



CORPORATION OF HARPERS FERRY
Town Council
DRAFT MINUTES

Regular Meeting

Monday, 12 January 2026

7:00 p.m.

Town Hall • 1000 Washington Street, 2nd Floor, Harpers Ferry, West Virginia 25425

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

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

The agenda was approved as amended. Item 6.a. was moved after item 4.b.

There were no public comments.

1. Mayor's announcements.

Mayor Vaughn thanked all the Council members for their work. A letter was received from CW Shipley Elementary School concerning a career work event in March.

2. Recorder's comments and updates.

None.

3. Community announcements.

a. Hilltop Hotel.

None.

b. National Park Service.

Superintendent Tanya Gossett noted that the Park will be commemorating the 250th anniversary of the United States. The Park will present a series on the progress of

the nation. The Park is working on parking concerns and remedies with local leaders in combination with the National Parks Conservation Association. Work on High Street will start soon at the Susan Downey House (museum), which should take about four months to complete. The sidewalk in front will also be closed for three to four weeks.

c. Other.

Christian Pechuekonis noted the recent passing of Carl Stohl, who was a notable member of the community.

4. Approval of minutes.

a. Regular Council meetings: 13 October 2025; 8 December 2025.

The minutes of the 13 October 2025 meeting were approved as received. The minutes from 8 December 2025 were approved as corrected.

b. Special Council meetings: 21 October 2025; 22 December 2025.

The minutes from 21 October 2025 were approved last month. The minutes of the 22 December 2025 meeting were approved as received.

5. Town reports.

a. Treasurer’s reports and approvals.

i. Review and approval of financial reports: November 2025.

The November 2025 financial reports were approved as received.

ii. Approval of invoices and purchases.

Motion	Motion to approve the invoices and purchases as submitted.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

b. Budget and Finance Committee.

i. Discussion and action regarding WDA grant and approval of Resolution #14.

Motion	Motion to approve Resolution #14.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0

Result	MOTION APPROVED
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ii. Discussion and action regarding the water meter CDS project.

Storm DiCostanzo noted that a preconstruction meeting will be held in the next couple of weeks.

iii. Update regarding CDS funding for future years.

No update.

iv. Discussion and action regarding maintenance of mains.

Storm DiCostanzo said that there are currently staffing capacity issues, so some projects have been placed on pause. There is currently \$30,000 earmarked by the Town Council to review and replace mains. Additionally, \$42,000 has been earmarked from WDA fund moneys for preparation work. A large invoice has just been received, but it is not ready for approval at this time. A payment of some \$60,000 will need approval for Greenridge Contractors, Inc. soon.

v. Discussion and action regarding Town website and logo project.

Greg Vaughn thanked Storm DiCostanzo, Jesse Melton, and Virilissa Breeden for their work on this project. Jesse said that he will meet with the commissions and committees to address how they want to use the website.

vi. Discussion regarding the Alpha Engineering proposals for Henry Clay Street and capital improvement financing.

This item is still being worked on.

c. Water Commission.

i. General report from the Public Works Administrator.

Stephen Paradis said the bills for the past two months have been estimated. The rate of loss “seems to be headed in the right direction”. About 5.5 million gallons of potable water were produced each of the last two months. There is currently an effort to keep work costs down, but the Water Works is keeping an eye on water loss. Some hydrant repairs are being performed. About 60 water pits have been cleaned out and some two dozen fixed. Repairs will have to be made to the Cummins generator. David Simmons noted that in the interim until the new meters are in the ground, the Public Service District will be putting in replacement meters.

ii. Water Commission report.

No report.

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

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

Applicant
Jay Srivastava

Nominated by
Chris Craig

Action	Appointment of Jay Srivastava to the Water Commission, Seat 5.
YES	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
NO	<i>none</i>
Result	Jay Srivastava appointed to the Water Commission, with term expiring 31 December 2028.

d. Planning Commission.

i. Planning Commission report.

Zach Morse reported that the Planning Commission did not meet in December 2025. However, the penultimate version of the comprehensive plan was received in December. Planning must hold a public hearing before the comprehensive plan goes to the Town Council for its approval. FEMA has pushed back its review and comments of the floodplain ordinance to August of this year. The capital improvement plan will be next in the update process.

e. Parks and Recreation Commission.

i. 2025 annual report.

Pat Morse read aloud a report, which is included in the Council’s packet for this meeting. The Parks and Recreation Commission is moving forward with the 2026 event schedule.

f. Historic Landmarks Commission.

i. Discussion and action regarding appointments to the Historic Landmark Commission.

The following applicant was nominated for appointment to the Historic Landmarks Commission:

Applicant

Nominated by

Caitlyn McAteer

Jesse Melton

Action	Appointment of Caitlyn McAteer to the Historic Landmarks Commission.
YES	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons
NO	Vaughn
Result	Caitlyn McAteer appointed to the Historic Landmarks Commission, with term expiring 31 December 2031.

g. Board of Zoning Appeals.

i. Discussion and action regarding appointments to the Board of Zoning Appeals.

The following applicants were nominated for appointment to the Board of Zoning Appeals:

Applicant

Ed Wheelless (*Seat 1*)

Bart Wheatley (*Seat 2*)

Nominated by

Storm DiCostanzo

Jesse Melton

Action	Appointment to the Board of Zoning Appeals.
ED WHEELLESS	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
BART WHEATLEY	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
Result	Ed Wheelless (Seat 1) and Bart Wheatley (Seat 2) appointed to the Board of Zoning Appeals, with term expiring 31 December 2031.

h. Ordinance Review Committee.

i. Ordinance Review Committee report.

Kevin Carden read aloud a report from the Ordinance Review Committee.

ii. Discussion and action on second and final reading of Ordinance 2025-06 Revocation of Snow Removal.

Motion	Motion to approve second and final reading of Ordinance 2025-06 Revocation of Snow Removal.
Motion by	Christian Pechuekonis
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

i. Internal Office Operations Committee.

i. General report.

David Simmons reported that the Internal Office Operations Committee has not met in a while, but job descriptions are being reviewed.

j. Population Decline Committee.

i. Discussion and action regarding adopting / approving minor changes to the previously approved “Charter for Select Committee on Assessing Harpers Ferry Population Growth Trends”.

Main motion	Motion to revise the charter for the Population Decline Committee with the edits to the survey as presented.
Main motion by	David Simmons
Second – main motion	Jesse Melton
Amended motion	Amend motion by accepting amendment to the Mission Statement.
Amended motion by	Chris Craig
Second – amended	Jesse Melton
YES – amendment	7
NO – amendment	0
Result – amendment	MOTION APPROVED
YES – main motion	7
NO – main motion	0
Result – main motion	MOTION APPROVED

ii. Discussion and action regarding adding a member to the Population Decline Committee.

The following applicant was nominated for appointment to the Population Decline Committee:

Applicant
Paul Mayhew

Nominated by
David Simmons

Action	Appointment of Paul Mayhew to the Population Decline Committee.
YES	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
NO	<i>none</i>
Result	Paul Mayhew appointed to the Population Decline Committee.

6. Unfinished business.

a. Discussion and action regarding adopting a conflict-of-interest policy and procedures.

Motion	Motion to insert a paragraph into Section 4, following the first paragraph, and change the word “nephew” in the fifth example to “son”.
Motion by	Chris Craig
Second	Jesse Melton
YES	7
NO	0
Result	MOTION APPROVED

b. Discussion regarding stormwater management.

Storm DiCostanzo said the Stormwater Committee is in communication with Region 9 concerning potential grant opportunities. A suggestion was made by David Simmons to use professional engineers to review stormwater management. He suggested that the Ordinance Review Committee review the ordinance to add a fee for professional engineering reviews. Zach Morse said the Planning Commission does not require an extensive review. Zach Morse, Jesse Melton, and others will meet to discuss this matter further.

c. Discussion and action regarding potential acquisition of vintage radial wave light fixtures.

Mayor Vaughn said two communications have been sent to Rockport, Maine, which has some of the same fixtures as Harpers Ferry. No response has been received yet.

d. Discussion and action regarding the Post Office lease renewal agreement.

This item was discussed in executive session.

Motion	Motion to authorize the Mayor to sign a lease agreement with the post office as presented.
Motion by	Chris Craig
Second	Christian Pechuekonis
YES	7
NO	0
Result	MOTION APPROVED

7. New business.

a. Discussion and action regarding Columbia Street gate beautification project.

Motion	Motion that the Mayor reach out to SWaN’s representative to request a Columbia Street gate beautification project that hides the chain link fence / gate, with completion by 1 April 2026.
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Motion by	Christian Pechuekonis
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

Motion	Motion to enter executive session, pursuant to WV Code § 6-9A-4(b)(9).
Motion by	Storm DiCostanzo
Second	Chris Craig
Result	MOTION APPROVED. Executive session began at 8:50 p.m.

The executive session ended at 8:57 p.m.

Motion to adjourn by David Simmons, second by Storm DiCostanzo. Meeting adjourned at 8:58 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, 27 January 2026

5:30 p.m.

Town Hall • 1000 Washington Street, 2nd Floor, Harpers Ferry, West Virginia 25425

The meeting was called to order at 5:34 p.m. by Mayor Vaughn.

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

UNFINISHED BUSINESS

1. Discussion and action regarding maintenance of mains planning and invoices.

Debbi Kelly explained that this is the continuation of work, part of which has previously been approved.

Motion	Motion to distribute \$18,966.00 to Greenridge Contractors for maintenance of mains work for the Harpers Ferry Water Works as previously discussed.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

Motion	Motion to approve payment of \$3,225.00 to Greenridge Contractors for work at 178 Polk Street.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

Motion	Motion to allocate \$30,000.00 for Water Works maintenance of mains work.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	6
NO	0
Result	MOTION APPROVED

2. Discussion and action regarding meter pit preparation status, invoices, and WDA Project Resolution #15.

Motion	Motion to approve Resolution #15 of the WDA project as presented.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

3. Discussion and action regarding Water Department staffing.

Christian Pechuekonis explained that three résumés have been received, but interviews for applicants have not yet been done.

4. Discussion and action regarding streets and grounds engineering, to include Henry Clay Street.

Deb Kelly explained that a handful of names of engineering firms have been received that can do this kind of work. Region 9 has provided some additional information for advertising for this job. Jesse Melton explained that a draft document has been created for performing this type of work and that he recommends contacting pavers for some additional information.

Motion	Motion to install traffic delineators on the damaged segments of Henry Clay Street.
Motion by	Jesse Melton
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

5. Discussion and action regarding cellular and Wi-Fi signal boosting for public access.

Christian Pechuekonis said information is currently being gathered, but this item is not yet ready for further action. Jesse Melton explained that there would be little interest from Wi-Fi providers on expanding service in Harpers Ferry due to the low customer base. Work is still ongoing with the cell providers, though. Storm DiCostanzo explained that there may be some assistance available through the federal government.

Mr Pechuekonis said it may be worthwhile to talk with SWaN Investors about this issue, since the future Hill Top Hotel customers will be important users of this service.

NEW BUSINESS

1. Discussion and action regarding Employee Driving Policy.

Deb Kelly said a draft policy has been written up using the County policy as a guide.

This will be considered by the Budget and Finance Committee and brought back to the Council for further consideration and action.

Motion to adjourn by Chris Craig, second by Christian Pechuekonis. Meeting adjourned at 6:31 p.m.

The above minutes are true and correct, as approved.

Mayor: _____

Date: _____

Recorder: _____

Date: _____

*Attachment
Item 5. a. i.*

Jan 23 2026

Harpers Ferry Historic Landmarks Commission

General Update and Progress Report

1. The Harpers Ferry Historic Landmarks Commission and its members continue to serve the Corporation of Harpers Ferry. The Commission operates under the authority granted to it by the Codified Ordinances of Harpers Ferry, Article 131 of the Administrative Code, Appendix A, Appendix B , West Virginia Code 8-26A-4 and all related and relevant Ordinances and Guidelines .
2. The Historic Land Marks Commission has met during its regularly scheduled monthly meetings and at times scheduled special meetings to offer our recommendations to the Ordinance Compliance Officer, the Board of Zoning Appeals and Citizens seeking our recommendations.
3. During the year some members have attended events and or educational classes related to our Commission responsibilities and to further our education.

4. The Commission has reviewed multiple permit applications during 2025 . Our recommendations to the applicants have been timely. The Commission has strived to achieve positive outcomes.
5. Weaver - Gillison Project - During 2025 the Comprehensive structural assessment and boundary survey of the Old Mary Gillison House has been completed and submitted to The town of Harpers Ferry for record.
There are no further deliverables due or available from Innovative Community Solutions after the receipt of their close out report that was delivered by Jamila Jones project coordinator. This is a project that will continue based on the planned next phases and fundraising by the owners and their consultants and agents. See report attached.
6. 2025 - The Landmarks Commission finished it edits to Appendix A
7. 2026 - New initiatives and work for the Landmarks Commission. The Commission will continue to review new permit applications as requested.
8. Prepare a current list of vacant buildings, residences, and businesses that are in violation of

our codified ordinances. This will include properties that are in disrepair, open to the weather and or creating a blight in Harpers Ferry, This is critical as we are a Federally Designated National Historic District. This list will include the Landmarks Commissions recommendations based on our authority granted to it by the codified ordinances of Harpers Ferry.

End Of Report

Attachment
Item 5. a. ii.



Weaver–Gillison House Project Close Out

Compiled Project Status (ICS / HLC / WV SHPO)

Since April 2024, Innovative Community Solutions (ICS), in formal partnership with the Harpers Ferry Historic Landmarks Commission as the Town's Certified Local Government (CLG) representative, has successfully completed all obligations associated with the WV SHPO-funded Weaver–Gillison House Survey and Planning project. This work included procurement, contracting, boundary survey, and a comprehensive structural assessment conducted by Civil & Environmental Consultants (CEC). The SHPO grant was fully executed, final invoices submitted, and contractors paid using a combination of WV SHPO funds and ICS matching funds. Final review and signoff occurred in May 2025, and the Town was provided a final report. As such, the CLG-funded project is officially closed, with no further financial, reporting, or contractual obligations owed by or to the Town or HLC under this grant.

CEC Structural Assessment Summary

The CEC structural assessment confirms that the Weaver–Gillison House retains historic integrity but is experiencing significant structural deterioration due to long-term water intrusion and deferred maintenance. The building reflects three historic construction phases supported by rubble stone foundations and timber framing, all of which show damage. Overall CEC concludes that preservation is **feasible** but requires a phased, architect-led restoration strategy focused on stabilizing the structure, and addressing moisture infiltration. This assessment provides the **technical basis for future grant applications** and capital planning but does not obligate the Town or HLC beyond the completed CLG project scope.

We thank the Harpers Ferry Historic Landmarks Commission and Town Council for its leadership and for assigning Ms. McAteer as our dedicated liaison throughout the WV SHPO grant-funded effort, who was instrumental in ensuring accountability, coordination, and successful closeout. We look forward to continued partnership in the next phases of this work as ICS and the Weaver-Gillison family pursue additional funding opportunities with the shared objective of preserving this historically significant home for future generations

Respectfully,

Janice M. Jones-Fleet



PROJECT STATUS REPORT

TODAY'S DATE

08/05/2024

WEAVER-GILLISON PROJECT

Conduct a comprehensive structural assessment and boundary survey of the Old Mary Gillison House in Harpers Ferry, WV.

**COORDINATOR:
JAMILA JONES**

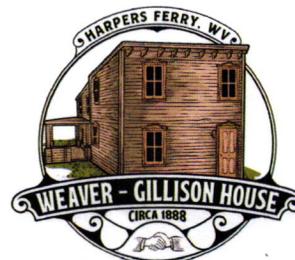
**HF HLC LIAISON:
CAT MCATEER**

ACTIVITY	% DONE	DATE DUE	COMMENTS
<ul style="list-style-type: none"> Contract between SHPO and HF HLC signed. 	100 %	10 APR 24 10 JULY 24 (ACTUAL)	ICS and HF HLC redefined terms of partnership to include: <ul style="list-style-type: none"> Town Council approval Defined roles & responsibilities
<ul style="list-style-type: none"> Draft Procurement Information - Expression of Interest (EoI) 	100 %	22 JULY 24	<ul style="list-style-type: none"> Escrow for matching funds established Addingment of HLC Liaison.
<ul style="list-style-type: none"> EoI approved. 	100 %	23 JULY 24	
<ul style="list-style-type: none"> Vendor Contact list populated. 	100 %	23 JULY 24	ICS utilized list of vendors from PAWV to solicit interest.
<ul style="list-style-type: none"> Vendors solicited. 	100 %	24 JULY 24	
<ul style="list-style-type: none"> Vendors response. 	0 %	15 AUG 24	

INNOVATIVE COMMUNITY SOLUTIONS

484 Williamsport Pike, Suite 135
Martinsburg, WV 25404

+1 703 945 8265
www.ics-wv.com





PROJECT STATUS REPORT

TODAY'S DATE

09/05/2024

WEAVER-GILLISON PROJECT

Conduct a comprehensive structural assessment and boundary survey of the Old Mary Gillison House in Harpers Ferry, WV.

**COORDINATOR:
JAMILA JONES**

**HF HLC LIAISON:
CAT MCATEER**



ACTIVITY	% DONE	DATE DUE	COMMENTS
• Vendors reminded to submit by deadline.	100 %	14 AUG 24	
• (1) Vendor response.	100 %	15 AUG 24	• CEC was the only responsive bidder.
• SHPO Contacted to notify results.	100 %	22 AUG 24	• Bid was higher due than original grant amount.
• Additional funding requested.	100 %	26 AUG 24	• Additional funding requested to cover the difference.



INNOVATIVE COMMUNITY SOLUTIONS

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PROJECT STATUS REPORT

TODAY'S DATE

11/05/2024

WEAVER-GILLISON PROJECT

Conduct a comprehensive structural assessment and boundary survey of the Old Mary Gillison House in Harpers Ferry, WV.

**COORDINATOR:
JAMILA JONES**

**HF HLC LIAISON:
CAT MCATEER**

ACTIVITY	% DONE	DATE DUE	COMMENTS
• Additional funding granted	100 %	06 SEPT 24	<ul style="list-style-type: none"> • WV SHPO sent new contract document to be signed. • Town and CEC reviewed changes and made necessary amendments. • All stakeholders agreed after review and executed contract to begin Weaver Gillison project. • Schedule and define logistics to begin.
• Change work order submitted.	100 %	3 OCT 24	
• Contracts amended bilaterally.	100 %	15 OCT 24	
• Sign offs obtained. Contract executed.	100 %	24 OCT 24	
• Discuss concerns with family.	100 %	1 NOV 24	
• Set date of Structural Assessment.	55 %	8 NOV 24	

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484 Williamsport Pike, Suite 135
Martinsburg, WV 25404

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www.ics-wv.com





PROJECT STATUS REPORT

TODAY'S DATE
12/30/2024

WEAVER-GILLISON PROJECT

Conduct a comprehensive structural assessment and boundary survey of the Old Mary Gillison House in Harpers Ferry, WV.

COORDINATOR:
JAMILA JONES

HF HLC LIAISON:
CAT MCATEER

ACTIVITY	% DONE	DATE DUE	COMMENTS
• Boundary survey field work.	100 %	10 NOV 24	CEC licensed surveyor performed field work for the boundary survey.
• Structural assessment field work.	100 %	12 DEC 24	CEC structural assessment on-site field work conducted. Data gathered for further research and processing.
• Initial purchase order submitted.	100 %	31 DEC 24	Invoiced returned to await draft report to accompany initial invoice.

INNOVATIVE COMMUNITY SOLUTIONS

484 Williamsport Pike, Suite 135
Martinsburg, WV 25404

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PROJECT STATUS REPORT

TODAY'S DATE

01/31/2025

WEAVER-GILLISON PROJECT

Conduct a comprehensive structural assessment and boundary survey of the Old Mary Gillison House in Harpers Ferry, WV.

**COORDINATOR:
JAMILA JONES**

**HF HLC LIAISON:
CAT MCATEER**

ACTIVITY	% DONE	DATE DUE	COMMENTS
• Boundary survey draft report submitted for review and acceptance.	100 %	10 JAN 2025	CEC licensed surveyor provided draft report of the boundary survey.
• Boundary survey field invoiced.	100 %	15 JAN 2025	Initial invoice submitted.

INNOVATIVE COMMUNITY SOLUTIONS

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PROJECT STATUS REPORT

TODAY'S DATE

04/23/2025

WEAVER-GILLISON PROJECT

Conduct a comprehensive structural assessment and boundary survey of the Old Mary Gillison House in Harpers Ferry, WV.

**COORDINATOR:
JAMILA JONES**

**HF HLC LIAISON:
CAT MCATEER**

ACTIVITY	% DONE	DATE DUE	COMMENTS
• Structural Assessment report draft submitted to SHPO for review.	100 %	7 MARCH 2025	WV SHPO to review and authorize final Structural Assessment report.
• Summary Structural Assessment submitted for approval to HFCLC.	100 %	23 APRIL 2025	2nd of 3 invoice submitted along with draft report.
• Sign off and final acceptance to close out.	100 %	MAY 5	

INNOVATIVE COMMUNITY SOLUTIONS

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PART THIRTEEN — PROJECT AND ZONING CODE

date of issuance unless authorized implementation of the Project for which the Sign Permit was issued has commenced. If authorized implementation of such Project has commenced within 24 months, a Sign Permit shall expire 36 months after the date of issuance. Once a Project for which a Sign Permit was issued is complete, a Sign Permit shall remain valid so long as the terms and conditions on which such Sign Permit was issued remain satisfied.

- (2) Extension. If authorized implementation of a Project for which a Sign Permit has not commenced, within 24 months of the issuance of such Sign Permit and upon written request, the Proper Authority may extend the validity period for such Sign Permit for an additional 12 months. Only one extension may be granted.
 - (3) Inspection. For every Project in which a Sign Permit is issued, the Proper Authority shall conduct an initial inspection and upon completion of such Project, a final inspection.
 - (4) Maintenance of Permit. Upon such final inspection, if the Proper Authority determines that the subject Sign complies with all terms and conditions of such Sign Permit, the applicant therefor shall keep and maintain such Sign Permit at the location to which it relates and shall, upon request, make such Sign Permit available for inspection by the Proper Authority or another official or decision making body of the Town.
- (b) Zoning Compliance Permit.
- (1) Validity period. Once issued, a Zoning Compliance Permit shall expire 24 months after the date of issuance unless authorized implementation of the Project for which the Zoning Compliance Permit was issued has commenced. If authorized implementation of such Project has commenced within 24 months, a Zoning Compliance Permit shall expire 36 months after the date of issuance. Once a Project for which a Zoning Compliance Permit was issued is complete, such Zoning Compliance Permit shall remain valid so long as the terms and conditions, if any, on which such Zoning Compliance Permit was issued remain satisfied.
 - (2) Extension. If authorized implementation of a Project for which a Zoning Compliance Permit has not commenced, within 24 months of the issuance of such Zoning Compliance Permit and upon written request, the Proper Authority may extend the validity period for such Zoning Compliance Permit for an additional 12 months. Only one extension may be granted.
 - (3) Inspection. For every Project in which a Zoning Compliance Permit is issued, the Proper Authority shall conduct an initial inspection and upon completion of such Project, a final inspection.
 - (4) Maintenance of Permit. Upon such final inspection, if the Proper Authority determines that the subject Project complies with all terms and conditions of such Zoning Compliance Permit, the applicant therefor shall keep and maintain such Zoning Compliance Permit at the location to which it relates and shall, upon request, make such Zoning Compliance Permit available for inspection by the Proper Authority or another official or decision making body of the Town.
- (c) Conditional Use Permit.
- (1) Validity period. Once issued, a Conditional Use Permit shall expire 24 months after the date of issuance unless authorized implementation of the Project for which the Conditional Use Permit was issued has commenced. If authorized implementation of such Project has commenced within 24 months, such Conditional Use Permit shall expire 36 months after the date of issuance. Once

Item 5.g.i.

2:56 PM

02/05/26

Accrual Basis

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

	Jul - Dec 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	54,830.01	88,884.00	-34,053.99	61.7%
303 · Oil & Gas Severance Tax	670.65	2,500.00	-1,829.35	26.8%
304 · Excise Tax on Utilities	4,529.88	7,500.00	-2,970.12	60.4%
305 · Business and Occupation Tax	139,941.09	225,000.00	-85,058.91	62.2%
306 · Liquor & Wine Tax	6,353.56	12,000.00	-5,646.44	52.9%
307 · Animal Control Tax	67.50	110.00	-42.50	61.4%
308 · Hotel Motel	54,058.26	90,000.00	-35,941.74	60.1%
314 · Sales Tax Revenue	189,320.02	310,000.00	-120,679.98	61.1%
320 · Fines, Fees & Court Cost	12,484.04	20,000.00	-7,515.96	62.4%
320_399 · Police Department Rev Sources	18,311.71	20,000.00	-1,688.29	91.6%
325 · Licenses	3,583.50	6,500.00	-2,916.50	55.1%
326 · Building Permit Fees	16,485.00	10,200.00	6,285.00	161.6%
327 · Miscellaneous Permits (Parking)	897.00	800.00	97.00	112.1%
328 · Franchise Fees	1,447.72	3,300.00	-1,852.28	43.9%
330 · IRP Fees	1,616.31	5,000.00	-3,383.69	32.3%
340 · Parks and Rec.	2,845.50	5,000.00	-2,154.50	56.9%
342 · Parking Meter Revenue	156,780.94	180,000.00	-23,219.06	87.1%
345 · Rents & Concessions	59,745.71	90,000.00	-30,254.29	66.4%
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	1,500.00	-396.43	73.6%
368 · Contributions from other Entiti	0.00	85,000.00	-85,000.00	0.0%
376 · Table Gaming Income	6,943.13	13,500.00	-6,556.87	51.4%
380 · Interest Earned on Investments	2,573.28	4,000.00	-1,426.72	64.3%
382 · Refunds and Rebates	891.50	1,600.00	-708.50	55.7%
397 · Lottery	16,481.53	39,000.00	-22,518.47	42.3%
399 · Miscellaneous Revenue	1,102.00	1,500.00	-398.00	73.5%
405 · Board of Zoning-Appeal	0.00	100.00	-100.00	0.0%
Total General	767,763.41	2,454,894.00	-1,687,130.59	31.3%
386 · Insurance Claims	946.72	1,000.00	-53.28	94.7%
400 · Water Department Income	0.00			
Total Income	768,710.13	2,455,894.00	-1,687,183.87	31.3%
Gross Profit	768,710.13	2,455,894.00	-1,687,183.87	31.3%

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Accrual Basis

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

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
Expense				
001.809 Grants Health/Sanitatio	0.00	12,500.00	-12,500.00	0.0%
001.760 Parking	11,071.85	17,418.66	-6,346.81	63.6%
405 - Board of Zoning Appeals	0.00	300.00	-300.00	0.0%
Capital Projects Expenditures				
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%
Total Capital Projects Expenditures	21,129.40	740,812.20	-719,682.80	2.9%
Culture & Rec Exp				
900 · Parks	1,393.27	6,630.00	-5,236.73	21.0%
901 · Visitors Bureau -H	26,905.70	45,000.00	-18,094.30	59.8%
906 · Arts & Humanities -H	7,957.28	105,000.00	-97,042.72	7.6%
911 · Historical Landmarks Com.	0.00	500.00	-500.00	0.0%
916 · Library	0.00	5,000.00	-5,000.00	0.0%
Total Culture & Rec Exp	36,256.25	162,130.00	-125,873.75	22.4%
001.402 · Economic Development	2,394.49	11,000.00	-8,605.51	21.8%
001.409 · Office of Mayor	10,765.02	22,600.00	-11,834.98	47.6%
001.410 · Members of Council	10,792.00	21,900.00	-11,108.00	49.3%
001.411 · Office of Recorder	3,270.00	6,515.00	-3,245.00	50.2%
001.413 · Office of Treasurer	37,159.82	79,545.62	-42,385.80	46.7%
001.415 · Office of City Clerk	41,657.22	79,648.33	-37,991.11	52.3%
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	127,363.68	305,962.32	-178,598.64	41.6%

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Accrual Basis

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

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
001.699 - Contingencies	0.00	125,209.65	-125,209.65	0.0%
001.700 - Police Dept	298,552.82	651,389.17	-352,836.35	45.8%
001.706 - Fire Dept	0.00	4,000.00	-4,000.00	0.0%
001.750 - Street Department	46,970.01	118,963.05	-71,993.04	39.5%
001.751 - Street Lights	8,365.12	19,500.00	-11,134.88	42.9%
001.752 - Street Signs	55.00	1,000.00	-945.00	5.5%
001.753 - Snow Removal	4,200.00	45,000.00	-40,800.00	9.3%
001.759 - Public Transit	0.00	4,500.00	-4,500.00	0.0%
417 - Office of Attorney	2,460.00	10,000.00	-7,540.00	24.6%
Total Expense	662,928.05	2,455,894.00	-1,792,965.95	27.0%
Net Ordinary Income	105,782.08	0.00	105,782.08	100.0%
Net Income	105,782.08	0.00	105,782.08	100.0%

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Accrual Basis

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

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
131 · SB234 Reserve Transfer	37,200.00	80,379.00	-43,179.00	46.3%
400 · Water Department Income				
Bond Renewal & Repl 2.5% trnfr	14,500.00	29,250.00	-14,750.00	49.6%
New Water Taps	750.00	0.00	750.00	100.0%
Capacity Improvement Fees	2,925.00	0.00	2,925.00	100.0%
419 · Interest Income Bonds	0.00	2,000.00	-2,000.00	0.0%
421 · Non Utility Income				
419 · Interest	7,596.25	2,000.00	5,596.25	379.8%
421 · Non Utility Income - Other	1,517.87	0.00	1,517.87	100.0%
Total 421 · Non Utility Income	9,114.12	2,000.00	7,114.12	455.7%
461 · Customers - Water Bill Payments	498,583.16	1,176,700.00	-678,116.84	42.4%
462.1 · Annual Fire Service Fee	110.76	3,000.00	-2,889.24	3.7%
471 · PSD bill processing	17,055.00	36,000.00	-18,945.00	47.4%
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%
Total 400 · Water Department Income	543,038.04	1,288,950.00	-745,911.96	42.1%
Total Income	580,238.04	1,369,329.00	-789,090.96	42.4%
Gross Profit	580,238.04	1,369,329.00	-789,090.96	42.4%
Expense				
400 · Water Department				
Bond Interest				
341.9 · Water Bond Debt Service (2024)	18,964.39	0.00	18,964.39	100.0%
427.3 · Bonds Payable - Series C	9,138.00	97,820.16	-88,682.16	9.3%
428 · USDA 2021 - Bonds Payable	117,180.00	252,640.00	-135,460.00	46.4%
Total Bond Interest	145,282.39	350,460.16	-205,177.77	41.5%
631.1 · Prof Services-Accounting-Water	9,400.89	15,000.00	-5,599.11	62.7%
131.3 Water Trnfs to Reserve	37,200.00	80,379.00	-43,179.00	46.3%
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	3,883.44	7,766.88	-3,883.44	50.0%
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%
675.3Memberships/Dues/subscript	424.00	700.00	-276.00	60.6%
Maintenance of Mains	15,422.84	63,200.00	-47,777.16	24.4%
127 · Bond Renewal & Replacement Fund	14,500.00	29,250.00	-14,750.00	49.6%
408.10 · Assessments	2,287.35	2,400.00	-112.65	95.3%
408.12 · PR Taxes Employer Expense	13,973.46	34,229.99	-20,256.53	40.8%
427.3 · Municipal Bond Commission	3,053.08	18,600.00	-15,546.92	16.4%
601.3 · Plant - Salaries & Wages	126,812.70	312,955.19	-186,142.49	40.5%
601.7 · Office - Salaries & Wages	58,838.99	114,919.70	-56,080.71	51.2%
604.8 · Pension Exp	17,318.00	44,258.79	-26,940.79	39.1%
605.8 · Employee PEIA Benefits	31,942.84	65,000.00	-33,057.16	49.1%

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Accrual Basis

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

July through December 2025

	Jul - Dec 25	Budget	\$ Over Budget	% of Budget
615.3 · Utilities W	15,887.35	40,000.00	-24,112.65	39.7%
618.3 · Plant Chemicals	7,151.56	17,000.00	-9,848.44	42.1%
620.3 · Plant - Material & Supplies	3,565.03	7,000.00	-3,434.97	50.9%
620.6 · Maintenance of Hydrants	2,517.08	2,000.00	517.08	125.9%
620.7 · Postage And Cust Acctg Supplies	3,726.10	9,000.00	-5,273.90	41.4%
620.7c · Customer Acct Exp Material Supp	0.00	0.00	0.00	0.0%
620.8 · Office Supplies & Expenses	6,385.16	33,100.00	-26,714.84	19.3%
620.8PM · Plant Maintenance MS	2,190.13	7,500.00	-5,309.87	29.2%
631.3 · Lab Services	3,853.24	9,000.00	-5,146.76	42.8%
631.4PM · Plant Maintenance CS	24,320.00	25,000.00	-680.00	97.3%
631.8 · Legal Fees and Studies	4,420.00	8,000.00	-3,580.00	55.3%
631.8_ · Security 911 Notification	187.25	800.00	-612.75	23.4%
642.8 · Leased Equipment W	695.28	1,000.00	-304.72	69.5%
650.8 · Auto & Transportation Expenses	3,326.94	17,000.00	-13,673.06	19.6%
656.8 · Ins-Property, Liability, Workers	13,770.54	29,000.00	-15,229.46	47.5%
660.8 · Advertising & Legal Publication	723.93	1,000.00	-276.07	72.4%
675.3 · Training, Education, & Certif	240.00	3,000.00	-2,760.00	8.0%
675.8 · Telephone W	5,413.88	8,700.00	-3,286.12	62.2%
Total 400 · Water Department	579,997.56	1,369,329.00	-789,331.44	42.4%
Total Expense	579,997.56	1,369,329.00	-789,331.44	42.4%
Net Ordinary Income	240.48	0.00	240.48	100.0%
Net Income	240.48	0.00	240.48	100.0%

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
General									
301-01 · Property Tax Current Year									
Deposit	12/01/2025	11977	Sheriff of Jefferso...	Nov 2025 ta...	General		001 General ...	545.47	545.47
Deposit	12/01/2025	11969	Sheriff of Jefferso...	Nov 2025 D...	General		001 General ...	847.14	1,392.61
Total 301-01 · Property Tax Current Year								1,392.61	1,392.61
304 · Excise Tax on Utilities									
Deposit	12/18/2025			Public Excis...	General		001 General ...	0.05	0.05
Total 304 · Excise Tax on Utilities								0.05	0.05
305 · Business and Occupation Tax									
Deposit	12/05/2025		Harpers Ferry Hill...	FY 2026 Q1 ...	General		002 WVGOP...	36.00	36.00
Deposit	12/30/2025		Kellgard General ...	B&O DPA	General		001 General ...	902.07	938.07
Total 305 · Business and Occupation Tax								938.07	938.07
308 · Hotel Motel									
Deposit	12/22/2025	3613...	AirBNB	FY 2026 Q2 ...	Hotel Oc...		Hotel Motel Tax	2,747.50	2,747.50
Total 308 · Hotel Motel								2,747.50	2,747.50
320 · Fines, Fees & Court Cost									
Deposit	12/02/2025			Tickets	Police		General Cour...	314.04	314.04
Deposit	12/04/2025			Tickets	Police		002 WVGOP...	525.00	839.04
Deposit	12/06/2025			Tickets	Police		002 WVGOP...	15.00	854.04
Deposit	12/09/2025			Tickets	Police		002 WVGOP...	350.00	1,204.04
Deposit	12/17/2025			Tickets	Police		002 WVGOP...	350.00	1,554.04
Deposit	12/26/2025			Tickets	Police		002 WVGOP...	175.00	1,729.04
Deposit	12/31/2025			Tickets	Police		002 WVGOP...	175.00	1,904.04
Total 320 · Fines, Fees & Court Cost								1,904.04	1,904.04
320_399 · Police Department Rev Sources									
321 Parking Violations									
Deposit	12/01/2025			Tickets	General		002 WVGOP...	80.00	80.00
Deposit	12/02/2025			Tickets	General		General Cour...	70.00	150.00
Deposit	12/03/2025			Tickets	General		002 WVGOP...	102.00	252.00
Deposit	12/04/2025			Tickets	General		002 WVGOP...	110.00	362.00
Deposit	12/05/2025			Tickets	General		002 WVGOP...	100.00	462.00
Deposit	12/06/2025			Tickets	General		002 WVGOP...	100.00	562.00
Deposit	12/07/2025			Tickets	General		002 WVGOP...	50.00	612.00
Deposit	12/08/2025			Tickets	General		002 WVGOP...	20.00	632.00
Deposit	12/09/2025			Tickets	General		002 WVGOP...	70.00	702.00
Deposit	12/10/2025			Tickets	General		002 WVGOP...	120.00	822.00
Deposit	12/11/2025			Tickets	General		General Cour...	90.00	912.00
Deposit	12/12/2025			Tickets	General		002 WVGOP...	20.00	932.00
Deposit	12/13/2025			Tickets	General		002 WVGOP...	20.00	952.00
Deposit	12/14/2025			Tickets	General		002 WVGOP...	120.00	1,072.00
Deposit	12/15/2025			Tickets	General		002 WVGOP...	30.00	1,102.00
Deposit	12/16/2025			Tickets	General		002 WVGOP...	40.00	1,142.00
Deposit	12/17/2025			Tickets	General		002 WVGOP...	50.00	1,192.00
Deposit	12/18/2025			Tickets	General		General Cour...	70.00	1,262.00
Deposit	12/18/2025			Tickets	General		002 WVGOP...	20.00	1,282.00
Check	12/22/2025	16980	Jeffrey Bostian	Refund of ov...	General		001 General ...	-139.04	1,142.96
Check	12/22/2025	16981	Joseph Messer	Refund of ov...	General		001 General ...	-16.00	1,126.96
Check	12/22/2025	16982	Ludvin Mendez Ab...	Refund for o...	General		001 General ...	-6.00	1,120.96
Deposit	12/22/2025			Tickets	General		002 WVGOP...	144.00	1,264.96
Deposit	12/23/2025			Tickets	General		002 WVGOP...	80.00	1,344.96
Deposit	12/24/2025			Tickets	General		002 WVGOP...	150.00	1,494.96
Deposit	12/26/2025			Tickets	General		002 WVGOP...	100.00	1,594.96
Deposit	12/27/2025			Tickets	General		002 WVGOP...	30.00	1,624.96
Deposit	12/29/2025			Tickets	General		002 WVGOP...	100.00	1,724.96
Deposit	12/30/2025			Tickets	General		002 WVGOP...	90.00	1,814.96
Deposit	12/30/2025			Tickets	General		General Cour...	230.00	2,044.96
Deposit	12/31/2025			Tickets	General		002 WVGOP...	10.50	2,055.46
Total 321 Parking Violations								2,055.46	2,055.46
380 P · Interest									
Deposit	12/31/2025			Interest	Police		HF/Bolivar Dr...	0.65	0.65
Deposit	12/31/2025			Interest	Police		Police Equipt ...	3.88	4.53
Deposit	12/31/2025			Interest	Police		General Cour...	19.91	24.44
Total 380 P · Interest								24.44	24.44
Total 320_399 · Police Department Rev Sources								2,079.90	2,079.90

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
325 - Licenses									
Deposit	12/08/2025		Whispering Pines ...	FY 2026 Bu...	General		001 General ...	15.00	15.00
Deposit	12/09/2025		Floo Network	FY 2026 Bu...	General		002 WVGOP...	25.00	40.00
Deposit	12/11/2025		WO Grubb Crane ...	FY 2026 Bu...	General		002 WVGOP...	27.50	67.50
Deposit	12/16/2025		J. Homans Constr...	FY 2026 Bu...	General		002 WVGOP...	15.00	82.50
Deposit	12/19/2025		American Chip LLC	FY 2026 Bu...	General		002 WVGOP...	27.50	110.00
Total 325 - Licenses								110.00	110.00
326 - Building Permit Fees									
Check	12/01/2025	16960	Matt Parsons	Refund ZCP...	General	X	001 General ...	0.00	0.00
Deposit	12/08/2025	7135	Miller's Residentia...	ZCPA #2025...	General		001 General ...	7,600.00	7,600.00
Deposit	12/22/2025	240	Rockhaven Proper...	ZCPA #2025...	General		001 General ...	25.00	7,625.00
Total 326 - Building Permit Fees								7,625.00	7,625.00
327 - Miscellaneous Permits (Parking)									
Deposit	12/18/2025		J. Homans Constr...	2025 Parkin...	General		001 General ...	35.00	35.00
Deposit	12/18/2025		Hutchinson, Shawn	2025 Parkin...	General		001 General ...	3.00	38.00
Total 327 - Miscellaneous Permits (Parking)								38.00	38.00
330 - IRP Fees									
Deposit	12/18/2025		State of WV	IRP Fees col...	General		001 General ...	178.10	178.10
Total 330 - IRP Fees								178.10	178.10
340 - Parks and Rec.									
Deposit	12/15/2025		customer	Cookie Walk...	Park and...		HF Parks and...	161.68	161.68
Deposit	12/16/2025	101	customer	Cookie Walk...	Park and...		HF Parks and...	50.00	211.68
Deposit	12/16/2025			cookie Walk...	Park and...		HF Parks and...	298.00	509.68
Total 340 - Parks and Rec.								509.68	509.68
342 - Parking Meter Revenue									
342.1 Parking Meter Revenue									
Deposit	12/09/2025		Parkmobile LLC	November M...	General		001 General ...	21,168.56	21,168.56
Total 342.1 Parking Meter Revenue								21,168.56	21,168.56
Total 342 - Parking Meter Revenue								21,168.56	21,168.56
345 - Rents & Concessions									
Deposit	12/01/2025	3246...	US Post Office	November R...	General		001 General ...	2,357.58	2,357.58
Deposit	12/01/2025	1500...	US Cellular_c	Dec 2025 R...	General		001 General ...	2,053.89	4,411.47
Deposit	12/04/2025	3000...	AT&T_c	December C...	General		001 General ...	1,259.71	5,671.18
Total 345 - Rents & Concessions								5,671.18	5,671.18
376 - Table Gaming Income									
Deposit	12/18/2025		State of WV	greenbrier	General		001 General ...	30.21	30.21
Deposit	12/18/2025		State of WV	table games	General		001 General ...	1,190.58	1,220.79
Total 376 - Table Gaming Income								1,220.79	1,220.79
397 - Lottery									
Deposit	12/02/2025		State of WV	Lottery	General		001 General ...	66.66	66.66
Deposit	12/04/2025		State of WV	lottery	General		001 General ...	967.97	1,034.63
Deposit	12/06/2025		State of WV	CT Racetrack	General		001 General ...	904.87	1,939.50
Deposit	12/13/2025		State of WV	CT Races L...	General		001 General ...	886.49	2,825.99
Deposit	12/20/2025		State of WV	CT Races	General		001 General ...	856.00	3,681.99
Deposit	12/26/2025		State of WV	lottery	General		001 General ...	70.45	3,752.44
Deposit	12/27/2025		State of WV	CT Races	General		001 General ...	1,312.79	5,065.23
Total 397 - Lottery								5,065.23	5,065.23
399 - Miscellaneous Revenue									
Deposit	12/18/2025	5777	Women of the Mo...	Donation to ...	General		001 General ...	100.00	100.00
Total 399 - Miscellaneous Revenue								100.00	100.00
Total General								50,748.71	50,748.71
Total Income								50,748.71	50,748.71
Gross Profit								50,748.71	50,748.71

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Expense									
001.760 Parking									
Payroll-Parking									
General Journal	12/04/2025			payroll 12/4	General		001 General ...	759.20	759.20
General Journal	12/18/2025			payroll 12/18	General		001 General ...	645.32	1,404.52
Total Payroll-Parking								1,404.52	1,404.52
PR Taxes-Parking									
General Journal	12/04/2025			payroll 11/6	General		001 General ...	58.08	58.08
General Journal	12/18/2025			payroll 12/18	General		001 General ...	49.37	107.45
Total PR Taxes-Parking								107.45	107.45
001.761 Parking Expenses									
Check	12/09/2025	16971	Stampfer, Timothy	Mileage 11/8...	General		001 General ...	42.00	42.00
Check	12/09/2025	16972	Stampfer, Timothy	Mileage 11/2...	General		001 General ...	52.50	94.50
Check	12/22/2025	16979	Stampfer, Timothy	Mileage 12/6...	General		001 General ...	49.00	143.50
Credit Card Cha...	12/26/2025	DEC2...	US Cellular	usage parkin...	General		P-Card	58.98	202.48
Total 001.761 Parking Expenses								202.48	202.48
Total 001.760 Parking								1,714.45	1,714.45
Culture & Rec Exp									
900 - Parks									
Utilities Pa									
Bill	12/01/2025	0003...	Harpers Ferry Wat...	November u...	General		20000 - Acco...	50.05	50.05
Bill	12/09/2025	1100...	Potomac Edison	November u...	General		20000 - Acco...	16.67	66.72
Total Utilities Pa								66.72	66.72
Total 900 - Parks								66.72	66.72
Total Culture & Rec Exp								66.72	66.72
001.402 - Economic Development									
Bill	12/04/2025	2510...	C & O Canal Trust...	Inv 2510289 ...	General		20000 - Acco...	250.00	250.00
Total 001.402 - Economic Development								250.00	250.00
001.409 - Office of Mayor									
PR Taxes Employer M									
General Journal	12/26/2025			payroll 12/26	General		001 General ...	127.50	127.50
Total PR Taxes Employer M								127.50	127.50
Salary M									
General Journal	12/26/2025			payroll 12/26	General		001 General ...	1,666.67	1,666.67
Total Salary M								1,666.67	1,666.67
Total 001.409 - Office of Mayor								1,794.17	1,794.17
001.410 - Members of Council									
PR Taxes Employer Co									
General Journal	12/26/2025			payroll 12/26	General		001 General ...	396.00	396.00
Total PR Taxes Employer Co								396.00	396.00
Salary Co									
General Journal	12/26/2025			payroll 12/26	General		001 General ...	5,000.00	5,000.00
Total Salary Co								5,000.00	5,000.00
Total 001.410 - Members of Council								5,396.00	5,396.00
001.411 - Office of Recorder									
PR Taxes Employer R									
General Journal	12/26/2025			payroll 12/26	General		001 General ...	135.00	135.00
Total PR Taxes Employer R								135.00	135.00
Salary R									
General Journal	12/26/2025			payroll 12/26	General		001 General ...	1,500.00	1,500.00
Total Salary R								1,500.00	1,500.00
Total 001.411 - Office of Recorder								1,635.00	1,635.00

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
001.413 · Office of Treasurer									
Employee Benefits									
Check	12/08/2025	eft	PEIA	Treasurer 2...	General		Harpers Ferry...	12.00	12.00
Total Employee Benefits								12.00	12.00
Group Ins. T									
Check	12/08/2025	EFT	PEIA	Treasurer P...	General		Harpers Ferry...	827.98	827.98
Total Group Ins. T								827.98	827.98
Pension Expense T									
General Journal	12/04/2025			payroll 12/4	General		001 General ...	327.58	327.58
General Journal	12/18/2025			payroll 12/18	General		001 General ...	279.34	606.92
Total Pension Expense T								606.92	606.92
PR Taxes Employer T									
General Journal	12/04/2025			payroll 12/4	General		001 General ...	249.08	249.08
General Journal	12/18/2025			payroll 12/18	General		001 General ...	208.07	457.15
General Journal	12/26/2025			move 'water'...	General		-SPLIT-	-435.96	21.19
Total PR Taxes Employer T								21.19	21.19
Salary T									
General Journal	12/04/2025			payroll 12/4	General		001 General ...	3,639.78	3,639.78
General Journal	12/18/2025			payroll 12/18	General		001 General ...	3,103.79	6,743.57
General Journal	12/26/2025			move 'water'...	General		PR Taxes Em...	-6,504.87	238.70
Total Salary T								238.70	238.70
Total 001.413 · Office of Treasurer								1,706.79	1,706.79
001.415 · Office of City Clerk									
Health Insurance CC									
Check	12/08/2025	EFT	PEIA	Clerk PEIA ...	General		Harpers Ferry...	827.98	827.98
Total Health Insurance CC								827.98	827.98
OPEB - General									
Check	12/08/2025	eft	PEIA	Clerk 2025 ...	General		Harpers Ferry...	12.00	12.00
Total OPEB - General								12.00	12.00
Pension Expense CC									
General Journal	12/04/2025			payroll 12/4	General		001 General ...	202.33	202.33
General Journal	12/18/2025			payroll 12/18	General		001 General ...	216.29	418.62
Total Pension Expense CC								418.62	418.62
PR Taxes Employer CC									
General Journal	12/04/2025			payroll 12/4	General		001 General ...	167.51	167.51
General Journal	12/18/2025			payroll 12/18	General		001 General ...	179.37	346.88
Total PR Taxes Employer CC								346.88	346.88
Salary CC									
General Journal	12/04/2025			payroll 12/4	General		001 General ...	2,248.15	2,248.15
General Journal	12/18/2025			payroll 12/18	General		001 General ...	2,403.21	4,651.36
Total Salary CC								4,651.36	4,651.36
Total 001.415 · Office of City Clerk								6,256.84	6,256.84
001.440 · City Hall									
Payroll Processing-C									
General Journal	12/04/2025			payroll proce...	General		001 General ...	27.02	27.02
General Journal	12/16/2025			payroll proce...	General		001 General ...	26.22	53.24
General Journal	12/26/2025			payroll proce...	General		001 General ...	80.85	134.09
Total Payroll Processing-C								134.09	134.09
Contracted Services C									
Bill	12/01/2025	96475	Advantage Techno...	INV 96475 c...	General		20000 · Acco...	93.75	93.75
Bill	12/01/2025	96215	Advantage Techno...	INV 96215 S...	General		20000 · Acco...	428.43	522.18
Bill	12/04/2025	58431A	AC & T Co., Inc.	Portable san...	General		20000 · Acco...	616.00	1,138.18
Total Contracted Services C								1,138.18	1,138.18

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Insurance and Bonds									
Bill	12/01/2025	3753...	ENCOVA Insurance	Worker's Co...	General		20000 · Acco...	28.40	28.40
Bill	12/02/2025	114118	WV Corp	Q3 2026	General		20000 · Acco...	1,274.73	1,303.13
Total Insurance and Bonds								1,303.13	1,303.13
Leased Equipment C									
Check	12/10/2025	EFT	Leaf	Copier lease...	General		001 General ...	104.50	104.50
Total Leased Equipment C								104.50	104.50
Maint & Repairs to Bldgs. C									
Bill	12/29/2025	2025...	State Certified Pes...	Quarterly Pe...	General		20000 · Acco...	125.00	125.00
Bill	12/29/2025	DEC ...	Roto-Rooter	Repair to Po...	General		20000 · Acco...	250.00	375.00
Total Maint & Repairs to Bldgs. C								375.00	375.00
Pension Expense C									
General Journal	12/04/2025			payroll 12/4	General		001 General ...	277.84	277.84
General Journal	12/18/2025			payroll 12/18	General		001 General ...	212.52	490.36
Total Pension Expense C								490.36	490.36
PR Taxes Employer C									
General Journal	12/04/2025			payroll 12/4	General		001 General ...	216.00	216.00
General Journal	12/18/2025			payroll 12/18	General		001 General ...	280.27	496.27
General Journal	12/26/2025			move 'GF' p...	General		-SPLIT-	957.69	1,453.96
Total PR Taxes Employer C								1,453.96	1,453.96
Professional Services C									
Bill	12/31/2025	35830	CoxHollidayoung ...	Accounting ...	General		20000 · Acco...	994.78	994.78
Bill	12/31/2025	35831	CoxHollidayoung ...	Accounting ...	General		20000 · Acco...	1,333.33	2,328.11
Total Professional Services C								2,328.11	2,328.11
Salaries & Wages C									
General Journal	12/04/2025			payroll 12/4	General		001 General ...	3,632.02	3,632.02
General Journal	12/18/2025			payroll 12/18	General		001 General ...	3,663.71	7,295.73
General Journal	12/26/2025			move 'GF' p...	General		PR Taxes Em...	12,635.70	19,931.43
Total Salaries & Wages C								19,931.43	19,931.43
Telephone C									
Bill	12/12/2025	1225	Frontier	Telephone 2...	General		20000 · Acco...	210.81	210.81
Bill	12/20/2025	0730...	Frontier	DEC usage	General		20000 · Acco...	76.98	287.79
Bill	12/25/2025	8299...	Comcast Internet	Internet 202...	General		20000 · Acco...	56.63	344.42
Credit Card Cha...	12/26/2025	DEC2...	US Cellular	cell phones ...	General		P-Card	148.87	493.29
Total Telephone C								493.29	493.29
Utilities C									
Bill	12/01/2025	0001...	Harpers Ferry Wat...	November u...	General		20000 · Acco...	33.88	33.88
Bill	12/09/2025	3453...	Waste Manageme...	NOV 2025 t...	General		20000 · Acco...	192.11	225.99
Bill	12/09/2025	1100...	Potomac Edison	November u...	General		20000 · Acco...	215.78	441.77
Bill	12/09/2025	1101...	Potomac Edison	November u...	General		20000 · Acco...	21.66	463.43
Bill	12/09/2025	1100...	Potomac Edison	November u...	General		20000 · Acco...	263.57	727.00
Bill	12/30/2025	3456...	Waste Manageme...	DEC 2025 to...	General		20000 · Acco...	192.65	919.65
Total Utilities C								919.65	919.65
341 G - Materials & Supplies C									
Bill	12/01/2025	155760	Automated Office ...	Toner	General		20000 · Acco...	232.52	232.52
Bill	12/02/2025	7496...	All-Shred, INC	INV 749612...	General		20000 · Acco...	291.00	523.52
Credit Card Cha...	12/03/2025		Adobe Pro	Kelly, subscr...	General		P-Card	21.19	544.71
Credit Card Cha...	12/08/2025		Zoom Video Com...	Kelly zoom	General		P-Card	92.97	637.68
Credit Card Cha...	12/09/2025	NOV ...	MicroSoft	kelly, visio	General		P-Card	5.30	642.98
Bill	12/31/2025	35830	CoxHollidayoung ...	RN access 2...	General		20000 · Acco...	74.67	717.65
Total 341 G - Materials & Supplies C								717.65	717.65
Total 001.440 - City Hall								29,389.35	29,389.35
001.700 - Police Dept									
Pension									
Pension-P									
General Journal	12/04/2025			payroll 12/4	Police		001 General ...	412.07	412.07
General Journal	12/18/2025			payroll 12/18	Police		001 General ...	277.36	689.43
Total Pension-P								689.43	689.43

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Pension MPFRS - P									
General Journal	12/04/2025			payroll 12/4	Police		001 General ...	710.13	710.13
General Journal	12/18/2025			payroll 12/18	Police		001 General ...	519.54	1,229.67
Total Pension MPFRS - P								1,229.67	1,229.67
Total Pension								1,919.10	1,919.10
Contracted Services-P									
Bill	12/01/2025	96215	Advantage Techno...	INV 96215 S...	Police		20000 · Acco...	428.43	428.43
Total Contracted Services-P								428.43	428.43
Departmental Supplies-P									
Auto Supplies and Fuel - P									
Check	12/03/2025	EFT	Fuelman	NP6942945...	Police		001 General ...	1,184.88	1,184.88
Check	12/04/2025	EFT	Fuelman	NP6958705...	Police		001 General ...	2,532.25	3,717.13
Total Auto Supplies and Fuel - P								3,717.13	3,717.13
Payroll Processing-P									
General Journal	12/04/2025			payroll proce...	Police		001 General ...	27.02	27.02
General Journal	12/16/2025			payroll proce...	Police		001 General ...	26.22	53.24
General Journal	12/26/2025			payroll proce...	Police		001 General ...	80.85	134.09
Total Payroll Processing-P								134.09	134.09
Office Supplies and Materials									
Check	12/09/2025	16973	Potomac Bank	Safe Deposit...	General		001 General ...	15.40	15.40
Bill	12/31/2025	35830	CoxHollidayoung ...	RN access 2...	Police		20000 · Acco...	74.67	90.07
Total Office Supplies and Materials								90.07	90.07
Total Departmental Supplies-P								3,941.29	3,941.29
PEIA/Workers Comp-P									
246P · OPEB - Police									
Check	12/08/2025	eft	PEIA	Police 2025 ...	Police		Harpers Ferry...	36.00	36.00
Total 246P · OPEB - Police								36.00	36.00
PEIA/Workers Comp-P - Other									
Check	12/08/2025	EFT	PEIA	POLIC PEIA ...	Police		Harpers Ferry...	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
Maintenance and Repairs-Auto-P									
Bill	12/05/2025	2025-...	CARS	INV 2259 Oil...	Police		20000 · Acco...	109.41	109.41
Bill	12/17/2025	2025-...	CARS	INV 2348 Ox...	Police		20000 · Acco...	825.37	934.78
Total Maintenance and Repairs-Auto-P								934.78	934.78
PR Taxes Employer -P									
General Journal	12/04/2025			payroll 12/4	Police		001 General ...	1,353.30	1,353.30
General Journal	12/18/2025			payroll 12/18	Police		001 General ...	963.05	2,316.35
Total PR Taxes Employer -P								2,316.35	2,316.35
Printing-Leased Equipmt. - P									
Check	12/02/2025	EFT	DDL Business	lease printer...	Police		001 General ...	71.50	71.50
Total Printing-Leased Equipmt. - P								71.50	71.50
Property Ins and Bonds-P									
Bill	12/01/2025	3753...	ENCOVA Insurance	Worker's Co...	Police		20000 · Acco...	318.96	318.96
Bill	12/02/2025	114118	WV Corp	Q3 2026	Police		20000 · Acco...	3,372.84	3,691.80
Total Property Ins and Bonds-P								3,691.80	3,691.80
Salaries and Wages-P									
General Journal	12/04/2025			payroll 12/4	Police		001 General ...	17,766.69	17,766.69
General Journal	12/18/2025			payroll 12/18	Police		001 General ...	12,700.22	30,466.91
Total Salaries and Wages-P								30,466.91	30,466.91

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Telephone-P									
Bill	12/12/2025	1225	Frontier	Telephone 2...	Police		20000 · Acco...	210.81	210.81
Bill	12/20/2025	0730...	Frontier	DEC usage	Police		20000 · Acco...	76.98	287.79
Bill	12/25/2025	8299...	Comcast Internet	Internet 202...	Police		20000 · Acco...	56.63	344.42
Credit Card Cha...	12/26/2025	DEC2...	US Cellular	cell phones ...	Police		P-Card	148.88	493.30
Total Telephone-P								493.30	493.30
Utilities-P									
Bill	12/01/2025	0001...	Harpers Ferry Wat...	November U...	Police		20000 · Acco...	33.88	33.88
Check	12/04/2025	eft	ADT Security	2025 DEC	Police		001 General ...	74.88	108.76
Bill	12/09/2025	3453...	Waste Manageme...	NOV 2025 t...	Police		20000 · Acco...	71.72	180.48
Bill	12/09/2025	1100...	Potomac Edison	November u...	Police		20000 · Acco...	174.45	354.93
Bill	12/30/2025	3456...	Waste Manageme...	DEC 2025 to...	Police		20000 · Acco...	71.72	426.65
Total Utilities-P								426.65	426.65
Wireless-P									
Bill	12/05/2025	2873...	AT&T	ACCT 2873...	Police		20000 · Acco...	466.75	466.75
Total Wireless-P								466.75	466.75
WV, Friendship									
Check	12/03/2025	EFT	State of WV	November 2...	Police		General Cour...	156.00	156.00
Total WV, Friendship								156.00	156.00
Total 001.700 · Police Dept								50,735.80	50,735.80
001.750 · Street Department									
Auto Supplies (Gas & Oil) St									
Bill	12/01/2025	NP69...	Fuelman	NP69587054	General		20000 · Acco...	200.75	200.75
Total Auto Supplies (Gas & Oil) St								200.75	200.75
Equipment Rent St									
Bill	12/03/2025	2773...	AC & T Co., Inc.	INV 27733CO	General		20000 · Acco...	80.00	80.00
Total Equipment Rent St								80.00	80.00
Group Ins. St									
Bill	12/01/2025	3753...	ENCOVA Insurance	Worker's Co...	General		20000 · Acco...	109.90	109.90
Bill	12/02/2025	114118	WV Corp	Q3 2026	General		20000 · Acco...	1,251.70	1,361.60
Total Group Ins. St								1,361.60	1,361.60
Maint & Repair to Autos St									
Bill	12/16/2025	2337	CARS	Inspection m...	General		20000 · Acco...	14.66	14.66
Total Maint & Repair to Autos St								14.66	14.66
Pension Expense St									
General Journal	12/04/2025			payroll 12/4	General		001 General ...	209.17	209.17
General Journal	12/18/2025			payroll 12/18	General		001 General ...	203.36	412.53
Total Pension Expense St								412.53	412.53
PR Taxes Employer St									
General Journal	12/04/2025			payroll 12/4	General		001 General ...	177.80	177.80
General Journal	12/18/2025			payroll 12/18	General		001 General ...	172.86	350.66
Total PR Taxes Employer St								350.66	350.66
Salaries & Wages St									
General Journal	12/04/2025			payroll 12/4	General		001 General ...	2,324.16	2,324.16
General Journal	12/18/2025			payroll 12/18	General		001 General ...	2,259.60	4,583.76
Total Salaries & Wages St								4,583.76	4,583.76
Utilities St									
Bill	12/01/2025	0002...	Harpers Ferry Wat...	November U...	General		20000 · Acco...	240.00	240.00
Total Utilities St								240.00	240.00
Total 001.750 · Street Department								7,243.96	7,243.96

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
001.751 - Street Lights									
Utilities SI									
Bill	12/05/2025	1100...	Potomac Edison	NOV Usage,...	General		20000 · Acco...	1,356.24	1,356.24
Bill	12/09/2025	1101...	Potomac Edison	November u...	General		20000 · Acco...	43.20	1,399.44
Total Utilities SI								1,399.44	1,399.44
Total 001.751 · Street Lights								1,399.44	1,399.44
001.753 - Snow Removal									
Contracted Services S									
Bill	12/02/2025	26938	Cornerstone Lawn...	INV 236938 ...	General		20000 · Acco...	1,200.00	1,200.00
Bill	12/09/2025	26992	Cornerstone Lawn...	INV 26992 P...	General		20000 · Acco...	1,200.00	2,400.00
Bill	12/15/2025	27023	Cornerstone Lawn...	INV 27023 P...	General		20000 · Acco...	1,200.00	3,600.00
Bill	12/26/2025	27097	Cornerstone Lawn...	INV 27097 1...	General		20000 · Acco...	600.00	4,200.00
Total Contracted Services S								4,200.00	4,200.00
Total 001.753 · Snow Removal								4,200.00	4,200.00
Total Expense								111,788.52	111,788.52
Net Ordinary Income								-61,039.81	-61,039.81
Net Income								-61,039.81	-61,039.81

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
131 - SB234 Reserve Transfer									
General Journal	12/31/2025			SB 234 Tran...	Water		131.3 Water ...	6,400.00	6,400.00
Total 131 - SB234 Reserve Transfer								6,400.00	6,400.00
400 - Water Department Income									
Bond Renewal & Repl 2.5% trnfr									
General Journal	12/31/2025			Reserves	Water		127 - Bond R...	2,100.00	2,100.00
Total Bond Renewal & Repl 2.5% trnfr								2,100.00	2,100.00
New Water Taps									
Deposit	12/08/2025	7137	Miller's Residentia...	Block O Lot ...	Water		Water Fund ...	750.00	750.00
Total New Water Taps								750.00	750.00
Capacity Improvement Fees									
Deposit	12/08/2025	7137	Miller's Residentia...	Block O Lot ...	Water		Water Fund ...	2,925.00	2,925.00
Total Capacity Improvement Fees								2,925.00	2,925.00
421 - Non Utility Income									
419. - Interest									
Deposit	12/31/2025			Interest	Water		CNB Renew ...	19.73	19.73
Deposit	12/31/2025			Interest	Water		CNB Renew ...	345.22	364.95
Deposit	12/31/2025			Interest	Water		GRANT Oper...	0.03	364.98
Deposit	12/31/2025			Interest	Water		Opioid Settle...	3.27	368.25
Deposit	12/31/2025			Interest	Water		SWaN Escro...	111.09	479.34
Deposit	12/31/2025			Interest	Water		Water Improv...	7.31	486.65
Deposit	12/31/2025			Interest	Water		Hotel Motel Tax	19.67	506.32
Deposit	12/31/2025			Interest	Water		2024 Const T...	19.68	526.00
Deposit	12/31/2025			Interest	Water		Construction F...	952.81	1,478.81
Deposit	12/31/2025			Interest	Water		HF Parks and...	2.66	1,481.47
Deposit	12/31/2025			Interest	Water		CNB CWCR ...	465.28	1,946.75
Deposit	12/31/2025			Interest	Water		CNB Reserve...	19.68	1,966.43
Deposit	12/31/2025			Interest	Water		Water Fund ...	40.21	2,006.64
Deposit	12/31/2025			Interest	Water		HF Water W...	9.33	2,015.97
Total 419. - Interest								2,015.97	2,015.97
Total 421 - Non Utility Income								2,015.97	2,015.97
461 - Customers - Water Bill Payments									
462 - Customer Hydrants									
Deposit	12/04/2025			Fire Protection	Water		Water Fund ...	270.00	270.00
Deposit	12/17/2025			Fire Protection	Water		Water Fund ...	37.86	307.86
Deposit	12/18/2025			Fire Protection	Water		Water Fund ...	240.00	547.86
Deposit	12/23/2025			Fire Protection	Water		Water Fund ...	270.00	817.86
Deposit	12/31/2025			Fire Protection	Water		Water Fund ...	18.93	836.79
Total 462 - Customer Hydrants								836.79	836.79
461 - Customers - Water Bill Payments - Other									
General Journal	12/31/2025		Harpers Ferry_v	To adjust A/...	Water		141 Accounts...	61,059.63	61,059.63
Total 461 - Customers - Water Bill Payments - Other								61,059.63	61,059.63
Total 461 - Customers - Water Bill Payments								61,896.42	61,896.42
471 - PSD bill processing									
Invoice	12/01/2025	202512	HF Bolivar Public ...	Monthly pay...	Water		141 Accounts...	500.00	500.00
Invoice	12/01/2025	202512	HF Bolivar Public ...		Water		141 Accounts...	2,340.00	2,840.00
Total 471 - PSD bill processing								2,840.00	2,840.00
Total 400 - Water Department Income								72,527.39	72,527.39
Total Income								78,927.39	78,927.39
Gross Profit								78,927.39	78,927.39
Expense									
400. - Water Department									
Bond Interest									
341.9 - Water Bond Debt Service (2024)									
General Journal	12/03/2025			new withdra...	Water		Water Fund ...	741.06	741.06
General Journal	12/03/2025			new withdra...	Water		Water Fund ...	7,425.44	8,166.50
Total 341.9 - Water Bond Debt Service (2024)								8,166.50	8,166.50

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

December 2025

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
427.3 · Bonds Payable - Series C									
Check	12/15/2025	EFT	USDA	2025 DEC	Water		Water Fund ...	1,523.00	1,523.00
Total 427.3 · Bonds Payable - Series C								1,523.00	1,523.00
428 · USDA 2021 - Bonds Payable									
Check	12/11/2025	eft	USDA		Water		Water Fund ...	19,530.00	19,530.00
Total 428 · USDA 2021 - Bonds Payable								19,530.00	19,530.00
Total Bond Interest								29,219.50	29,219.50
631.1 · Prof Services-Accounting-Water									
Bill	12/31/2025	35830	CoxHollidayoung ...	Accounting ...	Water		20000 · Acco...	496.65	496.65
Bill	12/31/2025	35831	CoxHollidayoung ...	Accounting ...	Water		20000 · Acco...	666.67	1,163.32
Total 631.1 · Prof Services-Accounting-Water								1,163.32	1,163.32
131.3 Water Tranfs to Reserve									
General Journal	12/31/2025			SB 234 Tran...	Water		131 · SB234 ...	6,400.00	6,400.00
Total 131.3 Water Tranfs to Reserve								6,400.00	6,400.00
341.2 Capital Outlay - Auto									
Check	12/24/2025	EFT	Bank of Charles T...	Water Truck...	Water		Water Fund ...	647.24	647.24
Total 341.2 Capital Outlay - Auto								647.24	647.24
127 · Bond Renewal & Replacement Fund									
General Journal	12/31/2025			Reserves	Water		Bond Renew...	2,100.00	2,100.00
Total 127 · Bond Renewal & Replacement Fund								2,100.00	2,100.00
408.12 · PR Taxes Employer Expense									
General Journal	12/04/2025			payroll 12/4	Water		001 General ...	774.78	774.78
General Journal	12/04/2025			payroll 12/4	Water		001 General ...	487.87	1,262.65
General Journal	12/18/2025			payroll 12/18	Water		001 General ...	500.03	1,762.68
General Journal	12/18/2025			payroll 12/18	Water		001 General ...	354.10	2,116.78
General Journal	12/26/2025			payroll 12/26	Water		001 General ...	307.49	2,424.27
General Journal	12/26/2025			move 'water'...	Water		PR Taxes Em...	435.96	2,860.23
General Journal	12/26/2025			move 'GF' p...	Water		PR Taxes Em...	-957.69	1,902.54
Total 408.12 · PR Taxes Employer Expense								1,902.54	1,902.54
601.3 · Plant - Salaries & Wages									
General Journal	12/04/2025			payroll 12/4	Water		001 General ...	10,154.66	10,154.66
General Journal	12/18/2025			payroll 12/18	Water		001 General ...	6,563.06	16,717.72
General Journal	12/26/2025			payroll 12/26	Water		001 General ...	4,019.57	20,737.29
Total 601.3 · Plant - Salaries & Wages								20,737.29	20,737.29
601.7 · Office - Salaries & Wages									
General Journal	12/04/2025			payroll 12/4	Water		001 General ...	6,459.80	6,459.80
General Journal	12/18/2025			payroll 12/18	Water		001 General ...	4,711.11	11,170.91
General Journal	12/26/2025			move 'water'...	Water		PR Taxes Em...	6,504.87	17,675.78
General Journal	12/26/2025			move 'GF' p...	Water		PR Taxes Em...	-12,635.70	5,040.08
Total 601.7 · Office - Salaries & Wages								5,040.08	5,040.08
604.8 · Pension Exp									
General Journal	12/04/2025			payroll 12/4	Water		001 General ...	913.92	913.92
General Journal	12/04/2025			payroll 12/4	Water		001 General ...	581.38	1,495.30
General Journal	12/18/2025			payroll 12/18	Water		001 General ...	590.67	2,085.97
General Journal	12/18/2025			payroll 12/18	Water		001 General ...	424.00	2,509.97
Total 604.8 · Pension Exp								2,509.97	2,509.97
605.8 · Employee PEIA Benefits									
OPEB - Water									
Check	12/08/2025	eft	PEIA	Water 2025 ...	Water		Harpers Ferry...	72.00	72.00
Total OPEB - Water								72.00	72.00
605.8 · Employee PEIA Benefits - Other									
Check	12/08/2025	EFT	PEIA	Water PEIA ...	Water		Harpers Ferry...	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
615.3 · Utilities W									
Bill	12/01/2025	0001...	Harpers Ferry Wat...	November U...	Water		20000 · Acco...	33.88	33.88
Bill	12/09/2025	3453...	Waste Manageme...	NOV 2025 t...	Water		20000 · Acco...	71.72	105.60

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	12/09/2025	1100...	Potomac Edison	November u...	Water		20000 · Acco...	10.00	115.60
Bill	12/09/2025	1101...	Potomac Edison	November u...	Water		20000 · Acco...	77.97	193.57
Bill	12/09/2025	1100...	Potomac Edison	November u...	Water		20000 · Acco...	2,625.49	2,819.06
Bill	12/30/2025	3456...	Waste Manageme...	DEC 2025 to...	Water		20000 · Acco...	71.72	2,890.78
Total 615.3 · Utilities W								2,890.78	2,890.78
618.3 · Plant Chemicals									
Bill	12/19/2025	1003...	CITCO Water	INV 100329...	Water		20000 · Acco...	549.00	549.00
Total 618.3 · Plant Chemicals								549.00	549.00
620.3 · Plant - Material & Supplies									
Bill	12/12/2025	2500...	Micro-Tech Desig...	Tank Telem...	Water		20000 · Acco...	730.10	730.10
Total 620.3 · Plant - Material & Supplies								730.10	730.10
620.8 · Office Supplies & Expenses									
631.2 · Payroll Processing-Water									
General Journal	12/04/2025			payroll proce...	Water		001 General ...	27.01	27.01
General Journal	12/12/2025			payroll proce...	Water		Water Fund ...	-184.90	-157.89
General Journal	12/16/2025			payroll proce...	Water		001 General ...	26.21	-131.68
General Journal	12/26/2025			payroll proce...	Water		001 General ...	80.85	-50.83
Total 631.2 · Payroll Processing-Water								-50.83	-50.83
620.8 · Office Supplies & Expenses - Other									
Bill	12/01/2025	155760	Automated Office ...	Toner	Water		20000 · Acco...	232.53	232.53
Bill	12/01/2025	96215	Advantage Techno...	INV 96215 S...	Water		20000 · Acco...	428.44	660.97
Bill	12/31/2025	35830	CoxHollidayoung ...	RN Access ...	Water		20000 · Acco...	74.66	735.63
Total 620.8 · Office Supplies & Expenses - Other								735.63	735.63
Total 620.8 · Office Supplies & Expenses								684.80	684.80
620.8PM · Plant Maintenance MS									
Bill	12/26/2025	INV0...	CORE & MAIN LP	INV 002395...	Water		20000 · Acco...	177.36	177.36
Total 620.8PM · Plant Maintenance MS								177.36	177.36
631.3 · Lab Services									
Bill	12/01/2025	2560...	Pace Analytical	INV 253064...	Water		20000 · Acco...	185.80	185.80
Bill	12/04/2025	ENV2...	West Virginia DH...	INV ENV26...	Water		20000 · Acco...	20.00	205.80
Bill	12/11/2025	2530...	Pace Analytical	INV 253065...	Water		20000 · Acco...	98.00	303.80
Bill	12/18/2025	WAT...	West Virginia DH...	INV WAT26...	Water		20000 · Acco...	46.00	349.80
Bill	12/18/2025	WAT...	West Virginia DH...	INV WAT26...	Water		20000 · Acco...	46.00	395.80
Bill	12/29/2025	WAT...	West Virginia DH...	INV WAT26...	Water		20000 · Acco...	23.00	418.80
Bill	12/29/2025	WAT...	West Virginia DH...	INV WAT26...	Water		20000 · Acco...	23.00	441.80
Total 631.3 · Lab Services								441.80	441.80
631.4PM · Plant Maintenance CS									
Bill	12/31/2025	DEC ...	Dodson Septic Ta...	DEC	Water		20000 · Acco...	475.00	475.00
Total 631.4PM · Plant Maintenance CS								475.00	475.00
642.8 · Leased Equipment W									
Bill	12/01/2025	3455...	Waste Manageme...	INV 345545...	Water		20000 · Acco...	118.36	118.36
Total 642.8 · Leased Equipment W								118.36	118.36
650.8 · Auto & Transportation Expenses									
Bill	12/05/2025	NP69...	Fuelman	NP69587053	Water		20000 · Acco...	304.70	304.70
Total 650.8 · Auto & Transportation Expenses								304.70	304.70
656.8 · Ins-Property, Liability, Workers									
Bill	12/01/2025	3753...	ENCOVA Insurance	Worker's Co...	Water		20000 · Acco...	854.94	854.94
Bill	12/02/2025	114118	WV Corp	Q3 2026	Water		20000 · Acco...	4,520.23	5,375.17
Total 656.8 · Ins-Property, Liability, Workers								5,375.17	5,375.17
660.8 · Advertising & Legal Publication									
Bill	12/08/2025	WV2...	Miss Utility	NOV 2025 C...	Water		20000 · Acco...	103.70	103.70
Total 660.8 · Advertising & Legal Publication								103.70	103.70
675.8 · Telephone W									
Bill	12/12/2025	1225	Frontier	Telephone 2...	Water		20000 · Acco...	210.80	210.80
Bill	12/16/2025	DEC ...	Comcast Internet	Internet phone	Water		20000 · Acco...	205.91	416.71
Bill	12/20/2025	0730...	Frontier	DEC usage	Water		20000 · Acco...	76.98	493.69
Bill	12/25/2025	8299...	Comcast Internet	Internet 202...	Water		20000 · Acco...	56.63	550.32

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Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Credit Card Cha...	12/26/2025	DEC2...	US Cellular	cell phones ...	Water		P-Card	148.88	699.20
Total 675.8 · Telephone W								699.20	699.20
Total 400. · Water Department								87,109.81	87,109.81
Total Expense								87,109.81	87,109.81
Net Ordinary Income								-8,182.42	-8,182.42
Net Income								-8,182.42	-8,182.42

Corp. of Harpers Ferry
Check Detail
January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ach	01/20/2025	Bank of Charles Town		Water Fund Checking		-602.97
					341.2 Capital Outlay - ...	-602.97	602.97
TOTAL						-602.97	602.97
Bill Pmt -Check	aCH	01/16/2025	Potomac Edison		001 General Fund Ac...		-162.10
Bill	110147...	01/10/2025			Utilities C	-161.60	161.60
					341 G · Materials & Su...	-0.50	0.50
TOTAL						-162.10	162.10
Bill Pmt -Check	ACH	01/10/2025	Fuelman		001 General Fund Ac...		-177.68
Bill	NP677...	01/10/2025			Auto Supplies (Gas & ...	-177.68	177.68
TOTAL						-177.68	177.68
Bill Pmt -Check	ACH	01/16/2025	Crystal Springs		Water Fund Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	ACH	01/16/2025	Crystal Springs		001 General Fund Ac...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		001 General Fund Ac...		-211.80
Bill	110081...	01/10/2025			Utilities-P	-211.30	211.30
					Office Supplies and M...	-0.50	0.50
TOTAL						-211.80	211.80
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		001 General Fund Ac...		-1,356.43
Bill	110084...	01/07/2025			Utilities SI	-1,355.93	1,355.93
					341 G · Materials & Su...	-0.50	0.50
TOTAL						-1,356.43	1,356.43
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		001 General Fund Ac...		-35.90
Bill	110086...	01/10/2025			Utilities Pa	-35.40	35.40
					341 G · Materials & Su...	-0.50	0.50
TOTAL						-35.90	35.90
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		Water Fund Checking		-3,055.53
Bill	110083...	01/10/2025			615.3 · Utilities W	-3,055.03	3,055.03
					620.8 · Office Supplies...	-0.50	0.50
TOTAL						-3,055.53	3,055.53
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		Water Fund Checking		-121.54
Bill	110158...	01/10/2025			615.3 · Utilities W	-121.04	121.04
					620.8 · Office Supplies...	-0.50	0.50
TOTAL						-121.54	121.54
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		001 General Fund Ac...		-200.89
Bill	110081...	01/10/2025			Utilities C	-200.39	200.39
					341 G · Materials & Su...	-0.50	0.50
TOTAL						-200.89	200.89

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	01/16/2025	Potomac Edison		001 General Fund Ac...		-315.19
Bill	110081...	01/10/2025			Utilities C 341 G · Materials & Su...	-314.69 -0.50	314.69 0.50
TOTAL						-315.19	315.19
Check	ACH	01/16/2025	Crystal Springs		001 General Fund Ac...		-5.99
					341 G · Materials & Su...	-5.99	5.99
TOTAL						-5.99	5.99
Check	ACH	01/16/2025	Crystal Springs		Water Fund Checking		-6.00
					620.8 · Office Supplies...	-6.00	6.00
TOTAL						-6.00	6.00
Check	ACH	01/21/2025	CNB BANK		Water Fund Checking		-255.26
					341.9 · Water Bond De...	-255.26	255.26
TOTAL						-255.26	255.26
Bill Pmt -Check	ACH	01/23/2025	ENCOVA Insurance		001 General Fund Ac...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	ACH	01/23/2025	ENCOVA Insurance		001 General Fund Ac...		-6,148.00
Bill	369247...	01/01/2025			Property Ins and Bond... 656.8 · Ins-Property, Li...	-2,671.21 -3,476.79	3,136.85 4,082.86
TOTAL						-6,148.00	7,219.71
Bill Pmt -Check	ACH	01/28/2025	Potomac Edison		Water Fund Checking		-26.82
Bill	110081...	01/14/2025			615.3 · Utilities W 601.7 · Office - Salarie...	-26.32 -0.50	26.32 0.50
TOTAL						-26.82	26.82
Bill Pmt -Check	ACJ	01/16/2025	Potomac Edison		001 General Fund Ac...		-46.15
Bill	110119...	01/10/2025			Utilities SI 341 G · Materials & Su...	-45.65 -0.50	45.65 0.50
TOTAL						-46.15	46.15
Check	eft	01/01/2025	West Virginia Munic...		Water Fund Checking		-1,953.00
					USDA Reserve	-1,953.00	1,953.00
TOTAL						-1,953.00	1,953.00
Check	eft	01/02/2025	ADT Security		001 General Fund Ac...		-74.88
					Utilities-P	-74.88	74.88
TOTAL						-74.88	74.88
Check	eft	01/11/2025	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	01/15/2025	PEIA		Harpers Ferry Payroll...		-374.00

Corp. of Harpers Ferry Check Detail January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					OPEB - General	-34.00	34.00
					246P · OPEB - Police	-102.00	102.00
					OPEB - Water	-204.00	204.00
					Employee Benefits	-34.00	34.00
TOTAL						-374.00	374.00
Check	EFT	01/03/2025	DDL Business		001 General Fund Ac...		-71.50
					Printing-Leased Equipt...	-71.50	71.50
TOTAL						-71.50	71.50
Check	EFT	01/04/2025	West Virginia Munic...		Water Fund Checking		-4,492.97
					427.3 · Municipal Bon...	-4,492.97	4,492.97
TOTAL						-4,492.97	4,492.97
Check	EFT	01/09/2025	Leaf		001 General Fund Ac...		-209.00
					Leased Equipment C	-104.50	104.50
					Due To General	-104.50	104.50
TOTAL						-209.00	209.00
Check	EFT	01/10/2025	Fuelman		001 General Fund Ac...		-1,002.80
					Auto Supplies and Fue...	-1,002.80	1,002.80
TOTAL						-1,002.80	1,002.80
Check	EFT	01/10/2025	State of WV		General Court Fund		-94.00
					WV, Friendship	-94.00	94.00
TOTAL						-94.00	94.00
Check	EFT	01/13/2025	USDA		Water Fund Checking		-1,523.00
					427.3 · Bonds Payable ...	-1,523.00	1,523.00
TOTAL						-1,523.00	1,523.00
Check	EFT	01/15/2025	PEIA		Harpers Ferry Payroll...		-10,650.96
					PEIA/Workers Comp-P	-4,537.94	4,537.94
					605.8 · Employee PEIA...	-3,970.88	3,970.88
					Family Portion PEIA	-671.00	671.00
					Group Ins. T	-682.98	682.98
					Health Insurance CC	-682.98	682.98
					Optional PEIA	-43.32	43.32
					Optional PEIA	-38.06	38.06
					Optional PEIA	-23.80	23.80
TOTAL						-10,650.96	10,650.96
Check	EFT	01/16/2025	US BANK		001 General Fund Ac...		-8,150.30
					P-Card	-1,411.97	1,411.97
					P-Card	-2,873.35	2,873.35
					P-Card	-3,864.98	3,864.98
TOTAL						-8,150.30	8,150.30
Check	EFT	01/27/2025	Bank of Charles Town		Water Fund Checking		-647.24
					341.2 Capital Outlay - ...	-647.24	647.24
TOTAL						-647.24	647.24

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	01/28/2025	Elevated		001 General Fund Ac...		-750.00
					Maint & Repairs to Bld...	-750.00	750.00
TOTAL						-750.00	750.00
Bill Pmt -Check	106	01/16/2025	Gwin Dobson & Fore...		2024 Const Trust Fun...		-4,294.33
Bill	90680	11/30/2024			Construction in Progress	-4,294.33	4,294.33
TOTAL						-4,294.33	4,294.33
Check	340	01/16/2025	Jefferson County CVB		Hotel Motel Tax		-12,842.93
					901 · Visitors Bureau -H	-12,842.93	12,842.93
TOTAL						-12,842.93	12,842.93
Check	341	01/22/2025	Corporation of Harpe...		Hotel Motel Tax		-1,262.75
					Due To General	-1,262.75	1,262.75
TOTAL						-1,262.75	1,262.75
Bill Pmt -Check	15177	01/08/2025	CoxHollidayoung PL...		Water Fund Checking		-1,500.00
Bill	34002	11/30/2024			631.1 · Prof Services-A...	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Bill Pmt -Check	15178	01/10/2025	Advantage Technolo...		Water Fund Checking		-1,494.32
Bill	85231	01/10/2024			620.8 · Office Supplies...	-1,494.32	1,494.32
TOTAL						-1,494.32	1,494.32
Bill Pmt -Check	15179	01/10/2025	Advantage Technolo...		Water Fund Checking		-337.32
Bill	86342	12/23/2024			Contracted Services C	-112.44	337.32
					Contracted Services-P	-112.44	337.31
					620.8 · Office Supplies...	-112.44	337.32
TOTAL						-337.32	1,011.95
Bill Pmt -Check	15180	01/10/2025	CITCO Water		Water Fund Checking		-361.51
Bill	100283...	12/20/2024			618.3 · Plant Chemicals	-361.51	361.51
TOTAL						-361.51	361.51
Bill Pmt -Check	15181	01/10/2025	CORE & MAIN LP		Water Fund Checking		-298.01
Bill	W1818...	12/17/2024			620.6 · Materials and S...	-298.01	298.01
TOTAL						-298.01	298.01
Bill Pmt -Check	15182	01/10/2025	Dodson Septic Tank ...		Water Fund Checking		-475.00
Bill	010720...	01/08/2025			631.4PM · Plant Maint...	-475.00	475.00
TOTAL						-475.00	475.00
Bill Pmt -Check	15183	01/10/2025	Sisler's Stone Inc		Water Fund Checking		-21.25
Bill	117933	12/30/2024			620.6 · Materials and S...	-21.25	21.25
TOTAL						-21.25	21.25
Bill Pmt -Check	15185	01/10/2025	Harpers Ferry Water ...		Water Fund Checking		-54.71

Corp. of Harpers Ferry Check Detail January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	000100...	01/03/2025			615.3 · Utilities W	-54.71	54.71
TOTAL						-54.71	54.71
Check	15186	01/10/2025	Corporation of Harpe...		Water Fund Checking		-2,500.00
					Due To Water	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Check	15187	01/10/2025	Corporation of Harpe...		Water Fund Checking		-6,000.00
					Due To Water	-6,000.00	6,000.00
TOTAL						-6,000.00	6,000.00
Bill Pmt -Check	15188	01/10/2025	Travel Berkeley Sprin...		Water Fund Checking		-45.00
Bill	2025	12/27/2024			620.8 · Office Supplies...	-45.00	45.00
TOTAL						-45.00	45.00
Bill Pmt -Check	15189	01/10/2025	Law Office of Hoy Shi...		Water Fund Checking		-440.00
Bill	4607	01/01/2025			631.8 · Legal Fees and...	-440.00	440.00
TOTAL						-440.00	440.00
Bill Pmt -Check	15190	01/10/2025	CORE & MAIN LP		Water Fund Checking		-792.45
Bill	V716969	12/11/2024			620.6 · Materials and S...	-792.45	792.45
TOTAL						-792.45	792.45
Bill Pmt -Check	15191	01/10/2025	Gwin Dobson & Fore...		Water Fund Checking		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	15192	01/10/2025	Griffith Energy Servic...		Water Fund Checking		-338.51
Bill	10-899...	01/04/2025			615.3 · Utilities W	-338.51	338.51
TOTAL						-338.51	338.51
Check	15193	01/13/2025	H&H Technologies		Water Fund Checking		-2,841.75
					631.4PM · Plant Maint...	-691.25	691.25
					631.4PM · Plant Maint...	-1,775.50	1,775.50
					631.4PM · Plant Maint...	-225.00	225.00
					631.4PM · Plant Maint...	-150.00	150.00
TOTAL						-2,841.75	2,841.75
Check	15194	01/13/2025	H&H Technologies		Water Fund Checking		-3,142.50
					631.4PM · Plant Maint...	-1,181.25	1,181.25
					631.4PM · Plant Maint...	-1,342.50	1,342.50
					631.4PM · Plant Maint...	-483.75	483.75
					631.4PM · Plant Maint...	-135.00	135.00
TOTAL						-3,142.50	3,142.50
Check	15195	01/13/2025	Corporation of Harpe...		Water Fund Checking		-6,513.72
					Due To General	-6,513.72	6,513.72
TOTAL						-6,513.72	6,513.72
Check	15196	01/15/2025	Fringe Benefits Mana...		Water Fund Checking		-488.31

Corp. of Harpers Ferry Check Detail January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					24000 · Payroll Liabiliti...	-488.31	488.31
TOTAL						-488.31	488.31
Bill Pmt -Check	15197	01/16/2025	Amerigas		Water Fund Checking		-986.91
Bill	317255...	01/07/2025			615.3 · Utilities W	-986.91	998.89
TOTAL						-986.91	998.89
Bill Pmt -Check	15198	01/16/2025	Advantage Technolo...		Water Fund Checking		-337.32
Bill	86817	01/01/2025			Contracted Services C Contracted Services-P 620.8 · Office Supplies...	-112.44 -112.44 -112.44	337.32 337.31 337.32
TOTAL						-337.32	1,011.95
Check	15199	01/22/2025	West Virginia Munic...		Water Fund Checking		-116.93
					24000 · Payroll Liabiliti...	-116.93	116.93
TOTAL						-116.93	116.93
Bill Pmt -Check	15200	01/23/2025	Vital Signs		Water Fund Checking		-170.00
Bill	6657	10/23/2024			650.8 · Auto & Transp... Materials & Supplies S 906 · Arts & Humanitie... Materials & Supplies Pa	-43.72 -51.44 -45.01 -29.83	170.00 200.00 175.00 116.00
TOTAL						-170.00	661.00
Bill Pmt -Check	15201	01/28/2025	CoxHollidayoung PL...		Water Fund Checking		-760.21
Bill	34127	12/30/2024			Office Supplies and M... 341 G · Materials & Su... Professional Services C 620.8 · Office Supplies... 631.1 · Prof Services-A...	-21.11 -21.11 -464.59 -21.11 -232.29	63.34 63.33 1,393.78 63.33 696.88
TOTAL						-760.21	2,280.66
Bill Pmt -Check	15202	01/28/2025	Advantage Technolo...		Water Fund Checking		-330.00
Bill	86374	12/01/2024			620.8 · Office Supplies...	-330.00	330.00
TOTAL						-330.00	330.00
Bill Pmt -Check	15203	01/28/2025	Miss Utility		Water Fund Checking		-15.50
Bill	WV24-...	01/08/2025			660.8 · Advertising & L...	-15.50	15.50
TOTAL						-15.50	15.50
Check	15204	01/28/2025	Brandi Schildknecht		Water Fund Checking		-88.48
					675.6 · Miscellaneous ...	-88.48	88.48
TOTAL						-88.48	88.48
Bill Pmt -Check	15205	01/28/2025	Amerigas		Water Fund Checking		-928.44
Bill	317344...	01/24/2025			615.3 · Utilities W	-928.44	928.44
TOTAL						-928.44	928.44
Bill Pmt -Check	15206	01/29/2025	Pace Analytical		Water Fund Checking		-351.00
Bill	243057...	01/01/2025			631.3 · Lab Services	-351.00	351.00

Corp. of Harpers Ferry Check Detail January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-351.00	351.00
Check	15207	01/29/2025	H&H Technologies		Water Fund Checking		-2,476.25
				631.4PM · Plant Maint...		-717.50	717.50
				631.4PM · Plant Maint...		-1,492.50	1,492.50
				631.4PM · Plant Maint...		-146.25	146.25
				631.4PM · Plant Maint...		-120.00	120.00
TOTAL						-2,476.25	2,476.25
Bill Pmt -Check	15208	01/29/2025	Pace Analytical		Water Fund Checking		-205.20
Bill	243057...	01/29/2025		631.3 · Lab Services		-205.20	205.20
TOTAL						-205.20	205.20
Bill Pmt -Check	15209	01/29/2025	Greenridge Contract...		Water Fund Checking		-5,292.25
Bill	102941...	01/28/2025		636 · Contracted Servi...		-5,292.25	5,292.25
TOTAL						-5,292.25	5,292.25
Bill Pmt -Check	16681	01/08/2025	Cornerstone Lawn Se...		001 General Fund Ac...		-4,537.50
Bill	23240	12/16/2024		Contracted Services S		-2,375.00	2,375.00
Bill	23276	12/26/2024		Contracted Services S		-2,162.50	2,162.50
TOTAL						-4,537.50	4,537.50
Bill Pmt -Check	16682	01/08/2025	Viking Tree Service, ...		001 General Fund Ac...		-3,500.00
Bill	2280	12/23/2024		Tree Commission		-3,500.00	3,500.00
TOTAL						-3,500.00	3,500.00
Bill Pmt -Check	16683	01/10/2025	Advantage Technolo...		001 General Fund Ac...		-1,393.38
Bill	86367	12/01/2024		Contracted Services C		-718.75	718.75
Bill	86342	12/23/2024		Contracted Services C		-224.88	337.32
				Contracted Services-P		-224.87	337.31
				620.8 · Office Supplies...		-224.88	337.32
TOTAL						-1,393.38	1,730.70
Bill Pmt -Check	16684	01/10/2025	Harpers Ferry Water ...		001 General Fund Ac...		-399.48
Bill	000200...	01/03/2025		Utilities St		-240.00	240.00
Bill	000350...	01/03/2025		Utilities Pa		-50.05	50.05
Bill	000100...	01/04/2025		Utilities-P		-54.72	54.72
				Utilities C		-54.71	54.71
TOTAL						-399.48	399.48
Check	16685	01/10/2025	Kevin Carden		001 General Fund Ac...		-300.00
				Data Processing C		-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	16688	01/10/2025	Vital Signs		001 General Fund Ac...		-165.00
Bill	6670	12/05/2024		Materials & Supplies S		-165.00	165.00
TOTAL						-165.00	165.00
Check	16689	01/10/2025	Sheryl Hoyt		001 General Fund Ac...		-10.00
				321 Parking Violations		-10.00	10.00

Corp. of Harpers Ferry Check Detail January 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-10.00	10.00
Check	16690	01/10/2025	James D Skelton and...		001 General Fund Ac...		-14.00
				321 Parking Violations		-14.00	14.00
TOTAL						-14.00	14.00
Check	16691	01/10/2025	Jared Kilmon		001 General Fund Ac...		-18.00
				321 Parking Violations		-18.00	18.00
TOTAL						-18.00	18.00
Check	16692	01/10/2025	Lilya Roberts		001 General Fund Ac...		-20.00
				321 Parking Violations		-20.00	20.00
TOTAL						-20.00	20.00
Check	16693	01/10/2025	Robin Richardson		001 General Fund Ac...		-30.00
				321 Parking Violations		-30.00	30.00
TOTAL						-30.00	30.00
Bill Pmt -Check	16694	01/10/2025	Jefferson Publishing ...		001 General Fund Ac...		-51.78
Bill	69393	12/31/2024		220 G · Advertising/Le...		-51.78	51.78
TOTAL						-51.78	51.78
Check	16695	01/13/2025	Harpers Ferry Water ...		001 General Fund Ac...		-10,485.73
				Due To Water		-10,485.73	10,485.73
TOTAL						-10,485.73	10,485.73
Check	16696	01/15/2025	Fringe Benefits Mana...		001 General Fund Ac...		-644.94
				24000 · Payroll Liabiliti...		-311.07	311.07
				24000 · Payroll Liabiliti...		-333.87	333.87
TOTAL						-644.94	644.94
Bill Pmt -Check	16697	01/16/2025	Vital Signs		001 General Fund Ac...		-455.00
Bill	10298	01/13/2025		Maintenance and Repa...		-455.00	455.00
TOTAL						-455.00	455.00
Bill Pmt -Check	16698	01/16/2025	Advantage Technolo...		001 General Fund Ac...		-674.63
Bill	86817	01/01/2025		Contracted Services C		-224.88	337.32
				Contracted Services-P		-224.87	337.31
				620.8 · Office Supplies...		-224.88	337.32
TOTAL						-674.63	1,011.95
Bill Pmt -Check	16699	01/16/2025	CARS		001 General Fund Ac...		-394.84
Bill	2025-040	01/09/2025		Maintenance and Repa...		-394.84	394.84
TOTAL						-394.84	394.84
Bill Pmt -Check	16700	01/16/2025	JSN Welding		001 General Fund Ac...		-865.93
Bill	000056	12/19/2024		Contracted Services St		-865.93	865.93
TOTAL						-865.93	865.93

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	16701	01/22/2025	West Virginia Municipi...		001 General Fund Ac...		-18.52
					24000 · Payroll Liabiliti...	-18.52	18.52
TOTAL						-18.52	18.52
Bill Pmt -Check	16702	01/23/2025	Vital Signs		001 General Fund Ac...		-316.00
Bill	6657	10/23/2024			650.8 · Auto & Transp...	-81.27	170.00
					Materials & Supplies S...	-95.61	200.00
					906 · Arts & Humanitie...	-83.66	175.00
					Materials & Supplies Pa	-55.46	116.00
TOTAL						-316.00	661.00
Bill Pmt -Check	16703	01/20/2025	Automated Office Eq...		001 General Fund Ac...		-250.00
Bill	151603	01/20/2025			341 G · Materials & Su...	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	16704	01/28/2025	CoxHollidayoung PL...		001 General Fund Ac...		-1,520.45
Bill	34127	12/30/2024			Office Supplies and M...	-42.23	63.34
					341 G · Materials & Su...	-42.22	63.33
					Professional Services C	-929.19	1,393.78
					620.8 · Office Supplies...	-42.22	63.33
					631.1 · Prof Services-A...	-464.59	696.88
TOTAL						-1,520.45	2,280.66
Bill Pmt -Check	16705	01/28/2025	Bowles Rice LLP		001 General Fund Ac...		-302.25
Bill	1221001	01/01/2025			417 · Office of Attorney	-302.25	302.25
TOTAL						-302.25	302.25
Bill Pmt -Check	16706	01/28/2025	CARS		001 General Fund Ac...		-1,590.50
Bill	2025-129	01/20/2025			Maintenance and Repa...	-1,590.50	1,590.50
TOTAL						-1,590.50	1,590.50
Bill Pmt -Check	16707	01/28/2025	CARS		001 General Fund Ac...		-14.66
Bill	118	01/17/2025			Maint & Repair to Auto...	-14.66	14.66
TOTAL						-14.66	14.66
Bill Pmt -Check	16708	01/28/2025	CARS		001 General Fund Ac...		-686.17
Bill	2025-066	01/10/2025			Maintenance and Repa...	-105.95	105.95
Bill	2025-111	01/16/2025			Maintenance and Repa...	-580.22	580.22
TOTAL						-686.17	686.17
Bill Pmt -Check	16709	01/28/2025	Fire Safety Equipmen...		001 General Fund Ac...		-107.00
Bill	21335	01/17/2025			Police Dept Supplies	-107.00	107.00
TOTAL						-107.00	107.00
Bill Pmt -Check	16710	01/28/2025	Cornerstone Lawn Se...		001 General Fund Ac...		-2,625.00
Bill	23351	01/13/2025			Contracted Services S	-2,625.00	2,625.00
TOTAL						-2,625.00	2,625.00
Bill Pmt -Check	16711	01/28/2025	Cornerstone Lawn Se...		001 General Fund Ac...		-18,175.00

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	23442	01/23/2025			Contracted Services S	-18,175.00	18,175.00
TOTAL						-18,175.00	18,175.00
Bill Pmt -Check	16712	01/28/2025	Antietam Tree and Turf		001 General Fund Ac...		-4,435.00
Bill	13958	01/22/2025			Tree Commission	-2,150.00	2,150.00
Bill	139590	01/22/2025			Tree Commission	-1,935.00	1,935.00
Bill	139589	01/22/2025			Tree Commission	-350.00	350.00
TOTAL						-4,435.00	4,435.00
Check	16713	01/29/2025	Charles Town Plumbi...		001 General Fund Ac...		-16.50
					325 · Licenses	-16.50	16.50
TOTAL						-16.50	16.50
Bill Pmt -Check	16714	01/29/2025	Cornerstone Lawn Se...		001 General Fund Ac...		-16,837.50
Bill	23509	01/29/2025			Contracted Services S	-16,837.50	16,837.50
TOTAL						-16,837.50	16,837.50
Bill Pmt -Check	16715	01/29/2025	Superior Auto Body ...		001 General Fund Ac...		-2,832.25
Bill	7739	01/29/2025			Maintenance and Repa...	-2,832.25	2,832.25
TOTAL						-2,832.25	2,832.25

Checks over Purchasing Threshold for approval

Town Council Meeting 2/9/2026

Check #	Vendor	INV #		
15470	Amerigas	3185735737	Propane, waterplant	\$ 2,244.01
16995	Cox Holida Young	35831	FY 2025 Financials, 1st Bill	\$ 1,333.33
15471	Cox Holida Young	35831	FY 2025 Financials, 1st Bill	\$ 666.67
15473	Hoy Shingleton	4769	Dec Legal Fees	\$ 1,007.50
12472	Citco Water	100333287	Plant Chemicals	\$ 1,339.38
ACH	Oracle Elevator	111531	5 year Elevator inspection	\$ 3,690.00
16996	Antietam Tree and Turf	145837	FY 2026 Tree Grant contracted work	\$ 16,425.00
CC	CUSI	13940	3 months hosting UB4	\$ 1,329.00 *
16998	Advantage	97062, 96215	Dec, Jan billings	\$ 1,713.72
15476	Advantage	97062, 96215	Dec, Jan billings	\$ 856.88
16999	Cornerstone	27193	Snow pretreat, removal 1/23-26	\$ 26,415.00

**RESOLUTION #16 OF THE TOWN OF HARPERS FERRY
 APPROVING INVOICES RELATING TO CONSTRUCTION
 AND OTHER SERVICES FOR THE WATER PROJECT AND
 AUTHORIZING PAYMENT THEREOF**

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

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

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

VENDOR	WDA Funds	CNB Funds	Total
GD&F	\$0	\$4,345.02	\$4,345.02
Terra Works	\$0	\$156,732.00	\$156,732.00
Greenridge Contractors Inc	\$0	\$0	\$0
TOTAL	\$0	\$161,077.02	\$161,077.02

ADOPTED BY the Council of the Town of Harpers Ferry, at a meeting held on the 9th day of February 2026.

By: _____ Date: _____
Mayor, Gregory Vaughn

Contractor's Application for Payment

Owner: <u>The Corporation of Harpers Ferry</u>	Owner's Project No.: <u>Contract No. 2</u>
Engineer: <u>Gwin Dobson & Foreman</u>	Engineer's Project No.: <u>N/A</u>
Contractor: <u>Terra Works, Inc.</u>	Contractor's Project No.: <u>24.029</u>
Project: <u>Phase I: Distribution System Improvements Project</u>	
Contract: <u>Contract No. 2</u>	
Application No.: <u>7 (FINAL)</u>	Application Date: <u>12/31/2025</u>
Application Period: From <u>11/19/2025</u> to <u>12/31/2025</u>	

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. <u>0%</u> X \$ 3,134,639.96 Work Completed	\$ -
b. _____ X \$ - Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ -
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 3,134,639.96
7. Less previous payments (Line 6 from prior application)	\$ 2,977,907.96
8. Amount due this application	\$ 156,732.00
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ -

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: cn=Ryan W. Miles Sr., o=Terra Works, Inc., date=2025.01.16 15:42:21-0500 **Date:** 12/31/2025

Recommended by Engineer	Approved by Owner
By: <u>[Signature]</u>	By: _____
Title: <u>Senior Project Engineer</u>	Title: _____
Date: <u>1-23-2026</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

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

Contractor's Application for Payment

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

Application No.:		7 (FINAL)		Application Period:		From 11/19/25 to 12/31/25		Application Date:		12/31/25	
Bid Item No.	Description	Contract Information			Work Completed			Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	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"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				\$ -		
u.	4" 45 bend, DIMJ w/ retainer glands	2.00	EA	\$ 1,250.00	\$ 2,500.00				\$ -		
v.	4" 22-1/2 bend, DIMJ w/ retainer glands	1.00	EA	\$ 1,250.00	\$ 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				\$ -		
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				\$ -		
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
Engineer: Gwin Dobson & Foreman
Contractor: Terra Works, Inc.
Project: Phase I: Distribution System Improvements Project
Contract: Contract No. 2

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

Application No.:		7 (FINAL)		Application Period:		From 11/19/25 to 12/31/25		Application Date:		12/31/25	
A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Contract Information		Value of Bid Item (C X E) (\$)	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
			Units	Unit Price (\$)		Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

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

Application No.:		7 (FINAL)		Application Period:		From 11/19/25 to 12/31/25		Application Date:		12/31/25					
Bid Item No.	Description	C	D	Contract Information		E	F	G	H		I	J	K	L	
				Item Quantity	Units				Unit Price (\$)	Value of Bid Item (C X E) (\$)					Estimated Quantity Incorporated in the Work
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 EHI 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 Drive 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		\$	-	\$	(69,084.66)
Original Contract and Change Orders															
							Project Totals \$	3,278,427.20		\$3,134,639.96		\$	96%	\$	(143,787.24)



**GWIN
DOBSON &
FOREMAN**

ENGINEERS

RECEIVED
JAN 06 2026
BY: VB

Des 16

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 92123
Date 12/31/2025

Project 22050 Harpers Ferry (WV) IJDC Funding Application

For the period November 30, 2025 to December 27, 2025

Professional engineering services for Contract No. 2 - Phase I Distribution System Improvement Project - Base Bid. Construction Administration and Resident Project Representative Services. Record drawings drafting and review. Process balancing change order and pay application.

Labor

	Hours	Rate	Billed Amount
Leo J. Drass, Jr., P.E. Senior Project Engineer--P-5	7.00	141.05	987.35
Mary Alice D. Kauffman Administration--C-5	0.50	102.05	51.03
Michael A. Hammond Assistant Survey Coordinator T-4	33.00	97.50	3,217.50

Direct Expenses

	Units	Rate	Billed Amount
Drawings	42.00	2.10	88.20
Plain paper copies	2.00	0.15	0.30
Color copies	2.00	0.32	0.64

Invoice total **4,345.02**

Respectfully submitted,

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

Date 12/31/2025
Inv.# 92123
Amt. \$4345.02
Due 01/30/2026
Acct. Cap Assts - Const In Prog
Class W Appr. _____

ENTERED JAN 06 2026

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.

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 - Terra Works	361,500.00	-155,360.04	206,139.96	49,407.96	156,732.00	206,139.96	0.00
	b. Contract 2 - Greenridge	0.00	42,000.00	42,000.00	28,703.32	0.00	28,703.32	13,296.68
	c. Contract 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Construction contingency	132,000.00	113,360.04	245,360.04	0.00	0.00	0.00	245,360.04
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	4,102.50	100,000.00	99,529.44	4,345.02	103,874.46	-3,874.46
	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	-2,102.50	1,897.50	1,897.50	0.00	1,897.50	0.00
	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	-2,000.00	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	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	280,038.22	161,077.02	441,115.24	258,884.76

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 - Terra Works	3,290,000.00	-155,360.04	3,134,639.96	2,977,907.96	0.00	3,134,639.96	0.00
	b. Contract 2 - Greenridge	0.00	42,000.00	42,000.00	28,703.32	0.00	28,703.32	13,296.68
	c. Contract 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	d. Construction contingency	132,000.00	113,360.04	245,360.04	0.00	0.00	0.00	245,360.04
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	4,102.50	104,102.50	99,529.44	4,345.02	103,874.46	228.04
	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	-2,102.50	1,897.50	1,897.50	0.00	1,897.50	0.00
	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	-2,000.00	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	3,628,500.00	0.00	3,628,500.00	3,208,538.22	4,345.02	3,369,615.24	258,884.76



Outlook

RE: Gilbert ST

From Leo J. Drass
Date Tue 2026-02-03 09:34
To Deb Kelly <dkelly@harpersferrywv.us>

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

Hi Deb,

Greenridge Proposal:	\$196,344.50
Greenridge Bond Cost:	<u>\$4500.00</u>
Total:	\$200,844.50

Construction Inspection:	\$20,000.00
Construction Administration:	<u>\$5,000.00</u>
Total:	\$25,000.00

This cost estimate is based on us providing a full-time inspector for the Gilbert Street Project. We are looking into part-time options and if they work out, the cost would be less.

If you have any questions, give me a call to discuss.

Thanks,

Leo

Greenridge Contractors Inc. Price Proposal 12/5/2025

Chris Teague

Digitally signed by Chris Teague
 DN: C=US, E=chris.teague@greenridgeinc.com, O=Greenridge Contractors Inc.,
 CN=Chris Teague
 Date: 2025.12.05 17:24:47 -05'00'

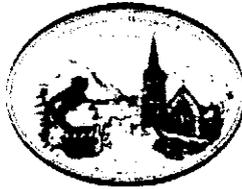
ADD ALTERNATE I: GILBERT STREET WATER SERVICE

Item No.	Description	Unit	Estimated Qty.	Bid Unit Price	Bid Price
1.	<u>WATERLINE PIPE</u>				
a.	10" Dia. C-900 PVC Pipe	LF	10	\$ 360.00	\$ 3,600.00
b.	8" Dia. C-900 PVC Pipe	LF	800	\$ <u>93.80</u>	\$ <u>75,040.00</u>
2.	<u>WATERLINE FITTINGS</u>				
a.	10"x10"x8" Tee, DIMJ w/ Retainer Glands	EA	1	\$ 2,233.00	\$ 2,233.00
b.	2" Cap (Type as Required)	EA	2	\$ 400.00	\$ 800.00
3.	<u>GATE VALVES WITH RVB AND RETAINER GLANDS</u>				
a.	8" Dia. M.J. Gate Valve	EA	1	\$ 4,476.00	\$ 4,476.00
4.	<u>SLEEVES/COUPLINGS</u>				
a.	10" Diameter (Type as Required)	EA	2	\$ 1,689.00	\$ 3,378.00
5.	<u>WATER SERVICE CONNECTIONS</u>				
a.	New ¾" Water Connection	EA	10	\$ 2,155.00	\$ 21,550.00
6.	<u>WATER SERVICE PIPE</u>				
a.	¾" Dia. DR-9 CTS HDPE (Open Cut)	LF	250	\$ 44.80	\$ 11,200.00
7.	<u>RESTORATION OF TRENCHED AREA</u>				
a.	Type A-Asphalt Paved Roadways and Shoulders	SY	500	\$ 49.00	\$ 24,500.00
b.	Type B-Asphalt Paved Driveways	SY	10	\$ 42.00	\$ 420.00
c.	Type D-Unpaved, Grass, Lawn and Non-Stabilized	LF	150	\$ 1.75	\$ 262.50
d.	Type E-Stone Areas, Driveways, Alleys and Roads	SY	10	\$ 11.00	\$ 110.00
8.	<u>MILL AND WEARING COURSE OVERLAY</u>				
a.	1 ½" 9.5 mm HMA/WMA	SY	75	\$ 59.00	\$ 4,425.00
9.	<u>SELECT BACKFILL</u>	CY	250	\$ 44.00	\$ 11,000.00
10.	<u>MAINTENANCE AND PROTECTION OF TRAFFIC</u>	JOB	JOB	L.S.	\$ 12,500.00
11.	<u>EXPLORATORY EXCAVATION OF UTILITIES</u>	CY	10	\$ 300.00	\$ 3,000.00
12.	<u>MOBILIZATION/DEMobilIZATION</u>	JOB	JOB	L.S.	\$ 15,000.00
13.	<u>SOIL EROSION & SEDIMENT CONTROL</u>	JOB	JOB	L.S.	\$ 2,850.00

Add Alternate I Total Price: \$ _____

One Hundred Ninety Six Thousand Three Hundred Forty Four Dollars

Fifty Cents (\$ 196,344.50)
 (use words) (Numerals)



Corporation of Harpers Ferry

I. CONTRACT #202301

THIS CONTRACT WAS MADE AND ENTERED INTO THIS 12th DAY OF February, 2024, BY AND BETWEEN Greenridge Contractors, Inc., F.I.N. OR S.S. NUMBER ("CONTRACTOR"), AND THE **CORPORATION OF HARPERS FERRY, WEST VIRGINIA**, A POLITICAL SUBDIVISION OF THE STATE OF WEST VIRGINIA ("TOWN").

WHEREAS, THE TOWN HAS PREVIOUSLY ISSUED REQUEST FOR PROPOSAL 202301 (RFP #202301"), DATED TBD 2023, TO PROVIDE **ON-CALL MAINTENANCE/CONSTRUCTION SERVICES FOR WATER, SEWER, STORMWATER, STREET, AND SIDEWALK RELATED INFRASTRUCTURE** AS THEY PERTAIN TO THE MAINTENANCE OF THE HARPERS FERRY WATER WORKS POTABLE WATER DISTRIBUTION, AS MORE FULLY DESCRIBED AND REQUESTED IN THE RFP, AND;

WHEREAS, CONTRACTOR HAS SUBMITTED A PROPOSAL IN RESPONSE TO THE RFP DATED Jan 19, 2024, SIGNED BY Chris Teague, Greenridge Contractors, Inc., WHICH STATES QUALIFICATIONS, SERVICES AND NEGOTIATED PRICING ASSIGNED TO THE TOWN.

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS HEREIN CONTAINED, THE PARTIES COVENANT AND AGREE AS FOLLOWS:

1. THE CONTRACTOR SHALL PROVIDE THE TOWN THE SERVICES OUTLINED IN RFP #202301, WHICH IS INCORPORATED IN ITS ENTIRETY HEREIN BY REFERENCE. THE TOWN SHALL PAY THE CONTRACTOR FOR THE WORK COMPLETED AT THE PRICES ESTABLISHED UNDER THIS CONTRACT. THE CONTRACTOR SHALL FORWARD AN INVOICE FOR SUCH WORK TO THE PUBLIC WORKS ADMINISTRATOR REQUESTING SERVICES FOLLOWING THE COMPLETION OF THE WORK AND ACCEPTANCE BY THE TOWN. THE TOWN SHALL PAY SUCH INVOICE IN ACCORDANCE WITH THE PROVISIONS OF THE WEST VIRGINIA PROMPT PAYMENT ACT OF 1990 (West Virginia Code §5A-3-54), WHICH ARE INCORPORATED HEREIN BY REFERENCE.
2. THE TERM OF THIS CONTRACT SHALL BE A PERIOD OF ONE (1) YEAR FROM DATE OF AWARD. THE TOWN RESERVES THE RIGHT TO CANCEL AND TERMINATE THIS CONTRACT, WITHOUT PENALTY, UPON TEN (10) DAYS WRITTEN NOTICE TO CONTRACTOR. THE PARTIES UNDERSTAND AND AGREE THAT THE TOWN, AT ITS SOLE OPTION, MAY RENEW THIS CONTRACT FOR TWO (2) ADDITIONAL ONE (1) YEAR PERIODS.

3. **APPLICABLE LAW AND VENUE:** THE PARTIES AGREE THAT THIS CONTRACT FOR SERVICES SHALL BE CONSTRUED UNDER AND IN ACCORDANCE WITH THE LAWS OF THE STATE OF WEST VIRGINIA. ANY DISPUTE ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT SHALL BE RESOLVED OR OTHERWISE LITIGATED IN THE TWENTY-THIRD JUDICIAL CIRCUIT FEDERAL DISTRICT COURT IN THE EASTERN PANHANDLE OF WEST VIRGINIA.

4. IF ANY PROVISION OF THIS AGREEMENT IS FOUND TO BE ILLEGAL, INVALID OR UNENFORCEABLE, THAT SHALL NOT AFFECT THE VALIDITY OR ENFORCEABILITY OF ANY OTHER PROVISION OF THIS AGREEMENT.

5. THE CONTRACTOR HAS, AT THE TIME OF ITS EXECUTION OF THIS CONTRACT, PROVIDED THE TOWN WITH A CERTIFICATE OF INSURANCE SHOWING THAT IT HAS CURRENTLY IN FORCE ALL OF THE INSURANCE REQUIRED BY RFP #202301. CONTRACTOR COVENANTS THAT SUCH CERTIFICATE SHALL REMAIN IN FULL FORCE AND EFFECT THROUGHOUT THE TERM OF THIS CONTRACT, AND THAT IT WILL PROMPTLY NOTIFY THE TOWN IN THE EVENT, SUCH INSURANCE IS NO LONGER IN EFFECT FOR WHATEVER REASON.

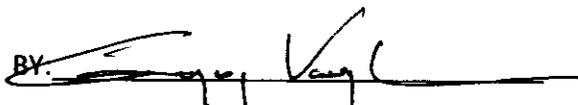
6. THE CONTRACTOR HAS, AT THE TIME OF EXECUTION OF THIS CONTRACT, PROVIDED THE TOWN WITH PAYMENT AND PERFORMANCE BONDS IN THE AMOUNT OF \$100,000 THAT SHALL REMAIN IN FULL FORCE AND EFFECT THROUGHOUT THE TERM OF THIS CONTRACT.

IN WITNESS WHEREOF, THE PARTIES HAVE SIGNED THIS INSTRUMENT ON THE DATE INDICATED BELOW, WITH ONE (1) FULLY SIGNED ORIGINAL DELIVERED TO CONTRACTOR AND ONE (1) FULLY SIGNED ORIGINAL DELIVERED TO THE TOWN.

CONTRACTOR:

BY: 
 TITLE: President
 DATE: 2-12-2024

TOWN OF HARPERS FERRY:

BY: 
 TITLE: Mayor Gregory Vaughn
 DATE: Feb 12, 2024



CORPORATION OF HARPERS FERRY

Request for Disbursement of Funds

Town Hall • 1000 Washington Street, P.O. Box 217, Harpers Ferry, West Virginia 25428
PH: (304) 536-2206

Check Request Information

Reimbursement Refund Other: _____

Date of Request: 12/27/2025 Amount: \$ 750.00

Payee: Valerie Villoldo

Address: 12008 Golf Ridge Ct. #102
Fairfax VA 22033
City State Zip Code

Description of Payment:

2025 olde tyme Christmas Event
Coordinator

Please provide supporting documentation for your request such as paid invoices along with proof of payment or refund details.

Requestor

Requested by: Valerie Villoldo Phone Number: 786-805-2816

Special Instructions: _____ Email: valerievilloldo@yahoo.com

Check will be Picked up Mailed Mailing Address (if different from payee address):

Office Use:	
Bank account from which payment will be made:	Date: _____
_____	Inv. #: _____
_____	Amt: _____
_____	Due: _____
_____	Acct: _____
_____	Class: _____ Appr: _____

VALERIE VILLOLDO

INVOICE #
20267

786-805-2816
valerievilloldo@yahoo.com

Attention: Deb Kelly
Financial Officer
Corporation of Harpers Ferry
P.O. Box 217
Harpers Ferry, WV 25425
Date: 1/8/26

Project Title: Old Tyme Christmas
Project Description: Event Coordinator
Invoice Number: 20267
Terms: 15 days

Description	Quantity	Unit Price	Cost
Event Coordinator	1	\$ 750	\$ 750
		Subtotal	\$ 750
		Total	\$ 750

Thank you for your business. It's been a pleasure working with you on Olde Tyme Christmas.

Thank you in advance,

Valerie Villoldo

2025

35

Meadows Farms Holiday Order

Contact: Cindy Peer 703.327.3940 x62227 or cpeer@meadowsfarms.com

Order Deadline: Wed, Nov. 12th

Nursery: WVA
Date Ordered: 12-Nov-25

Date Needed By: Sun 11-30

Time Needed By: _____

Pick Up: XXXXX Delivery _____
Pick up and delivery days are Wed. thru Sat.

Customer / Organization:
Address with Zipcode:

#1
Town of Harpers Ferry
180 High Street / P.O. Box 644
Harpers Ferry, WV 25425

Contact: Mary Heise
Mobile #: 571-594-0193
email: maryheise@earthlink.net

Hm. #: _____
Wk. #: _____

Qty	Item	Color	Size	Price	Item #	Total
	7" - Poinsettia	Red	7" pot	\$14.50	10105430	\$0.00
	7" - Poinsettia	White	7" pot	\$14.50	10105430	\$0.00
	7" - Poinsettia	Pink	7" pot	\$14.50	10105430	\$0.00
	7" - Poinsettia	Marble	7" pot	\$14.50	10105430	\$0.00
	4.5" - Poinsettia	Red	4.5" pot	\$6.00	100039	\$0.00
	4.5" - Poinsettia	White	4.5" pot	\$6.00	100039	\$0.00
	6" - Poinsettia	Red	6" pot	\$10.25	100040	\$0.00
	6" - Poinsettia	White	6" pot	\$10.25	100040	\$0.00
	6" - Poinsettia	Pink	6" pot	\$10.25	100040	\$0.00
	6" - Poinsettia	Marble	6" pot	\$10.25	100040	\$0.00
	10" - Poinsettia	Red	10" pot	\$36.00	100037	\$0.00
	10" - Poinsettia	White	10" pot	\$36.00	100037	\$0.00
	Fraser Fir Wreath		22"	\$18.40	106153	\$0.00
	Noble Fir Wreath		20"	\$25.60	106159	\$0.00
	Mixed Noble Fir Wreath w/ Cones		20"	\$28.00	106156	\$0.00
35	Roping - White Pine		25' roll	\$22.40	10108616	\$784.00
	Roping - Fraser Fir		25' roll	\$32.00	10108615	\$0.00
Other items						
1	Fraser Fir Tree		6-7'	87.20		\$87.20
1	Fraser Fir Tree		7-8'	111.20		\$111.20

Directions:

Ron Elhmann Will pick up trees
Don Wingo will be picking up greens

* If tax exempt - must have form on file at Office

Material Total	\$982.40
Tax*	EXEMPT
Delivery Fee	
Total	\$982.40
Deposit Received	
Amount Due	\$982.40

ll



Plant a little
Happiness!

Meadows Farms
West Virginia
35 Old Rider Rd
Harpers Ferry, WV 25425
304-724-3000
www.meadowsfarms.com

Roping White Pine- #10108616M 35 @ 22.40
25'
Cut Tree Fraser F- #106116M 1 @ 87.20
ir 6-7' 6-7'
Cut Tree Fraser F- #10110371M 1 @ 111.20
ir 7-8' 7-8'

Subtotal	982.40
Total	982.40
Check (#1788)	982.40
Change	0.00

You Saved: \$ 245.60

Account 3014718897
Name Martha Ehlman
Company Harpers Ferry Merchants ASSO
c.

WVA-3442952
11/30/2025

1:09 PM

Retail
Clara B

GUARANTEE AND RETURN POLICY

All TREES/SHRUBS guaranteed
for one year

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: **5**
 Pages: **1 of 1**

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
314	Sales Tax	310,000	20,000		330,000
342	Parking Meter Revenues	180,000	20,000		200,000
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			40,000		

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

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
440	City Hall	305,962	7,000		312,962
571	Parking	17,418	2,702		20,120
699	Contingencies*	121,210	5,298		126,508
753	Snow Removal	45,000	25,000		70,000
	#N/A				
NET INCREASE/(DECREASE) Expenditures			40,000		

APPROVED BY THE STATE AUDITOR
 BY: Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

RESOLUTION

At a regular session of the municipal council, held February 9, 2026 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 5, 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:

_____	_____ Yes or No

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

	HF GF Budget FY 2026 REV 4	FY 2026 REV 4	ACTUAL	FY 2026 REV 5	FY 2026 REV 4	FY 2026 REV 4
	Dec 8 2025	Dec 15 2025	Jan 2026, not final	Proposed	FY 2026 REV 5	FY 2026 REV 5
Line item	Description					
	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	\$ 56,000.71	\$ 88,884.00	\$ -	100%
303	Oil & Gas Severance Tax	\$ 2,500.00	\$ 670.65	\$ 2,500.00	\$ -	100%
304	Excise Tax on Utilities	\$ 7,500.00	\$ 4,529.88	\$ 7,500.00	\$ -	100%
305	Business & Occupation Tax	\$ 225,000.00	\$ 153,975.00	\$ 225,000.00	\$ -	100%
306	Liquor & Wine Tax	\$ 12,000.00	\$ 9,694.35	\$ 12,000.00	\$ -	100%
307	Animal Control Tax	\$ 110.00	\$ 70.20	\$ 110.00	\$ -	100%
308	Hotel Motel Tax	\$ 90,000.00	\$ 63,934.31	\$ 90,000.00	\$ -	100%
314	Sales Tax Revenue	\$ 310,000.00	\$ 278,081.75	\$ 330,000.00	\$ 20,000.00	106%
320	Fines Fees Court Costs	\$ 20,000.00	\$ 12,484.04	\$ 20,000.00	\$ -	100%
321	Parking Violations	\$ 20,000.00	\$ 18,168.67	\$ 20,000.00	\$ -	100%
325	Licenses	\$ 6,500.00	\$ 3,581.00	\$ 6,500.00	\$ -	100%
326	Building Permits	\$ 10,000.00	\$ 14,060.00	\$ 10,000.00	\$ -	100%
327	Miscellaneous Permits	\$ 1,000.00	\$ 1,202.00	\$ 1,000.00	\$ -	100%
328	Franchise Fees	\$ 3,300.00	\$ 1,447.72	\$ 3,300.00	\$ -	100%
330	IRP Fees	\$ 5,000.00	\$ 1,616.31	\$ 5,000.00	\$ -	100%
340	Parks & Rec	\$ 5,000.00	\$ 2,845.50	\$ 5,000.00	\$ -	100%
342	Parking Meter Revenue	\$ 180,000.00	\$ 166,359.79	\$ 200,000.00	\$ 20,000.00	111%
345	Rents and Concessions	\$ 90,000.00	\$ 65,416.89	\$ 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	\$ 1,500.00	\$ 1,103.57	\$ 1,500.00	\$ -	100%
376	Table Games	\$ 13,500.00	\$ 8,098.64	\$ 13,500.00	\$ -	100%
368	Contribution from Other Entities	\$ 85,000.00		\$ 85,000.00	\$ -	100%
380	Interest Earned on Investments	\$ 4,000.00	\$ 2,783.04	\$ 4,000.00	\$ -	100%
382	Refunds or Rebates	\$ 1,600.00	\$ 891.50	\$ 1,600.00	\$ -	100%
386	Insurance Claims	\$ 1,000.00	\$ 946.72	\$ 1,000.00	\$ -	100%
397	Lottery	\$ 39,000.00	\$ 20,402.02	\$ 39,000.00	\$ -	100%
399	Miscellaneous Revenue	\$ 1,500.00	\$ 1,172.00	\$ 1,500.00	\$ -	100%
405	Board of Zoning Appeals	\$ 100.00		\$ 100.00	\$ -	100%
					\$ -	#DIV/0!
		\$ 2,455,894.00	\$ 904,236.26	\$ 2,495,894.00	\$ 40,000.00	102%
	EXPENSE				\$ -	#DIV/0!
402	Economic Development	\$ 11,000.00	\$ 2,334.33	\$ 11,000.00	\$ -	100%
405	Board of Zoning Appeals	\$ 300.00		\$ 300.00	\$ -	100%
409	Office of mayor	\$ 22,600.00	\$ 10,765.02	\$ 22,600.00	\$ -	100%
410	Members of Council	\$ 21,900.00	\$ 10,792.00	\$ 21,900.00	\$ -	100%
411	Office of recorder	\$ 6,515.00	\$ 3,270.00	\$ 6,515.00	\$ -	100%
414	Financial Office	\$ 79,545.62	\$ 44,293.64	\$ 79,545.62	\$ 0.00	100%
415	Office of Clerk	\$ 79,648.33	\$ 46,434.14	\$ 79,648.33	\$ (0.00)	100%
417	Office Of Attorney	\$ 10,000.00	\$ 2,460.00	\$ 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	\$ 305,962.32	\$ 135,827.94	\$ 312,962.32	\$ 7,000.00	102%
571	Parking	\$ 17,418.66	\$ 11,130.83	\$ 20,120.00	\$ 2,701.34	116%
699	Contingency	\$ 121,209.65		\$ 126,508.31	\$ 5,298.66	104%
700	Police Dept	\$ 651,389.17	\$ 337,724.98	\$ 651,389.17	\$ (0.00)	100%
706	Fire Dept	\$ 4,000.00		\$ 4,000.00	\$ -	100%
750	Street Dept	\$ 118,963.05	\$ 52,991.23	\$ 118,963.05	\$ 0.00	100%
751	Street Lights	\$ 19,500.00	\$ 8,365.12	\$ 19,500.00	\$ -	100%
752	Street Signs	\$ 5,000.00	\$ 55.00	\$ 5,000.00	\$ -	100%
753	Snow Removal	\$ 45,000.00	\$ 4,200.00	\$ 70,000.00	\$ 25,000.00	156%
759	Public Transit	\$ 4,500.00		\$ 4,500.00	\$ -	100%
809	Grants Health and Sanitation	\$ 12,500.00		\$ 12,500.00	\$ -	100%
900	Parks	\$ 6,630.00	\$ 1,443.32	\$ 6,630.00	\$ -	100%
901	Visitor Bureau	\$ 45,000.00	\$ 26,905.70	\$ 45,000.00	\$ -	100%
906	Arts & Humanities	\$ 105,000.00	\$ 7,957.28	\$ 105,000.00	\$ -	100%
911	Historical Commission / BZA HLC	\$ 500.00		\$ 500.00	\$ -	100%
916	Library	\$ 5,000.00		\$ 5,000.00	\$ -	100%
975	General Government	\$ 503,812.20		\$ 503,812.20	\$ -	100%
976	Public Safety	\$ 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!
		\$ 2,455,894.00	\$ 728,545.30	\$ 2,495,894.00	\$ 40,000.00	102%
		\$ 0.00	\$ 175,690.96	\$ -	\$ -	0%



CORPORATION OF HARPERS FERRY, WEST VIRGINIA

ORDINANCE No. 2026-01

An ORDINANCE to amend uses allowed in the Business District.

[Introduced to Town Council by Ordinance Review Committee for first reading, 9 February 2026.]

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

That Article 1312 of the Codified Ordinances of Harpers Ferry be amended and reenacted to read as follows:

**ARTICLE 1312
Business District; Uses**

1312.02 Uses allowed.

1312.02 Uses allowed.

- (a) Permitted uses.
 - (1) Any Residential District permitted use.
 - (2) Restaurant, ~~provided any such Structure shall be at least 25 feet from any Abutting Lot in a Residential District.~~
 - (3) Retail Sales Establishment, Personal Services Establishment or other Professional Services Establishment.
 - (4) Dwelling Unit or Units over a permitted Business Establishment.
- (b) Conditional uses. The following Conditional Uses may be authorized upon application to the Board of Zoning Appeals for a Conditional Use Permit as long as any proposed Conditional Use will not be detrimental to other Permitted Uses in the Business District or to Abutting Lots in the Residential District:
 - (1) Any Residential District Conditional Use.
 - (2) Apartment house, Hotel, Office Structure, Association Hall, Parking Lot (Commercial, Restricted Accessory, and Public) or Public Garage.
 - (3) Small Recreational Facilities provided any such facility shall be at least 25 feet from any Abutting Lot in a Residential District.

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

NOTICE OF REQUEST FOR ENGINEERING/ARCHITECTURAL QUALIFICATIONS

The Corporation of Harpers Ferry (Town), West Virginia is accepting statements of qualifications from qualified professional engineering consulting firms detailing the firm's qualifications, technical expertise, management and staffing capabilities, and related prior experience for project on call services related to proposed projects that may be undertaken by the Town.

Professional services may include, but are not limited to, preliminary engineering, environmental review, cost estimate, design, preparation of bidding and contracting documents, evaluation of bids and construction monitoring and inspection services. Possible projects include but not limited to streets and grounds, technical document review, etc. The Town's intent is to enter into a General Services Contract with the selected firm which allows the Town to issue task orders for specific projects and/or services as identified by the Town. The Town anticipates that the contract with the chosen firm will be for a period of five (5) years with annual renewals thereafter with the mutual agreement of the consultant and the Town.

Procurement of said services will be in accordance with West Virginia Code 5G-1-3. Interested firms must submit three (3) copies of all requested information by mail to the Corporation of Harpers Ferry, Attention: Deb Kelly, PO BOX 217, Harpers Ferry, WV 25425 AND one (1) electronic copy of all requested information to dkelly@harpersferrywv.us by **4:00 PM** on **XX,XX 2026**. In the alternative to mail, copies of Statements of Qualifications also may be hand-delivered to Corporation of Harpers Ferry, Attention: Deb Kelly, 1000 Washington Street, 2nd Floor, Harpers Ferry, WV 25425 by **4:00 PM, XX,XX 2026**. It is the responsibility of the respondent to ensure receipt of the proposal by the date and time specified.

Attention is directed to the fact that the proposed project(s) may be undertaken with a variety of Federal, State and Local funds and that all work will be performed in accordance with the regulations issued by such agencies and the State of West Virginia pertaining thereto.

The Town shall evaluate the statements of qualifications and performance data and other material submitted by interested firms and select a minimum of three firms which, in their opinion, are best qualified to perform the desired services. Interviews with each firm selected shall be conducted, which may include discussions regarding anticipated concepts and proposed methods of approach. The Town shall rank, in order of preference, these three professional firms deemed to be the most highly qualified to provide the services required and shall commence scope of services and price negotiations with the highest qualified professional firm for engineering services.

Should the Town be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified professional firm, the Town shall undertake price negotiations with the third most qualified professional firm. Should the Town be unable to negotiate a satisfactory contract with any of the selected professional firms, it shall select additional professional firms in order of their competence and qualifications, and it shall continue negotiations in accordance with these procedures until an agreement is reached.

The Corporation of Harpers Ferry will afford full opportunity to women-owned and minority business enterprises to submit a show of interest in response to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap, or national origin in the award of this contract.