Item 5. C.

International
Dark Sky Week
2026

March 29, 2026

The Corporation of Harpers Ferry

1000 West Washington Street

P.O. Box 217

Harpers Ferry, West Virginia 254252

ATTN: Honorable Mayor Gregory Vaughn ***SENT VIA EMAIL***

Honorable Town Council Members

RE: International Dark Sky Week 2026 Proclamation

Dear Mayor Vaughn and Town Council:

I am writing, on behalf of DarkSky Bolivar-Harpers Ferry Chapter, to request your support in protecting dark skies by declaring "Harpers Ferry, West Virginia's International Dark Sky Week 2026," to be April 13-20, 2026. This may be the third year The Corporation of Harpers Ferry has declared International Dark Sky Week. We will be honored for your continued support.

I have enclosed a prepared sample proclamation language to facilitate this action. If you desire any changes, please contact me as soon as possible to send a revised proclamation. I have also prepared and enclosed the Agenda Item Request for the April 13th Regular Town Council Meeting.

In the United States and Europe, 99% of people live under a light-polluted sky; globally, it is a third of the entire population, yet few are aware of its impact. The damage of artificial light at night goes far beyond blocking our view of the stars and disrupting wildlife's migratory patterns. Its significant impacts on human quality of life warrant far more attention. They are often overlooked or falsely written off as the cost of keeping a community safe despite a lack of evidence that brighter is better.

Light pollution is destroying natural darkness with severe consequences. Scientists link light pollution to global insect decline, the death of millions of migrating birds, increased carbon emissions, and disease. International Dark Sky Week raises awareness of light pollution and provides solutions to protect dark skies while enjoying quality outdoor lighting.

International Dark Sky Week 2025 was a huge success, your proclamation last year was joined and highlighted by proclamations from Miami-Dade County, Virginia, Colorado, Utah, and Michigan, as well as many other states and regions around the world. Proclamations for 2026 are currently underway. International Dark Sky Week events will be celebrated across the globe to help raise awareness of the benefits of community-friendly lighting and our heritage of dark skies.

I hope you will approve our request for a Harpers Ferry proclamation for International Dark Sky Week 2026.

We wish you the best in your efforts to lead Harpers Ferry.

With warm regards and gratitude,

Roberta N. Meade-Curry, AICP

DarkSky Advocate
DarkSky Bolivar-Harpers Ferry Chapter Member
813-433-4025

bhf@darksky.org

PROCLAMATION

International
Dark Sky Week
2026

WHEREAS, the aesthetic beauty and wonder of a natural night sky is a shared heritage of all humankind; and the experience of standing under a starry night sky inspires feelings of wonder and awe, encouraging a growing interest in science and nature, particularly among young people, seniors, and visitors from outside the local communities; and

WHEREAS, light pollution has scientifically established economic and environmental consequences, which result in significant impacts on the ecology and human health of all communities; and West Virginia's environmental goals for years have included the reduction of light pollution; and

WHEREAS, 80 percent of the world's population, including many people in Harpers Ferry, West Virginia, lives under a dome of light pollution—excessive artificial lighting at night that disrupts natural darkness—and may never experience the visual wonder or ecological and health benefits of living under a dark sky; and

WHEREAS, light pollution represents a waste of natural resources amounting to roughly $3 billion per year of wasted energy in the United States and contributes to diminished energy security; and would save West Virginia residents tens of millions of dollars per year, as Harpers Ferry, West Virginia residents add their efforts to reduce light pollution; and

WHEREAS, the country roads of West Virginia lead to Dark Sky Parks, Dark Sky Places, and stargazing spots including Harpers Ferry National Historical Park, New River Gorge National Park, Droop Mountain Battlefield State Park, Calvin Prince State Forest, Watoga State Park, James River State Park, Blackwater Falls State Park, and many others attracting visitors from all over the state, nation, and globe; and

WHEREAS, The National Radio Astronomy Observatory and Green Bank Observatory, major facilities of the U.S. National Science Foundation, are located in Green Bank, West Virginia, residents of Harpers Ferry, West Virginia along with many global visitors within the astronomy community can partake in their vision to educate:

"We are here to encourage your sense of wonder for the unknown beyond our planet."

WHEREAS, West Virginia's many wild and wonderful places and waterways are home to dozens of species, including the Synchronous Fireflies, Northern Long-eared Bat, Allegheny Woodrat, Eastern Hellbender, West Virginia White Butterfly, four blue crayfish species, fourteen species of bats and several migratory birds who rely on undisturbed night environments to hunt, mate, migrate, and thrive; and

WHEREAS, DarkSky International, the globally recognized authority on light pollution, recognizes International Dark-Sky Week to raise awareness of the effects of light pollution, provides free education, resources, and solutions to the public, and encourages the protection of and enjoyment of dark skies and responsible outdoor lighting with the commitment of Harpers Ferry, West Virginia residents.

NOW, THEREFORE, I, Gregory Vaughn, Mayor of The Corporation of Harpers Ferry, West Virginia, do hereby declare

April 13th through 20th, 2026

as

INTERNATIONAL DARK-SKY WEEK

WHERE UPON, The Corporation of Harpers Ferry of West Virginia, shall encourage each resident, business, and visitor to join in observing and pondering upon this important week but also in raising awareness and support for protecting our precious dark sky as a resource.

DONE this _____ day of April in the year two thousand and twenty-six.

____
Gregory Vaughn, Mayor

____
Kevin Carden, Recorder

DRAFT Attachment Item 5. d.

A RESOLUTION OF THE CORPORATION OF HARPERS FERRY TO ACCEPT THE DONATION OF REAL PROPERTY

WHEREAS The Corporation of Harpers Ferry is a municipal corporation established under the Constitution and laws of the State of West Virginia; and

WHEREAS, Ralph Taylor and Cooper Carter are owners of certain tracts of real estate in the Corporation of Harpers Ferry; and

WHEREAS, the Corporation of Harpers Ferry is a governmental unit within the meaning of Section 170(c)(1) of the Internal Revenue Code of 1986, as amended; and

WHEREAS, Ralph Taylor and Cooper Carter have agreed to donate the described real property to the Corporation as an outright gift, without any consideration, goods, or services being provided by the Corporation in exchange for such donation; and

WHEREAS, the Town Council hereby acknowledges receipt of this donation and confirms that no goods or services were provided, or are to be provided, to Ralph Taylor and Cooper Carter in consideration for this gift.

Now, therefore, be it resolved that the Town Council of the Corporation of Harpers Ferry accepts the donation of the following real property from Ralph Taylor and Cooper Carter

Lot 1 - Deed Book/Page: 1016/503
Description: BLK. Q- #1
Lot 2 - Deed Book/Page: 1015/720
Description: BLK Q #2
Lot 3 - Deed Book/Page: 1015/54
Description: LT #3 BLK Q
Lot 20 - Deed Book/Page: 1015/724
Description: BLK Q #20

The Corporation is a governmental unit, and the property will be used for its purposes. The Town Council further acknowledges that this donation was made voluntarily and without consideration, and that no goods or services were provided to the donors in exchange, therefore. This resolution shall serve as the Corporation's written acknowledgment of the donation for purposes of Section 170(f)(8) of the Internal Revenue Code and identifies the donated property as described above. The Corporation will sign the donee acknowledgment section of IRS Form 8283 on presentation of same by the donor.

WHEREAS, the Town Council has determined that the acceptance of the real property donation is in the best interest of the Corporation.

IN Witness, I, Gregory Vaughn, Mayor, have hereunto set my hand and caused the official seal of the Corporation of Harpers Ferry, West Virginia, to be affixed this 13th of April, 2026.

____
Gregory Vaughn, Mayor

Attest: ___________________________
Kevin Carden, Recorder

Jefferson County West Virginia

Tax Map Viewer

- Layers
- Identify
- Find
- Measurement
- Print
- Directions
- Identify

1 features currently selected

Tax Year: 2026
Parcel: 05 2003100000000
Deeded Owner: TAYLOR RALPH T & COOPER L CARTER

Parcel ID: 05 2003100000000
Tax Year: 2026
Deeded Owner: TAYLOR RALPH T & COOPER L CARTER
C/O:
Owner Address: 1951W LAMAR ST
City: HOUSTON

Corporation of Harpers Ferry

Outdoor Lighting Policy and Guidelines

1. Purpose of Outdoor Lighting Ordinance

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

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

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

2. Applicability

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

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

3. Lighting Guidelines

(a) Lighting Zones
  (1) Lighting zones are not currently in effect, but may be adopted in the future.
(b) Illumination Levels
  (1) Illumination levels shall be appropriate to the application. Illumination levels shall not be greater than is reasonably necessary for its purpose, in order to minimize light trespass and glare.
(c) Lighting Control
  (1) All lighting shall be located, aimed, designed, shielded, and maintained so as not to present a hazard to drivers or pedestrians by impairing their ability to safely travel and so as not to create a nuisance by projecting or reflecting objectionable light onto a neighboring use or property.
  (2) The illumination projected from any use onto a residential or wooded property shall not exceed 0.1 footcandle, measured line-of-sight and from any point on the receiving residential property.

(3) The illumination projected from any property onto a non-residential or non-wooded property shall not exceed 1.0 footcandle, measured line-of-sight from any point on the receiving property.
(4) Vegetation screens shall not serve as the primary means for controlling glare. Glare control shall be achieved primarily using such means as fixture location, aiming, design, shielding, and illumination level.

(d) Total Site Lumen Limit for New Builds or Renovations Involving Significant Light Changes
(1) The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using either the Parking Space Method (Table A) or the Hardscape Area Method (Table B). Only one method shall be used per permit application, and for sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens.
(2) The total installed initial luminaire lumens are calculated as the sum of the initial luminaire lumens for all luminaires.
(3) The total lumens for outdoor lighting shall not exceed 25 lumens/square foot for each land lot.

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

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

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

(e) Lamps
   (1) Fixtures shall be of a type and design appropriate to the lighting application.
   (2) For the lighting of predominantly horizontal surfaces, such as roadways, sidewalks, parking lots, and building entrances, fixtures shall be fully-shielded and aimed straight down, light is no more than 10 degrees from the nadir.
   (3) For the lighting of predominantly non-horizontal surfaces where downward, fully-shielded fixtures are impractical (e.g., facades, landscaping, monuments), fixtures shall be located, aimed, and shielded to avoid lighting nuisances and hazards and limit impacts on the night sky.
   (4) Fixtures with the DarkSky International's (DSI) seal of approval are preferred and strongly encouraged. Timers and/or motion sensors are highly recommended. Light sources shall have a "warm" correlated color temperature (CCT) at or below 3000K, Higher CCTs include more blue light which has a negative impact on glare, human health, and the night sky.

(f) Municipal Streets, Sidewalks, Walkways, and Crosswalks
   (1) The town's municipal light fixtures enable safe walking along its primary corridors and residential areas, and enhance safety at intersections and crosswalks. The town's current "radial wave" fixtures shall be maintained, and additional radial wave fixtures may be installed as deemed necessary and prudent. All fixtures shall be equipped with DarkSky compliant LED bulbs that mimic the diffuse-light characteristics of the fixtures' legacy incandescent bulbs to the greatest extent possible, within the framework of this Ordinance.
   (2) Other types of fixtures may be considered in the future. Any such fixtures must conform with this Ordinance's standards, as well as the town's historical guidelines.

(g) Municipal Buildings and Property
   (1) Light fixtures and bulbs attached to or illuminating areas around municipal buildings, and on municipal properties, shall be brought into compliance with the standards herein within four years of the passage of this ordinance. This includes but is not limited to the Town Hall/Post Office complex, and properties owned by the town through the Harpers Ferry Water Works or any other holding.

4. Lighting Prohibitions

The following types of outdoor lighting are specifically prohibited:

(a) Lighting that could reasonably be confused for a traffic control device.
(b) Lighting that is oriented upward, except as otherwise provided for in this ordinance.
(c) Search lights, laser source lights, or any similar high intensity lights unless otherwise exempt.
(d) Blinking, flashing, moving, flickering, changing intensity, changing color lights not otherwise permitted in this ordinance.
(e) Any unshielded bulb, unless otherwise exempted.
(f) A suspended string of lights with individual lamps larger than 15 lumens, unless otherwise exempted.
(g) Any lighting fixture or device that is operated in such a manner as to constitute a hazard or danger to persons, or to safe vehicular operation.

(h) Unshielded accent building mounted luminous tube lighting (such as neon, LED, fluorescent or other similar technology).
(i) Flood lights.
(j) Internally illuminated wall panels.
(k) Lighting of any angled building surface (e.g., roof pitch), unless otherwise exempted.

5. Exemptions

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

6. Environmental

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

7. Lighting Plan

New construction and permitted renovations involving significant lighting changes.

(a) For all new construction an exterior lighting plan is required prior to the issuing of a building permit. The lighting plan must be reviewed by the Code Enforcement Officer (CEO) as per the current town policy (Ordinance 1303.04). Inclusion of any prohibited lighting fixtures will result in rejection of the proposed lighting plan. The lighting plan must include the following elements:

(1) Key legend to the proposed lighting that provides the following information:

A. The type and number of luminaire equipment (fixtures), including the “cut off characteristics”, indicating manufacturer and model number(s).

B. Lamp source type (bulb type, e.g., high pressure sodium), lumen output, and wattage.

C. Mounting height with distance noted to the nearest property line for each luminaire.

D. Types of timing devices used to control the hours set for illumination, as well as the proposed hours when each fixture will be operated.

E. Total lumens for each fixture, and total square footage of areas to be illuminated.

F. Lighting manufacturer-supplied specifications ("cut sheets") that include photographs of the fixtures, indicating the certified "cut off characteristics" of the fixture.

(2) Foot-candle distribution (lumens per square foot), plotting the light levels in foot-candles on the ground, at the designated mounting heights for the proposed fixtures. Maximum luminance levels should be expressed in foot-candle measurements on a grid of the site showing foot-candle readings in every five or ten-foot square. The grid shall include light contributions from all sources (e.g., pole mounted, wall mounted, Sign, and Street lights) and shall show foot-candle renderings five feet beyond the property lines.

(3) If requested by the Board of Zoning Appeals, Planning Commission, or Dark Skies Committee, an environmental impact statement regarding the impact of the exterior lighting proposed on flora, fauna, and the night sky.

8. Enforcement

(a) It shall be unlawful to install or operate an outdoor light fixture in violation of this ordinance.

(b) The Code Enforcement Officer (CEO) is authorized to enforce the provisions of this ordinance.

(c) If, after investigation, the Code Enforcement Officer (CE)) finds that any provision of this ordinance is being violated, the CEO shall give written notice by hand delivery or certified mail demanding that violation be abated within 30 calendar days of the dated notification.

(d) Following an18-month period after the enactment of this ordinance, if the violation is not abated within the 30-calendar day period, the CEO shall impose the following fines:

(1) $100 for first offense

(2) $300 for second offense or if first offense has not been corrected within 60 calendar days.

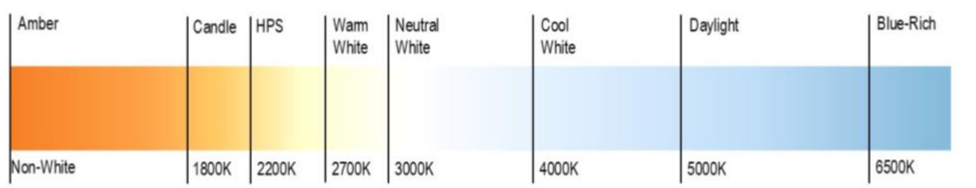
(3) $500 for third offense, or if offense is not been corrected within 90 calendar days

9. GLOSSARY TERMS

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

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

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



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

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

Fixture – see luminaire

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

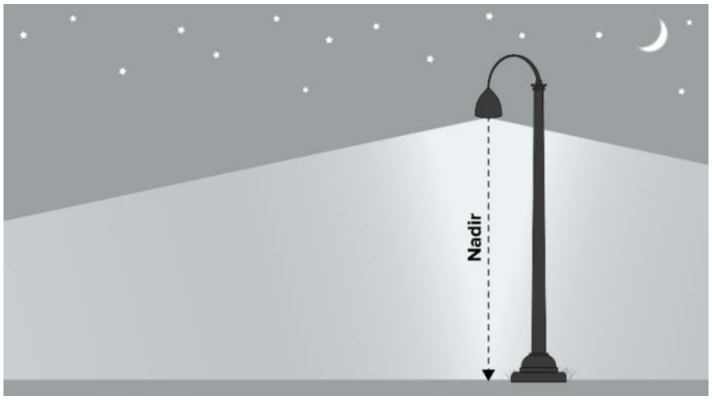
Lumen – a quantitative unit used to identify the amount of light emitted by a light source. A lamp is generally rated in lumens

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

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

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

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



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

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

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

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

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

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

Skyglow – brightening of the night sky over inhabited areas

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

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

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

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

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

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

10. APPENDIX

Attachment Item 6.c.i.

Arbor Day Proclamation

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

Whereas, trees in our town beautify our community, enhance the economic vitality of business areas, shade the folks getting in their 10,000 steps, and increase property values, and

Whereas, trees, wherever they are planted (provided they aren't invasive trees like Bradford pear or Ailanthus), are a source of joy and spiritual renewal,

Now, therefore, I, Gregory Vaughn, Mayor of the Corporation of Harpers Ferry, West Virginia, do hereby proclaim the 25th day of April, 2026, as

Arbor Day

in the Corporation of Harpers Ferry, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant and care for trees and to gladden the heart and promote the well-being of this and future generations.

Dated this 13th day of April in the year 2026.

____

Gregory Vaughn, Mayor

Corp. of Harpers Ferry
Check Detail
March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check		**03/16/2026**	**Greenridge Contract...**		**CNB Renew & Replac...**		**-12,593.72**
Bill	83 Taylor	03/10/2026			636 · Contracted Servi...	-750.00	750.00
Bill	1073 ...	03/10/2026			636 · Contracted Servi...	-8,971.71	8,971.71
Bill	67A Sp...	03/10/2026			636 · Contracted Servi...	-2,872.01	2,872.01
TOTAL						-12,593.72	12,593.72
Bill Pmt -Check	**ACH**	**03/03/2026**	**Fuelman**		**Water Fund Checking**		**-127.81**
Bill	NP701...	03/03/2026			650.8 · Auto & Transp...	-127.81	127.81
TOTAL						-127.81	127.81
Bill Pmt -Check	**ACH**	**03/03/2026**	**Fuelman**		**001 General Fund Ac...**		**-115.62**
Bill	NP701...	03/03/2026			Auto Supplies (Gas & ...	-115.62	115.62
TOTAL						-115.62	115.62
Bill Pmt -Check	**ACH**	**03/04/2026**	**Fuelman**		**Water Fund Checking**		**-1,409.55**
Bill	NP699...	02/02/2026			Auto Supplies and Fue...	-1,409.55	1,409.55
TOTAL						-1,409.55	1,409.55
Bill Pmt -Check	**ACH**	**03/09/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-1,357.55**
Bill	110084...	02/05/2026			Utilities Sl	-1,357.55	1,357.55
TOTAL						-1,357.55	1,357.55
Bill Pmt -Check	**ACH**	**03/16/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-20.90**
Bill	110147...	02/12/2026			Utilities C	-20.90	20.90
TOTAL						-20.90	20.90
Bill Pmt -Check	**ACH**	**03/16/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-281.04**
Bill	110081...	02/12/2026			Utilities C	-281.04	281.04
TOTAL						-281.04	281.04
Bill Pmt -Check	**ACH**	**03/16/2026**	**Potomac Edison**		**Water Fund Checking**		**-10.00**
Bill	110081...	02/12/2026			615.3 · Utilities W	-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	**ACH**	**03/16/2026**	**Potomac Edison**		**Water Fund Checking**		**-2,817.90**
Bill	110083...	02/12/2026			615.3 · Utilities W	-2,817.90	2,817.90
TOTAL						-2,817.90	2,817.90
Bill Pmt -Check	**ACH**	**03/16/2026**	**Potomac Edison**		**Water Fund Checking**		**-136.61**
Bill	110158...	02/12/2026			615.3 · Utilities W	-136.61	136.61
TOTAL						-136.61	136.61
Bill Pmt -Check	**ACH**	**03/16/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-470.72**
Bill	110081...	02/12/2026			Utilities C	-470.72	470.72
TOTAL						-470.72	470.72
Bill Pmt -Check	**ACH**	**03/16/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-44.94**

Corp. of Harpers Ferry
Check Detail
March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	110119...	02/12/2026			Utilities SI	-44.94	44.94
TOTAL						-44.94	44.94
Bill Pmt -Check	**ACH**	**03/16/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-366.14**
Bill	110081...	02/12/2026			Utilities-P	-366.14	366.14
TOTAL						-366.14	366.14
Check	**ACH**	**03/16/2026**	**Grazeful**		**Hotel Motel Tax**		**-291.00**
					906 · Arts & Humanitie...	-291.00	291.00
TOTAL						-291.00	291.00
Bill Pmt -Check	**ACH**	**03/16/2026**	**ENCOVA Insurance**		**Water Fund Checking**		**-854.94**
Bill	372151...	03/01/2026			Insurance and Bonds	-24.76	38.20
					Property Ins and Bond...	-206.73	318.96
					Group Ins. St	-69.33	106.96
					656.8 · Ins-Property,Li...	-554.12	854.94
TOTAL						-854.94	1,319.06
Bill Pmt -Check	**ACH**	**03/16/2026**	**ENCOVA Insurance**		**001 General Fund Ac...**		**-464.12**
Bill	372151...	03/01/2026			Insurance and Bonds	-13.44	38.20
					Property Ins and Bond...	-112.23	318.96
					Group Ins. St	-37.63	106.96
					656.8 · Ins-Property,Li...	-300.82	854.94
TOTAL						-464.12	1,319.06
Check	**eft**	**03/01/2026**	**West Virginia Munici...**		**Water Fund Checking**		**-1,953.00**
					USDA Reserve	-1,953.00	1,953.00
TOTAL						-1,953.00	1,953.00
Check	**eft**	**03/02/2026**	**ADT Security**		**001 General Fund Ac...**		**-79.27**
					Utilities-P	-79.27	79.27
TOTAL						-79.27	79.27
Check	**eft**	**03/11/2026**	**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**	**03/13/2026**	**PEIA**		**Harpers Ferry Payroll...**		**-120.00**
					OPEB - General	-12.00	12.00
					246P · OPEB - Police	-36.00	36.00
					OPEB - Water	-60.00	60.00
					Employee Benefits	-12.00	12.00
TOTAL						-120.00	120.00
Check	**EFT**	**03/02/2026**	**Fuelman**		**001 General Fund Ac...**		**-1,224.07**
					Auto Supplies and Fue...	-1,224.07	1,224.07
TOTAL						-1,224.07	1,224.07
Check	**EFT**	**03/03/2026**	**DDL Business**		**001 General Fund Ac...**		**-71.50**

Corp. of Harpers Ferry
Check Detail
March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Printing-Leased Equipt...	-71.50	71.50
TOTAL						-71.50	71.50
Check	**EFT**	**03/13/2026**	**PEIA**		**Harpers Ferry Payroll...**		**-11,971.88**
					PEIA/Workers Comp-P	-5,386.94	5,386.94
					605.8 · Employee PEIA...	-4,038.92	4,038.92
					Family Portion PEIA	-777.00	777.00
					Group Ins. T	-827.98	827.98
					Health Insurance CC	-827.98	827.98
					Optional PEIA	-43.32	43.32
					Optional PEIA	-45.94	45.94
					Optional PEIA	-23.80	23.80
TOTAL						-11,971.88	11,971.88
Check	**EFT**	**03/13/2026**	**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**	**03/26/2026**	**Bank of Charles Town**		**Water Fund Checking**		**-647.24**
					341.2 Capital Outlay - ...	-647.24	647.24
TOTAL						-647.24	647.24
Bill Pmt -Check	**122**	**03/04/2026**	**Gwin Dobson & Fore...**		**2024 Const Trust Fun...**		**-2,003.00**
Bill	92214	01/31/2026			Construction in Progress	-2,003.00	2,003.00
TOTAL						-2,003.00	2,003.00
Check	**376**	**03/03/2026**	**Davis Designs, Inc**		**Hotel Motel Tax**		**-200.00**
					906 · Arts & Humanitie...	-200.00	200.00
TOTAL						-200.00	200.00
Check	**377**	**03/10/2026**	**Harpers Ferry Nation...**		**Hotel Motel Tax**		**-50.00**
					906 · Arts & Humanitie...	-50.00	50.00
TOTAL						-50.00	50.00
Check	**378**	**03/11/2026**	**Appalachian Snail Ma...**		**Hotel Motel Tax**		**-250.00**
					906 · Arts & Humanitie...	-250.00	250.00
TOTAL						-250.00	250.00
Check	**379**	**03/11/2026**	**Virginia Lodge No. 1, ...**		**Hotel Motel Tax**		**-1,350.00**
					906 · Arts & Humanitie...	-1,350.00	1,350.00
TOTAL						-1,350.00	1,350.00
Check	**381**	**03/27/2026**	**Pat Morse**		**Hotel Motel Tax**		**-131.99**
					906 · Arts & Humanitie...	-131.99	131.99
TOTAL						-131.99	131.99
Check	**382**	**03/27/2026**			**Hotel Motel Tax**		**0.00**
TOTAL						0.00	0.00
Check	**383**	**03/27/2026**	**Jefferson Rentals, LLC**		**Hotel Motel Tax**		**-279.47**

Corp. of Harpers Ferry
Check Detail
March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					906 · Arts & Humanitie...	-279.47	279.47
TOTAL						-279.47	279.47
Check	**384**	**03/27/2026**	**Network 404 LLC**		**Hotel Motel Tax**		**-974.10**
					906 · Arts & Humanitie...	-974.10	974.10
TOTAL						-974.10	974.10
Bill Pmt -Check	**15492**	**03/03/2026**	**Pace Analytical**		**Water Fund Checking**		**-523.00**
Bill	263066...	03/03/2026			631.3 · Lab Services	-523.00	523.00
TOTAL						-523.00	523.00
Bill Pmt -Check	**15493**	**03/04/2026**	**Advantage Technolo...**		**Water Fund Checking**		**-428.44**
Bill	98849	03/01/2026			Contracted Services C	-142.81	428.43
					Contracted Services-P	-142.81	428.43
					620.8 · Office Supplies...	-142.82	428.44
TOTAL						-428.44	1,285.30
Bill Pmt -Check	**15494**	**03/04/2026**	**Law Office of Hoy Shi...**		**Water Fund Checking**		**-2,437.50**
Bill	4800	03/01/2026			631.8 · Legal Fees and...	-780.00	780.00
Bill	4799	03/01/2026			631.8 · Legal Fees and...	-1,657.50	1,657.50
TOTAL						-2,437.50	2,437.50
Bill Pmt -Check	**15495**	**03/16/2026**	**Harpers Ferry Water ...**		**Water Fund Checking**		**-132.27**
Bill	Mar 2026	03/09/2026			615.3 · Utilities W	-44.09	132.27
					Utilities-P	-44.09	132.27
					Utilities C	-44.09	132.27
TOTAL						-132.27	396.81
Bill Pmt -Check	**15496**	**03/16/2026**	**Continental Utility So...**		**Water Fund Checking**		**-433.00**
Bill	14354	03/16/2026			620.8 · Office Supplies...	-433.00	433.00
TOTAL						-433.00	433.00
Bill Pmt -Check	**15497**	**03/16/2026**	**Dodson Septic Tank ...**		**Water Fund Checking**		**-475.00**
Bill	MAR 2...	03/11/2026			631.4PM · Plant Maint...	-475.00	475.00
TOTAL						-475.00	475.00
Bill Pmt -Check	**15498**	**03/16/2026**	**CORE & MAIN LP**		**Water Fund Checking**		**-1,952.56**
Bill	Y606618	02/27/2026			620.6 · Materials and S...	-1,952.56	1,952.56
TOTAL						-1,952.56	1,952.56
Bill Pmt -Check	**15499**	**03/16/2026**	**Greenridge Contract...**		**Water Fund Checking**		**-1,560.00**
Bill	247 Un...	03/10/2026			334.0 Maintenance of ...	-195.00	195.00
Bill	239 Ol...	03/10/2026			334.0 Maintenance of ...	-292.50	292.50
Bill	769 W...	03/10/2026			334.0 Maintenance of ...	-292.50	292.50
Bill	43 Mur...	03/10/2026			334.0 Maintenance of ...	-195.00	195.00
Bill	186 Ca...	03/10/2026			334.0 Maintenance of ...	-195.00	195.00
Bill	180 Ca...	03/10/2026			334.0 Maintenance of ...	-195.00	195.00
Bill	61 Mur...	03/10/2026			334.0 Maintenance of ...	-195.00	195.00
TOTAL						-1,560.00	1,560.00
Check	**15500**	**03/16/2026**	**Corporation of Harpe...**		**Water Fund Checking**		**-2,400.00**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Due To Water	-2,400.00	2,400.00
TOTAL						-2,400.00	2,400.00
Check	**15501**	**03/16/2026**	**Corporation of Harpe...**		**Water Fund Checking**		**-5,800.00**
					Due To Water	-5,800.00	5,800.00
TOTAL						-5,800.00	5,800.00
Bill Pmt -Check	**15502**	**03/16/2026**	**Advantage Technolo...**		**Water Fund Checking**		**-230.44**
Bill	98669	02/20/2026			Contracted Services C	-76.82	230.44
					Contracted Services-P	-76.81	230.44
					620.8 · Office Supplies...	-76.81	230.43
TOTAL						-230.44	691.31
Bill Pmt -Check	**15503**	**03/16/2026**	**WV Corp**		**Water Fund Checking**		**-4,520.23**
Bill	114119	03/02/2026			Insurance and Bonds	-553.01	1,274.73
					Group Ins. St	-543.02	1,251.70
					Property Ins and Bond...	-1,463.22	3,372.84
					656.8 · Ins-Property,Li...	-1,960.98	4,520.23
TOTAL						-4,520.23	10,419.50
Check	**15505**	**03/26/2026**	**Ambika Group**		**Water Fund Checking**		**-9,330.18**
			Ambika Group		141 Accounts Receiva...	-9,330.18	9,330.18
TOTAL						-9,330.18	9,330.18
Bill Pmt -Check	**15506**	**03/27/2026**	**interstate Comm on t...**		**Water Fund Checking**		**-23.00**
Bill	March ...	03/26/2026			620.8 · Office Supplies...	-23.00	23.00
TOTAL						-23.00	23.00
Check	**15507**	**03/27/2026**	**Fringe Benefits Mana...**		**Water Fund Checking**		**-293.12**
					24000 · Payroll Liabiliti...	-293.12	293.12
TOTAL						-293.12	293.12
Bill Pmt -Check	**15508**	**03/27/2026**	**CoxHollidayoung PL...**		**Water Fund Checking**		**-477.74**
Bill	36078	02/28/2026			Office Supplies and M...	-27.11	81.33
					341 G · Materials & Su...	-27.11	81.34
					Professional Services C	-264.29	792.95
					620.8 · Office Supplies...	-27.11	81.33
					631.1 · Prof Services-A...	-132.12	396.41
TOTAL						-477.74	1,433.36
Bill Pmt -Check	**15509**	**03/27/2026**	**Atlas Copco**		**Water Fund Checking**		**-2,154.94**
Bill	112602...	03/09/2026			620.8PM · Plant Maint...	-2,154.94	2,154.94
TOTAL						-2,154.94	2,154.94
Bill Pmt -Check	**15510**	**03/27/2026**	**CITCO Water**		**Water Fund Checking**		**-158.26**
Bill	100340...	03/26/2026			618.3 · Plant Chemicals	-158.26	158.26
TOTAL						-158.26	158.26
Bill Pmt -Check	**15511**	**03/27/2026**	**Continental Utility So...**		**Water Fund Checking**		**-5,225.00**

Corp. of Harpers Ferry
Check Detail
March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	14457	03/24/2026			620.8 · Office Supplies...	-5,225.00	5,225.00
TOTAL						-5,225.00	5,225.00
Check	**17019**	**03/03/2026**	**Haley Deutsch**		**001 General Fund Ac...**		**-30.00**
					321 Parking Violations	-30.00	30.00
TOTAL						-30.00	30.00
Check	**17020**	**03/03/2026**	**Harpers Ferry Bolivar...**		**001 General Fund Ac...**		**-25.00**
					326 · Building Permit F...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	**17021**	**03/04/2026**	**Advantage Technolo...**		**001 General Fund Ac...**		**-856.86**
Bill	98849	03/01/2026			Contracted Services C	-285.62	428.43
					Contracted Services-P	-285.62	428.43
					620.8 · Office Supplies...	-285.62	428.44
TOTAL						-856.86	1,285.30
Bill Pmt -Check	**17022**	**03/04/2026**	**Advantage Technolo...**		**001 General Fund Ac...**		**-27.50**
Bill	99171	03/02/2026			Contracted Services C	-27.50	27.50
TOTAL						-27.50	27.50
Bill Pmt -Check	**17023**	**03/04/2026**	**Cornerstone Lawn Se...**		**001 General Fund Ac...**		**-1,200.00**
Bill	27275	03/03/2026			Contracted Services S	-1,200.00	1,200.00
TOTAL						-1,200.00	1,200.00
Check	**17024**	**03/04/2026**			**001 General Fund Ac...**		**0.00**
TOTAL						0.00	0.00
Check	**17025**	**03/04/2026**			**001 General Fund Ac...**		**0.00**
TOTAL						0.00	0.00
Bill Pmt -Check	**17026**	**03/09/2026**	**Cornerstone Lawn Se...**		**001 General Fund Ac...**		**-13,362.00**
Bill	27207	02/06/2026			Contracted Services S	-13,362.00	13,362.00
TOTAL						-13,362.00	13,362.00
Check	**17027**	**03/10/2026**	**Desiree Harris**		**001 General Fund Ac...**		**-630.00**
					Magistrate-P	-630.00	630.00
TOTAL						-630.00	630.00
Bill Pmt -Check	**17028**	**03/10/2026**	**CARS**		**001 General Fund Ac...**		**-139.60**
Bill	2025-415	03/10/2026			Maintenance and Repa...	-139.60	139.60
TOTAL						-139.60	139.60
Bill Pmt -Check	**17029**	**03/27/2026**	**Stanley Steemer**		**001 General Fund Ac...**		**-2,180.00**
Bill	81794	03/27/2026			Contracted Services C	-1,172.50	1,172.50
Bill	81793	03/27/2026			Contracted Services C	-1,007.50	1,007.50
TOTAL						-2,180.00	2,180.00

Corp. of Harpers Ferry
Check Detail
March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	**17030**	**03/13/2026**	**West Virginia Munici...**		**001 General Fund Ac...**		**-125.00**
Bill	2026-2...	03/13/2026			Dues & Subscriptions C	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	**17031**	**03/16/2026**	**Harpers Ferry Water ...**		**001 General Fund Ac...**		**-554.59**
Bill	Mar 2026	03/09/2026			615.3 · Utilities W	-88.18	132.27
					Utilities-P	-88.18	132.27
					Utilities C	-88.18	132.27
Bill	2000326	03/09/2026			Utilities St	-240.00	240.00
Bill	350032...	03/09/2026			Utilities Pa	-50.05	50.05
TOTAL						-554.59	686.86
Bill Pmt -Check	**17032**	**03/16/2026**	**Jefferson Publishing ...**		**001 General Fund Ac...**		**-122.30**
Bill	73264	02/26/2026			220 G · Advertising/Le...	-122.30	122.30
TOTAL						-122.30	122.30
Bill Pmt -Check	**17033**	**03/16/2026**	**Advantage Technolo...**		**001 General Fund Ac...**		**-460.87**
Bill	98669	02/20/2026			Contracted Services C	-153.62	230.44
					Contracted Services-P	-153.63	230.44
					620.8 · Office Supplies...	-153.62	230.43
TOTAL						-460.87	691.31
Bill Pmt -Check	**17034**	**03/16/2026**	**WV Corp**		**001 General Fund Ac...**		**-5,899.27**
Bill	114119	03/02/2026			Insurance and Bonds	-721.72	1,274.73
					Group Ins. St	-708.68	1,251.70
					Property Ins and Bond...	-1,909.62	3,372.84
					656.8 · Ins-Property,Li...	-2,559.25	4,520.23
TOTAL						-5,899.27	10,419.50
Check	**17037**	**03/23/2026**	**Pat Morse**		**001 General Fund Ac...**		**-44.21**
					001.402 · Economic D...	-44.21	44.21
TOTAL						-44.21	44.21
Check	**17038**	**03/26/2026**	**V ATS Processing**		**001 General Fund Ac...**		**-20.00**
					321 Parking Violations	-20.00	20.00
TOTAL						-20.00	20.00
Bill Pmt -Check	**17039**	**03/26/2026**	**10-42 Tactical LLC**		**001 General Fund Ac...**		**-126.19**
Bill	6312	03/26/2026			345 P · Uniforms-P	-126.19	126.19
TOTAL						-126.19	126.19
Check	**17040**	**03/27/2026**	**Desiree Harris**		**001 General Fund Ac...**		**-600.00**
					Magistrate-P	-600.00	600.00
TOTAL						-600.00	600.00
Check	**17041**	**03/27/2026**	**Fringe Benefits Mana...**		**001 General Fund Ac...**		**-429.96**
					24000 · Payroll Liabiliti...	-207.38	207.38
					24000 · Payroll Liabiliti...	-222.58	222.58
TOTAL						-429.96	429.96
Bill Pmt -Check	**17042**	**03/27/2026**	**CoxHollidayoung PL...**		**001 General Fund Ac...**		**-955.62**

Corp. of Harpers Ferry
Check Detail
March 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	36078	02/28/2026			Office Supplies and M...	-54.22	81.33
					341 G · Materials & Su...	-54.23	81.34
					Professional Services C	-528.66	792.95
					620.8 · Office Supplies...	-54.22	81.33
					631.1 · Prof Services-A...	-264.29	396.41
TOTAL						-955.62	1,433.36
Bill Pmt -Check	**17043**	**03/27/2026**	**WVU Research Corpo...**		**001 General Fund Ac...**		**-10,000.00**
Bill	318202...	03/18/2026			Contracted Services Pl	-10,000.00	10,000.00
TOTAL						-10,000.00	10,000.00
Bill Pmt -Check	**17044**	**03/30/2026**	**Dominion Elevator In...**		**001 General Fund Ac...**		**-300.00**
Bill	371474	03/27/2026			Maint & Repairs to Bld...	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	**17045**	**03/30/2026**	**Vital Signs**		**001 General Fund Ac...**		**-329.90**
Bill	10756	03/28/2026			Material and Supplies St	-110.00	110.00
					341 G · Materials & Su...	-219.90	219.90
TOTAL						-329.90	329.90

	Checks over Purchasing Threshold for approval Town Council Meeting 4/13/2025				
Check #	Vendor	INV #			
386	Jeff Co CVB	FY 2026 Q2	Oct- Dec 2025	$	11,698.37
387	Jeff Co CVB	FY 2026 Q3	Jan- Mar 2026	$	12,188.50
15498	Core & Main	Y606618	Mains materials and Supplies	$	1,952.56
17043	WVU Land Use Clinic	31820262	2nd half Comprehensive Plan	$	10,000.00
15511	Continental Utility Solutions	14457	1/2 year UB4 hosting/maintance	$	5,225.00
15509	Atlas Copco	1126025154	620.9 Plant Maint Materials/ Supplies	$	2,154.94
15499	Greenridge Contractors	various	Meter maintenace	$	1,560.00
109	Greenridge Contractors	various	Maintenance of Mains Contracated svc	$	12,593.72
17046	Perry & Associates	135567	FY 2025 Audit	$	13,050.00
CC	DEP Division of Water and Waste	521106	Plant maint M/S	$	2,675.00
17047	Cornerstone	27356	End of season street sweep	$	2,260.00
17048	WV Office of the State Auditor	25209	FY 2025 Audit	$	1,044.00

Detail for B&F Agenda Items

Item #	Subject	Budget Line	Amount
6.h.vii.	Town Grounds Maintenance		
	Refresh Flower Baskets on Potomac and High Streets	906 Arts/Humanities/Beautification	up to $400.00
	Mulching Town Gazebo Park, Potomac St Park, and Franklin& Washington St Park	906 Arts/Humanities/Beautification	up to $2690.00
6.h.viii	Town Hall Maintenance		
	Install light fixtures in front of Town Hall	440 City Hall Contracted Services	up to $3150.00
	Re-Stripe Town Hall Parking Lot	440 City Hall Contracted Services	up to $4000.00
	Annual contract for quarterly elevator maintenance	440 City Hall Contracted Services	up to $51/month
6.h.ix	Parks & Rec Funding		
	2026 Easter Egg Hunt	402 Economic Development	up to $225.00
	2026 Earth Day Celebration	402 Economic Development	up to $85.00
	2026 Music on the Ridge	402 Economic Development	up to $3100.00
		906 Arts/Humanities/Beautification	up to 3715.00

Corp. of Harpers Ferry
Profit & Loss Budget vs. Actual (Water Only)
July 2025 through February 2026

	Jul '25 - Feb 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
131 · SB234 Reserve Transfer	48,500.00	80,379.00	-31,879.00	60.3%
General	0.00	0.00	0.00	0.0%
400 · Water Department Income				
481 · Reimbursements	0.00	0.00	0.00	0.0%
Bond Renewal & Repl 2.5% trnfr	19,100.00	29,250.00	-10,150.00	65.3%
New Water Taps	1,500.00	0.00	1,500.00	100.0%
Capacity Improvement Fees	5,850.00	0.00	5,850.00	100.0%
419 · Interest Income Bonds	0.00	2,000.00	-2,000.00	0.0%
421 · Non Utility Income				
419. · Interest	11,144.34	2,000.00	9,144.34	557.2%
421.a · Other Income	0.00	0.00	0.00	0.0%
421.b · Other Grants W	0.00	0.00	0.00	0.0%
421 · Non Utility Income - Other	1,517.87	0.00	1,517.87	100.0%
Total 421 · Non Utility Income	12,662.21	2,000.00	10,662.21	633.1%
461 · Customers - Water Bill Payments	661,877.29	1,176,700.00	-514,822.71	56.2%
462.1 · Annual Fire Service Fee	110.76	3,000.00	-2,889.24	3.7%
471 · PSD bill processing	22,735.00	36,000.00	-13,265.00	63.2%
471.b · Misc Revenue Recovery Reimb	37,303.67	40,000.00	-2,696.33	93.3%
472 · AT&T Rent	0.00	0.00	0.00	0.0%
400 · Water Department Income - Other	0.00	0.00	0.00	0.0%
Total 400 · Water Department Income	761,138.93	1,288,950.00	-527,811.07	59.1%
Total Income	809,638.93	1,369,329.00	-559,690.07	59.1%
Gross Profit	809,638.93	1,369,329.00	-559,690.07	59.1%
Expense				
400. · Water Department				
Bond Interest				
341.9 · Water Bond Debt Service (2024)	35,297.39	0.00	35,297.39	100.0%
427.3 · Bonds Payable - Series C	12,184.00	97,820.16	-85,636.16	12.5%
428 · USDA 2021 - Bonds Payable	156,240.00	252,640.00	-96,400.00	61.8%
Total Bond Interest	203,721.39	350,460.16	-146,738.77	58.1%
631.1 · Prof Services-Accounting-Water	11,434.50	15,000.00	-3,565.50	76.2%
131.3 Water Tranfs to Reserve	48,500.00	80,379.00	-31,879.00	60.3%
334. New Meters	1,085.52	1,500.00	-414.48	72.4%
334.0 Maintenance of Meters	166.14	1,584.29	-1,418.15	10.5%
341.2 Capital Outlay - Auto	5,177.92	7,766.88	-2,588.96	66.7%
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	577.58	1,500.00	-922.42	38.5%
675.3Memberships/Dues/subscript	424.00	700.00	-276.00	60.6%
Maintenance of Mains	45,059.98	63,200.00	-18,140.02	71.3%

Corp. of Harpers Ferry
Profit & Loss Budget vs. Actual (Water Only)
July 2025 through February 2026

	Jul '25 - Feb 26	Budget	$ Over Budget	% of Budget
127 · Bond Renewal & Replacement Fund	19,100.00	29,250.00	-10,150.00	65.3%
408.10 · Assessments	2,287.35	2,400.00	-112.65	95.3%
408.12 · PR Taxes Employer Expense	19,862.37	34,229.99	-14,367.62	58.0%
427.3_ · Municipal Bond Commission	3,053.08	18,600.00	-15,546.92	16.4%
601.3 · Plant - Salaries & Wages	170,199.14	312,955.19	-142,756.05	54.4%
601.7 · Office - Salaries & Wages	84,984.78	114,919.70	-29,934.92	74.0%
604.8 · Pension Exp	23,575.92	44,258.79	-20,682.87	53.3%
605.8 · Employee PEIA Benefits	40,140.68	65,000.00	-24,859.32	61.8%
615.3 · Utilities W	25,791.93	40,000.00	-14,208.07	64.5%
618.3 · Plant Chemicals	8,490.94	17,000.00	-8,509.06	49.9%
620.3 · Plant - Material & Supplies	4,233.22	7,000.00	-2,766.78	60.5%
620.6. · Maintenance of Hydrants	3,642.39	2,000.00	1,642.39	182.1%
620.7 · Postage And Cust Acctg Supplies	4,121.47	9,000.00	-4,878.53	45.8%
620.7c · Customer Acct Exp Material Supp	0.00	0.00	0.00	0.0%
620.8 · Office Supplies & Expenses	9,895.84	33,100.00	-23,204.16	29.9%
620.8PM · Plant Maintenance MS	3,966.26	7,500.00	-3,533.74	52.9%
631.3 · Lab Services	4,579.09	9,000.00	-4,420.91	50.9%
631.4PM · Plant Maintenance CS	26,008.18	25,000.00	1,008.18	104.0%
631.8 · Legal Fees and Studies	6,175.00	8,000.00	-1,825.00	77.2%
631.8_ · Security 911 Notification	313.50	800.00	-486.50	39.2%
642.8 · Leased Equipment W	962.75	1,000.00	-37.25	96.3%
650.8 · Auto & Transportation Expenses	3,960.47	17,000.00	-13,039.53	23.3%
656.8 · Ins-Property,Liability, Workers	15,480.42	29,000.00	-13,519.58	53.4%
660.8 · Advertising & Legal Publication	884.98	1,000.00	-115.02	88.5%
675.3 · Training, Education, & Certif	523.50	3,000.00	-2,476.50	17.5%
675.8 · Telephone W	6,811.63	8,700.00	-1,888.37	78.3%
Total 400. · Water Department	805,191.92	1,369,329.00	-564,137.08	58.8%
Total Expense	805,191.92	1,369,329.00	-564,137.08	58.8%
Net Ordinary Income	4,447.01	0.00	4,447.01	100.0%
Net Income	**4,447.01**	**0.00**	**4,447.01**	**100.0%**

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
February 2026

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
General									
301-01 · Property Tax Current Year									
Deposit	02/02/2026	12011	Sheriff of Jefferso...	Delinquent t...	General		001 General ...	449.33	449.33
Deposit	02/02/2026	12018	Sheriff of Jefferso...	Jan 2026 Pr...	General		001 General ...	327.42	776.75
Total 301-01 · Property Tax Current Year								776.75	776.75
304 · Excise Tax on Utilities									
Deposit	02/27/2026		State of WV	Jan collectio...	General		001 General ...	300.12	300.12
Total 304 · Excise Tax on Utilities								300.12	300.12
305 · Business and Occupation Tax									
Deposit	02/02/2026	2530	William Wheatley,...	FY 206 Q2 ...	General		001 General ...	108.00	108.00
Deposit	02/02/2026	6914	Hillside Child Care	FY 2026 Q2 ...	General		001 General ...	601.23	709.23
Deposit	02/02/2026	2496	Ievegeni Ivanytsia	FY 2025 Q1 ...	General		001 General ...	73.83	783.06
Deposit	02/02/2026	8757...	USB Leasing LT	FY 2026 Q2 ...	General		001 General ...	18.09	801.15
Deposit	02/02/2026	65779	North Star Founda...	FY 2026 Q2 ...	General		001 General ...	178.51	979.66
Deposit	02/02/2026	84118	AC & T Co., Inc.	FY 2026 Q2 ...	General		001 General ...	16.68	996.34
Deposit	02/02/2026	1054	Laurel Cottage LLC	FY 2026 Q2 ...	General		001 General ...	107.92	1,104.26
Deposit	02/02/2026	1273	Point of View	FY 2026 Q2 ...	General		001 General ...	87.80	1,192.06
Deposit	02/02/2026	1002...	Home Depot	FY 2026 Q2 ...	General		001 General ...	2,146.26	3,338.32
Deposit	02/02/2026	3250	Pittsnogle, LLC	FY 2026 Q2 ...	General		001 General ...	42.62	3,380.94
Deposit	02/02/2026	8761...	DeLage Laden Fin...	FY 2026 Q2 ...	General		001 General ...	13.97	3,394.91
Deposit	02/02/2026	8758...	Amerigas Propane...	FY 2026 Q2 ...	General		001 General ...	165.75	3,560.66
Deposit	02/02/2026	46060	Todd Electric	FY 2026 Q2 ...	General		001 General ...	5.39	3,566.05
Deposit	02/02/2026	29729	Advantage Techno...	FY 2026 Q2 ...	General		001 General ...	635.52	4,201.57
Deposit	02/02/2026	1533	Armory House	FY 2026 Q2 ...	General		001 General ...	130.00	4,331.57
Deposit	02/02/2026	130975	Home Paramount ...	FY 2026 Q2 ...	General		001 General ...	224.94	4,556.51
Deposit	02/02/2026	2366	Cornerstone Lawn...	FY 2026 Q2 ...	General		001 General ...	1,098.77	5,655.28
Deposit	02/02/2026	1467	ABC Supply Co, INC	FY 2026 Q2 ...	General		001 General ...	105.47	5,760.75
Deposit	02/02/2026	4608	Builder Services G...	FY 2026 Q2 ...	General		001 General ...	2,273.46	8,034.21
Deposit	02/02/2026	1445	L&W Supply Corp...	FY 2026 Q2 ...	General		001 General ...	9.42	8,043.63
Deposit	02/02/2026	2288	Battle Ground Bak...	FY 2026 Q2 ...	General		001 General ...	851.02	8,894.65
Deposit	02/02/2026	1228	Nature's Health & ...	FY 2026 Q2 ...	General		001 General ...	100.27	8,994.92
Deposit	02/02/2026	3130...	First Energy	FY 2026 Q2 ...	General		001 General ...	22,268.89	31,263.81
Deposit	02/02/2026		Spy House, LLC	FY 2026 Q2 ...	General		002 WVGOP...	78.82	31,342.63
Deposit	02/02/2026		Kellgard General ...	B&O DPA	General		001 General ...	902.07	32,244.70
Deposit	02/03/2026	6043	Towns Inn	FY 2026 Q2 ...	General		001 General ...	487.40	32,732.10
Deposit	02/06/2026	1087	Lily Garden at Ca...	FY 2026 B&...	General		001 General ...	23.55	32,755.65
Deposit	02/06/2026	291	Universal Schedul...	FY 2026 B&...	General		001 General ...	103.00	32,858.65
Deposit	02/06/2026	2107	Antietam Tree Ser...	FY 2026Q2 ...	General		001 General ...	3.95	32,862.60
Deposit	02/06/2026	48265	Star Concrete	FY 2026 Q2 ...	General		001 General ...	14.29	32,876.89
Deposit	02/06/2026	3688	Shenandoah Air C...	FY 2026 B&...	General		001 General ...	383.98	33,260.87
Deposit	02/06/2026	1007	Sandy's Domestic ...	FY 2026 Q2 ...	General		001 General ...	18.03	33,278.90
Deposit	02/09/2026		Terrace Parking	FY 2026 Q1 ...	General		002 WVGOP...	8.82	33,287.72
Deposit	02/09/2026			FY 2026 Q2 ...	General		002 WVGOP...	155.86	33,443.58
Deposit	02/10/2026	100325		FY 2026 B&...	General		001 General ...	271.89	33,715.47
Deposit	02/10/2026	100325		FY 2026 B&...	General		001 General ...	126.37	33,841.84
Deposit	02/10/2026	7131	S&K Enterprises, ...	FY 2026 Q2 ...	General		001 General ...	24.00	33,865.84
Deposit	02/10/2026	2146...	Mountain Mama	FY 2026 Q2 ...	General		001 General ...	84.85	33,950.69
Deposit	02/10/2026	2846...	Griffith Energy Ser...	FY 2026 Q2 ...	General		001 General ...	2,997.19	36,947.88
Deposit	02/10/2026	34298	Copier Word Proc...	FY 2026 Q2 ...	General		001 General ...	4.60	36,952.48
Deposit	02/12/2026	1087...	Tuff Shed, Inc.	FY 2026 Q2 ...	General		001 General ...	151.84	37,104.32
Deposit	02/19/2026	105	Stone House Bed ...	FY 2026 Q2 ...	General		001 General ...	412.34	37,516.66
Deposit	02/26/2026		Hercules Fence of...	FY 2026 B&...	General		002 WVGOP...	1,531.27	39,047.93
Check	02/26/2026	17015	Hercules Fence of...	Refund FY 2...	General		001 General ...	-1,531.27	37,516.66
Deposit	02/26/2026	177	ZCorps	FY 2026 Q2,...	General		001 General ...	150.00	37,666.66
Deposit	02/27/2026		Kellgard General ...	B&O DPA	General		001 General ...	902.07	38,568.73
Deposit	02/27/2026		Appalachian Snail	FY 2026 Q1 ...	General		002 WVGOP...	301.60	38,870.33
Deposit	02/27/2026		Appalachian Snail	FY 2026 Q2 ...	General		002 WVGOP...	231.29	39,101.62
Total 305 · Business and Occupation Tax								39,101.62	39,101.62
308 · Hotel Motel									
Deposit	02/02/2026	1272	Point of View	FY 2026 Q2 ...	Hotel Oc...		Hotel Motel Tax	439.00	439.00
Deposit	02/02/2026	3049	1799 Inn	FY 2026 Q2 ...	Hotel Oc...		Hotel Motel Tax	1,383.00	1,822.00
Deposit	02/02/2026	3048	1799 Inn	FY 2026 Q1 ...	Hotel Oc...		Hotel Motel Tax	2,102.10	3,924.10
Deposit	02/03/2026	6042	Towns Inn	FY 2026 Q2 ...	Hotel Oc...		Hotel Motel Tax	2,336.38	6,260.48
Deposit	02/06/2026	976	Fasttech	FY 2026 Q2 ...	Hotel Oc...		Hotel Motel Tax	357.25	6,617.73
Deposit	02/06/2026	292	Lily Garden at Ca...	FY 2026 Q2 ...	Hotel Oc...		Hotel Motel Tax	117.76	6,735.49
Deposit	02/10/2026	2146...	Mountain Mama	FY 2026 Ro...	Hotel Oc...		Hotel Motel Tax	714.60	7,450.09
Deposit	02/19/2026	106	Stone House Bed ...	FY 2026 Q2 ...	Hotel Oc...		Hotel Motel Tax	2,082.33	9,532.42
Deposit	02/19/2026	3655...	AirBNB	FY 2026 JA...	Hotel Oc...		Hotel Motel Tax	2,521.51	12,053.93
Total 308 · Hotel Motel								12,053.93	12,053.93

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
February 2026

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
320 · Fines, Fees & Court Cost									
Deposit	02/01/2026			Ticket	Police		002 WVGOP...	175.00	175.00
Deposit	02/02/2026			tickets	Police		002 WVGOP...	875.00	1,050.00
Deposit	02/25/2026			Citation	Police		General Cour...	70.00	1,120.00
Total 320 · Fines, Fees & Court Cost								1,120.00	1,120.00
320_399 · Police Department Rev Sources									
321 Parking Violations									
Deposit	02/08/2026			tickets	General		002 WVGOP...	50.00	50.00
Deposit	02/09/2026			tickets	General		002 WVGOP...	20.00	70.00
Deposit	02/16/2026			tickets	General		002 WVGOP...	20.00	90.00
Deposit	02/20/2026			ticket	General		002 WVGOP...	30.00	120.00
Deposit	02/22/2026			tickets	General		002 WVGOP...	30.00	150.00
Deposit	02/27/2026			Tickets	General		002 WVGOP...	30.00	180.00
Deposit	02/27/2026			tickets	General		002 WVGOP...	30.00	210.00
Total 321 Parking Violations								210.00	210.00
Total 320_399 · Police Department Rev Sources								210.00	210.00
325 · Licenses									
Deposit	02/03/2026	1229	Nature's Health & ...	FY 2026 Bu...	General		001 General ...	16.50	16.50
Deposit	02/06/2026	3813...	Construction Grou...	FY 2026 Bu...	General		001 General ...	25.00	41.50
Deposit	02/10/2026	100325	Alpha Space Cont...	FY 2026 Bu...	General		001 General ...	55.00	96.50
Deposit	02/12/2026	3762	Waverly Cottage	FY 2026 Bu...	General		001 General ...	15.00	111.50
Check	02/12/2026	17006	Alpha Space Cont...	Reimburse d...	General		001 General ...	-27.50	84.00
Deposit	02/19/2026	26477	T&C Investments ...	FY 2026 Bu...	General		001 General ...	15.00	99.00
Deposit	02/19/2026	789	Plumbing Trust, The	FY 2026 Bu...	General		001 General ...	15.00	114.00
Deposit	02/26/2026			FY 2026 Bu...	General		002 WVGOP...	25.00	139.00
Check	02/26/2026	17015	Hercules Fence of...	Refund FY 2...	General		001 General ...	-25.00	114.00
Total 325 · Licenses								114.00	114.00
326 · Building Permit Fees									
Deposit	02/02/2026	1399	Carrie Gauthier	BZA # 2026-...	General		001 General ...	75.00	75.00
Deposit	02/10/2026	1405	Harpers Ferry Get...	ZCPA #2026...	General		001 General ...	25.00	100.00
Check	02/12/2026	17001	Harpers Ferry Get...	Refund BZA ...	General		001 General ...	-75.00	25.00
Total 326 · Building Permit Fees								25.00	25.00
327 · Miscellaneous Permits (Parking)									
Deposit	02/02/2026	195	Lawrence Hale	2026 Parkin...	General		001 General ...	15.00	15.00
Deposit	02/03/2026		Wheeless, Thoma...	2026 Parkin...	General		001 General ...	10.00	25.00
Deposit	02/03/2026		Buscher, Michael	2026 Parkin...	General		001 General ...	20.00	45.00
Deposit	02/06/2026		Pechuckonis, Chri...	2026 Parkin...	General		001 General ...	15.00	60.00
Deposit	02/06/2026	422	Tracy Tanner	2026 Parkin...	General		001 General ...	20.00	80.00
Deposit	02/10/2026		Kurt Christensen	2026 Parkin...	General		001 General ...	20.00	100.00
Deposit	02/10/2026		Jay Premack	2026 Parkin...	General		001 General ...	15.00	115.00
Deposit	02/19/2026		Emily Kelley	2026 Parkin...	General		001 General ...	10.00	125.00
Deposit	02/19/2026		Gray, Cathy	2026 Parkin...	General		001 General ...	5.00	130.00
Deposit	02/19/2026		Patrick Rhodes	2026 Parkin...	General		001 General ...	20.00	150.00
Deposit	02/26/2026		Morse, Patricia	2026 Parkin...	General		001 General ...	15.00	165.00
Deposit	02/26/2026		Breyley, Lee Uehling	2026 Parkin...	General		001 General ...	10.00	175.00
Deposit	02/26/2026		Kevin & Isis Kleeb	2026 Parkin...	General		001 General ...	25.00	200.00
Total 327 · Miscellaneous Permits (Parking)								200.00	200.00
328 · Franchise Fees									
Deposit	02/10/2026	9200...	Comcast	FY 2026 Q2 ...	General		001 General ...	674.03	674.03
Total 328 · Franchise Fees								674.03	674.03
330 · IRP Fees									
Deposit	02/27/2026			Jan IRP	General		001 General ...	482.66	482.66
Total 330 · IRP Fees								482.66	482.66
340 · Parks and Rec.									
Deposit	02/17/2026	1178	William Taylor Fit...	2026 Film F...	Park and...		HF Parks and...	1,000.00	1,000.00
Total 340 · Parks and Rec.								1,000.00	1,000.00
342 · Parking Meter Revenue									
342.1 Parking Meter Revenue									
Deposit	02/09/2026		Parkmobile LLC	March parki...	General		001 General ...	7,616.18	7,616.18
Total 342.1 Parking Meter Revenue								7,616.18	7,616.18

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
February 2026

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
342.2 Parking Fine Revenue									
Deposit	02/02/2026			parking tickets	General		002 WVGOP...	50.00	50.00
Deposit	02/06/2026			Ticket	General		002 WVGOP...	30.00	80.00
Deposit	02/08/2026			ticket	General		002 WVGOP...	50.00	130.00
Deposit	02/09/2026			ticket	General		002 WVGOP...	20.00	150.00
Total 342.2 Parking Fine Revenue								150.00	150.00
Total 342 · Parking Meter Revenue								7,766.18	7,766.18
345 · Rents & Concessions									
Deposit	02/02/2026	3000...	AT&T	February Re...	General		001 General ...	1,259.71	1,259.71
Deposit	02/02/2026	1500...	US Cellular	February RE...	General		001 General ...	2,053.89	3,313.60
Deposit	02/06/2026	3248...	US Post Office	January 202...	General		001 General ...	2,357.58	5,671.18
Total 345 · Rents & Concessions								5,671.18	5,671.18
376 · Table Gaming Income									
Deposit	02/18/2026		State of WV	Greenbrier	General		001 General ...	10.86	10.86
Deposit	02/18/2026		State of WV	table games	General		001 General ...	1,145.19	1,156.05
Total 376 · Table Gaming Income								1,156.05	1,156.05
380 · Interest Earned on Investments									
Deposit	02/28/2026			Interest	General		Opioid Settle...	2.96	2.96
Deposit	02/28/2026			Interest	Police		Police Equipt ...	3.51	6.47
Deposit	02/28/2026			Interest	General		SWaN Escro...	100.43	106.90
Deposit	02/28/2026			Interest	Police		HF/Bolivar Dr...	0.58	107.48
Deposit	02/28/2026			Interest	Hotel Oc...		Hotel Motel Tax	27.77	135.25
Deposit	02/28/2026			Interest	General		GRANT Oper...	0.02	135.27
Deposit	02/28/2026			Interest	Park and...		HF Parks and...	2.51	137.78
Deposit	02/28/2026			Interest	Police		General Cour...	17.89	155.67
Deposit	02/28/2026			Interest	General		001 General ...	316.52	472.19
Total 380 · Interest Earned on Investments								472.19	472.19
397 · Lottery									
Deposit	02/14/2026		State of WV	CT Races	General		001 General ...	958.44	958.44
Deposit	02/21/2026		State of WV	CT Races	General		001 General ...	985.31	1,943.75
Deposit	02/28/2026		State of WV	CT Races	General		001 General ...	947.35	2,891.10
Total 397 · Lottery								2,891.10	2,891.10
Total General								74,014.81	74,014.81
Total Income								74,014.81	74,014.81
Gross Profit								74,014.81	74,014.81
Expense									
001.760 Parking									
001.761 Parkinng Expenses									
Credit Card Cha...	02/27/2026	Jan 2...	US Cellular	usage parkin...	General		P-Card	58.98	58.98
Total 001.761 Parkinng Expenses								58.98	58.98
Total 001.760 Parking								58.98	58.98
Culture & Rec Exp									
900 · Parks									
Utilities Pa									
Bill	02/04/2026	0003...	Harpers Ferry Wat...	January usage	General		20000 · Acco...	50.05	50.05
Total Utilities Pa								50.05	50.05
Total 900 · Parks								50.05	50.05
901 · Visitors Bureau -H									
Check	02/27/2026	386	Jefferson County ...	FY 2026 Q2 ...	Hotel Oc...		Hotel Motel Tax	11,698.37	11,698.37
Total 901 · Visitors Bureau -H								11,698.37	11,698.37
906 · Arts & Humanities -H									
Check	02/06/2026	374	Harpers Ferry Mer...	FY 2026 OT...	Hotel Oc...		Hotel Motel Tax	784.00	784.00
Credit Card Cha...	02/18/2026	833110	Crown Awards	Kelly, Film F...	Hotel Oc...		P-Card	398.84	1,182.84
Check	02/26/2026	375	Davis Designs, Inc	INV 6700 20...	Hotel Oc...		Hotel Motel Tax	420.00	1,602.84
Total 906 · Arts & Humanities -H								1,602.84	1,602.84
Total Culture & Rec Exp								13,351.26	13,351.26

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
February 2026

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
001.402 · Economic Development									
Check	02/06/2026	17000	Valerie Villoldo	INV 20267 F...	General		001 General ...	750.00	750.00
Total 001.402 · Economic Development								750.00	750.00
001.409 · Office of Mayor									
PR Taxes Employer M									
General Journal	02/24/2026			payroll 1/26	General		001 General ...	127.50	127.50
General Journal	02/26/2026			payroll 1/26	General		001 General ...	127.50	255.00
Total PR Taxes Employer M								255.00	255.00
Salary M									
General Journal	02/24/2026			payroll 1/26	General		001 General ...	1,666.67	1,666.67
General Journal	02/26/2026			payroll 1/26	General		001 General ...	1,666.67	3,333.34
Total Salary M								3,333.34	3,333.34
Total 001.409 · Office of Mayor								3,588.34	3,588.34
001.413 · Office of Treasurer									
Employee Benefits									
Check	02/11/2026	eft	PEIA	Treasurer 2...	General		Harpers Ferry...	12.00	12.00
Total Employee Benefits								12.00	12.00
Group Ins. T									
Check	02/11/2026	EFT	PEIA	Treasurer P...	General		Harpers Ferry...	827.98	827.98
Total Group Ins. T								827.98	827.98
Pension Expense T									
General Journal	02/12/2026			payroll 2/12	General		001 General ...	336.56	336.56
General Journal	02/26/2026			payroll 2/26	General		001 General ...	342.73	679.29
Total Pension Expense T								679.29	679.29
PR Taxes Employer T									
General Journal	02/12/2026			payroll 2/12	General		001 General ...	259.76	259.76
General Journal	02/26/2026			payroll 2/26	General		001 General ...	261.95	521.71
Total PR Taxes Employer T								521.71	521.71
Salary T									
General Journal	02/12/2026			payroll 2/12	General		001 General ...	3,739.50	3,739.50
General Journal	02/26/2026			payroll 2/26	General		001 General ...	3,808.06	7,547.56
Total Salary T								7,547.56	7,547.56
Total 001.413 · Office of Treasurer								9,588.54	9,588.54
001.415 · Office of City Clerk									
Health Insurance CC									
Check	02/11/2026	EFT	PEIA	Clerk PEIA ...	General		Harpers Ferry...	827.98	827.98
Total Health Insurance CC								827.98	827.98
OPEB - General									
Check	02/11/2026	eft	PEIA	Clerk 2026 ...	General		Harpers Ferry...	12.00	12.00
Total OPEB - General								12.00	12.00
Pension Expense CC									
General Journal	02/12/2026			payroll 2/12	General		001 General ...	211.85	211.85
General Journal	02/26/2026			payroll 2/26	General		001 General ...	202.97	414.82
Total Pension Expense CC								414.82	414.82
PR Taxes Employer CC									
General Journal	02/12/2026			payroll 2/12	General		001 General ...	207.38	207.38
General Journal	02/26/2026			payroll 2/26	General		001 General ...	182.18	389.56
Total PR Taxes Employer CC								389.56	389.56
Salary CC									
General Journal	02/12/2026			payroll 2/12	General		001 General ...	2,353.87	2,353.87
General Journal	02/26/2026			payroll 2/26	General		001 General ...	2,255.20	4,609.07
Total Salary CC								4,609.07	4,609.07
Total 001.415 · Office of City Clerk								6,253.43	6,253.43

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
February 2026

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
001.440 · City Hall									
Payroll Processing-C									
General Journal	02/12/2026			payroll proce...	General		001 General ...	78.65	78.65
General Journal	02/23/2026			payroll proce...	General		001 General ...	58.15	136.80
General Journal	02/26/2026			payroll proce...	General		001 General ...	58.15	194.95
General Journal	02/26/2026			payroll proce...	General		001 General ...	78.65	273.60
Total Payroll Processing-C								273.60	273.60
Contracted Services C									
Bill	02/01/2026	98291	Advantage Techno...	Feb 2026 ad...	General		20000 · Acco...	55.00	55.00
Bill	02/01/2026	79713	Advantage Techno...	INV 97062 S...	General		20000 · Acco...	428.43	483.43
Credit Card Cha...	02/11/2026	341295	Merry Maids	Breeden, offi...	General		P-Card	204.00	687.43
Bill	02/20/2026	98669	Advantage Techno...	INV 98669 U...	General		20000 · Acco...	230.44	917.87
Credit Card Cha...	02/25/2026	624126	Merry Maids	Breeden, offi...	General		P-Card	204.00	1,121.87
Total Contracted Services C								1,121.87	1,121.87
Insurance and Bonds									
Bill	02/01/2026	3719...	ENCOVA Insurance	Worker's Co...	General		20000 · Acco...	26.20	26.20
Total Insurance and Bonds								26.20	26.20
Leased Equipment C									
Check	02/09/2026	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	02/11/2026	1105...	Shenandoah Air C...	INV 109982...	General		20000 · Acco...	97.00	97.00
Bill	02/13/2026	1106...	Shenandoah Air C...	INV 110662...	General		20000 · Acco...	955.44	1,052.44
Credit Card Cha...	02/16/2026	88244	Barco Products	Morse, posts...	General		P-Card	460.92	1,513.36
Total Maint & Repairs to Bldgs. C								1,513.36	1,513.36
Pension Expense C									
General Journal	02/12/2026			payroll 2/12	General		001 General ...	184.65	184.65
General Journal	02/26/2026			payroll 2/26	General		001 General ...	200.32	384.97
Total Pension Expense C								384.97	384.97
Postage C									
Credit Card Cha...	02/03/2026	47749	US Post Office	Kelly, postage	General		P-Card	79.63	79.63
Total Postage C								79.63	79.63
PR Taxes Employer C									
General Journal	02/12/2026			payroll 2/12	General		001 General ...	282.85	282.85
General Journal	02/26/2026			payroll 2/26	General		001 General ...	289.76	572.61
Total PR Taxes Employer C								572.61	572.61
Professional Services C									
Bill	02/28/2026	36078	CoxHollidayoung ...	Accounting ...	General		20000 · Acco...	792.95	792.95
Total Professional Services C								792.95	792.95
Salaries & Wages C									
General Journal	02/12/2026			payroll 2/12	General		001 General ...	3,142.83	3,142.83
General Journal	02/26/2026			payroll 2/26	General		001 General ...	3,493.03	6,635.86
Total Salaries & Wages C								6,635.86	6,635.86
Telephone C									
Bill	02/12/2026	0226	Frontier	Telephone 2...	General		20000 · Acco...	210.69	210.69
Bill	02/20/2026	0730...	Frontier	FEB usage	General		20000 · Acco...	76.82	287.51
Bill	02/25/2026	8299...	Comcast Internet	Internet 202...	General		20000 · Acco...	56.63	344.14
Credit Card Cha...	02/27/2026	Jan 2...	US Cellular	cell phones ...	General		P-Card	148.88	493.02
Total Telephone C								493.02	493.02
Utilities C									
Bill	02/04/2026	0001...	Harpers Ferry Wat...	usage, Tow...	General		20000 · Acco...	32.06	32.06
Bill	02/12/2026	1100...	Potomac Edison	Jan usage	General		20000 · Acco...	470.72	502.78
Bill	02/12/2026	1100...	Potomac Edison	Jan usage	General		20000 · Acco...	281.04	783.82
Bill	02/12/2026	1101...	Potomac Edison	Jan usage	General		20000 · Acco...	20.90	804.72
Bill	02/25/2026	3460...	Waste Manageme...	Town hall du...	General		20000 · Acco...	192.65	997.37
Total Utilities C								997.37	997.37

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
February 2026

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
220 G · Advertising/Legal Publications									
Bill	02/26/2026	73264	Jefferson Publishi...	INV 73264 E...	General		20000 · Acco...	122.30	122.30
Total 220 G · Advertising/Legal Publications								122.30	122.30
341 G · Materials & Supplies C									
Credit Card Cha...	02/02/2026	92514	Amazon.com	Kelly, 1099	General		P-Card	19.97	19.97
Bill	02/03/2026	156588	Automated Office ...	Fin Office an...	General		20000 · Acco...	325.00	344.97
Credit Card Cha...	02/03/2026		Adobe Pro	Kelly, subscr...	General		P-Card	21.19	366.16
Credit Card Cha...	02/04/2026	63338	office Depot	Kelly, office ...	General		P-Card	42.46	408.62
Credit Card Cha...	02/04/2026	799363	Wal Mart	Breeden, offi...	General		P-Card	68.99	477.61
Credit Card Cha...	02/09/2026		Zoom Video Com...	Kelly zoom	General		P-Card	92.97	570.58
Credit Card Cha...	02/09/2026	FEB ...	MicroSoft	kelly, visio	General		P-Card	5.30	575.88
Credit Card Cha...	02/09/2026	17762	Amazon.com	Kelly, annual...	General		P-Card	59.67	635.55
Credit Card Cha...	02/09/2026	414	Amazon.com	Kelly, stamp	General		P-Card	10.49	646.04
Credit Card Cha...	02/10/2026	203028	Doodle	Kelly, subscr...	General		P-Card	89.24	735.28
Credit Card Cha...	02/12/2026	903246	Amazon.com	Morse, office...	General		P-Card	16.99	752.27
Credit Card Cha...	02/13/2026	Mar 2...	MicroSoft	kelly, visio	General		P-Card	5.30	757.57
Bill	02/16/2026	156718	Automated Office ...	Fin Office ca...	General		20000 · Acco...	415.14	1,172.71
Credit Card Credit	02/16/2026	26163	Amazon.com	Kelly, return ...	General		P-Card	-19.97	1,152.74
Credit Card Cha...	02/18/2026	131549	Amazon.com	Breeden, pa...	General		P-Card	39.99	1,192.73
Credit Card Cha...	02/20/2026	74767	Amazon.com	Kelly pens	General		P-Card	25.26	1,217.99
Check	02/25/2026	17013	Kevin Carden_C	Reimburse f...	General		001 General ...	162.25	1,380.24
Credit Card Cha...	02/28/2026	FEB ...	Mail Chimp	Kelly, email ...	General		P-Card	13.78	1,394.02
Bill	02/28/2026	36078	CoxHollidayoung ...	RN access 2...	General		20000 · Acco...	81.34	1,475.36
Total 341 G · Materials & Supplies C								1,475.36	1,475.36
Total 001.440 · City Hall								14,593.60	14,593.60
001.700 · Police Dept									
Pension									
Pension-P									
General Journal	02/12/2026			payroll 2/12	Police		001 General ...	282.11	282.11
General Journal	02/26/2026			payroll 2/26	Police		001 General ...	299.55	581.66
Total Pension-P								581.66	581.66
Pension MPFRS - P									
General Journal	02/12/2026			payroll 2/12	Police		001 General ...	696.15	696.15
General Journal	02/26/2026			payroll 2/26	Police		001 General ...	568.11	1,264.26
Total Pension MPFRS - P								1,264.26	1,264.26
Total Pension								1,845.92	1,845.92
Contracted Services-P									
Bill	02/01/2026	79713	Advantage Techno...	INV 97062 S...	Police		20000 · Acco...	428.43	428.43
Bill	02/20/2026	98669	Advantage Techno...	INV 98669 U...	Police		20000 · Acco...	230.44	658.87
Total Contracted Services-P								658.87	658.87
Departmental Supplies-P									
Auto Supplies and Fuel - P									
Bill	02/02/2026	NP69...	Fuelman	Jan usage	Police		20000 · Acco...	1,409.55	1,409.55
Total Auto Supplies and Fuel - P								1,409.55	1,409.55
Office Supplies and Materials									
Credit Card Cha...	02/04/2026	799363	Wal Mart	Breeden, offi...	Police		P-Card	69.00	69.00
Credit Card Cha...	02/05/2026	854539	US Post Office	Breeden, po...	Police		P-Card	2.63	71.63
Credit Card Cha...	02/09/2026	17762	Amazon.com	Kelly, annual...	Police		P-Card	59.67	131.30
Bill	02/28/2026	36078	CoxHollidayoung ...	RN access 2...	Police		20000 · Acco...	81.33	212.63
Total Office Supplies and Materials								212.63	212.63
Total Departmental Supplies-P								1,622.18	1,622.18
PEIA/Workers Comp-P									
246P · OPEB - Police									
Check	02/11/2026	eft	PEIA	Police 2026 ...	Police		Harpers Ferry...	36.00	36.00
Total 246P · OPEB - Police								36.00	36.00
PEIA/Workers Comp-P - Other									
Check	02/11/2026	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

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
February 2026

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Magistrate-P									
Check	02/23/2026	17012	Desiree Harris	2/9-22/2026 ...	Police		001 General ...	570.00	570.00
Total Magistrate-P								570.00	570.00
PR Taxes Employer -P									
General Journal	02/12/2026			payroll 2/12	Police		001 General ...	1,165.94	1,165.94
General Journal	02/26/2026			payroll 2/26	Police		001 General ...	1,085.98	2,251.92
Total PR Taxes Employer -P								2,251.92	2,251.92
Printing-Leased Equipt. - P									
Check	02/03/2026	EFT	DDL Business	lease printer...	Police		001 General ...	71.50	71.50
Total Printing-Leased Equipt. - P								71.50	71.50
Property Ins and Bonds-P									
Bill	02/01/2026	3719...	ENCOVA Insurance	Worker's Co...	Police		20000 · Acco...	314.96	314.96
Total Property Ins and Bonds-P								314.96	314.96
Salaries and Wages-P									
General Journal	02/12/2026			payroll 2/12	Police		001 General ...	14,748.24	14,748.24
General Journal	02/26/2026			payroll 2/26	Police		001 General ...	13,842.41	28,590.65
Total Salaries and Wages-P								28,590.65	28,590.65
Telephone-P									
Bill	02/12/2026	0226	Frontier	Telephone 2...	Police		20000 · Acco...	210.69	210.69
Bill	02/20/2026	0730...	Frontier	FEB usage	Police		20000 · Acco...	76.82	287.51
Bill	02/25/2026	8299...	Comcast Internet	Internet 202...	Police		20000 · Acco...	56.63	344.14
Credit Card Cha...	02/27/2026	Jan 2...	US Cellular	cell phones ...	Police		P-Card	148.88	493.02
Total Telephone-P								493.02	493.02
Utilities-P									
Check	02/02/2026	eft	ADT Security	2026 FEB	Police		001 General ...	79.27	79.27
Bill	02/04/2026	0001...	Harpers Ferry Wat...	Usage Tow...	Police		20000 · Acco...	32.05	111.32
Bill	02/12/2026	1100...	Potomac Edison	Jan usage	Police		20000 · Acco...	366.14	477.46
Bill	02/25/2026	3460...	Waste Manageme...	Town hall du...	Police		20000 · Acco...	71.72	549.18
Total Utilities-P								549.18	549.18
Wireless-P									
Bill	02/05/2026	2873...	AT&T	ACCT 2873...	Police		20000 · Acco...	466.75	466.75
Total Wireless-P								466.75	466.75
Total 001.700 · Police Dept								42,857.89	42,857.89
001.750 · Street Department									
Auto Supplies (Gas & Oil) St									
Bill	02/02/2026	NP69...	Fuelman	NP69942945	General		20000 · Acco...	152.73	152.73
Total Auto Supplies (Gas & Oil) St								152.73	152.73
Equipment Rent St									
Bill	02/26/2026	2773...	AC & T Co., Inc.	INV 27733CR	General		20000 · Acco...	80.00	80.00
Total Equipment Rent St								80.00	80.00
Group Ins. St									
Bill	02/01/2026	3719...	ENCOVA Insurance	Worker's Co...	General		20000 · Acco...	109.90	109.90
Total Group Ins. St								109.90	109.90
Material and Supplies St									
Credit Card Cha...	02/16/2026	88244	Barco Products	Morse Posts...	General		P-Card	460.92	460.92
Total Material and Supplies St								460.92	460.92
Pension Expense St									
General Journal	02/12/2026			payroll 2/12	General		001 General ...	110.40	110.40
General Journal	02/26/2026			payroll 2/26	General		001 General ...	61.01	171.41
Total Pension Expense St								171.41	171.41
PR Taxes Employer St									
General Journal	02/12/2026			payroll 2/12	General		001 General ...	110.40	110.40
General Journal	02/26/2026			payroll 2/26	General		001 General ...	61.01	171.41
Total PR Taxes Employer St								171.41	171.41

Corp. of Harpers Ferry
Profit & Loss Detail (General, Excluding Water & Coal)
February 2026

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Salaries & Wages St									
General Journal	02/12/2026			payroll 2/12	General		001 General ...	1,226.64	1,226.64
General Journal	02/26/2026			payroll 2/26	General		001 General ...	677.88	1,904.52
Total Salaries & Wages St								1,904.52	1,904.52
Utilities St									
Bill	02/04/2026	0002...	Harpers Ferry Wat...	January Usa...	General		20000 · Acco...	240.00	240.00
Total Utilities St								240.00	240.00
Total 001.750 · Street Department								3,290.89	3,290.89
001.751 · Street Lights									
Utilities Sl									
Bill	02/05/2026	1100...	Potomac Edison	Street Lights...	General		20000 · Acco...	1,357.55	1,357.55
Bill	02/12/2026	1101...	Potomac Edison	Jan usage	General		20000 · Acco...	44.94	1,402.49
Total Utilities Sl								1,402.49	1,402.49
Total 001.751 · Street Lights								1,402.49	1,402.49
001.753 · Snow Removal									
Contracted Services S									
Bill	02/04/2026	27193	Cornerstone Lawn...	INV 27193 S...	General		20000 · Acco...	26,415.00	26,415.00
Bill	02/06/2026	27207	Cornerstone Lawn...	INV 27207 1...	General		20000 · Acco...	13,362.00	39,777.00
Total Contracted Services S								39,777.00	39,777.00
Total 001.753 · Snow Removal								39,777.00	39,777.00
Total Expense								135,512.42	135,512.42
Net Ordinary Income								-61,497.61	-61,497.61
Net Income								**-61,497.61**	**-61,497.61**

Corp. of Harpers Ferry
Profit & Loss Detail (Water Only)
February 2026

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
131 · SB234 Reserve Transfer									
General Journal	02/28/2026			SB 234 Tran...	Water		131.3 Water ...	5,500.00	5,500.00
Total 131 · SB234 Reserve Transfer								5,500.00	5,500.00
400 · Water Department Income									
Bond Renewal & Repl 2.5% trnfr									
General Journal	02/28/2026			Reserves	Water		127 · Bond R...	2,200.00	2,200.00
Total Bond Renewal & Repl 2.5% trnfr								2,200.00	2,200.00
New Water Taps									
Deposit	02/26/2026	5320		Tap fee 43 ...	Water		Water Fund ...	750.00	750.00
Total New Water Taps								750.00	750.00
Capacity Improvement Fees									
Deposit	02/26/2026	5320	Rogers, Carla	Cap Capacit...	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	02/28/2026			Interest	Water		Water Improv...	0.07	0.07
Deposit	02/28/2026			Interest	Water		CNB CWCR ...	435.96	436.03
Deposit	02/28/2026			Interest	Water		CNB Reserve...	17.26	453.29
Deposit	02/28/2026			Interest	Water		CNB Renew ...	260.85	714.14
Deposit	02/28/2026			Interest	Water		CNB Renew ...	17.26	731.40
Deposit	02/28/2026			Interest	Water		2024 Const T...	17.26	748.66
Deposit	02/28/2026			Interest	Water		Contruction F...	656.12	1,404.78
Deposit	02/28/2026			Interest	Water		HF Water W...	8.50	1,413.28
Deposit	02/28/2026			Interest	Water		Water Fund ...	34.58	1,447.86
Total 419. · Interest								1,447.86	1,447.86
Total 421 · Non Utility Income								1,447.86	1,447.86
461 · Customers - Water Bill Payments									
General Journal	02/28/2026		Harpers Ferry_v	To adjust A/...	Water		141 Accounts...	66,709.46	66,709.46
Total 461 · Customers - Water Bill Payments								66,709.46	66,709.46
471 · PSD bill processing									
Invoice	02/05/2026	202602	HF Bolivar Public ...	Monthly pay...	Water		141 Accounts...	500.00	500.00
Invoice	02/05/2026	202602	HF Bolivar Public ...	Monthly bills...	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								76,872.32	76,872.32
Total Income								82,372.32	82,372.32
Gross Profit								82,372.32	82,372.32
Expense									
400. · Water Department									
Bond Interest									
341.9 · Water Bond Debt Service (2024)									
General Journal	02/03/2026			new withdra...	Water		Water Fund ...	741.06	741.06
General Journal	02/03/2026			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
427.3 · Bonds Payable - Series C									
Check	02/13/2026	EFT	USDA	2026 FEB	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	02/11/2026	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	02/28/2026	36078	CoxHollidayoung ...	Accounting ...	Water		20000 · Acco...	396.41	396.41
Total 631.1 · Prof Services-Accounting-Water								396.41	396.41
131.3 Water Tranfs to Reserve									

Corp. of Harpers Ferry
Profit & Loss Detail (Water Only)
February 2026

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
General Journal	02/28/2026			SB 234 Tran...	Water		131 · SB234 ...	5,500.00	5,500.00
Total 131.3 Water Tranfs to Reserve								5,500.00	5,500.00
341.2 Capital Outlay - Auto									
Check	02/26/2026	EFT	Bank of Charles T...	Water Truck...	Water		Water Fund ...	647.24	647.24
Total 341.2 Capital Outlay - Auto								647.24	647.24
Maintenance of Mains									
620.6 · Materials and Supplies									
Bill	02/16/2026	Y490...	CORE & MAIN LP	INV Y49057...	Water		20000 · Acco...	556.00	556.00
Bill	02/27/2026	Y606...	CORE & MAIN LP	INV Y60661...	Water		20000 · Acco...	1,952.56	2,508.56
Total 620.6 · Materials and Supplies								2,508.56	2,508.56
636 · Contracted Services									
Bill	02/16/2026	1193 ...	Greenridge Contra...	INV 1193 W...	Water		20000 · Acco...	4,670.00	4,670.00
Total 636 · Contracted Services								4,670.00	4,670.00
Total Maintenance of Mains								7,178.56	7,178.56
127 · Bond Renewal & Replacement Fund									
General Journal	02/28/2026			Reserves	Water		Bond Renew...	2,200.00	2,200.00
Total 127 · Bond Renewal & Replacement Fund								2,200.00	2,200.00
408.12 · PR Taxes Employer Expense									
General Journal	02/12/2026			payroll 2/12	Water		001 General ...	775.65	775.65
General Journal	02/12/2026			payroll 2/12	Water		001 General ...	401.94	1,177.59
General Journal	02/26/2026			payroll 2/26	Water		001 General ...	610.44	1,788.03
General Journal	02/26/2026			payroll 2/26	Water		001 General ...	460.41	2,248.44
Total 408.12 · PR Taxes Employer Expense								2,248.44	2,248.44
601.3 · Plant - Salaries & Wages									
General Journal	02/12/2026			payroll 2/12	Water		001 General ...	9,606.61	9,606.61
General Journal	02/26/2026			payroll 2/26	Water		001 General ...	8,006.49	17,613.10
Total 601.3 · Plant - Salaries & Wages								17,613.10	17,613.10
601.7 · Office - Salaries & Wages									
General Journal	02/12/2026			payroll 2/12	Water		001 General ...	5,113.66	5,113.66
General Journal	02/26/2026			payroll 2/26	Water		001 General ...	5,836.07	10,949.73
Total 601.7 · Office - Salaries & Wages								10,949.73	10,949.73
604.8 · Pension Exp									
General Journal	02/12/2026			payroll 2/12	Water		001 General ...	864.60	864.60
General Journal	02/12/2026			payroll 2/12	Water		001 General ...	460.23	1,324.83
General Journal	02/26/2026			payroll 2/26	Water		001 General ...	720.59	2,045.42
General Journal	02/26/2026			payroll 2/26	Water		001 General ...	525.25	2,570.67
Total 604.8 · Pension Exp								2,570.67	2,570.67
605.8 · Employee PEIA Benefits									
OPEB - Water									
Check	02/11/2026	eft	PEIA	Water 2026 ...	Water		Harpers Ferry...	60.00	60.00
Total OPEB - Water								60.00	60.00
605.8 · Employee PEIA Benefits - Other									
Check	02/11/2026	EFT	PEIA	Water PEIA ...	Water		Harpers Ferry...	4,038.92	4,038.92
Total 605.8 · Employee PEIA Benefits - Other								4,038.92	4,038.92
Total 605.8 · Employee PEIA Benefits								4,098.92	4,098.92
615.3 · Utilities W									
Bill	02/04/2026	0001...	Harpers Ferry Wat...	Usage Tow...	Water		20000 · Acco...	32.06	32.06
Bill	02/10/2026	3186...	Amerigas	INV 318679...	Water		20000 · Acco...	1,580.15	1,612.21
Bill	02/12/2026	1101...	Potomac Edison	jan usage	Water		20000 · Acco...	136.61	1,748.82
Bill	02/12/2026	1100...	Potomac Edison	Jan usage	Water		20000 · Acco...	2,817.90	4,566.72
Bill	02/12/2026	1100...	Potomac Edison	Jan usage	Water		20000 · Acco...	10.00	4,576.72
Bill	02/25/2026	3460...	Waste Manageme...	Town hall du...	Water		20000 · Acco...	71.72	4,648.44
Total 615.3 · Utilities W								4,648.44	4,648.44
620.6. · Maintenance of Hydrants									
Bill	02/16/2026	Y490...	CORE & MAIN LP	INV Y49057...	Water		20000 · Acco...	1,125.31	1,125.31

Corp. of Harpers Ferry
Profit & Loss Detail (Water Only)
February 2026

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total 620.6. · Maintenance of Hydrants								1,125.31	1,125.31
620.8 · Office Supplies & Expenses									
Bill	02/01/2026	79713	Advantage Techno...	INV 97062 S...	Water		20000 · Acco...	428.44	428.44
Credit Card Cha...	02/09/2026	17762	Amazon.com	Kelly, annual...	Water		P-Card	59.66	488.10
Credit Card Cha...	02/16/2026	300275	Business Center	kelly ship to ...	Water		P-Card	60.40	548.50
Bill	02/20/2026	98669	Advantage Techno...	INV 98669 U...	Water		20000 · Acco...	230.43	778.93
Credit Card Cha...	02/20/2026	36395	Amazon.com	Breeden, pa...	Water		P-Card	27.50	806.43
Bill	02/28/2026	36078	CoxHollidayoung ...	RN Access ...	Water		20000 · Acco...	81.33	887.76
Total 620.8 · Office Supplies & Expenses								887.76	887.76
631.3 · Lab Services									
Bill	02/04/2026	WAT...	West Virginia DH...	INV WAT26-...	Water		20000 · Acco...	23.00	23.00
Bill	02/05/2026	WAT...	West Virginia DH...	INV WAT26-...	Water		20000 · Acco...	46.00	69.00
Bill	02/16/2026	2630...	Pace Analytical	INV 263066...	Water		20000 · Acco...	222.00	291.00
Bill	02/19/2026	2630...	Pace Analytical	INV 263066...	Water		20000 · Acco...	196.00	487.00
Bill	02/19/2026	WAT...	West Virginia DH...	INV WAT26-...	Water		20000 · Acco...	23.00	510.00
Bill	02/25/2026	WAT...	West Virginia DH...	INV WAT26-...	Water		20000 · Acco...	23.00	533.00
Bill	02/27/2026	ENV2...	West Virginia DH...	ENV26-671	Water		20000 · Acco...	20.00	553.00
Total 631.3 · Lab Services								553.00	553.00
631.4PM · Plant Maintenance CS									
Bill	02/02/2026	3459...	Waste Manageme...	INV 345979...	Water		20000 · Acco...	444.18	444.18
Bill	02/06/2026	1099...	Shenandoah Air C...	INV 109982...	Water		20000 · Acco...	99.00	543.18
Bill	02/09/2026	FEB ...	Dodson Septic Ta...	FEB 2026	Water		20000 · Acco...	475.00	1,018.18
Check	02/12/2026	15477	H&H Technologies	15.5 Hours ...	Water		Water Fund ...	465.00	1,483.18
Check	02/12/2026	15477	H&H Technologies	2 Trips @ $15	Water		Water Fund ...	30.00	1,513.18
Total 631.4PM · Plant Maintenance CS								1,513.18	1,513.18
631.8 · Legal Fees and Studies									
Bill	02/01/2026	4785	Law Office of Hoy ...	WDA/Meter ...	Water		20000 · Acco...	747.50	747.50
Total 631.8 · Legal Fees and Studies								747.50	747.50
631.8_ · Security 911 Notification									
Deposit	02/25/2026	4696	Robert S Neyland	377 Pointfiel...	Water		HF Water W...	-50.00	-50.00
Total 631.8_ · Security 911 Notification								-50.00	-50.00
642.8 · Leased Equipment W									
Bill	02/02/2026	3459...	Waste Manageme...	INV 345979...	Water		20000 · Acco...	149.11	149.11
Total 642.8 · Leased Equipment W								149.11	149.11
650.8 · Auto & Transportation Expenses									
Bill	02/02/2026	NP69...	Fuelman	NP69942944	Water		20000 · Acco...	288.96	288.96
Total 650.8 · Auto & Transportation Expenses								288.96	288.96
656.8 · Ins-Property,Liability, Workers									
Bill	02/01/2026	3719...	ENCOVA Insurance	Worker's Co...	Water		20000 · Acco...	854.94	854.94
Total 656.8 · Ins-Property,Liability, Workers								854.94	854.94
675.8 · Telephone W									
Bill	02/12/2026	0226	Frontier	Telephone 2...	Water		20000 · Acco...	210.68	210.68
Bill	02/13/2026	FEB ...	Comcast Internet	Internet phone	Water		20000 · Acco...	205.86	416.54
Bill	02/20/2026	0730...	Frontier	FEB usage	Water		20000 · Acco...	76.83	493.37
Bill	02/25/2026	8299...	Comcast Internet	Internet 202...	Water		20000 · Acco...	56.63	550.00
Credit Card Cha...	02/27/2026	Jan 2...	US Cellular	cell phones ...	Water		P-Card	148.87	698.87
Total 675.8 · Telephone W								698.87	698.87
Total 400. · Water Department								94,039.64	94,039.64
Total Expense								94,039.64	94,039.64
Net Ordinary Income								-11,667.32	-11,667.32
Net Income								**-11,667.32**	**-11,667.32**

2:06 PM
04/08/26
Accrual Basis

Corp. of Harpers Ferry
P & L Budget vs. Actual (General, Excluding Water & Coal)
July 2025 through February 2026

	Jul '25 - Feb 26	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	56,777.46	88,884.00	-32,106.54	63.9%
303 · Oil & Gas Severance Tax	670.65	2,500.00	-1,829.35	26.8%
304 · Excise Tax on Utilities	4,831.12	7,500.00	-2,668.88	64.4%
305 · Business and Occupation Tax	195,388.90	225,000.00	-29,611.10	86.8%
306 · Liquor & Wine Tax	9,694.35	12,000.00	-2,305.65	80.8%
307 · Animal Control Tax	70.20	110.00	-39.80	63.8%
308 · Hotel Motel	75,988.24	90,000.00	-14,011.76	84.4%
314 · Sales Tax Revenue	278,081.75	330,000.00	-51,918.25	84.3%
320 · Fines, Fees & Court Cost	15,879.04	20,000.00	-4,120.96	79.4%
320_399 · Police Department Rev Sources	19,628.67	20,000.00	-371.33	98.1%
325 · Licenses	3,722.50	6,500.00	-2,777.50	57.3%
326 · Building Permit Fees	14,085.00	10,200.00	3,885.00	138.1%
327 · Miscellaneous Permits (Parking)	1,402.00	800.00	602.00	175.3%
328 · Franchise Fees	2,121.75	3,300.00	-1,178.25	64.3%
330 · IRP Fees	2,103.93	5,000.00	-2,896.07	42.1%
340 · Parks and Rec.	3,845.50	5,000.00	-1,154.50	76.9%
342 · Parking Meter Revenue	174,125.97	200,000.00	-25,874.03	87.1%
345 · Rents & Concessions	71,088.07	90,000.00	-18,911.93	79.0%
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	9,254.69	13,500.00	-4,245.31	68.6%
380 · Interest Earned on Investments	3,994.68	4,000.00	-5.32	99.9%
382 · Refunds and Rebates	891.50	1,600.00	-708.50	55.7%
397 · Lottery	26,882.30	39,000.00	-12,117.70	68.9%
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	987,433.84	2,494,894.00	-1,507,460.16	39.6%
386 · Insurance Claims	946.72	1,000.00	-53.28	94.7%
Total Income	988,380.56	2,495,894.00	-1,507,513.44	39.6%
Gross Profit	988,380.56	2,495,894.00	-1,507,513.44	39.6%
Expense				
001.809 Grants Health/Sanitatio	0.00	12,500.00	-12,500.00	0.0%
001.760 Parking	11,345.81	20,120.00	-8,774.19	56.4%
405 - Board of Zoning Appeals	0.00	300.00	-300.00	0.0%

Corp. of Harpers Ferry
P & L Budget vs. Actual (General, Excluding Water & Coal)
July 2025 through February 2026

	Jul '25 - Feb 26	Budget	$ Over Budget	% of Budget
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	1,587.98	6,630.00	-5,042.02	24.0%
901 · Visitors Bureau -H	38,604.07	45,000.00	-6,395.93	85.8%
906 · Arts & Humanities -H	9,560.12	105,000.00	-95,439.88	9.1%
911 · Historical Landmarks Com.				
Contracted Services	0.00	0.00	0.00	0.0%
Materials & Supplies	0.00	500.00	-500.00	0.0%
Total 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	49,752.17	162,130.00	-112,377.83	30.7%
001.402 · Economic Development	3,226.47	11,000.00	-7,773.53	29.3%
001.409 · Office of Mayor	14,353.36	22,600.00	-8,246.64	63.5%
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	58,443.51	79,545.62	-21,102.11	73.5%
001.415 · Office of City Clerk	55,934.74	79,648.33	-23,713.59	70.2%
001.426 · Litigation Reserve	0.00	5,000.00	-5,000.00	0.0%
001.435 · Region 9 Dev. Authority	465.37	500.00	-34.63	93.1%
001.437 · Planning Commission	0.00	10,500.00	-10,500.00	0.0%
001.438 · Elections	0.00	0.00	0.00	0.0%
001.440 · City Hall	164,213.36	312,962.32	-148,748.96	52.5%
001.699 · Contingencies	0.00	126,508.31	-126,508.31	0.0%
001.700 · Police Dept	407,397.11	651,389.17	-243,992.06	62.5%
001.706 · Fire Dept	0.00	4,000.00	-4,000.00	0.0%
001.750 · Street Department	75,571.29	118,963.05	-43,391.76	63.5%
001.751 · Street Lights	11,170.85	19,500.00	-8,329.15	57.3%
001.752 · Street Signs	879.22	5,000.00	-4,120.78	17.6%
001.753 · Snow Removal	44,345.34	70,000.00	-25,654.66	63.4%

Corp. of Harpers Ferry
P & L Budget vs. Actual (General, Excluding Water & Coal)
July 2025 through February 2026

	Jul '25 - Feb 26	Budget	$ Over Budget	% of Budget
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	934,750.00	2,495,894.00	-1,561,144.00	37.5%
Net Ordinary Income	53,630.56	0.00	53,630.56	100.0%
Net Income	**53,630.56**	**0.00**	**53,630.56**	**100.0%**

DRAFT

Attachment Item 7. b.

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

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

Corporation of Harpers Ferry
Gregory F. Vaughn, Mayor
Kevin Carden, Recorder

Harpers Ferry
Driver and Fleet Management Policy

I. Overview.

The purpose of this policy is to provide guidelines for operating and maintaining vehicles that fall under the jurisdiction of the Corporation of Harpers Ferry. The Town owns, operates, and maintains a fleet of motor vehicles for the purpose of carrying out the Town's public safety, maintenance, and water department responsibilities.

In order to provide safe and efficient vehicle operations, Harpers Ferry has established a policy to guide employee-drivers in adhering to proper vehicle operations and procedures. The goals of this policy are:

1. To establish a fair and impartial fleet management standard for all Town employees who operate town-owned vehicles.
2. To establish a fair and impartial review system for all accidents involving all town-owned vehicles.
3. To identify problem drivers, unsafe conditions, and take remedial steps to reduce damage to town-owned vehicles and prevent injury to Town employees.
4. To establish operational standards applicable to each town vehicle; to include its use, maintenance, and operation.
5. To establish uniformity of discipline for employees who blatantly violate reasonable use vehicle standards. All applicable sections of the Harpers Ferry Employee Handbook will apply.

II. Operational and Safety Guidelines

1. Driving record. All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license and maintain an acceptable driving record. It is the responsibility of the employee to provide a copy of their current driver's

license to the Finance Officer. Any changes to the driving record must be reported to the supervisor.
2. Use of town vehicles. Town vehicles are to be used for Corporation of Harpers Ferry official business. If a work situation develops requiring the use of a Town vehicle for personal or outside business purposes, such use must be discussed and approved by the supervisor. If the use involves a supervisor, the Mayor will be the authorizing official. Persons not employed by the Corporation of Harpers Ferry are prohibited from either driving or being a passenger in a Town vehicle.
3, Employee-drivers of Town vehicles are required to immediately report to their supervisor all infractions or violations while driving a Town vehicle. This reporting includes all restrictions, suspensions, or revocations against the employee's driver's license.
4. An employee-driver must immediately report to their supervisor whenever a Town vehicle cannot be operated, is unsafe for use, or has been damaged.
5. The driver of a Town vehicle is responsible for the vehicle while in their charge and must not permit unauthorized people to drive it.
6. The employee-driver is responsible for the daily appearance and cleanliness of the vehicle.
7. If an employee sustains a driving infraction, the employee's supervisor will be responsible for reporting the incident to the Mayor. The reporting may also include a recommendation to limit driving privileges. Depending on the severity of the infraction, the Mayor will immediately notify the chairperson of the Internal Operations Committee and request an immediate inquiry. Referrals to the IOC will include driving while intoxicated or impaired, extensive damage to Town vehicle, personal injury to a third party, etc.
8. Employee-drivers are responsible for performing routine maintenance checks and taking proper care of the assigned vehicle. Routine maintenance may vary according to the type of vehicle assigned, but there are certain checks that are basic to all vehicles.
9. Any vehicle that needs to be driven more than 50 miles one-way must receive supervisory approval.
10. All employee-drivers are required to complete a driver records agreement that authorizes the Corporation of Harpers Ferry to obtain the employee's driving record from the Division of Moror Vehicles when necessary.

III. Record Keeping

1. It is the responsibility of each supervisor to ensure that the following information is maintained on each vehicle:
    a. Warranty information
    b. Bill of sale or lease agreement
    c. Accident history
    d. Maintenance history and costs
    e. Name(s) of assigned drivers
    f. West Virginia tag and title documents
2. Each supervisor will consult with the Town's Finance Officer and provide all requested information.

IV. Take-Home Vehicles

1. Currently, the only Town vehicle subject to take-home authorization are Harpers Ferry police officers.
2. It is the responsibility of the Police Chief to ensure that a take-home usage policy is in place and that each officer certifies adherence to such a policy.
3. At the request of the Finance Officer, the Police Chief will make available each certification.

V. Employee Endorsement

I have read, understand, and agree to comply with the above conditions for my being authorized custodial use of a Town-owned vehicle. I have read and understand the rules outlined therein and agree to abide by them. I also acknowledge that my signature authorizes the Town to obtain my driving record from the Department of Motor Vehicles at any time.

______________________________ ____

Date Employee Signature

____

Supervisor Signature

Approved and adopted by Town Council on April 13, 2026