



Corporation of Harpers Ferry

1000 WASHINGTON STREET • P.O. BOX 217

Harpers Ferry, West Virginia 25425

304-535-2206 • FAX 304-535-6520

Wayne Bishop,
Mayor

BARBARA HUMES, JAY PREMACK, HARDWICK S. JOHNSON, JR., CHRISTIAN PECHUEKONIS, NANCY SINGLETON CASE, COUNCIL MEMBERS
KEVIN GARDEN, RECORDER

December 4, 2020

E Mail – Jared@adamslawfirmpllc.com

Jared Adams, Esquire
Adams Law Firm PLLC
P.o. Box 755
Martinsburg, WV 25402

RE: FOIA Request – Harpers Ferry Assigned #2020-014

Dear Mr. Adams:

In response to your FOIA request, Harpers Ferry #2020-0014, please find the following:

1. Any document or other item identifying the purchase of the sink.

RESPONSE: No such documents exist.

2. Any document or other item identifying who constructed the sink.

RESPONSE: No such documents exist.

3. Any document or other item identifying the maintenance of the sink.

RESPONSE: Servicing contracted with Johnny Blue. See attachment No. 1.

4. Any document or other item identifying the owner of the sink.

RESPONSE: See response No. 3 above.

5. Any correspondence regarding the sink.

RESPONSE: See attachment No. 2.

6. Any correspondence regarding maintenance of the sink.

Historic District
Where The Shenandoah Meets The Potomac

RESPONSE: See response No. 3 above.

7. Any correspondence regarding construction of the sink.

RESPONSE: No such documents exist.

8. Any correspondence regarding any injury caused by the sink.

RESPONSE: No such documents exist.

9. Any correspondence regarding complaints about the sink.

RESPONSE: See attachment No. 3.

10. Any document or other item regarding ownership of the land where the sink is located.

RESPONSE: The sink is located in the Corporation of Harpers Ferry's right-of-way.

11. Any document or other item regarding ownership of the land where the sink was located in June 2020.

RESPONSE: See response No. 10 above.

12. Any receipt or other document regarding maintenance of the sink.

RESPONSE: See item No. 3 above.

13. Any receipt or other document regarding installation of the sink.

RESPONSE: See item No. 3 above.

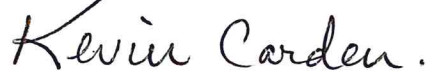
14. Any notes or other record regarding the sink.

RESPONSE: See attachment No. 4 and 5.

15. Any document regarding any claim involving someone injured by the sink or injured by any other sink provided by the Corporation of Harpers Ferry.

RESPONSE: No records exist.

Sincerely,



Kevin Carden, Recorder

Enc.

cc: Harpers Ferry Mayor, Town Council, K. Sayre, Esq.

255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

ATTACHMENT No. 1

Rental and Service Agreement

RECEIVED
 MAY 29 2020
 BY:

Take

Billing Information

Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

(304) 535-2206 Town Office

Number: 028370

Job Number:

Original P.O. Number:

Terms: NET 28

MapGrid:

MapBook:

ServiceArea: Harpers Ferry WV

Rental Tax Percent: 0

Rental Tax Area: West VA TAX EXEM

Service Tax Percent: 0

Service Tax Area: West VA TAX EXEM

Job Site Information

(Customer will call for Pick up)

Potomac St

*****LOCATION TBD

Harpers Ferry, WV

Special Instructions:

340 N - Exit for 340/Harpers Ferry - Left onto Union St - Right onto Washington St becomes High St - Left onto Potomac St -----LOCATION TBD

CALL to MEET: Christian 734-717-8672 or Larry 304-676-5685

Cross Streets:

Date	Service or Unit Type	Quantity	Billing Method.	Price Per	Minimum	Dmg. Wvr. or Minim.	Delivery or Trip Charge	Deposit	Taxable
29-May-2020	Special Event with Sanitizer	4	28-Day Fixed E	\$115.00	\$115.00		\$0.00	\$0.00	\$0.00 No
			Delivery				Extension		\$460.00
29-May-2020	Service	4	28-Day Fixed E	\$0.00	\$0.00	Weekly	\$0.00	\$0.00	\$0.00 No
			Start Service	Green		Mon			
29-May-2020	Service	4	28-Day Fixed E	\$95.00	\$95.00	Weekly	\$0.00	\$0.00	\$0.00 No
			Start Service	Red		Fri	Extension		\$380.00
9-May-2020	Handicap Unit	1	28-Day Fixed E	\$175.00	\$175.00		\$0.00	\$0.00	\$0.00 No
			Delivery				Extension		\$175.00
29-May-2020	Service	1	28-Day Fixed E	\$0.00	\$0.00	Weekly	\$0.00	\$0.00	\$0.00 No
			Start Service	Green		Mon			
29-May-2020	Service	1	28-Day Fixed E	\$95.00	\$95.00	Weekly	\$0.00	\$0.00	\$0.00 No
			Start Service	Red		Fri	Extension		\$95.00
29-May-2020	Freestanding Sink	1	28-Day Fixed E	\$135.00	\$135.00		\$0.00	\$0.00	\$0.00 No
			Delivery				Extension		\$135.00
29-May-2020	Service	1	28-Day Fixed E	\$0.00	\$0.00	Weekly	\$0.00	\$0.00	\$0.00 No
			Start Service	Green		Mon			

Customer agrees to the following terms and conditions. THIS IS A BINDING AGREEMENT.

Customer shall pay all expenses including Attorney fees of 15% and court cost incurred by lesser in enforcing any provisions hereof. It is understood that JOHNNY BLUE will not be responsible for any personal injury or property damage arising out of use or maintenance of units leased under this agreement, and Customer assumes all liability for all personal injury or property damage for the duration of the agreement, Customer is responsible for any loss, theft or damage of units leased under the agreement and will be responsible for replacement cost of unit or pay estimated repair costs of parts and labor. Damage Waiver available upon request. Payments for loss, theft, or damage are due upon demand by lesser. Customer guarantees access to units for servicing. Sales tax, where applies. All down payments are nonrefundable. Subject to Cancellation Fee. Unpaid final balance not paid within 45 days of removal; will be charged to credit card. >>>> SIGN AND RETURN THIS AGREEMENT.<<<<

Subtotal Non-Taxable: \$1,340.00
 Subtotal Rental Taxable: \$0.00
 Subtotal Service Taxable: \$0.00
 Subtotal Rental Tax: \$0.00
 Subtotal Service Tax: \$0.00
 Grand Total: \$1,340.00

Unit Numbers:

Date: 6/2/20
 Inv. #: 5/29/2020
 Amt. \$1340.00
 Service Due
 Route: 970 Public Safety
 Acct. Service Class Day: J Appr.

Signature and Title of Customer Representative

Accepted by Johnny Blue, Incorporated

Date Accepted: 5-29-20

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

Date 11/11/2020
 Inv.# 20370
 Amt. \$812.50
 Due 8/11/2020
 Acct. Public Safety 976
 Class g Appr. CR
#421

WV

Invoice

Number: 195763
 Date: 11-Jul-2020
 P.O. Number:

BILL TO 8077
 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

JOB SITE 28370
 (Customer will call for Pick up)
 Potomac St
 ****Get H2O at Post Office
 Harpers Ferry, WV

Last Payment Date
 28-May-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
26-Jun-2020	>	11-Jul-2020	2 Special Event with Sanitizer Per 28-day billing cycle, in arrears	4	\$115.00	<input type="checkbox"/>	\$230.00
14-Jun-2020	>	11-Jul-2020	4 Service Per 28-day billing cycle, in arrears	4	\$0.00	<input type="checkbox"/>	\$0.00
26-Jun-2020	>	11-Jul-2020	3 Service Per 28-day billing cycle, in arrears	4	\$95.00	<input type="checkbox"/>	\$285.00
26-Jun-2020	>	11-Jul-2020	2 Handicap Unit Per 28-day billing cycle, in arrears	1	\$175.00	<input type="checkbox"/>	\$87.50
14-Jun-2020	>	11-Jul-2020	4 Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:
Current: \$812.50		0	West VA TAX EXEMPT	Subtotal Taxable:
30-Day: \$0.00				Subtotal Tax:
60-Day: \$0.00		0	West VA TAX EXEMPT	Current Invoice Total:
90-Day+: \$0.00				
Total: \$812.50	Terms: NET 28		+/- Chrg or Pymt:	Continued

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ -Thank you for choosing Johnny Blue!
 Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:
 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
195763	11-Jul-2020	

Continued

Will Pay Online

Entered: 7/17/20
 Paid: 7/17/2020

To:

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____

Signature _____ Amount to Pay or leave blank to pay in full

Check to enroll in auto-pay

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

Date 8/10/2020
 Inv.# 196871
 Amt. \$1521.25
 Due 8/28/20
 Acct. 809 Grants Health/Sunz
 Class g Appr. CR

Invoice

Number: 196871
 Date: 08-Aug-2020
 P.O. Number: COVID-19

BILL TO 8077

 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

JOB SITE 28370
 (Customer will call for Pick up)
 Potomac St
 ****Get H2O at Post Office
 Harpers Ferry, WV

Last Payment Date
 17-Jul-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
12-Jul-2020	> 08-Aug-2020	4	Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00
12-Jul-2020	> 08-Aug-2020	4	Service Per 28-day billing cycle, in arrears	1	\$95.00	<input type="checkbox"/>	\$95.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:	
Current: \$1,521.25	\$0.00	0	\$0.00 West VA TAX EXEMPT	\$1,521.25	
30-Day: \$0.00				Subtotal Taxable:	\$0.00
60-Day: \$0.00	\$0.00	0	\$0.00 West VA TAX EXEMPT	Subtotal Tax:	\$0.00
90-Day+: \$0.00				Current Invoice Total:	\$1,521.25
Total: \$1,521.25	Terms: NET 28		+/- Chrg or Pymt:	\$0.00	Please Pay: \$1,521.25

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!
 Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:
 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
196871	08-Aug-2020	\$1,521.25
Please Pay:		\$1,521.25

To:

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____

Signature _____ Amount to Pay
 or leave blank
 to pay in full

Check to enroll in auto-pay

Johnny Blue, Incorporated

255 Lenoir Drive

Winchester, VA 22603

Telephone: (540) 665-0968

Fax: (540) 662-6151

Invoice

Number: 196871

Date: 08-Aug-2020

P.O. Number: COVID-19

BILL TO	8077
Corporation of Harpers Ferry P.O. Box 217 Harpers Ferry, WV 25425	

JOB SITE	28370
(Customer will call for Pick up) Potomac St ****Get H2O at Post Office Harpers Ferry, WV	

Last Payment Date

17-Jul-2020

Job Number:

Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
12-Jul-2020	>	16-Jul-2020	1 Special Event with Sanitizer (Pro-rating former quantity to day before new delivery.)	4	\$115.00	<input type="checkbox"/>	\$115.00
17-Jul-2020	>	08-Aug-2020	3 Special Event with Sanitizer (New delivery pro-rated to current billing cycle close.)	5	\$115.00	<input type="checkbox"/>	\$431.25
12-Jul-2020	>	16-Jul-2020	1 Service (Pro-rating former quantity to day before new delivery.)	4	\$0.00	<input type="checkbox"/>	\$0.00
12-Jul-2020	>	16-Jul-2020	0 Service (Pro-rating former quantity to day before new delivery.)	4	\$95.00	<input type="checkbox"/>	\$0.00
17-Jul-2020	>	08-Aug-2020	3 Service (New delivery pro-rated to current billing cycle close.)	5	\$0.00	<input type="checkbox"/>	\$0.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:
Current: \$1,521.25		0	West VA TAX EXEMPT	Subtotal Taxable:
30-Day: \$0.00				Subtotal Tax:
60-Day: \$0.00		0	West VA TAX EXEMPT	Current Invoice Total: _____
90-Day+: \$0.00				
Total: \$1,521.25	Terms: NET 28		+/- Chrg or Pymt:	Continued

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!

Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:Corporation of Harpers Ferry
P.O. Box 217
Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
196871	08-Aug-2020	

Continued

To:**Johnny Blue, Incorporated**

255 Lenoir Drive

Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____

Signature _____

Amount to Pay
or leave blank
to pay in full Check to enroll in auto-pay

Johnny Blue, Incorporated

255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

Invoice

Number: 196871
 Date: 08-Aug-2020
 P.O. Number: COVID-19

BILL TO	8077
Corporation of Harpers Ferry P.O. Box 217 Harpers Ferry, WV 25425	

JOB SITE	28370
(Customer will call for Pick up) Potomac St ****Get H2O at Post Office Harpers Ferry, WV	

Last Payment Date
 17-Jul-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
17-Jul-2020	>	13-Aug-2020	28 Service (Reflects minimum due)	5	\$95.00	<input type="checkbox"/>	\$475.00
12-Jul-2020	>	08-Aug-2020	28 Handicap Unit Per 28-day billing cycle, in arrears	1	\$175.00	<input type="checkbox"/>	\$175.00
12-Jul-2020	>	08-Aug-2020	4 Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00
12-Jul-2020	>	08-Aug-2020	4 Service Per 28-day billing cycle, in arrears	1	\$95.00	<input type="checkbox"/>	\$95.00
12-Jul-2020	>	08-Aug-2020	28 Freestanding Sink Per 28-day billing cycle, in arrears	1	\$135.00	<input type="checkbox"/>	\$135.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:
Current: \$1,521.25		0	West VA TAX EXEMPT	Subtotal Taxable:
30-Day: \$0.00				Subtotal Tax:
60-Day: \$0.00		0	West VA TAX EXEMPT	Current Invoice Total: _____
90-Day+: \$0.00				
Total: \$1,521.25	Terms: NET 28		+/- Chrg or Pymt:	Continued

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!
 Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:

Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
196871	08-Aug-2020	
Continued		

To:

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603

To pay using your credit card, please fill in this information:

_____ Credit Card Number	_____ Date Expires	_____ Sec Cd
_____ Signature	_____ Amount to Pay or leave blank to pay in full	
<input type="checkbox"/> Check to enroll in auto-pay		

Johnny Blue, Incorporated

255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

Invoice

Number: 197986
 Date: 05-Sep-2020
 P.O. Number: COVID-19

BILL TO 8077

Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

JOB SITE 28370

(Customer will call for Pick up)
 Potomac St
 ****Get H2O at Post Office
 Harpers Ferry, WV

Last Payment Date
 17-Aug-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
09-Aug-2020 >	05-Sep-2020	28	Special Event with Sanitizer Per 28-day billing cycle, in arrears	5	\$115.00	<input type="checkbox"/>	\$575.00
09-Aug-2020 >	05-Sep-2020	4	Service Per 28-day billing cycle, in arrears	5	\$0.00	<input type="checkbox"/>	\$0.00
14-Aug-2020 >	05-Sep-2020	4	Service Per 28-day billing cycle, in arrears	5	\$95.00	<input type="checkbox"/>	\$475.00
09-Aug-2020 >	05-Sep-2020	28	Handicap Unit Per 28-day billing cycle, in arrears	1	\$175.00	<input type="checkbox"/>	\$175.00
09-Aug-2020 >	05-Sep-2020	4	Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:
Current: \$1,550.00		0	West VA TAX EXEMPT	Subtotal Taxable:
30-Day: \$0.00				Subtotal Tax:
60-Day: \$0.00		0	West VA TAX EXEMPT	Current Invoice Total: _____
90-Day+: \$0.00				
Total: \$1,550.00	Terms: NET 28		+/- Chrg or Pymt:	Continued

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!
 Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:

Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
197986	05-Sep-2020	
Continued		

To:

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____

Signature _____

Amount to Pay
 or leave blank
 to pay in full

Check to enroll in auto-pay

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

Date 9/17/2020
 Inv.# 197906
 Amt. \$1550.00
 Due 9/24/2020
 Acct. 809 grants Health Services
 Class g Appr. CX

Invoice

Number: 197986
 Date: 05-Sep-2020
 P.O. Number: COVID-19

BILL TO 8077
 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

JOB SITE 28370
 (Customer will call for Pick up)
 Potomac St
 ****Get H2O at Post Office
 Harpers Ferry, WV

Last Payment Date
 17-Aug-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
09-Aug-2020	>	05-Sep-2020	4 Service Per 28-day billing cycle, in arrears	1	\$95.00	<input type="checkbox"/>	\$95.00
09-Aug-2020	>	05-Sep-2020	28 Freestanding Sink Per 28-day billing cycle, in arrears	1	\$135.00	<input type="checkbox"/>	\$135.00
09-Aug-2020	>	05-Sep-2020	4 Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00
09-Aug-2020	>	05-Sep-2020	4 Service Per 28-day billing cycle, in arrears	1	\$95.00	<input type="checkbox"/>	\$95.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:	
Current: \$1,550.00	\$0.00	0	\$0.00 West VA TAX EXEMPT		\$1,550.00
30-Day: \$0.00				Subtotal Taxable:	\$0.00
60-Day: \$0.00	\$0.00	0	\$0.00 West VA TAX EXEMPT	Subtotal Tax:	\$0.00
90-Day+: \$0.00				Current Invoice Total:	\$1,550.00
Total: \$1,550.00	Terms: NET 28		+/- Chrg or Pymt: \$0.00	Please Pay:	\$1,550.00

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!
 Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:

Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
197986	05-Sep-2020	\$1,550.00
Please Pay:		\$1,550.00

To: **Will Pay Online**

Entered: _____
 Paid: _____

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____

Signature _____

Amount to Pay
 or leave blank
 to pay in full

Check to enroll in auto-pay

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

Date 10/7/2020
 Inv.# 199177
 Amt. \$1550.00
 Due 11/1/2020
 Acct. 809 grants Health/Serv
 Class g Appr. CA

Invoice

Number: 199177
 Date: 03-Oct-2020
 P.O. Number: COVID-19

BILL TO 8077

 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

JOB-SITE 28370
 (Customer will call for Pick up)
 Potomac St
 ****Get H2O at Post Office
 Harpers Ferry, WV

Last Payment Date
 23-Sep-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
06-Sep-2020	>	03-Oct-2020	28 Special Event with Sanitizer Per 28-day billing cycle, in arrears	5	\$115.00	<input type="checkbox"/>	\$575.00
06-Sep-2020	>	03-Oct-2020	4 Service Per 28-day billing cycle, in arrears	5	\$0.00	<input type="checkbox"/>	\$0.00
06-Sep-2020	>	03-Oct-2020	4 Service Per 28-day billing cycle, in arrears	5	\$95.00	<input type="checkbox"/>	\$475.00
06-Sep-2020	>	03-Oct-2020	28 Handicap Unit Per 28-day billing cycle, in arrears	1	\$175.00	<input type="checkbox"/>	\$175.00
06-Sep-2020	>	03-Oct-2020	4 Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:
Current: \$1,550.00		0	West VA TAX EXEMPT	Subtotal Taxable:
30-Day: \$0.00				Subtotal Tax:
60-Day: \$0.00		0	West VA TAX EXEMPT	Current Invoice Total:
90-Day+: \$0.00				
Total: \$1,550.00	Terms: NET 28		+/- Chrg or Pymt:	Continued

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!
 Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:
 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
199177	03-Oct-2020	

Continued

To:

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____

Signature _____ Amount to Pay
 or leave blank
 to pay in full

Check to enroll in auto-pay

Will Pay Online
 Entered: 10/9/20
 Paid: 10/9/20

Johnny Blue, Incorporated

255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

Invoice

Number: 199177
 Date: 03-Oct-2020
 P.O. Number: COVID-19

BILL TO	8077
Corporation of Harpers Ferry P.O. Box 217 Harpers Ferry, WV 25425	

JOB SITE	28370
(Customer will call for Pick up) Potomac St ****Get H2O at Post Office Harpers Ferry, WV	

Last Payment Date
 23-Sep-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
06-Sep-2020	> 03-Oct-2020	4	Service Per 28-day billing cycle, in arrears	1	\$95.00	<input type="checkbox"/>	\$95.00
06-Sep-2020	> 03-Oct-2020	28	Freestanding Sink Per 28-day billing cycle, in arrears	1	\$135.00	<input type="checkbox"/>	\$135.00
06-Sep-2020	> 03-Oct-2020	4	Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00
06-Sep-2020	> 03-Oct-2020	4	Service Per 28-day billing cycle, in arrears	1	\$95.00	<input type="checkbox"/>	\$95.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:	
Current: \$1,550.00	\$0.00	0	\$0.00 West VA TAX EXEMPT	Subtotal Taxable:	\$1,550.00
30-Day: \$0.00				Subtotal Tax:	\$0.00
60-Day: \$0.00	\$0.00	0	\$0.00 West VA TAX EXEMPT	Current Invoice Total:	\$0.00
90-Day+: \$0.00					\$1,550.00
Total: \$1,550.00	Terms: NET 28		+/- Chrg or Pymt: \$0.00	Please Pay:	\$1,550.00

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!
 Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:

Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
199177	03-Oct-2020	\$1,550.00
Please Pay:		\$1,550.00

To:

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____

Signature _____ Amount to Pay
 or leave blank
 to pay in full

Check to enroll in auto-pay

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

Date 11/17/2020
 Inv.# 28370
 Amt. \$812.50
 Due 8/11/2020
 Acct. Public Safety 976
 Class g Appr. CR
 #421

(COV)

Invoice

Number: 195763
 Date: 11-Jul-2020
 P.O. Number:

BILL TO 8077

 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

JOB SITE 28370
 (Customer will call for Pick up)
 Potomac St
 ****Get H2O at Post Office
 Harpers Ferry, WV

Last Payment Date
 28-May-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
26-Jun-2020	>	11-Jul-2020	2 Special Event with Sanitizer Per 28-day billing cycle, in arrears	4	\$115.00	<input type="checkbox"/>	\$230.00
14-Jun-2020	>	11-Jul-2020	4 Service Per 28-day billing cycle, in arrears	4	\$0.00	<input type="checkbox"/>	\$0.00
26-Jun-2020	>	11-Jul-2020	3 Service Per 28-day billing cycle, in arrears	4	\$95.00	<input type="checkbox"/>	\$285.00
26-Jun-2020	>	11-Jul-2020	2 Handicap Unit Per 28-day billing cycle, in arrears	1	\$175.00	<input type="checkbox"/>	\$87.50
14-Jun-2020	>	11-Jul-2020	4 Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:
Current: \$812.50		0	West VA TAX EXEMPT	Subtotal Taxable:
30-Day: \$0.00				Subtotal Tax:
60-Day: \$0.00		0	West VA TAX EXEMPT	Current Invoice Total:
90-Day+: \$0.00				
Total: \$812.50	Terms: NET 28		+/- Chrg or Pymt:	Continued

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ - Thank you for choosing Johnny Blue!
 Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:
 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
195763	11-Jul-2020	

Continued

Will Pay Online

Entered: 7/17/20
 Paid: 7/17/2020

To:

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____

Signature _____ Amount to Pay or leave blank to pay in full

Check to enroll in auto-pay

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

Date 8/10/2020
 Inv.# 196871
 Amt. \$1521.25
 Due 8/28/20
 Acct. 809 Grants Health/Sun?
 Class g Appr. R

Invoice

Number: 196871
 Date: 08-Aug-2020
 P.O. Number: COVID-19

BILL TO 8077
 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

JOB SITE 28370
 (Customer will call for Pick up)
 Potomac St
 ****Get H2O at Post Office
 Harpers Ferry, WV

Last Payment Date
 17-Jul-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
12-Jul-2020	> 08-Aug-2020	4	Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00
12-Jul-2020	> 08-Aug-2020	4	Service Per 28-day billing cycle, in arrears	1	\$95.00	<input type="checkbox"/>	\$95.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:	
Current: \$1,521.25	\$0.00	0	\$0.00 West VA TAX EXEMPT	Subtotal Taxable:	\$1,521.25
30-Day: \$0.00				Subtotal Tax:	\$0.00
60-Day: \$0.00	\$0.00	0	\$0.00 West VA TAX EXEMPT	Current Invoice Total:	\$0.00
90-Day+: \$0.00					\$1,521.25
Total: \$1,521.25	Terms: NET 28		+/- Chrg or Pymt:	\$0.00	Please Pay: \$1,521.25

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!
 Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:
 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
196871	08-Aug-2020	\$1,521.25
Please Pay:		\$1,521.25

To:

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____

Signature _____ Amount to Pay or leave blank to pay in full

Check to enroll in auto-pay

Johnny Blue, Incorporated

255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

Invoice

Number: 196871
 Date: 08-Aug-2020
 P.O. Number: COVID-19

BILL TO 8077

 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

JOB SITE 28370
 (Customer will call for Pick up)
 Potomac St
 ****Get H2O at Post Office
 Harpers Ferry, WV

Last Payment Date
 17-Jul-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
12-Jul-2020 >	16-Jul-2020	1	Special Event with Sanitizer (Pro-rating former quantity to day before new delivery.)	4	\$115.00	<input type="checkbox"/>	\$115.00
17-Jul-2020 >	08-Aug-2020	3	Special Event with Sanitizer (New delivery pro-rated to current billing cycle close.)	5	\$115.00	<input type="checkbox"/>	\$431.25
12-Jul-2020 >	16-Jul-2020	1	Service (Pro-rating former quantity to day before new delivery.)	4	\$0.00	<input type="checkbox"/>	\$0.00
12-Jul-2020 >	16-Jul-2020	0	Service (Pro-rating former quantity to day before new delivery.)	4	\$95.00	<input type="checkbox"/>	\$0.00
17-Jul-2020 >	08-Aug-2020	3	Service (New delivery pro-rated to current billing cycle close.)	5	\$0.00	<input type="checkbox"/>	\$0.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:
Current: \$1,521.25		0	West VA TAX EXEMPT	Subtotal Taxable:
30-Day: \$0.00				Subtotal Tax:
60-Day: \$0.00		0	West VA TAX EXEMPT	Current Invoice Total: _____
90-Day+: \$0.00				
Total: \$1,521.25	Terms: NET 28		+/- Chrg or Pymt:	Continued

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!
 Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:

Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
196871	08-Aug-2020	
Continued		

To:

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____

Signature _____ Amount to Pay or leave blank to pay in full

Check to enroll in auto-pay

Johnny Blue, Incorporated

255 Lenoir Drive
Winchester, VA 22603
Telephone: (540) 665-0968
Fax: (540) 662-6151

Invoice

Number: 196871
Date: 08-Aug-2020
P.O. Number: COVID-19

BILL TO 8077

Corporation of Harpers Ferry
P.O. Box 217
Harpers Ferry, WV 25425

JOB SITE 28370
(Customer will call for Pick up)
Potomac St
****Get H2O at Post Office
Harpers Ferry, WV

Last Payment Date
17-Jul-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
17-Jul-2020 >	13-Aug-2020	28	Service (Reflects minimum due)	5	\$95.00	<input type="checkbox"/>	\$475.00
12-Jul-2020 >	08-Aug-2020	28	Handicap Unit Per 28-day billing cycle, in arrears	1	\$175.00	<input type="checkbox"/>	\$175.00
12-Jul-2020 >	08-Aug-2020	4	Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00
12-Jul-2020 >	08-Aug-2020	4	Service Per 28-day billing cycle, in arrears	1	\$95.00	<input type="checkbox"/>	\$95.00
12-Jul-2020 >	08-Aug-2020	28	Freestanding Sink Per 28-day billing cycle, in arrears	1	\$135.00	<input type="checkbox"/>	\$135.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:
Current: \$1,521.25		0	West VA TAX EXEMPT	Subtotal Taxable:
30-Day: \$0.00				Subtotal Tax:
60-Day: \$0.00		0	West VA TAX EXEMPT	Current Invoice Total: _____
90-Day+: \$0.00				
Total: \$1,521.25	Terms: NET 28		+/- Chrg or Pymt:	Continued

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!
Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:

Corporation of Harpers Ferry
P.O. Box 217
Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
196871	08-Aug-2020	
Continued		

To:

Johnny Blue, Incorporated
255 Lenoir Drive
Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____

Signature _____ Amount to Pay or leave blank to pay in full

Check to enroll in auto-pay

Johnny Blue, Incorporated

255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

Invoice

Number: 197986
 Date: 05-Sep-2020
 P.O. Number: COVID-19

BILL TO 8077

Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

JOB SITE 28370

(Customer will call for Pick up)
 Potomac St
 ****Get H2O at Post Office
 Harpers Ferry, WV

Last Payment Date
 17-Aug-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
09-Aug-2020 >	05-Sep-2020	28	Special Event with Sanitizer Per 28-day billing cycle, in arrears	5	\$115.00	<input type="checkbox"/>	\$575.00
09-Aug-2020 >	05-Sep-2020	4	Service Per 28-day billing cycle, in arrears	5	\$0.00	<input type="checkbox"/>	\$0.00
14-Aug-2020 >	05-Sep-2020	4	Service Per 28-day billing cycle, in arrears	5	\$95.00	<input type="checkbox"/>	\$475.00
09-Aug-2020 >	05-Sep-2020	28	Handicap Unit Per 28-day billing cycle, in arrears	1	\$175.00	<input type="checkbox"/>	\$175.00
09-Aug-2020 >	05-Sep-2020	4	Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:
Current: \$1,550.00		0	West VA TAX EXEMPT	Subtotal Taxable:
30-Day: \$0.00				Subtotal Tax:
60-Day: \$0.00		0	West VA TAX EXEMPT	Current Invoice Total:
90-Day+: \$0.00				
Total: \$1,550.00	Terms: NET 28		+/- Chrg or Pymt:	Continued

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!
 Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:
 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
197986	05-Sep-2020	
Continued		

To:

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____
 Signature _____ Amount to Pay or leave blank to pay in full _____
 Check to enroll in auto-pay

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

Date 9/17/2020
 Inv.# 197986
 Amt. \$1550.00
 Due 9/24/2020
 Acct. 809 grants Health Services
 Class g Appr. CK

Invoice

Number: 197986
 Date: 05-Sep-2020
 P.O. Number: COVID-19

BILL TO 8077
 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

JOB SITE 28370
 (Customer will call for Pick up)
 Potomac St
 ****Get H2O at Post Office
 Harpers Ferry, WV

Last Payment Date
 17-Aug-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
09-Aug-2020	>	05-Sep-2020	4 Service Per 28-day billing cycle, in arrears	1	\$95.00	<input type="checkbox"/>	\$95.00
09-Aug-2020	>	05-Sep-2020	28 Freestanding Sink Per 28-day billing cycle, in arrears	1	\$135.00	<input type="checkbox"/>	\$135.00
09-Aug-2020	>	05-Sep-2020	4 Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00
09-Aug-2020	>	05-Sep-2020	4 Service Per 28-day billing cycle, in arrears	1	\$95.00	<input type="checkbox"/>	\$95.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:	
Current: \$1,550.00	\$0.00	0	\$0.00 West VA TAX EXEMPT	\$1,550.00	
30-Day: \$0.00				Subtotal Taxable:	\$0.00
60-Day: \$0.00	\$0.00	0	\$0.00 West VA TAX EXEMPT	Subtotal Tax:	\$0.00
90-Day+: \$0.00				Current Invoice Total:	\$1,550.00
Total: \$1,550.00	Terms: NET 28		+/- Chrg or Pymt:	\$0.00	Please Pay: \$1,550.00

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!
 Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:
 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
197986	05-Sep-2020	\$1,550.00
Please Pay:		\$1,550.00

To:
Will Pay Online
 Entered: _____
 Paid: _____
 Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____
 Signature _____ Amount to Pay or leave blank to pay in full
 Check to enroll in auto-pay

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603
 Telephone: (540) 665-0968
 Fax: (540) 662-6151

Date 10/7/2020
 Inv.# 199177
 Amt. \$1550.00
 Due 11/1/2020
 Acct. 809 grants Health/Sept
 Class g Appr. ct

Invoice

Number: 199177
 Date: 03-Oct-2020
 P.O. Number: COVID-19

BILL TO 8077

 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

JOB-SITE 28370
 (Customer will call for Pick up)
 Potomac St
 ****Get H2O at Post Office
 Harpers Ferry, WV

Last Payment Date
 23-Sep-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
06-Sep-2020	>	03-Oct-2020	28 Special Event with Sanitizer Per 28-day billing cycle, in arrears	5	\$115.00	<input type="checkbox"/>	\$575.00
06-Sep-2020	>	03-Oct-2020	4 Service Per 28-day billing cycle, in arrears	5	\$0.00	<input type="checkbox"/>	\$0.00
06-Sep-2020	>	03-Oct-2020	4 Service Per 28-day billing cycle, in arrears	5	\$95.00	<input type="checkbox"/>	\$475.00
06-Sep-2020	>	03-Oct-2020	28 Handicap Unit Per 28-day billing cycle, in arrears	1	\$175.00	<input type="checkbox"/>	\$175.00
06-Sep-2020	>	03-Oct-2020	4 Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:
Current: \$1,550.00		0	West VA TAX EXEMPT	Subtotal Taxable:
30-Day: \$0.00				Subtotal Tax:
60-Day: \$0.00		0	West VA TAX EXEMPT	Current Invoice Total: _____
90-Day+: \$0.00				
Total: \$1,550.00	Terms: NET 28		+/- Chrg or Pymt:	Continued

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!
 Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:
 Corporation of Harpers Ferry
 P.O. Box 217
 Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
199177	03-Oct-2020	
Continued		

To:

Johnny Blue, Incorporated
 255 Lenoir Drive
 Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____
 Signature _____ Amount to Pay or leave blank to pay in full _____
 Check to enroll in auto-pay

Will Pay Online
 Entered: 10/0/20
 Paid: 10/9/20

Johnny Blue, Incorporated

255 Lenoir Drive
Winchester, VA 22603
Telephone: (540) 665-0968
Fax: (540) 662-6151

Invoice

Number: 199177
Date: 03-Oct-2020
P.O. Number: COVID-19

BILL TO 8077

Corporation of Harpers Ferry
P.O. Box 217
Harpers Ferry, WV 25425

JOB SITE 28370

(Customer will call for Pick up)
Potomac St
****Get H2O at Post Office
Harpers Ferry, WV

Last Payment Date
23-Sep-2020

Job Number: Accounting ID:

From =>	To	Duration	Unit/Service Type	Quantity	Price/Per	Tax?	Extension
06-Sep-2020 >	03-Oct-2020	4	Service Per 28-day billing cycle, in arrears	1	\$95.00	<input type="checkbox"/>	\$95.00
06-Sep-2020 >	03-Oct-2020	28	Freestanding Sink Per 28-day billing cycle, in arrears	1	\$135.00	<input type="checkbox"/>	\$135.00
06-Sep-2020 >	03-Oct-2020	4	Service Per 28-day billing cycle, in arrears	1	\$0.00	<input type="checkbox"/>	\$0.00
06-Sep-2020 >	03-Oct-2020	4	Service Per 28-day billing cycle, in arrears	1	\$95.00	<input type="checkbox"/>	\$95.00

Job Site Balances	Taxable	Tax Rate	Tax Description	Subtotal NonTaxed:	
Current: \$1,550.00	\$0.00	0	\$0.00 West VA TAX EXEMPT	Subtotal Taxable:	\$1,550.00
30-Day: \$0.00				Subtotal Tax:	\$0.00
60-Day: \$0.00	\$0.00	0	\$0.00 West VA TAX EXEMPT	Current Invoice Total:	\$0.00
90-Day+: \$0.00					\$1,550.00
Total: \$1,550.00	Terms: NET 28		+/- Chrg or Pymt:	\$0.00	Please Pay: \$1,550.00

TO PAY ONLINE: Please visit www.johnnyblueinc.com/contact/make-a-payment/ --Thank you for choosing Johnny Blue!
Current balance must be paid within 28 days of invoice date or a late charge of 1.5% will be added to the balance. Return Check Fee \$25.

From:

Corporation of Harpers Ferry
P.O. Box 217
Harpers Ferry, WV 25425

Please detach and return the bottom portion with payment.

Invoice No.	Date	Current Amount
199177	03-Oct-2020	\$1,550.00
Please Pay:		\$1,550.00

To:

Johnny Blue, Incorporated
255 Lenoir Drive
Winchester, VA 22603

To pay using your credit card, please fill in this information:

Credit Card Number _____ Date Expires _____ Sec Cd _____

Signature _____ Amount to Pay or leave blank to pay in full

Check to enroll in auto-pay

Pat Morse

From: Christian Pechuekonis
Sent: Thursday, October 29, 2020 8:33 PM
To: Pat Morse
Subject: FW: URGENT request from HFBTA

Sent from [Mail](#) for Windows 10

From: [Harpers Ferry Merchants Association](#)
Sent: Friday, March 20, 2020 4:10 PM
To: [Wayne Bishop](#); [Kevin Carden](#); [Barbara Humes](#); [Hardwick Johnson](#); [Christian Pechuekonis](#); [Jay Premack](#); [Charlotte Thompson](#)
Cc: [Rachel VanMetre](#); [Pat Morse](#)
Subject: URGENT request from HFBTA

Dear Mayor Bishop and Councilmembers,

We are writing to express our concern over a health and sanitation issue that can potentially affect the town of Harpers Ferry in a serious manner.

On Wednesday, March 18, in response to the COVID-19 pandemic and following CDC and Department of Interior guidance, Harpers Ferry National Historical Park closed all of its public buildings, including visitor and information centers, museums, and public restrooms. Their nearly 20 miles of hiking trails remain open.

In April 2019, visitation to Harpers Ferry reached over 28,000 people. Visitation in February of this year was up 113.7% from 2019. Just as people are forced to telework, self-quarantine and social distance, they are also being encouraged to get outside to walk and hike in parks. In recent years when the park has closed due to flood events, the Lower Town has been inundated with visitors. If this trend continues, we can expect thousands of people to come to our town, without any provision for restrooms and many restaurants offering only take-out service. This can cause a local health crisis on top of what the globe is already experiencing.

We strongly hope the Town will use our business taxes to provide a minimum of three portajohns (each with an inside sink for handwashing or one separate dual-sink station) and contract for twice weekly or more pumping, cleaning, and sanitizing for as long as this crisis lasts.

This is an extremely important issue for our town and may require some creative thinking to overcome what-if concerns. A way must be found to address the sanitation needs of our visitors.

Sincerely,

Harpers Ferry and Bolivar Tourism Association (formerly HFMA)

[Note: we are gathering signatures and will resend prior to the March 21, 9 am meeting.]



EMAIL | HarpersFerryMerchants@gmail.com

2020 HFBMA Officers

Liesel Corder, *President*

Curt McGee, *Vice President*

Cathy Gray, *Treasurer*

Cathy Baldau, *Secretary*

.....
Charlotte Thompson, *HF Town Council Liaison*

Sarah Gordon, *Bolivar Town Council Liaison*

Please consider the environment before printing this email.

Pat Morse

From: Christian Pechuekonis
Sent: Thursday, October 29, 2020 8:37 PM
To: Pat Morse
Subject: FW: Payment receipt
Attachments: 28370 Corporation of Harpers Ferry.pdf

Sent from [Mail](#) for Windows 10

From: [Christian Pechuekonis](#)
Sent: Friday, May 29, 2020 1:40 PM
To: [Deb Kelly](#)
Subject: Fwd: Payment receipt

Christian Pechuekonis
Harpers Ferry Town Council

From: Jennifer Ward <jward@johnnyblueinc.com>
Sent: Friday, May 29, 2020 8:28:16 AM
To: Christian Pechuekonis <cpechuekonis@harpersferrywv.us>
Subject: Payment receipt

Good Morning,

Attached is the receipt for your recent payment. If I can be of further assistance, please let me know.

Johnny Blue is going green! If you would like to enroll in email billing, just let me know!

Thank you,

Jennifer Ward

JOHNNY BLUE INC.
WWW.JOHNNYBLUEINC.COM
phone. (540)665-0968

With 40 years' experience! A SWaM Certified Women Owned & Operated local family company.

Pat Morse

From: Christian Pechuekonis
Sent: Thursday, October 29, 2020 8:40 PM
To: Pat Morse
Subject: FW: Johnny Blue Order

Sent from [Mail](#) for Windows 10

From: [Christian Pechuekonis](#)
Sent: Monday, June 1, 2020 7:24 AM
To: [Krystal Fletcher](#)
Subject: Re: Johnny Blue Order

Hi Krystal

We had big crowds this weekend. Everything went well, except the handwashing station barely worked. It didn't pump very well. Could you have your service person look at it today?

Thanks
Christian

Christian Pechuekonis
Harpers Ferry Town Council

From: Krystal Fletcher <kfletcher@johnnyblueinc.com>
Sent: Thursday, May 28, 2020 1:57:52 PM
To: Christian Pechuekonis <cpechuekonis@harpersferrywv.us>
Subject: Johnny Blue Order

Hi Christian,

Thank you for ordering with Johnny Blue Inc.

Please see attached order for your rental.

We will deliver tomorrow, Friday 5/29/20 and when you are finished just call us with a pick up date.

Service will be on Mondays & Fridays at the moment. (*This could change due to our routes, but we will notify you if this happens.)

Your CC payment will be processed this afternoon. *Total charge is \$1340.00*

Please send your tax exemption form as soon as possible.

Thank you!

-- Please contact me if you have any questions.

Krystal Fletcher



Johnny Blue, Inc.
255 Lenoir Drive
Winchester, VA 22603

Family Owned and Operated; providing successful solutions since 1975.

Office: 540-665-0968

Fax: 540-662-6151

Web: www.johnnyblueinc.com

Pat Morse

From: Christian Pechuekonis
Sent: Thursday, October 29, 2020 8:31 PM
To: Pat Morse
Subject: FW: Restroom Feedback--FOIA request

Sent from [Mail](#) for Windows 10

From: [Kevin Carden](#)
Sent: Monday, July 20, 2020 1:02 PM
To: [Christian Pechuekonis](#)
Subject: Fw: Restroom Feedback

Christian – FYI. I did not respond to this individual.

Kevin

From: Emily Thompson <emily.risser@gmail.com>
Sent: Sunday, July 19, 2020 15:12
To: Kevin Carden <kevin.carden@harpersferrywv.us>
Subject: Restroom Feedback

To Whom it May Concern:

My husband and I traveled via bike to Harper's Ferry today. We've always enjoyed our visit to this historic town. It was nice to see people out and about even during these challenging times. While we understand that the public restrooms are closed, I must say that the portable restrooms were rather disgusting and not well maintained. I was surprised at how few there were for such a bustling tourist town. I know these are tough times all around but I feel if your park is going this route to save money and try to be more sanitary, the sanitization piece is quite lacking. The restrooms were a mess. One had feces smeared all over it, another was without toilet paper. The outside sink barely pumped any water and there were no paper towels. Please find a way to have those serviced more frequently especially with the high volume of people coming to the town. Thank you for your consideration in this matter.

-Emily

Sent from my iPhone

Pat Morse

From: Christian Pechuekonis
Sent: Thursday, October 29, 2020 8:43 PM
To: Pat Morse
Subject: FW: Harpers Ferry sanitation feedback

Sent from [Mail](#) for Windows 10

From: [Christian Pechuekonis](#)
Sent: Monday, July 20, 2020 6:52 PM
To: [Kevin Carden](#)
Subject: Fwd: Harpers Ferry sanitation feedback

Below is my response to her and her response to me.

Christian Pechuekonis
Harpers Ferry Town Council

From: Emily Thompson <emily.risser@gmail.com>
Sent: Monday, July 20, 2020 4:07:08 PM
To: Christian Pechuekonis <cpechuekonis@harpersferrywv.us>
Subject: Re: Harpers Ferry sanitation feedback

Christian-

Thank you for your response and your personal efforts in this matter. I know these are tough times and challenging for everyone. We will visit the town again I'm sure. Take care and best of luck as you and your colleagues work through these challenges.

Sent from my iPhone

On Jul 20, 2020, at 3:21 PM, Christian Pechuekonis <cpechuekonis@harpersferrywv.us> wrote:

Hi Emily

I am so sorry you had experienced such a negative sanitation situation. We are trying hard to take care out visitor's needs. With the Harpers Ferry National Park being closed since March, we have struggled to get more parking open, any sanitation, and more trash. We are getting much higher levels of visitors on weekends than normal.

When the National Park closed their two bathrooms we had zero public bathrooms available. We had no bathrooms for a month until I persuaded the Mayor and my colleagues that we had an obligation to take care our visitors. I fought hard over this issue. I am a local B&B owner, so I care very much about them.

I do have the porta potties cleaned and emptied every Friday and Monday. The water station is all I could get. Not optimal, but it works. We also set up three sanitizer stations. We have already budgeted \$18,000 for these sanitation stations. We are a very small town of 280 residents.

Your input is appreciated. I will personally check them more frequently on weekends. We think we may be in the porta pottie business for the next 4 to 6 weeks.

We hope to see you again under better circumstances.

Thank you,
Christian

Christian Pechuekonis
Harpers Ferry Town Council

Pat Morse

From: Christian Pechuekonis
Sent: Thursday, October 29, 2020 8:40 PM
To: Pat Morse
Subject: FW: Johnny Blue Order

Sent from [Mail](#) for Windows 10

From: [Christian Pechuekonis](#)
Sent: Monday, June 1, 2020 7:24 AM
To: [Krystal Fletcher](#)
Subject: Re: Johnny Blue Order

Hi Krystal

We had big crowds this weekend. Everything went well, except the handwashing station barely worked. It didn't pump very well. Could you have your service person look at it today?

Thanks
Christian

Christian Pechuekonis
Harpers Ferry Town Council

From: Krystal Fletcher <kfletcher@johnnyblueinc.com>
Sent: Thursday, May 28, 2020 1:57:52 PM
To: Christian Pechuekonis <cpechuekonis@harpersferrywv.us>
Subject: Johnny Blue Order

Hi Christian,

Thank you for ordering with Johnny Blue Inc.

Please see attached order for your rental.

We will deliver tomorrow, Friday 5/29/20 and when you are finished just call us with a pick up date.

Service will be on Mondays & Fridays at the moment. (*This could change due to our routes, but we will notify you if this happens.)

Your CC payment will be processed this afternoon. *Total charge is \$1340.00*

Please send your tax exemption form as soon as possible.

Thank you!

-- Please contact me if you have any questions.

Krystal Fletcher



Johnny Blue, Inc.
255 Lenoir Drive
Winchester, VA 22603

Family Owned and Operated; providing successful solutions since 1975.

Office: 540-665-0968

Fax: 540-662-6151

Web: www.johnnyblueinc.com

Pat Morse

From: Christian Pechuekonis
Sent: Thursday, October 29, 2020 8:31 PM
To: Pat Morse
Subject: FW: Restroom Feedback--FOIA request

Sent from [Mail](#) for Windows 10

From: [Kevin Carden](#)
Sent: Monday, July 20, 2020 1:02 PM
To: [Christian Pechuekonis](#)
Subject: Fw: Restroom Feedback

Christian – FYI. I did not respond to this individual.

Kevin

From: Emily Thompson <emily.risser@gmail.com>
Sent: Sunday, July 19, 2020 15:12
To: Kevin Carden <kevin.carden@harpersferrywv.us>
Subject: Restroom Feedback

To Whom it May Concern:

My husband and I traveled via bike to Harper's Ferry today. We've always enjoyed our visit to this historic town. It was nice to see people out and about even during these challenging times. While we understand that the public restrooms are closed, I must say that the portable restrooms were rather disgusting and not well maintained. I was surprised at how few there were for such a bustling tourist town. I know these are tough times all around but I feel if your park is going this route to save money and try to be more sanitary, the sanitization piece is quite lacking. The restrooms were a mess. One had feces smeared all over it, another was without toilet paper. The outside sink barely pumped any water and there were no paper towels. Please find a way to have those serviced more frequently especially with the high volume of people coming to the town. Thank you for your consideration in this matter.

-Emily

Sent from my iPhone

Pat Morse

From: Christian Pechuekonis
Sent: Thursday, October 29, 2020 8:43 PM
To: Pat Morse
Subject: FW: Harpers Ferry sanitation feedback

Sent from [Mail](#) for Windows 10

From: [Christian Pechuekonis](#)
Sent: Monday, July 20, 2020 6:52 PM
To: [Kevin Carden](#)
Subject: Fwd: Harpers Ferry sanitation feedback

Below is my response to her and her response to me.

Christian Pechuekonis
Harpers Ferry Town Council

From: Emily Thompson <emily.risser@gmail.com>
Sent: Monday, July 20, 2020 4:07:08 PM
To: Christian Pechuekonis <cpechuekonis@harpersferrywv.us>
Subject: Re: Harpers Ferry sanitation feedback

Christian-

Thank you for your response and your personal efforts in this matter. I know these are tough times and challenging for everyone. We will visit the town again I'm sure. Take care and best of luck as you and your colleagues work through these challenges.

Sent from my iPhone

On Jul 20, 2020, at 3:21 PM, Christian Pechuekonis <cpechuekonis@harpersferrywv.us> wrote:

Hi Emily

I am so sorry you had experienced such a negative sanitation situation. We are trying hard to take care out visitor's needs. With the Harpers Ferry National Park being closed since March, we have struggled to get more parking open, any sanitation, and more trash. We are getting much higher levels of visitors on weekends than normal.

When the National Park closed their two bathrooms we had zero public bathrooms available. We had no bathrooms for a month until I persuaded the Mayor and my colleagues that we had an obligation to take care our visitors. I fought hard over this issue. I am a local B&B owner, so I care very much about them.

I do have the porta potties cleaned and emptied every Friday and Monday. The water station is all I could get. Not optimal, but it works. We also set up three sanitizer stations. We have already budgeted \$18,000 for these sanitation stations. We are a very small town of 280 residents.

Your input is appreciated. I will personally check them more frequently on weekends. We think we may be in the porta pottie business for the next 4 to 6 weeks.

We hope to see you again under better circumstances.

Thank you,
Christian

Christian Pechuekonis
Harpers Ferry Town Council



CORPORATION OF HARPERS FERRY
Town Council
MINUTES

Special Meeting

Wednesday, 27 May 2020

5:00 p.m.

Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425 • VIA ZOOM

Called to order at 5:00 p.m. by Mayor Bishop. Due to the COVID-19 pandemic, this meeting was conducted through Zoom and live-streamed on social media, in compliance with the State's emergency guidance on the Open Governmental Meetings Act.

Member	Title	Status
Wayne Bishop	Mayor	Present
Kevin Carden	Recorder	Present
Barbara Humes	Councilmember	Present
Hardwick S. Johnson, Jr.	Councilmember	Present
Christian Pechuekonis	Councilmember	Present
Jay Premack	Councilmember	Present
Charlotte Thompson	Councilmember	Present

The agenda was approved as amended. Item 3 was stricken, as it will be addressed by the Office Operations Committee and brought to the next Town Council meeting for discussion and action. Item 2 was moved before item 1.

1. Task Force update, discussion, and action on path forward regarding parking, sanitation, and the limited opening of businesses in the Corporation of Harpers Ferry.

Jay Premack gave an overview of a dialogue he had with a representative from the Jefferson County Health Department regarding safety, security, and sanitary precautions during the reopening of the town while the Park is still closed. He suggested opening Shoreline Drive to traffic to alleviate the backup caused by drivers waiting to turn onto US 340 and to improve safety. Barbara Humes questioned whether the Town should be attempting to reopen in full at this time while COVID-19 is still a major health issue; she felt that the Town bears some responsibility for public health and safety. Kevin Carden reiterated the comments of others, that restrooms and hand-washing stations will need to be provided if the Park is not going to reopen restroom facilities, because visitors are going to come to Harpers Ferry regardless. Mr Carden also felt that parking, specifically illegal parking, may not have been enforced well enough this past weekend. Tyrone Brandyburg spoke about the safety

precautions and criteria the Park must meet for its employees before any of its facilities can be reopened, as well as some other concerns that were mentioned during this discussion. Mr Premack recommended surveying places throughout the town where cars have been parking that are not signed. It was pointed out that the sandwich board signage would benefit from a more refined and concise message about parking being strictly enforced, and to be updated as needed to reflect the availability, or lack thereof, of restrooms.

Main motion	Motion to gather financial information and options available, by 29 th May, on the cost of providing portable sanitation systems, with cleaning and other options. (ROLL CALL VOTE REQUESTED)
Main motion by	Christian Pechuekonis
Second – main motion	Charlotte Thompson
Amended motion	Motion to provide for approval of funding up to \$3,000 for immediate installation of portable sanitation systems, provided the vendor meets adequate requirements for sanitation and maintenance. (ROLL CALL VOTE REQUESTED)
Amended motion by	Jay Premack
Second – amended	Christian Pechuekonis
YES – amendment	Humes, Premack, Johnson, Pechuekonis, Carden, Bishop
NO – amendment	<i>none</i>
Note voting	Thompson (<i>call dropped</i>)
Result – amendment	MOTION APPROVED
Yes – main motion	Humes, Premack, Johnson, Pechuekonis, Carden, Bishop
No – main motion	<i>none</i>
Note voting	Thompson (<i>call dropped</i>)
Result – main motion	MOTION APPROVED

Mayor Bishop will work with the Police Department and the Park regarding closing the intersection of Shenandoah Street at US 340.

2. Discussion and action regarding FY 2021 Water Works budget.

Motion	Motion to approve FY 2021 Water Works budget. (ROLL CALL VOTE REQUESTED)
Motion by	Charlotte Thompson
Second	Barbara Humes
YES	Humes, Premack, Johnson, Thompson, Pechuekonis, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

~~**3. Update on Town Hall administration staffing.**~~

Motion to adjourn by Hardy Johnson, second by Jay Premack. Meeting adjourned at 6:09 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Special Meeting

Wednesday, 10 June 2020

5:00 p.m.

Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425 • VIA ZOOM

Called to order at 5:00 p.m. by Mayor Bishop. Due to the COVID-19 pandemic, this meeting was conducted through Zoom and live-streamed on social media, in compliance with the State's emergency guidance on the Open Governmental Meetings Act.

Member	Title	Status
Wayne Bishop	Mayor	Present
Kevin Carden	Recorder	Present
Barbara Humes	Councilmember	Present
Hardwick S. Johnson, Jr.	Councilmember	Present
Christian Pechuekonis	Councilmember	Present
Jay Premack	Councilmember	Absent
Charlotte Thompson	Councilmember	Present

The agenda was approved as received.

1. Task Force update, discussion, and action on path forward regarding parking, sanitation, and the limited opening of businesses in the Corporation of Harpers Ferry.

Mayor Bishop said that Hollywood Casino has been filled to 90% capacity since reopening this past weekend. The Mayor sent a letter and resolution to Governor Justice pursuant to last week's motion by the Town Council requesting that the Governor consider issuing an executive order mandating the wearing of masks in the Eastern Panhandle. Christian Pechuekonis noted that the \$3,000 previously approved by the Town Council for temporary sanitary facilities and a handwashing station will run out soon. He said Johnny Blue, the company hired to provide the facilities, has done a very good job with keeping them clean.

Motion	Motion to extend an additional \$5,000 from Line 976 Public Safety toward sanitary facilities and a cleaning station, anticipating the Park's reopening of the restroom facilities. (ROLL CALL VOTE REQUESTED)
Motion by	Hardy Johnson
Second	Charlotte Thompson
YES	Humes, Johnson, Thompson, Pechuekonis, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

Motion	Motion to approve up to \$200 from Line 976 Public Safety for new directional signage for sanitary facilities. (ROLL CALL VOTE REQUESTED)
Motion by	Charlotte Thompson
Second	Christian Pechuekonis
YES	Humes, Johnson, Thompson, Pechuekonis, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

Park Superintendent Tyrone Brandyburg said that he has submitted a plan to the NPS Regional Director for reopening Harpers Ferry National Historical Park, including buildings and parking lots. Phase I and II of the reopening plan will begin upon approval of the plan, including regular cleaning of all public areas. The Park has received some Personal Protective Equipment (PPE) and should be receiving more soon.

Motion to adjourn by Hardy Johnson, second by Barbara Humes. Meeting adjourned at 5:29 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Special Meeting

Wednesday, 24 June 2020

5:00 p.m.

Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425 • VIA ZOOM

Called to order at 5:02 p.m. by Recorder Kevin Carden. Due to the COVID-19 pandemic, this meeting was conducted through Zoom and live-streamed on social media, in compliance with the State's emergency guidance on the Open Governmental Meetings Act.

Member	Title	Status
Wayne Bishop	Mayor	Absent
Kevin Carden	Recorder (<i>Acting Chair</i>)	Present
Barbara Humes	Councilmember	Present
Hardwick S. Johnson, Jr.	Councilmember	Present (<i>joined at 5:22 p.m.</i>)
Christian Pechuekonis	Councilmember	Present
Jay Premack	Councilmember	Present
Charlotte Thompson	Councilmember	Present

The agenda was approved as received.

1. Task Force update, discussion, and action on path forward regarding parking, sanitation, and the limited opening of businesses in the Corporation of Harpers Ferry.

Pat Morse provided an update from the meeting with local and state officials earlier today. She said Sheriff Dougherty is very concerned by the rising number of COVID-19 cases in Jefferson County. The Governor has not issued a mandatory mask order, and neither the Town nor the Park can do so. Christian Pechuekonis said the Jefferson County Health Department has declined to take a position on such an order. Jay Premack has spoken to officials in Shepherdstown, which has adopted a resolution strongly encouraging the wearing of masks. The Town's expenses regarding signage, decals, etc. should be eligible for reimbursement through the CARES Act. The Jefferson County CVB has masks available for distribution to local governments or businesses that may need them. Pat Morse said the Merchants Association will be holding a meeting next week, and the Mayor plans to distribute masks at that meeting, which were previously received and are in storage at Town Hall. It was recommended that signage be installed in the upper area of town advising visitors of congestion in the Lower Town and encouraging the wearing of masks. Christian Pechuekonis recommended that additional hand sanitizer stations be placed in Lower Town.

Motion	Motion to adopt a resolution to strongly encourage the wearing of masks in public spaces in Harpers Ferry, especially inside commercial establishments and public buildings, and approve funding up to \$2,000 from Line 976 Public Safety for the design and printing of supporting signage. (ROLL CALL VOTE REQUESTED)
Motion by	Jay Premack
Second	Hardy Johnson
YES	Humes, Premack, Johnson, Thompson, Pechuekonis, Carden
NO	<i>none</i>
Result	MOTION APPROVED

Main motion	Motion to approve a letter to be sent to business owners in Harpers Ferry by Chief Brown using the same or similar language as in the 18 May 2020 letter from Chief Michael King in Shepherdstown. (ROLL CALL VOTE REQUESTED)
Main motion by	Jay Premack
Second – main motion	Barbara Humes
Amended motion	Motion that the letter be sent no later than 1 July 2020. (ROLL CALL VOTE REQUESTED)
Amended motion by	Kevin Carden
Second – amended	Barbara Humes
YES – amendment	Humes, Premack, Johnson, Thompson, Pechuekonis, Carden
NO – amendment	<i>none</i>
Result – amendment	MOTION APPROVED
Yes – main motion	Humes, Premack, Johnson, Thompson, Pechuekonis, Carden
No – main motion	<i>none</i>
Result – main motion	MOTION APPROVED

Jay Premack, Christian Pechuekonis, and Barbara Humes will work together on wording and design of signage. Mr Pechuekonis will work on sanitizer stations. It was recommended that the first sign coming into Harpers Ferry could be moved a few feet to allow for better passage of traffic; Mr Pechuekonis will work with the Town’s maintenance worker to identify the best spot.

2. Discussion and action on renting storefront space at the Town Hall located at 1000 Washington Street.

This item was discussed in executive session. See motion below.

Charlotte Thompson said several options were considered by the Budget and Finance Committee for the 1,028-square-foot space, which will become vacant on 1 August 2020. The Town will need to consider whether to use the location for additional office space, the compatibility of a new tenant, hours of operation, traffic flow, whether the new tenant would be responsible for updates (such as restroom space), length of lease, rental rate, advertising process, etc. Pat Morse noted that it was discussed whether the Police Department would want to consider expanding with this additional space, but there would

be possible security issues because the wall between the two areas could not be removed. Prices for commercial cleaning of the space after it is vacated will be gathered.

Motion	Motion to advertise the vacant space at 1000 Washington Street for \$1,285 per month with a sign in the window and advertisements online at Craigslist and other appropriate internet sites, beginning 1 July 2020. (ROLL CALL VOTE REQUESTED)
Motion by	Charlotte Thompson
Second	Barbara Humes
YES	Humes, Premack, Johnson, Thompson, Pechuekonis, Carden
NO	<i>none</i>
Result	MOTION APPROVED

Motion	Motion to enter executive session, pursuant to WV Code § 6-9A-4(b)(9) (for agenda item 2).
Motion by	Charlotte Thompson
Second	Jay Premack
Result	MOTION APPROVED. Executive session began at 6:11 p.m.

Motion	Motion to exit executive session.
Motion by	Charlotte Thompson
Second	Jay Premack
Result	MOTION APPROVED. The meeting returned to open session at 6:38 p.m.

Motion to adjourn by Barbara Humes, second by Hardy Johnson. Meeting adjourned at 6:43 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, 13 July 2020

7:00 p.m.

Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425 • **VIA ZOOM**

Called to order at 7:00 p.m. by Mayor Bishop. Due to the COVID-19 pandemic, this meeting was conducted through Zoom and live-streamed on social media, in compliance with the State's emergency guidance on the Open Governmental Meetings Act. *Due to a technical issue, the meeting had to be closed and immediately reopened before approval of the agenda.*

Member	Title	Status
Wayne Bishop	Mayor	Present
Kevin Carden	Recorder	Present
Barbara Humes	Councilmember	Present
Hardwick S. Johnson, Jr.	Councilmember	Present
Christian Pechuekonis	Councilmember	Present
Jay Premack	Councilmember	Present
Charlotte Thompson	Councilmember	Present

The agenda was approved as amended. There was debate and disagreement surrounding whether item 7.g. could be discussed in executive session. Items 4.c.i. and 4.d.iii. were moved to the end of the agenda.

1. Mayor's announcements.

Mayor Bishop gave a brief overview on several items, including: he traveled to Charleston in late June to meet with officials at the WV Department of Commerce to discuss the Tourism Development District bill; he met with merchants to distribute masks and discuss the High Street Beautification Project; he spoke to Senator Manchin regarding the Great American Outdoors Act; he spoke with the Park about some resident concerns pertinent to the fiber optic project; he sent the Tourism Development District information to the Park Superintendent; and he spoke with some individuals about the Heyward Shepherd monument in Lower Town.

2. Approval of minutes.

a. Regular Council meeting: 8 June 2020.

The minutes of 8 June 2020 were approved as received.

b. Special Council meeting: 21 April 2020; 27 May 2020; 10 June 2020; 24 June 2020; 8 July 2020.

Approval of the minutes for 21 April 2020 were postponed (*see motion and amendments below*). The minutes of 27 May, 10 June, 24 June, and 8 July 2020 were approved as received.

Main motion	Motion to postpone approval of the 21 April 2020 Town Council meeting minutes to the next regular meeting. (ROLL CALL VOTE REQUESTED)
Main motion by	Barbara Humes
Second – main motion	Christian Pechuekonis
Amendment #1	Motion to amend by requiring the revisions to the minutes to be completed no later than the 27 th of July by the Town Hall office staff. (ROLL CALL VOTE REQUESTED)
Amendment #1 by	Jay Premack
Second to amend	Hardy Johnson
YES – amendment #1	<i>none</i>
NO – amendment #1	Humes, Johnson, Pechuekonis, Premack, Thompson, Carden, Bishop
Result – amendment #1	AMENDMENT #1 FAILED
Amendment #2	Motion to amend by requiring the revisions to the minutes to be completed no later than the 27 th of July. (ROLL CALL VOTE REQUESTED)
Amendment #2 by	Jay Premack
Second to amend	Christian Pechuekonis
YES – amendment #2	Humes, Johnson, Pechuekonis, Premack, Thompson, Carden, Bishop
NO – amendment #2	<i>none</i>
Result – amendment #2	AMENDMENT #2 APPROVED
Yes – main motion	Humes, Johnson, Pechuekonis, Premack, Thompson, Carden, Bishop
No – main motion	<i>none</i>
Result – main motion	MOTION APPROVED WITH AMENDMENT #2

3. Treasurer’s reports and approvals.

a. Review and approval of financial reports: May 2020.

The financial reports for May 2020 were approved as received

b. Approval of invoices and purchases over \$500.

None.

4. Town reports.

a. Police Department.

Chief Brown reported that for the month of June 2020, there were 2 accidents, no call-outs, 8 assists to other agencies, 86 citations issued, and 82 calls for service.

i. Update on letter to Bolivar regarding community policing.

Mayor Bishop gave a brief update on the possibility of discussions with Bolivar regarding contracted police services.

b. Ordinance Compliance Officer.

The Ordinance Compliance Officer submitted a written report by email.

c. Office Operations Committee.

i. Discussion and action regarding current Town staffing and coverage.

Charlotte Thompson said Office Ops has agreed to reevaluate the possibility of the office staff returning to work in the office at the end of July.

This item was discussed further in executive session.

Motion	Motion to hire a temporary part-time employee to work four hours a day, three days a week. (ROLL CALL VOTE REQUESTED)
Motion by	Charlotte Thompson
Second	Christian Pechuekonis
YES	Humes, Johnson, Pechuekonis, Premack, Thompson, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

d. Water Department.

i. General report.

Barbara Humes reported that the Water System Manager will be resigning to move out of the area later this month. The Public Service Commission has allowed utilities to return to normal operations, including the assessment of late penalties and shut-offs. Harpers Ferry Water Works has been invited to participate in a river network teambuilding workshop, which will involve community outreach and interviews, Earth Day and public school activities, and the grant of a stipend of \$1,000 to the Water Works. To accept the invitation, an MOU would need to be signed. The Water Commission has not yet had an opportunity to discuss this invitation but will do so at an upcoming meeting.

ii. Update on water system improvement project.

Barbara Humes said an appraisal report is in process to appraise possible easements on private property. Once the easements have been dealt with, the project loan can go to closing.

iii. Discussion and action on employee matters.

This item was discussed in executive session.

Motion	Motion to increase the hourly wage of Water Clerk Angela Cummings to \$16.75 effective the 1 st of July 2020, and to \$17.75 effective the 1 st of January 2021. (ROLL CALL VOTE REQUESTED)
Motion by	Charlotte Thompson
Second	Christian Pechuekonis
YES	Humes, Johnson, Pechuekonis, Premack, Thompson, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

Motion	Motion to prepare an advertisement for the position of Harpers Ferry Water Works Superintendent. (ROLL CALL VOTE REQUESTED)
Motion by	Barbara Humes
Second	Charlotte Thompson
YES	Humes, Johnson, Pechuekonis, Premack, Thompson, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

5. Organizations / other reports.

None.

6. Unfinished business.

a. Update on status of footbridge repair.

Mayor Bishop announced that the footbridge was reopened on Independence Day weekend.

b. Update on Corporation of Harpers Ferry's response to the COVID-19 pandemic.

Mayor Bishop said that it was reported last week that West Virginia had its worst week since the beginning of the COVID-19 pandemic. The Governor has issued an executive order requiring the wearing of masks. A new executive order was issued today mandating further restrictions. Visitorship to Harpers Ferry has quickly increased. The Jefferson County Convention and Visitors' Bureau has pulled tourism advertisements, but other entities have been advertising to bring visitors to West Virginia and Jefferson County. The National Park will likely remain closed for at least another month, and probably longer.

c. Update on High Street Beautification project.

Documents have been received and are at Town Hall with three options for this project. Some design issues will need to be completed before a meeting can be scheduled to discuss these designs and options for the beautification project.

d. Discussion regarding restart of public works projects, specifically engineering and stormwater projects.

Mayor Bishop said the stormwater outfall along Washington Street across from the daycare facility received emergency repairs last year. Since work on these projects were halted due to the pandemic, some of the previous emergency repairs are deteriorating. The Budget and Finance Committee will need to discuss this and other public works projects to determine a course of action.

e. Discussion and action on appointments to the Planning Commission.

Four letters of interest have been received for two vacant unexpired terms on the Planning Commission, both expiring 31 December 2020. Due to the current composition of the Commission and the residency requirements in Ordinance Section 133.02, both appointees must be residents of Harpers Ferry for at least three years at the time of appointment. One of the applicants has not yet met the residency requirement. The other three applicants were formally nominated for appointment as follows:

<u>Applicant</u>	<u>Nominated by</u>
Ken Dill	Charlotte Thompson
Jim Jenkins	Jay Premack
Jim Prentice	Charlotte Thompson

Action	Appointment to the Planning Commission.
KEN DILL	Humes, Johnson, Thompson, Bishop
JIM JENKINS	Premack, Pechuekonis, Carden
JIM PRENTICE	Humes, Johnson, Premack, Thompson, Pechuekonis, Carden, Bishop
Result	KEN DILL and JIM PRENTICE appointed to the Planning Commission for unexpired terms ending 31 December 2020.

7. New business.

a. Discussion and action on appointments to the Historic Landmarks Commission.

One letter of interest has been received for an unexpired term formerly occupied by Cathy Wilkin, who recently resigned. The expiry date of this term is currently undetermined. Formal nomination for appointment was as follows:

<u>Applicant</u>	<u>Nominated by</u>
Guy Hammer	Wayne Bishop

Action	Appointment of Guy Hammer to the Historic Landmarks Commission.
YES	Humes, Johnson, Premack, Thompson, Pechuekonis, Carden, Bishop
NO	<i>none</i>
Result	GUY HAMMER appointed to the Historic Landmarks Commission for unexpired term.

b. Discussion and action regarding Town Council’s review of Title 145, Emergency Rule, WV Department of Commerce, WV Development Office, Series 16—Tourism Development Districts.

Mayor Bishop gave a brief overview on how the Emergency Rules are enacted, which includes a 30-day public comment period for each project, which is laid out on pages 10 and 11 of the document. Barbara Humes felt that the definition of a “Tourism Development District” is insufficient and does not respect the Harpers Ferry Promontory Overlay District. Further information regarding this Emergency Rule will be posted to the Town’s website when available.

c. Discussion and action on crafting a proclamation to Senator Capito and Senator Manchin in full support of the Great American Outdoors Act.

Mayor Bishop will draft a letter and send it to each Council member for input.

d. Discussion and action regarding the increased trash and human waste appearing in the Town due to parking / visitation.

Mayor Bishop expressed concern about complaints received of trash and human waste in several areas of the town, which poses a public health hazard. Jay Premack spoke about the possibility of using CARES Act funding to pay for clean-up of these areas and placement of additional portable toilets. Consensus is to explore the possibility of placing additional toilets.

Motion	Motion to approve up to \$5,000 for COVID-19 expenses, to include portable toilets, additional trash pick-up points, and additional police protection, with locations to be determined, from Line 976 Public Safety. (ROLL CALL VOTE REQUESTED)
Motion by	Christian Pechuekonis
Second	Barbara Humes
YES	Humes, Johnson, Pechuekonis, Premack, Thompson, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

e. Discussion and action on implementing document style and standard for keeping all official minutes, agendas, and all file posting requirements for all commissions and committees.

Motion	Motion to have the Recorder move forward with training commissions and committees on implementing document styles and standards for official minutes, agendas, and file postings. (ROLL CALL VOTE REQUESTED)
Motion by	Charlotte Thompson
Second	Hardy Johnson
YES	Humes, Johnson, Pechuekonis, Premack, Thompson, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

f. Discussion and action to schedule Roberts Rules training for all who serve in the Town in an official capacity.

Motion	Motion to schedule Roberts Rules training for all who serve the Town in an official capacity. (ROLL CALL VOTE REQUESTED)
Motion by	Jay Premack
Second	Charlotte Thompson
YES	Humes, Johnson, Pechuekonis, Premack, Thompson, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

g. Discussion and action on pending Guy Hammer permit application.

This permit application was to address a safety issue along the public right-of-way in front of Mr Guy Hammer’s home. Mayor Bishop said the ordinances are not sufficient at this time to grant Mr Hammer’s permit application. He felt those ordinances may need to be reviewed by the Ordinance Review Committee, specifically Section 909.03. The Planning and Historic Landmarks Commissions reviewed this permit application and recommended approval. Jay Premack felt that any property owner who constructs on or improves a public right-of-way should be required to sign an indemnification agreement.

Motion	Motion to approve Guy Hammer’s existing structure pursuant to the signing of an indemnification agreement, subject to the review of legal counsel. (ROLL CALL VOTE REQUESTED)
Motion by	Jay Premack
Second	Christian Pechuekonis
YES	Johnson, Pechuekonis, Premack, Thompson, Carden
NO	Humes, Bishop
Result	MOTION APPROVED

h. Discussion and action on response to Black Lives Matter Movement.

Mayor Bishop felt that the Town needs to express its support for the Black Lives Matter Movement and the equal rights of all. He said Harpers Ferry could lead the way on helping disadvantaged minorities in business, contracts, etc., and should work in cooperation with the citizens, the National Park, the NAACP, and other organizations. Jay Premack agreed and said the nation is at a point of reckoning for systemic racism; that there is a gaping wound that has been bleeding for centuries. Mr Premack said the Heyward Shepherd monument in Lower Town needs to be discussed. Mr Premack said the Annual Gathering of Storer College Alumni should be incorporated in the Town’s discussion on this matter. He said it is important to take action and not just issue a proclamation. We have a fantastic police force, and it would be great to have an official statement from the Harpers Ferry Police Department condemning police brutality and discrimination. Christian Pechuekonis said there should be an educational component in

conjunction with the National Park Service. Mayor Bishop commended a film about Storer College produced by resident Midge Flinn Yost. Mr Premack suggested that we create a subcommittee with the goal of coming up with a plan of action, including a statement from the Harpers Ferry Police Department; Mayor Bishop, Mr Premack, and Ms Humes agreed to serve on this subcommittee.

i. Discussion and action on adoption of Loving Day as an official day of recognition in Harpers Ferry.

The subcommittee formed at item 7.h. will draft a resolution to be considered by the Town Council at a later date.

Motion	Motion to enter executive session, pursuant to WV Code § 6-9A-4(b)(2)(A) (for agenda items 4.c.i. and 4.d.iii.).
Motion by	Charlotte Thompson
Second	Barbara Humes
Result	MOTION APPROVED. Executive session began at 10:50 p.m.

Motion	Motion to exit executive session.
Motion by	Charlotte Thompson
Second	Jay Premack
Result	MOTION APPROVED. The meeting returned to open session at 11:26 p.m.

Motion to adjourn by Wayne Bishop, second by Christian Pechuekonis. Meeting adjourned at 11:34 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____



CORPORATION OF HARPERS FERRY

Town Council

MINUTES

Special Meeting

Wednesday, 22 July 2020

5:00 p.m.

Town Hall • 1000 Washington Street, Harpers Ferry, West Virginia 25425 • VIA ZOOM

Called to order at 5:00 p.m. by Mayor Bishop. Due to the COVID-19 pandemic, this meeting was conducted through Zoom and live-streamed on social media, in compliance with the State's emergency guidance on the Open Governmental Meetings Act.

Member	Title	Status
Wayne Bishop	Mayor	Present
Kevin Carden	Recorder	Present
Barbara Humes	Councilmember	Present
Hardwick S. Johnson, Jr.	Councilmember	Present
Christian Pechuekonis	Councilmember	Present
Jay Premack	Councilmember	Absent
Charlotte Thompson	Councilmember	Present

The agenda was approved as received.

1. Task Force update, discussion, and action on path forward regarding parking, sanitation, and the limited opening of businesses in the Corporation of Harpers Ferry.

Christian Pechuekonis said one extra portable toilet was installed in Lower Town and another was installed at Zachary Taylor Street, along with a sanitizing station. A complaint was received on the conditions of the restrooms, which Mr Pechuekonis responded to. Two sandwich boards have been ordered to replace one that was stolen and one that was heavily damaged. Park Superintendent Brandyburg reported that the Park's Phase II plan has been submitted for approval, which includes opening of buildings for employees and some parking areas; however, this does not include the Cavalier Heights parking lot. Later this week, officials will discuss Phase III, which is a near-total reopening plan.

2. Discussion and action on renting first floor vacant space at Town Hall on a temporary basis to NPS bookstore.

Patricia Morse said the space occupied by the liquor store for the past 30 years will need substantial cleaning and possibly painting. She also recommended that the floor tiles be replaced. She plans to get independent bids for cleaning and other necessary work. The NPS

bookstore has expressed an interest in leasing the space short-term, probably for up to six months. More specifics are needed on the bookstore's rental terms.

3. Discussion and action on funding to hire a temporary office worker.

Motion	Motion to approve up to \$2,000 from Budget Line 415 to hire a temporary clerical worker for three days a week, four hours per day. (ROLL CALL VOTE REQUESTED)
Motion by	Charlotte Thompson
Second	Christian Pechuekonis
YES	Humes, Johnson, Thompson, Pechuekonis, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

4. Discussion and action to approve budgeted purchase of police vehicles.

The two police cruisers would replace 2005 and 2008 Ford Crown Victoria Police Interceptors, which will be removed from service for disposal by the Town.

Motion	Motion to approve purchase of two Ford Explorer Police Interceptor Utility vehicles for a total price of \$44,916.62 each, with one to be purchased outright and one to be financed for monthly payments on a five-year loan, from Budget Line 976. (ROLL CALL VOTE REQUESTED)
Motion by	Charlotte Thompson
Second	Christian Pechuekonis
YES	Humes, Johnson, Thompson, Pechuekonis, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

5. Discussion and action regarding a 3% COLA increase for Town employees.

This item was discussed in executive session.

Motion	Motion to approve a COLA increase of 3% for all Town employees, including the Water Department, retroactive to 1 July 2020. (ROLL CALL VOTE REQUESTED)
Motion by	Charlotte Thompson
Second	Christian Pechuekonis
YES	Humes, Johnson, Thompson, Pechuekonis, Carden, Bishop
NO	<i>none</i>
Result	MOTION APPROVED

Motion	Motion to enter executive session pursuant to WV Code § 6-9A-4(b)(2)(A) (<i>for agenda item 5</i>).
Motion by	Barbara Humes
Second	Charlotte Thompson
Result	MOTION APPROVED. Executive session began at 5:34 p.m.

Motion	Motion to exit executive session.
Motion by	Hardy Johnson
Second	Charlotte Thompson
Result	MOTION APPROVED. The meeting returned to open session at 5:39 p.m.

Motion to adjourn by Charlotte Thompson, second by Hardy Johnson. Meeting adjourned at 5:40 p.m.

The above minutes are true and correct, as approved.

Mayor: _____ Date: _____

Recorder: _____ Date: _____

date	COVID COST Tracking	category	INV #	
Sept	Payroll	1	\$ 952.50	NA

Payroll costs of public health and similar employees (essential personnel) dedicated to mitigating and responding to the COVID-19 public health emergency to allow public office including water utility to remain operational and other employees to work virtually and or perform work to assist town and police in mitigation and response to COVID-19 public health emergency

Payroll expenses		
Deborah Kelly - pay period end 8/30 pd 9/3	21	\$ 640.08
Deborah Kelly - pay period end 9/13	10.25	\$ 312.42
		\$ 952.50

These additional payroll hours were not part of the Corporation of Harpers Ferry's budget in place on March 27, 2020

date	COVID COST Tracking	category	INV #	
9/5/2020	Johnny Blue	19	\$ 407.50	197987 Portable Restroom service for Zachary Taylor Street Aug 14 thru Sept
9/5/2020	Johnny Blue	19	\$ 1,550.00	197986 Portable Restroom service for Potomac Street Aug 9 thru Sept 5
			\$ 1,957.50	

These expenses were not part of the Corporation of Harpers Ferry's budget in place on March 27, 2020

Total Sept 2020 submission \$ 2,910.00

late COVID COST Tracking category INV #
 August Payroll 1 \$ 1,196.34 NA
 Payroll costs of public health and similar employees (essential personnel) dedicated to mitigating and responding to the COVID 10 public health emergency to allow public office including water utility to remain operational and other employees to work virtually and or perform work to assist town and police in mitigation and response to COVID -19 public health emergency

Payroll expenses July 2020 COVID
 Eligible Hours
 Deborah Kelly - pay period end 8/2 \$ 31.39 21 \$ 640.08
 Deborah Kelly - pay period End 8/16 \$ 31.39 18.25 \$ 556.26
 \$ 1,196.34

These additional payroll hours were not part of the Corporation of Harpers Ferry's budget in place on March 27, 2020

late COVID COST Tracking category INV #
 8/8/2020 Johnny Blue 19 \$ 480.00 196872 Portable Restroom service for Zachary Taylor Street July 17 thru Aug 1. Expenses for Public Safety measures undertaken in response to COVID-19.
 8/8/2020 Johnny Blue 19 \$ 1,521.25 196871 Portable Restroom service for Potomac Street July 12 thru Aug 13 Expenses for Public Safety measures undertaken in response to COVID-19.
 \$ 2,001.25

These expenses were not part of the Corporation of Harpers Ferry's budget in place on March 27, 2020

late COVID COST Tracking category INV #
 8/7/2020 Costco Wholesale 33 \$ 1,579.48 22000051596 Laptops for Telework and Zoom public meetings Improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions
 8/14/2020 Microsoft 33 \$ 105.93 1744522206 Software for Laptops Improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions
 8/14/2020 Microsoft 33 \$ 105.93 9503893662 Software for Laptops Improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions
 8/13/2020 Amazon 33 \$ 35.65 1692250 Protective carriers for laptops Improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions
 8/31/2020 Advantage Technologies 33 \$ 190.00 45382 IT set up of 2 laptops for Telework and Zoom public meetings Improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions
 \$ 2,016.99

Total Aug 2020 submission \$ 5,214.58

date COVID COST Tracking category INV #

July Payroll 1 \$ 1,744.98 NA
 Payroll costs of public health and similar employees (essential personnel) dedicated to mitigating and responding to the COVID 10 public health emergency to allow public office including water utility to remain operational and other employees to work virtually and or perform work to assist town and police in mitigation and response to COVID -19 public health emergency

Payroll expenses July 2020 COVID		Payroll expenses
		Eligible
		Hours
	wage rate	
Deborah Kelly - pay period end 7/5	\$ 30.48	23.25 \$ 708.66
Larry Waters - Pay Period end 7/5	\$ 25.40	5 \$ 152.40
Deborah Kelly - pay period End 7/19	\$ 30.48	29 \$ 883.92
		\$ 1,744.98

These additional payroll hours were not part of the Corporation of Harpers Ferry's budget in place on March 27, 2020

date COVID COST Tracking category INV #

7/15/2020 BuildASign 20 \$ 191.30 77614719 Sign to replace sign run over by vehicle and stolen
 7/21/2020 Alpha Graphics 20 \$ 105.00 20794 Sign insertst to replace sign run over by vehicle and stolen
 \$ 296.30

These expenses were not part of the Corporation of Harpers Ferry's budget in place on March 27, 2020

date COVID COST Tracking category INV #

7/11/2020 Johnny Blue 19 \$ 812.50 195763 Portable Restroom service for Potomac Street June 26 thru July 11
 7/27/2020 Food Lion 19 \$ 14.83 47 Toilet Paper to replenish Portable Restrooms
 \$ 827.33

These expenses were not part of the Corporation of Harpers Ferry's budget in place on March 27, 2020

Total July 2020 \$ 2,868.61

May

date COVID COST Tracking category INV #
 1 \$ 2,440.94 NA
 Payroll costs of public health and similar employees (essential personnel) dedicated to mitigating and responding to the COVID 19 public health emergency to allow public office including water utility to remain operational and other employees to work virtually and or perform work to assist town and police in mitigation and response to COVID -19 public health emergency

<u>\$ 2,440.94</u>		Payroll expenses	Eligible
Payroll expenses	May 2020	Eligible	
wage rate	Hours		
Deborah Kelly - pay period end 5/10	\$ 30.48	37	\$ 1,127.76
Deborah Kelly - pay period end 5/24	\$ 30.48	32.25	\$ 982.98
			<u>\$ 2,110.74</u>
Larry Waters - Pay period end 5/10	\$ 25.40		\$ -
Larry Waters - Pay period end 5/24	\$ 25.40	13	\$ 330.20
			<u>\$ 330.20</u>
			\$ 2,440.94 \$ 2,440.94

These additional payroll hours were not part of the Corporation of Harpers Ferry's budget in place on March 27, 2020

date COVID COST Tracking category INV #
 20 \$ 89.85
 20 \$ 216.00
 20 \$ 216.00
 \$ 521.85

40566 SAFER AT HOME replacement signage	Communication and enforcement by state/local govt of public health orders related to COVID-19
40620 Social Distancing and Limited Parking signage	Communication and enforcement by state/local govt of public health orders related to COVID-19
40674 SAFER AT HOME signage, Woodlands, not restrooms	Communication and enforcement by state/local govt of public health orders related to COVID-19

These expenses were not part of the Corporation of Harpers Ferry's budget in place on March 27, 2020

date COVID COST Tracking category INV #
 19 \$ 1,340.00
 \$ 4,302.79

28370 Rental and servicing of Temporary Restroom and hand washing station	Expenses for Public Safety measures undertaken in response to COVID-19.
---	---

These expenses were not part of the Corporation of Harpers Ferry's budget in place on March 27, 2020

date 5/29/2020 Johnny Blue COVID COST Tracking category 19 \$ 1,340.00 INV # 28370 Rental and servicing of Temporary Restroom and hand washing station Expenses for Public Safety measures undertaken in response to COVID-19.

These expenses were not part of the Corporation of Harpers Ferry's budget in place on March 27, 2020

Pertinent excerpts from COVID CARES ACT Grant submissions

June 30 2020 submission

19 Expenses for Public Safety Measures undertaken in response to COVID-19

- 1) Description – Installation of portable sanitation systems and hand washing stations to mitigate the public’s requirement for restroom facilities.
- 2) Justification - To prevent cross contamination of COVID-19 virus and promote sanitary public restroom facilities to tourists visiting the town of Harpers Ferry since the Harpers Ferry National Park is closed, meaning their public restrooms are closed. The HF National Park’s public restrooms are the only public restrooms available in the tourist area of the town in normal times. Attempt to prevent the public from using residential yards and wooded areas as a restroom. Expenses not part of town's budget as of March 27, 2020.

July 30 2020 submission

19 Expenses for Public Safety Measures undertaken in response to COVID-19

- 1) Description – Installation of hand sanitizer stations for public use, hand sanitizer and soap for hand washing stations at temporary public restrooms.
- 2) Justification – Handwashing stations at the temporary public restrooms were running out of soap over the weekends. Additional soap we purchased to replenish during busy periods. Hand washing station was relatively small and a fair distance from the main walking area, hand sanitizer stations were placed in these areas to deter cross contamination of COVID -19. Expenses not part of town's budget as of March 27, 2020.

Aug 20 2020 submission

19 Expenses for Public Safety Measures undertaken in response to COVID-19

- 1) Description – Continued servicing of temporary public restrooms at Potomac Street
- 2) Justification – Temporary restrooms were running out of toilet paper over the weekend. Additional toilet paper was purchased and placed in the units. Billing from Johnny Blue for temporary rest room facilities (details submitted in previous grant cycle) occurs monthly around the 10th of the month after the initial set up cycle. Expenses not part of town's budget as of March 27, 2020.

Sept 21 2020 submission

19 Expenses for Public Safety Measures undertaken in response to COVID-19

- 1) Description – Continued and additional servicing of temporary public restrooms at Potomac Street
- 2) Justification –Billing from Johnny Blue for temporary rest room facilities occurs monthly around the 10th of the month after the initial set up cycle. The Harpers Ferry National Park parking lot opened in limited capacity in July however parking on Washington Street, the main street of Harpers Ferry continued in volume much larger than normal. The National Park restroom facilities remained closed and as a result, the need for a restroom in the residential, the upper town, where tourists were parking became evident. In the July 13 2020 Town Council meeting the Council voted to spend additional monies on portable restroom facilities and explore additional locations (Item 7 d.) In the July 22 Special Town Council meeting, Councilman Pechuekonis reported the installation of an additional portable restroom in the residential area (Item 1) . August Billing from Johnny Blue includes the July installation in this area as well as service to this and the Potomac Street facility for the July/Aug period. Expenses not part of town's budget as of March 27, 2020.