nuisances, which in the opinion of the Council of the Corporation of Harpers Ferry, includes excessive noise.~~

The following sections of Harpers Ferry ordinances apply:

~~Ord. 505.04 – Barking or howling dogs~~ **Article 505, Section 505.04 – Animal and fowl nuisance vocalizations.**

~~Ord. 509.06 – Breach of Peace~~ **Article 509, Section 509.01 – Disorderly Conduct.**

~~Ord. 509.01 – Disorderly Conduct~~ **Article 509, Section 509.04 – Disturbing the peace.**

**Article 509, Section 509.06 – Breach of peace.**

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
ORDINANCE # 2025-01**

**ITEM 2:        ARTICLE 1302- Words, Terms, Phrases**

CROSS REFERENCES

~~Words, terms and phrases—see generally WV Code 8A-1-2 et seq.~~

**WV Code § 8A-1-2 – Definitions et seq. (Chapter 8A. Land Use Planning)**

**ITEM 3:        ARTICLE 103 - Elections**

CROSS REFERENCES

~~Nomination and election—see Charter Sec. 11 et seq.~~

~~Municipal elections—see WV Code 3-1-2a~~

~~Municipal voting precincts—see WV Code 3-1-6~~

~~Municipal precinct registration records—see WV Code 3-1-27~~

~~Absentee voting in municipal elections—see WV Code 3-3-13~~

~~Integration of municipal elections with systems of permanent registration—see WV Code 8-5-13~~

~~Special elections—see WV Code 8-5-15a~~

**The Corporation of Harpers Ferry Charter, SECTION 11 – Nomination and election. et seq.**

**WV Code §3-1-2a. Municipal elections.**

**WV Code §3-1-6. Municipal voting precincts.**

**WV Code §3-1-27. Municipal precinct registration records.**

**WV Code §3-3-13. Absentee voting in municipal elections.**

**WV Code §8-5-13. Integration of municipal elections with systems of permanent registration.**

**WV Code §8-5-15a. Special municipal elections not otherwise provided for.**

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
ORDINANCE # 2025- 01**

**ITEM 4:        ARTICLE 101 – Codified Ordinances**

CROSS REFERENCES

See sectional histories for similar State law.

~~Maximum penalty permitted — see WV Code 8-11-1, 8-12-5 (57).~~

~~Authority to impose penalties — see WV Code 8-11-1, 8-12-2 (11).~~

~~Codification of ordinances — see WV Code 8-11-4 (b).~~

WV Code §8-11-1- Ordinances to make municipal powers effective, et seq.

WV Code §8-12-5 (57) - General Powers of Every Municipality and Governing Body thereof.

WV Code §8-12-2 (a) (11) – Home rule powers for all cities.

WV Code 8-11-4 – Ordinance procedures.

**ITEM 5:        ARTICLE 111 – Town Council**

CROSS REFERENCES

~~Open meeting law — see WV Code 6-9A.~~

~~Composition — see WV Code 8-5-7.~~

~~Oath — see WV Code 8-5-8.~~

~~Term — see WV Code 8-5-9.~~

~~Vacancies — see WV Code 8-5-10.~~

~~Proceedings — see WV Code Art. 8-9.~~

~~General powers — see WV Code Art. 8-12.~~

~~Adoption of rules — see WV Code 8-12-5(45).~~



**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
ORDINANCE # 2025- 01**

70

71 WV Code §6-9A – OPEN GOVERNMENTAL PROCEEDINGS.

72 WV Code §8-5-7 – Certain officers; et seg.

73 WV Code §8-5-8 – Oath of office.

74 WV Code §8-5-9 - Terms of office.

75 WV Code §8-5-10 – Vacancies in office; how filled.

76 WV Code §8-9 – PROCEEDINGS OF GOVERNING BODIES

77 WV Code §8-12 – GENERAL AND SPECIFIC POWERS, DUTIES AND ALLIED RELATIONS et seg.

78 WV Code §8-12-5 - General Powers of Every Municipality and Governing Body thereof.

79

80 **ITEM 6:        ARTICLE 113 – Ordinances and Resolutions**

81

CROSS REFERENCES

82 ~~To make powers effective – see WV Code 8-11-1~~

83 ~~Delegating discretion – see WV Code 8-11-2~~

84 ~~Action required to be by ordinance – see WV Code 8-11-3, 8-5-12~~

85 ~~Procedures – see WV Code 8-11-4~~

86 ~~Penalty limitations – see WV Code 8-12-5(57), 8-11-1~~

87

88 WV Code §8-11-1 - Ordinances to make municipal powers effective, et seg.

89 WV Code §8-11-2 – Validity of ordinances delegating discretion.

90 WV Code §8-11-3 – Cases requiring enactment of ordinance.

91 WV Code §8-11-4 – Ordinance procedures.

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
ORDINANCE # 2025- 01**

WV Code §8-12-5 (14), (22), (43), (44), (48), (52), (57), (59)- General Powers of Every Municipality and Governing

Body thereof.

WV Code §8-5-12 – Compensation of officers and employees.

**ITEM 7: ARTICLE 129 – Ordinances and Resolutions**

CROSS REFERENCES

~~Power of governing body—see WV Code 8-15-1~~

~~Fire protection contracts—see WV Code 8-15-3, 8-12-5(56)~~

~~Volunteer fire companies—see WV Code 8-15-4 et seq.~~

~~Paid fire departments—see WV Code 8-15-9 et seq.~~

~~Civil service—see WV Code 8-15-11 et seq.~~

~~Pension and relief fund—see WV Code 8-22~~

~~Authority of local fire departments—see WV Code 29-3A~~

WV Code §8-12-5 (14), (56)- General Powers of Every Municipality and Governing Body thereof.

WV Code §8-15-1 – Power and authority of governing body as respect to fires.

WV Code §8-15-3 - Municipalities empowered and authorized to contract for prevention and extinguishment  
of fires beyond the corporate limits.

WV Code §8-15-4 - Power and authority to form fire companies, et seq.

WV Code §8-15-9 - Establishment and maintenance of paid fire department.

WV Code §8-15-11 - Qualifications for appointment or promotion to positions in paid fire departments, et seq.

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
ORDINANCE # 2025-01**

WV Code §8-22 – RETIREMENT BENEFITS GENERALLY, et seq.

WV Code §29-3A - AUTHORITY OF LOCAL FIRE DEPARTMENTS

**ITEM 8:       ARTICLE 135– Library Board of Directors**

CROSS REFERENCES

~~Authority to establish library—see WV Code 8-12-5(38)~~

~~Public libraries—see WV Code 10-1~~

WV Code §8-12-5 (35), (36), (37), (38), (48), (52) - General Powers of Every Municipality and Governing Body thereof.

WV Code §10-1 - PUBLIC LIBRARIES

**ITEM 9:       ARTICLE 139 – Employment Provisions**

CROSS REFERENCES

~~Compensation of officers and employees—see WV Code 8-5-12~~

~~Conflict of interest—see WV Code 8-5-19~~

~~Bonds—see WV Code 8-12-5(46), (47); 6-2-11~~

~~Reimbursement of employment applicant—see WV Code 8-12-5(53)~~

~~Employee benefit fund—see WV Code 8-12-5(55)~~

~~Insurance and indemnification—see WV Code 8-12-7 et seq.~~

~~Retirement benefits—see WV Code 8-22~~

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
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WV Code §8-5-12 - Compensation of officers and employees.

WV Code §8-5-19 - Charter or ordinance provisions pertaining to conflict of interest; et seg.

WV Code §8-12-5 (45), (46), (47), (53), (55), (58) - General Powers of Every Municipality and Governing Body thereof.

WV Code §8-12-7 - Power and authority to purchase insurance and to indemnify officers, agents and employees.

WV Code §8-22 – RETIREMENT BENEFITS GENERALLY, et seg.

WV Code §6-2-11 - Bonds of municipal officers.

**ITEM 10:        ARTICLE 303 – Traffic Control Devices**

CROSS REFERENCES

See sectional histories for similar State law.

~~Authority to place traffic control devices — see WV Code 17C-2-8(a)(2), 17C-3-3.~~

~~Placing traffic control devices on State highways — see WV Code 17C-2-8(b), 17C-3-2.~~

~~Local regulations requiring traffic control devices — see WV Code 17C-2-8(c).~~

~~Traffic violations in construction zones. — see WV Code 17C-3-4b.~~

~~Traffic control devices defined — see Ord. 301.43.~~

~~Traffic control signal defined — see Ord. 301.44.~~

WV Code §17C-2-8(a)(2) - Regulating traffic by means of police officers or traffic-control devices

WV Code §17C-2-8(b) - No local authority shall permit any parking on any state highway, or erect or maintain any

stop sign or traffic- control device, et seg.



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WV Code §17C-2-8(c) - No ordinance or regulation enacted under subdivisions (4), (5), (6), (7), or (10), of subsection (a) of this section shall be effective until, et seg.

WV Code §17C-3-2 - Placing and maintaining traffic-control devices and signs on state highways.

WV Code §17C-3-3 - Local traffic-control devices.

WV Code §17C-3-4(b) - Obedience to traffic-control devices; et seg.

Harpers Ferry Code of Ordinances

Refer to Article 301, Section 301.43 - Traffic control devices defined.

Refer to Article 301, Section 301.44 - Traffic control signal defined.

**ITEM 11: ARTICLE 305 – Driving Under the Influence; Reckless Driving**

CROSS REFERENCES

See sectional histories for similar State law.

~~Authority to prohibit driving under the influence—see WV Code 8-12-5(21)~~

~~Compliance with State law—see WV Code 17C-5-11a~~

~~Implied consent—see WV Code 17C-5~~

WV Code §8-12-5 (13), (20), (22), (43), (47), (57) - General Powers of Every Municipality and Governing Body thereof.

WV Code §17C-5 - SERIOUS TRAFFIC OFFENSES.

WV Code §17C-5-11(a) - Municipal ordinances to contain same elements as offenses under this article; et seg.

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
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175

176 **ITEM 12: ARTICLE 311 – Safety and Equipment**

177

CROSS REFERENCES

178 See sectional histories for similar State law.

179 ~~Obscured light on vehicles in combination—see WV Code 17C-15-13~~

180 ~~Warning devices for commercial vehicles—see WV Code 17C-15-39~~

181 ~~Bicycle equipment—see Ord. 318~~

182

183 WV Code §17C-15-13 - Visibility distance and mounted height of lamps.

184 WV Code §17C-15-39 - Flares and other warning devices to be carried in certain vehicles.

185

Harpers Ferry Code of Ordinances

186 Refer to Article 318 - Bicycles.

187

188 **ITEM 13: ARTICLE 312 – Vehicles Weights, Loads and Towing**

189

CROSS REFERENCES

190 See sectional histories for similar State law.

191 ~~Authority to designate weight limits on local streets—see WV Code 17C-2-8(a)(7)~~

192 ~~Authority to permit oversized buses—see WV Code 17C-17-2(b)~~

193 ~~Red light or flag on extended load—see Ord. Art. 345.07~~

194 ~~Transporting explosives—see Ord. Art. 345.27~~



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195

196 WV Code §17C-17 – SIZE, WEIGHT AND LOAD (CH 17C-Traffic Regulations and Laws of the Road)

197 Harpers Ferry Code of Ordinances

198 Refer to Article 313 – Restrictions on Vehicle Operations

199 Refer to Article 545 – Weapons and Explosives

200

201 ITEM 14: ARTICLE 313 – Restrictions on Vehicle Operations

202 CROSS REFERENCES

203 See sectional histories for similar State law.

204 ~~Obedience to traffic control devices – see Ord. Art. 313.01~~

205

206 ITEM 15: ARTICLE 314 – Vehicle Registrations; Driver's License

207 CROSS REFERENCES

208 ~~Impounding unlicensed vehicle – see Ord. Art. 303.07~~

209 ~~Illumination of license plate – see Ord. Art. 345.05(c)~~

210

211 ITEM 16: ARTICLE 317 – Pedestrians

212 CROSS REFERENCES

213 See sectional histories for similar State law.

214 ~~Pedestrian defined – see Ord. 301.21~~

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
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215 ~~Pedestrian at traffic signal—see Ord. 303.03~~

216 ~~Pedestrian control signal—see Ord. 303.04~~

217 WV Code §17C-10 - PEDESTRIANS' RIGHTS AND DUTIES.

218 Harpers Ferry Code of Ordinances

219 Refer to Article 301, Section 301.21 – Pedestrian defined.

220 Refer to Article 303, Section 303.03 – Traffic control signals terms and lights.

221 Refer to Article 303, Section 303.04 – Pedestrian control signals defined.

222

223 ITEM 17: ARTICLE 318 – Bicycles

224 CROSS REFERENCES

225 See sectional histories for similar State law.

226 ~~Authority to regulate bicycle operation—see WV Code 17C-2-8(a)(8)~~

227 ~~Bicycle defined—see Ord. 301.03~~

228 ~~Moped equipment and operation—see Ord. 311.29~~

229

230 WV Code §17C-2-8(a)(8) - Regulating the operation of bicycles, et seq.

231 Harpers Ferry Code of Ordinances

232 Refer to Article 301, Section 301.03 – Bicycle defined.

233 Refer to Article 311, Section 311.29 – Safety equipment for motorcyclists, motorcycles, motor-driven cycles and

234 mopeds.

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
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235

236 **ITEM 18: ARTICLE 320 – Pedestrians**

237 CROSS REFERENCES

238 See sectional histories for similar State law.

239 ~~Authority to regulate the standing or parking of vehicles—see WV Code 17C-2-8(a)(1)-~~

240 ~~Authority to regulate parallel and angle parking—see WV Code 17C-13-4~~

241 ~~Impounding of abandoned vehicles—see Ord. 302.07~~

242 ~~Duty to stop engine, set brake on grade and remove key—see Ord. 313.01~~

243

244 WV Code §17C-2-8(a)(1) - Regulating the standing or parking of vehicles.

245 WV Code §17C-13-4 - Right and left parallel parking; angle parking; et seq.

246 Harpers Ferry Code of Ordinances

247 Refer to Article 302, Section 302.07 – Impounding of vehicles; redemption.

248 Refer to Article 313, Section 313.01 – Unattended motor vehicle.

249

250 **ITEM 19: ARTICLE 505 – Animals and Fowl.**

251 CROSS REFERENCES

252 ~~Authority to regulate the keeping of animals—see WV Code 8-12-5(26)-~~

253 ~~Authority to prevent ill treatment of animals—see WV Code 8-12-5(27)-~~

254 ~~Domestic animal tax—see WV Code 8-13-10-~~

255 ~~Disposing of dead animals—see WV Code 16-9-3-~~

256 ~~Diseases among domestic animals—see WV Code 19-9-~~

257 ~~Dogs generally—see WV Code 19-20-~~

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258 ~~Vaccination of dogs—see WV Code 19-20A-~~

259 ~~Hunting—see WV Code 20-2-~~

260 ~~Urban deer management—see WV Legislative Rule, Title 58, Series 45~~

261

262 WV Code §8-12-5 (22), (25), (26), (57) - General Powers of Every Municipality and Governing Body thereof.

263 WV Code §8-13-10 - Domestic animal tax.

264 WV Code §16-9-3 - Depositing dead animals or offensive substances, et seg.

265 WV Code §19-9 - DISEASES AMONG DOMESTIC ANIMALS.

266 WV Code §19-20 - DOGS AND CATS.

267 WV Code §19-20A - VACCINATION OF DOGS AND CATS FOR RABIES.

268 WV Code §20-2 - WILDLIFE RESOURCES.

269 WV Code of State Rules, Agency 58 - Natural Resources, Title 58 - LEGISLATIVE EXEMPT RULE BUREAU OF

270 COMMERCE DIVISION OF NATURAL RESOURCES, Series 58-45 - Hunting and Trapping Rules

271

272 ITEM 20: ARTICLE 507— Dogs.

273 ARTICLE 507 – Dogs and Cats

274 CROSS REFERENCES

275 ~~Authority to regulate the keeping of animals—see WV Code 8-12-5(26)-~~

276 ~~Domestic animal tax—see WV Code 8-13-10-~~

277 ~~Dogs generally—see WV Code 19-20-~~



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278 ~~Cruelty to dogs and cats—see Ord. 505.02-~~

279 ~~Barking or howling dogs—see Ord. 505.04~~

280

281 WV Code §8-12-5 (22), (25), (26), (57) - General Powers of Every Municipality and Governing Body thereof.

282 WV Code §8-13-10 - Domestic animal tax.

283 WV Code §19-20 - DOGS AND CATS.

284 WV Code §19-20A - VACCINATION OF DOGS AND CATS FOR RABIES.

285 Harpers Ferry Code of Ordinances

286 Refer to Article 505, Section 505.02 - Cruelty to dogs and cats.

287 Refer to Article 505, Section 505.04 - Animal or fowl nuisance vocalizations.

288

289 ITEM 21: ARTICLE 509 – Disorderly Conduct and Disturbance of Peace

290 CROSS REFERENCES

291 ~~Authority to maintain order—see WV Code 8-12-5(19), (44)-~~

292 ~~Crimes against the peace—see WV Code 61-6-~~

293 ~~Intoxication or drinking in public places—see Ord. 521.06-~~

294 ~~Breach of peace with weapon—see Ord. 545.02~~

295

296 WV Code §8-12-5 (12), (13), (15), (16), (18), (19), (20), (22), (24), (42), (43), (57) - General Powers of Every

297 Municipality and Governing Body thereof.

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
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WV Code §61-6 - CRIMES AGAINST THE PEACE.

Harpers Ferry Code of Ordinances

Refer to Article 521, Section 521.06 - Intoxication or drinking in public places, et seg.

Refer to Article 545, Sections 545.03, 545.08, 545.09 – Breach of the peace with weapons or explosives generally.

ITEM 22: ARTICLE 517 – Indecency and Obscenity.

CROSS REFERENCES

See sectional histories for similar State law.

~~Authority to prohibit distribution of obscene literature—see WV Code 8-12-5(17)~~

~~Authority to suppress houses of ill fame—see WV Code 8-12-5(18)~~

~~Authority to prevent indecent practices—see WV Code 8-12-5(19)~~

~~Equitable remedies—see WV Code 61-9~~

WV Code §8-12-5 (12), (13), (15), (17), (18), (19), (22), (43), (47), (57) - General Powers of Every Municipality  
and Governing Body thereof.

WV Code §61-9 - EQUITABLE REMEDIES IN AID OF CHASTITY, MORALITY AND DECENCY.



**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
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318 **ITEM 23        ARTICLE 521 – Liquor Control.**

319 CROSS REFERENCES

320 See sectional histories for similar State law.

321 ~~Authority to regulate liquor sales—see WV Code 8-12-5(20)~~

322 ~~Non-intoxicating beer—see WV Code 11-16~~

323 ~~Local option—see WV Code 60-5 Search warrants—see WV Code 60-6-18~~

324 ~~Public drunkenness—see Ord. 517.05~~

325

326 WV Code §8-12-5 (12), (13), (18), (19), (20), (22), (33), (42), (43), (57) - General Powers of Every Municipality  
327 and Governing Body thereof.

328 WV Code §11-16 – NON-INTOXICATING BEER.

329 WV Code §60-5 - LOCAL OPTION ELECTIONS. (STATE CONTROL OF ALCOHOLIC LIQUORS.)

330 WV Code §60-6-18 - Search warrants. (STATE CONTROL OF ALCOHOLIC LIQUORS.)

331 Harpers Ferry Code of Ordinances

332 Refer to Article 517, Section 517.05 - Profane swearing and drunkenness.

333 Refer to Article 521, Section 521.06 - Intoxication or drinking in public places, et seg.

334

335 **ITEM 24        ARTICLE 522 – Substance Control.**

336 CROSS REFERENCES

337 See sectional histories for similar State law.

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338 ~~Uniform Controlled Substance Act—see WV Code 60A-~~

339 ~~Regulation of controlled substances—see WV 60A-4-401-~~

340 ~~Authority to prevent public injury—see WV Code 8-12-5(13)-~~

341 ~~Authority to prevent illegal sale—see WV Code 8-12-5(20)-~~

342 ~~Authority to promote order—see WV Code 8-12-5(44)-~~

343 ~~Authority to provide penalties—see WV Code 8-12-5(57)-~~

344

345 WV Code §8-12-5 (13), (18), (17), (20), (22), (33), (39), (40), (43), (47), (52), (56), (57), (59)- General Powers of

346 Every Municipality and Governing Body thereof.

347 WV Code §60A - UNIFORM CONTROLLED SUBSTANCES ACT.

348 WV §60A-4-401 - Prohibited acts; penalties

349

350 ITEM 25        ARTICLE 533 – Offenses Relating to Property.

351 CROSS REFERENCES

352 See sectional histories for similar State law.

353 ~~Authority to regulate advertising—see WV Code 8-12-5(31)-~~

354 ~~State law provisions—see WV Code 61-3~~

355

356 WV Code §8-12-5 (10), (13), (16), (17), (18), (20), (22), (30), (43), (47), (57) - General Powers of Every

357 Municipality and Governing Body thereof.

358 WV Code §61-3 - CRIMES AGAINST PROPERTY.

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359

360

361 **ITEM 26            ARTICLE 545– Weapons and Explosives.**

362

CROSS REFERENCES

363 See sectional histories for similar State law.

364 ~~Authority to prohibit carrying weapons—see WV Code 8-12-5(16)~~

365 ~~Limitations on power to restrict ownership—see WV Code 8-2-5a~~

366 ~~Dangerous weapons—see WV Code 61-7~~

367

368 WV Code §8-12-5 (15), (57) - General Powers of Every Municipality and Governing Body thereof.

369 WV Code §61-7 - DANGEROUS WEAPONS.

370

371 **ITEM 27            ARTICLE 901 – Water Commission.**

372

CROSS REFERENCES

373 ~~General powers of municipality—See WV Code 8-12-5(32)~~

374 ~~Operation of municipal waterworks—See WV Code 8-19-1~~

375 ~~Schedule of rates & charges—See Ord. 905~~

376

377 WV Code §8-12-5 (31), (32) - General Powers of Every Municipality and Governing Body thereof.

378 WV Code §8-19-1 - Acquisition and operation of municipal and county waterworks and electric power

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
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379 systems; et seq.

380

381 Harpers Ferry Code of Ordinances

382 Refer to Article 905 - Water.

383

384 ITEM 28      ARTICLE 909 – Streets.

385 CROSS REFERENCES

386 ~~General power to regulate—see WV Code 8-12-5(1)~~

387 ~~Connection to State road system—see WV Code 17-4-26 et seq.~~

388 ~~Street obstructions—see Ord. Art. 311.01~~

389

390 WV Code §8-12-5 (1), (2), (3), (4), (5) - General Powers of Every Municipality and Governing Body thereof.

391 WV Code §17-4-26 - Municipal streets and bridges and free bridges designated as connecting part of state

392 road system -- Authorized.

393 Harpers Ferry Code of Ordinances

394 Refer to Article 311, Section 311.01 - Driving unsafe vehicles; application; farm and road equipment exceptions.

395

396 ITEM 29      ARTICLE 1104 – Tree Conservation.

397 CROSS REFERENCES

398 ~~Authority to regulate trees—see WV Code 8-12-5(29)~~



**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
ORDINANCE # 2025- 01**

399 WV Code §8-12-5 (28), (29) - General Powers of Every Municipality and Governing Body thereof.

400

401 **ITEM 30            ARTICLE 1109 – Nuisances and Property Maintenance**

402 CROSS REFERENCES

403 ~~Authority to eliminate—see WV Code 8-12-5(13), (23)~~

404 ~~Animals generally—see Ord. Art. 505~~

405 ~~Littering, deposit of refuse—see Ord. Art. 533.07~~

406 WV Code §8-12-5 (13), (16), (17), (18), (22) - General Powers of Every Municipality and Governing Body  
407 thereof.

408 Harpers Ferry Code of Ordinances

409 Refer to Article 505 – Animals and Fowl.

410 Refer to Article 533, Section 533.07 - Littering and deposit of garbage, rubbish, junk, etc.

411

412 **ITEM 31            ARTICLE 1303 – Project Permits.**

413 CROSS REFERENCES

414 ~~Building regulations generally—see WV Code 8-12-5(28), 8-12-13 et seq.~~

415 ~~Permits for construction or alteration—see WV Code 8-12-14—~~

416 ~~Municipal inspections—see WV Code 8-12-15~~

417

418 WV Code §8-12-5 (28), (29) - General Powers of Every Municipality and Governing Body thereof.

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
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419 WV Code §8-12-13 - Building regulation; general and special codes; state building code.

420 WV Code §8-12-14 - Permits for construction and alteration.

421 WV Code §8-12-15 - Municipal inspection.

422

423 ITEM 32        ARTICLE 1316 – Signs.

424 CROSS REFERENCES

425 ~~Power to regulate—see WV Code 8-12-5(31)-~~

426 ~~Unauthorized signs—see Ord. Art. 313.06~~

427

428 WV Code §8-12-5 (30) - General Powers of Every Municipality and Governing Body thereof.

429

430 ITEM 33        ARTICLE 541 – Railroads.

431 CROSS REFERENCES

432 ~~Authority to eliminate grade crossings—see WV Code 17-10-7-~~

433 ~~Grant of right of way—see WV Code 31-2-13~~

434 ~~Stopping at grade crossing—see Ord. 343.01 et seq.~~

435

436 WV Code §17-10-7 - Elimination of grade crossings. (ROADS AND HIGHWAYS)

437 WV Code §31-2-13 - Enumerated powers. (RAILROAD COMPANIES)

438



**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
ORDINANCE # 2025- 01**

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

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

That if any portion of this ordinance is, for any reason, held to be invalid by a court of competent jurisdiction, such decision shall not affect the remaining portions of this ordinance and such invalid portion(s) thereof shall be severable.

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

Passed **FIRST READING** the June day of 09, 2025.

Passed **SECOND and FINAL READING** the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Gregory Vaughn, Mayor

\_\_\_\_\_  
date

\_\_\_\_\_  
Nina Armstrong, Recorder

\_\_\_\_\_  
date

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
ORDINANCE # 2025- 02**

An ordinance of The Corporation of Harpers Ferry, West Virginia, amending, the Code of Ordinances of Harpers Ferry, PART SEVEN – BUSINESS AND TAXATION CODE, ARTICLE 735 – Business and Occupation Tax; to amend and ADD new Section 735.40 – Garage Sales, Yard Sales, and Moving Sales; updating and correcting West Virginia Code References cited per amendments and updates per the current West Virginia State Code; and PART THIRTEEN – PROJECT AND ZONING CODE, ARTICLE 1302 Words, Terms and Phrases; amending and adopting new definitions for “Garage Sales, Yard Sales, Tag Sales, Porch Sales, Rummage Sales, and Moving Sales” adopting text amendments as presented. Repealing all ordinances or parts of ordinances in conflict therewith; providing for severability; providing an effective date.

NOW THEREFORE BE it enacted and ordained by the Town Council of The Corporation of Harpers Ferry, that portion of ARTICLE 735 and ARTICLE 1302 of the Codified Ordinances of Harpers Ferry shall be amended and re-enacted to read as follows:

**ITEM 1      ARTICLE 735**

**735.40 Garage Sales, Yard Sales, or Moving Sales.**

**(a) Garage Sale, Yard Sale or Moving Sale shall be defined as a sale of used and unwanted household goods or personal items held by individuals, members of a household, or a non-profit organization.**

**(b) Individuals, households, and organizations may hold no more than four of these types of sales as defined in Section 735.40 (a) within a calendar year, and no more than one in a three-month period. The duration of this type of sale may not extend for more than three consecutive days.**

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
ORDINANCE # 2025- 02**

- (c) Individuals, households, and organizations holding these types of sales as defined in Section 735.40 (a) are not required to hold a business license, or to pay sales, or other taxes on merchandise sold.
- (d) These types of sales as defined in Section 735.40 (a) shall not involve the sale of new merchandise other than hand-made or craft items.
- (e) Temporary signs advertising these types of sales as defined in Section 735.40 (a) may be placed near the site on public right-of-way or, with permission, on private land.
- (1) Pursuant to ARTICLE 1316, Section 1316.03 (i), signs attached to any tree or utility pole and signs painted directly on rocks, trees and other natural features are prohibited.
- (2) Signage must be removed within 24 hours of the end of the sale.
- (f) Those holding these types of sales as defined in Section 735.40 (a) shall abide by all other applicable codes, including noise, signage, and parking ordinances.

**ITEM 2          ARTICLE 735**

**CROSS REFERENCES**

~~Power to regulate—see WV Code § 12-5(31)~~

~~Unauthorized signs—see Ord. Art. 313.06~~

WV Code § 8-12-5 (12), (22), (30), (33) - General Powers of Every Municipality and Governing Body thereof.

**Harpers Ferry Code of Ordinances**

Refer to ARTICLE 1302 – Words, Terms, and Phrases.

Refer to ARTICLE 1316 – Signs.

**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
ORDINANCE # 2025- 02**

45

46

47

48

49 **ITEM 3            ARTICLE 1302 – Words, Terms, and Phrases**

50 *Each new definition listed below will be placed alphabetically within the corresponding correct “alpha”*  
51 *designation.*

52

53 **Garage Sale(s). Is a sale of used and unwanted household goods or personal items held by individuals,**  
54 **members of a household, or a non-profit organization. Yard Sales, Tag Sales, Porch Sales, Rummage Sales,**  
55 **Moving Sales shall be synonymous.**

56

57 **Yard Sale(s). See Garage Sales(s).**

58

59 **Tag Sale(s). See Garage Sale(s).**

60

61 **Porch Sale(s). See Garage Sale(s).**

62

63 **Rummage Sale(s). See Garage Sale(s).**

64

65 **Moving Sale(s). See Garage Sale(s).**



**CORPORATION OF HARPERS FERRY, WEST VIRGINIA  
ORDINANCE # 2025- 02**

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

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

That if any portion of this ordinance is, for any reason, held to be invalid by a court of competent jurisdiction, such decision shall not affect the remaining portions of this ordinance, and such invalid portion(s) thereof shall be severable.

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

Passed **FIRST READING** the June day of 09, 2025.

Passed **SECOND** and **FINAL READING** the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Gregory Vaughn, Mayor

\_\_\_\_\_  
date

\_\_\_\_\_  
Nina Armstrong, Recorder

\_\_\_\_\_  
date

Attachment  
Item 7.a.

**RESOLUTION AFFIRMING HARPERS FERRY'S SUPPORT OF THE LGBTQ+ COMMUNITY AND DECLARING LGBTQ+ PRIDE MONTH**

**WHEREAS**, Harpers Ferry has a long history of support for diversity, is committed to equality for all, and in 2013 passed an LGBTQ-inclusive nondiscrimination ordinance; and

**WHEREAS**, the month of June is recognized as Pride Month in remembrance of the first organized gay rights resistance protesters in June 1969 in New York City; and

**WHEREAS**, LGBTQ+ people across this state and nation may face disparities in employment, healthcare, housing, and many other areas central to the pursuit of happiness; and

**WHEREAS**, the State of West Virginia has no explicit ban on discrimination based on sexual orientation or gender identity in the workplace, housing, or public accommodations; and

**WHEREAS**, there has been an increase in anti-LGBTQ+ legislation, statutes, and local ordinances in the United States, including an attempt in the 2025 West Virginia legislature to overturn Harpers Ferry's and all other local nondiscrimination ordinances in the state; and

**WHEREAS**, LGBTQ+ people, in particular transgender individuals, face a disproportionate risk of becoming victims of violent hate crimes; and

**WHEREAS**, by protecting the rights of every individual, we enhance and strengthen the value of everyone throughout our entire society;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Corporation of Harpers Ferry affirms its support of the rights, freedoms, and equal treatment of the LGBTQ+ community; condemns all violence, hatred, and discrimination against LGBTQ+ people; acknowledges that LGBTQ+ rights are human rights that are to be protected; stands in opposition to all legislative efforts that erode the safety, health, civil rights, or bodily autonomy of LGBTQ+ people; supports efforts to ensure the equal treatment of all people, regardless of sexual orientation and gender identity; and therefore declares June 2025 as LGBTQ+ Pride Month in Harpers Ferry.

Read, approved, and adopted by the Town Council of the Corporation of Harpers Ferry, West Virginia this 9<sup>th</sup> day of June, 2025.

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Gregory Vaughn, Mayor

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Nina Armstrong, Recorder



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## Newly established Jefferson County Water Advisory Committee

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From Edwina Benites <ebenites@jeffersoncountywv.org>

Date Sat 5/31/2025 11:48 AM

To Rhodes, Brandon M <brandon.m.rhodes@wv.gov>; Reidy, Terrence J <Terrence.J.Reidy@wv.gov>; Roger Goodwin <rgoodwin@jeffersoncountywv.org>; kstolipher@ctubwv.com <kstolipher@ctubwv.com>; Gino Sisco <gsisco@shepherdstown.us>; Greg Vaughn <gvaughn@harpersferrywv.us>; Pat Morse <pmorse@harpersferrywv.us>; Steve Paradis <sparadis@harpersferrywv.us>

Cc Mary Thekla Sell <marysell@takarofarm.com>

 1 attachment (487 KB)

2025 Final bylaws- Water Advisory Committee.pdf;

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

Hello:

The Jefferson County Commission recently revived its Water Advisory Committee (WAC). The bylaws are attached. Here is the WAC's purpose.

**Purpose:** The purpose of, and goals for the WAC are to provide recommendations and to be responsive to the Jefferson County Commission regarding Jefferson County's water availability, quality, and sustainability; the protection of water resources through education concerning good stewardship and best management practices, the promotion of recreational access, and the participation in planning and regional coordination in furtherance these goals.

I'm emailing because the Commission would love to have participation from your organization. This is the membership:

**Section 1. Membership.** The WAC consists of eleven (11) voting members:

1. One (1) staff member of the Jefferson County Health Department;
2. One (1) staff member of the Jefferson County Department of Engineering, Planning and Zoning;
3. One (1) staff member of the Charles Town Utility Board;
4. One (1) staff member of the Shepherdstown Water Department;
5. One (1) staff member of Harpers Ferry Water Works;
6. One (1) staff member of Harpers Ferry- Bolivar Public Service District;
7. One (1) staff member of the West Virginia State Department of Environmental Protection;
8. Three (3) members of the residents of Jefferson County (ideal qualifications for appointment to include professional experience in the areas of natural resources, hydrogeology and/or grant writing); and
9. One (1) county commissioner who will have full voting privileges.

Could you have a member of your organization send a cover letter and resume to [boards@jeffersoncountywv.org](mailto:boards@jeffersoncountywv.org) for appointment to the WAC? We would love to have your organization's expertise to guide the Commission's decisions.

# **BYLAWS**

## **JEFFERSON COUNTY WATER ADVISORY COMMITTEE**

### **ARTICLE I**

#### **NAME AND PLACE OF BUSINESS**

**Section 1. Name:** Jefferson County Water Advisory Committee, hereinafter referred to as the “WAC.”

### **ARTICLE II**

#### **PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS**

**Section 1. General:** The WAC is organized under the Jefferson County resolution approved April 17, 2025.

**Section 2. Purpose:** The purpose of, and goals for the WAC are to provide recommendations and to be responsive to the Jefferson County Commission regarding Jefferson County’s water availability, quality, and sustainability; the protection of water resources through education concerning good stewardship and best management practices, the promotion of recreational access, and the participation in planning and regional coordination in furtherance these goals.

### **ARTICLE III**

#### **MANAGEMENT AND MEMBERSHIP OF THE WAC**

**Section 1. Membership.** The WAC consists of eleven (11) voting members:

1. One (1) staff member of the Jefferson County Health Department;
2. One (1) staff member of the Jefferson County Department of Engineering, Planning and Zoning;
3. One (1) staff member of the Charles Town Utility Board;
4. One (1) staff member of the Shepherdstown Water Department;
5. One (1) staff member of Harpers Ferry Water Works;
6. One (1) staff member of Harpers Ferry- Bolivar Public Service District;
7. One (1) staff member of the West Virginia State Department of Environmental Protection;
8. Three (3) members of the residents of Jefferson County (ideal qualifications for appointment to include professional experience in the areas of natural resources, hydrogeology and/or grant writing); and
9. One (1) county commissioner who will have full voting privileges.

**Section 2. Appointment and Terms of Members.** The Jefferson County Commission shall appoint members of the WAC for a period of three (3) years with terms expiring on January 15<sup>th</sup>. In 2025, the first appointees will be appointed with staggered terms.

A member may be reappointed for such additional terms as the County Commission may deem proper. Successors to vacant positions will serve out the positions' unexpired term before qualifying for a full, three-year term. Members in office at the expiration of their term shall continue to serve until a successor has been appointed and qualified.

The County Commission representative's term will expire on January 1 annually. All members must be approved by the County Commission and sworn in by the County Clerk before they can make motions or vote in any WAC meeting or attend executive sessions.

**Section 4. Resignation or Removal of Members.** If a member of the WAC resigns, the President or Vice President of WAC shall immediately notify the County Commission and request the appointment of a qualified person to fill the vacancy left by the resigning member. The County Commission may remove any member of the WAC by an order duly entered of record and may appoint a successor member for any member so removed.

**Section 5. Vacancies.** If requested to do so by the County Commission, the members shall recommend to the County Commission the names of qualified persons for appointment to fill either pending or existing vacancies in the membership.

#### **ARTICLE IV MEETINGS OF THE WAC MEMBERS**

**Section 1. Time and Place.** The WAC members shall meet on the third Tuesday of each month at 3:00 pm at the office of the Jefferson County Commission meeting room and virtually or at a place and time otherwise designated for the meeting. If the meeting day falls on a legal holiday, the meeting shall be held the following day or another day designated.

**Section 2. Quorum.** A majority of appointed board seats constituting five (5) of the WAC members will constitute a quorum and no action of the WAC shall be official unless authorized by a quorum at a regular or special meeting.

**Section 3. Voting.** Each member of the WAC present, in-person or virtually, shall have one vote on each matter under consideration by the WAC. The Commission representative will only have the ability to vote in the event of a tie.

**Section 4. Special Meetings.** Special meetings of the WAC may be called by the President of the WAC.

**Section 6. Meeting Notice.** Notice shall be provided at least three (3) business days before a regularly scheduled meeting date, and at least seven (7) calendar days before a special meeting.

The meeting notice will also be provided to the Jefferson County Commission at the same time members are notified and should be published by Commission staff in a practice consistent with Jefferson County Commission public meetings.

**Section 7. Agenda.** The President shall prepare and send the meeting agenda. A member who wishes to include an item on the agenda shall notify the President at least seven (7) calendar days before a regularly scheduled meeting.

**Section 8. Meeting Format.** The format for all regular meetings of the WAC members shall be as follows:

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Public Comment Period
- IV. Review/ Approve Minutes
- V. Old Business
- VI. New Business
- VII. Member Comment
- VIII. Adjournment

Nothing in the above format precludes adding items to or deleting specific items from the agenda, including but not limited to executive sessions as authorized by the West Virginia Open Meetings Act.

All meetings shall be conducted according to Robert's Rules of Order and in accordance with the West Virginia Open Governmental Proceedings Act.

## **ARTICLE V CONFIDENTIALITY OF EXECUTIVE SESSION**

**Section 1. Executive Session.** An executive session may be called by a majority vote of the members present for purposes of discussing such matters as are authorized in executive session by public agencies pursuant to West Virginia Code § 6-9A-4, *Exceptions*.

## **ARTICLE VI OFFICERS**

**Section 1. Officers.** The officers of the WAC shall be the President, Vice President, and Secretary. Each officer must be a member of the WAC.

**Section 2. Election of Officers.** Annually, all officers of the WAC shall be elected by the members at the WAC's January regularly scheduled meeting. Officers shall serve until the next annual election and until their successors are duly elected and qualified. Officers may be reelected for successive terms.

**Section 3. Officer Vacancies.** Any vacancy occurring among the officers shall be filled by a vote of the membership at the first available regular or special meeting of the WAC.

## **ARTICLE VII DUTIES OF OFFICERS**

**Section 1. President.** The President shall preside as chair at all meetings of the membership of the WAC. The President shall attend to the executive business of the WAC and exercise such powers as may be conferred by the members and by these bylaws.

**Section 2. Vice President.** If the President is absent or for any reason or unable to discharge any of the duties of the office, then the same shall be discharged by the Vice President or in the absence of the Vice President, by any remaining officer.

**Section 3. Secretary.** The Secretary of the WAC shall be its recording officer and shall, when practicable, be present at all meetings of the members, and shall keep or cause to be kept a regular record of the proceedings of such meetings. The Secretary shall sign the minutes of the meetings. The Secretary shall have charge of the minutes, be the custodian of deeds and other important writings and papers of the Authority, and shall also perform such other duties as the office may have under law or as may be conferred from time to time by the membership. Minutes of the meetings of the Authority may be taken by a person other than a member of the Authority at the discretion of the Secretary.

Funds shall be expended following Jefferson County Commission Finance Policies and guidance of the West Virginia State Auditor.

## **ARTICLE VIII AMENDMENTS**

**Section 1. Amendements.** These bylaws may be amended at any regular or special meeting of the WAC by a two-thirds vote of the entire membership; provided, however, that written notice, shall be sent in accordance with Article IV Section 8 of these bylaws. The written notice shall provide the proposed amendment and be given to each member at least 10 days prior to the regular or special meeting at which the proposed amendment will be considered.

**Section 2. Approval by the County Commission.** Bylaws changes shall be submitted to members of the Jefferson County Commission for their approval after the adoption by the WAC. Bylaw amendments shall become effective by final approval of the Jefferson County Commission.



Approved: April 17, 2025

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Pasha Madji  
President, Jefferson County Commission

Attachment  
Item 7. C.

# CORPORATION OF HARPERS FERRY PROCLAMATION

## Declaring June 14, 2025, as **William "Mickey" Jackson Day**

WHEREAS William "Mickey" Jackson was born in Charles Town, WV to the late Daniel David Jackson, Sr., and the late Mary Frances Taylor Jackson, and has been a contributing member of our community.

WHEREAS the Jackson and Taylor family has been an integral part of Harpers Ferry history for more than 150 years and is an important part of its heritage.

WHEREAS William "Mickey" Jackson attained the milestone of his 80th birthday on June 14, 2025.

WHEREAS William "Mickey" Jackson is a member in good standing of the Harpers Ferry Alumni Association.

WHEREAS William "Mickey" Jackson graduated from Harpers Ferry High School, where he lettered in both football and track.

WHEREAS William "Mickey" Jackson distinguished himself as a successful football coach at Huntington High School, at Marshall University, Miami of Ohio and at The Ohio State University. While at The Ohio State University, he coached Archie Griffin, the only two-time Heisman Trophy winner in college football.

WHEREAS William "Mickey" Jackson was inducted into the Marshall Athletic Hall of Fame in 1985. In 2024, because of his contributions, he was also inducted into the Marshall University Black Association Hall of Fame.

WHEREAS the community of Harpers Ferry seeks to recognize these contributions, and honor William "Mickey" Jackson in a manner befitting its respect and affection for him.

**NOW THEREFORE, BE IT RESOLVED** that I, Mayor Gregory Vaughn, on behalf of the Town of Harpers Ferry, West Virginia do hereby proclaim that June 14, 2025, be observed as William "Mickey" Jackson Day.

\_\_\_\_\_  
Mayor Gregory Vaughn

\_\_\_\_\_  
Date