Corporation of Harpers Ferry
Town Council
MINUTES

REGULAR Meeting
Monday, April 13, 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.

In the absence of Recorder Carden, Mr. DiCostanzo was designated to be the primary minute-taker, assisted by Mr. Craig (motion by Mr. Melton, second by Mr. Simmons, approved 6-0).

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

The agenda was approved as submitted (motion by Mr. Craig, second by Mr. Pechuekonis)

Public comments

- Zach Morse spoke about item 6.d.ii. (Comprehensive Plan public hearing on April 30th) and 6.e.i. (Tree Commission Arbor Day event on April 25th on the eastern end of Fillmore Street)
- Jenny Thacker introduced herself as a candidate running for the House of Delegates District 100

1. Mayor’s announcements.

The Mayor will meet with Park Superintendent Tanya Gossett. It will cover cooperation during the upcoming holidays, including coordination of both parking and general law enforcement.

A meeting was held the prior Tuesday with Senator Shelley Moore Capito and her contingent of top aids. Also in attendance were the Chief Finance Officer (Deb Kelly), Office Coordinator (Pat Morse), Water Clerk (Cathy), Public Works Administrator (Steve Paradis) and Council Member Jesse Melton. The Senator was thanked for her support and role in securing millions of federal dollars to help realize Harpers Ferry Water Works’s long-delayed water distribution repairs and upgrades. The Senator is also championing an additional $6.3 million for FY27, and over $4 million for FY28. The

Mayor and all in attendance recognized Deb Kelly for her critical role in securing the funds through dedicated and savvy management, preparation, and presentation of the town's finances.

2. **Recorder comments and updates** – none

3. **Community Announcements.**

Mr. Craig had several announcements:

- April 24-26 Flip Flop Kickoff in Harpers Ferry will host through-hikers who will be heading north on the Appalachian Trail, return later in the year do the southbound route. Details can be found at flipflopkickoff.org, including a reception and pancake breakfast
- May 13 monthly Canal Town Partnership meeting at the John Brown Museum meeting space in Lower Town. It will be from 10 a.m.-12 p.m., concluding with a walk to the Byron Bridge for a ribbon cutting ceremony and walk across the bridge and down the new ramp-stairs (if the project is complete.)
- May 2 – Sam Michael Park – Kite Day event organized by Jefferson County Parks & Rec. The Elk Run Watershed group will also have activities to educate and celebrate our watershed.

   a. Hilltop Hotel. None.

Park Superintendent Gossett made several announcements:

- A productive Parking Summit was held with Mayor Vaughn and Mr. Pechuekonis. Parking and vehicle circulation concerns and potential solutions were discussed, including follow-up action items.
- NPS has granted the park new direct hiring authority. New 9-month seasonal positions will be opening up for people who live within 60 miles of Park HQ. The Superintendent encouraged contacting the Park with potential position candidates.
- NPS grasslands rehabilitation will take place in May. Focus areas are in lower Bolivar Heights and at Nash Farm and include eliminating invasives, and planting with natives to expand biodiversity. There will be some mowing and application of herbicides. Trails will be closed from 4-8 hours while work is being conducted in active management areas. The Park will send email notification to the towns once the exact dates and times are known.
- Byron Bridge ramp/stair – the temporary stairs are expected to be removed in early-mid May, with work to install the permanent new staircase taking 3-4 weeks. Shuttle service will be provided during this period. Visit the C&O Canal Park website for details.
- Viewshed improvement at Jefferson Rock was acknowledged.

4. Approval of Minutes.

a. Regular meetings: 9 February 2026, 9 March 2026.

The minutes of 9 February 2026 were presented.

Motion	Motion to approve the minutes of 9 February 2026
Motion by	Jesse Melton

Second	Christian Pechuekonis
YES	6
NO	0
Result	**MOTION PASSED**

b. Special meeting: 27 February 2026, 13 March, 2026, 24 March, 2026, 6 April, 2026
These minutes were not presented.

5. Special Presentations.

a. Discussion and action regarding county Child Care Needs presented by JCDA.

JCDA Director Daryl Cowles presented an overview of the childcare challenges in Jefferson County. Fellow Hunter Mize from Shepherd University discussed the issues in greater detail, including the effect on families, children, and the economy. The wait for childcare in the area is as much as 1 year and 5 months. The JCDA is working with YMCA of Frederick to improve the old dining hall on the Shepherd campus as a facility that include childcare. A capital campaign to raise $900,000 for the remodeling is underway. The JCDA asked that Harpers Ferry and its residents consider engaging with the campaign.

b. Presentation by the Harpers Ferry-Bolivar Historic Town Foundation regarding an update on the First Zion Project.

Ed Wheeless, Director of the Harpers Ferry-Bolivar Historic Town Foundation, presented an update regarding the First Zion Project. Phase I restoration was reported as complete, including exterior refreshment, new roofing and shingles, foundation repointing (to be whitewashed), installation of new gutters, and repairs to leaking ceilings. To date, $362,000 has been invested in restoration efforts, funded through 50 percent grants and one-third fundraising.

Mr. Wheeless noted that a charette was held to solicit community feedback on the proposed community center. The project aligns with the 2013 Comprehensive Plan regarding the protection of historic resources, a town museum, and a community center; the Board of Zoning Appeals has approved the required conditional use permit.

Future phases were outlined as follows:

- Phase II: Interior work on the ground (basement) level to create open meeting space, reception area, interpretive displays, and a small kitchen; includes an upstairs performance hall with lift access.
- Phase III: Development of community performance and gathering spaces.
- Phase IV: Construction of a picnic pavilion, off-street parking, and retaining wall.

c. Discussion and action regarding a Proclamation to Declare International Dark Sky Week 2026.

Roberta Meade Curry, representing the local Dark Sky chapter, presented on the "Go Dark" campaign and the proposed proclamation to declare International Dark Sky Week 2026 in Harpers Ferry. She shared Dark Sky International’s goals of reducing light pollution, sky glow, and light trespass through adherence to five core principles:

- Useful: Lighting must serve a purpose.

- Targeted: Light should be directed downward, not toward neighbors.
- Low Level: Color temperature of 3000K or less.
- Controlled: Utilization of on/off switches, motion sensors, or timers.
- Warm-Colored: Use of warm-spectrum lighting.

Ms. Curry highlighted that Dark Sky tourism is promoted by WV Tourism and noted that local B&Bs can achieve compliance through chapter evaluations and lighting advice, and that additional information can be found at darksky.org.

Motion	Motion to adopt the Proclamation to Declare International Dark Sky Week 2026
Motion by	Chris Craig
Second	Jesse Melton
YES	6
NO	0
Result	**MOTION PASSED**

d. Discussion and action regarding a Resolution to Accept the Donation of Real Property.

The Office Coordinator (Pat Morse) presented a proposal concerning four landlocked lots located off Zachary Taylor in a gully area. The property owner, having been unable to sell the parcels, offered to donate them to the Town for tax write-off purposes. The Town Attorney has drafted the resolution required for acceptance. The Council discussed the terms of the donation and the associated legal documentation.

Motion	Move to adopt the Resolution to Accept the Donation of Real Property as presented, and to be presented to the Mayor for signature
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	**MOTION PASSED**

6. Town Reports.

a. Historic Landmarks Commission.

i. General report.

A brief statement was read on behalf of the Commission, including that plans for two new home construction projects were under review.

b. Dark Skies Committee.

i. Discussion and action regarding review of changes to a Dark Skies Ordinance.

Chair Karen Sagisi presented the revised draft ordinance as requested by Town Council. She clarified that the Section 7 lighting plan is already in force under existing ordinances, and has recently been applied to new builds as part of the standard approval process for buildings; no retroactive action is required for previously approved structures. Requirements include a listing of lights and a basic drawing.

Ms. Sagisi addressed concerns regarding the permitting process, confirming that it does not alter current procedures or require the addition of the Dark Skies Committee to the review chain. The primary distinction for new builds and substantial changes is that lighting must be shielded and directed downward. Technical clarifications were provided noting that lumens equate to foot-candles (as already stated in the ordinance) and that the title “Ordinance Control Officer” has been updated to "Code Enforcement Officer."

Motion	Move to commit the new lighting ordinance to the Ordinance Review Committee.
Motion by	Chris Craig
Second	Jesse Melton
YES	6
NO	0
Result	**MOTION PASSED**

c. Water Commission.

i. General report from the Public Works Administrator.

Steve Paradis, Public Works Administrator (PWA), provided an update on water loss metrics and staffing. A midnight-to-4 a.m. check indicated a current system loss rate of 4,400 gallons per hour, compared to 6,000 gallons per hour during the same period last year. This represents a 27% reduction in the loss rate, attributed to ongoing mains and service line replacements.

Mr. Paradis reported that an estimated 63,000 gallons were used from fire hydrants during the March fire in Bolivar. The Mayor of Bolivar expressed appreciation for Town staff turning off the master meter of the apartment complex involved in the incident.

Regarding staffing, there are currently three vacancies within the department. One candidate has been identified as a likely hire pending background checks. A new advertisement will be posted to fill remaining positions.

ii. Discussion and action regarding Water Department staffing. (This item may require executive session.)

See the update under 6.c.i.

iii. Water Commission Report

There was no report.

iv. Discussion and action regarding Drinking Water Week Proclamation.

The PWA presented a Drinking Water Week Proclamation, which was read aloud by Mr. DiCostanzo.

Motion	Move to adopt the Drinking Water Week Proclamation as presented.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6

NO	0
Result	**MOTION PASSED**

Motion	Move to change the word “morality” to “mortality” in the Proclamation.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	**MOTION PASSED**

d. Planning Commission.

i. Planning Commission report.

Chair Zach Morse, reported that no Regular meeting was held, in favor of two Special meetings to complete the Comprehensive Plan revision draft.

ii. Update and discussion only on the 2026 Comprehensive Plan Update and Public Hearing.

Mr. Morse reported that the near-final draft is available in both digital and physical form, and was supplied to members of Town Council. There will be a public hearing on April 30th at 7 p.m., which will be publicized in the local paper of record. Final content may change pending public comment, after which it will be edited and presented to Town Council for consideration, input and/or adoption.

Mr. Morse thanked the current and past Planning Commission members who worked on the revision: Jesse Melton, Emily Eads, Paul Mayhew, Joe Keady, Amanda McDaniel, Michael Zeleke, Chris Craig, Robert Meade-Curry, Tim Wisecarver, Paul Thomas, and Ken Dill.

The Plan's forward describes Harpers Ferry as a "window of history and gateway into Wild and Wonderful West Virginia." It outlines seven focus areas, each containing background information and action items developed through open houses, surveys, stakeholder input, and state regulations compliance. An implementation matrix details priorities and timeframes (1–2 years, 3–5 years, and 6–10 years). Supporting appendices include lists of stakeholders, general survey data, and a housing survey.

e. Tree Commission.

i. Discussion and action regarding the approval of the Arbor Day Proclamation.

The Tree Commission Chair announced that two trees would be planted to recognize Arbor Day. A proclamation was presented by the Chair and read by Mr. DiCostanzo.

Motion	Move to adopt the Arbor Day Proclamation as submitted.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0

Result	**MOTION PASSED**

f. Parks & Recreation Commission.

i. Parks & Recreation Commission report.
Commission member Zach Morse announced that the Film Festival at the Mathers Center sold out, and that the Easter Egg hunt was well-attended. Music On the Ridge will take place on the last Saturday of June on the Storer Campus lawn, featuring the bands Souled Out and Section 20. There is no rain date.

g. Treasurer's reports and approvals.
i. Review and approval of financial reports: February 2026.

The Finance Officer presented the financial reports for the General Fund and Water Works. There will be a 10% reduction to Water Works billings revenue due to inaccuracies of meter readings since the beginning of the year.

Motion	Motion to approve the financial reports as submitted.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	**MOTION PASSED**

ii. Approval of invoices and purchases.

The Finance Officer presented the invoices and purchases.

Motion	Motion to approve the invoices and purchases as submitted.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	**MOTION PASSED**

h. Budget and Finance Committee.
i. Discussion and action regarding WDA grant and approval of Resolution #18.
Gilbert Street is the last project and is in process, which was added. Contractor Green Ridge secured their bond and the contract has been signed. Pre-construction meeting will occur within the coming weeks.

ii. Discussion and action regarding the water meter CDS project.
Regular progress meetings are being held. Efforts to establish wireless data collection points was described. One is to be placed on a HFWW water tank, and another at the east end of Fillmore Street. The Park wants to sign off on both proposed sites at once. Database migration work will be undertaken, contractor Green Ridge has begun meter pit preparation, and the first installation sections have been identified. The PWA is

working with the PSD on zero-read meters. Any dead meters will be replaced with same type of meter.

iii. Discussion and action regarding CDS funding for future years.
The Finance Officer walked through the active CDS pipeline. The FY24 appropriation is the meter project. No CDS requests were granted by Congress in 2025. The town's FY26 request (replacement of 11,000 feet of distribution elements) has been approved through Senator Capito's office and is waiting for its motion to proceed.

iv. Discussion and action regarding maintenance of mains contracting.
The Finance Officer discussed plans for paying incoming invoices.

v. Discussion and action regarding maintenance contract for Water Plant generator.

Mr. DiCostanzo presented on behalf of the PWA that regularly maintaining the service generator will help ensure it will be operational when needed.

Motion	Motion to approve the maintenance program for the water plant generator as proposed for $1,700/year.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	6
NO	0
Result	**MOTION PASSED**

vi. Discussion and action regarding FY'26 BZA funding request.
BZA requested training from the WVU Legal Land Clinic on key municipal governance processes. The session will be open to members of BZA and other parts of the municipal government.

Motion	Motion to approve $1,200 FY26 funds for the training led by BZA training from the WVU Land Clinic pending documentation.
Motion by	Storm DiCostanzo
Second	David Simmons
YES	6
NO	0
Result	**MOTION PASSED**

vii. Discussion and action regarding town grounds maintenance.
Items discussed were new mulch for the parks at the gazebo, Potomac Street, and Franklin Street ($2,690 total); and to refresh hanging baskets in Lower Town ($400). Both should come out of 906 (Beautification).

Motion	Motion to approve the town grounds maintenance items as submitted.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	**MOTION PASSED**

viii. Discussion and action regarding Town Hall maintenance (restriping parking lot, town hall light fixtures, elevator maintenance).
Parking lot striping $4,000 (440 contracted services), light fixtures $3,150 ($440 contracted services), elevator maintenance $51/month (440 building maintenance)

Motion	Motion to approve the Town Hall maintenance items as submitted.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	6
NO	0
Result	**MOTION PASSED**

ix. Discussion and action regarding Parks & Rec funding requests (Easter Egg Hunt, Earth Day, Music on the Ridge).s
Events include the Easter egg hunt ($225 from 402), Earth Day ($85 out of 402), and Music on the Ridge ($3,100 out of 402 and $3,715 from 906)

Motion	Move to approve the Parks & Rec funding requests as approved/amended.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	**MOTION PASSED**

The Music on the Ridge feature act requires a 25% deposit.

Motion	Move to pay $550 as a 25% deposit to Souled Out to secure their performance for 2026 Music the Ridge out of 906 Arts & Humanities.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	6
NO	0
Result	**MOTION PASSED**

i. Ordinance Review Committee

i. Ordinance Review Committee report.
The second reading of the ordinance change the title Ordinance Compliance Officer to Code Enforcement Officer is ready.

The Committee is also working on: adjusting rules for setbacks related to restaurants adjacent to residential lots; a new zoning category for town zoning maps; historic and solicitation signage guidance (request from BZA); standardization of the nomination, appointment and terms of commissions and committees; and language to allow reasonable extension of permit deadlines.

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

No actions were taken.

iii. Discussion and action on second and final reading for approval of Ordinance 2026-02 Code Enforcement Officer, changing the title of the official from Ordinance Compliance Officer to Code Enforcement Officer.

Work continues.

iv. Discussion and action on first reading for approval of Ordinance 2026-04 Signs, pertaining to historic and solicitation signage.

Work continues.

j. Internal Office Operations.

i. General report.

The Committee is working on elements of the employee handbook, including job descriptions.

7. Unfinished Business.

a. Discussion and action regarding update on the Columbia Street Gate Beautification project. Mayor Vaughn and Mr. Pechuekonis devised potential elements to propose to Hill Top developer SWaN to improve the entryway at Columbia Street.

b. Discussion and action regarding town employee driver policy.

The proposed policy will prohibit unauthorized passengers in town vehicles, and allow the town to request employee DMV records at any time.

Motion	Move to accept the town employee driver policy as amended
Motion by	Chris Craig
Second	Jesse Melton
YES	6
NO	0
Result	**MOTION PASSED**

8. New Business.

a. Discussion and action regarding the solicitation of the NPS regarding documenting the historic significance of the Weaver-Gillison house.

Motion	Motion for the Mayor to write a letter to Superintendent Gossett asking that NPS to request help with the Weaver-Gillison House
Motion by	CP
Second	SD
YES	6
NO	0
Result	**MOTION PASSED**

b. Discussion and action regarding collapsed structure.

Structure fell onto neighbor's property. Corrective action required per the OCO, requesting action.

Motion	Motion that Code Enforcement Officer and Mayor exercise their plenary authority to execute the ordinance compliance process in the case of the collapsed outbuilding known to the relevant parties forthwith with no further deliberation, action, or consent required of Town Council.
Motion by	Jesse Melton
Second	Chris Craig
YES	6
NO	0
Result	**MOTION PASSED**

c. Discussion and action on establishing a field office in Suite 101.
Mr. Melton articulated the need for frontline town staff to have occasional office space. He proposed establishing a "Field office" in the empty downstairs space at Town Hall.

Motion	Motion that a field office for frontline employees be established inside 1000 Washington Street and for up to $500 be used to provision the space with necessary furnishings and supplies.
Motion by	Jesse Melton
Second	David Simmons
YES	6
NO	0
Result	**MOTION PASSED**

d. Discussion on Items for NPS Gateway Communities meeting.
Mr. Melton described the items to be discussed with Andrew Lee of the Park. They included bicycle parking and accommodation, wireless connectivity, a new bus shelter supplied by EPTA, Qugley Road plowing, stormwater remediation, pedestrian subway upkeep and security, and train station open hours.

e. Discussion and action regarding public safety and law enforcement policy.

Mr. DiCostanzo presented a draft resolution, co-authored with Mr. Pechuekonis. It formally declines participation in the federal 287(g) program that would establish collaboration with ICE, and reaffirms the town's commitment to WV law and the constitutional rights of all people.

Motion	Move to accept the resolution as submitted, pending review by legal counsel.
Motion by	Jesse Melton
Second	Chris Craig
YES	6
NO	0
Result	**MOTION PASSED**

Motion to adjourn by Mr. Craig, Second by Mr. Simmons. Meeting adjourned at 8:49 p.m.

The above minutes are true and correct, as approved.

Mayor: ______________________________ Date: ______________

Recorder: ______________________________ Date: ______________

CORPORATION OF HARPERS FERRY

Town Council

DRAFT MINUTES

Regular Meeting **Monday, 8 June 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	Absent
Greg “Storm” DiCostanzo	Councilmember	Present
Jesse Z. Melton	Councilmember	Present
Christian Pechuekonis	Councilmember	Present
David Simmons	Councilmember	Present

The agenda was approved as modified.

There were no public comments.

1. **Mayor’s announcements.**
   Mayor Vaughn announced the recent death of former Recorder and Town Council member Betsy Bainbridge.

2. **Recorder’s comments and updates.**
   None.

3. **Community announcements.**
   a. **Hill Top Hotel.**
      Laurel Ziemianski said there has been a big financial push lately to hopefully allow the hotel rebuilding project to move forward. She also spoke about a request to beautify the temporary public entrance to the hotel property. She said the state permit does not really allow much in the way of beautification, but they are going to

put down some pea gravel and erect a rendering of the Hill Top Hotel rebuilding project.

b. National Park Service.

Superintendent Tonya Gossett said the first phase of a grass rehabilitation project at Nash Farm has begun with the spraying of herbicides. There will be one or two more sprayings this year, with a one or two day temporary site closure after each spraying. The Mather Training Center has been reorganized within the Department of the Interior. As a result, Anthony Hall (the administration building) will now be under the management of the Harpers Ferry National Historical Park. New uses for the building are currently being considered, as well as for Cook Hall. Topographical and geological work will take place around train station parking lot which may require some temporary closures. Some work has also begun in and around some of the Park buildings in the Lower Town. The temporary staircase at the Byron Bridge is scheduled to be removed in early July. Finally, the US Senate recently passed legislation transferring jurisdiction over federal lands at Schoolhouse Ridge from the National Park Service to Customs and Border Protection.

c. Other.

Christian Pechuekonis thanked the Park for allowing the Town to hold its annual Music on the Ridge event at the Storer College Campus. He also mentioned a Black History Month tour, for which a bus came from Charlottesville, Virginia, including that city's mayor.

4. Approval of minutes.

a. Regular Council meeting: 13 April 2026; 11 May 2026.

The 11 May 2026 minutes were approved as received. The 13 April 2026 minutes were not available at this time.

b. Special Council meeting: 27 February 2026.

The 27 February 2026 minutes were not available at this time.

5. Town reports.

a. Tree Commission.

i. Discussion and action regarding the 2026 tree work plan.

Zachary Morse said

Motion	Motion to approve the 2026 tree work plan as submitted.
Motion by	Storm DiCostanzo

Second	Christian Pechuekonis
YES	6
NO	0
Result	**MOTION APPROVED**

b. Parks and Recreation Commission.

i. General report.

Zach Morse reported on the recent Music on the Ridge event on the Storer College lawn, for which he thanked the National Park Service for allowing the Town to use that space. About 100 people had gathered just before weather got bad, and many or most of them came back after the thunderstorm passed. A series of concerts will be held this summer.

c. Police Commission.

i. Discussion and action regarding appointments to the Police Commission.

The Town Council must appoint members and standardize the terms of service for the Police Civil Service Commission.

The following applicant was nominated for appointment to Police Commission Seat 1 to serve a two-year term:

Applicant	Nominated by
Wayne Bishop	Jesse Melton

Action	Appointment of Wayne Bishop to the Police Commission, Seat 1.
YES	Carden, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
NO	*none*
Result	**Wayne Bishop appointed to the Police Commission, with term expiring 30 June 2028.**

The following applicant was nominated for appointment to Police Commission Seat 2 to serve a three-year term:

Applicant	Nominated by
Michael Zeleke	Jesse Melton

Action	Appointment of Michael Zeleke to the Police Commission, Seat 2.
YES	Carden, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
NO	*none*

Result	**Michael Zeleke appointed to the Police Commission, with term expiring 30 June 2029.**

The following applicant was nominated for appointment to Police Commission Seat 3 to serve as the Mayor's representative:

Applicant	Nominated by
Sharon Spriggs	Storm DiCostanzo

Action	Appointment of Sharon Spriggs to the Police Commission, Seat 3.
YES	Carden, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
NO	*none*
Result	**Sharon Spriggs appointed as the Mayor's representative to the Police Commission, with term expiring 30 June 2030.**

d. Water Commission.

i. General report from the Public Works Administrator.

Steve Paradis said the water loss rate for last month was just over 33%, the lowest it has been for a long time. The water meter replacement project is currently ongoing. A major pipe project across US 340 was completed. A demonstration with Friendship Fire Company was conducted on hooking up trucks to fire hydrants.

ii. Water Commission report.

None.

iii. Discussion and action regarding Water Works replacement vehicle.

This item was discussed at 5.g.iv.

e. Treasurer's reports and approvals.

i. Review and approval of financial reports: April 2026.

Motion	Motion to approve the April 2026 financial reports.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	6
NO	0
Result	**MOTION APPROVED**

ii. Approval of invoices and purchases.

Motion	Motion to approve the invoices and purchases as submitted.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	6
NO	0
Result	**MOTION APPROVED**

f. Budget and Finance Committee.

i. Discussion and action regarding FY 2026 General Fund Budget Revision 7.

Motion	Motion to approve FY 2026 General Fund Budget Revision 7 as submitted. (ROLL CALL VOTE)
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	Carden, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
NO	*none*
Result	**MOTION APPROVED UNANIMOUSLY**

ii. Discussion and action regarding Distribution System Phase I (WDA Grant) Resolution #18.

Motion	Motion to approve Distribution System Phase I (WDA Grant) Resolution #18 as submitted.
Motion by	Storm DiCostanzo
Second	David Simmons
YES	6
NO	0
Result	**MOTION APPROVED**

iii. Discussion and action regarding FY 2024 CDS Distribution System Phase II – Water Meters and approval of Resolution #2.

Motion	Motion to approve FY 2024 CDS Distribution System Phase II – Water Meters and approval of Resolution #2 as submitted.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	**MOTION APPROVED**

iv. Discussion and action regarding updated FY 2026 CDS Distribution System Phase III.

Deb Kelly said a meeting with the EPA was conducted, and we are currently waiting on finalized drawings from GD&F.

v. **Discussion and action regarding maintenance of mains contracting.**

Motion	Motion to pay up to $2,500 to Greenridge for a bond related to on-call services for the Town.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	6
NO	0
Result	**MOTION APPROVED**

vi. **Discussion and action regarding Water Works vehicle.**

Motion	Motion that Harpers Ferry Water Works pursue and secure a Ford Maverick XL for its operations, through a structured lease.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	**MOTION APPROVED**

vii. **Discussion and action regarding spending approvals for Town Hall: HVAC repair, filing cabinet.**

Motion	Motion to pay up to $1,551.51 to Shenandoah Air Conditioning and Heating for HVAC repair at Town Hall from Line 440 Building Maintenance.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	**MOTION APPROVED**

Motion	Motion to spend up to $2,200 for fire-resistant cabinets for Town Hall from Line 341 Materials and Supplies.
Motion by	Storm DiCostanzo
Second	David Simmons
YES	6
NO	0
Result	**MOTION APPROVED**

viii. **Discussion and action regarding spending approvals: Flip Flop Kickoff, 4th of July event, 2026 Summer Concert Series, Zachary Taylor step repair.**

Motion	Motion to pay $452.70 to the Flip-Flop Kickoff from Line 402 Economic Development.

Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	6
NO	0
Result	**MOTION APPROVED**

Motion	Motion to pay $300 to the brass band and up to $350 for tent rental out of Line 906 Arts & Humanities for the 4th of July event.
Motion by	Storm DiCostanzo
Second	Christian Pechuekonis
YES	6
NO	0
Result	**MOTION APPROVED**

Motion	Motion to spend up to $2,000 for the 2026 Summer Concert Series out of Line 906 Arts & Humanities.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	6
NO	0
Result	**MOTION APPROVED**

Motion	Motion to pay up to $2,500 to repair the steps at Zachary Taylor and Washington streets, upon written confirmation designating that this repair will be like-for-like, will include like-for-like repair of the adjacent sidewalk segment, and that the bid must be signed and dated by the contractor.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	6
NO	0
Result	**MOTION APPROVED**

ix. Discussion and action regarding Town website.

Jesse Melton said that work is ongoing with the website designer. A site map will be completed soon.

g. Ordinance Review Committee.

i. Ordinance Review Committee report.

Kevin Carden reported that the Ordinance Review Committee has not met this month but will meet when Chris Craig returns from a trip he is currently on.

ii. **Discussion and action regarding second and final reading of Ordinance 2026-01 Business District, amending permitted uses.**

Motion	Motion to approve second and final reading of Ordinance 2026-01 Business District, amending permitted uses.
Motion by	Jesse Melton
Second	Christian Pechuekonis
YES	5
NO	1
Result	**MOTION APPROVED**

iii. **Discussion and action regarding second and final reading of Ordinance 2026-03 Public Use and Conservation, creating the new Public Use and Conservation zoning category and allowed uses.**

Motion	Motion to approve second and final reading of Ordinance 2026-03 Public Use and Conservation, creating the new Public Use and Conservation zoning category and allowed uses.
Motion by	Jesse Melton
Second	David Simmons
YES	6
NO	0
Result	**MOTION APPROVED**

h. **Internal Office Operations Committee.**

i. **General report.**

David Simmons reported that the Internal Office Operations Committee is currently reviewing job descriptions and hiring procedures.

6. **New business.**

a. **Discussion and action regarding establishing a procedure / policy to track action items resulting from Town Council decisions.**

Mayor Vaughn will meet with Deb Kelly and Pat Morse to discuss this item further.

b. **Discussion and action regarding Water Department and Town staffing.**

This item was discussed in executive session.

Motion	Motion to allow a single-source bid to install electricity for the data collection point at the Potomac Appalachian Trail Club (PATC) if the cost is not in excess of the Town's Level B spending limit.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	6

NO	0
Result	**MOTION APPROVED**

Motion	Motion to enter executive session, pursuant to WV Code §§ 6-9A-4(a) and (b)(9).
Motion by	Chris Craig
Second	Christian Pechuekonis
Result	**MOTION APPROVED. Executive session began at 8:31 p.m.**

The executive session ended at 9:45 p.m.

Motion to adjourn by David Simmons, seconded by Storm DiCostanzo. Meeting adjourned at 9:46 p.m.

The above minutes are true and correct, as approved.

Mayor: ________________________________ Date: ______________

Recorder: ________________________________ Date: ______________

Corporation of Harpers Ferry
Town Council
MINUTES

Regular Meeting
Monday, July 13, 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 Acting Mayor Carden

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

Mr. DiCostanzo was appointed as the Recording Officer for the meeting, to be assisted by Mr. Craig.

II. Approval of agenda.

- Item 5.g.ii was removed and the agenda approved as amended (Motion by Mr. Craig, Second by Mr. DiCostanzo)

III. Public comments on agenda items only.

Jacob White of the Jefferson County Foundation commented about the agenda and minutes. He called for greater transparency through timely and complete government document access.

Zach Morse praised the debut Music at the Gazebo event, and noted that the Town of Bolivar’s Bicentennial celebration would take place on July 18th at 1 p.m. at the Bolivar Children’s Park.

1. Mayor’s announcements.

Acting Mayor Carden thanked Christie Huddle and her husband Robert Nelson for their years of service with the Tree Commission (18 and 6 years, respectively.)

2. Recorder comments and updates.

There were none.

3. Community Announcements.

a. Hilltop Hotel. No update.

b. National Park Service.
Superintendent Gossett reported that the Byron Bridge temporary pedestrian stairway is scheduled to be closed on July 20th and replaced with the permanent one. It is expected to take 3 to 4 weeks. Amtrak will be conducting work on the train station on July 23rd and then resuming from July 27th through August 3rd, rendering half the parking lot inaccessible. The mayor will be notified once the dates are confirmed. The "Presidential stairs" at The Point were deemed to be a safety hazard by Park engineers. They will be closed indefinitely. Access to The Point at river level will still be possible via other routes. The Appalachian Chamber Music Festival will hold a concert on the Storer College ground on Aug 7th at 7 p.m., featuring the music of Don Redmond and George Gershwin. Space for the concert can be reserved online at appalachianchamber.org

c. Other.

There were no other announcements.

4. Approval of Minutes.

No minutes were presented.

5. Town Reports.

a. Landmarks Commission.

i. General report.
Commission member George Owens reported on HLC's June 18th meeting. He reported that the body discussed Appendix A, and a porch railing at 1227 West Ridge. Mr. Owens also reported that HLC sent correspondence to the WV Division of Economic Development regarding the state of historical structures inside the TDD (Hill Top Hotel development area.)

b. Planning Commission.

i. General report.

Chair Zach Morse reported that development of an infrastructure coordination plan was discussed.

ii. Discussion and action regarding Planning Commission's recommendations regarding paper street encroachments.

Mr. Morse reported that the Commission examined multiple encroachments on town rights of way. Planning Commission decided to defer to Tree Commission on related issues. First recommendation is installing bollards marking rights of way, for greater awareness. The second step will be for the Code Enforcement Officer to identify paper street encroachments that should be addressed.

Mr. Melton presented a statement regarding paper street incursions.

Motion	Motion that the statement about incursions on town paper streets be included, as presented, in the August, September and October town newsletters, and posted on the bulletin boards.
Motion by	Jesse Melton
Second	Chris Craig
YES	5
NO	0
Result	**MOTION APPROVED 5-0**

c. Bolivar-Harpers Ferry Library Board

i. Discussion and action regarding an appointment to the Library Board.

Nomination	Karen Sagisi
Nomination by	Storm DiCostanzo
YES	Storm DiCostanzo, Chris Craig, Jesse Melton, Christian Pechuekonis, Acting Mayor Carden
NO	None
Result	Karen Sagisi appointed to the Library Board for a 5 year term ending June 30, 2031

It was noted that the town's other seat is held by Maggie Rock, whose term runs through June 30, 2027.

d. Water Commission.

i. General report from the Public Works Administrator.

Unaccounted water was 39% in June. 3.4 million gallons, and filtered 5.5 million. The number is expected to be as low as 30% once all improvement projects have been completed.

770 new radio read water meters have been installed. 20 pits need remediation to enable the water to be shut off water. Roughly ten inside units have valve issues that need to be remediated. Both Bolivar apartments now have the new meters. HFWW is coordinating with the Park Service to install meters at its facilities. Bills are currently going out using a combination of the mechanical and radio read meters. The Park issued a letter of no objection for the radio read collection sites. The lease with PATC is nearly completed, and installation of the collection point is expected by the end of the week. Sensor signals from the water tanks have not been working, and the tanks are being monitored closely to prevent overflow until the sensors are fixed.

ii. Water Commission Report

Mr. Craig reported that the Commission is working on methods to address outsized customer water bills for the March cycle.

e. Treasurer's reports and approvals.

i. Review and approval of financial reports: May 2026.

The Finance Officer reported that for the General Fund, with the fiscal year at 91.6%, Income is running at 103% to budget, and Expenses at 96%. Water Works budget is on Revision 2, and revenue is on target, with expenses at 82.5%.

Motion	Motion to approve the financial reports as presented
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	5
NO	0
Result	**MOTION APPROVED 5-0**

ii. Approval of invoices and purchases.

The Finance Officer presented the invoices and purchases, one of which remains under review.

Motion	Motion that the invoices and purchases be approved as submitted, with the police vehicle repair invoice to be reviewed by the Police Chief and Mayor before disbursing the funds to the vendor.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	5
NO	0
Result	**MOTION APPROVED 5-0**

f. Budget and Finance Committee.

i. Discussion and action regarding Distribution System Phase I.

The easements set in motion at the last meeting are in process. Construction is expected to begin in August.

ii. Discussion and action regarding FY24 Distribution System Phase II – Water Meters.

Mr. DiCostanzo additionally reported that data integration work is underway, and that EPA (the sponsoring entity) was impressed with HFWW's preparation and implementation during their site visit. App and portal access is expected to be available later in the year, and data from the meters has already been helpful in identifying lost water spots.

iii. Discussion and action regarding update regarding FY26 CDS Distribution System Phase III.

The next major water distribution improvement project is in the hands of the engineer and moving forward.

iv. Discussion and action regarding maintenance of mains contracting.
The Finance Officer described work being performed by Green Ridge, including projects on Mercer, Spruce and Putnam streets.

Motion	**Motion to spend up to $10,000 to pay the Green Ridge for maintenance of mains work**
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	5
NO	0
Result	**MOTION APPROVED 5-0**

v. Discussion and action regarding water works vehicle.

Mr. Melton described the Ford Maverick hybrid that was identified to serve HFWW's need for a light-duty vehicle. The monthly lease is $610/month, which is under the budgeted amount.

Motion	Move to lease a new Ford Maverick from Frederick Motor Co. with a purchase price of $29,525 per Ford Financing quote #106108, with a 60 month term at 8.34%.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	5
NO	0
Result	**MOTION APPROVED 5-0**

vi. Discussion and action regarding water works personnel capacity. *(This item may require executive session.)*

An update was provided. The PWA has a lead for a Class II operator, and is working with a subject matter expert to develop a Facebook ad to attract qualified candidates.

vii. Discussion and action regarding FY27 Coal Severance Revision 1.

The revision increases Coal Severance income by $70, and the payment to Friendship Fire Department increases accordingly.

Motion	Move to approve FY27 Coal Severance Revision 1 budget as presented
Motion by	Storm DiCostanzo
Second	Chris Craig

YES	DiCostanzo, Craig, Melton, Pechuekonis, Carden
NO	None
Result	**MOTION APPROVED 5-0**

viii. Discussion and action regarding Police Department training.

HFPD requested funds for continuing education, to fulfill training mandates. HFPD would like to have the training conducted along with other local police forces, and bring instructors up from Charleston to conduct it in-person. Costs would include hotel nights, meeting room rental, projector, and per diem.

Motion	Motion to assign up to $750 to facilitate Police Department continuing education, pending potential collaboration with other local police forces.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	5
NO	0
Result	**MOTION APPROVED 5-0**

ix. Discussion and action regarding town website.

Work with website vendor Revize continues. Feedback has been solicited from key stakeholders, and information has been supplied to the vendor. After a kickoff call, website buildout will begin.

x. Discussion and action regarding FY27 Historic Landmarks Commission funding request.

There was a brief discussion about HLC's request, which did not arrive with complete information as required by town spending policies.

Motion	Motion to allocate up to $1,800 to HLC for expenses related to vacant and blighted properties out of 911 (Historic Land Commission), upon receipt of appropriate documentation, to include but not limited to a detailed budget and/or quotes.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	5
NO	0
Result	**MOTION APPROVED 5-0**

Motion	Motion to allocate up to $750 to HLC for editing services related to Appendix A out of (Historic Landmarks Commission), upon receipt of appropriate documentation, to include but not limited

	to a detailed budget and/or quotes.
Motion by	
Second	
YES	5
NO	0
Result	**MOTION APPROVED 5-0**

xi. Discussion and action regarding FY27 budgeted funding for the Appalachian Chamber Music Festival.

Mr. DiCostanzo described this year's ACMF events in Harpers Ferry that funded in part by the town.

Motion	Move to distribute up to $3,500 to the Appalachian Chamber Music Festival out of 906 (Arts & Humanities), upon receipt of appropriate documentation.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	5
NO	0
Result	**MOTION APPROVED 5-0**

g. Ordinance Review Committee

i. Ordinance Review Committee report.

The Committee is working on five items.

ii. Discussion and action on first reading for approval of Ordinance 2026-04 Signs, pertaining to historic and solicitation signage.

No additional update.

h. Internal Office Operations.

i. General report.

There have been no IOOC meetings since the last regular Town Council meeting.

6. New Business.

a. Discussion and action regarding an open house hiring event.

Mr. Pechuekonis presented a draft idea to attract attention to the job opportunities with the town, and foster wide community engagement. He was encouraged to continue developing the idea.

b. Discussion and action regarding previously approved but deferred parking enforcement expansion and permit announcement.

Mr. Melton brought forward a parking enforcement announcement deferred since February due to administrative capacity issues.

Motion	Motion that an announcement be made informing that every home and business in town that parking enforcement throughout town will commence on August 15, 2026, be made in the next town newsletter and a mailer sent at the same time.
Motion by	Jesse Melton
Second	Storm DiCostanzo
YES	5
NO	0
Result	**MOTION APPROVED 5-0**

c. Discussion and action regarding completing the installation of signs at intersections of paper streets.

Mr. Melton described Planning Commission's discussions about installing posts to make clear where paper streets begin and end. Additional signs and supplies will be needed.

Motion	Move that the Mayor work with the Maintenance Department to develop an inventory of paper street signage and materials, and to spend up to $500 to install public property signs at the entrance and exit points of paper streets out of Streets – Materials and supplies.
Motion by	Jesse Melton
Second	Chris Craig
YES	5
NO	0
Result	**MOTION APPROVED 5-0**

Adjournment at 7:54 p.m. (Motion by Mr. Craig, Second by Mr. Pechuekonis)

Corporation of Harpers Ferry
Town Council
MINUTES

SPECIAL Meeting
Friday, February 27, 2026
4:30 p.m.

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

The meeting was called to order at 4:30 p.m. by Mayor Vaughn

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

Mr. DiCostanzo was assigned to be the note taker in the absence of the Recorder.

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

New Business:

1. Discussion and action regarding maintenance of mains contracting.

The Finance Officer reviewed the current contracting. Current projects include Washington Street project across from Town Hall, and six others are active. Taylor Street in Bolivar has been completed, and Spring Court is still active. $33,370 of work had previously been contemplated before new issues cropped up. This will result in additional expenditures whose exact amounts are to be determined.

2. Discussion and action regarding post meter installation flushing. (This item may require executive session.)

There was a brief discussion about the Water Commission’s request to publicize meter flushing notice and instructions through multiple channels, and recommendation not to reimburse customers for water used to conduct flushing.

Motion	Move that the flushing instructions after meter exchange be distributed via robocall, in the announcement of the project, and

	through door hanging or knocking at the appropriate time, and that customers not reimbursement for the flushing.
Motion by	Chris Craig
Second	Storm DiCostanzo
YES	5
NO	0
Result	**MOTION APPROVED 5-0**

3. Discussion and Action regarding public safety and law enforcement policy concerning proposed WV House Bill 5477.

There was a discussion about the contents of the WV bill 5477, which was determined to be an unfunded mandate that would compel municipalities to collaborate with ICE. Discussion the differences between current state code and the proposed bill, and how other local municipalities have addressed the issue.

Motion	Move that the Mayor send the amended letter opposing WV House Bill 5477 to the members of the WV House Judiciary Committee, and to the bill's sponsors.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	4
NO	1
Result	**MOTION APPROVED 4-1**

Adjournment at 5:26 p.m. (Motion by Mr. Melton, Second by Mr. Craig)

CORPORATION OF HARPERS FERRY

Town Council

DRAFT MINUTES

Special Meeting **Friday, 17 July 2026** **6:00 p.m.**

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

The meeting was called to order at 6:00 p.m. by Acting Mayor Kevin Carden.

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

1. Discussion and action regarding Water Works hiring.

Motion	Motion to hire Ronny Weaver as a Step 3 OIT with Harpers Ferry Water Works, with employment contingent on a satisfactory background check and references.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	5
NO	0
Result	**MOTION APPROVED**

2. Discussion and action regarding Water Works hiring policy.

No action at this time.

Motion	Motion to enter executive session, pursuant to WV Code §§ 6-9A-4(b).
Motion by	David Simmons
Second	Jesse Melton
Result	**MOTION APPROVED. Executive session began at 6:01 p.m.**

Executive session ended at 6:27 p.m.

Motion to adjourn by Jesse Melton, second by Christian Pechuekonis. Meeting adjourned at 6:32 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 **Wednesday, 29 July 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

1. Discussion and action regarding FY 2027 General Fund Budget Revision 1.

Motion	Motion to approve the FY 2027 General Fund Budget Revision 1 as presented. (ROLL CALL VOTE)
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	Carden, Craig, DiCostanzo, Melton, Pechuekonis, Simmons, Vaughn
NO	*none*
Result	**MOTION APPROVED UNANIMOUSLY**

Motion	Motion to move $25,000 of FY 2027 General Fund water tower rents and concessions to Harpers Ferry Water Works.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	**MOTION APPROVED**

Motion	Motion to move $95,000 from the downstairs buildout assigned fund to be unassigned within the General Fund, to be returned to the assigned fund once able.

Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	**MOTION APPROVED**

Motion	Motion to approve the purchasing thresholds as presented.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	**MOTION APPROVED**

2. Discussion and action regarding FY 2027 Water Works Budget Revision 1.

Motion	Motion to approve the FY 2027 Water Works Budget Revision 1 as presented.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	**MOTION APPROVED**

3. Discussion and action regarding Town Hall, Police Department and Water Works staffing.

Motion	Motion to separate the employment relationship with Virlissa Breeden, effective 3 August 2026.
Motion by	Storm DiCostanzo
Second	Jesse Melton
YES	7
NO	0
Result	**MOTION APPROVED**

Motion	Motion to authorize increasing the weekly hours of the Finance Officer from 32 hours per week to 35 hours, effective 1 August 2026.
Motion by	Storm DiCostanzo
Second	Chris Craig
YES	7
NO	0
Result	**MOTION APPROVED**

Motion	Motion to enter executive session, pursuant to WV Code §§ 6-9A-4.

Motion by	Jesse Melton
Second	Chris Craig
Result	**MOTION APPROVED. Executive session began at 6:32 p.m.**

Executive session ended at 7:26 p.m.

Motion to adjourn by Jesse Melton, second by Chris Craig. Meeting adjourned at 7:29 p.m.

The above minutes are true and correct, as approved.

Mayor: ______________________________ Date: ______________

Recorder: ______________________________ Date: ______________

Attachment Item 5. a. i

Outlook

Landmarks Report for The Regular Town Council Meeting in August

From Wayne Bishop
Date Tue 8/4/2026 8:21 AM

The Landmarks Commission met in a special meeting July 22, 2026 at 5 PM

Draft Meeting Minutes will be approved in The August regular meeting of the Landmarks Commission.

There will be a special meeting scheduled to review additional clarifications and qualifications to the Appendix A. Unanimously Approved

The Chairman will prepare a request for funding our current initiatives with additional clarifications as requested by the financial officer. All in favor unanimously

The Landmarks Commission has responded to the State of West Virginia's request for additional time for document delivery. The Commission agrees to continue its work on the list of Vacant and Blighted properties including clean up requests and documentation and additional concerns .
All in favor Unanimously .

View Hed discussion. No action taken.

316 Fillmore application. Landmarks accepted the application subject to the Chairman's review of materials with the OCO. All in favor Unanimous

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
General									
301-01 · Property Tax Current Year									
Deposit	06/01/2026	12087	Sheriff of Jefferso...	May collecti...	General		001 General ...	396.56	396.56
Deposit	06/01/2026	12096	Sheriff of Jefferso...	May Prop Ta...	General		001 General ...	791.52	1,188.08
Total 301-01 · Property Tax Current Year								1,188.08	1,188.08
304 · Excise Tax on Utilities									
Deposit	06/29/2026		State of WV	June collecti...	General		001 General ...	1.14	1.14
Total 304 · Excise Tax on Utilities								1.14	1.14
305 · Business and Occupation Tax									
Deposit	06/01/2026	1030	Sandy's Domestic ...	FY 2026 Q3 ...	General		001 General ...	17.17	17.17
Deposit	06/04/2026		Kubic Construction	FY 2026 Q2 ...	General		002 WVGOP...	108.00	125.17
Deposit	06/08/2026		Artisan Electric LLC	FY 2026 Q3 ...	General		002 WVGOP...	24.07	149.24
Deposit	06/08/2026		Artisan Electric LLC	FY 2026 Q2 ...	General		002 WVGOP...	121.88	271.12
Deposit	06/08/2026		Artisan Electric LLC	FY 2026 Q1 ...	General		002 WVGOP...	17.44	288.56
Deposit	06/08/2026		Artisan Electric LLC	FY 2025 Q3 ...	General		002 WVGOP...	47.05	335.61
Deposit	06/08/2026		Artisan Electric LLC	FY 2024 Q2 ...	General		002 WVGOP...	180.68	516.29
Deposit	06/08/2026		Artisan Electric LLC	FY 2024 Q1 ...	General		002 WVGOP...	322.06	838.35
Deposit	06/08/2026		Artisan Electric LLC	FY 2023 Q4 ...	General		002 WVGOP...	100.95	939.30
Deposit	06/15/2026	13021	R.S Excavating & ...	FY 2026 Q4 ...	General		001 General ...	111.02	1,050.32
Deposit	06/15/2026	125	Stone House Bed ...	FY 2026 Q3 ...	General		001 General ...	188.89	1,239.21
Deposit	06/15/2026	108	Stone House Bed ...	FY 2026 Q2 ...	General		001 General ...	357.88	1,597.09
Deposit	06/22/2026	1216		FY 2026 B&...	General		001 General ...	157.50	1,754.59
Total 305 · Business and Occupation Tax								1,754.59	1,754.59
308 · Hotel Motel									
Deposit	06/15/2026	107	Stone House Bed ...	FY 2026 Q2 ...	Hotel Oc...		Hotel Motel Tax	1,788.92	1,788.92
Deposit	06/15/2026	126	Stone House Bed ...	FY 2026 Q3 ...	Hotel Oc...		Hotel Motel Tax	1,133.33	2,922.25
Deposit	06/22/2026	3731...	AirBNB	FY 2026 Q4 ...	Hotel Oc...		Hotel Motel Tax	4,295.62	7,217.87
Total 308 · Hotel Motel								7,217.87	7,217.87
320 · Fines, Fees & Court Cost									
Deposit	06/02/2026			tickets	Police		002 WVGOP...	175.00	175.00
Deposit	06/03/2026			tickets	Police		002 WVGOP...	350.00	525.00
Deposit	06/04/2026			tickets	Police		002 WVGOP...	350.00	875.00
Deposit	06/10/2026			tickets	Police		General Cour...	175.00	1,050.00
Deposit	06/14/2026			ticketss	Police		002 WVGOP...	175.00	1,225.00
Deposit	06/16/2026			tickets	Police		002 WVGOP...	175.00	1,400.00
Deposit	06/19/2026			tickets	Police		002 WVGOP...	350.00	1,750.00
Deposit	06/29/2026			tickets	Police		002 WVGOP...	350.00	2,100.00
Deposit	06/30/2026			tickets	Police		002 WVGOP...	175.00	2,275.00
Total 320 · Fines, Fees & Court Cost								2,275.00	2,275.00
320_399 · Police Department Rev Sources									
321 Parking Violations									
Deposit	06/01/2026	156		ticket	Police		General Cour...	20.00	20.00
Deposit	06/01/2026			ticket	Police		General Cour...	30.00	50.00
Deposit	06/02/2026			tickets	Police		002 WVGOP...	130.00	180.00
Deposit	06/03/2026			tickets	Police		General Cour...	20.00	200.00
Deposit	06/03/2026			tickets	Police		General Cour...	20.00	220.00
Deposit	06/03/2026	128		tickets	Police		General Cour...	20.00	240.00
Deposit	06/03/2026	1210		tickets	Police		General Cour...	30.00	270.00
Deposit	06/03/2026	2683		tickets	Police		General Cour...	20.00	290.00
Deposit	06/03/2026	1001		tickets	Police		General Cour...	30.00	320.00
Deposit	06/03/2026			tickets	Police		002 WVGOP...	50.00	370.00
General Journal	06/03/2026		Jean Donet	NSF DONET	Police		General Cour...	-20.00	350.00
Deposit	06/04/2026			tickets	Police		002 WVGOP...	80.00	430.00
Deposit	06/05/2026			tickets	Police		002 WVGOP...	50.00	480.00
Deposit	06/06/2026			tickets	Police		002 WVGOP...	70.00	550.00
Deposit	06/07/2026			tickets	Police		002 WVGOP...	50.00	600.00
Deposit	06/09/2026	8325...		tickets	Police		General Cour...	30.00	630.00
Deposit	06/09/2026	162		tickets	Police		General Cour...	30.00	660.00
Deposit	06/09/2026			tickets	Police		General Cour...	70.00	730.00
Deposit	06/09/2026			ticketsw	Police		002 WVGOP...	50.00	780.00
Deposit	06/10/2026	105		tickets	Police		General Cour...	50.00	830.00
Deposit	06/10/2026			tickets	Police		General Cour...	80.00	910.00
Deposit	06/10/2026	162		tickets	Police		General Cour...	30.00	940.00
Deposit	06/10/2026	8325...		tickets	Police		General Cour...	30.00	970.00
Deposit	06/10/2026			tickets	Police		002 WVGOP...	50.00	1,020.00
Deposit	06/12/2026			tickets	Police		002 WVGOP...	70.00	1,090.00
Deposit	06/13/2026			tickets	Police		002 WVGOP...	30.00	1,120.00
Deposit	06/14/2026			ticktes	Police		002 WVGOP...	50.00	1,170.00

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Deposit	06/15/2026	293		tickets	Police		General Cour...	50.00	1,220.00
Deposit	06/15/2026	5067		tickets	Police		General Cour...	20.00	1,240.00
Deposit	06/15/2026			ticktes	Police		002 WVGOP...	30.00	1,270.00
Deposit	06/16/2026			tickets	Police		002 WVGOP...	100.00	1,370.00
Deposit	06/16/2026			ticketss	Police		002 WVGOP...	30.00	1,400.00
Deposit	06/18/2026			tickets	Police		General Cour...	50.00	1,450.00
Deposit	06/18/2026			tickets	Police		002 WVGOP...	20.00	1,470.00
Deposit	06/19/2026			tickets	Police		002 WVGOP...	30.00	1,500.00
Deposit	06/20/2026			tickets	Police		002 WVGOP...	30.00	1,530.00
Deposit	06/21/2026			tickets	Police		002 WVGOP...	20.00	1,550.00
Deposit	06/22/2026	1343		tickets	Police		General Cour...	30.00	1,580.00
Deposit	06/23/2026			tickets	Police		002 WVGOP...	30.00	1,610.00
Deposit	06/25/2026			tickets	Police		002 WVGOP...	6.00	1,616.00
Deposit	06/26/2026			tickets	Police		002 WVGOP...	50.00	1,666.00
Deposit	06/27/2026			tickets	Police		002 WVGOP...	50.00	1,716.00
Deposit	06/28/2026			tickets	Police		002 WVGOP...	20.00	1,736.00
Total 321 Parking Violations								1,736.00	1,736.00
380 P · Interest									
Deposit	06/30/2026			Interest	Police		HF/Bolivar Dr...	0.63	0.63
Deposit	06/30/2026			Interest	Police		Police Equipt ...	3.76	4.39
Deposit	06/30/2026			Interest	Police		General Cour...	19.75	24.14
Total 380 P · Interest								24.14	24.14
Total 320_399 · Police Department Rev Sources								1,760.14	1,760.14
325 · Licenses									
Deposit	06/01/2026		Shamrock Home I...	FY 2026 Bu...	General		001 General ...	15.00	15.00
Deposit	06/02/2026		ABC Interiors	FY 2027 Bu...	General		002 WVGOP...	15.00	30.00
Deposit	06/03/2026		Funk Electrical Se...	FY 2027 Bu...	General		002 WVGOP...	25.00	55.00
Deposit	06/04/2026		Global Environme...	FY 2027 Bu...	General		002 WVGOP...	15.00	70.00
Deposit	06/05/2026		PELLA MidAtlantic	FY 2027 Bu...	General		002 WVGOP...	25.00	95.00
Deposit	06/08/2026		Griffith Energy Ser...	FY 2027 Bu...	General		002 WVGOP...	25.00	120.00
Deposit	06/09/2026	20905	Royal Crown Bottli...	FY 2027 Bu...	General		001 General ...	15.00	135.00
Deposit	06/09/2026	30998	Surebets Services...	FY 2027 Bu...	General		001 General ...	15.00	150.00
Deposit	06/09/2026	2296	Working Class Man	FY 2027 Bu...	General		001 General ...	15.00	165.00
Deposit	06/09/2026	9322	Countertop Solutio...	FY 2027 Bu...	General		001 General ...	15.00	180.00
Deposit	06/09/2026	3356	Panhandle Pumpi...	FY 2027 Bu...	General		001 General ...	25.00	205.00
Deposit	06/09/2026	2574	Shenandoah Pum...	FY 2027 Bu...	General		001 General ...	25.00	230.00
Deposit	06/09/2026	1002...	Home Depot	FY 2027 Bu...	General		001 General ...	25.00	255.00
Deposit	06/10/2026	2392	White Fly Outfitters	FY 2027 Bu...	General		001 General ...	15.00	270.00
Deposit	06/10/2026	38149	Direct TV LLC	FY 2027 Bu...	General		001 General ...	25.00	295.00
Deposit	06/11/2026		AWC Contracting,...	FY 2027 Bu...	General		002 WVGOP...	15.00	310.00
Deposit	06/15/2026	5287	Rankin Painting	FY 2027 Bu...	General		001 General ...	15.00	325.00
Deposit	06/15/2026	7067	Hillside Child Care	FY 2027 Bu...	General		001 General ...	15.00	340.00
Deposit	06/15/2026	19453	Kable Excavating, ...	FY 2027 Bu...	General		001 General ...	15.00	355.00
Deposit	06/15/2026	2918	Outfitter at Harper...	FY 2027 Bu...	General		001 General ...	15.00	370.00
Deposit	06/15/2026	48825	Star Concrete	FY 2027 Bu...	General		001 General ...	25.00	395.00
Deposit	06/15/2026	8841...	Kelly Services Glo...	FY 2027 Bu...	General		001 General ...	25.00	420.00
Deposit	06/15/2026	2535	William B. Wheatl...	FY 2026 B&...	General		001 General ...	150.00	570.00
Deposit	06/15/2026	128	Stone House Bed ...	FY 2027 Bu...	General		001 General ...	15.00	585.00
Deposit	06/15/2026	13020	R.S Excavating & ...	FY 2027 Bu...	General		001 General ...	15.00	600.00
Deposit	06/16/2026		Southern' States	FY 2027 Bu...	General		002 WVGOP...	15.00	615.00
Deposit	06/16/2026		AC & T Co., Inc.	FY 2027 Bu...	General		002 WVGOP...	25.00	640.00
Deposit	06/16/2026		Brake Heating and...	FY 2027 Bu...	General		002 WVGOP...	25.00	665.00
Deposit	06/18/2026	102585	Craig Paving, Inc.	FY 2027 Bu...	General		001 General ...	25.00	690.00
Deposit	06/18/2026	417966	Schenck Foods	FY 2027 Bu...	General		001 General ...	25.00	715.00
Deposit	06/18/2026	18477	George Smalley C...	FY 2027 Bu...	General		001 General ...	25.00	740.00
Deposit	06/18/2026	22991	Apple Valley Waste	FY 2027 Bu...	General		001 General ...	15.00	755.00
Deposit	06/18/2026		Bridges Masonry	FY 2027 Bu...	General		001 General ...	15.00	770.00
Deposit	06/18/2026	167	David Karduk Cust...	FY 2027 Bu...	General		001 General ...	15.00	785.00
Deposit	06/18/2026	107	Grinding Gears M...	FY 2027 Bu...	General		001 General ...	15.00	800.00
Deposit	06/18/2026	7444	Miller's Residentia...	FY 2027 Bu...	General		001 General ...	15.00	815.00
Deposit	06/18/2026	39265	Amerigas	FY 2027 Bu...	General		001 General ...	15.00	830.00
Deposit	06/18/2026	66195	North Star Founda...	FY 2027 Bu...	General		001 General ...	25.00	855.00
Deposit	06/18/2026		Vintage Lady (The)	FY 2027 Bu...	General		002 WVGOP...	15.00	870.00
Deposit	06/18/2026			FY 2027 Bu...	General		002 WVGOP...	250.00	1,120.00
Deposit	06/19/2026		KCI USA INC	FY 2027 Bu...	General		002 WVGOP...	25.00	1,145.00
Deposit	06/19/2026		Valentine Electric I...	FY 2027 Bu...	General		002 WVGOP...	25.00	1,170.00
Deposit	06/22/2026	1030	Crestar Realty	FY 2027 Bu...	General		001 General ...	15.00	1,185.00
Deposit	06/22/2026	1064...	Coca-Cola	FY 2027 Bu...	General		001 General ...	25.00	1,210.00
Deposit	06/22/2026	1216	Machrie Managem...	FY 2027 Bu...	General		001 General ...	25.00	1,235.00
Deposit	06/22/2026	1276...	Western Cary Buil...	FY 2027 Bu...	General		001 General ...	25.00	1,260.00
Deposit	06/22/2026	1686...	Comcast Busines...	FY 2027 Bu...	General		001 General ...	25.00	1,285.00
Deposit	06/22/2026	1686...	Comcast of CA/M...	FY 2027 Bu...	General		001 General ...	25.00	1,310.00
Deposit	06/22/2026	1686...	Comcast Broadba...	FY 2027 Bu...	General		001 General ...	25.00	1,335.00
Deposit	06/22/2026		Viking Tree Service	FY 2027 Bu...	General		002 WVGOP...	15.00	1,350.00

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Deposit	06/22/2026		Digging & Rigging,...	FY 2027 Bu...	General		002 WVGOP...	25.00	1,375.00
Deposit	06/22/2026		Loudoun Valley R...	FY 2027 Bu...	General		002 WVGOP...	25.00	1,400.00
Deposit	06/23/2026		Real Estate Team...	FY 2027 Bu...	General		002 WVGOP...	15.00	1,415.00
Deposit	06/23/2026		Gregorio Chilel	FY 2027 Bu...	General		002 WVGOP...	15.00	1,430.00
Deposit	06/23/2026		GordonDC	FY 2027 Bu...	General		002 WVGOP...	25.00	1,455.00
Deposit	06/23/2026		Reddy Ice	FY 2027 Bu...	General		002 WVGOP...	25.00	1,480.00
Deposit	06/24/2026	12385	B & G Painting LLC	FY 2027 Bu...	General		001 General ...	15.00	1,495.00
Deposit	06/24/2026	7293	S & K Enterprises ...	FY 2027 Bu...	General		001 General ...	15.00	1,510.00
Deposit	06/24/2026	115	Queen Anne on Fil...	FY 2027 Bu...	General		001 General ...	15.00	1,525.00
Deposit	06/24/2026	1000...	Waste Manageme...	FY 2027 Bu...	General		001 General ...	15.00	1,540.00
Deposit	06/24/2026	72955	Long & Foster Re...	FY 2027 Bu...	General		001 General ...	15.00	1,555.00
Deposit	06/24/2026		491 Washington S...	FY 2027 Bu...	General		002 WVGOP...	15.00	1,570.00
Deposit	06/24/2026		Air Filter Services ...	FY 2027 Bu...	General		002 WVGOP...	15.00	1,585.00
Deposit	06/25/2026		Osmer Instrument...	FY 2026 Bu...	General		002 WVGOP...	25.00	1,610.00
Deposit	06/26/2026		Perry & Associates	FY 2027 Bu...	General		002 WVGOP...	15.00	1,625.00
Deposit	06/30/2026		Home Paramount	FY 2027 Bu...	General		002 WVGOP...	25.00	1,650.00
Total 325 · Licenses								1,650.00	1,650.00
326 · Building Permit Fees									
Deposit	06/01/2026	9295	Jayesh Srivastava	ZCPA #2026...	General		001 General ...	50.00	50.00
Check	06/02/2026	17093	Alexie Badura	Refund ZCP...	General		001 General ...	-25.00	25.00
Check	06/02/2026	17098	Love, Edward	Sign refund ...	General		001 General ...	-25.00	0.00
Deposit	06/04/2026		Alex Yevdokimov	ZCPA# 2026...	General		002 WVGOP...	175.00	175.00
Deposit	06/22/2026	1414	Melton, Jesse	ZCPA 2026-...	General		001 General ...	175.00	350.00
Total 326 · Building Permit Fees								350.00	350.00
327 · Miscellaneous Permits (Parking)									
Deposit	06/03/2026		Kristina Bivona	2026 Parkin...	General		001 General ...	10.00	10.00
Deposit	06/03/2026		McCarty, George	2026 Parkin...	General		001 General ...	5.00	15.00
Deposit	06/15/2026		Bridget Williams/...	2026 Parkin...	General		001 General ...	15.00	30.00
Deposit	06/22/2026		Kim Wheatley	2026 Parkin...	General		001 General ...	5.00	35.00
Deposit	06/22/2026		Allison Shelley	2026 Parkin...	General		001 General ...	10.00	45.00
Deposit	06/22/2026	520	Steel & Stone	2026 Parkin...	General		001 General ...	35.00	80.00
Total 327 · Miscellaneous Permits (Parking)								80.00	80.00
330 · IRP Fees									
Deposit	06/29/2026			June collecti...	General		001 General ...	728.35	728.35
Total 330 · IRP Fees								728.35	728.35
340 · Parks and Rec.									
Deposit	06/08/2026			Music on the...	Park and...		HF Parks and...	160.00	160.00
Total 340 · Parks and Rec.								160.00	160.00
342 · Parking Meter Revenue									
342.1 Parking Meter Revenue									
Deposit	06/09/2026		Parkmobile LLC	May 2026 re...	General		001 General ...	22,007.47	22,007.47
Total 342.1 Parking Meter Revenue								22,007.47	22,007.47
Total 342 · Parking Meter Revenue								22,007.47	22,007.47
345 · Rents & Concessions									
Deposit	06/01/2026	1500...	US Cellular_c	June 2026 R...	General		001 General ...	2,053.89	2,053.89
Deposit	06/01/2026	3000...	AT&T	June 2026 R...	General		001 General ...	1,259.71	3,313.60
Deposit	06/01/2026	3251...	US Post Office	May 2026 R...	General		001 General ...	2,357.58	5,671.18
Total 345 · Rents & Concessions								5,671.18	5,671.18
376 · Table Gaming Income									
Deposit	06/16/2026		State of WV	June	General		001 General ...	1,178.48	1,178.48
Deposit	06/16/2026		State of WV	Greenbrier	General		001 General ...	13.69	1,192.17
Total 376 · Table Gaming Income								1,192.17	1,192.17
380 · Interest Earned on Investments									
Deposit	06/30/2026			Interest	General		GRANT Oper...	0.03	0.03
Deposit	06/30/2026			Interest	General		Opioid Settle...	3.18	3.21
Deposit	06/30/2026			Interest	General		SWaN Escro...	107.78	110.99
Deposit	06/30/2026			Interest	Hotel Oc...		Hotel Motel Tax	21.24	132.23
Deposit	06/30/2026			Interest	General		General Capi...	87.24	219.47
Deposit	06/30/2026			Interest	Park and...		HF Parks and...	3.39	222.86
Deposit	06/30/2026			Interest	General		001 General ...	317.80	540.66
Total 380 · Interest Earned on Investments								540.66	540.66

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
382 · Refunds and Rebates									
Deposit	06/15/2026	300139	State of WV	FY 2026 Q3 ...	General		001 General ...	298.68	298.68
Total 382 · Refunds and Rebates								298.68	298.68
397 · Lottery									
Deposit	06/06/2026		State of WV	CT races	General		001 General ...	951.36	951.36
Deposit	06/13/2026		State of WV	CT races	General		001 General ...	876.05	1,827.41
Deposit	06/16/2026		State of WV	june	General		001 General ...	298.68	2,126.09
Deposit	06/20/2026		State of WV	CT Races	General		001 General ...	967.38	3,093.47
Deposit	06/26/2026		State of WV	Deposit	General		001 General ...	81.83	3,175.30
Total 397 · Lottery								3,175.30	3,175.30
Total General								50,050.63	50,050.63
Total Income								50,050.63	50,050.63
Gross Profit								50,050.63	50,050.63
Expense									
001.760 Parking									
Payroll-Parking									
General Journal	06/04/2026			payroll 6/4	General		001 General ...	759.20	759.20
General Journal	06/18/2026			payroll 6/18	General		001 General ...	607.36	1,366.56
Total Payroll-Parking								1,366.56	1,366.56
PR Taxes-Parking									
General Journal	06/04/2026			payroll 6/4	General		001 General ...	68.33	68.33
General Journal	06/18/2026			payroll 6/18	General		001 General ...	54.67	123.00
Total PR Taxes-Parking								123.00	123.00
001.761 Parkinng Expenses									
Check	06/02/2026	17095	Stampfer, Timothy	mileage 5/1...	General		001 General ...	58.00	58.00
Check	06/24/2026	17120	Stampfer, Timothy	Mileage 6/6-...	General		001 General ...	47.85	105.85
Credit Card Cha...	06/29/2026	MAY ...	US Cellular	usage parkin...	General		P-Card	58.98	164.83
Check	06/30/2026	17130	Stampfer, Timothy	Mileage 6/20...	General		001 General ...	36.98	201.81
Total 001.761 Parkinng Expenses								201.81	201.81
Total 001.760 Parking								1,691.37	1,691.37
405 - Board of Zoning Appeals									
Bill	06/02/2026	73789	Jefferson Publishi...	INV 73789 B...	General		20000 · Acco...	46.86	46.86
Total 405 - Board of Zoning Appeals								46.86	46.86
Capital Projects Expenditures									
001.976 · Public Safety									
Bill	06/09/2026	92286	Rugged Notebook	Inv 92286 - 4...	Police		20000 · Acco...	15,340.00	15,340.00
Total 001.976 · Public Safety								15,340.00	15,340.00
Total Capital Projects Expenditures								15,340.00	15,340.00
Culture & Rec Exp									
900 · Parks									
Materials & Supplies Pa									
Check	06/15/2026	EFT	Harland Clarke	Parks and R...	General		HF Parks and...	30.92	30.92
Total Materials & Supplies Pa								30.92	30.92
Other projects Parks									
Credit Card Cha...	06/18/2026	876518	Davis Designs, Inc	Morse, Fran...	Park and...		P-Card	835.00	835.00
Total Other projects Parks								835.00	835.00
Utilities Pa									
Bill	06/04/2026	3500...	Harpers Ferry Wat...	JUNE 2026	General		20000 · Acco...	50.05	50.05
Bill	06/10/2026	1100...	Potomac Edison	usage MAY	General		20000 · Acco...	15.44	65.49
Total Utilities Pa								65.49	65.49
Total 900 · Parks								931.41	931.41

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
906 · Arts & Humanities -H									
Check	06/03/2026	396	Bolivar/HF Public ...	FY 2026 co...	Hotel Oc...		Hotel Motel Tax	1,224.09	1,224.09
Credit Card Cha...	06/05/2026	195138	Glory Days	Morse, Musi...	Hotel Oc...		P-Card	232.96	1,457.05
Credit Card Cha...	06/05/2026	6036...	Wal Mart	Morse, Musi...	Hotel Oc...		P-Card	33.55	1,490.60
Credit Card Cha...	06/05/2026	877862	Martin's Supermar...	Morse, Musi...	Hotel Oc...		P-Card	61.19	1,551.79
Credit Card Cha...	06/06/2026	4028...	7-Eleven	Morse, Musi...	Hotel Oc...		P-Card	7.29	1,559.08
Credit Card Cha...	06/06/2026	7026...	7-Eleven	Morse, Musi...	Hotel Oc...		P-Card	7.29	1,566.37
Check	06/12/2026	397	Rohrersville Band	July 2026 Ba...	Hotel Oc...		Hotel Motel Tax	300.00	1,866.37
Bill	06/23/2026	6315	AC & T Co., Inc.	Music on the...	Hotel Oc...		20000 · Acco...	115.00	1,981.37
Total 906 · Arts & Humanities -H								1,981.37	1,981.37
916 · Library									
Check	06/03/2026	17109	Bolivar/HF Public ...	FY 2026 An...	General		001 General ...	5,000.00	5,000.00
Total 916 · Library								5,000.00	5,000.00
Total Culture & Rec Exp								7,912.78	7,912.78
001.402 · Economic Development									
Bill	06/02/2026	26-11...	Welsh Sound	INV 26-1169...	General		20000 · Acco...	2,950.00	2,950.00
Check	06/03/2026	17111	EAstern Panhandl...	FY 2026 An...	General		001 General ...	3,000.00	5,950.00
Check	06/12/2026	17116	Flip Flop Festival	Reimburse...	General		001 General ...	452.70	6,402.70
Total 001.402 · Economic Development								6,402.70	6,402.70
001.409 · Office of Mayor									
PR Taxes Employer M									
General Journal	06/26/2026			payroll Mayo...	General		001 General ...	127.50	127.50
Total PR Taxes Employer M								127.50	127.50
Salary M									
General Journal	06/26/2026			payroll Mayo...	General		001 General ...	1,666.67	1,666.67
Total Salary M								1,666.67	1,666.67
Total 001.409 · Office of Mayor								1,794.17	1,794.17
001.410 · Members of Council									
PR Taxes Employer Co									
General Journal	06/26/2026			payroll Coun...	General		001 General ...	396.00	396.00
Total PR Taxes Employer Co								396.00	396.00
Salary Co									
General Journal	06/26/2026			payroll Coun...	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	06/26/2026			payroll Reco...	General		001 General ...	137.01	137.01
Total PR Taxes Employer R								137.01	137.01
Salary R									
General Journal	06/26/2026			payroll Reco...	General		001 General ...	1,500.00	1,500.00
Total Salary R								1,500.00	1,500.00
Total 001.411 · Office of Recorder								1,637.01	1,637.01
001.413 · Office of Treasurer									
Employee Benefits									
Check	06/11/2026	eft	PEIA	Treasurer 2...	General		Harpers Ferry...	12.00	12.00
Total Employee Benefits								12.00	12.00
Group Ins. T									
Check	06/11/2026	EFT	PEIA	Treasurer P...	General		Harpers Ferry...	827.98	827.98
Total Group Ins. T								827.98	827.98
Pension Expense T									
General Journal	06/04/2026			payroll 6/4	General		001 General ...	314.12	314.12
General Journal	06/18/2026			payroll 6/18	General		001 General ...	354.51	668.63
Total Pension Expense T								668.63	668.63

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
PR Taxes Employer T									
General Journal	06/04/2026			payroll 6/4	General		001 General ...	237.63	237.63
General Journal	06/18/2026			payroll 6/18	General		001 General ...	271.96	509.59
General Journal	06/30/2026			payroll 7/1	General		001 General ...	28.69	538.28
General Journal	06/30/2026			move 'water'...	General		-SPLIT-	-566.45	-28.17
Total PR Taxes Employer T								-28.17	-28.17
Salary T									
General Journal	06/04/2026			payroll 6/4	General		001 General ...	3,490.20	3,490.20
General Journal	06/18/2026			payroll 6/18	General		001 General ...	3,938.95	7,429.15
General Journal	06/30/2026			payroll 7/1	General		001 General ...	375.00	7,804.15
General Journal	06/30/2026			move 'water'...	General		PR Taxes Em...	-8,210.70	-406.55
Total Salary T								-406.55	-406.55
Total 001.413 · Office of Treasurer								1,073.89	1,073.89
001.415 · Office of City Clerk									
Health Insurance CC									
Check	06/11/2026	EFT	PEIA	Clerk PEIA ...	General		Harpers Ferry...	827.98	827.98
Total Health Insurance CC								827.98	827.98
OPEB - General									
Check	06/11/2026	eft	PEIA	Clerk 2026 ...	General		Harpers Ferry...	12.00	12.00
Total OPEB - General								12.00	12.00
PR Taxes Employer CC									
General Journal	06/30/2026			payroll 7/1	General		001 General ...	17.21	17.21
Total PR Taxes Employer CC								17.21	17.21
Salary CC									
General Journal	06/30/2026			payroll 7/1	General		001 General ...	225.00	225.00
Total Salary CC								225.00	225.00
Total 001.415 · Office of City Clerk								1,082.19	1,082.19
001.440 · City Hall									
Payroll Processing-C									
General Journal	06/04/2026			payroll proce...	General		001 General ...	29.22	29.22
General Journal	06/18/2026			payroll proce...	General		001 General ...	29.22	58.44
General Journal	06/26/2026			payroll proce...	General		001 General ...	286.55	344.99
General Journal	06/30/2026			payroll proce...	General		001 General ...	23.62	368.61
Total Payroll Processing-C								368.61	368.61
Contracted Services C									
Bill	06/01/2026	102397	Advantage Techno...	INV 102397 ...	General		20000 · Acco...	71.25	71.25
Bill	06/01/2026	102069	Advantage Techno...	Monthly Serv...	General		20000 · Acco...	438.89	510.14
Credit Card Cha...	06/03/2026	7117...	Merry Maids	Breeden, offi...	General		P-Card	204.00	714.14
Credit Card Cha...	06/17/2026	5470...	Merry Maids	Breeden offi...	General		P-Card	204.00	918.14
Bill	06/22/2026	24118	Revize LLC	INV 24118 in...	General		20000 · Acco...	4,090.00	5,008.14
Credit Card Cha...	06/30/2026	June ...	Merry Maids	breeden offi...	General		P-Card	204.00	5,212.14
Total Contracted Services C								5,212.14	5,212.14
Insurance and Bonds									
Bill	06/11/2026	7018...	ENCOVA Insurance	Worker's Co...	General		20000 · Acco...	563.05	563.05
Bill	06/16/2026	1178...	WV Corp	Q1 2027	General		20000 · Acco...	2,098.75	2,661.80
Total Insurance and Bonds								2,661.80	2,661.80
Leased Equipment C									
Check	06/09/2026	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	06/01/2026	1228...	Shenandoah Air C...	INV 122878...	General		20000 · Acco...	109.00	109.00
Bill	06/01/2026	5577...	Eastern Elevator	Maintenance...	General		20000 · Acco...	53.00	162.00
Bill	06/09/2026	1234...	Shenandoah Air C...	INV 123493...	General		20000 · Acco...	1,560.51	1,722.51
Total Maint & Repairs to Bldgs. C								1,722.51	1,722.51

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Pension Expense C									
General Journal	06/04/2026			payroll 6/4	General		001 General ...	195.97	195.97
General Journal	06/18/2026			payroll 6/18	General		001 General ...	208.16	404.13
Total Pension Expense C								404.13	404.13
PR Taxes Employer C									
General Journal	06/04/2026			payroll 6/4	General		001 General ...	272.93	272.93
General Journal	06/18/2026			payroll 6/18	General		001 General ...	276.57	549.50
General Journal	06/30/2026			payroll 7/1	General		001 General ...	28.69	578.19
General Journal	06/30/2026			move 'GF' p...	General		-SPLIT-	1,110.36	1,688.55
Total PR Taxes Employer C								1,688.55	1,688.55
Salaries & Wages C									
General Journal	06/04/2026			payroll 6/4	General		001 General ...	3,567.84	3,567.84
General Journal	06/18/2026			payroll 6/18	General		001 General ...	3,615.32	7,183.16
General Journal	06/30/2026			payroll 7/1	General		001 General ...	375.00	7,558.16
General Journal	06/30/2026			move 'GF' p...	General		PR Taxes Em...	14,631.27	22,189.43
Total Salaries & Wages C								22,189.43	22,189.43
Telephone C									
Credit Card Cha...	06/08/2026	0526	Frontier	town hall MAY	General		P-Card	203.88	203.88
Bill	06/15/2026	0626	Frontier	Telephone 2...	General	X	20000 · Acco...	0.00	203.88
Bill	06/20/2026	0730...	Frontier	June	General		20000 · Acco...	93.14	297.02
Credit Card Cha...	06/20/2026	June ...	Comcast Internet	Town Hall In...	General		P-Card	61.63	358.65
Credit Card Cha...	06/29/2026	MAY ...	US Cellular	cell phones ...	General		P-Card	148.82	507.47
Total Telephone C								507.47	507.47
Utilities C									
Bill	06/04/2026	06 20...	Harpers Ferry Wat...	JUNE 2026	General		20000 · Acco...	31.45	31.45
Bill	06/09/2026	1100...	Potomac Edison	usage MAY	General		20000 · Acco...	138.49	169.94
Bill	06/09/2026	1101...	Potomac Edison	MAY usage	General		20000 · Acco...	20.88	190.82
Bill	06/09/2026	1100...	Potomac Edison	MAY usage	General		20000 · Acco...	115.62	306.44
Credit Card Cha...	06/15/2026	Jun 2...	Waste Manageme...	Dumpster, T...	General		P-Card	210.64	517.08
Total Utilities C								517.08	517.08
341 G · Materials & Supplies C									
Bill	06/01/2026	158123	Automated Office ...	copies over ...	General		20000 · Acco...	353.57	353.57
Credit Card Cha...	06/02/2026	156615	Amazon.com	Breeden, pa...	General		P-Card	46.54	400.11
Credit Card Cha...	06/04/2026		Adobe Pro	Kelly, subscr...	General		P-Card	21.19	421.30
Credit Card Cha...	06/08/2026		Zoom Video Com...	Kelly zoom	General		P-Card	92.97	514.27
Bill	06/09/2026	7496...	All-Shred, INC	INV 749606...	General		20000 · Acco...	291.50	805.77
Credit Card Cha...	06/09/2026	APR ...	MicroSoft	kelly, visio	General		P-Card	5.30	811.07
Credit Card Cha...	06/15/2026	JUNE...	Mail Chimp	Kelly, email ...	General		P-Card	13.91	824.98
Credit Card Cha...	06/16/2026	318918	Amazon.com	SPALDING ...	General		P-Card	263.17	1,088.15
Credit Card Cha...	06/22/2026	5590...	Amazon.com	SPALDING ...	General		P-Card	27.99	1,116.14
Credit Card Cha...	06/25/2026	8142...	Amazon.com	KELLY FLAG	General		P-Card	79.96	1,196.10
Credit Card Cha...	06/26/2026	8994...	Amazon.com	KELLY FLA...	General		P-Card	39.98	1,236.08
Credit Card Cha...	06/29/2026	1484...	Amazon.com	KELLY FLAG	General		P-Card	16.78	1,252.86
Credit Card Cha...	06/29/2026	938909	Amazon.com	SPALDING, ...	General		P-Card	12.21	1,265.07
Total 341 G · Materials & Supplies C								1,265.07	1,265.07
Total 001.440 · City Hall								36,641.29	36,641.29
001.700 · Police Dept									
Pension									
Pension-P									
General Journal	06/04/2026			payroll 6/4	Police		001 General ...	335.21	335.21
General Journal	06/18/2026			payroll 6/18	Police		001 General ...	296.38	631.59
Total Pension-P								631.59	631.59
Pension MPFRS - P									
General Journal	06/04/2026			payroll 6/4	Police		001 General ...	576.94	576.94
General Journal	06/18/2026			payroll 6/18	Police		001 General ...	518.07	1,095.01
Total Pension MPFRS - P								1,095.01	1,095.01
Total Pension								1,726.60	1,726.60

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Contracted Services-P									
Bill	06/01/2026	102397	Advantage Techno...	INV 102397 ...	Police		20000 · Acco...	71.25	71.25
Bill	06/01/2026	102069	Advantage Techno...	Monthly Serv...	Police		20000 · Acco...	438.88	510.13
Check	06/30/2026	2978	Nancy Dalby	June 2026 C...	Police		General Cour...	500.00	1,010.13
Check	06/30/2026	2980	Steve Groh	June Court 2...	Police		General Cour...	300.00	1,310.13
Total Contracted Services-P								1,310.13	1,310.13
Departmental Supplies-P									
Auto Supplies and Fuel - P									
Check	06/04/2026	EFT	Fuelman	NP7046508...	Police		001 General ...	1,526.56	1,526.56
Check	06/04/2026	ACH	Fuelman	May usage	Police		001 General ...	302.49	1,829.05
Check	06/25/2026	17126	Daniel Ruffner Jr	Reimbursm...	Police		001 General ...	53.48	1,882.53
Total Auto Supplies and Fuel - P								1,882.53	1,882.53
Payroll Processing-P									
General Journal	06/04/2026			payroll proce...	Police		001 General ...	29.22	29.22
General Journal	06/18/2026			payroll proce...	Police		001 General ...	29.22	58.44
General Journal	06/30/2026			payroll proce...	Police		001 General ...	23.62	82.06
Total Payroll Processing-P								82.06	82.06
Office Supplies and Materials									
Credit Card Cha...	06/08/2026	456758	Wal Mart	KELLY WAT...	Police		P-Card	4.98	4.98
Credit Card Cha...	06/29/2026	412267	Wal Mart	KELLY WAT...	Police		P-Card	4.98	9.96
Total Office Supplies and Materials								9.96	9.96
Police Dept Supplies									
Bill	06/01/2026	7330...	ROCIC	FY 2027 ann...	Police		20000 · Acco...	500.00	500.00
Total Police Dept Supplies								500.00	500.00
Total Departmental Supplies-P								2,474.55	2,474.55
PEIA/Workers Comp-P									
246P · OPEB - Police									
Check	06/11/2026	eft	PEIA	Police 2026 ...	Police		Harpers Ferry...	36.00	36.00
Total 246P · OPEB - Police								36.00	36.00
PEIA/Workers Comp-P - Other									
Check	06/11/2026	EFT	PEIA	POLIC PEIA ...	Police		Harpers Ferry...	5,386.94	5,386.94
Total PEIA/Workers Comp-P - Other								5,386.94	5,386.94
Total PEIA/Workers Comp-P								5,422.94	5,422.94
Magistrate-P									
Check	06/24/2026	17122	Amanda Ruffner	June 1-24 2...	Police		001 General ...	232.35	232.35
Check	06/30/2026	17131	Amanda Ruffner	PD 6/15-21/...	Police		001 General ...	89.94	322.29
Total Magistrate-P								322.29	322.29
Maintenance and Repairs-Auto-P									
Bill	06/08/2026	2026-...	CARS	INV 2026-10...	Police		20000 · Acco...	1,970.02	1,970.02
Bill	06/12/2026	2026/...	CARS	INV 2026-10...	Police		20000 · Acco...	104.95	2,074.97
Bill	06/23/2026	2026-...	CARS	INV 2026-11...	Police		20000 · Acco...	117.95	2,192.92
Total Maintenance and Repairs-Auto-P								2,192.92	2,192.92
PR Taxes Employer -P									
General Journal	06/04/2026			payroll 6/4	Police		001 General ...	1,135.94	1,135.94
General Journal	06/18/2026			payroll 6/18	Police		001 General ...	1,026.45	2,162.39
General Journal	06/30/2026			payroll 7/1	Police		001 General ...	223.77	2,386.16
Total PR Taxes Employer -P								2,386.16	2,386.16
Printing-Leased Equipt. - P									
Check	06/04/2026	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	06/11/2026	7018...	ENCOVA Insurance	Worker's Co...	Police		20000 · Acco...	803.67	803.67
Bill	06/16/2026	1178...	WV Corp	Q1 2027	Police		20000 · Acco...	3,415.31	4,218.98
Total Property Ins and Bonds-P								4,218.98	4,218.98

3:23 PM
08/04/26
Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Salaries and Wages-P									
General Journal	06/04/2026			payroll 6/4	Police		001 General ...	14,861.11	14,861.11
General Journal	06/18/2026			payroll 6/18	Police		001 General ...	13,391.79	28,252.90
General Journal	06/30/2026			payroll 7/1	Police		001 General ...	2,925.00	31,177.90
Total Salaries and Wages-P								31,177.90	31,177.90
Telephone-P									
Credit Card Cha...	06/08/2026	0526	Frontier	town hall MAY	Police		P-Card	203.88	203.88
Bill	06/15/2026	0626	Frontier	Telephone 2...	Police	X	20000 · Acco...	0.00	203.88
Bill	06/20/2026	0730...	Frontier	June	Police		20000 · Acco...	93.14	297.02
Credit Card Cha...	06/20/2026	June ...	Comcast Internet	Town Hall In...	Police		P-Card	61.63	358.65
Credit Card Cha...	06/29/2026	MAY ...	US Cellular	cell phones ...	Police		P-Card	148.82	507.47
Total Telephone-P								507.47	507.47
Utilities-P									
Bill	06/04/2026	06 20...	Harpers Ferry Wat...	JUNE 2026	Police		20000 · Acco...	31.45	31.45
Check	06/05/2026	eft	ADT Security	2026 JUNE	Police		001 General ...	79.27	110.72
Bill	06/09/2026	1100...	Potomac Edison	May usage	Police		20000 · Acco...	132.26	242.98
Credit Card Cha...	06/15/2026	Jun 2...	Waste Manageme...	Dumpster, T...	Police		P-Card	71.72	314.70
Total Utilities-P								314.70	314.70
Wireless-P									
Credit Card Cha...	06/24/2026	6003...	AT&T	wireless KE...	Police		P-Card	471.98	471.98
Total Wireless-P								471.98	471.98
WV, Friendship									
Check	06/10/2026	EFT	State of WV	May 2026 Fi...	Police		General Cour...	364.00	364.00
Total WV, Friendship								364.00	364.00
345 P · Uniforms-P									
Bill	06/02/2026	3523...	Galls	Inv 0352319...	Police		20000 · Acco...	187.00	187.00
Total 345 P · Uniforms-P								187.00	187.00
001.700 · Police Dept - Other									
Credit Card Cha...	06/24/2026	6770...	Cincinnati Insuran...	FY 2027 Bo...	General		P-Card	100.00	100.00
Total 001.700 · Police Dept - Other								100.00	100.00
Total 001.700 · Police Dept								53,249.12	53,249.12
001.706 · Fire Dept									
Contribution									
Check	06/03/2026	17110	Friendship Fire Co...	FY 2026 An...	General		001 General ...	4,000.00	4,000.00
Total Contribution								4,000.00	4,000.00
Total 001.706 · Fire Dept								4,000.00	4,000.00
001.750 · Street Department									
Auto Supplies (Gas & Oil) St									
Bill	06/01/2026	NP70...	Fuelman	NP70604473	General		20000 · Acco...	296.59	296.59
Total Auto Supplies (Gas & Oil) St								296.59	296.59
Equipment Rent St									
Credit Card Cha...	06/25/2026	2773...	AC & T Co., Inc.	Kelly Mainte...	General		P-Card	80.00	80.00
Total Equipment Rent St								80.00	80.00
Group Ins. St									
Bill	06/11/2026	7018...	ENCOVA Insurance	Worker's Co...	General		20000 · Acco...	127.00	127.00
Bill	06/16/2026	1178...	WV Corp	Q1 2027	General		20000 · Acco...	1,197.98	1,324.98
Total Group Ins. St								1,324.98	1,324.98
Material and Supplies St									
Credit Card Cha...	06/08/2026	264964	Home Depot	Waters, m/s	General		P-Card	211.92	211.92
Credit Card Cha...	06/15/2026	246984	Home Depot	Waters, tras...	General		P-Card	136.86	348.78
Total Material and Supplies St								348.78	348.78
Pension Expense St									
General Journal	06/04/2026			payroll 6/4	General		001 General ...	209.17	209.17
General Journal	06/18/2026			payroll 6/18	General		001 General ...	203.36	412.53
Total Pension Expense St								412.53	412.53

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
PR Taxes Employer St									
General Journal	06/04/2026			payroll 6/4	General		001 General ...	177.80	177.80
General Journal	06/18/2026			payroll 6/18	General		001 General ...	172.86	350.66
General Journal	06/30/2026			payroll 7/1	General		001 General ...	28.69	379.35
Total PR Taxes Employer St								379.35	379.35
Salaries & Wages St									
General Journal	06/04/2026			payroll 6/4	General		001 General ...	2,324.16	2,324.16
General Journal	06/18/2026			payroll 6/18	General		001 General ...	2,259.60	4,583.76
General Journal	06/30/2026			payroll 7/1	General		001 General ...	375.00	4,958.76
Total Salaries & Wages St								4,958.76	4,958.76
Utilities St									
Bill	06/04/2026	2000...	Harpers Ferry Wat...	JUNE 2026	General		20000 · Acco...	240.00	240.00
Total Utilities St								240.00	240.00
Total 001.750 · Street Department								8,040.99	8,040.99
001.751 · Street Lights									
Utilities Sl									
Bill	06/09/2026	1101...	Potomac Edison	usageMAY	General		20000 · Acco...	34.86	34.86
Bill	06/09/2026	1100...	Potomac Edison	Street Lights...	General		20000 · Acco...	1,362.12	1,396.98
Total Utilities Sl								1,396.98	1,396.98
Total 001.751 · Street Lights								1,396.98	1,396.98
001.752 · Street Signs									
Materials & Supplies S									
Credit Card Cha...	06/01/2026	5357...	Home Depot	Morse, turtle...	General		P-Card	10.97	10.97
Credit Card Cha...	06/03/2026	107893	Home Depot	WAters, sig...	General		P-Card	30.72	41.69
Total Materials & Supplies S								41.69	41.69
Total 001.752 · Street Signs								41.69	41.69
001.759 · Public Transit									
Check	06/03/2026	17111	EAstern Panhandl...	FY 2026 An...	General		001 General ...	4,500.00	4,500.00
Total 001.759 · Public Transit								4,500.00	4,500.00
417 · Office of Attorney									
Professional Services									
Bill	06/01/2026	1257...	Bowles Rice LLP	INV 125710...	General		20000 · Acco...	353.72	353.72
Total Professional Services								353.72	353.72
Total 417 · Office of Attorney								353.72	353.72
Total Expense								150,600.76	150,600.76
Net Ordinary Income								-100,550.13	-100,550.13
Net Income								**-100,550.13**	**-100,550.13**

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

	Jul '25 - Jun 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
131 · SB234 Reserve Transfer	68,100.00	72,341.10	-4,241.10	94.1%
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	28,100.00	26,325.00	1,775.00	106.7%
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	16,533.43	14,500.00	2,033.43	114.0%
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	278,309.37	0.00	278,309.37	100.0%
Total 421 · Non Utility Income	311,029.92	16,017.87	295,012.05	1,941.8%
461 · Customers - Water Bill Payments	1,058,749.22	1,059,700.00	-950.78	99.9%
462.1 · Annual Fire Service Fee	860.76	3,000.00	-2,139.24	28.7%
471 · PSD bill processing	34,095.00	36,000.00	-1,905.00	94.7%
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	1,481,163.57	1,233,392.87	247,770.70	120.1%
Total Income	1,549,263.57	1,305,733.97	243,529.60	118.7%
Gross Profit	1,549,263.57	1,305,733.97	243,529.60	118.7%
Expense				
400. · Water Department				
Bond Interest				
341.9 · Water Bond Debt Service (2024)	64,258.09	0.00	64,258.09	100.0%
427.3 · Bonds Payable - Series C	18,276.00	70,000.00	-51,724.00	26.1%
428 · USDA 2021 - Bonds Payable	234,360.00	252,640.00	-18,280.00	92.8%
Total Bond Interest	316,894.09	322,640.00	-5,745.91	98.2%
631.1 · Prof Services-Accounting-Water	12,911.06	15,000.00	-2,088.94	86.1%
131.3 Water Tranfs to Reserve	68,100.00	72,341.10	-4,241.10	94.1%
334. New Meters	1,982.00	3,735.99	-1,753.99	53.1%
334.0 Maintenance of Meters	2,632.33	3,000.00	-367.67	87.7%
341.2 Capital Outlay - Auto	7,766.88	9,166.88	-1,400.00	84.7%
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	85,151.76	114,400.00	-29,248.24	74.4%

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

	Jul '25 - Jun 26	Budget	$ Over Budget	% of Budget
127 · Bond Renewal & Replacement Fund	28,100.00	26,325.00	1,775.00	106.7%
408.10 · Assessments	2,287.35	2,400.00	-112.65	95.3%
408.12 · PR Taxes Employer Expense	26,960.62	28,000.00	-1,039.38	96.3%
427.3_ · Municipal Bond Commission	3,053.08	22,600.00	-19,546.92	13.5%
601.3 · Plant - Salaries & Wages	217,946.23	220,000.00	-2,053.77	99.1%
601.7 · Office - Salaries & Wages	125,221.06	130,000.00	-4,778.94	96.3%
604.8 · Pension Exp	32,571.45	31,500.00	1,071.45	103.4%
605.8 · Employee PEIA Benefits	54,860.36	56,000.00	-1,139.64	98.0%
615.3 · Utilities W	37,188.71	37,000.00	188.71	100.5%
618.3 · Plant Chemicals	11,599.78	12,000.00	-400.22	96.7%
620.3 · Plant - Material & Supplies	9,018.33	13,000.00	-3,981.67	69.4%
620.6. · Maintenance of Hydrants	4,138.52	4,500.00	-361.48	92.0%
620.7 · Postage And Cust Acctg Supplies	4,623.59	5,500.00	-876.41	84.1%
620.7c · Customer Acct Exp Material Supp	0.00	0.00	0.00	0.0%
620.8 · Office Supplies & Expenses	19,783.18	25,900.00	-6,116.82	76.4%
620.8PM · Plant Maintenance MS	8,938.38	9,000.00	-61.62	99.3%
631.3 · Lab Services	9,265.09	9,000.00	265.09	102.9%
631.4PM · Plant Maintenance CS	34,250.68	50,000.00	-15,749.32	68.5%
631.8 · Legal Fees and Studies	10,666.50	11,000.00	-333.50	97.0%
631.8_ · Security 911 Notification	513.50	500.00	13.50	102.7%
642.8 · Leased Equipment W	1,166.84	1,200.00	-33.16	97.2%
650.8 · Auto & Transportation Expenses	5,696.69	7,000.00	-1,303.31	81.4%
656.8 · Ins-Property,Liability, Workers	26,811.83	32,000.00	-5,188.17	83.8%
660.8 · Advertising & Legal Publication	886.83	1,000.00	-113.17	88.7%
675.3 · Training, Education, & Certif	1,137.27	5,000.00	-3,862.73	22.7%
675.8 · Telephone W	9,322.99	9,500.00	-177.01	98.1%
Total 400. · Water Department	1,182,448.56	1,305,733.97	-123,285.41	90.6%
Total Expense	1,182,448.56	1,305,733.97	-123,285.41	90.6%
Net Ordinary Income	366,815.01	0.00	366,815.01	100.0%
Other Income/Expense	-155.48			
Net Income	**366,659.53**	**0.00**	**366,659.53**	**100.0%**

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

	Jul '25 - Jun 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	83,043.94	88,884.00	-5,840.06	93.4%
303 · Oil & Gas Severance Tax	670.65	1,500.00	-829.35	44.7%
304 · Excise Tax on Utilities	8,585.94	8,500.00	85.94	101.0%
305 · Business and Occupation Tax	268,811.69	266,000.00	2,811.69	101.1%
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	98,498.22	100,000.00	-1,501.78	98.5%
314 · Sales Tax Revenue	351,084.07	350,000.00	1,084.07	100.3%
320 · Fines, Fees & Court Cost	23,179.04	20,000.00	3,179.04	115.9%
320_399 · Police Department Rev Sources	24,876.19	22,500.00	2,376.19	110.6%
325 · Licenses	6,287.50	6,500.00	-212.50	96.7%
326 · Building Permit Fees	21,464.50	22,200.00	-735.50	96.7%
327 · Miscellaneous Permits (Parking)	1,792.00	1,600.00	192.00	112.0%
328 · Franchise Fees	2,811.55	3,000.00	-188.45	93.7%
330 · IRP Fees	3,973.39	5,000.00	-1,026.61	79.5%
340 · Parks and Rec.	6,252.90	6,500.00	-247.10	96.2%
342 · Parking Meter Revenue	239,959.75	233,000.00	6,959.75	103.0%
345 · Rents & Concessions	93,772.79	90,000.00	3,772.79	104.2%
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	13,634.04	15,000.00	-1,365.96	90.9%
380 · Interest Earned on Investments	6,105.79	6,000.00	105.79	101.8%
382 · Refunds and Rebates	1,588.99	1,600.00	-11.01	99.3%
397 · Lottery	43,145.93	45,000.00	-1,854.07	95.9%
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	1,413,936.19	2,624,894.00	-1,210,957.81	53.9%
386 · Insurance Claims	946.72	1,000.00	-53.28	94.7%
Total Income	1,414,882.91	2,625,894.00	-1,211,011.09	53.9%
Gross Profit	1,414,882.91	2,625,894.00	-1,211,011.09	53.9%

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

	Jul '25 - Jun 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	16,470.33	20,120.00	-3,649.67	81.9%
405 - Board of Zoning Appeals	93.72	300.00	-206.28	31.2%
Capital Projects Expenditures				
001.975 · General Government	0.00	503,812.20	-503,812.20	0.0%
001.976 · Public Safety	32,082.40	67,000.00	-34,917.60	47.9%
001.977 · Street and Transportation	4,387.00	170,000.00	-165,613.00	2.6%
Total Capital Projects Expenditures	36,469.40	740,812.20	-704,342.80	4.9%
Culture & Rec Exp				
900 · Parks	3,171.43	6,800.00	-3,628.57	46.6%
901 · Visitors Bureau -H	50,792.57	50,000.00	792.57	101.6%
906 · Arts & Humanities -H	21,928.75	110,000.00	-88,071.25	19.9%
911 · Historical Landmarks Com.	0.00	500.00	-500.00	0.0%
916 · Library	5,000.00	5,000.00	0.00	100.0%
Total Culture & Rec Exp	80,892.75	172,300.00	-91,407.25	46.9%
001.402 · Economic Development	9,909.10	11,000.00	-1,090.90	90.1%
001.409 · Office of Mayor	21,620.04	22,600.00	-979.96	95.7%
001.410 · Members of Council	21,854.00	21,900.00	-46.00	99.8%
001.411 · Office of Recorder	6,542.01	6,515.00	27.01	100.4%
001.413 · Office of Treasurer	80,962.82	87,275.00	-6,312.18	92.8%
001.415 · Office of City Clerk	66,526.58	79,648.33	-13,121.75	83.5%
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	286,478.95	331,722.32	-45,243.37	86.4%

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

	Jul '25 - Jun 26	Budget	$ Over Budget	% of Budget
001.699 · Contingencies	0.00	222,798.93	-222,798.93	0.0%
001.700 · Police Dept	592,673.72	675,539.17	-82,865.45	87.7%
001.706 · Fire Dept	4,000.00	4,000.00	0.00	100.0%
001.750 · Street Department	101,115.87	117,963.05	-16,847.18	85.7%
001.751 · Street Lights	16,757.39	19,500.00	-2,742.61	85.9%
001.752 · Street Signs	920.91	1,500.00	-579.09	61.4%
001.753 · Snow Removal	49,005.34	50,000.00	-994.66	98.0%
001.759 · Public Transit	4,500.00	4,500.00	0.00	100.0%
417 · Office of Attorney	4,078.72	7,000.00	-2,921.28	58.3%
Total Expense	1,411,337.02	2,625,894.00	-1,214,556.98	53.7%
Net Ordinary Income	3,545.89	0.00	3,545.89	100.0%
Net Income	**3,545.89**	**0.00**	**3,545.89**	**100.0%**

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
131 · SB234 Reserve Transfer									
General Journal	06/30/2026			SB 234 Tran...	Water		131.3 Water ...	1,000.00	1,000.00
Total 131 · SB234 Reserve Transfer								1,000.00	1,000.00
General									
49900 · Uncategorized Income									
Check	06/24/2026	15557	Brandi Schildknecht	VOID: Per di...	Water	X	Water Fund ...	0.00	0.00
Total 49900 · Uncategorized Income								0.00	0.00
Total General								0.00	0.00
400 · Water Department Income									
Bond Renewal & Repl 2.5% trnfr									
General Journal	06/30/2026			Reserves	Water		127 · Bond R...	2,000.00	2,000.00
Total Bond Renewal & Repl 2.5% trnfr								2,000.00	2,000.00
421 · Non Utility Income									
419. · Interest									
Deposit	06/30/2026			Interest	Water		Contruction F...	450.49	450.49
Deposit	06/30/2026			Interest	Water		2024 Const T...	18.49	468.98
Deposit	06/30/2026			Interest	Water		CNB CWCR ...	495.39	964.37
Deposit	06/30/2026			Interest	Water		CNB Reserve...	18.49	982.86
Deposit	06/30/2026			Interest	Water		CNB Renew ...	258.85	1,241.71
Deposit	06/30/2026			Interest	Water		CNB Renew ...	18.49	1,260.20
Deposit	06/30/2026			Interest	Water		HF Water W...	9.36	1,269.56
Deposit	06/30/2026			Interest	Water		Water Improv...	61.88	1,331.44
Deposit	06/30/2026			Interest	Water		Water Fund ...	27.40	1,358.84
Total 419. · Interest								1,358.84	1,358.84
421 · Non Utility Income - Other									
Deposit	06/12/2026		United States Tre...	EPA CDS F...	Water		Water Improv...	276,791.50	276,791.50
Total 421 · Non Utility Income - Other								276,791.50	276,791.50
Total 421 · Non Utility Income								278,150.34	278,150.34
461 · Customers - Water Bill Payments									
General Journal	06/03/2026		Veney, Shawn_	Sec for final ...	Water		HF Water W...	50.00	50.00
General Journal	06/03/2026		Heisler, Natalie	Sec for final ...	Water		HF Water W...	50.00	100.00
General Journal	06/30/2026		Harpers Ferry_v	To adjust A/...	Water		141 Accounts...	97,959.34	98,059.34
Total 461 · Customers - Water Bill Payments								98,059.34	98,059.34
462.1 · Annual Fire Service Fee									
Deposit	06/02/2026		customer	JC BOE wat...	Water		Water Fund ...	375.00	375.00
Deposit	06/03/2026	149635	customer	Jeff Co BOE	Water		Water Fund ...	375.00	750.00
Total 462.1 · Annual Fire Service Fee								750.00	750.00
471 · PSD bill processing									
Invoice	06/18/2026	202606	HF Bolivar Public ...	June bills for...	Water		141 Accounts...	2,340.00	2,340.00
Invoice	06/18/2026	202606	HF Bolivar Public ...	Monthly pay...	Water		141 Accounts...	500.00	2,840.00
Total 471 · PSD bill processing								2,840.00	2,840.00
Total 400 · Water Department Income								381,799.68	381,799.68
Total Income								382,799.68	382,799.68
Gross Profit								382,799.68	382,799.68
Expense									
400. · Water Department									
Bond Interest									
341.9 · Water Bond Debt Service (2024)									
General Journal	06/05/2026			new withdra...	Water		Water Fund ...	741.06	741.06
General Journal	06/05/2026			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	06/12/2026	EFT	USDA	2026 JUNE	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									

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Check	06/11/2026	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
131.3 Water Tranfs to Reserve									
General Journal	06/30/2026			SB 234 Tran...	Water		131 · SB234 ...	1,000.00	1,000.00
Total 131.3 Water Tranfs to Reserve								1,000.00	1,000.00
334. New Meters									
Credit Card Cha...	06/17/2026	253970	Tractor Supply	PARADIS, N...	Water		P-Card	33.99	33.99
Credit Card Cha...	06/18/2026	4497...	Home Depot	PARADIS E...	Water		P-Card	16.92	50.91
Credit Card Cha...	06/24/2026	34339	Tractor Supply	PARADIS	Water		P-Card	85.96	136.87
Credit Card Cha...	06/25/2026	4675...	EKM METERING	PARADIS M...	Water		P-Card	459.76	596.63
Total 334. New Meters								596.63	596.63
334.0 Maintenance of Meters									
Bill	06/17/2026	Z209...	CORE & MAIN LP	Z209240	Water		20000 · Acco...	65.81	65.81
Credit Card Cha...	06/24/2026	110123	McMaster-Carr	PARADIS M/S	Water		P-Card	166.56	232.37
Credit Card Cha...	06/25/2026	0625...	AT&T	June usage ...	Water		P-Card	84.83	317.20
Credit Card Cha...	06/29/2026	185240	Amazon.com	SPALDING ...	Water		P-Card	175.08	492.28
Total 334.0 Maintenance of Meters								492.28	492.28
341.2 Capital Outlay - Auto									
Check	06/25/2026	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...	06/08/2026	1577...	Home Depot	LAMBERT ...	Water		P-Card	56.72	56.72
Credit Card Cha...	06/15/2026	602222	Dick's Sporting Go...	PARADIS C...	Water		P-Card	63.57	120.29
Credit Card Cha...	06/15/2026	827344	Home Depot	PARADIS V...	Water		P-Card	30.39	150.68
Credit Card Cha...	06/24/2026	110123	McMaster-Carr	PARADIS M/S	Water		P-Card	131.05	281.73
Total 620.6 · Materials and Supplies								281.73	281.73
636 · Contracted Services									
Bill	06/01/2026	20369	Greenridge Contra...	INV 20369 B...	Water		20000 · Acco...	2,500.00	2,500.00
Check	06/09/2026	124	Greenridge Contra...	RES 18 Pha...	Water		2024 Const T...	16,195.15	18,695.15
Bill	06/15/2026	450 F...	Greenridge Contra...	450 Fillmore...	Water		20000 · Acco...	3,350.00	22,045.15
Total 636 · Contracted Services								22,045.15	22,045.15
Total Maintenance of Mains								22,326.88	22,326.88
127 · Bond Renewal & Replacement Fund									
General Journal	06/30/2026			Reserves	Water		Bond Renew...	2,000.00	2,000.00
Total 127 · Bond Renewal & Replacement Fund								2,000.00	2,000.00
408.10 · Assessments									
Bill	06/17/2026	2027-...	Public Service Co...	Intrastate Re...	Water		20000 · Acco...	3,287.28	3,287.28
General Journal	06/30/2026			Prepaid YE ...	Water		122 · Prepaid...	-3,287.28	0.00
Total 408.10 · Assessments								0.00	0.00
408.12 · PR Taxes Employer Expense									
General Journal	06/04/2026			payroll 6/4	Water		001 General ...	417.22	417.22
General Journal	06/04/2026			payroll 6/4	Water		001 General ...	609.76	1,026.98
General Journal	06/18/2026			payroll 6/18	Water		001 General ...	391.67	1,418.65
General Journal	06/18/2026			payroll 6/18	Water		001 General ...	506.73	1,925.38
General Journal	06/30/2026			payroll 7/1	Water		001 General ...	17.21	1,942.59
General Journal	06/30/2026			move 'water'...	Water		PR Taxes Em...	566.45	2,509.04
General Journal	06/30/2026			move 'GF' p...	Water		PR Taxes Em...	-1,110.36	1,398.68
Total 408.12 · PR Taxes Employer Expense								1,398.68	1,398.68
601.3 · Plant - Salaries & Wages									
General Journal	06/04/2026			payroll 6/4	Water		001 General ...	5,453.85	5,453.85
General Journal	06/18/2026			payroll 6/18	Water		001 General ...	5,119.90	10,573.75
General Journal	06/30/2026			payroll 7/1	Water		001 General ...	225.00	10,798.75
Total 601.3 · Plant - Salaries & Wages								10,798.75	10,798.75
601.7 · Office - Salaries & Wages									
General Journal	06/04/2026			payroll 6/4	Water		001 General ...	8,053.07	8,053.07
General Journal	06/18/2026			payroll 6/18	Water		001 General ...	6,706.38	14,759.45
General Journal	06/30/2026			move 'water'...	Water		PR Taxes Em...	8,210.70	22,970.15

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
General Journal	06/30/2026			move 'GF' p...	Water		PR Taxes Em...	-14,631.27	8,338.88
Total 601.7 · Office - Salaries & Wages								8,338.88	8,338.88
604.8 · Pension Exp									
General Journal	06/04/2026			payroll 6/4	Water		001 General ...	490.85	490.85
General Journal	06/04/2026			payroll 6/4	Water		001 General ...	724.78	1,215.63
General Journal	06/18/2026			payroll 6/18	Water		001 General ...	460.79	1,676.42
General Journal	06/18/2026			payroll 6/18	Water		001 General ...	603.57	2,279.99
Total 604.8 · Pension Exp								2,279.99	2,279.99
605.8 · Employee PEIA Benefits									
OPEB - Water									
Check	06/11/2026	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	06/11/2026	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	06/04/2026	06 20...	Harpers Ferry Wat...	JUNE 2026	Water		20000 · Acco...	31.45	31.45
Bill	06/09/2026	1101...	Potomac Edison	Usage MAY	Water		20000 · Acco...	26.93	58.38
Bill	06/09/2026	1100...	Potomac Edison	Usage MAY	Water		20000 · Acco...	2,449.03	2,507.41
Bill	06/09/2026	1100...	Potomac Edison	usage Pot R...	Water		20000 · Acco...	10.00	2,517.41
Credit Card Cha...	06/15/2026	Jun 2...	Waste Manageme...	Dumpster, T...	Water		P-Card	71.72	2,589.13
Bill	06/17/2026	10-89...	Griffith Energy Ser...	JUNE 2026 ...	Water		20000 · Acco...	764.02	3,353.15
Total 615.3 · Utilities W								3,353.15	3,353.15
618.3 · Plant Chemicals									
Bill	06/15/2026	1003...	CITCO Water	INV 100352...	Water		20000 · Acco...	692.74	692.74
Bill	06/17/2026	1003...	CITCO Water	INV 100352...	Water		20000 · Acco...	570.51	1,263.25
Total 618.3 · Plant Chemicals								1,263.25	1,263.25
620.3 · Plant - Material & Supplies									
Credit Card Cha...	06/01/2026	934225	USA Bluebook	PARADIS TI...	Water		P-Card	238.43	238.43
Credit Card Cha...	06/08/2026	459283	Tractor Supply	PARADIS S...	Water		P-Card	17.98	256.41
Credit Card Cha...	06/25/2026	326086	Supplyhouse.com	PARADIS M/S	Water		P-Card	7.04	263.45
Credit Card Cha...	06/26/2026	703111	Supplyhouse.com	PARADIS P...	Water		P-Card	160.74	424.19
Total 620.3 · Plant - Material & Supplies								424.19	424.19
620.7 · Postage And Cust Acctg Supplies									
Credit Card Cha...	06/07/2026	603903	Amazon.com	SPALDING ...	Water		P-Card	148.80	148.80
Credit Card Cha...	06/08/2026	447776	US Post Office	LAMBERT P...	Water		P-Card	13.10	161.90
Credit Card Cha...	06/09/2026	8336...	US Post Office	POSTAGE	Water		P-Card	9.70	171.60
Total 620.7 · Postage And Cust Acctg Supplies								171.60	171.60
620.8 · Office Supplies & Expenses									
631.2 · Payroll Processing-Water									
General Journal	06/04/2026			payroll proce...	Water		001 General ...	29.21	29.21
General Journal	06/18/2026			payroll proce...	Water		001 General ...	29.21	58.42
General Journal	06/30/2026			payroll proce...	Water		001 General ...	23.61	82.03
Total 631.2 · Payroll Processing-Water								82.03	82.03
620.8 · Office Supplies & Expenses - Other									
Bill	06/01/2026	158123	Automated Office ...	Water copie...	Water		20000 · Acco...	353.57	353.57
Bill	06/01/2026	102069	Advantage Techno...	Monthly Serv...	Water		20000 · Acco...	438.88	792.45
Credit Card Cha...	06/03/2026	121369	Amazon.com	SPALDING ...	Water		P-Card	18.06	810.51
Credit Card Cha...	06/21/2026	840823	Amazon.com	Breeden, pa...	Water		P-Card	26.87	837.38
Credit Card Cha...	06/23/2026	577155	Amazon.com	Breeden, pa...	Water		P-Card	46.54	883.92
Credit Card Cha...	06/24/2026	1224...	AT&T_c	Kelly, meter ...	Water		P-Card	84.83	968.75
Credit Card Cha...	06/25/2026	9915...	CCSI	SPALDING, ...	Water		P-Card	12.84	981.59
Total 620.8 · Office Supplies & Expenses - Other								981.59	981.59
Total 620.8 · Office Supplies & Expenses								1,063.62	1,063.62
620.8PM · Plant Maintenance MS									
Credit Card Cha...	06/08/2026	459101	Tractor Supply	PARADIS G...	Water		P-Card	37.97	37.97
Credit Card Cha...	06/24/2026	110123	McMaster-Carr	PARADIS M/S	Water		P-Card	116.82	154.79
Total 620.8PM · Plant Maintenance MS								154.79	154.79

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
631.3 · Lab Services									
Bill	06/03/2026	ENV2...	West Virginia DH...	ENV 26-908	Water		20000 · Acco...	20.00	20.00
Bill	06/12/2026	WAT...	West Virginia DH...	INV WAT26-...	Water		20000 · Acco...	23.00	43.00
Bill	06/19/2026	2630...	Pace Analytical	INV 263068...	Water		20000 · Acco...	222.00	265.00
Bill	06/19/2026	2630...	Pace Analytical	INV 263068...	Water		20000 · Acco...	235.00	500.00
Credit Card Cha...	06/24/2026	WAT...	West Virginia DH...	INV WAT26-...	Water		P-Card	23.00	523.00
Total 631.3 · Lab Services								523.00	523.00
631.4PM · Plant Maintenance CS									
Check	06/02/2026	15540	H&H Technologies	49.28 Hours ...	Water		Water Fund ...	1,477.50	1,477.50
Check	06/02/2026	15540	H&H Technologies	6 Trips @ $15	Water		Water Fund ...	90.00	1,567.50
Bill	06/03/2026	433	Homewood Lawn ...	INV 433 May...	Water		20000 · Acco...	525.00	2,092.50
Check	06/24/2026	15559	H&H Technologies	32.5 hours ...	Water		Water Fund ...	975.00	3,067.50
Check	06/24/2026	15559	H&H Technologies	5 trips @ $1...	Water		Water Fund ...	75.00	3,142.50
Total 631.4PM · Plant Maintenance CS								3,142.50	3,142.50
631.8 · Legal Fees and Studies									
Bill	06/01/2026	4843	Law Office of Hoy ...	INV 4843 May	Water		20000 · Acco...	162.50	162.50
Total 631.8 · Legal Fees and Studies								162.50	162.50
631.8_ · Security 911 Notification									
Credit Card Cha...	06/10/2026	409949	CallingPost Com...	SPALDING ...	Water		P-Card	200.00	200.00
Total 631.8_ · Security 911 Notification								200.00	200.00
650.8 · Auto & Transportation Expenses									
Bill	06/01/2026	NP70...	Fuelman	NP70604472	Water		20000 · Acco...	321.00	321.00
Credit Card Cha...	06/23/2026	75750	Bouncie.com	PARADIS A...	Water		P-Card	25.02	346.02
Total 650.8 · Auto & Transportation Expenses								346.02	346.02
656.8 · Ins-Property,Liability, Workers									
Bill	06/11/2026	7018...	ENCOVA Insurance	Worker's Co...	Water		20000 · Acco...	800.28	800.28
Bill	06/16/2026	1178...	WV Corp	Q1 2027	Water		20000 · Acco...	5,155.96	5,956.24
Total 656.8 · Ins-Property,Liability, Workers								5,956.24	5,956.24
660.8 · Advertising & Legal Publication									
Bill	06/09/2026	WV2...	Miss Utility	May 2026 C...	Water		20000 · Acco...	1.85	1.85
Total 660.8 · Advertising & Legal Publication								1.85	1.85
675.3 · Training, Education, & Certif									
Check	06/10/2026	15552	Brandi Schildknecht	mileage May...	Water	X	Water Fund ...	0.00	0.00
Check	06/10/2026	15552	Brandi Schildknecht	per diem Ma...	Water	X	Water Fund ...	0.00	0.00
Check	06/24/2026	15557	Brandi Schildknecht	Mileage May...	Water	X	Water Fund ...	0.00	0.00
Check	06/24/2026	15557	Brandi Schildknecht	Per Diem M...	Water	X	Water Fund ...	0.00	0.00
Check	06/25/2026	15565	Brandi Schildknecht	Mileage May...	Water		Water Fund ...	216.77	216.77
Check	06/25/2026	15565	Brandi Schildknecht	Per Diem M...	Water		Water Fund ...	117.00	333.77
Total 675.3 · Training, Education, & Certif								333.77	333.77
675.8 · Telephone W									
Credit Card Cha...	06/08/2026	0526	Frontier	town hall MAY	Water		P-Card	203.87	203.87
Bill	06/15/2026	0626	Frontier	Telephone 2...	Water	X	20000 · Acco...	0.00	203.87
Bill	06/20/2026	0730...	Frontier	June	Water		20000 · Acco...	93.15	297.02
Credit Card Cha...	06/20/2026	June ...	Comcast Internet	Town Hall In...	Water		P-Card	61.63	358.65
Credit Card Cha...	06/29/2026	MAY ...	US Cellular	cell phones ...	Water		P-Card	148.83	507.48
Total 675.8 · Telephone W								507.48	507.48
Total 400. · Water Department								99,963.71	99,963.71
Total Expense								99,963.71	99,963.71
Net Ordinary Income								282,835.97	282,835.97
Net Income								**282,835.97**	**282,835.97**

Corp. of Harpers Ferry
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	**ach**	**07/08/2026**	**Potomac Edison**		**Water Fund Checking**		**-26.93**
Bill	110158...	06/09/2026			615.3 · Utilities W	-26.93	26.93
TOTAL						-26.93	26.93
Bill Pmt -Check	**ACH**	**07/06/2026**	**Fuelman**		**Water Fund Checking**		**-391.34**
Bill	NP707...	07/06/2026			650.8 · Auto & Transp...	-391.34	391.34
TOTAL						-391.34	391.34
Bill Pmt -Check	**ACH**	**07/07/2026**	**Potomac Edison**		**Water Fund Checking**		**-2,449.03**
Bill	110083...	06/09/2026			615.3 · Utilities W	-2,449.03	2,449.03
TOTAL						-2,449.03	2,449.03
Bill Pmt -Check	**ACH**	**07/07/2026**	**Potomac Edison**		**Water Fund Checking**		**-10.00**
Bill	110081...	06/09/2026			615.3 · Utilities W	-10.00	10.00
TOTAL						-10.00	10.00
Bill Pmt -Check	**ACH**	**07/07/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-1,362.12**
Bill	110084...	06/09/2026			Utilities Sl	-1,362.12	1,362.12
TOTAL						-1,362.12	1,362.12
Bill Pmt -Check	**ACH**	**07/07/2026**	**Fuelman**		**001 General Fund Ac...**		**-164.55**
Bill	NP707...	07/06/2026			Auto Supplies (Gas & ...	-164.55	164.55
TOTAL						-164.55	164.55
Bill Pmt -Check	**ACH**	**07/08/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-132.26**
Bill	110081...	06/09/2026			Utilities-P	-132.26	132.26
TOTAL						-132.26	132.26
Bill Pmt -Check	**ACH**	**07/08/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-34.86**
Bill	110119...	06/09/2026			Utilities Sl	-34.86	34.86
TOTAL						-34.86	34.86
Bill Pmt -Check	**ACH**	**07/08/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-138.49**
Bill	110081...	06/09/2026			Utilities C	-138.49	138.49
TOTAL						-138.49	138.49
Bill Pmt -Check	**ACH**	**07/08/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-20.88**
Bill	110147...	06/09/2026			Utilities C	-20.88	20.88
TOTAL						-20.88	20.88
Bill Pmt -Check	**ACH**	**07/08/2026**	**Potomac Edison**		**001 General Fund Ac...**		**-115.62**
Bill	110081...	06/09/2026			Utilities C	-115.62	115.62
TOTAL						-115.62	115.62

Corp. of Harpers Ferry
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	**ACH**	**07/14/2026**	**Frontier**		**001 General Fund Ac...**		**-279.43**
Bill	073087...	06/20/2026			Telephone-P	-93.14	93.14
					Telephone C	-93.14	93.14
					675.8 · Telephone W	-93.15	93.15
TOTAL						-279.43	279.43
Check	**eft**	**07/01/2026**	**West Virginia Munici...**		**Water Fund Checking**		**-1,953.00**
					USDA Reserve	-1,953.00	1,953.00
TOTAL						-1,953.00	1,953.00
Check	**eft**	**07/06/2026**	**ADT Security**		**001 General Fund Ac...**		**-79.27**
					Utilities-P	-79.27	79.27
TOTAL						-79.27	79.27
Check	**eft**	**07/11/2026**	**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**	**07/22/2026**	**PEIA**		**Harpers Ferry Payroll...**		**-531.00**
					OPEB - General	-59.00	59.00
					246P · OPEB - Police	-177.00	177.00
					OPEB - Water	-236.00	236.00
					Employee Benefits	-59.00	59.00
TOTAL						-531.00	531.00
Check	**EFT**	**07/01/2026**	**Fuelman**		**001 General Fund Ac...**		**-1,688.95**
					Auto Supplies and Fue...	-1,688.95	1,688.95
TOTAL						-1,688.95	1,688.95
Check	**EFT**	**07/06/2026**	**DDL Business**		**001 General Fund Ac...**		**-71.50**
					Printing-Leased Equipt...	-71.50	71.50
TOTAL						-71.50	71.50
Check	**EFT**	**07/07/2026**	**State of WV**		**General Court Fund**		**-260.00**
					WV, Friendship	-260.00	260.00
TOTAL						-260.00	260.00
Check	**EFT**	**07/09/2026**	**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**	**07/13/2026**	**USDA**		**Water Fund Checking**		**-1,523.00**
					427.3 · Bonds Payable ...	-1,523.00	1,523.00
TOTAL						-1,523.00	1,523.00

Corp. of Harpers Ferry
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**EFT**	**07/17/2026**	**Fuelman**		**001 General Fund Ac...**		**-1,539.67**
					Auto Supplies and Fue...	-1,539.67	1,539.67
TOTAL						-1,539.67	1,539.67
Check	**EFT**	**07/22/2026**	**PEIA**		**Harpers Ferry Payroll...**		**-12,525.20**
					PEIA/Workers Comp-P	-5,590.94	5,590.94
					605.8 · Employee PEIA...	-3,397.92	3,397.92
					Family Portion PEIA	-925.00	925.00
					Family Portion PEIA	-839.00	839.00
					Group Ins. T	-821.98	821.98
					Health Insurance CC	-862.98	862.98
					Optional PEIA	-43.32	43.32
					Optional PEIA	-20.26	20.26
					Optional PEIA	-23.80	23.80
TOTAL						-12,525.20	12,525.20
Check	**EFT**	**07/22/2026**	**PEIA**		**Harpers Ferry Payroll...**		**-951.00**
					Family Portion PEIA	-951.00	951.00
TOTAL						-951.00	951.00
Check	**EFT**	**07/24/2026**	**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	**110**	**07/16/2026**	**Greenridge Contract...**		**CNB Renew & Replac...**		**-2,700.00**
Bill	29 Spr...	07/08/2026			636 · Contracted Servi...	-2,700.00	2,700.00
TOTAL						-2,700.00	2,700.00
Bill Pmt -Check	**401**	**07/02/2026**	**Vital Signs**		**Hotel Motel Tax**		**-66.00**
Bill	11523	07/01/2026			906 · Arts & Humanitie...	-66.00	66.00
TOTAL						-66.00	66.00
Check	**402**	**07/08/2026**	**Morrison, Morgan**		**Hotel Motel Tax**		**-600.00**
					906 · Arts & Humanitie...	-600.00	600.00
TOTAL						-600.00	600.00
Check	**403**	**07/08/2026**	**Melissa Wright**		**Hotel Motel Tax**		**-600.00**
					906 · Arts & Humanitie...	-600.00	600.00
TOTAL						-600.00	600.00
Check	**404**	**07/08/2026**	**kate Mcleod**		**Hotel Motel Tax**		**-600.00**
					906 · Arts & Humanitie...	-600.00	600.00
TOTAL						-600.00	600.00
Check	**405**	**07/22/2026**	**Jefferson County CVB**		**Hotel Motel Tax**		**-10,031.42**
					901 · Visitors Bureau -H	-10,031.42	10,031.42
TOTAL						-10,031.42	10,031.42

Corp. of Harpers Ferry
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**406**	**07/24/2026**	**Corporation of Harpe...**		**Hotel Motel Tax**		**-342.28**
					Due To General	-342.28	342.28
TOTAL						-342.28	342.28
Check	**1486**	**07/16/2026**	**Huynh, Anna**		**HF Water Works Escr...**		**-50.00**
					Water Security Deposits	-50.00	50.00
TOTAL						-50.00	50.00
Check	**1487**	**07/24/2026**	**Steven Werner**		**HF Water Works Escr...**		**-50.00**
					Water Security Deposits	-50.00	50.00
TOTAL						-50.00	50.00
Check	**1488**	**07/29/2026**	**Danielle Bruce**		**HF Water Works Escr...**		**-50.00**
					Water Security Deposits	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	**15571**	**07/01/2026**	**CORE & MAIN LP**		**Water Fund Checking**		**-348.29**
Bill	Z247220	06/24/2026			334.0 Maintenance of ...	-348.29	348.29
TOTAL						-348.29	348.29
Bill Pmt -Check	**15572**	**07/01/2026**	**Griffith Energy Servic...**		**Water Fund Checking**		**-764.02**
Bill	10-899...	06/17/2026			615.3 · Utilities W	-764.02	764.02
TOTAL						-764.02	764.02
Check	**15573**	**07/02/2026**	**H&H Technologies**		**Water Fund Checking**		**-997.50**
					631.4PM · Plant Maint...	-937.50	937.50
					631.4PM · Plant Maint...	-60.00	60.00
TOTAL						-997.50	997.50
Bill Pmt -Check	**15574**	**07/02/2026**	**CORE & MAIN LP**		**Water Fund Checking**		**-65.81**
Bill	Z209240	06/17/2026			334.0 Maintenance of ...	-65.81	65.81
TOTAL						-65.81	65.81
Bill Pmt -Check	**15575**	**07/02/2026**	**Dodson Septic Tank ...**		**Water Fund Checking**		**-475.00**
Bill	APR 2...	04/13/2026			631.4PM · Plant Maint...	-475.00	475.00
TOTAL						-475.00	475.00
Bill Pmt -Check	**15576**	**07/07/2026**	**Everstone**		**Water Fund Checking**		**-2,674.13**
Bill	12556	07/02/2026			650.8 · Auto & Transp...	-2,674.13	2,674.13
TOTAL						-2,674.13	2,674.13
Bill Pmt -Check	**15577**	**07/08/2026**	**CORE & MAIN LP**		**Water Fund Checking**		**-3,074.52**
Bill	Z111055	06/03/2026			334.0 Maintenance of ...	-1,095.40	1,095.40
Bill	Z189704	06/11/2026			334.0 Maintenance of ...	-1,979.12	1,979.12
TOTAL						-3,074.52	3,074.52

Corp. of Harpers Ferry
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	**15578**	**07/08/2026**	**Public Service Comm...**		**Water Fund Checking**		**-3,287.28**
Bill	2027-0...	06/17/2026			408.10 · Assessments	-3,287.28	3,287.28
TOTAL						-3,287.28	3,287.28
Bill Pmt -Check	**15579**	**07/16/2026**	**Advantage Technolo...**		**Water Fund Checking**		**-237.50**
Bill	103558	07/01/2026			Contracted Services C	-128.64	308.75
					Contracted Services-P	-9.90	23.75
					620.8 · Office Supplies...	-98.96	237.50
TOTAL						-237.50	570.00
Check	**15580**	**07/16/2026**	**H&H Technologies**		**Water Fund Checking**		**0.00**
TOTAL						0.00	0.00
Bill Pmt -Check	**15581**	**07/16/2026**	**CITCO Water**		**Water Fund Checking**		**-570.51**
Bill	100352...	06/17/2026			618.3 · Plant Chemicals	-570.51	570.51
TOTAL						-570.51	570.51
Bill Pmt -Check	**15582**	**07/16/2026**	**CORE & MAIN LP**		**Water Fund Checking**		**-950.24**
Bill	Z318831	07/06/2026			334.0 Maintenance of ...	-950.24	950.24
TOTAL						-950.24	950.24
Bill Pmt -Check	**15583**	**07/16/2026**	**DEP / Div. of Water a...**		**Water Fund Checking**		**-150.00**
Bill	005243...	07/06/2026			620.8PM · Plant Maint...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	**15584**	**07/16/2026**	**Dodson Septic Tank ...**		**Water Fund Checking**		**-475.00**
Bill	July 20...	07/01/2026			631.4PM · Plant Maint...	-475.00	475.00
TOTAL						-475.00	475.00
Bill Pmt -Check	**15585**	**07/16/2026**	**Greenridge Contract...**		**Water Fund Checking**		**-7,693.26**
Bill	1150 P...	07/08/2026			636 · Contracted Servi...	-2,862.50	2,862.50
Bill	17Mercer	05/27/2026			636 · Contracted Servi...	-4,830.76	4,830.76
TOTAL						-7,693.26	7,693.26
Bill Pmt -Check	**15586**	**07/16/2026**	**Homewood Lawn Care**		**Water Fund Checking**		**-1,050.00**
Bill	433	06/03/2026			631.4PM · Plant Maint...	-525.00	525.00
Bill	435	07/06/2026			631.4PM · Plant Maint...	-525.00	525.00
TOTAL						-1,050.00	1,050.00
Bill Pmt -Check	**15587**	**07/16/2026**	**Harpers Ferry Water ...**		**Water Fund Checking**		**-31.47**
Bill	07 2026	07/16/2026			615.3 · Utilities W	-10.49	31.47
					Utilities-P	-10.49	31.47
					Utilities C	-10.49	31.47
TOTAL						-31.47	94.41
Check	**15588**	**07/17/2026**	**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

Corp. of Harpers Ferry
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**15589**	**07/17/2026**	**Corporation of Harpe...**		**Water Fund Checking**		**-6,600.00**
					Due To Water	-6,600.00	6,600.00
TOTAL						-6,600.00	6,600.00
Check	**15590**	**07/17/2026**	**Fringe Benefits Mana...**		**Water Fund Checking**		**-472.80**
					24000 · Payroll Liabiliti...	-472.80	472.80
TOTAL						-472.80	472.80
Check	**15591**	**07/17/2026**	**Fringe Benefits Mana...**		**Water Fund Checking**		**-315.20**
					24000 · Payroll Liabiliti...	-315.20	315.20
TOTAL						-315.20	315.20
Check	**15592**	**07/17/2026**	**H&H Technologies**		**Water Fund Checking**		**-1,282.50**
					631.4PM · Plant Maint...	-1,207.50	1,207.50
					631.4PM · Plant Maint...	-75.00	75.00
TOTAL						-1,282.50	1,282.50
Check	**15593**	**07/20/2026**	**Potomac Appalachia...**		**Water Fund Checking**		**-1,320.00**
					641.3 · Plant - Rent	-1,200.00	1,200.00
					615.3 · Utilities W	-120.00	120.00
TOTAL						-1,320.00	1,320.00
Bill Pmt -Check	**15595**	**07/24/2026**	**Bank of Charles Town**		**Water Fund Checking**		**-570.18**
Bill	202606...	07/08/2026			620.7 · Postage And C...	-570.18	570.18
TOTAL						-570.18	570.18
Bill Pmt -Check	**15596**	**07/24/2026**	**CORE & MAIN LP**		**Water Fund Checking**		**-300.10**
Bill	Z357693	07/16/2026			334.0 Maintenance of ...	-146.04	146.04
Bill	Z368079	07/16/2026			334.0 Maintenance of ...	-154.06	154.06
TOTAL						-300.10	300.10
Bill Pmt -Check	**15597**	**07/24/2026**	**CoxHollidayoung PL...**		**Water Fund Checking**		**-382.91**
Bill	36939	07/16/2026			Office Supplies and M...	-27.10	81.34
					341 G · Materials & Su...	-27.11	81.33
					Professional Services C	-201.07	603.25
					620.8 · Office Supplies...	-27.11	81.33
					631.1 · Prof Services-A...	-100.52	301.58
TOTAL						-382.91	1,148.83
Bill Pmt -Check	**15598**	**07/24/2026**	**Micro-Tech Designs, ...**		**Water Fund Checking**		**-1,022.14**
Bill	260048-3	07/17/2026			620.3 · Plant - Material...	-1,022.14	1,022.14
TOTAL						-1,022.14	1,022.14
Bill Pmt -Check	**15599**	**07/24/2026**	**Miss Utility**		**Water Fund Checking**		**-21.65**
Bill	WV26-...	07/08/2026			620.8 · Office Supplies...	-21.65	21.65
TOTAL						-21.65	21.65

Corp. of Harpers Ferry
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**15600**	**07/24/2026**	**Corporation of Harpe...**		**Water Fund Checking**		**-3,321.86**
					Due To General	-3,321.86	3,321.86
TOTAL						-3,321.86	3,321.86
Check	**15601**	**07/29/2026**	**H&H Technologies**		**Water Fund Checking**		**-262.50**
					631.4PM · Plant Maint...	-247.50	247.50
					631.4PM · Plant Maint...	-15.00	15.00
TOTAL						-262.50	262.50
Bill Pmt -Check	**15602**	**07/29/2026**	**euroFINS**		**Water Fund Checking**		**-569.00**
Bill	410041...	07/27/2026			631.3 · Lab Services	-569.00	569.00
TOTAL						-569.00	569.00
Bill Pmt -Check	**17132**	**07/02/2026**	**Dodson Septic Tank ...**		**001 General Fund Ac...**		**0.00**
TOTAL						0.00	0.00
Check	**17133**	**07/02/2026**	**Timothy Mingerink**		**001 General Fund Ac...**		**-30.00**
					321 Parking Violations	-30.00	30.00
TOTAL						-30.00	30.00
Check	**17134**	**07/02/2026**	**Kevin Ventura**		**001 General Fund Ac...**		**-30.00**
					321 Parking Violations	-30.00	30.00
TOTAL						-30.00	30.00
Check	**17135**	**07/06/2026**	**Carlos Escobar Marq...**		**001 General Fund Ac...**		**-675.00**
					320 · Fines, Fees & Co...	-675.00	675.00
TOTAL						-675.00	675.00
Bill Pmt -Check	**17136**	**07/08/2026**	**Bowles Rice LLP**		**001 General Fund Ac...**		**-353.72**
Bill	1257107	06/01/2026			Professional Services	-353.72	353.72
TOTAL						-353.72	353.72
Bill Pmt -Check	**17137**	**07/08/2026**	**CARS**		**001 General Fund Ac...**		**-1,970.02**
Bill	2026-1...	06/08/2026			Maintenance and Repa...	-1,970.02	1,970.02
TOTAL						-1,970.02	1,970.02
Bill Pmt -Check	**17138**	**07/08/2026**	**Revize LLC**		**001 General Fund Ac...**		**-4,090.00**
Bill	24118	06/22/2026			Contracted Services C	-4,090.00	4,090.00
TOTAL						-4,090.00	4,090.00
Bill Pmt -Check	**17139**	**07/16/2026**	**Advantage Technolo...**		**001 General Fund Ac...**		**-332.50**
Bill	103558	07/01/2026			Contracted Services C	-180.11	308.75
					Contracted Services-P	-13.85	23.75
					620.8 · Office Supplies...	-138.54	237.50
TOTAL						-332.50	570.00

Corp. of Harpers Ferry
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	**17140**	**07/16/2026**	**Eastern Elevator**		**001 General Fund Ac...**		**-53.00**
Bill	578795...	07/16/2026			Maint & Repairs to Bld...	-53.00	53.00
TOTAL						-53.00	53.00
Bill Pmt -Check	**17141**	**07/16/2026**	**Region 9**		**001 General Fund Ac...**		**-465.37**
Bill	FY 202...	07/16/2026			001.435 · Region 9 De...	-465.37	465.37
TOTAL						-465.37	465.37
Bill Pmt -Check	**17142**	**07/16/2026**	**West Virginia Munici...**		**001 General Fund Ac...**		**-35.00**
Bill	2026-2...	07/16/2026			Dues and Subscription R	-35.00	35.00
TOTAL						-35.00	35.00
Check	**17143**	**07/16/2026**	**Amanda Ruffner**		**001 General Fund Ac...**		**-119.92**
					Magistrate-P	-119.92	119.92
TOTAL						-119.92	119.92
Bill Pmt -Check	**17144**	**07/16/2026**	**CARS**		**001 General Fund Ac...**		**-998.10**
Bill	2026-1...	07/06/2026			Maintenance and Repa...	-998.10	998.10
TOTAL						-998.10	998.10
Bill Pmt -Check	**17145**	**07/16/2026**	**Vital Signs**		**001 General Fund Ac...**		**-85.00**
Bill	10705	07/13/2026			001.761 Parkinng Expe...	-85.00	85.00
TOTAL						-85.00	85.00
Bill Pmt -Check	**17146**	**07/16/2026**	**Harpers Ferry Water ...**		**001 General Fund Ac...**		**-352.99**
Bill	2000726	07/16/2026			Utilities St	-240.00	240.00
Bill	350072...	07/16/2026			Utilities Pa	-50.05	50.05
Bill	07 2026	07/16/2026			615.3 · Utilities W	-20.98	31.47
					Utilities-P	-20.98	31.47
					Utilities C	-20.98	31.47
TOTAL						-352.99	384.46
Check	**17147**	**07/17/2026**	**Fringe Benefits Mana...**		**001 General Fund Ac...**		**-846.36**
					24000 · Payroll Liabiliti...	-446.37	446.37
					24000 · Payroll Liabiliti...	-399.99	399.99
TOTAL						-846.36	846.36
Check	**17148**	**07/17/2026**	**Fringe Benefits Mana...**		**001 General Fund Ac...**		**-516.24**
					24000 · Payroll Liabiliti...	-249.58	249.58
					24000 · Payroll Liabiliti...	-266.66	266.66
TOTAL						-516.24	516.24
Check	**17149**	**07/17/2026**	**West Virginia Munici...**		**001 General Fund Ac...**		**-107.19**
					24000 · Payroll Liabiliti...	-53.74	53.74
					24000 · Payroll Liabiliti...	-53.45	53.45
TOTAL						-107.19	107.19

Corp. of Harpers Ferry
Check Detail
July 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**17151**	**07/17/2026**	**Steven Leckie**		**001 General Fund Ac...**		**-25.00**
					326 · Building Permit F...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	**17152**	**07/24/2026**	**CoxHollidayoung PL...**		**001 General Fund Ac...**		**-765.92**
Bill	36939	07/16/2026			Office Supplies and M...	-54.24	81.34
					341 G · Materials & Su...	-54.22	81.33
					Professional Services C	-402.18	603.25
					620.8 · Office Supplies...	-54.22	81.33
					631.1 · Prof Services-A...	-201.06	301.58
TOTAL						-765.92	1,148.83
Bill Pmt -Check	**17153**	**07/24/2026**	**Shenandoah Air Con...**		**001 General Fund Ac...**		**-324.08**
Bill	130691...	07/22/2026			Maint & Repairs to Bld...	-324.08	324.08
TOTAL						-324.08	324.08
Check	**17155**	**07/28/2026**	**Stampfer, Timothy**		**001 General Fund Ac...**		**-59.45**
					001.761 Parkinng Expe...	-59.45	59.45
TOTAL						-59.45	59.45
Check	**17156**	**07/29/2026**	**Corporation of Harpe...**		**001 General Fund Ac...**		**-25,000.00**
					Due To Water	-25,000.00	25,000.00
TOTAL						-25,000.00	25,000.00
Bill Pmt -Check	**17157**	**07/29/2026**	**CARS**		**001 General Fund Ac...**		**-114.40**
Bill	1370	07/22/2026			Maintenance and Repa...	-114.40	114.40
TOTAL						-114.40	114.40
Bill Pmt -Check	**17158**	**07/29/2026**	**WVU Research Corpo...**		**001 General Fund Ac...**		**-1,200.00**
Bill	728202...	07/25/2026			Contracted Services C	-1,200.00	1,200.00
TOTAL						-1,200.00	1,200.00
Check	**17159**	**07/28/2026**	**M. Kevin Carden**		**001 General Fund Ac...**		**-1,200.00**
					Data Processing C	-1,200.00	1,200.00
TOTAL						-1,200.00	1,200.00

	Checks over Purchasing Threshold for approval Town Council Meeting 8/10/2026			
Check #	Vendor	INV #		
17160	MOTOROLA	8230581321	ANNUAL FLEX MAINTENANCE	$ 2,303.67
15603	LAW OFC HOY SHINGLTON	4859	CIP PHASE I, PHASE II WATER PROJECTS	$ 2,177.50
15603	LAW OFC HOY SHINGLTON	4844	CIP PHASE I, PHASE II, PHASE III WATER PROJECTS	$ 1,787.50
15598	MICROTECH DESIGNS	260048-3	7 MO TANK TELEMETRY SERVICE	$ 1,022.14
111	GREENRIDGE	450 FILMORE	COUPLING PIPE REPLACEMENT	$ 3,350.00
17166	R.S.EXCAVATING	1590	REMOVAL OF CONCRETE VAULT	$ 1,500.00

5.f. ii

RESOLUTION #3 OF THE TOWN OF HARPERS FERRY APPROVING INVOICES RELATING TO CONSTRUCTION AND OTHER SERVICES FOR THE WATER METER PROJECT ANDAUTHORIZING PAYMENT THEREOF

WHEREAS, the Town of Harpers Ferry has reviewed the invoices attached hereto and incorporated herein by reference in relation to the construction of the water project funded by the US EPA CG funds and the WV Governor Grant Funds and find as follows;

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

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

VENDOR	EPA Funds	Gov Grant Funds	Total
Fortline, Inc.	$82,359.89	$20,589.97	$102,949.86
	$0	$0	$0
	$0	$0	$0
TOTAL	$82,359.89	$20,589.97	$102,949.86

ADOPTED BY the Council of the Town of Harpers Ferry, at a meeting held on the 10th day of August 2026.

By: ______________________________ **Date:**______

Mayor, Gregory Vaughn

Congressional Directed Spending

Requestor Information

County	Jefferson
Vendor Name	Corporation of Harpers Ferry
Vendor No.	199817
Address	PO Box 217
	Harpers Ferry WV 25425-0217
Email	dkelly@harpersferrywv.us

Project: Name - Percentage of Completion – Exepected completion date

meter install continued
software continues to be developed
expected completion date 12/31/26

Non Federal Match	Governor's Office	Federal
*Total Awarded	$ 125,000 –	$ 500,000 –
GOV request amount	$ 20,589.97	82,359.89
Remaining Amount	$ 51,755.34	$ 124,661.49

***Please provide back-up documentation to support the total amount already received from other Grants**

Office of Governor Patrick Morrisey

Docusign Envelope ID: 8D53A93B-D9CD-8A1D-8198-85C38E7237CE

Contractor's Application for Payment

Owner:	The Corporation of Harper's Ferry	**Owner's Project No.:**	
Engineer:	GD&F Consulting Engineers	**Engineer's Project No.:**	
Contractor:	Fortiline, Inc. d/b/a Fortiline Waterworks	**Contractor's Project No.:**	
Project:	Water Meter Replacement		
Contract:	Contract 3 Phase II: Water Meter Replacement		

Application No.: 3 **Application Date:** 7/25/2026

Application Period: From 5/21/2026 to 7/24/2026

1. Original Contract Price	$	574,773.39
2. Net change by Change Orders	$	-
3. Current Contract Price (Line 1 + Line 2)	$	574,773.39
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	$	521,292.38
5. Retainage		
a. 10% X $ 458,206.03 Work Completed = $ 45,820.60		
b. 10% X $ 63,086.35 Stored Materials = $ 6,308.64		
c. Total Retainage (Line 5.a + Line 5.b)	$	52,129.24
6. Amount eligible to date (Line 4 - Line 5.c)	$	469,163.14
7. Less previous payments (Line 6 from prior application)	$	366,213.28
8. Amount due this application	$	102,949.86
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	$	105,610.25

Contractor's Certification

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

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

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

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

Contractor: Fortiline, Inc. d/b/a Fortiline Waterworks

Signature: Caleb Jones **Date:** 7/27/2026

Recommended by Engineer		**Approved by Owner**	
	KELLEN A. DOUGLAS		
By:	Kellen A. Douglas	**By:**	
Title:	SENIOR PROJECT ENGINEER	**Title:**	
Date:	7-28-2026	**Date:**	
Approved by Funding Agency			
By:		**By:**	
Title:		**Title:**	
Date:		**Date:**	

Progress Estimate - Unit Price Work | **Contractor's Application for Payment**

Owner:	The Corporation of Harper's Ferry	**Owner's Project No.:**	
Engineer:	GD&F Consulting Engineers	**Engineer's Project No.:**	
Contractor:	Fortiline, Inc. d/b/a Fortiline Waterworks	**Contractor's Project No.:**	
Project:	Water Meter Replacement		
Contract:	Contract 3 Phase II: Water Meter Replacement		

Application No.: 3 **Application Period:** From 05/21/26 to 07/24/26 **Application Date:** 07/25/26

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
					Original Contract						
1.a.	5/8"x3/4" NEW METERS W/ METER INTERFACE UNITS	879.00	EA	471.65	414,584.55	766.00	361,287.56	41,718.15	403,005.71	97%	11,578.84
1.b.	VEHICLE BASED METER READING SYSTEM	1.00	LS	$2,725.00	2,725.00	1.00	2,725.00		2,725.00	100%	-
1.c.	HARDWARE AND SOFTWARE (INCLUDING INTEGRATION)	1.00	LS	$5,395.00	5,395.00	1.00	5,395.00		5,395.00	100%	-
1.d.	ONSITE TRAINING	1.00	LS	$26,235.00	26,235.00	1.00	26,235.00		26,235.00	100%	-
1.e.	ALLOWANCE FOR HARPERS FERRY CURRENT BILLING VENDOR	1.00	LS	20,000.00	20,000.00		-		-	0%	20,000.00
				-	-		-		-		-
				Original Contract Totals	$ 468,939.55		$ 395,642.56	$ 41,718.15	$ 437,360.71	93%	$ 31,578.84
					BID ALTERNATE 1: LARGE WATER METERS						
1.a.	1" NEW METERS	2.00	EA	$683.95	1,367.90	2.00	1,367.90		1,367.90	100%	-
1.b.	1 1/2" NEW METERS	2.00	EA	$1,515.40	3,030.80	-	-	2,101.70	2,101.70	69%	929.10
1.c.	2" NEW METERS	11.00	EA	$1,666.04	18,326.44	4.00	6,664.16	8,749.30	15,413.46	84%	2,912.98
1.d.	3" NEW METERS	6.00	EA	$3,095.40	18,572.40	1.00	3,095.40	10,517.20	13,612.60	73%	4,959.80
					-		-		-		-
				BID ALTERNATE 1 Totals	$ 41,297.54		$ 11,127.46	$ 21,368.20	$ 32,495.66	79%	$ 8,801.88
					BID ALTERNATE 2: AMI METER READING SYSTEM						
1.	AMI METER READING SYSTEM	1.00	LS	$50,906.00	50,906.00	0.91	46,406.01		46,406.01	91%	4,499.99
					-		-		-		-
				BID ALTERNATE 2 Totals	$ 50,906.00		$ 46,406.01	$ -	$ 46,406.01	91%	$ 4,499.99
					BID ALTERNATE 3: ACOUSTIC LEAK DETECTION						
1.a	NEW 5/8"X3/4" WATER METERS W/ ALD	400.00	EA	$12.58	5,030.00	400.00	5,030.00		5,030.00	100%	-
					-		-		-		-
				BID ALTERNATE 3 Totals	$ 5,030.00		$ 5,030.00	$ -	$ 5,030.00	100%	$ -
					BID ALTERNATE 4: CUSTOMER PORTAL						
1	WATER SERVICE CUSTOMER WEB PORTAL & SMART PHONE	812.00	EA	10.59	8,600.30		-		-	0%	8,600.30
					-		-		-		-
				BID ALTERNATE 4 Totals	$ 8,600.30		$ -	$ -	$ -	0%	$ 8,600.30
					Original Contract and Change Orders						
				Project Totals	$ 574,773.39		$ 458,206.03	$ 63,086.35	$ 521,292.38	91%	$ 53,481.01

Stored Materials Summary | **Contractor's Application for Payment**

Owner:	The Corporation of Harper's Ferry	**Owner's Project No.:**	
Engineer:	GD&F Consulting Engineers	**Engineer's Project No.:**	
Contractor:	Fortiline, Inc. d/b/a Fortiline Waterworks	**Contractor's Project No.:**	
Project:	Water Meter Replacement		
Contract:	Contract 3 Phase II: Water Meter Replacement		

Application No.: 3 **Application Period:** From 05/21/26 to 07/24/26 **Application Date:** 07/25/26

A	B	C	D	E	F	G	H	I	J	K	L	M
						Materials Stored			Incorporated in Work			
Item No. (Lump Sum Tab) or Bid Item No. (Unit Price Tab)	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Description of Materials or Equipment Stored	Storage Location	Application No. When Materials Placed In Storage	Previous Amount Stored ($)	Amount Stored this Period ($)	Amount Stored to Date (G+H) ($)	Amount Previously Incorporated in the Work ($)	Amount Incorporated in the Work this Period ($)	Total Amount Incorporated in the Work (J+K) ($)	Materials Remaining In Storage (I-L) ($)
BA2, item 1			READy AMI MANAGER SOFTWARE	CLOUD	1	5,885.00		5,885.00		5,885.00	5,885.00	-
BA1, Item 1b	7342935		1-1/2" METER BOLT & GASKET SET	Connex	2	51.80		51.80			-	51.80
1a	7342939		5/8X3/4 FLOWIQ 2200 MTR COMP	Connex	2	280,401.00		280,401.00		244,354.00	244,354.00	36,047.00
BA1, Item 1a	7342939		1" FLOWIQ 2200 METER SS FLG	Connex	2	878.00		878.00		878.00	878.00	-
BA1, Item 1b	7342939		1-1/2 FLOWIQ 3200 METER SS FLG	Connex	2	1,950.00		1,950.00			-	1,950.00
BA1, Item 1c	7342939		2" FLOWIQ 3200 METER SS FLG	Connex	2	13,035.00		13,035.00		4,740.00	4,740.00	8,295.00
1a	7342939		AMR ANTENNA F/FLOWIQ2250 METER	Connex	2	43,906.05		43,906.05		38,261.70	38,261.70	5,644.35
BA1, Item 1a	7342939		AMR ANTENNA F/FLOWIQ2250 METER	Connex	2	99.90		99.90		99.90	99.90	-
BA1, Item 1b	7342939		AMR ANTENNA F/FLOWIQ2250 METER	Connex	2	99.90		99.90			-	99.90
BA1, Item 1c	7342939		AMR ANTENNA F/FLOWIQ2250 METER	Connex	2	549.45		549.45		199.80	199.80	349.65
BA1, Item 1d	7342939		AMR ANTENNA F/FLOWIQ2250 METER	Connex	2	299.70		299.70		49.95	49.95	249.75
1.b.	7342939		READY CONVERTER US ADVANCED	Connex	2	2,275.00		2,275.00		2,275.00	2,275.00	-
BA2, item 1	7343120		KAMSTRUP AMI RF COLLECTOR SET	Connex	2	24,000.00		24,000.00		24,000.00	24,000.00	-
BA2, item 1	7349978		DO IT YOURSELF UP TO 10,000	CLOUD	2	10,120.00		10,120.00		10,120.00	10,120.00	-
1.a.	7336568		3/4" METER GASKET 1/8"	Connex	2	180.00		180.00		153.20	153.20	26.80
BA1, Item 1d	7260153		3" FLOWIQ 3200 METER SS FLG	Connex	2	12,150.00		12,150.00		2,025.00	2,025.00	10,125.00
BA1, Item 1a	7381981		1" METER GASKET 1/8"	Connex	2	2.00		2.00		2.00	2.00	-
BA1, Item 1c	7381981		2" METER BOLT & GASKET SET	Connex	2	164.45		164.45		59.80	59.80	104.65
BA1, Item 1d	7381981		3" FLG ACC KIT FF 1/8" RR	Connex	2	155.40		155.40		12.95	12.95	142.45
BA2 - item 1	7300609		AMI Hosting Up to 1600 Pts	CLOUD	1	11,656.00		11,656.00		11,656.00	11,656.00	-
BA3 - 1a	7300609		Leak Detector Sofware	CLOUD	1	4,930.00		4,930.00		4,930.00	4,930.00	-
								-			-	-
								-			-	-
								-			-	-
								-			-	-
								-			-	-
								-			-	-
					Totals	$ 412,788.65	$ -	$ 412,788.65	$ -	$ 349,702.30	$ 349,702.30	$ 63,086.35

FORTILINE WATERWORKS

INVOICE
reprint

Invoice number: 7452901
Invoice date: 7/13/26
Due date: 8/09/26

Please remit payment to:
PO BOX 744053
ATLANTA, GA 30374-4053

Payment inquiries (704) 788-9800

Sold to:
HARPERS FERRY WATER WORKS
PO BOX 217
HARPERS FERRY, WV 25425

Warehouse:
FORTILINE CHARLOTTESVILLE
1766 SCOTTSVILLE RD. SUITE A

Federal Tax ID# 57-0819190

Ship to:
Customer Pickup
NEW METER PROJECT
1435 BAKERTON RD
HARPERS FERRY, WV 25425

Branch	From Contract	Order No.	Shipping Method	Customer Number	Terms
049	7260145	7452901	Pickup	233401	NET 30 DAYS

PO No.	Job Name	Job No.	SLS	Due Date	Ship Date
AMI METER	AMI METER PROJ	AMIMETE	CMP	8/09/26	7/09/26

Product #	Description	UOM	Ordered	Shipped	Back Ordered	Unit Price	Extended Shipped price
KAM02L02D18M8UB	2" FLOWIQ 3200 METER SS FLG 15-1/4" LL C/O LINE # 01216	EA	1	1	0	1285.0000	1,285.00

No returns accepted without prior authorization. Authorized returns are subject to restock fees. Special order items are not returnable. All claims must be filed with the carrier. All sales are subject to the terms and conditions of sale printed on this page and the back of the original invoice.

Amount due	1,285.00
Tax	.00
Freight	.00
fuel/other	.00
Total Due	1,285.00

FORTILINE WATERWORKS

INVOICE
reprint

Invoice number:	7443097
Invoice date:	6/30/26
Due date:	7/30/26

Please remit payment to:
PO BOX 744053
ATLANTA, GA 30374-4053
CO

Payment inquiries (704) 788-9800

Warehouse:
FORTILINE METER SERVICES
FORTILINE METER SERVICES
28027

Federal Tax ID# 57-0819190

Sold to:
HARPERS FERRY WATER WORKS
PO BOX 217
HARPERS FERRY, WV 25425

Ship to:
HARPERS FERRY WATER WORKS
NEW METER PROJECT
1435 BAKERTON RD
HARPERS FERRY, WV 25425

Branch	From Contract	Order No.	Shipping Method	Customer Number	Terms
703	7260145	7443097	Our Truck	233401	

PO No.	Job Name	Job No.	SLS	Due Date	Ship Date
1	AMI METER PROJ	AMIMETE	CMP	7/30/26	6/29/26

Product #	Description	UOM	Ordered	Shipped	Back Ordered	Unit Price	Extended Shipped price
GALAXYTABLET	SAMSUNG GALAXY TAB A TABLET C/O LINE # 00110	EA	1	1	0	450.0000	450.00

No returns accepted without prior authorization. Authorized returns are subject to restock fees. Special order items are not returnable. All claims must be filed with the carrier. All sales are subject to the terms and conditions of sale printed on this page and the back of the original invoice.

Amount due	450.00
Tax	.00
Freight	.00
fuel/other	.00
Total Due	450.00

INVOICE2

7/22/26
16:57:22

FORTILINE WATERWORKS

SALES ORDER ACKNOWLEDGEMENT

7475406

REMIT TO:	WAREHOUSE: 703	PAYMENT: CHARGE
FORTILINE METER SERVICES PO BOX 744053 ATLANTA, GA 30374-4053	FORTILINE METER SERVICES FORTILINE METER SERVICES 7025 NORTHWINDS DR NW CONCORD, NC 28027 Phone # 704 788 9800	

SOLD TO: 233401	SHIP TO:	SPECIAL INSTRUCTIONS:
HARPERS FERRY WATER WORKS PO BOX 217 HARPERS FERRY, WV 25425 Bid #: 6718933 C/O#: 7260145	HARPERS FERRY WATER WORKS NEW METER PROJECT 1435 BAKERTON RD HARPERS FERRY, WV 25425 Promised Date: 07/26/26	

CUSTOMER PO	JOB NAME	JOB #	SLS	CSR	ORDER DATE	SHIPPING METHOD	ORIG ORDER #
1	AMI METER PROJ	AMIMETE	CMP	BSH	7/22/26	OUR TRUCK	7260145

LINE	ITEM/DESCRIPTION		UOM	ORDER	SHIPPED	B/O	UNIT PRICE	DISCOUNT	NET PRICE
001	BONDPREMIUM	BOND PREMIUM	EA	1	1	0	7575.0000		7575.00
		SPLIT UP IN FOLLOWING BIDS ****************************** A.BASE BID; LINE 1.D F/$6,175 B.ADD ALTERNATIVE 1: LARGER WATER METERS LINE 1.A FOR $150.00 C.ADD ALTERNATIVE 1: LARGER WATER METERS LINE 1.B FOR $150.00 D.ADD ALTERNATIVE 1: LARGER WATER METERS LINE 1.C FOR $150.00 E.ADD ALTERNATIVE 1: LARGER WATER METERS LINE 1.D FOR $150.00 F:ADD ALTERNATE 2: AMI METER READING SYSTEM LINE 1 FOR $700.00 G.BID ALTERNATE 3: ACOUSTINC LEAK DETECTION LINE 1.A FOR $100.00							
003	KAM6696054	READY DRIVE-BY 801-1600 SWARE	EA	1	1	0	5885.0000		5885.00
		SOFTWARE 6696054 SPLIT UP IN FOLLOWING BIDS ****************************** A.BASE BID:READY DRIVE-BY 801-1600 SOFTWARE LINE 1.C FOR $2,945.00 B.ADD ALTERNATE 2: AMI METER READING SYSTEM LINE 1 FOR $2,940.00							
005	FORTILINEPROJMGNT	FORTILINE MTR PRJCT MANAGEMENT	EA	1	1	0	15000.0000		15000.00
		BASE BID; LINE 1.D							

N0. CTNS	WEIGHT	SHIPPED VIA	SHIP DATE	PICKED BY	FILLED BY
		OT OUR TRUCK	7/22/26		

PACKED BY	CHECKED BY	DATE RECEIVED	RECEIVED BY

Subtotal:	28,460.00
Tax:	.00
Freight:	.00
Other:	
Total Due:	28,460.00

MERCHANDISE CANNOT BE RETURNED WITHOUT PRIOR AUTHORIZATION

Any shortages or descrepancies concerning this order must be reported within 24 hours.

FORTILINE WATERWORKS

SALES ORDER ACKNOWLEDGEMENT

7477415

7/23/26
14:53:34

REMIT TO:
FORTILINE METER SERVICES
PO BOX 744053
ATLANTA, GA 30374-4053

WAREHOUSE: 703
FORTILINE METER SERVICES
FORTILINE METER SERVICES
7025 NORTHWINDS DR NW
CONCORD, NC 28027

Phone # 704 788 9800

PAYMENT: CHARGE

SOLD TO: 233401
HARPERS FERRY WATER WORKS
PO BOX 217
HARPERS FERRY, WV 25425

Bid #: 6718933 C/O#: 7260145

SHIP TO:
HARPERS FERRY WATER WORKS
NEW METER PROJECT
1435 BAKERTON RD
HARPERS FERRY, WV 25425

Promised Date: 07/23/26

SPECIAL INSTRUCTIONS:

CUSTOMER PO	JOB NAME	JOB #	SLS	CSR	ORDER DATE	SHIPPING METHOD	ORIG ORDER #
1	AMI METER PROJ	AMIMETE	CMP	BSH	7/23/26	PREPAID	7260145

LINE	ITEM/DESCRIPTION		UOM	ORDER	SHIPPED	B/O	UNIT PRICE	DISCOUNT	NET PRICE
001	34METERINSTALL	3/4" METER INSTALL CHARGE	EA	766	0	766	95.0000		72770.00
002	1METERINSTALL	1" METER INSTALL CHARGE	EA	2	0	2	112.0000		224.00
003	2METERINSTALL	2" METER INSTALL CHARGE	EA	4	0	4	395.0000		1580.00
	STK TRU 703								
004	3METERINSTALL	3" METER INSTALL CHARGE	EA	1	0	1	975.0000		975.00

NO. CTNS	WEIGHT	SHIPPED VIA	SHIP DATE	PICKED BY	FILLED BY
		OT			

PACKED BY	CHECKED BY	DATE RECEIVED	RECEIVED BY

MERCHANDISE CANNOT BE RETURNED WITHOUT PRIOR AUTHORIZATION
Any shortages or descrepancies concerning this order must be reported within 24 hours.

Subtotal:	75,549.00
Tax:	.00
Freight:	.00
Other:	
Total Due:	75,549.00

Harpers Ferry Water Works

EPA Grant

	CLASSIFICATION	APPROVED BUDGET	ADJUSTMENTS	REVISED BUDGET	PAID PRIOR TO THIS DRAW	REQUESTED THIS REQUEST	PAID TO DATE	BALANCE REMAINING
1	Construction & Cons. Cont.							
	a. Contract 1 -	459,818.75	0.00	459,818.75	292,978.62	82,359.89	375,338.51	84,480.24
	d. Construction contingency	30,181.25	0.00	30,181.25	0.00	0.00	0.00	30,181.25
4	Administrative							
	a. Administrative Expenses	10,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
11	TOTAL of Lines 1 through 10	500,000.00	0.00	500,000.00	292,978.62	82,359.89	375,338.51	124,661.49

Governor Grant

	CLASSIFICATION	APPROVED BUDGET	ADJUSTMENTS	REVISED BUDGET	PAID PRIOR TO THIS DRAW	REQUESTED THIS REQUEST	PAID TO DATE	BALANCE REMAINING
1	Construction & Cons. Cont.							
	a. Contract 1 -	114,954.68	20,589.97	135,544.65	73,244.66	20,589.97	93,834.63	41,710.02
	d. Construction contingency	7,545.32	0.00	7,545.32	0.00	0.00	0.00	7,545.32
4	Administrative	0.00						
	a. Administrative Expenses	2,500.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00
11	TOTAL of Lines 1 through 10	125,000.00	20,589.97	145,589.97	73,244.66	20,589.97	93,834.63	51,755.34

Total

	CLASSIFICATION	APPROVED BUDGET	ADJUSTMENTS	REVISED BUDGET	PAID PRIOR TO THIS DRAW	REQUESTED THIS REQUEST	PAID TO DATE	BALANCE REMAINING
1	Construction & Cons. Cont.							
	a. Contract 1 -	574,773.43	20,589.97	595,363.40	366,223.28	102,949.86	469,173.14	126,190.26
	d. Construction contingency	37,726.57	0.00	37,726.57	0.00	0.00	0.00	37,726.57
4	Administrative							
	a. Administrative Expenses	12,500.00	0.00	12,500.00	0.00	0.00	0.00	12,500.00
11	TOTAL of Lines 1 through 10	625,000.00	20,589.97	645,589.97	366,223.28	102,949.86	469,173.14	176,416.83

OMB Number: 4040-0012
Expiration Date: 06/30/2028

REQUEST FOR ADVANCE OR REIMBURSEMENT

1. TYPE OF PAYMENT REQUESTED

a. *"X" one or both boxes*
☒ **ADVANCE**
☐ **REIMBURSEMENT**

b. *"X" the applicable box*
☐ **FINAL**
☒ **PARTIAL**

2. BASIS OF REQUEST
☒ **CASH**
☐ **ACCRUAL**

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED: US EPA Region 3

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY: CG 953A0130

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST: 3

6. EMPLOYER IDENTIFICATION NUMBER: 55-0189389

7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER:

8. **PERIOD COVERED BY THIS REQUEST**
From: 05/21/2026 To: 07/24/2026

9. RECIPIENT ORGANIZATION

Name: Corporation of Harpers Ferry
Street1: 1000 Washington Street
Street2: PO Box 217
City: Harpers Ferry
County: Jefferson
State: WV: West Virginia
Province:
Country: USA: UNITED STATES
ZIP / Postal Code: 25425-0217

10. PAYEE *(Where check is to be sent if different than item 9)*

Name:
Street1:
Street2:
City:
County:
State:
Province:
Country:
ZIP / Postal Code:

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ ACTIVITIES		(a) Contractual	(b) Other	(c)	TOTAL
a. Total program outlays to date	(As of date) 07/24/2026	$ 469,173.14	$ 0.00	$	$ 469,173.14
b. *Less:* Cumulative program income		0.00	0.00		0.00
c. Net program outlays *(Line a minus line b)*		469,173.14	0.00		469,173.14
d. Estimated net cash outlays for advance period		0.00	0.00		0.00
e. Total *(Sum of lines c & d)*		469,173.14	0.00		469,173.14
f. Non-Federal share of amount on line e		93,834.63	0.00		93,834.63
g. Federal share of amount on line e		375,338.51	0.00		375,338.51
h. Federal payments previously requested		292,978.62	0.00		292,978.62
i. Federal share now requested *(Line g minus line h)*		82,359.89	0.00		82,359.89
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month				
	2nd month				
	3rd month				

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	$
b. *Less:* Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested *(Line a minus line b)*	$

13. CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL

DATE REQUEST SUBMITTED: 07/30/2026

TYPED OR PRINTED NAME AND TITLE

Prefix:

First Name: Deborah

Middle Name:

Last Name: Kelly

Suffix:

Title: Financial Officer

TELEPHONE (AREA CODE, NUMBER, EXTENSION)

3045352206

This space for agency use

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:

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.~~12~~80 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, subject to the provisions of this Zoning Ordinance;

(b) Permit signs without unconstitutionally regulating the information displayed by each sign;

(c) Permit signs where language and symbols do not violate constitutionally guaranteed freedom of speech;

(d) Permit signs that do not constitute a hazard to the public safety;

(e) Permit commercial signs appropriate to the historic character, the use and zoning classification of each property within the Town;

~~(e)~~(f) Permit signs that share information about the Town's historic and natural heritage.

~~(f)~~(g) Create a more aesthetically pleasing Town environment; and

~~(g)~~(h) Eliminate visual clutter within the Town.

1316.02 Exempt Signs.

The following signs ~~shall be~~ are exempt on the basis that they implement a compelling government interest in protecting the health and safety of persons and property in the Town, and ~~shall~~ do not require Sign Permits:

(a) Temporary or permanent signs erected and maintained by the Town, County, State or Federal Government for traffic direction, official meetings or for direction to or identification of a Government Facility or event;

(b) Directional Ground Signs not to exceed two signs per Driveway indicating vehicular entrance and exit locations with size not to exceed three square feet per Sign face and four feet in height;

(c) Flag, emblems and insignias of national, state, or local political subdivisions;

(d) Name, ~~and / or~~ address, or plaques ~~descriptions~~ noting historical significance of buildings or locations mounted to the front wall of a building, fence, porch, lamppost, or similar post in the front yard, not to exceed two square feet in sign area;

(e) Any window Sign located inside or behind a window ~~shall not be~~ is not subject to the provisions of this Article provided that the window Sign is located in a Structure where a commercial or industrial Use is permitted as a Principal Use, and provided that it is not more than 25% of any window area in a single window unit;

(f) Flags which are considered to be home flags that are placed to show spirit, pride, seasonal theme, or activity;

(g) Real estate signs;

(h) Religious Bulletin Boards;

(i) Temporary political campaign signs less than four square feet and placed on private property provided they are not posted more than 60 days before the political event and are removed within 14 days following the event;~~ and~~

(j) Building Construction Signs in accordance with 1316.11 of this Article~~.~~; and

~~(j)~~(k) Signs soliciting donations for a person, group, or cause, providing that they do not exceed six square feet, are removed after no more than 60 days, and are not replaced during the following 10-month period.

1316.03 Prohibited Permanent and Temporary Signs.

All signs not expressly permitted or exempt under this Article are prohibited in the Town. Such prohibited signs include but are not limited to:

(a) Abandoned Signs;

(b) Beacons and searchlights, except for emergency health or safety purposes;

(c) Billboards and other Off-Premise Signs, except as may be permitted by Section 1316.04(a)(9) of this Article;

(d) Flashing Signs or intermittent lighting of signs, including time and temperature and message center signs;

(e) Animated Signs;

(f) Pennants, streamers and similar devices;

(g) All helium, gas and air balloons or air dancers for promotional purposes;

(h) Roof Signs;

(i) Signs attached to any tree or utility pole and signs painted directly on rocks, trees, and other natural features;

(j) Any private signs, announcements, opinions, and notices placed on public property;

(k) Any Sign, which constitutes a traffic hazard or a detriment to public safety or may be confused with traffic control signal or device or the light of an emergency or road equipment vehicle;

(l) Signs which make use of words, symbols, phrases or characters in such a manner as to interfere with, mislead, or confuse traffic;

(m) Signs or parts thereof which are erected within or above a Public Street or Right-of-Way;

(n) Spinning devices or strings of spinning devices;

(o) Electronic Message Board Signs;

(p) Window Signs, including approved Temporary Business Signs in any district which cover more than 25% of the total window area on a single window unit;

(q) Signs with bright reflective paint, neon lights, photoluminescence, black lights, color shifting lights, and any back lit or internally lit signs; and

(r) Vinyl banners except as Special Purpose Signs (see Section 1316.08 of this Article).

1316.04 General provisions.

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

(a) No Sign ~~shall~~ may be moved, replaced or altered except that the text of an approved Business or Organizational Merchandise Sign may be changed at the discretion of the owner to reflect the day's changes of menu, changes in approved business information, or items on sale that day.

(b) Maintenance. Every sign, whether requiring a Sign Permit or not, ~~shall~~ must be maintained in safe, presentable and good structural condition at all times, including replacement of defective parts and painting and cleaning of said sign.

(c) Removal of Dangerous or Defective Signs. The ~~Ordinance Compliance Officer~~ Code Enforcement Officer may immediately remove or cause to be removed any sign deemed to be a danger, defective or hazardous to persons or property.

(d) Removal of Unlawful Signs in the Public Right of Way. The Proper Authority may remove or cause to be removed any unlawful sign in a public right-of-way.

(e) Sign Location with Respect to Frontages. Sign area permitted by virtue of premises having Lot Frontage or Structure Frontage ~~shall~~ must be located only along that Frontage which generates the permitted Sign area.

(f) Commercial Messages. All commercial information conveyed by any Sign permitted under this Article must pertain to the premises on which the Sign is located, except as specifically approved under Section 1316.04(a)(9) of this Article.

(g) Sign Spacing Requirements. No projecting, ground, pole or Freestanding Sign ~~shall~~ may be located within 25 feet of another projecting, ground, pole or Freestanding Sign.

(h) Duration of Temporary Signs. Temporary signs as permitted by this Article may be erected for a period not to exceed 60 days, except as otherwise dictated in this Article. Extensions to the sixty-day limitation may be permitted by the Proper Authority upon application and demonstration of reasonable justification by the agent or owner of the temporary sign.

(i) Exception to Off-Premises Sign Prohibitions. Upon application and approval of a Conditional Use Permit by the Board of Zoning Appeals in accordance with Article 1324 of this Zoning Ordinance, (an) Off-Premise Sign(s) may be permitted for a specified period of limited duration and subject to renewal or removal at the discretion of the Board of Zoning Appeals.

(j) Signs illuminated with one small spotlight per side, shining upon the sides of the Sign which have lettering, are permitted, except such illumination ~~shall~~ may not exceed 820 lumens per lighted side of the Sign. The spotlights ~~shall~~ must be positioned close enough to the Sign to focus the light on the center of the Sign. The light ~~shall~~ must be focused such that negligible light bypasses the Sign and any escaping light is not obtrusive or beamed so that the direct light source impinges upon the eyes of pedestrians, drivers in vehicles on the Street, or adjacent properties.

(k) Multiple Business Occupancy. In a Structure or grouping of Structures or premises with multiple Business occupants, signage should be apportioned on the basis of square footage of Structure space occupied or other suitable methods of apportionment.

1316.05 Regulations of signs.

(a) All Business and organizational Identification, Information and Merchandise signs are to consist of flat panels, made of natural materials (such as wood, metal, or stone). Medium Density Fiberboard (MDF), Medium Density Overlay (MDO), High Density Overlay (HD) and High Density Urethane are acceptable alternative materials.

(b) All Business and organizational Identification signs ~~shall~~ may not exceed six square feet in size. Their frame or support can be of wood or metal brackets or chains. They may be lettered or decorated on one or both sides. Identification signs ~~shall~~ must be located within and upon the premises to which they pertain. One Identification Sign is permitted for each Frontage containing a public entrance.

(c) All Business and organizational Information Signs ~~shall~~ may not exceed three square feet. No more than two Information Signs are permitted per Establishment.

(d) All Business and organizational Merchandise Signs ~~shall~~ may not exceed six square feet. No more than two Merchandise signs are permitted per Establishment.

(e) During only the hours the Business or organization is open, not more than two banners or flags may be displayed upon the premises except that State flags may be flown at any hours as allowed by state laws, and the national Flag may be flown in accordance with 4 USC, Chapter 1, sections 1 and 2, and Executive Order 10834 issued pursuant thereto. Flags and Banner Signs may not exceed six square feet total for all displayed.

(f) No Sign shall be hung so that its bottom edge is less than seven feet above a pedestrian throughway.

(g) The owner of any Business that is no longer operating as evidenced by the fact that it no longer has a valid business license ~~shall have~~ has not more than 30 days to remove all signs.

1316.06 Permit procedures for Temporary Business Signs.

(a) A new or short term business or organization may apply for a Sign Permit for more than one temporary sign on one Project Permit application if all information required by this Zoning Ordinance is included for each Sign requested so long as the Ordinance Compliance Officer is deemed the Proper Authority under Section 1303.03 of this Zoning Ordinance for purposes of issuing any such requested Sign Permits and reviewing the application therefor.

(b) The Proper Authority is granted authority to issue Sign Permits for temporary signs.

1316.07 Permit procedures for permanent signs.

(a) In addition to any other requirements set forth in this Zoning Ordinance, an application for a Sign Permit must be accompanied by plans showing all dimensions, the shape, material, character, lettering style, colors, design, full text, and exact location proposed. If the Sign is not to be located flat against an exterior Structure wall, the application must include an Elevation drawing and the details as to material, shape and location of the standard, pole or bracket or other support to which the Sign will be attached. The size and location of all existing signs must be provided.

(b) Any Person may apply for more than one Sign Permit on one Project Permit application if:

(1) All information required by this Zoning Ordinance is included for each Sign Permit requested; and

(2) The requested Sign Permits pertain to the same Project.

(c) The ~~Ordinance Compliance Officer~~ Code Enforcement Officer is deemed the Proper Authority under Section 1303.03 of this Zoning Ordinance for purposes of issuing such requested Sign Permits and reviewing the application therefor.

1316.08 Special Purpose Signs.

(a) Special Purpose Signs do not require a Sign Permit.

(b) All Special Purpose Signs ~~shall~~ must be removed by midnight of the day following the event for which the signs are displayed. If such signs are not removed within that time period, the police are authorized to remove and confiscate the signs.

(c) The ~~Ordinance Compliance Officer~~ Code Enforcement Officer may review the appropriateness of any Special Purpose Sign displayed and remove Special Purpose Signs that are inconsistent with the standards of this Zoning Ordinance.

1316.09 Religious Organization Bulletin Boards.

(a) Permanently erected Religious Organization Bulletin Boards do not require a Sign Permit; however, any organization proposing to erect such a bulletin board should submit a simple plan or drawing of the proposed sign, with all proposed lettering, to the ~~Ordinance Compliance Officer~~ Code Enforcement Officer for approval prior to installation.

(b) There ~~shall~~ may be no more than one bulletin board, not to exceed 16 square feet in size, for each organization. The bulletin boards ~~shall~~ must be of traditional design and constructed of natural materials such as wood insofar as possible. Artificial material such as plastic or plexiglass may be used in window-type cabinet structures, but glass is preferred.

1316.10 Real Estate Signs.

(a) A real estate agency or property owner may display one "for sale" or one "for rent" Real Estate Sign of customary design not to exceed four square feet in size on the property offered for sale or rent. All information on Real Estate signs shall be closely related to the sale of the property upon which the Sign is posted. No general information concerning a Real Estate firm, except for address, telephone number, and website, and no information advertising the sale of other unrelated property, is permitted.

(b) No Sign Permit is required for a Real Estate Sign.

(c) In the case of an "Open House", one Directional Sign may be displayed during daylight hours of the open house. The Directional Sign may not be placed on a public Right-of-Way without written permission of the ~~Ordinance Compliance Officer~~Code Enforcement Officer.

(d) The ~~Ordinance Compliance Officer~~ Code Enforcement Officer may, with the assistance of the Police as required, exercise the authority to remove any Real Estate Signs which are in violation of the provisions of this Article. The confiscated Sign may be retrieved from the Town within thirty days upon payment of $50.00. Confiscated signs not retrieved within 30 days ~~shall~~ must be disposed of by the Town.

1316.11 Building Construction Signs.

(a) Construction Signs do not require a Sign Permit.

(b) Construction Signs may list company, corporation, individual name or names, communications information such as phone numbers and email addresses, and types of work or expertise offered by the company or individual and may be placed only on private property with permission of the property owner where and when work is taking place. Construction Signs may not exceed four square feet in size and are limited to one such sign at each Site. Signs must be removed when work is completed.

(c) The ~~Ordinance Compliance Officer~~ Code Enforcement Officer may, with the assistance of the Police as required, remove any Construction Signs which are in violation of the provisions of this Article. The confiscated Sign may be retrieved from the Town within 30 days upon payment of $50.00. Confiscated signs not retrieved within 30 days ~~shall~~ must be disposed of by the Town.

1316.12 Interpretive Signs and Historical Monuments.

(a) Only Interpretive Signs and Historical Monuments sponsored by a governmental body or a religious or other non-profit organization are permitted. All such Interpretive Signs and Historical Monuments require approval by the Town Council after review by the Historic Landmarks Commission.

(b) Review of Interpretive Signs and Historical Monuments will consider the accuracy, appropriateness of the message, and aesthetics of the signage or structure.

(c) No Historical Monument higher than 4.5 feet or with a footprint larger than 4 square feet may be permitted, except those approved by the Town Council in Town parks. Only Historical Monuments consisting of metal or natural materials (e.g., stone or wood) will be permitted.

(d) No Interpretive Sign or Historical Monument may be placed within 150 feet of any other such Interpretive Sign or Historical Monument.

(e) Interpretive Signs and Historical Monuments must adhere to other requirements and regulations included in Part 13.

1316.~~12~~80 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

CORPORATION OF HARPERS FERRY, WEST VIRGINIA

ORDINANCE No. 2026-05

An ORDINANCE to establish an outdoor lighting code to meet Dark Sky requirements.

[Introduced to Town Council by the Ordinance Review Committee, 10 August 2026.]

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

That a new article of the Codified Ordinances of Harpers Ferry, designated Article XX, be created, to read as follows:

ARTICLE XXX
Outdoor Lighting

XXX.01 Purpose of Outdoor Lighting Ordinance.

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

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

The Town will also endeavor to cooperate with neighboring jurisdictions to achieve these purposes.

XXX.02 Applicability.
The general policy is for the minimum amount of lighting necessary to be used in a uniform and equitable manner throughout the Town, on both public and private property.

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

XXX.03 Definitions.
Astrotourism. A form of sustainable, nature-based travel focused on visiting locations with minimal light pollution to observe the night sky, celestial events, and astronomical phenomena.

CCT (Correlated Color Temperature). The measured color appearance of light emitted by a Light source described using a nominal value stated in Kelvins (K). Lower CCTs (1,800 K to 2,200 K) appear very warm or amber. Medium CCTs (2,700 K to 3,000 K) appear warm white, similar to standard incandescent bulbs. High CCTs (4,000 K and higher) appear cool white or blue.

Cut-off characteristics. These define how a lighting fixture or luminaire limits the emission of light, particularly above the horizontal plane, to reduce glare, light trespass, and sky glow.

Diffuse light characteristics. Soft, scattered illumination that produces low-contrast, even lighting with minimal glare and soft-edged shadows.

Fixture. See **Luminaire.**

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

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

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

Lamp. The device in a lighting Fixture that provides illumination, typically a bulb, fluorescent tube, or light-emitting diode (LED).

Light pollution. The excessive or inappropriate use of artificial light outdoors.

Light source. The element of a lighting Fixture that is the point of origin of the Lumens emitted by the Fixture.

Light trespass. Unwanted spillage of artificial light from one property onto another light that causes annoyance, discomfort, distraction, or a reduction in visibility.

Line of sight. A straight line along which an observer has unobstructed vision.

Lumen. A quantitative unit used to identify the amount of light emitted by a Light source. A Lamp is generally rated in Lumens.

Luminaire. A complete lighting unit consisting of a Lamp or Lamps and ballast(s), when applicable, together with the parts designed to distribute the light, to position and protect the Lamps, and to connect the Lamps to the power supply.

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

Radial wave. A type of vintage street light fixture characterized by distinct, rippled (or wavy) porcelain-coated reflector, designed to direct light downward and outward rather than allowing it to wastefully illuminate the sky.

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

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

Skyglow. Brightening of the night sky over inhabited areas.

Streetlight. A Luminaire that is used to light a street or roadway.

Total site lumen limit. The overall total number of lumens allowed for a site or lot not to exceed 25 lumens per square foot.

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

XXX.04 Lighting guidelines.

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

(b) Illumination levels. Illumination levels must be appropriate to the application. Illumination levels must not be greater than is reasonably necessary for its purpose, in order to minimize Light trespass and Glare.

(c) Lighting control.

   (1) All lighting must be located, aimed, designed, shielded, and maintained so as not to present a hazard to drivers or pedestrians by impairing their ability to safely travel and so as not to create a nuisance by projecting or reflecting objectionable light onto a neighboring use or property.

   (2) The illumination projected from any use onto a residential or wooded property must not exceed 0.1 Footcandle, measured Line of sight and from any point on the receiving residential property.

(3) The illumination projected from any property onto a non-residential or non-wooded property must not exceed 1.0 Footcandle, measured Line of sight from any point on the receiving property.

(4) Vegetation screens may not serve as the primary means for controlling Glare. Glare control must be achieved primarily using such means as Fixture location, aiming, designing, shielding, and illumination level.

(d) Total site Lumen limit for new builds or renovations involving significant light changes.

(1) The total installed initial Luminaire Lumens of all outdoor lighting must not exceed the total site Lumen limit. The total site Lumen limit is determined using either the Parking Space Method (Table A) or the Hardscape Area Method (Table B), both detailed below. Only one method may be used per permit application. For sites with existing lighting, existing lighting must be included in the calculation of total installed Lumens.

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

* - Listed below is the method of determining the allowed total initial Lumen for non-residential outdoor lighting using the Hardscape Area Method.

SITE-ALLOWED TOTAL INITIAL LUMENS	
Site Description	**Light Commercial**
Lighting zone	LZ-2
Hardscape area (square feet)	100,000
Allowed Lumens per square foot of hardscape	2.5
Site-allowed total initial Lumens (Lumens per square foot multiplied by hardscape area)	250,000

(2) The total installed initial Luminaire Lumens are calculated as the sum of the initial Luminaire Lumens for all Luminaires.

(3) The total Lumens for outdoor lighting may not exceed 25 Lumens per square foot for each land lot.

(e) Lamps.

(1) Fixtures must be of a type and design appropriate to the lighting application.

(2) For the lighting of predominantly horizontal surfaces, such as roadways, sidewalks, parking lots, and building entrances, Fixtures must be Fully shielded and aimed straight down so the light is no more than 10 degrees from the Nadir.

(3) For the lighting of predominantly non-horizontal surfaces where downward, Fully shielded Fixtures are impracticable (e.g.,

façades, landscaping, monuments), Fixtures must be located, aimed, and shielded to avoid lighting nuisances and hazards, and limit impacts on the night sky.

(4) Fixtures with DarkSky International’s (DSI) seal of approval are preferred and strongly encouraged. Timers and / or motion sensors are highly recommended. Light sources must have a warm Correlated Color Temperature (CCT) at or below 3,000 K. Higher CCTs include more blue light, which has a negative impact on Glare, human health, and the night sky.

(f) Municipal streets, sidewalks, walkways, and crosswalks.

(1) The Town’s municipal light Fixtures enable safe walking along its primary corridors and residential areas, and enhance safety at intersections and crosswalks. The Town’s current radial wave Fixtures must be maintained, and additional radial wave Fixtures may be installed as deemed necessary and prudent. All Fixtures must be equipped with DSI-compliant LED bulbs that mimic, to the greatest extent possible within the framework of this ordinance, the diffuse-light characteristics of the Fixtures' legacy incandescent bulbs.

(2) Other types of Fixtures may be considered in the future. Any such Fixtures must conform with this ordinance’s standards, as well as the Town’s historical guidelines.

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

XXX.05 Lighting prohibitions.

The following types of outdoor lighting are specifically prohibited:

(a) Lighting that could reasonably be confused for a traffic control device;

(b) Lighting that is oriented upward, except as otherwise provided for in this ordinance;

(c) Search lights, laser Light sources, or any similar high-intensity lights unless otherwise exempt;

(d) Blinking, flashing, moving, or flickering lights, or lights changing intensity or color, which are not otherwise permitted in this ordinance;

(e) Any unshielded bulb, unless otherwise exempted;

(f) A suspended string of lights with individual Lamps greater than 15 Lumens, unless otherwise exempted;

(g) Any lighting Fixture or device that is operated in such a manner as to constitute a hazard or danger to persons or to safe vehicular operation;

(h) Unshielded accent building-mounted luminous tube lighting, such as neon, LED, fluorescent, or similar technology;

(i) Floodlights;

(j) Internally illuminated wall panels; or

(k) Lighting of any angled building surface (e.g., roof pitch), unless otherwise exempted.

XXX.06 Exemptions.

(a) Lighting within public Right-of-way or easement for the principal purpose of illuminating streets or roads is exempted from the standards herein, except as noted in XXX.04(f).

(b) The following conditions are exempted from the standards set forth in this subsection, provided that they do not constitute a public safety concern or create a nuisance and are maintained in a safe condition:

(1) No exemption applies to any lighting within the public Right-of-way or easement when the purpose of the Luminaire is to illuminate areas outside the public Right-of-way or easement, unless specified in this ordinance;

(2) Repairs to existing matching Luminaires not exceeding 25% of total installed Luminaires;

(3) Temporary lighting for theatrical, television, or performance areas, and permitted construction sites;

(4) Seasonal lighting displays or Very-low luminosity lighting displays using multiple Lamps;

(5) Lighting that is only used under emergency conditions;

(6) Lighting Fixtures of a historical nature when compliance with these standards conflicts with the Town's historical guidelines;

(7) Low-voltage landscape lighting, but such lighting should be shielded in such a way as to eliminate Glare and Light trespass; and

(8) Lighting required by federal or state laws or regulations.

XXX.07 Environmental exceptions.

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

XXX.08 Lighting plan.

For all new construction, an exterior lighting plan is required prior to the issuance of a building permit. The lighting plan must be reviewed by the Code Enforcement Officer as per the current Town policy in Section 1303.04. Inclusion of any prohibited lighting Fixtures will result in rejection of the proposed lighting plan. The lighting plan must include the following elements:

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

(1) The type and number of Luminaire equipment (Fixtures), including the cut-off characteristics, indicating manufacturer and model number(s);

(2) Lamp source type (bulb type, e.g., high-pressure sodium), Lumen output, and wattage;

(3) Mounting height with distance noted to the nearest property line for each Luminaire;

(4) Types of timing devices used to control the hours set for illumination, as well as the proposed hours when each Fixture will be operated;

(5) Total Lumens for each Fixture and total square footage of areas to be illuminated; and

(6) Lighting manufacturer-supplied specifications (cut sheets) that

include photographs of the Fixtures, indicating the certified cut-off characteristics of the Fixture.

(b) Footcandle distribution (Lumens per square foot), plotting the light levels in Footcandles on the ground, at the designated mounting heights for the proposed Fixtures. Maximum luminance levels should be expressed in Footcandle measurements on a grid of the site showing Footcandle readings in every five- or ten-foot square. The grid must include light contributions from all sources (e.g., pole-mounted, wall-mounted, sign, and Streetlights) and must show Footcandle renderings five feet beyond the property lines.

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

XXX.90 Enforcement.

(a) It is unlawful to install or operate an outdoor light Fixture in violation of this Ordinance.

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

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

(d) Following an 18-month period after the enactment of this Ordinance, if the violation is not abated within the 30 calendar day period, the CEO will impose the following fines:

(1) $100.00 for the first offense;

(2) $300.00 for the second offense or if the first offense has not been corrected within 60 calendar days; and

(3) $500.00 for the third offense or if the prior offense has not been corrected within 90 calendar days.

Passed FIRST READING the ___ day of __________, 2026.

Passed SECOND and FINAL READING the ___ day of __________, 2026.

______________________________ ______________________________

Gregory Vaughn, Mayor Kevin Carden, Recorder

Attachment Item 6.a

WEST VIRGINIA LEGISLATURE

2026 REGULAR SESSION

FILED
2026 MAR 14 P 5: 28
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

Enrolled

Committee Substitute

for

Senate Bill 659

SB659

BY SENATORS RUCKER, Z. MAYNARD, AND THORNE

[Passed March 6, 2026; in effect 90 days from passage (June 4, 2026)]

AN ACT to amend the Code of West Virginia, 1931, as amended, by adding a new article, designated §8-40-1, §8-40-2, and §8-40-3, relating to prohibiting municipalities from prohibiting certain restrictions on the regulation of accessory dwelling units; defining terms; prohibiting certain restrictions on accessory dwelling units; and providing exemptions.

Be it enacted by the Legislature of West Virginia:

ARTICLE 40. ACCESSORY DWELLING UNITS.

§8-40-1. Definitions.

As used in this article:

(a) "Accessory dwelling unit" means a self-contained and independently accessed living unit on the same parcel as a single-family dwelling of greater square footage that includes its own cooking, sleeping, and sanitation facilities and complies with, or is otherwise exempt from, any applicable regulatory requirements;

(b) "By right" means the ability to be approved without requiring:

(1) A public hearing;

(2) A variance, conditional use permit, special permit, or special exception; or

(3) Other discretionary zoning action other than a determination that a site plan and any construction plans conform with applicable regulatory requirements;

(c) "Gross floor area" means the interior habitable area of a single-family dwelling or an accessory dwelling unit;

(d)(1) "Regulatory requirements" means the requirements determined by a municipality to be necessary for approval of plans, permits, or applications under this section.

(2) "Regulatory requirements" includes:

(A) The West Virginia Fire Code as adopted by the State Fire Marshal;

(B) Any locally adopted ordinances and amendments to the ordinances;

(C) Applicable zoning ordinances and conditions;

(D) Design and construction standards, including any applicable building codes; and

(E) Other federal, state, and local laws, rules, and ordinances applicable to the plan, permit, or application in question;

(e) "Short-term rental" means an individually or collectively owned single-family house or single-family dwelling unit or a unit or group of units in a condominium, cooperative, time-share, or owner-occupied residential home that is offered for a fee for 30 days or less; and

(f) "Single-family dwelling" means a building with one or more rooms designed for residential living purposes by one household that is detached from any other dwelling unit.

(g) "Manufactured home" means a structure constructed in compliance with the federal Manufactured Home Construction and Safety Standards, 42 U.S.C. §5401 *et seq.*, and installed on a permanent foundation.

§8-40-2. Prohibition on policy regulations restricting accessory dwelling units.

(a) Except as provided in this article, a municipality shall not adopt a policy, regulation, or ordinance that restricts, prohibits, or otherwise regulates the use of at least one accessory dwelling unit by right on a lot or parcel that contains a single-family dwelling.

(b) An accessory dwelling unit may be attached, detached, or internal to the single-family dwelling on a lot or parcel.

(c) If the accessory dwelling unit is detached from or attached to the single-family dwelling, it shall not be more than 75 percent of the gross floor area of the single-family dwelling or 1,000 square feet, whichever is less.

(d) A municipality may not:

(1) Require that a lot or parcel have additional parking to accommodate an accessory dwelling unit or require fees in lieu of additional parking;

(2) Require that an accessory dwelling unit match the exterior design, roof pitch, or finishing materials of the single-family dwelling: *Provided,* That a municipality may require an accessory dwelling unit to match exterior design, roof pitch, finishing materials, and other design guidelines if the single family dwelling or accessory dwelling unit is located within a historic district,

as defined in §8A-1-2 of this code, and the requirement is imposed pursuant to an ordinance or regulation duly adopted for the preservation of that historic district;

(3) Require a familial, marital, or employment relationship between the occupants of the single-family dwelling and the occupants of the accessory dwelling unit;

(4) Assess development impact fees in excess of $250 on the construction of an accessory dwelling unit;

(5) Require improvements to public streets or sidewalks as a condition of permitting an accessory dwelling unit, except as necessary to reconstruct or repair a public street or sidewalk that is disturbed as a result of the construction of the accessory dwelling unit;

(6) Set maximum building heights, minimum setback requirements, minimum lot sizes, maximum lot coverages, or minimum building frontages for accessory dwelling units that are more restrictive than those for the single-family dwelling on the lot;

(7) Impose more onerous development standards on an accessory dwelling unit beyond those set forth in this article;

(8)(A) Require a restrictive covenant concerning an accessory dwelling unit on a parcel zoned for residential use by a single-family dwelling.

(B)(i) Paragraph (A) of this subdivision does not prohibit restrictive covenants concerning accessory dwelling units entered into between private parties.

(ii) Notwithstanding clause (i) of this paragraph, a municipality shall not condition a permit, license, or use of an accessory dwelling unit on the adoption or implementation of a restrictive covenant entered into between private parties; or

(9) Require water and sewer for the accessory dwelling unit separate from that serving the primary structure.

(e) A manufactured home may be used as an accessory dwelling unit by right on a lot or parcel that contains a single family dwelling in any zoning district where accessory dwelling units are permitted.

(f) A municipality may not prohibit or unreasonably restrict the use of a manufactured home as an accessory dwelling unit, provided that the manufactured home is installed on a permanent foundation and complies with applicable building, fire, and safety codes and any other requirements in this article.

(g) A municipality may not impose design, aesthetic, age of construction, or prior use requirements on a manufactured home used as an accessory dwelling unit that are more restrictive than those imposed on site built accessory dwelling units of comparable size.

(h) A manufactured home used as an accessory dwelling unit shall be assessed and taxed as real property.

(i) A manufactured home used as an accessory dwelling unit may share water, sewer, and utility connections with the primary single family dwelling. Separate utility connections or meters may be required only where necessary to protect public health and safety and where such requirements are applied uniformly to all accessory dwelling units.

§8-40-3. Exemptions.

(a) This article does not prohibit a municipality from regulating short-term rentals.

(b)(1)(A) A municipality may require a fee for reviewing applications to create accessory dwelling units; and

(B) The application fee may not exceed $250 for each accessory dwelling unit.

(2) Subdivision (1) of this subsection does not prohibit a municipality from requiring its usual building fees in addition to the application fee.

(c) A policy, regulation, or ordinance in effect on or after January 1, 2027, that applies to an accessory dwelling unit and does not comply with this article is invalid to the extent of its conflict with this article.

(d) A municipality may require an accessory dwelling unit to have:

(1) A will-serve letter from both the water system and the sewer system that serves the primary dwelling; or

(2) Approval from the Department of Health where municipal or private water service or sewer service is not available.

(e) This article does not:

(1) Supersede applicable regulatory requirements; or

(2) Prohibit a municipality from adopting a policy, regulation, or ordinance that is more permissive than the provisions under this article.

The Clerk of the Senate and the Clerk of the House of Delegates hereby certify that the foregoing bill is correctly enrolled.

....
Clerk of the Senate

....
Clerk of the House of Delegates

FILED
2026 MAR 14 P 5: 28
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

Originated in the Senate.

In effect 90 days from passage.

....
President of the Senate

....
Speaker of the House of Delegates

The within is ....approved.................. this the..........14th..................

Day of ....March..., 2026.

....
Governor

PRESENTED TO THE GOVERNOR

MAR 0 3 [illegible]

Time 1:11 pm