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11:43 AM

07/02/25

Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
General									
301-01 - Property Tax Current Year									
Deposit	05/05/2025	11845	Sheriff of Jefferson Co.	April 2025 Rec...	General		001 General Fu...	3,293.16	3,293.16
Total 301-01 - Property Tax Current Year								3,293.16	3,293.16
304 - Excise Tax on Utilities									
Deposit	05/27/2025			May 2025 REC...	General		001 General Fu...	0.86	0.86
Total 304 - Excise Tax on Utilities								0.86	0.86
305 - Business and Occupation Tax									
Deposit	05/05/2025		Wildwood Services	FY 2025 Q3 B...	General		001 General Fu...	3.70	3.70
Deposit	05/05/2025	4384	Builder Services Group	FY 2025 Q3 B...	General		001 General Fu...	1,036.84	1,040.54
Deposit	05/05/2025	3108484	First Energy	FY 2025 Q3 B...	General		001 General Fu...	31,887.49	32,928.03
Deposit	05/05/2025	45130	Todd Electric	FY 2025 Q3 B...	General		001 General Fu...	2.39	32,930.42
Deposit	05/05/2025	32691	Holtzman Oil Corp.	FY 2025 Q3 B...	General		001 General Fu...	9.92	32,940.34
Deposit	05/05/2025	85585...	Amerigas	FY 2025 Q3 B...	General		001 General Fu...	292.87	33,233.21
Deposit	05/05/2025	1320	L&W Supply Corporat...	FY 2025 Q3 B...	General		001 General Fu...	1.78	33,234.99
Deposit	05/05/2025	1109	Mountain Mama	FY 2025 Q3 B...	General		001 General Fu...	39.26	33,274.25
Deposit	05/06/2025	54079	Agar Welding & Steel	FY 2025 Q3 B...	General		001 General Fu...	45.75	33,320.00
Deposit	05/06/2025	33804	Copier Word Process...	FY 2025 Q3 B...	General		001 General Fu...	3.32	33,323.32
Deposit	05/06/2025	6818	S&K Enterprises, LLC	FY 2025 Q3 B...	General		001 General Fu...	48.50	33,371.82
Deposit	05/06/2025	2297	Techstar Mechanical ...	FY 2025 Q3 B...	General		001 General Fu...	237.52	33,609.34
Deposit	05/06/2025	1567	Mark W Rakes Jr Car...	FY 2025 Q3 B...	General		001 General Fu...	762.43	34,371.77
Deposit	05/06/2025	28923	Advantage Technolog...	FY 2025 Q3 B...	General		001 General Fu...	306.15	34,677.92
Deposit	05/06/2025	85598...	DeLage Laden Finan...	FY 2025 Q3 B...	General		001 General Fu...	13.97	34,691.89
Deposit	05/06/2025	2241	Battle Ground Bakery...	FY 2025 Q3 B...	General		001 General Fu...	423.77	35,115.66
Deposit	05/06/2025	5981	Towns Inn	FY 2025 Q3 B...	General		001 General Fu...	355.15	35,470.81
Deposit	05/06/2025	2097	Comstock Plumbing, ...	FY 2025 Q3 B...	General		001 General Fu...	537.35	36,008.16
Deposit	05/06/2025	2754901	Griffith Energy Servic...	FY 2025 Q3 B...	General		001 General Fu...	3,326.16	39,334.32
Deposit	05/12/2025	2254	Fiddler's Highway	FY 2025 Q3 B...	General		001 General Fu...	44.77	39,379.09
Deposit	05/13/2025		Wildwood Services	FY 2025 Q3 B...	General		001 General Fu...	10.87	39,389.96
Deposit	05/20/2025	2846	Pittsngle, LLC	FY 2025 Q3 B...	General		001 General Fu...	27.10	39,417.06
Total 305 - Business and Occupation Tax								39,417.06	39,417.06
308 - Hotel Motel									
Deposit	05/05/2025	1108	Mountain Mama	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	446.60	446.60
Deposit	05/06/2025	5982	Towns Inn	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	1,819.35	2,265.95
Deposit	05/20/2025	3487882	AirBNB	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	2,917.29	5,183.24
Total 308 - Hotel Motel								5,183.24	5,183.24
320 - Fines, Fees & Court Cost									
Deposit	05/01/2025			Tickets	Police		002 WVGOPAY...	15.00	15.00
Deposit	05/02/2025			Tickets	Police		002 WVGOPAY...	175.00	190.00
Deposit	05/05/2025			Tickets	Police		002 WVGOPAY...	350.00	540.00
Deposit	05/06/2025			Tickets	Police		002 WVGOPAY...	380.00	920.00
Deposit	05/07/2025			Tickets	Police		002 WVGOPAY...	275.00	1,195.00
Deposit	05/08/2025			Tickets	Police		002 WVGOPAY...	350.00	1,545.00
Deposit	05/16/2025			Tickets	Police		002 WVGOPAY...	175.00	1,720.00
Deposit	05/27/2025			Tickets	Police		General Court F...	175.00	1,895.00
Total 320 - Fines, Fees & Court Cost								1,895.00	1,895.00
320_399 - Police Department Rev Sources									
321 Parking Violations									
Deposit	05/01/2025			Tickets	General		002 WVGOPAY...	60.00	60.00
Deposit	05/02/2025			Tickets	General		002 WVGOPAY...	26.00	86.00
Deposit	05/04/2025			Tickets	General		002 WVGOPAY...	20.00	106.00
Deposit	05/05/2025			Tickets	General		002 WVGOPAY...	50.00	156.00
Deposit	05/06/2025			Tickets	General		002 WVGOPAY...	50.00	206.00
Deposit	05/06/2025			Tickets	General		General Court F...	100.00	306.00
Deposit	05/07/2025			Tickets	General		002 WVGOPAY...	88.00	394.00
Deposit	05/09/2025			Tickets	General		002 WVGOPAY...	20.00	414.00
Deposit	05/10/2025			Tickets	General		002 WVGOPAY...	20.00	434.00
Deposit	05/11/2025			Tickets	General		002 WVGOPAY...	70.00	504.00
Deposit	05/12/2025			Tickets	General		002 WVGOPAY...	20.00	524.00
Deposit	05/13/2025			Tickets	General		002 WVGOPAY...	213.00	737.00
Deposit	05/13/2025			Tickets	General		General Court F...	90.00	827.00
Deposit	05/14/2025			Tickets	General		002 WVGOPAY...	80.00	907.00
Deposit	05/15/2025			Tickets	General		002 WVGOPAY...	50.00	957.00
Deposit	05/19/2025			Tickets	General		002 WVGOPAY...	40.00	997.00
Deposit	05/20/2025			Tickets	General		002 WVGOPAY...	200.00	1,197.00
Deposit	05/21/2025			Tickets	General		002 WVGOPAY...	180.00	1,377.00
Check	05/22/2025	16808	Nora Farahat	Reimburse Par...	General		001 General Fu...	-20.00	1,357.00
Deposit	05/22/2025			Tickets	General		002 WVGOPAY...	120.00	1,477.00
Deposit	05/22/2025			Tickets	General		General Court F...	60.00	1,537.00
Deposit	05/23/2025			Tickets	General		002 WVGOPAY...	110.00	1,647.00
Deposit	05/24/2025			Tickets	General		002 WVGOPAY...	60.00	1,707.00
Deposit	05/25/2025			Tickets	General		002 WVGOPAY...	100.00	1,807.00
Deposit	05/26/2025			Tickets	General		002 WVGOPAY...	100.00	1,907.00
Deposit	05/27/2025			Tickets	General		002 WVGOPAY...	70.00	1,977.00
Deposit	05/28/2025			Tickets	General		002 WVGOPAY...	230.00	2,207.00
Deposit	05/29/2025			Tickets	General		002 WVGOPAY...	260.00	2,467.00
Deposit	05/30/2025			Tickets	General		002 WVGOPAY...	280.00	2,747.00
Deposit	05/30/2025			Tickets	General		General Court F...	140.00	2,887.00

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Deposit	05/31/2025			Tickets	General		002 WVGOPAY...	100.00	2,987.00
General Journal	05/31/2025			Reclass	Police		321 Parking Vio...	150.00	3,137.00
Total 321 Parking Violations								3,137.00	3,137.00
380 P - Interest									
Deposit	05/31/2025			Interest	Police		HF/Bolivar Drug...	0.67	0.67
Deposit	05/31/2025			Interest	Police		Police Equipt R...	4.00	4.67
Deposit	05/31/2025			Interest	Police		General Court F...	107.84	112.51
Total 380 P - Interest								112.51	112.51
Total 320_399 - Police Department Rev Sources								3,249.51	3,249.51
325 - Licenses									
Check	05/06/2025	16789	H&B Siding, LLC	Refund Busine...	General		001 General Fu...	-25.00	-25.00
Deposit	05/20/2025		Black Sheep Mowing	FY 2026 Busin...	General		001 General Fu...	15.00	-10.00
Deposit	05/27/2025		Digging & Rigging, INC	FY 2026 Busin...	General		002 WVGOPAY...	25.00	15.00
Total 325 - Licenses								15.00	15.00
326 - Building Permit Fees									
Check	05/15/2025	16800	Zachary_Morse	Refund ZCPA ...	General		001 General Fu...	-15.40	-15.40
Deposit	05/20/2025	7482	Tertell, Paul	ZCPA#2025-0...	General		001 General Fu...	95.00	79.60
Total 326 - Building Permit Fees								79.60	79.60
327 - Miscellaneous Permits (Parking)									
Deposit	05/06/2025	1044	Jay Premack_	2025 Parking ...	General		001 General Fu...	3.00	3.00
Deposit	05/13/2025		Jacob Stettes	ZCPA # 2025-...	General		001 General Fu...	25.00	28.00
Total 327 - Miscellaneous Permits (Parking)								28.00	28.00
328 - Franchise Fees									
Deposit	05/12/2025	10004...	Comcast	FY 2025 Q3 Fr...	General		001 General Fu...	769.74	769.74
Total 328 - Franchise Fees								769.74	769.74
330 - IRP Fees									
Deposit	05/27/2025		State of WV	May 2025 REC...	General		001 General Fu...	427.45	427.45
Total 330 - IRP Fees								427.45	427.45
342 - Parking Meter Revenue									
342.1 Parking Meter Revenue									
Deposit	05/13/2025	33055	Parkmobile LLC	April 2025 Met...	General		001 General Fu...	17,945.96	17,945.96
Total 342.1 Parking Meter Revenue								17,945.96	17,945.96
342.2 Parking Fine Revenue									
Check	05/12/2025	16791	Paige Poole	Refund parkin...	General		001 General Fu...	-20.00	-20.00
Check	05/12/2025	16792	Eugenia Morris	Refund overpa...	General		001 General Fu...	-16.00	-36.00
Total 342.2 Parking Fine Revenue								-36.00	-36.00
Total 342 - Parking Meter Revenue								17,909.96	17,909.96
345 - Rents & Concessions									
Deposit	05/05/2025	15000...	US Cellular_c	May 2025 Cell ...	General		001 General Fu...	1,994.07	1,994.07
Total 345 - Rents & Concessions								1,994.07	1,994.07
365 - Federal Government Grants									
Deposit	05/29/2025		State of WV	Forestry Grant ...	General		001 General Fu...	4,000.00	4,000.00
Total 365 - Federal Government Grants								4,000.00	4,000.00
376 - Table Gaming Income									
Deposit	05/20/2025		State of WV	May 2025	General		001 General Fu...	1,102.71	1,102.71
Deposit	05/20/2025		State of WV	Table games ...	General		001 General Fu...	20.49	1,123.20
Total 376 - Table Gaming Income								1,123.20	1,123.20
380 - Interest Earned on Investments									
Deposit	05/31/2025			Interest	General		252PS - JSB P...	10.79	10.79
Deposit	05/31/2025			Interest	General		Opioid Settlement	3.08	13.87
Deposit	05/31/2025			Interest	General		SWaN Escrow ...	114.34	128.21
Deposit	05/31/2025			Interest	General		GRANT Operati...	0.03	128.24
Deposit	05/31/2025			Interest	Park and ...		HF Parks and R...	2.18	130.42
Deposit	05/31/2025			Interest	Hotel Occ ...		Hotel Motel Tax	15.84	146.26
Deposit	05/31/2025			Interest	General		001 General Fu...	317.61	463.87
Total 380 - Interest Earned on Investments								463.87	463.87

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
397 - Lottery									
Deposit	05/03/2025		State of WV	CT races	General		001 General Fu...	977.35	977.35
Deposit	05/17/2025		State of WV	CT Lottery	General		001 General Fu...	923.87	1,901.22
Deposit	05/20/2025		State of WV	May 2025	General		001 General Fu...	914.42	2,815.64
Deposit	05/24/2025		State of WV	CT Lottery	General		001 General Fu...	1,022.31	3,837.95
Deposit	05/27/2025		State of WV	May 2025	General		001 General Fu...	72.47	3,910.42
Deposit	05/31/2025		State of WV_c	CT races	General		001 General Fu...	1,202.60	5,113.02
Total 397 - Lottery								5,113.02	5,113.02
Total General								84,962.74	84,962.74
Total Income								84,962.74	84,962.74
Gross Profit								84,962.74	84,962.74
Expense									
001.760 Parking									
Payroll-Parking									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	529.28	529.28
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	595.44	1,124.72
Total Payroll-Parking								1,124.72	1,124.72
PR Taxes-Parking									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	47.64	47.64
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	53.59	101.23
Total PR Taxes-Parking								101.23	101.23
001.761 Parkinng Expenses									
Bill	05/11/2025	16665	Vital Signs	INV 10665 par...	General		20000 - Accoun...	167.00	167.00
Credit Card Charge	05/29/2025	MAY 2...	US Cellular	usage parking ...	General		P-Card	58.98	225.98
Total 001.761 Parkinng Expenses								225.98	225.98
Total 001.760 Parking								1,451.93	1,451.93
405 - Board of Zoning Appeals									
Bill	05/01/2025	70589	Jefferson Publishing ...	INV 70589 BZ...	General		20000 - Accoun...	50.14	50.14
Total 405 - Board of Zoning Appeals								50.14	50.14
Culture & Rec Exp									
900 - Parks									
Materials & Supplies Pa									
Credit Card Charge	05/08/2025	99393	Event Brite	Morse, subscri...	Park and ...		P-Card	29.00	29.00
General Journal	05/31/2025			Reclass	General		Materials & Sup...	-157.43	-128.43
General Journal	05/31/2025			Reclass	Park and ...		Materials & Sup...	157.43	29.00
Total Materials & Supplies Pa								29.00	29.00
Utilities Pa									
Bill	05/06/2025	00035...	Harpers Ferry Water ...	APR usage, M...	Park and ...		20000 - Accoun...	50.05	50.05
Bill	05/07/2025	11008...	Potomac Edison	April usage	Park and ...		20000 - Accoun...	15.67	65.72
Check	05/21/2025	EFT	Potomac Edison	May gazebo	Park and ...		001 General Fu...	14.73	80.45
Total Utilities Pa								80.45	80.45
Total 900 - Parks								109.45	109.45
916 - Library									
Check	05/13/2025	16799	Bolivar/HF Public Libr...	FY 2025 Fundi...	General		001 General Fu...	4,500.00	4,500.00
Total 916 - Library								4,500.00	4,500.00
Total Culture & Rec Exp								4,609.45	4,609.45
001.402 - Economic Development									
Check	05/13/2025	16797	EAsern Panhandle T...	FY 2025 Fundi...	General		001 General Fu...	3,500.00	3,500.00
Total 001.402 - Economic Development								3,500.00	3,500.00
001.409 - Office of Mayor									
PR Taxes Employer M									
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	127.50	127.50
Total PR Taxes Employer M								127.50	127.50
Salary M									
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	1,666.67	1,666.67
Total Salary M								1,666.67	1,666.67
Total 001.409 - Office of Mayor								1,794.17	1,794.17
001.413 - Office of Treasurer									
Employee Benefits									
Check	05/13/2025	eft	PEIA	Treasurer 2025...	General		Harpers Ferry P...	34.00	34.00
Total Employee Benefits								34.00	34.00
Group Ins. T									
Check	05/13/2025	EFT	PEIA	Treasurer PEI...	General		Harpers Ferry P...	682.98	682.98
Total Group Ins. T								682.98	682.98

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Pension Expense T									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	259.60	259.60
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	270.28	529.88
Total Pension Expense T								529.88	529.88
PR Taxes Employer T									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	195.01	195.01
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	204.07	399.08
Total PR Taxes Employer T								399.08	399.08
Salary T									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	2,884.41	2,884.41
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	3,003.11	5,887.52
Total Salary T								5,887.52	5,887.52
Total 001.413 · Office of Treasurer								7,533.46	7,533.46
001.415 · Office of City Clerk									
Health Insurance CC									
Check	05/13/2025	EFT	PEIA	Clerk PEIA Pre...	General		Harpers Ferry P...	682.98	682.98
Total Health Insurance CC								682.98	682.98
OPEB - General									
Check	05/13/2025	eft	PEIA	Clerk 2025 APR	General		Harpers Ferry P...	34.00	34.00
Total OPEB - General								34.00	34.00
Pension Expense CC									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	191.36	191.36
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	224.44	415.80
Total Pension Expense CC								415.80	415.80
PR Taxes Employer CC									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	158.18	158.18
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	186.30	344.48
Total PR Taxes Employer CC								344.48	344.48
Salary CC									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	2,126.25	2,126.25
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	2,493.75	4,620.00
Total Salary CC								4,620.00	4,620.00
Total 001.415 · Office of City Clerk								6,097.26	6,097.26
001.438 · Elections									
Legal Publications E									
Bill	05/15/2025	70726	Jefferson Publishing ...	INV 70726 Sa...	General		20000 · Accoun...	125.26	125.26
Total Legal Publications E								125.26	125.26
Total 001.438 · Elections								125.26	125.26
001.440 · City Hall									
Payroll Processing-C									
General Journal	05/08/2025			payroll process...	General		001 General Fu...	32.87	32.87
General Journal	05/22/2025			payroll process...	General		001 General Fu...	33.67	66.54
Total Payroll Processing-C								66.54	66.54
Contracted Services C									
Bill	05/01/2025	90077	Advantage Technolog...	INV 90077 Sup...	General		20000 · Accoun...	417.99	417.99
Bill	05/16/2025	90592	Advantage Technolog...	INV 90592 Add...	General		20000 · Accoun...	35.00	452.99
Total Contracted Services C								452.99	452.99
Leased Equipment C									
Check	05/08/2025	EFT	Leaf	Copier lease M...	General		001 General Fu...	104.50	104.50
Total Leased Equipment C								104.50	104.50
Pension Expense C									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	197.39	197.39
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	204.02	401.41
Total Pension Expense C								401.41	401.41
Postage C									
General Journal	05/31/2025			To clean-up ol...	General		-SPLIT-	-126.00	-126.00
Total Postage C								-126.00	-126.00
PR Taxes Employer C									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	254.78	254.78
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	268.88	523.66
Total PR Taxes Employer C								523.66	523.66

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Accrual Basis

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

May 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Professional Services C									
Bill	05/29/2025	24966	CoxHollidayoung PLLC	Accounting se...	General		20000 · Accoun...	1,206.69	1,206.69
Total Professional Services C								1,206.69	1,206.69
Salaries & Wages C									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	3,330.41	3,330.41
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	3,514.70	6,845.11
Total Salaries & Wages C								6,845.11	6,845.11
Telephone C									
Bill	05/12/2025	0525	Frontier	Telephone 202...	General		20000 · Accoun...	201.34	201.34
Bill	05/15/2025	07308...	Frontier	APR usage	General		20000 · Accoun...	76.76	278.10
Bill	05/22/2025	07308...	Frontier	MAY usage	General		20000 · Accoun...	76.78	354.88
Credit Card Charge	05/29/2025	MAY 2...	US Cellular	usage parking ...	General		P-Card	219.16	574.04
General Journal	05/31/2025			To clean up ol...	General		Telephone-P	-66.15	507.89
Total Telephone C								507.89	507.89
Utilities C									
Bill	05/06/2025	00010...	Harpers Ferry Water ...	APR usage, To...	General		20000 · Accoun...	29.63	29.63
Bill	05/07/2025	11008...	Potomac Edison	APR usage To...	General		20000 · Accoun...	142.44	172.07
Bill	05/07/2025	11014...	Potomac Edison	APR usage To...	General		20000 · Accoun...	20.92	192.99
Bill	05/07/2025	11008...	Potomac Edison	APR usage To...	General		20000 · Accoun...	181.03	374.02
Bill	05/26/2025	34312...	Waste Management ...	town hall dum...	General		20000 · Accoun...	192.53	566.55
Total Utilities C								566.55	566.55
341 G · Materials & Supplies C									
Credit Card Charge	05/05/2025	74073	Adobe Pro	Kelly, subscrip...	General		P-Card	21.19	21.19
Credit Card Charge	05/08/2025		Zoom Video Commu...	Kelly zoom	General		P-Card	92.97	114.16
Credit Card Charge	05/09/2025	G0907...	MicroSoft	kelly, visio	General		P-Card	5.30	119.46
Bill	05/13/2025	051325	Crystal Springs	April usage	General		20000 · Accoun...	19.73	139.19
Credit Card Charge	05/14/2025	34922	Amazon.com	Kelly, phone c...	General		P-Card	22.33	161.52
Bill	05/29/2025	24966	CoxHollidayoung PLLC	RN access 20...	General		20000 · Accoun...	67.00	228.52
General Journal	05/31/2025			To clean-up ol...	General		P-Card	-108.33	120.19
Total 341 G · Materials & Supplies C								120.19	120.19
Total 001.440 · City Hall								10,669.53	10,669.53
001.700 · Police Dept									
Pension MPFRS - P									
General Journal	05/08/2025			payroll 2025 5/8	Police		001 General Fu...	1,439.80	1,439.80
General Journal	05/22/2025			payroll 5/22	Police		001 General Fu...	476.30	1,916.10
Total Pension MPFRS - P								1,916.10	1,916.10
Contracted Services-P									
Bill	05/01/2025	2980	TEK ADVISORS	Inv 2980 - Rein...	Police		20000 · Accoun...	142.50	142.50
Bill	05/01/2025	90077	Advantage Technolog...	INV 90077 Sup...	Police		20000 · Accoun...	417.98	560.48
Bill	05/22/2025	591	Jefferson Co. Emerge...	Inv 591 Annual...	Police		20000 · Accoun...	407.50	967.98
Total Contracted Services-P								967.98	967.98
Departmental Supplies-P									
Payroll Processing-P									
General Journal	05/08/2025			payroll process...	Police		001 General Fu...	32.87	32.87
General Journal	05/22/2025			payroll process...	Police		001 General Fu...	33.67	66.54
Total Payroll Processing-P								66.54	66.54
Office Supplies and Materials									
Bill	05/29/2025	24966	CoxHollidayoung PLLC	RN access 20...	Police		20000 · Accoun...	67.00	67.00
Total Office Supplies and Materials								67.00	67.00
Departmental Supplies-P - Other									
Bill	05/01/2025	85997	Advantage Technolog...	INV 85997 Chi...	Police		20000 · Accoun...	1,403.87	1,403.87
Total Departmental Supplies-P - Other								1,403.87	1,403.87
Total Departmental Supplies-P								1,537.41	1,537.41
PEIA/Workers Comp-P									
246P · OPEB - Police									
Check	05/13/2025	eft	PEIA	Police 2025 A...	Police		Harpers Ferry P...	102.00	102.00
Total 246P · OPEB - Police								102.00	102.00
PEIA/Workers Comp-P - Other									
Check	05/13/2025	EFT	PEIA	POLIC PEIA Pr...	Police		Harpers Ferry P...	4,537.94	4,537.94
Total PEIA/Workers Comp-P - Other								4,537.94	4,537.94
Total PEIA/Workers Comp-P								4,639.94	4,639.94
Maintenance and Repairs-Auto-P									
General Journal	05/31/2025			Clean-up old r...	Police		P-Card	96.25	96.25
Total Maintenance and Repairs-Auto-P								96.25	96.25

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Accrual Basis

Corp. of Harpers Ferry

Profit & Loss Detail (General, Excluding Water & Coal)

May 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Pension-P									
General Journal	05/08/2025			payroll 2025 5/8	Police		001 General Fu...	-758.91	-758.91
General Journal	05/22/2025			payroll 5/22	Police		001 General Fu...	267.40	-491.51
Total Pension-P								-491.51	-491.51
PR Taxes Employer -P									
General Journal	05/08/2025			payroll 2025 5/8	Police		001 General Fu...	874.50	874.50
General Journal	05/22/2025			payroll 5/22	Police		001 General Fu...	943.32	1,817.82
Total PR Taxes Employer -P								1,817.82	1,817.82
Printing-Leased Equip. - P									
Check	05/02/2025	EFT	DDL Business	lease printer M...	Police		001 General Fu...	71.50	71.50
Total Printing-Leased Equip. - P								71.50	71.50
Property Ins and Bonds-P									
Bill	05/13/2025	20005...	Cincinnati Insurance ...	Bonds - Desire...	Police		20000 - Accoun...	75.00	75.00
Total Property Ins and Bonds-P								75.00	75.00
Salaries and Wages-P									
General Journal	05/08/2025			payroll 2025 5/8	Police		001 General Fu...	11,510.36	11,510.36
General Journal	05/22/2025			payroll 5/22	Police		001 General Fu...	12,409.83	23,920.19
Total Salaries and Wages-P								23,920.19	23,920.19
Telephone-P									
Bill	05/12/2025	0525	Frontier	Telephone 202...	Police		20000 - Accoun...	201.34	201.34
Bill	05/15/2025	07308...	Frontier	APR usage	Police		20000 - Accoun...	76.75	278.09
Bill	05/22/2025	07308...	Frontier	MAY usage	Police		20000 - Accoun...	76.77	354.86
Credit Card Charge	05/29/2025	MAY 2...	US Cellular	usage parking ...	Police		P-Card	219.16	574.02
General Journal	05/31/2025			To clean up ol...	Police		-SPLIT-	-66.15	507.87
Total Telephone-P								507.87	507.87
Training & Education-P									
Bill	05/29/2025	EIL060...	Good Shepherd Traini...	Inv EIL060625...	Police		20000 - Accoun...	150.00	150.00
Total Training & Education-P								150.00	150.00
Utilities-P									
Check	05/02/2025	eft	ADT Security	2025 MAY	Police		001 General Fu...	74.88	74.88
Bill	05/06/2025	00010...	Harpers Ferry Water ...	Apr Usage To...	Police		20000 - Accoun...	29.63	104.51
Bill	05/07/2025	11008...	Potomac Edison	April usage	Police		20000 - Accoun...	148.12	252.63
Bill	05/26/2025	34312...	Waste Management ...	town hall dum...	Police		20000 - Accoun...	71.72	324.35
Total Utilities-P								324.35	324.35
Wireless-P									
Bill	05/05/2025	28733...	AT&T	ACCT 287334...	Police		20000 - Accoun...	464.60	464.60
Total Wireless-P								464.60	464.60
WV, Friendship									
Check	05/01/2025	EFT	State of WV	April 2025 Fines	Police		General Court F...	648.00	648.00
Total WV, Friendship								648.00	648.00
Total 001.700 - Police Dept								36,645.50	36,645.50
001.706 - Fire Dept Contribution									
Check	05/13/2025	16798	Friendship Fire Comp...	FY 2025 Fundi...	General		001 General Fu...	4,000.00	4,000.00
Total Contribution								4,000.00	4,000.00
Total 001.706 - Fire Dept								4,000.00	4,000.00
001.750 - Street Department Auto Supplies (Gas & Oil) St									
Bill	05/05/2025	NP683...	Fuelman	April usage	General		20000 - Accoun...	174.68	174.68
Total Auto Supplies (Gas & Oil) St								174.68	174.68
Equipment Rent St									
Bill	05/21/2025	27733...	AC & T Co., Inc.	INV 27733CH	General		20000 - Accoun...	80.00	80.00
Total Equipment Rent St								80.00	80.00
Pension Expense St									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	193.54	193.54
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	204.60	398.14
Total Pension Expense St								398.14	398.14
PR Taxes Employer St									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	164.51	164.51
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	173.90	338.41
Total PR Taxes Employer St								338.41	338.41

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Accrual Basis

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

May 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Salaries & Wages St									
General Journal	05/08/2025			payroll 2025 5/8	General		001 General Fu...	2,150.40	2,150.40
General Journal	05/22/2025			payroll 5/22	General		001 General Fu...	2,273.28	4,423.68
Total Salaries & Wages St								4,423.68	4,423.68
Utilities St									
Bill	05/06/2025	00020...	Harpers Ferry Water ...	APR Usage Hy...	General		20000 · Accoun...	240.00	240.00
Bill	05/31/2025	7569	Jeff Co. Solid Waste ...	May debris an...	General		20000 · Accoun...	5.94	245.94
Total Utilities St								245.94	245.94
Total 001.750 · Street Department								5,660.85	5,660.85
001.751 · Street Lights									
Utilities SI									
Bill	05/05/2025	11008...	Potomac Edison	Apr Usage, Str...	General		20000 · Accoun...	1,356.27	1,356.27
Bill	05/07/2025	11011...	Potomac Edison	April usage	General		20000 · Accoun...	37.30	1,393.57
Total Utilities SI								1,393.57	1,393.57
Total 001.751 · Street Lights								1,393.57	1,393.57
001.759 · Public Transit									
Check	05/13/2025	16796	EAsern Panhandle T...	FY 2025 Fundi...	General		001 General Fu...	4,500.00	4,500.00
Total 001.759 · Public Transit								4,500.00	4,500.00
Total Expense								88,031.12	88,031.12
Net Ordinary Income								-3,068.38	-3,068.38
Net Income								-3,068.38	-3,068.38

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	aCH	06/25/2025	ENCOVA Insurance		Water Fund Checking		-1,047.93
Bill	700560...	06/25/2025			Insurance and Bonds	-244.87	612.66
					Property Ins and Bond...	-326.61	817.21
					Group Ins. St	-57.63	144.20
					656.8 · Ins-Property,Li...	-418.82	1,047.93
TOTAL						-1,047.93	2,622.00
Bill Pmt -Check	ACH	06/04/2025	Potomac Edison		001 General Fund Ac...		-1,356.27
Bill	110084...	05/05/2025			Utilities SI	-1,356.27	1,356.27
TOTAL						-1,356.27	1,356.27
Bill Pmt -Check	ACH	06/05/2025	Potomac Edison		001 General Fund Ac...		-142.44
Bill	110081...	05/07/2025			Utilities C	-142.44	142.44
TOTAL						-142.44	142.44
Bill Pmt -Check	ACH	06/06/2025	Potomac Edison		001 General Fund Ac...		-148.12
Bill	110081...	05/07/2025			Utilities-P	-148.12	148.12
TOTAL						-148.12	148.12
Bill Pmt -Check	ACH	06/06/2025	Potomac Edison		001 General Fund Ac...		-37.30
Bill	110119...	05/07/2025			Utilities SI	-37.30	37.30
TOTAL						-37.30	37.30
Bill Pmt -Check	ACH	06/06/2025	Potomac Edison		Water Fund Checking		-46.17
Bill	110158...	05/07/2025			615.3 · Utilities W	-46.17	46.17
TOTAL						-46.17	46.17
Bill Pmt -Check	ACH	06/06/2025	Potomac Edison		Water Fund Checking		-10.00
Bill	110081...	05/07/2025			615.3 · Utilities W	-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	ACH	06/06/2025	Potomac Edison		001 General Fund Ac...		-20.92
Bill	110147...	05/07/2025			Utilities C	-20.92	20.92
TOTAL						-20.92	20.92
Bill Pmt -Check	ACH	06/06/2025	Potomac Edison		001 General Fund Ac...		-181.03
Bill	110081...	05/07/2025			Utilities C	-181.03	181.03
TOTAL						-181.03	181.03
Bill Pmt -Check	ACH	06/12/2025	ENCOVA Insurance		001 General Fund Ac...		-1,574.07
Bill	700154...	06/01/2025			Insurance and Bonds	-367.79	612.66
					Property Ins and Bond...	-490.60	817.21
					Group Ins. St	-86.57	144.20
					656.8 · Ins-Property,Li...	-629.11	1,047.93
TOTAL						-1,574.07	2,622.00

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Corp. of Harpers Ferry**Check Detail**

June 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	06/12/2025	ENCOVA Insurance		Water Fund Checking		-1,047.93
Bill	700154...	06/01/2025			Insurance and Bonds	-244.87	612.66
					Property Ins and Bond...	-326.61	817.21
					Group Ins. St	-57.63	144.20
					656.8 · Ins-Property,Li...	-418.82	1,047.93
TOTAL						-1,047.93	2,622.00
Bill Pmt -Check	ACH	06/25/2025	ENCOVA Insurance		001 General Fund Ac...		-1,574.07
Bill	700560...	06/25/2025			Insurance and Bonds	-367.79	612.66
					Property Ins and Bond...	-490.60	817.21
					Group Ins. St	-86.57	144.20
					656.8 · Ins-Property,Li...	-629.11	1,047.93
TOTAL						-1,574.07	2,622.00
Bill Pmt -Check	ACH	06/26/2025	Potomac Edison		001 General Fund Ac...		-0.46
Bill	110086...	06/06/2025			Utilities Pa	-0.46	0.46
TOTAL						-0.46	0.46
Check	eft	06/01/2025	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	06/05/2025	PEIA		Harpers Ferry Payrol...		-408.00
					OPEB - General	-34.00	34.00
					246P · OPEB - Police	-102.00	102.00
					OPEB - Water	-238.00	238.00
					Employee Benefits	-34.00	34.00
TOTAL						-408.00	408.00
Check	eft	06/11/2025	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	06/04/2025	State of WV		General Court Fund		-264.00
					WV, Friendship	-264.00	264.00
TOTAL						-264.00	264.00
Check	EFT	06/05/2025	PEIA		Harpers Ferry Payrol...		-11,313.84
					PEIA/Workers Comp-P	-4,537.94	4,537.94
					605.8 · Employee PEI...	-4,633.76	4,633.76
					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						-11,313.84	11,313.84
Check	EFT	06/05/2025	West Virginia Munic...		Water Fund Checking		-4,492.97
					427.3_ · Municipal Bo...	-4,492.97	4,492.97
TOTAL						-4,492.97	4,492.97

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Corp. of Harpers Ferry**Check Detail**

June 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	06/09/2025	Leaf		001 General Fund Ac...		-209.00
					Leased Equipment C	-104.50	104.50
					Due To General	-104.50	104.50
TOTAL						-209.00	209.00
Check	EFT	06/11/2025	Fuelman		001 General Fund Ac...		-1,354.74
					Auto Supplies and Fu...	-1,354.74	1,354.74
TOTAL						-1,354.74	1,354.74
Check	EFT	06/13/2025	USDA		Water Fund Checking		-1,523.00
					427.3 · Bonds Payabl...	-1,523.00	1,523.00
TOTAL						-1,523.00	1,523.00
Check	EFT	06/26/2025	Bank of Charles Town		Water Fund Checking		-647.24
					341.2 Capital Outlay - ...	-647.24	647.24
TOTAL						-647.24	647.24
Bill Pmt -Check	103	06/05/2025	Greenridge Contract...		CNB Renew & Repla...		-8,298.22
Bill	1029001	04/28/2025			636 · Contracted Servi...	-8,298.22	8,298.22
TOTAL						-8,298.22	8,298.22
Bill Pmt -Check	104	06/10/2025	Civil & Environment...		SHPO Escrow		-2,100.00
Bill	465308	06/01/2025			Contracted Services	-2,100.00	7,000.00
TOTAL						-2,100.00	7,000.00
Bill Pmt -Check	105	06/10/2025	Civil & Environment...		SHPO Escrow		-2,100.00
Bill	462866	06/01/2025			Contracted Services	-2,100.00	7,000.00
TOTAL						-2,100.00	7,000.00
Bill Pmt -Check	111	06/16/2025	Gwin Dobson & Fore...		2024 Const Trust Fu...		-30,087.07
Bill	91261	05/31/2025			Construction in Progr...	-30,087.07	30,087.07
TOTAL						-30,087.07	30,087.07
Check	152	06/16/2025	Terra Works, Inc.		Water Improvement ...		-549,325.00
					Construction in Progr...	-549,325.00	549,325.00
TOTAL						-549,325.00	549,325.00
Check	359	06/03/2025	Harpers Ferry Water ...		Hotel Motel Tax		-3,675.00
					906 · Arts & Humaniti...	-3,675.00	3,675.00
TOTAL						-3,675.00	3,675.00
Check	360	06/10/2025	Rohrersville Band		Hotel Motel Tax		-300.00
					906 · Arts & Humaniti...	-300.00	300.00
TOTAL						-300.00	300.00

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Corp. of Harpers Ferry**Check Detail**

June 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	361	06/10/2025	William Pappas		Hotel Motel Tax		-1,250.00
					906 · Arts & Humaniti...	-1,250.00	1,250.00
TOTAL						-1,250.00	1,250.00
Check	362	06/10/2025	Patrick Stoddard		Hotel Motel Tax		-300.00
					906 · Arts & Humaniti...	-300.00	300.00
TOTAL						-300.00	300.00
Check	363	06/12/2025			Hotel Motel Tax		0.00
TOTAL						0.00	0.00
Check	1477	06/03/2025	Rebeckah Lord		HF Water Works Esc...		-50.00
					Water Security Depos...	-50.00	50.00
TOTAL						-50.00	50.00
Check	1478	06/25/2025	Lucy C Stroman		HF Water Works Esc...		-50.00
					Water Security Depos...	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	2962	06/10/2025	Nancy Dalby		General Court Fund		-1,125.00
Bill	202506	06/06/2025			Contracted Services-P	-1,125.00	1,125.00
TOTAL						-1,125.00	1,125.00
Bill Pmt -Check	2963	06/10/2025	Steve Groh		General Court Fund		-675.00
Bill	202506	06/06/2025			Contracted Services-P	-675.00	675.00
TOTAL						-675.00	675.00
Check	2964	06/10/2025			General Court Fund		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	2965	06/10/2025	Nathan Cochran		General Court Fund		-225.00
Bill	202506	06/06/2025			Contracted Services-P	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Check	2966	06/10/2025	Desiree Harris		General Court Fund		-150.00
Bill	202506	06/06/2025			Magistrate-P	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	15309	06/03/2025	Pace Analytical		Water Fund Checking		-185.80
Bill	253060...	05/27/2025			631.3 · Lab Services	-185.80	185.80
TOTAL						-185.80	185.80
Check	15310	06/03/2025	Ryan Slusher		Water Fund Checking		-270.00
					675.3 · Training, Educ...	-270.00	270.00
TOTAL						-270.00	270.00

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Corp. of Harpers Ferry**Check Detail**

June 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	15311	06/05/2025	CITCO Water		Water Fund Checking		-929.22
Bill	100302...	05/28/2025			618.3 · Plant Chemicals	-929.22	929.22
TOTAL						-929.22	929.22
Bill Pmt -Check	15312	06/05/2025	Dodson Septic Tank ...		Water Fund Checking		-475.00
Bill	MAY 2...	05/28/2025			631.4PM · Plant Maint...	-475.00	475.00
TOTAL						-475.00	475.00
Bill Pmt -Check	15313	06/05/2025	JR Jefferson Rentals...		Water Fund Checking		-88.47
Bill	82742	05/28/2025			642.6 · Rental Equipm...	-88.47	88.47
TOTAL						-88.47	88.47
Bill Pmt -Check	15314	06/05/2025	Law Office of Hoy S...		Water Fund Checking		-97.50
Bill	4664	05/01/2025			631.8 · Legal Fees an...	-97.50	97.50
TOTAL						-97.50	97.50
Bill Pmt -Check	15315	06/05/2025	Law Office of Hoy S...		Water Fund Checking		-487.50
Bill	4677	06/01/2025			631.8 · Legal Fees an...	-487.50	487.50
TOTAL						-487.50	487.50
Bill Pmt -Check	15316	06/05/2025	CORE & MAIN LP		Water Fund Checking		-1,392.21
Bill	W9711...	05/14/2025			620.6 · Materials and ...	-1,392.21	1,392.21
TOTAL						-1,392.21	1,392.21
Bill Pmt -Check	15317	06/05/2025	CORE & MAIN LP		Water Fund Checking		-371.66
Bill	X017982	05/21/2025			620.6 · Materials and ...	-371.66	371.66
TOTAL						-371.66	371.66
Bill Pmt -Check	15318	06/05/2025	Automated Office Eq...		Water Fund Checking		-284.83
Bill	153436	06/03/2025			620.8 · Office Supplie...	-142.41	284.83
					341 G · Materials & S...	-142.42	284.84
TOTAL						-284.83	569.67
Bill Pmt -Check	15319	06/05/2025	Greenridge Contract...		Water Fund Checking		-10,000.14
Bill	1029422	05/07/2025			636 · Contracted Servi...	-10,000.14	10,000.14
TOTAL						-10,000.14	10,000.14
Bill Pmt -Check	15320	06/10/2025	Harpers Ferry Water ...		Water Fund Checking		-40.03
Bill	000100...	06/05/2025			615.3 · Utilities W	-13.34	40.03
					Utilities-P	-13.34	40.01
					Utilities C	-13.35	40.03
TOTAL						-40.03	120.07

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Corp. of Harpers Ferry**Check Detail**

June 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	15321	06/10/2025	Advantage Technolo...		Water Fund Checking		-417.98
Bill	90899	06/02/2025			Contracted Services C	-139.32	417.99
					Contracted Services-P	-139.33	417.98
					620.8 · Office Supplie...	-139.33	417.98
TOTAL						-417.98	1,253.95
Bill Pmt -Check	15322	06/11/2025	CoxHollidayoung PL...		Water Fund Checking		-669.26
Bill	24966	05/29/2025			Office Supplies and M...	-22.30	67.00
					341 G · Materials & S...	-22.31	67.00
					Professional Services C	-401.80	1,206.69
					620.8 · Office Supplie...	-21.98	66.00
					631.1 · Prof Services-...	-200.87	603.26
TOTAL						-669.26	2,009.95
Bill Pmt -Check	15323	06/16/2025	Greenridge Contract...		Water Fund Checking		-1,179.39
Bill	102903...	06/11/2025			636 · Contracted Servi...	-1,179.39	1,179.39
TOTAL						-1,179.39	1,179.39
Bill Pmt -Check	15324	06/16/2025	Sisler's Stone Inc		Water Fund Checking		-228.00
Bill	134593	06/13/2025			636 · Contracted Servi...	-228.00	228.00
TOTAL						-228.00	228.00
Bill Pmt -Check	15325	06/23/2025	Homewood Lawn Care		Water Fund Checking		-700.00
Bill	352	06/06/2025			631.4PM · Plant Maint...	-350.00	350.00
Bill	346	06/06/2025			631.4PM · Plant Maint...	-350.00	350.00
TOTAL						-700.00	700.00
Bill Pmt -Check	15326	06/23/2025	Miss Utility		Water Fund Checking		-37.15
Bill	WV25-...	06/10/2025			660.8 · Advertising & ...	-37.15	37.15
TOTAL						-37.15	37.15
Bill Pmt -Check	15327	06/23/2025	Pace Analytical		Water Fund Checking		-1,517.00
Bill	253060...	06/17/2025			631.3 · Lab Services	-1,517.00	1,517.00
TOTAL						-1,517.00	1,517.00
Bill Pmt -Check	15328	06/25/2025	WV Corp		Water Fund Checking		-4,520.23
Bill	114116	06/12/2025			Insurance and Bonds	-553.01	1,274.73
					Group Ins. St	-543.02	1,251.70
					Property Ins and Bond...	-1,463.22	3,372.84
					656.8 · Ins-Property,Li...	-1,960.98	4,520.23
TOTAL						-4,520.23	10,419.50
Bill Pmt -Check	15329	06/30/2025	Advantage Technolo...		Water Fund Checking		-259.95
Bill	89785	06/01/2025			Contracted Services C	-86.65	259.95
					Contracted Services-P	-86.65	259.95
					620.8 · Office Supplie...	-86.65	259.95
TOTAL						-259.95	779.85

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Corp. of Harpers Ferry**Check Detail**

June 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	16809	06/05/2025	Good Shepherd Trai...		001 General Fund Ac...		-150.00
Bill	EIL060...	05/29/2025			Training & Education-P	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	16810	06/05/2025	Automated Office Eq...		001 General Fund Ac...		-284.84
Bill	153436	06/03/2025			620.8 · Office Supplie...	-142.42	284.83
					341 G · Materials & S...	-142.42	284.84
TOTAL						-284.84	569.67
Check	16811	06/10/2025	Corporation of Harp...		001 General Fund Ac...		-66,000.00
					Due To Water	-66,000.00	66,000.00
TOTAL						-66,000.00	66,000.00
Check	16812	06/10/2025	Stampfer, Timothy		001 General Fund Ac...		-100.10
					001.761 Parkinng Exp...	-100.10	100.10
TOTAL						-100.10	100.10
Bill Pmt -Check	16813	06/10/2025	Harpers Ferry Water ...		001 General Fund Ac...		-370.09
Bill	000100...	06/05/2025			615.3 · Utilities W	-26.69	40.03
					Utilities-P	-26.67	40.01
					Utilities C	-26.68	40.03
Bill	000200...	06/05/2025			Utilities St	-240.00	240.00
Bill	000350...	06/05/2025			Utilities Pa	-50.05	50.05
TOTAL						-370.09	410.12
Bill Pmt -Check	16814	06/10/2025	Advantage Technolo...		001 General Fund Ac...		-835.97
Bill	90899	06/02/2025			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	16815	06/10/2025	Advantage Technolo...		001 General Fund Ac...		-95.00
Bill	91073	06/02/2025			Contracted Services-P	-95.00	95.00
TOTAL						-95.00	95.00
Check	16816	06/10/2025	Flip Flop Festival		001 General Fund Ac...		-600.00
					001.402 · Economic D...	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Check	16817	06/10/2025	Jefferson Publishing...		001 General Fund Ac...		-125.26
Bill	70726	05/15/2025			Legal Publications E	-125.26	125.26
TOTAL						-125.26	125.26
Bill Pmt -Check	16818	06/10/2025	Jeff Co. Solid Waste ...		001 General Fund Ac...		-5.94
Bill	7569	05/31/2025			Utilities St	-5.94	5.94
TOTAL						-5.94	5.94

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Corp. of Harpers Ferry**Check Detail**

June 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	16819	06/11/2025	CoxHollidayoung PL...		001 General Fund Ac...		-1,340.69
Bill	24966	05/29/2025			Office Supplies and M...	-44.70	67.00
					341 G · Materials & S...	-44.69	67.00
					Professional Services C	-804.89	1,206.69
					620.8 · Office Supplie...	-44.02	66.00
					631.1 · Prof Services-...	-402.39	603.26
TOTAL						-1,340.69	2,009.95
Bill Pmt -Check	16820	06/12/2025	Welsh Sound		001 General Fund Ac...		-2,775.00
Bill	25-1056	06/12/2025			001.402 · Economic D...	-2,775.00	2,775.00
TOTAL						-2,775.00	2,775.00
Check	16821	06/23/2025	Harpers Ferry Nation...		001 General Fund Ac...		-50.00
					001.402 · Economic D...	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	16822	06/23/2025	CARS		001 General Fund Ac...		-222.55
Bill	2025-1...	06/19/2025			Maintenance and Rep...	-222.55	222.55
TOTAL						-222.55	222.55
Bill Pmt -Check	16823	06/23/2025	All-Shred, INC		001 General Fund Ac...		-291.00
Bill	749606...	06/17/2025			341 G · Materials & S...	-291.00	291.00
TOTAL						-291.00	291.00
Bill Pmt -Check	16824	06/23/2025	West Virginia Munic...		001 General Fund Ac...		-35.00
Bill	2025-2...	06/16/2025			Dues and Subscriptio...	-35.00	35.00
TOTAL						-35.00	35.00
Bill Pmt -Check	16825	06/23/2025	Advantage Technolo...		001 General Fund Ac...		-522.50
Bill	91392	06/16/2025			Contracted Services C	-35.00	35.00
Bill	91393	06/16/2025			Contracted Services C	-487.50	487.50
TOTAL						-522.50	522.50
Bill Pmt -Check	16826	06/23/2025	State Certified Pest ...		001 General Fund Ac...		-125.00
Bill	062025	06/23/2025			Maint & Repairs to Bld...	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	16827	06/25/2025	WV Corp		001 General Fund Ac...		-5,899.27
Bill	114116	06/12/2025			Insurance and Bonds	-721.72	1,274.73
					Group Ins. St	-708.68	1,251.70
					Property Ins and Bond...	-1,909.62	3,372.84
					656.8 · Ins-Property,Li...	-2,559.25	4,520.23
TOTAL						-5,899.27	10,419.50
Bill Pmt -Check	16828	06/26/2025	Jefferson County Ch...		001 General Fund Ac...		-100.00
Bill	FY 2026	07/01/2025			Dues & Subscriptions C	-100.00	100.00
TOTAL						-100.00	100.00

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	16829	06/26/2025	Staples		001 General Fund Ac...		-549.98
Bill	700581...	06/25/2025			341 G - Materials & S...	-549.98	549.98
TOTAL						-549.98	549.98
Check	16830	06/30/2025	Christy Huddle		001 General Fund Ac...		-50.00
					Contracted Services E	-50.00	50.00
TOTAL						-50.00	50.00
Check	16831	06/30/2025	Robert Nelson		001 General Fund Ac...		-50.00
					Contracted Services E	-50.00	50.00
TOTAL						-50.00	50.00
Check	16832	06/30/2025	Virliisa Breeden		001 General Fund Ac...		-127.50
					Contracted Services E	-127.50	127.50
TOTAL						-127.50	127.50
Check	16833	06/30/2025	Gardner, Marsha		001 General Fund Ac...		-1,585.00
					Contracted Services E	-1,585.00	1,585.00
TOTAL						-1,585.00	1,585.00
Check	16834	06/30/2025	Jennifer McNutt		001 General Fund Ac...		-427.50
					Contracted Services E	-427.50	427.50
TOTAL						-427.50	427.50
Check	16835	06/30/2025	Beth Rosenberg_		001 General Fund Ac...		-682.50
					Contracted Services E	-682.50	682.50
TOTAL						-682.50	682.50
Check	16836	06/30/2025	N. Nadine_Snowden		001 General Fund Ac...		-565.00
					Contracted Services E	-565.00	565.00
TOTAL						-565.00	565.00
Check	16837	06/30/2025	Kassie Whitmer		001 General Fund Ac...		-382.50
					Contracted Services E	-382.50	382.50
TOTAL						-382.50	382.50
Check	16838	06/30/2025	Heather Sutphin		001 General Fund Ac...		-50.00
					321 Parking Violations	-50.00	50.00
TOTAL						-50.00	50.00
Check	16839	06/30/2025	Jeffrey Moscow		001 General Fund Ac...		-19.50
					321 Parking Violations	-19.50	19.50
TOTAL						-19.50	19.50

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Corp. of Harpers Ferry**Check Detail**

June 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	16840	06/30/2025	Nikolas Holtz		001 General Fund Ac...		-60.00
					321 Parking Violations	-60.00	60.00
TOTAL						-60.00	60.00
Check	16841	06/30/2025	Randy Boyle		001 General Fund Ac...		-14.00
					321 Parking Violations	-14.00	14.00
TOTAL						-14.00	14.00
Check	16842	06/30/2025	Stampfer, Timothy		001 General Fund Ac...		-46.90
					001.761 Parkinng Exp...	-46.90	46.90
TOTAL						-46.90	46.90
Bill Pmt -Check	16843	06/30/2025	Advantage Technolo...		001 General Fund Ac...		-519.90
Bill	89785	06/01/2025			Contracted Services C	-173.30	259.95
					Contracted Services-P	-173.30	259.95
					620.8 · Office Supplie...	-173.30	259.95
TOTAL						-519.90	779.85
Bill Pmt -Check	16844	06/30/2025	Perry & Associates		001 General Fund Ac...		-8,333.00
Bill	132403	06/30/2025			Audit Cost C	-8,333.00	8,333.00
TOTAL						-8,333.00	8,333.00
Bill Pmt -Check	16845	06/30/2025	Automated Office Eq...		001 General Fund Ac...		-711.96
Bill	148994B	06/01/2025			Office Supplies and M...	-355.98	355.98
					341 G · Materials & S...	-355.98	355.98
TOTAL						-711.96	711.96
Bill Pmt -Check	1113670	06/16/2025	Civil & Environment...		GRANT Operating A...		-4,900.00
Bill	465308	06/01/2025			Contracted Services	-4,900.00	7,000.00
TOTAL						-4,900.00	7,000.00
Bill Pmt -Check	1113671	06/16/2025	Civil & Environment...		GRANT Operating A...		-4,900.00
Bill	462866	06/01/2025			Contracted Services	-4,900.00	7,000.00
TOTAL						-4,900.00	7,000.00

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

	Jul '24 - May 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	82,729.25	85,593.00	-2,863.75	96.7%
303 · Oil & Gas Severance Tax	990.25	2,500.00	-1,509.75	39.6%
304 · Excise Tax on Utilities	6,948.78	6,500.00	448.78	106.9%
305 · Business and Occupation Tax	241,570.39	200,000.00	41,570.39	120.8%
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	84,720.23	75,000.00	9,720.23	113.0%
314 · Sales Tax Revenue	323,360.61	290,000.00	33,360.61	111.5%
320 · Fines, Fees & Court Cost	14,445.00	20,000.00	-5,555.00	72.2%
320_399 · Police Department Rev Sources	29,303.34	32,000.00	-2,696.66	91.6%
325 · Licenses	4,335.00	6,500.00	-2,165.00	66.7%
326 · Building Permit Fees	13,394.95	5,000.00	8,394.95	267.9%
327 · Miscellaneous Permits (Parking)	935.00	800.00	135.00	116.9%
328 · Franchise Fees	3,079.14	3,300.00	-220.86	93.3%
330 · IRP Fees	5,770.33	5,000.00	770.33	115.4%
340 · Parks and Rec.	5,460.92	5,000.00	460.92	109.2%
342 · Parking Meter Revenue	181,826.94	200,000.00	-18,173.06	90.9%
345 · Rents & Concessions	88,983.41	88,000.00	983.41	101.1%
365 · Federal Government Grants	4,000.00	5,470.00	-1,470.00	73.1%
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	11,972.85	13,000.00	-1,027.15	92.1%
380 · Interest Earned on Investments	5,923.13	5,500.00	423.13	107.7%
382 · Refunds and Rebates	1,067.74	1,600.00	-532.26	66.7%
397 · Lottery	39,870.53	35,000.00	4,870.53	113.9%
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	1,256,654.74	2,464,803.00	-1,208,148.26	51.0%
386 · Insurance Claims	6,987.61	7,500.00	-512.39	93.2%
Total Income	1,263,642.35	2,472,303.00	-1,208,660.65	51.1%
Gross Profit	1,263,642.35	2,472,303.00	-1,208,660.65	51.1%

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Accrual Basis

Corp. of Harpers Ferry

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

	Jul '24 - May 25	Budget	\$ Over Budget	% of Budget
Expense				
001.809 Grants Health/Sanitatio	0.00	12,000.00	-12,000.00	0.0%
001.760 Parking	13,954.23	17,392.00	-3,437.77	80.2%
405 - Board of Zoning Appeals	50.14	300.00	-249.86	16.7%
Capital Projects Expenditures	0.00	791,398.00	-791,398.00	0.0%
Culture & Rec Exp				
900 . Parks	2,596.48	6,630.00	-4,033.52	39.2%
901 . Visitors Bureau -H	39,377.64	37,500.00	1,877.64	105.0%
906 . Arts & Humanities -H	18,939.82	67,500.00	-48,560.18	28.1%
911 . Historical Landmarks Com.	7,000.00	15,200.00	-8,200.00	46.1%
916 . Library	4,500.00	4,500.00	0.00	100.0%
Total Culture & Rec Exp	72,413.94	131,330.00	-58,916.06	55.1%
001.402 . Economic Development	5,835.56	15,000.00	-9,164.44	38.9%
001.409 . Office of Mayor	19,735.86	22,600.00	-2,864.14	87.3%
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	70,717.98	73,636.74	-2,918.76	96.0%
001.415 . Office of City Clerk	70,282.28	73,181.65	-2,899.37	96.0%
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	608.85	5,000.00	-4,391.15	12.2%
001.440 . City Hall	222,594.16	311,011.27	-88,417.11	71.6%
001.699 . Contingencies	0.00	167,134.04	-167,134.04	0.0%
001.700 . Police Dept	500,204.63	595,134.81	-94,930.18	84.0%
001.706 . Fire Dept	4,000.00	4,000.00	0.00	100.0%
001.750 . Street Department	89,907.37	117,809.49	-27,902.12	76.3%
001.751 . Street Lights	23,013.72	23,700.00	-686.28	97.1%
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%

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

	Jul '24 - May 25	Budget	\$ Over Budget	% of Budget
001.759 · Public Transit	4,500.00	4,500.00	0.00	100.0%
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%
Total Expense	1,175,775.88	2,472,303.00	-1,296,527.12	47.6%
Net Ordinary Income	87,866.47	0.00	87,866.47	100.0%
Net Income	87,866.47	0.00	87,866.47	100.0%

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

	Jul '24 - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
131 . SB234 Reserve Transfer	63,600.00	72,953.00	-9,353.00	87.2%
131.3 Transfers to Reserve	0.00	0.00	0.00	0.0%
General				
320_399 . Police Department Rev Sources	0.00			
Total General	0.00			
400 . Water Department Income				
481 . Reimbursements	4,520.33			
Bond Renewal & Repl 2.5% tmfr	25,800.00	27,137.50	-1,337.50	95.1%
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	7,601.42	1,700.00	5,901.42	447.1%
421 . Non Utility Income - Other	39.00			
Total 421 . Non Utility Income	7,640.42	1,700.00	5,940.42	449.4%
461 . Customers - Water Bill Payments	1,019,697.53	1,092,200.00	-72,502.47	93.4%
462.1 . Annual Fire Service Fee	2,241.58	3,000.00	-758.42	74.7%
471 . PSD bill processing	31,246.00	36,000.00	-4,754.00	86.8%
471.b . Misc Revenue Recovery Reimb	24,599.52	43,708.24	-19,108.72	56.3%
400 . Water Department Income - Other	0.00	0.00	0.00	0.0%
Total 400 . Water Department Income	1,131,195.38	1,209,670.74	-78,475.36	93.5%
Total Income	1,194,795.38	1,282,623.74	-87,828.36	93.2%
Gross Profit	1,194,795.38	1,282,623.74	-87,828.36	93.2%
Expense				
Bad Debt Write Off	5,931.29			
400 . Water Department				
Bond Interest	233,433.39	292,640.00	-59,206.61	79.8%
631.1 . Prof Services-Accounting-Water				
131.3 Water Transfs to Reserve	11,062.27	14,000.00	-2,937.73	79.0%
334. New Meters	63,600.00	72,953.00	-9,353.00	87.2%
334.0 Maintenance of Meters	1,969.47	2,500.00	-530.53	78.8%
341.2 Capital Outlay - Auto	752.45	2,000.00	-1,247.55	37.6%
605.8 Accrued Leave - Water	11,343.28	13,500.00	-2,156.72	84.0%
620.7a - Bank Service Charges	0.00	5,000.00	-5,000.00	0.0%
670.7 Bad Debt	0.00	-50.00	-50.00	0.0%
675.3 Miscellaneous & General	0.00	2,500.00	-2,500.00	0.0%
675.3 Uniforms	662.19	0.00	0.00	0.0%
675.3Memberships/Dues/subscript	440.00	1,500.00	-837.81	44.1%
Maintenance of Mains	101,296.84	500.00	-60.00	88.0%
		92,000.00	9,296.84	110.1%

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

	Jul '24 - May 25	Budget	\$ Over Budget	% of Budget
127 . Bond Renewal & Replacement Fund	25,800.00	27,137.50	-1,337.50	95.1%
408.10 . Assessments	2,263.01	2,270.00	-6.99	99.7%
408.12 . PR Taxes Employer Expense	25,084.79	23,011.75	2,073.04	109.0%
427.3 . Municipal Bond Commission	49,422.67	45,000.00	4,422.67	109.8%
601.3 . Plant - Salaries & Wages	210,595.46	180,847.68	29,747.78	116.4%
601.7 . Office - Salaries & Wages	107,907.07	106,799.24	1,107.83	101.0%
604.8 . Pension Exp	29,964.91	32,863.79	-2,898.88	91.2%
605.8 . Employee PEIA Benefits	38,540.02	52,000.00	-13,459.98	74.1%
615.3 . Utilities W	32,748.09	34,000.00	-1,251.91	96.3%
618.3 . Plant Chemicals	13,497.04	22,000.00	-8,502.96	61.4%
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	6,004.78	8,000.00	-1,995.22	75.1%
620.7c . Customer Acct Exp Material Supp	57.99			
620.8 . Office Supplies & Expenses	25,968.93	32,986.33	-7,017.40	78.7%
620.8PM . Plant Maintenance MS	6,590.69	4,500.00	2,090.69	146.5%
631.3 . Lab Services	6,920.40	8,000.00	-1,079.60	86.5%
631.4PM . Plant Maintenance CS	67,102.25	133,264.45	-66,162.20	50.4%
631.8 . Legal Fees and Studies	7,136.00	5,000.00	2,136.00	142.7%
631.8 . Security 911 Notification	561.75	1,000.00	-438.25	56.2%
642.8 . Leased Equipment W	1,948.24	1,000.00	948.24	194.8%
650.8 . Auto & Transportation Expenses	9,811.95	15,000.00	-5,188.05	65.4%
656.8 . Ins-Property, Liability, Workers	21,219.71	25,000.00	-3,780.29	84.9%
660.8 . Advertising & Legal Publication	827.62	1,000.00	-172.38	82.8%
675.3 . Training, Education, & Certif	1,762.04	3,200.00	-1,437.96	55.1%
675.8 . Telephone W	8,420.12	8,600.00	-179.88	97.9%
Total 400. . Water Department	1,129,747.99	1,282,623.74	-152,875.75	88.1%
Total Expense	1,135,679.28	1,282,623.74	-146,944.46	88.5%
Net Ordinary Income	59,116.10	0.00	59,116.10	100.0%
Net Income	59,116.10	0.00	59,116.10	100.0%

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
131 · SB234 Reserve Transfer									
General Journal	05/31/2025				Water		131.3 Water Tra...	5,600.00	5,600.00
Total 131 · SB234 Reserve Transfer								5,600.00	5,600.00
General									
320_399 · Police Department Rev Sources									
321 Parking Violations									
Deposit	05/29/2025			Tickets	Water		General Court F...	150.00	150.00
General Journal	05/31/2025			Reclass	Water		321 Parking Vio...	-150.00	0.00
Total 321 Parking Violations								0.00	0.00
Total 320_399 · Police Department Rev Sources								0.00	0.00
Total General								0.00	0.00
400 · Water Department Income									
Bond Renewal & Repl 2.5% trnfr									
General Journal	05/31/2025			Reverse of GJ...	Water		127 · Bond Ren...	600.00	600.00
General Journal	05/31/2025			Reserves	Water		127 · Bond Ren...	1,800.00	2,400.00
Total Bond Renewal & Repl 2.5% trnfr								2,400.00	2,400.00
421 · Non Utility Income									
419. · Interest									
Deposit	05/31/2025			Interest	Water		CNB Renew & ...	396.86	396.86
Deposit	05/31/2025			Interest	Water		CNB Renew & ...	22.93	419.79
Deposit	05/31/2025			Interest	Water		Water Improve...	97.54	517.33
Deposit	05/31/2025			Interest	Water		CNB CWR S...	453.05	970.38
Deposit	05/31/2025			Interest	Water		CNB Reserve (...)	22.93	993.31
Deposit	05/31/2025			Interest	Water		Contruction Fun...	14.97	1,008.28
Deposit	05/31/2025			Interest	Water		2024 Const Tru...	7.54	1,015.82
Deposit	05/31/2025			Interest	Water		HF Water Work...	9.11	1,024.93
Deposit	05/31/2025			Interest	Water		Water Fund Ch...	14.72	1,039.65
Total 419. · Interest								1,039.65	1,039.65
Total 421 · Non Utility Income								1,039.65	1,039.65
461 · Customers - Water Bill Payments									
462 - Customer Hydrants									
Deposit	05/21/2025			Fire Protection	Water		Water Fund Ch...	37.86	37.86
Deposit	05/23/2025			Fire Protection	Water		Water Fund Ch...	270.00	307.86
Deposit	05/29/2025			Fire Protection	Water		Water Fund Ch...	240.00	547.86
Total 462 - Customer Hydrants								547.86	547.86
461 · Customers - Water Bill Payments - Other									
General Journal	05/31/2025		Harpers Ferry_v	To adjust A/R ...	Water		141 Accounts R...	142,107.47	142,107.47
Total 461 · Customers - Water Bill Payments - Other								142,107.47	142,107.47
Total 461 · Customers - Water Bill Payments								142,655.33	142,655.33
462.1 · Annual Fire Service Fee									
Deposit	05/07/2025		customer	NPS Water bill...	Water		Water Fund Ch...	1,255.66	1,255.66
Total 462.1 · Annual Fire Service Fee								1,255.66	1,255.66
471 · PSD bill processing									
Invoice	05/05/2025	202505	HF Bolivar Public Ser...	Monthly paym...	Water		141 Accounts R...	500.00	500.00
Invoice	05/05/2025	202505	HF Bolivar Public Ser...		Water		141 Accounts R...	2,331.00	2,831.00
Total 471 · PSD bill processing								2,831.00	2,831.00
400 · Water Department Income - Other									
General Journal	05/31/2025				Water		131.3 Water Tra...	5,600.00	5,600.00
General Journal	05/31/2025			Reverse of GJ...	Water		131.3 Water Tra...	-5,600.00	0.00
Total 400 · Water Department Income - Other								0.00	0.00
Total 400 · Water Department Income								150,181.64	150,181.64
Total Income								155,781.64	155,781.64
Gross Profit								155,781.64	155,781.64
Expense									
Bad Debt Write Off									
General Journal	05/31/2025		HF Bolivar Public Ser...	To write-off un...	Water		141 Accounts R...	5,880.29	5,880.29
General Journal	05/31/2025		HF Bolivar Public Ser...	To write-off un...	Water		141 Accounts R...	51.00	5,931.29
Total Bad Debt Write Off								5,931.29	5,931.29
400. · Water Department									
Bond Interest									
341.9 · Water Bond Debt Service (2024)									
Check	05/19/2025	ACH	CNB BANK		Water		Water Fund Ch...	445.09	445.09
Total 341.9 · Water Bond Debt Service (2024)								445.09	445.09
427.3 · Bonds Payable - Series C									

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Check	05/13/2025	EFT	USDA	2025 MAY	Water		Water Fund Ch...	1,523.00	1,523.00
	Total 427.3 · Bonds Payable - Series C							1,523.00	1,523.00
	428 · USDA 2021 - Bonds Payable								
Check	05/11/2025	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							21,498.09	21,498.09
	631.1 · Prof Services-Accounting-Water								
Bill	05/29/2025	24966	CoxHollidayoung PLLC	Accounting Se...	Water		20000 · Accoun...	603.26	603.26
	Total 631.1 · Prof Services-Accounting-Water							603.26	603.26
	131.3 Water Tranfs to Reserve								
General Journal	05/31/2025				Water		131 · SB234 Re...	5,600.00	5,600.00
General Journal	05/31/2025				Water		400 · Water De...	5,600.00	11,200.00
General Journal	05/31/2025				Water		127 · Bond Ren...	2,400.00	13,600.00
General Journal	05/31/2025			Reverse of GJ...	Water		400 · Water De...	-5,600.00	8,000.00
General Journal	05/31/2025			Reverse of GJ...	Water		127 · Bond Ren...	-2,400.00	5,600.00
	Total 131.3 Water Tranfs to Reserve							5,600.00	5,600.00
	334. New Meters								
Bill	05/14/2025	130266	Sisler's Stone Inc	INV 130266 cr...	Water		20000 · Accoun...	171.00	171.00
Bill	05/14/2025	130231	Sisler's Stone Inc	INV 130231 cr...	Water		20000 · Accoun...	57.00	228.00
	Total 334. New Meters							228.00	228.00
	341.2 Capital Outlay - Auto								
Check	05/26/2025	EFT	Bank of Charles Town	Water Truck lo...	Water		Water Fund Ch...	647.24	647.24
	Total 341.2 Capital Outlay - Auto							647.24	647.24
	Maintenance of Mains								
	642.6 - Rental Equipment								
Bill	05/13/2025	82248	JR Jefferson Rentals,...	INV 82248 sa...	Water		20000 · Accoun...	88.47	88.47
Bill	05/28/2025	82742	JR Jefferson Rentals,...	INV 82742 sa...	Water		20000 · Accoun...	88.47	176.94
	Total 642.6 - Rental Equipment							176.94	176.94
	620.6 · Materials and Supplies								
Bill	05/11/2025	12003	Vital Signs	INV 12003 NO...	Water		20000 · Accoun...	405.00	405.00
Bill	05/14/2025	W971...	CORE & MAIN LP	INV W971181 ...	Water		20000 · Accoun...	1,392.21	1,797.21
Bill	05/21/2025	X017982	CORE & MAIN LP	INV X017982 c...	Water		20000 · Accoun...	371.66	2,168.87
	Total 620.6 · Materials and Supplies							2,168.87	2,168.87
	636 · Contracted Services								
Bill	05/07/2025	1029422	Greenridge Contractors	INV 10294222 ...	Water		20000 · Accoun...	10,000.14	10,000.14
	Total 636 · Contracted Services							10,000.14	10,000.14
	Total Maintenance of Mains							12,345.95	12,345.95
	127 · Bond Renewal & Replacement Fund								
General Journal	05/31/2025				Water		131.3 Water Tra...	-2,400.00	-2,400.00
General Journal	05/31/2025			Reserves, true...	Water		Bond Renewal ...	600.00	-1,800.00
General Journal	05/31/2025			Reserves	Water		Bond Renewal ...	1,800.00	0.00
General Journal	05/31/2025			Reverse of GJ...	Water		131.3 Water Tra...	2,400.00	2,400.00
	Total 127 · Bond Renewal & Replacement Fund							2,400.00	2,400.00
	408.12 · PR Taxes Employer Expense								
General Journal	05/08/2025			payroll 2025 5/8	Water		001 General Fu...	1,041.43	1,041.43
General Journal	05/12/2025			payroll 2025 5/8	Water		Water Fund Ch...	53.97	1,095.40
General Journal	05/22/2025			payroll 5/22	Water		001 General Fu...	1,339.17	2,434.57
	Total 408.12 · PR Taxes Employer Expense							2,434.57	2,434.57
	427.3_ · Municipal Bond Commission								
Check	05/05/2025	EFT	West Virginia Muni...	HAF-W-86-B-J...	Water		Water Fund Ch...	4,492.97	4,492.97
	Total 427.3_ · Municipal Bond Commission							4,492.97	4,492.97
	601.3 · Plant - Salaries & Wages								
General Journal	05/08/2025			payroll 2025 5/8	Water		001 General Fu...	10,084.34	10,084.34
General Journal	05/12/2025			payroll 2025 5/8	Water		Water Fund Ch...	705.51	10,789.85
General Journal	05/22/2025			payroll 5/22	Water		001 General Fu...	12,116.77	22,906.62
	Total 601.3 · Plant - Salaries & Wages							22,906.62	22,906.62
	601.7 · Office - Salaries & Wages								
General Journal	05/08/2025			payroll 2025 5/8	Water		001 General Fu...	3,273.81	3,273.81
General Journal	05/22/2025			payroll 5/22	Water		001 General Fu...	5,136.75	8,410.56
	Total 601.7 · Office - Salaries & Wages							8,410.56	8,410.56
	604.8 · Pension Exp								
General Journal	05/08/2025			payroll 2025 5/8	Water		001 General Fu...	1,202.23	1,202.23
General Journal	05/12/2025			payroll 2025 5/8	Water		Water Fund Ch...	63.50	1,265.73
General Journal	05/22/2025			payroll 5/22	Water		001 General Fu...	1,552.81	2,818.54
	Total 604.8 · Pension Exp							2,818.54	2,818.54

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Accrual Basis

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

May 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
605.8 - Employee PEIA Benefits									
OPEB - Water									
Check	05/13/2025	eft	PEIA	Water 2025 APR	Water		Harpers Ferry P...	204.00	204.00
Total OPEB - Water								204.00	204.00
605.8 - Employee PEIA Benefits - Other									
Check	05/13/2025	EFT	PEIA	Water PEIA Pr...	Water		Harpers Ferry P...	3,970.88	3,970.88
Total 605.8 - Employee PEIA Benefits - Other								3,970.88	3,970.88
Total 605.8 - Employee PEIA Benefits								4,174.88	4,174.88
615.3 - Utilities W									
Bill	05/06/2025	00010...	Harpers Ferry Water ...	APR Usage To...	Water		20000 - Accoun...	29.63	29.63
Bill	05/07/2025	11015...	Potomac Edison	April usage	Water		20000 - Accoun...	46.17	75.80
Bill	05/07/2025	11008...	Potomac Edison	APR usage Po...	Water		20000 - Accoun...	10.00	85.80
Bill	05/26/2025	34312...	Waste Management ...	town hall dum...	Water		20000 - Accoun...	71.72	157.52
Total 615.3 - Utilities W								157.52	157.52
618.3 - Plant Chemicals									
Bill	05/12/2025	10030...	CITCO Water	INV 10030042...	Water		20000 - Accoun...	1,454.99	1,454.99
Bill	05/28/2025	10030...	CITCO Water	INV 10030241...	Water		20000 - Accoun...	929.22	2,384.21
Total 618.3 - Plant Chemicals								2,384.21	2,384.21
620.7 - Postage And Cust Acctg Supplies									
General Journal	05/31/2025			To clean-up ol...	Water		Postage C	-126.00	-126.00
Total 620.7 - Postage And Cust Acctg Supplies								-126.00	-126.00
620.8 - Office Supplies & Expenses									
631.2 - Payroll Processing-Water									
General Journal	05/08/2025			payroll process...	Water		001 General Fu...	32.86	32.86
General Journal	05/12/2025			payroll process...	Water		001 General Fu...	55.40	88.26
General Journal	05/22/2025			payroll process...	Water		001 General Fu...	33.66	121.92
Total 631.2 - Payroll Processing-Water								121.92	121.92
620.8 - Office Supplies & Expenses - Other									
Bill	05/01/2025	90261	Advantage Technolog...	INV 90261	Water		20000 - Accoun...	31.25	31.25
Bill	05/01/2025	90077	Advantage Technolog...	INV 90077 Sup...	Water		20000 - Accoun...	417.98	449.23
Credit Card Charge	05/02/2025	500158	Business Center	Kelly, WDA pa...	Water		P-Card	60.82	510.05
Bill	05/13/2025	051325	Crystal Springs	April usage	Water		20000 - Accoun...	19.74	529.79
Credit Card Charge	05/14/2025	34922	Amazon.com	Kelly, phone c...	Water		P-Card	53.64	583.43
Bill	05/16/2025	90592	Advantage Technolog...	INV 90592 Add...	Water		20000 - Accoun...	117.50	700.93
Bill	05/16/2025	90591	Advantage Technolog...	INV 90591 Add...	Water		20000 - Accoun...	181.25	882.18
Credit Card Charge	05/26/2025	000111	Business Center	Kelly, WDA Pr...	Water		P-Card	55.23	937.41
Bill	05/29/2025	24966	CoxHollidayoung PLLC	RN Access 20...	Water		20000 - Accoun...	66.00	1,003.41
Total 620.8 - Office Supplies & Expenses - Other								1,003.41	1,003.41
Total 620.8 - Office Supplies & Expenses								1,125.33	1,125.33
620.8PM - Plant Maintenance MS									
General Journal	05/31/2025			To clean up ol...	Water		P-Card	-31.98	-31.98
Total 620.8PM - Plant Maintenance MS								-31.98	-31.98
631.3 - Lab Services									
Credit	05/08/2025	1758918	Pace Analytical	duplicate pay...	Water		20000 - Accoun...	-208.90	-208.90
Credit	05/08/2025	1751901	Pace Analytical	overpayment l...	Water		20000 - Accoun...	-10.00	-218.90
Bill	05/08/2025	WAT2...	West Virginia DHHR	WAT25-2609	Water		20000 - Accoun...	69.00	-149.90
Bill	05/09/2025	WAT2...	West Virginia DHHR	INV WAT25-26...	Water		20000 - Accoun...	46.00	-103.90
Bill	05/09/2025	WAT2...	West Virginia DHHR	WAT25-2651	Water		20000 - Accoun...	46.00	-57.90
Bill	05/20/2025	25306...	Pace Analytical	INV 2530607579	Water		20000 - Accoun...	493.50	435.60
Bill	05/22/2025	25306...	Pace Analytical	INV 2530608287	Water		20000 - Accoun...	208.90	644.50
Bill	05/22/2025	25306...	Pace Analytical	INV 2530607911	Water		20000 - Accoun...	221.30	865.80
Bill	05/27/2025	25306...	Pace Analytical	INV 2530608890	Water		20000 - Accoun...	185.80	1,051.60
Bill	05/27/2025	ENV25...	West Virginia DHHR	INV ENV25-911	Water		20000 - Accoun...	20.00	1,071.60
Total 631.3 - Lab Services								1,071.60	1,071.60
631.4PM - Plant Maintenance CS									
Bill	05/28/2025	MAY 2...	Dodson Septic Tank ...	MAY 2025	Water		20000 - Accoun...	475.00	475.00
Total 631.4PM - Plant Maintenance CS								475.00	475.00
631.8 - Legal Fees and Studies									
Bill	05/01/2025	4663	Law Office of Hoy Shi...	INV 4663 - Tel...	Water		20000 - Accoun...	260.00	260.00
Bill	05/01/2025	4664	Law Office of Hoy Shi...	INV 4664 - Tel...	Water		20000 - Accoun...	97.50	357.50
Total 631.8 - Legal Fees and Studies								357.50	357.50
642.8 - Leased Equipment W									
Bill	05/01/2025	34325...	Waste Management ...	INV 3432560-2...	Water		20000 - Accoun...	110.92	110.92
Bill	05/01/2025	42493...	AC & T Co., Inc.	INV 42493AQ ...	Water		20000 - Accoun...	178.12	289.04
Total 642.8 - Leased Equipment W								289.04	289.04
650.8 - Auto & Transportation Expenses									
Bill	05/05/2025	NP683...	Fuelman	April usage	Water		20000 - Accoun...	867.30	867.30
Total 650.8 - Auto & Transportation Expenses								867.30	867.30

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

Accrual Basis

May 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
660.8 · Advertising & Legal Publication									
Bill	05/08/2025	WV25-...	Miss Utility	APR 2025 Calls	Water		20000 · Accoun...	38.65	38.65
Total 660.8 · Advertising & Legal Publication								38.65	38.65
675.3 · Training, Education, & Certif									
Check	05/22/2025		Ryan Slusher	Travel Expens...	Water	X	Water Fund Ch...	0.00	0.00
Check	05/22/2025	15306	Steve Paradis	Travel Expens...	Water		Water Fund Ch...	284.00	284.00
Total 675.3 · Training, Education, & Certif								284.00	284.00
675.8 · Telephone W									
Bill	05/12/2025	0525	Frontier	Telephone 202...	Water		20000 · Accoun...	201.35	201.35
Bill	05/13/2025	82993...	Comcast Internet	Internet 2025 ...	Water		20000 · Accoun...	160.22	361.57
Bill	05/15/2025	07308...	Frontier	APR usage	Water		20000 · Accoun...	76.75	438.32
Bill	05/22/2025	07308...	Frontier	MAY usage	Water		20000 · Accoun...	76.77	515.09
Bill	05/26/2025	82993...	Comcast Internet	Internet 2025 ...	Water		20000 · Accoun...	56.63	571.72
Credit Card Charge	05/29/2025	MAY 2...	US Cellular	usage parking ...	Water		P-Card	219.17	790.89
General Journal	05/31/2025			To clean up ol...	Water		Telephone-P	-66.16	724.73
Total 675.8 · Telephone W								724.73	724.73
Total 400. · Water Department								96,177.58	96,177.58
Total Expense								102,108.87	102,108.87
Net Ordinary Income								53,672.77	53,672.77
Net Income								53,672.77	53,672.77

Change Order No. 2

Date of Issuance: June 11, 2025
 Owner: The Corporation of Harpers Ferry
 Contractor: Terra Works, Inc.
 Engineer: Gwin, Dobson & Foreman, Inc.
 Project: Phase I: Distribution System Improvement
 Project - Base Bid

Effective Date:
 Owner's Contract No.: 2
 Contractor's Project No.:
 Engineer's Project No.: 22050
 Contract Name:

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

Description: Delete proposed EFI Pressure Reducing Vault and replace with renovations to existing pressure reducing vault revisions shown on attached Drawing.

Delete EFI Vault	(\$176,660.00)
Add Existing Vault Renovations	<u>82,306.58</u>
Net Credit	(\$94,353.42)

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

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
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. <u>1</u> to No. ____: \$ <u>51,423.84</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>3,341,423.84</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ <u>(94,353.42)</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>3,247,070.42</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>[Signature]</u>	By: _____	By: Ryan W. Miles Sr.
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Senior Project Engineer</u>	Title: _____	Title: President
Date: <u>6-11-2025</u>	Date: _____	Date: 6/11/2025

Approved by Funding Agency (if applicable)

By: _____
 Title: _____

Date: _____

6/1/2025



CHANGE ORDER REQUEST

24.029.002

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@adfengineers.com

Phone Number: 814-943-5214

Physical Address: 3121 Fairway Drive

Physical Address: Altoona, PA 16602

Proposal Number: 24.029.002

Revision Number: 2 **Revision Date:** 6/1/2025

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

Owner: The Corporation of Harpers Ferry

Site Address:

Site Address:

Site Address:

SUBSTITUTION OF EFI PREASURE REDUCING STATION

DESCRIPTION:

Due to space constraints, The Corporation of Harpers Ferry has elected to forgo the instillation of a new precast pressure reducing station and explore the installation of new valving in the existing structure. Does not include Butterfly Valve Replacement, 3" Claval Pressure Relief Valve, 1/2 Ball Valves, Ductile Iron Pipe, New Roof structure, ladder, or coatings.

Item No.	Description	Quantity	Unit	Unit Price	Code	Amount
1	Installed: One (1) 2" Cla-Val Model 90-G-01H BPSVY KCOH BFB DS150WCW230KX Anti-Cavitation Pressure Reducing Valve. Equipped with Inline Strainer. 150# flanged, Globe style. Complete with pilot isolation, pilot Y strainer, opening speed control, position indicator, Inlet / Outlet gauges, fusion bonded epoxy coating, HD cover spring, braided stainless steel tubing-fittings-ball valves, and stainless steel Anti-Cavitation trim. 2-30# psi spring range. (Field Set @ 25 psi +/-)	1	EA	\$ 28,967.08		\$ 28,967.08
2	Installed: One (1) 6" Cla-Val Model 90-G-01H BLPSVY KCDH BFB DSLFS150WCW230KX Pressure Reducing Valve. Equipped with Inline Strainer. 150# flanged, Globe style. Complete with pilot isolation, pilot Y strainer, opening speed control, position indicator, Inlet / Outlet gauges, fusion bonded epoxy coating, HD cover spring, self-cleaning stem, braided stainless steel tubing-fittings-ball valves, and stainless steel LFS trim. 2-30# psi spring range. (Field Set @ 20 psi +/-)	1	EA	\$ 53,339.50		\$ 53,339.50
UNIT PRICE TOTAL:						\$82,306.58

Non Negotiable Cost To Terminate EFI Order

DESCRIPTION:

In the event that the above option is not considered and all PRV work is abandoned, a cost-compensation value is incurred by the client.

Item No.	Description	Quantity	Unit	Unit Price	Code	Amount
1	Terminate agreement between Terra Works and EFI, compensate both parties for cost incurred	1	LS	\$ 11,458.75		\$ 11,458.75
UNIT PRICE TOTAL:						\$11,458.75

SUMMARY PROPOSAL

Item No.	Description	Quantity	Unit	Unit Price	\$/W	Amount
CO	SUBSTITUTION OF EFI PREASURE REDUCING STATION	1	LS	\$82,306.58		\$ 82,306.58
EO	Non-Negotiable Cost To Terminate EFI Order		LS	\$11,458.75		\$ -
BASE BID AND CONTINGENT ITEM TOTAL PROPOSAL:						\$82,306.58

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TERRA WORKS
CIVIL CONSTRUCTION SERVICES

6/1/2025

CHANGE ORDER REQUEST

24.029.002

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:

Terra Works, Inc.

SIGNED:

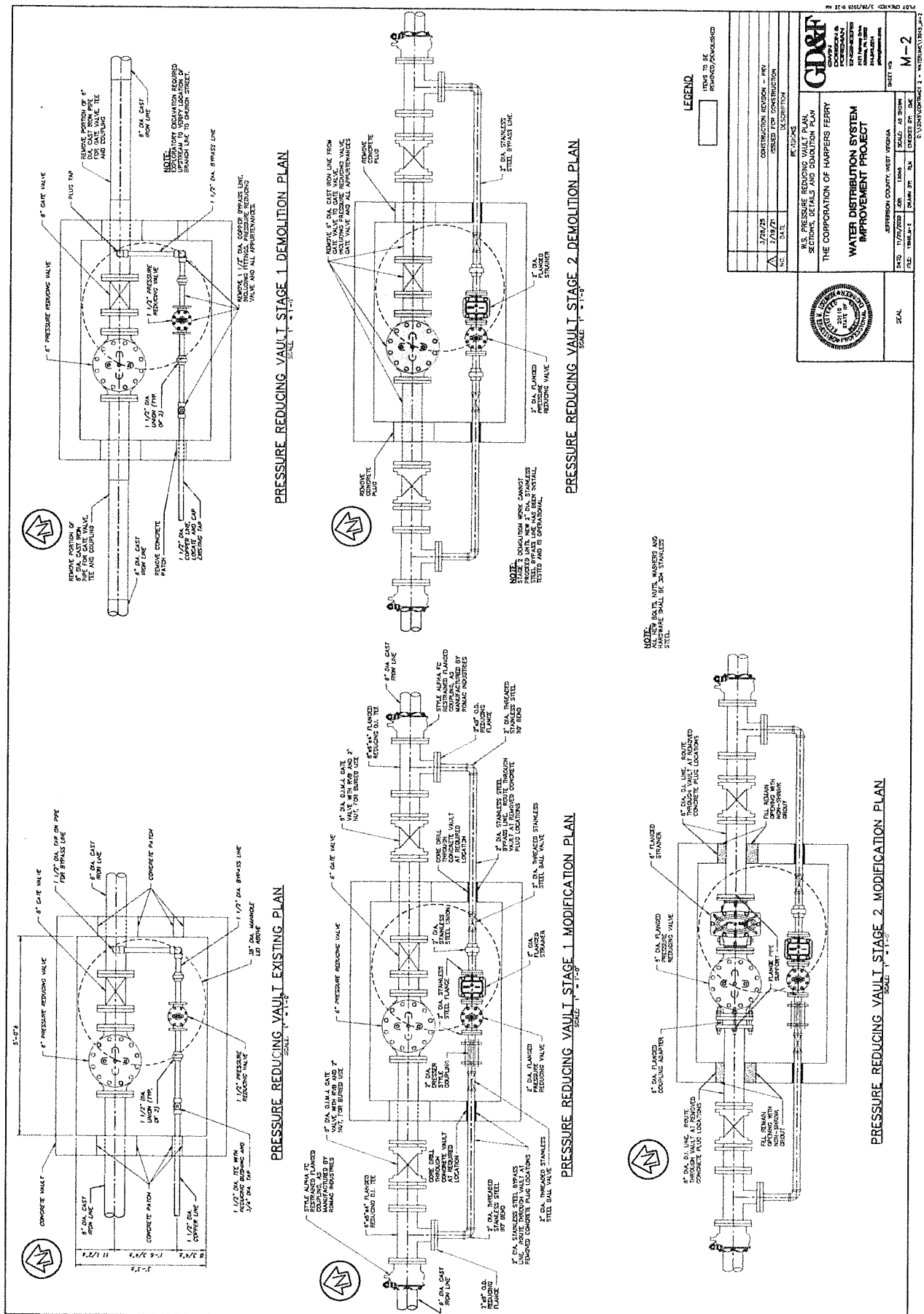
DATE: _____

Signed: _____

APPROVED BY - Name & Title

APPROVED BY (Contractor)

WWW.TERRAWORKSINC.COM



RESOLUTION

At a regular session of the municipal council, held July 14, 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 1, 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.

LGSD BR (Ver. 2023)

REQUEST FOR REVISION TO APPROVED BUDGET

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**

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: **2026**
 Fund: **2**
 Revision Number: **1**
 Pages: **1 of 1**

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
298	Assigned Fund Balance	250		200	50
310	Coal Severance Tax	1,000		250	750
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)**-450****Explanation for Account # 378, Municipal Specific:****Explanation for Account # 369, Contributions from Other Funds:****EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
699	Contingencies*	125		25	100
706	Fire Department			425	-425
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures**-450****APPROVED BY THE STATE AUDITOR**

BY:

Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE
OF ENTITYAPPROVAL
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**

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

34

35 ITEM 2 ARTICLE 735

36 CROSS REFERENCES

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

38

39 Harpers Ferry Code of Ordinances

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

41 Refer to ARTICLE 1316 – Signs.

42

43

44

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

45

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

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

49

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

53

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

55

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

57

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

59

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

61

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

63

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

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

45

46 **ITEM 3** **ARTICLE 1302 -- Words, Terms, and Phrases**47 *Each new definition listed below will be placed alphabetically within the corresponding correct "alpha"*
48 *designation.*

49

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

53

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

55

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

57

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

59

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

61

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

63

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

**RESOLUTION #9 OF THE TOWN OF HARPERS FERRY
APPROVING INVOICES RELATING TO CONSTRUCTION
AND OTHER SERVICES FOR THE WATER PROJECT AND
AUTHORIZING PAYMENT THEREOF**

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

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

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

VENDOR	WDA Funds	CNB Funds	Total
GD&F	\$0	\$19,738.61	\$19,738.61
Terra Works	\$190,850.78	\$0	\$190,850.78
TOTAL	\$190,850.78	\$19,738.61	\$210,589.39

ADOPTED BY the Council of the Town of Harpers Ferry, at a meeting held on the 14th day of July 2025.

By: _____ Date: _____
Mayor, Gregory Vaughn



**GWIN
DOBSON &
FOREMAN**

ENGINEERS

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

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

Invoice number 91412
Date 06/30/2025

Project 22050 Harpers Ferry (WV) IJDC Funding
Application

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

Professional engineering services for Contract No. 2 - Phase I Distribution System Improvement Project - Base Bid. Construction Administration and Resident Project Representative Services. Review Contractor Submittals, applications for payment and Construction Schedule PRV and waterline revisions. Project cost projections.

Labor

	Hours	Rate	Billed Amount
Angie M. Balliet			
Administration--C-5	0.25	92.30	23.08
Brandon R. Plummer			
Designer--T-4	0.50	87.10	43.55
David T. Gustkey			
Resident Engineer -- T-3	107.00	89.70	9,597.90
Leo J. Drass, Jr., P.E.			
Senior Project Engineer--P-5	46.00	141.05	6,488.30
Mary Alice D. Kauffman			
Administration--C-5	1.00	102.05	102.05
Michael A. Hammond			
Assistant Survey Coordinator T-4	2.00	94.25	188.50
Travis J. McElheny			
CADD Supervisor --T-4	4.50	104.65	470.93

Direct Expenses

	Units	Rate	Billed Amount
Lodging	3.00	300.00	900.00
Drawings	27.00	2.10	56.70
Meals	10.00	60.00	600.00
Mileage	1,876.00	0.67	1,256.92
Miscellaneous Job Costs (line striping paint)			10.68

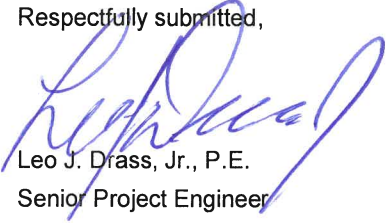
Invoice total **19,738.61**

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

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

Invoice number 91412
Date 06/30/2025

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Leo J. Drass, Jr.", is written over the printed name and title.

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

Contractor's Application for Payment

Owner:	The Corporation of Harpers Ferry	Owner's Project No.:	Contract No. 2
Engineer:	Gwin Dobson & Foreman	Engineer's Project No.:	N/A
Contractor:	Terra Works, Inc.	Contractor's Project No.:	24.029
Project:	Phase I: Distribution System Improvements Project		
Contract:	Contract No. 2		
Application No.:	4	Application Date:	6/23/2025
Application Period:	From 5/24/2025	to	6/20/2025

1. Original Contract Price	\$	3,290,000.00
2. Net change by Change Orders	\$	51,423.84
3. Current Contract Price (Line 1 + Line 2)	\$	3,341,423.84
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	2,431,556.40
5. Retainage		
a. 5% X \$ 2,431,556.40 Work Completed	\$	121,577.82
b. X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	121,577.82
6. Amount eligible to date (Line 4 - Line 5.c)	\$	2,309,978.58
7. Less previous payments (Line 6 from prior application)	\$	2,119,127.80
8. Amount due this application	\$	190,850.78
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	909,867.44

Contractor's Certification

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

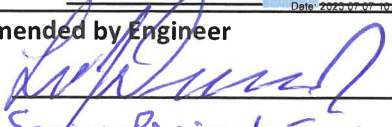
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: TERRA WORKS, INC.

Signature: 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:** 7/7/2025

Recommended by Engineer By:  Title: <u>Senior Project Engineer</u> Date: <u>7-8-2025</u> Approved by Funding Agency By: _____ Title: _____ Date: _____	Approved by Owner By: _____ Title: _____ Date: _____
---	---

Progress Estimate - Unit Price Work

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

Application No.: 4			Application Period: From 05/24/25 to 06/20/25			Application Date: 06/23/25						
A	B	C	D	Contract Information		F	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)		Value of Bid Item (C X E) (\$)	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
							Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract												
01.00	Waterline pipe					\$ -		\$ -		\$ -		\$ -
	a. 10" dia C-900 PVC pipe	30.00	LF	\$ 400.00	\$ 12,000.00		27.00	\$ 10,800.00		\$ 10,800.00	90%	\$ 1,200.00
	b. 8" dia C-900 PVC pipe	400.00	LF	\$ 250.00	\$ 100,000.00		137.00	\$ 34,250.00		\$ 34,250.00	34%	\$ 65,750.00
	c. 6" dia C-900 PVC pipe	6,250.00	LF	\$ 175.00	\$ 1,093,750.00		5,894.00	\$ 1,031,450.00		\$ 1,031,450.00	94%	\$ 62,300.00
	d. 4" dia C-900 PVC pipe	1,300.00	LF	\$ 170.00	\$ 221,000.00		1,191.00	\$ 202,470.00		\$ 202,470.00	92%	\$ 18,530.00
	e. 2" dia C-900 PVC pipe	250.00	LF	\$ 145.00	\$ 36,250.00		240.00	\$ 34,800.00		\$ 34,800.00	96%	\$ 1,450.00
	f. 1" dia C-900 PVC pipe	450.00	LF	\$ 135.00	\$ 60,750.00		848.00	\$ 114,480.00		\$ 114,480.00	188%	\$ (53,730.00)
02.00	Steel casing pipe				\$ -			\$ -		\$ -		\$ -
	a. 12" dia ASTM A-252 (open cut)	120.00	LF	\$ 350.00	\$ 42,000.00		37.00	\$ 12,950.00		\$ 12,950.00	31%	\$ 29,050.00
	b. 16" dia ASTM A-252 (open cut)	15.00	LF	\$ 400.00	\$ 6,000.00			\$ -		\$ -	0%	\$ 6,000.00
03.00	Waterline fittings				\$ -			\$ -		\$ -		\$ -
	a. 10"x10"x6"x6" cross, DIMJ w/ retainer glands	1.00	EA	\$ 4,000.00	\$ 4,000.00		-	\$ -		\$ -	0%	\$ 4,000.00
	b. 10"x10"x6" tee, DIMJ w/ retainer glands	3.00	EA	\$ 4,000.00	\$ 12,000.00		1.00	\$ 4,000.00		\$ 4,000.00	33%	\$ 8,000.00
	c. 8"x8"x8" tee, DIMJ w/ retainer glands	1.00	EA	\$ 3,500.00	\$ 3,500.00		2.00	\$ 7,000.00		\$ 7,000.00	200%	\$ (3,500.00)
	d. 8" 45 bend, DIMJ w/ retainer glands	2.00	EA	\$ 2,500.00	\$ 5,000.00		2.00	\$ 5,000.00		\$ 5,000.00	100%	\$ -
	e. 8" 22-1/2 bend, DIMJ w/ retainer glands	1.00	EA	\$ 2,000.00	\$ 2,000.00		1.00	\$ 2,000.00		\$ 2,000.00	100%	\$ -
	f. 8" cap, DIMJ w/ retainer glands	3.00	EA	\$ 1,250.00	\$ 3,750.00		3.00	\$ 3,750.00		\$ 3,750.00	100%	\$ -
	g. 8"x6" reducer, DIMJ w/ retainer glands	1.00	EA	\$ 2,000.00	\$ 2,000.00		1.00	\$ 2,000.00		\$ 2,000.00	100%	\$ -
	h. 8"x4" reducer, DIMJ w/ retainer glands	1.00	EA	\$ 1,750.00	\$ 1,750.00		1.00	\$ 1,750.00		\$ 1,750.00	100%	\$ -
	i. 6"x6"x6" tee, DIMJ w/ retainer glands	9.00	EA	\$ 3,500.00	\$ 31,500.00		6.00	\$ 21,000.00		\$ 21,000.00	67%	\$ 10,500.00
	j. 6"x6"x4" tee, DIMJ w/ retainer glands	2.00	EA	\$ 3,350.00	\$ 6,700.00		1.00	\$ 3,350.00		\$ 3,350.00	50%	\$ 3,350.00
	k. 6" 90 bend, DIMJ w/ retainer glands	6.00	EA	\$ 2,000.00	\$ 12,000.00		10.00	\$ 20,000.00		\$ 20,000.00	167%	\$ (8,000.00)
	l. 6" 45 bend, DIMJ w/ retainer glands	9.00	EA	\$ 1,500.00	\$ 13,500.00		8.00	\$ 12,000.00		\$ 12,000.00	89%	\$ 1,500.00
	m. 6" 22-1/2 bend, DIMJ w/ retainer glands	10.00	EA	\$ 1,500.00	\$ 15,000.00		6.00	\$ 9,000.00		\$ 9,000.00	60%	\$ 6,000.00
	n. 6" 11-1/4 bend, DIMJ w/ retainer glands	4.00	EA	\$ 1,500.00	\$ 6,000.00		4.00	\$ 6,000.00		\$ 6,000.00	100%	\$ -
	o. 6" cap (type as required)	6.00	EA	\$ 1,000.00	\$ 6,000.00		1.00	\$ 1,000.00		\$ 1,000.00	17%	\$ 5,000.00
	p. 6" cap, DIMJ w/ retainer glands	1.00	EA	\$ 1,000.00	\$ 1,000.00		1.00	\$ 1,000.00		\$ 1,000.00	100%	\$ -
	q. 6"x1" CC cap	1.00	EA	\$ 1,150.00	\$ 1,150.00		1.00	\$ 1,150.00		\$ 1,150.00	100%	\$ -
	r. 6"x4" reducer, DIMJ w/ retainer glands	2.00	EA	\$ 1,500.00	\$ 3,000.00		3.00	\$ 4,500.00		\$ 4,500.00	150%	\$ (1,500.00)
	s. 4"x4"x4" tee, DIMJ w/ retainer glands	2.00	EA	\$ 3,000.00	\$ 6,000.00		2.00	\$ 6,000.00		\$ 6,000.00	100%	\$ -
	t. 4" 90 bend, DIMJ w/ retainer glands	2.00	EA	\$ 1,750.00	\$ 3,500.00		-	\$ -		\$ -	0%	\$ 3,500.00
	u. 4" 45 bend, DIMJ w/ retainer glands	2.00	EA	\$ 1,250.00	\$ 2,500.00		-	\$ -		\$ -	0%	\$ 2,500.00
	v. 4" 22-1/2 bend, DIMJ w/ retainer glands	1.00	EA	\$ 1,250.00	\$ 1,250.00		-	\$ -		\$ -	0%	\$ 1,250.00
	w. 4" cap (type as required)	2.00	EA	\$ 800.00	\$ 1,600.00		6.00	\$ 4,800.00		\$ 4,800.00	300%	\$ (3,200.00)
	x. 4" cap, DIMJ w/ retainer glands	4.00	EA	\$ 650.00	\$ 2,600.00		-	\$ -		\$ -	0%	\$ 2,600.00
	y. 2" cap (type as required)	4.00	EA	\$ 600.00	\$ 2,400.00		2.00	\$ 1,200.00		\$ 1,200.00	50%	\$ 1,200.00
	z. 2" corp stop/ reconnect	1.00	EA	\$ 1,750.00	\$ 1,750.00		1.00	\$ 1,750.00		\$ 1,750.00	100%	\$ -
	aa. 1" corp stop/ reconnect	1.00	EA	\$ 1,500.00	\$ 1,500.00		1.00	\$ 1,500.00		\$ 1,500.00	100%	\$ -
	bb. 1-1/4" cap (type as required)	2.00	EA	\$ 1,650.00	\$ 3,300.00		-	\$ -		\$ -	0%	\$ 3,300.00
	cc. 1" cap (type as required)	2.00	EA	\$ 300.00	\$ 600.00		7.00	\$ 2,100.00		\$ 2,100.00	350%	\$ (1,500.00)

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: The Corporation of Harpers Ferry		Contract No. 2											
Engineer: Gwin Dobson & Foreman		Engineer's Project No.: N/A											
Contractor: Terra Works, Inc.		Contractor's Project No.: 24.029											
Phase I: Distribution System Improvements Project													
Contract: Contract No. 2													
Application No.: 4													
Application Period: From 05/24/25 to 06/20/25													
Application Date: 06/23/25													
A	B	Contract Information		C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)		
						Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)						
04.00	Gate valves with RVB and retainer glands	2.00	EA	\$ 4,950.00	\$ 9,900.00	\$	-	\$	-	\$	-	50%	\$ 4,950.00
	a. 10" dia M.J. gate valve	3.00	EA	\$ 3,950.00	\$ 11,850.00	4.00	\$ 15,800.00	4.00	\$ 15,800.00	\$	4,950.00	133%	\$ 4,950.00
	b. 8" dia M.J. gate valve	25.00	EA	\$ 2,950.00	\$ 73,750.00	21.00	\$ 61,950.00	21.00	\$ 61,950.00	\$	61,950.00	84%	\$ 11,800.00
	c. 6" dia M.J. gate valve	2.00	EA	\$ 1,950.00	\$ 3,900.00	1.00	\$ 1,950.00	1.00	\$ 1,950.00	\$	1,950.00	50%	\$ 1,950.00
05.00	Sleeves/ couplings				\$ -	\$	-	\$	-	\$	-	\$	-
	a. 10" diameter (type as required)	6.00	EA	\$ 1,500.00	\$ 9,000.00	2.00	\$ 3,000.00	2.00	\$ 3,000.00	\$	3,000.00	33%	\$ 6,000.00
	b. 8" diameter (type as required)	1.00	EA	\$ 1,300.00	\$ 1,300.00	2.00	\$ 2,600.00	2.00	\$ 2,600.00	\$	2,600.00	200%	\$ (1,300.00)
	c. 6" diameter (type as required)	6.00	EA	\$ 1,250.00	\$ 7,500.00	-	\$ -	-	\$ -	\$	-	0%	\$ 7,500.00
	d. 4" diameter (type as required)	2.00	EA	\$ 1,200.00	\$ 2,400.00	-	\$ -	-	\$ -	\$	-	0%	\$ 2,400.00
06.00	Water service connections				\$ -	\$	-	\$	-	\$	-	\$	-
	a. New 3/4" water connection	79.00	EA	\$ 1,400.00	\$ 110,600.00	95.00	\$ 133,000.00	95.00	\$ 133,000.00	\$	133,000.00	120%	\$ (22,400.00)
	b. 1" thru 1-1/4" caps (types as required)	2.00	EA	\$ 1,750.00	\$ 3,500.00	-	\$ -	-	\$ -	\$	-	0%	\$ 3,500.00
07.00	Water service pipe				\$ -	\$	-	\$	-	\$	-	\$	-
	a. 3/4" dia DR-9 CTS HDPE (open cut)	2,400.00	LF	\$ 90.00	\$ 216,000.00	3,148.00	\$ 283,320.00	3,148.00	\$ 283,320.00	\$	283,320.00	131%	\$ (67,320.00)
08.00	Combination air valve assembly	4.00	EA	\$ 4,000.00	\$ 16,000.00	3.00	\$ 12,000.00	3.00	\$ 12,000.00	\$	12,000.00	75%	\$ 4,000.00
09.00	Fire hydrant assembly	5.00	EA	\$ 9,900.00	\$ 49,500.00	5.00	\$ 49,500.00	5.00	\$ 49,500.00	\$	49,500.00	100%	\$ -
10.00	2" blow off assembly		EA	\$ 3,950.00	\$ 7,900.00	1.00	\$ 3,950.00	1.00	\$ 3,950.00	\$	3,950.00	50%	\$ 3,950.00
11.00	Restoration of trench area				\$ -	\$	-	\$	-	\$	-	\$	-
	a. Type A - asphalt paved roadways and shoulders	4,000.00	SY	\$ 75.00	\$ 300,000.00	-	\$ -	-	\$ -	\$	-	0%	\$ 300,000.00
	b. Type B - asphalt paved driveways	500.00	SY	\$ 70.00	\$ 35,000.00	-	\$ -	-	\$ -	\$	-	0%	\$ 35,000.00
	c. Type C - concrete sidewalks, islands and driveways	50.00	CY	\$ 1,000.00	\$ 50,000.00	-	\$ -	-	\$ -	\$	-	0%	\$ 50,000.00
	d. Type D - unpaved, grass, lawn and non-stabilized	2,800.00	LF	\$ 14.00	\$ 39,200.00	153.00	\$ 2,142.00	153.00	\$ 2,142.00	\$	2,142.00	5%	\$ 37,058.00
	e. Type E - stone areas, driveways, alleys and roads	250.00	SY	\$ 25.00	\$ 6,250.00	215.00	\$ 5,375.00	215.00	\$ 5,375.00	\$	5,375.00	86%	\$ 875.00
	f. Type F - asphalt and concrete roadway (Washington St)	60.00	SY	\$ 500.00	\$ 30,000.00	-	\$ -	-	\$ -	\$	-	0%	\$ 30,000.00
12.00	Mill and wearing course overlay				\$ -	\$	-	\$	-	\$	-	\$	-
	a. 1-1/2" 9.5mm HMA/WMA	1,800.00	SY	\$ 35.00	\$ 63,000.00		\$ -		\$ -	\$	-	0%	\$ 63,000.00
13.00	Concrete encasement/ cradle/ thrust blocking/ slope anchors	40.00	CY	\$ 499.00	\$ 19,960.00	15.00	\$ 7,485.00	15.00	\$ 7,485.00	\$	7,485.00	38%	\$ 12,475.00
14.00	Project sign	1.00	EA	\$ 5,000.00	\$ 5,000.00	1.00	\$ 5,000.00	1.00	\$ 5,000.00	\$	5,000.00	100%	\$ -
15.00	Select backfill	2,500.00	CY	\$ 30.00	\$ 75,000.00	1,294.00	\$ 38,820.00	1,294.00	\$ 38,820.00	\$	38,820.00	52%	\$ 36,180.00
16.00	Pipeline markers posts	18.00	EA	\$ 110.00	\$ 1,980.00		\$ -		\$ -	\$	-	0%	\$ 1,980.00
17.00	Maintenance and protection of traffic	1.00	LS	\$ 150,000.00	\$ 150,000.00	0.72	\$ 108,000.00	0.72	\$ 108,000.00	\$	108,000.00	72%	\$ 42,000.00
18.00	Exploratory excavation of utilities	25.00	CY	\$ 50.00	\$ 1,250.00	55.00	\$ 2,750.00	55.00	\$ 2,750.00	\$	2,750.00	220%	\$ (1,500.00)
19.00	Testing laboratory services (allowance)	1.00	LS	\$ 5,000.00	\$ 5,000.00	-	\$ -	-	\$ -	\$	-	0%	\$ 5,000.00
20.00	Mobilization/ demobilization	1.00	LS	\$ 50,000.00	\$ 50,000.00	0.72	\$ 36,000.00	0.72	\$ 36,000.00	\$	36,000.00	72%	\$ 14,000.00
21.00	Soil erosion & sediment control	1.00	LS	\$ 25,000.00	\$ 25,000.00	0.72	\$ 18,000.00	0.72	\$ 18,000.00	\$	18,000.00	72%	\$ 7,000.00
22.00	WV DOT inspection and insurance (allowance)	1.00	LS	\$ 5,000.00	\$ 5,000.00		\$ -		\$ -	\$	-	0%	\$ 5,000.00
23.00	Pressure reducing vault - Washington St	1.00	LS	\$ 176,660.00	\$ 176,660.00		\$ -		\$ -	\$	-	0%	\$ 176,660.00
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Progress Estimate - Unit Price Work**Contractor's Application for Payment**

Owner: The Corporation of Harpers Ferry		Owner's Project No.: Contract No. 2	
Engineer: Gwin Dobson & Foreman		Engineer's Project No.: N/A	
Contractor: Terra Works, Inc.		Contractor's Project No.: 24,029	
Project: Phase I: Distribution System Improvements Project			
Contract: Contract No. 2			

Application No.: 4	Application Period: From 05/24/25 to 06/20/25	Application Date: 06/23/25
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A	B	Contract Information			F	G	H	I	J	K	L
		C	D	E							
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)

Progress Estimate - Unit Price Work**Contractor's Application for Payment**

Owner: The Corporation of Harpers Ferry		Owner's Project No.:		Contract No. 2	
Engineer: Gwin Dobson & Foreman		Engineer's Project No.:		N/A	
Contractor: Terra Works, Inc.		Contractor's Project No.:		24,029	
Project: Phase I: Distribution System Improvements Project					
Contract: Contract No. 2					

Application No.: 4	Application Period:	From 05/24/25	to 06/20/25	Application Date: 06/23/25
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A	B	Contract Information			F	Work Completed		I	J	K	L
		C	D	E		G	H				
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
CO 1	Curb Stops	67.00	EA	\$767.52	51,423.84	95.00	\$72,914.40		72,914.40	142%	(21,490.56)
					-		\$0.00		-		-
					-		\$0.00		-		-
				Change Order Totals	\$ 51,423.84		\$72,914.40	\$ -	\$ 72,914.40	142%	\$ (21,490.56)
Original Contract and Change Orders											
Project Totals					\$ 3,341,423.84		\$2,431,556.40	\$ -	\$ 2,431,556.40	73%	\$ 909,867.44

Stored Materials Summary

Contractor's Application for Payment

Contract No. 2										Owner's Project No.:			Contract No. 2		
The Corporation of Harpers Ferry										Engineer's Project No.:			N/A		
Gwin Dobson & Foreman										Contractor's Project No.:			24,029		
Terra Works, Inc.															
Phase I: Distribution System Improvements Project															
Contract No. 2															
Contract:															
Project:															
Contractor:															
Application No.:															
4															
Application Period:															
From															
05/24/25															
to															
06/20/25															
Application Date:															
06/23/25															
Application No.:															
A															
Item No. (Lump Sum Tab) or Bid Item No. (Unit Price Tab)															
B															
Supplier Invoice No.															
C															
Submittal No. (with Specification Section No.)															
D															
Description of Materials or Equipment Stored															
E															
F															
Application No. When Materials Placed in Storage															
G															
H															
Materials Stored															
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Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	The Corporation of Harpers Ferry	Owner's Project No.:	Contract No. 2
Engineer:	Gwin Dobson & Foreman	Engineer's Project No.:	N/A
Contractor:	Terra Works, Inc.	Contractor's Project No.:	24,029
Project:	Phase I: Distribution System Improvements Project		
Contract:	Contract No. 2		

[illegible]

WDA Grant

	CLASSIFICATION	APPROVED BUDGET	ADJUSTMENTS	REVISED BUDGET	PAID PRIOR TO THIS DRAW	REQUESTED THIS REQUEST	PAID TO DATE	BALANCE REMAINING
1	Construction & Cons. Cont.							
	a. Contract 1 -	2,928,500.00	0.00	2,928,500.00	2,119,127.80	190,850.78	2,309,978.58	618,521.42
	b. Contract 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Contract 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Construction contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	Technical Services							
	a. Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b. Preliminary Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Final Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Bidding & Negotiation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	e. Eng. During construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	f. Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	g. Special Services		0.00	0.00	0.00	0.00	0.00	0.00
	I&I Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Asset Management Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Funding Assistance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	Legal/Fiscal							
	a. Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b. PSC Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Administrative							
	a. Administrative Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b. Bond Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Registrar Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Sites & Other Lands	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	Design Loan Payoff	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	Financing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	TOTAL of Lines 1 through 10	2,928,500.00	0.00	2,928,500.00	2,119,127.80	190,850.78	2,309,978.58	618,521.42

CNB Loan

	CLASSIFICATION	APPROVED BUDGET	ADJUSTMENTS	REVISED BUDGET	PAID PRIOR TO THIS DRAW	REQUESTED THIS REQUEST	PAID TO DATE	BALANCE REMAINING
1	Construction & Cons. Cont.							
	a. Contract 1 -	361,500.00	51,423.84	412,923.84	0.00	0.00	0.00	412,923.84
	b. Contract 2 -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Contract 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Construction contingency	132,000.00	-51,423.84	80,576.16	0.00	0.00	0.00	80,576.16
2	Technical Services							
	a. Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b. Preliminary Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Final Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Bidding & Negotiation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	e. Eng. During construction	65,000.00	0.00	65,000.00	51,216.16	19,738.61	70,954.77	-5,954.77
	f. Inspection	100,000.00	0.00	100,000.00	43,766.32	0.00	43,766.32	56,233.68
	g. Special Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	I&I Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Asset Management Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Funding Assistance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	Legal/Fiscal							
	a. Legal	4,000.00	0.00	4,000.00	1,897.50	0.00	1,897.50	2,102.50
	b. PSC Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Administrative							
	a. Administrative Expenses	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00
	b. Bond Counsel	32,500.00	0.00	32,500.00	32,500.00	0.00	32,500.00	0.00
	c. Accounting	2,000.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00
	d. Registrar Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Sites & Other Lands	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	Archaeologist	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	Financing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	TOTAL of Lines 1 through 10	700,000.00	0.00	700,000.00	132,379.98	19,738.61	152,118.59	547,881.41

Total

	CLASSIFICATION	APPROVED BUDGET	ADJUSTMENTS	REVISED BUDGET	PAID PRIOR TO THIS DRAW	REQUESTED THIS REQUEST	PAID TO DATE	BALANCE REMAINING
1	Construction & Cons. Cont.							
	a. Contract 1 -	3,290,000.00	51,423.84	3,341,423.84	2,119,127.80	190,850.78	2,309,978.58	1,031,445.26
	b. Contract 2 - sludge contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Contract 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Construction contingency	132,000.00	-51,423.84	80,576.16	0.00	0.00	0.00	80,576.16
2	Technical Services							
	a. Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b. Preliminary Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Final Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Bidding & Negotiation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	e. Eng. During construction	65,000.00	0.00	65,000.00	51,216.16	19,738.61	70,954.77	-5,954.77
	f. Inspection	100,000.00	0.00	100,000.00	43,766.32	0.00	43,766.32	56,233.68
	g. Special Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	I&I Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Asset Management Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Funding Assistance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	Legal/Fiscal							
	a. Legal	4,000.00	0.00	4,000.00	1,897.50	0.00	1,897.50	2,102.50
	b. PSC Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Administrative							
	a. Administrative Expenses	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00
	b. Bond Counsel	32,500.00	0.00	32,500.00	32,500.00	0.00	32,500.00	0.00
	c. Accounting	2,000.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00
	d. Registrar Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Sites & Other Lands	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	Design Loan Payoff	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	Financing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	TOTAL of Lines 1 through 10	3,628,500.00	0.00	3,628,500.00	2,251,507.78	210,589.39	2,462,097.17	1,166,402.83



Outlook

Local Resolution

From Daniel Wright <Daniel.Wright@carpenters.org>

Date Tue 6/17/2025 10:26 AM

To Chris Craig <ccraig@harpersferrywv.us>; rmeadcurry@harpersferrywv.us <rmeadcurry@harpersferrywv.us>; Storm DiCostanzo <stormdicostanzo@harpersferrywv.us>; Zachary Morse <zmorse@harpersferrywv.us>; George Owens <gowens@harpersferrywv.us>; Greg Vaughn <gvaughn@harpersferrywv.us>; Nina Armstrong <narmstrong@harpersferrywv.us>; Pat Morse <pmorse@harpersferrywv.us>; Virilissa Breeden <vbreeden@harpersferrywv.us>

Cc Benjamin Hoffman <Benjamin.Hoffman@carpenters.org>; Benjamin Hoffman <hoffman.benjamin@jobcorps.org>

 2 attachments (31 KB)

Updated_Job_Corps_Resolution_Template.docx; City_of_Riverton_Resolution_Job_Corps.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.
--

Dear City Council Member,

I would like to request that the city or county consider passing a resolution in support of the local Job Corps Program.

Resolutions carry significant weight because they become part of the public record and represent an official act of the elected body. They demonstrate that support for Job Corps extends not only from within the program itself but also from the communities that recognize its vital role in workforce development, youth opportunities, and local economies.

I have attached a fillable resolution template that was used in Wyoming.

If the city or county decides to pass a resolution using our template or a version of their own, we kindly ask that they send copies to:

- The Governor's Office
- State Representatives and Senators
- U.S. Congressional Delegation (Senators and House Representatives)

Additionally, please provide us with a copy so we can track support across the country.

This is a grassroots effort. If Job Corps is going to overcome its current challenges, we must demonstrate that it matters to real people in real communities at every level.

Thank you for your attention to this matter. Please feel free to contact me if you have any questions.

Respectfully,

13:45 minute marker

<https://www.youtube.com/live/brD2LCa5sTo>

Daniel Wright
Field Coordinator
UBC National Job Corps Training Fund
Mobile: 732-804-5375
Daniel.Wright@Carpenters.org



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RESOLUTION NO. [XXXX]

A RESOLUTION OF THE [CITY/COUNTY] COUNCIL OF [CITY/COUNTY NAME], [STATE],
EXPRESSING SUPPORT FOR THE [JOB CORPS CENTER NAME] AND URGING CONTINUED
FEDERAL FUNDING FOR THE JOB CORPS PROGRAM

WHEREAS, the [Job Corps Center Name], located in [City/County], [State], provides vital
career and technical education to young adults, equipping them with skills necessary for
gainful employment; and

WHEREAS, the Center has been instrumental in fostering a skilled workforce that
contributes significantly to the local economy and community development; and

WHEREAS, the [City/County] recognizes the importance of the Job Corps program in
offering life-changing opportunities to underserved and economically disadvantaged youth
across diverse communities; and

WHEREAS, recent federal actions have placed the continued operation of the [Job Corps
Center Name] in jeopardy, threatening the livelihoods of its students and staff, as well as the
economic stability of the region; and

WHEREAS, the [City/County] Council acknowledges the positive impact of the [Job Corps
Center Name] on the community and the potential adverse effects that its closure would
entail.

NOW, THEREFORE, BE IT RESOLVED BY THE [CITY/COUNTY] COUNCIL OF [CITY/COUNTY
NAME], [STATE]:

1. The [City/County] hereby expresses its strong support for the continued operation and
federal funding of the [Job Corps Center Name].
2. The [City/County] urges the Governor of [State], the [State] State Legislature, and the
[State] Congressional Delegation to advocate for the preservation and funding of the Job
Corps program, recognizing its critical role in workforce development and community
enrichment.
3. A copy of this resolution shall be transmitted to the Governor of [State], the members of
the [State] State Legislature, and the [State] Congressional Delegation to convey the
[City/County]'s position on this matter.

PASSED, APPROVED, AND ADOPTED this ___ day of _____, 2025.

[City/County Name], [State]

By: _____

[Mayor/Commissioner Name], [Title]

ATTEST:

[City/County Clerk's Name], Clerk

City of Riverton - Resolution

RESOLUTION NO. [XXXX]

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERTON, WYOMING, EXPRESSING SUPPORT FOR THE WIND RIVER JOB CORPS CENTER AND URGING CONTINUED FEDERAL FUNDING FOR THE JOB CORPS PROGRAM

WHEREAS, the Wind River Job Corps Center, located in Fremont County, Wyoming, provides vital career and technical education to young adults, equipping them with skills necessary for gainful employment; and

WHEREAS, the Center has been instrumental in fostering a skilled workforce that contributes significantly to the local economy and community development; and

WHEREAS, the City of Riverton recognizes the importance of the Job Corps program in offering opportunities for education and employment to underserved populations, including Native American youth and other marginalized groups; and

WHEREAS, recent federal actions have placed the continued operation of the Wind River Job Corps Center in jeopardy, threatening the livelihoods of its students and staff, as well as the economic stability of the region; and

WHEREAS, the City Council of Riverton acknowledges the positive impact of the Wind River Job Corps Center on the community and the potential adverse effects that its closure would entail.

1000 Washington Street, Suite 200
Harpers Ferry, WV 25425
(304) 535-2206, Ext. 4
Pmorse@harpersferrywv.us

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From: Edwina Benites <ebenites@jeffersoncountywv.org>
Sent: Wednesday, May 28, 2025 10:43 AM
To: Pat Morse <pmorse@harpersferrywv.us>; Laura Whittington (bolivarth@frontiernet.net) <bolivarth@frontiernet.net>; jnissel@charlestownwv.us <jnissel@charlestownwv.us>; Alissa Meeks <ameeks@charlestownwv.us>; Todd Wilt (twilt@ransonwv.us) <twilt@ransonwv.us>; Gino Sisco <gsisco@shepherdstown.us>
Subject: HEPMPO- appointment

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Crew-

The appointment for Jefferson County's representative to the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO) board is approaching in August. I am requesting that you work with your councils to submit nominations for consideration by early to mid-July- your nomination must be an elected, municipal official.

HEPMPO serves a critical role in coordinating regional transportation planning efforts, and strong local representation ensures our shared priorities are reflected in those discussions. The term of service is two years, and meetings are held quarterly—typically in January, March, August, and October.

Key Resources:

- HEPMPO Bylaws: https://hepmo.com/wp-content/uploads/2024/09/HEPMPO_Bylaws.pdf
- Federal Statutory Reference: 23 U.S. Code § 134
<https://www.govinfo.gov/content/pkg/USCODE-2011-title23/pdf/USCODE-2011-title23-chap1-sec134.pdf>

Please forward your nominations to me no later than mid-July, so that we may bring appointments forward for Commission consideration at the second July meeting or first meeting in August.

Thank you for your collaboration on this important regional initiative. Please feel free to reach out if you have any questions or need additional information.

Eddie



Edwina Benites-LM
County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284



July

Re: HEPMPO- appointment

From Pat Morse <pmorse@harpersferrywv.us>
Date Wed 5/28/2025 1:06 PM
To Greg Vaughn <gvaughn@harpersferrywv.us>

10-4

Pat Morse
Administrative Officer
Corporation of Harpers Ferry
P.O. Box 217
1000 Washington Street, Suite 200
Harpers Ferry, WV 25425
(304) 535-2206, Ext. 4
[Pmorse@harpersferrywv.us](mailto:pmorse@harpersferrywv.us)

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From: Greg Vaughn <gvaughn@harpersferrywv.us>
Sent: Wednesday, May 28, 2025 1:00 PM
To: Pat Morse <pmorse@harpersferrywv.us>
Subject: Re: HEPMPO- appointment

No. This is an important organization. Hold this until July 1 and then either Zach or myself will deal with it.

GV

Get [Outlook for iOS](#)

From: Pat Morse <pmorse@harpersferrywv.us>
Sent: Wednesday, May 28, 2025 12:46:49 PM
To: Greg Vaughn <gvaughn@harpersferrywv.us>
Subject: Fw: HEPMPO- appointment

Does or has Harpers Ferry ever had a rep on this committee? See below.

Pat Morse
Administrative Officer
Corporation of Harpers Ferry
P.O. Box 217