



# CORPORATION OF HARPERS FERRY

## Town Council - **DRAFT** MINUTES

**Regular Meeting**

**Monday, 10 November 2025**

**7:00 p.m.**

**Town Hall • 1000 W Washington Street, Harpers Ferry, West Virginia 25425**

The meeting was called to order at 7:02 p.m. by Mayor Vaughn.

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

The Mayor designated Mr. DiCostanzo and Mr. Craig to record the minutes.

**The agenda was amended and approved as follows:**

- Item 5.i.i (Dark Skies) to follow 4.b. (minutes)
- 5.c.i. (Water Commission PWA report) to follow the new placement of 5.i.i (Motion by Chris Craig, second by David Simmons, approved by acclamation)

**III. Public comments on agenda items only.** Specify specific agenda item to be addressed on the signup sheet. Public comments shall be limited to three minutes per speaker and fifteen minutes total.

There were no comments.

### Agenda

**1. Mayor's announcements.**

A leak repair is being conducted near Boundary Street, which should not affect a large number of residents. Water will be shut off to portions of Lower Town next Wednesday.

**2. Recorder comments and updates.**

There were none.

**3. Community Announcements.**

- Hilltop Hotel. There were none.
- National Park Service. There were none.
- Other.

Chris Craig provided an update regarding the Ridge Street Connector Trail, and thanked Trail & Town Alliance and Parks & Rec volunteers, as well as Shenandoah Planing Mill for donating a sign. He also reported that work continues on the Byron Bridge pedestrian improvements. The old staircase has come down and a new temporary one placed in its stead.

Jesse Melton commended Parks & Rec for its slate of events in October.

#### 4. Approval of Minutes.

- Special meeting: 29 October 2025.

<b>Motion</b>	Motion to approve the minutes 29 October 2025
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>Motion passed 6-0</b>

#### 5. Town Reports.

##### a. Treasurer's reports and approvals.

##### i. Review and approval of financial reports: September 2025.

Mr. DiCostanzo read a statement from the Finance Officer and presented the financial reports.

<b>Motion</b>	Motion to approve the financial reports as presented
<b>Motion by</b>	Chris Craig
<b>Second</b>	David Simmons
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>Motion passed 6-0</b>

##### ii. Approval of invoices and purchases.

Mr. DiCostanzo presented the items as prepared by the Finance Officer to Town Council.

<b>Motion</b>	Motion to approve the invoices and purchases as presented
<b>Motion by</b>	Chris Craig
<b>Second</b>	Jesse Melton
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>Motion passed 6-0</b>

##### b. Budget and Finance Committee.



**i. Discussion and action regarding WDA grant and approval of Resolution #12.**

Town Council previously authorized drawing down the remaining CNB bond funds, for use on distro system projects TBD. Mr. DiCostanzo presented Resolution #12 as prepared by the Finance Officer.

<b>Motion</b>	Motion to approve WDA grant Resolution #12 as presented
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	Pechuekonis, Simmons, Melton, Craig, Vaughn, DiCostanzo
<b>NO</b>	None
<b>Result</b>	<b>Motion passed 6-0</b>

**ii. Discussion and action regarding the water meter CDS project.**

The town is waiting on the EPA for the order to proceed.

**iii. Discussion and action regarding the update of CDS funding for future years.**

\$5 million is in the pipeline for 2026 via Senator Capito, and a request has been made to the Governor's office to cover the 20% match. The 2027 request will be to pick up Water Works distribution projects that have not already received financing.

**iv. Update regarding maintenance of mains contracting.**

These items were covered under 5.c.i.

**v. Discussion and action regarding National Park Service assistance through the Gateway Communities initiative.**

Budget & Finance recommends contacting the Park Superintendent regarding paving and other support, under the Gateway Communities initiative. Mayor Vaughn will contact Superintendent Gossett.

**vi. Discussion and action regarding acquiring a second opinion regarding infrastructure issues on Henry Clay Street.**

The office coordinator reported that KCI engineering was not interested in the project. Additional names will be given to Ms. Morse to obtain a second opinion.

**vii. Discussion and action regarding Tree Commission budget and approval of contractor.**

<b>Motion</b>	Move to approve Antietam tree and turf bid for up to \$16,925 pending the approval of the grant.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0

<b>Result</b>	<b>Motion passed 6-0</b>
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**viii. Discussion and action regarding Harper Cemetery FY26 request for funding.**

<b>Motion</b>	Move to reimburse Harper Cemetery \$600 for installing bollards at the cemetery from 906 (Arts & Humanities)
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	5
<b>NO</b>	0
<b>Abstain</b>	1
<b>Result</b>	<b>Motion passed 5-0</b>

**ix. Discussion and action regarding Post Office Lease renewal.**

There was a brief discussion. Mr. Pechuekonis will work with the office coordinator to develop a counter-offer.

**x. Discussion and action regarding town logo, colors, and website project.**

Final design, colors, and font have been received. Mr. DiCostanzo thanked former Recorder and IOC Chair Nina Armstrong for her work and leadership in helping navigate the project during the prior Town Council.

Related topics of discussion were: other potential design services required; securing the town's intellectual property rights to the logo; potentially selling logo merchandise; and issuing a joint press release with the design firm to formally debut the new logo.

<b>Motion</b>	Motion to authorize the mayor or his designee to draft and send a press release announcing the new town logo, in conjunction with Wicked Design, to include a statement that the logo is the intellectual property of the Corporation of Harpers Ferry and may not be used by any other entity or individual without express written permission.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>Motion passed 6-0</b>

The town can now move forward with work on the revised town website. Forming a body to conduct this work, including reaching out to key stakeholders and making recommendations for ongoing website maintenance and operations, was discussed. A charter will be drafted for the ad hoc group.

<b>Motion</b>	Motion to create an ad hoc website development committee to develop bring the new website to completion and recommend future website operating procedures.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Jesse Melton

<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>Motion passed 6-0</b>

**c. Water Commission.**

**i. General report from the Public Works Administrator.**

The Public Works Administrator (PWA), Steve Paradis, gave an update. Unaccounted remains in the mid-40% range. A substantial and growing 2" line along Washington Street will be repaired on Wednesday, November 19<sup>th</sup>, and will require shutting off the main to Lower Town. A leak due to a damaged service line and valve box along Columbia Street in Bolivar has been repaired by Terra Works, under warranty. Mr. Paradis is working with GD&F and Terra Works to develop an ongoing warranty service process.

The Water Works remains short-staffed. Town Council previously approved Green Ridge to help with ongoing distribution system maintenance, and to prepare the system's meter pits ahead of the meter upgrade project.

A meeting of key people for the meter replacement project was held in anticipation of the EPA motion to proceed. Delivery of the first batch of meters is expected in January 2026, with work expecting to commence in early spring. A container may need to be rented to store the meters if there is not sufficient space at the water plant. Automatic meter reading is expected to be up and running by July 1, 2026. In the interim, zero-read meters are being replaced.

**ii. Water Commission Report.** No report.

**d. Planning Commission.**

**i. Planning Commission report.**

Planning Commission Chair Zach Morse presented the report. At the October special meeting, the Commission discussed the standing agenda item regarding road paving and the development of a broader infrastructure plan. An update was provided on the Comprehensive Plan, which is currently with the WVU advisor for review, including the addition of photos and final aesthetic changes. If the Plan is completed by next Tuesday's Planning Commission meeting on November 18, it will be forwarded to Town Council and released to the public; if it is not ready by that date, a special Planning Commission meeting will be scheduled. The Plan will also need to proceed to a public hearing, with an anticipated completion timeline of either the end of the calendar year or early 2026. Mr. Morse volunteered to have a PC member help with the town website overhaul, and agreed to have Budget & Finance representative Chris Craig present information regarding permit fees at an upcoming Planning Commission meeting.

**e. Tree Commission.**

**i. Discussion and action regarding amending the 2025 Tree Plan to preserve Norway Maple near 344 Washington Street.**

There was a discussion to clarify the timeline and actions taken regarding the tree in question. It was agreed that more information is required for the Tree Commission to make a proper determination. Mayor Vaughn will make contact with the Department of Highways and any other relevant bodies for guidance on the maintenance of trees along Washington/High Street, which is a State right-of-way.

<b>Motion</b>	Motion to request that the Tree Commission hold a meeting within the next three weeks to determine the disposition of the tree at 344 Washington Street, and that work not proceed on that tree until a determination is made.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	David Simmons
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>Motion passed</b>

**ii. Discussion and action regarding amending September 8, 2025, motion concerning Tree Commission member terms.**

Three seats are set to expire after Dec 31<sup>st</sup>. The office coordinator recommended the seats be reset with two-year terms as follows (current occupants in parentheses):

- Seat 1 (Chrisy Huddle) December 31, 2027
- Seat 2 (Robert Nelson) December 31, 2026
- Seat 3 (Rebecca Wolf) December 31, 2027
- Seat 4 (Christian Pechuekonis) December 31, 2026
- Seat 5 (Zach Morse – Planning Commission seat) June 30<sup>th</sup> 2027

<b>Motion</b>	Motion to reassign the Tree Commission seats as presented, as 2-year terms
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>Motion passed 6-0</b>

**f. Ordinance Review Committee**

**i. Ordinance Review Committee report.**

ORC member Chris Craig presented in lieu of Recorder Carden.

**ii. Discussion and action on second and final reading for approval of Ordinance 2025-03 Uniform Removal of Members of Commissions, Committees, and Boards.**

Mr. Craig reviewed the key features of the ordinance changes that were included in the first reading.

<b>Motion</b>	I move to approve for second and final reading Ordinance No. 2025-03: An ordinance to amend uniform language for removal of members of commissions, committees, and boards. Be it enacted and ordained by the Town Council of the Corporation of Harpers Ferry that Article 130 of the Codified Ordinances of Harpers Ferry be amended and reenacted to read as presented.
<b>Motion by</b>	Chris Craig
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	6
<b>NO</b>	0

<b>Result</b>	<b>Motion passed 6-0</b>
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**iii. Discussion and action on second and final reading for approval of Ordinance 2025-04 Floodplain.**

The ordinance was not prepared for a second and final reading because it must first be sent to the State FEMA office for approval. If the state requires alterations, ORC would make the adjustments and present it to Town Council as a new first reading.

**iv. Discussion and action on second and final reading for approval of Ordinance 2025-05 Trans-jurisdictional Collaboration.**

Mr. Craig reviewed the key features of the ordinance as presented in the first reading.

<b>Motion</b>	I move to approve for second and final reading Ordinance No. 2025-05: An ordinance permitting the Harpers Ferry Planning Commission on matters crossing jurisdictional boundaries. Be it enacted and ordained by the Town Council of the Corporation of Harpers Ferry that Section 133.09 of the Codified Ordinances of Harpers Ferry be amended and reenacted to read as presented.
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Jesse Melton
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>Motion passed 6-0</b>

**g. Internal Office Operations.**

**i. General report.**

Chair David Simmons reported that a meeting is being set up to continue the committee's work on personnel issues, including reviewing interview policies and procedures.

**h. Parking Committee.**

**i. Discussion and action regarding the 2026 Harpers Ferry Parking Permit Policy and permit process.**

The committee is recommending changing the resident parking permit fee back to \$5, as it is believed that the \$1 price discouraged residents from obtaining the permit at all, creating enforcement challenges. Town Council requested that the committee determine if an attestation checkbox could be used each year in lieu of submitting documentation for vehicles already registered with the town.

<b>Motion</b>	Motion to accept the draft revised parking committee parking policy as presented
<b>Motion by</b>	Chris Craig
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	5
<b>NO</b>	1
<b>Result</b>	<b>Motion passed 5-1</b>

**i. Dark Skies Committee****i. Discussion only regarding update on draft lighting ordinance and related recommendations.**

Committee Chair Karen Sagisi reported that the committee has completed its work to develop a draft lighting ordinance and recommendations. The chair is assembling it into a proper format and is expecting to present it at the December regular TC meeting for review. Ms. Sagisi thanked the committee members for their time and work.

**6. Unfinished Business.****a. Discussion and action regarding rescinding Article 909.04.**

The Town Attorney informed council members that requiring property owners or occupants adjacent to public sidewalks clear snow, as directed in 909.04, does not absolve the town of its liability.

<b>Motion</b>	Motion to rescind the snow removal 909.04 ordinance
<b>Motion by</b>	Christian Pechuekonis
<b>Second</b>	Jesse Melton
<b>YES</b>	5
<b>NO</b>	0
<b>Abstain</b>	1
<b>Result</b>	<b>Motion passed 5-0</b>

**b. Approval of Charter for Select Committee on assessing Harpers Ferry population growth trends.**

The charter was presented, and it was agreed that the 6-month committee term would begin on its first meeting day.

<b>Motion</b>	Motion to approve the Charter for Select Committee on Assessing Harpers Ferry Population Growth Trends as presented
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	David Simmons
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>Motion passed 6-0</b>

**c. Nomination of 3 individuals to serve on Select Committee assessing Harpers Ferry's population growth trends.****SEAT 1**

<b>Nominee</b>	Hap Becker
<b>Nominated by</b>	David Simmons
<b>YES</b>	Pechuekonis, Simmons, Melton, Craig, Vaughn, DiCostanzo
<b>NO</b>	None

<b>Result</b>	Hap Becker appointed
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**SEAT 2**

<b>Nominee</b>	Mike Rock
<b>Nominated by</b>	David Simmons
<b>YES</b>	Pechuekonis, Simmons, Melton, Craig, Vaughn, DiCostanzo
<b>NO</b>	None
<b>Result</b>	Mike Rock appointed

**SEAT 3**

<b>Nominee</b>	Amanda McDaniel
<b>Nominated by</b>	David Simmons
<b>YES</b>	Pechuekonis, Simmons, Melton, Craig, Vaughn, DiCostanzo
<b>NO</b>	None
<b>Result</b>	Amanda McDaniel appointed

**6. New Business.****a. Discussion and action regarding deteriorating stairs at the corner of Washington and Zachary Taylor Streets.**

Mr. Melton highlighted the public risk caused by accelerated deterioration of the steps due to road salt. He suggested installing precast stairs as an economical solution, until wider upgrades to the sidewalks can be made.

<b>Motion</b>	Motion to authorize to repair and replace the stairs at the intersection of Zachary Taylor and Washington Streets for up to \$1,500 and temporarily tape off the stairs until they are repaired.
<b>Motion by</b>	Jesse Melton
<b>Second</b>	Storm DiCostanzo
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>Motion passed 6-0</b>

**b. Discussion and action regarding inclement weather policy for office closure.**

The adjusted policy will give the mayor and town hall greater leeway to determine closure for any given weather event, and authorizes the mayor to authorize emergency lodging for HFPD personnel or water operators.

<b>Motion</b>	Motion to adopt the modified inclement weather policy for office closures as presented.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	6
<b>NO</b>	0

<b>Result</b>	<b>Motion passed 6-0</b>
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**c. Discussion and action regarding variance and business license requirements concerning a business applicant.**

This item was discussed during executive session.

<b>Motion</b>	Move that per the February 10, 2025 Town Council action that rezoned Lot 4 Parcel E, also known as 460 Washington Street, as Commercial “in support of the coffee shop concept presented by Mr. Shapiro,” the business license for Epigram Coffee is to be issued by the Mayor not later than November 13, 2025.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>Motion passed 6-0</b>

**7.d. Discussion and action regarding employee personnel issue and employee position description and pay adjustment. (This item may require executive session.)**

This item was discussed during executive session.

<b>Motion</b>	Motion to approve the altered Ordinance Compliance Officer position description, including changing the title to Code Enforcement Officer, as submitted.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>Motion passed 6-0</b>

<b>Motion</b>	Motion to approve a salary adjustment for the Code Enforcement Officer from Step 7 to Step 9, effective November 1, 2025.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Christian Pechuekonis
<b>YES</b>	6
<b>NO</b>	0
<b>Result</b>	<b>Motion passed 6-0</b>

**Meeting adjourned at 10:17 p.m. (Motion by Chris Craig and seconded by Christian Pechuekonis)**

<b>Motion</b>	Motion to enter executive session under §6-9A-4(b)(2)(A) Exceptions (Matters related to public officers or employees)
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	6



<b>NO</b>	0
<b>Result</b>	<b>Motion passed 6-0</b>

Town Council entered executive session at 9:07 p.m. and exited at 10:14 p.m.

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

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

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



# CORPORATION OF HARPERS FERRY

## Town Council - **DRAFT** MINUTES

**Special Meeting**

**Tuesday, 21 October 2025**

**9:00 a.m.**

**Town Hall • 1000 W Washington Street, Harpers Ferry, West Virginia 25425**

The meeting was called to order at 9:00 a.m. by Mayor Vaughn.

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

The agenda was approved as submitted (motion by Chris Craig, seconded by Jesse Melton).

### Unfinished Business.

- Discussion and action regarding employee personnel issue. (This item may require executive session.)**

There was a discussion during executive session.

<b>Motion</b>	Move to suspend the current Water Works Class I Operator without pay until further notice, and further investigation will be conducted.
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	5
<b>NO</b>	0
<b>ABSTAIN</b>	0
<b>Result</b>	<b>MOTION APPROVED 5-0</b>

<b>Motion</b>	Motion to enter executive session under §6-9A-4(b)(2)(A) Exceptions (Matters related to public officers or employees)
<b>Motion by</b>	Storm DiCostanzo
<b>Second</b>	Chris Craig
<b>YES</b>	5

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

Town Council entered exited executive session at 9:00 a.m. and exited at 10:05 a.m.

Motion to adjourn by Chris Craig, second by Jesse Melton. Meeting adjourned at 10:06 a.m.

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

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

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

Item 4-b.i.  
P+L - Gen

5:05 PM

12/01/25

Accrual Basis

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

October 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
General									
301-01 - Property Tax Current Year									
Deposit	10/07/2025	11933	Sheriff of Jefferson Co.	Sept 2025 Coll...	General		001 General Fu...	13,674.67	13,674.67
Deposit	10/07/2025	11924	Sheriff of Jefferson Co.	Sept Collectio...	General		001 General Fu...	41.45	13,716.12
Total 301-01 - Property Tax Current Year								13,716.12	13,716.12
303 - Oil & Gas Severance Tax									
Deposit	10/07/2025		State of WV	Oil and Gas S...	General		001 General Fu...	670.65	670.65
Total 303 - Oil & Gas Severance Tax								670.65	670.65
304 - Excise Tax on Utilities									
Deposit	10/09/2025		State of WV	Public Utility T...	General		001 General Fu...	4,229.65	4,229.65
Deposit	10/27/2025			Sept Excise tax	General		001 General Fu...	51.40	4,281.05
Total 304 - Excise Tax on Utilities								4,281.05	4,281.05
305 - Business and Occupation Tax									
Deposit	10/01/2025		Kellgard General Con...	FY 2025 DPA ...	General		001 General Fu...	902.07	902.07
Deposit	10/06/2025		Isabella's	FY 2025 Q4 B...	General		002 WVGOPAY...	383.13	1,285.20
Deposit	10/06/2025		Creamy Creations	FY 2025 Q4 B...	General		002 WVGOPAY...	419.29	1,704.49
Deposit	10/06/2025		Almost Heaven Pub ...	FY 2025 Q4 B...	General		002 WVGOPAY...	373.98	2,078.47
Deposit	10/07/2025	1190	Village Shop (The)	FY 2026 Q1 B...	General		001 General Fu...	145.14	2,223.61
Deposit	10/07/2025	13184	Cox HollidaYoung PL...	FY 2026 Q1 B...	General		001 General Fu...	15.94	2,239.55
Deposit	10/07/2025	745	Tessoterica	FY 2026 Q1 B...	General		001 General Fu...	336.00	2,575.55
Deposit	10/07/2025		Vivint Inc.	FY 2026 Q1 B...	General		002 WVGOPAY...	89.96	2,665.51
Deposit	10/08/2025	1516	O'Be Joyful	FY 2024, FY 2...	General		001 General Fu...	239.59	2,905.10
Deposit	10/08/2025		Wildwood Services	FY 2025 Q1 B...	General		001 General Fu...	19.02	2,924.12
Deposit	10/08/2025	1083	Lily Garden at Camp ...	FY 2026 Q1 B...	General		001 General Fu...	46.88	2,971.00
Deposit	10/09/2025	2639	BC Innovations LLC	FY 2026 Q1 B...	General		001 General Fu...	170.00	3,141.00
Deposit	10/09/2025	5095	Rabbit Hole, The	FY 2026 Q1 B...	General		001 General Fu...	4,638.34	7,779.34
Deposit	10/09/2025	5185	186-196 High Street, ...	FY 2026 B&O ...	General		001 General Fu...	149.95	7,929.29
Deposit	10/09/2025	5186	Lookout Inn	FY 2026 Q1 B...	General		001 General Fu...	109.68	8,038.97
Deposit	10/09/2025	5187	Mountainside Lodge	FY 2026 Q1 B...	General		001 General Fu...	130.95	8,169.92
Deposit	10/09/2025	49614	Real Estate Teams L...	FY 2026 Q1 B...	General		001 General Fu...	248.05	8,417.97
Deposit	10/09/2025	234	St. John's	FY 2026 Q1 B...	General		001 General Fu...	56.85	8,474.82
Deposit	10/09/2025	1411	Rockhaven Services	FY 2026 Q1 B...	General		001 General Fu...	251.00	8,725.82
Deposit	10/14/2025	22138	Apple Valley Waste	FY 2026 Q1 B...	General		001 General Fu...	270.22	8,996.04
Deposit	10/14/2025	59757	Long & Foster Real E...	FY 2026 Q1 B...	General		001 General Fu...	257.50	9,253.54
Deposit	10/14/2025	4090	Blue Maple LLC	FY 2026 Q1 B...	General		001 General Fu...	36.82	9,290.36
Deposit	10/14/2025	3098	Pittsnogle, LLC	FY 2026 Q1 B...	General		001 General Fu...	372.86	9,663.22
Deposit	10/14/2025	19314	Kable Excavating, LLC	FY 2026 Q1 B...	General		001 General Fu...	91.40	9,754.62
Deposit	10/14/2025	19313	Kable Excavating, LLC	FY 2025 Q4 B...	General		001 General Fu...	19.83	9,774.45
Deposit	10/14/2025	11932	B & G Painting LLC	FY 2026 Q1 B...	General		001 General Fu...	68.84	9,843.29
Deposit	10/14/2025	1507	Magpie	FY 2025 Q4 B...	General		001 General Fu...	137.42	9,980.71
Deposit	10/15/2025	1713		FY 2024 Q3 B...	General		001 General Fu...	30.00	10,010.71
Deposit	10/15/2025	3548	Vintage Lady (The)	FY 2026 Q1 B...	General		001 General Fu...	369.44	10,380.15
Deposit	10/15/2025		Wildwood Services	FY 2026 Q1 B...	General		001 General Fu...	6.22	10,386.37
Deposit	10/15/2025		Merry Maids	FY 2026 Q1 B...	General		002 WVGOPAY...	63.91	10,450.28
Deposit	10/15/2025		84 Lumber	FY 2025 Q1 B...	General		002 WVGOPAY...	701.55	11,151.83
Deposit	10/15/2025		84 Lumber	FY 2025 Q2 B...	General		002 WVGOPAY...	778.07	11,929.90
Deposit	10/15/2025		84 Lumber	FY 2025 Q3 B...	General		002 WVGOPAY...	1,218.36	13,148.26
Deposit	10/15/2025		84 Lumber	FY 2025 Q4 B...	General		002 WVGOPAY...	11.46	13,159.72
Deposit	10/16/2025	1243	Rental - Wheelless/Cr...	FY 2026 Q1 B...	General		002 WVGOPAY...	2,472.61	15,632.33
Deposit	10/16/2025	1437	Sensible Heat & Air C...	FY 2026 Q1 B...	General		001 General Fu...	15.00	15,647.33
Deposit	10/16/2025	1424	Bed and Biskit	FY 2026 Q1 B...	General		001 General Fu...	10.00	15,657.33
Deposit	10/16/2025		DGE, LLC	FY 2026 Q1 B...	General		001 General Fu...	90.85	15,748.18
Deposit	10/19/2025		Doggie Day Spa	FY 2026 Q1 B...	General		002 WVGOPAY...	39.00	15,787.18
Deposit	10/19/2025		Doggie Day Spa	FY 2025 Q4 B...	General		002 WVGOPAY...	1.50	15,788.68
Deposit	10/19/2025		Doggie Day Spa	FY 2025 Q4 B...	General		002 WVGOPAY...	9.00	15,797.68
Deposit	10/21/2025	16564...	Comcast Broadband ...	FY 2026 Q1 B...	General		001 General Fu...	10.23	15,807.91
Deposit	10/21/2025	243610	PELLA MidAtlantic	FY 2026 Q1 B...	General		001 General Fu...	1,731.13	17,539.04
Deposit	10/21/2025	1714	Mary Adams	FY 2026 Q1 B...	General		001 General Fu...	542.70	18,081.74
Deposit	10/21/2025	16564...	Comcast of CA/MD/P...	FY 2026 Q1 B...	General		001 General Fu...	743.10	18,824.84
Deposit	10/22/2025	8650	US Foods	FY 2026 Q1 B...	General		002 WVGOPAY...	139.92	18,964.76
Deposit	10/22/2025		Air Filter Services LLC	FY 2026 Q1 B...	General		001 General Fu...	15.01	18,979.77
Deposit	10/22/2025	1334	Crestar Realty	FY 2026 Q1 B...	General		001 General Fu...	51.17	19,030.94
Deposit	10/22/2025	1051	Sawyer Capital Resto...	FY 2026 Q1 B...	General		001 General Fu...	356.25	19,387.19
Deposit	10/22/2025	1233	Carrot Top Cottage	FY 2026 Q1 B...	General		001 General Fu...	290.10	19,677.29
Deposit	10/22/2025	1234	Harpers Ferry Guest ...	FY 2026 Q1 B...	General		001 General Fu...	434.56	20,111.85
Deposit	10/22/2025	1061	La Soledad Guest Ho...	FY 2026 Q1 B...	General		001 General Fu...	356.26	20,468.11
Deposit	10/22/2025	1158	Trouvaille	FY 2026 Q1 B...	General		001 General Fu...	232.40	20,700.51
Deposit	10/22/2025	1008	Deneaux Design	FY 2026 Q1 B...	General		001 General Fu...	126.18	20,826.69
Deposit	10/22/2025	47828	Star Concrete	FY 2026 Q1 B...	General		001 General Fu...	1,040.96	21,867.65
Deposit	10/22/2025	10616...	Coca-Cola	FY 2026 Q1 B...	General		001 General Fu...	77.21	21,944.86
Deposit	10/22/2025	5243	Rankin Painting	FY 2026 Q1 B...	General		001 General Fu...	587.12	22,531.98
Deposit	10/22/2025	10021...	Home Depot	FY 2026 Q1 B...	General		001 General Fu...	2,131.76	24,663.74
Deposit	10/22/2025	1784	Top Priority Lawn Care	FY 2026 Q1 B...	General		001 General Fu...	29.24	24,692.98
Deposit	10/22/2025	2049237	Blossman Propane G...	FY 2026 Q1 B...	General		001 General Fu...	30.80	24,723.78
Deposit	10/22/2025	6816	Hillside Child Care & ...	FY 2026 Q1 B...	General		001 General Fu...	730.02	25,453.80
Deposit	10/22/2025	2408	Fiddler's Highway	FY 2026 Q1 B...	General		001 General Fu...	84.00	25,537.80
Deposit	10/22/2025	30381	Surebets Services, Inc.	FY 2026 Q1 B...	General		001 General Fu...	1.74	25,539.54
Deposit	10/22/2025	4551	Funk Electrical Servic...	FY 2026 Q1 B...	General		001 General Fu...	45.69	25,585.23
Deposit	10/22/2025	285385	WO Grubb Crane Re...	FY 2026 Q1 B...	General		001 General Fu...	1,998.58	27,583.81
Deposit	10/22/2025		Thompson Gas & Ele...	FY 2026 Q1 B...	General		002 WVGOPAY...	0.75	27,584.56
Deposit	10/23/2025	416456	Schenck Foods	FY 2026 Q1 B...	General		001 General Fu...	195.58	27,780.14
Deposit	10/23/2025	4240	Valley Energy Compa...	FY 2026 Q1 B...	General		001 General Fu...	11.17	27,791.31
Deposit	10/23/2025	8700	Countertop Solutions	FY 2026 Q1 B...	General		001 General Fu...	658.48	28,449.79
Deposit	10/23/2025	1081261	Tuff Shed, Inc.	FY 2026 Q1 B...	General		001 General Fu...	75.36	28,525.15
Deposit	10/27/2025	2277	Bolivar Bread Bakery...	FY 2026 Q1 B...	General		001 General Fu...	1,036.16	29,561.31



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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Deposit	10/27/2025	2764	Outfitter at Harpers F...	FY 2026 Q1 B...	General		001 General Fu...	1,004.20	30,565.51
Deposit	10/27/2025	1206	Machrie Management...	FY 2026 Q1 B...	General		001 General Fu...	202.00	30,767.51
Deposit	10/28/2025	6043	White Fly Outfitters	FY 2026 Q1 B...	General		001 General Fu...	14.50	30,782.01
Deposit	10/28/2025	36436	Holtzman Oil Corp...c	FY 2026 Q1 B...	General		001 General Fu...	12.48	30,794.49
Deposit	10/28/2025	1148	Appalachian Chambe...	FY 2026 Q1 B...	General		001 General Fu...	138.34	30,932.83
Deposit	10/28/2025	3934363	Automotive Rentals, L...	FY 2026 Q1 B...	General		001 General Fu...	0.46	30,933.29
Deposit	10/28/2025	1049	Between the Rivers B...	FY 2026 Q1 B...	General		001 General Fu...	61.56	30,994.85
Deposit	10/28/2025	10021...	Sysco Food Services ...	FY 2026 Q1 B...	General		001 General Fu...	486.24	31,481.09
Deposit	10/28/2025	21433...	Mountain Mama	FY 2026 Q1 B...	General		001 General Fu...	109.73	31,590.82
Deposit	10/28/2025	130005	Home Paramount	FY 2026 Q1 B...	General		001 General Fu...	106.12	31,696.94
Deposit	10/28/2025	3015951	Reddy Ice	FY 2026 Q1 B...	General		001 General Fu...	14.89	31,711.83
Deposit	10/28/2025	34184	Copier Word Process...	FY 2026 Q1 B...	General		001 General Fu...	4.64	31,716.47
Deposit	10/28/2025	1517	Hill-ROM	FY 2026 Q1 B...	General		001 General Fu...	7.35	31,723.82
Deposit	10/29/2025	3123864	First Energy	FY 2026 Q1 B...	General		001 General Fu...	21,609.67	53,333.49
Deposit	10/29/2025	86828...	Amerigas Propane LP	FY 2026 Q1 B...	General		001 General Fu...	41.76	53,375.25
Deposit	10/29/2025	86827...	USB Leasing LT	FY 2026 Q1 B...	General		001 General Fu...	33.20	53,408.45
Deposit	10/29/2025	1293	In House Inc	FY 2026 Q1 B...	General		001 General Fu...	350.00	53,758.45
Deposit	10/29/2025		Viking Tree Service	FY 2026 Q1 B...	General		002 WVGOPAY...	28.00	53,786.45
Deposit	10/29/2025		Viking Tree Service	FY 2025 Q4 B...	General		002 WVGOPAY...	36.81	53,823.26
Deposit	10/29/2025		491 Washington ST L...	FY 2025 Q4 B...	General		002 WVGOPAY...	120.93	53,944.19
Deposit	10/29/2025		491 Washington ST L...	FY 2026 Q1 B...	General		002 WVGOPAY...	174.94	54,119.13
Deposit	10/29/2025		Love Piano Studio	FY 2026 Q1 B...	General		002 WVGOPAY...	5.20	54,124.33
Deposit	10/30/2025		Kelligard General Con...	DPA B&O	General		001 General Fu...	902.07	55,026.40
Deposit	10/30/2025	1049	Laurel Cottage LLC	FY 2026 Q1 B...	General		001 General Fu...	124.97	55,151.37
Deposit	10/30/2025	7830	Andrew Mosholder C...	FY 2026 Q1 B...	General		001 General Fu...	4.70	55,156.07
Deposit	10/30/2025	1527	Armory House	FY 2026 Q1 B...	General		001 General Fu...	156.00	55,312.07
Deposit	10/30/2025	1648	Mark W Rakes Jr Car...	FY 2026 Q1 B...	General		001 General Fu...	836.00	56,148.07
Deposit	10/30/2025	1399	L&W Supply Corporat...	FY 2026 Q1 B...	General		001 General Fu...	6.96	56,155.03
Deposit	10/30/2025	4530	Builder Services Group	FY 2026 Q1 B...	General		001 General Fu...	615.10	56,770.13
Deposit	10/30/2025	2227	Battle Ground Bakery...	FY 2026 Q1 B...	General		001 General Fu...	964.80	57,734.93
Deposit	10/30/2025	2527	William B. Wheatly B...	FY 2026 Q1 B...	General		001 General Fu...	396.60	58,131.53
Deposit	10/30/2025		Terrace Parking	FY 2026 Q1 B...	General		002 WVGOPAY...	113.98	58,245.51
Deposit	10/31/2025		SWAN Hilltop LLC	FY 2026 Q1 B...	General		002 WVGOPAY...	1,049.00	59,294.51
Total 305 - Business and Occupation Tax								59,294.51	59,294.51
<b>306 - Liquor &amp; Wine Tax</b>									
Deposit	10/27/2025		State of WV	FY 2026 Q1 W...	General		001 General Fu...	3,453.50	3,453.50
Total 306 - Liquor & Wine Tax								3,453.50	3,453.50
<b>307 - Animal Control Tax</b>									
Deposit	10/14/2025	2536	Angela Banks, Asses...	September 20...	General		001 General Fu...	10.80	10.80
Total 307 - Animal Control Tax								10.80	10.80
<b>308 - Hotel Motel</b>									
Deposit	10/08/2025	290	Lily Garden at Camp ...	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	234.41	234.41
Deposit	10/09/2025	1412	Rockhaven Services	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	207.00	441.41
Deposit	10/14/2025	4089	Blue Maple LLC	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	184.09	625.50
Deposit	10/16/2025	1425	Bed and Biskit	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	454.26	1,079.76
Deposit	10/22/2025	3571547	AirBNB	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	2,056.87	3,136.63
Deposit	10/22/2025	3569232	Expedia.com	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	1,899.55	5,036.18
Deposit	10/22/2025	3569272	HomeAway	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	2,856.60	7,892.78
Deposit	10/22/2025	1231	Carrot Top Cottage	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	760.12	8,652.90
Deposit	10/22/2025	1232	Harpers Ferry Guest ...	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	1,521.83	10,174.73
Deposit	10/22/2025	1050	Sawyer Capital Resto...	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	135.00	10,309.73
Deposit	10/22/2025	1062	La Soledad Guest Ho...	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	711.11	11,020.84
Deposit	10/22/2025	1157	Trouvaille	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	507.87	11,528.71
Deposit	10/22/2025	1007	Deneaux Design	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	223.50	11,752.21
Deposit	10/28/2025	21433...	Mountain Mama	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	1,108.65	12,860.86
Total 308 - Hotel Motel								12,860.86	12,860.86
<b>314 - Sales Tax Revenue</b>									
Deposit	10/27/2025		State of WV	FY 2026 Q1 M...	General		001 General Fu...	90,002.18	90,002.18
Total 314 - Sales Tax Revenue								90,002.18	90,002.18
<b>320 - Fines, Fees &amp; Court Cost</b>									
Deposit	10/02/2025			Tickets	Police		002 WVGOPAY...	15.00	15.00
Deposit	10/04/2025			Tickets	Police		002 WVGOPAY...	175.00	190.00
Deposit	10/06/2025			Tickets	Police		002 WVGOPAY...	175.00	365.00
Deposit	10/09/2025			Tickets	Police		002 WVGOPAY...	175.00	540.00
Deposit	10/16/2025			Tickets	Police		002 WVGOPAY...	175.00	715.00
Deposit	10/21/2025			Tickets	Police		002 WVGOPAY...	175.00	890.00
Deposit	10/29/2025			Tickets	Police		002 WVGOPAY...	175.00	1,065.00
Deposit	10/29/2025			Tickets	Police		General Court F...	175.00	1,240.00
Deposit	10/30/2025			Tickets	Police		002 WVGOPAY...	350.00	1,590.00
Deposit	10/31/2025			Tickets	Police		002 WVGOPAY...	175.00	1,765.00
Total 320 - Fines, Fees & Court Cost								1,765.00	1,765.00

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Accrual Basis

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

October 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>320_399 - Police Department Rev Sources</b>									
<b>321 Parking Violations</b>									
Deposit	10/01/2025			Tickets	General		002 WVGOPAY...	92.00	92.00
Deposit	10/04/2025			Tickets	General		002 WVGOPAY...	80.00	172.00
Deposit	10/05/2025			Tickets	General		002 WVGOPAY...	20.00	192.00
Deposit	10/06/2025			Tickets	General		002 WVGOPAY...	80.00	272.00
Deposit	10/07/2025			Tickets	General		002 WVGOPAY...	140.00	412.00
Deposit	10/07/2025			Tickets	General		General Court F...	170.00	582.00
Deposit	10/08/2025			Tickets	General		002 WVGOPAY...	56.00	638.00
Deposit	10/09/2025			Tickets	General		002 WVGOPAY...	24.00	662.00
Deposit	10/09/2025			Tickets	General		General Court F...	70.00	732.00
Deposit	10/10/2025			Tickets	General		002 WVGOPAY...	80.00	812.00
Deposit	10/11/2025			Tickets	General		002 WVGOPAY...	70.00	882.00
Deposit	10/12/2025			Tickets	General		002 WVGOPAY...	30.00	912.00
Deposit	10/13/2025			Tickets	General		002 WVGOPAY...	30.00	942.00
Deposit	10/15/2025			Tickets	General		002 WVGOPAY...	30.00	972.00
Deposit	10/17/2025			Tickets	General		002 WVGOPAY...	20.00	992.00
Deposit	10/20/2025			Tickets	General		002 WVGOPAY...	80.00	1,072.00
Deposit	10/21/2025			Tickets	General		002 WVGOPAY...	262.00	1,334.00
Deposit	10/21/2025			Tickets	General		General Court F...	260.00	1,594.00
Deposit	10/22/2025			Tickets	General		002 WVGOPAY...	250.00	1,844.00
Deposit	10/23/2025			Tickets	General		002 WVGOPAY...	167.00	2,011.00
Deposit	10/23/2025			Tickets	General		General Court F...	106.00	2,117.00
Deposit	10/24/2025			Tickets	General		002 WVGOPAY...	30.00	2,147.00
Deposit	10/27/2025			Tickets	General		General Court F...	140.00	2,287.00
Deposit	10/29/2025			Tickets	General		002 WVGOPAY...	400.00	2,687.00
Deposit	10/30/2025			Tickets	General		002 WVGOPAY...	100.00	2,787.00
Deposit	10/31/2025			Tickets	General		002 WVGOPAY...	188.00	2,975.00
Total 321 Parking Violations								2,975.00	2,975.00
<b>380 P - Interest</b>									
Deposit	10/31/2025			Interest	Police		Police Equipt R...	4.13	4.13
Deposit	10/31/2025			Interest	Police		HF/Bolivar Drug...	0.69	4.82
Deposit	10/31/2025			Interest	Police		General Court F...	21.31	26.13
Total 380 P - Interest								26.13	26.13
Total 320_399 - Police Department Rev Sources								3,001.13	3,001.13
<b>325 - Licenses</b>									
Deposit	10/01/2025		AWC Contracting, LLC	FY 2026 Busin...	General		002 WVGOPAY...	15.00	15.00
Deposit	10/03/2025		Valley Energy Compa...	FY 2026 Busin...	General		002 WVGOPAY...	27.50	42.50
Deposit	10/06/2025		Air Filter Services LLC	FY 2026 Busin...	General		002 WVGOPAY...	15.00	57.50
Deposit	10/06/2025		Home Paramount Pe...	FY 2026 Busin...	General		002 WVGOPAY...	25.00	82.50
Deposit	10/07/2025	4393	T.I. Dawson Heating ...	FY 2026 Busin...	General		001 General Fu...	15.00	97.50
Deposit	10/07/2025	13180	Cox HollidaYoung PL...	FY 2026 Busin...	General		001 General Fu...	15.00	112.50
Deposit	10/07/2025	2747	Outfitter at Harpers F...	FY 2026 Busin...	General		001 General Fu...	15.00	127.50
Deposit	10/07/2025	50423	SG Plumbing, INC	FY 2026 Busin...	General		001 General Fu...	15.00	142.50
Deposit	10/07/2025		Top Of The Line Elect...	FY 2026 Busin...	General		002 WVGOPAY...	15.00	157.50
Deposit	10/08/2025		Wildwood Services	FY 2026 Busin...	General		001 General Fu...	16.50	174.00
Deposit	10/08/2025	1516	O'Be Joyful	FY 2026 Busin...	General		001 General Fu...	15.00	189.00
Deposit	10/09/2025	1267	Gregory Campbell Co...	FY 2026 Busin...	General		001 General Fu...	15.00	204.00
Deposit	10/09/2025	1061	The Horse & Soldier L...	FY 2026 Busin...	General		001 General Fu...	16.50	220.50
Deposit	10/15/2025	125	Epigram Coffee	FY 2026 Busin...	General		001 General Fu...	15.00	235.50
Deposit	10/15/2025	1713	Harris Tree Removal	FY 2026 Busin...	General		001 General Fu...	15.00	250.50
Deposit	10/15/2025		84 Lumber	F& 2026 Busin...	General		002 WVGOPAY...	25.00	275.50
Deposit	10/16/2025	3092	Pittsnogle, LLC	FY 2026 Busin...	General		001 General Fu...	15.00	290.50
Deposit	10/16/2025		DGE, LLC	FY 2026 Busin...	General		002 WVGOPAY...	25.00	315.50
Deposit	10/17/2025		Charles Town Plumbi...	FY 2026 Busin...	General		002 WVGOPAY...	16.50	332.00
Deposit	10/28/2025		Global Environmental...	FY 2026 Busin...	General		001 General Fu...	15.00	347.00
Deposit	10/30/2025	48261	Lutman Land Develop...	FY 2026 Busin...	General		001 General Fu...	15.00	362.00
Deposit	10/30/2025		McDowell & Co. Prop...	FY 2026 Busin...	General		002 WVGOPAY...	15.00	377.00
Deposit	10/31/2025		Perry & Associates	FY 2026 Busin...	General		002 WVGOPAY...	16.50	393.50
Total 325 - Licenses								393.50	393.50
<b>326 - Building Permit Fees</b>									
Check	10/06/2025	16918	Black Stone Roofing	3446511-2413-5	General		001 General Fu...	-1,000.00	-1,000.00
Deposit	10/08/2025		Steven Leake	ZCPA #2025-0...	General		001 General Fu...	50.00	-950.00
Deposit	10/09/2025	2478	Ievgeni Ivanytsia	ZCPA # 2025-...	General		001 General Fu...	265.00	-685.00
Deposit	10/09/2025		Peter Selman	ZCPA#2025-0...	General		002 WVGOPAY...	135.00	-550.00
Deposit	10/28/2025		Raymond Johnson	ZCPA #2025-0...	General		001 General Fu...	50.00	-500.00
Total 326 - Building Permit Fees								-500.00	-500.00
<b>327 - Miscellaneous Permits (Parking)</b>									
Deposit	10/07/2025		Blue Maple LLC	2025 Parking ...	General		001 General Fu...	30.00	30.00
Deposit	10/08/2025		Kristina Bivona	2025 Parking ...	General		001 General Fu...	2.00	32.00
Deposit	10/21/2025		Juan Jimenez/ Nicol...	2025 Parking ...	General		001 General Fu...	3.00	35.00
Deposit	10/28/2025	530	Trouville	Guest Parking ...	General		001 General Fu...	600.00	635.00
Deposit	10/30/2025		Dennis, Suzanna	2026 Parking ...	General		001 General Fu...	1.00	636.00
Total 327 - Miscellaneous Permits (Parking)								636.00	636.00
<b>330 - IRP Fees</b>									
Deposit	10/09/2025		State of WV	IRP Fees Colle...	General		001 General Fu...	221.58	221.58
Deposit	10/27/2025		State of WV	September IRP	General		001 General Fu...	211.74	433.32
Total 330 - IRP Fees								433.32	433.32



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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>340 - Parks and Rec.</b>									
Deposit	10/28/2025		customer	Oct 2025 Art in...	Park and ...		HF Parks and R...	49.00	49.00
Total 340 - Parks and Rec.								49.00	49.00
<b>342 - Parking Meter Revenue</b>									
<b>342.1 Parking Meter Revenue</b>									
Deposit	10/09/2025		Parkmobile LLC	September Par...	General		001 General Fu...	20,495.82	20,495.82
Total 342.1 Parking Meter Revenue								20,495.82	20,495.82
Total 342 - Parking Meter Revenue								20,495.82	20,495.82
<b>376 - Table Gaming Income</b>									
Deposit	10/20/2025		State of WV	October	General		001 General Fu...	941.56	941.56
Total 376 - Table Gaming Income								941.56	941.56
<b>380 - Interest Earned on Investments</b>									
Deposit	10/31/2025			Interest	General		Opioid Settlement	3.48	3.48
Deposit	10/31/2025			Interest	General		GRANT Operati...	0.03	3.51
Deposit	10/31/2025			Interest	Hotel Occ ...		Hotel Motel Tax	18.16	21.67
Deposit	10/31/2025			Interest	General		SWaN Escrow ...	118.16	139.83
Deposit	10/31/2025			Interest	Park and ...		HF Parks and R...	2.37	142.20
Deposit	10/31/2025			Interest	General		001 General Fu...	376.35	518.55
Total 380 - Interest Earned on Investments								518.55	518.55
<b>397 - Lottery</b>									
Deposit	10/04/2025		State of WV	CT Races	General		001 General Fu...	975.07	975.07
Deposit	10/11/2025		State of WV	CT Races	General		001 General Fu...	1,017.61	1,992.68
Deposit	10/18/2025		State of WV	CT Races lottery	General		001 General Fu...	1,050.82	3,043.50
Deposit	10/20/2025		State of WV	Greenbrier	General		001 General Fu...	17.21	3,060.71
Deposit	10/25/2025		State of WV	CT Races	General		001 General Fu...	1,044.68	4,105.39
Deposit	10/28/2025		State of WV	lottery oct	General		001 General Fu...	69.07	4,174.46
Total 397 - Lottery								4,174.46	4,174.46
Total General								216,198.01	216,198.01
<b>386 - Insurance Claims</b>									
Deposit	10/14/2025	43397...	USAA	Insurance Proc...	General		001 General Fu...	946.72	946.72
Total 386 - Insurance Claims								946.72	946.72
Total Income								217,144.73	217,144.73
Gross Profit								217,144.73	217,144.73
<b>Expense</b>									
<b>001.760 Parking</b>									
<b>Payroll-Parking</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	645.32	645.32
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	759.20	1,404.52
Total Payroll-Parking								1,404.52	1,404.52
<b>PR Taxes-Parking</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	58.08	58.08
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	65.71	123.79
Total PR Taxes-Parking								123.79	123.79
<b>001.761 Parkinn Expenses</b>									
Credit Card Charge	10/07/2025	JULY 2...	US Cellular	s JULY	General		P-Card	58.98	58.98
Check	10/09/2025	16922	Stampfer, Timothy	Mileage 9/27-1...	General		001 General Fu...	39.20	98.18
Check	10/27/2025	16930	Stampfer, Timothy	mileage 10-11-...	General		001 General Fu...	51.80	149.98
Credit Card Charge	10/30/2025	OCT20...	US Cellular	usage parking ...	General		P-Card	58.98	208.96
Credit Card Charge	10/30/2025	219315	Amazon.com	Breeden, Hang...	General		P-Card	26.28	235.24
Credit Card Charge	10/30/2025	88756	Amazon.com	Breeden, Hang...	General		P-Card	31.98	267.22
Total 001.761 Parkinn Expenses								267.22	267.22
Total 001.760 Parking								1,795.53	1,795.53
<b>Culture &amp; Rec Exp</b>									
<b>900 - Parks</b>									
<b>Utilities Pa</b>									
Bill	10/01/2025	00035...	Harpers Ferry Water ...	September us...	General		20000 - Accoun...	50.05	50.05
Bill	10/08/2025	11008...	Potomac Edison	September us...	General		20000 - Accoun...	15.34	65.39
Total Utilities Pa								65.39	65.39
Total 900 - Parks								65.39	65.39
<b>901 - Visitors Bureau -H</b>									
Check	10/07/2025	369	Jefferson County CVB	FY 2026 Q1 R...	Hotel Occ ...		Hotel Motel Tax	15,330.76	15,330.76
Total 901 - Visitors Bureau -H								15,330.76	15,330.76

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Accrual Basis

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

October 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>906 - Arts &amp; Humanities -H</b>									
Credit Card Charge	10/06/2025	8399531	Amazon.com	Morse, Art in P...	Hotel Occ ...		P-Card	9.99	9.99
Credit Card Charge	10/06/2025	48004...	Amazon.com	Morse, Art in P...	Hotel Occ ...		P-Card	28.45	38.44
Credit Card Charge	10/06/2025	1768771	Amazon.com	Morse, Art in P...	Hotel Occ ...		P-Card	216.79	255.23
Credit Card Charge	10/07/2025	54546	Home Depot	Morse, Art in P...	Hotel Occ ...		P-Card	82.80	338.03
Credit Card Charge	10/08/2025	6008165	Crown Awards	Morse, Scarec...	Hotel Occ ...		P-Card	42.93	380.96
Credit Card Charge	10/09/2025	6011607	Crown Awards	Morse, Scarec...	Hotel Occ ...		P-Card	64.24	445.20
Credit Card Credit	10/09/2025	67296	Crown Awards	Morse, Scarec...	Hotel Occ ...		P-Card	-3.63	441.57
Credit Card Charge	10/13/2025	824394	Wal Mart	Morse, Art in P...	Hotel Occ ...		P-Card	52.76	494.33
Credit Card Charge	10/13/2025	8824402	Wal Mart	Morse, Art in P...	Hotel Occ ...		P-Card	2.00	496.33
Credit Card Charge	10/13/2025	5013243	Wal Mart	Morse, Art in P...	Hotel Occ ...		P-Card	21.95	518.28
Credit Card Charge	10/14/2025	8851176	Amazon.com	Morse, Art in P...	Hotel Occ ...		P-Card	22.90	541.18
Credit Card Charge	10/23/2025	39366	Amazon.com	Morse, Art in P...	Hotel Occ ...		P-Card	9.87	551.05
Total 906 - Arts & Humanities -H								551.05	551.05
Total Culture & Rec Exp								15,947.20	15,947.20
<b>001.402 - Economic Development</b>									
Credit Card Charge	10/28/2025	807920	Wal Mart	Morse, Hallow...	General		P-Card	8.87	8.87
Total 001.402 - Economic Development								8.87	8.87
<b>001.409 - Office of Mayor</b>									
<b>PR Taxes Employer M</b>									
General Journal	10/23/2025			payroll 2025 1...	General		001 General Fu...	127.50	127.50
Total PR Taxes Employer M								127.50	127.50
<b>Salary M</b>									
General Journal	10/23/2025			payroll 2025 1...	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
<b>001.413 - Office of Treasurer</b>									
<b>Employee Benefits</b>									
Check	10/09/2025	eft	PEIA	Treasurer 2025...	General		Harpers Ferry P...	12.00	12.00
Total Employee Benefits								12.00	12.00
<b>Group Ins. T</b>									
Check	10/09/2025	EFT	PEIA	Treasurer PEI...	General		Harpers Ferry P...	827.98	827.98
Total Group Ins. T								827.98	827.98
<b>Pension Expense T</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	247.93	247.93
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	296.17	544.10
Total Pension Expense T								544.10	544.10
<b>PR Taxes Employer T</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	181.38	181.38
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	222.38	403.76
Total PR Taxes Employer T								403.76	403.76
<b>Salary T</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	2,754.77	2,754.77
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	3,290.77	6,045.54
Total Salary T								6,045.54	6,045.54
Total 001.413 - Office of Treasurer								7,833.38	7,833.38
<b>001.415 - Office of City Clerk</b>									
<b>Health Insurance CC</b>									
Check	10/09/2025	EFT	PEIA	Clerk PEIA Pre...	General		Harpers Ferry P...	827.98	827.98
Total Health Insurance CC								827.98	827.98
<b>OPEB - General</b>									
Check	10/09/2025	eft	PEIA	Clerk 2025 OCT	General		Harpers Ferry P...	12.00	12.00
Total OPEB - General								12.00	12.00
<b>Pension Expense CC</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	219.14	219.14
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	204.87	424.01
Total Pension Expense CC								424.01	424.01
<b>PR Taxes Employer CC</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	181.80	181.80
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	169.67	351.47
Total PR Taxes Employer CC								351.47	351.47



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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Salary CC</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	2,434.91	2,434.91
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	2,276.34	4,711.25
Total Salary CC								4,711.25	4,711.25
Total 001.415 - Office of City Clerk								6,326.71	6,326.71
<b>001.440 - City Hall</b>									
<b>Payroll Processing-C</b>									
General Journal	10/09/2025			payroll process...	General		001 General Fu...	28.98	28.98
General Journal	10/23/2025			payroll process...	General		001 General Fu...	28.98	57.96
General Journal	10/23/2025			payroll process...	General		001 General Fu...	2.40	60.36
Total Payroll Processing-C								60.36	60.36
<b>Contracted Services C</b>									
Bill	10/01/2025	94651	Advantage Technolog...	INV 94561 Sep...	General		20000 - Accoun...	75.00	75.00
Credit	10/01/2025	94697	Advantage Technolog...	CM 94697 for l...	General		20000 - Accoun...	-2,093.75	-2,018.75
Bill	10/01/2025	94650	Advantage Technolog...	INV 94650 Mit...	General		20000 - Accoun...	93.75	-1,925.00
Bill	10/01/2025	94523	Advantage Technolog...	UPS failure Ofi...	General		20000 - Accoun...	247.50	-1,677.50
Credit Card Charge	10/09/2025	2007008	Merry Maids	Breeden, office...	General		P-Card	204.00	-1,473.50
Credit Card Charge	10/22/2025	188969	Merry Maids	Breeden, office...	General		P-Card	204.00	-1,269.50
Bill	10/27/2025	HF-10...	Wicked Design, LLC	Logo design s...	General		20000 - Accoun...	570.00	-699.50
Bill	10/31/2025	58431	AC & T Co., Inc.	Portable sanita...	General		20000 - Accoun...	773.00	73.50
Total Contracted Services C								73.50	73.50
<b>Insurance and Bonds</b>									
Bill	10/21/2025	37108...	ENCOVA Insurance	Payment 3, W...	General		20000 - Accoun...	61.23	61.23
Total Insurance and Bonds								61.23	61.23
<b>Leased Equipment C</b>									
Check	10/09/2025	EFT	Leaf	Copier lease O...	General		001 General Fu...	104.50	104.50
Total Leased Equipment C								104.50	104.50
<b>Maint &amp; Repairs to Bldgs. C</b>									
Credit Card Charge	10/27/2025	657590	Amazon.com	Breeden, HVA...	General		P-Card	154.71	154.71
Total Maint & Repairs to Bldgs. C								154.71	154.71
<b>Pension Expense C</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	202.07	202.07
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	209.91	411.98
Total Pension Expense C								411.98	411.98
<b>Postage C</b>									
Credit Card Charge	10/02/2025	642857	US Post Office	Morse, postage	General		P-Card	10.48	10.48
Credit Card Charge	10/08/2025	868862	US Post Office	Breeden, post...	General		P-Card	21.54	32.02
Credit Card Charge	10/14/2025	012076	US Post Office	Kelly, postage	General		P-Card	78.00	110.02
Credit Card Charge	10/17/2025	917642	US Post Office	Morse, Postage	General		P-Card	33.09	143.11
Total Postage C								143.11	143.11
<b>PR Taxes Employer C</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	265.67	265.67
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	269.80	535.47
Total PR Taxes Employer C								535.47	535.47
<b>Professional Services C</b>									
Bill	10/31/2025	35564	Cox-Hollidayoung PLLC	Accounting se...	General		20000 - Accoun...	1,470.40	1,470.40
Total Professional Services C								1,470.40	1,470.40
<b>Salaries &amp; Wages C</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	3,472.84	3,472.84
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	3,526.76	6,999.60
Total Salaries & Wages C								6,999.60	6,999.60
<b>Telephone C</b>									
Credit Card Charge	10/07/2025	JulY 2...	US Cellular	JULY	General		P-Card	247.01	247.01
Bill	10/20/2025	1025	Frontier	Telephone 202...	General		20000 - Accoun...	210.81	457.82
Bill	10/20/2025	07308...	Frontier	OCT usage	General		20000 - Accoun...	76.35	534.17
Bill	10/25/2025	82993...	Comcast Internet	Internet 2025 ...	General		20000 - Accoun...	56.63	590.80
Credit Card Charge	10/30/2025	OCT20...	US Cellular	cell phones OCT	General		P-Card	152.44	743.24
Total Telephone C								743.24	743.24
<b>Utilities C</b>									
Bill	10/01/2025	00010...	Harpers Ferry Water ...	September us...	General		20000 - Accoun...	30.60	30.60
Bill	10/08/2025	11008...	Potomac Edison	September us...	General		20000 - Accoun...	149.96	180.56
Bill	10/08/2025	11014...	Potomac Edison	Sept usage To...	General		20000 - Accoun...	21.07	201.63
Bill	10/24/2025	34486...	Waste Management ...	OCT 2025 tow...	General		20000 - Accoun...	192.11	393.74
Bill	10/28/2025	11008...	Potomac Edison	Sept usage To...	General		20000 - Accoun...	151.50	545.24
Total Utilities C								545.24	545.24

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>220 G - Advertising/Legal Publications</b>									
Bill	10/02/2025	72023	Jefferson Publishing ...	INV 72023 Sno...	General		20000 - Accoun...	29.58	29.58
Bill	10/23/2025	72148	Jefferson Publishing ...	INV 72148 Sho...	General		20000 - Accoun...	27.80	57.38
Bill	10/30/2025	72224	Jefferson Publishing ...	INV 72224 Noti...	General		20000 - Accoun...	43.58	100.96
Total 220 G - Advertising/Legal Publications								100.96	100.96
<b>341 G - Materials &amp; Supplies C</b>									
Credit Card Charge	10/01/2025	258013	Amazon.com	Kelly Shredder	General		P-Card	164.00	164.00
Credit Card Charge	10/01/2025	258013	Amazon.com	Kelly, I Pad an...	General		P-Card	352.00	516.00
Credit Card Charge	10/01/2025	722714	Amazon.com	Kelly UPS Bac...	General		P-Card	129.95	645.95
Credit Card Charge	10/01/2025	722714	Amazon.com	Kelly UPS Bac...	General		P-Card	129.95	775.90
Credit Card Charge	10/07/2025		Adobe Pro	Kelly, subscrip...	General		P-Card	21.19	797.09
Credit Card Charge	10/08/2025		Zoom Video Commu...	Kelly zoom	General		P-Card	92.97	890.06
Bill	10/08/2025	0190M...	Journal, The	Annual Subscr...	General		20000 - Accoun...	182.00	1,072.06
Credit Card Charge	10/27/2025	COT 2...	MicroSoft	kelly, visio	General		P-Card	5.30	1,077.36
Bill	10/28/2025	428X1...	Culligan Water	Water	General		20000 - Accoun...	27.91	1,105.27
Credit Card Charge	10/30/2025	848680	Wal Mart	Breeden, office...	General		P-Card	50.24	1,155.51
Bill	10/31/2025	35564	CoxHollidayyoung PLLC	RN access 20...	General		20000 - Accoun...	74.67	1,230.18
Total 341 G - Materials & Supplies C								1,230.18	1,230.18
Total 001.440 - City Hall								12,634.48	12,634.48
<b>001.700 - Police Dept</b>									
<b>Pension</b>									
<b>Pension-P</b>									
General Journal	10/09/2025			payroll 10/9	Police		001 General Fu...	282.11	282.11
General Journal	10/23/2025			payroll 10/23	Police		001 General Fu...	313.81	595.92
Total Pension-P								595.92	595.92
<b>Pension MPFRS - P</b>									
General Journal	10/09/2025			payroll 10/9	Police		001 General Fu...	501.88	501.88
General Journal	10/23/2025			payroll 10/23	Police		001 General Fu...	568.11	1,069.99
Total Pension MPFRS - P								1,069.99	1,069.99
Total Pension								1,665.91	1,665.91
<b>Departmental Supplies-P</b>									
<b>Auto Supplies and Fuel - P</b>									
Check	10/01/2025	EFT	Fuelman	NP69067570 ...	Police		001 General Fu...	1,581.16	1,581.16
Total Auto Supplies and Fuel - P								1,581.16	1,581.16
<b>Payroll Processing-P</b>									
General Journal	10/09/2025			payroll process...	Police		001 General Fu...	28.98	28.98
General Journal	10/23/2025			payroll process...	Police		001 General Fu...	28.98	57.96
Total Payroll Processing-P								57.96	57.96
<b>Office Supplies and Materials</b>									
Credit Card Charge	10/01/2025	722714	Amazon.com	Kelly UPS Bac...	Police		P-Card	519.80	519.80
Credit Card Charge	10/20/2025	951257	Amazon.com	Breeden, paper	Police		P-Card	26.85	546.65
Credit Card Charge	10/27/2025	808180	Amazon.com	Breeden, office...	Police		P-Card	63.54	610.19
Credit Card Charge	10/30/2025	848680	Wal Mart	Breeden, office...	Police		P-Card	7.16	617.35
Bill	10/31/2025	35564	CoxHollidayyoung PLLC	RN access 20...	Police		20000 - Accoun...	74.67	692.02
Total Office Supplies and Materials								692.02	692.02
Total Departmental Supplies-P								2,331.14	2,331.14
<b>PEIA/Workers Comp-P</b>									
<b>246P - OPEB - Police</b>									
Check	10/09/2025	eft	PEIA	Police 2025 OCT	Police		Harpers Ferry P...	36.00	36.00
Total 246P - OPEB - Police								36.00	36.00
<b>PEIA/Workers Comp-P - Other</b>									
Check	10/09/2025	EFT	PEIA	POLIC PEIA Pr...	Police		Harpers Ferry P...	5,386.94	5,386.94
Total PEIA/Workers Comp-P - Other								5,386.94	5,386.94
Total PEIA/Workers Comp-P								5,422.94	5,422.94
<b>Maintenance and Repairs-Auto-P</b>									
Bill	10/20/2025	2025-1...	CARS	INV 1984 Alter...	Police		20000 - Accoun...	2,843.29	2,843.29
Bill	10/30/2025	2025-2...	CARS	INV 2060 Oil c...	Police		20000 - Accoun...	104.22	2,947.51
Total Maintenance and Repairs-Auto-P								2,947.51	2,947.51
<b>PR Taxes Employer -P</b>									
General Journal	10/09/2025			payroll 10/9	Police		001 General Fu...	954.21	954.21
General Journal	10/23/2025			payroll 10/23	Police		001 General Fu...	1,080.78	2,034.99
Total PR Taxes Employer -P								2,034.99	2,034.99
<b>Printing-Leased Equip. - P</b>									
Check	10/02/2025	EFT	DDL Business	lease printer O...	Police		001 General Fu...	71.50	71.50
Check	10/03/2025	EFT	DDL Business	Prop tax 2025	Police		001 General Fu...	54.72	126.22
Bill	10/22/2025	120202	DDL Business	INV 120202 qu...	Police		20000 - Accoun...	25.00	151.22
Total Printing-Leased Equip. - P								151.22	151.22

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Property Ins and Bonds-P</b>									
Bill	10/21/2025	37108...	ENCOVA Insurance	Payment 3, W...	Police		20000 · Accoun...	726.31	726.31
Total Property Ins and Bonds-P								726.31	726.31
<b>Salaries and Wages-P</b>									
General Journal	10/09/2025			payroll 10/9	Police		001 General Fu...	12,572.98	12,572.98
General Journal	10/23/2025			payroll 10/23	Police		001 General Fu...	14,209.95	26,782.93
Check	10/23/2025	16928	Bureau For Child Sup...	Garnishment C...	Police		001 General Fu...	156.92	26,939.85
Check	10/23/2025	16929	Bureau For Child Sup...	Garnishment C...	Police		001 General Fu...	156.92	27,096.77
Total Salaries and Wages-P								27,096.77	27,096.77
<b>Telephone-P</b>									
Credit Card Charge	10/07/2025	JulY 2...	US Cellular	JULY	Police		P-Card	247.01	247.01
Bill	10/20/2025	1025	Frontier	Telephone 202...	Police		20000 · Accoun...	210.81	457.82
Bill	10/20/2025	07308...	Frontier	OCT usage	Police		20000 · Accoun...	76.35	534.17
Bill	10/25/2025	82993...	Comcast Internet	Internet 2025 ...	Police		20000 · Accoun...	56.63	590.80
Credit Card Charge	10/30/2025	OCT20...	US Cellular	cell phones OCT	Police		P-Card	152.44	743.24
Total Telephone-P								743.24	743.24
<b>Utilities-P</b>									
Bill	10/01/2025	00010...	Harpers Ferry Water ...	September Us...	Police		20000 · Accoun...	30.60	30.60
Check	10/04/2025	eft	ADT Security	2025 OCT	Police		001 General Fu...	74.88	105.48
Bill	10/08/2025	11008...	Potomac Edison	September us...	Police		20000 · Accoun...	148.37	253.85
Bill	10/24/2025	34486...	Waste Management ...	OCT 2025 tow...	Police		20000 · Accoun...	71.72	325.57
Total Utilities-P								325.57	325.57
<b>Wireless-P</b>									
Bill	10/05/2025	28733...	AT&T	ACCT 287334...	Police		20000 · Accoun...	466.75	466.75
Total Wireless-P								466.75	466.75
<b>WV, Friendship</b>									
Check	10/02/2025	EFT	State of WV	September 20...	Police		General Court F...	168.00	168.00
Total WV, Friendship								168.00	168.00
Total 001.700 · Police Dept								44,080.35	44,080.35
<b>001.750 · Street Department</b>									
<b>Auto Supplies (Gas &amp; Oil) St</b>									
Bill	10/06/2025	NP692...	Fuelman	NP69270981	General		20000 · Accoun...	132.18	132.18
Total Auto Supplies (Gas & Oil) St								132.18	132.18
<b>Equipment Rent St</b>									
Bill	10/09/2025	27733...	AC & T Co., Inc.	INV 27733CM	General		20000 · Accoun...	80.00	80.00
Bill	10/21/2025	88691	JR Jefferson Rentals,...	Contract 8869...	General		20000 · Accoun...	231.73	311.73
Total Equipment Rent St								311.73	311.73
<b>Group Ins. St</b>									
Bill	10/21/2025	37108...	ENCOVA Insurance	Payment 3, W...	General		20000 · Accoun...	250.26	250.26
Total Group Ins. St								250.26	250.26
<b>Material and Supplies St</b>									
Credit Card Charge	10/02/2025	5031188	Home Depot	Waters, Trash ...	General		P-Card	121.85	121.85
Credit Card Charge	10/03/2025	728777	Home Depot	Waters, trash ...	General		P-Card	59.97	181.82
Total Material and Supplies St								181.82	181.82
<b>Pension Expense St</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	203.36	203.36
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	209.17	412.53
Total Pension Expense St								412.53	412.53
<b>PR Taxes Employer St</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	172.86	172.86
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	177.80	350.66
Total PR Taxes Employer St								350.66	350.66
<b>Salaries &amp; Wages St</b>									
General Journal	10/09/2025			payroll 10/9	General		001 General Fu...	2,259.60	2,259.60
General Journal	10/23/2025			payroll 10/23	General		001 General Fu...	2,324.16	4,583.76
Total Salaries & Wages St								4,583.76	4,583.76
<b>Utilities St</b>									
Bill	10/01/2025	00020...	Harpers Ferry Water ...	September Us...	General		20000 · Accoun...	240.00	240.00
Total Utilities St								240.00	240.00
Total 001.750 · Street Department								6,462.94	6,462.94

Corp. of Harpers Ferry

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

October 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
001.751 · Street Lights									
Utilities SI									
Bill	10/03/2025	11008...	Potomac Edison	September Us...	General		20000 · Accoun...	1,356.24	1,356.24
Bill	10/08/2025	11011...	Potomac Edison	September us...	General		20000 · Accoun...	39.51	1,395.75
Total Utilities SI								1,395.75	1,395.75
Total 001.751 · Street Lights								1,395.75	1,395.75
417 · Office of Attorney									
Bill	10/01/2025	1239953	Bowles Rice LLP	INV 1239953 S...	General		20000 · Accoun...	390.00	390.00
Total 417 · Office of Attorney								390.00	390.00
Total Expense								98,669.38	98,669.38
Net Ordinary Income								118,475.35	118,475.35
Net Income								118,475.35	118,475.35



Item 4.b.1  
Budv Act Water

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Accrual Basis

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

	Jul - Oct 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
131 - SB234 Reserve Transfer	25,200.00	80,379.00	-55,179.00	31.4%
General	0.00			
<b>400 - Water Department Income</b>				
Bond Renewal & Repl 2.5% trnfr	10,000.00	29,250.00	-19,250.00	34.2%
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%
421 - Non Utility Income				
419 - Interest	4,003.16	2,000.00	2,003.16	200.2%
421 - Non Utility Income - Other	1,517.87	0.00	1,517.87	100.0%
<b>Total 421 - Non Utility Income</b>	<b>5,521.03</b>	<b>2,000.00</b>	<b>3,521.03</b>	<b>276.1%</b>
461 - Customers - Water Bill Payments	347,449.27	1,176,700.00	-829,250.73	29.5%
462.1 - Annual Fire Service Fee	110.76	3,000.00	-2,889.24	3.7%
471 - PSD bill processing	11,375.00	36,000.00	-24,625.00	31.6%
471.b - Misc Revenue Recovery Reimb	0.00	40,000.00	-40,000.00	0.0%
472 - AT&T Rent	0.00	0.00	0.00	0.0%
<b>Total 400 - Water Department Income</b>	<b>374,456.06</b>	<b>1,288,950.00</b>	<b>-914,493.94</b>	<b>29.1%</b>
<b>Total Income</b>	<b>399,656.06</b>	<b>1,369,329.00</b>	<b>-969,672.94</b>	<b>29.2%</b>
<b>Gross Profit</b>	<b>399,656.06</b>	<b>1,369,329.00</b>	<b>-969,672.94</b>	<b>29.2%</b>
<b>Expense</b>				
400 - Water Department				
Bond Interest	86,843.39	350,460.16	-263,616.77	24.8%
631.1 - Prof Services-Accounting-Water	4,345.95	15,000.00	-10,654.05	29.0%
131.3 Water Trnfrs to Reserve	25,200.00	80,379.00	-55,179.00	31.4%
334. New Meters	1,085.52	1,500.00	-414.48	72.4%
334.0 Maintenance of Meters	0.00	1,584.29	-1,584.29	0.0%
341.2 Capital Outlay - Auto	2,588.96	7,766.88	-5,177.92	33.3%
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	198.59	1,500.00	-1,301.41	13.2%
675.3 Memberships/Dues/subscript	0.00	700.00	-700.00	0.0%
Maintenance of Mains	4,654.11	63,200.00	-58,545.89	7.4%
127 - Bond Renewal & Replacement Fund	10,000.00	29,250.00	-19,250.00	34.2%
408.10 - Assessments	2,287.35	2,400.00	-112.65	95.3%
408.12 - PR Taxes Employer Expense	9,951.55	34,229.99	-24,278.44	29.1%
427.3 - Municipal Bond Commission	3,053.08	18,600.00	-15,546.92	16.4%
601.3 - Plant - Salaries & Wages	89,617.72	312,955.19	-223,337.47	28.6%
601.7 - Office - Salaries & Wages	42,333.68	114,919.70	-72,586.02	36.8%
604.8 - Pension Exp	12,294.98	44,258.79	-31,963.81	27.8%
605.8 - Employee PEIA Benefits	22,263.04	65,000.00	-42,736.96	34.3%

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Accrual Basis

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

	Jul - Oct 25	Budget	\$ Over Budget	% of Budget
615.3 · Utilities W	10,304.43	40,000.00	-29,695.57	25.8%
618.3 · Plant Chemicals	6,241.05	17,000.00	-10,758.95	36.7%
620.3 · Plant - Material & Supplies	2,827.94	7,000.00	-4,172.06	40.4%
620.6 · Maintenance of Hydrants	2,517.08	2,000.00	517.08	125.9%
620.7 · Postage And Cust Acctg Supplies	3,718.25	9,000.00	-5,281.75	41.3%
620.7c · Customer Acct Exp Material Supp	0.00	0.00	0.00	0.0%
620.8 · Office Supplies & Expenses	4,141.91	33,100.00	-28,958.09	12.5%
620.8PM · Plant Maintenance MS	1,885.22	7,500.00	-5,614.78	25.1%
631.3 · Lab Services	2,475.14	9,000.00	-6,524.86	27.5%
631.4PM · Plant Maintenance CS	23,020.00	25,000.00	-1,980.00	92.1%
631.8 · Legal Fees and Studies	3,802.50	8,000.00	-4,197.50	47.5%
631.8 · Security 911 Notification	187.25	800.00	-612.75	23.4%
642.8 · Leased Equipment W	458.56	1,000.00	-541.44	45.9%
650.8 · Auto & Transportation Expenses	2,564.04	17,000.00	-14,435.96	15.1%
656.8 · Ins-Property, Liability, Workers	7,540.43	29,000.00	-21,459.57	26.0%
660.8 · Advertising & Legal Publication	600.13	1,000.00	-399.87	60.0%
675.3 · Training, Education, & Certif	240.00	3,000.00	-2,760.00	8.0%
675.8 · Telephone W	3,968.41	8,700.00	-4,731.59	45.6%
<b>Total 400. · Water Department</b>	<b>393,210.26</b>	<b>1,369,329.00</b>	<b>-976,118.74</b>	<b>28.7%</b>
<b>Total Expense</b>	<b>393,210.26</b>	<b>1,369,329.00</b>	<b>-976,118.74</b>	<b>28.7%</b>
<b>Net Ordinary Income</b>	<b>6,445.80</b>	<b>0.00</b>	<b>6,445.80</b>	<b>100.0%</b>
<b>Net Income</b>	<b>6,445.80</b>	<b>0.00</b>	<b>6,445.80</b>	<b>100.0%</b>

Item 4.6.1  
P+L - Water

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Accrual Basis

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

October 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	10/31/2025				Water		131.3 Water Tra...	5,700.00	5,700.00
Total 131 - SB234 Reserve Transfer								5,700.00	5,700.00
<b>400 - Water Department Income</b>									
<b>Bond Renewal &amp; Repl 2.5%trnfr</b>									
General Journal	10/31/2025			Reserves	Water		127 - Bond Ren...	2,200.00	2,200.00
Total Bond Renewal & Repl 2.5% trnfr								2,200.00	2,200.00
<b>421 - Non Utility Income</b>									
<b>419. - Interest</b>									
Deposit	10/31/2025			Interest	Water		HF Water Work...	9.79	9.79
Deposit	10/31/2025			Interest	Water		Water Fund Ch...	68.21	78.00
Deposit	10/31/2025			Interest	Water		CNB Reserve (...)	21.58	99.58
Deposit	10/31/2025			Interest	Water		CNB CWCR S...	488.33	587.91
Deposit	10/31/2025			Interest	Water		Contruction Fun...	34.21	622.12
Deposit	10/31/2025			Interest	Water		Water Improve...	36.46	658.58
Deposit	10/31/2025			Interest	Water		CNB Renew & ...	377.59	1,036.17
Deposit	10/31/2025			Interest	Water		CNB Renew & ...	21.58	1,057.75
Deposit	10/31/2025			Interest	Water		2024 Const Tru...	9.11	1,066.86
Total 419. - Interest								1,066.86	1,066.86
Total 421 - Non Utility Income								1,066.86	1,066.86
<b>461 - Customers - Water Bill Payments</b>									
<b>462 - Customer Hydrants</b>									
Deposit	10/03/2025			Fire Protection	Water		Water Fund Ch...	240.00	240.00
Deposit	10/22/2025			Fire Protection	Water		Water Fund Ch...	37.86	277.86
Deposit	10/22/2025			Fire Protection	Water		Water Fund Ch...	20.82	298.68
Deposit	10/28/2025			Fire Protection	Water		Water Fund Ch...	270.00	568.68
Deposit	10/29/2025			Fire Protection	Water		Water Fund Ch...	20.82	589.50
Total 462 - Customer Hydrants								589.50	589.50
<b>461 - Customers - Water Bill Payments - Other</b>									
General Journal	10/31/2025		Harpers Ferry_v	To adjust A/R ...	Water		141 Accounts R...	54,142.21	54,142.21
Total 461 - Customers - Water Bill Payments - Other								54,142.21	54,142.21
Total 461 - Customers - Water Bill Payments								54,731.71	54,731.71
<b>471 - PSD bill processing</b>									
Invoice	10/09/2025	202510	HF Bolivar Public Ser...	Monthly paym...	Water		141 Accounts R...	500.00	500.00
Invoice	10/09/2025	202510	HF Bolivar Public Ser...	Bills for Septe...	Water		141 Accounts R...	2,340.00	2,840.00
Total 471 - PSD bill processing								2,840.00	2,840.00
Total 400 - Water Department Income								60,838.57	60,838.57
Total Income								66,538.57	66,538.57
Gross Profit								66,538.57	66,538.57
<b>Expense</b>									
<b>400. - Water Department</b>									
<b>Bond Interest</b>									
<b>341.9 - Water Bond Debt Service (2024)</b>									
Check	10/20/2025	ACH	CNB BANK		Water		Water Fund Ch...	692.99	692.99
Total 341.9 - Water Bond Debt Service (2024)								692.99	692.99
<b>427.3 - Bonds Payable - Series C</b>									
Check	10/15/2025	EFT	USDA	2025 OCT	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	10/11/2025	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								21,745.99	21,745.99
<b>631.1 - Prof Services-Accounting-Water</b>									
Bill	10/31/2025	35564	CoxHollidayyoung PLLC	Accounting Se...	Water		20000 - Accoun...	735.00	735.00
Total 631.1 - Prof Services-Accounting-Water								735.00	735.00
<b>131.3 Water Tranfs to Reserve</b>									
General Journal	10/31/2025				Water		131 - SB234 Re...	5,700.00	5,700.00
Total 131.3 Water Tranfs to Reserve								5,700.00	5,700.00
<b>334. New Meters</b>									
Credit Card Charge	10/30/2025	821050	USA Bluebook	Paradis, meters	Water		P-Card	161.90	161.90
Credit Card Charge	10/30/2025	828055	USA Bluebook	Paradis, meters	Water		P-Card	242.85	404.75
Total 334. New Meters								404.75	404.75
<b>341.2 Capital Outlay - Auto</b>									
Check	10/27/2025	EFT	Bank of Charles Town	Water Truck Lo...	Water		Water Fund Ch...	647.24	647.24



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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total 341.2 Capital Outlay - Auto								647.24	647.24
<b>675.3 Uniforms</b>									
Credit Card Charge	10/08/2025	16914	Amazon.com	Spalding, boots	Water		P-Card	155.68	155.68
Credit Card Charge	10/27/2025	106056	USA Bluebook	Paradis, hard ...	Water		P-Card	42.91	198.59
Total 675.3 Uniforms								198.59	198.59
<b>Maintenance of Mains</b>									
<b>620.6 - Materials and Supplies</b>									
Bill	10/06/2025	108864	Sisler's Stone Inc	INV 148864 cr...	Water		20000 - Accoun...	114.00	114.00
Bill	10/06/2025	148374	Sisler's Stone Inc	INV 148374 cr...	Water		20000 - Accoun...	114.00	228.00
Credit Card Charge	10/13/2025	31490	Home Depot	Paradis, PVC ...	Water		P-Card	50.86	278.86
Bill	10/20/2025	150774	Sisler's Stone Inc	INV 150774	Water		20000 - Accoun...	119.00	397.86
Credit Card Charge	10/21/2025	34081	W-L Construction & P...	Paradis, paving	Water		P-Card	234.46	632.32
Total 620.6 - Materials and Supplies								632.32	632.32
Total Maintenance of Mains								632.32	632.32
<b>127 - Bond Renewal &amp; Replacement Fund</b>									
General Journal	10/31/2025			Reserves	Water		Bond Renewal ...	2,200.00	2,200.00
Total 127 - Bond Renewal & Replacement Fund								2,200.00	2,200.00
<b>408.10 - Assessments</b>									
Bill	10/06/2025	513708	WV Department of E...	Groundwater P...	Water		20000 - Accoun...	150.00	150.00
Total 408.10 - Assessments								150.00	150.00
<b>408.12 - PR Taxes Employer Expense</b>									
General Journal	10/09/2025			payroll 10/9	Water		001 General Fu...	664.45	664.45
General Journal	10/09/2025			payroll 10/9	Water		001 General Fu...	435.99	1,100.44
General Journal	10/23/2025			payroll 10/23	Water		001 General Fu...	679.89	1,780.33
General Journal	10/23/2025			payroll 10/23	Water		001 General Fu...	460.22	2,240.55
Total 408.12 - PR Taxes Employer Expense								2,240.55	2,240.55
<b>601.3 - Plant - Salaries &amp; Wages</b>									
General Journal	10/09/2025			payroll 10/9	Water		001 General Fu...	8,712.44	8,712.44
General Journal	10/23/2025			payroll 10/23	Water		001 General Fu...	8,914.34	17,626.78
Check	10/23/2025	15419	Stephanie Rockenba...	Garnishment A...	Water		Water Fund Ch...	182.27	17,809.05
Total 601.3 - Plant - Salaries & Wages								17,809.05	17,809.05
<b>601.7 - Office - Salaries &amp; Wages</b>									
General Journal	10/09/2025			payroll 10/9	Water		001 General Fu...	5,781.66	5,781.66
General Journal	10/23/2025			payroll 10/23	Water		001 General Fu...	6,098.47	11,880.13
Total 601.7 - Office - Salaries & Wages								11,880.13	11,880.13
<b>604.8 - Pension Exp</b>									
General Journal	10/09/2025			payroll 10/9	Water		001 General Fu...	784.13	784.13
General Journal	10/09/2025			payroll 10/9	Water		001 General Fu...	520.35	1,304.48
General Journal	10/23/2025			payroll 10/23	Water		001 General Fu...	802.28	2,106.76
General Journal	10/23/2025			payroll 10/23	Water		001 General Fu...	548.86	2,655.62
Total 604.8 - Pension Exp								2,655.62	2,655.62
<b>605.8 - Employee PEIA Benefits</b>									
<b>OPEB - Water</b>									
Check	10/09/2025	eft	PEIA	Water 2025 OCT	Water		Harpers Ferry P...	72.00	72.00
Total OPEB - Water								72.00	72.00
<b>605.8 - Employee PEIA Benefits - Other</b>									
Check	10/09/2025	EFT	PEIA	Water PEIA Pr...	Water		Harpers Ferry P...	4,767.90	4,767.90
Total 605.8 - Employee PEIA Benefits - Other								4,767.90	4,767.90
Total 605.8 - Employee PEIA Benefits								4,839.90	4,839.90
<b>615.3 - Utilities W</b>									
Bill	10/01/2025	00010...	Harpers Ferry Water ...	September Us...	Water		20000 - Accoun...	30.62	30.62
Bill	10/07/2025	11008...	Potomac Edison	September us...	Water		20000 - Accoun...	2,358.89	2,389.51
Bill	10/07/2025	11015...	Potomac Edison	September us...	Water		20000 - Accoun...	18.15	2,407.66
Bill	10/07/2025	11008...	Potomac Edison	September us...	Water		20000 - Accoun...	10.00	2,417.66
Bill	10/24/2025	34486...	Waste Management ...	OCT 2025 tow...	Water		20000 - Accoun...	71.72	2,489.38
Total 615.3 - Utilities W								2,489.38	2,489.38
<b>620.3 - Plant - Material &amp; Supplies</b>									
Credit Card Charge	10/03/2025	175134	Amazon.com	Spalding plant ...	Water		P-Card	81.04	81.04
Credit Card Charge	10/03/2025	93654	Home Depot	Spalding, clea...	Water		P-Card	108.35	189.39
Credit Card Charge	10/17/2025	849050	USA Bluebook	Paradis, lab ch...	Water		P-Card	871.98	1,061.37
Total 620.3 - Plant - Material & Supplies								1,061.37	1,061.37
<b>620.7 - Postage And Cust Acctg Supplies</b>									
Bill	10/01/2025	20251...	Bank of Charles Town	Oct bills Sep u...	Water		20000 - Accoun...	539.56	539.56
Credit Card Charge	10/08/2025	774937	Amazon.com	Spalding, enve...	Water		P-Card	120.28	659.84
Credit Card Charge	10/09/2025	663370	US Post Office	Lambert, posta...	Water		P-Card	7.85	667.69
Credit Card Charge	10/22/2025	432497	US Post Office	Kelly, Postage ...	Water		P-Card	10.48	678.17
Total 620.7 - Postage And Cust Acctg Supplies								678.17	678.17
<b>620.8 - Office Supplies &amp; Expenses</b>									



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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
<b>631.2 - Payroll Processing-Water</b>									
General Journal	10/09/2025			payroll process...	Water		001 General Fu...	28.99	28.99
General Journal	10/23/2025			payroll process...	Water		001 General Fu...	28.99	57.98
Total 631.2 - Payroll Processing-Water								57.98	57.98
<b>620.8 - Office Supplies &amp; Expenses - Other</b>									
Credit Card Charge	10/03/2025	175134	Amazon.com	Spalding office...	Water		P-Card	138.03	138.03
Credit Card Charge	10/08/2025	774937	Amazon.com	Spalding, scan...	Water		P-Card	151.00	289.03
Credit Card Charge	10/22/2025	6000121	Business Center	Kelly, overnigh...	Water		P-Card	50.31	339.34
Bill	10/28/2025	428X1...	Culligan Water	Water	Water		20000 - Accoun...	27.90	367.24
Bill	10/31/2025	35564	Cox-Hollidayyoung PLLC	RN Access 20...	Water		20000 - Accoun...	74.66	441.90
Total 620.8 - Office Supplies & Expenses - Other								441.90	441.90
Total 620.8 - Office Supplies & Expenses								499.88	499.88
<b>620.8PM - Plant Maintenance MS</b>									
Credit Card Charge	10/08/2025	774937	Amazon.com	Spalding, trash...	Water		P-Card	40.66	40.66
Credit Card Charge	10/17/2025	849050	USA Bluebook	Paradis, lock b...	Water		P-Card	86.80	127.46
Credit Card Charge	10/27/2025	106056	USA Bluebook	Paradis, hardn...	Water		P-Card	95.46	222.92
Total 620.8PM - Plant Maintenance MS								222.92	222.92
<b>631.3 - Lab Services</b>									
Bill	10/10/2025	25306...	Pace Analytical	INV 2530638685	Water		20000 - Accoun...	865.00	865.00
Bill	10/16/2025	25306...	Pace Analytical	INV 2530639703	Water		20000 - Accoun...	98.00	963.00
Bill	10/23/2025	WAT2...	West Virginia DHHR	400 - Water D...	Water		20000 - Accoun...	23.00	986.00
Bill	10/24/2025	ENV26...	West Virginia DHHR	INV ENV26-320	Water		20000 - Accoun...	20.00	1,006.00
Bill	10/30/2025	WAT2...	West Virginia DHHR	INV WAT26-11...	Water		20000 - Accoun...	23.00	1,029.00
Total 631.3 - Lab Services								1,029.00	1,029.00
<b>631.4PM - Plant Maintenance CS</b>									
Bill	10/09/2025	OCTO...	Dodson Septic Tank ...	OCT 2025	Water		20000 - Accoun...	475.00	475.00
Bill	10/13/2025	385	Homewood Lawn Care	INV 385	Water		20000 - Accoun...	175.00	650.00
Total 631.4PM - Plant Maintenance CS								650.00	650.00
<b>642.8 - Leased Equipment W</b>									
Bill	10/01/2025	34428...	Waste Management ...	INV 3446511-2...	Water		20000 - Accoun...	118.36	118.36
Total 642.8 - Leased Equipment W								118.36	118.36
<b>650.8 - Auto &amp; Transportation Expenses</b>									
Bill	10/06/2025	NP692...	Fuelman	NP69270980	Water		20000 - Accoun...	408.27	408.27
Credit Card Charge	10/23/2025	266490	Bouncie.com	Paradis, mont...	Water		P-Card	25.05	433.32
Total 650.8 - Auto & Transportation Expenses								433.32	433.32
<b>656.8 - Ins-Property, Liability, Workers</b>									
Bill	10/21/2025	37108...	ENCOVA Insurance	Payment 3, W...	Water		20000 - Accoun...	1,945.20	1,945.20
Bill	10/23/2025	20004...	Cincinnati Insurance ...	Bonds - Cathr...	Water		20000 - Accoun...	75.00	2,020.20
Total 656.8 - Ins-Property, Liability, Workers								2,020.20	2,020.20
<b>660.8 - Advertising &amp; Legal Publication</b>									
Bill	10/02/2025	72024	Jefferson Publishing ...	INV 72024 Sno...	Water		20000 - Accoun...	24.06	24.06
Bill	10/08/2025	WV25...	Miss Utility	SEP 2025 Calls	Water		20000 - Accoun...	38.70	62.76
Total 660.8 - Advertising & Legal Publication								62.76	62.76
<b>675.8 - Telephone W</b>									
Credit Card Charge	10/07/2025	July 2...	US Cellular	s JULY	Water		P-Card	247.00	247.00
Bill	10/13/2025	11/2025	Comcast Internet	Internet phone	Water		20000 - Accoun...	196.44	443.44
Bill	10/20/2025	1025	Frontier	Telephone 202...	Water		20000 - Accoun...	210.80	654.24
Bill	10/20/2025	07308...	Frontier	OCT usage	Water		20000 - Accoun...	76.36	730.60
Bill	10/25/2025	82993...	Comcast Internet	Internet 2025 ...	Water		20000 - Accoun...	56.63	787.23
Credit Card Charge	10/30/2025	OCT20...	US Cellular	cell phones OCT	Water		P-Card	152.43	939.66
Total 675.8 - Telephone W								939.66	939.66
Total 400 - Water Department								82,044.16	82,044.16
Total Expense								82,044.16	82,044.16
Net Ordinary Income								-15,505.59	-15,505.59
<b>Net Income</b>								<b>-15,505.59</b>	<b>-15,505.59</b>

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Bud v actual - 5m

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Accrual Basis

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

	Jul - Oct 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
General				
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	47,816.15	88,884.00	-41,067.85	53.8%
303 · Oil & Gas Severance Tax	670.65	2,500.00	-1,829.35	26.8%
304 · Excise Tax on Utilities	4,515.85	6,500.00	-1,984.15	69.5%
305 · Business and Occupation Tax	119,048.44	210,000.00	-90,951.56	56.7%
306 · Liquor & Wine Tax	6,353.56	10,000.00	-3,646.44	63.5%
307 · Animal Control Tax	67.50	110.00	-42.50	61.4%
308 · Hotel Motel	43,522.38	80,000.00	-36,477.62	54.4%
314 · Sales Tax Revenue	189,320.02	285,000.00	-95,679.98	66.4%
320 · Fines, Fees & Court Cost	8,990.00	20,000.00	-11,010.00	45.0%
320_399 · Police Department Rev Sources	12,039.34	25,000.00	-12,960.66	48.2%
325 · Licenses	2,498.00	6,500.00	-4,002.00	38.4%
326 · Building Permit Fees	8,790.00	10,000.00	-1,210.00	87.9%
327 · Miscellaneous Permits (Parking)	824.00	800.00	24.00	103.0%
328 · Franchise Fees	746.05	3,300.00	-2,553.95	22.6%
330 · IRP Fees	1,122.91	5,000.00	-3,877.09	22.5%
340 · Parks and Rec.	534.00	5,000.00	-4,466.00	10.7%
342 · Parking Meter Revenue	109,542.46	180,000.00	-70,457.54	60.9%
345 · Rents & Concessions	20,207.50	90,000.00	-69,792.50	22.5%
365 · Federal Government Grants	0.00	9,000.00	-9,000.00	0.0%
366 · State Government Grants	14,700.00	14,700.00	0.00	100.0%
367 · Other Grants	1,103.57			
368 · Contributions from other Entiti	0.00	80,000.00	-80,000.00	0.0%
376 · Table Gaming Income	4,442.17	13,000.00	-8,557.83	34.2%
380 · Interest Earned on Investments	2,027.24	4,000.00	-1,972.76	50.7%
382 · Refunds and Rebates	493.94	1,600.00	-1,106.06	30.9%
397 · Lottery	8,303.52	39,000.00	-30,696.48	21.3%
399 · Miscellaneous Revenue	1,002.00	1,000.00	2.00	100.2%
405 · Board of Zoning-Appeal	0.00	100.00	-100.00	0.0%
Total General	608,681.25	2,399,194.00	-1,790,512.75	25.4%
386 · Insurance Claims	946.72	0.00	946.72	100.0%
Total Income	609,627.97	2,399,194.00	-1,789,566.03	25.4%
Gross Profit	609,627.97	2,399,194.00	-1,789,566.03	25.4%

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Accrual Basis

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

	Jul - Oct 25	Budget	\$ Over Budget	% of Budget
<b>Expense</b>				
001.809 Grants Health/Sanitatio	0.00	11,000.00	-11,000.00	0.0%
001.760 Parking	7,829.90	17,418.66	-9,588.76	45.0%
405 - Board of Zoning Appeals	0.00	300.00	-300.00	0.0%
<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	67,000.00	-50,257.60	25.0%
001.977 - Street and Transportation	4,387.00	170,000.00	-165,613.00	2.6%
<b>Total Capital Projects Expenditures</b>	<b>21,129.40</b>	<b>740,812.20</b>	<b>-719,682.80</b>	<b>2.9%</b>
<b>Culture &amp; Rec Exp</b>				
900 - Parks	649.86	6,630.00	-5,980.14	9.8%
901 - Visitors Bureau -H	26,905.70	40,000.00	-13,094.30	67.3%
906 - Arts & Humanities -H	7,104.05	100,000.00	-92,895.95	7.1%
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>34,659.61</b>	<b>152,130.00</b>	<b>-117,470.39</b>	<b>22.8%</b>
001.402 - Economic Development	1,623.87	11,000.00	-9,376.13	14.8%
001.409 - Office of Mayor	7,176.68	22,600.00	-15,423.32	31.8%
001.410 - Members of Council	5,396.00	21,900.00	-16,504.00	24.6%
001.411 - Office of Recorder	1,635.00	6,515.00	-4,880.00	25.1%
001.413 - Office of Treasurer	27,910.48	79,545.62	-51,635.14	35.1%
001.415 - Office of City Clerk	28,843.49	79,648.33	-50,804.84	36.2%
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	82,425.84	292,509.10	-210,083.26	28.2%

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Accrual Basis

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

	Jul - Oct 25	Budget	\$ Over Budget	% of Budget
001.699 - Contingencies	0.00	105,462.87	-105,462.87	0.0%
001.700 - Police Dept	194,401.12	640,389.17	-445,988.05	30.4%
001.706 - Fire Dept	0.00	4,000.00	-4,000.00	0.0%
001.750 - Street Department	32,457.22	117,963.05	-85,505.83	27.5%
001.751 - Street Lights	5,570.08	19,500.00	-13,929.92	28.6%
001.752 - Street Signs	55.00	1,000.00	-945.00	5.5%
001.753 - Snow Removal	0.00	45,000.00	-45,000.00	0.0%
001.759 - Public Transit	0.00	4,500.00	-4,500.00	0.0%
417 - Office of Attorney	2,040.00	10,000.00	-7,960.00	20.4%
<b>Total Expense</b>	<b>453,619.06</b>	<b>2,399,194.00</b>	<b>-1,945,574.94</b>	<b>18.9%</b>
<b>Net Ordinary Income</b>	<b>156,008.91</b>	<b>0.00</b>	<b>156,008.91</b>	<b>100.0%</b>
<b>Net Income</b>	<b>156,008.91</b>	<b>0.00</b>	<b>156,008.91</b>	<b>100.0%</b>



Item 4. b. i  
Check Detail

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12/01/25

Corp. of Harpers Ferry  
Check Detail  
November 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	11/03/2025	Potomac Edison		001 General Fund Ac...		-1,356.24
Bill	110084...	10/03/2025			Utilities SI	-1,356.24	1,356.24
TOTAL						-1,356.24	1,356.24
Bill Pmt -Check	ACH	11/04/2025	Fuelman		001 General Fund Ac...		-208.36
Bill	NP694...	11/04/2025			Auto Supplies (Gas & ...	-208.36	208.36
TOTAL						-208.36	208.36
Bill Pmt -Check	ACH	11/04/2025	Fuelman		Water Fund Checking		-433.15
Bill	NP694...	11/04/2025			650.8 · Auto & Transp...	-433.15	433.15
TOTAL						-433.15	433.15
Bill Pmt -Check	ACH	11/06/2025	Potomac Edison		Water Fund Checking		-10.00
Bill	110081...	10/07/2025			615.3 · Utilities W	-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	ACH	11/06/2025	Potomac Edison		Water Fund Checking		-18.15
Bill	110158...	10/07/2025			615.3 · Utilities W	-18.15	18.15
TOTAL						-18.15	18.15
Bill Pmt -Check	ACH	11/06/2025	Potomac Edison		Water Fund Checking		-2,358.89
Bill	110083...	10/07/2025			615.3 · Utilities W	-2,358.89	2,358.89
TOTAL						-2,358.89	2,358.89
Bill Pmt -Check	ACH	11/07/2025	Potomac Edison		001 General Fund Ac...		-39.51
Bill	110119...	10/08/2025			Utilities SI	-39.51	39.51
TOTAL						-39.51	39.51
Bill Pmt -Check	ACH	11/07/2025	Potomac Edison		001 General Fund Ac...		-149.96
Bill	110081...	10/08/2025			Utilities C	-149.96	149.96
TOTAL						-149.96	149.96
Bill Pmt -Check	ACH	11/07/2025	Potomac Edison		001 General Fund Ac...		-151.50
Bill	110081...	10/28/2025			Utilities C	-151.50	151.50
TOTAL						-151.50	151.50
Bill Pmt -Check	ACH	11/07/2025	Potomac Edison		001 General Fund Ac...		-21.07
Bill	110147...	10/08/2025			Utilities C	-21.07	21.07
TOTAL						-21.07	21.07
Check	eft	11/01/2025	West Virginia Munic...		Water Fund Checking		-1,953.00
					USDA Reserve	-1,953.00	1,953.00
TOTAL						-1,953.00	1,953.00

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	11/11/2025	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	11/13/2025	PEIA		Harpers Ferry Payrol...		-132.00
					OPEB - General	-12.00	12.00
					246P - OPEB - Police	-36.00	36.00
					OPEB - Water	-72.00	72.00
					Employee Benefits	-12.00	12.00
TOTAL						-132.00	132.00
Check	EFT	11/03/2025	State of WV		General Court Fund		-312.00
					WV, Friendship	-312.00	312.00
TOTAL						-312.00	312.00
Check	EFT	11/05/2025	Fuelman		001 General Fund Ac...		-1,188.90
					Auto Supplies and Fu...	-1,188.90	1,188.90
TOTAL						-1,188.90	1,188.90
Check	EFT	11/10/2025	Leaf		001 General Fund Ac...		-121.81
					Leased Equipment C	-60.91	60.91
					Due To General	-60.90	60.90
TOTAL						-121.81	121.81
Check	EFT	11/10/2025	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	11/13/2025	PEIA		Harpers Ferry Payrol...		-12,700.86
					PEIA/Workers Comp-P	-5,386.94	5,386.94
					605.8 - Employee PEI...	-4,767.90	4,767.90
					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						-12,700.86	12,700.86
Check	EFT	11/13/2025	US BANK		001 General Fund Ac...		-9,486.46
					P-Card	-3,162.15	3,162.15
					P-Card	-3,162.15	3,162.15
					P-Card	-3,162.16	3,162.16
TOTAL						-9,486.46	9,486.46
Bill Pmt -Check	115	11/12/2025	Gwin Dobson & Fore...		2024 Const Trust Fu...		-15,021.53
Bill	91747	09/30/2025			Construction in Progr...	-15,021.53	15,021.53
TOTAL						-15,021.53	15,021.53

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	370	11/10/2025	Harper Cemetary		Hotel Motel Tax		-600.00
					906 · Arts & Humaniti...	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Check	371	11/14/2025	Vital Signs		Hotel Motel Tax		-195.00
Bill	12918	11/14/2025			906 · Arts & Humaniti...	-195.00	195.00
TOTAL						-195.00	195.00
Check	372	11/24/2025	Taylor Bishop		Hotel Motel Tax		-420.00
					906 · Arts & Humaniti...	-420.00	420.00
TOTAL						-420.00	420.00
Check	2967	11/24/2025	Nancy Dalby		General Court Fund		0.00
TOTAL						0.00	0.00
Check	15427	11/05/2025	HF Bolivar Public Se...		Water Fund Checking		-9,413.08
					Due To PSD	-9,413.08	9,413.08
TOTAL						-9,413.08	9,413.08
Bill Pmt -Check	15428	11/05/2025	Harpers Ferry Water ...		Water Fund Checking		-31.45
Bill	000100...	11/01/2025			615.3 · Utilities W	-10.49	31.45
					Utilities-P	-10.48	31.45
					Utilities C	-10.48	31.45
TOTAL						-31.45	94.35
Bill Pmt -Check	15429	11/05/2025	Law Office of Hoy S...		Water Fund Checking		-617.50
Bill	4741	11/01/2025			631.8 · Legal Fees an...	-357.50	357.50
Bill	4742	11/01/2025			631.8 · Legal Fees an...	-260.00	260.00
TOTAL						-617.50	617.50
Bill Pmt -Check	15430	11/10/2025	Commonwealth Disp...		Water Fund Checking		-19,200.00
Bill	2141	09/08/2025			631.4PM · Plant Maint...	-19,200.00	19,200.00
TOTAL						-19,200.00	19,200.00
Bill Pmt -Check	15431	11/13/2025	CITCO Water		Water Fund Checking		-361.51
Bill	100324...	11/06/2025			618.3 · Plant Chemicals	-361.51	361.51
TOTAL						-361.51	361.51
Bill Pmt -Check	15432	11/14/2025	Homewood Lawn Care		Water Fund Checking		-525.00
Bill	385	10/13/2025			631.4PM · Plant Maint...	-175.00	175.00
Bill	390	11/10/2025			631.4PM · Plant Maint...	-350.00	350.00
TOTAL						-525.00	525.00

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	15433	11/14/2025	ENCOVA Insurance		Water Fund Checking		-854.94
Bill	371315...	11/02/2025			Insurance and Bonds	-17.10	26.20
					Property Ins and Bond...	-208.16	318.96
					Group Ins. St	-71.72	109.90
					656.8 · Ins-Property, Li...	-557.96	854.94
TOTAL						-854.94	1,310.00
Bill Pmt -Check	15434	11/14/2025	Advantage Technolo...		Water Fund Checking		-459.69
Bill	95360	11/01/2025			Contracted Services C	-142.81	428.43
					Contracted Services-P	-142.81	428.43
					620.8 · Office Supplie...	-142.82	428.44
					620.8 · Office Supplie...	-31.25	31.25
TOTAL						-459.69	1,316.55
Bill Pmt -Check	15435	11/17/2025	Miss Utility		Water Fund Checking		-20.10
Bill	WV25-...	11/10/2025			660.8 · Advertising & ...	-20.10	20.10
TOTAL						-20.10	20.10
Bill Pmt -Check	15436	11/20/2025	Dodson Septic Tank ...		Water Fund Checking		-475.00
Bill	NOV 2...	11/18/2025			631.4PM · Plant Maint...	-475.00	475.00
TOTAL						-475.00	475.00
Check	15437	11/20/2025	Fringe Benefits Man...		Water Fund Checking		-293.12
					24000 · Payroll Liabilit...	-293.12	293.12
TOTAL						-293.12	293.12
Bill Pmt -Check	15438	11/20/2025	CoxHollidayoung PL...		Water Fund Checking		-809.66
Bill	35564	10/31/2025			Office Supplies and M...	-24.88	74.67
					341 G · Materials & S...	-24.89	74.67
					Professional Services C	-490.05	1,470.40
					620.8 · Office Supplie...	-24.88	74.66
					631.1 · Prof Services-...	-244.96	735.00
TOTAL						-809.66	2,429.40
Bill Pmt -Check	15439	11/20/2025	Pace Analytical		Water Fund Checking		-208.90
Bill	253064...	11/19/2025			631.3 · Lab Services	-208.90	208.90
TOTAL						-208.90	208.90
Bill Pmt -Check	15440	11/20/2025	Automated Office Eq...		Water Fund Checking		-174.99
Bill	155621	11/20/2025			620.8 · Office Supplie...	-87.49	174.99
					341 G · Materials & S...	-87.50	174.99
TOTAL						-174.99	349.98
Bill Pmt -Check	15441	11/20/2025	West Virginia Rural ...		Water Fund Checking		-424.00
Bill	FY 2026	11/20/2025			675.3Memberships/D...	-424.00	424.00
TOTAL						-424.00	424.00



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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	16935	11/05/2025	Harpers Ferry Water ...		001 General Fund Ac...		-352.95
Bill	000100...	11/01/2025			615.3 · Utilities W	-20.96	31.45
					Utilities-P	-20.97	31.45
					Utilities C	-20.97	31.45
Bill	000200...	11/01/2025			Utilities St	-240.00	240.00
Bill	000350...	11/01/2025			Utilities Pa	-50.05	50.05
TOTAL						-352.95	384.40
Bill Pmt -Check	16936	11/05/2025	CARS		001 General Fund Ac...		-3,073.34
Bill	2025-1...	10/20/2025			Maintenance and Rep...	-2,843.29	2,843.29
Bill	2025-2...	10/30/2025			Maintenance and Rep...	-104.22	104.22
Bill	2025-2...	11/04/2025			Maintenance and Rep...	-125.83	125.83
TOTAL						-3,073.34	3,073.34
Bill Pmt -Check	16937	11/05/2025	TEK ADVISORS		001 General Fund Ac...		-118.75
Bill	3366	11/01/2025			Contracted Services-P	-118.75	118.75
TOTAL						-118.75	118.75
Bill Pmt -Check	16938	11/10/2025	State Certified Pest ...		001 General Fund Ac...		-125.00
Bill	88036	09/30/2025			Maint & Repairs to Bld...	-125.00	125.00
TOTAL						-125.00	125.00
Check	16939	11/10/2025	Stampfer, Timothy		001 General Fund Ac...		-42.00
					001.761 Parking Exp...	-42.00	42.00
TOTAL						-42.00	42.00
Bill Pmt -Check	16940	11/10/2025	Axon Enterprise Inc		001 General Fund Ac...		-4,133.58
Bill	INUS3...	11/01/2025			Police Dept Supplies	-4,133.58	4,133.58
TOTAL						-4,133.58	4,133.58
Bill Pmt -Check	16941	11/10/2025	Jefferson Publishing...		001 General Fund Ac...		-27.80
Bill	72148	10/23/2025			220 G · Advertising/Le...	-27.80	27.80
TOTAL						-27.80	27.80
Bill Pmt -Check	16942	11/10/2025	Bowles Rice LLP		001 General Fund Ac...		-390.00
Bill	1239953	10/01/2025			417 · Office of Attorney	-390.00	390.00
TOTAL						-390.00	390.00
Check	16943	11/14/2025	Rockhaven Properti...		001 General Fund Ac...		-20.00
					326 · Building Permit ...	-20.00	20.00
TOTAL						-20.00	20.00
Bill Pmt -Check	16944	11/14/2025	ENCOVA Insurance		001 General Fund Ac...		-455.06
Bill	371315...	11/02/2025			Insurance and Bonds	-9.10	26.20
					Property Ins and Bond...	-110.80	318.96
					Group Ins. St	-38.18	109.90
					656.8 · Ins-Property,Li...	-296.98	854.94
TOTAL						-455.06	1,310.00

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12/01/25

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	16945	11/14/2025	Jefferson Publishing...		001 General Fund Ac...		-43.58
Bill	72224	10/30/2025			220 G · Advertising/Le...	-43.58	43.58
TOTAL						-43.58	43.58
Bill Pmt -Check	16946	11/14/2025	Motorola Solutions		001 General Fund Ac...		-672.00
Bill	823054...	11/07/2025			Police Dept Supplies	-672.00	672.00
TOTAL						-672.00	672.00
Bill Pmt -Check	16947	11/14/2025	Advantage Technolo...		001 General Fund Ac...		-856.86
Bill	95360	11/01/2025			Contracted Services C	-285.62	428.43
					Contracted Services-P	-285.62	428.43
					620.8 · Office Supplie...	-285.62	428.44
TOTAL						-856.86	1,285.30
Bill Pmt -Check	16948	11/17/2025	DDL Business		001 General Fund Ac...		-75.00
Bill	120552	11/13/2025			Printing-Leased Equip...	-75.00	75.00
TOTAL						-75.00	75.00
Bill Pmt -Check	16949	11/17/2025	CARS		001 General Fund Ac...		-372.27
Bill	2025-2...	11/11/2025			Maintenance and Rep...	-372.27	372.27
TOTAL						-372.27	372.27
Bill Pmt -Check	16950	11/17/2025	CARS		001 General Fund Ac...		-1,351.50
Bill	2025-2...	11/10/2025			Maintenance and Rep...	-1,351.50	1,351.50
TOTAL						-1,351.50	1,351.50
Check	16951	11/20/2025	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	16952	11/19/2025	DDL Business		001 General Fund Ac...		-75.00
Bill	120202	10/22/2025			Printing-Leased Equip...	-25.00	25.00
Bill	117339A	11/18/2025			Printing-Leased Equip...	-25.00	25.00
Bill	118699A	11/18/2025			Printing-Leased Equip...	-25.00	25.00
TOTAL						-75.00	75.00
Bill Pmt -Check	16953	11/20/2025	CoxHollidayoung PL...		001 General Fund Ac...		-1,619.74
Bill	35564	10/31/2025			Office Supplies and M...	-49.79	74.67
					341 G · Materials & S...	-49.78	74.67
					Professional Services C	-980.35	1,470.40
					620.8 · Office Supplie...	-49.78	74.66
					631.1 · Prof Services-...	-490.04	735.00
TOTAL						-1,619.74	2,429.40
Bill Pmt -Check	16954	11/20/2025	Automated Office Eq...		001 General Fund Ac...		-174.99
Bill	155621	11/20/2025			620.8 · Office Supplie...	-87.50	174.99
					341 G · Materials & S...	-87.49	174.99
TOTAL						-174.99	349.98

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12/01/25

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	16955	11/20/2025	Kevin Carden		001 General Fund Ac...		-600.00
					Data Processing C	-600.00	600.00
TOTAL						-600.00	600.00
Check	16956	11/20/2025	Kevin Carden_C		001 General Fund Ac...		-63.57
					341 G - Materials & S...	-63.57	63.57
TOTAL						-63.57	63.57
Bill Pmt -Check	16957	11/25/2025	Jefferson Publishing...		001 General Fund Ac...		-45.22
Bill	72391	11/13/2025			220 G - Advertising/Le...	-45.22	45.22
TOTAL						-45.22	45.22

Item 4. b. ii

Checks over Purchasing Threshold for approval				
Town Council Meeting 12/8/2025				
Check #	Vendor	INV #		Amount
104	Greenridge Contractors	10294264, 10294266	Union & Niagra, 957 Washington	\$ 10,441.97
16950	CARS	2121	Cruiser Repair	\$ 1,351.50

*Attachment*  
*Item 5. a.?*

## Harpers Ferry Dark Skies Committee

### Recommendations

#### **Potomac Street**

- The town shall endeavor to either change or modify the fixtures that were installed as part of the Potomac Street Project to better align with the standards herein.

#### **Dark Skies Committee**

- does it continue, if so what does it do?
- Certain wording within the policy would need to be altered if discontinued

#### **Light meter selection**

- See light meter guide as prepared by Jesse Melton
- Professional grade meter was recommended for use in the corporation
- Selection of meter directly impacts the wording of ordinance

#### **"Quick Guide" checklist for newbuilds and renovations**

- Incorporate light processes into OCO flow chart
- Measurement standards
- Use of standard of no more than 25 lumens/square foot for outdoor lighting

#### **New radial wave light locations**

- Night walks revealed areas of possible overlap and increase in coverage

#### **Recognition program**

- Sticker from the town if you're certified by the chapter

#### **Promotion of astrotourism**

#### **Promotion of new standards**

- door to door
- flyer
- open house
- Town website, fb, newsletter
- Contact the local press
- Local chapter

#### **For future consideration**

- DarkSky town certification
  - Light curfew
  - Light amortization
- Lighting zones

#### **Enforcement**



- Night audits by OCO as generated per concerns received
- Recommended light measurement technique. Light level measurements shall be made at the property line of the property upon which light to be measured is being generated. If measurement on private property is not possible or practical, light level measurements may be made at the boundary of the public street right-of-way that adjoins the property of the complainant or at any other location on the property of the complainant. Measurements shall be made at finished grade (ground level), with the light-registering portion of the meter held parallel to the ground pointing up. The meter shall have cosine and color correction and have an accuracy tolerance of no greater than plus or minus five percent. Measurements shall be taken with a light meter that has been calibrated within two years. Light levels are specified, calculated and measured in footcandles. All footcandle values below are maintained footcandles.
- Night audits should be performed at approximately the same time after sunset and during the same phase of the moon (new moon) to avoid erroneous readings.

#### **Proposed "Bulb Out" Notification**

- Anyone can email or call Town Hall, or via web form
- An electronic log of out bulbs or damaged fixtures is kept
  - Date of request
  - Requester
  - Fixture location
  - Nature of issue (bulb out, fixture damage, etc.)
- The list is passed along to Potomac Edison once each month for service (pending discussion with them)
- Additional bulbs are ordered when the stock falls below 10
- A list and/or map of pole numbers with corresponding addresses would be helpful. Pole numbers might be obtained from Potomac Edison. Use of QR codes could be helpful.

**Traffic code:** add related language to 311 - Safety and Equipment

#### **• Lights on Vehicles**

The use of bright exterior accessory lights, spot lights, or aftermarket light bars are prohibited on all motor vehicles within the municipality, except on vehicles operated by law enforcement officers, licensed maintenance crews, emergency responders, or first responders. Flashing or blinking lights are also prohibited on vehicles unless they are operated by the above exempt groups and with temporary exceptions for use during celebrations such as sanctioned parades on town streets. In accordance with WV state law, motor vehicle headlights must be properly aligned downward in a way that illuminates the road in front of the vehicle and does not shine directly into the eyesight of oncoming drivers. In accordance with federal law, aftermarket replacement LED headlight bulbs that fail to meet the Federal Motor Vehicle Safety Standards (FMVSS) are prohibited. Headlight high beams over 2,513 lumens per light are also prohibited within the municipality unless operated by the exempt group of responders listed above.

# DarkSky Ordinance Compliance Assurance

There are three general categories of instrument for measuring light levels for light pollution analysis. They range from simple tools with narrow functionality, precision, and accuracy, to more sophisticated tools with comprehensive functionality and precision and accuracy traceable to National Institutes of Standards and Technology. The prices range accordingly.

## Basic Meter

The DR Meter LX1330B Illuminance Meter is an entry level tool that provides illuminance measures in Foot Candles and Lux with built in converter. It can measure incandescent light from 0.1-200,000 Lux, but accuracy is +/- 3%. Meaning in very low light levels the readings cannot be considered reliable without an extended period of data collection and statistical analysis and is unreliable for use with LED lighting. This meter can be used when light is egregiously bright and some sort of metric is necessary for enforcing compliance, however it may not be suitable for borderline situations and will almost certainly not withstand a legal challenge. The LX1330B is less than \$100.





## Professional Grade Meter



The Digi-Sense 20250-00 is a professional grade tool providing measurements in Lux or foot candles with a resolution of 0.01 Lux (much higher than the previously mentioned meter) and an accuracy of  $\pm 3\%$  at 10,000 Lux. It is NIST traceable. However, it is not reliable with all LED colors or technologies. This is a good, all around option, but the limitations with LEDs must be considered. The Digi-Sense 20250-00 costs about \$230.

## Science-Grade Meter

The International Light Technologies ILT350 Illuminance Spectrophotometer is a science grade device that outputs in foot candles and Lux in a range of 0-100,000 Lux. It not only captures brightness data, it also provides CCT light color information. It works with all visible light sources. It is NIST traceable and has ISO/IEC 17025:2017 accredited calibration. The cost is \$1,700.



## Conclusion

As with most types of instrumentation, there are tradeoffs. Light pollution analysis has the twofold challenge of requiring very high light sensitivity and the ability to cope with LED



lighting technology. The only single instrument solutions are expensive. If working with LEDs is a primary requirement, it is possible to have a two instrument solution for less than a single integrated device, but the cost is still high.

### **Recommendation**

The cost/benefit analysis favors the Digi-Sense meter for its high light sensitivity and relative ease of use. The instrument is NIST traceable and should prove resilient to legal challenges. If LED lighting becomes a source of contention an LED specific meter can be considered.

### **Notes**

From a measurement perspective, at the very low levels currently specified in the ordinance it may be difficult to measure light and light trespass for the luminaire in question. At the very least, it may require coordination with neighboring property owners to turn off their lights during the sampling process.

## **Corporation of Harpers Ferry**

### **Outdoor Lighting Policy and Guidelines**

#### **1. Purpose of Outdoor Lighting Ordinance**

The purpose of this Ordinance is to provide regulations for outdoor lighting that will:

- (a) Minimize light pollution, light trespass, glare, and skyglow;
- (b) Ensure adequate lighting for night-time safety, utility, security, productivity, enjoyment, and commerce;
- (c) Promote historically-appropriate, energy efficient lighting practices and systems;
- (d) Help protect the natural environment from adverse effects of night lighting;
- (e) Safeguard the nighttime aesthetics of Harpers Ferry, including preservation of the night sky for astronomy, astrotourism, and sensitivity to night sky heritage; and
- (f) Apply policies and procedures promoted by professional lighting organizations such as DarkSky International (DSI), Leadership in Energy and Environmental Design (LEED), the Illuminating Engineering Society of North America (IESNA), and the Illuminating Engineering Society (IES) to achieve lighting goals.

The town shall also endeavor to cooperate with neighboring jurisdictions to achieve these purposes.

#### **2. Applicability**

The general policy is for the minimum amount of lighting necessary to be used in a uniform and equitable manner throughout the town, on both public and private property.

Except as described below, all outdoor lighting installed after the passage date of this Ordinance shall comply with these requirements. This includes but is not limited to new lighting and replacement lighting, whether attached to structures, poles, the earth, or any other location, including lighting installed by any third party.

#### **3. Lighting Guidelines**

##### **(a) Lighting Zones**

- (1) Lighting zones are not currently in effect, but may be adopted in the future.

##### **(b) Illumination Levels**

- (1) Illumination levels shall be appropriate to the application. Illumination levels shall not be greater than is reasonably necessary for its purpose, in order to minimize light trespass and glare.

##### **(c) Lighting Control**

- (1) All lighting shall be located, aimed, designed, shielded, and maintained so as not to present a hazard to drivers or pedestrians by impairing their ability to safely travel and so as not to create a nuisance by projecting or reflecting objectionable light onto a neighboring use or property.
- (2) The illumination projected from any use onto a residential or wooded property shall not exceed 0.1 footcandle, measured line-of-sight and from any point on the receiving residential property.



- (3) The illumination projected from any property onto a non-residential or non-wooded property shall not exceed 1.0 footcandle, measured line-of-sight from any point on the receiving property.
- (4) Vegetation screens shall not serve as the primary means for controlling glare. Glare control shall be achieved primarily using such means as fixture location, aiming, design, shielding, and illumination level.
- (d) Total Site Lumen Limit for New Builds or Renovations Involving Significant Light Changes
  - (1) The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using either the Parking Space Method (Table A) or the Hardscape Area Method (Table B). Only one method shall be used per permit application, and for sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens.
  - (2) The total installed initial luminaire lumens is calculated as the sum of the initial luminaire lumens for all luminaires.

PRESCRIPTIVE METHOD EXAMPLE - COMPLIANCE CHART			
<i>Lamp Descriptions</i>	<i>QTY</i>	<i>Initial Luminaire Lumens</i>	<i>Total</i>
70 W Metal Halide	8	3,920	31,360
150 W Metal Halide	20	9,600	192,000
18 W LED	24	1,020	24,480
TOTAL INITIAL LUMINAIRE LUMENS			247,840
SITE ALLOWED TOTAL INITIAL LUMENS*			250,000
PROJECT IS COMPLIANT?			YES

\* Listed below is the method of determining the allowed total initial lumen for non-residential outdoor lighting using the hardscape areamethod. (Table B).

SITE ALLOWED TOTAL INITIAL LUMENS	
<i>Site Description</i>	Light Commercial
<i>Lighting Zone</i>	LZ-2
<i>Hardscape Area (SF)</i>	100,000
<i>Allowed Lumens per SF of Hardscape (Table B)</i>	2.5
<i>Site Allowed Total Initial Lumens (lumens per SF X hardscape area)</i>	250,000

- (e) Lamps
  - (1) Fixtures shall be of a type and design appropriate to the lighting application.
  - (2) For the lighting of predominantly horizontal surfaces, such as roadways, sidewalks, parking lots, and building entrances, fixtures shall be fully-shielded and aimed straight down, light is no more than 10 degrees from the nadir.

- (3) For the lighting of predominantly non-horizontal surfaces where downward, fully-shielded fixtures are impractical (e.g., facades, landscaping, monuments), fixtures shall be located, aimed, and shielded to avoid lighting nuisances and hazards and limit impacts on the night sky.
- (4) Fixtures with the DarkSky International's (DSI) seal of approval are preferred and strongly encouraged. Timers and/or motion sensors are highly recommended. Light sources shall have a "warm" correlated color temperature (CCT) at or below 3000K. Higher CCTs include more blue light which has a negative impact on glare, human health, and the night sky.
- (f) Municipal Streets, Sidewalks, Walkways, and Crosswalks
  - (1) The town's municipal light fixtures enable safe walking along its primary corridors and residential areas, and enhance safety at intersections and crosswalks. The town's current "radial wave" fixtures shall be maintained, and additional radial wave fixtures may be installed as deemed necessary and prudent. All fixtures shall be equipped with DarkSky compliant LED bulbs that mimic the diffuse-light characteristics of the fixtures' legacy incandescent bulbs to the greatest extent possible, within the framework of this Ordinance.
  - (2) Other types of fixtures may be considered in the future. Any such fixtures must conform with this Ordinance's standards, as well as the town's historical guidelines.
- (g) Municipal Buildings and Property
  - (1) Light fixtures and bulbs attached to or illuminating areas around municipal buildings, and on municipal properties, shall be brought into compliance with the standards herein within four years of the passage of this ordinance. This includes but is not limited to the Town Hall/Post Office complex, and properties owned by the town through the Harpers Ferry Water Works or any other holding.

#### **4. Lighting Prohibitions**

The following types of outdoor lighting are specifically prohibited:

- (a) Lighting that could reasonably be confused for a traffic control device.
- (b) Lighting that is oriented upward, except as otherwise provided for in this ordinance.
- (c) Search lights, laser source lights, or any similar high intensity lights unless otherwise exempt.
- (d) Blinking, flashing, moving, flickering, changing intensity, changing color lights not otherwise permitted in this ordinance.
- (e) Any unshielded bulb, unless otherwise exempted.
- (f) A suspended string of lights with individual lamps larger than 15 lumens, unless otherwise exempted.
- (g) Any lighting fixture or device that is operated in such a manner as to constitute a hazard or danger to persons, or to safe vehicular operation.
- (h) Unshielded accent building mounted luminous tube lighting (such as neon, LED, fluorescent or other similar technology).
- (i) Flood lights.
- (j) Internally illuminated wall panels.
- (k) Lighting of any angled building surface (e.g., roof pitch), unless otherwise exempted.



## **5. Exemptions**

- (a) Lighting within public right-of-way or easement for the principal purpose of illuminating streets or roads is exempted from the standards herein, except as noted in the Municipal Streets, Sidewalks, Walkways, and Crosswalks section of this Ordinance.
- (b) The following conditions are exempted from the standards set forth in this subsection, provided that they do not constitute a public safety concern or create a nuisance, and are maintained in a safe condition.
  - (1) No exemption shall apply to any lighting within the public right of way or easement when the purpose of the luminaire is to illuminate areas outside the public right of way or easement, unless specified in this ordinance.
  - (2) Repairs to existing matching luminaires not exceeding 25% of total installed luminaires.
  - (3) Temporary lighting for theatrical, television, performance areas and permitted construction sites.
  - (4) Seasonal lighting displays or very low luminosity lighting displays using multiple lamps.
  - (5) Lighting that is only used under emergency conditions.
  - (6) Lighting fixtures of a historical nature, when compliance with these standards conflicts with the town's historical guidelines.
  - (7) Low voltage landscape lighting, but such lighting should be shielded in such a way as to eliminate glare and light trespass.
  - (8) Lighting required by federal, state, territorial, commonwealth or provincial laws or regulations.

## **6. Environmental**

Harpers Ferry is home to a number of plant and animal species which rely on regular day-night lighting cycles for healthy growth, natural balance, and migratory navigation. This includes a number of nocturnal species present in both the corporation and the national park. In order to protect and preserve the natural cycles of wildlife and plants, artificial lighting that shines into heavily wooded or conservation areas is discouraged. Nighttime lighting throughout public lands, including national park land, should be kept at minimum levels necessary to promote public safety while limiting any excess illumination, glare, or light trespass into the natural world. Current and future hiking and walking trails in wooded or conservation areas should not include artificial illumination.

## **7. Lighting Plan**

New construction and permitted renovations involving significant lighting changes.

- (a) For all new construction an exterior lighting plan is required prior to the issuing of a building permit. The lighting plan must be reviewed by the Ordinance Compliance Officer (OCO) and by the Planning Commission and Dark Skies Committee as appropriate. Inclusion of any prohibited lighting fixtures will result in rejection of the proposed lighting plan. The lighting plan must include the following elements:
  - (1) Key legend to the proposed lighting that provides the following information:



- A. The type and number of luminaire equipment (fixtures), including the "cut off characteristics", indicating manufacturer and model number(s).
  - B. Lamp source type (bulb type, e.g., high pressure sodium), lumen output, and wattage.
  - C. Mounting height with distance noted to the nearest property line for each luminaire.
  - D. Types of timing devices used to control the hours set for illumination, as well as the proposed hours when each fixture will be operated.
  - E. Total lumens for each fixture, and total square footage of areas to be illuminated.
  - F. Lighting manufacturer-supplied specifications ("cut sheets") that include photographs of the fixtures, indicating the certified "cut off characteristics" of the fixture.
- (2) Foot-candle distribution, plotting the light levels in foot-candles on the ground, at the designated mounting heights for the proposed fixtures. Maximum luminance levels should be expressed in foot-candle measurements on a grid of the site showing foot-candle readings in every five or ten-foot square. The grid shall include light contributions from all sources (e.g., pole mounted, wall mounted, Sign, and Street lights) and shall show foot-candle renderings five feet beyond the property lines.
  - (3) If requested by the Board of Zoning Appeals, Planning Commission, or Dark Skies Committee, an environmental impact statement regarding the impact of the exterior lighting proposed on flora, fauna, and the night sky.

## **8. Enforcement**

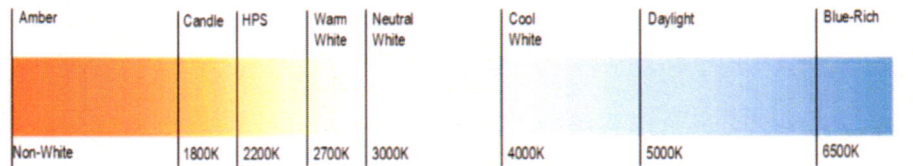
- (a) It shall be unlawful to install or operate an outdoor light fixture in violation of this ordinance.
- (b) The Ordinance Compliance Officer (OCO) is authorized to enforce the provisions of this ordinance.
- (c) If, after investigation, the Ordinance Compliance Officer (OCO) finds that any provision of this ordinance is being violated, the OCO shall give written notice by hand delivery or certified mail demanding that violation be abated within 30 calendar days of the dated notification.
- (d) Following an 18-month period after the enactment of this ordinance, if the violation is not abated within the 30-calendar day period, the OCO shall impose the following fines:
  - (1) \$100 for first offense
  - (2) \$300 for second offense or if first offense has not been corrected within 60 calendar days.
  - (3) \$500 for third offense, or if offense is not been corrected within 90 calendar days

## **9. GLOSSARY TERMS**

**Candela** – The metric unit luminous intensity (that is, power emitted by a light source in a particular direction, with wavelengths weighted by the luminosity function, a standardized model of the sensitivity of the human eye)

**Clutter** – bright, confusing, and excessive groupings of light sources

**CCT (correlated color temperature)** - The measured color appearance of light emitted by a light source described using a nominal value stated in kelvins (K). Lower CCTs (1800 K to 2200 K) appear very warm or amber. Medium CCTs (2700 K to 3000 K) appear “warm white,” similar to standard incandescent bulbs. High CCTs (4000 K and higher) appear “cool white” or “blue.”



**Direct glare** – Glare resulting from high luminances or insufficiently shielded light sources in the field of view. It is usually associated with bright areas, such as luminaires, ceilings, and windows that are outside the visual task or region being viewed. A direct glare source can also affect performance by distracting attention

**Directional lighting** – Lighting provided on the workplane or on an object. Light that is predominantly from a preferred direction

**Fixture** – see luminaire

**Flood lamp** – a form of lighting designed to direct its output in a specific direction with a reflector formed from the glass envelope of the lamp itself. Such lamps are so designated by the manufacturers and are typically used in residential outdoor area lighting

**Flood light** – a form of lighting designed to direct its output in a diffuse, more or less specific direction, with reflecting or refracting elements located external to the lamp. These lights are prohibited in the Corporation of Harpers Ferry

**Footcandle (FC)** – a quantitative unit measuring the amount of light (illumination) falling onto a given point. One footcandle equals one lumen per square foot

**Fully shielded** – a light fixture constructed, installed and maintained in such a manner that all light emitted from the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the fixture, is projected below the horizontal plane through the fixtures lowest light emitting part

**Glare** – the effect produced by a light source within the visual field that is sufficiently brighter than the level to which the eyes are adapted, to cause annoyance, discomfort, or loss of visual performance and ability



**Horizontal footcandles** – a quantity of illumination (footcandle(s)) at a given point that is measured or calculated at a specified height in a plane parallel to the line of sight when looking at the brightest light source in the field of view

**Illuminance** – the amount of light (luminous flux incident) at a point on a surface (measured in lux or footcandles)

**Lamp** – the device in a lighting fixture that provides illumination, typically a bulb, florescent tube, or light emitting diode (LED)

**Light pollution** – the excessive or inappropriate use of artificial light outdoors

**Light source** – the element of a lighting fixture that is the point of origin of the lumens emitted by the fixture

**Light trespass** – unwanted spillage of artificial light from one property onto another light which causes annoyance, discomfort, distraction, or a reduction in visibility

**Line of sight** – a straight line along which an observer has unobstructed vision

**Low luminosity lighting** – lighting fixtures whose lumen output does not exceed 1,000 lumens. See also Very low luminosity lighting

**Low level decorative lighting** – lighting fixtures whose lumen output does not exceed 60 lumens

**Low voltage lighting** – lighting equipment powered through a transformer such as a cable conductor that lowers the voltage supplied to the luminaires to 25v or less

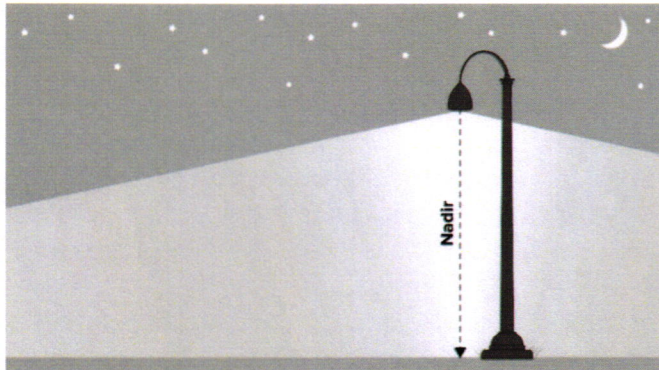
**Lumen** – a quantitative unit used to identify the amount of light emitted by a light source. A lamp is generally rated in lumens

**Luminaire** (light fixture) – a complete lighting unit consisting of a lamp or lamps and ballast(s) (when applicable) together with the parts designed to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply

**Lux** – a unit of illuminance. One lux equals one lumen per square meter. One footcandle equals 10.76 lux (often rounded to 10 lux for ease of use)

**Maintained footcandles** – luminance of lighting fixtures adjusted for a maintenance factor accounting for dirt build-up and lamp output depreciation. The maintenance factor used in the design process to account for this depreciation cannot be lower than 0.72 for high-pressure sodium and 0.64 for metal halide and mercury vapor

**Nadir** - A downward vertical vector directly beneath a luminaire, opposite to zenith.



**Outdoor display area** – areas used to show products, merchandize, or other items for evaluation (e.g., cars, RVs, boats, etc.)

**Outdoor performance area** – an area permanently dedicated to the public presentation of music, dance, theater, media arts, storytelling, oratory, or other performing arts, whether publicly or privately owned, including but not limited to amphitheaters and similar open or semi-enclosed structure

**Post mounted decorative fixtures** – luminaires/fixtures that are mounted on a post (typically a 20-foot mounting height or less) and are decorative in style and appearance

**Right-of-way** – a strip of land acquired by reservation, dedication, prescription, or condemnation and intended to be occupied by a street, trail, waterline, sanitary sewer, or other public utilities or facilities

**Seasonal lighting** – holiday/temporary lighting displays to be utilized less than 30 days in any one year

**Shield** – a device that is attached onto or inserted into a luminaire to alter the direction of light being emitted. A luminaire that has a shield attached or inserted is considered to be "shielded"

**Skyglow** – brightening of the night sky over inhabited areas

**Street light** – a luminaire that is used to light a street or roadway

**Top shield** – a shield that is attached onto the top part of the luminaire or inserted into a luminaire to reduce/prevent uplight

**Uplight** – the portion of luminous flux (light) from a luminaire emitted at angles above the horizontal

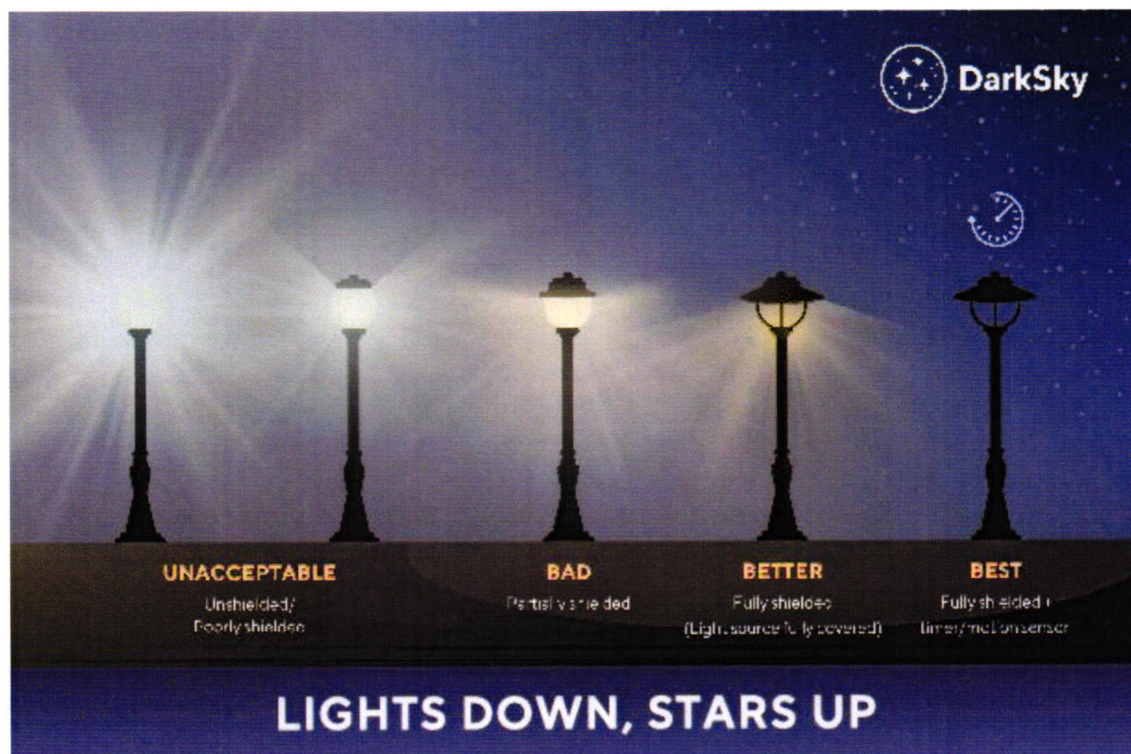


**Vertical footcandles** – a quantity of illumination (footcandle(s)) at a given point that is measured or calculated at a specified height in a plane perpendicular to the line of sight when looking at the brightest light source in the field of view

**Very low luminosity lighting** – temporary, seasonal, or permanent lighting fixtures whose luminosity does not exceed 15 lumens. See also low luminosity lighting

**Wall-mounted fixture** – a luminaire/fixture that is typically mounted on or attached to a wall, column or building surface

## 10. APPENDIX





**RESOLUTION #13 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	\$9,171.03	\$9,171.03
Terra Works	\$175,954.52	\$49,407.96	\$225,362.48
<b>TOTAL</b>	\$175,954.52	\$58,578.99	\$234,533.51

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

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor, Gregory Vaughn

# Contractor's Application for Payment

<b>Owner:</b>	The Corporation of Harpers Ferry	<b>Owner's Project No.:</b>	Contract No. 2
<b>Engineer:</b>	Gwin Dobson & Foreman	<b>Engineer's Project No.:</b>	N/A
<b>Contractor:</b>	Terra Works, Inc.	<b>Contractor's Project No.:</b>	24.029
<b>Project:</b>	Phase I: Distribution System Improvements Project		
<b>Contract:</b>	Contract No. 2		
<b>Application No.:</b>	6	<b>Application Date:</b>	11/24/2025
<b>Application Period:</b>	From 10/3/2025	to	11/18/2025

1. Original Contract Price	\$	3,290,000.00
2. Net change by Change Orders	\$	(155,360.04)
3. Current Contract Price (Line 1 + Line 2)	\$	3,134,639.96
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	3,134,639.96
5. Retainage		
a. 5% X \$ 3,134,639.96 Work Completed	\$	156,732.00
b. X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	156,732.00
6. Amount eligible to date (Line 4 - Line 5.c)	\$	2,977,907.96
7. Less previous payments (Line 6 from prior application)	\$	2,752,545.48
8. Amount due this application	\$	225,362.48
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	156,732.00

**Contractor's Certification**

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

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

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

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

**Contractor:** TERRA WORKS, INC.

**Signature:** Ryan W. Miles Sr. Digitally signed by Ryan W. Miles Sr.  
DN: C=US, E="rmiles@terra-works.com", O="Terra Works, Inc.", CN="Ryan W. Miles Sr."  
Date: 2025.11.24 20:39:17-0500

**Date:** 11/24/2025

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b>	<b>By:</b>
<b>Title:</b> Senior Project Engineer	<b>Title:</b>
<b>Date:</b> 11-25-2025	<b>Date:</b>
<b>Approved by Funding Agency</b>	
<b>By:</b>	<b>By:</b>
<b>Title:</b>	<b>Title:</b>
<b>Date:</b>	<b>Date:</b>

**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

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

Application No.: 6			Application Period: From 10/03/25 to 11/18/25			Application Date: 11/24/25									
Bid Item No.	Description	C	D	Contract Information		F	G	H	I	J	K	L			
				Units	Unit Price (\$)								Value of Bid Item (C X E) (\$)	Work Completed	
														Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)
Original Contract															
01.00	Waterline pipe					\$ -	\$	-		\$	-	\$			
	a. 10" dia C-900 PVC pipe	30.00	LF	\$	400.00	\$ 12,000.00	27.00	\$ 10,800.00		\$ 10,800.00	90%	\$ 1,200.00			
	b. 8" dia C-900 PVC pipe	400.00	LF	\$	250.00	\$ 100,000.00	137.00	\$ 34,250.00		\$ 34,250.00	34%	\$ 65,750.00			
	c. 6" dia C-900 PVC pipe	6,250.00	LF	\$	175.00	\$ 1,093,750.00	5,903.00	\$ 1,033,025.00		\$ 1,033,025.00	94%	\$ 60,725.00			
	d. 4" dia C-900 PVC pipe	1,300.00	LF	\$	170.00	\$ 221,000.00	1,191.00	\$ 202,470.00		\$ 202,470.00	92%	\$ 18,530.00			
	e. 2" dia C-900 PVC pipe	250.00	LF	\$	145.00	\$ 36,250.00	240.00	\$ 34,800.00		\$ 34,800.00	96%	\$ 1,450.00			
	f. 1" dia C-900 PVC pipe	450.00	LF	\$	135.00	\$ 60,750.00	848.00	\$ 114,480.00		\$ 114,480.00	188%	\$ (53,730.00)			
02.00	Steel casing pipe					\$ -	\$	-		\$	-	\$			
	a. 12" dia ASTM A-252 (open cut)	120.00	LF	\$	350.00	\$ 42,000.00	37.00	\$ 12,950.00		\$ 12,950.00	31%	\$ 29,050.00			
	b. 16" dia ASTM A-252 (open cut)	15.00	LF	\$	400.00	\$ 6,000.00		\$ -		\$ -	0%	\$ 6,000.00			
03.00	Waterline fittings					\$ -	\$	-		\$	-	\$			
	a. 10"x10"x6" cross, DIMJ w/ retainer glands	1.00	EA	\$	4,000.00	\$ 4,000.00	-	\$ -		\$ -	0%	\$ 4,000.00			
	b. 10"x10"x6" tee, DIMJ w/ retainer glands	3.00	EA	\$	4,000.00	\$ 12,000.00	1.00	\$ 4,000.00		\$ 4,000.00	33%	\$ 8,000.00			
	c. 8"x8"x8" tee, DIMJ w/ retainer glands	1.00	EA	\$	3,500.00	\$ 3,500.00	2.00	\$ 7,000.00		\$ 7,000.00	200%	\$ (3,500.00)			
	d. 8" 45 bend, DIMJ w/ retainer glands	2.00	EA	\$	2,500.00	\$ 5,000.00	2.00	\$ 5,000.00		\$ 5,000.00	100%	\$ -			
	e. 8" 22-1/2 bend, DIMJ w/ retainer glands	1.00	EA	\$	2,000.00	\$ 2,000.00	1.00	\$ 2,000.00		\$ 2,000.00	100%	\$ -			
	f. 8" cap, DIMJ w/ retainer glands	3.00	EA	\$	1,250.00	\$ 3,750.00	3.00	\$ 3,750.00		\$ 3,750.00	100%	\$ -			
	g. 8"x6" reducer, DIMJ w/ retainer glands	1.00	EA	\$	2,000.00	\$ 2,000.00	1.00	\$ 2,000.00		\$ 2,000.00	100%	\$ -			
	h. 8"x4" reducer, DIMJ w/ retainer glands	1.00	EA	\$	1,750.00	\$ 1,750.00	1.00	\$ 1,750.00		\$ 1,750.00	100%	\$ -			
	i. 6"x6"x6" tee, DIMJ w/ retainer glands	9.00	EA	\$	3,500.00	\$ 31,500.00	6.00	\$ 21,000.00		\$ 21,000.00	67%	\$ 10,500.00			
	j. 6"x6"x4" tee, DIMJ w/ retainer glands	2.00	EA	\$	3,350.00	\$ 6,700.00	1.00	\$ 3,350.00		\$ 3,350.00	50%	\$ 3,350.00			
	k. 6" 90 bend, DIMJ w/ retainer glands	6.00	EA	\$	2,000.00	\$ 12,000.00	10.00	\$ 20,000.00		\$ 20,000.00	167%	\$ (8,000.00)			
	l. 6" 45 bend, DIMJ w/ retainer glands	9.00	EA	\$	1,500.00	\$ 13,500.00	8.00	\$ 12,000.00		\$ 12,000.00	89%	\$ 1,500.00			
	m. 6" 22-1/2 bend, DIMJ w/ retainer glands	10.00	EA	\$	1,500.00	\$ 15,000.00	6.00	\$ 9,000.00		\$ 9,000.00	60%	\$ 6,000.00			
	n. 6" 11-1/4 bend, DIMJ w/ retainer glands	4.00	EA	\$	1,500.00	\$ 6,000.00	4.00	\$ 6,000.00		\$ 6,000.00	100%	\$ -			
	o. 6" cap (type as required)	6.00	EA	\$	1,000.00	\$ 6,000.00	1.00	\$ 1,000.00		\$ 1,000.00	17%	\$ 5,000.00			
	p. 6" cap, DIMJ w/ retainer glands	1.00	EA	\$	1,000.00	\$ 1,000.00	1.00	\$ 1,000.00		\$ 1,000.00	100%	\$ -			
	q. 6"x1" CC cap	1.00	EA	\$	1,150.00	\$ 1,150.00	1.00	\$ 1,150.00		\$ 1,150.00	100%	\$ -			
	r. 6"x4" reducer, DIMJ w/ retainer glands	2.00	EA	\$	1,500.00	\$ 3,000.00	3.00	\$ 4,500.00		\$ 4,500.00	150%	\$ (1,500.00)			
	s. 4"x4"x4" tee, DIMJ w/ retainer glands	2.00	EA	\$	3,000.00	\$ 6,000.00	2.00	\$ 6,000.00		\$ 6,000.00	100%	\$ -			
	t. 4" 90 bend, DIMJ w/ retainer glands	2.00	EA	\$	1,750.00	\$ 3,500.00	-	\$ -		\$ -	0%	\$ 3,500.00			
	u. 4" 45 bend, DIMJ w/ retainer glands	2.00	EA	\$	1,250.00	\$ 2,500.00	-	\$ -		\$ -	0%	\$ 2,500.00			
	v. 4" 22-1/2 bend, DIMJ w/ retainer glands	1.00	EA	\$	1,250.00	\$ 1,250.00	-	\$ -		\$ -	0%	\$ 1,250.00			
	w. 4" cap (type as required)	2.00	EA	\$	800.00	\$ 1,600.00	6.00	\$ 4,800.00		\$ 4,800.00	300%	\$ (3,200.00)			
	x. 4" cap, DIMJ w/ retainer glands	4.00	EA	\$	650.00	\$ 2,600.00	-	\$ -		\$ -	0%	\$ 2,600.00			
	y. 2" cap (type as required)	4.00	EA	\$	600.00	\$ 2,400.00	2.00	\$ 1,200.00		\$ 1,200.00	50%	\$ 1,200.00			
	z. 2" corp stop/ reconnect	1.00	EA	\$	1,750.00	\$ 1,750.00	1.00	\$ 1,750.00		\$ 1,750.00	100%	\$ -			
	aa. 1" corp stop/ reconnect	1.00	EA	\$	1,500.00	\$ 1,500.00	1.00	\$ 1,500.00		\$ 1,500.00	100%	\$ -			
	bb. 1-1/4" cap (type as required)	2.00	EA	\$	1,650.00	\$ 3,300.00	-	\$ -		\$ -	0%	\$ 3,300.00			
	cc. 1" cap (type as required)	2.00	EA	\$	300.00	\$ 600.00	7.00	\$ 2,100.00		\$ 2,100.00	350%	\$ (1,500.00)			





**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

Owner: The Corporation of Harpers Ferry														Owner's Project No.:			
Engineer: Gwin Dobson & Foreman														Engineer's Project No.:			
Contractor: Terra Works, Inc.														Contractor's Project No.:			
Project: Phase I: Distribution System Improvements Project																	
Contract: Contract No. 2																	
Application No.:		6		Application Period:		From		10/03/25		to		11/18/25		Application Date:		11/24/25	
A	B	C	D	E	Contract Information		F	G	H	I	J	K	L				
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Work Completed		Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)				
Change Orders																	
CO 1	Curb Stops	67.00	EA		\$767.52	51,423.84		95.00	\$72,914.40		72,914.40	142%	(21,490.56)				
CO 2	Delete EFI PRV and revise existing vault	1.00	LS		-\$94,353.42	(94,353.42)		1.00	-\$94,353.42		(94,353.42)	100%	-				
CO 3	a. Type A - asphalt paved roadways and shoulders	(3,465.00)	SY		\$75.00	(259,875.00)		(3,465.00)	-\$259,875.00		(259,875.00)	100%	-				
CO 3	f. Type F - asphalt and concrete roadway (Washington St)	(60.00)	TN		\$500.00	(30,000.00)		(60.00)	-\$30,000.00		(30,000.00)	100%	-				
CO 3	a. 1-1/2" 9.5mm HMA/WMA	(1,800.00)	SY		\$35.00	(63,000.00)		(1,800.00)	-\$63,000.00		(63,000.00)	100%	-				
CO 3	3" Asphalt Binder	1,210.00	SY		\$40.00	48,400.00		1,768.75	\$70,750.00		70,750.00	146%	(22,350.00)				
CO 3	5"-1.5" Leveling Course	170.00	TN		\$295.00	50,150.00		160.15	\$47,244.25		47,244.25	94%	2,905.75				
CO 3	1.5" Overlay Wearing Course (No Milling)	3,700.00	SY		\$30.00	111,000.00		3,675.81	\$110,274.30		110,274.30	99%	725.70				
CO 3	1.5" Overlay Wearing Course (With Milling)	3,700.00	SY		\$35.00	129,500.00		4,343.98	\$152,039.30		152,039.30	117%	(22,539.30)				
CO 3	Pointfield Srive Pavement Repairs	125.00	SY		\$137.00	17,125.00		171.25	\$23,461.25		23,461.25	137%	(6,336.25)				
CO 4	Unmarked Utilities	1.00	LS		\$28,056.78	28,056.78		1.00	\$28,056.78		28,056.78	100%	-				
Change Order Totals					\$	(11,572.80)			\$57,511.86	\$	57,511.86	-497%	\$ (69,084.66)				
Original Contract and Change Orders																	
Project Totals					\$	3,278,427.20			\$3,134,639.96	\$	3,134,639.96	96%	\$ (143,787.24)				





**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 91865  
Date 10/31/2025

Project 22050 Harpers Ferry (WV) IJDC Funding  
Application

For the period September 28, 2025 to October 31, 2025

Professional engineering services for Contract No. 2 - Phase I Distribution System Improvement Project - Base Bid. Construction Administration and Resident Project Representative Services. Paving inspection, quantity tracking and coordination with WVDOH. Coordinate PRV modifications and upcoming shutdown.

Labor

	Hours	Rate	Billed Amount
David T. Gustkey Resident Engineer -- T-3	60.00	94.90	5,694.00
Leo J. Drass, Jr., P.E. Senior Project Engineer--P-5	14.00	141.05	1,974.70
Direct Expenses			

	Units	Rate	Billed Amount
Lodging	2.00	300.00	600.00
Meals	5.00	60.00	300.00
Mileage	899.00	0.67	602.33
Invoice total			9,171.03

Respectfully submitted,

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

Date 10/31/2025  
Inv.# 91865  
Amt. 7111.30/2025  
Due 9171.03  
Acct. Cap Assets - Const in Prog  
Class W Appr.

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.

**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	2,752,545.48	175,954.52	2,928,500.00	0.00
	b. Contract 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Contract 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Construction contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	Technical Services							
	a. Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b. Preliminary Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Final Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Bidding & Negotiation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	e. Eng. During construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	f. Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	g. Special Services		0.00	0.00	0.00	0.00	0.00	0.00
	I&I Study and Report	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Asset Management Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Funding Assistance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	Legal/Fiscal							
	a. Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b. PSC Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Administrative							
	a. Administrative Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	b. Bond Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Registrar Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Sites & Other Lands	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	Design Loan Payoff	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	Financing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	TOTAL of Lines 1 through 10	2,928,500.00	0.00	2,928,500.00	2,752,545.48	175,954.52	2,928,500.00	0.00

## CNB Loan

	CLASSIFICATION	APPROVED BUDGET	ADJUSTMENTS	REVISED BUDGET	PAID PRIOR TO THIS DRAW	REQUESTED THIS REQUEST	PAID TO DATE	BALANCE REMAINING
1	Construction & Cons. Cont.							
	a. Contract 1 -	361,500.00	-155,360.04	206,139.96	0.00	49,407.96	49,407.96	156,732.00
	b. Contract 2 -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Contract 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Construction contingency	132,000.00	155,360.04	287,360.04	0.00	0.00	0.00	287,360.04
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	82,445.86	9,171.03	91,616.89	8,383.11
	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	184,843.36	58,578.99	243,422.35	456,577.65

**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	-155,360.04	3,134,639.96	2,752,545.48	225,362.48	2,977,907.96	156,732.00
	b. Contract 2 - sludge contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	c. Contract 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Construction contingency	132,000.00	155,360.04	287,360.04	0.00	0.00	0.00	287,360.04
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	82,445.86	9,171.03	91,616.89	8,383.11
	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	2,937,388.84	234,533.51	3,171,922.35	456,577.65



Date of Issuance: September 5, 2025  
Owner: The Corporation of Harpers Ferry  
Contractor: Terra Works, Inc.  
Engineer: Gwin, Dobson & Foreman, Inc.  
Project: Phase I: Distribution System Improvement  
Project - Base Bid

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

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

Balancing Change Order and reimbursement for unmarked utilities.

Attachments: *[List documents supporting change]*: Contractor's cost proposal, Estimated Paving Quantities.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>3,290,000.00</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>3</u> : \$ <u>(39,629.58)</u>	[Increase] [Decrease] from previously approved Change Orders No. ____ to No. ____: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>3,250,370.42</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ <u>(115,730.46)</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>3,134,639.96</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>[Signature]</u> Engineer (if required)	By: _____ Owner (Authorized Signature)	By: Ryan W. Miles Sr. Contractor (Authorized Signature)
Title: Senior Project Engineer	Title: _____	Title: PRESIDENT
Date: 11-25-2025	Date: _____	Date: 11/24/2025

Approved by Funding Agency (if applicable)

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

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

THE CORPORATION OF HARPERS FERRY  
CONTRACT NO. 2 - PHASE I  
DISTRIBUTION SYSTEM IMPROVEMENT PROJECT - REBID

Terra Works, Inc.  
49 S. Sheridan Road  
Clarion, PA 16214

BASE BID		Pay App No. 1		Pay App No. 2		Pay App No. 3		Pay App No. 4		Pay App No. 5		Pay App No. 6		Estimated Remaining		TOTAL QUANTITY TO DATE		TOTAL AMOUNT TO DATE		Remaining Balance
ITEM NO.	DESCRIPTION	UNIT	EST. QTY.	BID UNIT PRICE	BID PRICE	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
1.	WATERLINE PIPE																			
a.	10" Dia. C-800 PVC Pipe	LF	30	\$400.00	\$12,000.00		\$0.00	5.00	\$2,000.00	22.00	\$8,800.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	27.00	\$10,800.00	(\$1,200.00)
b.	8" Dia. C-800 PVC Pipe	LF	400	\$250.00	\$100,000.00	43.00	\$10,750.00	36.00	\$9,000.00	88.00	\$14,500.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	137.00	\$34,250.00	(\$65,750.00)
c.	6" Dia. C-800 PVC Pipe	LF	6,250	\$175.00	\$1,093,750.00	2247.00	\$393,225.00	3093.00	\$541,275.00	506.00	\$88,550.00	48.00	\$107,856.00	0.00	\$0.00	9.00	\$1,575.00	5903.00	\$1,033,025.00	(\$80,725.00)
d.	4" Dia. C-800 PVC Pipe	LF	1,300	\$170.00	\$221,000.00		\$177.00	27.00	\$4,590.00	187.00	\$17,780.00		\$0.00		\$0.00		\$0.00	1191.00	\$202,470.00	(\$18,530.00)
e.	2" Dia. HDPE Pipe	LF	250	\$145.00	\$36,250.00		\$0.00	212.00	\$30,740.00	28.00	\$4,060.00		\$0.00		\$0.00		\$0.00	240.00	\$34,800.00	(\$1,850.00)
f.	1" Dia. HDPE Pipe	LF	460	\$135.00	\$60,750.00	463.00	\$62,595.00		\$0.00	69.00	\$9,315.00	316.00	\$146,308.00	0.00	\$0.00	0.00	\$0.00	848.00	\$114,480.00	\$53,730.00
2.	STEEL CASING PIPE																			
a.	12" Dia. ASTM A-252 (Open Cut)	LF	120	\$350.00	\$42,000.00		\$0.00	37.00	\$12,950.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	37.00	\$12,950.00	(\$29,050.00)
b.	16" Dia. ASTM A-252 (Open Cut)	LF	15	\$400.00	\$6,000.00		\$0.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	(\$6,000.00)
3.	WATERLINE FITTINGS																			
a.	10"x10"x6" Tee, DIMJ, w/ Retainer Glands	EA	1	\$4,000.00	\$4,000.00		\$0.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	(\$4,000.00)
b.	10"x10"x6" Tee, DIMJ, w/ Retainer Glands	EA	3	\$4,000.00	\$12,000.00		\$0.00	1.00	\$4,000.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$4,000.00	(\$8,000.00)
c.	8"x8"x8" Tee, DIMJ, w/ Retainer Glands	EA	1	\$3,500.00	\$3,500.00	1.00	\$3,500.00		\$0.00	1.00	\$3,500.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	2.00	\$7,000.00	\$3,500.00
d.	8" 45° Bend, DIMJ w/ Retainer Glands	EA	2	\$2,500.00	\$5,000.00		\$0.00		\$0.00	2.00	\$5,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	2.00	\$5,000.00	\$0.00
e.	8" 22½° Bend, DIMJ w/ Retainer Glands	EA	1	\$2,000.00	\$2,000.00		\$0.00		\$0.00	1.00	\$2,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$2,000.00	\$0.00
f.	8" Cap, DIMJ, w/ Retainer Glands	EA	3	\$1,250.00	\$3,750.00	1.00	\$1,250.00	1.00	\$1,250.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	3.00	\$3,750.00	\$0.00
g.	8"x8" Reducer, DIMJ w/ Retainer Glands	EA	1	\$2,000.00	\$2,000.00		\$0.00	1.00	\$2,000.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$2,000.00	\$0.00
h.	8"x4" Reducer, DIMJ w/ Retainer Glands	EA	1	\$1,750.00	\$1,750.00	1.00	\$1,750.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$1,750.00	\$0.00
i.	6"x6"x6" Tee, DIMJ w/ Retainer Glands	EA	9	\$3,500.00	\$31,500.00	3.00	\$10,500.00	2.00	\$7,000.00		\$0.00	1.00	\$3,000.00	0.00	\$0.00	0.00	\$0.00	6.00	\$21,000.00	(\$10,500.00)
j.	6"x6"x4" Tee, DIMJ, w/ Retainer Glands	EA	2	\$3,350.00	\$6,700.00		\$0.00	1.00	\$3,350.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$3,350.00	(\$3,350.00)
k.	6" 90° Bend, DIMJ w/ Retainer Glands	EA	6	\$2,000.00	\$12,000.00	1.00	\$2,000.00	7.00	\$14,000.00	2.00	\$4,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	10.00	\$20,000.00	\$8,000.00
l.	6" 45° Bend, DIMJ w/ Retainer Glands	EA	9	\$1,500.00	\$13,500.00	1.00	\$1,500.00	8.00	\$12,000.00		\$0.00	2.00	\$3,000.00	0.00	\$0.00	0.00	\$0.00	8.00	\$12,000.00	\$1,500.00
m.	6" 22½° Bend, DIMJ w/ Retainer Glands	EA	10	\$1,500.00	\$15,000.00		\$0.00	6.00	\$9,000.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	6.00	\$9,000.00	(\$6,000.00)
n.	6" 1½" Bend, DIMJ w/ Retainer Glands	EA	4	\$1,500.00	\$6,000.00	3.00	\$4,500.00	1.00	\$1,500.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	4.00	\$6,000.00	\$0.00
o.	6" Cap (Type as Required)	EA	6	\$1,000.00	\$6,000.00		\$0.00		\$0.00	1.00	\$1,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$1,000.00	(\$5,000.00)
p.	6" Cap, DIMJ, w/ Retainer Glands	EA	1	\$1,000.00	\$1,000.00	1.00	\$1,000.00	1.00	\$1,000.00	(1.00)	-\$1,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$1,000.00	\$0.00
q.	6"x1" CC Cap	EA	1	\$1,150.00	\$1,150.00	1.00	\$1,150.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$1,150.00	\$0.00
r.	6"x4" Reducer, DIMJ w/ Retainer Glands	EA	2	\$1,500.00	\$3,000.00	1.00	\$1,500.00	2.00	\$3,000.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	3.00	\$4,500.00	\$1,500.00
s.	4"x4"x4" Tee, DIMJ w/ Retainer Glands	EA	2	\$3,000.00	\$6,000.00	1.00	\$3,000.00		\$0.00	1.00	\$3,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	2.00	\$6,000.00	\$0.00
t.	4" 90° Bend, DIMJ w/ Retainer Glands	EA	2	\$1,750.00	\$3,500.00		\$0.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	(\$3,500.00)
u.	4" 45° Bend, DIMJ w/ Retainer Glands	EA	2	\$1,250.00	\$2,500.00		\$0.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	(\$2,500.00)
v.	4" 22½° Bend, DIMJ w/ Retainer Glands	EA	1	\$1,250.00	\$1,250.00		\$0.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	(\$1,250.00)
w.	4" Cap (Type as Required)	EA	2	\$800.00	\$1,600.00		\$0.00		\$0.00	6.00	\$4,800.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	6.00	\$4,800.00	\$3,200.00
x.	4" Cap, DIMJ w/ Retainer Glands	EA	4	\$650.00	\$2,600.00	3.00	\$1,950.00		\$0.00	(3.00)	-\$1,950.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	(\$2,600.00)
y.	2" Cap (Type as Required)	EA	4	\$600.00	\$2,400.00		\$0.00	2.00	\$1,200.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	2.00	\$1,200.00	(\$1,200.00)
z.	2" Corp Stop/Reconnect	EA	1	\$1,750.00	\$1,750.00		\$0.00	1.00	\$1,750.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$1,750.00	\$0.00
aa.	1" Corp Stop/Reconnect	EA	1	\$1,500.00	\$1,500.00	1.00	\$1,500.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$1,500.00	\$0.00
bb.	1½" Cap (Type as Required)	EA	2	\$1,850.00	\$3,700.00		\$0.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	(\$3,700.00)
cc.	1" Cap (Type as Required)	EA	2	\$300.00	\$600.00		\$0.00	1.00	\$300.00		\$0.00	6.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	7.00	\$2,100.00	\$1,500.00
4.	GATE VALVES WITH RVR AND RETAINER GLANDS																			
a.	10" Dia., M.J. Gate Valve	EA	2	\$4,850.00	\$9,800.00		\$0.00		\$0.00	1.00	\$4,850.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$4,850.00	(\$4,850.00)
b.	8" Dia., M.J. Gate Valve	EA	3	\$3,850.00	\$11,850.00	3.00	\$11,850.00		\$0.00	1.00	\$3,850.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	4.00	\$15,800.00	\$3,850.00
c.	6" Dia., M.J. Gate Valve	EA	25	\$2,850.00	\$72,750.00	7.00	\$20,650.00	11.00	\$32,450.00	3.00	\$8,850.00	0.00	\$0.00	0.00	\$0.00	2.00	\$5,900.00	23.00	\$67,850.00	(\$6,500.00)
d.	4" Dia., M.J. Gate Valve	EA	2	\$1,950.00	\$3,900.00		\$0.00	1.00	\$1,950.00	1.00	\$1,950.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	2.00	\$3,900.00	\$0.00

THE CORPORATION OF HARPERS FERRY  
CONTRACT NO. 2 - PHASE I:  
DISTRIBUTION SYSTEM IMPROVEMENT PROJECT - REBID

Terra Works, Inc.  
49 S. Sheridan Road  
Clarion, PA 16214

BASE BID		Pay App No. 1		Pay App No. 2		Pay App No. 3		Pay App No. 4		Pay App No. 5		Pay App No. 6		Estimated Remaining		TOTAL QUANTITY TO DATE		TOTAL AMOUNT TO DATE		Remaining Balance
ITEM NO.	DESCRIPTION	UNIT	EST. QTY.	BID UNIT PRICE	BID PRICE	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
5.	SLEEVES/COUPLINGS	EA	6	\$1,500.00	\$9,000.00		\$0.00	1.00	\$1,500.00	1.00	\$1,500.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	2.00	\$3,000.00	(\$6,000.00)
	a. 10" Diameter (Type as Required)	EA	1	\$1,300.00	\$1,300.00		\$0.00	2.00	\$2,600.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	2.00	\$2,600.00	\$1,300.00
	b. 8" Diameter (Type as Required)	EA	6	\$1,250.00	\$7,500.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	2.00	\$2,500.00	0.00	\$0.00	2.00	\$2,500.00	(\$5,000.00)
	c. 6" Diameter (Type as Required)	EA	2	\$1,200.00	\$2,400.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	2.00	\$2,400.00	(\$2,400.00)
6.	WATER SERVICE CONNECTIONS	EA	79	\$1,400.00	\$110,800.00		\$0.00	11.00	\$16,400.00	56.00	\$78,400.00	28.00	\$0.00	0.00	\$0.00	0.00	\$0.00	95.00	\$133,000.00	\$22,400.00
	a. New 3/4" Water Connection	EA	2	\$1,750.00	\$3,500.00		\$0.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	(\$3,500.00)
	b. 1" thru 1 1/4" Caps (Type as Required)								\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
7.	WATER SERVICE PIPE	LF	2,400	\$80.00	\$216,000.00	100.00	\$8,000.00	297.00	\$26,730.00	2085.00	\$187,650.00	686.00	\$66,600.00	0.00	\$0.00	0.00	\$0.00	3148.00	\$283,320.00	\$67,320.00
8.	COMBINATOR AIR VALVE ASSEMBLY	EA	4	\$4,000.00	\$16,000.00		\$0.00	2.00	\$8,000.00		\$0.00	1.00	\$0.00	0.00	\$0.00	0.00	\$0.00	3.00	\$12,000.00	(\$4,000.00)
9.	FIRE HYDRANT ASSEMBLY	EA	5	\$9,900.00	\$49,500.00	1.00	\$9,900.00	3.00	\$29,700.00	1.00	\$9,900.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	5.00	\$49,500.00	\$0.00
10.	2" BLOW OFF ASSEMBLY	EA	2	\$3,950.00	\$7,900.00		\$0.00		\$0.00	1.00	\$3,950.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$3,950.00	(\$3,950.00)
11.	RESTORATION OF TRENCHED AREA	SY	4,000	\$75.00	\$300,000.00		\$0.00		\$0.00		\$0.00	492.20	\$36,915.00	0.00	\$0.00	3,465	\$259,875.00	3957.20	\$296,790.00	(\$3,210.00)
	a. Type A-Asphalt Paved Roadways and Shoulders	SY	500	\$70.00	\$35,000.00		\$0.00		\$0.00		\$0.00	0.00	\$0.00	273.94	\$19,175.80	119.39	\$8,357.30	393.33	\$27,533.10	(\$7,496.90)
	b. Type B-Asphalt Paved Driveways	CY	50	\$1,000.00	\$50,000.00		\$0.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	24.00	\$24,000.00	24.00	\$24,000.00	(\$24,000.00)
	c. Type C-Concrete Sidewalks, Islands and Driveways	LF	2,800	\$14.00	\$39,200.00		\$0.00	153.00	\$2,142.00		\$0.00	0.00	\$0.00	0.00	\$0.00	1827.00	\$25,578.00	1980.00	\$27,720.00	(\$11,480.00)
	d. Type D-Unpaved, Grass, Lawn and Non-Stabilized	SY	250	\$25.00	\$6,250.00		\$0.00		\$0.00	215.00	\$5,375.00	0.00	\$0.00	0.00	\$0.00	0	\$0.00	215.00	\$5,375.00	(\$875.00)
	e. Type E-Stone Areas, Driveways, Alleys and Roads	SY	60	\$500.00	\$30,000.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	60	\$30,000.00	60.00	\$30,000.00	\$0.00
	f. Type F-Asphalt and Concrete Roadway (Washington Street)																			
12.	MILL AND WEARING COURSE OVERLAY	SY	1,800	\$35.00	\$63,000.00		\$0.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	1,800	\$63,000.00	1800.00	\$63,000.00	\$0.00
	a. 1 1/2" 9.5mm HMA/WMA																			
13.	CONCRETE ENCASEMENT/CRADLE/THRUST BLOCKING/SLOPE ANCHORS	CY	40	\$489.00	\$19,560.00		\$0.00	13.00	\$6,487.00	2.00	\$988.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	15.00	\$7,485.00	(\$12,475.00)
14.	PROJECT SIGN	EA	1	\$5,000.00	\$5,000.00	1.00	\$5,000.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$5,000.00	\$0.00
15.	SELECT RACKFILL	CY	2,500	\$30.00	\$75,000.00	553.00	\$16,590.00	510.00	\$15,300.00	165.00	\$4,950.00	66.00	\$3,980.00	0.00	\$0.00	0.00	\$0.00	1294.00	\$38,820.00	(\$36,180.00)
16.	PIPELINE MARKER POSTS	EA	18	\$110.00	\$1,980.00		\$0.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	(\$1,980.00)
17.	MAINTENANCE AND PROTECTION OF TRAFFIC	JOB	JOB	\$1.00	\$150,000.00	0.26	\$39,000.00	0.24	\$36,000.00	0.18	\$27,000.00	0.04	\$1,660.00	0.00	\$0.00	0.28	\$42,000.00	1.00	\$150,000.00	\$0.00
18.	EXPLORATORY EXCAVATION OF UTILITIES	CY	25	\$50.00	\$1,250.00	27.00	\$1,350.00	17.00	\$850.00	0.00	\$0.00	11.00	\$297.00	0.00	\$0.00	0.00	\$0.00	55.00	\$2,750.00	\$1,500.00
19.	TESTING LABORATORY SERVICES (ALLOWANCE)	JOB	JOB	\$1.00	\$5,000.00													0.00	\$0.00	(\$5,000.00)
20.	MOBILIZATION/DEMOLITION	JOB	JOB	\$1.00	\$50,000.00	0.50	\$25,000.00		\$0.00	0.18	\$9,000.00	0.04	\$1,000.00	0.08	\$0.08	0.20	\$10,000.00	1.00	\$50,000.00	\$0.00
21.	SOIL EROSION & SEDIMENT CONTROL	JOB	JOB	\$1.00	\$25,000.00	0.26	\$6,500.00	0.24	\$6,000.00	0.18	\$4,500.00	0.04	\$260.00	0.08	\$0.08	0.20	\$5,000.00	1.00	\$25,000.00	\$0.00
22.	WV DOT INSPECTION AND INSURANCE (ALLOWANCE)	JOB	JOB	\$1.00	\$5,000.00	0.00	\$0.00		\$0.00		\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	(\$5,000.00)
23.	PRESSURE REDUCING VAULT- WASHINGTON STREET	JOB	JOB	\$1.00	\$176,660.00									1.00	\$176,660.00		\$0.00	1.00	\$176,660.00	\$0.00
Change Order No. 1		EA	67	\$767.52	\$51,423.84			67.00	\$51,423.84	28.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	95.00	\$72,814.40	\$21,490.56
Add Curb Stops																				
Change Order No. 2		LS	1	(\$94,353.42)	(\$94,353.42)									1.00	(\$94,353.42)		\$0.00	1.00	(\$94,353.42)	\$0.00
Revise Pressure Reducing Vault																				
Change Order No. 3		SY	(3,465)	\$75.00	(\$259,875.00)											(3,465.00)	(\$259,875.00)	(3,465.00)	(\$259,875.00)	\$0.00
Revise Existing Bid Quantities Item Nos. 11.A, 11.F, 12																				
11a Type A-Asphalt Paved Roadways and Shoulders		SY	(80)	\$500.00	(\$40,000.00)											(80.00)	(\$40,000.00)	(80.00)	(\$40,000.00)	\$0.00
11f Type F-Asphalt and Concrete Roadway (Washington Street)																				
MILL AND WEARING COURSE OVERLAY																				
12a 1 1/2" 9.5mm HMA/WMA		SY	(1,800)	\$35.00	(\$63,000.00)											(1,800.00)	(\$63,000.00)	(1,800.00)	(\$63,000.00)	\$0.00
Add New Paving Pay Items																				
CO3-1: 3" Asphalt Binder		SY	1,210	\$40.00	\$48,400.00							1768.75	\$70,750.00			1768.75	\$70,750.00		\$22,350.00	
CO3-2: 3" to 1.5" Leveling Course		TN	170	\$255.00	\$43,350.00							160.15	\$40,740.25		\$0.00	160.15	\$40,740.25		(\$2,609.75)	
CO3-3: 1.5" Overlay Wearing Course (No Milling)		SY	3,700	\$30.00	\$111,000.00							3675.81	\$110,274.30			3675.81	\$110,274.30		(\$725.70)	
CO3-4: 1.5" Overlay Wearing Course (With Milling)		SY	3,700	\$35.00	\$129,500.00							4343.98	\$152,039.30			4343.98	\$152,039.30		\$22,539.30	
CO3-5: Pointfield Drive Pavement Repair		SY	125	\$137.00	\$17,125.00							171.25	\$23,461.25			171.25	\$23,461.25		\$6,336.25	
Unmarked Utilities		LS	1	\$28,056.78	\$28,056.78								\$0.00		\$0.00	1.00	\$28,056.78	1.00	\$28,056.78	\$0.00
TOTAL OF UNIT PRICE BASE BID ITEMS NOS. 1 THROUGH 23					\$3,278,427.20		\$812,510.00		\$899,914.00		\$580,166.84		\$360,384.00		\$499,860.06		\$287,216.88		\$3,134,639.96	(\$143,787.24)
																				(\$143,787.24)

	Rate	Date	1.5" Sewer 4-Mar	1" Water 4-Mar	4" Water Main 5-Mar	2" Mis Marked Water 6-Mar	2" Water Main Break 19-Mar	Mis Marked Water Service 2-Apr	2" Water Main Repair 16-Apr	Shut Down Time 17-Apr	10" Main Break 17-Apr	Line Flushing 21-Apr	1.25" Water Main Break 14-May	Sewer Break 27-May	Saddle Removal 4-Jun	Shut Down Time 4-Jun	Saddle Removal 10-Jun	Total Hours	Total Hourly Cost
Labor																			
Forman	\$	82.96	2	1	1.5	2	2	1.5	1.5	1	2	2.5	0.5	0.5	3	0.5	4.5	26	\$ 2,156.96
Operator 1	\$	76.33	2	1	1.5	2	2	1.5	1.5	1	2	2.5	0.5	0.5	3	0.5	4.5	26	\$ 1,984.58
Operator 1	\$	73.50	2	1	1.5	2	2	1.5	1.5	1	2	2.5						17	\$ 1,249.50
Operator 2	\$	73.17	2	1	1.5	2	2	1.5	1.5	1	2	2.5	0.5		3	0.5		21	\$ 1,536.57
Tri-Axle 2	\$	68.28	2	1	1.5	2	2	1.5	1.5	1	2	2.5	0.5	0.5				18	\$ 1,229.04
Labor 2	\$	69.84					2	1.5	1.5	1	2	2.5	0.5	0.5			4.5	16	\$ 1,117.44
Labor 2	\$	69.84	2.5	1.5	1.5	2	2	1.5	1.5	1	2	2.5	0.5		3	0.5	4.5	26.5	\$ 1,850.76
Labor 2	\$	69.84	2.5	1.5	1.5	2	2	1.5	1.5	1	2	2.5			3	0.5	4.5	26	\$ 1,815.84
Labor 6	\$	64.66					2	1.5	1.5	1	2	2.5	0.5	0.5				11.5	\$ 743.59
																			\$ 13,684.28
Equipment																			
315 Ex	\$	80.00				2	2	1.5	1.5		2	2.5						11.5	\$ 920.00
309 Ex	\$	60.00	2	1	1.5	2	2	1.5	1.5	1	2	2.5	0.5	0.5	3	0.5	4.5	26	\$ 1,560.00
306 Ex	\$	50.00	2	1	1.5						2		0.5					7	\$ 350.00
721 Loader	\$	90.00	2	1	1.5		2											6.5	\$ 585.00
521 Loader	\$	70.00	2	1	1.5	2												6.5	\$ 455.00
938 Loader	\$	95.00						1.5	1.5	1	2	2.5	0.5		3	0.5		12.5	\$ 1,187.50
289 Track Skid	\$	45.00															4.5	4.5	\$ 202.50
220 Skid	\$	35.00	2	1	1.5	2	2	1.5	1.5		2	2.5	0.5				16.5	\$ 577.50	
601 Van	\$	95.00	2	1	1.5	2	2	1.5	1.5	1	2	2.5	0.5	0.5	3	0.5	4.5	26	\$ 2,470.00
116 Tool Truck	\$	80.00	2	1	1.5	2	2	1.5	1.5		2	2.5	0.5	0.5	3	0.5	4.5	25	\$ 2,250.00
Sing Ax	\$	62.00					2	1.5	1.5	1	2		0.5	0.5	3	0.5	4.5	17	\$ 1,054.00
Sing Ax	\$	62.00					2	1.5	1.5		2	2.5	0.5	0.5	3	0.5		14	\$ 868.00
Tri Ax	\$	88.00										2.5					2.5	\$ 220.00	
																			\$ 12,699.50
Materials																			
1" CTS	\$	1.45																0	\$ -
3/4" CTS	\$	1.25						3										3	\$ 3.75
3/4" Curb Stop	\$	93.00						1										1	\$ 93.00
3/4" Union	\$	32.00						1										1	\$ 32.00
3/4" Stiffner	\$	1.10																0	\$ -
1" Union	\$	40.00		2														2	\$ 80.00
1" Stiffner	\$	1.25		2														2	\$ 2.50
4" C900	\$	7.00			3.5													3.5	\$ 24.50
4" Alpha Romac	\$	272.00																0	\$ -
2" Water	\$	4.00					15											15	\$ 60.00
2" Hymax Couplers	\$	210.00					2											2	\$ 420.00
2" Pac x 2" IPS Threac	\$	105.00							1									1	\$ 105.00
2" x 1" Brass Red	\$	22.00							1									1	\$ 22.00
1" Nipple	\$	4.00							1									1	\$ 4.00
1" Shut off Valve	\$	75.00							1									1	\$ 75.00
1.5" Dresser Coupler	\$	70.00											2					2	\$ 140.00
6" SDR 35	\$	3.75												3				3	\$ 11.25
6" Shielded Ferncos	\$	55.00												2				2	\$ 110.00
6" - 360 Repair Band	\$	98.00													2	3		5	\$ 490.00
																			\$ 1,673.00
																			\$ 28,056.78

Notes:

- 4-Mar Hit unarked 1.5" grinder pump sewer for HSE #1250 on West Ridge Road. PSD supplied materials
- 4-Mar Hit mis marked 1" water for the same address as above. Water was off mark 4.5' HFWA supplied CTS, TWI - unions and inserts
- 5-Mar 4" Unmarked water main on West Ridge Rd
- 6-Mar Mis marked 2" water by 14' on West Ridge Road. After tolerance zone was exhausted, prudent measures were used to locate 14' off marks
- 19-Mar Hit unmarked 2" water main in the Intersection of Columbia and Kenneth. TWI made and supplied repairs.
- 2-Apr At HSE # 285 on Pointfield. Hit a water service that was off its mark by 20'
- 16-Apr Hit unmarked 2" water main on Paul Courtney Dr. TWI supplied labor and materials and did it live b/c it couldn't be shut down.
- 17-Apr Crew was ready and scheudled for Barn shut down. HFWA arrived at 8:55am. Shawn opened the valves rather then closing them.
- 17-Apr 10" Water Main Break caused by HFWA turning main on instead of off. Damage to ditch line, Paul Courtney Dr, and debris in new main
- 21-Apr Line Flushing from 4/17, 10" main break.
- 14-May While digging to spot 2" pvc line on Pointfield. We encountered a 1.25" Steel line under that was live. Had to shut the line down to make the repairs.
- 27-May Sewer break on Pointfield. @ HSE # 388 hit an unmarked 6" sanitary.
- 4-Jun Removed 6" x .75" saddle and 6"x2" saddle at the intersection of Rowles and PC. Installed 2 - 6" SS Band as per Dave and HFWA.
- 4-Jun Delayed time beyond a reasonable shut down.
- 10-Jun Saddle removal on Church Street (3) Replaced with SS 360 bands.



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Line item Description

FY 2026

May 2025

ACTUAL

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not final

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400 INCOME

	Bond Renewal & repl 2/5%	\$29,250.00	\$7,800.00	\$29,250.00	\$0.00	\$1.00
	CWCR Reserve	\$80,379.00	\$19,500.00	\$80,379.00	\$0.00	100%
	New Water Taps	\$0.00		\$0.00	\$0.00	#DIV/0!
	Capacity Improvement Fees	\$0.00			\$0.00	#DIV/0!
419	Interest Income Bonds	\$2,000.00	\$1,946.09	\$2,000.00	\$0.00	100%
421	<u>Non Utility Income</u>				\$0.00	#DIV/0!
419	Interest	\$2,000.00	\$1,000.00	\$2,000.00	\$0.00	100%
421 a	Other Income				\$0.00	#DIV/0!
421 B	Other Grants w				\$0.00	#DIV/0!
461	<u>Customers</u>				\$0.00	#DIV/0!
462	Customer Hydrants	\$6,700.00	\$2,583.06	\$6,700.00	\$0.00	100%
461	Water Bill Payments	\$1,170,000.00	\$290,724.00	\$1,170,000.00	\$0.00	100%
462.1	Annual Fire Service Fee	\$3,000.00	\$110.76	\$3,000.00	\$0.00	100%
471	PSD Billing	\$36,000.00	\$11,375.00	\$36,000.00	\$0.00	100%
	ARPA				\$0.00	#DIV/0!
472	AT&T Rent				\$0.00	#DIV/0!
	MISC				\$0.00	#DIV/0!
	SOFT Cost for Elks Run				\$0.00	#DIV/0!
					\$0.00	#DIV/0!
	Renew Replace (upgrade M/S C/S)	\$40,000.00	\$0.00	\$40,000.00	\$0.00	100%
	Soft Cost from Plant Project				\$0.00	#DIV/0!
	Total Income	\$1,369,329.00	\$335,038.91	\$1,369,329.00	\$0.00	100%

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Orig

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Orig

\$0.00

#DIV/0!

\$0.00

#DIV/0!

EXPENSE

631.1	Prof Services Accounting	\$15,000.00	\$3,610.95	\$15,000.00	\$0.00	100%
	SB234 Reserve	\$80,379.00	\$19,500.00	\$80,379.00	\$0.00	100%
334	New Meter	\$1,500.00	\$1,085.52	\$4,000.00	\$2,500.00	267%
334	Maint of Meters	\$1,584.29	\$0.00	\$1,600.00	\$15.71	101%
341.2	Cap Outlay - Auto	\$7,766.88	\$2,588.96	\$7,766.88	\$0.00	100%
605.8	Accrued Leave	\$5,000.00		\$5,000.00	\$0.00	100%
620.7a	Bank Service Charge	\$25.00		\$25.00	\$0.00	100%
670.7	Bad Debt	\$2,500.00		\$2,500.00	\$0.00	100%
675.3	Uniforms	\$1,500.00	\$198.59	\$1,500.00	\$0.00	100%
675.3	training	\$200.00		\$200.00	\$0.00	100%
675.3	Membership/Dues	\$500.00		\$500.00	\$0.00	100%
	Maint of Mains				\$0.00	#DIV/0!
675.6	Miscellaneous Expense	\$1,000.00	\$1,012.68	\$1,500.00	\$500.00	150%
642.6	Rental Equipment	\$2,200.00	\$296.44	\$2,200.00	\$0.00	100%
620.6	Materials/Supplies - Mains	\$20,000.00	\$3,208.24	\$25,000.00	\$5,000.00	125%
636	Contracted Services	\$40,000.00	\$136.75	\$95,000.00	\$55,000.00	238%
127	Bond Renewal and Replace	\$29,250.00	\$7,800.00	\$29,250.00	\$0.00	100%
408.1	Assessments	\$2,400.00	\$2,287.35	\$2,400.00	\$0.00	100%
427.3	Bonds Payable	\$252,640.00	\$84,212.00	\$252,640.00	\$0.00	100%
427.3	Municipal Bond Comm	\$18,600.00	\$3,053.08	\$18,600.00	\$0.00	100%
	2024 Series A Bank Financing	\$97,820.16	\$2,631.39	\$70,000.00	(\$27,820.16)	72%
601.3	Plant Salaries/Wages	\$312,955.19	\$89,617.75	\$253,647.99	(\$59,307.20)	81%
601.7	Office Salaries/Wages	\$114,919.70	\$42,333.68	\$114,919.70	\$0.00	100%
408.12	PR tax expense Employer	\$34,229.99	\$9,951.55	\$32,249.31	(\$1,980.68)	94%
604.8	Pension Exp	\$44,258.79	\$12,294.98	\$37,990.18	(\$6,268.61)	86%
605.8	Employee PEIA				\$0.00	#DIV/0!
	OPEB Water				\$0.00	#DIV/0!
605.8	Employee PEIA	\$65,000.00	\$22,263.04	\$57,000.00	(\$8,000.00)	88%

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615.3	Utilities	\$40,000.00	\$10,304.43	\$40,000.00	\$0.00	100%
618.3	Plant Chemicals	\$17,000.00	\$6,241.05	\$20,000.00	\$3,000.00	118%
620.3	Plant - Materials/Supplies	\$7,000.00	\$2,827.94	\$8,000.00	\$1,000.00	114%
620.6	Maintenance of Hydrants	\$2,000.00	\$2,517.08	\$2,000.00	\$0.00	100%
620.7	Postage/Cust Acct Supplies	\$9,000.00	\$3,718.25	\$10,000.00	\$1,000.00	111%
631.2	Payroll Processing Water	\$1,100.00	\$363.53	\$1,100.00	\$0.00	100%
620.8	Office Supplies/Exp	\$32,000.00	\$3,703.72	\$32,000.00	\$0.00	100%
620.8	Plant Maintenance Supplies	\$7,500.00	\$1,885.22	\$9,000.00	\$1,500.00	120%
631.3	Lab Services	\$9,000.00	\$2,475.14	\$9,000.00	\$0.00	100%
631.4	Plant Maint Contract SVC	\$25,000.00	\$23,020.00	\$55,860.94	\$30,860.94	223%
631.8	Legal Fees and Studies	\$8,000.00	\$3,802.50	\$6,000.00	(\$2,000.00)	75%
631.8_	Security 911 notification	\$800.00	\$187.25	\$800.00	\$0.00	100%
642.8	Leased Equipment W	\$1,000.00	\$458.56	\$1,000.00	\$0.00	100%
650.8	Auto & Transportation	\$17,000.00	\$2,564.04	\$17,000.00	\$0.00	100%
656.8	Ins- Prop, Liab, Worker/Como	\$29,000.00	\$7,540.43	\$32,000.00	\$3,000.00	110%
660.8	Advertising & Legal Publication	\$1,000.00	\$600.13	\$1,000.00	\$0.00	100%
675.8	Telephone	\$8,700.00	\$3,892.05	\$9,700.00	\$1,000.00	111%
	Travel Expense/Training	\$3,000.00	\$240.00	\$4,000.00	\$1,000.00	133%
	Distribution System RESERVE				\$0.00	#DIV/0!
					\$0.00	#DIV/0!
	Total Exp	\$1,369,329.00	\$384,424.27	\$1,369,329.00	(\$0.00)	100%
		(\$0.00)	(\$0.00)	(\$0.00)	\$0.00	

**REQUEST FOR REVISION TO APPROVED BUDGET**

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

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

CONTROL NUMBER  
Fiscal Year Ending: **2026**  
Fund: **1**  
Revision Number: **4**  
Pages: **1 of** \_\_\_\_\_

Corporation of Harpers Ferry  
GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Deborah Kelly**  
Phone: **304-535-2206 EXT 3**  
Fax: \_\_\_\_\_  
Email: **dkelly@harpersferrywv.us**

PO Box 217  
STREET OR PO BOX

Harpers Ferry 25425  
CITY ZIP CODE

**Municipality**  
Government Type

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
304	Excise Tax on Utilities	6,500	1,000		7,500
305	Business and Occupation Tax	210,000	15,000		225,000
306	Wine & Liquor Tax	10,000	2,000		12,000
308	Hotel Occupancy Tax	80,000	10,000		90,000
314	Sales Tax	285,000	25,000		310,000
321	Parking Violation	25,000		5,000	20,000
<b>NET INCREASE/(DECREASE) Revenues (ALL PAGES)</b>			56,700		

**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
440	City Hall	292,509	13,453		305,962
699	Contingencies*	105,463	15,747		121,210
700	Police Department	640,390	11,000		651,390
750	Streets and Highways	117,963	1,000		118,963
752	Signs and Signals	1,000	4,000		5,000
809	Grants (health and sanitation)	11,000	1,500		12,500
901	Visitors Bureau	40,000	5,000		45,000
906	Arts & Humanities	100,000	5,000		105,000
	#N/A				
	#N/A				
<b>NET INCREASE/(DECREASE) Expenditures</b>			56,700		

**APPROVED BY THE STATE AUDITOR**

BY: \_\_\_\_\_  
Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE  
OF ENTITY

APPROVAL  
DATE



## Corporation of Harpers Ferry

4

REV #

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




RESOLUTION

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

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

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 4, 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.



	HF GF Budget FY 2026 REV 4	FY 2026 REV 3		FY 2026 REV 4	FY 2026 REV 3	FY 2026 REV 3
	Dec 8 2025	OCT 2025		Proposed	FY 2026 REV 4	FY 2026 REV 4
Line item	Description			DEC 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	\$ 47,816.15	\$ 88,884.00	\$ -	100%
303	Oil & Gas Severance Tax	\$ 2,500.00	\$ 670.65	\$ 2,500.00	\$ -	100%
304	Excise Tax on Utilities	\$ 6,500.00	\$ 4,515.85	\$ 7,500.00	\$ 1,000.00	115%
305	Business & Occupation Tax	\$ 210,000.00	\$ 119,048.44	\$ 225,000.00	\$ 15,000.00	107%
306	Liquor & Wine Tax	\$ 10,000.00	\$ 6,353.56	\$ 12,000.00	\$ 2,000.00	120%
307	Animal Control Tax	\$ 110.00	\$ 67.50	\$ 110.00	\$ -	100%
308	Hotel Motel Tax	\$ 80,000.00	\$ 43,522.38	\$ 90,000.00	\$ 10,000.00	113%
314	Sales Tax Revenue	\$ 285,000.00	\$ 189,320.02	\$ 310,000.00	\$ 25,000.00	109%
320	Fines Fees Court Costs	\$ 20,000.00	\$ 8,990.00	\$ 20,000.00	\$ -	100%
321	Parking Violations	\$ 25,000.00	\$ 11,943.21	\$ 20,000.00	\$ (5,000.00)	80%
325	Licenses	\$ 6,500.00	\$ 2,498.00	\$ 6,500.00	\$ -	100%
326	Building Permits	\$ 10,000.00	\$ 8,790.00	\$ 10,000.00	\$ -	100%
327	Miscellaneous Permits	\$ 800.00	\$ 824.00	\$ 1,000.00	\$ 200.00	125%
328	Franchise Fees	\$ 3,300.00	\$ 746.05	\$ 3,300.00	\$ -	100%
330	IRP Fees	\$ 5,000.00	\$ 1,122.91	\$ 5,000.00	\$ -	100%
340	Parks & Rec	\$ 5,000.00	\$ 534.00	\$ 5,000.00	\$ -	100%
342	Parking Meter Revenue	\$ 180,000.00	\$ 109,542.46	\$ 180,000.00	\$ -	100%
345	Rents and Concessions	\$ 90,000.00	\$ 20,207.50	\$ 90,000.00	\$ -	100%
365	Federal Government Grants	\$ 9,000.00	\$ -	\$ 9,000.00	\$ -	100%
366	State Government Grants	\$ 14,700.00	\$ 14,700.00	\$ 14,700.00	\$ -	100%
367	Other Grants	\$ -	\$ 1,103.57	\$ 1,500.00	\$ 1,500.00	#DIV/0!
376	Table Games	\$ 13,000.00	\$ 4,442.17	\$ 13,500.00	\$ 500.00	104%
368	Contribution from Other Entities	\$ 80,000.00	\$ -	\$ 85,000.00	\$ 5,000.00	106%
380	Interest Earned on Investments	\$ 4,000.00	\$ 1,674.65	\$ 4,000.00	\$ -	100%
382	Refunds or Rebates	\$ 1,600.00	\$ 493.94	\$ 1,600.00	\$ -	100%
386	Insurance Claims	\$ -	\$ 946.72	\$ 1,000.00	\$ 1,000.00	#DIV/0!
397	Lottery	\$ 39,000.00	\$ 8,303.52	\$ 39,000.00	\$ -	100%
399	Miscellaneous Revenue	\$ 1,000.00	\$ 1,072.00	\$ 1,500.00	\$ 500.00	150%
405	Board of Zoning Appeals	\$ 100.00	\$ -	\$ 100.00	\$ -	100%
				\$ -	\$ -	#DIV/0!
		\$ 2,399,194.00	\$ 609,249.25	\$ 2,455,894.00	\$ 56,700.00	102%
	EXPENSE				\$ -	#DIV/0!
402	Economic Development	\$ 11,000.00	\$ 1,623.87	\$ 11,000.00	\$ -	100%
405	Board of Zoning Appeals	\$ 300.00	\$ -	\$ 300.00	\$ -	100%
409	Office of mayor	\$ 22,600.00	\$ 7,176.68	\$ 22,600.00	\$ -	100%
410	Members of Council	\$ 21,900.00	\$ 5,396.00	\$ 21,900.00	\$ -	100%
411	Office of recorder	\$ 6,515.00	\$ 1,635.00	\$ 6,515.00	\$ -	100%
414	Financial Office	\$ 79,545.62	\$ 27,910.48	\$ 79,545.62	\$ -	100%
415	Office of Clerk	\$ 79,648.33	\$ 28,843.49	\$ 79,648.33	\$ -	100%
417	Office Of Attorney	\$ 10,000.00	\$ 2,040.00	\$ 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	\$ 292,509.10	\$ 80,803.80	\$ 305,962.32	\$ 13,453.22	105%
571	Parking	\$ 17,418.66	\$ 7,829.90	\$ 17,418.66	\$ -	100%
699	Contingency	\$ 105,462.87	\$ -	\$ 121,209.65	\$ 15,746.78	115%
700	Police Dept	\$ 640,389.17	\$ 194,225.10	\$ 651,389.17	\$ 11,000.00	102%
706	Fire Dept	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	100%
750	Street Dept	\$ 117,963.05	\$ 32,433.22	\$ 118,963.05	\$ 1,000.00	101%
751	Street Lights	\$ 19,500.00	\$ 5,570.08	\$ 19,500.00	\$ -	100%
752	Street Signs	\$ 1,000.00	\$ 55.00	\$ 5,000.00	\$ 4,000.00	500%
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	\$ -	\$ 12,500.00	\$ 1,500.00	114%
900	Parks	\$ 6,630.00	\$ 649.86	\$ 6,630.00	\$ -	100%
901	Visitor Bureau	\$ 40,000.00	\$ 26,905.70	\$ 45,000.00	\$ 5,000.00	113%
906	Arts & Humanities	\$ 100,000.00	\$ 7,104.05	\$ 105,000.00	\$ 5,000.00	105%
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	\$ 67,000.00	\$ 16,742.40	\$ 67,000.00	\$ -	100%
977	Streets and Transportation	\$ 170,000.00	\$ 4,387.00	\$ 170,000.00	\$ -	100%
				\$ -	\$ -	#DIV/0!
		\$ 2,399,194.00		\$ 2,455,894.00	\$ 56,700.00	102%
		\$ 0.00		\$ 0.00	\$ (0.00)	63%



Attachment  
Item 5.C. xi  
1 of 2



## Corporation of Harpers Ferry

Listed on the National Registry of Historic Places

1000 Washington Street • PO Box 217 • Harpers Ferry, WV 25425

304-535-2206

## ZONING COMPLIANCE PERMIT APPLICATION

### New Home Construction Only

#### Instructions for Building Permit Application & Inspections

##### TO OBTAIN A PERMIT:

1. For any work to be performed that is not like for like, provide one printed copy of this application with all information completely filled in and supporting documents as noted on page 6 to the Town Hall. An equivalent copy should also be sent electronically to \_\_\_\_\_.
2. The permit fees and any deposit amounts required must accompany the application (check or money order) made payable to the Corporation of Harpers Ferry before the application is considered.
3. For new construction, provide one set of original architectural/construction drawings with WV architect's/engineer's seal & signature and submit one set of drawings in digital format to the following email address: \_\_\_\_\_.
4. For new construction, please provide a letter of water availability from Harpers Ferry Water Works and a copy of sewer availability from the Public Service District.
5. For new construction, on a current approved survey, site plans must show the building setbacks, the distance from the structure the property lines, the maximum building height, and the location of water and sewer lines. *Survey date must not be older than 1 year of submission.*
6. For new construction, you must submit storm water plans and landscaping plans.
7. You must comply with the current Historic District Standards and Guidelines (Part 13 Appendix A, copies are available at the Town Hall and on the Town website.
8. The permit holder is required to pay any necessary Jefferson County impact fees directly to the county before the Corporation of Harpers Ferry will issue the applicant their occupancy permit. Proof of payment is required to be submitted to the Town. The Jefferson County Department of Impact Fees may be reached at 304-728-3331.
9. Newly constructed homes require a '911' address which is assigned by Jefferson County. The Town will obtain this address once the permit is issued.

Your permit will be considered only after the Zoning Compliance Permit Application is deemed complete and all applicable fees are paid. Allow approximately ten (10) business days for the administrative review after all of the above items are received by this office. An application which cannot be approved administratively by the Code Enforcement Officer or Mayor's designee will be forwarded to the Board of Zoning Appeals.

**NOTE:** The review will begin only after all the information is 100% complete and accepted by the Code Enforcement Officer. Your permit will only be issued once it has been reviewed and approved. The timeframe for review may vary due to potential review of BZA, Historic Landmarks Commission and/or the Planning Commission.

**POSTING OF THE PERMIT:** The building permit shall be posted in such a way that it is visible and accessible by the inspector during the duration of the project and until the final inspection is complete and approved.

**TYPICAL INSPECTIONS REQUIRED:** At this time, the Town inspections do not cover fire, safety or building codes. However, for any change of use, the WV Fire Marshall's Office shall be contacted 30 days prior to starting any interior work. For those inspections not required by the Town, we request the applicant to enlist the services of a professional inspector. To schedule electrical inspections with a third-party electrical inspector, approved by the State Fire Marshal's Office, and payment of the inspection fee to the electric inspector please contact George Samuel, 304-671-0443. Please provide the Town with a copy of the inspections for our records.

**SCHEDULING AN INSPECTION:** To schedule an inspection, call the Town Hall, 304-535-2206, ext. 4, during regular business hours. Please have the following information ready before calling for the appointment.

- Owner name, address and/or block & lot number, permit number.
- Type of inspection required (footers, framing, removal, foundation, final, etc.).
- Name and phone number of the person scheduling the inspection.

All work scheduled for inspection must be completed and ready for inspection by 8:00 am the following day of scheduling the appointment. Incomplete work is subject to rejection and payment of a reinspection fee prior to rescheduling of the inspection.

All provisions of state and municipal laws and ordinance governing this application will be complied with, whether specified herein or not. I understand that Town staff may (1) visit and photograph the subject property, (2) perform reasonable site inspections as required to determine compliance, and (3) that this application, including all submitted documents and staff photos relating to this request, is public information and can be made available upon request. Further, I understand that any deviation from the application as requested requires the express written approval of the Ordinance Compliance Officer and that all building contractors and sub-contractors are required to have a Corporation of Harpers Ferry and State of WV business license while working in the Town of Harpers Ferry and to remit required B&O tax for work performs (see Article 735).

NOTE: If your project is in the flood plain, additional requirements may be required. Please check with the Code Enforcement Officer for further information.

I/We have read and understand these instructions and all the information provided is correct:

Property Owner's Signature: \_\_\_\_\_

(Original signature/no copies accepted.)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Co- Owner's Signature: \_\_\_\_\_

(Original signature/no copies accepted.)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Application Number: \_\_\_\_\_

Rev 11/25





## Corporation of Harpers Ferry

Listed on the National Registry of Historic Places

1000 Washington Street • PO Box 217 • Harpers Ferry, WV 25425

304-535-2206

### ZONING COMPLIANCE PERMIT APPLICATION

**New Home Construction Only**

#### 1. **Property Owner(s) Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt/Ste #: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

#### 2. **Applicant Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt/Ste #: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

#### 3. **Contractor:** (A copy of the current WV Contractor's License must be submitted with application.)

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt/Ste #: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

#### 4. **Property Information:**

Street Address: \_\_\_\_\_

Block and Lot Number(s): \_\_\_\_\_

Total Acreage/Lot Size \_\_\_\_\_ Existing Zoning ☐ Residential ☐ Business

Are there buried utilities or easements on the property? ☐ Yes ☐ No

(When a plat is required, please show all easements.)

Application Number: \_\_\_\_\_

Rev. 11-2025

5. **Description of Work:** Please check all of the following that apply to this project:

☐ New Construction (creates new structures)

☐ Disturbs 5,000 sq. ft. of land or more

Briefly describe the work to be performed:

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6. Complete Fee Schedule on the following page and submit payment with application.

\*\*\*\*\*

**For Official Use Only**

Date Received \_\_\_\_\_ Received By: \_\_\_\_\_

Fees Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_

Deposits Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_

ZONING COMPLIANCE  
APPROVAL  
STAMP

Conditions of Approval: \_\_\_\_\_

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Rational for Denial \_\_\_\_\_

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HLC  
APPROVAL  
STAMP

Planning Commission  
APPROVAL  
STAMP

BZA  
APPROVAL  
STAMP

Application Number: \_\_\_\_\_

Rev. 11-2025



## FEE SCHEDULE – NEW HOME CONSTRUCTION ONLY

Application Fee.....	\$ 25.00
New Home Construction Fee.....	\$ \$200.00
Zoning Compliance Permit Fee (Based on \$.75 per square footage of building).....	\$ _____
Inspection Fees.....	\$ \$300.00
<b>Total amount of fees payable to the Corporation of Harpers Ferry.....</b>	<b>\$ _____</b>

**For New Construction Only - Add:**

**Water Service:** Payable to Harpers Ferry Water Works

Capital Capacity Improvement Fee .....	\$ _____ (\$2,925.00)
(see 905.04 Rate Schedule 3)	
Water Utility Tap Fee .....	\$ _____ (\$750.00)

**Sewer Service:** Payable to HF-B PSD

Sewer Utility Tap .....	\$ _____ (\$ 350.00)
-------------------------	----------------------

**Board of Zoning Appeals Fees:** Applicants must submit a separate BZA Hearing Request Form.

Hearing request for the following:

*Appeal of Ruling*  
*Conditional Use*  
*Demolition Review*  
*Variance*

For each type of hearing the applicant shall  
 pay a hearing fee of \$25.00 & a Legal  
 advertisement fee of \$50.00.

Code Interpretation – No fee

Application Number: \_\_\_\_\_

Rev. 11-2025

### SUPPORTING DOCUMENTATION

The following are required of all Zoning Compliance Permit Applications unless administratively waived:	Provided	Not Provided (Waiver Sought)	Waiver approved when initialed and rationale provided below by Authorized Town Official
Perspective drawings or photographs	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior views and elevations drawn to scale (1/4" = 1 foot)	<input type="checkbox"/>	<input type="checkbox"/>	
Building materials list	<input type="checkbox"/>	<input type="checkbox"/>	
The following are required of all Site Plans (1303.04 (c)) unless administratively waived:	Provided	Not Provided (Waiver Sought)	Waiver approved when initialed and rationale provided below by Authorized Town Official
Lot lines and easements	<input type="checkbox"/>	<input type="checkbox"/>	
Roof plan of building (i.e. view of building from above)	<input type="checkbox"/>	<input type="checkbox"/>	
Location of existing and proposed structures and permanent signs	<input type="checkbox"/>	<input type="checkbox"/>	
Location of existing trees 6" or greater diameter at breast height, indicating which trees are proposed to be removed and the area of disturbance (1104)	<input type="checkbox"/>	<input type="checkbox"/>	
Location of off-street parking and any loading spaces	<input type="checkbox"/>	<input type="checkbox"/>	
Location and dimensions of street and right-of-way dedications	<input type="checkbox"/>	<input type="checkbox"/>	
Location of points of entry and exits for vehicles and pedestrians and internal vehicle circulation patterns upon the property.	<input type="checkbox"/>	<input type="checkbox"/>	
Location of any fences and retaining walls and indication of their height and material of construction	<input type="checkbox"/>	<input type="checkbox"/>	
Location of exterior lighting devices	<input type="checkbox"/>	<input type="checkbox"/>	
Locations of all paved and impervious surfaces and landscaped areas	<input type="checkbox"/>	<input type="checkbox"/>	
Location of all new water and sewer taps and laterals	<input type="checkbox"/>	<input type="checkbox"/>	

*Depending on the size and scope of project, the Board of Zoning Appeals may also require additional supporting documentation.*

For Official Use Only		
<b>Authorized Town Official (person granting the waivers shown above and recording the inspections below)</b> Name _____ Title _____ Signature _____ Date _____		
Inspection Record	Date Completed	Waived
Prior to all removals		<input type="checkbox"/>
Prior to placement of foundation or footers		<input type="checkbox"/>
When framing is completed		<input type="checkbox"/>
At project completion		<input type="checkbox"/>

Application Number \_\_\_\_\_

Rev 11-2025





## Corporation of Harpers Ferry

Listed on the National Registry of Historic Places

1000 Washington Street • PO Box 217 • Harpers Ferry, WV 25425

304-535-2206

### ZONING COMPLIANCE PERMIT APPLICATION

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2. The permit fees required must accompany the application (check or money order) made payable to the Corporation of Harpers Ferry before the application is considered.
3. You must comply with the current Historic District Standards and Guidelines (Part 13 Appendix A, copies are available at the Town Hall and on the Town website).

Your permit will be considered only after the Zoning Compliance Permit Application is deemed complete and all applicable fees are paid. Allow approximately ten (10) business days for the administrative review after all of the above items are received by this office. An application which cannot be approved administratively by the Code Enforcement Officer or Mayor's designee will be forwarded to the Board of Zoning Appeals.

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- Name and phone number of the person scheduling the inspection.

All work scheduled for inspection must be completed and ready for inspection by 8:00 am the following day of scheduling the appointment. Incomplete work is subject to rejection and payment of a reinspection fee prior to rescheduling of the inspection.

All provisions of state and municipal laws and ordinance governing this application will be complied with, whether specified herein or not. I understand that Town staff may (1) visit and photograph the subject property, (2) perform reasonable site inspections as required to determine compliance, and (3) that this application, including all submitted documents and staff photos relating to this request, is public information and can be made available upon request. Further, I understand that any deviation from the application as requested requires the express written approval of the Ordinance Compliance Officer and that all building contractors and sub-contractors are required to have a Corporation of Harpers Ferry and State of WV business license while working in the Town of Harpers Ferry and to remit required B&O tax for work performs (see Article 735).

NOTE: If your project is in the flood plain, additional requirements may be required. Please check with the Code Enforcement Officer for further information.

I/We have read and understand these instructions and all the information provided is correct:

Property Owner's Signature: \_\_\_\_\_  
(Original signature/no copies accepted.)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Co- Owner's Signature: \_\_\_\_\_  
(Original signature/no copies accepted.)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Application Number: \_\_\_\_\_

Rev 11/25





## Corporation of Harpers Ferry

Listed on the National Registry of Historic Places

1000 Washington Street • PO Box 217 • Harpers Ferry, WV 25425

304-535-2206

### ZONING COMPLIANCE PERMIT APPLICATION

**1. Property Owner(s) Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt/Ste #: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Applicant Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt/Ste #: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**3. Contractor: (A copy of the current WV Contractor's License must be submitted with application.)**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt/Ste #: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

**4. Property Information:**

Street Address: \_\_\_\_\_

Block and Lot Number(s): \_\_\_\_\_

Total Acreage/Lot Size \_\_\_\_\_ Existing Zoning ☐ Residential ☐ Business

Are there buried utilities or easements on the property? ☐ Yes ☐ No

(When a plat is required, please show all easements.)

Application Number: \_\_\_\_\_

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5. **Description of Work:** Please check all of the following that apply to this project:

- ☐ Enlargement/On-site Relocation (enlarges or moves an existing structure)  
☐ Demolition (removes existing structure)  
☐ Alteration/Reconstruction (changes in exterior materials, design or existing appearance from a street or public way)  
☐ Disturbs 5,000 sq. ft. of land or more

Briefly describe the work to be performed:

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6. Complete Fee Schedule on the following page and submit payment with application.

\*\*\*\*\*

**For Official Use Only**

Date Received \_\_\_\_\_ Received By: \_\_\_\_\_  
Fees Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_  
Deposits Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_

ZONING COMPLIANCE  
APPROVAL  
STAMP

Conditions of Approval: \_\_\_\_\_

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Rational for Denial \_\_\_\_\_

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HLC  
APPROVAL  
STAMP

Planning Commission  
APPROVAL  
STAMP

BZA  
APPROVAL  
STAMP

Application Number: \_\_\_\_\_

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## FEE SCHEDULE

Application Fee..... \$ 25.00  
 ZCPA Fee (see chart below)..... \$ \_\_\_\_\_  
 Inspection Fee (see fee schedule below)..... \$ \_\_\_\_\_  
**Total amount of fees payable to the Corporation**  
**Of Harpers Ferry**..... \$ \_\_\_\_\_

### ZCPA Fees:

TYPE OF PROJECT	FEE
Renovation Plan Review	\$150.00 + \$.75 per sq. ft.
Review of the following: Boundary Line Adjustment, Decks, Fence, Garage, Porches, Retaining Wall, Roofing, Sidewalk/Driveway, Signs, Swimming Pool, Window Replacement	\$50.00 each

### Inspection Fees:

TYPE OF PROJECT	FEE
New Home Construction	\$300.00
Inspection of the following: Decks - 2 inspections Fence - 2 inspections Garage - 2 inspections Porches - 2 inspections Retaining Wall - 2 inspections Roofing - 1 inspection Sidewalk/Driveway - 1 inspection Swimming Pool - 2 inspections Window Replacement - 1 inspection	\$50.00 each inspection

### Board of Zoning Appeals Fees:

*Applicants must submit a separate BZA Hearing Request Form.*

Hearing request for the following:

Appeal of Ruling  
 Conditional Use  
 Demolition Review  
 Variance

For each hearing the applicant shall pay a hearing fee of \$25.00 & a Legal advertisement fee of \$50.00.

Code Interpretation - No fee

Application Number: \_\_\_\_\_

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### SUPPORTING DOCUMENTATION

The following are required of all Zoning Compliance Permit Applications unless administratively waived:	Provided	Not Provided (Waiver Sought)	Waiver approved when initialed and rationale provided below by Authorized Town Official
Perspective drawings or photographs	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior views and elevations drawn to scale (1/4" = 1 foot)	<input type="checkbox"/>	<input type="checkbox"/>	
Building materials list	<input type="checkbox"/>	<input type="checkbox"/>	
The following are required of all Site Plans (1303.04 (c )) unless administratively waived:	Provided	Not Provided (Waiver Sought)	Waiver approved when initialed and rationale provided below by Authorized Town Official
Lot lines and easements	<input type="checkbox"/>	<input type="checkbox"/>	
Roof plan of building (i.e. view of building from above)	<input type="checkbox"/>	<input type="checkbox"/>	
Location of existing and proposed structures and permanent signs	<input type="checkbox"/>	<input type="checkbox"/>	
Location of existing trees 6" or greater diameter at breast height, indicating which trees are proposed to be removed and the area of disturbance (1104)	<input type="checkbox"/>	<input type="checkbox"/>	
Location of off-street parking and any loading spaces	<input type="checkbox"/>	<input type="checkbox"/>	
Location and dimensions of street and right-of-way dedications	<input type="checkbox"/>	<input type="checkbox"/>	
Location of points of entry and exits for vehicles and pedestrians and internal vehicle circulation patterns upon the property.	<input type="checkbox"/>	<input type="checkbox"/>	
Location of any fences and retaining walls and indication of their height and material of construction	<input type="checkbox"/>	<input type="checkbox"/>	
Location of exterior lighting devices	<input type="checkbox"/>	<input type="checkbox"/>	
Locations of all paved and impervious surfaces and landscaped areas	<input type="checkbox"/>	<input type="checkbox"/>	
Location of all new water and sewer taps and laterals	<input type="checkbox"/>	<input type="checkbox"/>	

*Depending on the size and scope of project, the Board of Zoning Appeals may also require additional supporting documentation.*

For Official Use Only		
<b>Authorized Town Official (person granting the waivers shown above and recording the inspections below)</b> Name _____ Title _____ Signature _____ Date _____		
Inspection Record	Date Completed	Waived
Prior to all removals		<input type="checkbox"/>
Prior to placement of foundation or footers		<input type="checkbox"/>
When framing is completed		<input type="checkbox"/>
At project completion		<input type="checkbox"/>

Application Number \_\_\_\_\_

Rev 11-2025

Attachment  
Item 5 d. iii

# Harpers Ferry Water Works

1000 WASHINGTON STREET  
P.O. BOX 217  
HARPERS FERRY, WEST VIRGINIA 25425  
OFFICE: (304) 535-2206  
PLANT: (304) 535-6555

## Position Description

### CLASS I WATER OPERATOR

FLSA Status: Non-Exempt, Full-time

Effective Date: November 1, 2025

#### **General Statement of Position**

Performs skilled and semi-skilled technical work to support the daily operations of the Water Works water distribution system. This includes the construction, maintenance, and repair of system components (water mains, service lines, valves, meters, hydrants, backflow preventers, fittings) to ensure maximum efficiency and effectiveness of potable water across the Harpers Ferry Water Works (HFWW) service area. Performs related work as required and assigned. Reports to the Public Works Administrator.

#### **Preferred Characteristics**

Skilled and semi-skilled work in the plumbing, pipe-laying, and water distribution trades within a team environment focused on customer service. Demonstrating integrity, initiative, and sound judgement while taking direction and documenting work. Year-round outside work requiring adherence to state safety and health regulations.

#### **Essential Duties and Responsibilities**

The duties recorded here are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

- Perform semi-skilled technical work in the construction, maintenance, repair, and operation of water distribution system components performing all work in compliance with applicable policies, procedures, laws, codes, safety and health regulations and practices.
- Works in cooperation with and alongside other team members, including accepting direction from supervisors.
- Installs, maintains, inspects, troubleshoots, and repairs water mains, service lines, meters, hydrants, and other system components.
- Verifies adherence to cross-connection control policies.



- Locates and marks water mains and HFWW service lines.
- Operates heavy equipment (excavator, mowers, dump trucks, etc.), other equipment and tools (pumps, tapping equipment, mechanics tools, various hand and power tools) as required in the performance of daily tasks.
- Ensures proper use of equipment, follows safety procedures, and wears personal protective equipment appropriate for the tasks and environment.
- Cleans and maintains equipment, tools, and vehicles.
- Receives and responds to customer and public inquiries, concerns, and complaints courteously and expeditiously.
- Available for emergencies on a call-in basis.
- Compiles data and prepares a variety of required reports and records.
- Assists in clearing work area of debris and rocks, excavating trenches, digging trenches with hand tools, backfills and tamps trenches.
- Installs sod.
- Assists in laying, tamping, spreading, and rolling of asphalt and pouring of concrete for patches.
- Assists in water production operations including installation, operation, and maintenance of pumps, blowers, and valves, when needed.
- Cleans and maintains reservoirs, buildings, sludge beds, and blending ponds.

#### **Additional Job Functions**

- Performs routine office work as required, including but not limited to attending meetings, answering the telephone, filing documents, etc.
- Stocks truck with required daily supplies and materials.
- Performs routine grounds keeping; maintains clean and orderly shop area.
- Attends meetings, workshops, and training to enhance job knowledge and skill and to maintain certifications.
- Maintains a safe drivers record.
- Performs related duties as required.

#### **Qualifications**

- High school diploma or GED equivalent with a minimum of two (2) years of experience in public water systems maintenance and repair. An equivalent combination of education, training, and experience that provides the required skills, knowledge, and abilities may be considered.
- Valid West Virginia drivers license
- West Virginia Bureau for Public Health Water Distribution System Operator or Public Water System Operator (Class I or above) certification in good standing.
- Experience in the construction, maintenance, plumbing, pipe fitting trades is highly desirable.



### **Knowledge and Abilities**

- Verbal English to understand and be understood; written English to communicate in writing at a basic level;
- Appropriate safety precautions and procedures;
- Common hand tools, small power tools, and light equipment used in maintenance and construction trades;
- Take appropriate safety precautions in trench excavation;
- Perform heavy physical labor;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions; read and write at a level sufficient for job success;
- Establish and maintain effective relationships with those contacted in the course of work;
- maintain basic records;
- Read, write and perform basic mathematical calculations
- Basic methods of operation, installation, and maintenance of water facilities;

### **Physical Tasks and Environmental Conditions**

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. There is frequent need to stand, stoop, walk, crawl, climb, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate hand tools and mechanical and motorized equipment, to transport materials and supplies weighing up to 75 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well at distance. Must be able to hear in the normal audio range with or without correction. Accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Attachment  
Item 5.g. ii



CORPORATION OF HARPERS FERRY, WEST VIRGINIA

ORDINANCE No. 2025-06

An ORDINANCE to remove Section 909.04 of the Codified Ordinances.

[Introduced to Town Council by the Ordinance Review Committee, 8 December 2025.]

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

That Section 909.04 of the Codified Ordinances of Harpers Ferry be removed, to read as follows:

ARTICLE 909  
Streets

~~909.04 Snow removal.~~

~~909.04 Snow removal.~~

~~All owners or occupants of property within the Town shall remove, or cause to be removed, the snow from the sidewalks adjacent to their property within four hours after the snow has ceased to fall, provided, however, that should the snow fall during the night or on a Sunday, it shall be removed, within four hours after sunrise on the following day.~~

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 \_\_\_\_\_, \_\_\_\_.

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

\_\_\_\_\_  
Greg Vaughn, Mayor

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



## **Harpers Ferry Conflict of Interest Policy and Procedures**

*The proper operation of democratic government requires that public officials and employees be independent, impartial, and responsible to the people; that governments' decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.*

### **I. Overview.**

The Town Council believes that the above precepts apply to all elected officials, employees, and all commissions and committees. The goal of Harpers Ferry governing is to make fair and unbiased decisions or recommendations that are free of any perception of impropriety. Therefore, this Town policy is designed to provide guidance in making decisions in situations where there may be either a covert or overt conflict of interest or even the appearance of a conflict of interest. The preservation and unfettered endurance of maintaining the public trust is the paramount precept.

Likewise, the Corporation of Harpers Ferry serves residents, business owners, and visitors/tourists and is dedicated to preserving public trust through transparency and accountability. This dedication takes form through the Town's governing body and employees wherein there is an expectation that they will maintain the highest code of ethical conduct in all its operations. The Town recognizes that it can best accomplish its goals when the Town Council, employees, and other committees and commissions associated with the Town represent the interests, cultures, occupations, and expertise of the community. Thus, the Town recognizes that members of the Town Council, employees, and commission and committee members will from time-to-time face possible conflicts of interest or situations in which even the appearance of conflict of interest could be detrimental to the integrity of Harpers Ferry and those serving the public good.



## **II. Purpose.**

Harpers Ferry adopts this policy in recognition of its responsibility to the public trust, in recognition of the importance of fairness and objectivity in its conduct of business, as a means of assuring that every decision of the Town is made in the interest of the Town and the adjacent communities it serves, and as a means of publicly codifying the expectations of the Town Council. Town staff/employees in the context of this policy includes elected officials, police officers, employees, and residents serving on Town commissions and committees.

## **III. Scope.**

Elected officials, Town employees, and commission and committee members are required to conduct themselves, at all times, in accordance with good professional judgment, fairness and integrity, for the sole benefit of the Town and in such a manner as to not create a conflict of interest or appearance of such conflict.

A conflict of interest exists when a duty to give unbiased, fair, and honest service to the Town can be prejudiced by financial, personal, or relational interests of a person affected by this policy. A potential or perceived conflict of interest exists when circumstances would cause a reasonable person to think a person affected by this policy may be prejudiced by their financial, personal, or relational interests. A conflict of interest exists when a duty to give unbiased, fair, and honest service to the Town can be prejudiced by actual or potential benefit from another source. Those subject to this policy should refrain from entering into any ~~particular~~ transaction ~~or~~, establishing any relationship, ~~with others, or engaging in other activities, if in so doing,~~ their duty of ~~righteously serving service to~~ the Town is compromised or impaired. When in doubt, those affected by this policy should seek advice from their supervisor, committee/commission chair, the mayor, or Town attorney, as appropriate.

All persons covered under this policy are under a continuing obligation to make full disclosure to the Town Council of all situations involving either actual or potential conflicts of interest, whenever such situations may arise. Disclosure of a conflict of interest will not result in disciplinary or retaliatory action. If Town Council determines that a conflict of interest, perceived conflict of interest, or potential for conflict of interest exists the persons affected by this policy may be asked to correct or remedy the situation immediately. As a corrective or remedial action, Town Council may separate the affected person from certain of their duties as they pertain to participating in matters relating to the actual, perceived, or potential conflict of interest. Depending on the circumstances, Town Council may determine disciplinary actions, up to and including termination of employment and/or expulsion from appointed positions for having engaged in such conduct.

~~, If the Town determines that a conflict of interest or appearance of such conflict exists, the affected person may be asked to correct or remedy the situation immediately. Depending on the circumstances, staff may be subject to discipline, up to and including termination for having engaged in conduct, which constitutes a conflict, or for failing to disclose promptly a situation involving an actual or potential conflict of interest. If the an undisclosed~~ conflict of interest involves an elected official, the issue will be forwarded to the Town Attorney.

#### **IV. Select Provisions.**

~~No persons covered under this policy may act in a manner that would cause a reasonable person to think that the covered persons would show favor toward, or bias against, any matter, person, or organization in which they have authority, control, or influence as part of their official duties. Town Council will make determinations of perceived or potential conflict of interest and the appropriate non-disciplinary corrective and remedial measures on a prima facie evidentiary basis that will favor safeguarding public confidence.~~

~~All persons covered under this policy may not act in a manner that would cause a reasonable person to think that they would show favor toward someone that they can be improperly influenced.~~ If affected persons cannot be fair and objective because of a relationship, ~~or~~ affiliation, ~~or ideology~~ they should not perform their duties.

In addition, all those subject to the provisions of this policy may not disclose confidential information or make personal use of non-public information; they acquired in the course of their official duties; to further their personal interests or objectives which is contrary to formally adopted decisions and positions:

More specifically, all persons affected by this policy shall exercise care not to disclose such confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be averse to the interests or approved decisions of the governing body. Furthermore, no person shall disclose or use information relating to the business of the Town of Harpers Ferry for their personal profit, advantage, or advancement of their personal bias or prejudice concerning Town decisions and actions.

#### **V. Acknowledgement.**

I acknowledge that I have reviewed and understand the content of this policy. I am also aware that it is my responsibility to comply with and implement the policies and procedures mentioned in this policy.

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

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

DRAFT



*Attachment  
Item 7.5.*



1000 Washington Street  
P.O. Box 217  
Harpers Ferry, WV 25425  
304-535-2206  
www.harpersferrywv.com

## Corporation of Harpers Ferry

**Gregory F. Vaughn, Mayor**  
**Kevin Carden, Recorder**

Council Members  
Chris Craig  
Jesse Z. Melton  
David Simmons  
Greg 'Storm' DiCostanzo  
Christian Pechuekonis

### Harpers Ferry Employees' Holiday Schedule – 2026

New Year's Day	Thursday, January 1, 2026
Martin Luther King, Jr. Day	Monday, January 19, 2026
President's Day	Monday, February 16, 2026
Memorial Day	Monday, May 25, 2026
West Virginia Day	Friday, June 19, 2026
Independence Day	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Indigenous Peoples Day/Columbus Day	Monday, October 12, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Holiday	Thursday, November 26, 2026 Friday, November 27, 2026
Christmas Holiday	Thursday, December 24, 2026 (1/2 day) Friday, December 25, 2026
New Year's Eve	Thursday, December 31, 2026 (1/2 day)

In addition to the days listed above, the Corporation of Harpers Ferry will observe as holidays all days which may be appointed or recommended by the Governor of West Virginia or the President of the United States as days of thanksgiving or for the general cessation of business. Any day or part thereof designated by the Governor as time off without charge against annual leave for State employees statewide will be automatically designated as time off without charge against annual leave for Town employees.

Adopted by the Town Council of the Corporation of Harpers Ferry this 8th day of December 2025.

---

Gregory F. Vaughn, Mayor

**Historic District**  
**Where The Shenandoah Meets The Potomac**