



## CORPORATION OF HARPERS FERRY

### Meeting Minutes

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Town Council Meeting      Monday, 09 June 2024      7:00 p.m.  
Harpers Ferry Town Hall, 1000 Washington Street, 2nd floor, Harpers Ferry, West Virginia 25425

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#### Participants

Title	Name	Status
Mayor	Greg Vaughn	<a href="#">Present</a>
Recorder	Nina Ana Armstrong	<a href="#">Present</a> Remote
Council Member	Storm DiCostanzo	<a href="#">Present</a>
Council Member	Roberta Meade-Curry	<a href="#">Present</a>
Council Member	Zachary Morse	<a href="#">Present</a>
Council Member	George Owens	<a href="#">Present</a>
Council Member	Chris Craig	<a href="#">Present</a>

- Call to order and Pledge of Allegiance.
- Approval of agenda.
  - Move item 6A to follow item 7C. Moving to New Business
  - Move item 7ABC and 6A after item number 2.
  - Move 5F1 to the July meeting.
    - Move to approve the agenda as amended.
      - Second: George Owens
        - Yes 6 / No 0 / Absent 1
        - Motion passes
- Public comments on agenda items only.
  - Benjamin Buckley
- 1. Mayor's announcements.
- 2. Recorder comments and updates.
- 3. Community Announcements.

- a. Hilltop Hotel.
  - i. Overlook is open to the public.
- b. National Park Service.
- c. Other.
- 4. Approval of minutes.
  - a. Regular meetings: 13 January 2025, 10 February 2025, 10 March 2025, 14 April 2025, 12 May 2025.
    - i. Motion: Move to approve the January 13th minutes. - Nina Ana Armstrong
      - 1. Second: George Owens
        - a. Yes 6 / No 1
          - i. Motion approved
    - ii. Motion: Move to approve the February 10th minutes. - Nina Ana Armstrong
      - 1. Second: George Owens
        - a. Yes 6 / No 1
          - i. Motion approved
    - iii. Motion: Move to approve the March 10th minutes. - Chris Craig
      - 1. Second: Storm DiCostanzo
        - a. Yes 5 / No 1 / Abstain 1
          - i. Motion approved
    - iv. Motion: Move to approve the April 14th minutes. - Zachary Morse
      - 1. Second: Chris Craig
        - a. Yes 6 / No 1
          - i. Motion approved
    - v. Motion: Move to approve the May 12th minutes. - Zachary Morse
      - 1. Second: Chris Craig
        - a. Yes 6 / No 1
          - i. Motion approved
  - b. Special meeting: 20 February 2025, 26 February 2025, 11 March 2025, 26 March 2025, 15 April 2025.
    - i. Minutes for April 15th postponed.
    - ii. Motion: Move to approve the Special Town Council minutes of February 20th. - Chris Craig
      - 1. Second: Storm DiCostanzo
        - a. Yes 6 / No 1
          - i. Motion approved
    - iii. Motion: Move to approve the Special Town Council minutes of February 26th. - George Owens
      - 1. Second: Chris Craig

- 2. Yes 6 / No 0 / Abstain 1
      - a. Motion approved
  - iv. Motion: Move to approve the Special Town Council minutes of March 11th. - Chris Craig
    - 1. Second: Zachary Morse
      - a. Yes 6 / No 0 / Abstain 1
        - i. Motion approved
  - v. Motion: Move to approve the Special Town Council Minutes of March 26th. - Chris Craig
    - 1. Second: Storm DiCostanzo
      - a. Yes 6 / No 0 / Abstain 1
        - i. Motion approved
- 5. Town reports.
  - a. Treasurer's reports and approvals.
    - i. Review and approval of financial reports: April 2024.
      - 1. Motion: Move to accept the invoices and purchases as submitted. - Storm DiCostanzo
        - a. Second: Chris Craig
          - i. Yes 7 / No 0
            - 1. Motion approved
    - ii. Approval of invoices and purchases.
      - 1. Motion: Move to accept the invoices and purchases as submitted. - Storm DiCostanzo
        - a. Second: Chris Craig
          - i. Yes 7 / No 0
            - 1. Motion approved
    - iii. Discussion and action regarding FY '26 Purchasing Threshold Guidelines.
      - 1. Motion: Move to accept the Fiscal Year 26 purchasing threshold guidelines as permitted. - Storm DiCostanzo
        - a. Second: Zachary Morse
          - i. Yes 7 / No 0
            - 1. Motion approved
  - b. Budget and Finance Committee.
    - i. Discussion and action regarding WDA construction project Change Order #1.
      - 1. Motion: Move to approve the WDA construction project change order number one as submitted. - Storm DiCostanzo
        - a. Second: Chris Craig
          - i. Yes 7 / No 0
            - 1. Motion approved

- ii. Discussion and action regarding WDA grant and approval of Resolution #8.
  - 1. Motion: Move to approve the WDA grant resolution number eight as submitted. - Storm DiCostanzo
    - a. Second: Chris Craig
      - i. Yes 7 / No 0
        - 1. Motion approved
- iii. Discussion and action regarding discussion of 2024, 2025 and 2026 CDS funding.
  - 1. Discussion only
- iv. Discussion and action regarding FY '25 General Fund Revision 6.
  - 1. Motion: Move to approve the fiscal year revision six as presented. - Storm DiCostanzo
    - a. Second: Chris Craig
    - b. Roll Call:
      - i. Nina Ana Armstrong- Yes
      - ii. Storm DiCostanzo - Yes
      - iii. Roberta Meade-Curry - Yes
      - iv. Chris Craig - Yes
      - v. George Owens - Yes
      - vi. Zachary Morse - Yes
      - vii. Gregory Vaughn - Yes
    - 1. Motion approved
- v. Discussion and action regarding Water Works FY '25 Revision 4.
  - 1. Motion: Move to approve the waterworks budget Fiscal Year 25 revision 4. - Storm DiCostanzo
    - a. Second: Chris Craig
      - i. Roll Call:
        - 1. Nina Ana Armstrong - Yes
        - 2. Storm DiCostanzo - Yes
        - 3. Roberta Meade-Curry - Yes
        - 4. Chris Craig - Yes
        - 5. George Owens - Yes
        - 6. Zachary Morse - Yes
        - 7. Gregory Vaughn - Yes
      - a. Motion approved
    - 2. Motion: Move to disperse \$66,000 from 345 Rents and Concessions which represent the cell tower income received by the Town for Fiscal Year 25 to Harpers Ferry Waterworks. - Storm DiCostanzo

- a. Second: George Owens
      - i. Yes 7 / No 0
        - 1. Motion passes
- vi. Discussion and action regarding funding for the 4th of July musical entertainment.
  - 1. Motion: Move to approve spending up to \$300 to pay for the ROS band out of 906 for the 2025 July 4th event. - Storm DiCostanzo
    - a. Second: Zachary Morse
      - i. Yes 7 / No 0
        - 1. Motion approved
- vii. Discussion and action regarding dispersal of funds for the Flip Flop Kickoff.
  - 1. Motion: Move to approve reimbursing \$600 previously approved bt this council to the Flip-Flop Festival for the 2025 Flip Off Kickoff from 402 Economic Development. - Storm DiCostanzo
    - a. Second: Zachary Morse
      - i. Yes 6 / No 1
        - 1. Motion approved
- viii. Discussion and action regarding synchronization of pay step and COLA increases for qualifying town employees.
  - 1. Motion: Move to approve the payment advancement schedule for employee pay staff increases to July 1st which includes unified employee review date of April 15th and which will synchronize town employees to receive their pay increases on the same day. - Storm DiCostnazo
    - a. Second: George Owens
      - i. Yes 7 / No 0
        - 1. Motion approved
- ix. Discussion and action regarding Harpers Ferry and Water Works paving projects.
  - 1. Discussion only
- x. Discussion and action regarding second payment for the Weaver Gillison Historic Preservation project.
  - 1. Motion: Move to transfer \$4,900 from General Fund Bank Account to SHIPO operating account to pay civil and environmental consultants inc for invoice number 462866 against 911 Historic Landmarks related to the Gillis Historic Preservation Project. - Storm DiCostanzo
    - a. Second: George Owens
      - i. Yes 7 / No 0

1. Motion approved
- xi. Discussion and action regarding third payment for the Weaver Gillison Historic Preservation project.
  1. Motion: Move to pay \$2,100 to Civil Environmental Consultants, INC for invoice 462855 from Shipo Escrow account related to the Weaver Gillison Historic Preservation Project.
    - a. Second: George Owens
      - i. Yes 7 / No 0
  1. Motion approved
- xii. Discussion and action regarding Police Department radar equipment.
  1. Motion: Move to distribute up to \$2,000 to purchase radar equipment from MPH industries and have it installed. - Storm DiCostanzo
    - a. Second: Chris Craig
      - i. Yes 7 / No 0
    1. Motion approved
- c. Police Department.
  - i. Police report for the month of May 2025.
- d. Ordinance Compliance Officer.
  - i. OCO report for the month of May 2025.
- e. Planning Commission.
  - i. Planning Commission report.
  - ii. Discussion and action regarding the Planning Commission's recommendation on the Cambridge Street connection to Woodpecker Woods Trail.
    1. Motion: Move to approve the work of the Woodpecker Woods Trail pursuant to the existing memorandum. - Zachary Morse
      - a. Second: Storm DiCostanzo
        - i. Amendment: Amendment to the motion that the Trail and Town Alliance apply for a permit for parks and rec as required per the documents adopted by this town when there is a trail to be done and that be approved by the OCO or planning commission. - Roberta Meade-Curry
          1. Second: George Owens
            - a. Yes 1 / No 4 / Recused 2
          - i. Motion fails
        - ii. Main motion vote: Yes 4 / No 2 / Recused 1
- f. Tree Commission.
  - i. Discussion and action regarding the 2025 Tree Work Plan.

1. Postponed to July
- g. Historic Landmark Commission.
  - i. Historic Landmark's Commission report.
- h. Water Department.
  - i. General report from Public Works Administrator.
  - ii. Water Commission report.
- i. Ordinance Review Committee.
  - i. Presentation and discussion of ORC report.
  - ii. Discussion and action regarding first reading of Ordinance #2025-01 to amend various parts and articles of the Harpers Ferry Code of Ordinances to align with current WV code.
    1. Motion: Ordinance 2025-01 as presented this evening in draft form for first reading shall be sent to legal review by the town attorney prior to having the first official reading in front of town council. -
      - a. Second: George Owens
      - b. Yes 7 / No 0
        - i. Motion approved
  - iii. Discussion and action regarding first reading of Ordinance #2025-02 regarding text amendments to Article 735 adding Section 735.40, amendment Article 1302 to add definitions and Article 735 to update cross references to WV Code.
    1. Move to approve text amendments to Ordinance #2025-02. - Roberta Meade-Curry
      - a. Ordinance #2025-02 read. - Roberta Meade Curry
        - i. Second: Chris Craig
          1. Yes 7 / No 0
            - a. Motion approved
  - j. Internal Office Operations.
    - i. IOC Report.
    - ii. Discussion and action regarding Town Logo.
      1. Postponed to be addressed by incoming IOC
  - k. Dark Skies Committee.
    - i. General update from the Committee.
  6. Old Business
    - a. Discussion and action regarding the purchase of a replacement tree for the corner of Columbia and Washington Streets which was removed during the waterline upgrade project.
      - i. Item postponed to July meeting.

7. New Business

- a. Discussion and action regarding a Proclamation for LGBTQ Pride Month.
  - i. Motion: Move to adopt the resolution as read. - Chris Craig
    - 1. Second: Storm DiCostanzo
    - 2. Yes 7 / No 0
      - a. Motion approved
- b. Discussion and action regarding an appointment to the Jefferson County Water Advisory Committee.
  - i. Motion: Nomination of Elizabeth Rerden to the Water Commission.
    - 1. Roll Call:
      - a. Nina Ana Armstrong - Yes
      - b. Storm DiCostanzo - Yes
      - c. George Owens - Yes
      - d. Chris Craig - Yes
      - e. Roberta Meade-Curry - Yes
      - f. Zachary Morse - Yes
      - g. Mayor Gregory Vaughn - Yes
        - i. Nomination approved
- c. Discussion and action regarding a Proclamation declaring June 14, 2025, as William “Mickey” Jackson Day.
  - i. Motion: Move to adopt the proclamation declaring June 14th 2025 as William Mickey Jackson Day. - Storm DiCostanzo
    - 1. Second: George Owens
      - a. Yes 7 / No 0
      - b. Motion approved

Adjournment.



**CORPORATION OF HARPERS FERRY**  
**Town Council**  
**DRAFT MINUTES**

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<b>Regular Meeting</b>	<b>Monday, 11 August 2025</b>	<b>7:00 p.m.</b>
<b>Town Hall • 1000 W Washington Street, Harpers Ferry, West Virginia 25425</b>		

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The meeting was called to order at 7:00 p.m. by Mayor Vaughn, followed by a recitation of the Pledge of Allegiance.

Member	Title	Status
Greg Vaughn	Mayor	Present
Kevin Carden	Recorder	Present
Chris Craig	Councilmember	Present
Greg “Storm” DiCostanzo	Councilmember	Present
Jesse Z. Melton	Councilmember	Present <i>(by telephone)</i>
Christian Pechuekonis	Councilmember	Present
David Simmons	Councilmember	Present

The agenda was approved as amended.

There were two public comments:

- Ranson City Council member Amanda Stroud spoke about population decline and the need for affordable housing in Harpers Ferry.
- Lynn Pechuekonis spoke about population decline in Harpers Ferry and gave some recommendations for a forward-looking approach to addressing it.

**1. Mayor’s announcements.**

The Mayor announced that a letter was recently received from a tourist who had a medical emergency. Sergeant Michael Armentrout of the Harpers Ferry Police Department was commended for his attention to helping and comforting this individual until paramedics arrived. Chief John Brown read the letter aloud to great applause.

**2. Recorder’s announcements.**

The Recorder clarified his remarks from last month’s regular Town Council meeting, that the commissions and committees must submit signed hard copies of minutes.

**3. Community announcements.**

**a. Hilltop Hotel.**

*No report.*

**b. National Park Service.**

Superintendent Tanya Gossett announced that the Maryland Heights trail has been reopened after the nesting peregrine falcons hatched three fledglings. She commended the Town for co-sponsoring the opening concert of the Appalachian Chamber Music Festival on the historic Storer College lawn. The Superintendent reminded the public that all commercial activities on Park property require a Commercial Use Authorization (CUA). She stated that the Stephen T. Mather Training Center is being absorbed into the Department of the Interior. Amtrak officials will be visiting the Harpers Ferry station tomorrow to assess upgrading the station, including platforms, to be ADA-compliant. Last month, the Superintendent received a letter requesting feedback on a First Energy / Potomac Edison high-voltage transmission line improvement project.

Chris Craig mentioned that he hopes the issue of bicycles on Amtrak will be addressed during the railway officials' visit.

**c. Other.**

*None.*

**4. Approval of minutes.****a. Regular meetings: 10 March 2025, 9 June 2025, 14 July 2025.**

No minutes were submitted for the 10 March and 9 June 2025 regular meetings. The minutes for the 14 July 2025 regular meeting were approved as amended.

**b. Special meetings: 16 June 2025, 29 July 2025.**

No minutes were submitted for the 16 June 2025 special meeting. The minutes for the 29 July 2025 special meeting were approved as submitted.

**5. Town reports.****a. Treasurer's reports and approvals.****i. Review and approval of financial reports: June 2025.**

The June 2025 financial reports were approved as received.

**ii. Approval of invoices and purchases.**

*None.*

**b. Budget and Finance Committee.****i. Discussion and action regarding the WDA grant.**

Storm DiCostanzo said this is part of the \$3.4 million water project, which is wrapping up. He stated that some restorative work still needs to be done, such as landscaping, replacing a reducing valve on Washington Street, etc.

**ii. Discussion and action regarding 2024, 2025, 2026, and beyond Congressionally Directed Spending (CDS) funds.**

Storm DiCostanzo said the earliest bids can go out is 20 August 2025 with an objective of opening bids on the 1<sup>st</sup> of October. A matching grant will be coming from the State. We are awaiting the EPA's review before action can be taken on this item.

**iii. Discussion and action regarding maintenance of mains contracting.**

Specifically, this item is concerned with new meter pits to accommodate the new water meters. The item is not ready for action at this time.

**iv. Discussion and action regarding monthly invoice review.**

*Nothing to approve at this time.*

**v. Discussion and action regarding town paving.**

The paving will happen in two parts: Water Works paving, which will be paid from the Water budget, and the rest from the General Fund. A list has been compiled of the worst streets that need to be repaved. This item is not ready for action at this time.

**vi. Discussion and action regarding the Budget and Finance Committee's mission statement.**

<b>Motion</b>	Motion to approve the Budget and Finance Committee's mission statement as amended.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**vii. Discussion and action regarding opioid settlement funds.**

<b>Motion</b>	Motion for the Budget and Finance Committee to create a task force consisting of Jesse Melton and Michael Zeleke to explore and make recommendations for the Town's opioid funds, reporting to the Budget and Finance Committee.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**c. Planning Commission.****i. Planning Commission report.**

Jesse Melton reported that the Planning Commission has worked with the State on a priorities and timeline matrix.

**d. Internal Operations Committee.****i. Discussion and action regarding Internal Operations Committee's mission statement.**

<b>Motion</b>	Motion to approve the Internal Operations Committee's mission statement as amended.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**ii. Discussion and action regarding Town logo.**

The designer is close to having a finished product, but it was not ready in time for this meeting.

**iii. Discussion and action regarding Town website overhaul.**

This item is pending approval of the Town logo before it can be completed.

**e. Water Commission.****i. General report from Public Works Administrator.**

Stephen Paradis submitted a graph of water usage and billing over the last several months. He reported that in June-July, the unaccounted-for water usage was about 35.6%, less than it has been.

**ii. General report from Water Commission.**

*No report at this time.*

**iii. Discussion and action regarding an appointment to the Water Commission.**

The following applicant was nominated for appointment to the vacant position on the Water Commission:

Applicant  
Jay Srivastava

Nominated by  
Chris Craig

<b>Action</b>	Appointment to the Water Commission.
<b>YES</b>	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
<b>NO</b>	<i>none</i>

<b>Result</b>	<b>Jay Srivastava appointed to the Water Commission with term expiring 31 December 2025.</b>
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**f. Dark Skies Committee.**

**i. Discussion only regarding an update from the Dark Skies Committee.**

Karen Sagisi reported that a draft ordinance is being finalized and will come to the Town Council for approval at a later date.

**6. Unfinished business.**

**a. Discussion and action regarding a resolution in support of the local Job Corps program.**

This item was approved at last month's meeting. It will be sent to several federal and state officials.

**7. New business.**

**a. Discussion and action regarding the creation of a committee to study population decline in Harpers Ferry.**

<b>Motion</b>	Motion to empanel a three-person pilot committee to determine the mission and composition of a committee to examine the root causes of population decline in Harpers Ferry, examine the town's appeal to potential new residents, and make recommendations for attracting new full-time residents.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Jesse Melton
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**b. Discussion and action regarding High Speed Rail Alliance's request for support.**

<b>Motion</b>	Motion to authorize the Mayor to sign a letter of support for the High Speed Rail Alliance's request.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**c. Discussion and action regarding the Purdue Pharma / Sackler family settlement.**

<b>Motion</b>	Motion to authorize the Mayor to accept the Purdue Pharma / Sackler family settlement.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	7

<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

Motion to adjourn by David Simmons, second by Christian Pechuekonis. Meeting adjourned at 8:42 p.m.

*The above minutes are true and correct, as approved.*

Mayor: \_\_\_\_\_

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

Recorder: \_\_\_\_\_

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

# CORPORATION OF HARPERS FERRY

## Town Council

### **DRAFT** MINUTES

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**Special Meeting**
**Thursday, 21 August 2025**
**7:00 p.m.**
**Town Hall • 1000 W Washington Street, Harpers Ferry, West Virginia 25425**


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The meeting was called to order at 7:00 p.m. by Mayor Vaughn.

Member	Title	Status
Greg Vaughn	Mayor	Present
Kevin Carden	Recorder	Present
Chris Craig	Councilmember	Present
Greg “Storm” DiCostanzo	Councilmember	Present
Jesse Z. Melton	Councilmember	Present
Christian Pechuekonis	Councilmember	Present
David Simmons	Councilmember	Present

The agenda was accepted as amended. Item 1 is stricken.

**1. Discussion and action regarding Harpers Ferry Non-Discrimination Assurances and Policy.**

*Stricken from this agenda.*

**2. Discussion and action regarding purchase of Police Department equipment and maintenance contract.**

*This item was discussed during executive session.*

<b>Motion</b>	Motion to approve \$3,167.10 payment to Axon for body camera equipment maintenance and equipment, for FY 2025, out of Police Department – Supplies.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Jesse Melton
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**3. Discussion and action regarding advertisement of bid for Contract #3 Phase II: Water Meter Replacement.**

*This item was discussed during executive session.*

<b>Motion</b>	Motion to post and advertise Contract #3 Phase II – Water Meter Replacement in the Spirit of Jefferson and Martinsburg Journal for two weeks beginning 27 August 2025, and send it to all known vendors, with a bid opening date of 1 <sup>st</sup> October 2025.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

**4. Discussion and action regarding advertisement for bid for Corporation of Harpers Ferry and Harpers Ferry Water Works paving contract.**

*This item was discussed during executive session.*

<b>Motion</b>	Motion to post and advertise the bid for paving, as amended, by posting it under glass at Town Hall on 25 August 2025, posting it on the Town website, and contacting a wide range of known regional paving companies, with the bid opening on 10 September 2025 at 2:00 p.m.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

<b>Motion</b>	Motion to assign Steve Paradis, Jesse Melton, Storm DiCostanzo, and Deb Kelly as the bid evaluation team, with one member participating in the bid conference on 3 September at 10:00 a.m., with the bid evaluation to take place on 10 September 2025 at 2:00 p.m., with Town Council convening to vote on the recommendation no later than 11 September 2025.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Jesse Melton
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

<b>Motion</b>	Motion to enter executive session, pursuant to WV Code § 6-9A-4(b)(9) <i>(for agenda items 2, 3, and 4)</i> .
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<b>Motion by</b>	Chris Craig
<b>Second</b>	Christian Pechuekonis
<b>Result</b>	<b>MOTION APPROVED. Executive session began at 7:02 p.m.</b>

The meeting returned to open session at 8:10 p.m.

Motion to adjourn by Jesse Melton, second by Christian Pechuekonis. Meeting adjourned at 8:15 p.m.

*The above minutes are true and correct, as approved.*

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

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

# CORPORATION OF HARPERS FERRY

## Town Council

### **DRAFT** MINUTES

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**Special Meeting**
**Thursday, 28 August 2025**
**5:30 p.m.**
**Town Hall • 1000 W Washington Street, Harpers Ferry, West Virginia 25425**


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The meeting was called to order at 5:30 p.m. by Mayor Vaughn.

Member	Title	Status
Greg Vaughn	Mayor	Present
Kevin Carden	Recorder	Present
Chris Craig	Councilmember	Present
Greg “Storm” DiCostanzo	Councilmember	Present
Jesse Z. Melton	Councilmember	Present
Christian Pechuekonis	Councilmember	Present
David Simmons	Councilmember	Present

The agenda was accepted as received.

#### **1. Discussion and action regarding Water Works contract.**

*This item was discussed during executive session.*

<b>Motion</b>	Motion to contract with Commonwealth Disposal for up to \$20,000 to remove sludge from the sedimentation basins at the water plant.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Jesse Melton
<b>YES</b>	7
<b>NO</b>	0
<b>Result</b>	<b>MOTION APPROVED</b>

#### **2. Discussion and action regarding employee personnel issue.**

*This item was discussed during executive session. No action was taken.*

<b>Motion</b>	Motion to enter executive session, pursuant to WV Code § 6-9A-4(b)(2)(A) and § 6-9A-4(b)(9), and to include the Town Attorney, Financial Officer, and Public Works Administrator.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>Result</b>	<b>MOTION APPROVED. Executive session began at 5:33 p.m.</b>

The meeting returned to open session at 7:01 p.m.

Motion to adjourn by Storm DiCostanzo, second by Chris Craig. Meeting adjourned at 7:02 p.m.

*The above minutes are true and correct, as approved.*

Mayor: \_\_\_\_\_

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

Recorder: \_\_\_\_\_

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

5:14 PM

09/03/25

Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>General</b>									
<b>301-01 - Property Tax Current Year</b>									
Deposit	07/15/2025	11882	Sheriff of Jefferson Co.	June 2025 Pro...	General		001 General Fu...	42.62	42.62
Deposit	07/15/2025	11874	Sheriff of Jefferson Co.	June 2025 Del ...	General		001 General Fu...	309.03	351.65
<b>Total 301-01 - Property Tax Current Year</b>								<b>351.65</b>	<b>351.65</b>
<b>304 - Excise Tax on Utilities</b>									
Deposit	07/24/2025		State of WV	Public Utility Tax	General		001 General Fu...	1.65	1.65
<b>Total 304 - Excise Tax on Utilities</b>								<b>1.65</b>	<b>1.65</b>
<b>305 - Business and Occupation Tax</b>									
Deposit	07/01/2025	1213461	Yelloh	FY 2024 Q4, Q...	General		001 General Fu...	389.44	389.44
Deposit	07/01/2025	723	Country Lane Cottage	FY 2025 Q4 B...	General		001 General Fu...	27.00	416.44
Deposit	07/01/2025	104	Love Piano Studio	FY 2025 Q4 B...	General		001 General Fu...	7.60	424.04
Deposit	07/01/2025	1045	Spy House, LLC	FY 2025 B&O ...	General		001 General Fu...	286.56	710.60
Deposit	07/01/2025	1227	Rental - Wheelless/Cr...	FY 2024 Q4 B...	General		001 General Fu...	18.00	728.60
Deposit	07/01/2025		Tenfold Fair Trade Co...	FY 2025 Q4 B...	General		002 WVGOPAY...	461.41	1,190.01
Deposit	07/02/2025		Funk Electrical Servic...	FY 2025 Q4 B...	General		002 WVGOPAY...	1.35	1,191.36
Deposit	07/07/2025	696	Tessoterica	FY 2025 Q4 B...	General		001 General Fu...	262.00	1,453.36
Deposit	07/07/2025	1163	Village Shop (The)	FY 2025 Q4 B...	General		001 General Fu...	138.00	1,591.36
Deposit	07/07/2025	150	Dave Kardok	FY 2025 B&O ...	General		001 General Fu...	180.59	1,771.95
Deposit	07/07/2025	3932	White Fly Outfitters	FY 2025 B&O ...	General		001 General Fu...	72.35	1,844.30
Deposit	07/07/2025	60735	Loudoun Valley Roofi...	FY 2025 B&O ...	General		001 General Fu...	447.50	2,291.80
Deposit	07/07/2025	12588	A&A Homes, INC	FY 2025 B&O ...	General		001 General Fu...	1,355.57	3,647.37
Deposit	07/07/2025	49577	Real Estate Teams L...	FY 2025 B&O ...	General		001 General Fu...	69.00	3,716.37
Deposit	07/07/2025	4917	Rabbit Hole, The	FY 2025 B&O ...	General		001 General Fu...	3,855.81	7,572.18
Deposit	07/07/2025	5087	186-196 High Street, ...	FY 2025 B&O ...	General		001 General Fu...	133.95	7,706.13
Deposit	07/07/2025	5086	Mountainside Lodge	FY 2025 B&O ...	General		001 General Fu...	101.93	7,808.06
Deposit	07/07/2025	5085	Lookout Inn	FY 2025 B&O ...	General		001 General Fu...	117.75	7,925.81
Deposit	07/08/2025	2387	Fiddler's Highway	FY 2025 B&O ...	General		001 General Fu...	83.35	8,009.16
Deposit	07/08/2025		491 Washington ST L...	FY 2025 Q2 B...	General		002 WVGOPAY...	150.68	8,159.84
Deposit	07/08/2025		491 Washington ST L...	FY 2025 Q3 B...	General		002 WVGOPAY...	82.89	8,242.73
Deposit	07/08/2025		DGE, LLC	FY 2025 Q4 B...	General		002 WVGOPAY...	39.00	8,281.73
Deposit	07/08/2025		491 Washington ST L...	FY 2025 Q1 B...	General		002 WVGOPAY...	179.88	8,461.61
Deposit	07/14/2025	10019...	Sysco Food Services ...	FY 2025 Q4 B...	General		001 General Fu...	405.34	8,866.95
Deposit	07/14/2025	1030	Between the Rivers B...	FY 2025 Q4 B...	General		001 General Fu...	37.32	8,904.27
Deposit	07/14/2025	8420	Countertop Solutions	FY 2025 Q4 B...	General		001 General Fu...	1,484.54	10,388.81
Deposit	07/15/2025	415890	Schenck Foods	FY 2025 Q4 B...	General		001 General Fu...	175.38	10,564.19
Deposit	07/15/2025	4057	Blue Maple LLC	FY 2025 Q4 B...	General		001 General Fu...	20.58	10,584.77
Deposit	07/15/2025	3573	Vintage Lady (The)	FY 2025 Q4 B...	General		001 General Fu...	262.50	10,847.27
Deposit	07/15/2025	13159	Cox HollidaYoung PL...	FY 2025 Q4 B...	General		001 General Fu...	6.29	10,853.56
Deposit	07/15/2025	960	Sandy's Domestic Se...	FY 2025 Q4 B...	General		001 General Fu...	14.08	10,867.64
Deposit	07/15/2025	1401	Rockhaven Services	FY 2025 Q4 B...	General		001 General Fu...	253.00	11,120.64
Deposit	07/15/2025	1741	St. John's	FY 2025 Q4 B...	General		001 General Fu...	10.75	11,131.39
Deposit	07/15/2025	8564	Air Filter Services LLC	FY 2025 Q4 B...	General		001 General Fu...	15.34	11,146.73
Deposit	07/15/2025		Merry Maids	FY 2025 Q2 B...	General		002 WVGOPAY...	66.86	11,213.59
Deposit	07/15/2025		Merry Maids	FY 2025 Q1 B...	General		002 WVGOPAY...	64.98	11,278.57
Deposit	07/15/2025		Merry Maids	FY 2025 Q3 B...	General		002 WVGOPAY...	63.43	11,342.00
Deposit	07/16/2025	1328	Crestar Realty	FY 2025 Q4 B...	General		001 General Fu...	56.85	11,398.85
Deposit	07/16/2025	5466	Long & Foster Real E...	FY 0225 Q4 B...	General		001 General Fu...	416.50	11,815.35
Deposit	07/16/2025	2167	Stone House Bed & B...	FY 2025 Q4 B...	General		001 General Fu...	389.83	12,205.18
Deposit	07/16/2025	2164	Stone House Bed & B...	FY 2025 Q3 B...	General		001 General Fu...	221.49	12,426.67
Deposit	07/18/2025		US Foods	FY 2025 Q4 B...	General		002 WVGOPAY...	150.60	12,577.27
Deposit	07/21/2025	2686	Outfitter at Harpers F...	FY 2025 Q4 B...	General		001 General Fu...	969.79	13,547.06
Deposit	07/21/2025	1047	Spy House, LLC	FY 2025 Q4 B...	General		001 General Fu...	116.29	13,663.35
Deposit	07/21/2025	1077	Lily Garden at Camp ...	FY 2025 Q4 B...	General		001 General Fu...	44.06	13,707.41
Deposit	07/21/2025	2066	Comstock Plumbing	FY 2025 Q4 B...	General		001 General Fu...	460.70	14,168.11
Deposit	07/21/2025	10608...	Coca-Cola	FY 2025 Q4 B...	General		001 General Fu...	70.52	14,238.63
Deposit	07/21/2025	100457	Thompson Gas & Ele...	FY 2025 Q4 B...	General		001 General Fu...	360.59	14,599.22
Deposit	07/21/2025	30130	Surebets Services, Inc.	FY 2025 Q4 B...	General		001 General Fu...	0.96	14,600.18
Deposit	07/21/2025	243418	PELLA MidAtlantic	FY 2025 Q4 B...	General		001 General Fu...	1,476.16	16,076.34
Deposit	07/21/2025	1677	Mary Adams'	FY 2025 Q4 B...	General		001 General Fu...	462.77	16,539.11
Deposit	07/22/2025	2044993	Blossman Propane G...	FY 2025 Q4 B...	General		001 General Fu...	33.29	16,572.40
Deposit	07/22/2025	154	David Karduk Custom...	FY 2025 Q4 B...	General		001 General Fu...	8.90	16,581.30
Deposit	07/22/2025	1610	Antietam Tree Servic...	FY 2025 Q4 B...	General		001 General Fu...	13.99	16,595.29
Deposit	07/22/2025	1159	Carrot Top Cottage	FY 2025 Q4 B...	General		001 General Fu...	263.88	16,859.17
Deposit	07/22/2025	1161	Harpers Ferry Guest ...	FY 2025 Q4 B...	General		001 General Fu...	388.02	17,247.19
Deposit	07/22/2025	6734	Hillside Child Care & ...	FY 2025 Q4 B...	General		001 General Fu...	718.29	17,965.48
Deposit	07/23/2025		Sensible Heal & Air C...	FY 205 A3 B&...	General		002 WVGOPAY...	300.00	18,265.48
Deposit	07/24/2025	1761	Top Priority Lawn Care	FY 2025 Q4 B...	General		001 General Fu...	17.00	18,282.48
Deposit	07/24/2025	3929421	Automotive Rentals, L...	FY 2025 Q4 B...	General		001 General Fu...	0.08	18,282.56
Deposit	07/24/2025	82576	AC & T Co., Inc.	FY 2025 Q4 B...	General		001 General Fu...	1.42	18,283.98
Deposit	07/24/2025	1060	La Soledad Guest Ho...	FY 2025 Q4 B...	General		001 General Fu...	280.69	18,564.67
Deposit	07/24/2025	1155	Trouville	FY 2025 Q4 B...	General		001 General Fu...	258.35	18,823.02
Deposit	07/24/2025	1005	Hillside Hideaway	FY 2025 Q4 B...	General		001 General Fu...	119.85	18,942.87
Deposit	07/24/2025		Vivant, Inc	FY 2025 Q4 B...	General		002 WVGOPAY...	361.14	19,304.01
Deposit	07/29/2025		BK Smith Properties	FY 2025 Q4 B...	General		002 WVGOPAY...	97.10	19,401.11
Deposit	07/30/2025	29177	Advantage Technolog...	FY 2025 Q4 B...	General		001 General Fu...	354.99	19,756.10
Deposit	07/30/2025	3309	JSN Welding	FY 2025 Q3 B...	General		001 General Fu...	30.06	19,786.16
Deposit	07/30/2025	10020...	Home Depot	FY 2025 Q4 B...	General		001 General Fu...	1,580.12	21,366.28
Deposit	07/30/2025	1118	Appalachian Chambe...	FY 2025 Q4 B...	General		001 General Fu...	69.69	21,435.97
Deposit	07/30/2025	3950	Valley Energy Compa...	FY 2025 Q4 B...	General		001 General Fu...	19.97	21,455.94
Deposit	07/30/2025	16476...	Comcast of CA/MD/P...	FY 2025 Q4 B...	General		001 General Fu...	775.74	22,231.68
Deposit	07/30/2025	16476...	Comcast Broadband ...	FY 2025 Q4 B...	General		001 General Fu...	8.64	22,240.32
Deposit	07/30/2025	86176...	USB Leasing LT	FY 2025 Q4 B...	General		001 General Fu...	11.07	22,251.39
Deposit	07/30/2025	2355	Cornerstone Lawn Se...	FY 2025 Q4 B...	General		001 General Fu...	989.89	23,241.28
Deposit	07/30/2025	6916	S & K Enterprises LLC	FY 2025 Q4 B...	General		001 General Fu...	30.00	23,271.28
Deposit	07/30/2025	1523	Armory House	FY 2025 Q4 B...	General		001 General Fu...	10.00	23,281.28

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Deposit	07/30/2025	86186...	Amerigas	FY 2025 Q4 B...	General		001 General Fu...	58.40	23,339.68
Deposit	07/30/2025	3024	GordonDC	FY 2025 Q4 B...	General		001 General Fu...	19.75	23,359.43
Deposit	07/30/2025	964	Sandy's Domestic Se...	FY 2025 Q4 B...	General		001 General Fu...	7.66	23,367.09
Deposit	07/30/2025	2263	Battle Ground Bakery...	FY 2025 Q4 B...	General		001 General Fu...	864.71	24,231.80
Deposit	07/30/2025	3013556	Reddy Ice	FY 2025 Q4 B...	General		001 General Fu...	8.24	24,240.04
Deposit	07/31/2025	1608	Wildwood Services	FY 2025 Q4 B...	General		001 General Fu...	23.14	24,263.18
Deposit	07/31/2025	2516	William B. Wheatly B...	FY 2025 Q4 B...	General		001 General Fu...	240.00	24,503.18
Deposit	07/31/2025	1046	Laurel Cottage LLC	FY 2025 Q4 B...	General		001 General Fu...	109.17	24,612.35
Deposit	07/31/2025		TerraWorks	FY 2025 Q4 B...	General		002 WVGOPAY...	6,357.38	30,969.73
Deposit	07/31/2025		SWAN Hilltop LLC	FY 2025 Q4 B...	General		002 WVGOPAY...	1,044.80	32,014.53
Total 305 - Business and Occupation Tax								32,014.53	32,014.53
<b>306 - Liquor &amp; Wine Tax</b>									
Deposit	07/23/2025		State of WV_c	FY 2025 Q4 Li...	General		001 General Fu...	2,900.06	2,900.06
Total 306 - Liquor & Wine Tax								2,900.06	2,900.06
<b>308 - Hotel Motel</b>									
Deposit	07/07/2025	5088	Mountainside Lodge	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	17.50	17.50
Deposit	07/14/2025	1412	Bed and Biskit	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	277.15	294.65
Deposit	07/15/2025	1742	St. John's	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	53.75	348.40
Deposit	07/15/2025	1400	Rockhaven Propertie...	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	164.00	512.40
Deposit	07/15/2025	4045	Blue Maple LLC	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	102.90	615.30
Deposit	07/16/2025	1413	Bed and Biskit	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	55.43	670.73
Deposit	07/16/2025	2163	Stone House Bed & B...	FY 2025 Q3 R...	Hotel Occ ...		Hotel Motel Tax	1,107.48	1,778.21
Deposit	07/16/2025	2168	Stone House Bed & B...	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	1,949.16	3,727.37
Deposit	07/17/2025	3520794	AirBNB	FY 2025 June ...	General		Hotel Motel Tax	5,470.32	9,197.69
Deposit	07/21/2025	3513968	HomeAway	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	2,680.15	11,877.84
Deposit	07/21/2025	3513797	Expedia.com	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	2,236.16	14,114.00
Deposit	07/21/2025	286	Lily Garden at Camp ...	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	220.30	14,334.30
Deposit	07/22/2025	1158	Carrot Top Cottage	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	528.98	14,863.28
Deposit	07/22/2025	1160	Harpers Ferry Guest ...	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	1,539.67	16,402.95
Deposit	07/22/2025	21406...	Mountain Mama	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	894.60	17,297.55
Deposit	07/24/2025	1006	Hillside Hideaway	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	79.00	17,376.55
Deposit	07/24/2025	1059	La Soledad Guest Ho...	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	548.10	17,924.65
Deposit	07/24/2025	1156	Trouville	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	552.24	18,476.89
Total 308 - Hotel Motel								18,476.89	18,476.89
<b>314 - Sales Tax Revenue</b>									
Deposit	07/24/2025		State of WV	FY 2025 Q4 M...	General		001 General Fu...	99,317.84	99,317.84
Total 314 - Sales Tax Revenue								99,317.84	99,317.84
<b>320 - Fines, Fees &amp; Court Cost</b>									
Deposit	07/01/2025			Tickets	Police		002 WVGOPAY...	350.00	350.00
Deposit	07/02/2025			Tickets	Police		002 WVGOPAY...	15.00	365.00
Deposit	07/07/2025			Tickets	Police		002 WVGOPAY...	175.00	540.00
Deposit	07/08/2025			Tickets	Police		General Court F...	175.00	715.00
Deposit	07/08/2025			Tickets	Police		002 WVGOPAY...	175.00	890.00
Deposit	07/10/2025			Tickets	Police		002 WVGOPAY...	525.00	1,415.00
Deposit	07/13/2025			Tickets	Police		002 WVGOPAY...	175.00	1,590.00
Deposit	07/14/2025			Tickets	General		General Court F...	80.00	1,670.00
Deposit	07/17/2025			Tickets	Police		002 WVGOPAY...	700.00	2,370.00
Deposit	07/24/2025			Tickets	Police		002 WVGOPAY...	175.00	2,545.00
Check	07/31/2025	16864	Roxann Behringer	Refund overpa...	Police		001 General Fu...	-350.00	2,195.00
Total 320 - Fines, Fees & Court Cost								2,195.00	2,195.00
<b>320_399 - Police Department Rev Sources</b>									
<b>321 Parking Violations</b>									
Deposit	07/01/2025			Tickets	General		General Court F...	70.00	70.00
Deposit	07/01/2025			Tickets	General		002 WVGOPAY...	150.50	220.50
Deposit	07/02/2025			Tickets	General		002 WVGOPAY...	157.00	377.50
Deposit	07/03/2025			Tickets	General		General Court F...	90.00	467.50
Deposit	07/03/2025			Tickets	General		002 WVGOPAY...	62.91	530.41
Deposit	07/04/2025			Tickets	General		002 WVGOPAY...	20.00	550.41
Deposit	07/05/2025			Tickets	General		002 WVGOPAY...	20.00	570.41
Deposit	07/06/2025			Tickets	General		002 WVGOPAY...	80.00	650.41
Deposit	07/08/2025			Tickets	General		General Court F...	173.00	823.41
Deposit	07/08/2025			Tickets	General		002 WVGOPAY...	270.00	1,093.41
Deposit	07/09/2025			Tickets	General		002 WVGOPAY...	203.00	1,296.41
Deposit	07/10/2025			Tickets	General		002 WVGOPAY...	40.00	1,336.41
Deposit	07/11/2025			Tickets	General		002 WVGOPAY...	130.00	1,466.41
Deposit	07/12/2025			Tickets	General		002 WVGOPAY...	64.50	1,530.91
Deposit	07/13/2025			Tickets	General		002 WVGOPAY...	80.00	1,610.91
Deposit	07/14/2025			Tickets	General		002 WVGOPAY...	80.00	1,690.91
Deposit	07/15/2025			Tickets	General		002 WVGOPAY...	106.00	1,796.91
Deposit	07/16/2025			Tickets	General		002 WVGOPAY...	70.00	1,866.91
Check	07/17/2025	16860	Marty Jarrell and/or B...	Refund overpa...	General		001 General Fu...	-25.50	1,841.41
Deposit	07/17/2025			Tickets	General		002 WVGOPAY...	60.00	1,901.41
Deposit	07/17/2025			Tickets	General		General Court F...	200.00	2,101.41
Deposit	07/18/2025			Tickets	General		002 WVGOPAY...	36.17	2,137.58
Deposit	07/19/2025			Tickets	General		002 WVGOPAY...	40.00	2,177.58
Deposit	07/20/2025			Tickets	General		002 WVGOPAY...	100.00	2,277.58
Deposit	07/21/2025			Tickets	General		002 WVGOPAY...	6.00	2,283.58
Deposit	07/22/2025			Tickets	General		002 WVGOPAY...	230.00	2,513.58
Deposit	07/23/2025			Tickets	General		002 WVGOPAY...	200.00	2,713.58
Deposit	07/24/2025			Tickets	General		002 WVGOPAY...	56.00	2,769.58
Deposit	07/24/2025			Tickets	General		General Court F...	170.00	2,939.58
Deposit	07/25/2025			Tickets	General		002 WVGOPAY...	130.00	3,069.58
Deposit	07/26/2025			Tickets	General		002 WVGOPAY...	20.00	3,089.58
Deposit	07/27/2025			Tickets	General		002 WVGOPAY...	50.00	3,139.58



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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Deposit	07/28/2025			Tickets	General		002 WVGOPAY...	60.00	3,199.58
Deposit	07/29/2025			Tickets	General		002 WVGOPAY...	100.00	3,299.58
Deposit	07/31/2025			Tickets	General		General Court F...	90.00	3,389.58
Total 321 Parking Violations								3,389.58	3,389.58
<b>380 P - Interest</b>									
Deposit	07/31/2025			Interest	Police		HF/Bolivar Drug...	0.65	0.65
Deposit	07/31/2025			Interest	Police		Police Equipm R...	3.88	4.53
Deposit	07/31/2025			Interest	Police		General Court F...	104.50	109.03
Total 380 P - Interest								109.03	109.03
Total 320_399 - Police Department Rev Sources								3,498.61	3,498.61
<b>325 - Licenses</b>									
Deposit	07/01/2025	170	BK Smith Properties	FY 2026 Busin...	General		001 General Fu...	15.00	15.00
Deposit	07/01/2025	1732	Rockhaven Propertie...	FY 2026 Busin...	General		001 General Fu...	15.00	30.00
Deposit	07/01/2025	1395	Rockhaven Services	FY 2026 Busin...	General		001 General Fu...	15.00	45.00
Deposit	07/01/2025	16299	George Smalley Cont...	FY 2026 Busin...	General		001 General Fu...	25.00	70.00
Deposit	07/01/2025	10578	Russell Roofing Com...	FY 2026 Busin...	General		001 General Fu...	25.00	95.00
Deposit	07/01/2025	2177	Bolivar Bread Bakery...	FY 2026 Busin...	General		001 General Fu...	15.00	110.00
Deposit	07/01/2025	85912...	Kelly Services Global...	FY 2026 Busin...	General		001 General Fu...	25.00	135.00
Deposit	07/01/2025	14286	Dulyea Construction	FY 2026 Busin...	General		001 General Fu...	15.00	150.00
Deposit	07/01/2025	512	Trouvaille	FY 2026 Busin...	General		001 General Fu...	15.00	165.00
Deposit	07/01/2025	53738	Long & Foster Real E...	FY 2026 Busin...	General		001 General Fu...	15.00	180.00
Deposit	07/01/2025	21784	Apple Valley Waste	FY 2026 Busin...	General		001 General Fu...	15.00	195.00
Deposit	07/01/2025	65003	North Star Foundatio...	FY 2026 Busin...	General		001 General Fu...	25.00	220.00
Deposit	07/01/2025		La Soledad Guest Ho...	FY 2026 Busin...	General		002 WVGOPAY...	15.00	235.00
Deposit	07/02/2025		Mary Adams	FY 2026 Busin...	General		002 WVGOPAY...	15.00	250.00
Deposit	07/02/2025		Loudoun Valley Roofi...	FY 2026 Busin...	General		002 WVGOPAY...	25.00	275.00
Deposit	07/03/2025		Viking Tree Service	FY 2026 Busin...	General		002 WVGOPAY...	15.00	290.00
Deposit	07/08/2025	1001	Laurel Cottage LLC	FY 2026 Busin...	General		001 General Fu...	15.00	305.00
Deposit	07/08/2025	241916	William A Hazel INC	FY 2026 Busin...	General		001 General Fu...	25.00	330.00
Deposit	07/08/2025	5705	Fillinger's Contracting	FY 2026 Busin...	General		001 General Fu...	15.00	345.00
Deposit	07/08/2025	3928301	Automotive Rentals, L.	FY 2026 Busin...	General		001 General Fu...	25.00	370.00
Deposit	07/08/2025	513	Hillside Hideaway	FY 2026 Busin...	General		001 General Fu...	15.00	385.00
Deposit	07/08/2025	10605...	Coca-Cola	FY 2026 Busin...	General		001 General Fu...	25.00	410.00
Deposit	07/08/2025	695	Tessotterica	FY 2026 Busin...	General		001 General Fu...	15.00	425.00
Deposit	07/08/2025	4550645	Amerigas Propane LP	FY 2026 Busin...	General		001 General Fu...	25.00	450.00
Deposit	07/08/2025	108	Queen Anne on Fillm...	FY 2026 Busin...	General		001 General Fu...	15.00	465.00
Deposit	07/08/2025	1074252	Tuff Shed, Inc.	FY 2026 Busin...	General		001 General Fu...	25.00	490.00
Deposit	07/08/2025	7154905	USB Leasing LT	FY 2026 Busin...	General		001 General Fu...	25.00	515.00
Deposit	07/08/2025	5077	Lookout Inn	FY 2026 Busin...	General		001 General Fu...	15.00	530.00
Deposit	07/08/2025	4906	Rabbit Hole, The	FY 2026 Busin...	General		001 General Fu...	15.00	545.00
Deposit	07/08/2025	4906		FY 2026 Busin...	General		001 General Fu...	250.00	795.00
Deposit	07/08/2025	5079	186-196 High Street, ...	FY 2026 Busin...	General		001 General Fu...	15.00	810.00
Deposit	07/08/2025	5078	Mountainside Lodge	FY 2026 Busin...	General		001 General Fu...	15.00	825.00
Deposit	07/08/2025	105	Love Piano Studio	FY 2026 Busin...	General		001 General Fu...	15.00	840.00
Deposit	07/08/2025	4732	Hodge Podge	FY 2026 Busin...	General		001 General Fu...	15.00	855.00
Deposit	07/08/2025	10019...	Sysco Food Services ...	FY 2026 Busin...	General		001 General Fu...	25.00	880.00
Deposit	07/08/2025	2942	Charles Carter Countr...	FY 2026 Busin...	General		001 General Fu...	15.00	895.00
Deposit	07/08/2025	1228	Rental - Wheelless/Cr...	FY 2026 Busin...	General		001 General Fu...	15.00	910.00
Deposit	07/08/2025	732	Country Lane Cottage	FY 2026 Busin...	General		001 General Fu...	15.00	925.00
Deposit	07/08/2025	468	Steel & Stone	FY 2026 Busin...	General		001 General Fu...	15.00	940.00
Deposit	07/08/2025	145	Van Alen Restoration ...	FY 2026 Busin...	General		001 General Fu...	25.00	965.00
Check	07/08/2025	16848	Funk Electrical Servic...	Refund overpa...	General		001 General Fu...	-51.00	914.00
Deposit	07/09/2025		US Foods	FY 0226 Busin...	General		002 WVGOPAY...	25.00	939.00
Deposit	07/10/2025		Castleman Carpentry ...	FY 2026 Busin...	General		002 WVGOPAY...	25.00	964.00
Deposit	07/14/2025	3931	White Fly Outfitters	FY 2026 Busin...	General		001 General Fu...	15.00	979.00
Deposit	07/14/2025		Look Family Exteriors...	FY 2026 Busin...	General		002 WVGOPAY...	15.00	994.00
Deposit	07/15/2025	10001...	Waste Management ...	FY 2026 Busin...	General		001 General Fu...	15.00	1,009.00
Deposit	07/15/2025	4859	Crestar Realty	FY 2026 Busin...	General		001 General Fu...	15.00	1,024.00
Deposit	07/15/2025	2339	Cornerstone Lawn Se...	FY 2026 Busin...	General		001 General Fu...	15.00	1,039.00
Deposit	07/15/2025	959	Sandy's Domestic Se...	FY 2026 Busin...	General		001 General Fu...	15.00	1,054.00
Deposit	07/15/2025	100275	Thompson Gas & Ele...	FY 2026 Busin...	General		001 General Fu...	15.00	1,069.00
Deposit	07/15/2025	81105	Appalachian Trail Con...	FY 2026 Busin...	General		001 General Fu...	15.00	1,084.00
Deposit	07/15/2025		Merry Maids	FY 2026 Busin...	General		002 WVGOPAY...	25.00	1,109.00
Deposit	07/15/2025		American Electric Ser...	FY 2026 Busin...	General		002 WVGOPAY...	15.00	1,124.00
Deposit	07/16/2025		ABC Supply Co, INC	FY 2026 Busin...	General		002 WVGOPAY...	15.00	1,139.00
Deposit	07/18/2025		Griffith Energy Servic...	FY 2025 Busin...	General		002 WVGOPAY...	25.00	1,164.00
Deposit	07/21/2025	20240	Royal Crown Bottling ...	FY 2026 Busin...	General		001 General Fu...	15.00	1,179.00
Deposit	07/22/2025	149	David Karduk Custom...	FY 2026 Busin...	General		001 General Fu...	15.00	1,194.00
Deposit	07/22/2025	6691	Hillside Child Care & ...	FY 2026 Busin...	General		001 General Fu...	15.00	1,209.00
Deposit	07/22/2025	1116	Appalachian Chambe...	FY 2026 Busin...	General		001 General Fu...	15.00	1,224.00
Deposit	07/22/2025	451221	Long Fence Compan...	FY 2026 Busin...	General		001 General Fu...	25.00	1,249.00
Deposit	07/22/2025		Gro-Green Landscapi...	FY 2026 Busin...	General		002 WVGOPAY...	25.00	1,274.00
Deposit	07/22/2025		Valentine Electric Inc	FY 2026 Busin...	General		002 WVGOPAY...	25.00	1,299.00
Deposit	07/23/2025		Harpers Ferry Hillside...	FY 2026 Busin...	General		002 WVGOPAY...	15.00	1,314.00
Deposit	07/24/2025		Sensible Heat & Air C...	FY 2026 Busin...	General		001 General Fu...	15.00	1,329.00
Deposit	07/24/2025		Vivant, Inc	FY 2026 Busin...	General		002 WVGOPAY...	25.00	1,354.00
Deposit	07/28/2025		Mountaineer Kitchen ...	FY 2026 Busin...	General		002 WVGOPAY...	15.00	1,369.00
Deposit	07/29/2025		GordonDC	FY 2026 Busin...	General		002 WVGOPAY...	25.00	1,394.00
Deposit	07/30/2025	3308	JSN Welding	FY 2026 Busin...	General		001 General Fu...	15.00	1,409.00
Deposit	07/30/2025	1766	Top Priority Lawn Care	FY 2026 Busin...	General		001 General Fu...	15.00	1,424.00
Deposit	07/30/2025	1522	Armory House	FY 2026 Busin...	General		001 General Fu...	15.00	1,439.00
Deposit	07/30/2025	33961	Copier Word Process...	FY 2026 Busin...	General		001 General Fu...	15.00	1,454.00
Total 325 - Licenses								1,454.00	1,454.00

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>326 - Building Permit Fees</b>									
Deposit	07/01/2025	1037	JCD Builders LLC	ZCPA#2025-0...	General		001 General Fu...	2,415.00	2,415.00
Deposit	07/01/2025	1035	JCD Builders LLC	ZCPA#2025-0...	General		001 General Fu...	3,905.00	6,320.00
Deposit	07/07/2025		Benjamin Buckley	ZCPA #2025-0...	General		001 General Fu...	100.00	6,420.00
Deposit	07/08/2025		St. James Catholic C...	ZCPA #2025-0...	General		002 WVGOPAY...	1,050.00	7,470.00
Deposit	07/16/2025		Innovative Communit...	ZCPA # 2025-...	General		001 General Fu...	50.00	7,520.00
Deposit	07/30/2025	2071	Stephen Sherry	ZCPA #2025-0...	General		001 General Fu...	2,095.00	9,615.00
Total 326 - Building Permit Fees								9,615.00	9,615.00
<b>327 - Miscellaneous Permits (Parking)</b>									
Deposit	07/07/2025		Fleming, Deborah	2025 Parking ...	General		001 General Fu...	3.00	3.00
Deposit	07/14/2025		Dennis, Suzanna	2025 Parking ...	General		001 General Fu...	3.00	6.00
Deposit	07/24/2025	10008	Castleman Carpentry ...	Annual contrac...	General		001 General Fu...	75.00	81.00
Deposit	07/24/2025		Morse, Patricia	Parking Permit...	General		001 General Fu...	4.00	85.00
Deposit	07/24/2025		Pat Morse	Parking Permit...	General		001 General Fu...	2.00	87.00
Deposit	07/30/2025		Dennis, Suzanna	2025 Parking ...	General		001 General Fu...	1.00	88.00
Total 327 - Miscellaneous Permits (Parking)								88.00	88.00
<b>330 - IRP Fees</b>									
Deposit	07/24/2025			IRP fees collec...	General		001 General Fu...	465.81	465.81
Total 330 - IRP Fees								465.81	465.81
<b>340 - Parks and Rec.</b>									
Deposit	07/02/2025		customer	Donations for ...	Park and ...		HF Parks and R...	485.00	485.00
Total 340 - Parks and Rec.								485.00	485.00
<b>345 - Rents &amp; Concessions</b>									
Deposit	07/01/2025	15000...	US Cellular	July 2025 Rent...	General		001 General Fu...	1,994.07	1,994.07
Deposit	07/01/2025	30004...	AT&T_c	July 2025 Rent...	General		001 General Fu...	1,259.71	3,253.78
Deposit	07/30/2025	30004...	AT&T_c	Cell tower rent ...	General		001 General Fu...	1,259.71	4,513.49
Deposit	07/30/2025	15000...	US Cellular	Cell tower Ren...	General		001 General Fu...	1,994.07	6,507.56
Total 345 - Rents & Concessions								6,507.56	6,507.56
<b>366 - State Government Grants</b>									
Deposit	07/28/2025		State of WV	Reimburseme...	General		001 General Fu...	4,900.00	4,900.00
Total 366 - State Government Grants								4,900.00	4,900.00
<b>376 - Table Gaming Income</b>									
Deposit	07/16/2025		State of WV	Greenbrier July	General		001 General Fu...	17.02	17.02
Deposit	07/16/2025		State of WV	table Games J...	General		001 General Fu...	1,104.22	1,121.24
Total 376 - Table Gaming Income								1,121.24	1,121.24
<b>380 - Interest Earned on Investments</b>									
Deposit	07/31/2025			Interest	General		Opioid Settlement	2.99	2.99
Deposit	07/31/2025			Interest	General		252PS - JSB P...	10.79	13.78
Deposit	07/31/2025			Interest	General		GRANT Operati...	0.02	13.80
Deposit	07/31/2025			Interest	General		SWaN Escrow ...	110.86	124.66
Deposit	07/31/2025			Interest	Park and ...		HF Parks and R...	2.24	126.90
Deposit	07/31/2025			Interest	Hotel Occ ...		Hotel Motel Tax	16.49	143.39
Deposit	07/31/2025			Interest	General		001 General Fu...	224.28	367.67
Total 380 - Interest Earned on Investments								367.67	367.67
<b>397 - Lottery</b>									
Deposit	07/29/2025		State of WV	Lottery July	General		001 General Fu...	73.72	73.72
Total 397 - Lottery								73.72	73.72
Total General								183,834.23	183,834.23
Total Income								183,834.23	183,834.23
Gross Profit								183,834.23	183,834.23
<b>Expense</b>									
<b>001.760 Parking</b>									
<b>Payroll-Parking</b>									
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	347.34	347.34
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	645.32	992.66
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	1,379.09	2,371.75
Total Payroll-Parking								2,371.75	2,371.75
<b>PR Taxes-Parking</b>									
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	31.26	31.26
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	58.08	89.34
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	124.12	213.46
Total PR Taxes-Parking								213.46	213.46
<b>001.761 Parking Expenses</b>									
Check	07/16/2025	16855	Stampfer, Timothy	Mileage 6/22-2...	General		001 General Fu...	15.40	15.40
Credit Card Charge	07/28/2025	AUG 2...	US Cellular	usage parking ...	General		P-Card	58.98	74.38
Check	07/31/2025	16867	Stampfer, Timothy	Mileage 7/4-13...	General		001 General Fu...	32.00	106.38
Total 001.761 Parking Expenses								106.38	106.38
Total 001.760 Parking								2,691.59	2,691.59

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Capital Projects Expenditures</b>									
Bill	07/31/2025	INUS3...	Axon Enterprise Inc	INUS321008 F...	Police		20000 · Accoun...	16,742.40	16,742.40
Total 001.976 · Public Safety								16,742.40	16,742.40
Total Capital Projects Expenditures								16,742.40	16,742.40
<b>Culture &amp; Rec Exp</b>									
900 · Parks									
Utilities Pa									
Bill	07/01/2025	00035...	Harpers Ferry Water ...	June usage	General		20000 · Accoun...	50.05	50.05
Bill	07/09/2025	11008...	Potomac Edison	June usage	General		20000 · Accoun...	15.33	65.38
Total Utilities Pa								65.38	65.38
Total 900 · Parks								65.38	65.38
901 · Visitors Bureau -H									
Check	07/14/2025	364	Jefferson County CVB	FY 2025 Q4 R...	Hotel Occ ...		Hotel Motel Tax	11,574.94	11,574.94
Total 901 · Visitors Bureau -H								11,574.94	11,574.94
906 · Arts & Humanities -H									
Check	07/15/2025	365	Harpers Ferry Wome...	FY 2026 Fundi...	Hotel Occ ...		Hotel Motel Tax	3,920.00	3,920.00
Total 906 · Arts & Humanities -H								3,920.00	3,920.00
Total Culture & Rec Exp								15,560.32	15,560.32
001.402 · Economic Development									
Bill	07/02/2025	56957	AC & T Co., Inc.	INV 56957 FY ...	General		20000 · Accoun...	115.00	115.00
Check	07/15/2025	16850	Harpers Ferry Bolivar ...	FY 2025 Disbu...	General		001 General Fu...	1,500.00	1,615.00
Total 001.402 · Economic Development								1,615.00	1,615.00
001.409 · Office of Mayor									
PR Taxes Employer M									
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	127.50	127.50
Total PR Taxes Employer M								127.50	127.50
Salary M									
General Journal	07/31/2025			payroll 7/31	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	07/08/2025	eft	PEIA	Treasurer 2025...	General		Harpers Ferry P...	34.00	34.00
Check	07/17/2025	eft	PEIA	Treasurer 2025...	General		Harpers Ferry P...	12.00	46.00
Total Employee Benefits								46.00	46.00
Group Ins. T									
Check	07/08/2025	EFT	PEIA	Treasurer PEI...	General		Harpers Ferry P...	682.98	682.98
Check	07/17/2025	EFT	PEIA	Treasurer PEI...	General		Harpers Ferry P...	881.48	1,564.46
Total Group Ins. T								1,564.46	1,564.46
Pension Expense T									
General Journal	07/01/2025			payroll 7/1	General		001 General Fu...	27.00	27.00
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	288.44	315.44
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	286.71	602.15
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	290.56	892.71
Total Pension Expense T								892.71	892.71
PR Taxes Employer T									
General Journal	07/01/2025			payroll 7/1	General		001 General Fu...	22.95	22.95
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	219.52	242.47
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	218.04	460.51
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	217.61	678.12
Total PR Taxes Employer T								678.12	678.12
Salary T									
General Journal	07/01/2025			payroll 7/1	General		001 General Fu...	300.00	300.00
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	3,204.90	3,504.90
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	3,185.66	6,690.56
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	3,228.44	9,919.00
Total Salary T								9,919.00	9,919.00
Total 001.413 · Office of Treasurer								13,100.29	13,100.29
001.415 · Office of City Clerk									
Health Insurance CC									
Check	07/08/2025	EFT	PEIA	Clerk PEIA Pre...	General		Harpers Ferry P...	682.98	682.98
Check	07/17/2025	EFT	PEIA	Clerk PEIA Pre...	General		Harpers Ferry P...	880.48	1,563.46
Total Health Insurance CC								1,563.46	1,563.46



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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>OPEB - General</b>									
Check	07/08/2025	eft	PEIA	Clerk 2025 JU...	General		Harpers Ferry P...	34.00	34.00
Check	07/17/2025	eft	PEIA	Clerk 2025 JULY	General		Harpers Ferry P...	12.00	46.00
Total OPEB - General								46.00	46.00
<b>Pension Expense CC</b>									
General Journal	07/01/2025			payroll 7/1	General		001 General Fu...	20.25	20.25
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	189.59	209.84
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	217.17	427.01
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	215.34	642.35
Total Pension Expense CC								642.35	642.35
<b>PR Taxes Employer CC</b>									
General Journal	07/01/2025			payroll 7/1	General		001 General Fu...	17.22	17.22
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	156.67	173.89
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	180.12	354.01
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	178.57	532.58
Total PR Taxes Employer CC								532.58	532.58
<b>Salary CC</b>									
General Journal	07/01/2025			payroll 7/1	General		001 General Fu...	225.00	225.00
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	2,106.56	2,331.56
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	2,412.96	4,744.52
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	2,392.62	7,137.14
Total Salary CC								7,137.14	7,137.14
Total 001.415 - Office of City Clerk								9,921.53	9,921.53
<b>001.435 - Region 9 Dev. Authority</b>									
Bill	07/01/2025	FY 2026	Region 9	FY 2026 Local ...	General		20000 - Accoun...	465.37	465.37
Total 001.435 - Region 9 Dev. Authority								465.37	465.37
<b>001.440 - City Hall</b>									
<b>Payroll Processing-C</b>									
General Journal	07/01/2025			payroll process...	General		001 General Fu...	26.47	26.47
General Journal	07/03/2025			payroll process...	General		001 General Fu...	32.07	58.54
General Journal	07/17/2025			payroll process...	General		001 General Fu...	32.87	91.41
General Journal	07/31/2025			payroll process...	General		001 General Fu...	33.67	125.08
Total Payroll Processing-C								125.08	125.08
<b>Contracted Services C</b>									
Bill	07/01/2025	91763	Advantage Technolog...	INV 91763 Sup...	General		20000 - Accoun...	408.32	408.32
Credit Card Charge	07/03/2025	65988	Merry Maids	Breeden, office...	General		P-Card	204.00	612.32
Credit Card Charge	07/17/2025	3867767	Merry Maids	Breeden, office...	General		P-Card	204.00	816.32
Credit Card Charge	07/30/2025	36373	Merry Maids	Breeden, office...	General		P-Card	204.00	1,020.32
Total Contracted Services C								1,020.32	1,020.32
<b>Dues &amp; Subscriptions C</b>									
Bill	07/01/2025	FY 2026	Jefferson County Cha...	Annual dues, ...	General		20000 - Accoun...	100.00	100.00
Bill	07/14/2025	2025	Spirit of Jefferson	2025-26 subsc...	General		20000 - Accoun...	36.00	136.00
Total Dues & Subscriptions C								136.00	136.00
<b>Insurance and Bonds</b>									
Bill	07/23/2025	20004...	Cincinnati Insurance ...	Bonds - Town ...	General		20000 - Accoun...	75.00	75.00
Total Insurance and Bonds								75.00	75.00
<b>Leased Equipment C</b>									
Check	07/08/2025	EFT	Leaf	Copier lease J...	General		001 General Fu...	104.50	104.50
Total Leased Equipment C								104.50	104.50
<b>Pension Expense C</b>									
General Journal	07/01/2025			payroll 7/1	General		001 General Fu...	27.00	27.00
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	194.07	221.07
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	219.19	440.26
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	205.55	645.81
Total Pension Expense C								645.81	645.81
<b>Postage C</b>									
Credit Card Charge	07/08/2025	24646	US Post Office	Kelly Postage, ...	General		P-Card	2.04	2.04
Credit Card Charge	07/09/2025	388802	US Post Office	Morse, postage	General		P-Card	9.68	11.72
Credit Card Charge	07/30/2025	649768	US Post Office	Morse, postage	General		P-Card	78.00	89.72
Total Postage C								89.72	89.72
<b>PR Taxes Employer C</b>									
General Journal	07/01/2025			payroll 7/1	General		001 General Fu...	22.95	22.95
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	254.38	277.33
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	283.66	560.99
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	268.64	829.63
Total PR Taxes Employer C								829.63	829.63

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Professional Services C</b>									
Bill	07/31/2025	35191	CoxHollidayyoung PLLC	Accounting se...	General		20000 - Accoun...	1,719.95	1,719.95
Total Professional Services C								1,719.95	1,719.95
<b>Salaries &amp; Wages C</b>									
General Journal	07/01/2025			payroll 7/1	General		001 General Fu...	300.00	300.00
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	3,325.14	3,625.14
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	3,708.12	7,333.26
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	3,511.55	10,844.81
Total Salaries & Wages C								10,844.81	10,844.81
<b>Telephone C</b>									
Bill	07/12/2025	0625	Frontier	Telephone 202...	General		20000 - Accoun...	210.31	210.31
Bill	07/21/2025	07308...	Frontier	JULY usage	General		20000 - Accoun...	76.59	286.90
Bill	07/25/2025	82993...	Comcast Internet	Internet 2025 J...	General		20000 - Accoun...	56.63	343.53
Credit Card Charge	07/28/2025	AUG 2...	US Cellular	cell phonesAUG	General		P-Card	209.02	552.55
Total Telephone C								552.55	552.55
<b>Utilities C</b>									
Bill	07/01/2025	00010...	Harpers Ferry Water ...	June usage, T...	General		20000 - Accoun...	37.14	37.14
Bill	07/09/2025	11008...	Potomac Edison	June usage To...	General		20000 - Accoun...	190.90	228.04
Bill	07/09/2025	11014...	Potomac Edison	June usage To...	General		20000 - Accoun...	23.28	251.32
Bill	07/09/2025	11008...	Potomac Edison	June usage To...	General		20000 - Accoun...	193.27	444.59
Bill	07/28/2025	34391...	Waste Management ...	AUG 2025 tow...	General		20000 - Accoun...	192.11	636.70
Total Utilities C								636.70	636.70
<b>220 G - Advertising/Legal Publications</b>									
Bill	07/24/2025	71328	Jefferson Publishing ...	INV 71328 - P...	General		20000 - Accoun...	38.66	38.66
Total 220 G - Advertising/Legal Publications								38.66	38.66
<b>341 G - Materials &amp; Supplies C</b>									
Credit Card Charge	07/03/2025	28871	Wal Mart	Breeden, office...	General		P-Card	24.00	24.00
Credit Card Charge	07/05/2025		Adobe Pro	Kelly, subscrip...	General		P-Card	21.19	45.19
Credit Card Charge	07/08/2025		Zoom Video Commu...	Kelly zoom	General		P-Card	92.97	138.16
Credit Card Charge	07/09/2025	July 20...	MicroSoft	kelly, visio	General		P-Card	5.30	143.46
Credit Card Charge	07/11/2025	13670	Amazon.com	Kelly micropho...	General		P-Card	124.79	268.25
Credit Card Charge	07/11/2025	53485	Home Depot	Waters, flag p...	General		P-Card	49.48	317.73
Credit Card Charge	07/15/2025	62274	Wal Mart	Breeden office ...	General		P-Card	58.89	376.62
Credit Card Charge	07/21/2025	00308	Amazon.com	Breeden, office...	General		P-Card	73.18	449.80
Credit Card Charge	07/28/2025	60245	Wal Mart	Kelly folders	General		P-Card	5.00	454.80
Bill	07/31/2025	35191	CoxHollidayyoung PLLC	RN access 20...	General		20000 - Accoun...	67.00	521.80
Total 341 G - Materials & Supplies C								521.80	521.80
Total 001.440 - City Hall								17,340.53	17,340.53
<b>001.700 - Police Dept</b>									
<b>Pension</b>									
<b>Pension-P</b>									
General Journal	07/01/2025			payroll 7/1	Police		001 General Fu...	114.75	114.75
General Journal	07/03/2025			payroll 7/3	Police		001 General Fu...	339.93	454.68
General Journal	07/17/2025			payroll 7/17	Police		001 General Fu...	397.41	852.09
General Journal	07/31/2025			payroll 7/31	Police		001 General Fu...	510.71	1,362.80
Total Pension-P								1,362.80	1,362.80
<b>Pension MPFRS - P</b>									
General Journal	07/01/2025			payroll 7/1	Police		001 General Fu...	70.13	70.13
General Journal	07/03/2025			payroll 7/3	Police		001 General Fu...	550.46	620.59
General Journal	07/17/2025			payroll 7/17	Police		001 General Fu...	807.51	1,428.10
General Journal	07/31/2025			payroll 7/31	Police		001 General Fu...	270.23	1,698.33
Total Pension MPFRS - P								1,698.33	1,698.33
Total Pension								3,061.13	3,061.13
<b>Contracted Services-P</b>									
Bill	07/01/2025	91763	Advantage Technolog...	INV 91763 Sup...	Police		20000 - Accoun...	408.32	408.32
Total Contracted Services-P								408.32	408.32
<b>Departmental Supplies-P</b>									
<b>Auto Supplies and Fuel - P</b>									
Credit Card Charge	07/03/2025	28871	Wal Mart	Breeden, auto ...	Police		P-Card	7.94	7.94
Check	07/07/2025	EFT	Fuelman	NP68727041 J...	Police		001 General Fu...	1,232.69	1,240.63
Total Auto Supplies and Fuel - P								1,240.63	1,240.63
<b>Payroll Processing-P</b>									
General Journal	07/01/2025			payroll process...	Police		001 General Fu...	26.47	26.47
General Journal	07/03/2025			payroll process...	Police		001 General Fu...	32.07	58.54
General Journal	07/17/2025			payroll process...	Police		001 General Fu...	32.87	91.41
General Journal	07/31/2025			payroll process...	Police		001 General Fu...	33.67	125.08
Total Payroll Processing-P								125.08	125.08

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Office Supplies and Materials</b>									
Credit Card Charge	07/03/2025	28871	Wal Mart	Breeden, office...	Police		P-Card	9.84	9.84
Credit Card Charge	07/18/2025	11032	Amazon.com	Breeden, office...	Police		P-Card	21.15	30.99
Credit Card Charge	07/21/2025	00308	Amazon.com	Breeden, office...	Police		P-Card	97.61	128.60
Credit Card Charge	07/24/2025	73633	Amazon.com	Breeden, NNO	Police		P-Card	127.32	255.92
Bill	07/31/2025	35191	CoxHollidayyoung PLLC	RN access 20...	Police		20000 · Accoun...	67.00	322.92
Total Office Supplies and Materials								322.92	322.92
Total Departmental Supplies-P								1,688.63	1,688.63
<b>PEIA/Workers Comp-P</b>									
<b>246P · OPEB - Police</b>									
Check	07/08/2025	eft	PEIA	Police 2025 J...	Police		Harpers Ferry P...	102.00	102.00
Check	07/17/2025	eft	PEIA	Police 2025 J...	Police		Harpers Ferry P...	36.00	138.00
Total 246P · OPEB - Police								138.00	138.00
<b>PEIA/Workers Comp-P - Other</b>									
Check	07/08/2025	EFT	PEIA	POLIC PEIA Pr...	Police		Harpers Ferry P...	4,537.94	4,537.94
Check	07/17/2025	EFT	PEIA	POLIC PEIA Pr...	Police		Harpers Ferry P...	5,544.44	10,082.38
Total PEIA/Workers Comp-P - Other								10,082.38	10,082.38
Total PEIA/Workers Comp-P								10,220.38	10,220.38
<b>Maintenance and Repairs-Auto-P</b>									
Bill	07/15/2025	2025-1...	CARS	INV 1321 - 202...	Police		20000 · Accoun...	125.67	125.67
Bill	07/15/2025	2025-1...	CARS	INV 1326 - 201 ...	Police		20000 · Accoun...	429.28	554.95
Bill	07/15/2025	2025-1...	CARS	INV 1325 - 202...	Police		20000 · Accoun...	492.81	1,047.76
Total Maintenance and Repairs-Auto-P								1,047.76	1,047.76
<b>PR Taxes Employer -P</b>									
General Journal	07/01/2025			payroll 7/1	Police		001 General Fu...	206.56	206.56
General Journal	07/03/2025			payroll 7/3	Police		001 General Fu...	1,073.35	1,279.91
General Journal	07/17/2025			payroll 7/17	Police		001 General Fu...	1,121.31	2,401.22
General Journal	07/31/2025			payroll 7/31	Police		001 General Fu...	906.83	3,308.05
Total PR Taxes Employer -P								3,308.05	3,308.05
<b>Printing-Leased Equip. - P</b>									
Check	07/02/2025	EFT	DDL Business	lease printer J...	Police		001 General Fu...	71.50	71.50
Bill	07/25/2025	118699	DDL Business	Inv 118699 - T...	Police		20000 · Accoun...	25.00	96.50
Total Printing-Leased Equip. - P								96.50	96.50
<b>Property Ins and Bonds-P</b>									
Bill	07/23/2025	5990N...	Traveler's Commercia...	Bond Renewal...	Police		20000 · Accoun...	100.00	100.00
Total Property Ins and Bonds-P								100.00	100.00
<b>Salaries and Wages-P</b>									
General Journal	07/01/2025			payroll 7/1	Police		001 General Fu...	2,700.00	2,700.00
General Journal	07/03/2025			payroll 7/3	Police		001 General Fu...	14,142.13	16,842.13
General Journal	07/17/2025			payroll 7/17	Police		001 General Fu...	14,734.07	31,576.20
General Journal	07/31/2025			payroll 7/31	Police		001 General Fu...	11,930.32	43,506.52
Total Salaries and Wages-P								43,506.52	43,506.52
<b>Telephone-P</b>									
Bill	07/12/2025	0625	Frontier	Telephone 202...	Police		20000 · Accoun...	210.31	210.31
Bill	07/21/2025	07308...	Frontier	JULY usage	Police		20000 · Accoun...	76.59	286.90
Bill	07/25/2025	82993...	Comcast Internet	Internet 2025 J...	Police		20000 · Accoun...	56.63	343.53
Credit Card Charge	07/28/2025	AUG 2...	US Cellular	cell phones AUG	Police		P-Card	209.02	552.55
Total Telephone-P								552.55	552.55
<b>Utilities-P</b>									
Bill	07/01/2025	00010...	Harpers Ferry Water ...	June Usage To...	Police		20000 · Accoun...	37.14	37.14
Check	07/02/2025	eft	ADT Security	2025 JULY	Police		001 General Fu...	74.88	112.02
Bill	07/09/2025	11008...	Potomac Edison	June usage	Police		20000 · Accoun...	159.05	271.07
Bill	07/28/2025	34391...	Waste Management ...	AUG 2025 tow...	Police		20000 · Accoun...	71.72	342.79
Total Utilities-P								342.79	342.79
<b>Wireless-P</b>									
Bill	07/05/2025	28733...	AT&T	ACCT 287334...	Police		20000 · Accoun...	466.40	466.40
Total Wireless-P								466.40	466.40
<b>WV, Friendship</b>									
Check	07/01/2025	EFT	State of WV	June 2025 Fines	Police		General Court F...	466.00	466.00
Total WV, Friendship								466.00	466.00
Total 001.700 · Police Dept								65,265.03	65,265.03
<b>001.750 · Street Department</b>									
<b>Auto Supplies (Gas &amp; Oil) St</b>									
Bill	07/07/2025	NP687...	Fuelman	NP68727043	General		20000 · Accoun...	120.45	120.45
Total Auto Supplies (Gas & Oil) St								120.45	120.45

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
<b>Equipment Rent St</b>									
Bill	07/16/2025	27733CJ	AC & T Co., Inc.	INV 27733CJ	General		20000 · Accoun...	80.00	80.00
Total Equipment Rent St								80.00	80.00
<b>Material and Supplies St</b>									
Credit Card Charge	07/02/2025	75753	Home Depot	Waters, trash ...	General		P-Card	149.85	149.85
Credit Card Charge	07/03/2025	88379	Tractor Supply	Waters safety ...	General		P-Card	61.98	211.83
Credit Card Charge	07/23/2025	33536	Home Depot	Waters, lower ...	General		P-Card	37.36	249.19
Credit Card Charge	07/30/2025	647036	Tractor Supply	Waters, landsc...	General		P-Card	179.99	429.18
Total Material and Supplies St								429.18	429.18
<b>Pension Expense St</b>									
General Journal	07/01/2025			payroll 7/1	General		001 General Fu...	33.75	33.75
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	207.36	241.11
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	225.90	467.01
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	203.36	670.37
Total Pension Expense St								670.37	670.37
<b>PR Taxes Employer St</b>									
General Journal	07/01/2025			payroll 7/1	General		001 General Fu...	28.69	28.69
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	176.26	204.95
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	192.01	396.96
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	172.87	569.83
Total PR Taxes Employer St								569.83	569.83
<b>Salaries &amp; Wages St</b>									
General Journal	07/01/2025			payroll 7/1	General		001 General Fu...	375.00	375.00
General Journal	07/03/2025			payroll 7/3	General		001 General Fu...	2,304.00	2,679.00
General Journal	07/17/2025			payroll 7/17	General		001 General Fu...	2,510.04	5,189.04
General Journal	07/31/2025			payroll 7/31	General		001 General Fu...	2,259.60	7,448.64
Total Salaries & Wages St								7,448.64	7,448.64
<b>Utilities St</b>									
Bill	07/01/2025	00020...	Harpers Ferry Water ...	June Usage H...	General		20000 · Accoun...	240.00	240.00
Bill	07/31/2025	7723	Jeff Co. Solid Waste ...	July debris and...	General		20000 · Accoun...	5.94	245.94
Total Utilities St								245.94	245.94
Total 001.750 · Street Department								9,564.41	9,564.41
<b>001.751 · Street Lights</b>									
<b>Utilities SI</b>									
Bill	07/07/2025	11008...	Potomac Edison	June Usage, S...	General		20000 · Accoun...	1,356.27	1,356.27
Bill	07/09/2025	11011...	Potomac Edison	June usage	General		20000 · Accoun...	35.83	1,392.10
Total Utilities SI								1,392.10	1,392.10
Total 001.751 · Street Lights								1,392.10	1,392.10
<b>417 · Office of Attorney</b>									
Bill	07/01/2025	1232433	Bowles Rice LLP	INV 1232433 J...	General		20000 · Accoun...	750.00	750.00
Total 417 · Office of Attorney								750.00	750.00
Total Expense								156,202.74	156,202.74
Net Ordinary Income								27,631.49	27,631.49
Net Income								27,631.49	27,631.49



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Accrual Basis

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

	Jul 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>General</b>				
296 · Restricted Fund Balance	0.00	74,200.00	-74,200.00	0.0%
297 · Committed Fund Balance	0.00	1,000.00	-1,000.00	0.0%
298 · Assigned Fund Balance	0.00	292,200.00	-292,200.00	0.0%
299 · Unassigned Fund Balance	0.00	840,800.00	-840,800.00	0.0%
301-01 · Property Tax Current Year	351.65	88,884.00	-88,532.35	0.4%
303 · Oil & Gas Severance Tax	0.00	2,500.00	-2,500.00	0.0%
304 · Excise Tax on Utilities	1.65	6,500.00	-6,498.35	0.0%
305 · Business and Occupation Tax	32,014.53	210,000.00	-177,985.47	15.2%
306 · Liquor & Wine Tax	2,900.06	10,000.00	-7,099.94	29.0%
307 · Animal Control Tax	0.00	110.00	-110.00	0.0%
308 · Hotel Motel	18,476.89	80,000.00	-61,523.11	23.1%
314 · Sales Tax Revenue	99,317.84	285,000.00	-185,682.16	34.8%
320 · Fines, Fees & Court Cost	2,195.00	20,000.00	-17,805.00	11.0%
320_399 · Police Department Rev Sources	3,498.61	25,000.00	-21,501.39	14.0%
325 · Licenses	1,454.00	6,500.00	-5,046.00	22.4%
326 · Building Permit Fees	9,615.00	5,000.00	4,615.00	192.3%
327 · Miscellaneous Permits (Parking)	88.00	800.00	-712.00	11.0%
328 · Franchise Fees	0.00	3,300.00	-3,300.00	0.0%
330 · IRP Fees	465.81	5,000.00	-4,534.19	9.3%
340 · Parks and Rec.	485.00	5,000.00	-4,515.00	9.7%
342 · Parking Meter Revenue	0.00	180,000.00	-180,000.00	0.0%
345 · Rents & Concessions	6,507.56	90,000.00	-83,492.44	7.2%
366 · State Government Grants	4,900.00	14,700.00	-9,800.00	33.3%
368 · Contributions from other Entiti	0.00	80,000.00	-80,000.00	0.0%
376 · Table Gaming Income	1,121.24	13,000.00	-11,878.76	8.6%
380 · Interest Earned on Investments	367.67	4,000.00	-3,632.33	9.2%
382 · Refunds and Rebates	0.00	1,600.00	-1,600.00	0.0%
397 · Lottery	73.72	39,000.00	-38,926.28	0.2%
399 · Miscellaneous Revenue	0.00	1,000.00	-1,000.00	0.0%
405 · Board of Zoning-Appeal	0.00	100.00	-100.00	0.0%
<b>Total General</b>	<b>183,834.23</b>	<b>2,385,194.00</b>	<b>-2,201,359.77</b>	<b>7.7%</b>
386 · Insurance Claims	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>183,834.23</b>	<b>2,385,194.00</b>	<b>-2,201,359.77</b>	<b>7.7%</b>
<b>Gross Profit</b>	<b>183,834.23</b>	<b>2,385,194.00</b>	<b>-2,201,359.77</b>	<b>7.7%</b>
<b>Expense</b>				
001.809 Grants Health/Sanitatio	0.00	11,000.00	-11,000.00	0.0%
001.760 Parking	2,691.59	17,418.66	-14,727.07	15.5%
405 - Board of Zoning Appeals	0.00	300.00	-300.00	0.0%

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Accrual Basis

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

	Jul 25	Budget	\$ Over Budget	% of Budget
<b>Capital Projects Expenditures</b>				
001.975 · General Government	0.00	503,812.20	-503,812.20	0.0%
001.976 · Public Safety	16,742.40	50,000.00	-33,257.60	33.5%
001.977 · Street and Transportation	0.00	170,000.00	-170,000.00	0.0%
<b>Total Capital Projects Expenditures</b>	<b>16,742.40</b>	<b>723,812.20</b>	<b>-707,069.80</b>	<b>2.3%</b>
<b>Culture &amp; Rec Exp</b>				
900 · Parks	65.38	6,630.00	-6,564.62	1.0%
901 · Visitors Bureau -H	11,574.94	40,000.00	-28,425.06	28.9%
906 · Arts & Humanities -H	3,920.00	100,000.00	-96,080.00	3.9%
911 · Historical Landmarks Com.	0.00	500.00	-500.00	0.0%
916 · Library	0.00	5,000.00	-5,000.00	0.0%
<b>Total Culture &amp; Rec Exp</b>	<b>15,560.32</b>	<b>152,130.00</b>	<b>-136,569.68</b>	<b>10.2%</b>
001.402 · Economic Development	1,615.00	11,000.00	-9,385.00	14.7%
001.409 · Office of Mayor	1,794.17	22,600.00	-20,805.83	7.9%
001.410 · Members of Council	0.00	21,900.00	-21,900.00	0.0%
001.411 · Office of Recorder	0.00	6,515.00	-6,515.00	0.0%
001.413 · Office of Treasurer	13,100.29	79,545.62	-66,445.33	16.5%
001.415 · Office of City Clerk	9,921.53	79,648.33	-69,726.80	12.5%
001.426 · Litigation Reserve	0.00	5,000.00	-5,000.00	0.0%
001.435 · Region 9 Dev. Authority	465.37	500.00	-34.63	93.1%
001.437 · Planning Commission	0.00	10,500.00	-10,500.00	0.0%
001.440 · City Hall	17,340.53	292,409.10	-275,068.57	5.9%
001.699 · Contingencies	0.00	141,062.87	-141,062.87	0.0%
001.700 · Police Dept	65,265.03	622,889.17	-557,624.14	10.5%
001.706 · Fire Dept	0.00	4,000.00	-4,000.00	0.0%
001.750 · Street Department	9,564.41	102,963.05	-93,398.64	9.3%
001.751 · Street Lights	1,392.10	19,500.00	-18,107.90	7.1%
001.752 · Street Signs	0.00	1,000.00	-1,000.00	0.0%
001.753 · Snow Removal	0.00	45,000.00	-45,000.00	0.0%

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Accrual Basis

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

	Jul 25	Budget	\$ Over Budget	% of Budget
001.759 · Public Transit	0.00	4,500.00	-4,500.00	0.0%
417 · Office of Attorney	750.00	10,000.00	-9,250.00	7.5%
<b>Total Expense</b>	156,202.74	2,385,194.00	-2,228,991.26	6.5%
<b>Net Ordinary Income</b>	27,631.49	0.00	27,631.49	100.0%
<b>Net Income</b>	27,631.49	0.00	27,631.49	100.0%

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>131 - SB234 Reserve Transfer</b>									
General Journal	07/31/2025				Water		131.3 Water Tra...	6,100.00	6,100.00
Total 131 - SB234 Reserve Transfer								6,100.00	6,100.00
<b>400 - Water Department Income</b>									
<b>Bond Renewal &amp; Repl 2.5% trnfr</b>									
General Journal	07/31/2025			Reserves	Water		127 - Bond Ren...	2,300.00	2,300.00
Total Bond Renewal & Repl 2.5% trnfr								2,300.00	2,300.00
<b>421 - Non Utility Income</b>									
<b>419. - Interest</b>									
Deposit	07/31/2025			Interest	Water		Contruction Fun...	9.50	9.50
Deposit	07/31/2025			Interest	Water		2024 Const Tru...	9.80	19.30
Deposit	07/31/2025			Interest	Water		HF Water Work...	8.99	28.29
Deposit	07/31/2025			Interest	Water		CNB Renew & ...	22.93	51.22
Deposit	07/31/2025			Interest	Water		CNB Renew & ...	378.69	429.91
Deposit	07/31/2025			Interest	Water		CNB Reserve (...)	22.93	452.84
Deposit	07/31/2025			Interest	Water		CNB CWCRCR S...	476.56	929.40
Deposit	07/31/2025			Interest	Water		Water Fund Ch...	57.13	986.53
Deposit	07/31/2025			Interest	Water		Water Improve...	13.14	999.67
Total 419. - Interest								999.67	999.67
Total 421 - Non Utility Income								999.67	999.67
<b>461 - Customers - Water Bill Payments</b>									
<b>462 - Customer Hydrants</b>									
Deposit	07/16/2025			Fire Protection	Water		Water Fund Ch...	240.00	240.00
Deposit	07/17/2025			Fire Protection	Water		Water Fund Ch...	18.93	258.93
Deposit	07/22/2025			Fire Protection	Water		Water Fund Ch...	37.86	296.79
Deposit	07/28/2025			Fire Protection	Water		Water Fund Ch...	270.00	566.79
Total 462 - Customer Hydrants								566.79	566.79
<b>461 - Customers - Water Bill Payments - Other</b>									
General Journal	07/01/2025		Harpers Ferry_v	To adjust A/R ...	Water		141 Accounts R...	25,660.70	25,660.70
General Journal	07/31/2025		Harpers Ferry_v	To adjust A/R ...	Water		141 Accounts R...	61,775.73	87,436.43
Total 461 - Customers - Water Bill Payments - Other								87,436.43	87,436.43
Total 461 - Customers - Water Bill Payments								88,003.22	88,003.22
<b>462.1 - Annual Fire Service Fee</b>									
Deposit	07/21/2025	4138	Quality Inn	Annual sprinkl...	Water		Water Fund Ch...	110.76	110.76
Total 462.1 - Annual Fire Service Fee								110.76	110.76
<b>471 - PSD bill processing</b>									
Invoice	07/01/2025	202507	HF Bolivar Public Ser...	Monthly paym...	Water		141 Accounts R...	2,355.00	2,355.00
Invoice	07/01/2025	202507	HF Bolivar Public Ser...		Water		141 Accounts R...	500.00	2,855.00
Total 471 - PSD bill processing								2,855.00	2,855.00
Total 400 - Water Department Income								94,268.65	94,268.65
Total Income								100,368.65	100,368.65
Gross Profit								100,368.65	100,368.65
<b>Expense</b>									
<b>400. - Water Department</b>									
<b>Bond Interest</b>									
<b>341.9 - Water Bond Debt Service (2024)</b>									
Check	07/18/2025	ACH	CNB BANK		Water		Water Fund Ch...	635.08	635.08
Total 341.9 - Water Bond Debt Service (2024)								635.08	635.08
<b>427.3 - Bonds Payable - Series C</b>									
Check	07/14/2025	EFT	USDA	2025 JUL	Water		Water Fund Ch...	1,523.00	1,523.00
Total 427.3 - Bonds Payable - Series C								1,523.00	1,523.00
<b>428 - USDA 2021 - Bonds Payable</b>									
Check	07/11/2025	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								21,688.08	21,688.08
<b>631.1 - Prof Services-Accounting-Water</b>									
Bill	07/31/2025	35191	CoxHollidayoung PLLC	Accounting Se...	Water		20000 - Accoun...	859.85	859.85
Total 631.1 - Prof Services-Accounting-Water								859.85	859.85
<b>131.3 Water Tranfs to Reserve</b>									
General Journal	07/31/2025				Water		131 - SB234 Re...	6,100.00	6,100.00
Total 131.3 Water Tranfs to Reserve								6,100.00	6,100.00
<b>334. New Meters</b>									
Credit Card Charge	07/09/2025	271050	USA Bluebook	Paradis, new ...	Water		P-Card	504.88	504.88



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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total 334. New Meters								504.88	504.88
341.2 Capital Outlay - Auto									
Check	07/24/2025	EFT	Bank of Charles Town	Water Truck Io...	Water		Water Fund Ch...	647.24	647.24
Total 341.2 Capital Outlay - Auto								647.24	647.24
Maintenance of Mains									
675.6 - Miscellaneous Expense									
Bill	07/21/2025	1	HF Bolivar Public Ser...	Mains survey a...	Water		20000 - Accoun...	1,012.68	1,012.68
Total 675.6 - Miscellaneous Expense								1,012.68	1,012.68
642.6 - Rental Equipment									
Credit Card Charge	07/16/2025	00599	Diesel Parts Direct	Paradis, excav...	Water		P-Card	178.47	178.47
Credit Card Charge	07/18/2025	57898	Tractor Supply	Paradis, excav...	Water		P-Card	59.97	238.44
Credit Card Charge	07/22/2025	276905	Textone	Paradis, excav...	Water		P-Card	58.00	296.44
Total 642.6 - Rental Equipment								296.44	296.44
620.6 - Materials and Supplies									
Credit Card Charge	07/10/2025	449714	sheetz	Paradis, diesel...	Water		P-Card	14.82	14.82
Total 620.6 - Materials and Supplies								14.82	14.82
636 - Contracted Services									
Bill	07/28/2025	140138	Sisler's Stone Inc	INV 140138	Water		20000 - Accoun...	136.75	136.75
Total 636 - Contracted Services								136.75	136.75
Total Maintenance of Mains								1,460.69	1,460.69
127 - Bond Renewal & Replacement Fund									
General Journal	07/31/2025			Reserves	Water		Bond Renewal ...	2,300.00	2,300.00
Total 127 - Bond Renewal & Replacement Fund								2,300.00	2,300.00
408.10 - Assessments									
General Journal	07/01/2025			Prepaid YE Ad...	Water		122 - Prepaid E...	2,137.35	2,137.35
Total 408.10 - Assessments								2,137.35	2,137.35
408.12 - PR Taxes Employer Expense									
General Journal	07/01/2025			payroll 7/1	Water		001 General Fu...	120.48	120.48
General Journal	07/03/2025			payroll 7/3	Water		001 General Fu...	1,116.44	1,236.92
General Journal	07/17/2025			payroll 7/17	Water		001 General Fu...	1,258.24	2,495.16
General Journal	07/31/2025			payroll 7/31	Water		001 General Fu...	1,168.18	3,663.34
Total 408.12 - PR Taxes Employer Expense								3,663.34	3,663.34
427.3 - Municipal Bond Commission									
Check	07/03/2025	EFT	West Virginia Munic...	HAF-W-86-B-J...	Water		Water Fund Ch...	3,053.08	3,053.08
Total 427.3 - Municipal Bond Commission								3,053.08	3,053.08
601.3 - Plant - Salaries & Wages									
General Journal	07/01/2025			payroll 7/1	Water		001 General Fu...	1,575.00	1,575.00
General Journal	07/03/2025			payroll 7/3	Water		001 General Fu...	10,112.19	11,687.19
General Journal	07/17/2025			payroll 7/17	Water		001 General Fu...	11,245.85	22,933.04
General Journal	07/31/2025			payroll 7/31	Water		001 General Fu...	9,905.84	32,838.88
Total 601.3 - Plant - Salaries & Wages								32,838.88	32,838.88
601.7 - Office - Salaries & Wages									
General Journal	07/03/2025			payroll 7/3	Water		001 General Fu...	4,607.50	4,607.50
General Journal	07/17/2025			payroll 7/17	Water		001 General Fu...	5,143.48	9,750.98
General Journal	07/31/2025			payroll 7/31	Water		001 General Fu...	5,490.14	15,241.12
Total 601.7 - Office - Salaries & Wages								15,241.12	15,241.12
604.8 - Pension Exp									
General Journal	07/01/2025			payroll 7/1	Water		001 General Fu...	141.75	141.75
General Journal	07/03/2025			payroll 7/3	Water		001 General Fu...	1,324.77	1,466.52
General Journal	07/17/2025			payroll 7/17	Water		001 General Fu...	1,491.55	2,958.07
General Journal	07/31/2025			payroll 7/31	Water		001 General Fu...	1,385.64	4,343.71
Total 604.8 - Pension Exp								4,343.71	4,343.71
605.8 - Employee PEIA Benefits									
OPEB - Water									
Check	07/08/2025	elt	PEIA	Water 2025 JU...	Water		Harpers Ferry P...	238.00	238.00
Check	07/17/2025	elt	PEIA	Water 2025 JU...	Water		Harpers Ferry P...	84.00	322.00
Total OPEB - Water								322.00	322.00
605.8 - Employee PEIA Benefits - Other									
Check	07/08/2025	EFT	PEIA	Water PEIA Pr...	Water		Harpers Ferry P...	4,583.76	4,583.76
Check	07/17/2025	EFT	PEIA	Water PEIA Pr...	Water		Harpers Ferry P...	5,889.38	10,473.14
Total 605.8 - Employee PEIA Benefits - Other								10,473.14	10,473.14
Total 605.8 - Employee PEIA Benefits								10,795.14	10,795.14
615.3 - Utilities W									
Bill	07/01/2025	00010...	Harpers Ferry Water ...	June Usage To...	Water		20000 - Accoun...	37.14	37.14
Bill	07/09/2025	11015...	Potomac Edison	June usage	Water		20000 - Accoun...	18.18	55.32
Bill	07/09/2025	11008...	Potomac Edison	June usage Po...	Water		20000 - Accoun...	10.00	65.32

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	07/09/2025	11008...	Potomac Edison	June usage w...	Water		20000 · Accoun...	2,500.13	2,565.45
Bill	07/28/2025	34391...	Waste Management ...	AUG 2025 tow...	Water		20000 · Accoun...	71.72	2,637.17
Total 615.3 · Utilities W								2,637.17	2,637.17
<b>618.3 · Plant Chemicals</b>									
Bill	07/09/2025	10030...	CITCO Water	INV 10030763...	Water		20000 · Accoun...	1,204.22	1,204.22
Total 618.3 · Plant Chemicals								1,204.22	1,204.22
<b>620.3 · Plant - Material &amp; Supplies</b>									
Credit Card Charge	07/17/2025	387137	Amazon.com	Spalding, pape...	Water		P-Card	80.85	80.85
Credit Card Charge	07/17/2025	318553	Home Depot	Spalding, clea...	Water		P-Card	98.92	179.77
Bill	07/18/2025	25004...	Micro-Tech Designs, L...	Tank Telemeir...	Water		20000 · Accoun...	876.12	1,055.89
Credit Card Charge	07/22/2025	625657	LockPicks.com	Paradis, locks	Water		P-Card	290.00	1,345.89
Total 620.3 · Plant - Material & Supplies								1,345.89	1,345.89
<b>620.7 · Postage And Cust Acctg Supplies</b>									
Credit Card Charge	07/01/2025	604031	US Post Office	Spalding, post...	Water		P-Card	146.00	146.00
Credit Card Charge	07/10/2025	569268	US Post Office	Lambert, posta...	Water		P-Card	6.15	152.15
Credit Card Charge	07/22/2025	36116	US Post Office	Paradis, postage	Water		P-Card	9.44	161.59
Bill	07/25/2025	202505	Bank of Charles Town	May billing, Ju...	Water		20000 · Accoun...	508.97	670.56
Bill	07/25/2025	202506	Bank of Charles Town	June billing, Ju...	Water		20000 · Accoun...	507.43	1,177.99
Credit Card Charge	07/31/2025	619897	US Post Office	Spalding, post...	Water		P-Card	156.00	1,333.99
Total 620.7 · Postage And Cust Acctg Supplies								1,333.99	1,333.99
<b>620.8 · Office Supplies &amp; Expenses</b>									
<b>631.2 · Payroll Processing-Water</b>									
General Journal	07/01/2025			payroll process...	Water		001 General Fu...	26.46	26.46
General Journal	07/03/2025			payroll process...	Water		001 General Fu...	32.06	58.52
General Journal	07/17/2025			payroll process...	Water		001 General Fu...	32.86	91.38
General Journal	07/31/2025			payroll process...	Water		001 General Fu...	33.66	125.04
Total 631.2 · Payroll Processing-Water								125.04	125.04
<b>620.8 · Office Supplies &amp; Expenses - Other</b>									
Bill	07/01/2025	91763	Advantage Technolog...	INV 91763 Sup...	Water		20000 · Accoun...	408.31	408.31
Credit Card Charge	07/01/2025	61044	Amazon.com	Breeden, paper	Water		P-Card	38.91	447.22
Bill	07/08/2025	12398	Continental Utility Sol...	INV 12398 Qu...	Water		20000 · Accoun...	625.00	1,072.22
Credit Card Charge	07/14/2025	315000	Amazon.com	Spalding, offic...	Water		P-Card	7.41	1,079.63
Credit Card Charge	07/28/2025	500018	Business Center	Kelly, WDA Pr...	Water		P-Card	60.20	1,139.83
Bill	07/31/2025	35191	CoxHollidayyoung PLLC	RN Access 20...	Water		20000 · Accoun...	66.00	1,205.83
Total 620.8 · Office Supplies & Expenses - Other								1,205.83	1,205.83
Total 620.8 · Office Supplies & Expenses								1,330.87	1,330.87
<b>620.8PM · Plant Maintenance MS</b>									
Bill	07/08/2025	00508...	DEP / Div. of Water a...	INV 00508997...	Water		20000 · Accoun...	150.00	150.00
Credit Card Charge	07/09/2025	271050	USA Bluebook	Paradis, deioni...	Water		P-Card	41.45	191.45
Bill	07/16/2025	414899	Diesel Parts Direct	INV 414899 Di...	Water		20000 · Accoun...	135.97	327.42
Credit Card Charge	07/18/2025	57898	Tractor Supply	Paradis, plant ...	Water		P-Card	381.97	709.39
Credit Card Charge	07/22/2025	74085	e-Bay	Paradis, flow ...	Water		P-Card	75.96	785.35
Total 620.8PM · Plant Maintenance MS								785.35	785.35
<b>631.3 · Lab Services</b>									
Bill	07/24/2025	WAT2...	West Virginia DHHR	INV WAT26-181	Water		20000 · Accoun...	23.00	23.00
Bill	07/29/2025	WAT2...	West Virginia DHHR	INV WAT26-248	Water		20000 · Accoun...	23.00	46.00
Total 631.3 · Lab Services								46.00	46.00
<b>631.4PM · Plant Maintenance CS</b>									
Bill	07/07/2025	JULY ...	Dodson Septic Tank ...	JULY 2025	Water		20000 · Accoun...	475.00	475.00
Bill	07/08/2025	359	Homewood Lawn Care	June 2025	Water		20000 · Accoun...	525.00	1,000.00
Bill	07/18/2025	2148	Mountainside Backflow	INV 2148	Water		20000 · Accoun...	520.00	1,520.00
Total 631.4PM · Plant Maintenance CS								1,520.00	1,520.00
<b>631.8 · Legal Fees and Studies</b>									
Bill	07/01/2025	4695	Law Office of Hoy Shi...	INV 4695 · Re...	Water		20000 · Accoun...	1,105.00	1,105.00
Total 631.8 · Legal Fees and Studies								1,105.00	1,105.00
<b>642.8 · Leased Equipment W</b>									
Bill	07/02/2025	34385...	Waste Management ...	INV 3438555-2...	Water		20000 · Accoun...	110.92	110.92
Total 642.8 · Leased Equipment W								110.92	110.92
<b>650.8 · Auto &amp; Transportation Expenses</b>									
Bill	07/07/2025	NP687...	Fuelman	NP688727042	Water		20000 · Accoun...	283.98	283.98
Credit Card Charge	07/18/2025	75768	Auto Zone	Spalding, auto ...	Water		P-Card	99.96	383.94
Credit Card Charge	07/23/2025	003408	Rock Auto	Paradis, Ram ...	Water		P-Card	263.58	647.52
Credit Card Charge	07/23/2025	17132	Bouncie.com	Paradis, tracker	Water		P-Card	25.05	672.57
Credit Card Charge	07/30/2025	59669	Wal Mart	Paradis, RAM ...	Water		P-Card	80.76	753.33
Total 650.8 · Auto & Transportation Expenses								753.33	753.33
<b>660.8 · Advertising &amp; Legal Publication</b>									
Bill	07/08/2025	WV25...	Miss Utility	JUL 2025 Calls	Water		20000 · Accoun...	23.25	23.25
Total 660.8 · Advertising & Legal Publication								23.25	23.25
<b>675.3 · Training, Education, &amp; Certif</b>									

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Credit Card Charge	07/09/2025	52000	Online Flagger.com	Paradis, Flagg...	Water		P-Card	240.00	240.00
Total 675.3 · Training, Education, & Certif								240.00	240.00
<b>675.8 - Telephone W</b>									
Bill	07/12/2025	0625	Frontier	Telephone 202...	Water		20000 · Accoun...	210.30	210.30
Bill	07/13/2025	82993...	Comcast Internet	Internet 2025 J...	Water		20000 · Accoun...	192.85	403.15
Bill	07/21/2025	07308...	Frontier	JULY usage	Water		20000 · Accoun...	76.58	479.73
Bill	07/25/2025	82993...	Comcast Internet	Internet 2025 ...	Water		20000 · Accoun...	56.63	536.36
Credit Card Charge	07/28/2025	AUG 2...	US Cellular	cell phones aug	Water		P-Card	209.01	745.37
Total 675.8 · Telephone W								745.37	745.37
Total 400. · Water Department								118,814.72	118,814.72
Total Expense								118,814.72	118,814.72
Net Ordinary Income								-18,446.07	-18,446.07
<b>Net Income</b>								<b>-18,446.07</b>	<b>-18,446.07</b>

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Accrual Basis

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

	Jul 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
131 - SB234 Reserve Transfer	6,100.00	80,379.00	-74,279.00	7.6%
General	0.00			
<b>400 - Water Department Income</b>				
Bond Renewal & Repl 2.5% trnfr	2,300.00	29,250.00	-26,950.00	7.9%
New Water Taps	0.00	0.00	0.00	0.0%
Capacity Improvement Fees	0.00	0.00	0.00	0.0%
419 - Interest Income Bonds	0.00	2,000.00	-2,000.00	0.0%
<b>421 - Non Utility Income</b>				
419 - Interest	999.67	2,000.00	-1,000.33	50.0%
421 - Non Utility Income - Other	0.00	0.00	0.00	0.0%
<b>Total 421 - Non Utility Income</b>	<b>999.67</b>	<b>2,000.00</b>	<b>-1,000.33</b>	<b>50.0%</b>
461 - Customers - Water Bill Payments	88,003.22	1,176,700.00	-1,088,696.78	7.5%
462.1 - Annual Fire Service Fee	110.76	3,000.00	-2,889.24	3.7%
471 - PSD bill processing	2,855.00	36,000.00	-33,145.00	7.9%
471.b - Misc Revenue Recovery Reimb	0.00	0.00	0.00	0.0%
472 - AT&T Rent	0.00	40,000.00	-40,000.00	0.0%
<b>Total 400 - Water Department Income</b>	<b>94,268.65</b>	<b>1,288,950.00</b>	<b>-1,194,681.35</b>	<b>7.3%</b>
<b>Total Income</b>	<b>100,368.65</b>	<b>1,369,329.00</b>	<b>-1,268,960.35</b>	<b>7.3%</b>
<b>Gross Profit</b>	<b>100,368.65</b>	<b>1,369,329.00</b>	<b>-1,268,960.35</b>	<b>7.3%</b>
<b>Expense</b>				
<b>400 - Water Department</b>				
Bond Interest	21,688.08	350,460.16	-328,772.08	6.2%
631.1 - Prof Services-Accounting-Water	859.85	15,000.00	-14,140.15	5.7%
131.3 Water Transfs to Reserve	6,100.00	80,379.00	-74,279.00	7.6%
334. New Meters	504.88	1,500.00	-995.12	33.7%
334.0 Maintenance of Meters	0.00	1,584.29	-1,584.29	0.0%
341.2 Capital Outlay - Auto	647.24	7,766.88	-7,119.64	8.3%
605.8 Accrued Leave - Water	0.00	5,000.00	-5,000.00	0.0%
620.7a - Bank Service Charges	0.00	25.00	-25.00	0.0%
670.7 Bad Debt	0.00	2,500.00	-2,500.00	0.0%
675.3 Uniforms	0.00	1,500.00	-1,500.00	0.0%
675.3 Memberships/Dues/subscript	0.00	700.00	-700.00	0.0%
Maintenance of Mains	1,460.69	63,200.00	-61,739.31	2.3%
127 - Bond Renewal & Replacement Fund	2,300.00	29,250.00	-26,950.00	7.9%
408.10 - Assessments	2,137.35	2,400.00	-262.65	89.1%
408.12 - PR Taxes Employer Expense	3,663.34	34,229.99	-30,566.65	10.7%
427.3 - Municipal Bond Commission	3,053.08	18,600.00	-15,546.92	16.4%
601.3 - Plant - Salaries & Wages	32,838.88	312,955.19	-280,116.31	10.5%
601.7 - Office - Salaries & Wages	15,241.12	114,919.70	-99,678.58	13.3%
604.8 - Pension Exp	4,343.71	44,258.79	-39,915.08	9.8%
605.8 - Employee PEIA Benefits	10,795.14	65,000.00	-54,204.86	16.6%

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Accrual Basis

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

	Jul 25	Budget	\$ Over Budget	% of Budget
615.3 · Utilities W	2,637.17	40,000.00	-37,362.83	6.6%
618.3 · Plant Chemicals	1,204.22	17,000.00	-15,795.78	7.1%
620.3 · Plant - Material & Supplies	1,345.89	7,000.00	-5,654.11	19.2%
620.6 · Maintenance of Hydrants	0.00	2,000.00	-2,000.00	0.0%
620.7 · Postage And Cust Acctg Supplies	1,333.99	9,000.00	-7,666.01	14.8%
620.7c · Customer Acct Exp Material Supp	0.00	0.00	0.00	0.0%
620.8 · Office Supplies & Expenses	1,330.87	33,100.00	-31,769.13	4.0%
620.8PM · Plant Maintenance MS	785.35	7,500.00	-6,714.65	10.5%
631.3 · Lab Services	46.00	9,000.00	-8,954.00	0.5%
631.4PM · Plant Maintenance CS	1,520.00	25,000.00	-23,480.00	6.1%
631.8 · Legal Fees and Studies	1,105.00	8,000.00	-6,895.00	13.8%
631.8_ · Security 911 Notification	0.00	800.00	-800.00	0.0%
642.8 · Leased Equipment W	110.92	1,000.00	-889.08	11.1%
650.8 · Auto & Transportation Expenses	753.33	17,000.00	-16,246.67	4.4%
656.8 · Ins-Property,Liability, Workers	0.00	29,000.00	-29,000.00	0.0%
660.8 · Advertising & Legal Publication	23.25	1,000.00	-976.75	2.3%
675.3 · Training, Education, & Certif	240.00	3,000.00	-2,760.00	8.0%
675.8 · Telephone W	745.37	8,700.00	-7,954.63	8.6%
<b>Total 400. · Water Department</b>	<b>118,814.72</b>	<b>1,369,329.00</b>	<b>-1,250,514.28</b>	<b>8.7%</b>
<b>Total Expense</b>	<b>118,814.72</b>	<b>1,369,329.00</b>	<b>-1,250,514.28</b>	<b>8.7%</b>
<b>Net Ordinary Income</b>	<b>-18,446.07</b>	<b>0.00</b>	<b>-18,446.07</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-18,446.07</b>	<b>0.00</b>	<b>-18,446.07</b>	<b>100.0%</b>



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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	08/06/2025	Potomac Edison		001 General Fund Ac...		-1,356.27
Bill	110084...	07/07/2025		Utilities SI		-1,356.27	1,356.27
TOTAL						-1,356.27	1,356.27
Bill Pmt -Check	ACH	08/07/2025	Fuelman		001 General Fund Ac...		-243.59
Bill	NP689...	08/04/2025		Auto Supplies (Gas & ...		-243.59	243.59
TOTAL						-243.59	243.59
Bill Pmt -Check	ACH	08/08/2025	Potomac Edison		001 General Fund Ac...		-35.83
Bill	110119...	07/09/2025		Utilities SI		-35.83	35.83
TOTAL						-35.83	35.83
Bill Pmt -Check	ACH	08/08/2025	Potomac Edison		001 General Fund Ac...		-190.90
Bill	110081...	07/09/2025		Utilities C		-190.90	190.90
TOTAL						-190.90	190.90
Bill Pmt -Check	ACH	08/08/2025	Potomac Edison		001 General Fund Ac...		-23.28
Bill	110147...	07/09/2025		Utilities C		-23.28	23.28
TOTAL						-23.28	23.28
Bill Pmt -Check	ACH	08/08/2025	Potomac Edison		001 General Fund Ac...		-193.27
Bill	110081...	07/09/2025		Utilities C		-193.27	193.27
TOTAL						-193.27	193.27
Bill Pmt -Check	ACH	08/08/2025	Potomac Edison		001 General Fund Ac...		-159.05
Bill	110081...	07/09/2025		Utilities-P		-159.05	159.05
TOTAL						-159.05	159.05
Bill Pmt -Check	ACH	08/08/2025	Potomac Edison		Water Fund Checking		-2,500.13
Bill	110083...	07/09/2025		615.3 · Utilities W		-2,500.13	2,500.13
TOTAL						-2,500.13	2,500.13
Bill Pmt -Check	ACH	08/08/2025	Potomac Edison		Water Fund Checking		-10.00
Bill	110081...	07/09/2025		615.3 · Utilities W		-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	ACH	08/08/2025	Potomac Edison		Water Fund Checking		-18.18
Bill	110158...	07/09/2025		615.3 · Utilities W		-18.18	18.18
TOTAL						-18.18	18.18
Bill Pmt -Check	ACH	08/27/2025	Potomac Edison		001 General Fund Ac...		-14.73
Bill	110086...	08/07/2025		Utilities Pa		-14.73	14.73
TOTAL						-14.73	14.73

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	08/01/2025	West Virginia Munici...		Water Fund Checking		-1,953.00
					USDA Reserve	-1,953.00	1,953.00
TOTAL						-1,953.00	1,953.00
Check	eft	08/11/2025	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	08/12/2025	PEIA		Harpers Ferry Payrol...		-144.00
					OPEB - General	-12.00	12.00
					246P · OPEB - Police	-36.00	36.00
					OPEB - Water	-84.00	84.00
					Employee Benefits	-12.00	12.00
TOTAL						-144.00	144.00
Check	EFT	08/04/2025	US BANK		001 General Fund Ac...		-8,668.53
					P-Card	-1,309.37	1,309.37
					P-Card	-3,906.99	3,906.99
					P-Card	-3,452.17	3,452.17
TOTAL						-8,668.53	8,668.53
Check	EFT	08/04/2025	DDL Business		001 General Fund Ac...		-71.50
					Printing-Leased Equip...	-71.50	71.50
TOTAL						-71.50	71.50
Check	EFT	08/04/2025	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	08/05/2025	State of WV		General Court Fund		-384.00
					WV, Friendship	-384.00	384.00
TOTAL						-384.00	384.00
Check	EFT	08/12/2025	PEIA		Harpers Ferry Payrol...		-13,454.84
					PEIA/Workers Comp-P	-5,386.94	5,386.94
					605.8 · Employee PEI...	-5,521.88	5,521.88
					Family Portion PEIA	-777.00	777.00
					Group Ins. T	-827.98	827.98
					Health Insurance CC	-827.98	827.98
					Optional PEIA	-43.32	43.32
					Optional PEIA	-45.94	45.94
					Optional PEIA	-23.80	23.80
TOTAL						-13,454.84	13,454.84
Check	EFT	08/14/2025	USDA		Water Fund Checking		-1,523.00
					427.3 · Bonds Payabl...	-1,523.00	1,523.00
TOTAL						-1,523.00	1,523.00

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	08/25/2025	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	367	08/18/2025	Vital Signs		Hotel Motel Tax		-258.00
Bill	12349	08/19/2025			906 · Arts & Humaniti...	-212.66	258.00
					Materials & Supplies S	-45.34	55.00
TOTAL						-258.00	313.00
Check	368	08/21/2025	Appalachian Chamb...		Hotel Motel Tax		-2,375.00
					906 · Arts & Humaniti...	-2,375.00	2,375.00
TOTAL						-2,375.00	2,375.00
Check	1480	08/26/2025	Courtney & Dan Way...		HF Water Works Esc...		-50.00
					Water Security Depos...	-50.00	50.00
TOTAL						-50.00	50.00
Check	15355	08/05/2025			Water Fund Checking		0.00
TOTAL						0.00	0.00
Check	15356	08/05/2025	Corporation of Harp...		Water Fund Checking		-2,700.00
					Due To Water	-2,700.00	2,700.00
TOTAL						-2,700.00	2,700.00
Check	15357	08/05/2025	Corporation of Harp...		Water Fund Checking		-5,900.00
					Due To Water	-5,900.00	5,900.00
TOTAL						-5,900.00	5,900.00
Check	15358	08/05/2025	Corporation of Harp...		Water Fund Checking		-1,700.00
					Due To Water	-1,700.00	1,700.00
TOTAL						-1,700.00	1,700.00
Bill Pmt -Check	15360	08/11/2025	Bank of Charles Town		Water Fund Checking		-555.14
Bill	202507	08/11/2025			620.7 · Postage And ...	-555.14	555.14
TOTAL						-555.14	555.14
Bill Pmt -Check	15361	08/11/2025	Law Office of Hoy S...		Water Fund Checking		-1,365.00
Bill	4709	08/01/2025			631.8 · Legal Fees an...	-682.50	682.50
Bill	4710	08/01/2025			631.8 · Legal Fees an...	-682.50	682.50
TOTAL						-1,365.00	1,365.00
Bill Pmt -Check	15362	08/11/2025	Dodson Septic Tank ...		Water Fund Checking		-475.00
Bill	AUG 2...	09/04/2025			631.4PM · Plant Maint...	-475.00	475.00
TOTAL						-475.00	475.00



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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	15363	08/11/2025	CoxHollidayoung PL...		Water Fund Checking		-925.85
Bill	35191	07/31/2025			Office Supplies and M...	-22.32	67.00
					341 G · Materials & S...	-22.32	67.00
					Professional Services C	-572.85	1,719.95
					620.8 · Office Supplie...	-21.98	66.00
					631.1 · Prof Services-...	-286.38	859.85
TOTAL						-925.85	2,779.80
Bill Pmt -Check	15364	08/11/2025	Advantage Technolo...		Water Fund Checking		-47.50
Bill	92814	08/01/2025			Contracted Services C	-40.19	261.25
					620.8 · Office Supplie...	-7.31	47.50
TOTAL						-47.50	308.75
Bill Pmt -Check	15365	08/11/2025	Mountainside Backfl...		Water Fund Checking		-520.00
Bill	2148	07/18/2025			631.4PM · Plant Maint...	-520.00	520.00
TOTAL						-520.00	520.00
Bill Pmt -Check	15366	08/11/2025	Harpers Ferry Water ...		Water Fund Checking		-29.03
Bill	000100...	08/04/2025			615.3 · Utilities W	-9.67	29.03
					Utilities-P	-9.68	29.02
					Utilities C	-9.68	29.02
TOTAL						-29.03	87.07
Bill Pmt -Check	15367	08/11/2025	Sisler's Stone Inc		Water Fund Checking		-136.75
Bill	140138	07/28/2025			636 · Contracted Servi...	-136.75	136.75
TOTAL						-136.75	136.75
Bill Pmt -Check	15368	08/11/2025	CITCO Water		Water Fund Checking		-929.22
Bill	100311...	08/08/2025			618.3 · Plant Chemicals	-929.22	929.22
TOTAL						-929.22	929.22
Bill Pmt -Check	15369	08/18/2025	CoxHollidayoung PL...		Water Fund Checking		-948.24
Bill	94967	08/01/2025			Professional Services C	-632.19	1,896.76
					631.1 · Prof Services-...	-316.05	948.24
TOTAL						-948.24	2,845.00
Check	15370	08/18/2025	Corporation of Harp...		Water Fund Checking		-4,613.28
					Due To General	-4,613.28	4,613.28
TOTAL						-4,613.28	4,613.28
Bill Pmt -Check	15371	08/18/2025	Pace Analytical		Water Fund Checking		-185.80
Bill	253062...	08/18/2025			631.3 · Lab Services	-185.80	185.80
TOTAL						-185.80	185.80
Bill Pmt -Check	15372	08/18/2025	Vital Signs		Water Fund Checking		-105.00
Bill	12587	08/16/2025			620.8 · Office Supplie...	-105.00	105.00
TOTAL						-105.00	105.00

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	15373	08/21/2025	Miss Utility		Water Fund Checking		-32.50
Bill	WV25-...	08/08/2025			660.8 · Advertising & ...	-32.50	32.50
TOTAL						-32.50	32.50
Bill Pmt -Check	15374	08/21/2025	Pace Analytical		Water Fund Checking		-493.50
Bill	253062...	08/19/2025			631.3 · Lab Services	-493.50	493.50
TOTAL						-493.50	493.50
Bill Pmt -Check	15375	08/22/2025	Pace Analytical		Water Fund Checking		-208.90
Bill	253062...	08/20/2025			631.3 · Lab Services	-208.90	208.90
TOTAL						-208.90	208.90
Check	15376	08/22/2025	Fringe Benefits Man...		Water Fund Checking		-325.54
					24000 · Payroll Liabilit...	-325.54	325.54
TOTAL						-325.54	325.54
Bill Pmt -Check	15377	08/21/2025	Pace Analytical		Water Fund Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	15378	08/22/2025	CORE & MAIN LP		Water Fund Checking		-827.93
Bill	X502163	08/08/2025			620.6 · Materials and ...	-234.54	234.54
Bill	X479615	08/08/2025			620.6 · Materials and ...	-593.39	593.39
TOTAL						-827.93	827.93
Bill Pmt -Check	15379	08/22/2025	Sisler's Stone Inc		Water Fund Checking		-114.00
Bill	143071	08/21/2025			620.6 · Materials and ...	-114.00	114.00
TOTAL						-114.00	114.00
Bill Pmt -Check	15380	08/27/2025	Pace Analytical		Water Fund Checking		-223.90
Bill	253062...	08/21/2025			631.3 · Lab Services	-223.90	223.90
TOTAL						-223.90	223.90
Check	16856	08/08/2025	West Virginia Munccl...		001 General Fund Ac...		0.00
TOTAL						0.00	0.00
Check	16868	08/11/2025	Stampfer, Timothy		001 General Fund Ac...		-30.10
					001.761 Parking Exp...	-30.10	30.10
TOTAL						-30.10	30.10
Bill Pmt -Check	16869	08/11/2025	Jeff Co. Solid Waste ...		001 General Fund Ac...		-5.94
Bill	7723	07/31/2025			Utilities St	-5.94	5.94
TOTAL						-5.94	5.94
Bill Pmt -Check	16870	08/11/2025	Jefferson Publishing...		001 General Fund Ac...		-38.66
Bill	71328	07/24/2025			220 G · Advertising/Le...	-38.66	38.66
TOTAL						-38.66	38.66

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	16871	08/11/2025	East West Enterprise...		001 General Fund Ac...		-325.00
					326 · Building Permit ...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	16872	08/11/2025	CoxHollidayoung PL...		001 General Fund Ac...		-1,853.95
Bill	35191	07/31/2025			Office Supplies and M...	-44.68	67.00
					341 G · Materials & S...	-44.68	67.00
					Professional Services C	-1,147.10	1,719.95
					620.8 · Office Supplie...	-44.02	66.00
					631.1 · Prof Services-...	-573.47	859.85
TOTAL						-1,853.95	2,779.80
Bill Pmt -Check	16873	08/11/2025	DDL Business		001 General Fund Ac...		-25.00
Bill	118699	07/25/2025			Printing-Leased Equip...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	16874	08/11/2025	Advantage Technolo...		001 General Fund Ac...		-250.00
Bill	92812	08/01/2025			Contracted Services C	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	16875	08/11/2025	Advantage Technolo...		001 General Fund Ac...		-55.00
Bill	92813	08/01/2025			Contracted Services C	-55.00	55.00
TOTAL						-55.00	55.00
Bill Pmt -Check	16876	08/11/2025	Advantage Technolo...		001 General Fund Ac...		-261.25
Bill	92814	08/01/2025			Contracted Services C	-221.06	261.25
					620.8 · Office Supplie...	-40.19	47.50
TOTAL						-261.25	308.75
Bill Pmt -Check	16877	08/11/2025	Harpers Ferry Water ...		001 General Fund Ac...		-348.09
Bill	000100...	08/04/2025			615.3 · Utilities W	-19.36	29.03
					Utilities-P	-19.34	29.02
					Utilities C	-19.34	29.02
Bill	000200...	08/04/2025			Utilities St	-240.00	240.00
Bill	000350...	08/04/2025			Utilities Pa	-50.05	50.05
TOTAL						-348.09	377.12
Bill Pmt -Check	16878	08/11/2025	Motorola Solutions		001 General Fund Ac...		-2,152.96
Bill	823053...	08/02/2025			Police Dept Supplies	-2,152.96	2,152.96
TOTAL						-2,152.96	2,152.96
Bill Pmt -Check	16879	08/18/2025	Scott Merriman Inc		001 General Fund Ac...		-950.40
Bill	075210	04/21/2025			001.761 Parking Exp...	-950.40	950.40
TOTAL						-950.40	950.40
Check	16880	08/18/2025	Stampfer, Timothy		001 General Fund Ac...		-21.00
					001.761 Parking Exp...	-21.00	21.00
TOTAL						-21.00	21.00

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	16881	08/18/2025	Kevin Donaldson		001 General Fund Ac...		-36.00
				321 Parking Violations		-36.00	36.00
TOTAL						-36.00	36.00
Bill Pmt -Check	16882	08/18/2025	CoxHollidayoung PL...		001 General Fund Ac...		-1,896.76
Bill	94967	08/01/2025		Professional Services C		-1,264.57	1,896.76
				631.1 · Prof Services-...		-632.19	948.24
TOTAL						-1,896.76	2,845.00
Bill Pmt -Check	16883	08/18/2025	Vital Signs		001 General Fund Ac...		-55.00
Bill	12349	08/19/2025		906 · Arts & Humaniti...		-45.34	258.00
				Materials & Supplies S		-9.66	55.00
TOTAL						-55.00	313.00
Check	16884	08/22/2025	Fringe Benefits Man...		001 General Fund Ac...		-429.96
				24000 · Payroll Liabilit...		-207.38	207.38
				24000 · Payroll Liabilit...		-222.58	222.58
TOTAL						-429.96	429.96
Bill Pmt -Check	16885	08/22/2025	Bowles Rice LLP		001 General Fund Ac...		-450.00
Bill	1234639	08/01/2025		417 · Office of Attorney		-450.00	450.00
TOTAL						-450.00	450.00
Check	16886	08/26/2025	Appalachian Snail		001 General Fund Ac...		-15.00
				325 · Licenses		-15.00	15.00
TOTAL						-15.00	15.00
Bill Pmt -Check	16887	08/26/2025	Advantage Technolo...		001 General Fund Ac...		-726.25
Bill	91530	06/30/2025		Contracted Services-P		-726.25	726.25
TOTAL						-726.25	726.25
Bill Pmt -Check	16890	08/26/2025	Automated Office Eq...		001 General Fund Ac...		-498.92
Bill	154473	08/26/2025		Office Supplies and M...		-249.46	249.46
				341 G · Materials & S...		-249.46	249.46
TOTAL						-498.92	498.92

Checks over Purchasing Threshold for approval				
Town Council Meeting 9/8/2025				
Check #	Vendor	INV #		
15361	Hoy Shingleton	4709, 4710	Water work Legal Counsel	\$ 1,365.00
15363	Cox Holida Young PLLC	35191	Accounting Svcs July	\$ 925.85
16872	Cox Holida Young PLLC	35191	Accounting Svcs July	\$ 1,853.95
15369	Cox Holida Young PLLC	34967	FY 2024	\$ 948.24
16882	Cox Holida Young PLLC	16882	FY 2024	\$ 1,896.76
16878	Motorola Solutions	8230530540	Flex Hub Annual maint cont	\$ 2,152.96
368	Appalachian Chamber Music	Aug-25	Annual festival FY 2026	\$ 2,375.00
	AXON		FY 2025 Annual Maintenance Body Cam	\$ 3,167.10
16891	AXON	INUS321008	Tasers	\$ 16,742.40
16889	Wicked Design	HF-8212025	Logo design	\$ 1,425.00
CC	USA Bluebook		Hydrant Diffuser, gauge and screen	\$ 1,498.54
16889	Viking Tree	2465	Tree removal	\$ 2,750.00

**RESOLUTION #10 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:

<b>VENDOR</b>	<b>WDA Funds</b>	<b>CNB Funds</b>	<b>Total</b>
GD&F	\$0	\$8,578.61	\$8,578.61
Terra Works	\$0	\$0	\$0
<b>TOTAL</b>	\$0	\$8,578.61	\$8,578.61

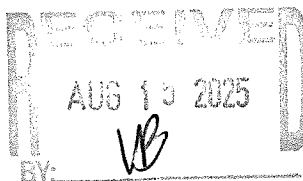
**ADOPTED BY** the Council of the Town of Harpers Ferry, at a meeting held on the 8th day of September 2025.

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 91512  
Date 07/31/2025  
Project 22050 Harpers Ferry (WV) IJDC Funding Application

For the period June 29, 2025 to July 31, 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 applications for payment and Construction Schedule PRV and waterline revisions. Project cost projections.

Labor

	Hours	Rate	Billed Amount
David T. Gustkey Resident Engineer -- T-3	69.00	89.70	6,189.30
Leo J. Drass, Jr., P.E. Senior Project Engineer--P-5	7.00	141.05	987.35

Direct Expenses

	Units	Rate	Billed Amount
Lodging	1.00	200.00	200.00
	1.00	300.00	300.00
Meals	4.00	60.00	240.00
Mileage	988.00	0.67	661.96

Invoice total **8,578.61**

Respectfully submitted,

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

Date 07/31/2025  
Inv.# 91512  
Amt. \$8578.61  
Due 08/30/2025  
Acct. Cap Assets - Const in Prog  
Class W Appr.

ENTERED AUG 20 2025

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.

**Harpers Ferry Water Works**  
**WDA Grant**

	CLASSIFICATION	APPROVED BUDGET	ADJUSTMENTS	REVISED BUDGET	PAID PRIOR TO THIS DRAW	REQUESTED THIS REQUEST	PAID TO DATE	BALANCE REMAINING
1	Construction & Cons. Cont.							
	a. Contract 1 -	2,928,500.00	0.00	2,928,500.00	2,309,978.58	0.00	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	2,309,978.58	0.00	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	-42,929.58	318,570.42	0.00	0.00	0.00	318,570.42
	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	132,000.00	42,929.58	174,929.58	0.00	0.00	0.00	174,929.58
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	65,000.00	0.00	65,000.00	0.00
	f. Inspection	100,000.00	0.00	100,000.00	49,721.09	8,578.61	58,299.70	41,700.30
	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	152,118.59	8,578.61	160,697.20	539,302.80

**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	-42,929.58	3,247,070.42	2,309,978.58	0.00	2,309,978.58	937,091.84
	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	42,929.58	174,929.58	0.00	0.00	0.00	174,929.58
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	65,000.00	0.00	65,000.00	0.00
	f. Inspection	100,000.00	0.00	100,000.00	49,721.09	8,578.61	58,299.70	41,700.30
	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	2,462,097.17	8,578.61	2,470,675.78	1,157,824.22

HF GF Budget FY 2025 REV 1		FY 2026 REV 1	ACTUAL	FY 2026 REV 2	FY 2026 REV 1	FY 2026 REV 1
July 30 2024		JULY 2025	Aug 21, NOT FINAL	Proposed	FY 2026 REV 2	FY 2026 REV 2
Line item	Description			Sept 2025		
	INCOME					
296	Restricted Fund Balance	\$ 74,200.00	\$ -	\$ 74,200.00	\$ -	100%
297	Committed Fund Balance	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	100%
298	Assigned Balance	\$ 292,200.00	\$ -	\$ 292,200.00	\$ -	100%
299	Unassigned Balance	\$ 840,800.00	\$ -	\$ 840,800.00	\$ -	100%
301	Property Tax Current Year	\$ 88,884.00	\$ 7,508.89	\$ 88,884.00	\$ -	100%
303	Oil & Gas Severance Tax	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	100%
304	Excise Tax on Utilities	\$ 6,500.00	\$ 1.65	\$ 6,500.00	\$ -	100%
305	Business & Occupation Tax	\$ 210,000.00	\$ 56,883.28	\$ 210,000.00	\$ -	100%
306	Liquor & Wine Tax	\$ 10,000.00	\$ 2,900.06	\$ 10,000.00	\$ -	100%
307	Animal Control Tax	\$ 110.00	\$ 35.10	\$ 110.00	\$ -	100%
308	Hotel Motel Tax	\$ 80,000.00	\$ 25,299.09	\$ 80,000.00	\$ -	100%
314	Sales Tax Revenue	\$ 285,000.00	\$ 99,317.84	\$ 285,000.00	\$ -	100%
320	Fines Fees Court Costs	\$ 20,000.00	\$ 3,785.00	\$ 20,000.00	\$ -	100%
321	Parking Violations	\$ 25,000.00	\$ 4,312.61	\$ 25,000.00	\$ -	100%
325	Licenses	\$ 6,500.00	\$ 1,634.00	\$ 6,500.00	\$ -	100%
326	Building Permits	\$ 5,000.00	\$ 9,290.00	\$ 5,000.00	\$ -	100%
327	Miscellaneous Permits	\$ 800.00	\$ 95.00	\$ 800.00	\$ -	100%
328	Franchise Fees	\$ 3,300.00	\$ 746.05	\$ 3,300.00	\$ -	100%
330	IRP Fees	\$ 5,000.00	\$ 465.81	\$ 5,000.00	\$ -	100%
340	Parks & Rec	\$ 5,000.00	\$ 485.00	\$ 5,000.00	\$ -	100%
342	Parking Meter Revenue	\$ 180,000.00	\$ -	\$ 180,000.00	\$ -	100%
345	Rents and Concessions	\$ 90,000.00	\$ 8,865.14	\$ 90,000.00	\$ -	100%
365	Federal Government Grants	\$ -	\$ -	\$ -	\$ -	#DIV/0!
366	State Government Grants	\$ 14,700.00	\$ 14,700.00	\$ 14,700.00	\$ -	100%
367	Other Grants	\$ -	\$ -	\$ -	\$ -	#DIV/0!
376	Table Games	\$ 13,000.00	\$ 1,121.24	\$ 13,000.00	\$ -	100%
368	Contribution from Other Entities	\$ 80,000.00	\$ -	\$ 80,000.00	\$ -	100%
380	Interest Earned on Investments	\$ 4,000.00	\$ 143.39	\$ 4,000.00	\$ -	100%
382	Refunds or Rebates	\$ 1,600.00	\$ 493.94	\$ 1,600.00	\$ -	100%
386	Insurance Claims	\$ -	\$ -	\$ -	\$ -	#DIV/0!
397	Lottery	\$ 39,000.00	\$ 73.72	\$ 39,000.00	\$ -	100%
399	Miscellaneous Revenue	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	100%
405	Board of Zoning Appeals	\$ 100.00	\$ -	\$ 100.00	\$ -	100%
		\$ 2,385,194.00	\$ 238,156.81	\$ 2,385,194.00	\$ -	100%
	EXPENSE				\$ -	#DIV/0!
402	Economic Development	\$ 11,000.00	\$ 1,615.00	\$ 11,000.00	\$ -	100%
405	Board of Zoning Appeals	\$ 300.00	\$ -	\$ 300.00	\$ -	100%
409	Office of mayor	\$ 22,600.00	\$ 1,794.17	\$ 22,600.00	\$ -	100%
410	Members of Council	\$ 21,900.00	\$ -	\$ 21,900.00	\$ -	100%
411	Office of recorder	\$ 6,515.00	\$ -	\$ 6,515.00	\$ -	100%
414	Financial Office	\$ 79,545.62	\$ 17,429.70	\$ 79,545.62	\$ -	100%
415	Office of Clerk	\$ 79,648.33	\$ 13,646.69	\$ 79,648.33	\$ -	100%
417	Office Of Attorney	\$ 10,000.00	\$ 1,200.00	\$ 10,000.00	\$ -	100%
426	Litigation Reserve	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	100%
435	Region 9	\$ 500.00	\$ 465.37	\$ 500.00	\$ -	100%
437	Planning Commission	\$ 10,500.00	\$ -	\$ 10,500.00	\$ -	100%
438	Elections	\$ -	\$ -	\$ -	\$ -	#DIV/0!
440	City Hall	\$ 292,409.10	\$ 24,066.00	\$ 292,409.10	\$ -	100%
571	Parking	\$ 17,418.66	\$ 3,301.28	\$ 17,418.66	\$ -	100%
699	Contingency	\$ 141,062.87	\$ -	\$ 106,562.87	\$ (34,500.00)	76%
700	Police Dept	\$ 622,889.17	\$ 88,922.63	\$ 637,889.17	\$ 15,000.00	102%
706	Fire Dept	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	100%
750	Street Dept	\$ 102,963.05	\$ 15,433.81	\$ 105,463.05	\$ 2,500.00	102%
751	Street Lights	\$ 19,500.00	\$ 2,782.11	\$ 19,500.00	\$ -	100%
752	Street Signs	\$ 1,000.00	\$ 55.00	\$ 1,000.00	\$ -	100%
753	Snow Removal	\$ 45,000.00	\$ -	\$ 45,000.00	\$ -	100%
759	Public Transit	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	100%
809	Grants Health and Sanitation	\$ 11,000.00	\$ -	\$ 11,000.00	\$ -	100%
900	Parks	\$ 6,630.00	\$ 130.16	\$ 6,630.00	\$ -	100%
901	Visitor Bureau	\$ 40,000.00	\$ 11,574.94	\$ 40,000.00	\$ -	100%
906	Arts & Humanities	\$ 100,000.00	\$ 6,553.00	\$ 100,000.00	\$ -	100%
911	Historical Commission / BZA HLC	\$ 500.00	\$ -	\$ 500.00	\$ -	100%
916	Library	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	100%
975	General Government	\$ 503,812.20	\$ -	\$ 503,812.20	\$ -	100%
976	Public Safety	\$ 50,000.00	\$ 16,742.40	\$ 67,000.00	\$ 17,000.00	134%
977	Streets and Transportation	\$ 170,000.00	\$ -	\$ 170,000.00	\$ -	100%
		\$ 2,385,194.00	\$ 205,712.26	\$ 2,385,194.00	\$ -	100%
		\$ (0.00)	\$ 32,444.55	\$ (0.00)	\$ -	100%

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

**REQUEST FOR REVISION TO APPROVED BUDGET**

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

CONTROL NUMBER

Fiscal Year Ending **2026**Fund: **1**Revision Number: **2**Pages: **1 of 1**

Corporation of Harpers Ferry  
 GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Deborah Kelly**Phone: **340-535-2206 EXT 3**

Fax:

Email: **dkelly@harpersferrywv.us**

PO Box 217

STREET OR PO BOX

Harpers Ferry

CITY

25425

ZIP CODE

Municipality

Government Type

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

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*	141,063		34,500	106,563
700	Police Department	622,890	15,000		637,890
750	Streets and Highways	102,963	2,500		105,463
976	Public Safety	50,000	17,000		67,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE  
OF ENTITYAPPROVAL  
DATE

RESOLUTION

At a regular session of the municipal council, held September 8, 2025 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the town of Harpers Ferry, WV. 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 2, 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, Mayor Gregory Vaughn, 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.



**Ordinance Review Committee (ORC)****MISSION:**

The Ordinance Review Committee (ORC) is a standing committee of the Corporation of Harpers Ferry Town Council. The ORC is responsible for the drafting and review of new ordinances and / or revisions of existing Town ordinances in accordance with current West Virginia Code and other applicable law, and informed by the current Comprehensive Plan.

**DUTIES & RESPONSIBILITIES:**

The ORC acts in an advisory role to the Town Council and shall have no line authority over any employee or office practice or procedure in pursuit of its mission.

- The ORC has as its primary duty to perform its role as outlined in the current "Procedure for Ordinance Review and Approval," adopted 16 April 2013.

At its discretion, the ORC may:

- Review current Harpers Ferry ordinances to confirm their compliance with current West Virginia Code.
- Organize and present to Town Council proposed changes to the current ordinances of Harpers Ferry, to meet anticipated changes to law, evolving technologies, newer or pending regulatory issues, and national codes and best practices.
- Monitor, propose, and prepare for closure ordinances that are mandated to "sunset."
- When necessary, consult with the appropriate Town deliberative bodies and / or employees to review ordinance changes.
- Per request and at the direction of the Town Recorder, coordinate with the Town Recorder. Activities may include but are not limited to:
  - Fulfilling recording and filing requirements.
  - Updating and maintaining a digital ordinance / resolution archive and ensuring that public access to it is maintained.
  - Updating and maintaining a master document of all Harpers Ferry ordinances.

**MEMBERSHIP:**

- The ORC is composed of three members of the current Town Council, including the Town Recorder.
- The ORC members have term limits which coincide with the term limit of the current Town Council.
- The ORC has a Chair, a Vice-Chair, and a Secretary, each of whom are to be elected by the members of the Committee.



**CORPORATION OF HARPERS FERRY, WEST VIRGINIA**

**ORDINANCE No. 2025-02**

An ORDINANCE to amend Article 735 of the Codified Ordinances of Harpers Ferry, adding definitions for certain types of sales and adding a new section regarding such sales.

[Introduced to Town Council by the Ordinance Review Committee, 9 June 2025; reintroduced by the Ordinance Review Committee with amendments, 8 September 2025.]

*Be it enacted and ordained by the Town Council of the Corporation of Harpers Ferry:*

That Section 735.03 of the Codified Ordinances of Harpers Ferry be amended and reenacted, and a new Section 735.40 be inserted, all to read as follows:

**ARTICLE 735  
Business and Occupation Tax**

**735.03 Definitions.**

**735.40 Garage sales.**

**735.03 Definitions.**

For purposes of this Article, the following words and phrases ~~shall~~ have the meanings respectively ascribed to them by this Section unless a different meaning is clearly required by the context in which the term is used:

**Banking business.** The term "banking business or financial organization" means any bank, banking association, trust company, industrial loan company, small loan company, or licensee, building and loan association, savings and loan association, credit union, finance company, investment company, investment broker or dealer, and any other similar business organization at least ~~ninety percent (90%)~~ of the assets of which consists of intangible personal property and at least ~~ninety percent (90%)~~ of the gross receipts of which consist of dividends, interest and other charges derived from the use of money or credit.

~~(a)~~

**Business.** The term "business" means all activities engaged in or caused to be engaged in with the object of gain or economic benefit, either direct, except for occasional or casual sales of property or services.

~~(b)~~

**Contracting.** The term "contracting" means the furnishing of work, or both materials and work, in the fulfillment of a contract for the construction, alteration, repair, decoration or improvement of a new or existing building or structure, or any part thereof, or for the alteration, improvement or development of real property. The business of contracting is taxable under the business and occupation tax ordinance, and the gross income derived

therefrom must be reported under the contracting classification. The rate of tax applied against gross income under the contracting classification is taxable at the rate specified in Section 735.38 of this Article.

**Garage sale.** A sale of used and unwanted household goods or personal items held by individuals, members of a household, or a non-profit organization.

~~(e)~~

**Gross income.** The term "gross income" generally means the gross receipts of the taxpayer, other than a banking or financial business, received as compensation for personal services and the gross receipts of the taxpayer derived from trade, business, commerce or sales and the value proceeding or accruing from the sale of tangible property, real or personal, or service, or both, and all receipts by reason of the investment of the capital of the business engaged in, including interest, discount, rentals, royalties, fees, reimbursed costs or expenses or other emoluments however designated and without any deductions on account of the cost of property sold, the cost of materials used, labor costs, taxes, royalties, interest and discount paid, or sums paid to independent contractors, subcontractors or persons furnishing services or property used in the operation of any business to produce gross income, or any other expense whatsoever. "Gross income" of a banking or financial business is defined in Section 735.13 of this Article.

~~(d)~~

**Gross proceeds of sales.** The term "gross proceeds of sales" means the value actually proceeding from the sale of tangible property without any deduction on account of the cost of property sold or expenses of any kind. The terms "gross income" and "gross proceeds of sales" shall not be construed to include cash discounts allowed and taken on sales; the proceeds of sale of goods, wares or merchandise returned by customers when the sale price is refunded either in cash or by credit; or the sale price of any article accepted as part payment on any new article sold, if the full sale price of the new article is included in the gross income or gross proceeds of sales; excise taxes imposed by the State; money or other property received or held by a professional person for the sole use and benefit of a client or another person or money received by the taxpayer on behalf of a bank or other financial institution for repayment of a debt of another; and excise taxes imposed by the federal government upon the consumer, not manufacturer, and which are held in trust by the vendor as agent for the Federal Government.

**Moving sale.** See Garage sale.

~~(e)~~

**Municipality.** The term "municipality" means the Corporation of Harpers Ferry, West Virginia.

~~(f)~~

**Occasional or casual sales.** "Occasional sale" or "casual sale" ~~shall means~~ the sale of tangible personal property not held or used by a seller in the course of an activity for which a Town business license is required; including the sale or exchange of all or substantially all the assets of any business and the reorganization or liquidation of any business; Provided, ~~That that~~ such sale or exchange is not one of a series of sales sufficient in number, scope, and character to constitute a business activity requiring the holding of a Town business license.

~~(g)~~

~~The term "official" means the~~ **Official.** The term "official" means the ~~municipality's Town's~~ Mayor and his or her agents, delegates, or representatives as identified by the Mayor.

~~(h)~~

**Person.** The terms "person" and "company" are used interchangeably in this Article and mean and includes any individual, firm, co-partnership, joint



adventure, association, corporation, limited liability company, trust, estate, or any other group or combination acting as a unit, and the plural as well as the singular number. The word "it" ~~shall~~ also includes the pronouns "he" and "she."

**Porch sale.** See Garage sale.

~~(i)~~

**Prime contractor.** The term "prime contractor" means and includes all persons primarily responsible for furnishing work or both materials and work for another in fulfillment of a contract.

~~(j)~~

**Retail sales.** The terms "retail sales" and "selling at retail" mean all sales other than wholesale sales, including but not limited to sales to persons for use in any activity not subject to the tax imposed by this Article, all sales of real property, and sales to consumers.

**Rummage sale.** See Garage sale.

~~(k)~~

**Sale.** The terms "sale" and "sales" mean any transfer of the ownership of or title to property, whether for money or in exchange for other property.

~~(l)~~

**Services.** The terms "service business" or "calling" includes all activities engaged in for other persons for a consideration, which involve the rendering of a service as distinguished from the production or sale of tangible property, but ~~shall~~ do not include the services rendered by an employee to his employer.

~~(m)~~

**State.** The term "state" means the State of West Virginia.

~~(n)~~

**Subcontractor.** The term "subcontractor" means all persons furnishing work or both materials and work to a contractor.

**Tag sale.** See Garage sale.

~~(o)~~

**Tax year.** The terms "tax year" and "taxable year" mean either the calendar year or the taxpayer's fiscal year, when permission is obtained in writing from the Mayor to use such fiscal year in lieu of the calendar.

~~(p)~~

**Taxpayer.** The term "taxpayer" means any person liable for any tax hereunder.

~~(q)~~

**Town.** The term "town" means the Corporation of Harpers Ferry, West Virginia.

~~(r)~~

**Wholesale sales.** The terms "selling at wholesale" and "wholesale sales" mean only (1) sales of tangible personal property for the purpose of resale in the form of tangible personal property, (2) sales of machinery, supplies or materials which are to be directly consumed by the purchaser in the conduct of any business or activity which is subject to the tax imposed by this Article, or (3) sales of tangible personal property to the United States of America, its agencies and instrumentalities, or the State of West Virginia, its institutions and political subdivisions.

**Yard sale.** See Garage sale.

#### **735.40 Garage sales.**

(a) Individuals, households, and organizations may hold no more than four Garage sales, as defined in Section 735.03 of this Article, per year and no more than one in any 30-day period. The duration of this type of

sale may not extend for more than three consecutive days.

(b) Individuals, households, and organizations holding a Garage sale, as defined in Section 735.03 of this Article, are not required to hold a business license, or to pay sales or other taxes on merchandise sold.

(c) Garage sales, as defined in Section 735.03 of this Article, may not involve the sale of new merchandise other than hand-made or craft items.

(d) Temporary signs advertising Garage sales, as defined in Section 735.03 of this Article, may be placed near the site on public right-of-way or, with permission, on private land.

(1) Pursuant to Section 1316.03(i), signs attached to any tree or utility pole and signs painted directly on rocks, trees, and other natural features are prohibited.

(2) Signage must be removed within 24 hours of the end of the sale.

(e) Individuals, households, and organizations holding a Garage sale, as defined in Section 735.03 of this Article, must abide by all other applicable codes, including noise, signage, and parking ordinances.

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

Passed FIRST READING the \_\_\_\_ day of \_\_\_\_\_, 2025.

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

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

\_\_\_\_\_  
Kevin Carden, Recorder