



CORPORATION OF HARPERS FERRY

Town Council

DRAFT MINUTES

Regular Meeting

Monday, 9 February 2026

7:00 p.m.

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

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

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

The agenda was approved as received.

There were two public comments:

- Zach Morse advised that the ordinance on the agenda for approval (Item 5.i.ii.) should be taken seriously.
- Wayne Bishop spoke about the Harpers Ferry Film Festival coming up on 31 March.

1. Mayor's announcements.

Mayor Vaughn said Senator Shelly Moore Capito has been working with the Town on the Congressionally Directed Spending (CDS) for the water development project. The President is expected to sign an appropriations bill. Item Number 11 is this project. Other money has recently been received for the water meter project. The Mayor thanked Financial Officer Deb Kelly for all of her hard work on this project.

2. Recorder's comments and updates.

None.

3. Community announcements.

a. Hilltop Hotel.

None.

b. National Park Service.

Superintendent Tanya Gossett thanked everyone involved in getting the streets plowed during recent snowstorms. She also mentioned that a pair of nesting peregrine falcons has been spotted on Maryland Heights, and work will be done to close off the area from tourists beginning 15 February. Deer depopulation efforts have been conducted in the Park. Finally, the Park Service expects the work on the Byron Bridge to be completed by the end of April.

c. Other.

Chris Craig noted that former Harpers Ferry resident Al Alsdorf passed away and noted his contributions to the Town.

Storm DiCostanzo mentioned that February is Black History Month. He also noted recent Immigration and Customs Enforcement (ICE) activity in Jefferson County.

4. Approval of minutes.

a. Regular Council meeting: 12 January 2026.

There was one minor correction to Item 6.a. given by Chris Craig. The minutes for 12 January 2026 were approved as amended.

b. Special Council meeting: 21 October 2025; 27 January 2026.

The minutes for 21 October 2025 and 27 January 2026 were approved as received.

5. Town reports.

a. Historic Landmarks Commission.

i. General report.

Wayne Bishop gave an overview of activities by the Historic Landmarks Commission during the past year. A report on the Weaver-Gillison House has been completed.

ii. Discussion and action regarding the status of the Weaver property, to include projected timelines to bring closure to the project.

Cat McAteer said work has been progressing on this property, in cooperation with the Weaver family, with a likely eventual goal of turning it into an African American cultural identification center. The Historic Landmarks Commission is

working to secure new funding for the project. There was much discussion on options for finding the requested funding.

b. Water Commission.

i. General report from the Public Works Administrator.

Steve Paradis about 5.5 million of gallons of water were produced in November 2025 and nearly the same amount in December. There have been some frozen pipes and equipment failures this winter. A formal start date of 1 March 2026 has been projected for meter replacement. The 36th annual Berkeley Springs International Water Tasting event will be held later this month.

ii. Status of recruitment and hiring efforts to fill Water Department vacancies.

Steve Paradis explained that work is ongoing on interviewing and hiring applicants for the Water Department.

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

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

Applicant
Mike Rock

Nominated by
Chris Craig

Action	Appointment of Mike Rock to the Water Commission, Seat 6.
YES	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
NO	<i>none</i>
Result	Mike Rock appointed to the Water Commission, with term expiring 31 December 2028.

iv. Water Commission report.

None.

c. Planning Commission.

i. Planning Commission report.

Zach Morse said updates to the comprehensive plan are being conducted. The Planning Commission hopes to have a draft available for review soon. A permit application is being reviewed for some properties near the west end of Fillmore Street, but the County has asked that a common driveway for these properties be given a name for future 911 calls.

d. Tree Commission.

i. Tree Commission report.

Zach Morse reported that the Tree Commission elected new officers. He thanked Christy Huddle’s leadership of the Tree Commission for many years. Some major tree work was recently completed. The Arbor Day celebration will be held on 25 April.

e. Parking Committee.

i. Discussion and action regarding an appointment to the Parking Committee.

The following applicant was nominated for appointment to the Parking Committee:

Applicant
Mary Love

Nominated by
Christian Pechuekonis

Action	Appointment of Mary Love to the Parking Committee.
YES	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
NO	<i>none</i>
Result	Mary Love appointed to the Parking Committee, with term expiring 31 December 2027.

ii. Discussion and action regarding a mailer and newsletter announcement regarding parking permit enforcement.

Motion	Motion to have an announcement informing every home and business in town that parking enforcement will commence 30 days after the newsletter is sent out.
Motion by	Jesse Melton
Second	Storm DiCostanzo
YES	7
NO	0
Result	MOTION APPROVED

f. Code Enforcement Officer.

i. Discussion and action regarding Article 1303.07(b) permit expiration dates and extensions.

Motion	Motion to commit questions about Article 1303.07(b) to the Ordinance Review Committee.
Motion by	Storm DiCostanzo

Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

g. Treasurer's reports and approvals.

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

The December 2025 financial reports were approved as received.

ii. Approval of invoices and purchases.

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

h. Budget and Finance Committee.

i. Discussion and action regarding WDA grant and approval of Resolution #16.

Motion	Motion to approve Resolution #16.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

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

Motion	Motion to approve up to \$225,900 for GD&F to execute the contract for the Gilbert Street Water Works project using residual CNB bond funds from the WDA grant program and authorize the Mayor to sign the notice to proceed upon receipt.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

Motion	Motion to have a signed brochure produced to notify the public about the CDS meter project to be placed at the CVB adjacent to the sign for Project #2.
Motion by	Storm DiCostanzo
Second	Chris Craig

YES	7
NO	0
Result	MOTION APPROVED

iii. Discussion and action regarding CDS funding for future years.

Motion	Motion to authorize the Town's water facility attorney to explore property easement solutions for Spring Court in Bolivar.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	7
NO	0
Result	MOTION APPROVED

Motion	Motion to approve the opinion of probable cause for FY 2027 related to the water distribution project.
Motion by	Storm DiCostanzo
Second	David Simmons
YES	7
NO	0
Result	MOTION APPROVED

iv. Discussion and action regarding maintenance of mains contracting.

Motion	Motion to exercise the option for an additional one-year term of the maintenance of mains contract with Greenridge Contractors, to begin 12 February 2026.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

v. Discussion and action regarding General Fund FY 2026 Revision 5.

Motion	Motion to approve General Fund FY 2026 Revision 5. (ROLL CALL VOTE)
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
NO	none
Result	MOTION APPROVED

vi. Discussion and action regarding General Fund FY 2027 Budget.

Several meetings will be held regarding this matter, along with required newspaper notices.

vii. Discussion and action regarding Town website.

Storm DiCostanzo said there could be additional costs for integrating certain services to the website. The Town is currently working to secure a .gov URL.

viii. Discussion and action regarding Henry Clay Street.

Motion	Motion to approve up to \$1,000 for flexible traffic delineators and associated materials and accessories, from Line 750 Streets.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	7
NO	0
Result	MOTION APPROVED

ix. Discussion and action regarding funding request for Olde Tyme Christmas from the Merchants Association.

Motion	Motion to approve \$750.00 to the 2025 Olde Tyme Christmas event coordinator for the Merchants Association, from Line 402 Economic Development, and \$784.00 to the Merchants Association as reimbursement for greenery as part of the 2025 Olde Tyme Christmas event, from Line 906 Arts and Humanities.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

x. Discussion and action regarding funding for Parks and Recreation 2026 Film Festival.

Motion	Motion to approve \$3,870.00 for the Parks and Recreation Commission's 2026 Film Festival, from Line 906 Arts and Humanities.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

xi. Discussion and action regarding Police Department vehicles and equipment.

Motion	Motion to have the Chief of Police identify up to three different vehicles comprehensively outfitted for policing, to potentially include electric vehicles, for potential purchase or lease.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

Motion	Motion to have the Chief of Police identify a subcompact vehicle for parking enforcement, to potentially include electric vehicles, for potential purchase or lease.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	7
NO	0
Result	MOTION APPROVED

xii. Discussion and action regarding Town Hall elevator maintenance.

Motion	Motion to \$3,690.00 to pay Oracle Elevator for the five-year full load safety test for the Town Hall elevator.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

i. Ordinance Review Committee.

i. Ordinance Review Committee report.

Kevin Carden reported that the Ordinance Review Committee met to discuss four different items. Work continues on the first three. The fourth item will be up for approval at the next Town Council meeting.

ii. Discussion and action on first reading of Ordinance 2026-01 Business District; Uses.

Motion	Motion to send Ordinance 2026-01 to the Planning Commission for review and report back to the Town Council before the regular March 2026 Town Council meeting.
Motion by	Storm DiCostanzo

Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

j. Internal Office Operations Committee.

i. General report.

None.

k. Stormwater Committee.

i. Discussion only regarding stormwater management.

Storm DiCostanzo said the Stormwater Committee is currently in touch with Region 9 and the Chesapeake Bay Trust on a fact-finding mission about potential projects.

6. Unfinished business.

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

Mayor Vaughn attempted to make contact with officials in Rockport, Maine six times regarding radial wave light fixtures, but no response has ever been received.

b. Discussion and action regarding update on the Columbia Street gate beautification project.

Mayor Vaughn said he will meet with the SWaN project manager to discuss this item.

7. New business.

a. Discussion and action regarding applying for the Chesapeake Bay Trust G3 grant.

Motion	Motion to authorize the Stormwater Committee to explore and pursue a Chesapeake Bay Trust G3 grant to abate stormwater around the park across from Town Hall and the gully behind it.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

b. Discussion and action regarding Town employee driver policy.

Mayor Vaughn said he is currently working on this item.

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

Jesse Melton explained that the Town is currently looking into “Cells on Wheels” (“COWs”). No action is needed at this time.

d. Discussion and action regarding Town Hall building maintenance cleaning.

Motion	Motion to authorize up to \$2,500.00 to conduct deep cleaning of Town Hall, including carpets.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

e. Discussion and action regarding request for engineering / architectural qualifications.

Motion	Motion to approve the notice of request for engineering / architectural qualifications and associated processes with the bid going live within February 2026, to be published two consecutive weeks in the Spirit of Jefferson newspaper, with the opening bid date to be 2-4 weeks after the bid goes live, and for Town Council to assign a review panel.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	MOTION APPROVED

Motion	Motion to appoint Jesse Melton, David Simmons, and Christian Pechuekonis to the engineering / architectural qualifications review panel.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	7
NO	0
Result	MOTION APPROVED

f. Discussion and action regarding specifications on submitted invoice.

This item was discussed in executive session.

Motion	Motion to enter executive session, pursuant to WV Code § 6-9A-4(b)(9).
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Motion by	Chris Craig
Second	David Simmons
Result	MOTION APPROVED. Executive session began at 9:30 p.m.

The executive session ended at 10:12 p.m.

Motion to adjourn by David Simmons, seconded by Jesse Melton. Meeting adjourned at 10:12 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____



CORPORATION OF HARPERS FERRY
Town Council
DRAFT MINUTES

Special Meeting **Friday, 13 March 2026** **10:00 a.m.**
Town Hall • 1000 Washington Street, 2nd Floor, Harpers Ferry, West Virginia 25425

The meeting was called to order at 10:00 a.m. by Mayor Vaughn.

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

1. Discussion and action regarding water service availability.

Motion	Motion that the Stevenson Street and Cleveland Street water distribution system upgrades be moved into the Harpers Ferry Water Works FY 2026 Phase III CVS project and to make other adjustments to the project as deemed necessary and prudent.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	5
NO	0
Result	MOTION APPROVED

2. Discussion and action regarding Police Department staffing.

Motion	Motion to offer Desiree Harris part-time employment as either a contract or temporary employee at a rate of \$20.00 an hour.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	5
NO	0
Result	MOTION APPROVED

Motion	Motion to offer Amanda Ruffner contract employment at a rate of \$26.00 an hour.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	5
NO	0
Result	MOTION APPROVED

3. Discussion and action regarding old Shipley school.

No action was taken on this item.

Motion	Motion to enter executive session, pursuant to WV Code § 6-9A-4(a) and 6-9A-4(b)(9).
Motion by	Chris Craig
Second	Storm DiCostanzo
Result	MOTION APPROVED. Executive session began at 10:01 a.m.

The meeting returned to open session at 11:20 a.m.

Motion to adjourn by Chris Craig, second by Jesse Melton. Meeting adjourned at 11:23 a.m.

The above minutes are true and correct, as approved.

Mayor: _____

Date: _____

Recorder: _____

Date: _____



CORPORATION OF HARPERS FERRY
Town Council
DRAFT MINUTES

Special Meeting

Tuesday, 24 March 2026

5:30 p.m.

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

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

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

1. Discussion and action regarding endorsing an offer from NPS to undertake a pavement preservation treatment on Shenandoah Street and Public Way at no cost to the Town.

Motion	Motion to approve the pavement preservation treatment on Shenandoah Street and Public Way.
Motion by	Jesse Melton
Second	Chris Craig
YES	5
NO	0
Result	MOTION APPROVED

2. Discussion and action regarding FY 2026 General Fund Budget Revision 6.

Motion	Motion to approve FY 2026 General Fund Budget Revision 6. (ROLL CALL VOTE)
Motion by	Chris Craig
Second	Jesse Melton
YES	Carden, Craig, Melton, Simmons, Vaughn
NO	none
Result	MOTION APPROVED

3. Discussion and action regarding FY 2027 General Fund and Coal budgets.

Motion	Motion to approve FY 2027 General Fund and Coal budgets as presented. (ROLL CALL VOTE)
Motion by	Chris Craig
Second	David Simmons
YES	Carden, Craig, Melton, Simmons, Vaughn
NO	none
Result	MOTION APPROVED

4. Discussion and action regarding FY 2024 CDS Meter Project collector towers.

No action was taken on this item.

5. Discussion and action regarding employee personnel matter.

Motion	Motion to suspend Water Works employee without pay until further notice.
Motion by	David Simmons
Second	Chris Craig
YES	5
NO	0
Result	MOTION APPROVED

Motion	Motion to enter executive session, pursuant to WV Code § 6-9A-4(b)(9) and 6-9A-4(b)(2).
Motion by	Kevin Carden
Second	Jesse Melton
Result	MOTION APPROVED. Executive session began at 6:14 p.m.

The meeting returned to open session at 7:41 p.m.

Motion to adjourn by Chris Craig, second by David Simmons. Meeting adjourned at 7:44 p.m.

The above minutes are true and correct, as approved.

Mayor: _____

Date: _____

Recorder: _____

Date: _____



CORPORATION OF HARPERS FERRY
Town Council
DRAFT MINUTES

Special Meeting

Monday, 6 April 2026

6:30 p.m.

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

The meeting was called to order at 6:30 p.m. by Mayor Vaughn.

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

Motion	Motion to go into recess.
Motion by	Storm DiCostanzo
Second	David Simmons
YES	7
NO	0
Result	MOTION APPROVED. Meeting went into recess at 6:31 p.m.

Motion	Motion to exit recess.
Motion by	Storm DiCostanzo
Second	David Simmons
YES	7
NO	0
Result	MOTION APPROVED. Meeting went out of recess at 7:19 p.m.

1. Discussion and action regarding employee personnel matters.

Motion	Motion to terminate employment of Water Works employee. (ROLL CALL VOTE)
Motion by	David Simmons
Second	Chris Craig
YES	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
NO	none

Result	MOTION APPROVED
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Motion	Motion to distribute paid time off to Chris Styer.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	7
NO	0
Result	MOTION APPROVED

Motion	Motion to enter executive session, pursuant to WV Code § 6-9A-4(b).
Motion by	Chris Craig
Second	Jesse Melton
Result	MOTION APPROVED. Executive session began at 7:20 p.m.

The meeting returned to open session at 8:00 p.m.

Motion to adjourn by Storm DiCostanzo, second by Chris Craig. Meeting adjourned at 8:03 p.m.

The above minutes are true and correct, as approved.

Mayor: _____

Date: _____

Recorder: _____

Date: _____



CORPORATION OF HARPERS FERRY
Town Council
DRAFT MINUTES

Special Meeting

Tuesday, 21 April 2026

10:00 a.m.

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

The meeting was called to order at 10:00 a.m. by Mayor Vaughn.

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

Unfinished business.

1. Discussion and action regarding website upgrade status.

Motion	Motion to approve \$4,090.00 to Revize for website setup.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

2. Discussion and action regarding Harpers Ferry-Bolivar Historic Town Foundation FY 2026 funding request.

Storm DiCostanzo recused himself from the meeting for this discussion item.

Motion	Motion to approve FY 2026 revised funding request for the Harpers Ferry-Bolivar Historic Town Foundation of up to \$11,766.95 out of Line Item 906 Historic Preservation.
Motion by	Chris Craig
Second	Christian Pechuekonis
YES	6

NO	0
Result	MOTION APPROVED

3. Discussion and action regarding Water Works staffing.

Motion	Motion to hire David Hartman as Water Works Operator Class I, Step 3.
Motion by	Christian Pechuekonis
Second	Storm DiCostanzo
YES	6
NO	0
Result	MOTION APPROVED

Motion	Motion to readvertise the open Harpers Ferry Water Works positions as soon as possible, in consultation with the Public Works Administrator.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

4. Discussion and action regarding Water Works vehicle.

Motion	Motion to dispose of the 2015 RAM truck and investigate the purchase of a lighter duty vehicle.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	MOTION APPROVED

5. Discussion and action regarding maintenance of mains contracting.

Motion	Motion to assign up to \$35,000 from the Harpers Ferry Water Works Renew and Replace for upcoming maintenance of mains projects, pending further financial review.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	MOTION APPROVED

New business.

1. Discussion and action regarding laying the levy for FY 2027 General and Coal funds.

Public comment was opened at 10:00 a.m. No comments were received. Public comments were closed at 10:02 a.m.

Motion	Motion to lay the levy for FY 2027 General and Coal funds. (ROLL CALL VOTE)
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Vaughn
NO	none
Result	MOTION APPROVED

Motion to adjourn by Jesse Melton, second by Chris Craig. Meeting adjourned at 11:05 a.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____



CORPORATION OF HARPERS FERRY
Town Council
DRAFT MINUTES

Special Meeting **Wednesday, 29 April 2026** **6:00 p.m.**
Town Hall • 1000 Washington Street, 2nd Floor, Harpers Ferry, West Virginia 25425

The meeting was called to order at 6:02 p.m. by Mayor Vaughn.

Member	Title	Status
Greg Vaughn	Mayor	Present
Kevin Carden	Recorder	Present
Chris Craig	Councilmember	Present
Greg "Storm" DiCostanzo	Councilmember	Present
Jesse Z. Melton	Councilmember	Present
Christian Pechuekonis	Councilmember	Present
David Simmons	Councilmember	Present <i>(arrived 6:05 p.m.)</i>

1. Discussion and action regarding interim progress report by the Select Committee on Assessing Harpers Ferry Population Growth.

Committee members Paul Mayhew, Amanda McDaniel, and Mike Rock spoke about the Committee's findings regarding population growth and decline in Harpers Ferry. A very detail-oriented PowerPoint presentation was compiled by the Committee, which was presented to the Town Council. A great deal of information was presented. The Committee is asking that a written survey be conducted, which it has prepared, and that a study on blighted houses be conducted as well.

Motion to adjourn by David Simmons, second by Storm DiCostanzo. Meeting adjourned at 7:06 p.m.

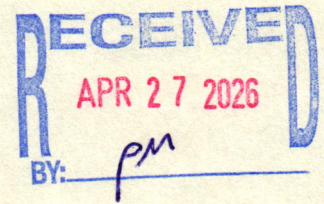
The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____

ATTACHMENT
Item 5. e. ii

The Town's Inn
An inn for all seasons
At the confluence of the Rivers, on the Trail,
A few steps from the train station, shopping, dining
PO Box 1412, 175 & 179 High Street; Harpers Ferry, West Virginia 25425
Lodging / Marketplace: 304.932.0677 ~ ~ Mobile: 304.702.1872
www.TheTownInn.com



26 April 2026

Thank you for your effort to address the parking challenge in Harpers Ferry in general and in Lower Town in particular. Could you please include me on the agenda of the 11 May 2026 Town Council meeting so that I can present to the Council a request for designated parking spaces for the properties at 175 High Street and 179 High Street? The Town Council designated one space for 175 High Street following the Potomac Street renovation — but signage was not provided — and I got a ticket when I parked there — so I respectfully submit the following comments and motion for consideration:

- Parking spaces on Town property should be allocated fairly in accordance to Town responsibilities, policies, and priorities.
- The Town should support taxpayers (1) who pay Property, Business and Occupation, Room Occupancy, Sales, and other taxes and (2) who employ local residents who work for businesses licensed by the Town and (3) who otherwise support Town residents and visitors.
- The properties at 175 High Street (1820) and 179 High Street (1840) lack space for on-site or street parking spaces — so the owners and those authorized by the owners must park in the Train Station Lot or along Potomac Street.
- Lack of on-site and/or street parking spaces creates undue hardship for property owners, business owners, residents, and employees of 175 and 179 High Street, who must park in the Visitor Center at 171 Shoreline Drive if the Train Station Parking Lot is full. Providing parking at the Visitor Center is costly and time-consuming for property owners, business owners, residents, and employees. (See the below 26 April 2026 statements and the 2 May 2025 email exchanges regarding this matter.)

MOTION: I move that the Town designate (with signage) one of the Town's metered spaces along Potomac Street for use by the owner(s) of the property at 175 High Street — and — one of the Town's metered spaces along Potomac Street for use by the owner(s) of the property at 179 High Street in compliance with the costs and procedures of the Town's parking policies regarding parking permits.

Thank you.
Karan

To: Harpers Ferry Town Council

From: Kayla Papavasiliou

Date: April 27th, 2026

I have been a resident of this beautiful, historic town for approximately ten months now. I am a single mother to two school aged children and this has been a wonderful place to raise my kids and call "home".

With that being said, the parking in town is the one largest inconveniences of being here. I struggle to be able to complete everyday essential tasks such as grocery shopping, going to the post office to collect my mail, getting my children to and from their bus stops, going to church services, and more. When returning from any essential errands, I am left without parking at my own home. My son's bus stop is at the post office and pick up is the same time the passenger train comes through town. Everyday when leaving for the bus, multiple cars are pulling into the lot to begin their day and catch the train. Then during summer, the tourists take over, as you know.

How is a local resident expected to do everyday necessities without be able to park at their own home? As I previously stated, I am a single mom, so running errands late in the evening, or grocery shopping after bedtime is not an option for me. Loading and unloading any groceries or packages is already a challenge in town. This is one we signed up for when we chose to move here. However, having adequate parking for the local residents who reside in lower town should be a high priority over parking for tourists when a shuttle bus provides transportation for visitors already.

Aside from residing in Harpers Ferry, I also am an employee in town. Being able to park and clock in for work shifts on time is extremely important. Showing up to work late numerous times could result in termination of employment. It's not fair for us employees to consistently be late to work because we cannot park our vehicles to get to work.

Last week a coworker had to drive around for an extremely extended amount of time looking for parking, only to have to park in the National Park and use the shuttle bus to get to work. It took over an hour for her to arrive this way and the shuttle bus stopped running before her work shift was over, leaving her stranded here, in need of a ride. Another coworker has to get rides to work everyday because parking isn't available. This is not sustainable long term.

We have had to change our weekly schedules to try to work around the parking issue as well. We have tried to find different solutions to the issue but there simply are none, other than to provide parking for the local residents and business owners.

I hope you take all of this information into consideration and are able to provide a solution to these issues. Thank you for your time.

Sincerely,

Kayla Papavasiliou

To: Harpers Ferry Town Council
From: Alyssa Himes
Date: April 26, 2026

The Town's Inn in Historic Harpers Ferry is in desperate need of more parking for employees. When I arrived to town at 11:45am for my 12-8 shift, the train station parking lot was completely full, and Ms. Haran's two rented parking spaces were being occupied by other employees, so I had to park at the Visitor Center, take the shuttle and walk to the Inn. I didn't arrive to work until 1:00pm. My coworker had to give me a ride back to the Visitor Center to get my car. My boss Haran Townsend is a resident, business owner, property owner, and Senior Citizen. She deserves for herself and employees to have guaranteed parking. Please take these concerns into account and provide permit only parking spaces for 175 + 179 High Street.
Thank you Alyssa Himes (employee) at the Town's Inn.

Dear Town Hall Representatives,

I am writing as a four-year employee of the Town's Inn in Harpers Ferry to formally raise an urgent and ongoing issue that is significantly impacting local employees and business operations.

Each morning between 6:00 AM or 8:00 AM, the train station parking area is completely filled by commuters and tourists. While this level of activity reflects the town's popularity, it has created a consistent and unresolved problem for employees working nearby. Currently, there are only two parking spaces available for approximately five employees, leaving most staff without any reliable parking option.

This is a daily issue—not an occasional inconvenience. Employees are routinely forced to arrive far earlier than necessary, park at unreasonable distances, or risk being late to their shifts. This directly affects staffing reliability and the ability of local businesses to operate effectively.

This situation is about to become even more critical with the closure of the footbridge. The Town's Inn offers shuttle operations to transport guests, and employees conducting these shuttles need dependable, nearby parking in order to perform their duties. Without additional parking accommodations, employees will have no viable place to park after completing shuttle trips, further disrupting operations and creating an unsustainable working situation.

Despite the consistency and predictability of this problem, no adequate solution has been implemented.

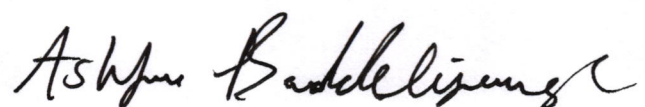
I am requesting immediate action from the town to address this issue. At a minimum, this should include:

- Designation of additional employee-only parking spaces near the train station during peak morning hours
- Implementation of a permit-based parking system for local workers
- Identification and enforcement of a designated overflow parking area for employees within a reasonable distance

Local employees are essential to supporting the visitors and commuters that contribute to Harpers Ferry's economy. Without reliable parking, employees are being placed in a position where they cannot effectively do their jobs.

I respectfully request a response outlining what specific steps will be taken to resolve this issue, as well as a clear timeline for implementation.

Thank you for your attention to this urgent matter.





Karan Townsend <karantownsend@gmail.com>

Town's Inn: Parking

6 messages

Karan Townsend <karantownsend@gmail.com>

Wed, May 7, 2025 at 9:58 AM

To: Greg Vaughn <gvaughn@harpersferrywv.us>, Chris Craig <ccraig@harpersferrywv.us>, Roberta Meade-Curry <rmeade-curry@harpersferrywv.us>, Storm DiCostanzo <stormdicostanzo@harpersferrywv.us>, Zachary Morse <zmorse@harpersferrywv.us>, George Owens <gowens@harpersferrywv.us>, Nina Armstrong <narmstrong@harpersferrywv.us>
Cc: Pat Morse <Pmorse@harpersferrywv.us>, Deb Kelly <dkelly@harpersferrywv.us>

TO: Mayor Vaughn & the Town Council
FROM: Karan Townsend
DATE: 6/7 May 2025
RE: Parking

Greetings

— and gratitude for your effort to address the parking challenge in Harpers Ferry in general and in Lower Town in particular.

Could you please include me on the agenda of the next Town Council meeting so that I can present to the Council a request for a designated parking space for the properties 175 High Street and 179 High Street?

As a residential and business taxpayer (business owner, property owner, resident...), I respectfully request parking spaces. I rent two spaces from Ms. Thompson for my employees who are on the premises between 6am and 10pm daily and others, such as contractors — but I need spaces for myself (at 175 High Street) and the owner (or his designee) at 179 High Street.

Before the Potomac Street improvement project, the Town had spaces across from the train car restaurant that were designated "Permit Only." I was generally able to park in one of these spaces since I had a permit.

However, these spaces were converted to metered parking after the Potomac Street improvement project — and I've experienced extreme hardship in regard to parking since that time, in spite of the fact that the Town Council approved a designated parking space for me. This was confirmed by Hardy Johnson, et al — and the space was the space next to the stairs to the Train Station Parking Lot. However, I got a ticket when I parked in this space — and sadly I was too busy to take the ticket to Court — so I've "suffered" since then. That is, I have parked in the Visitor Center parking lot (about two miles from the Inn) and taken the shuttle when the Train Station parking lot was full, which is often!

This lack of parking spaces for 175 High Street and Street 179 High Street has been costly to me in terms of time and money because I have to park in the Visitor Center if no spaces in the Train Station parking lot are available, which is frequently the situation due to commuters and visitors in the Train Station lot. Consequently, I have to drive from the Train Station parking lot to the Visitor Center parking lot (often in a traffic mess), park, take the shuttle to the Bus Pavilion, and then walk (sometimes in very bad weather) from the Bus Pavilion to the Inn. This process generally takes an hour or more — and this process would be hard on anyone, but this process is especially hard on a woman senior citizen (I'm 75 years old) — and I'm a resident, property owner, and business owner who is not only paying taxes but also paying an employee \$15 per hour to do the work that I would be doing if I were on the premises of the Inn rather than trying to park my van.

I respectfully request that the Town designate a metered parking space to 175 High Street and to 179 High Street, for which I will purchase Residential Parking Permits.

Thank you,
Karan Townsend

From: Karan Townsend karantownsend@gmail.com
Subject: Fwd: Town's Inn: Parking
Date: April 26, 2026 at 2:53 PM
To: Karan Townsend Karantownsend@gmail.com



----- Forwarded message -----

From: Pat Morse <pmorse@harpersferrywv.us>
Date: Wed, May 7, 2025 at 4:09 PM
Subject: Re: Town's Inn: Parking
To: Karan Townsend <karantownsend@gmail.com>, Greg Vaughn <gvaughn@harpersferrywv.us>, Chris Craig <ccraig@harpersferrywv.us>, Roberta Meade-Curry <rmeade-curry@harpersferrywv.us>, Storm DiCostanzo <stormdicostanzo@harpersferrywv.us>, Zachary Morse <zmorse@harpersferrywv.us>, George Owens <gowens@harpersferrywv.us>, Nina Armstrong <narmstrong@harpersferrywv.us>
Cc: Deb Kelly <dkelly@harpersferrywv.us>

Hi Karan, the Mayor asked that I get back to you. Your request has been forwarded to the Parking Committee to discuss at their May 15th meeting. The Parking Committee would then make a recommendation to the Council.

I will ask Virlissa to send you a copy of the agenda which will note the time of the meeting.

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

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From: Karan Townsend <karantownsend@gmail.com>
Sent: Wednesday, May 7, 2025 9:58 AM
To: Greg Vaughn <gvaughn@harpersferrywv.us>; Chris Craig <ccraig@harpersferrywv.us>; Roberta Meade-Curry <rmeade-curry@harpersferrywv.us>; Storm DiCostanzo <stormdicostanzo@harpersferrywv.us>; Zachary Morse <zmorse@harpersferrywv.us>; George Owens <gowens@harpersferrywv.us>; Nina Armstrong <narmstrong@harpersferrywv.us>
Cc: Pat Morse <pmorse@harpersferrywv.us>; Deb Kelly <dkelly@harpersferrywv.us>
Subject: Town's Inn: Parking

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

TO: Mayor Vaughn & the Town Council
FROM: Karan Townsend
DATE: 6/7 May 2025
RE: Parking

Greetings
— and gratitude for your effort to address the parking challenge in Harpers Ferry in general and in Lower Town in particular.

TO: Harpers Ferry Town Council

FROM: Karan Townsend on behalf of Marlee Silvas

DATE: 27 April 2026

RE: Parking in Lower Town (Summary of my conversation with Marlee)

As an employee of the Town's Inn, I respectfully ask the Town Council to address parking problems for employees of the Town's Inn.

The Inn (located at 175 High Street and 179 High Street) has no space for on-site or street parking. Ms. Townsend purchases National Park Service Passes for all employees. Ms. Townsend rents two private spaces from Ms. Charlotte Thompson.

However, these options do not provide sufficient parking spaces for employees.

The Inn is officially open daily from 6:00am through 10:00pm — and the shifts of the employees generally overlap — so parking near the Inn for all employees is a daily challenge.

In fact, I try to arrange rides to and from work in order to avoid the massive parking problem. Arranging rides is an inconvenience — but less of an inconvenience than trying to find parking in Lower Town.

Consequently, I join my coworkers in requesting the Town to provide one designated parking space along Potomac Street for 175 High Street and one designated parking space along Potomac Street for 179 High Street.

Your immediate attention to this matter would be very much appreciated.

Thank you.

Marlee Silvas (by Karan Townsend)

From: Karan Townsend karantownsend@gmail.com
Subject: Parking: Marlee's statement, 27APR26
Date: April 27, 2026 at 11:55 AM
To: Karan Townsend karantownsend@gmail.com



Dear Town Council

Im writing this due to the major issues and there needing to be a change with the parking in the town of Harpers Ferry. I work at the Town Inn. I have to get a ride to work because it's very stressful to have to find parking. I never know if there will be anywhere to park usually there isn't especially during busy tourist seasons. We really need to work on a solution so everyone that works in Harper Ferry has a place to park. I'm hoping there can be some sort of resolution to this problem. I'm sure this isn't the only business that has been dealing with this issue. So there really needs to be more effort put forth in the parking issue in town. I would love to be able to drive myself to work and not have to rely on a ride but until parking is sorted I will be relying on a ride to work. Thank you
Marlee Silvis

From: Star Of Life staroflife18@gmail.com
Subject: Sabrenia's Statement
Date: April 27, 2026 at 10:08 AM
To: karantownsend@gmail.com



I am writing to bring attention to an ongoing issue affecting employees in our town—specifically, the lack of accessible parking near the train station.

Currently, there are no designated or reserved parking spaces for employees at the train station lot. This lot is consistently full by the time many of us arrive for work, leaving us without reliable options. As a result, employees are often forced to search for parking far from their workplace, creating unnecessary stress and delays.

In my own experience, the situation has become so difficult that I have had to use a reserved parking space belonging to Karen, the owner of the inn, just to be able to get to work on time. This is not a sustainable or appropriate solution, and it highlights the severity of the problem.

I respectfully ask the council to consider implementing designated employee parking or exploring alternative solutions to ensure that workers have fair and reasonable access to parking. Addressing this issue would greatly improve daily operations for employees and support local businesses that depend on reliable staff access.

Thank you for your time and consideration.

-Sabrenia Montgomery



CORPORATION OF HARPERS FERRY

Town Hall• 1000 Washington Street, P.O. Box 217, Harpers Ferry, West Virginia
25425 PH: (304) 535-2206 Fax: (304) 535-6520

Parking Permit Policy and Permit Process REVISED 10/30/2025; APPROVED 11/10/2025

Residential guest parking passes must not be used for business parking, including parking by B&Bs and short-term rentals.

Contained within this document are the available types of parking permits and the process for obtaining those permits within the Corporation of Harpers Ferry. All questions pertaining to this policy shall be addressed to the Parking Committee. See Town website, Police Tab, for contact information.

Issuance

Residential parking decals/guest permits are issued annually and coincide with the calendar year and are valid from January 1 through December 31 of the given calendar year. The purchase will not be prorated.

All decals/permits may be applied for in person at the Harpers Ferry Police Department (HFPD) Monday through Friday during posted business hours, mail, or email to policeclerk@harpersferry.wv.us. Every effort will be made to arrange for some late afternoon or evening hours. Payments must be received before a permit is issued.

Eligibility

Applicants must provide proof of residency in order to purchase residential parking decals/guest permits. A current valid legal form of identification, such as a driver's license, voters ID, or passport, is required. If there are special residential circumstances, an alternate form of identification may be acceptable. Proof of ownership of each vehicle for which a permit is sought must be provided (registration).

Parking decals are registered to a specific vehicle. A vehicle is a car, truck, motorcycle, or other motorized device by which a person is transported on land. Each decal issued is to be affixed on the upper left driver's side on each vehicle's windshield for which a permit is granted. A guest permit must hang on the rear-view mirror of the vehicle.

The Harpers Ferry Police Department (HFPD) will enforce the parking decals/guest permits. The HFPD reserves the right to revoke parking decals/guest permits at any time should it be deemed that a parking decal/guest permit is being misused.

- 1 Permit Types
2 • Residential Parking Decal
3 • Residential Guest Parking Permit Hangtag

4
5 **Residential Parking Decal**

6 Residents who purchase an annual parking decal may park anywhere within the Corporation
7 where residential parking is permitted. This includes residential areas along Washington
8 Street where paid parking may be in force.

9
10 The paid parking along Potomac Street is commercial and is excluded.

11 Residents who live on Washington Street, or streets running parallel to Washington Street,
12 or any side streets in town, who have no or inadequate off-street parking, and either must
13 park or choose to park in the public right-of-way, are required to purchase a parking decal.

14
15 Given the limited availability of parking spaces:

- 16 • Residents with no off-street parking may apply for up to three (3) parking decals.
17 • Residents with inadequate off-street parking may apply for up to (2) additional
18 parking decals. (Must prove need).
19

20
21 Requests for parking for special circumstances or additional parking decals will be forwarded
22 to the Parking Committee for consideration.

23 Residents who have adequate off-street parking and do not wish to park in the public right-
24 of-way (along the street), are not required to purchase a parking decal, but may choose to do
25 so.
26

27 Residential parking in spaces clearly marked as Residential Parking Only is in effect and
28 enforced 24 hours per day, 7 days per week.

29 **Guest Parking Permit Hangtag**

30 Residents are eligible to apply for up to two (2) annual guest permit hangtags. Guest
31 permit hangtags are for parking as close to the resident's home as possible and for no more
32 than seven (7) days in a row by the same vehicle. If longer term use is needed, the resident
33 must notify the police department. The guest permit must be hung from the rear-view
34 mirror.

35
36 **Special Circumstances**

37 Residents with special circumstances, such as long-term care or a family need, may be
38 eligible for up to two (2) additional guest parking hangtag permit(s). (Must prove need).
39 Other circumstances may be determined on a case-by-case basis by the Parking Committee.

1 Residents with parking decals needing a handicapped sign in front of their house can apply
2 to the Parking Committee.

3
4 **Other Circumstances**

5
6 Additionally, church attendees may park in paid parking spaces on Washington Street, and along
7 Shenandoah Street, without penalty on Sundays between the hours of 8 a.m. and 1
8 p.m. and at other times by pre-arranging with the HFPD. Church attendees are requested to respect
9 the needs of residents.

10
11 **Exclusions**

12 There are certain circumstances within the Corporation for which a permit is not needed due to a
13 service being provided to a resident or to the Corporation (e.g., parcel delivery). *The HFPD*
14 *should be notified at least one day in advance if the service, activity, or event will involve multi*
15 *personnel or visitors.*

16
17 **Parking for Special Occasions**

18 Parking for special occasions such as funerals, weddings, club meetings, festivals, holiday
19 celebrations, etc., in areas where there is no or inadequate parking, must be pre-arranged by
20 contacting the HFPD.

21
22 **Annual Permit Fees**

23 Residential Decal: \$5.00 each
24 Residential Guest Permit Hangtag: \$5.00 each Replacement
25 Decal or Guest Hangtag: \$5.00 each

26
27 **Paid Parking Zones**

28 There are three paid parking zones:

- 29 ● Residential. 7520: Intersection at High Street and Church Street to intersection of
30 McDowell Street and Washington Street.
- 31 ● Residential. 7510: Intersection of McDowell Street and Washington Street to Union
32 Street and Storer College Place and part of Fillmore Street.
- Commercial. 7515: Potomac Street.

1 **Short Term Rental (STR) and Bed & Breakfast (B&B) Businesses located in the**
2 **Residential Zone of Harper Ferry**

- 3
- 4 1. The Corporation of Harpers Ferry considers the provision of off-street parking spaces to
5 be optimal practice for all B&Bs and STRs in the residential district.
- 6 **2. Residential guest parking hangtags issued by the Town may not be used for business**
7 **guest parking by B&Bs and STRs.**
- 8 3. If off-street parking is not available for the number of guest vehicles, the following street
9 parking option is available. The option is available only for Town-licensed STRs and
10 B&Bs located in the Residential Zone that are current with B&O tax payments. **Note**
11 **that this guest hangtag program does not apply anywhere on Washington Street.**
- 12 a. The owner/host may purchase temporary guest parking hang tags, available at the
13 Police Department in packets of ten for \$30.00.
- 14 b. The owner/host must provide guests with a temporary hang tag (one for each vehicle
15 parking on the street).
- 16 c. The start date must be indicated on the hangtag. **Previously used hangtags will be**
17 **considered invalid; therefore, the vehicle may be ticketed.**
- 18 d. Each guest vehicle parked on the street must display the temporary hang tag on the
19 rear-view mirror such that the date is easily visible from the front exterior of the
20 vehicle.
- 21 e. Guest vehicles must park as close as possible to the front of the host property,
22 preferably within the same block.
- 23 **f.** Guests of B&Bs and STRs located on Washington Street with no off-street parking
24 may use the guest hang tags to park in ParkMobile zone locations off Washington
25 Street: specifically, on Storer College Place or in the portion of the 700 block of
26 Fillmore Street fronting the Odd Fellows Hall. Otherwise, guests choosing to park on
27 Washington Street are required to pay the standard parking rate from 8:00 AM to 6:00
28 PM.
- 29 **f.g. Guests of B&Bs and STRs located on Church Street with no off-street parking can**
30 **only be issued one guest hang tag for one vehicle to park on Church Street for each**
31 **B&B or STR.**
- 32 **g-h.** The issued tag will be good for only three days, after which it will expire.
- 33 **h-i.** If the guest visit is longer than three days, a new hang tag must be issued to the guest.
- 34 **i-j.** The hang tags are disposable. The tag can be disposed of after the guest's stay is over
35 and does not need to be returned to the owner/host.
- 36 **j-k.** A purchase of a hang tag is no guarantee that a street parking space will be available.
37 The hang tag does not imply reserved parking. If no nearby parking is available, the
38 host/owner is responsible for finding alternative legal parking arrangements for
39 guests.
- 40 **k-l.** The selling of hang tags to non-guests as determined by the Police Department is not
41 permitted and shall be grounds for penalty.

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1 [4.m.](#) The Harpers Ferry Police Department reserves the right to revoke parking
2 guest permits any time should they deem that a parking guest permit is being
3 misused.

1 ~~n-n~~ B&B and STR owners who do not reside within the Corporation of Harpers
2 Ferry may purchase a business hangtag permit.

3 ~~n-o~~ B&B and STR owners who employ or contract for staff (e.g., housekeeper, business
4 or property manager, landscaper) must purchase a business hangtag permit for staff
5 parking.

6
7 **Licensed Contractors, Licensed Businesses Located in the Residentially Zoned Areas of**
8 **Town, Non-profit Organizations (collectively, Businesses)**
9

- 10 a) If off-street parking is not available for a business located in the residentially zoned areas
11 of the Town, the following street parking option is available in the residentially zoned
12 areas of town.
- 13 b) Businesses wishing to obtain street parking must be up to date on B&O taxes and
14 licensed with the town, as applicable.
- 15 c) Licensed businesses may be issued up to 2 business hangtag permits.
- 16 d) Businesses with special circumstances, such as a home repair service provider, may be
17 eligible for up to two additional business hangtag permits. Other circumstances may be
18 considered on a case-by-case basis by the Parking Committee with approval by the
19 Mayor.
- 20 e) Daily business hangtag permits are available for a fee of \$5.00.
- 21 f) Annual business hangtag permits for use in residentially zoned areas of the Town
22 are available for a fee of \$25.00 and are valid for one year from date of purchase.
- 23 g) If off-street parking is not available for a business located in the commercially zoned area of lower
24 town and contractor repairs are needed, the contractor may purchase a contractor hangtag permit for
25 use in the designated loading and unloading paid parking spaces on Potomac Street.
- 26 h) Contractors wishing to obtain street parking must be up to date on B&O taxes and licensed with the
27 town, as applicable.
- 28 i) Licensed contractors may be issued 1 business hangtag permit.
- 29 j) Daily contractor hangtag permits are available for a fee of \$10.00.
- 30 k) Annual contractor hangtag permits for use in commercially zoned area of lower town are available for
31 a fee of \$35.00 and are valid for one year from date of purchase.
- 32 l) The Harpers Ferry Police Department reserves the right to revoke business hangtag
33 permits any time should they deem that a permit is being misused.
- 34 m) Harpers Ferry non-profit organizations located in the residentially zoned areas of Town
35 without off-street parking on their property may obtain up to two business hangtags for
36 guest parking. If such non-profit organizations have events requiring parking for more
37 than two vehicles, they must make pre-arrangements with the HFPD.

Harpers Ferry Water Works

1000 Washington St.
Harpers Ferry, WV 25425
Phone: 304-535-2206 ext. 1
Web: www.harpersferrywv.us/water.htm

Harpers Ferry Water Works
Leak Adjustment Policy and Procedure
Adopted ~~March 23, 2022~~ April 13, 2026

WHEREAS, the Harpers Ferry Water Works ("HFWW"), in accordance with the Public Service Commission of West Virginia (the "PSC") Title 150 Legislative Rule Series Rules for the Government of Water Utilities ("the Water Rules") hereby establishes a Leak Adjustment Policy.

- HFWW will make a leak adjustment only when the water usage being adjusted is in excess of 200% of the customer's historical usage as defined by Rule 6.4.3 of the Water Rules that can be attributed to leakage on the customer's side of the point of service. The leak adjustment will be computed pursuant to applicable rules of the Public Service Commission, the leak adjustment rate (incremental cost of water) and the customer's historical usage.
- Historical usage shall be defined as the average of the preceding twelve months or actual period of service if less than twelve months.
- **No adjustment will be given for lawn watering, gardening, pool filling, or any other intentional usage of water. The leak must be non-preventable and be located in the service line on the customer's side of the meter.**
- A Leak Adjustment Request Form must be completed within 60 days of billing date reflecting the leak.
- Adjustments for leaking commodes, dripping faucets or malfunctioning appliances will only be considered if the leak amount is more than 200% of the customer's 12 month average usage. Any amounts which the customer can prove did not enter the sanitary system shall be credited at full sewer tariff rates.
- The customer must submit proof of repair of the leak. This may consist of either a copy of plumber bill, copy of receipt for parts, or photo of repair.
- A "hidden" leak is a leak causing excess usage that is hidden from view, such as in a line that is underground, behind a wall or in a crawl space, and that produces no visible or audible signs that would alert a reasonably prudent person to the presence of the leak.

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- If the customer has a hidden leak, then the customer may request a leak adjustment, upon the customer providing adequate information to demonstrate that there was a hidden leak and that it has been repaired (e.g. repair item receipts or contractor invoices), HFWW will process a hidden leak adjustment in accordance with this policy. HFWW reserves the right to require documentation including but not limited to repair item receipts or contractor invoices, to verify that a repair has been made and the leak was hidden before processing a leak adjustment.
- HFWW will provide a hidden leak adjustment to eligible customers for a maximum of two billing periods: the period in which the leak developed and the period immediately following that month when the leak should have been repaired. HFWW may, in the alternative and as a courtesy to the customer, adjust the two highest consecutive months during the time the leak ran. An exception will be made if the leak occurred during a billing period or periods during which usage was estimated, or if HFWW in its sole discretion determines; that other conditions exist that warrant an adjustment for additional time periods.
- In the event of a second leak in the customer's service pipe, the customer should consider replacing the entire service pipe. Repeated leak adjustments or abuse of the policy may result in a denial of leak adjustments or discontinuation of service under Water Rule 6.8.
- Only two leaks per 12 month period will be considered for adjustment.
- This policy shall be applied in a uniform, non-discriminatory manner to all customers. Any customer aggrieved by a provision of this policy has the right to request HFWW to view and revise such provision. A customer who remains aggrieved after review by HFWW has the right to file a complaint with the PSC.

Corp. of Harpers Ferry

Check Detail

April 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	04/01/2026	Potomac Edison		001 General Fund Ac...		-14.86
Bill	110086...	03/12/2026			Utilities Pa	-14.86	14.86
TOTAL						-14.86	14.86
Bill Pmt -Check	ACH	04/06/2026	Potomac Edison		001 General Fund Ac...		-1,357.89
Bill	110084...	03/06/2026			Utilities SI	-1,357.89	1,357.89
TOTAL						-1,357.89	1,357.89
Bill Pmt -Check	ACH	04/10/2026	Potomac Edison		Water Fund Checking		-10.00
Bill	110081...	03/12/2026			615.3 · Utilities W	-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	ACH	04/10/2026	Potomac Edison		001 General Fund Ac...		-232.48
Bill	110081...	03/13/2026			Utilities C	-232.48	232.48
TOTAL						-232.48	232.48
Bill Pmt -Check	ACH	04/10/2026	Potomac Edison		001 General Fund Ac...		-223.09
Bill	110081...	03/13/2026			Utilities-P	-223.09	223.09
TOTAL						-223.09	223.09
Bill Pmt -Check	ACH	04/10/2026	Potomac Edison		001 General Fund Ac...		-14.71
Bill	110086...	04/10/2026			Utilities Pa	-14.71	14.71
TOTAL						-14.71	14.71
Bill Pmt -Check	ACH	04/13/2026	Potomac Edison		Water Fund Checking		-2,719.98
Bill	110083...	03/13/2026			615.3 · Utilities W	-2,719.98	2,719.98
TOTAL						-2,719.98	2,719.98
Bill Pmt -Check	ACH	04/13/2026	Potomac Edison		001 General Fund Ac...		-39.07
Bill	110119...	04/10/2026			Utilities SI	-39.07	39.07
TOTAL						-39.07	39.07
Bill Pmt -Check	ACH	04/13/2026	Potomac Edison		Water Fund Checking		-99.85
Bill	110158...	03/12/2026			615.3 · Utilities W	-99.85	99.85
TOTAL						-99.85	99.85
Bill Pmt -Check	ACH	04/13/2026	Potomac Edison		001 General Fund Ac...		-20.60
Bill	110147...	03/13/2026			Utilities C	-20.60	20.60
TOTAL						-20.60	20.60
Bill Pmt -Check	ACH	04/13/2026	Potomac Edison		001 General Fund Ac...		-261.45
Bill	110081...	03/13/2026			Utilities C	-261.45	261.45
TOTAL						-261.45	261.45
Bill Pmt -Check	ACH	04/14/2026	Fuelman		Water Fund Checking		-319.42

Corp. of Harpers Ferry

Check Detail

April 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	NP703...	04/06/2026			650.8 · Auto & Transp...	-319.42	319.42
TOTAL						-319.42	319.42
Bill Pmt -Check	ACH	04/14/2026	Fuelman		001 General Fund Ac...		-100.37
Bill	NP703...	04/06/2026			Auto Supplies (Gas & ...	-100.37	100.37
TOTAL						-100.37	100.37
Check	eft	04/01/2026	West Virginia Munic...		Water Fund Checking		-1,953.00
					USDA Reserve	-1,953.00	1,953.00
TOTAL						-1,953.00	1,953.00
Check	eft	04/11/2026	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	04/03/2026	DDL Business		001 General Fund Ac...		-71.50
					Printing-Leased Equipt...	-71.50	71.50
TOTAL						-71.50	71.50
Check	EFT	04/06/2026	Fuelman		001 General Fund Ac...		-1,487.99
					Auto Supplies and Fue...	-1,487.99	1,487.99
TOTAL						-1,487.99	1,487.99
Check	EFT	04/09/2026	Leaf		001 General Fund Ac...		-209.00
					Leased Equipment C	-104.50	104.50
					Due To General	-104.50	104.50
TOTAL						-209.00	209.00
Check	EFT	04/13/2026	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	04/24/2026	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	385	04/10/2026	jefferson Distributing		Hotel Motel Tax		-62.47
					Materials & Supplies Pa	-62.47	62.47
TOTAL						-62.47	62.47
Check	388	04/07/2026	Wayne Bishop		Hotel Motel Tax		-182.79
					906 · Arts & Humanitie...	-182.79	182.79

Corp. of Harpers Ferry

Check Detail

April 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-182.79	182.79
Check	389	04/13/2026	Souled Out		Hotel Motel Tax		-550.00
					906 · Arts & Humanitie...	-550.00	550.00
TOTAL						-550.00	550.00
Check	1484	04/15/2026	AIP Management		HF Water Works Escr...		-50.00
					Water Security Deposits	-50.00	50.00
TOTAL						-50.00	50.00
Check	1485	04/21/2026	Nicholas & Rachel R...		HF Water Works Escr...		-50.00
					Water Security Deposits	-50.00	50.00
TOTAL						-50.00	50.00
Check	2973	04/23/2026	Nancy Dalby		General Court Fund		-2,500.00
					Contracted Services-P	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Check	2974	04/23/2026	Steve Groh		General Court Fund		-1,500.00
					Contracted Services-P	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Check	15512	04/01/2026	Corporation of Harpe...		Water Fund Checking		-3,438.33
					Due To General	-3,438.33	3,438.33
TOTAL						-3,438.33	3,438.33
Check	15513	04/02/2026	Corporation of Harpe...		Water Fund Checking		-3,160.39
					Due To General	-3,160.39	3,160.39
TOTAL						-3,160.39	3,160.39
Check	15514	04/07/2026	H&H Technologies		Water Fund Checking		-772.50
					631.4PM · Plant Maint...	-697.50	697.50
					631.4PM · Plant Maint...	-75.00	75.00
TOTAL						-772.50	772.50
Bill Pmt -Check	15515	04/15/2026	Harpers Ferry Water ...		Water Fund Checking		-30.23
Bill	04 2026	04/01/2026			615.3 · Utilities W	-10.08	30.23
					Utilities-P	-10.07	30.23
					Utilities C	-10.08	30.25
TOTAL						-30.23	90.71
Bill Pmt -Check	15516	04/15/2026	Law Office of Hoy Shi...		Water Fund Checking		-114.00
Bill	4823	04/01/2026			631.8 · Legal Fees and...	-114.00	114.00
TOTAL						-114.00	114.00
Bill Pmt -Check	15517	04/15/2026	Advantage Technolo...		Water Fund Checking		-438.88
Bill	99923	04/01/2026			Contracted Services C	-146.30	438.89
					Contracted Services-P	-146.29	438.88

Corp. of Harpers Ferry Check Detail April 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					620.8 · Office Supplies...	-146.29	438.88
TOTAL						-438.88	1,316.65
Bill Pmt -Check	15518	04/15/2026	Law Office of Hoy Shi...		Water Fund Checking		-617.50
Bill	4822	04/01/2026			631.8 · Legal Fees and...	-617.50	617.50
TOTAL						-617.50	617.50
Check	15519	04/16/2026	West Virginia Munic...		Water Fund Checking		-642.67
					24000 · Payroll Liabiliti...	-642.67	642.67
TOTAL						-642.67	642.67
Check	15520	04/16/2026	Fringe Benefits Mana...		Water Fund Checking		-293.12
					24000 · Payroll Liabiliti...	-293.12	293.12
TOTAL						-293.12	293.12
Check	15521	04/21/2026	H&H Technologies		Water Fund Checking		-922.50
					631.4PM · Plant Maint...	-847.50	847.50
					631.4PM · Plant Maint...	-75.00	75.00
TOTAL						-922.50	922.50
Bill Pmt -Check	15522	04/21/2026	CoxHollidayoung PL...		Water Fund Checking		-709.93
Bill	36353	03/31/2026			Office Supplies and M...	-27.11	81.33
					341 G · Materials & Su...	-27.11	81.34
					Professional Services C	-419.07	1,257.21
					620.8 · Office Supplies...	-27.11	81.33
					631.1 · Prof Services-A...	-209.53	628.60
TOTAL						-709.93	2,129.81
Bill Pmt -Check	17046	04/06/2026	Perry & Associates		001 General Fund Ac...		-13,050.00
Bill	135567	03/30/2026			Audit Cost C	-13,050.00	13,050.00
TOTAL						-13,050.00	13,050.00
Bill Pmt -Check	17047	04/07/2026	Cornerstone Lawn Se...		001 General Fund Ac...		-2,260.00
Bill	27356	03/30/2026			Contracted Services S	-2,260.00	2,260.00
TOTAL						-2,260.00	2,260.00
Bill Pmt -Check	17048	04/07/2026	WV State Auditor		001 General Fund Ac...		-1,044.00
Bill	25209	03/27/2026			Audit Cost C	-1,044.00	1,044.00
TOTAL						-1,044.00	1,044.00
Bill Pmt -Check	17049	04/07/2026	CARS		001 General Fund Ac...		-117.55
Bill	517	03/25/2026			Maintenance and Repa...	-117.55	117.55
TOTAL						-117.55	117.55
Check	17050	04/07/2026	Lutman Land Develo...		001 General Fund Ac...		-25.00
					326 · Building Permit F...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	17051	04/15/2026	Harpers Ferry Water ...		001 General Fund Ac...		-350.53

Corp. of Harpers Ferry

Check Detail

April 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	2000426	04/01/2026			Utilities St	-240.00	240.00
Bill	350042...	04/01/2026			Utilities Pa	-50.05	50.05
Bill	04 2026	04/01/2026			615.3 · Utilities W	-20.15	30.23
					Utilities-P	-20.16	30.23
					Utilities C	-20.17	30.25
TOTAL						-350.53	380.76
Bill Pmt -Check	17052	04/15/2026	Automated Office Eq...		001 General Fund Ac...		-450.00
Bill	157424	04/01/2026			Office Supplies and M...	-450.00	450.00
TOTAL						-450.00	450.00
Bill Pmt -Check	17053	04/15/2026	Bowles Rice LLP		001 General Fund Ac...		-120.00
Bill	1250935	03/01/2026			Professional Services	-120.00	120.00
TOTAL						-120.00	120.00
Bill Pmt -Check	17054	04/15/2026	Jeff Co. Solid Waste ...		001 General Fund Ac...		-38.61
Bill	8248	03/31/2026			Utilities St	-38.61	38.61
TOTAL						-38.61	38.61
Bill Pmt -Check	17055	04/15/2026	Jefferson Publishing ...		001 General Fund Ac...		-40.30
Bill	73376	03/12/2026			220 G · Advertising/Le...	-40.30	40.30
TOTAL						-40.30	40.30
Bill Pmt -Check	17056	04/15/2026	Printing Impressions		001 General Fund Ac...		-277.19
Bill	80310	04/02/2026			341 G · Materials & Su...	-277.19	277.19
TOTAL						-277.19	277.19
Bill Pmt -Check	17057	04/15/2026	Specialty Business S...		001 General Fund Ac...		-85.00
Bill	36607	04/13/2026			Office Supplies and M...	-85.00	85.00
TOTAL						-85.00	85.00
Bill Pmt -Check	17058	04/15/2026	Advantage Technolo...		001 General Fund Ac...		-877.77
Bill	99923	04/01/2026			Contracted Services C	-292.59	438.89
					Contracted Services-P	-292.59	438.88
					620.8 · Office Supplies...	-292.59	438.88
TOTAL						-877.77	1,316.65
Check	17059	04/16/2026	West Virginia Munic...		001 General Fund Ac...		-1,290.71
					24000 · Payroll Liabiliti...	-632.46	632.46
					24000 · Payroll Liabiliti...	-658.25	658.25
TOTAL						-1,290.71	1,290.71
Check	17060	04/16/2026	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
Check	17061	04/21/2026	Amanda Ruffner		001 General Fund Ac...		-239.84
					Magistrate-P	-239.84	239.84

Corp. of Harpers Ferry

Check Detail

April 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-239.84	239.84
Check	17062	04/21/2026	Carly Dodson		001 General Fund Ac...		-20.00
				342.2 Parking Fine Re...		-20.00	20.00
TOTAL						-20.00	20.00
Bill Pmt -Check	17063	04/21/2026	Scott Merriman Inc		001 General Fund Ac...		-999.00
Bill	076895	04/13/2026		001.761 Parkinng Expe...		-999.00	999.00
TOTAL						-999.00	999.00
Check	17064	04/21/2026	Stampfer, Timothy		001 General Fund Ac...		-50.75
				001.761 Parkinng Expe...		-50.75	50.75
TOTAL						-50.75	50.75
Bill Pmt -Check	17065	04/21/2026	Jefferson Publishing ...		001 General Fund Ac...		-637.26
Bill	73489	04/02/2026		220 G · Advertising/Le...		-637.26	637.26
TOTAL						-637.26	637.26
Bill Pmt -Check	17066	04/21/2026	Revize LLC		001 General Fund Ac...		-4,090.00
Bill	21127	05/30/2025		Contracted Services C		-4,090.00	4,090.00
TOTAL						-4,090.00	4,090.00
Bill Pmt -Check	17067	04/21/2026	CoxHollidayoung PL...		001 General Fund Ac...		-1,419.88
Bill	36353	03/31/2026		Office Supplies and M...		-54.22	81.33
				341 G · Materials & Su...		-54.23	81.34
				Professional Services C		-838.14	1,257.21
				620.8 · Office Supplies...		-54.22	81.33
				631.1 · Prof Services-A...		-419.07	628.60
TOTAL						-1,419.88	2,129.81
Bill Pmt -Check	17068	04/24/2026	Mountaineer Custom ...		001 General Fund Ac...		-1,325.00
Bill	March ...	03/16/2026		Police Dept Supplies		-1,325.00	1,325.00
TOTAL						-1,325.00	1,325.00

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

5:02 PM
05/07/26
Accrual Basis

	Jul '25 - Mar 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	75,708.49	88,884.00	-13,175.51	85.2%
303 . Oil & Gas Severance Tax	670.65	2,500.00	-1,829.35	26.8%
304 . Excise Tax on Utilities	8,010.37	7,500.00	510.37	106.8%
305 . Business and Occupation Tax	196,350.38	240,000.00	-43,649.62	81.8%
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	78,435.30	90,000.00	-11,564.70	87.2%
314 . Sales Tax Revenue	278,081.75	330,000.00	-51,918.25	84.3%
320 . Fines, Fees & Court Cost	16,929.04	20,000.00	-3,070.96	84.6%
320_399 . Police Department Rev Sources	19,832.68	25,000.00	-5,167.32	79.3%
325 . Licenses	3,802.50	6,500.00	-2,697.50	58.5%
326 . Building Permit Fees	16,859.00	16,000.00	859.00	105.4%
327 . Miscellaneous Permits (Parking)	1,487.00	1,100.00	387.00	135.2%
328 . Franchise Fees	2,121.75	3,300.00	-1,178.25	64.3%
330 . IRP Fees	2,459.42	5,000.00	-2,540.58	49.2%
340 . Parks and Rec.	6,092.90	5,000.00	1,092.90	121.9%
342 . Parking Meter Revenue	181,259.54	200,000.00	-18,740.46	90.6%
345 . Rents & Concessions	76,759.25	90,000.00	-13,240.75	85.3%
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	85,000.00	85,000.00	0.00	100.0%
376 . Table Gaming Income	10,251.82	13,500.00	-3,248.18	75.9%
380 . Interest Earned on Investments	4,542.86	4,000.00	542.86	113.6%
382 . Refunds and Rebates	1,290.31	1,600.00	-309.69	80.6%
397 . Lottery	29,906.19	39,000.00	-9,093.81	76.7%
399 . Miscellaneous Revenue	1,367.00	1,500.00	-133.00	91.1%
405 . Board of Zoning-Appeal	75.00	100.00	-25.00	75.0%
Total General	1,122,861.32	2,520,994.00	-1,398,132.68	44.5%
386 . Insurance Claims	946.72	1,000.00	-53.28	94.7%
Total Income	1,123,808.04	2,521,994.00	-1,398,185.96	44.6%
Gross Profit	1,123,808.04	2,521,994.00	-1,398,185.96	44.6%
Expense				
001.809 Grants Health/Sanitatio	0.00	12,900.00	-12,900.00	0.0%
001.760 Parking	11,404.79	20,120.00	-8,715.21	56.7%
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 March 2026

	Jul '25 - Mar 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	1,667.76	6,800.00	-5,132.24	24.5%
901 - Visitors Bureau -H	50,792.57	45,000.00	5,792.57	112.9%
906 - Arts & Humanities -H	13,086.68	105,000.00	-91,913.32	12.5%
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	65,547.01	162,300.00	-96,752.99	40.4%
Total Culture & Rec Exp				
001.402 - Economic Development	3,270.68	11,000.00	-7,729.32	29.7%
001.409 - Office of Mayor	16,147.53	22,600.00	-6,452.47	71.4%
001.410 - Members of Council	16,188.00	21,900.00	-5,712.00	73.9%
001.411 - Office of Recorder	4,905.00	6,515.00	-1,610.00	75.3%
001.413 - Office of Treasurer	59,627.45	84,085.00	-24,457.55	70.9%
001.415 - Office of City Clerk	62,027.16	79,648.33	-17,621.17	77.9%
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	10,000.00	10,500.00	-500.00	95.2%
001.438 - Elections	0.00	0.00	0.00	0.0%
001.440 - City Hall	210,714.52	326,722.32	-116,007.80	64.5%
001.699 - Contingencies	0.00	130,588.93	-130,588.93	0.0%
001.700 - Police Dept	450,108.71	664,539.17	-214,430.46	67.7%
001.706 - Fire Dept	0.00	4,000.00	-4,000.00	0.0%
001.750 - Street Department	80,461.39	117,963.05	-37,501.66	68.2%
001.751 - Street Lights	12,528.74	19,500.00	-6,971.26	64.2%
001.752 - Street Signs	879.22	7,500.00	-6,620.78	11.7%
001.753 - Snow Removal	49,005.34	58,500.00	-9,494.66	83.8%

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

	Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget
001.759 - Public Transit	0.00	4,500.00	-4,500.00	0.0%
417 - Office of Attorney	2,580.00	10,000.00	-7,420.00	25.8%
Total Expense	1,076,990.31	2,521,994.00	-1,445,003.69	42.7%
Net Ordinary Income	46,817.73	0.00	46,817.73	100.0%
Net Income	46,817.73	0.00	46,817.73	100.0%

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
General									
301-01 · Property Tax Current Year									
Deposit	03/02/2026	12038	Sheriff of Jefferso...	FEB 2026 Pr...	General		001 General ...	271.74	271.74
Deposit	03/02/2026	12029	Sheriff of Jefferso...	FEB 2026 Pr...	General		001 General ...	18,659.29	18,931.03
Total 301-01 · Property Tax Current Year								18,931.03	18,931.03
304 · Excise Tax on Utilities									
Deposit	03/24/2026		State of WV	FEb receipts	General		001 General ...	3,179.25	3,179.25
Total 304 · Excise Tax on Utilities								3,179.25	3,179.25
305 · Business and Occupation Tax									
Deposit	03/03/2026	1583	Hill-ROM	FY 2026 Q2 ...	General		001 General ...	15.49	15.49
Deposit	03/16/2026		Harpers FErry Gla...	FY 2026 Q2 ...	General		001 General ...	27.00	42.49
Deposit	03/20/2026		923 Fillmore	FY 2026 Q2 ...	General		002 WVGOP...	15.82	58.31
Deposit	03/20/2026		923 Fillmore	FY 2026 Q1 ...	General		002 WVGOP...	1.10	59.41
Deposit	03/30/2026		Kellgard General ...	B&O DPA	General		001 General ...	902.07	961.48
Total 305 · Business and Occupation Tax								961.48	961.48
308 · Hotel Motel									
Deposit	03/25/2026	3676...	AirBNB	FY 2026 FE...	Hotel Oc...		Hotel Motel Tax	2,447.06	2,447.06
Total 308 · Hotel Motel								2,447.06	2,447.06
320 · Fines, Fees & Court Cost									
Deposit	03/16/2026			citations	Police		General Cour...	175.00	175.00
Deposit	03/25/2026			citations	Police		General Cour...	525.00	700.00
Deposit	03/26/2026			tickets	Police		002 WVGOP...	350.00	1,050.00
Total 320 · Fines, Fees & Court Cost								1,050.00	1,050.00
320_399 · Police Department Rev Sources									
321 Parking Violations									
Deposit	03/02/2026			tickets	General		002 WVGOP...	50.00	50.00
Deposit	03/03/2026			Tickets	Police		General Cour...	90.00	140.00
Check	03/03/2026	17019	Haley Deutsch	Refund dupli...	General		001 General ...	-30.00	110.00
Deposit	03/06/2026			tickets	General		002 WVGOP...	30.00	140.00
Deposit	03/10/2026	2651...		tickets	Police		General Cour...	30.00	170.00
Deposit	03/19/2026			tickets	General		002 WVGOP...	30.00	200.00
Check	03/26/2026	17038	V ATS Processing	Refund dupli...	General		001 General ...	-20.00	180.00
Total 321 Parking Violations								180.00	180.00
380 P · Interest									
Deposit	03/31/2026			Interest	Police		HF/Bolivar Dr...	0.63	0.63
Deposit	03/31/2026			Interest	Police		Police Equipt ...	3.77	4.40
Deposit	03/31/2026			Interest	Police		General Cour...	19.61	24.01
Total 380 P · Interest								24.01	24.01
Total 320_399 · Police Department Rev Sources								204.01	204.01
325 · Licenses									
Deposit	03/03/2026		Vargas General C...	FY 2026 Bu...	General		001 General ...	25.00	25.00
Deposit	03/04/2026		Hite's Construction	FY 2026 Bu...	General		001 General ...	15.00	40.00
Deposit	03/10/2026		Jones Deck and F...	FY 2026 Bu...	General		002 WVGOP...	15.00	55.00
Deposit	03/25/2026		Ken's Kustoms	FY 2026 Bu...	General		001 General ...	25.00	80.00
Total 325 · Licenses								80.00	80.00
326 · Building Permit Fees									
Deposit	03/02/2026		Flynn, Patrice	2026 Park P...	General		001 General ...	10.00	10.00
Check	03/03/2026	17020	Harpers Ferry Boli...	Refund Sign...	General		001 General ...	-25.00	-15.00
Deposit	03/04/2026	1830	Coreys Construction	ZCPA#2026...	General		001 General ...	2,289.00	2,274.00
Deposit	03/10/2026		Jones Deck and F...	ZCPA #2026...	General		002 WVGOP...	175.00	2,449.00
Deposit	03/22/2026		Thomas & Amy Sp...	ZCPA Fenc...	General		002 WVGOP...	175.00	2,624.00
Deposit	03/25/2026	104	Owen Heine	ZCPA #2026...	General		001 General ...	125.00	2,749.00
Deposit	03/25/2026	103	Owen Heine	Sign applica...	General		001 General ...	25.00	2,774.00
Total 326 · Building Permit Fees								2,774.00	2,774.00

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
327 - Miscellaneous Permits (Parking)									
Deposit	03/10/2026		Jacob Stettes	2026 Parkin...	General		001 General ...	15.00	15.00
Deposit	03/10/2026		Eads, Scott	2026 Parkin...	General		001 General ...	15.00	30.00
Deposit	03/16/2026		Ronald Rago	2026 Parkin...	General		001 General ...	5.00	35.00
Deposit	03/25/2026		Stettes Jacob	2026 Parkin...	General		001 General ...	5.00	40.00
Deposit	03/25/2026		Vargas General C...	2026 Parkin...	General		001 General ...	40.00	80.00
Deposit	03/25/2026		Maggard Melanie	2026 Parkin...	General		001 General ...	5.00	85.00
Total 327 - Miscellaneous Permits (Parking)								85.00	85.00
330 - IRP Fees									
Deposit	03/24/2026		State of WV	Feb receipts	General		001 General ...	355.49	355.49
Total 330 - IRP Fees								355.49	355.49
340 - Parks and Rec.									
Deposit	03/17/2026	731	River Riders, Inc.	2026 Film F...	Park and...		HF Parks and...	500.00	500.00
Deposit	03/23/2026			Ticket sale f...	Park and...		HF Parks and...	268.00	768.00
Deposit	03/23/2026			2026 Film F...	Park and...		HF Parks and...	1,180.00	1,948.00
Deposit	03/27/2026			2026 Film F...	Park and...		HF Parks and...	299.40	2,247.40
Total 340 - Parks and Rec.								2,247.40	2,247.40
342 - Parking Meter Revenue									
342.1 Parking Meter Revenue									
Deposit	03/03/2026		Parkmobile LLC	FEB Parking...	General		001 General ...	6,930.57	6,930.57
Total 342.1 Parking Meter Revenue								6,930.57	6,930.57
342.2 Parking Fine Revenue									
Deposit	03/11/2026			tickets	Police		General Cour...	20.00	20.00
Deposit	03/11/2026	137		tickets	Police		General Cour...	30.00	50.00
Deposit	03/16/2026	2051		tickets	Police		General Cour...	3.00	53.00
Deposit	03/19/2026			tickets	General		002 WVGOP...	30.00	83.00
Deposit	03/24/2026			Tickets	General		002 WVGOP...	30.00	113.00
Deposit	03/25/2026			tickets	General		002 WVGOP...	50.00	163.00
Deposit	03/26/2026	2781...		tickets	Police		General Cour...	20.00	183.00
Deposit	03/31/2026			tickets	General		002 WVGOP...	20.00	203.00
Total 342.2 Parking Fine Revenue								203.00	203.00
Total 342 - Parking Meter Revenue								7,133.57	7,133.57
345 - Rents & Concessions									
Deposit	03/02/2026	1500...	US Cellular	Mar 2026 Rent	General		001 General ...	2,053.89	2,053.89
Deposit	03/02/2026	3000...	AT&T_c	Mar 2026 Rent	General		001 General ...	1,259.71	3,313.60
Deposit	03/10/2026	3249...	US Post Office	March 2026 ...	General		001 General ...	2,357.58	5,671.18
Total 345 - Rents & Concessions								5,671.18	5,671.18
368 - Contributions from other Entiti									
Deposit	03/24/2026		United States Tre...	FY 2026 Par...	General		001 General ...	85,000.00	85,000.00
Total 368 - Contributions from other Entiti								85,000.00	85,000.00
376 - Table Gaming Income									
Deposit	03/17/2026		State of WV	Table games	General		001 General ...	997.13	997.13
Total 376 - Table Gaming Income								997.13	997.13
380 - Interest Earned on Investments									
Deposit	03/31/2026			Interest	General		GRANT Oper...	0.02	0.02
Deposit	03/31/2026			Interest	General		Opioid Settle...	3.17	3.19
Deposit	03/31/2026			Interest	Hotel Oc...		Hotel Motel Tax	32.17	35.36
Deposit	03/31/2026			Interest	General		SWaN Escro...	107.64	143.00
Deposit	03/31/2026			Interest	General		General Capi...	86.23	229.23
Deposit	03/31/2026			Interest	Park and...		HF Parks and...	3.00	232.23
Deposit	03/31/2026			Interest	General		001 General ...	315.95	548.18
Total 380 - Interest Earned on Investments								548.18	548.18
382 - Refunds and Rebates									
Deposit	03/06/2026		State of WV	P Card Reb...	General		001 General ...	398.81	398.81
Total 382 - Refunds and Rebates								398.81	398.81

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
397 - Lottery									
Deposit	03/03/2026		State of WV	Lottery	General		001 General ...	70.55	70.55
Deposit	03/13/2026		State of WV	CT Races	General		001 General ...	951.34	1,021.89
Deposit	03/17/2026		State of WV	Greenbrier	General		001 General ...	19.58	1,041.47
Deposit	03/20/2026		State of WV	ct Races	General		001 General ...	977.71	2,019.18
Deposit	03/26/2026		State of WV	lottery	General		001 General ...	65.67	2,084.85
Total 397 - Lottery								2,084.85	2,084.85
399 - Miscellaneous Revenue									
Deposit	03/16/2026	3249...	US Post Office	Reimburse...	General		001 General ...	265.00	265.00
Total 399 - Miscellaneous Revenue								265.00	265.00
405 - Board of Zoning-Appeal									
Deposit	03/03/2026	1218	Harpers Ferry Boli...	ZCPA 2026-...	General		001 General ...	75.00	75.00
Total 405 - Board of Zoning-Appeal								75.00	75.00
Total General								134,488.44	134,488.44
Total Income								134,488.44	134,488.44
Gross Profit								134,488.44	134,488.44
Expense									
001.760 Parking									
001.761 Parkinng Expenses									
Credit Card Cha...	03/31/2026	FEB ...	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	03/09/2026	3500...	Harpers Ferry Wat...	March 2026	General		20000 - Acco...	50.05	50.05
Bill	03/12/2026	1100...	Potomac Edison	usage FEB	General		20000 - Acco...	14.86	64.91
Total Utilities Pa								64.91	64.91
Total 900 - Parks								64.91	64.91
901 - Visitors Bureau -H									
Check	03/31/2026	387	Jefferson County ...	FY 2026 Q3 ...	Hotel Oc...		Hotel Motel Tax	12,188.50	12,188.50
Total 901 - Visitors Bureau -H								12,188.50	12,188.50
906 - Arts & Humanities -H									
Check	03/03/2026	376	Davis Designs, Inc	INV 6712 Fil...	Hotel Oc...		Hotel Motel Tax	200.00	200.00
Check	03/10/2026	377	Harpers Ferry Nati...	FY 2026 Fil...	Hotel Oc...		Hotel Motel Tax	50.00	250.00
Check	03/11/2026	378	Appalachian Snail ...	FY 2026 Fil...	Hotel Oc...		Hotel Motel Tax	250.00	500.00
Check	03/11/2026	379	Virginia Lodge No...	FY 2025 hot ...	Hotel Oc...		Hotel Motel Tax	1,350.00	1,850.00
Check	03/16/2026	ACH	Grazeful	FY 2026 Fil...	Hotel Oc...		Hotel Motel Tax	291.00	2,141.00
Check	03/27/2026	381	Pat Morse	Reimburse...	Hotel Oc...		Hotel Motel Tax	131.99	2,272.99
Check	03/27/2026	383	Jefferson Rentals,...	INV 92905 c...	Hotel Oc...		Hotel Motel Tax	279.47	2,552.46
Check	03/27/2026	384	Network 404 LLC	FY 2026 Fil...	Hotel Oc...		Hotel Motel Tax	974.10	3,526.56
Total 906 - Arts & Humanities -H								3,526.56	3,526.56
Total Culture & Rec Exp								15,779.97	15,779.97
001.402 - Economic Development									
Check	03/23/2026	17037	Pat Morse	Reimburse...	General		001 General ...	44.21	44.21
Total 001.402 - Economic Development								44.21	44.21
001.409 - Office of Mayor									
PR Taxes Employer M									
General Journal	03/26/2026			payroll 3/26	General		001 General ...	127.50	127.50
Total PR Taxes Employer M								127.50	127.50
Salary M									
General Journal	03/26/2026			payroll 3/26	General		001 General ...	1,666.67	1,666.67
Total Salary M								1,666.67	1,666.67
Total 001.409 - Office of Mayor								1,794.17	1,794.17

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
001.410 · Members of Council									
PR Taxes Employer Co									
General Journal	03/26/2026			payroll 3/26	General		001 General ...	396.00	396.00
Total PR Taxes Employer Co								396.00	396.00
Salary Co									
General Journal	03/26/2026			payroll 3/26	General		001 General ...	5,000.00	5,000.00
Total Salary Co								5,000.00	5,000.00
Total 001.410 · Members of Council								5,396.00	5,396.00
001.411 · Office of Recorder									
PR Taxes Employer R									
General Journal	03/26/2026			payroll 3/26	General		001 General ...	135.00	135.00
Total PR Taxes Employer R								135.00	135.00
Salary R									
General Journal	03/26/2026			payroll 3/26	General		001 General ...	1,500.00	1,500.00
Total Salary R								1,500.00	1,500.00
Total 001.411 · Office of Recorder								1,635.00	1,635.00
001.413 · Office of Treasurer									
Employee Benefits									
Check	03/13/2026	eft	PEIA	Treasurer 2...	General		Harpers Ferry...	12.00	12.00
Total Employee Benefits								12.00	12.00
Group Ins. T									
Check	03/13/2026	EFT	PEIA	Treasurer P...	General		Harpers Ferry...	827.98	827.98
Total Group Ins. T								827.98	827.98
Pension Expense T									
General Journal	03/12/2026			payroll 3/12	General		001 General ...	345.53	345.53
General Journal	03/26/2026			payroll 3/26	General		001 General ...	419.57	765.10
Total Pension Expense T								765.10	765.10
PR Taxes Employer T									
General Journal	03/12/2026			payroll 3/12	General		001 General ...	264.33	264.33
General Journal	03/26/2026			payroll 3/26	General		001 General ...	327.27	591.60
General Journal	03/31/2026			move 'water'...	General		-SPLIT-	-650.95	-59.35
Total PR Taxes Employer T								-59.35	-59.35
Salary T									
General Journal	03/12/2026			payroll 3/12	General		001 General ...	3,839.23	3,839.23
General Journal	03/26/2026			payroll 3/26	General		001 General ...	4,661.91	8,501.14
General Journal	03/31/2026			move 'water'...	General		PR Taxes Em...	-8,862.93	-361.79
Total Salary T								-361.79	-361.79
Total 001.413 · Office of Treasurer								1,183.94	1,183.94
001.415 · Office of City Clerk									
Health Insurance CC									
Check	03/13/2026	EFT	PEIA	Clerk PEIA ...	General		Harpers Ferry...	827.98	827.98
Total Health Insurance CC								827.98	827.98
OPEB - General									
Check	03/13/2026	eft	PEIA	Clerk 2026 ...	General		Harpers Ferry...	12.00	12.00
Total OPEB - General								12.00	12.00
Pension Expense CC									
General Journal	03/12/2026			payroll 3/12	General		001 General ...	202.97	202.97
General Journal	03/26/2026			payroll 3/26	General		001 General ...	202.97	405.94
Total Pension Expense CC								405.94	405.94
PR Taxes Employer CC									
General Journal	03/12/2026			payroll 3/12	General		001 General ...	168.05	168.05
General Journal	03/26/2026			payroll 3/26	General		001 General ...	168.05	336.10
Total PR Taxes Employer CC								336.10	336.10

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Salary CC									
General Journal	03/12/2026			payroll 3/12	General		001 General ...	2,255.20	2,255.20
General Journal	03/26/2026			payroll 3/26	General		001 General ...	2,255.20	4,510.40
Total Salary CC								4,510.40	4,510.40
Total 001.415 · Office of City Clerk								6,092.42	6,092.42
001.437 · Planning Commission									
Contracted Services PI									
Bill	03/18/2026	3182...	WVU Research C...	INV 318206...	General		20000 · Acco...	10,000.00	10,000.00
Total Contracted Services PI								10,000.00	10,000.00
Total 001.437 · Planning Commission								10,000.00	10,000.00
001.440 · City Hall									
Payroll Processing-C									
General Journal	03/12/2026			payroll proce...	General		001 General ...	76.25	76.25
General Journal	03/26/2026			payroll proce...	General		001 General ...	321.20	397.45
Total Payroll Processing-C								397.45	397.45
Audit Cost C									
Bill	03/27/2026	25209	WV State Auditor	FY 2025 Au...	General		20000 · Acco...	1,044.00	1,044.00
Bill	03/30/2026	135567	Perry & Associates	INV 135567 ...	General		20000 · Acco...	13,050.00	14,094.00
Total Audit Cost C								14,094.00	14,094.00
Contracted Services C									
Bill	03/01/2026	98849	Advantage Techno...	INV 98849 S...	General		20000 · Acco...	428.43	428.43
Bill	03/02/2026	99171	Advantage Techno...	INV 99171 S...	General		20000 · Acco...	27.50	455.93
Bill	03/27/2026	81794	Stanley Steemer	3/27/26 offic...	General		20000 · Acco...	1,172.50	1,628.43
Bill	03/27/2026	81793	Stanley Steemer	INV 81793 P...	General		20000 · Acco...	1,007.50	2,635.93
Total Contracted Services C								2,635.93	2,635.93
Dues & Subscriptions C									
Bill	03/13/2026	2026-...	West Virginia Mun...	2026-2027 A...	General		20000 · Acco...	125.00	125.00
Total Dues & Subscriptions C								125.00	125.00
Insurance and Bonds									
Bill	03/01/2026	3721...	ENCOVA Insurance	Worker's Co...	General		20000 · Acco...	39.08	39.08
Bill	03/02/2026	114119	WV Corp	Q4 2026	General		20000 · Acco...	1,274.73	1,313.81
Bill	03/04/2026	6762...	Cincinnati Insuran...	6762978 Bo...	General		20000 · Acco...	150.00	1,463.81
Total Insurance and Bonds								1,463.81	1,463.81
Leased Equipment C									
Check	03/09/2026	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	03/27/2026	371474	Dominion Elevator...	INV 371474 ...	General		20000 · Acco...	300.00	300.00
Total Maint & Repairs to Bldgs. C								300.00	300.00
Pension Expense C									
General Journal	03/12/2026			payroll 3/12	General		001 General ...	203.81	203.81
General Journal	03/26/2026			payroll 3/26	General		001 General ...	213.39	417.20
Total Pension Expense C								417.20	417.20
PR Taxes Employer C									
General Journal	03/12/2026			payroll 3/12	General		001 General ...	303.13	303.13
General Journal	03/26/2026			payroll 3/26	General		001 General ...	301.77	604.90
General Journal	03/31/2026			move 'GF' p...	General		-SPLIT-	1,173.22	1,778.12
Total PR Taxes Employer C								1,778.12	1,778.12
Professional Services C									
Bill	03/31/2026	36353	CoxHollidayoung ...	Accounting ...	General		20000 · Acco...	1,257.21	1,257.21
Total Professional Services C								1,257.21	1,257.21

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Salaries & Wages C									
General Journal	03/12/2026			payroll 3/12	General		001 General ...	3,707.74	3,707.74
General Journal	03/26/2026			payroll 3/26	General		001 General ...	3,708.59	7,416.33
General Journal	03/31/2026			move 'GF' p...	General		PR Taxes Em...	14,634.18	22,050.51
Total Salaries & Wages C								22,050.51	22,050.51
Telephone C									
Bill	03/12/2026	0326	Frontier	Telephone 2...	General		20000 · Acco...	204.02	204.02
Bill	03/20/2026	0730...	Frontier	march	General		20000 · Acco...	76.64	280.66
Bill	03/25/2026	8299...	Comcast Internet	Internet 202...	General		20000 · Acco...	56.63	337.29
Credit Card Cha...	03/31/2026	FEB ...	US Cellular	cell phones ...	General		P-Card	148.88	486.17
Total Telephone C								486.17	486.17
Utilities C									
Bill	03/09/2026	Mar 2...	Harpers Ferry Wat...	Mar 2026	General		20000 · Acco...	132.27	132.27
Bill	03/13/2026	1100...	Potomac Edison	FEB usage	General		20000 · Acco...	232.48	364.75
Bill	03/13/2026	1101...	Potomac Edison	FEB usage	General		20000 · Acco...	20.60	385.35
Bill	03/13/2026	1100...	Potomac Edison	FEB usage	General		20000 · Acco...	261.45	646.80
Bill	03/25/2026	3462...	Waste Manageme...	Town hall du...	General		20000 · Acco...	192.65	839.45
Total Utilities C								839.45	839.45
220 G · Advertising/Legal Publications									
Bill	03/12/2026	73376	Jefferson Publishi...	INV 73376 p...	General		20000 · Acco...	40.30	40.30
Total 220 G · Advertising/Legal Publications								40.30	40.30
341 G · Materials & Supplies C									
Credit Card Cha...	03/03/2026		Adobe Pro	Kelly, subscri...	General		P-Card	21.19	21.19
Credit Card Cha...	03/09/2026		Zoom Video Com...	Kelly zoom	General		P-Card	92.97	114.16
Credit Card Cha...	03/13/2026	Mar 2...	MicroSoft	kelly, visio	General		P-Card	5.30	119.46
Credit Card Cha...	03/15/2026	MAR ...	Mail Chimp	Kelly, email ...	General		P-Card	13.78	133.24
Credit Card Cha...	03/23/2026	373716	Amazon.com	Spalding, off...	General		P-Card	77.03	210.27
Bill	03/28/2026	10756	Vital Signs	New Logo d...	General		20000 · Acco...	219.90	430.17
Bill	03/31/2026	36353	CoxHollidayoung ...	RN access 2...	General		20000 · Acco...	81.34	511.51
Total 341 G · Materials & Supplies C								511.51	511.51
Total 001.440 · City Hall								46,501.16	46,501.16
001.700 · Police Dept Pension									
Pension-P									
General Journal	03/12/2026			payroll 3/12	Police		001 General ...	283.70	283.70
General Journal	03/26/2026			payroll 3/26	Police		001 General ...	301.13	584.83
Total Pension-P								584.83	584.83
Pension MPFRS - P									
General Journal	03/12/2026			payroll 3/12	Police		001 General ...	519.53	519.53
General Journal	03/26/2026			payroll 3/26	Police		001 General ...	503.35	1,022.88
Total Pension MPFRS - P								1,022.88	1,022.88
Total Pension								1,607.71	1,607.71
Contracted Services-P									
Bill	03/01/2026	98849	Advantage Techno...	INV 98849 S...	Police		20000 · Acco...	428.43	428.43
Total Contracted Services-P								428.43	428.43
Departmental Supplies-P									
Auto Supplies and Fuel - P									
Check	03/02/2026	EFT	Fuelman	NP7011008...	Police		001 General ...	1,350.58	1,350.58
Total Auto Supplies and Fuel - P								1,350.58	1,350.58
Office Supplies and Materials									
Bill	03/31/2026	36353	CoxHollidayoung ...	RN access 2...	Police		20000 · Acco...	81.33	81.33
Total Office Supplies and Materials								81.33	81.33
Police Dept Supplies									
Bill	03/16/2026	Marc...	Mountaineer Cust...	INV March 2...	Police		20000 · Acco...	1,325.00	1,325.00
Total Police Dept Supplies								1,325.00	1,325.00
Total Departmental Supplies-P								2,756.91	2,756.91

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
PEIA/Workers Comp-P									
246P · OPEB - Police									
Check	03/13/2026	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	03/13/2026	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
Magistrate-P									
Check	03/10/2026	17027	Desiree Harris	2/23-3/8/202...	Police		001 General ...	630.00	630.00
Check	03/27/2026	17040	Desiree Harris	3/9-22/2026 ...	Police		001 General ...	600.00	1,230.00
Total Magistrate-P								1,230.00	1,230.00
Maintenance and Repairs-Auto-P									
Bill	03/10/2026	2025-...	CARS	INV 2025-41...	Police		20000 · Acco...	139.60	139.60
Bill	03/25/2026	517	CARS	INV 2026-51...	Police		20000 · Acco...	117.55	257.15
Total Maintenance and Repairs-Auto-P								257.15	257.15
PR Taxes Employer -P									
General Journal	03/12/2026			payroll 3/12	Police		001 General ...	947.28	947.28
General Journal	03/26/2026			payroll 3/26	Police		001 General ...	879.43	1,826.71
Total PR Taxes Employer -P								1,826.71	1,826.71
Printing-Leased Equipmt. - P									
Check	03/03/2026	EFT	DDL Business	lease printer...	Police		001 General ...	71.50	71.50
Total Printing-Leased Equipmt. - P								71.50	71.50
Property Ins and Bonds-P									
Bill	03/01/2026	3721...	ENCOVA Insurance	Worker's Co...	Police		20000 · Acco...	318.96	318.96
Bill	03/02/2026	114119	WV Corp	Q4 2026	Police		20000 · Acco...	3,372.84	3,691.80
Total Property Ins and Bonds-P								3,691.80	3,691.80
Salaries and Wages-P									
General Journal	03/12/2026			payroll 3/12	Police		001 General ...	12,260.52	12,260.52
General Journal	03/26/2026			payroll 3/26	Police		001 General ...	11,572.47	23,832.99
Total Salaries and Wages-P								23,832.99	23,832.99
Telephone-P									
Bill	03/12/2026	0326	Frontier	Telephone 2...	Police		20000 · Acco...	204.02	204.02
Bill	03/20/2026	0730...	Frontier	March	Police		20000 · Acco...	76.64	280.66
Bill	03/25/2026	8299...	Comcast Internet	Internet 202...	Police		20000 · Acco...	56.63	337.29
Credit Card Cha...	03/31/2026	FEB ...	US Cellular	cell phones ...	Police		P-Card	148.88	486.17
Total Telephone-P								486.17	486.17
Utilities-P									
Check	03/02/2026	eft	ADT Security	2026 MAR	Police		001 General ...	79.27	79.27
Bill	03/09/2026	Mar 2...	Harpers Ferry Wat...	Mar 2026	Police		20000 · Acco...	132.27	211.54
Bill	03/13/2026	1100...	Potomac Edison	FEB usage	Police		20000 · Acco...	223.09	434.63
Bill	03/25/2026	3462...	Waste Managemem...	Town hall du...	Police		20000 · Acco...	71.72	506.35
Total Utilities-P								506.35	506.35
Wireless-P									
Bill	03/05/2026	2873...	AT&T	ACCT 2873...	Police		20000 · Acco...	466.75	466.75
Total Wireless-P								466.75	466.75
345 P · Uniforms-P									
Bill	03/26/2026	6312	10-42 Tactical LLC	INV 6312 P...	Police		20000 · Acco...	126.19	126.19
Total 345 P · Uniforms-P								126.19	126.19
Total 001.700 · Police Dept								42,711.60	42,711.60
001.750 · Street Department									
Auto Supplies (Gas & Oil) St									
Bill	03/03/2026	NP70...	Fuelman	NP70110090	General		20000 · Acco...	115.62	115.62
Total Auto Supplies (Gas & Oil) St								115.62	115.62

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Equipment Rent St									
Bill	03/25/2026	2773...	AC & T Co., Inc.	INV 27733CS	General		20000 · Acco...	80.00	80.00
Total Equipment Rent St								80.00	80.00
Group Ins. St									
Bill	03/01/2026	3721...	ENCOVA Insurance	Worker's Co...	General		20000 · Acco...	106.96	106.96
Bill	03/02/2026	114119	WV Corp	Q4 2026	General		20000 · Acco...	1,251.70	1,358.66
Total Group Ins. St								1,358.66	1,358.66
Material and Supplies St									
Bill	03/28/2026	10756	Vital Signs	New Logo d...	General		20000 · Acco...	110.00	110.00
Total Material and Supplies St								110.00	110.00
Pension Expense St									
General Journal	03/12/2026			payroll 3/12	General		001 General ...	133.64	133.64
General Journal	03/26/2026			payroll 3/26	General		001 General ...	92.97	226.61
Total Pension Expense St								226.61	226.61
PR Taxes Employer St									
General Journal	03/12/2026			payroll 3/12	General		001 General ...	123.74	123.74
General Journal	03/26/2026			payroll 3/26	General		001 General ...	79.02	202.76
Total PR Taxes Employer St								202.76	202.76
Salaries & Wages St									
General Journal	03/12/2026			payroll 3/12	General		001 General ...	1,484.88	1,484.88
General Journal	03/26/2026			payroll 3/26	General		001 General ...	1,032.96	2,517.84
Total Salaries & Wages St								2,517.84	2,517.84
Utilities St									
Bill	03/09/2026	2000...	Harpers Ferry Wat...	Mar 2026	General		20000 · Acco...	240.00	240.00
Bill	03/31/2026	8248	Jeff Co. Solid Was...	INV 8248	General		20000 · Acco...	38.61	278.61
Total Utilities St								278.61	278.61
Total 001.750 · Street Department								4,890.10	4,890.10
001.751 · Street Lights									
Utilities SI									
Bill	03/06/2026	1100...	Potomac Edison	Street Lights...	General		20000 · Acco...	1,357.89	1,357.89
Total Utilities SI								1,357.89	1,357.89
Total 001.751 · Street Lights								1,357.89	1,357.89
001.753 · Snow Removal									
Contracted Services S									
Bill	03/03/2026	27275	Cornerstone Lawn...	INV 27275 P...	General		20000 · Acco...	1,200.00	1,200.00
Bill	03/16/2026	27221	Cornerstone Lawn...	INV 27221 P...	General		20000 · Acco...	1,200.00	2,400.00
Bill	03/30/2026	27356	Cornerstone Lawn...	INV 27356 S...	General		20000 · Acco...	2,260.00	4,660.00
Total Contracted Services S								4,660.00	4,660.00
Total 001.753 · Snow Removal								4,660.00	4,660.00
001.803 · Local Health Dept.									
Deposit	03/27/2026		State of WV	ct Races	General		001 General ...	-939.04	-939.04
Total 001.803 · Local Health Dept.								-939.04	-939.04
417 · Office of Attorney									
Professional Services									
Bill	03/01/2026	1250...	Bowles Rice LLP	INV 1250935	General		20000 · Acco...	120.00	120.00
Total Professional Services								120.00	120.00
Total 417 · Office of Attorney								120.00	120.00
Total Expense								141,286.40	141,286.40
Net Ordinary Income								-6,797.96	-6,797.96
Net Income								-6,797.96	-6,797.96

Corp. of Harpers Ferry

Profit & Loss Budget vs. Actual (Water Only)

July 2025 through March 2026

Accrual Basis

	Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
131 . SB234 Reserve Transfer	54,500.00	80,379.00	-25,879.00	67.8%
General				
320_399 . Police Department Rev Sources				
321 Parking Violations	0.00	0.00	0.00	0.0%
Total 320_399 . Police Department Rev Sources	0.00	0.00	0.00	0.0%
Total General	54,500.00	80,379.00	-25,879.00	67.8%
400 . Water Department Income				
481 . Reimbursements	0.00	0.00	0.00	0.0%
Bond Renewal & Repl 2.5% tmfr	21,800.00	29,250.00	-7,450.00	74.5%
New Water Taps	2,250.00	0.00	2,250.00	100.0%
Capacity Improvement Fees	8,775.00	0.00	8,775.00	100.0%
419 . Interest Income Bonds	0.00	2,000.00	-2,000.00	0.0%
421 . Non Utility Income	12,511.10	2,000.00	10,511.10	625.6%
419 . Interest	0.00	0.00	0.00	0.0%
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	14,028.97	2,000.00	12,028.97	701.4%
461 . Customers - Water Bill Payments				
462 - Customer Hydrants	4,287.51	6,700.00	-2,412.49	64.0%
461 . Customers - Water Bill Payments - Other	772,109.83	1,170,000.00	-397,890.17	66.0%
Total 461 . Customers - Water Bill Payments	776,397.34	1,176,700.00	-400,302.66	66.0%
462.1 . Annual Fire Service Fee	110.76	3,000.00	-2,889.24	3.7%
471 . PSD bill processing	25,575.00	36,000.00	-10,425.00	71.0%
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	886,240.74	1,288,950.00	-402,709.26	68.8%
Total Income	940,740.74	1,369,329.00	-428,588.26	68.7%
Gross Profit	940,740.74	1,369,329.00	-428,588.26	68.7%
Expense				
400 . Water Department				
Bond Interest				
341.9 . Water Bond Debt Service (2024)	39,758.59	0.00	39,758.59	100.0%
427.3 . Bonds Payable - Series C	13,707.00	70,000.00	-56,293.00	19.6%
428 . USDA 2021 - Bonds Payable	175,770.00	252,640.00	-76,870.00	69.6%
Total Bond Interest	229,235.59	322,640.00	-93,404.41	71.0%
631.1 . Prof Services-Accounting-Water	12,063.10	15,000.00	-2,936.90	80.4%
131.3 Water Trants to Reserve	54,500.00	80,379.00	-25,879.00	67.8%
334. New Meters	1,385.37	4,000.00	-2,614.63	34.6%
334.0 Maintenance of Meters	1,877.91	1,600.00	277.91	117.4%
341.2 Capital Outlay - Auto	5,825.16	7,766.88	-1,941.72	75.0%
605.8 Accrued Leave - Water	0.00	5,000.00	-5,000.00	0.0%
620.7a - Bank Service Charges	0.00	25.00	-25.00	0.0%
670.7 Bad Debt	0.00	2,500.00	-2,500.00	0.0%
675.3 Uniforms	577.58	1,500.00	-922.42	38.5%
675.3Memberships/Dues/subscript	424.00	700.00	-276.00	60.6%

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

4:45 PM
 05/06/26
 Accrual Basis

	Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget
Maintenance of Mains				
675.6 . Miscellaneous Expense	1,012.68	1,500.00	-487.32	67.5%
642.6 . Rental Equipment	296.44	2,200.00	-1,903.56	13.5%
620.6 . Materials and Supplies	6,634.87	25,000.00	-18,365.13	26.5%
636 . Contracted Services	50,034.14	95,000.00	-44,965.86	52.7%
Total Maintenance of Mains	57,978.13	123,700.00	-65,721.87	46.9%
127 . Bond Renewal & Replacement Fund				
408.10 . Assessments	21,800.00	29,250.00	-7,450.00	74.5%
408.12 . PR Taxes Employer Expense	2,287.35	2,400.00	-112.65	95.3%
427.3 . Municipal Bond Commission	21,546.26	32,249.31	-10,703.05	66.8%
601.3 . Plant - Salaries & Wages	3,053.08	18,600.00	-15,546.92	16.4%
601.7 . Office - Salaries & Wages	185,095.73	253,647.99	-68,552.26	73.0%
604.8 . Pension Exp	92,984.72	114,919.70	-21,934.98	80.9%
605.8 . Employee PEIA Benefits	26,156.01	37,990.18	-11,834.17	68.8%
615.3 . Utilities W	44,239.60	57,000.00	-12,760.40	77.6%
618.3 . Plant Chemicals	28,825.75	40,000.00	-11,174.25	72.1%
620.3 . Plant - Material & Supplies	8,649.20	20,000.00	-11,350.80	43.2%
620.6 . Maintenance of Hydrants	7,723.19	8,000.00	-276.81	96.5%
620.7 . Postage And Cust Acctg Supplies	3,642.39	2,000.00	1,642.39	182.1%
620.7c . Customer Acct Exp Material Supp	4,392.51	10,000.00	-5,607.49	43.9%
620.8 . Office Supplies & Expenses	0.00	0.00	0.00	0.0%
631.2 . Payroll Processing-Water	442.95	1,100.00	-657.05	40.3%
620.8 . Office Supplies & Expenses - Other	15,985.23	32,000.00	-16,014.77	50.0%
Total 620.8 . Office Supplies & Expenses	16,428.18	33,100.00	-16,671.82	49.6%
620.8PM . Plant Maintenance MS				
631.3 . Lab Services	7,096.90	9,000.00	-1,903.10	78.9%
631.4PM . Plant Maintenance CS	5,529.09	9,000.00	-3,470.91	61.4%
631.8 . Legal Fees and Studies	26,483.18	55,860.94	-29,377.76	47.4%
631.8 . Security 911 Notification	8,612.50	6,000.00	2,612.50	143.5%
642.8 . Leased Equipment W	313.50	800.00	-486.50	39.2%
650.8 . Auto & Transportation Expenses	962.75	1,000.00	-37.25	96.3%
656.8 . Ins-Property, Liability, Workers	4,450.94	17,000.00	-12,549.06	26.2%
660.8 . Advertising & Legal Publication	20,855.59	32,000.00	-11,144.41	65.2%
675.3 . Training, Education, & Certif	884.98	1,000.00	-115.02	88.5%
675.8 . Telephone W	523.50	4,000.00	-3,476.50	13.1%
675.8 . Telephone W	7,503.66	9,700.00	-2,196.34	77.4%
Total 400. . Water Department	913,907.40	1,369,329.00	-455,421.60	66.7%
Total Expense	913,907.40	1,369,329.00	-455,421.60	66.7%
Net Ordinary Income	26,833.34	0.00	26,833.34	100.0%
Net Income	26,833.34	0.00	26,833.34	100.0%

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
131 - SB234 Reserve Transfer									
General Journal	03/31/2026			SB 234 Tran...	Water		131.3 Water ...	6,000.00	6,000.00
Total 131 - SB234 Reserve Transfer								6,000.00	6,000.00
400 - Water Department Income									
Bond Renewal & Repl 2.5% trnfr									
General Journal	03/31/2026			Reserves	Water		127 - Bond R...	2,700.00	2,700.00
Total Bond Renewal & Repl 2.5% trnfr								2,700.00	2,700.00
New Water Taps									
Deposit	03/03/2026	1831	Coreys Construction	Block O Lot ...	Water		Water Fund ...	750.00	750.00
Total New Water Taps								750.00	750.00
Capacity Improvement Fees									
Deposit	03/03/2026	1831		Block O Lot ...	Water		Water Fund ...	2,925.00	2,925.00
Total Capacity Improvement Fees								2,925.00	2,925.00
421 - Non Utility Income									
419 - Interest									
Deposit	03/31/2026			Interest	Water		HF Water W...	9.19	9.19
Deposit	03/31/2026			Interest	Water		Water Improv...	0.08	9.27
Deposit	03/31/2026			Interest	Water		Construction F...	481.19	490.46
Deposit	03/31/2026			Interest	Water		2024 Const T...	19.11	509.57
Deposit	03/31/2026			Interest	Water		CNB Renew ...	19.11	528.68
Deposit	03/31/2026			Interest	Water		CNB Renew ...	291.38	820.06
Deposit	03/31/2026			Interest	Water		CNB Reserve...	19.11	839.17
Deposit	03/31/2026			Interest	Water		CNB CWCR ...	494.19	1,333.36
Deposit	03/31/2026			Interest	Water		Water Fund ...	33.40	1,366.76
Total 419 - Interest								1,366.76	1,366.76
Total 421 - Non Utility Income								1,366.76	1,366.76
461 - Customers - Water Bill Payments									
462 - Customer Hydrants									
Deposit	03/18/2026			NPS Hydrants	Water		Water Fund ...	240.00	240.00
Total 462 - Customer Hydrants								240.00	240.00
461 - Customers - Water Bill Payments - Other									
Deposit	03/23/2026			hydrants	Water		Water Fund ...	510.00	510.00
General Journal	03/31/2026		Harpers Ferry_v	To adjust A/...	Water		141 Accounts...	113,770.05	114,280.05
Total 461 - Customers - Water Bill Payments - Other								114,280.05	114,280.05
Total 461 - Customers - Water Bill Payments								114,520.05	114,520.05
471 - PSD bill processing									
Invoice	03/05/2026	202603	HF Bolivar Public ...	Monthly pay...	Water		141 Accounts...	2,340.00	2,340.00
Invoice	03/05/2026	202603	HF Bolivar Public ...		Water		141 Accounts...	500.00	2,840.00
Total 471 - PSD bill processing								2,840.00	2,840.00
Total 400 - Water Department Income								125,101.81	125,101.81
Total Income								131,101.81	131,101.81
Gross Profit								131,101.81	131,101.81
Expense									
400 - Water Department									
Bond Interest									
341.9 - Water Bond Debt Service (2024)									
General Journal	03/03/2026			new withdra...	Water		Water Fund ...	7,425.44	7,425.44
Total 341.9 - Water Bond Debt Service (2024)								7,425.44	7,425.44
427.3 - Bonds Payable - Series C									
Check	03/13/2026	EFT	USDA	2026 MAR	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	03/11/2026	eft	USDA		Water		Water Fund ...	19,530.00	19,530.00
Total 428 - USDA 2021 - Bonds Payable								19,530.00	19,530.00

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total Bond Interest								28,478.44	28,478.44
631.1 · Prof Services-Accounting-Water									
Bill	03/31/2026	36353	CoxHollidayoung ...	Accounting ...	Water		20000 · Acco...	628.60	628.60
Total 631.1 · Prof Services-Accounting-Water								628.60	628.60
131.3 Water Transfs to Reserve									
General Journal	03/31/2026			SB 234 Tran...	Water		131 · SB234 ...	6,000.00	6,000.00
Total 131.3 Water Transfs to Reserve								6,000.00	6,000.00
334. New Meters									
Credit Card Cha...	03/06/2026	8155...	USA Bluebook	Paradis, met...	Water		P-Card	299.85	299.85
Total 334. New Meters								299.85	299.85
334.0 Maintenance of Meters									
Bill	03/10/2026	247 U...	Greenridge Contra...	INV 247 Union	Water		20000 · Acco...	195.00	195.00
Bill	03/10/2026	239 ...	Greenridge Contra...	INV 239 Old ...	Water		20000 · Acco...	292.50	487.50
Bill	03/10/2026	769 ...	Greenridge Contra...	INV 769 Wa...	Water		20000 · Acco...	292.50	780.00
Bill	03/10/2026	43 M...	Greenridge Contra...	INV 43 Murphy	Water		20000 · Acco...	195.00	975.00
Bill	03/10/2026	186 C...	Greenridge Contra...	INV 186 Ca...	Water		20000 · Acco...	195.00	1,170.00
Bill	03/10/2026	180 C...	Greenridge Contra...	INV 180 Ca...	Water		20000 · Acco...	195.00	1,365.00
Bill	03/10/2026	61 M...	Greenridge Contra...	INV 61 Murphy	Water		20000 · Acco...	195.00	1,560.00
Credit Card Cha...	03/20/2026	85578	Home Depot	paradis, met...	Water		P-Card	88.34	1,648.34
Credit Card Cha...	03/26/2026	651189	Home Depot	Lambert, me...	Water		P-Card	26.67	1,675.01
Total 334.0 Maintenance of Meters								1,675.01	1,675.01
341.2 Capital Outlay - Auto									
Check	03/26/2026	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									
Credit Card Cha...	03/13/2026	738289	Traffic Safety War...	Paradis, traff...	Water		P-Card	200.58	200.58
Total 620.6 · Materials and Supplies								200.58	200.58
636 · Contracted Services									
Bill	03/10/2026	83 Ta...	Greenridge Contra...	INV 83 Taylor	Water		20000 · Acco...	750.00	750.00
Bill	03/10/2026	1073 ...	Greenridge Contra...	INV 1073 W ...	Water		20000 · Acco...	8,971.71	9,721.71
Bill	03/10/2026	67A S...	Greenridge Contra...	INV 67A Spri...	Water		20000 · Acco...	2,872.01	12,593.72
Total 636 · Contracted Services								12,593.72	12,593.72
Total Maintenance of Mains								12,794.30	12,794.30
127 · Bond Renewal & Replacement Fund									
General Journal	03/31/2026			Reserves	Water		Bond Renew...	2,700.00	2,700.00
Total 127 · Bond Renewal & Replacement Fund								2,700.00	2,700.00
408.12 · PR Taxes Employer Expense									
General Journal	03/12/2026			payroll 3/12	Water		001 General ...	577.85	577.85
General Journal	03/12/2026			payroll 3/12	Water		001 General ...	566.05	1,143.90
General Journal	03/26/2026			payroll 3/26	Water		001 General ...	551.76	1,695.66
General Journal	03/26/2026			payroll 3/26	Water		001 General ...	504.63	2,200.29
General Journal	03/27/2026			payroll 3/27	Water		Water Fund ...	5.87	2,206.16
General Journal	03/31/2026			move 'water'...	Water		PR Taxes Em...	650.95	2,857.11
General Journal	03/31/2026			move 'GF' p...	Water		PR Taxes Em...	-1,173.22	1,683.89
Total 408.12 · PR Taxes Employer Expense								1,683.89	1,683.89
601.3 · Plant - Salaries & Wages									
General Journal	03/12/2026			payroll 3/12	Water		001 General ...	7,580.52	7,580.52
General Journal	03/26/2026			payroll 3/26	Water		001 General ...	7,239.29	14,819.81
General Journal	03/27/2026			payroll 3/27	Water		Water Fund ...	76.78	14,896.59
Total 601.3 · Plant - Salaries & Wages								14,896.59	14,896.59
601.7 · Office - Salaries & Wages									
General Journal	03/12/2026			payroll 3/12	Water		001 General ...	7,177.88	7,177.88
General Journal	03/26/2026			payroll 3/26	Water		001 General ...	6,593.31	13,771.19
General Journal	03/31/2026			move 'water'...	Water		PR Taxes Em...	8,862.93	22,634.12
General Journal	03/31/2026			move 'GF' p...	Water		PR Taxes Em...	-14,634.18	7,999.94
Total 601.7 · Office - Salaries & Wages								7,999.94	7,999.94
604.8 · Pension Exp									
General Journal	03/12/2026			payroll 3/12	Water		001 General ...	682.25	682.25

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
General Journal	03/12/2026			payroll 3/12	Water		001 General ...	646.00	1,328.25
General Journal	03/26/2026			payroll 3/26	Water		001 General ...	651.53	1,979.78
General Journal	03/26/2026			payroll 3/26	Water		001 General ...	593.40	2,573.18
General Journal	03/27/2026			payroll 3/27	Water		Water Fund ...	6.91	2,580.09
Total 604.8 · Pension Exp								2,580.09	2,580.09
605.8 · Employee PEIA Benefits									
OPEB - Water									
Check	03/13/2026	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	03/13/2026	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	03/09/2026	Mar 2...	Harpers Ferry Wat...	Mar 2026	Water		20000 · Acco...	132.27	132.27
Bill	03/12/2026	1101...	Potomac Edison	Usage FEB	Water		20000 · Acco...	99.85	232.12
Bill	03/12/2026	1100...	Potomac Edison	usage Pot R...	Water		20000 · Acco...	10.00	242.12
Bill	03/13/2026	1100...	Potomac Edison	Usage FEB	Water		20000 · Acco...	2,719.98	2,962.10
Bill	03/25/2026	3462...	Waste Manageme...	Town hall du...	Water		20000 · Acco...	71.72	3,033.82
Total 615.3 · Utilities W								3,033.82	3,033.82
618.3 · Plant Chemicals									
Bill	03/26/2026	1003...	CITCO Water	INV 100340...	Water		20000 · Acco...	158.26	158.26
Total 618.3 · Plant Chemicals								158.26	158.26
620.3 · Plant - Material & Supplies									
Credit Card Cha...	03/02/2026	43746	Sunoco	Paradis, hea...	Water		P-Card	51.00	51.00
Bill	03/05/2026	0052...	DEP / Div. of Wate...	INV 005211...	Water		20000 · Acco...	2,675.00	2,726.00
Credit Card Cha...	03/06/2026	562141	Sunoco	Paradis, hea...	Water		P-Card	27.98	2,753.98
Credit Card Cha...	03/06/2026	8155...	USA Bluebook	Paradis lab ...	Water		P-Card	189.59	2,943.57
Credit Card Cha...	03/10/2026	1867...	Hach	Paradis, lab	Water		P-Card	75.88	3,019.45
Total 620.3 · Plant - Material & Supplies								3,019.45	3,019.45
620.7 · Postage And Cust Acctg Supplies									
Credit Card Cha...	03/16/2026	389031	US Post Office	Lambert, po...	Water		P-Card	7.55	7.55
Credit Card Cha...	03/17/2026	809082	US Post Office	Spalding, po...	Water		P-Card	89.17	96.72
Credit Card Cha...	03/24/2026	792118	US Post Office	Spalding, po...	Water		P-Card	10.77	107.49
Total 620.7 · Postage And Cust Acctg Supplies								107.49	107.49
620.8 · Office Supplies & Expenses									
Bill	03/01/2026	98849	Advantage Techno...	INV 98849 S...	Water		20000 · Acco...	428.44	428.44
Credit Card Cha...	03/06/2026	17255	Amazon.com	Spalding, off...	Water		P-Card	94.33	522.77
Bill	03/16/2026	14354	Continental Utility ...	INV 14354 A...	Water		20000 · Acco...	433.00	955.77
Credit Card Cha...	03/23/2026	373716	Amazon.com	Spalding offi...	Water		P-Card	77.03	1,032.80
Bill	03/24/2026	14457	Continental Utility ...	UB4 Mainten...	Water		20000 · Acco...	5,225.00	6,257.80
Credit Card Cha...	03/24/2026	536556	CCSI	Spalding, fax...	Water		P-Card	12.84	6,270.64
Bill	03/26/2026	Marc...	interstate Comm o...	2026 memb...	Water		20000 · Acco...	23.00	6,293.64
Bill	03/31/2026	36353	CoxHollidayoung ...	RN Access ...	Water		20000 · Acco...	81.33	6,374.97
Total 620.8 · Office Supplies & Expenses								6,374.97	6,374.97
620.8PM · Plant Maintenance MS									
Bill	03/09/2026	1126...	Atlas Copco	INV 112602...	Water		20000 · Acco...	2,154.94	2,154.94
Credit Card Cha...	03/23/2026	29786	Mouser Electric	Paradis, fuses	Water		P-Card	62.39	2,217.33
Total 620.8PM · Plant Maintenance MS								2,217.33	2,217.33
631.3 · Lab Services									
Bill	03/03/2026	2630...	Pace Analytical	INV 263066...	Water		20000 · Acco...	523.00	523.00
Bill	03/04/2026	WAT...	West Virginia DH...	WAT26-2238	Water		20000 · Acco...	92.00	615.00
Bill	03/06/2026	2530...	Pace Analytical	INV 253065...	Water		20000 · Acco...	292.00	907.00
Bill	03/27/2026	WAT...	West Virginia DH...	INV WAT26-...	Water		20000 · Acco...	23.00	930.00
Bill	03/31/2026	ENV2...	West Virginia DH...	ENV 26-761	Water		20000 · Acco...	20.00	950.00
Total 631.3 · Lab Services								950.00	950.00
631.4PM · Plant Maintenance CS									
Bill	03/11/2026	MAR ...	Dodson Septic Ta...	MAR 2026	Water		20000 · Acco...	475.00	475.00
Total 631.4PM · Plant Maintenance CS								475.00	475.00

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
631.8 · Legal Fees and Studies									
Bill	03/01/2026	4800	Law Office of Hoy ...	FY 2026 CD...	Water		20000 · Acco...	780.00	780.00
Bill	03/01/2026	4799	Law Office of Hoy ...	Bolivar heig...	Water		20000 · Acco...	1,657.50	2,437.50
Total 631.8 · Legal Fees and Studies								2,437.50	2,437.50
650.8 · Auto & Transportation Expenses									
Bill	03/03/2026	NP70...	Fuelman	NP70110089	Water		20000 · Acco...	127.81	127.81
Credit Card Cha...	03/16/2026	25032	Rock Auto	Paradis, aut...	Water		P-Card	179.78	307.59
Credit Card Cha...	03/20/2026	652764	Auto Zone	Paradis, auto	Water		P-Card	7.79	315.38
Credit Card Cha...	03/23/2026	101151	Bouncie.com	Paradis, mo...	Water		P-Card	25.05	340.43
Credit Card Cha...	03/27/2026	743796	Creamers Wrecke...	Lambert tow...	Water		P-Card	100.00	440.43
Total 650.8 · Auto & Transportation Expenses								440.43	440.43
656.8 · Ins-Property, Liability, Workers									
Bill	03/01/2026	3721...	ENCOVA Insurance	Worker's Co...	Water		20000 · Acco...	854.94	854.94
Bill	03/02/2026	114119	WV Corp	Q4 2026	Water		20000 · Acco...	4,520.23	5,375.17
Total 656.8 · Ins-Property, Liability, Workers								5,375.17	5,375.17
675.8 · Telephone W									
Bill	03/12/2026	0326	Frontier	Telephone 2...	Water		20000 · Acco...	204.02	204.02
Bill	03/13/2026	MAR ...	Comcast Internet	Internet phone	Water		20000 · Acco...	205.86	409.88
Bill	03/20/2026	0730...	Frontier	march	Water		20000 · Acco...	76.65	486.53
Bill	03/25/2026	8299...	Comcast Internet	Internet 202...	Water		20000 · Acco...	56.63	543.16
Credit Card Cha...	03/31/2026	FEB ...	US Cellular	cell phones ...	Water		P-Card	148.87	692.03
Total 675.8 · Telephone W								692.03	692.03
Total 400. · Water Department								109,764.32	109,764.32
Total Expense								109,764.32	109,764.32
Net Ordinary Income								21,337.49	21,337.49
Net Income								21,337.49	21,337.49

Checks over Purchasing Threshold for approval				Town Council Meeting 5/11/2026	
Check #	Vendor	INV #			
17081	Top Gun Sealcoating	1622		Restriping Town Hall Lot	\$ 3,600.00
15529	Citco Water	100344817		Plant Chemicals	\$ 1,687.33
392	All American Repairs	42601		Children's Park Equipment Repair	\$ 215.00
17075	All American Repairs	42602		Lamp Post Installation	\$ 3,150.00
17083 & 1553	Advantage Technologies	95693, 99172, 10359, 101024, 101462, 101583		IT contracted services	\$3836.00 & \$824.25



PROPOSAL

Office: (301) 791-3500
 Fax: (301) 791-3756
www.antietamtree.com

March 17, 2026

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Proposal #: 120073
 Customer #: 23627

CORPORATION OF HARPERS FERRY
 P.O. BOX 217
 HARPERS FERRY, WV 25425

Home:
 Office: 304-535-2206
 Mobile: 304-535-2759
 Fax: 304-535-6520
 E-mail: dkelly@harpersferrywv.us

Antietam Tree and Turf proposes to complete the following for the estimate shown.

Gazebo Park - Large Maple center - Remove and haul away debris.	980.00
English Walnut by road leaning. Remove and haul away.	200.00
Oak by gazebo - reduce from house and gazebo. Haul away debris.	250.00
Maple - west side - remove low limb by wires.	75.00
Union Square - Prune Maple and remove small Boxelder. Haul away debris.	300.00
740 Washington Street - Hawthorn - crown prune	100.00
867 - 2 Pines remove and haul away debris	400.00
1000 Washington Street - Bradford Pears - side of town hall - cut back from bldg. & elevate for traffic. Elevate trees over green dumpster near town hall.	600.00
Church Street near 241 - Remove Norway Maple leaning. Haul away debris.	300.00
West Ridge - 1230 - Large Cherry Tree - Remove and haul away. Grind stump. Haul away debris.	700.00
1182 West Ridge - Two (2) Crabapples - prune and remove small Cedar	200.00
1150 West Ridge - Elevate small Tree	50.00
1128 West Ridge - Prune Dogwood top of slope	50.00
990 W. Ridge - Remove Locust and Mulberry	400.00
1000 W. Ridge - Remove Maple and small Cedar	350.00
Cambridge Street - Remove Boxelder	300.00
1171 W. Ridge - Elevate Pear Trees	100.00
Henry Clay Street - Remove Boxelder with double trunk	200.00
Fillmore Street - grind stumps front of 338/316	300.00
370 Fillmore - elevate Kentucky Coffee	75.00



PROPOSAL

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March 17, 2026

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Proposal #: 120073

Antietam Tree and Turf proposes to complete the following for the estimate shown.

524 Fillmore - crown prune Apple	100.00
576 - East property line - grind little stump	50.00
700 block Fillmore Street - elevate small Linden	50.00
Silver Maple beside Mather Place - prune for weight reduction both sides	500.00
915 Fillmore - Maple - elevate	50.00
964 Fillmore - Elevate across Fillmore	50.00
Franklin Paper Street - Remove Mulberry	500.00
1023 Putman - Remove large clump of Ailanthus Trees	300.00
105 Putman Court - Remove Maple and grind stump. Haul away debris.	450.00
Boundary Street - remove small Boxelder	75.00
800 East Ridge Street - Prune Kwanzan Cherry. Haul away debris.	75.00
End of East Ridge - elevate Maple to match other side	100.00

We agree to complete the above job in accordance with the specifications listed for the above sums with payment made upon receipt of invoice. Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above the estimate.

Thank you for the opportunity to be of service. If you have any questions or concerns, please feel free to call.

Sincerely,

Joseph Morrow
 ISA Certified Arborist

ACCEPTANCE OF PROPOSAL

The above price, specifications and conditions as outlined above and on reverse side, are satisfactory and are accepted. Antietam Tree & Turf is authorized to do the work as specified. Payments shall be made **Upon Receipt of Invoice** unless otherwise

Proposal SubTotal:	8,530.00
Discount Amount:	0.00
State Taxes:	0.00
Local Taxes:	0.00
Proposal Total:	\$8,530.00
Required Deposit:	0.00

Signed: _____ Date: _____

Pruning shall be done in accordance with ANSI A300 Tree Care Standards unless otherwise noted.

Maryland Licensed Tree Expert No 591

Detail for B&F Agenda Items

Item #	Subject	Budget Line	Amount
5.h.vi.	Police Department		
	Bulletproof vests - Qty 6 - provisionally approved amount - \$5000	976 Public Safety	up to \$9000.00
	Cruiser Tablets for communication with County - provisionally approved amount - \$15,500	976 Public Safety	up to \$16,000.00
5.h.vi.	Public Library		
	Reimbursement for Arts programs	906 Arts/Humanities	\$1,224.09
	Annual Public Library Funding	916 Library	\$5,000.00
5.h.vi.	Fire Department		
	Annual Fire Department Funding	706 Fire Department in General Fund	\$4,000.00
	Annual Fire Department Funding	706 Fire Department in Coal Severence	\$700.00
5.h.vi.	Public Transportation		
	Annual Public Transporatation Funding	759 Public Transportation	\$4,500.00
	Annual Public Transporatation Funding	402 Economic Development	\$3,000.00

HF Water Works Proposed FY 2026 REV 2 and FY 2027		FY 2026 REV 1 Dec 8 2025	ACTUAL FEB 28 2026 not final	FY 2026 REV 2 proposed May 11 2026	REV 2 to REV 1	FY 2027 Proposed May 11 2026	FY 27 to REV 2
Line item	Description						
<u>400</u>	<u>INCOME</u>						
	Bond Renewal & repl 2/5%	\$29,250.00	\$19,100.00	\$26,325.00	(\$2,925.00)	\$26,325.00	\$0.00
	CWCR Reserve	\$80,379.00	\$48,500.00	\$72,341.10	(\$8,037.90)	\$72,341.10	\$0.00
	New Water Taps	\$0.00			\$0.00		\$0.00
	Capacity Improvement Fees		\$5,850.00	\$5,850.00	\$5,850.00		(\$5,850.00)
419	Interest Income Bonds	\$2,000.00	\$1,500.00	\$1,500.00	(\$500.00)		(\$1,500.00)
<u>421</u>	<u>Non Utility Income</u>				\$0.00		\$0.00
419	Interest	\$2,000.00	\$11,144.34	\$14,500.00	\$12,500.00	\$10,000.00	(\$4,500.00)
421 a	Other Income		\$1,517.87	\$1,517.87	\$1,517.87		(\$1,517.87)
421 B	Other Grants w				\$0.00		\$0.00
<u>461</u>	<u>Customers</u>				\$0.00		\$0.00
462	Customer Hydrants	\$6,700.00	\$4,047.51	\$6,700.00	\$0.00	\$6,700.00	\$0.00
461	Water Bill Payments	\$1,170,000.00	\$657,829.78	\$1,053,000.00	(\$117,000.00)	\$1,053,000.00	\$0.00
462.1	Annual Fire Service Fee	\$3,000.00	\$110.76	\$3,000.00	\$0.00	\$3,000.00	\$0.00
471	PSD Billing	\$36,000.00	\$22,735.00	\$36,000.00	\$0.00	\$36,000.00	\$0.00
	ARPA				\$0.00		\$0.00
472	AT&T Rent				\$0.00		\$0.00
	MISC				\$0.00		\$0.00
	SOFT Cost for Elks Run				\$0.00		\$0.00
					\$0.00		\$0.00
	Renew Replace (upgrade M/S C/S)	\$40,000.00	\$37,303.67	\$85,000.00	\$45,000.00	\$40,000.00	(\$45,000.00)
	Soft Cost from Plant Project				\$0.00		\$0.00
	Total Income	\$1,369,329.00	\$809,638.93	\$1,305,733.97	(\$63,595.03)	\$1,247,366.10	(\$58,367.87)

HF Water Works Proposed FY 2026 REV 2 and FY 2027		FY 2026 REV 1 Dec 8 2025	ACTUAL FEB 28 2026 not final	FY 2026 REV 2 proposed May 11 2026	REV 2 to REV 1	FY 2027 Proposed May 11 2026	FY 27 to REV 2	
					\$0.00		\$0.00	
					\$0.00		\$0.00	
	<u>EXPENSE</u>							
631.1	Prof Services Accounting	\$15,000.00	\$11,434.50	\$15,000.00	\$0.00	\$15,000.00	\$0.00	
	SB234 Reserve	\$80,379.00	\$48,500.00	\$72,341.10	(\$8,037.90)	\$72,341.10	\$0.00	
334	New Meter	\$4,000.00	\$1,085.52	\$3,735.99	(\$264.01)	\$500.00	(\$3,235.99)	
334	Maint of Meters	\$1,600.00	\$202.90	\$3,000.00	\$1,400.00	\$1,000.00	(\$2,000.00)	
341.2	Cap Outlay - Auto	\$7,766.88	\$5,177.92	\$9,166.88	\$1,400.00	\$14,223.00	\$5,056.12	\$647.24/mo pay off March 2027
605.8	Accrued Leave	\$5,000.00	\$4,019.57	\$11,000.00	\$6,000.00	\$3,000.00	(\$8,000.00)	
620.7a	Bank Service Charge	\$25.00	\$0.00	\$25.00	\$0.00	\$25.00	\$0.00	
670.7	Bad Debt	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	
675.3	Uniforms	\$1,500.00	\$577.58	\$1,500.00	\$0.00	\$1,500.00	\$0.00	
675.3	training	\$200.00	\$424.00	\$2,000.00	\$1,800.00	\$1,000.00	(\$1,000.00)	
675.3	Membership/Dues	\$500.00		\$500.00	\$0.00	\$500.00	\$0.00	
	<u>Maint of Mains</u>				\$0.00		\$0.00	
675.6	Miscellaneous Expense	\$1,500.00	\$1,012.68	\$1,200.00	(\$300.00)	\$1,000.00	(\$200.00)	
642.6	Rental Equipment	\$2,200.00	\$296.44	\$1,200.00	(\$1,000.00)	\$1,200.00	\$0.00	
620.6	Materials/Supplies - Mains	\$25,000.00	\$6,434.29	\$17,000.00	(\$8,000.00)	\$15,000.00	(\$2,000.00)	
636	Contracted Services	\$95,000.00	\$37,440.42	\$95,000.00	\$0.00	\$40,000.00	(\$55,000.00)	
127	Bond Renewal and Replace	\$29,250.00	\$19,100.00	\$26,325.00	(\$2,925.00)	\$26,325.00	\$0.00	
408.1	Assessments	\$2,400.00	\$2,287.35	\$2,400.00	\$0.00	\$2,600.00	\$200.00	
427.3	Bonds Payable	\$252,640.00	\$156,240.00	\$252,640.00	\$0.00	\$252,640.00	\$0.00	
427.3	Municipal Bond Comm	\$18,600.00	\$15,237.08	\$22,600.00	\$4,000.00	\$18,600.00	(\$4,000.00)	2008 Bond \$1550/ mo matures 2048
	2024 Series A Bank Financing	\$70,000.00	\$35,297.39	\$70,000.00	\$0.00	\$98,000.00	\$28,000.00	2024A bond + reserve \$8151.68 until 11/20
601.3	Plant Salaries/Wages	\$253,647.99	\$170,199.14	\$220,000.00	(\$33,647.99)	\$242,311.33	\$22,311.33	
601.7	Office Salaries/Wages	\$114,919.70	\$84,984.78	\$130,000.00	\$15,080.30	\$123,828.85	(\$6,171.15)	
408.12	PR tax expense Employer	\$29,653.88	\$19,862.37	\$28,000.00	(\$1,653.88)	\$29,291.21	\$1,291.21	
604.8	Pension Exp	\$35,530.37	\$23,575.92	\$31,500.00	(\$4,030.37)	\$30,383.60	(\$1,116.40)	
605.8	<u>Employee PEIA</u>				\$0.00		\$0.00	
	OPEB Water				\$0.00		\$0.00	
605.8	Employee PEIA	\$57,000.00	\$40,140.68	\$56,000.00	(\$1,000.00)	\$63,942.86	\$7,942.86	3 % increase + additional employe
615.3	Utilities	\$40,000.00	\$25,791.93	\$37,000.00	(\$3,000.00)	\$37,000.00	\$0.00	
618.3	Plant Chemicals	\$20,000.00	\$8,490.94	\$12,000.00	(\$8,000.00)	\$12,000.00	\$0.00	
620.3	Plant - Materials/Supplies	\$8,000.00	\$4,703.74	\$13,000.00	\$5,000.00	\$10,000.00	(\$3,000.00)	
620.6	Maintenance of Hydrants	\$2,000.00	\$3,642.39	\$4,500.00	\$2,500.00	\$3,500.00	(\$1,000.00)	
620.7	Postage/Cust Acct Supplies	\$10,000.00	\$4,285.02	\$5,500.00	(\$4,500.00)	\$5,500.00	\$0.00	
631.2	Payroll Processing Water	\$1,100.00	\$442.95	\$900.00	(\$200.00)	\$900.00	\$0.00	
620.8	Office Supplies/Exp	\$32,000.00	\$9,610.26	\$25,000.00	(\$7,000.00)	\$22,000.00	(\$3,000.00)	
620.8	Plant Maintenance Supplies	\$9,000.00	\$4,879.57	\$9,000.00	\$0.00	\$10,000.00	\$1,000.00	

HF Water Works Proposed FY 2026 REV 2 and FY 2027		FY 2026 REV 1	ACTUAL FEB 28 2026 not final	FY 2026 REV 2 proposed May 11 2026	REV 2 to REV 1	FY 2027 Proposed May 11 2026	FY 27 to REV 2
Line item	Description	Dec 8 2025					
631.3	Lab Services	\$9,000.00	\$4,579.09	\$9,000.00	\$0.00	\$9,000.00	\$0.00
631.4	Plant Maint Contract SVC	\$55,860.94	\$26,008.18	\$50,000.00	(\$5,860.94)	\$15,000.00	(\$35,000.00)
631.8	Legal Fees and Studies	\$6,000.00	\$6,175.00	\$11,000.00	\$5,000.00	\$3,000.00	(\$8,000.00)
631.8	Security 911 notification	\$800.00	\$313.50	\$500.00	(\$300.00)	\$500.00	\$0.00
642.8	Leased Equipment W	\$1,000.00	\$962.75	\$1,200.00	\$200.00	\$1,000.00	(\$200.00)
650.8	Auto & Transportation	\$17,000.00	\$4,010.51	\$7,000.00	(\$10,000.00)	\$5,000.00	(\$2,000.00)
656.8	Ins- Prop, Liab, Worker/Como	\$32,000.00	\$15,480.42	\$32,000.00	\$0.00	\$45,000.00	\$13,000.00
660.8	Advertising & Legal Publication	\$1,000.00	\$884.98	\$1,000.00	\$0.00	\$1,000.00	\$0.00
675.8	Telephone	\$9,700.00	\$6,811.63	\$9,500.00	(\$200.00)	\$8,000.00	(\$1,500.00)
	Travel Expense/Training	\$4,000.00	\$523.50	\$3,000.00	(\$1,000.00)	\$2,254.15	(\$745.85)
	Distribution System RESERVE				\$0.00		\$0.00
					\$0.00		\$0.00
	Total Exp	\$1,364,273.76	\$811,126.89	\$1,305,733.97	(\$58,539.79)	\$1,247,366.10	(\$58,367.87)
		\$5,055.24	(\$1,487.96)	\$0.00	(\$5,055.24)	(\$0.00)	(\$0.00)

sludge removal do it biannually add \$34000



CORPORATION OF HARPERS FERRY, WEST VIRGINIA

ORDINANCE No. 2026-02

An ORDINANCE to change the name of the Ordinance Compliance Officer to Code Enforcement Officer.

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

That Article 126 of the Codified Ordinances be amended and reenacted to read as follows:

**ARTICLE 126
Code Enforcement Officer**

126.01 Establishment.

126.02 Duties.

126.03 Power to stop work on structures being constructed, renovated or remodeled.

126.04 Right of entry.

126.05 Title of officer superseded in other ordinances.

126.99 Penalty.

126.01 Establishment.

There is hereby created the position of Code Enforcement Officer, whose hiring shall be approved by the Harpers Ferry Town Council and who shall serve under the direction of the Mayor or the Mayor's designee.

126.02 Duties.

- (A) The Code Enforcement Officer is hereby authorized and directed to enforce the provisions of all applicable Articles of the Codified Ordinances of Harpers Ferry.
- (B) It shall be the duty of the Code Enforcement Officer to see to the enforcement of all ordinance provisions relating to zoning, licensing, property maintenance and upkeep, nuisances, and to inspect all buildings or structures being erected or altered, as frequently as may be necessary to insure compliance with Harpers Ferry ordinances. The Code Enforcement Officer shall have the authority to issue citations for civil violations of applicable Town ordinances.

126.03 Power to stop work on structures being constructed, renovated or remodeled.

The Code Enforcement Officer shall have the authority to order all work stopped on construction or alteration or repair of buildings or structures in the Town when such work is not in compliance with any provision of any ordinance relating thereto.

126.04 Right of entry.

Where it is necessary to make an inspection to enforce the provisions of the Town's applicable ordinances, the Code Enforcement Officer, upon obtaining

consent from the owner and / or occupant, may enter the premises at reasonable times to inspect or to perform the duties imposed by the Town's codified ordinances. If consent is denied, the Code Enforcement Officer shall have recourse to the remedies provided by law to secure entry.

126.05 Title of officer superseded in other ordinances.

All instances in the Codified Ordinances of Harpers Ferry where reference is made to Ordinance Compliance Officer are hereby updated to refer to the Code Enforcement Officer.

126.99 Imposition of Penalties.

- (A) The Code Enforcement Officer may impose penalties provided in the Codified Ordinances of Harpers Ferry under the purview of the Code Enforcement Officer when a violation is determined.
- (B) The imposition of the penalties herein prescribed shall not preclude the Town Attorney from instituting an appropriate action or proceeding to prevent an unlawful erection, construction, reconstruction, addition, alteration, conversion, removal, demolition, maintenance or use, or to restrain, correct or abate a violation, or to prevent the occupancy of a building or structure or portion thereof, or of the premises, or to prevent an illegal act, conduct, business or use in or about any premises.

Passed FIRST READING the 9th day of March, 2026.

Passed SECOND and FINAL READING the _____ day of _____, 2026.

Gregory F. Vaughn, Mayor

Kevin Carden, Recorder



CORPORATION OF HARPERS FERRY, WEST VIRGINIA

ORDINANCE No. 2026-01

An ORDINANCE to amend uses allowed in the Business District.

[Introduced to Town Council by Ordinance Review Committee for first reading, 11 May 2026.]

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

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

ARTICLE 1312

Business District; Uses

1312.02 Uses allowed.

1312.02 Uses allowed.

(a) Permitted uses.

- (1) Any Residential District permitted use.
- (2) Restaurant, provided any such Structure shall be at least 25 feet from a residence in any Abutting Lot in a Residential District.
- (3) Retail Sales Establishment, Personal Services Establishment or other Professional Services Establishment.
- (4) Dwelling Unit or Units over a permitted Business Establishment.

(b) Conditional uses. The following Conditional Uses may be authorized upon application to the Board of Zoning Appeals for a Conditional Use Permit as long as any proposed Conditional Use will not be detrimental to other Permitted Uses in the Business District or to Abutting Lots in the Residential District:

- (1) Any Residential District Conditional Use.
- (2) Apartment house, Hotel, Office Structure, Association Hall, Parking Lot (Commercial, Restricted Accessory, and Public) or Public Garage.
- (3) Small Recreational Facilities provided any such facility shall be at least 25 feet from any Abutting Lot in a Residential District.

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

Passed FIRST READING the ____ day of _____, 2026.

Passed SECOND and FINAL READING the ____ day of _____, 2026.

Greg Vaughn, Mayor

Kevin Carden, Recorder



CORPORATION OF HARPERS FERRY, WEST VIRGINIA

ORDINANCE No. 2026-03

An ORDINANCE to create the new Public Use and Conservation zoning district and delineate permitted uses.

[Introduced to Town Council by Ordinance Review Committee, 11 May 2026.]

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

That Article 1310 of the Codified Ordinances be amended and reenacted, and a new Article 1314 be created, all to read as follows:

ARTICLE 1310

Establishment of Zoning Districts and Zoning Map

1310.01 Zoning districts.

1310.01 Zoning districts.

- (a) Base zoning. For the purpose of carrying out the provisions of this Zoning Ordinance, the incorporated area of the Town is hereby divided into ~~two~~three underlying (or base) zoning classifications as set forth in this Zoning Ordinance, and as marked on the official Zoning Map certified by Town Council and consistent with the Comprehensive Plan. The Rights-of-Way, both used and unused, are publicly owned and carry the least intensive zoning of the Abutting properties along each Block.
- ~~(a)~~ (b) Historical significance of Town. In 1979, the Town was nominated and then designated as a historic district on the National Register of Historic Places as the Harpers Ferry Historic District. This designation recognizes those resources that contribute to the cultural, social, economic, political and architectural history of the Town. In harmony with the Comprehensive Plan, the Town recognizes that the preservation of historic character and architecture is primary to the safeguarding of the cultural, social, religious and economic heritage of the Town. The Town recognizes the importance of preserving historic structures and land throughout the Town in order to:
- (1) Protect the heritage of the historic sites by preserving the cultural, social, economic, political, architectural, or archaeological history;
 - (2) Foster urban and civic beauty;
 - (3) Promote the preservation and the use of historic districts for the education, welfare, and pleasure of the residents of the Town and the region; and
 - (4) Strengthen the local economy.

ARTICLE 1314

Public Use and Conservation District; Uses

38 1314.01 Designation of Public Use and Conservation District.

39 1314.02 Uses allowed.

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41

42 1314.01 Designation of Public Use and Conservation District.

43 Public Use and Conservation zoning classification (P) is intended to provide
44 public land set aside for historical and natural preservation, as well as
45 public access to those lands, in a manner consistent with the goals of the
46 Comprehensive Plan. No new commercial or residential development is permitted
47 on such lands.

48

49 1314.02 Uses allowed.

50 (a) Land set aside for public recreation, including, but not limited to,
51 Town parks.

52 (b) Land set aside for natural preservation, including, but not limited to,
53 wildlife habitat, watershed protection, and scenic viewsheds.

54 (c) Areas devoted to the preservation and interpretation of historic
55 structures and grounds.

56 (d) Burial grounds.

57 (e) Infrastructure in support of the above uses, including, but not limited
58 to, parking areas and storm drains.

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

Passed FIRST READING the _____ day of _____, 2026.

Passed SECOND and FINAL READING the _____ day of _____, 2026.

Gregory F. Vaughn, Mayor

Kevin Carden, Recorder



CORPORATION OF HARPERS FERRY, WEST VIRGINIA

ORDINANCE No. 2026-04

An ORDINANCE to amend Ordinance Articles 1302 and 1316 to allow historical monuments and interpretive signs.

[Introduced to Town Council by Ordinance Review Committee, 11 May 2026.]

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

That Articles 1302 and 1316 of the Codified Ordinances be amended and reenacted to read as follows:

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ARTICLE 1302
Words, Terms and Phrases

Historical Monument. A freestanding structure or sculpture that commemorates a person, a historical event, or a social movement.

Sign, Interpretive. A sign that includes information about the history or the natural setting of a location or area.

ARTICLE 1316
Signs

- 1316.01 Purpose and objectives.
- 1316.02 Exempt Signs.
- 1316.03 Prohibited Permanent and Temporary Signs.
- 1316.04 General provisions.
- 1316.05 Regulations of signs.
- 1316.06 Permit procedures for Temporary Business Signs.
- 1316.07 Permit procedures for permanent signs.
- 1316.08 Special Purpose Signs.
- 1316.09 Religious Organization Bulletin Boards.
- 1316.10 Real Estate Signs.
- 1316.11 Building Construction Signs.
- 1316.12 Interpretive Signs and Historical Monuments.
- ~~1316.1280~~ Maintenance.

1316.01 Purpose and objectives.

The purpose of this Article is to protect the public health, safety, convenience, comfort, and general welfare within the Town. This Article regulates the time, place, design, and manner in which signs are displayed to achieve the following objectives:

- (a) Permit non-commercial signs on any private property within the Town,

- 36 subject to the provisions of this Zoning Ordinance;
- 37 (b) Permit signs without unconstitutionally regulating the information
- 38 displayed by each sign;
- 39 (c) Permit signs where language and symbols do not violate constitutionally
- 40 guaranteed freedom of speech;
- 41 (d) Permit signs that do not constitute a hazard to the public safety;
- 42 (e) Permit commercial signs appropriate to the historic character, the use
- 43 and zoning classification of each property within the Town;
- 44 ~~(e)~~ (f) Permit signs that share information about the Town's historic and
- 45 natural heritage.
- 46 ~~(f)~~ (g) Create a more aesthetically pleasing Town environment; and
- 47 ~~(g)~~ (h) Eliminate visual clutter within the Town.

48

49 **1316.02 Exempt Signs.**

50 The following signs ~~shall be~~ are exempt on the basis that they implement a

51 compelling government interest in protecting the health and safety of persons

52 and property in the Town, and ~~shall do~~ not require Sign Permits:

- 53
- 54 (a) Temporary or permanent signs erected and maintained by the Town,
- 55 County, State or Federal Government for traffic direction, official
- 56 meetings or for direction to or identification of a Government Facility
- 57 or event;
- 58 (b) Directional Ground Signs not to exceed two signs per Driveway
- 59 indicating vehicular entrance and exit locations with size not to
- 60 exceed three square feet per Sign face and four feet in height;
- 61 (c) Flag, emblems and insignias of national, state, or local political
- 62 subdivisions;
- 63 (d) Name, ~~and / or~~ address, or plaques descriptions noting historical
- 64 significance of buildings or locations mounted to the front wall of a
- 65 building, fence, porch, lamppost, or similar post in the front yard,
- 66 not to exceed two square feet in sign area;
- 67 (e) Any window Sign located inside or behind a window ~~shall not be~~ is not
- 68 subject to the provisions of this Article provided that the window Sign
- 69 is located in a Structure where a commercial or industrial Use is
- 70 permitted as a Principal Use, and provided that it is not more than 25%
- 71 of any window area in a single window unit;
- 72 (f) Flags which are considered to be home flags that are placed to show
- 73 spirit, pride, seasonal theme, or activity;
- 74 (g) Real estate signs;
- 75 (h) Religious Bulletin Boards;
- 76 (i) Temporary political campaign signs less than four square feet and
- 77 placed on private property provided they are not posted more than 60
- 78 days before the political event and are removed within 14 days
- 79 following the event; ~~and~~
- 80 (j) Building Construction Signs in accordance with 1316.11 of this
- 81 Article; ~~and~~
- 82 ~~(j)~~ (k) Signs soliciting donations for a person, group, or cause,
- 83 providing they are removed within 60 days of their placement and do not
- 84 exceed six square feet.

85

86 **1316.03 Prohibited Permanent and Temporary Signs.**

87 All signs not expressly permitted or exempt under this Article are prohibited

88 in the Town. Such prohibited signs include but are not limited to:

- 89
- 90 (a) Abandoned Signs;
- 91 (b) Beacons and searchlights, except for emergency health or safety
- 92 purposes;

- 93 (c) Billboards and other Off-Premise Signs, except as may be permitted by
- 94 Section 1316.04(a) (9) of this Article;
- 95 (d) Flashing Signs or intermittent lighting of signs, including time and
- 96 temperature and message center signs;
- 97 (e) Animated Signs;
- 98 (f) Pennants, streamers and similar devices;
- 99 (g) All helium, gas and air balloons or air dancers for promotional
- 100 purposes;
- 101 (h) Roof Signs;
- 102 (i) Signs attached to any tree or utility pole and signs painted directly
- 103 on rocks, trees, and other natural features;
- 104 (j) Any private signs, announcements, opinions, and notices placed on
- 105 public property;
- 106 (k) Any Sign, which constitutes a traffic hazard or a detriment to public
- 107 safety or may be confused with traffic control signal or device or the
- 108 light of an emergency or road equipment vehicle;
- 109 (l) Signs which make use of words, symbols, phrases or characters in such a
- 110 manner as to interfere with, mislead, or confuse traffic;
- 111 (m) Signs or parts thereof which are erected within or above a Public
- 112 Street or Right-of-Way;
- 113 (n) Spinning devices or strings of spinning devices;
- 114 (o) Electronic Message Board Signs;
- 115 (p) Window Signs, including approved Temporary Business Signs in any
- 116 district which cover more than 25% of the total window area on a single
- 117 window unit;
- 118 (q) Signs with bright reflective paint, neon lights, photoluminescence,
- 119 black lights, color shifting lights, and any back lit or internally lit
- 120 signs; and
- 121 (r) Vinyl banners except as Special Purpose Signs (see Section 1316.08 of
- 122 this Article).

123
124 **1316.04 General provisions.**

125 All signs ~~shall~~must be designed, erected, altered, reconstructed, moved and
126 maintained in accordance with the provisions of this Article unless
127 specifically modified by another provision of this Article. A Sign Permit
128 ~~shall be~~is required for the construction, erection, relocation or alteration
129 of any Sign, unless specifically exempted by this Article.

- 130
- 131 (a) No Sign ~~shall~~may be moved, replaced or altered except that the text of
- 132 an approved Business or Organizational Merchandise Sign may be changed
- 133 at the discretion of the owner to reflect the day's changes of menu,
- 134 changes in approved business information, or items on sale that day.
- 135 (b) Maintenance. Every sign, whether requiring a Sign Permit or not, ~~shall~~
- 136 must be maintained in safe, presentable and good structural condition
- 137 at all times, including replacement of defective parts and painting and
- 138 cleaning of said sign.
- 139 (c) Removal of Dangerous or Defective Signs. The ~~Ordinance Compliance~~
- 140 ~~Officer~~Code Enforcement Officer may immediately remove or cause to be
- 141 removed any sign deemed to be a danger, defective or hazardous to
- 142 persons or property.
- 143 (d) Removal of Unlawful Signs in the Public Right of Way. The Proper
- 144 Authority may remove or cause to be removed any unlawful sign in a
- 145 public right-of-way.
- 146 (e) Sign Location with Respect to Frontages. Sign area permitted by virtue
- 147 of premises having Lot Frontage or Structure Frontage ~~shall~~must be
- 148 located only along that Frontage which generates the permitted Sign
- 149 area.

- 150 (f) Commercial Messages. All commercial information conveyed by any Sign
151 permitted under this Article must pertain to the premises on which the
152 Sign is located, except as specifically approved under Section
153 1316.04(a)(9) of this Article.
- 154 (g) Sign Spacing Requirements. No projecting, ground, pole or Freestanding
155 Sign ~~shall may~~ be located within 25 feet of another projecting, ground,
156 pole or Freestanding Sign.
- 157 (h) Duration of Temporary Signs. Temporary signs as permitted by this
158 Article may be erected for a period not to exceed 60 days, except as
159 otherwise dictated in this Article. Extensions to the sixty-day
160 limitation may be permitted by the Proper Authority upon application
161 and demonstration of reasonable justification by the agent or owner of
162 the temporary sign.
- 163 (i) Exception to Off-Premises Sign Prohibitions. Upon application and
164 approval of a Conditional Use Permit by the Board of Zoning Appeals in
165 accordance with Article 1324 of this Zoning Ordinance, (an) Off-Premise
166 Sign(s) may be permitted for a specified period of limited duration and
167 subject to renewal or removal at the discretion of the Board of Zoning
168 Appeals.
- 169 (j) Signs illuminated with one small spotlight per side, shining upon the
170 sides of the Sign which have lettering, are permitted, except such
171 illumination ~~shall may~~ not exceed 820 lumens per lighted side of the
172 Sign. The spotlights ~~shall must~~ be positioned close enough to the Sign
173 to focus the light on the center of the Sign. The light ~~shall must~~ be
174 focused such that negligible light bypasses the Sign and any escaping
175 light is not obtrusive or beamed so that the direct light source
176 impinges upon the eyes of pedestrians, drivers in vehicles on the
177 Street, or adjacent properties.
- 178 (k) Multiple Business Occupancy. In a Structure or grouping of Structures
179 or premises with multiple Business occupants, signage should be
180 apportioned on the basis of square footage of Structure space occupied
181 or other suitable methods of apportionment.

182
183 **1316.05 Regulations of signs.**

- 184 (a) All Business and organizational Identification, Information and
185 Merchandise signs are to consist of flat panels, made of natural
186 materials (such as wood, metal, or stone). Medium Density Fiberboard
187 (MDF), Medium Density Overlay (MDO), High Density Overlay (HD) and High
188 Density Urethane are acceptable alternative materials.
- 189 (b) All Business and organizational Identification signs ~~shall may~~ not
190 exceed six square feet in size. Their frame or support can be of wood
191 or metal brackets or chains. They may be lettered or decorated on one
192 or both sides. Identification signs ~~shall must~~ be located within and
193 upon the premises to which they pertain. One Identification Sign is
194 permitted for each Frontage containing a public entrance.
- 195 (c) All Business and organizational Information Signs ~~shall may~~ not exceed
196 three square feet. No more than two Information Signs are permitted per
197 Establishment.
- 198 (d) All Business and organizational Merchandise Signs ~~shall may~~ not exceed
199 six square feet. No more than two Merchandise signs are permitted per
200 Establishment.
- 201 (e) During only the hours the Business or organization is open, not more
202 than two banners or flags may be displayed upon the premises except
203 that State flags may be flown at any hours as allowed by state laws,
204 and the national Flag may be flown in accordance with 4 USC, Chapter 1,
205 sections 1 and 2, and Executive Order 10834 issued pursuant thereto.
206 Flags and Banner Signs may not exceed six square feet total for all
207 displayed.

- 208 (f) No Sign shall be hung so that its bottom edge is less than seven feet
- 209 above a pedestrian throughway.
- 210 (g) The owner of any Business that is no longer operating as evidenced by
- 211 the fact that it no longer has a valid business license ~~shall have~~ has
- 212 not more than 30 days to remove all signs.

213

214 **1316.06 Permit procedures for Temporary Business Signs.**

- 215 (a) A new or short term business or organization may apply for a Sign
- 216 Permit for more than one temporary sign on one Project Permit
- 217 application if all information required by this Zoning Ordinance is
- 218 included for each Sign requested so long as the Ordinance Compliance
- 219 Officer is deemed the Proper Authority under Section 1303.03 of this
- 220 Zoning Ordinance for purposes of issuing any such requested Sign
- 221 Permits and reviewing the application therefor.
- 222 (b) The Proper Authority is granted authority to issue Sign Permits for
- 223 temporary signs.

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225 **1316.07 Permit procedures for permanent signs.**

- 226 (a) In addition to any other requirements set forth in this Zoning
- 227 Ordinance, an application for a Sign Permit must be accompanied by
- 228 plans showing all dimensions, the shape, material, character, lettering
- 229 style, colors, design, full text, and exact location proposed. If the
- 230 Sign is not to be located flat against an exterior Structure wall, the
- 231 application must include an Elevation drawing and the details as to
- 232 material, shape and location of the standard, pole or bracket or other
- 233 support to which the Sign will be attached. The size and location of
- 234 all existing signs must be provided.
- 235 (b) Any Person may apply for more than one Sign Permit on one Project
- 236 Permit application if:
- 237 (1) All information required by this Zoning Ordinance is included for
- 238 each Sign Permit requested; and
- 239 (2) The requested Sign Permits pertain to the same Project.
- 240 (c) The ~~Ordinance Compliance Officer~~ Code Enforcement Officer is deemed the
- 241 Proper Authority under Section 1303.03 of this Zoning Ordinance for
- 242 purposes of issuing such requested Sign Permits and reviewing the
- 243 application therefor.

244

245 **1316.08 Special Purpose Signs.**

- 246 (a) Special Purpose Signs do not require a Sign Permit.
- 247 (b) All Special Purpose Signs ~~shall~~ must be removed by midnight of the day
- 248 following the event for which the signs are displayed. If such signs
- 249 are not removed within that time period, the police are authorized to
- 250 remove and confiscate the signs.
- 251 (c) The ~~Ordinance Compliance Officer~~ Code Enforcement Officer may review
- 252 the appropriateness of any Special Purpose Sign displayed and remove
- 253 Special Purpose Signs that are inconsistent with the standards of this
- 254 Zoning Ordinance.

255

256 **1316.09 Religious Organization Bulletin Boards.**

- 257 (a) Permanently erected Religious Organization Bulletin Boards do not
- 258 require a Sign Permit; however, any organization proposing to erect
- 259 such a bulletin board should submit a simple plan or drawing of the
- 260 proposed sign, with all proposed lettering, to the ~~Ordinance Compliance~~
- 261 ~~Officer~~ Code Enforcement Officer for approval prior to installation.
- 262 (b) There ~~shall~~ may be no more than one bulletin board, not to exceed 16
- 263 square feet in size, for each organization. The bulletin boards ~~shall~~
- 264 must be of traditional design and constructed of natural materials such
- 265 as wood insofar as possible. Artificial material such as plastic or

266 plexiglass may be used in window-type cabinet structures, but glass is
 267 preferred.
 268

269 **1316.10 Real Estate Signs.**

- 270 (a) A real estate agency or property owner may display one "for sale" or
 271 one "for rent" Real Estate Sign of customary design not to exceed four
 272 square feet in size on the property offered for sale or rent. All
 273 information on Real Estate signs shall be closely related to the sale
 274 of the property upon which the Sign is posted. No general information
 275 concerning a Real Estate firm, except for address, telephone number,
 276 and website, and no information advertising the sale of other unrelated
 277 property, is permitted.
- 278 (b) No Sign Permit is required for a Real Estate Sign.
- 279 (c) In the case of an "Open House", one Directional Sign may be displayed
 280 during daylight hours of the open house. The Directional Sign may not
 281 be placed on a public Right-of-Way without written permission of the
 282 ~~Ordinance Compliance Officer~~ Code Enforcement Officer.
- 283 (d) The ~~Ordinance Compliance Officer~~ Code Enforcement Officer may, with the
 284 assistance of the Police as required, exercise the authority to remove
 285 any Real Estate Signs which are in violation of the provisions of this
 286 Article. The confiscated Sign may be retrieved from the Town within
 287 thirty days upon payment of \$50.00. Confiscated signs not retrieved
 288 within 30 days ~~shall~~ must be disposed of by the Town.
 289

290 **1316.11 Building Construction Signs.**

- 291 (a) Construction Signs do not require a Sign Permit.
- 292 (b) Construction Signs may list company, corporation, individual name or
 293 names, communications information such as phone numbers and email
 294 addresses, and types of work or expertise offered by the company or
 295 individual and may be placed only on private property with permission
 296 of the property owner where and when work is taking place.
 297 Construction Signs may not exceed four square feet in size and are
 298 limited to one such sign at each Site. Signs must be removed when work
 299 is completed.
- 300 (c) The ~~Ordinance Compliance Officer~~ Code Enforcement Officer may, with the
 301 assistance of the Police as required, remove any Construction Signs
 302 which are in violation of the provisions of this Article. The
 303 confiscated Sign may be retrieved from the Town within 30 days upon
 304 payment of \$50.00. Confiscated signs not retrieved within 30 days ~~shall~~
 305 must be disposed of by the Town.
 306

307 **1316.12 Interpretive Signs and Historical Monuments.**

- 308 (a) Only Interpretive Signs and Historical Monuments sponsored by a
 309 governmental body or a religious or other non-profit organization are
 310 permitted. All such Interpretive Signs and Historical Monuments require
 311 approval by the Town Council after review by the Historic Landmarks
 312 Commission.
- 313 (b) Review of Interpretive Signs and Historical Monuments will consider the
 314 accuracy, appropriateness of the message, and aesthetics of the signage
 315 or structure.
- 316 (c) No Historical Monument higher than 4.5 feet or with a footprint larger
 317 than 4 square feet may be permitted, except those approved by the Town
 318 Council in Town parks. Only Historical Monuments consisting of metal or
 319 natural materials (e.g., stone or wood) will be permitted.
- 320 (d) No Interpretive Sign or Historical Monument may be placed within 150
 321 feet of any other such Interpretive Sign or Historical Monument.
- 322 (e) Interpretive Signs and Historical Monuments must adhere to other
 323 requirements and regulations included in Part 13.

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1316.1280 Maintenance.

It ~~shall be~~ is the responsibility of the owner or agent of all Signs displayed under the provisions of this Article to properly maintain them. They ~~shall~~ must be cleaned and repainted at necessary intervals so that they remain legible and neat. The ~~Ordinance Compliance Officer Code Enforcement Officer~~ may order maintenance as deemed appropriate. If an order to conduct maintenance is not followed within 30 days of such an order coming into force, it ~~shall be~~ is considered a violation of this Zoning Ordinance.

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

Passed FIRST READING the ____ day of _____, 2026.

Passed SECOND and FINAL READING the ____ day of _____, 2026.

Gregory F. Vaughn, Mayor

Kevin Carden, Recorder