Attachment Item 5. c. i.

RECEIVED
JUN 18 2026
BY: PM

991 Putnam Street
Harpers Ferry, WV 25425
June 18, 2026

Mayor Greg Vaughn
1000 West Washington Street
Harpers Ferry, WV 25425

Dear Mayor Vaughn,

This letter is written to express my interest in remaining on the Bolivar-Harpers Ferry Public Library Board of Trustees. I have faithfully completed my first appointed term and have enjoyed my time serving the community as a board member.

Respectfully,
Karen Sagisi

Current term expired
June 30, 2026

5 year term

extend to June 30, 2031

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
General									
301-01 · Property Tax Current Year									
Deposit	05/05/2026	12074	Sheriff of Jefferso...	April Prop T...	General		001 General ...	1,378.81	1,378.81
Deposit	05/05/2026	12067	Sheriff of Jefferso...	April Delq Pr...	General		001 General ...	237.15	1,615.96
Total 301-01 · Property Tax Current Year								1,615.96	1,615.96
305 · Business and Occupation Tax									
Deposit	05/01/2026		Kellgard General ...	B&O DPA	General		001 General ...	902.07	902.07
Deposit	05/05/2026	101		FY 2026 Q4 ...	General		001 General ...	77.00	979.07
Deposit	05/05/2026	101		FY 2026 ove...	General		001 General ...	10.00	989.07
Deposit	05/05/2026	2292	Antietam Tree Ser...	FY 2026 Q3 ...	General		001 General ...	25.25	1,014.32
Deposit	05/05/2026	172	Epigram Coffee	FY 2026 Q3 ...	General		001 General ...	296.30	1,310.62
Deposit	05/05/2026	2375	Bolivar Bread Bak...	FY 2026 Q3 ...	General		001 General ...	861.18	2,171.80
Deposit	05/05/2026	131898	Home Paramount	FY 2026 Q3 ...	General		001 General ...	89.97	2,261.77
Deposit	05/05/2026	6375...	KCI Technologies	FY 2026 Q3 ...	General		001 General ...	91.02	2,352.79
Deposit	05/05/2026	2315	Battle Ground Bak...	FY 2026 Q3 ...	General		001 General ...	468.61	2,821.40
Deposit	05/05/2026	3009	Techstar Mechani...	FY 2026 Q3 ...	General		001 General ...	180.00	3,001.40
Deposit	05/05/2026	8822...	USB Leasing LT	FY 2026 Q3 ...	General		001 General ...	158.77	3,160.17
Deposit	05/05/2026	46347	Todd Electric	FY 2026 Q3 ...	General		001 General ...	0.76	3,160.93
Deposit	05/05/2026	2082	Comstock Plumbing	FY 2026 Q3 ...	General		001 General ...	422.78	3,583.71
Deposit	05/05/2026	34426	Copier Word Proc...	FY 2026 Q3 ...	General		001 General ...	4.47	3,588.18
Deposit	05/06/2026	2885	Outfitter at Harper...	FY 2026 Q3 ...	General		001 General ...	367.53	3,955.71
Deposit	05/06/2026	2380	Cornerstone Lawn...	FY 2026 Q3 ...	General		001 General ...	817.31	4,773.02
Deposit	05/06/2026	1219	Eastern Elevator S...	FY 2026 Q3 ...	General		001 General ...	3.24	4,776.26
Deposit	05/06/2026	2318...	Dish Network	FY 2026 Q3 ...	General		001 General ...	1.17	4,777.43
Deposit	05/06/2026	30016	Advantage Techno...	FY 2026 Q3 ...	General		001 General ...	329.96	5,107.39
Check	05/08/2026	17069	Bolivar Bread Bak...	Refund FY 2...	General		001 General ...	-41.00	5,066.39
Check	05/08/2026	17070	Epigram Coffee	Refund FY 2...	General		001 General ...	-14.11	5,052.28
Check	05/08/2026	17071	ZCorps	Refund over...	General		001 General ...	-10.00	5,042.28
Check	05/08/2026	17082	Terrace Parking	Reimburse...	General		001 General ...	-709.32	4,332.96
Deposit	05/11/2026	914	Country Lane Cott...	FY 2026 Q3 ...	General		001 General ...	27.00	4,359.96
Deposit	05/12/2026	1002...	Sysco Food Servic...	FY 2026 Q3 ...	General		001 General ...	288.54	4,648.50
Deposit	05/18/2026	7853	Andrew Mosholder...	FY 2026 Q3 ...	General		001 General ...	23.70	4,672.20
Deposit	05/28/2026		Kellgard General ...	B&O DPA	General		001 General ...	902.07	5,574.27
Total 305 · Business and Occupation Tax								5,574.27	5,574.27
308 · Hotel Motel									
Deposit	05/22/2026	3716...	AirBNB	April 2026 R...	Hotel Oc...		Hotel Motel Tax	4,040.46	4,040.46
Total 308 · Hotel Motel								4,040.46	4,040.46
320 · Fines, Fees & Court Cost									
Deposit	05/03/2026			tickets	Police		002 WVGOP...	350.00	350.00
Deposit	05/05/2026			citations	Police		General Cour...	525.00	875.00
Deposit	05/05/2026			tickets	Police		002 WVGOP...	475.00	1,350.00
Deposit	05/07/2026			ticket	Police		002 WVGOP...	175.00	1,525.00
Deposit	05/08/2026			tickts	Police		002 WVGOP...	175.00	1,700.00
Deposit	05/09/2026			tickets	Police		002 WVGOP...	175.00	1,875.00
Deposit	05/20/2026			tickets	Police		General Cour...	175.00	2,050.00
Deposit	05/26/2026			tickets	Police		002 WVGOP...	175.00	2,225.00
Total 320 · Fines, Fees & Court Cost								2,225.00	2,225.00
320_399 · Police Department Rev Sources									
321 Parking Violations									
Deposit	05/03/2026			tickets	Police		002 WVGOP...	60.00	60.00
Deposit	05/03/2026			tickets	Police		002 WVGOP...	20.00	80.00
Deposit	05/05/2026			tickets	Police		General Cour...	40.00	120.00
Deposit	05/06/2026			tickets	Police		General Cour...	100.00	220.00
Deposit	05/06/2026			ticket	Police		General Cour...	30.00	250.00
Deposit	05/06/2026			tickts	Police		002 WVGOP...	224.00	474.00
Deposit	05/07/2026			ticktes	Police		002 WVGOP...	30.00	504.00
Deposit	05/08/2026			tickets	Police		002 WVGOP...	28.00	532.00
Deposit	05/09/2026			tickets	Police		002 WVGOP...	60.00	592.00
Deposit	05/11/2026			tickets	Police		General Cour...	20.00	612.00
Deposit	05/11/2026	3494		tickets	Police		General Cour...	20.00	632.00
Deposit	05/12/2026	4084		tocket	Police		General Cour...	50.00	682.00
Deposit	05/12/2026			tickets	Police		General Cour...	20.00	702.00
Deposit	05/12/2026			tickets	Police		General Cour...	20.00	722.00
Deposit	05/12/2026			ticket	Police		General Cour...	50.00	772.00
Deposit	05/12/2026			tickets	Police		002 WVGOP...	190.00	962.00
Deposit	05/13/2026			tickets	Police		002 WVGOP...	120.00	1,082.00
Deposit	05/14/2026			tickets	Police		002 WVGOP...	20.00	1,102.00
Deposit	05/19/2026			tickets	Police		002 WVGOP...	80.00	1,182.00
Deposit	05/20/2026			tickets	Police		002 WVGOP...	130.00	1,312.00

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Deposit	05/20/2026	1021		tickets	Police		General Cour...	30.00	1,342.00
Deposit	05/20/2026	3089		tickets	Police		General Cour...	50.00	1,392.00
Deposit	05/21/2026			tickets	Police		002 WVGOP...	50.00	1,442.00
Deposit	05/27/2026			tickets	Police		002 WVGOP...	100.00	1,542.00
Deposit	05/28/2026			tickets	Police		002 WVGOP...	30.00	1,572.00
Deposit	05/29/2026			tickets	Police		002 WVGOP...	55.00	1,627.00
Deposit	05/30/2026			tickets	Police		002 WVGOP...	120.00	1,747.00
Deposit	05/31/2026			tickets	Police		002 WVGOP...	20.00	1,767.00
Total 321 Parking Violations								1,767.00	1,767.00
Total 320_399 · Police Department Rev Sources								1,767.00	1,767.00
325 · Licenses									
Deposit	05/05/2026	101	ZCorps	FY 2027 Bu...	General		001 General ...	15.00	15.00
Deposit	05/05/2026		Fast Signs	FY 2027 Bu...	General		002 WVGOP...	15.00	30.00
Deposit	05/22/2026	2133	Blue Door Exchange	FY 2026 Bu...	General		001 General ...	15.00	45.00
Total 325 · Licenses								45.00	45.00
326 · Building Permit Fees									
Deposit	05/18/2026	304	Michael Truitt	ZCPA #2026...	General		001 General ...	175.00	175.00
Deposit	05/28/2026		M.E. Flow	ZCPA permit	General		002 WVGOP...	25.00	200.00
Total 326 · Building Permit Fees								200.00	200.00
327 · Miscellaneous Permits (Parking)									
Deposit	05/05/2026		Allison Shelley	2026 Parkin...	General		001 General ...	5.00	5.00
Deposit	05/05/2026	1366	Anna Hrom/James...	2026 Parkin...	General		001 General ...	10.00	15.00
Deposit	05/11/2026	7607	Tertell, Paul	2026 Parkin...	General		001 General ...	25.00	40.00
Deposit	05/12/2026	1404	Rental - Deborah ...	2026 Parkin...	General		001 General ...	55.00	95.00
Deposit	05/22/2026	5858	Kim Wheatley	2026 Parkin...	General		001 General ...	25.00	120.00
Deposit	05/22/2026		Adam Vogt	2026 Parkin...	General		001 General ...	15.00	135.00
Total 327 · Miscellaneous Permits (Parking)								135.00	135.00
328 · Franchise Fees									
Deposit	05/11/2026	9200...	Comcast	Q3 Franchis...	General		001 General ...	689.80	689.80
Total 328 · Franchise Fees								689.80	689.80
330 · IRP Fees									
Deposit	05/28/2026		State of WV	april IRP fees	General		001 General ...	261.83	261.83
Total 330 · IRP Fees								261.83	261.83
342 · Parking Meter Revenue									
342.1 Parking Meter Revenue									
Deposit	05/11/2026		Parkmobile LLC	April parking...	General		001 General ...	20,200.13	20,200.13
Total 342.1 Parking Meter Revenue								20,200.13	20,200.13
Total 342 · Parking Meter Revenue								20,200.13	20,200.13
345 · Rents & Concessions									
Deposit	05/05/2026	3251...	US Post Office	April 2026 R...	General		001 General ...	2,357.58	2,357.58
Total 345 · Rents & Concessions								2,357.58	2,357.58
376 · Table Gaming Income									
Deposit	05/18/2026		State of WV	greenbrier	General		001 General ...	13.34	13.34
Deposit	05/18/2026		State of WV	May	General		001 General ...	1,041.65	1,054.99
Total 376 · Table Gaming Income								1,054.99	1,054.99
380 · Interest Earned on Investments									
Deposit	05/31/2026			Interest	Police		Police Equipt ...	3.89	3.89
Deposit	05/31/2026			Interest	General		GRANT Oper...	0.02	3.91
Deposit	05/31/2026			Interest	General		Opioid Settle...	3.28	7.19
Deposit	05/31/2026			Interest	Police		HF/Bolivar Dr...	0.65	7.84
Deposit	05/31/2026			Interest	General		SWaN Escro...	111.32	119.16
Deposit	05/31/2026			Interest	Park and...		HF Parks and...	3.50	122.66
Deposit	05/31/2026			Interest	Hotel Oc...		Hotel Motel Tax	21.22	143.88
Deposit	05/31/2026			Interest	Police		General Cour...	20.34	164.22
Total 380 · Interest Earned on Investments								164.22	164.22

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
397 · Lottery									
Deposit	05/02/2026		State of WV	CT Races	General		001 General ...	1,064.60	1,064.60
Deposit	05/09/2026		State of WV	CT Races	General		001 General ...	945.08	2,009.68
Deposit	05/16/2026		State of WV	Ct Races	General		001 General ...	956.04	2,965.72
Deposit	05/23/2026		State of WV	CT Races	General		001 General ...	1,002.35	3,968.07
Deposit	05/26/2026		State of WV	lottery	General		001 General ...	78.09	4,046.16
Total 397 · Lottery								4,046.16	4,046.16
Total General								44,377.40	44,377.40
Total Income								44,377.40	44,377.40
Gross Profit								44,377.40	44,377.40
Expense									
001.760 Parking									
Payroll-Parking									
General Journal	05/07/2026			payroll 5/7	General		001 General ...	607.36	607.36
General Journal	05/21/2026			payroll 5/21	General		001 General ...	664.30	1,271.66
Total Payroll-Parking								1,271.66	1,271.66
PR Taxes-Parking									
General Journal	05/07/2026			payroll 5/7	General		001 General ...	54.67	54.67
General Journal	05/21/2026			payroll 5/21	General		001 General ...	59.79	114.46
Total PR Taxes-Parking								114.46	114.46
001.761 Parkinng Expenses									
Check	05/08/2026	17074	Stampfer, Timothy	Mileage 4/19...	General		001 General ...	49.30	49.30
Check	05/22/2026	17088	Stampfer, Timothy	Mileage 5-4-...	General		001 General ...	50.03	99.33
Credit Card Cha...	05/24/2026	APR ...	US Cellular	usage parkin...	General		P-Card	58.98	158.31
Total 001.761 Parkinng Expenses								158.31	158.31
Total 001.760 Parking								1,544.43	1,544.43
Culture & Rec Exp									
900 · Parks									
Other projects Parks									
Gazebo Maintainance									
Credit Card Cha...	05/13/2026	88613	Home Depot	WATERS F...	General		P-Card	9.97	9.97
Total Gazebo Maintainance								9.97	9.97
Total Other projects Parks								9.97	9.97
Utilities Pa									
Bill	05/08/2026	3500...	Harpers Ferry Wat...	May 2026	General		20000 · Acco...	50.05	50.05
Bill	05/08/2026	1100...	Potomac Edison	usage APR	General		20000 · Acco...	14.55	64.60
Total Utilities Pa								64.60	64.60
Total 900 · Parks								74.57	74.57
906 · Arts & Humanities -H									
Credit Card Cha...	05/06/2026	52479	Amazon.com	Morse, liner...	Hotel Oc...		P-Card	41.98	41.98
Credit Card Cha...	05/15/2026	4776...	Meadow Farms	WATERS H...	Hotel Oc...		P-Card	346.07	388.05
Credit Card Cha...	05/20/2026	465071	Jefferson Rentals,...	Morse, Depo...	Hotel Oc...		P-Card	156.08	544.13
Check	05/22/2026	393	Patrick Stoddard	FY 2026 Mu...	Hotel Oc...		Hotel Motel Tax	800.00	1,344.13
Check	05/22/2026	394	Souled Out	FY 2026 Mu...	Hotel Oc...		Hotel Motel Tax	1,650.00	2,994.13
Bill	05/29/2026	28219	Cornerstone Lawn...	INV 28219 a...	Hotel Oc...		20000 · Acco...	2,690.00	5,684.13
Total 906 · Arts & Humanities -H								5,684.13	5,684.13
Total Culture & Rec Exp								5,758.70	5,758.70
001.402 · Economic Development									
Bill	05/12/2026	6812	Davis Designs, Inc	INV 6812 Mu...	General		20000 · Acco...	75.00	75.00
Total 001.402 · Economic Development								75.00	75.00
001.409 · Office of Mayor									
PR Taxes Employer M									
General Journal	05/21/2026			payroll 5/21	General		001 General ...	127.50	127.50
General Journal	05/22/2026			payroll 5/22	General		001 General ...	127.50	255.00
General Journal	05/26/2026			payroll 5/26	General		001 General ...	127.50	382.50
Total PR Taxes Employer M								382.50	382.50

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Salary M									
General Journal	05/21/2026			payroll 5/21	General		001 General ...	1,666.67	1,666.67
General Journal	05/22/2026			payroll 5/22	General		001 General ...	1,666.67	3,333.34
General Journal	05/26/2026			payroll5/26	General		001 General ...	1,666.67	5,000.01
Total Salary M								5,000.01	5,000.01
Total 001.409 · Office of Mayor								5,382.51	5,382.51
001.413 · Office of Treasurer									
Employee Benefits									
Check	05/14/2026	eft	PEIA	Treasurer 2...	General		Harpers Ferry...	12.00	12.00
Total Employee Benefits								12.00	12.00
Group Ins. T									
Check	05/14/2026	EFT	PEIA	Treasurer P...	General		Harpers Ferry...	827.98	827.98
Total Group Ins. T								827.98	827.98
Pension Expense T									
General Journal	05/07/2026			payroll 5/7	General		001 General ...	375.82	375.82
General Journal	05/21/2026			payroll 5/21	General		001 General ...	360.11	735.93
Total Pension Expense T								735.93	735.93
PR Taxes Employer T									
General Journal	05/07/2026			payroll 5/7	General		001 General ...	290.08	290.08
General Journal	05/21/2026			payroll 5/21	General		001 General ...	276.73	566.81
Total PR Taxes Employer T								566.81	566.81
Salary T									
General Journal	05/07/2026			payroll 5/7	General		001 General ...	4,175.78	4,175.78
General Journal	05/21/2026			payroll 5/21	General		001 General ...	4,001.27	8,177.05
Total Salary T								8,177.05	8,177.05
Total 001.413 · Office of Treasurer								10,319.77	10,319.77
001.415 · Office of City Clerk									
Health Insurance CC									
Check	05/14/2026	EFT	PEIA	Clerk PEIA ...	General		Harpers Ferry...	827.98	827.98
Total Health Insurance CC								827.98	827.98
OPEB - General									
Check	05/14/2026	eft	PEIA	Clerk 2026 ...	General		Harpers Ferry...	12.00	12.00
Total OPEB - General								12.00	12.00
Total 001.415 · Office of City Clerk								839.98	839.98
001.440 · City Hall									
Payroll Processing-C									
General Journal	05/06/2026			payroll proce...	General		001 General ...	90.83	90.83
General Journal	05/07/2026			payroll proce...	General		001 General ...	28.42	119.25
General Journal	05/21/2026			payroll proce...	General		001 General ...	29.22	148.47
General Journal	05/26/2026			payroll proce...	General		001 General ...	69.15	217.62
Total Payroll Processing-C								217.62	217.62
Contracted Services C									
Bill	05/01/2026	101024	Advantage Techno...	May Monthly...	General		20000 · Acco...	438.89	438.89
Credit Card Cha...	05/06/2026	347871	Merry Maids	BREEDEN, ...	General		P-Card	204.00	642.89
Bill	05/07/2026	101462	Advantage Techno...	INV 10462 a...	General		20000 · Acco...	190.00	832.89
Bill	05/08/2026	101583	Advantage Techno...	2026-27 Mit...	General		20000 · Acco...	259.95	1,092.84
Credit Card Cha...	05/20/2026	314600	Merry Maids	BREEDEN, ...	General		P-Card	204.00	1,296.84
Credit	05/26/2026	101948	Advantage Techno...	Credit again...	General		20000 · Acco...	-237.50	1,059.34
Total Contracted Services C								1,059.34	1,059.34
Dues & Subscriptions C									
Bill	05/12/2026	2027	The State Journal	2027 subscri...	General		20000 · Acco...	100.00	100.00
Total Dues & Subscriptions C								100.00	100.00
Leased Equipment C									
Check	05/08/2026	EFT	Leaf	Copier lease...	General		001 General ...	104.50	104.50
Total Leased Equipment C								104.50	104.50

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Maint & Repairs to Bldgs. C									
Bill	05/01/2026	5473...	Eastern Elevator	Maintenance...	General		20000 · Acco...	53.00	53.00
Bill	05/13/2026	5471...	Eastern Elevator	INV 547137-...	General		20000 · Acco...	1,372.29	1,425.29
Bill	05/20/2026	EV00...	WV Division of La...	Annual Elev...	General		20000 · Acco...	90.00	1,515.29
Bill	05/26/2026	52601	All-American Rep...	INV 52601 r...	General		20000 · Acco...	345.00	1,860.29
Total Maint & Repairs to Bldgs. C								1,860.29	1,860.29
Pension Expense C									
General Journal	05/07/2026			payroll 5/7	General		001 General ...	207.29	207.29
General Journal	05/21/2026			payroll 5/21	General		001 General ...	210.78	418.07
Total Pension Expense C								418.07	418.07
Postage C									
Credit Card Cha...	05/20/2026	66570	US Post Office	Morse Posta...	General		P-Card	10.48	10.48
Credit Card Cha...	05/29/2026	764589	US Post Office	KELLY POS...	General		P-Card	156.00	166.48
Total Postage C								166.48	166.48
PR Taxes Employer C									
General Journal	05/07/2026			payroll 5/7	General		001 General ...	291.99	291.99
General Journal	05/21/2026			payroll 5/21	General		001 General ...	284.18	576.17
Total PR Taxes Employer C								576.17	576.17
Professional Services C									
Bill	05/22/2026	36611	CoxHollidayoung ...	Accounting ...	General		20000 · Acco...	860.85	860.85
Bill	05/31/2026	36838	CoxHollidayoung ...	Accounting ...	General		20000 · Acco...	835.20	1,696.05
Total Professional Services C								1,696.05	1,696.05
Salaries & Wages C									
General Journal	05/07/2026			payroll 5/7pa...	General		001 General ...	3,816.85	3,816.85
General Journal	05/21/2026			payroll 5/21	General		001 General ...	3,714.76	7,531.61
Total Salaries & Wages C								7,531.61	7,531.61
Telephone C									
Bill	05/08/2026	0730...	Frontier	April	General		20000 · Acco...	76.61	76.61
Bill	05/08/2026	0526	Frontier	Telephone 2...	General		20000 · Acco...	204.76	281.37
Credit Card Cha...	05/24/2026	APR ...	US Cellular	cell phones ...	General		P-Card	148.82	430.19
Bill	05/25/2026	8299...	Comcast Internet	Internet 202...	General	X	20000 · Acco...	0.00	430.19
Total Telephone C								430.19	430.19
Utilities C									
Bill	05/05/2026	05 20...	Harpers Ferry Wat...	MAY 2026	General		20000 · Acco...	30.85	30.85
Bill	05/08/2026	1100...	Potomac Edison	APR usage	General		20000 · Acco...	110.05	140.90
Bill	05/08/2026	1101...	Potomac Edison	APR usage	General		20000 · Acco...	23.81	164.71
Bill	05/08/2026	1100...	Potomac Edison	usage APR	General		20000 · Acco...	127.99	292.70
Bill	05/26/2026	3466...	Waste Manageme...	Town hall du...	General		20000 · Acco...	210.64	503.34
Total Utilities C								503.34	503.34
341 G · Materials & Supplies C									
Bill	05/01/2026	0428 ...	Potomac Bank	safe deposit ...	General		20000 · Acco...	48.40	48.40
Credit Card Cha...	05/01/2026	10895	Amazon.com	KELLY CAL...	General		P-Card	28.00	76.40
Credit Card Cha...	05/04/2026		Adobe Pro	Kelly, subscr...	General		P-Card	21.19	97.59
Credit Card Cha...	05/06/2026		Zoom Video Com...	Kelly zoom	General		P-Card	92.97	190.56
Credit Card Cha...	05/08/2026	APR ...	MicroSoft	kelly, visio	General		P-Card	5.30	195.86
Credit Card Cha...	05/13/2026	90911	Amazon.com	BREEDEN, ...	General		P-Card	46.54	242.40
Credit Card Cha...	05/15/2026	MAY ...	Mail Chimp	Kelly, email ...	General		P-Card	13.78	256.18
Credit Card Cha...	05/15/2026	363790	Amazon.com	KELLY SHE...	General		P-Card	42.97	299.15
Bill	05/22/2026	36611	CoxHollidayoung ...	RN access 2...	General		20000 · Acco...	81.34	380.49
Credit Card Cha...	05/25/2026	7025...	CLARKSBURG P...	KELLY STA...	General		P-Card	100.00	480.49
Credit Card Cha...	05/25/2026	2500...	Laser Printer Che...	KELLY DEP...	General		P-Card	197.76	678.25
Credit Card Cha...	05/25/2026	724019	Amazon.com	KELLY SHE...	General		P-Card	56.97	735.22
Credit Card Cha...	05/27/2026	49454	jefferson County T...	Morse, file C...	General		P-Card	4.31	739.53
Credit Card Cha...	05/27/2026	49512	jefferson County T...	Morse, file C...	General		P-Card	176.00	915.53
Credit Card Cha...	05/27/2026	50616	jefferson County T...	Morse File c...	General		P-Card	2.00	917.53
Credit Card Cha...	05/27/2026	50665	jefferson County T...	Morse, file C...	General		P-Card	35.00	952.53
Bill	05/29/2026	158106	Automated Office ...	Fin Office ca...	General		20000 · Acco...	245.57	1,198.10
Bill	05/31/2026	36838	CoxHollidayoung ...	RN access 2...	General		20000 · Acco...	81.33	1,279.43
Total 341 G · Materials & Supplies C								1,279.43	1,279.43
Total 001.440 · City Hall								15,943.09	15,943.09

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
001.700 · Police Dept									
Pension									
Pension-P									
General Journal	05/07/2026			payroll 5/7	Police		001 General ...	277.36	277.36
General Journal	05/21/2026			payroll 5/21	Police		001 General ...	286.87	564.23
Total Pension-P								564.23	564.23
Pension MPFRS - P									
General Journal	05/07/2026			payroll 5/7	Police		001 General ...	523.95	523.95
General Journal	05/21/2026			payroll 5/21	Police		001 General ...	515.12	1,039.07
Total Pension MPFRS - P								1,039.07	1,039.07
Total Pension								1,603.30	1,603.30
Contracted Services-P									
Bill	05/01/2026	101024	Advantage Techno...	May Monthly...	Police		20000 · Acco...	438.88	438.88
Bill	05/07/2026	101462	Advantage Techno...	INV 10462 a...	Police		20000 · Acco...	47.50	486.38
Bill	05/08/2026	101583	Advantage Techno...	2026-27 Mit...	Police		20000 · Acco...	259.95	746.33
Total Contracted Services-P								746.33	746.33
Departmental Supplies-P									
Auto Supplies and Fuel - P									
Check	05/01/2026	EFT	Fuelman	NP7046508...	Police		001 General ...	2,712.06	2,712.06
Bill	05/07/2026	2075	Moore Than Detail...	INV 2075 Cl...	Police		20000 · Acco...	144.00	2,856.06
Total Auto Supplies and Fuel - P								2,856.06	2,856.06
Payroll Processing-P									
General Journal	05/06/2026			payroll proce...	Police		001 General ...	90.83	90.83
General Journal	05/07/2026			payroll proce...	Police		001 General ...	28.42	119.25
General Journal	05/21/2026			payroll proce...	Police		001 General ...	29.22	148.47
Total Payroll Processing-P								148.47	148.47
Office Supplies and Materials									
Check	05/08/2026	17085	John Brown	Reimburse f...	Police		001 General ...	6.39	6.39
Credit Card Cha...	05/18/2026	557698	Wal Mart	KELLY OFFI...	Police		P-Card	27.44	33.83
Bill	05/22/2026	36611	CoxHollidayoung ...	RN access 2...	Police		20000 · Acco...	81.33	115.16
Bill	05/29/2026	158106	Automated Office ...	print cartridg...	Police		20000 · Acco...	245.56	360.72
Bill	05/31/2026	36838	CoxHollidayoung ...	RN access 2...	Police		20000 · Acco...	81.34	442.06
Total Office Supplies and Materials								442.06	442.06
Departmental Supplies-P - Other									
Bill	05/20/2026	642	Jefferson Co. Eme...	Inv 642 Ann...	Police		20000 · Acco...	407.50	407.50
Total Departmental Supplies-P - Other								407.50	407.50
Total Departmental Supplies-P								3,854.09	3,854.09
PEIA/Workers Comp-P									
246P · OPEB - Police									
Check	05/14/2026	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	05/14/2026	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	05/08/2026	17073	Amanda Ruffner	May 3 2025 ...	Police		001 General ...	89.94	89.94
Check	05/08/2026	2976	Desiree Harris	March 2026 ...	Police		General Cour...	50.00	139.94
Check	05/22/2026	17089	Amanda Ruffner	May 4-17 20...	Police		001 General ...	157.40	297.34
Total Magistrate-P								297.34	297.34
Maintenance and Repairs-Auto-P									
Bill	05/08/2026	827	CARS	INV 2026-82...	Police		20000 · Acco...	149.09	149.09
Bill	05/12/2026	8502...	CARS	INV 850202...	Police		20000 · Acco...	112.34	261.43
Total Maintenance and Repairs-Auto-P								261.43	261.43

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Miscellaneous-P									
Deposit	05/11/2026	4047...	LexisNexis Matthe...	Report #26H...	General		001 General ...	-35.00	-35.00
General Journal	05/21/2026			payroll 5/21	General		001 General ...	0.00	-35.00
Total Miscellaneous-P								-35.00	-35.00
PR Taxes Employer -P									
General Journal	05/07/2026			payroll 5/7	Police		001 General ...	968.61	968.61
General Journal	05/21/2026			payroll 5/21	Police		001 General ...	990.89	1,959.50
Total PR Taxes Employer -P								1,959.50	1,959.50
Printing-Leased Equipt. - P									
Check	05/04/2026	EFT	DDL Business	lease printer...	Police		001 General ...	71.50	71.50
Total Printing-Leased Equipt. - P								71.50	71.50
Property Ins and Bonds-P									
Bill	05/13/2026	2005...	Cincinnati Insuran...	Bonds - Des...	Police		20000 · Acco...	75.00	75.00
Total Property Ins and Bonds-P								75.00	75.00
Salaries and Wages-P									
General Journal	05/07/2026			payroll 5/7	Police		001 General ...	12,690.11	12,690.11
General Journal	05/21/2026			payroll 5/21	Police		001 General ...	12,955.74	25,645.85
Total Salaries and Wages-P								25,645.85	25,645.85
Telephone-P									
Bill	05/08/2026	0730...	Frontier	April	Police		20000 · Acco...	76.61	76.61
Bill	05/08/2026	0526	Frontier	Telephone 2...	Police		20000 · Acco...	204.76	281.37
Credit Card Cha...	05/24/2026	APR ...	US Cellular	cell phones ...	Police		P-Card	148.82	430.19
Bill	05/25/2026	8299...	Comcast Internet	Internet 202...	Police	X	20000 · Acco...	0.00	430.19
Total Telephone-P								430.19	430.19
Training & Education-P									
Credit Card Cha...	05/20/2026	994447	TEAM ONE NET...	KELLY TRAI...	Police		P-Card	995.00	995.00
Total Training & Education-P								995.00	995.00
Utilities-P									
Bill	05/05/2026	05 20...	Harpers Ferry Wat...	MAY 2026	Police		20000 · Acco...	30.84	30.84
Check	05/06/2026	eft	ADT Security	2026 MAY	Police		001 General ...	79.27	110.11
Bill	05/08/2026	1100...	Potomac Edison	April usage	Police		20000 · Acco...	126.59	236.70
Bill	05/26/2026	3466...	Waste Manageme...	Town hall du...	Police		20000 · Acco...	71.72	308.42
Total Utilities-P								308.42	308.42
Wireless-P									
Bill	05/05/2026	2873...	AT&T	ACCT 2873...	Police		20000 · Acco...	466.50	466.50
Total Wireless-P								466.50	466.50
WV, Friendship									
Check	05/08/2026	EFT	State of WV	April 2026 Fi...	Police		General Cour...	468.00	468.00
Total WV, Friendship								468.00	468.00
Total 001.700 · Police Dept								42,570.39	42,570.39
001.750 · Street Department									
Auto Supplies (Gas & Oil) St									
Bill	05/04/2026	NP70...	Fuelman	NP70465088	General		20000 · Acco...	426.36	426.36
Total Auto Supplies (Gas & Oil) St								426.36	426.36
Equipment Rent St									
Bill	05/20/2026	2773...	AC & T Co., Inc.	INV 27733CU	General		20000 · Acco...	80.00	80.00
Total Equipment Rent St								80.00	80.00

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Material and Supplies St									
Credit Card Cha...	05/11/2026	1683...	Home Depot	WATERS T...	General		P-Card	119.88	119.88
Credit Card Cha...	05/18/2026	577813	Meadow Farms	WATERS G...	General		P-Card	74.48	194.36
Credit Card Cha...	05/18/2026	678502	Meadows Farm N...	WATERS M...	General		P-Card	36.50	230.86
Credit Card Cha...	05/18/2026	1868...	Home Depot	WATERS H...	General		P-Card	19.98	250.84
Credit Card Cha...	05/18/2026	846161	Home Depot	WATERS H...	General		P-Card	49.98	300.82
Credit Card Cha...	05/21/2026	263015	Tractor Supply	WATERS Sl...	General		P-Card	159.99	460.81
Credit Card Cha...	05/21/2026	2826...	Home Depot	WATERS T...	General		P-Card	78.97	539.78
Credit Card Cha...	05/24/2026	53879	Home Depot	Morse street...	General		P-Card	9.54	549.32
Total Material and Supplies St								549.32	549.32
Tree Commission									
Credit Card Cha...	05/14/2026	4375...	Meadow Farms	WATERS M...	General		P-Card	72.50	72.50
Total Tree Commission								72.50	72.50
Pension Expense St									
General Journal	05/07/2026			payroll 5/7	General		001 General ...	209.17	209.17
General Journal	05/21/2026			payroll 5/21	General		001 General ...	203.36	412.53
Total Pension Expense St								412.53	412.53
PR Taxes Employer St									
General Journal	05/07/2026			payroll 5/7	General		001 General ...	177.80	177.80
General Journal	05/21/2026			payroll 5/21	General		001 General ...	172.86	350.66
Total PR Taxes Employer St								350.66	350.66
Salaries & Wages St									
General Journal	05/07/2026			payroll 5/7	General		001 General ...	2,324.16	2,324.16
General Journal	05/21/2026			payroll 5/21	General		001 General ...	2,259.60	4,583.76
Total Salaries & Wages St								4,583.76	4,583.76
Utilities St									
Bill	05/08/2026	2000...	Harpers Ferry Wat...	MAY 2026	General		20000 · Acco...	240.00	240.00
Total Utilities St								240.00	240.00
Total 001.750 · Street Department								6,715.13	6,715.13
001.751 · Street Lights									
Utilities Sl									
Bill	05/05/2026	1100...	Potomac Edison	Street Lights...	General		20000 · Acco...	1,362.12	1,362.12
Bill	05/08/2026	1101...	Potomac Edison	usage APR	General		20000 · Acco...	34.71	1,396.83
Total Utilities Sl								1,396.83	1,396.83
Total 001.751 · Street Lights								1,396.83	1,396.83
417 · Office of Attorney									
Professional Services									
Bill	05/01/2026	1254...	Bowles Rice LLP	INV 125462...	General		20000 · Acco...	185.00	185.00
Total Professional Services								185.00	185.00
Total 417 · Office of Attorney								185.00	185.00
Total Expense								90,730.83	90,730.83
Net Ordinary Income								-46,353.43	-46,353.43
Net Income								**-46,353.43**	**-46,353.43**

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

	Jul '25 - May 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
131 · SB234 Reserve Transfer	67,100.00	72,341.10	-5,241.10	92.8%
General	0.00	0.00	0.00	0.0%
400 · Water Department Income				
481 · Reimbursements	0.00	0.00	0.00	0.0%
Bond Renewal & Repl 2.5% trnfr	26,100.00	26,325.00	-225.00	99.1%
New Water Taps	2,250.00	0.00	2,250.00	100.0%
Capacity Improvement Fees	8,775.00	5,850.00	2,925.00	150.0%
419 · Interest Income Bonds	0.00	1,500.00	-1,500.00	0.0%
421 · Non Utility Income				
419. · Interest	15,174.59	14,500.00	674.59	104.7%
421.a · Other Income	0.00	0.00	0.00	0.0%
421.b · Other Grants W	16,187.12	1,517.87	14,669.25	1,066.4%
421 · Non Utility Income - Other	1,517.87	0.00	1,517.87	100.0%
Total 421 · Non Utility Income	32,879.58	16,017.87	16,861.71	205.3%
461 · Customers - Water Bill Payments	960,689.88	1,059,700.00	-99,010.12	90.7%
462.1 · Annual Fire Service Fee	110.76	3,000.00	-2,889.24	3.7%
471 · PSD bill processing	31,255.00	36,000.00	-4,745.00	86.8%
471.b · Misc Revenue Recovery Reimb	37,303.67	85,000.00	-47,696.33	43.9%
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	1,099,363.89	1,233,392.87	-134,028.98	89.1%
Total Income	1,166,463.89	1,305,733.97	-139,270.08	89.3%
Gross Profit	1,166,463.89	1,305,733.97	-139,270.08	89.3%
Expense				
400. · Water Department				
Bond Interest				
341.9 · Water Bond Debt Service (2024)	56,091.59	0.00	56,091.59	100.0%
427.3 · Bonds Payable - Series C	16,753.00	70,000.00	-53,247.00	23.9%
428 · USDA 2021 - Bonds Payable	214,830.00	252,640.00	-37,810.00	85.0%
Total Bond Interest	287,674.59	322,640.00	-34,965.41	89.2%
631.1 · Prof Services-Accounting-Water	12,911.06	15,000.00	-2,088.94	86.1%
131.3 Water Tranfs to Reserve	67,100.00	72,341.10	-5,241.10	92.8%
334. New Meters	1,385.37	3,735.99	-2,350.62	37.1%
334.0 Maintenance of Meters	2,140.05	3,000.00	-859.95	71.3%
341.2 Capital Outlay - Auto	7,119.64	9,166.88	-2,047.24	77.7%
605.8 Accrued Leave - Water	0.00	11,000.00	-11,000.00	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	500.00	-76.00	84.8%
Maintenance of Mains	57,994.12	114,400.00	-56,405.88	50.7%

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

	Jul '25 - May 26	Budget	$ Over Budget	% of Budget
127 · Bond Renewal & Replacement Fund	26,100.00	26,325.00	-225.00	99.1%
408.10 · Assessments	2,287.35	2,400.00	-112.65	95.3%
408.12 · PR Taxes Employer Expense	25,561.94	28,000.00	-2,438.06	91.3%
427.3_ · Municipal Bond Commission	3,053.08	22,600.00	-19,546.92	13.5%
601.3 · Plant - Salaries & Wages	207,147.48	220,000.00	-12,852.52	94.2%
601.7 · Office - Salaries & Wages	116,882.18	130,000.00	-13,117.82	89.9%
604.8 · Pension Exp	30,291.46	31,500.00	-1,208.54	96.2%
605.8 · Employee PEIA Benefits	51,599.44	56,000.00	-4,400.56	92.1%
615.3 · Utilities W	33,871.02	37,000.00	-3,128.98	91.5%
618.3 · Plant Chemicals	10,336.53	12,000.00	-1,663.47	86.1%
620.3 · Plant - Material & Supplies	8,594.14	13,000.00	-4,405.86	66.1%
620.6. · Maintenance of Hydrants	4,138.52	4,500.00	-361.48	92.0%
620.7 · Postage And Cust Acctg Supplies	4,451.99	5,500.00	-1,048.01	80.9%
620.7c · Customer Acct Exp Material Supp	0.00	0.00	0.00	0.0%
620.8 · Office Supplies & Expenses	18,719.56	25,900.00	-7,180.44	72.3%
620.8PM · Plant Maintenance MS	8,783.59	9,000.00	-216.41	97.6%
631.3 · Lab Services	8,742.09	9,000.00	-257.91	97.1%
631.4PM · Plant Maintenance CS	31,108.18	50,000.00	-18,891.82	62.2%
631.8 · Legal Fees and Studies	10,504.00	11,000.00	-496.00	95.5%
631.8_ · Security 911 Notification	313.50	500.00	-186.50	62.7%
642.8 · Leased Equipment W	1,166.84	1,200.00	-33.16	97.2%
650.8 · Auto & Transportation Expenses	5,185.12	7,000.00	-1,814.88	74.1%
656.8 · Ins-Property,Liability, Workers	20,855.59	32,000.00	-11,144.41	65.2%
660.8 · Advertising & Legal Publication	884.98	1,000.00	-115.02	88.5%
675.3 · Training, Education, & Certif	803.50	5,000.00	-4,196.50	16.1%
675.8 · Telephone W	8,739.06	9,500.00	-760.94	92.0%
Total 400. · Water Department	1,077,447.55	1,305,733.97	-228,286.42	82.5%
Total Expense	1,077,447.55	1,305,733.97	-228,286.42	82.5%
Net Ordinary Income	89,016.34	0.00	89,016.34	100.0%
Net Income	**89,016.34**	**0.00**	**89,016.34**	**100.0%**

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

	Jul '25 - May 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	81,855.86	88,884.00	-7,028.14	92.1%
303 · Oil & Gas Severance Tax	670.65	2,500.00	-1,829.35	26.8%
304 · Excise Tax on Utilities	8,584.80	7,500.00	1,084.80	114.5%
305 · Business and Occupation Tax	267,057.10	240,000.00	27,057.10	111.3%
306 · Liquor & Wine Tax	12,081.55	12,000.00	81.55	100.7%
307 · Animal Control Tax	70.20	110.00	-39.80	63.8%
308 · Hotel Motel	91,280.35	90,000.00	1,280.35	101.4%
314 · Sales Tax Revenue	351,084.07	330,000.00	21,084.07	106.4%
320 · Fines, Fees & Court Cost	20,904.04	20,000.00	904.04	104.5%
320_399 · Police Department Rev Sources	23,116.05	25,000.00	-1,883.95	92.5%
325 · Licenses	4,637.50	6,500.00	-1,862.50	71.3%
326 · Building Permit Fees	21,114.50	16,000.00	5,114.50	132.0%
327 · Miscellaneous Permits (Parking)	1,712.00	1,100.00	612.00	155.6%
328 · Franchise Fees	2,811.55	3,300.00	-488.45	85.2%
330 · IRP Fees	3,245.04	5,000.00	-1,754.96	64.9%
340 · Parks and Rec.	6,092.90	5,000.00	1,092.90	121.9%
342 · Parking Meter Revenue	217,952.28	200,000.00	17,952.28	109.0%
345 · Rents & Concessions	88,101.61	90,000.00	-1,898.39	97.9%
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	12,441.87	13,500.00	-1,058.13	92.2%
380 · Interest Earned on Investments	5,215.78	4,000.00	1,215.78	130.4%
382 · Refunds and Rebates	1,290.31	1,600.00	-309.69	80.6%
397 · Lottery	38,812.76	39,000.00	-187.24	99.5%
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	1,362,378.34	2,520,994.00	-1,158,615.66	54.0%
386 · Insurance Claims	946.72	1,000.00	-53.28	94.7%
Total Income	1,363,325.06	2,521,994.00	-1,158,668.94	54.1%
Gross Profit	1,363,325.06	2,521,994.00	-1,158,668.94	54.1%

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

	Jul '25 - May 26	Budget	$ Over Budget	% of Budget
Expense				
001.809 Grants Health/Sanitatio	0.00	12,900.00	-12,900.00	0.0%
001.760 Parking	14,778.96	20,120.00	-5,341.04	73.5%
405 - Board of Zoning Appeals	46.86	300.00	-253.14	15.6%
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	2,240.02	6,800.00	-4,559.98	32.9%
901 · Visitors Bureau -H	50,792.57	45,000.00	5,792.57	112.9%
906 · Arts & Humanities -H	19,947.38	105,000.00	-85,052.62	19.0%
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	72,979.97	162,300.00	-89,320.03	45.0%
001.402 · Economic Development	3,506.40	11,000.00	-7,493.60	31.9%
001.409 · Office of Mayor	21,620.04	22,600.00	-979.96	95.7%
001.410 · Members of Council	16,458.00	21,900.00	-5,442.00	75.2%
001.411 · Office of Recorder	4,905.00	6,515.00	-1,610.00	75.3%
001.413 · Office of Treasurer	79,888.93	84,085.00	-4,196.07	95.0%
001.415 · Office of City Clerk	65,444.39	79,648.33	-14,203.94	82.2%
001.426 · Litigation Reserve	0.00	5,000.00	-5,000.00	0.0%
001.435 · Region 9 Dev. Authority	465.37	500.00	-34.63	93.1%
001.437 · Planning Commission	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	249,971.85	326,722.32	-76,750.47	76.5%

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

	Jul '25 - May 26	Budget	$ Over Budget	% of Budget
001.699 · Contingencies	0.00	130,588.93	-130,588.93	0.0%
001.700 · Police Dept	539,419.87	664,539.17	-125,119.30	81.2%
001.706 · Fire Dept	0.00	4,000.00	-4,000.00	0.0%
001.750 · Street Department	93,240.43	117,963.05	-24,722.62	79.0%
001.751 · Street Lights	15,360.41	19,500.00	-4,139.59	78.8%
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%
001.759 · Public Transit	0.00	4,500.00	-4,500.00	0.0%
417 · Office of Attorney	3,725.00	10,000.00	-6,275.00	37.3%
Total Expense	1,262,825.44	2,521,994.00	-1,259,168.56	50.1%
Net Ordinary Income	100,499.62	0.00	100,499.62	100.0%
Net Income	**100,499.62**	**0.00**	**100,499.62**	**100.0%**

Corp. of Harpers Ferry
Check Detail
June 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	**ACH**	**06/01/2026**	**Fuelman**		**Water Fund Checking**		**-321.00**
Bill	NP706...	06/01/2026			650.8 · Auto & Transp...	-321.00	321.00
TOTAL						-321.00	321.00
Bill Pmt -Check	**ACH**	**06/04/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-1,362.12**
Bill	110084...	05/05/2026			Utilities Sl	-1,362.12	1,362.12
TOTAL						-1,362.12	1,362.12
Bill Pmt -Check	**ACH**	**06/08/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-126.59**
Bill	110081...	05/08/2026			Utilities-P	-126.59	126.59
TOTAL						-126.59	126.59
Bill Pmt -Check	**ACH**	**06/08/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-23.81**
Bill	110147...	05/08/2026			Utilities C	-23.81	23.81
TOTAL						-23.81	23.81
Bill Pmt -Check	**ACH**	**06/08/2026**	**Potomac Edison**		**Water Fund Checking**		**-10.00**
Bill	110081...	05/08/2026			615.3 · Utilities W	-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	**ACH**	**06/08/2026**	**Potomac Edison**		**Water Fund Checking**		**-2,393.24**
Bill	110083...	05/08/2026			615.3 · Utilities W	-2,393.24	2,393.24
TOTAL						-2,393.24	2,393.24
Bill Pmt -Check	**ACH**	**06/08/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-34.71**
Bill	110119...	05/08/2026			Utilities Sl	-34.71	34.71
TOTAL						-34.71	34.71
Bill Pmt -Check	**ACH**	**06/08/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-127.99**
Bill	110081...	05/08/2026			Utilities C	-127.99	127.99
TOTAL						-127.99	127.99
Bill Pmt -Check	**ACH**	**06/08/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-110.05**
Bill	110081...	05/08/2026			Utilities C	-110.05	110.05
TOTAL						-110.05	110.05
Bill Pmt -Check	**ACH**	**06/29/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-15.44**
Bill	110086...	06/10/2026			Utilities Pa	-15.44	15.44
TOTAL						-15.44	15.44
Bill Pmt -Check	**AHC**	**06/01/2026**	**Fuelman**		**001 General Fund Ac...**		**-296.59**
Bill	NP706...	06/01/2026			Auto Supplies (Gas & ...	-296.59	296.59
TOTAL						-296.59	296.59
Check	**eft**	**06/01/2026**	**West Virginia Munici...**		**Water Fund Checking**		**-1,953.00**

Corp. of Harpers Ferry
Check Detail
June 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					USDA Reserve	-1,953.00	1,953.00
TOTAL						-1,953.00	1,953.00
Check	**eft**	**06/05/2026**	**ADT Security**		**001 General Fund Ac...**		**-79.27**
					Utilities-P	-79.27	79.27
TOTAL						-79.27	79.27
Check	**eft**	**06/11/2026**	**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**	**06/11/2026**	**PEIA**		**Harpers Ferry Payroll...**		**-108.00**
					OPEB - General	-12.00	12.00
					246P · OPEB - Police	-36.00	36.00
					OPEB - Water	-48.00	48.00
					Employee Benefits	-12.00	12.00
TOTAL						-108.00	108.00
Check	**EFT**	**06/04/2026**	**Fuelman**		**001 General Fund Ac...**		**-1,526.56**
					Auto Supplies and Fue...	-1,526.56	1,526.56
TOTAL						-1,526.56	1,526.56
Check	**EFT**	**06/04/2026**	**DDL Business**		**001 General Fund Ac...**		**-71.50**
					Printing-Leased Equipt...	-71.50	71.50
TOTAL						-71.50	71.50
Check	**EFT**	**06/09/2026**	**US BANK**		**001 General Fund Ac...**		**-7,463.81**
					P-Card	-1,000.00	1,000.00
					P-Card	-4,000.00	4,000.00
					P-Card	-2,463.81	2,463.81
TOTAL						-7,463.81	7,463.81
Check	**EFT**	**06/10/2026**	**State of WV**		**General Court Fund**		**-364.00**
					WV, Friendship	-364.00	364.00
TOTAL						-364.00	364.00
Check	**EFT**	**06/11/2026**	**PEIA**		**Harpers Ferry Payroll...**		**-11,118.20**
					PEIA/Workers Comp-P	-5,386.94	5,386.94
					605.8 · Employee PEIA...	-3,212.92	3,212.92
					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	-18.26	18.26
					Optional PEIA	-23.80	23.80
TOTAL						-11,118.20	11,118.20
Check	**EFT**	**06/12/2026**	**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**	**06/15/2026**	**Harland Clarke**		**HF Parks and Recreat...**		**-30.92**

Corp. of Harpers Ferry
Check Detail
June 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Materials & Supplies Pa	-30.92	30.92
TOTAL						-30.92	30.92
Check	**EFT**	**06/25/2026**	**Bank of Charles Town**		**Water Fund Checking**		**-647.24**
					341.2 Capital Outlay - ...	-647.24	647.24
TOTAL						-647.24	647.24
Bill Pmt -Check	**123**	**06/09/2026**	**Gwin Dobson & Fore...**		**2024 Const Trust Fun...**		**-3,233.44**
Bill	92348	02/28/2026			Construction in Progress	-1,742.84	1,742.84
Bill	92671	04/30/2026			Construction in Progress	-1,490.60	1,490.60
TOTAL						-3,233.44	3,233.44
Check	**124**	**06/09/2026**	**Greenridge Contract...**		**2024 Const Trust Fun...**		**-16,195.15**
					636 · Contracted Servi...	-16,195.15	16,195.15
TOTAL						-16,195.15	16,195.15
Check	**158**	**06/09/2026**	**Fortiline Waterworks**		**Water Improvement P...**		**-345,989.68**
					Construction in Progress	-345,989.68	345,989.68
TOTAL						-345,989.68	345,989.68
Check	**159**	**06/03/2026**	**Friendship Fire Com...**		**Cash - Coal Severance**		**-700.00**
					Contribution	-700.00	700.00
TOTAL						-700.00	700.00
Bill Pmt -Check	**395**	**06/02/2026**	**Cornerstone Lawn Se...**		**Hotel Motel Tax**		**-2,690.00**
Bill	28219	05/29/2026			906 · Arts & Humanitie...	-2,690.00	2,690.00
TOTAL						-2,690.00	2,690.00
Check	**396**	**06/03/2026**	**Bolivar/HF Public Lib...**		**Hotel Motel Tax**		**-1,224.09**
					906 · Arts & Humanitie...	-1,224.09	1,224.09
TOTAL						-1,224.09	1,224.09
Check	**397**	**06/12/2026**	**Rohrersville Band**		**Hotel Motel Tax**		**-300.00**
					906 · Arts & Humanitie...	-300.00	300.00
TOTAL						-300.00	300.00
Check	**398**	**06/30/2026**			**Hotel Motel Tax**		**0.00**
TOTAL						0.00	0.00
Check	**399**	**06/30/2026**	**Corporation of Harpe...**		**Hotel Motel Tax**		**-544.13**
					Due To General	-544.13	544.13
TOTAL						-544.13	544.13
Check	**400**	**06/30/2026**	**Corporation of Harpe...**		**Hotel Motel Tax**		**-443.78**
					Due To General	-443.78	443.78
TOTAL						-443.78	443.78

Corp. of Harpers Ferry
Check Detail
June 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	**15539**	**06/02/2026**	**Automated Office Eq...**		**Water Fund Checking**		**-353.57**
Bill	158123	06/01/2026			341 G · Materials & Su...	-176.78	353.57
					620.8 · Office Supplies...	-176.79	353.57
TOTAL						-353.57	707.14
Check	**15540**	**06/02/2026**	**H&H Technologies**		**Water Fund Checking**		**-1,567.50**
					631.4PM · Plant Maint...	-1,477.50	1,477.50
					631.4PM · Plant Maint...	-90.00	90.00
TOTAL						-1,567.50	1,567.50
Bill Pmt -Check	**15541**	**06/03/2026**	**Bowles Rice LLP**		**Water Fund Checking**		**-600.00**
Bill	1254623	05/01/2026			Professional Services	-141.40	185.00
					631.8 · Legal Fees and...	-458.60	600.00
TOTAL						-600.00	785.00
Bill Pmt -Check	**15542**	**06/03/2026**	**Pace Analytical**		**Water Fund Checking**		**-526.00**
Bill	263068...	05/26/2026			631.3 · Lab Services	-526.00	526.00
TOTAL						-526.00	526.00
Bill Pmt -Check	**15543**	**06/03/2026**	**Advantage Technolo...**		**Water Fund Checking**		**-438.88**
Bill	102069	06/01/2026			Contracted Services-P	-146.29	438.88
					Contracted Services C	-146.30	438.89
					620.8 · Office Supplies...	-146.29	438.88
TOTAL						-438.88	1,316.65
Bill Pmt -Check	**15544**	**06/03/2026**	**AR&E**		**Water Fund Checking**		**-1,124.94**
Bill	rg1375	05/18/2026			620.8PM · Plant Maint...	-1,124.94	1,124.94
TOTAL						-1,124.94	1,124.94
Check	**15545**	**06/03/2026**	**Corporation of Harpe...**		**Water Fund Checking**		**-2,200.00**
					Due To Water	-2,200.00	2,200.00
TOTAL						-2,200.00	2,200.00
Check	**15546**	**06/03/2026**	**Corporation of Harpe...**		**Water Fund Checking**		**-2,700.00**
					Due To Water	-2,700.00	2,700.00
TOTAL						-2,700.00	2,700.00
Check	**15547**	**06/03/2026**	**Corporation of Harpe...**		**Water Fund Checking**		**-2,100.00**
					Due To Water	-2,100.00	2,100.00
TOTAL						-2,100.00	2,100.00
Check	**15548**	**06/03/2026**	**Corporation of Harpe...**		**Water Fund Checking**		**-5,500.00**
					Due To Water	-5,500.00	5,500.00
TOTAL						-5,500.00	5,500.00
Check	**15549**	**06/03/2026**	**Corporation of Harpe...**		**Water Fund Checking**		**-6,000.00**
					Due To Water	-6,000.00	6,000.00

Corp. of Harpers Ferry
Check Detail
June 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-6,000.00	6,000.00
Check	**15550**	**06/03/2026**	**Corporation of Harpe...**		**Water Fund Checking**		**-6,000.00**
					Due To Water	-6,000.00	6,000.00
TOTAL						-6,000.00	6,000.00
Bill Pmt -Check	**15551**	**06/03/2026**	**Culligan Water**		**Water Fund Checking**		**-22.97**
Bill	428X2...	04/10/2026			341 G · Materials & Su...	-11.48	22.97
					620.8 · Office Supplies...	-11.49	22.97
TOTAL						-22.97	45.94
Check	**15552**	**06/10/2026**	**Brandi Schildknecht**		**Water Fund Checking**		**0.00**
TOTAL						0.00	0.00
Bill Pmt -Check	**15553**	**06/12/2026**	**Law Office of Hoy Shi...**		**Water Fund Checking**		**-162.50**
Bill	4843	06/01/2026			631.8 · Legal Fees and...	-162.50	162.50
TOTAL						-162.50	162.50
Bill Pmt -Check	**15554**	**06/12/2026**	**Harpers Ferry Water ...**		**Water Fund Checking**		**-31.45**
Bill	06 2026	06/04/2026			615.3 · Utilities W	-10.49	31.45
					Utilities-P	-10.48	31.45
					Utilities C	-10.48	31.45
TOTAL						-31.45	94.35
Bill Pmt -Check	**15555**	**06/12/2026**	**Greenridge Contract...**		**Water Fund Checking**		**-2,500.00**
Bill	20369	06/01/2026			636 · Contracted Servi...	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Bill Pmt -Check	**15556**	**06/12/2026**	**Pace Analytical**		**Water Fund Checking**		**-247.00**
Bill	263067...	05/01/2026			631.3 · Lab Services	-247.00	247.00
TOTAL						-247.00	247.00
Check	**15557**	**06/24/2026**	**Brandi Schildknecht**		**Water Fund Checking**		**0.00**
TOTAL						0.00	0.00
Bill Pmt -Check	**15558**	**06/24/2026**	**Automated Office Eq...**		**Water Fund Checking**		**-256.67**
Bill	156889	03/02/2026			341 G · Materials & Su...	-128.34	256.64
					620.8 · Office Supplies...	-128.33	256.64
TOTAL						-256.67	513.28
Check	**15559**	**06/24/2026**	**H&H Technologies**		**Water Fund Checking**		**-1,050.00**
					631.4PM · Plant Maint...	-975.00	975.00
					631.4PM · Plant Maint...	-75.00	75.00
TOTAL						-1,050.00	1,050.00
Bill Pmt -Check	**15560**	**06/24/2026**	**Miss Utility**		**Water Fund Checking**		**-1.85**
Bill	WV26-...	06/09/2026			660.8 · Advertising & L...	-1.85	1.85
TOTAL						-1.85	1.85

Corp. of Harpers Ferry
Check Detail
June 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	**15561**	**06/25/2026**	**WV Corp**		**Water Fund Checking**		**-5,155.96**
Bill	1178889	06/16/2026			Insurance and Bonds	-911.79	2,098.75
					Group Ins. St	-520.45	1,197.98
					Property Ins and Bond...	-1,483.75	3,415.31
					656.8 · Ins-Property,Li...	-2,239.97	5,155.96
TOTAL						-5,155.96	11,868.00
Bill Pmt -Check	**15562**	**06/25/2026**	**ENCOVA Insurance**		**Water Fund Checking**		**-800.28**
Bill	701859...	06/11/2026			Insurance and Bonds	-196.43	563.05
					Property Ins and Bond...	-280.37	803.67
					Group Ins. St	-44.30	127.00
					656.8 · Ins-Property,Li...	-279.18	800.28
TOTAL						-800.28	2,294.00
Bill Pmt -Check	**15563**	**06/25/2026**	**CITCO Water**		**Water Fund Checking**		**-692.74**
Bill	100352...	06/15/2026			618.3 · Plant Chemicals	-692.74	692.74
TOTAL						-692.74	692.74
Bill Pmt -Check	**15564**	**06/25/2026**	**CoxHollidayoung PL...**		**Water Fund Checking**		**-498.86**
Bill	36838	05/31/2026			Office Supplies and M...	-27.11	81.34
					341 G · Materials & Su...	-27.11	81.33
					Professional Services C	-278.37	835.20
					620.8 · Office Supplies...	-27.11	81.33
					631.1 · Prof Services-A...	-139.16	417.53
TOTAL						-498.86	1,496.73
Check	**15565**	**06/25/2026**	**Brandi Schildknecht**		**Water Fund Checking**		**-333.77**
					675.3 · Training, Educ...	-216.77	216.77
					675.3 · Training, Educ...	-117.00	117.00
TOTAL						-333.77	333.77
Bill Pmt -Check	**15566**	**06/25/2026**	**Pace Analytical**		**Water Fund Checking**		**-222.00**
Bill	263068...	06/19/2026			631.3 · Lab Services	-222.00	222.00
TOTAL						-222.00	222.00
Bill Pmt -Check	**15567**	**06/25/2026**	**Pace Analytical**		**Water Fund Checking**		**-235.00**
Bill	263068...	06/19/2026			631.3 · Lab Services	-235.00	235.00
TOTAL						-235.00	235.00
Check	**15568**	**06/30/2026**	**Corporation of Harpe...**		**Water Fund Checking**		**-4,948.54**
					Due To General	-4,948.54	4,948.54
TOTAL						-4,948.54	4,948.54
Check	**15569**	**06/30/2026**	**Corporation of Harpe...**		**Water Fund Checking**		**-2,350.32**
					Due To General	-2,350.32	2,350.32
TOTAL						-2,350.32	2,350.32
Check	**15570**	**06/30/2026**	**Corporation of Harpe...**		**Water Fund Checking**		**-2,579.86**
					Due To General	-2,579.86	2,579.86
TOTAL						-2,579.86	2,579.86

Corp. of Harpers Ferry
Check Detail
June 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**17093**	**06/02/2026**	**Alexie Badura**		**001 General Fund Ac...**		**-25.00**
					326 · Building Permit F...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	**17094**	**06/02/2026**	**Automated Office Eq...**		**001 General Fund Ac...**		**-844.70**
Bill	158106	05/29/2026			341 G · Materials & Su...	-245.57	245.57
					Office Supplies and M...	-245.56	245.56
Bill	158123	06/01/2026			341 G · Materials & Su...	-176.79	353.57
					620.8 · Office Supplies...	-176.78	353.57
TOTAL						-844.70	1,198.27
Check	**17095**	**06/02/2026**	**Stampfer, Timothy**		**001 General Fund Ac...**		**-58.00**
					001.761 Parkinng Expe...	-58.00	58.00
TOTAL						-58.00	58.00
Bill Pmt -Check	**17096**	**06/02/2026**	**Shenandoah Air Con...**		**001 General Fund Ac...**		**-109.00**
Bill	122878...	06/01/2026			Maint & Repairs to Bld...	-109.00	109.00
TOTAL						-109.00	109.00
Check	**17098**	**06/02/2026**	**Love, Edward**		**001 General Fund Ac...**		**-25.00**
					326 · Building Permit F...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	**17099**	**06/02/2026**	**Jefferson Co. Emerg...**		**001 General Fund Ac...**		**-407.50**
Bill	642	05/20/2026			Departmental Supplies...	-407.50	407.50
TOTAL						-407.50	407.50
Bill Pmt -Check	**17100**	**06/02/2026**	**Jefferson Publishing ...**		**001 General Fund Ac...**		**-46.86**
Bill	73789	06/02/2026			405 - Board of Zoning ...	-46.86	46.86
TOTAL						-46.86	46.86
Bill Pmt -Check	**17101**	**06/02/2026**	**WV Division of Labor**		**001 General Fund Ac...**		**-90.00**
Bill	EV000...	05/20/2026			Maint & Repairs to Bld...	-90.00	90.00
TOTAL						-90.00	90.00
Bill Pmt -Check	**17102**	**06/02/2026**	**Eastern Elevator**		**001 General Fund Ac...**		**-53.00**
Bill	557770...	06/01/2026			Maint & Repairs to Bld...	-53.00	53.00
TOTAL						-53.00	53.00
Bill Pmt -Check	**17103**	**06/03/2026**	**Bowles Rice LLP**		**001 General Fund Ac...**		**-185.00**
Bill	1254623	05/01/2026			Professional Services	-43.60	185.00
					631.8 · Legal Fees and...	-141.40	600.00
TOTAL						-185.00	785.00
Bill Pmt -Check	**17104**	**06/03/2026**	**All-American Repairs**		**001 General Fund Ac...**		**-345.00**
Bill	52601	05/26/2026			Maint & Repairs to Bld...	-345.00	345.00
TOTAL						-345.00	345.00

Corp. of Harpers Ferry
Check Detail
June 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	**17105**	**06/03/2026**	**Advantage Technolo...**		**001 General Fund Ac...**		**-1,020.27**
Bill	102397	06/01/2026			Contracted Services C	-71.25	71.25
					Contracted Services-P	-71.25	71.25
Bill	102069	06/01/2026			Contracted Services-P	-292.59	438.88
					Contracted Services C	-292.59	438.89
					620.8 · Office Supplies...	-292.59	438.88
TOTAL						-1,020.27	1,459.15
Bill Pmt -Check	**17106**	**06/03/2026**	**Wicked Design, LLC**		**001 General Fund Ac...**		**-380.00**
Bill	HF-319...	03/19/2026			341 G · Materials & Su...	-380.00	380.00
TOTAL						-380.00	380.00
Bill Pmt -Check	**17107**	**06/03/2026**	**ROCIC**		**001 General Fund Ac...**		**-500.00**
Bill	73305-IN	06/01/2026			Police Dept Supplies	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	**17108**	**06/03/2026**	**Culligan Water**		**001 General Fund Ac...**		**-22.97**
Bill	428X2...	04/10/2026			341 G · Materials & Su...	-11.49	22.97
					620.8 · Office Supplies...	-11.48	22.97
TOTAL						-22.97	45.94
Check	**17109**	**06/03/2026**	**Bolivar/HF Public Lib...**		**001 General Fund Ac...**		**-5,000.00**
					916 · Library	-5,000.00	5,000.00
TOTAL						-5,000.00	5,000.00
Check	**17110**	**06/03/2026**	**Friendship Fire Com...**		**001 General Fund Ac...**		**-4,000.00**
					Contribution	-4,000.00	4,000.00
TOTAL						-4,000.00	4,000.00
Check	**17111**	**06/03/2026**	**EAstern Panhandle T...**		**001 General Fund Ac...**		**-7,500.00**
					001.759 · Public Transit	-4,500.00	4,500.00
					001.402 · Economic D...	-3,000.00	3,000.00
TOTAL						-7,500.00	7,500.00
Bill Pmt -Check	**17112**	**06/03/2026**	**Welsh Sound**		**001 General Fund Ac...**		**-2,950.00**
Bill	26-1169	06/02/2026			001.402 · Economic D...	-2,950.00	2,950.00
TOTAL						-2,950.00	2,950.00
Bill Pmt -Check	**17113**	**06/09/2026**	**All-Shred, INC**		**001 General Fund Ac...**		**-291.50**
Bill	749606...	06/09/2026			341 G · Materials & Su...	-291.50	291.50
TOTAL						-291.50	291.50
Bill Pmt -Check	**17114**	**06/12/2026**	**Harpers Ferry Water ...**		**001 General Fund Ac...**		**-352.95**
Bill	2000626	06/04/2026			Utilities St	-240.00	240.00
Bill	06 2026	06/04/2026			615.3 · Utilities W	-20.96	31.45
					Utilities-P	-20.97	31.45
					Utilities C	-20.97	31.45
Bill	350062...	06/04/2026			Utilities Pa	-50.05	50.05
TOTAL						-352.95	384.40
Bill Pmt -Check	**17115**	**06/12/2026**	**Rugged Notebook**		**001 General Fund Ac...**		**-15,340.00**

Corp. of Harpers Ferry
Check Detail
June 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	92286	06/09/2026			001.976 · Public Safety	-15,340.00	15,340.00
TOTAL						-15,340.00	15,340.00
Check	**17116**	**06/12/2026**	**Flip Flop Festival**		**001 General Fund Ac...**		**-452.70**
					001.402 · Economic D...	-452.70	452.70
TOTAL						-452.70	452.70
Bill Pmt -Check	**17117**	**06/12/2026**	**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	**17120**	**06/24/2026**	**Stampfer, Timothy**		**001 General Fund Ac...**		**-47.85**
					001.761 Parkinng Expe...	-47.85	47.85
TOTAL						-47.85	47.85
Bill Pmt -Check	**17121**	**06/24/2026**	**Automated Office Eq...**		**001 General Fund Ac...**		**-256.61**
Bill	156889	03/02/2026			341 G · Materials & Su...	-128.30	256.64
					620.8 · Office Supplies...	-128.31	256.64
TOTAL						-256.61	513.28
Check	**17122**	**06/24/2026**	**Amanda Ruffner**		**001 General Fund Ac...**		**-232.35**
					Magistrate-P	-232.35	232.35
TOTAL						-232.35	232.35
Bill Pmt -Check	**17123**	**06/25/2026**	**WV Corp**		**001 General Fund Ac...**		**-6,712.04**
Bill	1178889	06/16/2026			Insurance and Bonds	-1,186.96	2,098.75
					Group Ins. St	-677.53	1,197.98
					Property Ins and Bond...	-1,931.56	3,415.31
					656.8 · Ins-Property,Li...	-2,915.99	5,155.96
TOTAL						-6,712.04	11,868.00
Bill Pmt -Check	**17124**	**06/25/2026**	**ENCOVA Insurance**		**001 General Fund Ac...**		**-1,493.72**
Bill	701859...	06/11/2026			Insurance and Bonds	-366.62	563.05
					Property Ins and Bond...	-523.30	803.67
					Group Ins. St	-82.70	127.00
					656.8 · Ins-Property,Li...	-521.10	800.28
TOTAL						-1,493.72	2,294.00
Bill Pmt -Check	**17125**	**06/25/2026**	**CARS**		**001 General Fund Ac...**		**-335.24**
Bill	8502026	05/12/2026			Maintenance and Repa...	-112.34	112.34
Bill	2026/1...	06/12/2026			Maintenance and Repa...	-104.95	104.95
Bill	2026-1...	06/23/2026			Maintenance and Repa...	-117.95	117.95
TOTAL						-335.24	335.24
Check	**17126**	**06/25/2026**	**Daniel Ruffner Jr**		**001 General Fund Ac...**		**-53.48**
					Auto Supplies and Fue...	-53.48	53.48
TOTAL						-53.48	53.48
Bill Pmt -Check	**17127**	**06/25/2026**	**Galls**		**001 General Fund Ac...**		**-187.00**

Corp. of Harpers Ferry
Check Detail
June 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	352319...	06/02/2026			345 P · Uniforms-P	-187.00	187.00
TOTAL						-187.00	187.00
Bill Pmt -Check	**17128**	**06/25/2026**	**CoxHollidayoung PL...**		**001 General Fund Ac...**		**-997.87**
Bill	36838	05/31/2026			Office Supplies and M...	-54.23	81.34
					341 G · Materials & Su...	-54.22	81.33
					Professional Services C	-556.83	835.20
					620.8 · Office Supplies...	-54.22	81.33
					631.1 · Prof Services-A...	-278.37	417.53
TOTAL						-997.87	1,496.73
Bill Pmt -Check	**17129**	**06/25/2026**	**Eastern Elevator**		**001 General Fund Ac...**		**-53.00**
Bill	547341...	05/01/2026			Maint & Repairs to Bld...	-53.00	53.00
TOTAL						-53.00	53.00
Check	**17130**	**06/30/2026**	**Stampfer, Timothy**		**001 General Fund Ac...**		**-36.98**
					001.761 Parkinng Expe...	-36.98	36.98
TOTAL						-36.98	36.98
Check	**17131**	**06/30/2026**	**Amanda Ruffner**		**001 General Fund Ac...**		**-89.94**
					Magistrate-P	-89.94	89.94
TOTAL						-89.94	89.94

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
131 · SB234 Reserve Transfer									
General Journal	05/31/2026			SB 234 Tran...	Water		131.3 Water ...	6,600.00	6,600.00
Total 131 · SB234 Reserve Transfer								6,600.00	6,600.00
400 · Water Department Income									
Bond Renewal & Repl 2.5% trnfr									
General Journal	05/31/2026			Reserves	Water		127 · Bond R...	2,200.00	2,200.00
Total Bond Renewal & Repl 2.5% trnfr								2,200.00	2,200.00
421 · Non Utility Income									
419. · Interest									
Deposit	05/31/2026			Interest	Water		Contruction F...	480.84	480.84
Deposit	05/31/2026			Interest	Water		2024 Const T...	19.11	499.95
Deposit	05/31/2026			Interest	Water		CNB CWCR ...	508.79	1,008.74
Deposit	05/31/2026			Interest	Water		CNB Reserve...	19.11	1,027.85
Deposit	05/31/2026			Interest	Water		CNB Renew ...	19.11	1,046.96
Deposit	05/31/2026			Interest	Water		CNB Renew ...	266.09	1,313.05
Deposit	05/31/2026			Interest	Water		HF Water W...	9.63	1,322.68
Deposit	05/31/2026			Interest	Water		Water Improv...	0.95	1,323.63
Deposit	05/31/2026			Interest	Water		Water Fund ...	25.36	1,348.99
Total 419. · Interest								1,348.99	1,348.99
421.b · Other Grants W									
Deposit	05/27/2026		WV Treasury	Gov Match t...	Water		Water Improv...	16,187.12	16,187.12
Total 421.b · Other Grants W								16,187.12	16,187.12
Total 421 · Non Utility Income								17,536.11	17,536.11
461 · Customers - Water Bill Payments									
General Journal	05/31/2026		Harpers Ferry_v	To adjust A/...	Water		141 Accounts...	72,305.19	72,305.19
Total 461 · Customers - Water Bill Payments								72,305.19	72,305.19
471 · PSD bill processing									
Invoice	05/01/2026	202605	HF Bolivar Public ...	Monthly pay...	Water		141 Accounts...	500.00	500.00
Invoice	05/01/2026	202605	HF Bolivar Public ...	April usage, ...	Water		141 Accounts...	2,340.00	2,840.00
Total 471 · PSD bill processing								2,840.00	2,840.00
Total 400 · Water Department Income								94,881.30	94,881.30
Total Income								101,481.30	101,481.30
Gross Profit								101,481.30	101,481.30
Expense									
400. · Water Department									
Bond Interest									
341.9 · Water Bond Debt Service (2024)									
General Journal	05/05/2026			new withdra...	Water		Water Fund ...	741.06	741.06
General Journal	05/05/2026			new withdra...	Water		Water Fund ...	7,425.44	8,166.50
Total 341.9 · Water Bond Debt Service (2024)								8,166.50	8,166.50
427.3 · Bonds Payable - Series C									
Check	05/13/2026	EFT	USDA	2026 MAY	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	05/11/2026	eft	USDA		Water		Water Fund ...	19,530.00	19,530.00
Total 428 · USDA 2021 - Bonds Payable								19,530.00	19,530.00
Total Bond Interest								29,219.50	29,219.50
631.1 · Prof Services-Accounting-Water									
Bill	05/22/2026	36611	CoxHollidayoung ...	Accounting ...	Water		20000 · Acco...	430.43	430.43
Bill	05/31/2026	36838	CoxHollidayoung ...	Accounting ...	Water		20000 · Acco...	417.53	847.96
Total 631.1 · Prof Services-Accounting-Water								847.96	847.96
131.3 Water Tranfs to Reserve									
General Journal	05/31/2026			SB 234 Tran...	Water		131 · SB234 ...	6,600.00	6,600.00
Total 131.3 Water Tranfs to Reserve								6,600.00	6,600.00

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
341.2 Capital Outlay - Auto									
Check	05/26/2026	EFT	Bank of Charles T...	Water Truck...	Water		Water Fund ...	647.24	647.24
Total 341.2 Capital Outlay - Auto								647.24	647.24
127 · Bond Renewal & Replacement Fund									
General Journal	05/31/2026			Reserves	Water		Bond Renew...	2,200.00	2,200.00
Total 127 · Bond Renewal & Replacement Fund								2,200.00	2,200.00
408.12 · PR Taxes Employer Expense									
General Journal	05/07/2026			payroll 5/7	Water		001 General ...	373.46	373.46
General Journal	05/07/2026			payroll 5/7	Water		001 General ...	431.73	805.19
General Journal	05/21/2026			payroll 5/21	Water		001 General ...	561.20	1,366.39
General Journal	05/21/2026			payroll 5/21	Water		001 General ...	433.99	1,800.38
Total 408.12 · PR Taxes Employer Expense								1,800.38	1,800.38
601.3 · Plant - Salaries & Wages									
General Journal	05/07/2026			payroll 5/7	Water		001 General ...	4,881.85	4,881.85
General Journal	05/21/2026			payroll 5/21	Water		001 General ...	7,335.87	12,217.72
Total 601.3 · Plant - Salaries & Wages								12,217.72	12,217.72
601.7 · Office - Salaries & Wages									
General Journal	05/07/2026			payroll 5/7	Water		001 General ...	5,725.98	5,725.98
General Journal	05/21/2026			payroll 5/21	Water		001 General ...	5,755.58	11,481.56
Total 601.7 · Office - Salaries & Wages								11,481.56	11,481.56
604.8 · Pension Exp									
General Journal	05/07/2026			payroll 5/7	Water		001 General ...	439.37	439.37
General Journal	05/07/2026			payroll 5/7	Water		001 General ...	515.34	954.71
General Journal	05/21/2026			payroll 5/21	Water		001 General ...	660.23	1,614.94
General Journal	05/21/2026			payroll 5/21	Water		001 General ...	518.01	2,132.95
Total 604.8 · Pension Exp								2,132.95	2,132.95
605.8 · Employee PEIA Benefits									
OPEB - Water									
Check	05/14/2026	eft	PEIA	Water 2026 ...	Water		Harpers Ferry...	48.00	48.00
Total OPEB - Water								48.00	48.00
605.8 · Employee PEIA Benefits - Other									
Check	05/14/2026	EFT	PEIA	Water PEIA ...	Water		Harpers Ferry...	3,212.92	3,212.92
Total 605.8 · Employee PEIA Benefits - Other								3,212.92	3,212.92
Total 605.8 · Employee PEIA Benefits								3,260.92	3,260.92
615.3 · Utilities W									
Bill	05/05/2026	05 20...	Harpers Ferry Wat...	MAY 2026	Water		20000 · Acco...	30.84	30.84
Bill	05/08/2026	1100...	Potomac Edison	usage Pot R...	Water		20000 · Acco...	10.00	40.84
Bill	05/08/2026	1100...	Potomac Edison	Usage APR	Water		20000 · Acco...	2,393.24	2,434.08
Bill	05/08/2026	1101...	Potomac Edison	Usage APR	Water		20000 · Acco...	63.61	2,497.69
Bill	05/26/2026	3466...	Waste Manageme...	Town hall du...	Water		20000 · Acco...	71.72	2,569.41
Total 615.3 · Utilities W								2,569.41	2,569.41
620.6. · Maintenance of Hydrants									
Credit Card Cha...	05/15/2026	8611...	KULLY SUPPLY	PARADIS H...	Water		P-Card	496.13	496.13
Total 620.6. · Maintenance of Hydrants								496.13	496.13
620.7 · Postage And Cust Acctg Supplies									
Credit Card Cha...	05/07/2026	51180	US Post Office	LAMBERT P...	Water		P-Card	16.60	16.60
Total 620.7 · Postage And Cust Acctg Supplies								16.60	16.60
620.8 · Office Supplies & Expenses									
631.2 · Payroll Processing-Water									
General Journal	05/06/2026			payroll proce...	Water		001 General ...	90.84	90.84
General Journal	05/07/2026			payroll proce...	Water		001 General ...	28.41	119.25
General Journal	05/21/2026			payroll proce...	Water		001 General ...	29.21	148.46
Total 631.2 · Payroll Processing-Water								148.46	148.46
620.8 · Office Supplies & Expenses - Other									
Bill	05/01/2026	101024	Advantage Techno...	May Monthly...	Water		20000 · Acco...	438.88	438.88
Credit Card Cha...	05/01/2026	10066	One Source	SPALDING, ...	Water		P-Card	112.00	550.88
Bill	05/05/2026	0513...	AT&T	INV 051320...	Water		20000 · Acco...	62.90	613.78
Bill	05/07/2026	101462	Advantage Techno...	INV 10462 a...	Water		20000 · Acco...	23.75	637.53

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	05/08/2026	101583	Advantage Techno...	2026-27 Mit...	Water		20000 · Acco...	259.95	897.48
Bill	05/22/2026	36611	CoxHollidayoung ...	RN Access ...	Water		20000 · Acco...	81.33	978.81
Credit Card Cha...	05/25/2026	17949	CCSI	SPALDING, ...	Water		P-Card	12.84	991.65
Bill	05/31/2026	36838	CoxHollidayoung ...	RN Access ...	Water		20000 · Acco...	81.33	1,072.98
Total 620.8 · Office Supplies & Expenses - Other								1,072.98	1,072.98
Total 620.8 · Office Supplies & Expenses								1,221.44	1,221.44
620.8PM · Plant Maintenance MS									
Credit Card Cha...	05/14/2026	94216	e-Bay	LAMBERT V...	Water		P-Card	561.75	561.75
Bill	05/18/2026	rg1375	AR&E	INV RG1375...	Water		20000 · Acco...	1,124.94	1,686.69
Total 620.8PM · Plant Maintenance MS								1,686.69	1,686.69
631.3 · Lab Services									
Bill	05/01/2026	2630...	Pace Analytical	INV 263067...	Water		20000 · Acco...	247.00	247.00
Bill	05/04/2026	WAT...	West Virginia DH...	WAT26-2647	Water		20000 · Acco...	23.00	270.00
Bill	05/06/2026	WAT...	West Virginia DH...	WAT26-2675	Water		20000 · Acco...	23.00	293.00
Bill	05/07/2026	WAT...	West Virginia DH...	WAT26-2703	Water		20000 · Acco...	23.00	316.00
Bill	05/08/2026	WAT...	West Virginia DH...	INV WAT26-...	Water		20000 · Acco...	23.00	339.00
Bill	05/19/2026	2630...	Pace Analytical	INV 263068...	Water		20000 · Acco...	196.00	535.00
Bill	05/26/2026	2630...	Pace Analytical	INV 263068...	Water		20000 · Acco...	526.00	1,061.00
Bill	05/28/2026	WAT...	West Virginia DH...	INV WAT26-...	Water		20000 · Acco...	23.00	1,084.00
Total 631.3 · Lab Services								1,084.00	1,084.00
631.4PM · Plant Maintenance CS									
Bill	05/04/2026	404	Homewood Lawn ...	INV 525	Water		20000 · Acco...	525.00	525.00
Check	05/08/2026	15525	H&H Technologies	25 Hours @ ...	Water		Water Fund ...	750.00	1,275.00
Check	05/08/2026	15525	H&H Technologies	4 Trips @ $15	Water		Water Fund ...	60.00	1,335.00
Bill	05/19/2026	MAY ...	Dodson Septic Ta...	MAY 2026	Water		20000 · Acco...	475.00	1,810.00
Check	05/22/2026	15536	H&H Technologies	20 Hours @ ...	Water		Water Fund ...	600.00	2,410.00
Check	05/22/2026	15536	H&H Technologies	3 Trips @ $15	Water		Water Fund ...	45.00	2,455.00
Total 631.4PM · Plant Maintenance CS								2,455.00	2,455.00
631.8 · Legal Fees and Studies									
Bill	05/01/2026	4835	Law Office of Hoy ...	INV 4824 April	Water		20000 · Acco...	260.00	260.00
Bill	05/01/2026	1254...	Bowles Rice LLP	INV 125462...	Water		20000 · Acco...	600.00	860.00
Total 631.8 · Legal Fees and Studies								860.00	860.00
650.8 · Auto & Transportation Expenses									
Bill	05/04/2026	NP70...	Fuelman	NP70465087	Water		20000 · Acco...	234.66	234.66
Credit Card Cha...	05/06/2026	233567	Creamers Tire & ...	LAMBERT, ...	Water		P-Card	130.00	364.66
Credit Card Cha...	05/23/2026	458947	Bouncie.com	PARADIS S...	Water		P-Card	25.05	389.71
Total 650.8 · Auto & Transportation Expenses								389.71	389.71
675.3 · Training, Education, & Certif									
Credit Card Cha...	05/08/2026	1252...	Wv AWWA	SCHILDTKN...	Water		P-Card	280.00	280.00
Total 675.3 · Training, Education, & Certif								280.00	280.00
675.8 · Telephone W									
Bill	05/08/2026	0730...	Frontier	April	Water		20000 · Acco...	76.61	76.61
Bill	05/08/2026	0526	Frontier	Telephone 2...	Water		20000 · Acco...	204.77	281.38
Bill	05/13/2026	MAY ...	Comcast Internet	Internet phone	Water		20000 · Acco...	222.93	504.31
Credit Card Cha...	05/24/2026	APR ...	US Cellular	cell phones ...	Water		P-Card	148.83	653.14
Bill	05/25/2026	8299...	Comcast Internet	Internet 202...	Water	X	20000 · Acco...	0.00	653.14
Total 675.8 · Telephone W								653.14	653.14
Total 400. · Water Department								82,120.35	82,120.35
Total Expense								82,120.35	82,120.35
Net Ordinary Income								19,360.95	19,360.95
Net Income								**19,360.95**	**19,360.95**

	Checks over Purchasing Threshold for approval Town Council Meeting 7/13/2026			
Check #	Vendor	INV #		
17137	CARS	1017	PD auto maintenance	$ 1,970.02
17138	Revize LLC	24118	retainer fee	$ 4,090.00
15576	Everstone	12556	Water Dump Truck Maintenance	$ 2,674.13
15577	Core & Main	Z189704, Z111055	Maint of Mains/Meters Materials/Supplies	$ 3,074.52
15578	Public Service Commission	2027-00378	Annual Assessment	$ 3,287.28

Attachment Item 6.a.

Harpers Ferry Open House Hiring Event

Overall Strategy: Use low-cost, high-impact local marketing and a casual, welcoming event format to showcase the benefits of public service. This hiring effort will focus on Water Works positions—a Water Operator and two outside Water Technicians—as well as the Police Department's Police Clerk position.

Event Details (The "When & Where")

- **Suggested Day/Time: Thursday, 4:00 PM – 7:00 PM** (or a Saturday from 10:00 AM – 1:00 PM). A late afternoon weekday slot allows currently employed people to drop by immediately after work.
- **Location:** Town Hall (Main Meeting Room) + the rear parking lot.
- **The Atmosphere:** Casual, friendly, informative, and civic-minded. This should feel less like a formal corporate interview and more like an invitation to learn how the Town operates. All Town participants should wear clothing or caps with the new Town logo so attendees can easily identify who to approach for information.
- **The goal of this event:** Collect names and contact information for each open position. No hiring will be done. This is only a meet and greet event.

The Event Schedule (3-Hour Window) - Rain or Shine.

- **3:30 PM – 4:00 PM | The Setup**
  - Park a clean, prominent Water Works utility truck behind Town Hall with the hood up or doors open to serve as a visual marker.
  - Park our cleaned-up excavator next to the utility truck and on the ground. This piece of equipment might need to be professionally detailed.
  - Park our newest Police Ford Explorer with the Water Works vehicles.
  - Redirect all Post Office traffic away from the display area. Set up guest parking on Franklin and West Ridge Streets with signage and a person directing traffic.
  - Set up tables inside: One for the **Water Department** (with a few tools, water testing kits, or system maps as conversation starters) and one for the **Administrative/Office** roles.

- Put out a sign-in sheet, paper applications, clipboards, and pens. Provide simple refreshments (coffee, water, cookies).

- **4:00 PM | Doors Open & Touch-a-Truck**
  - Welcome attendees. Have a staff member greet people at the door, give them a one-page sheet on the open roles, and direct them to the appropriate table based on their interests.
  - If someone arrives with kids, a staff member can show them the utility truck while the parent talks to a department head. Or maybe the Fire Department could help us out with a Fire truck demonstration at their facility.
- **4:30 PM | Session 1: "Why Work for the Town?" (15 Mins)**
  - Gather everyone in the room for a very brief, casual presentation by the Mayor or a Council member.
  - **The Pitch:** Highlight what Indeed ads can't convey—the value of the state PEIA health insurance, the West Virginia public retirement pension (PERS), a short commute, stable daylight hours, and the pride of keeping the local community safe and running. These service jobs are critical to running our Town.
- **4:45 PM – 6:00 PM | Matchmaking & On-the-Spot Screening**
  - Attendees chat informally with the Water Superintendent, Police Chief, or Office Manager.
  - **Proactive Screening:** If an applicant seems like a great fit, do a 10-minute "pre-interview" right there in a quiet corner. If they don't have a resume, have them fill out a standard paper application on the spot.
- **6:00 PM | Session 2: "Why Work for the Town?" (15 Mins)**
  - Repeat the brief benefits/culture pitch for the second wave of after-work attendees.
- **6:15 PM – 7:00 PM | Final Wrap-Up & Next Steps**
  - Continue casual conversations. Ensure every attendee leaves with a clear timeline of when the town will be making hiring decisions (e.g., *"We will be calling folks for formal interviews by next Tuesday"*).

Hyper-Local Marketing Strategy

In a small West Virginia town, traditional online ads often get lost in regional noise. You need to dominate the physical and digital spaces where your residents actually look.

1. Digital Push (Free & Target-Rich)

- **The Town Water Bill Portal:** If your town uses an online utility payment portal, place a prominent banner at the top of the payment screen: *"Want to help keep our water clean? Join our Water Dept! Open House on [Date]."*
- **Local Facebook Groups:** Do not just post on the official Town Page (which usually has low reach). Share the event flier directly into local community groups (e.g., local yard sale pages, community watch groups, county-wide discussion boards). People in these groups constantly post asking, *"Who is hiring locally?"*
- **Community College Job Boards:** Send the flier directly to the career services and trade departments at nearby technical schools (such as Blue Ridge CTC or other regional institutions). Ask them to email it to recent graduates of environmental science, mechanical, or business office programs.

2. The Physical Push (Hyper-Local Ground Game)

- **The Post Office & Town Bulletin:** Place a bright, colored flier on the public bulletin board at the Post Office, local gas stations, and the library.
- **The Yard Sign Method:** Treat the hiring event like an election. Print 5 to 10 cheap corrugated yard signs that say: **"TOWN HALL JOB OPEN HOUSE - THURS 4-7PM - WE'RE HIRING!"** Place them at the main entrance points to Harpers Ferry/Bolivar and right outside Town Hall a week before the event.
- **High-Traffic Flyers:** Hand a stack of flyers to the local restaurants, Tractor Supply, or morning coffee spot. Mechanics, tradespeople, and administrative workers frequent these spots daily.

3. The Media Hook (Free Public Service Announcements)

- **The "Community Calendar" Radio Spot:** Local WV radio stations are required by the FCC to run free Public Service Announcements (PSAs). Call your local stations and ask them to read a 15-second script on their community calendar segment.
  - *Script: "The Town of [Name] is hosting a hiring open house this Thursday from 4 to 7 PM at Town Hall. Openings include stable, local positions in the water*

department and administrative office, offering great state benefits. Stop by to learn more."

- **Local Newspaper Editorial:** Instead of buying a classified ad, call a reporter or editor at the Spirit of Jefferson and Journal newspapers. Tell them the town is hosting a unique "open house" to tackle the local labor shortage. They are highly likely to run a short, free preview article about it.
- **Harper Ferry Town newsletter:** Ask the residents for help with outreach in talking about our hiring event with friends and anyone else who might be interested.

Preparation Checklist (2 Weeks Out)

- **Define the "Trainee" Path:** For the water department role, ensure your flier explicitly states: *"No experience required for Trainee role—we pay for your training and licensing."* This single line will double your applicant pool.
- **Prepare the Paperwork:** Have clean copies of job descriptions that clearly list the **salary range, health benefits, and retirement package** at the top.
- **Brief Staff:** Ensure the employees attending the event know that their job is to be welcoming ambassadors, not strict gatekeepers.

By framing this as a community event rather than a corporate interview gauntlet, you lower the barrier to entry for great local candidates who want to work close to home.

In conclusion: We have advertised in local newspapers, posted on the Town website and Indeed.com, contacted municipal organizations, and worked with a staffing agency. Despite these efforts, we have seen few qualified prospects and no hires. A more proactive approach is needed. The Town Open House concept offers a low-cost, high-engagement strategy that may give us the best opportunity to hire four to five employees in a short period of time.