

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2019**  
**THURSDAY, JANUARY 17, 2019**  
**6:00 P.M.**  
County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- January 3, 2019 - Regular Meeting

**APPROVAL OF PURCHASE ORDERS**

- January 17, 2019

**APPROVAL OF ACCOUNTS PAYABLE**

- January 10, 2019
- January 17, 2019

**APPROVAL OF MANUAL CHECKS**

- January 11, 2019
- January 18, 2019

**APPROVAL OF PAYROLL**

- January 10, 2019

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 6:15 p.m. Angie Banks, Assessor  
- Split Ticket/Exonerations - Discussion/Action

2. 6:30 p.m. Michelle Gordon, Finance Director  
- Review and approval of Financial Policy 305 - Purchase Order and Invoice Policy - Discussion/Action
3. 6:45 p.m. Steve Allen, Director, Jefferson County Homeland Security and Emergency Management  
- Approval of Contract with J. H. Consulting, LLC - Discussion/Action  
- Approval of Resolution to accept update of the 2018 Jefferson County Multi-Jurisdiction Hazard Mitigation Plan - Discussion/Action
4. 7:00 p.m. Michael E. Tolbert  
- Proposals for the Charles Town Post Office, Jefferson County Courthouse and a Modern County Office Complex - Discussion/Action
5. 7:15 p.m. Appointments to the Jefferson County Development Authority - Discussion/Action
6. 7:30 p.m. **BREAK**
7. 7:45 p.m. Danny Lutz, WV Eastern Panhandle Conservation District  
- Budget Request - Discussion/Action
8. 8:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action  
- Discussion of renewal of County cable franchise agreement and related issues - Discussion/Action  
- Discussion of Jefferson County Circuit Court Civil Action #18-P-132 - Discussion/Action  
- Discussion of EEOC Charge #533-2018-01557 - Discussion/Action  
- Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action  
- Discussion of EEOC Charge #533-2017-00706 - Discussion/Action  
- Discussion of Jefferson County Circuit Court Civil Action # 18-C-201 - Discussion/Action  
- Discussion of City of Charles Town's request to allow parking in the County parking lots and possible MOU - Discussion/Action  
- Discussion of Board of Health septic tank permitting process and procedures - Discussion/Action  
- Discussion of potential conflicts of interest in appointment of board members to County agencies or component units - Discussion/Action

## **NEW BUSINESS**

9. Legislative Updates

10. Discuss reconstituting the Board of Directors of the Jefferson County Development Authority - Discussion/Action (PN)
  - Remove all current board members
  - Advertise for additional applicants
  - Invite current board members who wish to be considered to reapply to the County Commission by January 31, 2019 with a decision to appoint at the next JC Commission meeting on January 31, 2019
  
11. Discussion of JUI waterline to Rockwool (JC)

#### **COUNTY ADMINISTRATOR REPORTS**

- Process to appoint County Commission representative to Charles Town Utility Board - Discussion/Action

#### **COUNTY COMMISSION REPORTS**

12. ADJOURN

#### **CORRESPONDENCE/INFORMATION**

Correspondence received from Mildred Hammond regarding Rockwool roadside signs.

Impact Fee Status Report November, 2018.

Impact Fee Status Report December, 2018.

*At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.*



## **Minutes**

### **Jefferson County Commission**

**Thursday, January 3, 2019**

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A meeting of the Jefferson County Commission was held on Thursday, January 3, 2019 during the first quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, Patricia Noland, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; Jacqueline Shadle, County Clerk; and Jim Eddy, Bailiff. (An audio tape of the Thursday, January 3, 2019 meeting is available through the Jefferson County Commission Office.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Noland led the Pledge of Allegiance.

#### **COUNTY COMMISSION ORGANIZATION**

##### **a. Selection of President**

Commissioner Compton offered his nomination for Commissioner Hudson and Commissioner Lorenzetti offered his nomination for Commissioner Noland. Commissioner Noland won the nomination with three votes (Noland, Lorenzetti, Tabb) and will serve as President of the Jefferson County Commission for calendar year 2019.

##### **b. Selection of Vice President**

Commissioner Compton offered his nomination for Commissioner Lorenzetti and Commissioner Noland offered her nomination for Commissioner Tabb. Commissioner Tabb won the nomination with three votes (Noland, Lorenzetti, Tabb) and will serve as Vice President of the Jefferson County Commission for calendar year 2019.

c. Committee Assignments

<b>Assignment to Boards, Commissions &amp; Organizations Calendar Year 2019</b>		
<i>Organization</i>	<i>Commissioner 2018</i>	<i>Commissioner 2019</i>
Approval of Bills	Hudson	Compton
Board of Health	Hudson	Hudson
Building Repair & Security Courthouse Committee	Noland	Noland
Community Corrections Committee - Day Report Center	Hudson	Hudson
Development Authority	Onoszko	Noland
E-911 Council	Tabb	Tabb
Extension Service	Tabb	Tabb
Farmland Protection Board	Tabb	Tabb
Jefferson County Convention & Visitors Bureau	Noland	Noland
Jefferson County Emergency Services Agency / Fire & Rescue	Tabb	Tabb
Historic Landmarks Commission	Onoszko	Hudson
Homeland Security/LEPC	Tabb	Tabb
Legislative Liaison	AS NEEDED	County Admin.
MPO Interstate Council	Tabb	Lorenzetti
Eastern Panhandle Transportation Authority (EPTA)	Noland	Tabb
Parks and Recreation	Compton	Hudson
Planning Commission	Onoszko	Lorenzetti
Region 9	Noland	Lorenzetti
Solid Waste Authority	Compton	Compton
Water Advisory Committee	Hudson	Hudson
Workforce Investment Act Liaison	Hudson	Noland

**APPROVAL OF MINUTES**

**Motion by Mr. Compton to approve the December 20, 2018 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.**

**APPROVAL OF PAYROLL**

**Motion by Mr. Compton to approve the payroll for December 27, 2018 in the amount of \$263, 806.84. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
081128	717	AUTOZONE		\$ -	\$ 104.56	\$ 104.56
081129	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 20,625.00	\$ 20,625.00
081130	425	BOLAND TRANE SERVICES IN		\$ -	\$ 155.00	\$ 155.00
081131	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
081132	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
081132	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 20,625.00	\$ 20,625.00
081133	P/R DED	MATTHEW COFFEY		\$ -	\$ 305.36	\$ 305.36
081134	700	RONALD DANTZIC		\$ -	\$ 10.10	\$ 10.10
081135	P/R DED	DELTA DENTAL OF WV		\$ -	\$ 6,477.55	\$ 6,477.55
081136	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 5,000.00	\$ 5,000.00
081137	424	J.C.EHRLICH		\$ -	\$ 33.00	\$ 33.00
081137	425	J.C.EHRLICH		\$ -	\$ 660.00	\$ 660.00
081138	425	FIDELITY POWER SYSTEMS		\$ -	\$ 539.60	\$ 539.60
081139	717	GUTTMAN OIL CO		\$ -	\$ 2,877.55	\$ 2,877.55
081139	717	GUTTMAN OIL CO		\$ -	\$ 2,009.76	\$ 2,009.76
081140	700	JEANNA HOLLER		\$ -	\$ 8.15	\$ 8.15

081141	P/R DED	THE HARTFORD		\$ -	\$ 2,400.30	\$ 2,400.30
081141	P/R DED	THE HARTFORD		\$ -	\$ 3,994.46	\$ 3,994.46
081142	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 26,500.00	\$ 26,500.00
081143	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 509,250.00	\$ 509,250.00
081144	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 37,502.50	\$ 37,502.50
081145	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 14,832.63	\$ 14,832.63
081146	425	JEFFERSON UTILITIES INC		\$ -	\$ 170.00	\$ 170.00
081146	425	JEFFERSON UTILITIES INC		\$ -	\$ 170.00	\$ 170.00
081146	425	JEFFERSON UTILITIES INC		\$ -	\$ 85.00	\$ 85.00
081147	712	LANGUAGE LINE SERVICES		\$ -	\$ 111.24	\$ 111.24
081148	P/R DED	LYNDSEY W. MATSCHAT		\$ -	\$ 312.68	\$ 312.68
081149	403	MATTHEW BENDER		\$ -	\$ 187.10	\$ 187.10
081150	712	MOTOROLA SOLUTIONS, INC		\$ -	\$ 587.50	\$ 587.50
081150	712	MOTOROLA SOLUTIONS, INC		\$ -	\$ 458.00	\$ 458.00
081150	712	MOTOROLA SOLUTIONS, INC		\$ -	\$ 458.00	\$ 458.00
081151	425	MICROMAIN CORPORATION		\$ -	\$ 995.00	\$ 995.00
081152	P/R DED	HIGHMARK WV		\$ -	\$ 202,047.65	\$ 202,047.65
081153	P/R DED	MILLENIUIM INSURANCE GROU		\$ -	\$ 750.00	\$ 750.00
081154	P/R DED	NATIONAL VISION ADMIN.		\$ -	\$ 1,802.70	\$ 1,802.70
081155	712	NENA		\$ -	\$ 142.00	\$ 142.00
081156	ALLOC	JEFF CO PARKS &		\$ -	\$ 60,945.00	\$ 60,945.00
081157	GRANT	JEFF CO PARKS &		\$ -	\$ 104,651.28	\$ 104,651.28
081158	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 255.00	\$ 255.00
081159	700	ROBERT L. PETERSON SR		\$ -	\$ 5.06	\$ 5.06
081160	717	RICE TIRES CO		\$ -	\$ 472.20	\$ 472.20
081161	425	R.E. MICHEL CO. LLC		\$ -	\$ 41.97	\$ 41.97
081162	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 20,625.00	\$ 20,625.00
081163	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 20,625.00	\$ 20,625.00

081164	700	CORP OF SHEPHERDSTOWN		\$ -	\$ 222.16	\$ 222.16
081165	700	TOWN OF MOOREFIELD POLIC		\$ -	\$ 158.40	\$ 158.40
081166	ALLOC	WVU WEST VIRGINIA UNIV		\$ -	\$ 3,700.00	\$ 3,700.00
081167	700	WILLIAM WALTERS		\$ -	\$ 22.97	\$ 22.97
<b>TOTAL</b>					<b>\$ 1,075,431.43</b>	<b>\$ 1,075,431.43</b>

**Motion by Ms. Noland to approve the Accounts Payable for January 3, 2019 in the amount of \$1,075,431.43. Motion seconded and unanimously approved.**

**MANUAL CHECKS**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
081121	P/R DED	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,522.22	\$ 3,522.22
081122	P/R DED	COLONIAL LIFE		\$ -	\$ 163.20	\$ 163.20
081123	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 47,194.50	\$ 47,194.50
081123	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,037.46	\$ 11,037.46
081123	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 6.66	\$ 6.66
081123	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.56	\$ 1.56
081123	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 36,092.76	\$ 36,092.76
081123	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.57	\$ 3.57
081124	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 33,796.73	\$ 33,796.73
081124	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,208.91	\$ 1,208.91
081124	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,227.38	\$ 1,227.38
081124	P/R DED	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.41	\$ 2.41
081125	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 6,311.79	\$ 6,311.79
081125	P/R DED	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 8,910.76	\$ 8,910.76
081126	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 10,383.41	\$ 10,383.41
081126	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 23,074.20	\$ 23,074.20
081126	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 3,995.94	\$ 3,995.94
081126	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 6,659.91	\$ 6,659.91
081126	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 2.63	\$ 2.63
081126	P/R DED	WV PUB EMP RETIRE SYS		\$ -	\$ 5.85	\$ 5.85
<b>TOTAL</b>					<b>\$ 193,601.85</b>	<b>\$ 193,601.85</b>

**Motion by Ms. Tabb to approve the Manual Checks for December 27, 2018 in the amount of \$193, 601.85 Motion seconded and unanimously approved.**

COAL SEVERANCE						
OO2						
Date	Check #	VENDOR				Amount
1/4/2019	476	EASTRIDGE HEALTH SYSTEM				\$ 800.00
SHERIFFOF CAPITOL/OUTLAY						
246						
Date	Check #	VENDOR				Amount
1/4/2019		TYLER TECH				\$ 16,077.50
TOTAL						\$ 16,877.50

**Motion by Ms. Noland to approve the Manual Checks for January 3, 2019 in the amount of \$16,877.50 Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

Jay Mansfield, resident – shared his concerns regarding potential pollution from Rockwool Ranson.

Diane Blust, resident – spoke about economic development in relation to climate change.

Ruth Hatcher, resident – shared concerns regarding potential pollution from Rockwool.

Danny Lutz, resident – asked the Commission to seek an injunction against Rockwool until the company can commit to becoming a zero emissions facility in Ranson.

David Tabb, resident – spoke in opposition to Rockwool Ranson.

Collin Stine, resident – shared his concerns regarding potential pollution from Rockwool Ranson.

**PRESENTATIONS**

1. Matt Pennington, Eastern Panhandle Regional Planning and Development Council (Region 9) – Provided a presentation to the Commission and the audience regarding the Chesapeake Bay Watershed Implementation Plan (WIP) – Phase 3 Local Government Input and Strategy Development Presentation
2. Seth Rivard, City of Charles Town – requested the Commission’s approval of weekend and evening parking in the county employee parking lot.
  - o It was the consensus of the Commission to direct Ms. Grove to work with Mr. Rivard to draft a Memorandum of Understanding regarding the parking request and present the memorandum for approval at a later date.
3. Roger Goodwin, Chief County Engineer
  - a. Partial Bond Release – Bavarian Inn, Inc. – Bavarian Inn Brew Pub Addition (File #S17-07)
    - **Motion by Ms. Noland to authorize a partial release of \$290,738.03 Irrevocable Letter of Credit #3000026965-4501 with United Bank, Martinsburg, WV construction bond security for Bavarian Inn, Inc. – Bavarian Inn Brew Pub Addition (File #S17-07). Motion seconded and unanimously approved.**
  - b. Complete Bond Release – William H. Scott Inter Vivos Trust – SPARC Training Campus, Phase II, Section One Lots 1-4, 11 & Residue (File #07-14R)
    - **Motion by Mr. Compton to authorize a complete release of Cash-in-Escrow Agreement with BCT in the amount of \$3,019.00 for William H. Scott Inter Vivos Trust – SPARC Training Campus, Phase II, Lots 1-4, 11, and Residue (File#07-14R). Motion seconded and unanimously approved.**
4. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
5. Lynn Fields, Probate
  - a. Quarterly Review to Approve/Close Estates
    - **Motion by Ms. Tabb to convene as a fiduciary review board. Motion seconded and unanimously approved.**
    - **Motion by Ms. Noland to approve the quarterly review to approve estates opened since last quarterly review and to close estates that have met all requirements of probate. Motion seconded and unanimously approved.**

b. Approve and accept Findings and Recommendations of Fiduciary Commissioner regarding Estate of Billy Joe Clevenger

- **Motion by Ms. Noland to approve and accept the findings and recommendations of David DeJarnett, Fiduciary Commissioner, and remove David Campbell as Personal Representative in the Estate of Billy Joe Clevenger and that Brook Clevenger be given the opportunity to qualify before the Clerk as the Personal Representative in the Estate of Billy Joe Clevenger. Motion seconded and unanimously approved.**

c. Refer the Estate of Barbara Longerbeam to a Fiduciary Commissioner for mediation of beneficiary conflicts.

- **Motion by Ms. Tabb to refer the Estate of Barbara Longerbeam to a Fiduciary Commissioner, to mediate beneficiary conflicts. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved.**

6. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of Jefferson County Civil Action #17-C-282
- Discussion of Renewal of County Cable Franchise Agreement and related issues
- Update on Jefferson County Circuit Court Civil Action #18-P-132
- Update on Jefferson County Circuit Court Civil Action #18-C-171
- Discussion of EEOC Charge #533-2018-01557
- Discussion of Jefferson County Circuit Court Civil Action#18-C-201
- Discussion of EEOC Charge #533-2017-00706

- **Motion by Ms. Noland to enter into Executive Session to receive legal advice concerning Jefferson County Circuit Court Civil Action #18-C-201. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**

7. **The Commission recessed for lunch at 12:15 pm.  
The Commission reconvened at 1:30 pm.**

## **NEW BUSINESS**

8. Approval of the 2019 Board of Review and Equalization Notice.

- **Motion by Mr. Compton to approve the 2019 Board of Review and Equalization Notice. Motion seconded and unanimously approved.**

9. Approval of Contract for the WV Courthouse Facilities Improvement Authority 16<sup>th</sup> Cycle Grant – 16cycJeff2019

- **Motion by Ms. Tabb to approve the Contract for CFIA Grant 16cycJeff2019 – and authorize the President of the Commission to affix her signature to the appropriate documents pending approval of the contract by counsel. Motion seconded and unanimously approved.**

### **COUNTY ADMINISTRATOR REPORTS**

- Discuss RFP/Bid – NACO Efficiency & Salary Study – it was the consensus of the Commission to permit Ms. Grove to put out an RFP for an efficiency and salary study for the County.

10. Legislative Summit

- Introduction of Delegation (Attendees)  
Delegate Sammi Brown from the 65<sup>th</sup> District, Delegate Paul Espinosa of the 66<sup>th</sup> District, and Delegate John Doyle of the 67<sup>th</sup> District. Senators John Unger and Patricia Rucker were unable to attend.

### **Topics**

1. Rockwool
2. MARC Train
3. Property Safety Enforcement Agency Fire Chief Position (or designee)
4. Joint/Dual Services Legislation
5. Unclaimed Body Legislation

Closing Comments from Commissioners

- The Commission thanked the delegates for their time and attention to the legislative priorities presented for Jefferson County.

11. The Commission adjourned at 3:03 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

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PATRICIA NOLAND, PRESIDENT

Respectfully submitted  
Jessica D. Carroll  
Administrative Assistant

# PURCHASE ORDERS TO BE APPROVED

January 17, 2019

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
IT/County Commission	52834	\$99,590.00	Rugged Notebooks	46 Panasonic Toughpads
<b>GRAND TOTAL</b>		<b>\$ 99,590.00</b>		





# THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town West Virginia 25414

## REQUISITION

No. **52834**

### VENDOR

### DELIVER TO

Rugged NOTEBOOKS  
1574 N. BATAVIA STREET  
SUITE 2  
ORANGE, CA 92867

JEFFERSON COUNTY COMMISSION  
ATTN: RUSSELL BURGESS  
116 E. WASHINGTON ST  
CHARLES TOWN, WV 25414

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT	
46	RGD-FZG 1-00283 PANASONIC TOUGH PAD WIN 10-256SSD-8GB-i5	2,150.00	PER 1	98,900	00
46	SHIPPING/PROCESSING	15.00	PER 1	690	00
				<del>99,590 00</del>	
<p>Bill to: 700-04-459-001</p> <p>\$80,000.00 will be paid by the MDT GRANT.</p>					

- ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
- PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
- PROVIDE A DESCRIPTION OF ITEM(S) BEING REQUESTED
- INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
- SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

*Russell W. Burgess*  
Signature

1/11/2019  
Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**General Information**

Company Address 1574 N. Batavia Street, Suite 2  
 Orange, CA 92867  
 US  
 Created Date 1/4/2019  
 Expiration Date 2/1/2019  
 Quote Number 00008205

**Contact Information**

Prepared By Kari Brizius  
 Phone (714) 998-1828  
 Email kbrizius@ruggednotebooks.com  
 Contact Name Russell Burgess  
 Phone (304) 886-3810  
 Email rburgess@jeffersoncountywv.org

**Address Information**

Bill To Name Jefferson County West Virginia  
 Bill To 120 S George Street  
 Charles Town, WV 25414  
 Ship To Name Jefferson County West Virginia  
 Ship To 120 S George Street  
 Charles Town, WV 25414

**Quote Line Items**

Product	Description	Sales Price	Quantity	Total Price
RGD-FZG1-00283	Win10 Pro, vPro, Intel Core i5-6300U 2.40GHz, 10.1inch WUXGA 10-pt Gloved Multi Touch+Digitizer, 256GB SSD, 8GB, Intel WiFi a/b/g/n/ac, TPM 2.0, Bluetooth, Dual Pass (Ch1:WWAN/Ch2:GPS), Webcam, 8MP Cam, Toughbook Preferred	\$2,150.00	46.00	\$98,900.00
Shipping	SERVICE: Processing, Shipping	\$15.00	46.00	\$690.00
Note - Buy Back	Buy back/Trade in program available. Offering 1st year 40% on every dollar spent, 2nd year 30% and 3rd year 20% on Panasonic Toughbook's purchased from Rugged Notebooks or Toughbook's 4 Less. Call your Sales Representative for details.	\$0.00	46.00	\$0.00

**Totals**

Discount 0.00%  
 Total Price \$99,590.00  
 Grand Total \$99,590.00

Rugged Notebooks is a DBA of RNBS, Inc. Billing will originate from Rugged Notebooks. Unless credit terms are established, Rugged Notebooks accepts all major credit cards as form of payment. Rugged Notebooks verifies the identity of cardholders prior to processing a credit card payment. To prevent delays, if the shipping address differs from the bill-to address listed on your credit card, ensure that your shipping address is on-file with your credit card issuing bank. Credit Cards accepted for US and Canada shipments ONLY.

Credit Card Number \_\_\_\_\_ Exp \_\_\_\_/\_\_\_\_ CVV: \_\_\_\_\_

Name on Card (Please Print); \_\_\_\_\_



Address: \_\_\_\_\_

**Our Value Proposition to You**

- **Getac & Panasonic Authorized TP3 channel Partner with 15+ years in rugged portable computing industry**
- **Full service and parts department with trained in-house repair technicians**
- **Panasonic Toughbooks Trade-in & Buy Back Program on purchased or leased units from RuggedNotebooks.com & ToughbookDepot.com, (may receive Up to 20% on refurbished and up to 40% on new Toughbooks) based on original invoiced price**
- **1, 2 and 3 year extended warranty plans on all our refurbished models with a replacement service option (Refer to terms and conditions on our website at [www.ruggednotebooks.com](http://www.ruggednotebooks.com))**
- **Life time technical support**
- **0% financing for 2 and 3 years on qualified orders. (Refer to terms and conditions at [www.ruggednotebooks.com](http://www.ruggednotebooks.com))**

- Pricing valid for **5 business days** from issuance unless otherwise noted and is subject to change without notice. \*Lead time is subject to availability at receipt of order (ARO); availability at time of quotation is no guarantee of availability at receipt of order.

-Tax Exemption: All agencies and companies qualifying their purchase as tax-exempt must provide appropriate proof at time of order. Orders to resellers where the recipient is within the State of California must provide a California Reseller Tax Certificate at time of order. Orders for resell should include verbiage "for resale" on any procurement documents issued.

**-All credit card purchases are subject to a 3% Convenience Fee.**

**-All Wires are subject to a transaction fee of \$15.00**

-Cancellation Policy: **ALL SALES ARE FINAL.** Only exchange for the same or greater amount allowed on refurbished units.

-Return/Exchange Policy: "Buyer understands the merchandise will be built according to the specifications on the quote. Returns on refurbished products are subject to a **25% restocking fee. All shipping costs and convenience fees are non refundable.** There will be no refunds allowed on refurbished products with quantities of 30 units or more, only exchange for the same or greater amount. **New Products are non returnable, non exchangeable and non refundable. ALL SALES ARE FINAL.**"

-Terms/Late Payment: If Buyer is extended net terms, Rugged Notebooks reserves the right to charge two percent (1.5%) interest on payments not received by the due date indicated on the Invoice.

-By signing this document, Buyer agrees to the terms of payment as listed under "Payment Terms," including the above-stated penalty for overdue payment. If a credit card is provided as the form of payment, Buyer asserts that he/she is an authorized user of the account provided and agrees to allow the total quote amount to be charged, plus any sales and e-waste tax that may not be list but is required by law to be charged.

-Buyer agrees to be bound by Rugged Notebooks' Terms and Conditions stated above. The Buyer accepts the policies listed in this Agreement as superseding any similar policies found on any website or document created by or affiliated with Rugged Notebooks.

"Effective 4/08/2014 Microsoft no longer provides technical support for Windows XP on PC products. Customer acknowledges subsequently RNBS dba Rugged Notebooks will no longer answer technical questions, provide technical support or free operating system swap or upgrade on the Windows XP after this date. Furthermore customer releases RNBS, its principals and employees from any legal claim, liability or responsibility related to the purchase and subsequently the support of the Windows XP purchased from RNBS. Customer Initials\_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 405,605.72	\$ -	\$ 405,605.72
	\$ -		
6.2% Tax Payable OASDI	\$ 24,131.61	\$ -	\$ 24,131.61
1.45% Tax Payable HI	\$ 5,643.76	\$ -	\$ 5,643.76
Fed Withholding	\$ 37,935.62	\$ -	\$ 37,935.62
WV State Withholding	\$ 17,608.79	\$ -	\$ 17,608.79
PERS Retirement Deduct 4.5%	\$ 10,450.00	\$ -	\$ 10,450.00
PERS Retirement Deduct 6%	\$ 3,862.91		\$ 3,862.91
Hosp. Pre-Tax	\$ 14,399.50		\$ 14,399.50
Cancer/ICU Pre-Taxed	\$ 312.08		\$ 312.08
Cancer/ICU Not Pre-Taxed	\$ 1,449.03		\$ 1,449.03
Optional Life Not Pre-Taxed	\$ 1,992.13		\$ 1,992.13
Christmas Club	\$ 4,925.00		\$ 4,925.00
Wage Attach #1	\$ 713.25		\$ 713.25
Wage Attach #3	\$ 500.00		\$ 500.00
DSRS Retirement Deduct 8.5%	\$ 7,662.45		\$ 7,662.45
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 2,280.00		\$ 2,280.00
457R - Roth	\$ 520.00		\$ 520.00
MD State Tax	\$ 594.88		\$ 594.88
DVF	\$ 1,674.42		\$ 1,674.42
VA. State Tax	\$ 65.12		\$ 65.12
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 137,651.15	\$ -	\$ 137,651.15
Net Wages Total	\$ 267,954.57	\$ -	\$ 267,954.57
Payroll Date	10-Jan-2019		



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Angie Banks, Assessor

Department or Organization: **Assessor's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **January 17, 2018**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

 **Split Ticket/Exonerations – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **January 17, 2019**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

- Review and approval of Financial Policy 305-Purchase Order and Invoice Policy

Please provide the County Commission with a description of your request or presentation, including any background information: **The new financial system is anticipated to go live on February 1, 2019. Financial Policy 305 needed to be revised to incorporate new procedures and features that accompany the new financial system. The primary new features include: electronically storing documents for a paperless environment; electronic approval of invoices, requisitions and purchase orders; and the ability to include facsimile signatures on system printed payables checks rather than manually typing checks and obtaining manual or stamped signatures.**

**Other financial policies may also be updated in the near future.**

Is this a funding request? Y/N **No**

If so, how much? \$ **NA**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- Motion to approve Financial Policy 305- Purchase Order and Invoice Policy as revised on 12-10-2018

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?      Projector    **Y/N NO**      Internet/Wi Fi    **Y/N NO**      Telephone for conference call    **Y/N NO**

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



<i>Jefferson County Policies &amp; Procedures</i>			
Policy Name:	Purchase Order and Invoice Policy	Approved:	Rev 12-10-2018
Policy Number:	305	Author:	Gordon / Dougherty / Shadle/ Grove
Associated:		Previous Version approved 12-19-13 Keyser/ Stanton	

### **1.0 Purpose**

The purpose of this Policy is to provide a uniform procedure for processing all purchase orders and invoices for Jefferson County. Additionally, the policy will establish consistent procedures for the Jefferson County Clerk's Office, the Sheriff's Tax Office, and the Jefferson County Commission's Office. These procedures are intended to provide safeguards for maintaining the quality and integrity of the accounts payable and cash disbursement system.

### **2.0 Authority**

The County Clerk, Sheriff, and Finance Director (this team is referred to as "County") shall be responsible for the implementation and interpretation of this policy, as well as enforcement of this policy in accordance with the WV State Auditor. The County shall issue, maintain and update any procedure, control and form needed to ensure compliance with this policy and any WV State or Federal Code.

### **3.0 Definitions**

- AP means accounts payable
- PO means Purchase Order
- Purchase Request means an internal document notifying the County Clerk and Commission offices of items to be ordered or services to be rendered.
- Vendor means a business or individual that provides a product or service to the County.

### **4.0 Vendors**

All vendors must be authorized by the Jefferson County, County Clerk's Office. Parties seeking to obtain qualified vendor status with the County of Jefferson must complete and return Form W-9: Request for Taxpayer Identification Number and Certification.

Applicable forms can be found on the Jefferson County website or by contacting the County Clerk's Office. Once vendors have been authorized, the Clerk's Office creates a new vendor in the county financial record keeping system which assigns a unique number to the vendor. Only vendors who have been authorized by the Jefferson County Clerk's Office will be paid by Jefferson County.

### **5.0 Purchase Orders, PCard & Invoice Processing**

A purchase order is to be used for items which have a cost of \$5,000 or greater. *Please note* that items should not be purchased separately to avoid the \$5,000 limit when ordering in

bulk. For example, a department needing five computers at \$1,000 each should not purchase the computers separately to avoid the PO policy. All purchases of goods or services at or above \$5,000 require the approval of the County Commission.

The process for Purchase Orders (PO) at or above \$5,000 is as follows:

- The **Purchase Requisition** is to be completed in the financial system, Tyler Munis. All fields must be completed including the budget expenditure line item(s) from which the expense should be paid. The expenditure account number on the Purchase Requisition must represent the appropriate account classification for the item being purchased or it will be rejected.
- The Purchase Requisition is automatically submitted by the system to the Commission Staff to be included on the next Commission Meeting Agenda.
- Once the Purchase Requisition is approved by the Commissioners, Commission Staff will electronically approve it in the financial system. The system will **automatically convert to a Purchase Order (PO)**.
- The originating department may obtain approved copies of the PO for vendor distribution or for reference by accessing the financial system or by contacting Accounts Payable.
- **ONLY after the PO has been approved by the Commission, should the originator of the PO purchase the item(s)**. Once the item(s) is/are purchased and an invoice is received, department staff should enter the invoice into the financial system for payment referencing the PO number. Accounts Payable will then process the payment. A check, along with the invoice will be mailed to the vendor. (See also *6.0 Payment Process* of this policy) Accounts Payable will keep an electronic copy of the invoice and the purchase order for their files for auditing purchases.
- All purchases must be for reasonable and necessary costs. No purchases shall be made in excess of the PO amount approved by the Commission, unless the difference is strictly due to state tax and shipping costs.
- (See also *Financial Policy 318 – Bidding and Contract Policy* for additional guidelines.)

The process for invoices and PCard purchases without Purchase Orders (purchases less than \$5,000) are as follows:

- **PCard transactions** will be imported weekly by the AP Clerk into the financial system. PCard administrators in each department will be electronically notified when a PCard transaction for their department has been imported. The administrator must ensure that the PCard transaction is coded to the correct expenditure account and electronically attach receipts or other documents supporting that PCard transaction. (See also *Financial Policy 304-Purchasing Card Procedures* for additional PCard purchase guidelines.)
- **Non PCard invoices** are to be entered into the financial system by the appropriate department personnel. The paper invoice (all pages, front and back) should then be scanned and electronically attached to the invoice entry screen. After it has been released, the invoice will be electronically approved by the department manager or person designated by the department manager. This electronic signature provides the authorization that it was approved by the department for payment. The expenditure account coding in the system for the invoice to be paid must represent

the appropriate account classification for the item being purchased. For example: if supplies are coded to professional services the invoice will be declined for misclassification of the expenditure type.

When coding invoices that are sent to AP for entry, departments are required provide a manual approval on the face of the invoice and must write the appropriate expenditure account code in the following format on the invoice XXXXXX-XXXXXX. Where the first set of numbers represent the organization code (org code) or fund and department number and the second set of numbers represents the object code of the expenditure. For example: if the Sheriff's Office was purchasing supplies the coding would be 001700-434100. In this example 001700 is the org code or fund and department number of the Sheriff's Office and 434100 is the expenditure object number for office supplies. If any department is paying an invoice from a fund other than the General Operating Budget of the County then it needs to be clearly written on the invoice which fund is being charges, as an example the Coal Severance Fund.

- **Reimbursement requests** must be submitted with an expense report, along with itemized receipts and supervisor's approval. (See also *Financial Policy 316 – Meal Per Diem Policy* AND *Financial Policy 302 – Travel Expenses Policy* for additional guidelines.)
- If the **budgeted line item does not have the necessary funds to pay the invoice**, the invoice will not be processed for payment. It will be the purchaser's responsibility to complete a budget revision request in the financial system, and obtain the electronic approvals of the Finance Director and/or the Commission. The Department Manager may also have to appear before the Commission to have monies moved within the budget to accommodate the purchase.
- Payments will not be made from monthly statements unless the department attaches the detail to the statement (the individual invoices or individual receipts).
- Any request for payment not submitted in the appropriate format is subject to being held by the Accounts Payable Department pending resolution of the Department Manager.
- Any **late charges** will be charged to the department that incurred the purchase. These late charges include late charges incurred by late submission of invoices; invoices that are being held for lack of budgeted funds; or requests for payments that are being held because they are in the wrong format.
- Departments should refrain from using credit cards other than the County issued PCard. Other credit cards include but are not limited to credit cards issued by Staples and Home Depot. Any rewards program incentives from any credit card other than the PCard are to be used only for authorized County purchases.

If an invoice that is entered for payment requires that a **remittance stub** or other documentation be sent with the check to the vendor at time of payment, that field must be checked in the system during invoice entry and back up must be sent to the AP Clerk. Additionally, utility invoices and invoices that impact **multiple departments will be allocated and entered for payment by the AP Clerk**. The original invoice of those types should be forwarded to the AP Clerk.

**If there are insufficient funds within a department's overall department budget to purchase the item, AND a budget transfer is NOT APPROVED by the Commission, then it is the responsibility of the purchaser to either return the product or be personally responsible.**

### **Exceptions to Purchase Orders**

- 1) *Emergency Purchases*: If the purchase is a required emergency for continued employee productivity or our citizens' use of our services and buildings, the maintenance department manager (in conjunction with the County Administrator) has the authority to spend up to \$10,000, if time is of the essence. Examples of exceptions would be, but not limited to, heating and air conditioning of the buildings, elevators for the public, car repairs for the deputies, or weather emergencies. If the purchase is above \$10,000, the maintenance department manager would be required to email the Commissioners to seek a majority approval.
  
- 2) *Grant Purchases*: If the purchase is a grant funded item and is time sensitive in order to meet grant obligation date deadlines, the department manager (in conjunction with the County Administrator) has the authority to spend up to \$10,000, if time is of the essence. If the purchase is above \$10,000, the department manager would be required to email the Commissioners to seek a majority approval. (See also *Financial Policy 317 –Grant Policy* for additional guidelines.)

**Either exception requires the department manager to submit the PO through the agenda at the next regularly scheduled meeting to receive formal approval / ratification.**

### **6.0 Payment Process**

*AP and Payroll Checks*: The AP staff in conjunction with the Sheriff's Tax Office or the Sheriff's designee shall balance payables each week, and print checks and EFT files from the AP and Payroll Clerks. Printed checks AND the AP or payroll (PR) listing with AP invoices AND the AP or PR check register will first be reviewed, certified and approved by the County Clerk. Next, the printed checks AND the AP or PR Listing AND the AP or PR check register will be reviewed, certified and approved by the Sheriff's Tax Office. Lastly, the County Commissioners or the Commission's designee shall review, certify and approve the AP and/ or payroll (PR) listing with AP invoices AND the AP or PR check register.

- Checks shall be printed on check stock purchased from Tyler financial services with the appropriate bank approved security features.
- Checks shall be printed using printers designated specifically for check printing and must use MICR toner.
- The County Clerk's office shall safeguard and secure in a locked storage area the blank check stock.
- The check signature keys shall be segregated from the check stock.
- The County has been issued two (2) check signature keys from Tyler financial services. One is held by the County Clerk and a second key is held by the Sheriff's Tax Office.
- Check signature keys shall be safeguarded and secured in locking storage areas. The Clerk or Sheriff will distribute the key to the appropriate AP or PR clerk in order

to print checks. Printed checks, the corresponding check register and the check signature key must be returned to the Clerk or Sheriff for certification and approval.

- In the Clerk or Sheriff's absence, the County Clerk and/or Sheriff may designate an appropriate staff member to safeguard and distribute the check signature key, and / or certify the printed checks, AP or PR listing, and the corresponding check register. **The designated person may not be the AP clerk or the Payroll clerk.**
- Checks will be printed with facsimile signatures of approved check signers.

Once approval is made, the Sheriff's Tax Office or the Sheriff's designee shall return all payments to the AP or Payroll Clerk to be mailed or distributed directly to the vendor or employee. A vendor may pick up the check directly from the Clerk's Office, if approved by the County Clerk.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Stephen S. Allen, Director.

Department or Organization: Jefferson County Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: January 17, 2019

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice: January 31, 2019

Subject (*Wording to be placed on agenda*):

1. *Approval of Contract with J.H. Consulting to update certain annexes of the Jefferson County EOP*

Please provide the County Commission with a description of your request or presentation, including any background information:

1. *Each year, we are responsible to update certain annexes of the Emergency Operations Plan (EOP). This year's annexes to update include: ESF-2 Communications; ESF-3 Public Works; ESF-11 Agriculture and Natural Resources; ESF-13 Public Safety; Dam Failure Incident Annex and our Terrorism Incident Annex. The cost of this contract is \$3,750. Because this is a small update to an existing plan, and the cost is well under the threshold, it did not go out to bid. This amount is in our existing budget.*
2. *Approval of Resolution to accept the update of the 2018 Jefferson County Multi-Jurisdictional Hazard Mitigation Plan, previously adopted in 2002, 2008, and 2013.*

Is this a funding request? no

If so, how much?

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

1. I move to approve the contract with J.H.Consulting, LLC in the amount of \$3,750 for certain annexes to be updated in the Jefferson County EOP.
2. I move to approve the resolution to accept the update of the 2018 Jefferson County Multi-Jurisdictional Hazard Mitigation Plan, previously adopted in 2002, 2008, and 2013.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Attachment:

1. Contract with J.H.Consulting, LLC for this project.
2. Resolution to Adopt

Is equipment needed?      Projector     Click here to enter text.      Internet/Wi Fi     Click here to enter text.      Telephone  
for conference call     Click here to enter text.

Contact information:

Email address: [sallen@jeffersoncountywv.org](mailto:sallen@jeffersoncountywv.org) Phone Number: 304-728-3290

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

Click here to enter text.

## CONSULTING AGREEMENT

This Consulting Agreement, effective as of January 22, 2019, is between the Jefferson County Commission, a county board of government with an address of 124 East Washington Street, Charles Town, WV 25414, hereinafter referred to as "Commission", and JH Consulting, LLC, a limited liability company with an address of 29 East Main Street, Suite 1, Buckhannon, WV 26201, hereinafter referred to as "Contractor".

WHEREAS Contractor provides services related to emergency preparedness, including but not limited to assessing vulnerability, operations planning, and exercising;

WHEREAS the Commission desires to obtain from Contractor certain emergency preparedness services, and Contractor desires to provide such services to the Commission, all on the terms and conditions set forth in this Agreement.

The parties agree as follows:

1. **Services to Be Provided.** Subject to the availability of Contractor resources, Contractor will provide services as detailed in the Scope of Work, attached hereto as Exhibit A (proposal dated November 26, 2018). It is expressly understood and agreed that for the purposes of this Agreement, the services are undertaken by Contractor in the capacity of an independent contractor. Contractor shall be entitled to give priority to its own business needs in determining the availability of its employees to provide the services.
2. **Term and Termination.** The Agreement shall begin as of the date first stated above and continue until June 30, 2019, unless either party serves written notice thirty (30) days in advance of its intent to cancel the Agreement.
3. **Compensation, Payment, and Expense Reimbursement.** Contractor will provide the Commission with invoices for services upon completion of the Scope of Work. The Commission will pay invoices within 60 days of the date of the invoice. Payments not received in a timely manner will incur interest at the rate of 5% per annum.
4. **Data Ownership and Security.** The Commission shall retain ownership of the data and all work produced by the Contractor and will be transferred upon completion of the contractual obligations and payment of all outstanding invoices.
5. **Client Confidentiality.** The Contractor and all support staff agree to comply with all federal and state laws concerning the confidentiality of information concerning individuals rendering services by the Commission. Such information shall only be used for the purpose of carrying out this Agreement. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual or appropriate order of a court. Information is not considered confidential if it: (i) is generally available to the public at the time of the disclosure; (ii) is already known to Contractor at the time of the disclosure, (iii) has been disclosed to Contractor by a third party under no obligation of confidentiality, or (iv) has been established independently by Contractor.
6. **Contractor Work Product.** The Commission agrees to keep Contractor's work product confidential and will not disseminate Contractor's work product to third parties or cause it to be modified without Contractor's consent.
7. **Liability and Indemnification.** Neither party shall be liable to the other for the death or injury to any employee of the other, or loss of or cause of damage to its property, unless caused solely by its own negligence or willful action. Each party shall indemnify and hold harmless the other for any loss, damage or injury, including reasonable attorneys' fees and expenses, (a) caused by a breach of this Agreement by such party, or (b) suffered by any third party and arising out of such party's performance of this Agreement.

8. **Disclaimer; No Assurance of Success.** Except as otherwise provided herein, Contractor makes no warranties, representations, or assurances of success of any kind or nature, express or implied, relating to the services, including any warranties of merchantability and fitness for a particular purpose. Contractor specifically disclaims any and all warranties or representations concerning the services.
9. **Limitations of Liability.** Contractor shall not be responsible for any third party actions or inactions preventing Contractor from providing services. Furthermore, Contractor shall not be liable to the Commission with respect to services or this Agreement under any contract, negligence, tort, strict liability, or other legal or equitable theory for any amounts representing loss of revenues, loss of profits, loss of business, cost of the procurement of substitute goods or services, loss of anticipated benefits and/or indirect or consequential, special, incidental, contingent, exemplary or punitive damages, even if Contractor was advised, had other reason to know, or in fact knew of the possibility of such damages.
10. **Non-Solicitation.** During the term of this Agreement and for a period of one (1) year after the termination of this Agreement, each party agrees not to seek to persuade any of the other party's employees, consultants, directors, or officers to discontinue their association with the other party or become involved directly or indirectly in any endeavor that might compete with the other party's business.
11. **Amendment of Agreement.** This Agreement is the entire Agreement between the parties and may not be amended at any time except by a written Agreement signed by both parties.
12. **No Third Party Beneficiaries.** This Agreement is not intended to create any third party beneficiary rights in any person not a party to this Agreement, regardless of whether any other person may be named herein.
13. **Assignment.** The Commission may not assign or transfer, by operation of law or otherwise, any of its rights or obligations under this Agreement to any third party without the prior written consent of Contractor, except pursuant to an assignment of its interests to an entity within its control group.
14. **Force Majeure.** The date for performance of either party's obligations hereunder shall be postponed to the extent any event of force majeure delays the performance of the obligations of either party hereunder.
15. **Signatures.** Each person executing this Agreement represents and warrants that he or she has the authority to act for and bind the entity on whose behalf he or she purports to act.
16. **Notice.** Any notice, request, or approval or other document required or permitted to be given under this Agreement shall be in writing unless otherwise provided herein; and shall be deemed to have been sufficiently given if delivered in person, dispatched by U.S. mails, or sent by other electronic means where receipt can be verified, as follows.

If to Contractor, addressed to: Jeffery W. Harvey, Managing Member, JH Consulting, LLC, 29 East Main Street, Suite 1, Buckhannon, WV 26201

If to the Commission, addressed to: President, Jefferson County Commission, P. O. Box 250, Charles Town, WV 25414

Either party may change its address for receipt of notices by delivering a notice thereof pursuant to this Section 16.

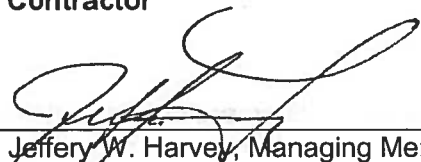
17. **Severability.** Should any portion of this Agreement be found unenforceable to operation of statute or by administrative or judicial decision, the operation of the balance of this

Agreement is not affected thereby, provided, however, the absence of the illegal provision does not render the performance of the remainder of the Agreement impossible.

18. **Applicable Law.** This Agreement is to be construed in accordance with the laws of the State of West Virginia.
19. **Entire Agreement.** This Agreement contains the entire agreement between the parties, and supersedes all prior negotiations, understandings, and writings between the parties as to the matters covered herein.
20. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
21. **Binding Effect.** This Agreement shall be binding upon the legal representatives, heirs, successors, and assigns of the respective parties.
22. **Waiver.** Any waiver by any party of any act, failure to act, or breach on the part of the other party shall not constitute a waiver of such waiving party of any prior or subsequent act, failure to act, or breach by such other party.
23. **Survival.** The terms and provisions of Sections 3 through 10 shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

**Contractor**



Jeffery W. Harvey, Managing Member  
JH Consulting, LLC

1-11-2019

Date

**Commission**

\_\_\_\_\_  
President

Jefferson County Commission

\_\_\_\_\_  
Date



November 26, 2018

Mr. Steve Allen, Director  
Jefferson County Homeland Security & Emergency Management  
28 Industrial Boulevard, Suite 101  
Kearneysville, WV 25430

**Re: 2018 Emergency Operations Plan Update**

Dear Mr. Allen:

Please accept this letter as a proposal for the above-referenced project. We have included a brief scope of work and cost estimate for your review.

Scope of Work

This project would comprise Jefferson County's annual update to its emergency operations plan. It continues the county's routine of updating five to six annexes per year. Based on a review of the most recent record of changes, the 2018 update would include a review of the following six sections.

- ESF 2: Communications (update)
- ESF 3: Public Works (update)
- ESF 11: Agriculture & Natural Resources (new)
- ESF 13: Public Safety (update)
- Dam Failure Incident Annex (update)
- Terrorism Incident Annex (update)

As always, our scope of work would consist of three primary actions. First, upon notice to proceed, we will research updated doctrine, applicable regulations, and best practices associated with the topics of these sections. The goal of this research would be to identify any specific items for addition or revision (per the existing material). For the second item, we will conduct a series of in-person workshops with local representatives. These workshops allow us to discuss the results of the research with local officials, identifying how they plan to accomplish those items. Workshops also provide an opportunity to go through each annex with those officials page-by-page. Doing so notes any necessary revisions due to changes in their agencies.

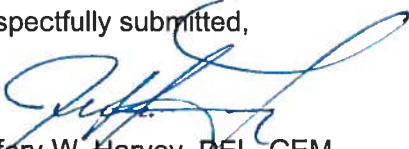
Finally, we take the information from the research and workshops and compile updated sections. To conclude the project, Jefferson County would receive ten updated paper copies of the plan, 25 distributable electronic copies of the plan, and one master (i.e., editable) electronic copy of the plan.

Cost Estimate

Our fee for this project would be a lump sum of **\$3,750.00**. This fee includes all hourly and direct expenses necessary to complete the project. You would receive an invoice, payable Net 60, upon submission of the draft annexes.

As always, thank you for considering JH Consulting, LLC for this project. Should you have any questions or need additional information, feel free to contact me at (304) 473-1009 or by email at [jharvey@jhpreparedness.com](mailto:jharvey@jhpreparedness.com).

Respectfully submitted,



Jeffery W. Harvey, DEL, CEM  
Managing Member



**RESOLUTION – JEFFERSON COUNTY COMMISSION**

WHEREAS natural, technological, and man-made hazards can affect Jefferson County;  
and

WHEREAS significant structural, historical, and economic losses could result from an occurrence of a natural, technological, or man-made hazard events; and

WHEREAS undertaking mitigation projects during pre-disaster periods could decrease the total losses Jefferson County incurs as a result of said hazard occurrences.

AND WHEREAS the Jefferson County Commission has a strong interest in reducing losses from future hazard occurrences; and

WHEREAS the hazard mitigation plan is a federal and state requirement to maintain eligibility for hazard mitigation funding, and, by that requirement, must be updated a minimum of every five years; and

WHEREAS a cooperative, joint effort is a proven, efficient way to plan for and reduce hazard susceptibility in all government jurisdictions in Jefferson County, West Virginia.

THEREFORE the Jefferson County Commission has undertaken a project to update the existing *Jefferson County Multi-Jurisdictional Hazard Mitigation Plan*, previously adopted in 2002, 2008, and 2013, in an effort to further identify, define, and characterize the hazards affecting Jefferson County as well as to continue identifying and prioritizing projects that could lessen hazard vulnerability.

NOW BE IT RESOLVED THAT the Jefferson County Commission does hereby adopt the updated *Jefferson County 2018 Multi-Jurisdictional Hazard Mitigation Plan* this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

SIGNED: \_\_\_\_\_  
President, Jefferson County Commission

\_\_\_\_\_  
Witness



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Michael E. Tolbert

Department or Organization: Representing myself

Estimation of amount of time needed for appointment: Seven and ½ minutes

Date Requested –1<sup>st</sup> Choice: January 17, 2019

If a specific date is needed, please provide reason for specific date:

Date Requested – January 2<sup>nd</sup> Choice: February 7, 2018

Subject (Wording to be placed on agenda): Proposals for the Charles Town Post Office, Jefferson County Courthouse and a Modern County Office Complex.

Please provide the County Commission with a description of your request or presentation, including any background information:  
A more detailed review of my December 20, 2018, presentation to the Commission on remediating the following three issues:

- 1) Charles Town's Post office is 96-years young. It requires replacement.
- 2) The current Jefferson County Courthouse is 147 years young. It requires to be recreated to last another 147 years.
- 3) The current square block containing the Courthouse and other County office buildings is underutilized. It needs to be creating value for the County.

Is this a funding request? No

If so, how much? Currently no calculation is available

Provide exact financial impact/request: An exact financial impact is not available at this time.....but whatever it turn out to cost, it will not be cheap. Building a better Jefferson County means

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

- 1) To Initiate a committee of elected officials and others to consider any proposals and other recommendations concerning the construction of a new Charles Town mail facility on the same site as the current facility and to review and report back to the Commission.
- 2) To forward the attached presentation along with any documentation available of previous proposals to the concerning the Courthouse and the entire block in which it sits, to the County Engineer and the County Historic Landmarks Commission (JCHLC) along with a request to review and report back to the Commission with a preliminary review in three months.

Attach supporting documents for request, or request may be denied. If not attached, explain: See attached PowerPoint presentation on paper and in electronic version.

Is equipment needed? Projector Yes Internet/Wi Fi No Telephone for conference call No

Contact information: Mike Tolbert

Email address: mtolbertdc@yahoo.com

Phone Number: cell 202-253-4387

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



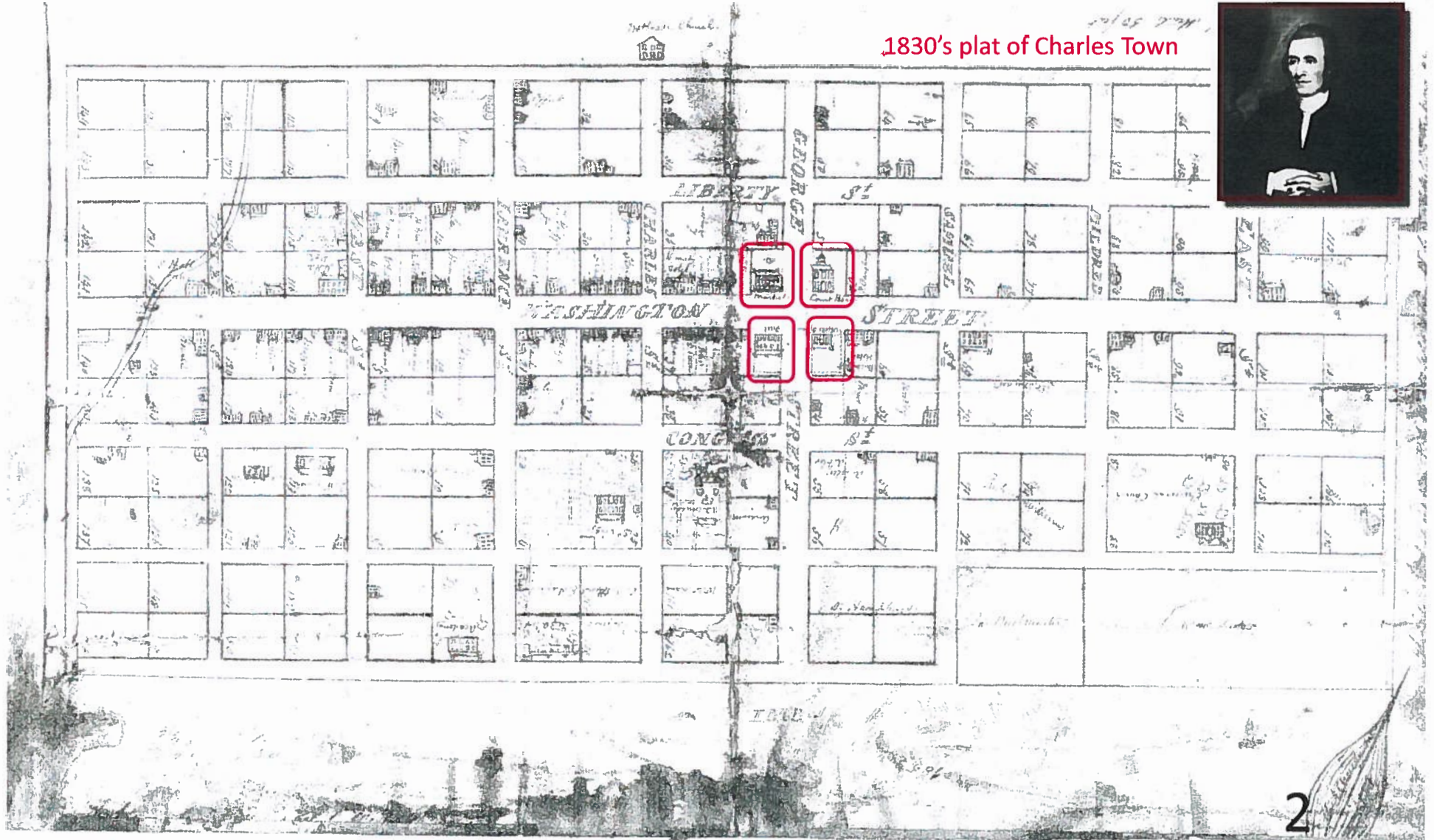
***Back to The Future:***  
**The Jefferson County Commission's Legacy**

- 1) Secure Support and Federal Funding to Replace The Charles Town Post Office at the Same Site
- 2) a. Modernize the Jefferson County Government Office Complex  
b. Recreate the two Courtrooms used in Jefferson County Courthouse's #2 and #4

January 17, 2019

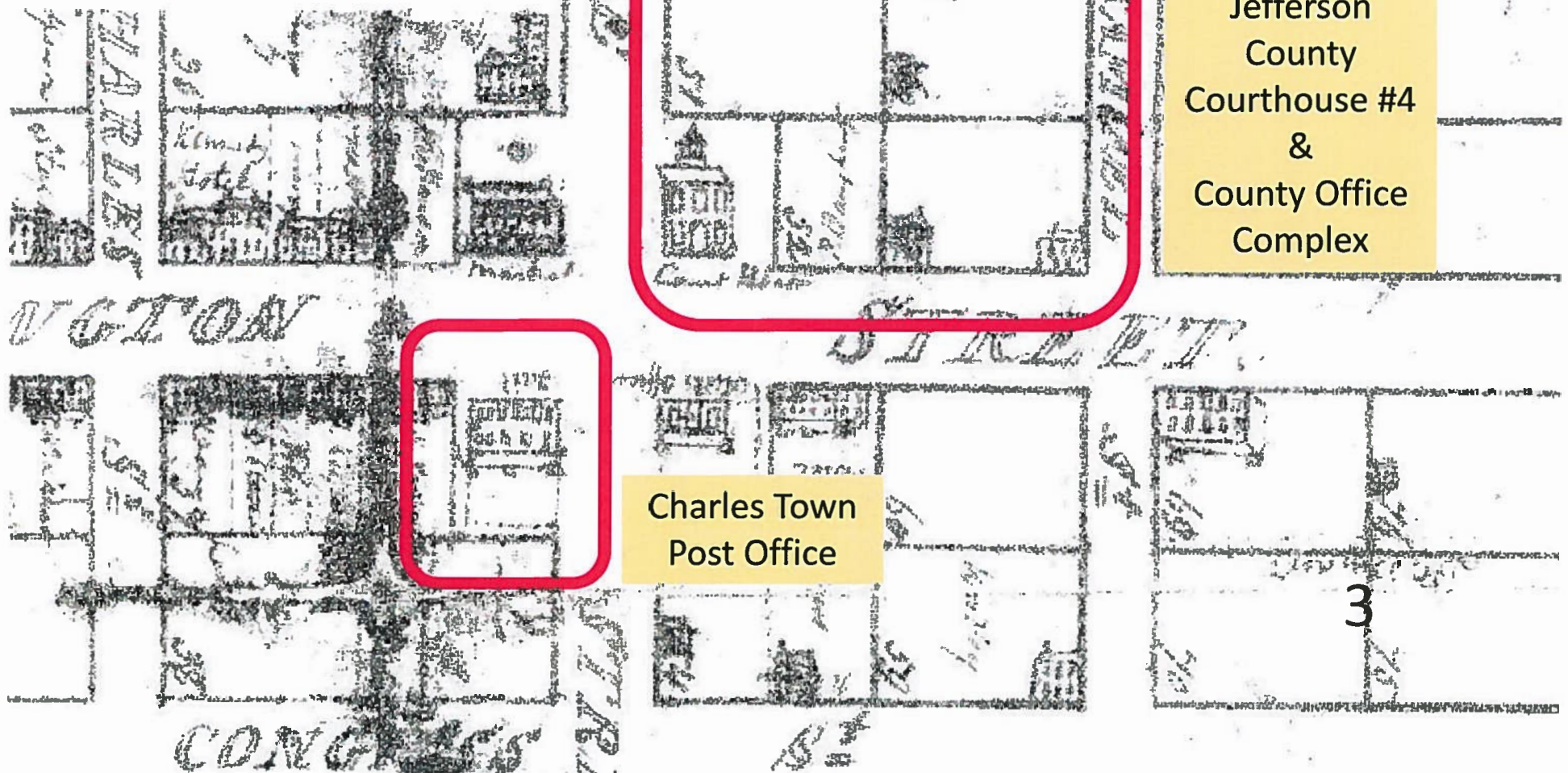
By Mike Tolbert, Resident of Charles Town. Presenting as a private citizen

Following Charles Washington's wishes, in 1801 his family deeded the four lots that bound Washington and George Streets for the use of public buildings if Berkeley County was split to form a new county with Charles Town as its county seat.




Two of those four lots now hold the Charles Town Post Office and the Jefferson County Courthouse. The County's office complex takes up the majority of the same block as the Courthouse.

## 1830's Plat of Charles Town



Jefferson County Courthouse #4 & County Office Complex

Charles Town Post Office



Two of those four lots now hold the Charles Town Post Office and the Jefferson County Courthouse. The County's office complex takes up the majority of the same block as the Courthouse.

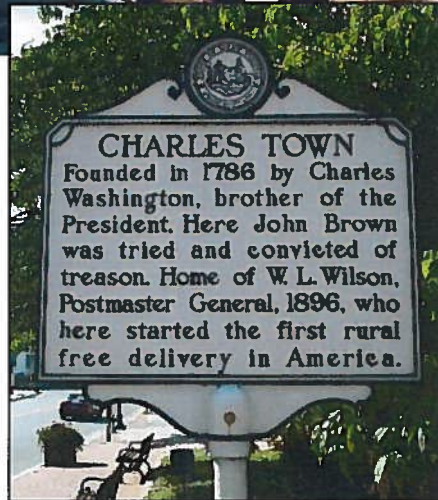
Jefferson  
County  
Courthouse #4  
&  
County Office  
Complex

Charles Town  
Post Office

# Proposal One

**Secure Support and Federal Funding to Replace The Charles Town Post Office at the Same Site**

Charles Town Post Office



### Mrs. Vesta Jones First Woman Rural Mail Carrier In County, State Retires After 42 Years

**THE OLDEST AND YOUNGEST IN SERVICE AS RURAL MAIL CARRIERS IN COUNTY**

**CHARLES TOWN**  
 Founded in 1786 by Charles Washington, brother of the President. Here John Brown was tried and convicted of treason. Home of W. L. Wilson, Postmaster General, 1896, who here started the first rural free delivery in America.

Charles Town holds three distinct honors in the field of Rural Free Delivery mail service and one of them belongs to Mrs. Vesta Waters Jones who was not only Jefferson county's only woman rural mail carrier, but the first one in West Virginia and one of the first in the country. Another of the honors which the county holds is that it's son, Edwin T. Strider, prominent Charles Town merchant and undertaker, was one of the first persons who inaugurated the service from the Charles Town Post Office. In the photo, Mr. Strider and Mrs. Jones stand in front of the high and stately Charles Town Post Office to commemorate the delivery in Charles Town in 1896.

After 42 years Jefferson County was not the first to take another

6

### Secure Support and Federal Funding to Replace The Charles Town Post Office at the Same Site

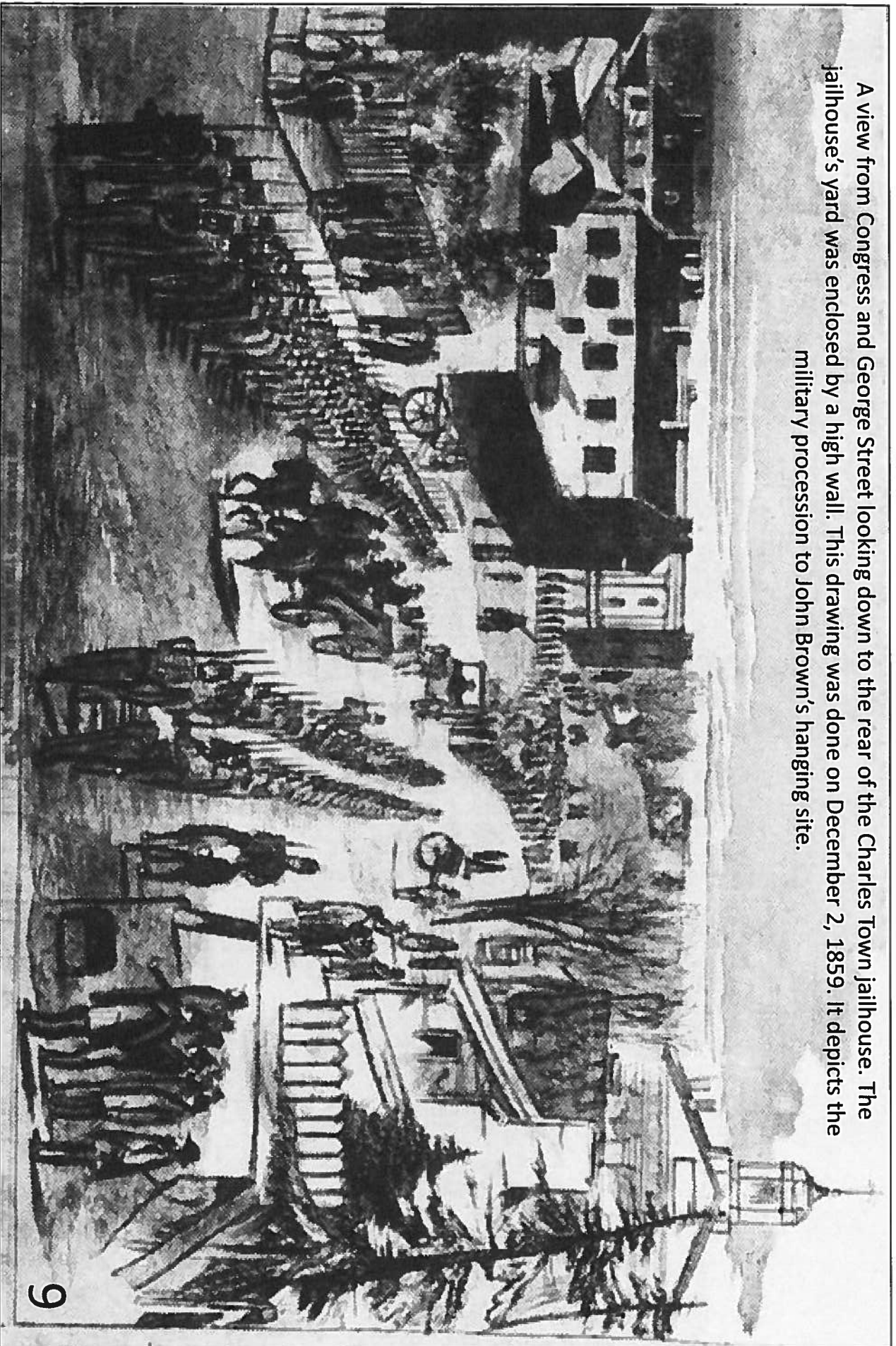
1. The JCC should lead an effort by local, State and federal elected leaders to secure support and federal funding to replace the existing 97-year-old Charles Town Post Office. The Colonial Revival architectural style building was constructed in 1922.
2. The existing building needs to be replaced with a modern, easily accessible postal complex. A public/private partnership, possibly with retail space occupying some of the building should be considered.
3. The outside of the new building will resemble the jailhouse that held John Brown and six of his twenty raiders in 1859. That jailhouse was torn down on the same site in 1919.
4. Within the complex, John Brown's jail and his jail cell will be re-created as a mini-national museum. The Jefferson County Museum and the Webb-Blessing Museum may contain many original items from both John Brown and the original jail. This mini-national museum will also tell the story of Charles Washington's role in the founding Jefferson County and Charles Town, as well as the significance of the four corner lots. The museum will recognize Jefferson County as one of the first locations for rural free mail delivery, particularly to farmers. The museum also will recognize Mrs. Vesta Watters Jones, the first woman mail carrier in the County, likely in the State of West Virginia, and possibly the first woman mail carrier in the United States.
5. The museum will increase the number of downtown historical sites. This will create a critical mass of historical sites that people will want to tour, thus creating self-sustaining historical tourism deeper into the interior of the County, with Harpers Ferry as the starting point.
6. A modern parking structure, possibly a public/private partnership, with an enclosed walkway, will be attached in the back.
7. The new building's design will return Washington and George sidewalks back to their original flow. This will remove the sharp corner on George Street as you walk up to Congress Street.
8. Proposed names for the building are:
  - 1) The "John A. Copeland Jr. and Shields Green" Federal Post Office, or The "Copeland Green" Post Office for short. Copeland and Green were two of John Brown's raiders housed in the jail. Both were convicted and hung, however the charge of treason against the Commonwealth of Virginia was specifically dropped against both due to the legal argument, set forth by their own attorneys and agreed to by the Prosecutor Andrew Hunter, that the Dred Scott Supreme Court decision of 1857 negated African-Americans of any right to citizenship, as well as any other human right, in Virginia or in any other state, or in the United States. Copeland and Green could not be charged with treason, against Virginia or another state or by the National Government, because treason requires the accused to be a citizen of someplace in America.
  - 2) Major Martin Robinson Delaney. He was a physician and Civil War major in the 104th Regiment of the United States Colored Troops, Delaney became the highest-ranking African American in the U.S. military. Major Delaney was born in Charles Town.

This drawing is of John Brown leaving the Charles Town jailhouse on the December 2, 1859, to sit in the wagon, on top of his coffin, for the short ride to his hanging site. That site is now the side yard of the Gibson-Todd House on Samuel Street. The building housing the jailhouse was torn down in 1919. The current Charles Town Post Office was built on the site in 1922.

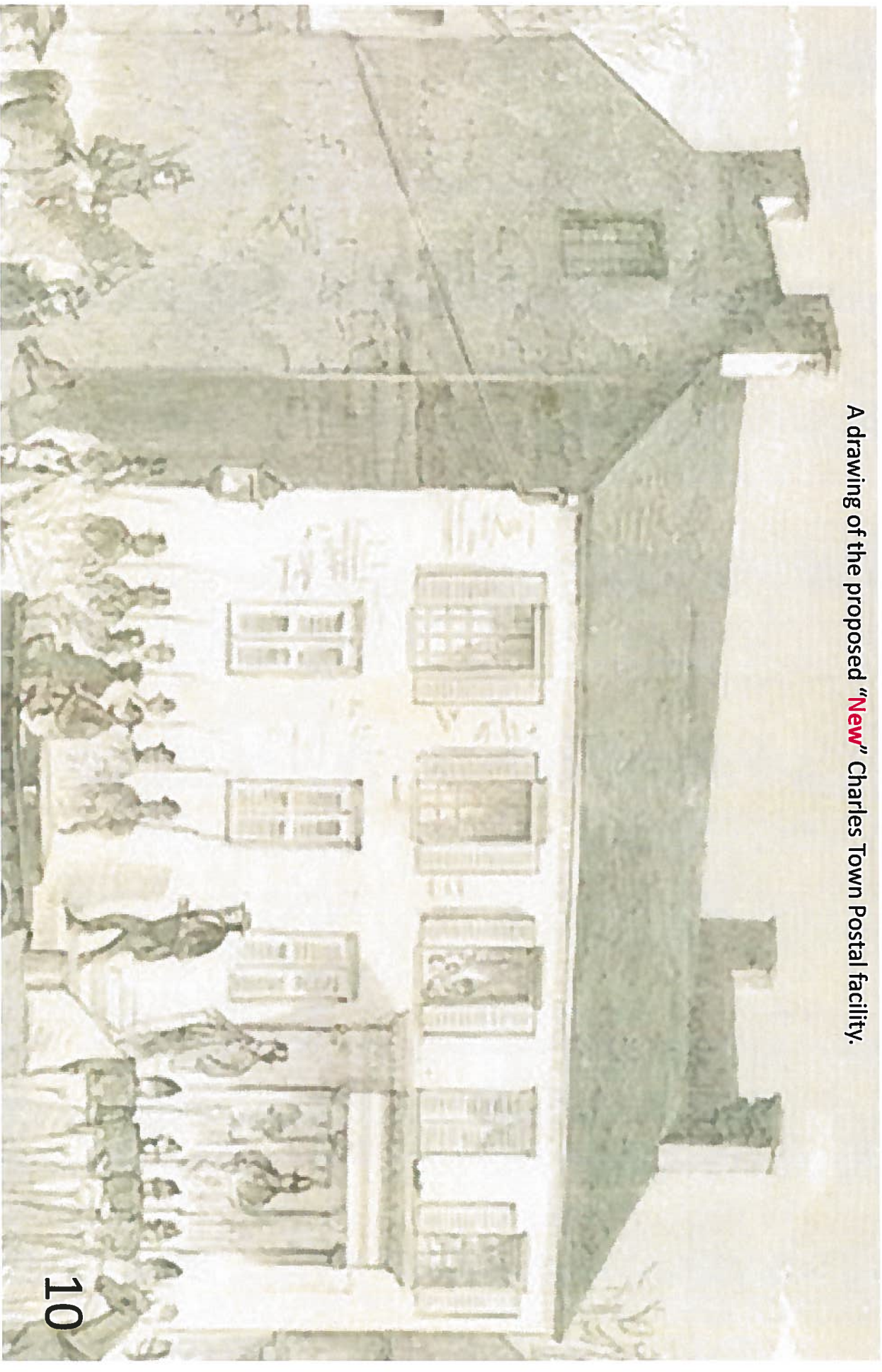


EXHIBITION OF JOHN BROWN—WAGON IN WHICH HE WAS CONVEYED TO HIS CONFINEMENT IN A PUNISHMENT WAGON TO THE PLACE OF EXECUTION.—"Plea" & "Lesson" BY DR. J. W. ALLEN.

A view from Congress and George Street looking down to the rear of the Charles Town jailhouse. The jailhouse's yard was enclosed by a high wall. This drawing was done on December 2, 1859. It depicts the military procession to John Brown's hanging site.

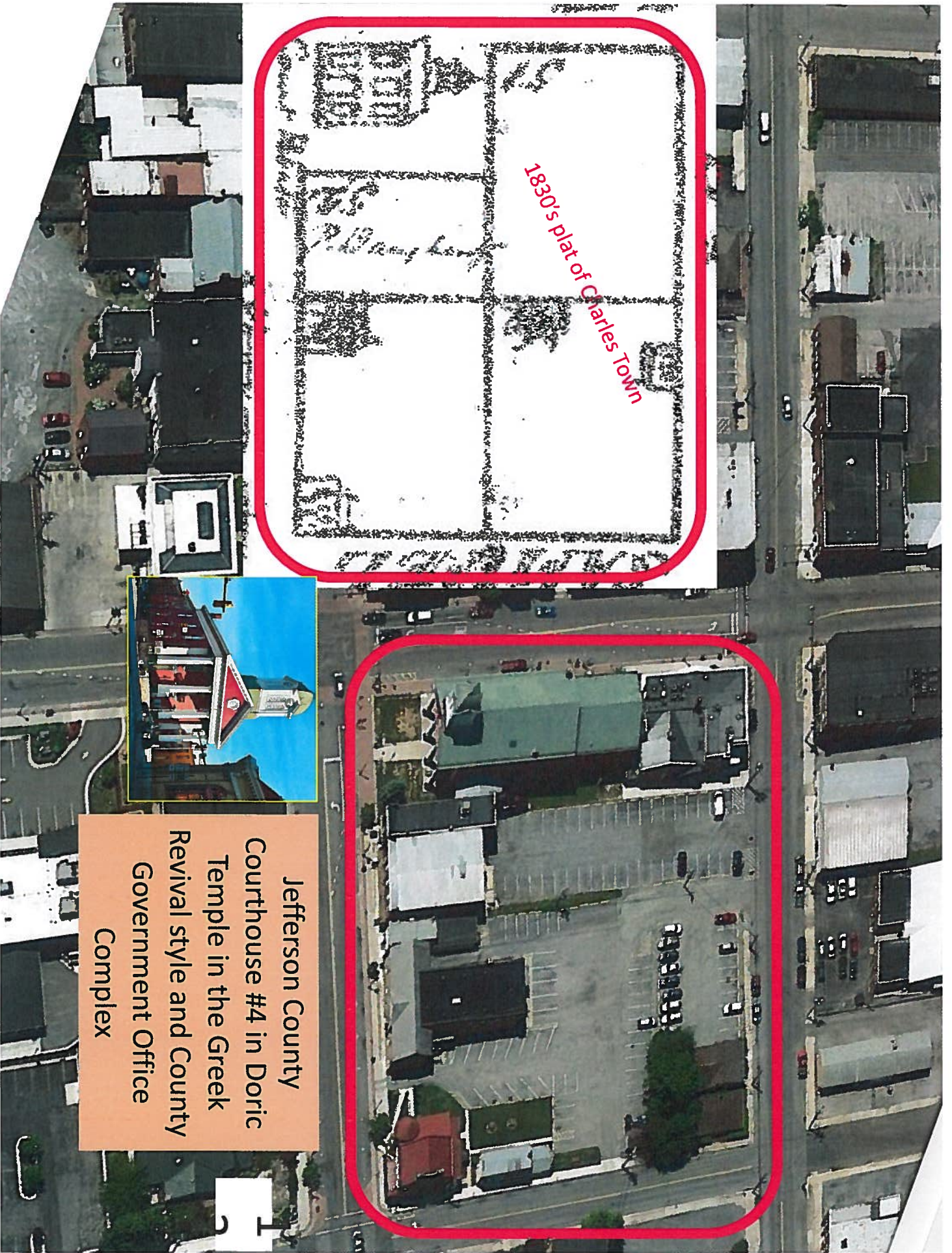


A drawing of the proposed “**New**” Charles Town Postal facility.



## **Proposal Two**

- 2) a. Modernize the Jefferson County Government Office Complex
- b. Recreate the two Courtrooms used in Jefferson County Courthouse's #2 and #4



1830's plat of Charles Town

Jefferson County  
Courthouse #4 in Doric  
Temple in the Greek  
Revival style and County  
Government Office  
Complex

# The Journal

Sections: Life News Obituaries Opinion Special Sections Sports Multimedia December Classifieds Business Directory

## Charles Town courthouse scores grant for improvement

By Danyel Vanreen [dvanreen@journal-news.net](mailto:dvanreen@journal-news.net) 3 hrs ago



The Jefferson County Courthouse where John Brown was tried in 1849 is a historical landmark in Charles Town. Joseph H. White/Photo Agency

**CHARLES TOWN** — The Charles Town Courthouse recently received a \$100,000 state grant from the West Virginia Courthouse Facilities Improvement Authority for the improvement of external masonry, bricks and paint, according to Jefferson County Director of Maintenance Bill Polk.

The project to repair the courthouse's masonry, brick and paint will cost a total of \$152,000, Polk said.



### Most Popular

Articles

- Jimmy the first dog later trophy received in Martinsburg
- Eastern Panhandle welcomes first baby of 2019
- Police respond to break-in at Cedar General
- Harpers Ferry man charged with obtaining money by false pretenses
- Berkeley Springs man charged with allegedly lying to police, threatening a witness
- Overlawn couple, coffee shop thriving after five years
- Berkeley County Council removed from alleged false arrest case
- Paralyzed man accused of kidnapping woman to ranch in jail
- Martinsburg woman charged after leaving 13-year-old in car
- Tanisha A. Daxler

### Submit Your News

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West Virginia

## The Jefferson County Courthouse will receive improvements thanks to a state grant

By: Jonathan Hunter

Posted Jan 07, 2019 10:51 PM EST

Updated Jan 07, 2019 10:51 PM EST



## **Modernize the Jefferson County Government Office Complex**

- A. Construct within the current block, a modern Jefferson County government office complex. It will consolidate all the County's offices, including Teen Court. A public/private venture could provide office space downtown for other local, state and federal entities. The complex will utilize energy saving technology, including solar panels.
- B. Maintain the outside historical facade of the existing buildings, including the current 147-year old Courthouse #4 with its Doric Temple in the Greek Revival architectural style. This will eliminate any existing hazard from fire, mold, wear and collapse. This new courthouse will be County's fifth Courthouse.
- C. New courtrooms and a skywalk to the Judicial Center Building will enhance prisoner security and employee safety.
- D. A multi-story public parking complex, constructed within the complex, with entrances on all four sides will rejuvenate both existing businesses as well as serve as the catalyst for new businesses to locate nearby. It will provide the CT Library and the JC Museum with much needed parking options. The garage could be managed within the City of Charles Town's existing parking system. Parking revenue can be shared with the County. The parking complex will include electric vehicle charging stations, powered by the solar panels. This will provide another incentive for tourist, consumers and businesses to utilize the complex. The complex will also house a smaller convention rental facility, run by the JCCVB, and sharing revenue with the County.
- E. This will be the current County Commission's legacy to future generations of Jefferson Countians. It will serve as a catalyst to bridge the gap between the multi-generation Jefferson Countians and the 1<sup>st</sup> and the 2<sup>nd</sup> generation of Jefferson Countians.
- F. Not cheap. \$25–35 million in building bonds and private sector funding, maybe more. Make an offer to purchase any private property on the block.

## **Recreate the two Courtrooms used in Jefferson County Courthouse's #2 and #4**

- G. The new Courthouse #5 will be unique. First, it will restore the 1859 John Brown raiders treason trials' courtroom that occupied the ground floor of Courthouse #2. Second, it will restore the second floor courtroom used for the 1922 Battle of Blair Mountain coal miners treason trials, of the current Courthouse #4. Both courtrooms will part of a walking tour for tourist.
- H. The complex will house a museum that will tell the complete history of the County (and with it the nation) through the eyes of the now five courthouses. It will also tell the story of Charles Washington's role in the founding of Jefferson County and Charles Town, as well as the significance of the four corner lots. It will also include local history of the block, including Charles Town's first African-American school, built in 1867 on the corner of the Samuel and Liberty. The museum could be managed by J-County Historical Society and the Jefferson County Museum. It will share revenue with the County. It could also house an institute for the study of state treason trials. Forty-three states of the fifty states have provisions in their constitutions for the little-understood charge of state treason.
- I. The museum and walking tours will increase the number of downtown historical sites. This will create a critical mass of historical sites that people will want to visit, thus creating self-sustaining historical tourism deeper into the interior of the County, with Harpers Ferry as the starting point. This will pull more tourist dollars deeper into the County, for longer periods of time.

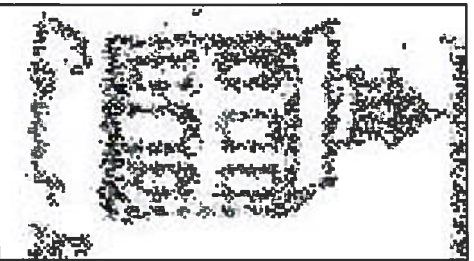
**Question:**

*Why are Jefferson County's courthouses famous?*

Jefferson County has had more courthouses than nearly all the other counties in the United States. Two were constructed when Jefferson County was a part of Virginia, while two were constructed after West Virginia became the 35<sup>th</sup> state.

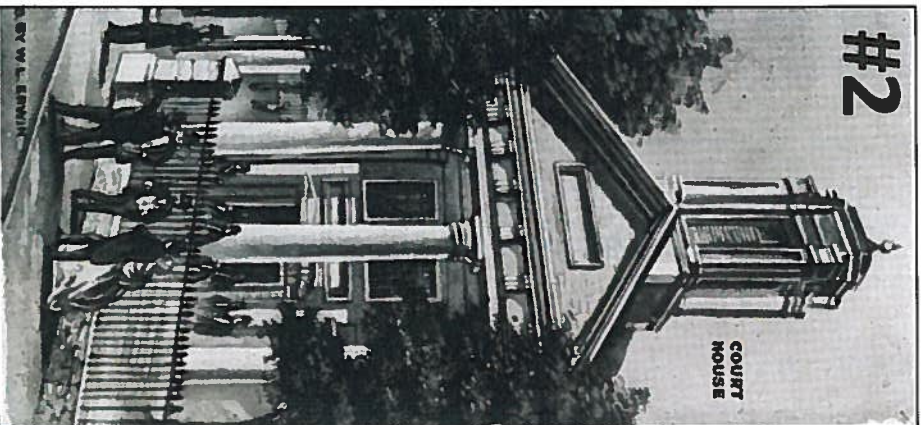
**Answer #1**

**#1**



1803 to 1836  
Replaced

**#2**

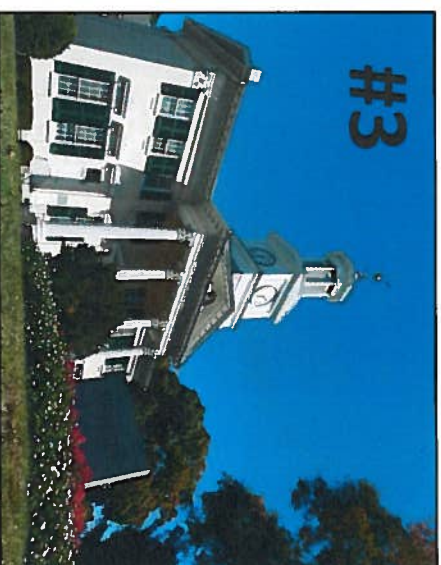


Charles Town  
(Charlestown),  
Virginia

Charles Town  
(Charlestown),  
West Virginia

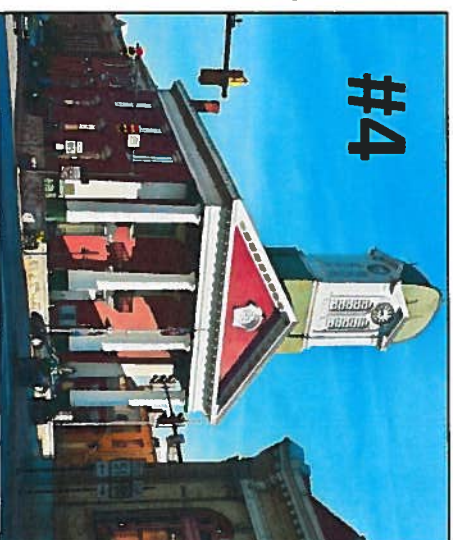
1837 to October 18, 1863  
Blown Up

**#3**



1865 to 1872  
McMurrin Hall, Shepherdstown  
Temporary

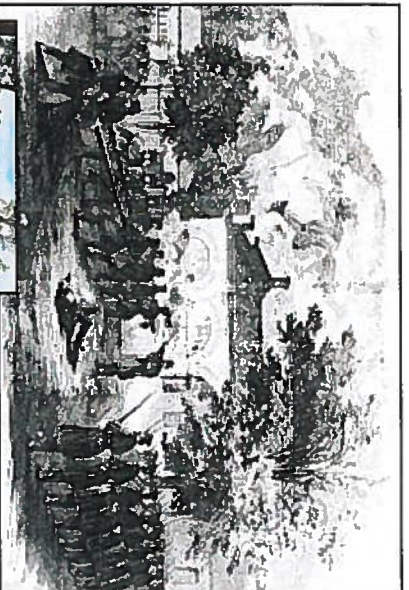
**#4**



1872 to Present  
Current

## Answer #2

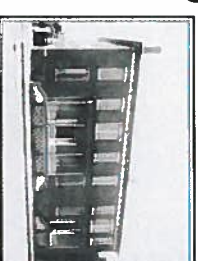
John Brown's Irrevocably altered the history of the United States.



**1**  
Raid & Captured  
Alive in Harpers Ferry  
October 16-18, 1859



**2**  
Writings and  
Interviews at the  
Charles Town Jail  
October 18, 1859 to  
December 2, 1859

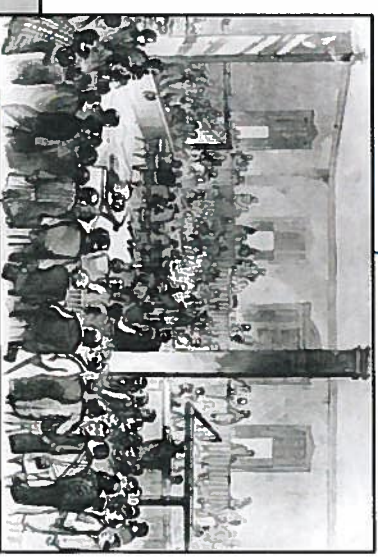


**4**  
Day of his hanging, John  
Brown wrote his final  
message predicting the Civil  
War.

**1)** Composure on route to,  
at and during his hanging.  
December 2, 1859



**3**  
Trial and Famous  
Sentencing Speech  
in the Jefferson  
County Courthouse  
October 27, 1859 -  
November 2, 1859



**Answer #2**

John Brown's Irrevocably altered the history of the United States.

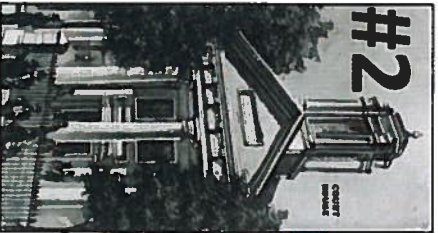


**Answer #3**  
Jefferson County's Courthouses have held two separate sets of treason trials against two separate states, in two separate courthouses, in two separate states

John Brown Raiders' Treason Trials 1859



"Commonwealth of  
Virginia v. John Brown"



Treason Against  
the State of  
Virginia

Battle of Blair Mountain "Mine Wars" Treason Trials 1922



"State of West Virginia  
v. William Blizard"



Treason Against  
the State of  
West Virginia

Current Jefferson County Courthouse #4 and County Office Complex



Liberty Street View of Current Jefferson County Courthouse #4 and County Office Complex



Rough drawing representing the roof of the proposed Jefferson County Courthouse #5  
& a modern county office complex, museum and institute

Skywalk

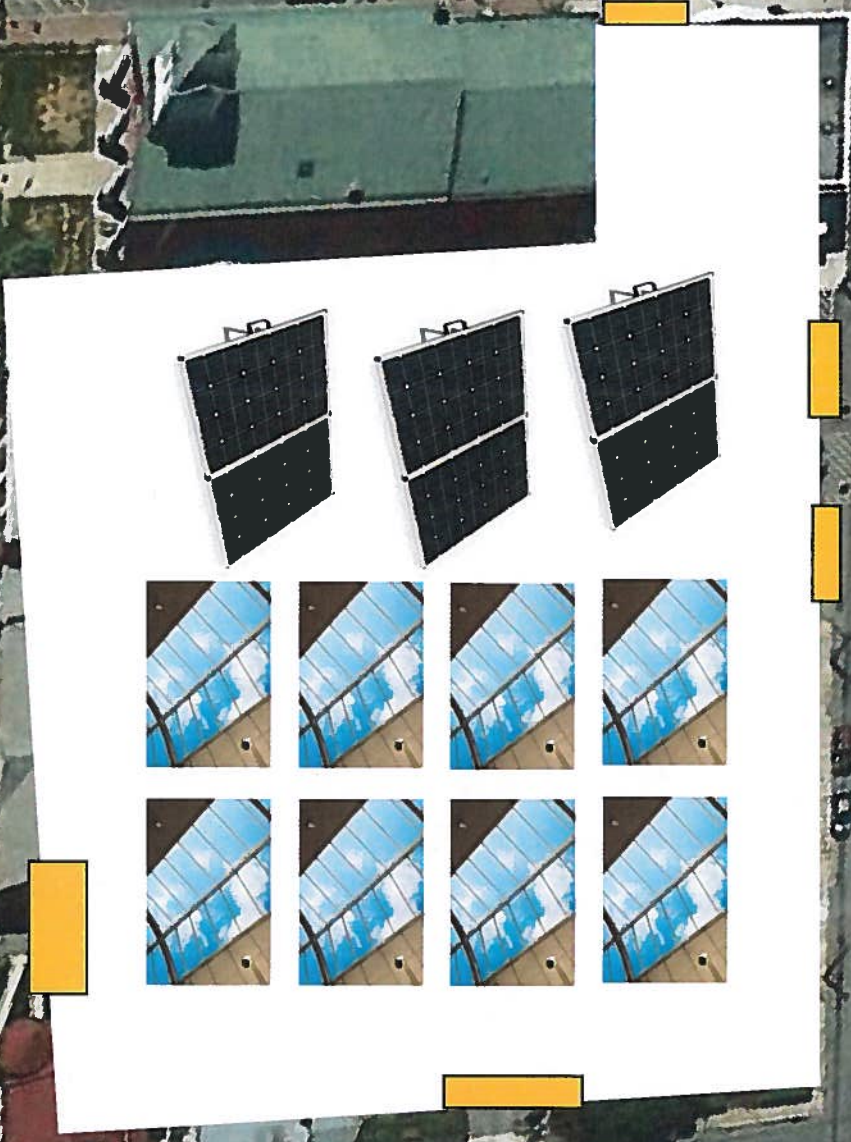
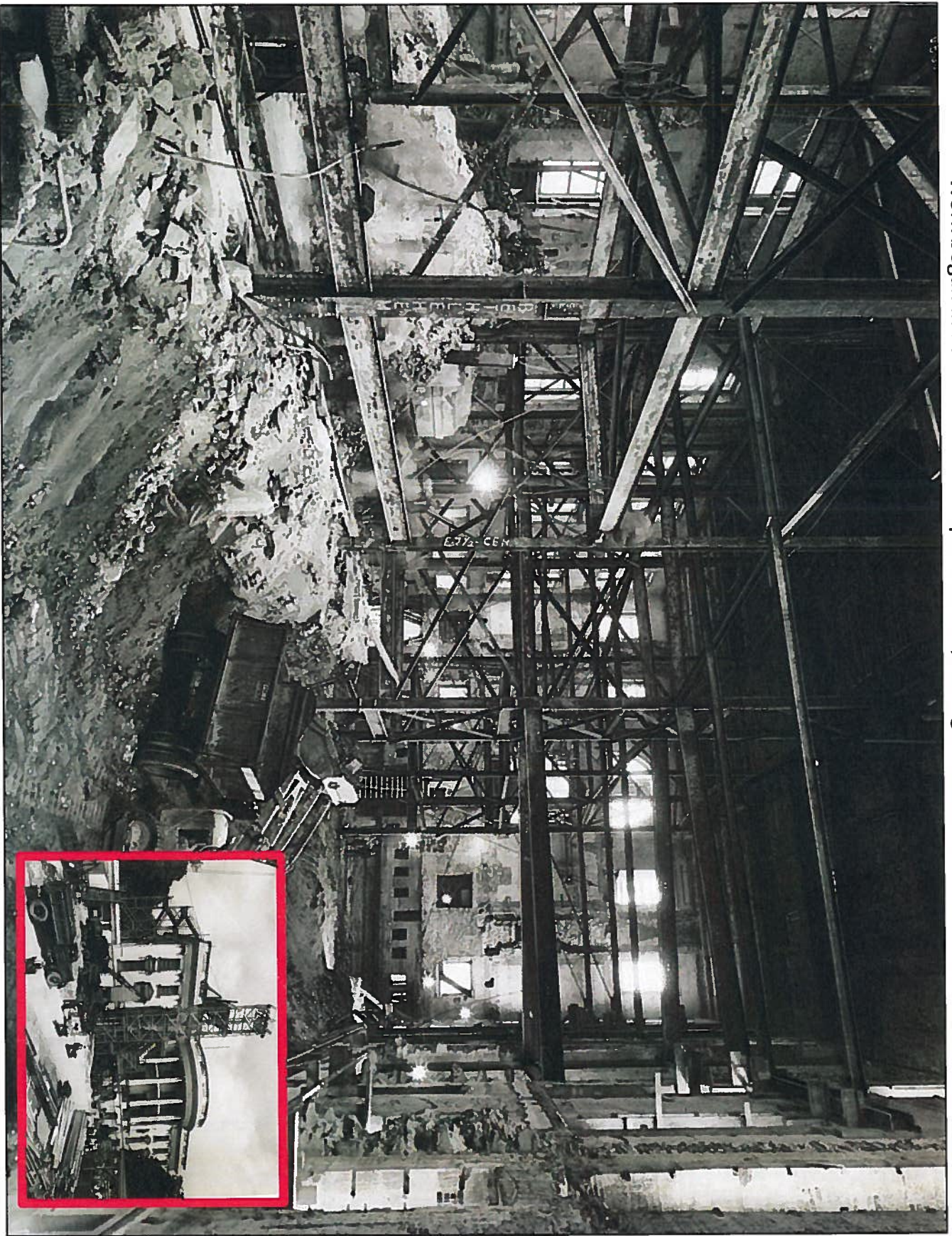


Photo taken inside the White House during its renovation.  
Work began in 1949 and was completed 1952, during President Truman's Administration





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **January 17, 2019**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Interviews/Appointments to the Jefferson County Development Authority Board of Directors – three Citizen Representative terms ending April 5, 2019, 2020, and 2021 and one (1) Labor Representative term ending April 5, 2021 – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable





# City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414  
Phone: (304) 725-2311 • Web: [www.charlestownwv.us](http://www.charlestownwv.us)

January 2, 2019

**MAYOR**

*Scott Rogers*

Ms. Stephanie Grove  
County Administrator  
124 E. Washington Street, P.O. Box 250  
Charles Town, WV 25414

**CITY  
COUNCIL**

*Ann Paonessa*

*Clay Hines*

*Bob Trainor*

*Michael Tolbert*

*Nick Zaglafa*

*Michael George*

*Mike Brittingham*

*Todd Coyle*

**City Manager**

*Daryl Hennessy*

Dear Ms. Grove:

During this time of transition for the Jefferson County Development Authority (“Authority”), the Charles Town City Council has determined that its representative to the Authority should be an elected official, directly accountable to the people of Charles Town. Beyond the significant issues currently confronting the Authority, we know that the organization will soon begin a re-evaluation of its current goals and objectives and believe that a policy representative from the city is more appropriate at this time.

To that end, the Charles Town City Council is requesting that the Jefferson County Commission appoint either Michael Tolbert, Scott Rogers, or Michael Brittingham to serve as its representative through April 2019, the remaining term of our current representative. City Manager Daryl Hennessy has served as the city’s representative since January 2018 and will step down once the appointment is confirmed. This will ensure the smoothest transition possible for the organization. Enclosed is also a letter from Mr. Hennessy confirming his resignation.

I have enclosed biographical information for each of the nominees. If you have any questions regarding our nominations or need any additional information to approve the appointment, please contact Daryl Hennessy by email at [citymanager@charlestownwv.us](mailto:citymanager@charlestownwv.us) or by phone at 304-725-2311.

Thank you for your assistance with this important matter.

Sincerely,

Scott Rogers  
Mayor

Enclosures

c: Michael Tolbert, Charles Town City Councilman  
Michael Brittingham, Charles Town City Councilman  
Daryl Hennessy, City Manager



# City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414  
Phone: (304) 725-2311 ♦ Web: [www.charlestownwv.us](http://www.charlestownwv.us)

January 2, 2019

**MAYOR**

*Scott Rogers*

Ms. Stephanie Grove  
County Administrator  
124 E. Washington Street, P.O. Box 250  
Charles Town, WV 25414

**CITY  
COUNCIL**

*Ann Paonessa*

*Chet Hines*

*Bob Trainor*

*Michael Tolbert*

*Nick Zaghsa*

*Michael George*

*Mike Brittingham*

*Todd Coyle*

Dear Ms. Grove:

In a letter to you dated January 2, 2019, Mayor Scott Rogers submitted the names of three individuals to serve as the City of Charles Town's new representative to the Jefferson County Development Authority ("JCDA"). The mayor's letter notes my resignation effective immediately upon the selection of a new JCDA representative. Please accept this letter as confirmation of my resignation from the JCDA once a new individual has been selected by the County Commission.

If you have any questions regarding this letter or the city's request to name a new representative to the JCDA, please feel free to reach out to me. I can be contacted by phone at 304-725-2311 or by email at [citymanager@charlestownwv.us](mailto:citymanager@charlestownwv.us).

Thank you for your assistance with this important matter.

**City Manager**

*Daryl Hennessy*

Regards,

Daryl Hennessy  
Charles Town JCDA Representative

c: Scott Rogers, City of Charles Town Mayor

Michael E. Tolbert  
858 West Washington Street  
Charles Town, WV 25414  
202-253-4387  
miketolbertct@gmail.com

**U.S. Food and Drug Administration, College Park, MD**

Center for Food Safety and Applied Nutrition  
Office of Compliance, Data Systems Integration Branch  
March 2001 - Present

- **Program Analyst** - Layers “open-source” and “closed-source” data and information together. Analyzes international food safety data and information.

**U.S. Equal Employment Opportunity Commission, Washington, DC**

September 1992 – March 2001

- **Space Management Analyst** - Coordinated the renovation and reconfiguration of Agency’s field offices across the U.S.
- **Support Services Specialist** - Served as Commission’s field office relocation coordinator.
- **Research Analyst** – Performed legal, financial and social science research at Agency’s main law library.

**U.S. Army National Guard, 1986-1987**

**U.S. Army Reserves, 1981-1985**

Enlisted – Unit Supply Specialist – 76-Y  
U.S. Army Quartermaster School, Ft. Lee, VA, 1982  
U.S. Army Basic Training, Fort Leonard Wood, MO, 1981

**Education**

**Master’s Certificate, Project Management**

George Washington University, School of Business, 2014

**Bachelor of Arts, Political Science**

West Virginia University, 1984

Wrote research papers on American infrastructure deterioration, international organizations and strategic nuclear targeting.

**Some Coursework Completed in Accounting**

Strayer University, 1997 – 1999

Michael E. Tolbert

**Activities, Associations and Interests**

- Elected Charles Town City Council, Ward 1, May 2015. Serves on the Ordinance Committee, the Streets Committee, and the Vacant Structures Board.
- American Legion Post 102, Charles Town, WV.
- St. Philips Episcopal Church, Charles Town, WV.
- Board member - Friends of Happy Retreat, and the Partnership for Affordable Housing.
- Former Assistant Scoutmaster and Cubmaster, Washington DC.  
Merit badge counselor for the three Citizenship merit badges, 1994 - 2007.
- Big Brothers/Big Sisters High-Risk Program, Washington, DC.  
Awarded Big Brother of the Year, 1994.
- Former Contracting Officer's Representative – Level II.  
Federal Acquisition Certification – Contracting Officer's Representative (FAC-COR).
- Former member – Project Management Institute, and the Washington International Trade Association.
- President, Jefferson High School Student Government, Shenandoah Junction, WV, 1979.
- Sixth generation of family to live in Charles Town.
- Backpacking and the study of history.

**Scott Rogers**  
**Linked-In Profile**

**Experience**

**Shenandoah Valley Discovery Museum, Museum Advancement Officer**

The Shenandoah Valley Discovery Museum's mission is to spark curiosity & inspire learning through exploration & creative play. Since opening, the Museum's mission had been fulfilled far beyond the expectations of the three founders who spearheaded its development. The original five exhibits, constructed by committed community volunteers, instilled in children a sense of wonder and hunger for knowledge. In response to demand, additional galleries were added to allow room for special exhibits and activities. In 2014, the Museum moved to a newly renovated building. The 19,200 sq. foot expanse of space lends a bright and welcoming environment where over 70,000 people visit annually.

**Balanced Budget Amendment Task Force, Executive Director**

Accountable for managing all aspects of the political committee, including, strategic planning, survey research, polling, marketing, website development, online marketing and social networking plan, events, recruitment, conference calls, and general administration. Successfully managed relationships with state and federal legislators, national political organizations, grassroots organizations, and citizen activists.

**University of Florida; Marketing and Enrollment Services Specialist**

Processed and managed student enrollment and registrations for distance learning programs. Assisted with the implementation of newly approved Distance Learning Programs; including, setting up fiscal services, student services (admissions, registration, and enrollment systems), faculty requests, and other assistance as directed by the program proposal. Developed and initiated paid and social marketing campaigns for newly approved distance learning programs. Updated marketing websites hosted by the Distance Learning Unit. Designed and created ads for various print and online publications. Assisted the Director of Distance Learning with market analysis research related to potential distance learning opportunities.

**University of Florida; Teaching Assistant**

Graduate Teaching Assistant, Course: PHA 6269 Pharmaceutical Products and Public Policy. Supervised and guided graduate level class discussions, awarded grades for written assignments and class participation, managed attendance policy, and responded to student needs.

**Merrill Lynch, Analyst/Specialist**

Charged with precise management of complex financial transactions for high net-worth private wealth clients. Maintain open and positive lines of communication with clients and their representatives to analyze and process requests, vigilantly reviewing figures to swiftly pinpoint and resolve potential account discrepancies. Grant daily approvals of high-risk transactions guaranteeing payment of funds; provide informed and sensitive handling of exceptions. Monitor and maintain up-to-date records, ensuring error-free bookkeeping and consistently minimizing firm's financial exposure. Sustain an immaculate record of compliance with Regulation T requirements, NYSE regulations, and Merrill Lynch policies and directives.

**Education**

University of Florida; Master's Degree in Political Science/Public Affairs (2009)

Florida State University; Bachelor of Science Degree in Political Science (1995)

**MICHAEL BRITTINGHAM**  
**LINKED-IN PROFILE**

**Experience**

**Purcellville Children's Academy, Owner**

Founded in 2008, the Purcellville Children's Academy (PCA) prides itself on being the premier child care center in Purcellville, Virginia. PCA provides high-quality preschool education with daycare amenities and services in a warm, nurturing environment. We understand that choosing the right center to fit a child's needs is an important decision and we strive to meet the expectations of every family we serve.

**City Councilman, City of Charles Town**

The City of Charles Town is home to approximately 5,700 residents and boasts a rich history with prominent historical sites and cultural assets. The city is located in Jefferson County and is near the Baltimore, Maryland and Washington, DC metropolitan areas. With a cost of living about 30% lower than similar metropolitan areas, Charles Town is an attractive home for residents commuting to northern Virginia and Maryland for work.

**Electronic Transaction Systems; Relationship Manager**

Electronic Transaction Systems Corporation (ETS) is an international corporation headquartered in Ashburn, Virginia, with satellite offices in Canada and Europe. As an innovator in the merchant processing field, ETS supports merchants across any market segment and has been an integral member of the processing industry for over twenty years. ETS develops state of the art products utilizing the latest technologies to service and enable all merchants with the most comprehensive processing solutions.

**Maryland State Police, State Trooper**

The Maryland State Police has served the citizens of Maryland since its inception in 1921. Our Troopers are among the finest law enforcement officers in the world and each one is sworn to uphold our core values of Integrity, Fairness and Service.

**United States Marine Corps; Sergeant**

The United States Marine Corps is a branch of the United States Armed Forces responsible for providing power projection, using the mobility of the United States Navy, by Congressional mandate, to deliver rapidly, combined-arms task forces on land, at sea, and in the air. The U.S. Marine Corps is one of four armed service branches in the U.S. Department of Defense and one of the seven uniformed services of the United States.

**Education**

University of Maryland University College

## Jessica Carroll

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**From:** Stephanie Grove  
**Sent:** Monday, January 14, 2019 9:04 AM  
**To:** Jessica Carroll  
**Subject:** Fwd: Re: Letter to S. Grove re JCDA appointment for City of Charles Town

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

**From:** Mike Brittingham <MBrittingham@charlestownwv.us>  
**Date:** Jan 4, 2019 12:07 PM  
**Subject:** Re: Letter to S. Grove re JCDA appointment for City of Charles Town  
**To:** Stephanie Grove <sgrove@jeffersoncountywv.org>  
**Cc:** Daryl Hennessy <dhennessy@charlestownwv.us>, Michael Tolbert <mtolbert@charlestownwv.us>, Scott Rogers <SRogers@charlestownwv.us>, "Vinemont.farm@gmail.com" <vinemont.farm@gmail.com>, commissionerpnoland@gmail.com, jjcompton05@gmail.com, calebhudsonforjeffersonwv@gmail.com, Ralph Lorenzetti <rlorenzetti@jeffersoncountywv.org>

Dear Ms. Grove,

As noted in the below email, the City of Charles Town has forwarded the resumes of Councilman Michael Tolbert, Mayor Scott Rogers, and myself for consideration to appointment to the Jefferson County Development Authority upon the resignation of our City Manager Daryl Hennessy.

The City Council forwarded these three names after a concern was made to the County Commission that State law required three submissions and historically municipalities including Charles Town had only sent one for consideration. I agreed to submit my name for consideration in order to assist the County Commission in complying with this interpretation of the State law.

If selected as the Charles Town representative to the JCDA I will perform those duties with the same commitment that I have given to all committees and boards that I have the pleasure of serving on and will always act in the best interests of the Citizens of Charles Town and Jefferson County. However, I would like to make it clear to the County Commission that I have no desire to be appointed to the JCDA. My current obligations to the City of Charles Town require a substantial time commitment that I believe is currently near the maximum I can offer. Also, given my recent criticism of the JCDA and more specifically the Rockwool project, I believe my presence on the JCDA could create an unnecessary distraction and hinder the work of the JCDA at a time when the work being completed there is more valuable to the County than ever before.

It is for these reasons I strongly recommend the Jefferson County Commission appoint Councilman Michael Tolbert to the JCDA. I have worked with Councilman Tolbert in our roles as City Councilmen as well as on the Charles Town Ordinance Committee. Councilman Tolbert possesses an immense knowledge of the history of Jefferson County, an understanding of economic development principles, a strong dedication to research, and an unwavering sense of duty to the Citizens of Charles Town and Jefferson County. He would be a great addition and asset to the Development Authority.

Thank You,

Mike Brittingham





# Eversweet Apiaries™



*Providing Raw Honey, Beekeeping Supplies, & Free Bee Education Since 2002.*

December 29, 2018

Dear Jefferson County Commissioners,

In response to your posting for Jefferson County Development Authority's (JCDA) board openings, I am submitting my resume and application for your consideration.

The experiences and skills that I have obtained have given me a solid background in business (small to large), agriculture, and public relations. I am a leader and educator with strong practical business experience in the apiary community.

Being a small business owner for many years, I realize the obstacles small businesses face from day to day operations to government support. I have seen a disconnect between our small businesses and local/state government. If selected, my goal is to work on the needs of small businesses through direct communication and not only liaison their needs back to the JCDA board and your office, but actively work on fulfilling their needs.

My business, Eversweet Apiaries, is a beekeeping supply shop in Kearneysville and we maintain 50+ colonies all within Jefferson County. However, our main focus is free honeybee education to beekeepers and non-beekeepers. Eversweet was established in 2002 by my Father and I took ownership of the business in 2015. Honeybees are dependent upon our environment and agriculture. In order to be a successful beekeeper, one must be in sync with all three: bees, environment, and agriculture. Beekeepers are part entomologist, horticulturist, agriculturist, and botanist. Being a beekeeper has taught me the importance of symbiotic relationships and I intend on applying this concept within our community. We need to be able to coincide and function together in order to be a successful and happy community.

I have lived in Jefferson County most of my life and my ancestry here goes back many years. My 7<sup>th</sup> Great Grandfather was Nicholas Lemen. Nicholas was granted 570 acres of then Virginian land from Lord Fairfax in 1756. This land is now the Kearneysville area. I have deep pride and roots in Kearneysville and Jefferson County, its heritage, and its citizens. It would be an honor to serve them.

I feel that my extensive skills and experiences would make me the ideal candidate for a position on the JCDA's board. I would like to elaborate on my capabilities to the Commission in an interview at your convenience. Thank you for your time and consideration.

Sincerely,  
Jennifer J. King /s/

Page 1 of 1

# JENNIFER J. KING

Eversweet Apiaries, 85 Everhart Drive, Kearneysville, WV 25430, (304) 876-3832  
info@eversweetapiaries.com

## ***EMPLOYMENT HISTORY:***

### **Owner, Eversweet Apiaries, Kearneysville, WV (04/15 - Present)**

- ◆ Maintain 50+ honeybee colonies in Jefferson County
- ◆ Produce & sell honey & other hive related products to individuals & wholesalers
- ◆ Manufacture & maintain inventory for retail beekeeping supplies
- ◆ Assist customers with their beekeeping purchases
- ◆ Provide honeybee & related education by phone, email, social media & person to person to beekeepers & non-beekeepers
- ◆ Create & present educational honeybee topics to beekeeper organizations in WV, PA, VA, MD, & DC
- ◆ Volunteer honeybee education to schools
- ◆ Provide free workshops & seminars on honeybees & beginner beekeeping
- ◆ Create graphics & advertisements for company & handle all public relation matters including updating website & social media sites
- ◆ Maintain bookkeeping records & file taxes

### **Owner, King Works, Charles Town, WV (06/02 – 04/15)**

- ◆ Prepare patent drawings using Illustrator, AutoCad & Adobe Acrobat on a contractor basis for Whitham, Curtis, Christofferson & Cook, P.C.
- ◆ Proofread all drawings before returning to secretaries
- ◆ Consult with inventors & lawyers, as needed, regarding patent drawings
- ◆ Web design & consultation
- ◆ Graphic & logo designs
- ◆ Editorial & document conversion services

### **Drafting Coordinator & Accounting Assistant, Whitham, Curtis, Christofferson & Cook, P.C., Reston, VA (11/01 - 06/02)**

- ◆ Coordinated all patent drawings to send to outside graphic service
- ◆ Monitored due dates of patent drawings & consulted with graphic service regarding due dates
- ◆ Proofread all drawings returned by graphic service; returned formal drawings to secretaries for filing
- ◆ Corrected drawings, as needed, prepared by previous in-house draftspersons using AutoCad
- ◆ Performed all duties as described below as Accounting Assistant for the same firm

### **Owner, 4 Kings Creations, Charles Town, WV (08/00 - 10/01)**

- ◆ Web design & consultation
- ◆ Graphic & logo designs
- ◆ Editorial & document conversion services

### **Accounting Assistant, Whitham, Curtis, & Whitham, PLC, Reston, VA (06/97 - 8/00)**

- ◆ Monitored outstanding balances of clients' accounts, alerted attorneys of accounts outstanding over 60 days, prepared A/R summary spreadsheet for monthly Managing Member meetings, followed up with collection letters and prepared clients' statements
- ◆ Assisted with general ledger activities including monthly closings
- ◆ Maintained a direct line of communication with all clients to resolve billing and payment issues

# JENNIFER J. KING

Eversweet Apiaries, 85 Everhart Drive, Kearneysville, WV 25430, (304) 876-3832  
info@eversweetapiaries.com

## **Continued - Accounting Assistant, *Whitham, Curtis, & Whitham, PLC***

- ◆ Maintained client ledger files with billing and payment records maintained on accounting software and physical files
- ◆ Supervised invoice preparation and performed quality assurance on bills daily before they got mailed
- ◆ Prepared bank deposits; collected data for receipt postings; posted receipts
- ◆ Monitored Patent & Trademark Office deposit account for legitimate charges and requests for refunds as necessary, maintained adequate balance in account
- ◆ Managed the Accounts Payable process and maintained a direct line of communication with all vendors
- ◆ Maintained records of personal service contractors and collected data for 1099 MISC tax filings; prepared and disbursed 1099 MISC tax forms for personal service contractors
- ◆ Point of contact for auditor inquiries
- ◆ Assisted in the collection of data for tax returns, business licenses, insurance and other policies
- ◆ Assisted with special accounting projects throughout the year as directed by preparing reports or spreadsheets
- ◆ Determined earned escrow and tracking of specific clients' escrow funds; transferred clients' earned escrow as necessary
- ◆ Prepared interoffice memorandums which reminded or informed employees of changes to company's billing procedures
- ◆ Assisted with developing presentations, departmental procedures and training guidelines for company handbook
- ◆ Trained employees on accounting and software packages and company's billing procedures
- ◆ Resolved hardware or software difficulties for attorneys and support staff
- ◆ Configured LAN workstations and performed network backups
- ◆ Assisted in preparing financial reports & final preparations for firm's merger with McGuire Woods in Tyson's Corner, VA

## **Program Assistant, *Vredenburg, Reston, VA (10/95 - 06/97)***

- ◆ Maintained a file system for financial reports, funding documents, funding plans, and correspondence for Foreign Military Sales (FMS) systems
- ◆ Maintained, analyzed, and reconciled financial tracking for FMS and monitored Program's financial reports using Standard Accounting and Reporting System (STARS)
- ◆ Prepared and tracked FMS funding documents using Electronic Funds Transfer System (EFTS)
- ◆ Coordinated and acted as liaison with Naval Activities and Offices to track funding documents, resolve funding issues, and monitor funding requirements
- ◆ Maintained computer inventory, listings for deliverable files, and program phone list
- ◆ Assisted with editing / proofreading proposal materials
- ◆ Obtained and scheduled in-house training for staff meetings by serving as Training Coordinator

## **Technical Support / Customer Service Rep., *Kleinrock Publishing, Charles Town, WV (04/94 - 07/95)***

- ◆ Provided technical / software support to customers for all company products
- ◆ Assistant to Financial Director and Senior Editor
- ◆ Handled an average of 120 sales, billing, and technical calls a day on multi-line system
- ◆ Responsible for collection calls
- ◆ Responsible for shipping approximately 100 orders a day

# JENNIFER J. KING

Eversweet Apiaries, 85 Everhart Drive, Kearneysville, WV 25430, (304) 876-3832  
info@eversweetapiaries.com

## **Continued - Technical Support / Customer Service Rep., *Kleinrock Publishing***

- ◆ Maintained records of UPS shipping documentation
- ◆ Managed relations with UPS for lost and damaged shipments
- ◆ Responsible for collecting daily records of work productivity
- ◆ Assisted with optical scanning and prepared proofreading material for 17 people in WordPerfect
- ◆ Edited and proofread tax materials
- ◆ Assisted to establish new office in Georgia and trained employees

## ***EDUCATION:***

**Computer Programming & Information Systems - Undergraduate Work,**  
Shepherd University, Shepherdstown, WV 1996-1999

**Legal Secretary / Office Technology Certificate,**  
Valley College, Martinsburg, WV May 1994

## ***CLUBS & ASSOCIATIONS:***

Mountain State Beekeepers Association: Vice President, (2017-2018), President, (2015-2017)  
Rural Agricultural Defenders: Co-Chair, (2018-Present)

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: Jennifer J. King

Home Telephone Number: 304-283-0032

Work Address: 85 Everhart Drive, Kearneysville, WV 25430

Work Phone Number: 304-876-3832

Mobile Phone Number: 304-283-0032

E-mail Address: info@eversweetapiaries.com

Party Affiliation: *(Building Commission and Health Department applicants)*  
Independent

Occupation: Business Owner & Beekeeper

Education: High School Jefferson High

College Shepherd College

Trade/Business School Valley Training Center

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

(Proof of paying personal property tax, voter registration, etc.)

Address:  
22 Chaz Court, Charles Town, WV 25414  
\_\_\_\_\_  
\_\_\_\_\_

Magisterial District: Kabletown

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:  
Please see attached resume & cover letter.

Organization Memberships and Positions Held :  
Mountain State Beekeepers Assoc., President (2015 - 2017), (Vice President (2017 - 2018)  
Rural Agricultural Defenders, Co-Chair (2018 - Present)

Have you ever been convicted of any felonies? If yes, please list. No

Date:	Offense:

Statement: Please see attached cover letter.

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  Date: 11/29/2018

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*

January 1, 2019

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

To Whom It May Concern:

I am writing to express my interest in filling on of the vacancies on the Jefferson County Development Authority Board of Directors. There are approximately five current vacancies, with varying terms of service length. I would like to serve any of these terms.

I am a lifelong Jefferson County resident. I have lived in Charles Town and currently reside in Harpers Ferry. I have watched the changes that have turned the county from primarily rural to a Washington DC bedroom community. Jefferson County has several areas of attraction and opportunities for improvement to attract business and tourists to the area. Jefferson County is currently at a crux; it must decide the business environment it wishes to cultivate and aggressively pursue. I would like to be part of that conversation.

I have worked in federal contracting for the majority of my career. My jobs have taken me to Berkeley County, Northern VA, and Washington DC. My expertise in project management and risk analysis will allow me to evaluate potential opportunities from a strategic and risk perspective, taking into consideration things that others may miss.

The JCDA should have citizens on its board that will listen to the will of the citizens of the county. I am active as a coach for Girls on the Run, a girl scout mom, and a member of a local running organization. I have opportunity to speak to a diverse section of county citizens, and will use my contacts to gain a sense of the direction the citizens would like to move.

If you have questions regarding my qualifications or interest, please contact me at 304-886-3296. I look forward to hearing from you in the near future.

Sincerely,

Jami Hadden

**Jami M. Hadden, PMP, CAP, SWP, ITIL Service  
Design • 145 Cold Spring Drive • Harpers Ferry,  
WV 25425 304-886-3296 • Jami.Hadden@gmail.com**

## **Project Manager**

### **Summary**

I am a PMP® certified Project Manager with over fifteen years' experience managing a variety of projects, including IT software releases, IT system security National Institute of Standards and Technology (NIST) assessments, and business process assessments. My experience and knowledge spans several swim lanes, including: Information Technology Infrastructure Library (ITIL) assessment of existing process; risk analysis; contingency and disaster recovery planning; IT security audit; strategic workforce planning; requirements analysis; and technical writing. I am familiar with the full ITIL lifecycle and the SDLC/SEL. I have operated at all levels of the SDLC, including requirements gathering and analysis, system development, system testing, and operations and maintenance. I have managed documentation, requirements, and software testing for a 24x7 Search and Rescue (SAR) system with little supervision. I have managed project tasking and deadlines with no supervision. I have also mentored junior staff and have peer review experience. While providing excellent service to my clients and employers is very important to me, so is giving back to my community. I continue to volunteer whenever opportunities present themselves, whether through my employers or my personal network.

### **Career Experience**

#### **July 2018 - Present, USmax, *Project Manager***

- Manage a team of 17 conducting Assessment and Authorization (A&A) activities for the United States Coast Guard (USCG)
- Manage workload and tasking for A&A efforts for 42 USCG IT systems
- Track status for all A&A works in progress
- Create and manage project plans for all work in progress
- Develop three-year forecast for all A&A efforts
- Oversee Disaster Recovery (DR) and Contingency Planning activities for 42 USCG IT systems
- Conduct employee reviews, including performance improvement plans and suggested salary increases
- Report status to USCG Division Directors and Operations Systems Center (OSC) Command

**June 2014 – July 2018, Strategic Resolution Experts, Inc**

**August 2016 – August 2017, Project Manager (TSA)**

- Managed the ITIL Assessment project for the Office of Intelligence and Analysis (OIA) Vetting as a Service (VaaS) offering.
- Tasked and managed workload of subcontractor staff; ensured subcontractor staff have the appropriate skillset for tasking.
- Led interviews with VaaS Stakeholders from various organizations within TSA to obtain information on VaaS processes; evaluated current processes against ITIL methodology, identified process strengths, and identified opportunities for improvement.
- Conducted interviews with VaaS leadership from OIA and the Office of Information Technology (OIT) to obtain their vision and long-term goals for the VaaS offering.
- Ensured completion of contract tasks, including the Current State Report, Market Analysis, and Future State Report. Reports were delivered on deadline 100% of the time.
- Created and updated the Project Management Plan (PMP); tracked deliverables against established due dates via the Project Schedule.
- Led the VaaS Integrated Project Team (IPT) weekly meeting, provided project status updates and tracked action items assigned to IPT members.
- Updated project dashboards and reports provided to the OIA Senior Leadership Team (SLT).

**August 2017 - July 2018, June 2014 - August 2016, Subject Matter Expert (various Federal clients)**

- Managed project tasking and deadlines for the Defense Threat Reduction Agency (DTRA) Functional Community Workforce Guide Development initiative.
- Served as Requirements and Process SME for the TSA Universal Credentialing Contact Center (UC3); within the initial 30 days of the contract, created the UC3 System Requirements Document, which was a consolidation of requirements from legacy (outdated) requirements and current To-Be process flows. This was the first contract deliverable. Document was delivered on deadline and accepted by the customer.
- Performed As-Is and To-Be process comparison, identified gaps, and recommended solutions for improvement.
- Using ITIL methodology, created new process documents for population onboarding.
- Served as the Assistant Project Manager; acted as lead for document review and provided status during meetings with the client (TSA).

**October 2010 – August 2011, Senior Technical Writer (Verisign)**

- Created a Gap Analysis to determine outstanding items in the System Security Plan (SSP).
- Served as the information security liaison for the Operations team.
- Reviewed Incident Response documents, process, and training material, and provide feedback to Incident Response staff. Tasks include creating a new Incident Response Process, Incident Response Plan, and incident response test scenarios.

**August 2011 – July 2014, Verisign, *Business Systems Analyst***

- Managed several thousand requirements (non-functional, functional, and security requirements) for mission-critical Internet Top Level Domains (TLDs), including the .gov and .com TLDs.
- Created, managed, and tracked a peer review program for requirements.
- Implemented process guidelines based on ITIL methodology for requirements gathering processes.
- Performed gap analyses and identified areas for process improvements (in conjunction with the Business Resilience Office).
- Interviewed staff regarding business continuity activities. Documented responses to Business Impact Assessment (BIA), including identifying Recovery Time Objectives, Recovery Point Objectives, and outstanding risks. Assisted mission-critical teams in prioritizing critical business processes.
- Based on BIA and risk assessment interviews, created Business Continuity Plans for mission-critical teams.

**March 2007 – October 2010, Digicon Corporation, *Security Analyst***

- Served as Project Lead for the successful FAA Office of Aviation Safety (AVS) project, which involved completing 37 Annual Management Assessments in eight weeks. Efforts included performing a 1/3 control evaluation per NIST guidelines; updating the SSPs, Contingency/Disaster Recovery Plans (CDRPs), and Annual Assessment Reports; conducting CDRP table-top exercises in conjunction with System Owners; identifying outstanding controls; and creating associated POA&Ms.
- Created initial and annual Security Assessment packages for the EBS, EBR, APPX and OPICNET systems at OPIC, as required.
- Tracked POA&M items via the OPIC SharePoint site. Presented status report at weekly Information Security meetings.
- Analyzed monthly and ad hoc Foundstone scan results and coordinated with Help Desk personnel to determine remediation plan and due dates.
- Managed the online Information Security awareness training for the OPIC agency. Responsibilities included ensuring new users completed initial training, existing employees completed annual training, and IT professionals completed role-based training. Reported completion rates to ISSO and CIO as requested.
- Conducted risk assessment activities related to the agency's use of Web 2.0 technologies within the environment. Created a social media guide from an information security perspective.

## **Education**

Bachelor of Arts, *Magna cum Laude*, Shepherd University

## **Certifications**

ISC(2) CAP

PMP®

Strategic Workforce Planner (SWP)

ITIL Service Design

ITIL v3 Foundations

## **Technical Training**

Strategic Workforce Planning

PMP Boot Camp

ITIL Service Design

ITIL v3 Foundations

## **Awards and Citations**

SRE Volunteer of the Year (2016)



# Laura Anderson

## Energetic, Enthusiastic, and Innovative Team Player

159 Pintail Ct, Harpers Ferry WV 25425  
silveridge@frontier.com – 540-336-4707

### WORK EXPERIENCE

#### **New Homes Sales Assistant**

Ryan Homes, Washington West Division, October 2017 – Present

The Sales Assistant is an integral part of the sales team; working on the front line in model homes; making sure they are stocked with brochures and that models are presented well. Sales Assistants communicate with customers, set appointments, answer telephone calls, send and respond to emails, and make follow-up calls. Sales Assistants show and answer questions about the model homes and building lots, and assist the Sales Rep as needed. Communication internally and with customers is extremely important. Many days, Sales Assistants are in the model homes alone, and must be able to work independently. They must be flexible enough to work in a variety of communities; and know about the amenities and floor plans that are offered in each. They generate monthly reports for the sales department and developers. Sales Assistants are responsible for opening and locking up at the end of the day.

#### **Automotive Sales Consultant**

Miller Automotive Group, Miller Honda and CrossPointe Motor Cars - March 2014 – September 2017

In the new car sales consultant with Miller Honda, position includes gathering fresh ups (customers) from the sales lot and service area on a daily basis; following up on internet leads from our internet sales office, and taking referral customers. Once positive communication and rapport are built with potential customers, the job entails consulting with customers to discover their desired new or used vehicle; creating value in the vehicles through knowledge, walk around, and demonstration test drives; trial closing new car purchases or lease deals, and then closing purchases/lease deals. Once closed, position also includes advising and selling additional accessories and warranties for the vehicle. Position also includes daily follow up via phone, internet, and texting with potential and past customers; as well as some cold calling of potential customers. Through Honda, candidate has accrued many hours of online specific vehicle training on Honda products and salesmanship; as well as Joe Verdi online sales training. Initially, candidate was selling previously owned cars of all makes for CrossPointe Motor Cars, and followed the same sales protocol as in the new car lot. Candidate attained Silver status with Honda for 2015, has been new car sales leader at Miller Honda 5 times, and overall sales leader for Honda/CrossPointe 4 times.

#### **Administrative Support Tech**

US Army Corps of Engineers - Winchester, VA - December 2008 - September 2013

As an integral part of the fast paced Army Materiel Command's Deployment Program team, candidate worked closely with AMC Operations Officers at the UDC; and assisted in the planning, reporting, and execution of UDC and AMC deployment operations. She participated in researching, and implementing policies and practices regarding the deployment process; and ensured compliance to these procedures.

Candidate is goal and detail oriented; and has excellent communication and time management skills. She proficiently works with deadlines; and prioritizes responsibilities and assignments. She has a track record of being flexible, and volunteers for additional responsibilities as needed. Candidate was a major contributor to the successful deployment of an average of 30 AMC deployees per week; downloading, printing, organizing, and reviewing their medical and training packets; and communicating with them to ensure compliance to requirements. She maintained and disseminated the UDC AMC deployment roster to the entire AMC deployment community. She conducted face-to-face, phone, and email communication with new deployees, supervisors, HR staff, returning deployees, and UDC staff daily.

Additional duties: Family Readiness Coordinator 1/2012 – September 2013

Candidate was selected by management to provide support as the Middle East District's Family Readiness Coordinator. She briefed MED deployees regarding family and personal readiness for deployment; outlining available support and services. Candidate ensured that each MED deployee and his/her family were prepared for the deployment, and that paperwork was in place before departure overseas. Candidate also delivered a weekly

classroom briefing to all Corps of Engineer new deployees about the role of the Family Readiness support network, and how their families were supported by the Army Community Services, Red Cross, and local community services while the deployee was overseas; making their deployment more successful by instilling knowledge and peace of mind to deployees and their families before, during, and after the deployment. As USACE deployees returned through the UDC from deployment, candidate also provided a Family Readiness Redeployment briefing on available support; and suggested best practices for reintegration, returning to the CONUS workplace, reconnection to the family, and dealing with physical or mental health concerns that may have come from their warzone experience.

**Additional duties: CISM Peer Supporter 4/2010 – September 2013**

In 2010, candidate was selected by UDC management to serve as one of four Critical Incident Stress Management team members at the UDC. Candidate received basic CISM training for Group and Individual Intervention at the UDC in 2010; advanced training in 2011, and mandatory refresher training was completed in March 2013. Specific training was geared toward mentally preparing individuals and family members for deployment; reintegration and normalization of returning deployees; as well as critical incident, crisis preparedness, and intervention for employees in the USACE workplace experiencing a critical incident or crisis.

### **Business Partner and Instructor**

A Click Above LLC - Leesburg, VA - January 2001 - December 2009

Candidate worked as a business partner and instructor primarily in the evening hours for a highly successful and innovative dog training business specializing in Dog Agility. She has been training dogs for well over 25 years. She and her three partners planned, coordinated, and implemented the training for an average of 24 classes and over 300 students per week at their year-round indoor training facility; as well as occasional weekend special activities and seminars. This partnership also supported approximately 10 assistant and apprentice instructors. Candidate was responsible with other partners for designing individual class concepts, and curriculum; training schedules; and overall business goals. Candidate is extremely proficient at training dogs, teaching classes, mentoring assistants, and resolving personnel and student issues. Candidate previously taught classes as a volunteer, for adults and children.

### **Lead Radiology Technician, Departmental Supervisor**

Marion DuPont Scott Equine Medical Center, VA, US - January 1987 - June 2003

Candidate was the lead radiology technician for the Radiology & Nuclear Medicine department. She performed diagnostic studies on horses; and trained other technicians along with rotating veterinary students in radiology techniques and protocol; to ensure compliance with prescribed standards. Candidate has vast experience in the execution of xrays, nuclear scintigraphy, surgical x-rays, and fluoroscopy. She was responsible for hardcopy xray records management; and implementation and maintenance of a computer database. Other duties included daily upkeep of the physical department; to include inventorying and maintaining supplies; and scheduling maintenance and repair of equipment. Candidate engaged in daily communication with clients, veterinary staff, referring veterinarians, and other hospital personnel. Candidate was responsible for prioritizing and accomplishing outpatient cases, emergencies, and in-house procedures; while working to maximize production of quality state of the art medical imaging.

Candidate initially worked in the veterinary nursing and accounts payable areas of the hospital; and gained skills to perform the lead radiology technician position through on the job training and hands on experience.

### **Executive Secretary**

GTE Communications Systems - Reston, VA - April 1981 - May 1985

As Executive Secretary to the Senior Director of Business Systems R&D, duties included handling all communication to and from the office of the Senior Director; appointments and scheduling; clerical support; preparing corporate presentations; handling resumes and interview schedules; travel and vacation schedules/ reservations for Sr. Director and his staff of approximately six managers and their staff; interfacing with personnel of all levels within the Communications Systems. Also functioned as the Public Affairs Representative for the Reston Division. Responsibilities included publishing a monthly newsletter, holding a voter registration day and coordinating the United Way campaign for the Reston office. Candidate was laid off with severance package when division relocated to Phoenix, Arizona.

### **Recruiter, Office Manager**

American Office Services, CAY Associates - Annandale, VA - January 1980 - April 1981

Position entailed search and recruitment for a company specializing in secretarial and support personnel placement on a fee-paid basis. This included cold-calling applicants; interviewing; testing; checking references; presenting

applicants to potential employers by phone; coordinating interviews; writing resumes; follow-up after interviews; presenting offers; coordination new-hire start dates. Candidate initially worked as office manager for an affiliate company which specialized in technical and professional recruitment.

## **EDUCATION**

### **AA in General Studies, Business Emphasis, 3.65 GPA**

Community and Technical College of Shepherd - Shepherdstown, WV  
2003 to 2005

## **SKILLS**

Candidate is Proficient in Microsoft Office Applications; to include Word, Excel, Power Point and Outlook. She has also worked in Access, Microsoft Publisher, Microsoft Money, Quicken, and TurboTax.

## **AWARDS**

### **Leadership Development Program**

Candidate was selected by USACE upper management for the Fall 2011 Leadership Development Program Tier 1, and graduated from the program in April 2012.

### **Achievement Medal for Civilian Service**

Candidate received a medal and certificate for outstanding civilian service upon the end of her term in 2013. The award reflects her dedication to duty, loyalty, professionalism, and excellent customer service while working for the US Army Corps of Engineers.

## **CERTIFICATIONS and TRAINING**

2010 - CISM training - Critical Incident Stress Management - trained in group and individual crisis intervention and peer support;

2011 - Advanced courses completed at CISM World Congress;

2013 - CISM Peer Supporter Mandatory Refresher Course

2013 - HIPAA certification

2013 - PII certification

2013 - SHARP training

Has been certified to access Med-Pros and Eng-link secure websites

## **ADDITIONAL INFORMATION**

Previous Volunteer Positions:

President (3 years) of GRREAT, a Washington DC area non-profit Golden Retriever rescue organization which re-homes more than 200 Golden Retrievers per year and has hundreds of members/volunteers; serving as chief administrative officer for this large volunteer organization (non-paid position)

Secretary (3 years) of Loudoun Hunt Pony Club Horse Trials; responsible for administrative duties for this nationally recognized equine competition (non-paid position)

Instructed dog obedience classes for many years for the Dulles Gateway Obedience Training Club; including classes for the general public, 4-H classes, and a special socialization class for the Loudoun Hunt foxhounds (non-paid position)

Other Qualifications:

Candidate has 25+ years of hands on experience with family farming operations; previously foxhunted and whipped in with the Bull Run Hunt; raised and trained Thoroughbred horses, riding horses, and Welsh ponies. Currently raising Katahdin sheep for gourmet lamb, and an occasional litter of Border Collie pups.

Laura W Anderson

Physical address: 55 Clay St, Bolivar WV

Mailing Address: 159 Pintail Ct, Harpers Ferry WV 25425

### Summary of Experience

- 1) I was raised in Fairfax County VA, and then married and lived in Loudoun County VA from 1980 – 2002. I first moved to West Virginia in 2002; initially in Jefferson County (Charles Town); then in Berkeley County (Bunker Hill); and now in Harpers Ferry/ Bolivar since December 2016. When deciding where to relocate, I chose Jefferson County again because of the proximity to the National Parks, the beautiful farmland, and the clean air and water – but with close proximity to my children and grandchild in Loudoun County.
- 2) Work Experience – I have experience working for small businesses, have been self-employed, have sold cars for a dealership in Winchester, and currently work for a National home builder. I have worked for the Federal Government (Department of Army), and for the State of Virginia (VA Tech) as a veterinary radiology tech for 17 years. I operated a horse breeding farm while in Loudoun; and currently raise sheep, which I've done since about 2004. I've also volunteered in many positions within dog rescue, Pony Club, and currently serve on the board of the Virginia Border Collie Association (WV member).
- 3) Education - I attended Shepherd College, and obtained an Associate's Degree with a business emphasis as an adult in 2005 from the Community and Technical College of Shepherd (rebranded Blue Ridge Technical School after Shepherd became a University).
- 4) Reason for Applying – I am a resident of Bolivar, and would be interested in representing my beautiful town if that position is to be filled. I am not a political activist, and I am not affiliated with any political party. I have always trusted our governing bodies to do what was in the best interest of the citizens and believed that most governing representatives (elected or volunteer) have our best interest mind. But I have realized over the past few years that citizens do need to pay attention and participate in discussion and decisions of their local and national governments. I feel I bring a broad spectrum of blue-collar experience in both business and agriculture, and have an open minded, innovative, and common sense approach to any work I am doing. I would look forward to participating as a volunteer to help shape Jefferson County to be the best it can be; while maintaining the character and qualities of this beautiful area of West Virginia.

Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: Laura Whitmore Anderson

Home Telephone Number: 540-336-4707

Work Address: varies - Winchester area

Work Phone Number: cell 540-336-4707

Mobile Phone Number: 540-336-4707

E-mail Address: silveridge@frontier.com

Party Affiliation: (Building Commission and Health Department applicants)

N/A

Occupation: Sales assistant for Ryan Homes / Farming

Education: High School yes, graduated 1975, W T Woodson HS, Fairfax, VA

College Shepherd College (Blue Ridge Comm + Tech)

Trade/Business School 2 yr. degree (Associates) Comm + Tech College of Shepherd

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

(Proof of paying personal property tax, voter registration, etc.)

Address: 55 Clay St, Bolivar (Harpers Ferry 25425)

(see back)

Magisterial District: Harpers Ferry

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

see attached Resume + Cover letter

Organization Memberships and Positions Held : \_\_\_\_\_

Have you even been convicted of any felonies? If yes, please list. NO

Date:	Offense:

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: [Signature] Date: 12-26-18

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*

# **MORGAN SELL**

**P.O. BOX 752 SHEPHERDSTOWN WV, 25443  
(304) 671-8870**

**JANUARY 11, 2019**

**Dear Jefferson County Commissioners,**

**I would like to take this opportunity to submit my application for a position on the Jefferson County Development Authority Board. I have lived in Jefferson County for 29 years and I am committed to the future development of this area. I am committed to see that the opinions of all the hard working citizens of Jefferson County are respected and considered in regards to future development of this county. I strongly believe that all development, large or small, should be done in a responsible and sound manner.**

**Please find my resume attached. Please feel free to contact me if you require any additional information and I look forward to your evaluation of my credentials.**

**Sincerely,  
Morgan Sell**

# MORGAN SELL

P.O. BOX 752 SHEPHERDSTOWN, WV 25443 - (304) 671 8870 - MORGANSELL311@GMAIL.COM

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**YOUTH LEADER - ART EDUCATOR - FREELANCE ARTIST - COMMUNITY ORGANIZER - MOTHER**

## OBJECTIVE

Seeking a position on the Jefferson County Development Authority Board

## EDUCATION

### SHEPHERD UNIVERSITY

*BACHELOR OF ARTS:* Art Education (K-12)

*BACHELOR OF FINE ARTS:* Art Painting & Drawing

SHEPHERDSTOWN, WV

May 2013

May 2013

### UNIVERSITY OF GEORGIA

*COURSES IN ART & ART HISTORY*

CORTONA, ITALY

SUMMER 2011

## HONORS:

West Virginia Promise Scholar

Dean's List 2008-2013

Student Vice President: The Honor Society of Phi Kappa Phi, Shepherd University Chapter

Outstanding Art Major: C. Brown & Hazel Hendricks Scholarship, Shepherd University Foundation

## PERMANENT PUBLIC COLLECTION

Scarborough Library, Shepherd University, Shepherdstown, WV

## WORK EXPERIENCE

### YOUTH LEADER:

2015-PRESENT

Shepherdstown Presbyterian Church

- Demonstrates to Youth (grades 6-12<sup>th</sup>) how to be stewards for the Congregation, Local Community, and our Planet Earth
- Leads Annual Mission Trips to The Center in Baltimore, The Pilgrimage in D.C. and Coalfield Development Program in Southern WV
- Organizes Community Clean Ups, Community Meals, & Community Service

### SUBSTITUTE TEACHER:

August 2016-August 2018

Berkeley County Public Schools, Berkeley County, WV

### ARTS BUSINESS MANAGEMENT:

Summer 2012

Contemporary American Theater Festival, Shepherd University, Shepherdstown WV.

### STUDENT-TEACHER:

January 2013- April 2013

Visual Arts Instructor, Martinsburg South Middle School, Martinsburg, WV

Visual Arts Instructor, Potomack Intermediate School, Spring Mills, WV

Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: MORGAN SELL

Home Telephone Number: 304 671 8870

Work Address: 100 W. WASHINGTON ST. SHEPHERDSTOWN WV 25443

Work Phone Number: 304 876 6466

Mobile Phone Number: 304 671 8870

E-mail Address: MORGANSELL311@GMAIL.COM

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: YOUTH LEADER : SHEPHERDSTOWN PRESBYTERIAN CHURCH

Education: High School JEFFERSON HIGH SCHOOL

College SHEPHERD UNIVERSITY

Trade/Business School —

Are you a United States citizen? Yes X No —

Are you a West Virginia resident? Yes X No —

Are you a resident of Jefferson County? Yes X No —

Are you able to produce verification of residency? Yes X No —

(Proof of paying personal property tax, voter registration, etc.)

Address:

PO BOX 752  
SHEPHERDSTOWN WV  
25443

Magisterial District: 34

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

ATTACHED

Organization Memberships and Positions Held : \_\_\_\_\_

Have you even been convicted of any felonies? If yes, please list.


Date:	Offense:

Statement: \_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  Date: 1/11/19

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*

**Anastasya Tabb**  
PO Box 161  
Shepherdstown, WV 25443  
(304) 279-7710  
SEvanisko@hotmail.com

## **Work Experience**

Farmers & Mechanics Insurance

Martinsburg, WV

### **Systems Administrator**

Jan 09 – April 12

Responsible for the technical design, implementation, and maintaining of the IT infrastructure. Provided technical support on systems for the F&M staff. Implemented companies first IT Disaster Recovery plan and improved efficiency by introducing virtual technology into the datacenter.

- Responsible for maintaining all Windows based servers and desktops.
- Implemented Cisco Call Manager system for the automated attendance system.
- Designed and installed VMWare Virtualization platform to replace stand-alone servers.
- Monitored and implemented vulnerability and patch managements systems to meet cyber security requirements.
- Provided support on all facets of IT including hardware, software, telephony, network, iSeries, and cyber security.

PNGI Charles Town Gaming LLC

Charles Town, WV

### **Applications Specialist**

March 07 – Nov 08

Act as project and implementation manager on new installations and upgrades. Evaluate system functionality to determine the best configuration, optimize overall system effectiveness and revise business processes in order to help all departments maximize system potential. In addition, provide second tier application support for all users and Food and Beverage point of sale systems.

- Lead on property management system for new hotel that interfaces with casino, point of sale, door key locks, sales & catering and Avaya telecommunication systems.
- Installed and configured 30 self-service redemption and bill breaking terminals, along with 30 virtual pc's for the communication interface to casino database.
- Continued System Admin responsibilities including user administration, access permissions, system back-ups and performance & availability monitoring.

### **Systems Administrator**

April 03 – March 07

Provided full spectrum of installation and support of the facility's Windows based server systems, Avaya communications platform, and associated client side components.

Performed user administration, applied group policies and structured user security model.

- Responsible for the maintenance and operation of 20+ Windows based servers in a 24x7 production environment.
- Implemented and support a multi node Windows cluster with fiber attached EMC SAN to support critical gaming applications.
- Managed the facility's migration to a corporate-wide Active Directory security model.
- Developed and executed system security policies & procedures to insure compliancy with

- Sarbanes-Oxley audit requirements. Accomplished 100% compliancy with no deficiencies.
- Supervised and assisted desktop support technicians.

**Desktop Support Technician**

Jan 01 – April 03

Provided user support related to desktop applications, hardware, networking and telephony.

Managed department operating and capital budget: purchasing and billing.

- Installation and maintenance of client side devices and software packages.
- Project leader of company telephony upgrade to Avaya Definity G3 switch, incorporating voice mail, call tracking and automated attendants.

Milton S. Hershey Medical Center

Hershey, PA

**Workstation Analyst Associate**

Feb 99 – May 00

Provided on-site software assistance and problem resolution to a network of 3,000+ users in several locations. Furnished and implemented software and hardware recommendations.

- Operating System and application installation, configuration, troubleshooting and support.
- Installation and end-user training of Cerner PowerChart: automated lab results system.

**Help Desk Support Specialist**

Aug 97 – Feb 99

Diagnosed and managed the resolution of calls on desktop software, hardware and mainframe applications at the Help Desk in response to user calls.

- Cross-trained on mainframe operations, processing billing and nightly batches using VTAM and VM/CMS.

Anastasya Tabb  
PO Box 161  
Shepherdstown, WV 25443

January 14, 2019

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

Dear County Commissioners,

I am writing to request consideration of appointment to the Jefferson County Development Authority board as a Citizen Representative. As a resident of Jefferson County since 2001, I have watched it grow and prosper, but there is still more to come. I am at a point in my life, while focusing on raising my children, I have time to volunteer for the betterment of my community.

As you will see from the enclosed resume, my work experience is in the Information Technology field. I hope to transfer the skills that I've acquired over the years in daily administration of IT operations, as well as project planning and implementation towards supporting the growing IT demands. These could be applied to assist our community in achieving the strategic goals, such as a broadband expansion.

I would remain committed to emphasizing the County's strengths, for instance agriculture and tourism, and assist to encourage our small businesses that need support to be successful. If I were to be selected for the board, my additional contribution would be to focus on aiding our local entrepreneurs while incorporating the inevitable growth upon us.

I appreciate your time in considering my request.

Sincerely,

A handwritten signature in black ink, appearing to read 'A Tabb', written in a cursive style.

Anastasya Tabb

Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: Anastasya Tabb

Home Telephone Number: 304-279-7710

Work Address: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

E-mail Address: Sevanisko@hotmail.com

Party Affiliation: (Building Commission and Health Department applicants)  
\_\_\_\_\_

Occupation: Homemaker

Education: High School Johnstown High School

College Pennsylvania State University

Trade/Business School \_\_\_\_\_

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

(Proof of paying personal property tax, voter registration, etc.)

Address: 248 Willowdale Dr.  
Shepherdstown, WV 25443

Magisterial District: Shepherdstown

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Requesting to serve in one unexpired term for Citizen Representative ending either 2019, 2020 or 2021 on the Jefferson County Development Authority Board.

Organization Memberships and Positions Held : \_\_\_\_\_

None at this time.

Have you even been convicted of any felonies? If yes, please list. No

Date:	Offense:

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: A J Tabb Date: January 14, 2019

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*



SHILOH CITIZENS ASSOCIATION, From the President  
274 Duncan Field Lane  
Charles Town, WV 25414

December 17, 2018

Dear Jefferson County Commission,

On behalf of my fellow residents and pursuant to an official resolution passed by the duly elected Shiloh Citizens Association Board of Directors, I am requesting, in accordance with the provisions of W.Va. Code §7-12-3 "management and control of county authority vested in board; appointment and terms of members; vacancies; removal of members", which states "[o]ther persons, firms, unincorporated associations, and corporations, who reside, maintain offices, or have economic interests, as the case may be, in the county, shall be eligible to participate in and request the county commission to appoint members to the development authority as the said authority shall by its bylaws provide" that you resolve that a member of the JCDA be appointed from the Shiloh Citizens Association which is an incorporated association pursuant to W.Va. Code Chapter 36b Uniform Common Interest Ownership Act.

Shiloh Citizens Association is the only residential development bordering the Bardane Industrial Park which is owned by the JCDA. As an abutting neighbor Shiloh has a direct interest in the activities and decision made by the JCDA in this area. The decisions and activities of the JCDA on the surrounding area have already had a direct impact on the neighborhood and we would like to have a voice in the activities of the JCDA in relation to Bardane, but also because our position in the north of the County exposes us to other decision that JCDA is making relative to economic development particularly.

As a board we support deliberate and appropriate growth in the county and will appoint open minded and responsible residents who will participate in the deliberative process. At our most recent meeting our board resolved to request a seat on the JCDA as well as to appoint our secretary, Mr. Sean Feigo, as our representative, should you be gracious enough to grant our request. I have attached Mr. Feigo's application as well as his resume. You will see that Mr. Feigo is a highly qualified individual with law enforcement, fire safety, government contracting and project management capabilities. Mr Fieigo has been an outstanding member of our board providing exceptionally organized service. He volunteers his time to personally upkeep the property of the development as well. He is in all ways a responsible, sober minded, and deliberative leader. I highly recommend him to your consideration. In the event that you do not grant our request to a Shiloh Citizen's Association seat, Mr. Feigo wishes to be considered as an individual appointment.

Thank you in advance for your kind and favorable consideration. Please contact me at 540-454-7780 if I can be of further service. Or by email at [mike@donnellyclan.com](mailto:mike@donnellyclan.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Michael P. Donnelly". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael Donnelly

Shiloh Citizens Association President

**SEAN D. FEIGO**  
167 Hornets Nest Court  
Charles Town, WV 25414  
Phone (240) 409-5131  
Email sfeigo@gmail.com

**Citizenship:** USA  
**Veterans Preference:** No  
**Security Clearance:** Secret

## PROFESSIONAL PROFILE

Outstanding Director of Business Development with 3+ years of sustained high performance and local, regional, and national-level experience in management, coordination, and control of complex programs and diverse quality management systems for both corporate and Government use. Strong written and verbal communication skills. Specific experience in Quality Control, Proposal Writing, Inventory Management, Emergency Management and Response, Property Controls and Logistics Management, Transportation Management, Warehouse Operations, Federal Government Sales, and Customer Service. Extensive first-responder experience as former paramedic, firefighter, and FEMA veteran. Proven ability to problem-solve and get the job done during stressful and emergency situations. Tested staff leadership and supervision ability. Expert background in property and inventory management practices and principles. Strong computer skills, specifically in MS Office, Minitab, Track-It, Logistics Inventory Management System (LIMS), and Total Property Management (TPM). Repeatedly proposes recommendations and solutions, implements procedural and policy improvements, analyzes diverse storage and maintenance activities. Decorated firefighter awarded unit citations, and the departmental Medal of Valor.

## PROFESSIONAL EXPERIENCE

**DIRECTOR of BUSINESS DEVELOPMENT, 10/2016- Present**  
**Mission Solutions Group (formally Marshall Communications Corporation) Ashburn, VA.**  
**Supervisor: Eric Newman, 703-727-4056, Can contact.**

**VALUE-ADDED RESELLER (VAR) DEVELOPMENT:** Directs, manages, and oversees the identification and selection of all manufacturer and vendor partners. Negotiates reseller discounts and contracting fees for partnership agreements.

**PRODUCT CATALOG DEVELOPMENT:** Directs, manages, and oversees the identification, and selection of products to be listed on our GWAC contracts. Oversees discussions with companies for the white labeling of products under the Mission Solutions Group name and negotiates reseller discounts.

**PROGRAM MANAGER, 05/2015- 10/2016**

**Marshall Communications Corporation, Ashburn, VA.**

**Hours per week: 40+. Supervisor: Michael McCormack, 571-223-2010, Can contact.**

**CONTRACT MANAGEMENT:** Directs, manages, and oversees all actions related to the company's 2 (two) Government-wide Acquisition Contract (GWAC) vehicles; each with a ceiling value of \$20 Billion dollars. Supervise sales employees assigned to GWACs for day-to-day operations. Responsible for responding to numerous Requests for Quotes (RFQ) and performs and directs monthly, quarterly, and yearly accountability of all contract awards and quote responses.

**CONTRACT LIASON:** Primary contact for all GWAC related communications and concerns. Works directly with senior government contracting offices and DoD customers.

**INSIDE SALES SPECIALIST, 11/2013- 05/2015**

**Marshall Communications Corporation, Ashburn, VA.**

**Hours per week: 40+. Supervisor: Courtney Brooks, 571-223-2010, Can contact.**

**BID RESPONSE:** Responsible for working with existing customer base to establish current IT requirements. Address all customer concerns, and assist customers to generate RFQ solicitations, Statement of Work (SOW), and Performance Work Schedules (PWS). Prepares bid responses, quotes, and proposals.

**COMMUNICATIONS:** Maintain open communications with customers, contracting officials, and senior corporate executives. Track and disseminate monthly, quarterly, and yearly contracting statistics. Oversee award execution and deliverables.

**SUPPLY CHAIN SPECIALIST, 11/2010- 11/2013**

**Marshall Communications Corporation, Ashburn, VA.**

**Hours per week: 40+. Supervisor: Keith Dyson, 571-223-2010, Can contact.**

**PROPERTY MANAGEMENT:** Directs, manages, and oversees all inventory of company assets assigned to employees for day-to-day operations. Responsible for the identification, inventory, shipping and receiving, issuance, proper care, repairs, and disposal of all company assets. Performs and directs monthly, quarterly, and yearly inventory of all company assets.

**INVENTORY MANAGEMENT OF GOVERNMENT EQUIPMENT:** Oversees the identification, inventory, shipment and receipt, repair, and storage of Government furnish equipment (GFE) associated with the Seaport-e contract for use CONUS and OCONUS areas of response. Any equipment found in need of service is either repaired, or placed out of service, with recommendations provided to the Project Manager (PM). All out of service equipment is identified, removed from service and immediately reported to the PM.

**CUSTOMER SERVICE:** Provides outstanding customer service, to include internal, as well as external customers. Regularly communicates with the customers, in both written and verbal media, identifying needs and requirements for equipment and repairs. Often anticipates customer requirements based upon needs identified on weekly telecons with the customer, and MASRHALL personnel in OCONUS. Provides timely CDRLs (Weekly/ Monthly) to the PM for dissemination to the end customer.

**POLICIES AND PROCEDURES:** Responsible for the creation, development, and constant review of Logistics procedures for Marshall Communications Corporation. As required, procedures are tested and altered to reflect the dynamic requirements of the company.

**BUSINESS DEVELOPMENT:** Under a Continuity of Operations (COO) matrix, assigned to assist in the Business Development Division of Marshall Communications Corporation for the past nine (9) months, for the purpose of assisting personnel with researching and preparing responses to Federal Government Request for Quotes (RFQs), Request for Proposals (RFPs), and Request for Information (RFI). In that period, assisted on numerous RFQs for both the MPO, as well as SPAWAR IDIQ contracts. Developed relationships with several of MARSHALL's OEMs and vendors. Participated on the Red Teams of both, the Seaport-e (FSR) and IRS re-competes. Expanded upon my knowledge, skills, and abilities to include the research and preparation of product workups, quotes for numerous customers, as well as understanding and identifying OEM and vendor terms and conditions. During this period, I maintained my role as Supply Chain Specialist.

**USES MICROSOFT OFFICE AND SHAREPOINT and Track-it systems to track and update all assets, inventories, shipments, purchase orders, and Contract Data Requirements Lists (CDRLs) for the company. Participated on the Internal Project Team (IPT) for the implementation of a company Integrated Development Environment (IDE), to include creation of the CDRL reports for the SPAWAR IDIQ contract.**

**INVENTORY MANAGEMENT SPECIALIST, 12/2006- 11/2010. Department of Homeland Security, Federal Emergency Management Agency, Distribution Center Frederick, Frederick, MD. Grade: GS-2010-11. Hours per week: 40. Supervisor: Scott Cromwell, 301-874-4200, Can contact.**

**WAREHOUSE LEAD (NDMS Medical):** Directs, manages, and oversees all day to day operations and projects of the warehouse and its staff, and reports directly to the Facility Chief and Deputy Chief. Manages, maintains, and oversees the NDMS medical operations at DC Frederick, including the facility inventory as well as the medical inventory and maintenance of several NDMS medical response programs.

**ENSURES THAT ALL EQUIPMENT IS MAINTAINED AND MISSION READY.** Performs and directs monthly, quarterly, and yearly inspection of all equipment. Regulates and verifies all cache inventories. Any equipment found in need of service is either repaired or placed out of service. All out of service equipment is identified, removed from service and immediately reported to the facility chief.

TRACKS MATERIALS AND FUNDING for all team caches, and projects replacement costs up to one year, using various automated spreadsheets. Monitors operational status of all life saving equipment and accurately reports its state of readiness. Performs daily quality assurance checks of the Warehouse Shipping and Receiving Reports checking for errors, additions and omissions, after which they are filed for future reference.

WORKS CLOSELY WITH THE ACCOUNTABLE PROPERTY OFFICER, using LIMS training, to implement property management policies and procedures, such as entering, bar coding, and tracking newly received items. Oversees the tracking and maintenance of all inventories in the facility and perform audits on a rotating quarterly basis. On a weekly basis, verifies the spreadsheets and reconciles them to both the inventories in LIMS and Daily Readiness Report. Identifies any discrepancies and rectifies them immediately. Maintains communication between the warehouse and Accountable Property Officer for all aspects of inventory control.

MANAGES THE BULK NDMS MEDICAL INVENTORY for the facility (up to 2,064 pallets of medical response materials). Ensures regular inspection and rotation of medical materials due to expiration dates and the potential for FDA Recalls. Uses inventory spreadsheets to identify the exact items, locations, expiration dates and quantities that needed rotation.

OVERSEES operations of teams sent to the facility to verify or rehabilitate cache inventories after extensive use. Maintains proper documentation of all inventory updates and changes and all inventory records. Requests materials needed to return the cache inventory to a mission readiness status in case of inventory short falls.

SUPERVISES cleaning, inspection, and inventorying of all equipment, including medical and logistical items, returning from the field. Ensures replacement of missing items.

DIRECTS WAREHOUSE PERSONNEL IN DAILY OPERATIONS at the facility. Attends daily staff meetings to discuss existing projects and any upcoming events, tasks or requirements. Communicates with warehouse personnel and disseminates information from staff meetings. Redirects warehouse staff's efforts as needed to effectively complete their required goals.

DURING DISASTER OPERATIONS, continuously reviews mission requirements and develops a plan of action to complete requirements in a timely manner. Consistently updates warehouse staffing to the constantly changing requirements, and revise our plan of action to accommodate those changes. In the event that facility needs to operate under a 24 hour schedule, ensures that each shift is effectively staffed and has the materials and equipment necessary to operate efficiently. Maintain communications between both shifts and the facility administrators.

USES MICROSOFT EXCEL AND TOTAL PARTNER MANAGEMENT system to track and update all inventories and resources for the facility's Initial Response Resources (IRR) and all specialty caches, such as Joint Field Offices (JFO), Material Handlers Equipment Kits (MHE), Home Recovery Kits (HRK) and Pre Positioned Disaster Supplies (PPDS).

## KEY ACCOMPLISHMENTS:

- After receiving Forklift Operators Safety Instructors certification, led development of the Forklift Operators Safety Course at DC Frederick. Used various computer software applications, including Microsoft Word, Excel and Power Point, to create and developed training curriculum used today. Managed certification of personnel and the proper documentation of forklift training classes held. As well as classroom training, also conducted hands-on training on the proper inspection and operation of the forklift.
- Managed surge staffing sent to assist with disaster response operations, and ensured that they are trained in accordance to the operating procedures of the facility and aware of the particulars of DC Frederick. This included the shipping/ receiving processes, inventory procedures and the proper loading and unloading of trailers.
- Using strong computer and communication skills, developed and maintained inventory spreadsheets and pivot tables for all inventories located at the facility, and communicated information to Headquarters.
- Developed facility-specific warehouse SOPs pertaining to Inventory Control, Receiving, Shipping and Equipment Operations.
- Assisted in conversion process of Distribution Center Frederick to a 6S/ Lean facility. Participated in the conversion of inventory from an Excel format to a more automated system (Warehouse Manager), updating and streamlining the facility's operational procedures.
- Traveled to Atlanta, Ga. to participate in the User Acceptance Testing of an automated inventory system (Warehouse Manager)

**INVENTORY MANAGEMENT SPECIALIST, 02/2006-12/2006. Department of Homeland Security, Federal Emergency Management Agency, Distribution Center Frederick, Frederick, MD. Grade GS-2010-9. Hours per week: 40. Supervisor: Scott Cromwell, 301-874-4200, may contact.**

AS INVENTORY MANAGEMENT SPECIALIST, MAINTAINED AN ACCURATE INVENTORY of all commodities stored in the facility, and verified all commodities received into and sent out of the facility.

TRACKED AND INVENTORIED LIFE SAVING MATERIALS AND EQUIPMENT for the United States Army Medical Material Acquisitions (USAMMA) and Pre-Positioned Equipment Program (PPEP) programs. Performed multiple inventory audits and maintenance on the equipment.

VERIFIED AND UPGRADED inventories at several Distribution Centers across the country, together with personnel from Urban Search and Rescue (US&R), and replenished stock levels of Management Support Team (MST) vehicles.

OVERSAW specialty teams assigned to work at Distribution Center Frederick, due to my familiarity with all inventory and property management and accountability practices and principles currently in place at Frederick.

ENSURED resupply for all Disaster Medical Assistance Teams that were deployed or on field training exercises, including for 38 National Disaster Medical System (NDMS), Disaster Medical Assistance Teams (DMAT), 3 National Medical Response Teams (NMRT) and 5 National Veterinary Response Teams (NVRT).

LED the development, inventory and maintenance of several National Disaster Medical Systems caches, including DMAT Basic loads, VMAT caches, Strike Team kits, Airway bags, Defibrillator kits, and Mobile Intensive Care Units (MICU).

PARTICIPATED IN NUMEROUS HIGH PROFILE FEMA RESPONSES, including the 2003, 2004 and 2005 hurricane seasons, State of the Unions, Inaugurations, Presidential Funerals and the Papal Visit. During these missions, helped to ensure mission-ready supplies of logistical items, drinking water, meals, vehicles, and medical supplies.

**LOGISTIC MANAGEMENT SPECIALIST, 09/2005-02/2006. Lockheed Martin, Distribution Center Frederick, Frederick, MD. Hours per week: 40. Supervisor: Scott Cromwell, 301-874-4200, may contact.**

AS LOGISTIC MANAGEMENT SPECIALIST, oversaw essential warehouse operations and disaster support, and maintaining re-supply for 48 Disaster Medical Assistance Teams (DMAT), 2 Veterinary Medical Assistance Teams (VMAT) and 4 Management Support Teams (MST) caches. Managed and performed inventories and inventory audits of both the logistical and medical items staged at the Logistic Center.

SUPPORTED THE SHIPPING AND RECEIVING DEPARTMENT by tracking of cache supplies and materials being shipped and received, using Shipping/ Receiving spreadsheets I developed for this task.

DESIGNATED AS WAREHOUSE LEAD DURING HURRICANE KATRINA: Managed daily warehouse operations and surge staffing. Directed the actions of all warehouse personnel and surge staffing, and ensured inventory was performed accurately, and the shipping receiving department properly documented incoming and outgoing shipments. Participated in daily facility staff meetings and updated the facility chief on the status of the all current projects.

ASSISTED THE MEDICAL BUILD-OUT DIVISION of the facility with building and inventorying of medical caches including Patient Treatment Caches, Strike Teams, Thomas Packs, Airway Bags and Lifepack-12 Kits.

ASSISTED THE FACILITY ACCOUNTABLE PROPERTY OFFICER with the identification and bar coding of newly received items at the facility.

**EMERGENCY MEDICAL TECHNICIAN, 05/2003-09/2006. National Disaster Medical System, Disaster Medical Assistance Team, PA-1, Pittsburgh, PA. Grade: GS-7. Hours per week: 40. Supervisor: Knox Walk, 412-398-1682, may contact.**

MEMBER OF DISASTER MEDICAL ASSISTANCE TEAM PA-1: Worked with FEMA during disasters, including the 2004 and 2005 hurricane seasons. Deployed as logistic support to work with FEMA staff at their facility in Walkersville, trained in FEMA's Disaster Trailer Program a.k.a. Temporary Housing Unit (THU), National Disaster Medical Systems medical assets and DMAT Basic Loads and inventory management practices and principles. Obtained a working knowledge of the FEMA Automated Logistical Inventory Management System and property management practices. Performed warehouse duties, including shipping and receiving operations, inventory practices and property principals.

DURING HURRICAN KATRINA, helped to develop Patient Treatment caches and Strike Team kits, used for emergency medical response in numerous operational theaters. Inventoried and rehabilitated caches and returned then to mission ready status. Helped to maintain inventories of both medical and logistical supplies

**FIREFIGHTER, 01/2002-09/2006. Wilkesburg Borough, Wilkesburg Bureau of Fire Wilkesburg, PA. Hours per week: 40. Supervisor: Chief Owen MacAffee, 412-242-2930, may contact.**

RESPONDED TO NUMEROUS EMERGENCY SITUATIONS, using training and prior planning to respond safely and affect a successful outcome.

PERFORMED INVENTORY OF EQUIPMENT, TOOLS AND MEDICATIONS at the start of every shift to ensure mission-ready status. Performed preventative maintenance on all life safety equipment and tools.

COMPLETED AND SUBMITTED WRITTEN REPORTS to the city and state after each incident. Participated in investigations of incidents involving loss of life or arson to determine the cause of the incident, in cooperation with Federal, state, and/or local officials.

MANAGED CONTRACTS for acquisition of new equipment, and tracked maintenance on all tools and equipment.

PERFORMED PUBLIC FIRE EDUCATION, and routinely performed residential and commercial building code inspections.

EVALUATED AND REVISED RESPONSE PROTOCOLS to various emergency incidents, to optimize our ability to respond in the best and safest manner. Reviewed current data and response times to determine what changes were needed.

**COMMUNICATION SPECIALIST, 11/1999-09/2006. Edgewood Borough Police Department, Pittsburgh, PA. Hours per week: 40. Chief Paul Wood, (412) 242-9994, may contact.**

USED written and oral communication skills to communicate with the public and with colleagues, including during emergencies. Observed all aspects of the situation and responded accordingly. Completed all after action reports for fire department responses. Reconciled end of month citations and violations and tracked payments made.

VERIFIED DATA entered into the Pennsylvania State Police Criminal database, and compiled statistical information for police and fire department activities. Oversaw inventory control procedures of police and fire department equipment.

DETERMINED CORRECT COURSE OF ACTION during emergency incidents. For example, in 2004, a local anti-war protest rally involved 1,000+ protesters who became unruly and who outnumbered law enforcement personnel on the scene. I contacted surrounding agencies for additional resources, including several K-9 patrols, called back off-duty personnel to cover the service area, and contacted the Chief of the Department. After several arrests were made, the incident was brought under control without any injuries, and the city presented all personnel with unit citations afterwards.

**EMERGENCY MEDICAL TECHNICIAN, 08/1999-05/2003. Murrysville Emergency Medical Services, Murrysville PA. Hours per week: 40. Supervisor: Derrick Gerrano, (724) 327-1222, may contact.**

RESPONDED TO EMERGENCY CALLS, AND PERFORMED INVENTORIES OF THE RESPONSE UNITS, including personal safety equipment, life saving equipment and medications.

PERFORMED MAINTENANCE ON ALL EQUIPMENT AND VEHICLES to make sure that they were mission-ready. Participated in acquisition process for new equipment and vehicles.

SERVED AS TEMPORARY SUPERVISOR of maintenance of all emergency response units until the vacancy was permanently staffed, along with my regular duties.

LED 14-month project to convert the medical response service over to a 911-based computer-assisted response service for a municipality of 20,000 residents covering more than 37 square miles. This included the mapping of response zones, units dispatch assignments and staffing requirements and operational protocol development. When completed, this project increased efficiency by centralizing the flow of information and eliminating the steps involved in dispatching emergency medical response units. The new service cost less and provided improved services to local taxpayers.

EDUCATION

BS- Quality Systems Management/ American Meridian University (AMU)/ 4.0GPA

#### APPOINTMENTS

12/2008- 1/2009	Combined Federal Campaign (CFC) Distribution Center Frederick Representative
1/10/02- 09/28/05	Export Borough, Emergency Management Agency Deputy Director
1/12/02 – 5/27/02	Wilkinsburg, PA, Wilkinsburg Fire Department Firefighter
5/27/02- 09/28/05	Wilkinsburg, PA, Wilkinsburg Fire Department Fire Fighter (Level 4) - Full Time
2/2/02- 09/28/05	F.E.M.A. / Department of Homeland Security Executive Appointment to PA-DMAT-Team One
2/2/02- 09/28/05	Export Borough Emergency Management Deputy Director

#### HONORS/ AWARDS

2005- Unit Citation- presented by the Wilkinsburg Fire Department to C- Platoon for the rescue of a female under severe smoke and fire conditions without the benefit of a hand line.

2005- Medal of Valor- presented by the Wilkinsburg Fire Department for actions taken at incident resulting in the rescue of a female trapped in heavy fire conditions.

2004- Departmental Citation- presented by the Borough of Edgewood Council for actions taken during an Anti-war Protest March that became disorderly.

2002- Departmental Citation- presented by the Edgewood Borough Council for actions taken during an extreme weather event that overwhelmed emergency services and caused extensive damage within the borough.

1997- Letter of Appreciation- presented by the Rhode Island State Police for advising them with medical response during their Recruitment Selection Process.

## TRAINING/ CERTIFICATIONS

CERTIFIED Lean Six Sigma- Black Belt

CERTIFIED PROFESSIONAL PROPERTY SPECIALIST certification in the following

Property Management areas:

- Property Management
- Maintenance
- Acquisition
- Physical Inventory
- Receiving & Identification
- Utilization & Consumption
- Storage & Warehousing
- Property Disposition

Basic Property Management

Custodial Officer

Logistical Inventory Management System (LIMS)

Logistical Inventory Management System (LIMS) Mobile

Forklift Operational Safety Instructor

eTasker

Total Property Management (TPM)

Maryland Class- A Commercial Drivers License

## COMPUTER SKILLS

Microsoft Office 2000- 2010

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Power Point

LIMSiii Data Base

- LIMS Mobil

Logistics Supply Chain Management System (LSCMS)

- Warehouse Manager (WM)
- Trading Partner Management (TPM)

Microsoft Dynamics/ Navision

- Corporate Accounting and Management Software

## PROFESSIONAL MEMBERSHIPS

National Property Management Association (NPMA)/ Harbor Lights Chapter, Baltimore MD

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: Sean D. Feigo

Home Telephone Number: 681-252-3577

Work Address: 717 Old Trolley Road, STE 6-275, Summerville SC 29485

Work Phone Number: 240.409.5131

Mobile Phone Number: 240.409.5131

E-mail Address: sfeigo@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*  
\_\_\_\_\_

Occupation: Director of Business Dvelopment

Education: High School Pilgrim HS- Warwick RI/ General Studies

College American Meridian University (AMU)/ BS- Quality Systems Management

Trade/Business School \_\_\_\_\_

- |  |              |              |
|--|--------------|--------------|
| Are you a United States citizen?                   | Yes <u>X</u> | No <u>  </u> |
| Are you a West Virginia resident?                  | Yes <u>X</u> | No <u>  </u> |
| Are you a resident of Jefferson County?            | Yes <u>X</u> | No <u>  </u> |
| Are you able to produce verification of residency? | Yes <u>X</u> | No <u>  </u> |

(Proof of paying personal property tax, voter registration, etc.)

Address:  
167 Hornets Nest Ct.  
Charles Town, WV 25414  
\_\_\_\_\_

Magisterial District: 65

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See attached resume

\_\_\_\_\_

Organization Memberships and Positions Held : \_\_\_\_\_

Shiloh Citizens' Association/ Secretary

\_\_\_\_\_

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: \_\_\_\_\_

\_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Sdfeigo Date: 12/13/2018

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: Oscar C. Stine

Home Telephone Number: 304 876-2009

Work Address: University of Maryland Baltimore MD 21201

Work Phone Number: 410-706-1607

Mobile Phone Number: 410

E-mail Address: OCS PHD @GMAIL.COM

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: PROFESSOR

Education: High School \_\_\_\_\_

graduate school / College University of Virginia, Ph.D

Trade/Business School \_\_\_\_\_

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

(Proof of paying personal property tax, voter registration, etc.)

YES, I own and operate  
a 300 acre farm

Address: 7633 Flowering Springs Road

Shepherdstown, WV 25443

Water Advisory Board  
Macy Sell  
as ked i'd I would join

Magisterial District: \_\_\_\_\_

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

SEPARATE SUBMISSION

Organization Memberships and Positions Held : \_\_\_\_\_

Have you even been convicted of any felonies? If yes, please list. NO

Date:	Offense:

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Olden Stone Date: 1/3/2019

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*

# CHRISTOPHER J. GARCIA

AICP, ASSOC. AIA

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December 13, 2018

Jefferson County Commission  
P.O. Box 250  
Charles Town, WV 25414

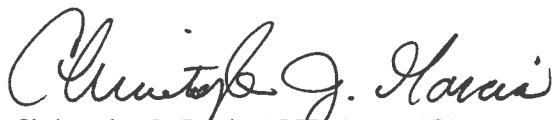
Dear Sir or Ma'am:

I am very pleased to present my letter of interest and professional resume to serve as a board member for the Jefferson County Development Authority. I am a certified professional planner with more than 18 years of experience in the field of planning and architectural design that includes experience in the following areas:

- ❖ long range community planning and community development,
- ❖ urban planning and design
- ❖ architectural conservation planning and historic preservation,
- ❖ zoning code development, review and administration
- ❖ technical construction plan review,
- ❖ military installation and facility planning,
- ❖ urban design and architecture,
- ❖ construction cost estimating and construction site management
- ❖ fiscal & economic impact analysis
- ❖ project management, among many other areas

I frequently work with economic development professionals to integrate land use planning, rural, suburban and urban design/development and public participation to achieve the best outcomes for complete and sustainable communities. I welcome the opportunity to further discuss my skills and experience with the Jefferson County Commission in the very near future. If you have questions, require any additional information, or would like to schedule an interview, please contact me by phone at (830)-237-1484 or by email at [chrisgarcia\\_iniraq@hotmail.com](mailto:chrisgarcia_iniraq@hotmail.com). Thank you.

Very Respectfully,



Christopher J. Garcia, AICP, Assoc. AIA

## CHRISTOPHER J. GARCIA

AICP, ASSOC. AIA

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**SUMMARY OF EXPERIENCE:** Experienced management-level planner and architectural designer with a wide range of skills, knowledge and abilities in urban and community planning, urban & architectural design, facility planning and programming, historic preservation, zoning administration, project management, cost estimating, construction management, international development, leadership, and organizational management resulting in positive impacts and influence on intelligent, sustainable development of communities in challenging environments.

### PROFESSIONAL EXPERIENCE

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#### **March 2018 – Present Town of Herndon Community Development Department, Herndon VA**

**Position Description:** Community Design Planner; non-management-level zoning and design program position utilizing multi-disciplinary skills covering a wide range of activities including: local government zoning administration, historic preservation, urban design / urban planning, environmental planning, architectural design, legislative application review, zoning consultation, board/commission management and front-line customer service for small-sized, growing suburban and urbanizing community.

#### **December 2015 – March 2018 Loudoun County Department of Planning and Zoning, Leesburg, VA**

**Position Description:** Community Planning Program Manager; management-level project/program position utilizing multi-disciplinary skills covering a wide range of activities including: local government land planning, community outreach and engagement, coordination of transportation planning, environmental planning, architectural design, legislative application review, zoning consultation, technical consultant / sub-consultant and contract management, division-level budget management, and customer service for growing suburban and rural community.

#### **Project Specific Experience:**

##### **Envision Loudoun – New Comprehensive Plan for Loudoun County**

- Project manager for complex, multi-faceted countywide comprehensive plan update, including a new general plan and countywide transportation plan. Managed multiple teams of county employees, citizen stakeholders committees, and consultant / technical working groups.

##### **Silver Line Metrorail Comprehensive Plan Amendment**

- Project manager for technical planning project focusing on future land use planning, transportation planning, urban design guidelines, and related planning policy development to support the extension of two transit stations for the Washington Metrorail Service being constructed in the County.

#### **May 2010 – January 2016 Government Services IPT, Largo, MD**

**Position Description:** Planning Project Manager; mid-level project/program management position utilizing multi-disciplinary skills covering a wide range of activities including: federal installation planning, architectural design, facility programming and cost estimating, client account management, sub-contractor management, budget management and customer service for mid-sized architecture and planning firm.

#### **Project Specific Experience:**

##### **Department of Defense – Military Construction (MILCON) Facilities Planning & Programming Studies**

- Project manager for multiple planning charrettes and conceptual designs for the development of various military facilities; providing architectural-engineering services such as evaluation of DOD facility planning criteria and requirements, charrette facilitation, site investigations, preparation of concept plans and alternatives, facility cost estimates, and economic analyses completed on accelerated schedules. Recent project experience:
  - US Army, Carlisle Barracks, PA: US Army War College Academic Facility
  - US Army, Letterkenny Army Depot, Chambersburg, PA: Missile Maintenance Facility and Fire Station
  - US Army, Picatinny Arsenal, NJ: Installation Access Control Points
  - US Marine Corps, Marine Corps Base Quantico: Installation Access Control Point, Communications Officers Course Academic Building, Marine Corps Air Facility Communications Facility
  - US Marine Corps, Marine Corps Air Station Cherry Point, NC: Air Control Squadron Administration /Operations Building, UAV Squadron Administration / Operations Building, Communications Squadron Administration /Operations Building

## **US Army Corps of Engineers / State of Vermont – Dams Safety: Periodic Safety Inspection**

- Project manager for technical engineering team tasked with periodic safety inspections for three dams owned and managed by the State of Vermont Environmental Protection Department via USACE administer civil works programs.

## **Picatunny Arsenal – Installation Design Guide**

- Project manager for development of a comprehensive planning and architectural design guide book for standardizing design and development (functional and aesthetic) with the purpose of improving the quality of the total environment of the installation.

## **Ft. McNair / National Defense University, Washington, DC – Planning Charrette and Campus Development Plan Needs Assessment**

- Project Manager for a planning charrette and conceptual design project for the development of a 1200 seat Auditorium and Conference Center and Campus Development Plan Needs Assessment to identify gaps in existing master planning documents for the National Defense University.

## **NASA Jet Propulsion Lab (JPL), Pasadena, CA – Parking Plan and Study**

- Project manager leading development of a Parking Plan and Study to ensure current and future parking requirements are met, to reduce dependency on leased land and create traffic reduction on the JPL Campus.
- Project requirements included evaluating campus circulation, parking inventory and analysis, development of traffic projection data for anticipated increased site utilization, and development of feasibility analysis, and cost-benefit analysis of alternatives including carpooling, telecommuting, public and private off-site land leasing, high-density parking techniques, roadway realignments, and on-site parking structures.

## **January 2008 – May 2010 URS Corporation, Federal Planning Team, Gaithersburg, MD**

**Position Description:** Senior Planner; junior-level project management position utilizing multi-disciplinary skills covering a wide range of activities in: federal installation planning, federal facility construction management, critical infrastructure protection, facility programming, client management and customer service.

### **Project Specific Experience:**

#### **DOD Pentagon Force Protection Agency, Washington, DC**

- Served as technical support for facility planning and construction activities, to include capital improvements, contingency and temporary construction projects with a focus on physical security at the Pentagon Reservation.

#### **Minot AFB Facility Planning Customer Concept Documents, Minot, ND**

- Served as technical writer for development of facility programming and cost estimating documentation in support of increased strategic mission assigned to Minot AFB, ND.

#### **Integrated Protective Measures Analysis, Confidential Client, NC**

- Served as technical writer and researcher for Integrated Protective Measures Analysis for critical regional infrastructure in North Carolina, providing technical review of existing security conditions and provided recommendations for correction, modification and improvement of physical security and emergency response plans for protection of regional critical infrastructure.

#### **MCB Quantico, VA – US Marine Corps OCS Temporary Facilities, Training & Education Command HQ Temporary Relocation, and USMC Information Operations Center Temporary Facilities**

- Served as on-site supervisor for design-build construction of one modular building to support standup of new operational command); five new temporary barracks, one headquarters facility, one temporary training facility and one temporary messing facility at USMC Officer Candidate School; and re-location of Training & Education Command HQ Element into new temporary modular facilities with construction budgets of \$17 million.

#### **Naval Support Activity New Orleans, LA - East Bank Redevelopment Plan**

- Physical planner / designer of redevelopment options for future re-use of DOD property conveyed to the City of New Orleans for redevelopment resulting from BRAC re-alignments.

## **May 1999 - January 2008 Neighborhood & Urban Design Division, City of San Antonio Planning Department, San Antonio, TX**

**Position Description:** Senior Planner; junior-level to mid-level project/program management position utilizing multi-disciplinary skills covering a wide range of activities including: neighborhood and community planning, local code development, plan review, code enforcement, customer service and public participation for a major metropolitan city serving over 1.2 million citizens.

- Managed Neighborhood Conservation Districts program, including: designation process, community involvement, code writing, plan review and coordinating enforcement activities with other city departments.

- Managed division planning teams to complete community/neighborhood planning efforts.
- Produced and integrated GIS/CAD products to validate and support planning efforts / projects.
- Produced quality urban and architectural design solutions for multiple development projects and proposals in order facilitate physical development, adhere to local development regulations and implement sound planning and design principles.
- Managed assigned master plan and zoning change cases to include plan review, code interpretation and case presentation before city boards and commissions.
- Planned, coordinated and conducted numerous public meetings in order to build neighborhood capacity, gather required community input, generate community/neighborhood plans, generate urban design ordinances, and integrate other local and state agencies into urban planning processes.

**April 1996-May 1999 City Architect's Office, City of San Antonio Public Works Department, San Antonio, TX**

**Position Description:** Intern Architect; part-time, entry-level architectural position utilizing architecture and planning skills covering a wide range of design and construction administration activities for a major metropolitan city serving over 1.2 million citizens.

- Provided assistance to staff architects with architectural project management and site inspections for capital improvement projects such as convention centers, fire stations, libraries and sports venues.
- Developed space planning and architectural design solutions for rehabilitation and space reorganizations in city-owned facilities.
- Performed plan reviews for city-funded design and capital improvement projects managed by other city departments and agencies.
- Assisted City Architect with production of conceptual urban design and architectural design solutions to design /planning problems.

**PROFESSIONAL MILITARY EXPERIENCE**

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- United States Marine Corps, Retired Reserve, October 2015
- United States Marine Corps, Individual Ready Reserve, January 2013 – August 2015
- United States Marine Corps, 4th Civil Affairs Group, USMC, Washington, DC; Civil Affairs Detachment Chief / Group Operations Chief, October 2009 – January 2013
- United States Marine Corps, 'B' Company, 4<sup>th</sup> Light Armored Reconnaissance Battalion, 4th Marine Division, USMC, Frederick, MD; Radio Chief, Company Gunnery Sergeant. March 2008 – July 2009
- United States Marine Corps, 4th Reconnaissance Battalion, 4th Marine Division, USMCR, San Antonio, TX; Radio Chief, Company Gunnery Sergeant. August 1993 – March 2008
- United States Marine Corps, 4th Civil Affairs Group, USMC, Washington, DC; Civil Affairs Staff Noncommissioned Officer, April 2006 – May 2007 (Deployed to Al Anbar Province, Iraq in support of OIF 5)
- United States Marine Corps, D Company, 4th Reconnaissance Battalion, 4th Marine Division, USMC, Albuquerque, NM; Radio Chief. February 2003 – August 2003 (Deployed to Iraq in support of OIF I)
- United States Marine Corps, Reconnaissance Detachment, Marine Forces UNITAS, II Marine Expeditionary Force, USMC, Camp Lejeune, NC; Radio Chief. April 2002– December 2002 (Deployed to Central / South America with Special Purpose Marine Air-Ground Task Force)

**EDUCATION**

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- |  |   |
|--|---|
| December 1998  | University of Texas at San Antonio, San Antonio, TX |
| ■ BS/Architecture  |   |
| August 2013 - Present  | Hood College, Frederick, MD                         |
| ■ MS/Environmental Biology (Course work complete, awaiting thesis; anticipated graduation late 2019) |   |

**PROFESSIONAL MEMBERSHIPS / CERTIFICATIONS**

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- American Planning Association, Virginia Chapter Member; National Member Feb. 2006-Present
- American Institute of Certified Planners, Cert. # 020838, July 2006 – Present
- American Institute of Architects, National/Virginia Assoc. Member #38012985, Sept. 2009 – Present
- URS Corporation – Associate Project Manager Certification, Sept. 2009
- LEED Green Associate, March 2010 to Present

**VOLUNTEER ACTIVITIES**

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- Frederick, MD Hood College Center for Coastal and Watershed Studies; June 2015
- Harpers Ferry, WV Knights of Columbus Council #12036; June 2017 - Present
- Jefferson County Youth Soccer League Coach / Referee; August 2016 – Present

#### **AWARDS RECEIVED**

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- 2008: Roxie Anderson Planning Excellence Award – American Planning Association, San Antonio, TX Chapter
- 2008: Letter of Appreciation – US Marine Corps Base Quantico, Public Works Department
- 1993 – 2015: US Marine Corps multiple individual, service, and unit awards
- 2015 – Present: Loudoun County EMPACT Awards for exceptional performance, multiple awards



**SPENCER NEUFELD PE**  
32 Flag Court  
Charles Town, West Virginia 25414  
304-270-7529  
[Spence62@gmail.com](mailto:Spence62@gmail.com)

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November 30 2018

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

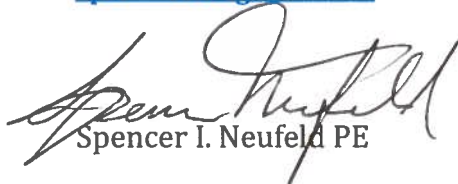
Gentlemen & Ladies,

Enclosed is my statement of experience and qualifications as requested for your review and consideration, for nomination as a Citizen Representative, to the Jefferson County Development Authority Board. I believe I would bring a considerable amount of professional experience and expertise in several areas not known to exist to this board previously.

I have spent most of my professional life involved in development and the construction industry, and I have continuously learned and observed developments and how they impact communities. From my involvements, I've accumulated firsthand knowledge that is invaluable in planning procedure and policy for communities. I believe I bring a fresh perspective in my approach to issues, and a higher sensitivity to the impacts of new developments within a community, and their surrounding areas.

I look forward to serving the Charles Town Community with a nomination to serve on this Board.

If there you have any additional questions, please call me at 304-270-7529, or email at [spence62@gmail.com](mailto:spence62@gmail.com).

  
Spencer I. Neufeld PE

# **SPENCER NEUFELD PE**

**32 Flag Court  
Charles Town, WV 25414  
Cell: 304-270-7529  
Email: [spence62@gmail.com](mailto:spence62@gmail.com)**

## *Summary of Qualifications & References*

I'm a 15 year resident of Jefferson County West Virginia, who is a licensed West Virginia Professional Engineer, that has some experience in municipal planning and development. I also hold Certifications as a Building Plan Review, Commercial Electrical Plan Review, and Commercial Electrical Inspector, by the International Building Council (IBC). I've been a Certified Peer Reviewer and Plan Reviewer by Fairfax County Virginia for over 16 years, where I helped develop their expedited permit review program. I am sensitive to the needs of the handicapped, with specific training in ADA requirements. I have a wealth of experience in working and developing project master plans. My experience is in designing, building and installing building systems and utilities. I have held Professional Engineer's Licenses in 26 States and the District of Columbia, over the course of my career.

## **COMMUNITY CIVIC PARTICIPATION**

As a civic-minded professional, I have served and participated on multiple county boards, volunteer groups, and state associations in the areas I have lived. Those were primarily in: Cleveland Ohio, Orlando Florida, Chicago Illinois, Ashburn Virginia and Charles Town West Virginia. I've taught and instructed electrical systems installation, lighting design, electrical engineering, power systems engineering, low voltage design, building code analysis and electrical inspection. I have also served on local and regional sections of professional boards and executive committees for: The Illuminating Engineering Society (IES), IEEE, and the IAEI Eastern Seaboard region. I've acted as an educational instructor for statewide training of local electrical inspectors, and conducted seminars on code cycle changes in the Building Codes since the merger of the Codes back in the 1980's.

While in Florida I was a member of the Executive Board and a Committee Chairman of our Homeowners Association for 8 years; in Virginia, I served multiple terms in similar positions in both Cascades and Broadlands Subdivisions. I've served as President, Vice President, and Committee Chairman of several subcommittee posts. I've also served multiple terms as a member of Planning and Steering Committees for organizations. In Virginia I served as a member of Building Code Appeals for Loudoun County Virginia, and led an effort to write supplementary design standards and requirements for Fairfax Virginia, governmental building construction. I also established Fairfax County energy conservation requirements before the promulgation of the IBC Energy Code or ASHRAE 90.3. My work with generator systems has also made me knowledgeable in EPA requirements for emissions and pollution control.

While living in Florida, I was a member of the Regional Special Olympics Board of Directors and a County Volunteer Swim Coach. I also served as a Regional and a State Coach training members of the State team and its representation for the USA to the 1988 International Special Olympics Games held at Notre Dame University. I coached two athletes that won 3 gold medals for the USA, and who both participated in a relay team that won a bronze medal. In Virginia, I also volunteered as a Special Olympics Swim Coach, and I served on the Loudoun County Community Services Board for 4 years, writing policy for assisting the handicapped.

## **CURRENT COMMUNITY ACTIVITIES**

This past summer I participated with the Jefferson High School Band Boosters, where I designed, and participated in the construction of renovating the High School Band Concession Stand. We provided a complete replacement of the building electrical infrastructure, along with repair of an exhaust fan, refrigeration units and a freezer. We replaced the serving counters and rollup doors, adding new counters and storage space and added a security system. This concession stand is an important source of revenue, as it assisted in providing funding for the group. The revenue from the concession stand assists in paying for the uniforms, transportation and equipment, enabling it to have 215 members and all the related supervision necessary. The funds raised are instrumental in enabling a superior musical education component to the High School Curriculum.

# SPENCER NEUFELD PE

## EDUCATION

- BACHELOR OF SCIENCE IN ENGINEERING – ELECTRICAL OPTION, *Cleveland State University (1974)- Cleveland, Ohio*
- ASSOCIATE OF APPLIED SCIENCE IN ELECTRONICS TECHNOLOGY, *Ohio College of Applied Science (1966)- Cincinnati, Ohio*

## PROFESSIONAL ACTIVITIES and EXPERIENCE (a sampling)

**Supervisor**—Electrical Project Management. My projects ranged from construction of Onsite Facilities at Epcot Center, Disney World to design and replacement of 2 large penthouse located electrical power generators at the Fairfax County Government Center, and a complete replacement of an outdated building infrastructure, including automatic transfer switches and circuit breaker distribution panels. I supervised infrastructure upgrades for over a dozen fire stations and recreational facilities.

**Senior Electrical Design Engineer** – As the Lead Electrical Engineer for a multi-disciplined engineering design organization, my projects ranged from school and hospital renovations, to mission critical data centers and Military Bases. I also managed designs and complete redesigns of Data Centers ranging from 50,000 SF to 200,000 SF. In addition to new hospital campus designs ranging up to 500,000SF. I also designed the initial central utilities plant, and several pavilions at Universal Studios, Orlando Florida.

**Health Care Design Specialist** – I designed a Brain Laboratory in Brooklyn New York for the VA, a replacement hospital for Orlando Regional Medical Center, a new wings for the Florida Hospital Chain, a new satellite hospital at Port Salerno Florida, completely new central plant and electrical infrastructure at Martin Memorial Hospital, and designed a completely new Hospital Campus for the VA in Orlando Florida

**Higher Education Design** – Master campus planning and design of the a new library at animal sciences building at Rollins College, Design of the Nematology/Entomology Building at University of Florida, Class Room Building and Theater Arts Building at University of Central Florida, Expansion of the Crummer Law College at Rollins College, Natatorium at Florida State University, Football Stadium expansion at the University of Florida.

**Peer Review and Expedited Plan Review** – When I was in Orlando Florida, I worked in a firm that was providing Plan Review and Inspection Services for the State of Florida. When I moved to Northern Virginia, I initiated a peer review and expedited permit program providing specialized services of expedited plan review services for Fairfax County, several other Northern Virginia Counties, the District of Columbia, and Prince Georges County, MD. In Shepherdstown WV I was asked to do a pre-permit application review of a Church to help expedite their permit process.

**Electrical Inspector** – I initiated a program and served as head of the 3<sup>rd</sup> Party Inspections group that performed that services throughout Northern Virginia, some parts of Maryland and West Virginia, as well as the District of Columbia.

**Hazardous Material Abatement** - Provided electrical design services for an environmental design and abatement firm. I applied engineering principles to interrelationships as they applied to Indoor Air Quality, energy consumption, asbestos abatement, hazardous material removal and other environmental issues.

# **SPENCER NEUFELD PE**

**Medical Construction Survey and Inspection Services** - Under a State Agency contract for Health Care Administration (AHCA).

**Theme Park Construction Management** - Epcot Center at Walt Disney World Florida and at Universal Studios, Florida.

**Military Construction** – I worked on the design team that created a Master Plan and then designed a major portion of the entire Naval Submarine Base at Kings Bay Georgia, a new alert shelter at Homestead Airforce Base, a command center at Tyndal Airforce Base, a Hospital Wing at Jacksonville Naval Air Station with a decompression unit, and a new multi-services Hospital in Vicenza, Italy.

## **PROFESSIONAL RECOGNITION**

- Consulting Engineering Firm's President's 2005 Award as "Engineer of the Year"
- Past President of a Section of the Illuminating Engineering Society (IES).
- Past Regional Chairman of IIDA Selection Committee (International Illumination and Design Lighting Awards).
- Former Board Member of an IAEI (International Association of Electrical Inspectors) Education Committee
- Winner of 2 National "Guth Awards" in Lighting Design Competition.
- Nominee and finalist for State of Florida NSPE Organization's "Engineer of the Year" in Engineer's Week Activities

**Christine Edwards**

**112 Greenbriar Circle, Charles Town, WV 25414**  
**(703) 349-1412 [office] (703) 593-7204 [cell]**  
**Christine\_Edwards@yahoo.com**

**Professional Summary:**

Ms. Edwards has more than 20 years of office related skills. She is a highly motivated, goal-oriented achiever, team player, and leader, with the ability to work independently and prioritize multiple tasks in a recruiting environment. Her major professional skills include:

- Facilitating Problem Resolution
- Outplacement and Sourcing
- Interviewing and References Checks
- Screening, Training, and Organizational Development

**Professional Experience:**

**CEO and Owner Edwards Management Consultants,  
113 West Liberty Street Suite 202, Charles Town, WV 25414 2008 to Present**

Christine is responsible for the day to day operations of the business and is a full time employee of Edwards Management Consultants. She works with clients and customers for Full Lifecycle recruiting from cradle to grave. Christine also does cold-calling for new business prospects and trains new hires and other sub-workers. She operates the business on a consistent basis and does all the IRS 940/941 forms as well as payroll for the business.

**Senior Technical Recruiter (Contractor) for IT Momentum- Ed Baker 240-994-3775  
Lockheed Martin, Hanover, MD September 2008 to March 2009**

- Full Lifecycle Contract Recruiter for Operations and Planning Division
- Supported major programs for LMCO, ISS, SOFSA and LMMS.
- Joint National Integration Center, Research and Development Contract, Missile Defense Agency, USSTRATCOM, Combatant Commands, Joint Staff, and Allied Governments. Operational Space Services and Support, 50th Space Wing Mission Communications Operations USNORTHCOM, AFSPC and the Warfighter
- Homeland Defense Division, Office Assistant Secretary of Defense, Joint Force Headquarters, National Capital Region
- NORAD/USSPACECOM Missions and Architecture Support
- (N/UMAS,) NORAD and Joint Operations Support Divisions.
- Responsible for sourcing Secret and Top Secret with Poly clearance level employees using internet, warm/cold calling, referrals and job postings.
- Facilitate phone screens to assess initial candidate qualifications.
- Coordinate background/reference checks on all acceptable candidates.
- Discuss compensation and benefits to potential employees.
- Manage candidate interview process including scheduling and conducting interviews.
- Work closely with HR Managers, and Staffing Specialists.

**Senior Technical Recruiter/Contingency Hire Program Manager – Willmott & Associates Jamie McNamara  
General Dynamics, Chantilly, VA January 2005 to August 2008**

- Responsible for staffing and hiring clearable candidates who possess a TS/SCI clearance as well as Full Lifestyle Polygraph clearances

*Resume of Christine Edwards*

- Recruits information technology/network specialists, such as project managers, engineers, Java J2EE, software engineers/testers, help desk personnel, etc.
- Contact and recruit potential candidates at colleges for IT positions at General Dynamics
- Provide prospective recruits with an overview of General Dynamics and its benefits
- Provide administrative assistance to recruits for government security clearances

**Senior Technical Recruiter / Spherion Contractor – in McLean, VA**  
Spherion /Freddie Mac, McLean, VA February 2004 to January 2005

- Managed all recruitment activities for various technical positions
- Prescreened candidates and arranged onsite/offsite interviews
- Worked closely with hiring management to determine staffing needs
- Prepared weekly hiring status and call reports
- Developed strategic staffing plans
- Developed and maintained accurate job descriptions by coordinating employment ads and job fairs

**Technical Recruiter -**

WAM!NET Government Services, Inc. March 2003 to February 2004

- Responsible for full lifecycle recruiting for the Department of Defense (DoD) and Intelligence Community requiring active Secret, Top Secret (TS), TS/Single Scope Background Investigations (SSBI), TS/ SCI Secure Compartmented Information (SCI) with Counter Intelligence (CI) and Full-Scope Lifestyle polygraphs
- Recruited software, systems, and network engineers, intelligence analyst, linguists, database administrators, project/program managers, contracts administrators, and security specialists
- Attended Job Fairs; conducted in-house Career Invitational and Open Houses specific to the DoD and Intelligence Community
- Conducted new hire orientation and internal applicant tracking
- Conducted recruiting efforts in strict accordance to Office of Federal Contract Compliance Programs (OFCCP) regulations

**Staffing Specialist – Team Lead – Kelly Bryan – 770-938-6191 or 770-855-1791**

NCS Pearson June 2002 to March 2003

- Responsible for hiring of federal transportation security screeners for all U.S. airports in the Southeast Region as part of a Department of Transportation/Transportation Security Administration (TSA) contract
- Provided team lead leadership and Phase I&II candidate assessment processing for candidates for testing, file distribution, and management, then verified testing results
- Worked in the call center of ready pool applicants assuring they were available for new hire orientation
- Developed new strategies and procedures for hiring new personnel. Interviewed candidates for various new openings within TSA
- Conducted group presentations for new applicants, structural interviewing, and compensation negotiation, as well as data gathering of SF-85P applications for government security clearances
- Granted conditional and ready pool appointments to potential federal security screeners and periodically assisted with new hire orientation

**Substitute Teacher**

Loudoun County, VA Public Schools October 2001 to June 2002

- Provided substitute-teaching services at various schools throughout Loudoun County for kindergarten through 12<sup>th</sup> grade

**Business Consultant**

*Resume of Christine Edwards*

Self-employed March 2001 to October 2001

- Managed consulting projects for disadvantage 8A companies that required marketing and business planning for DoD and intelligence industry recruiting candidates for contracts requiring active government security clearances

**Account Manager /Technical Recruiter**

Immix Group, Inc. May 2000 to March 2001

- Developed new accounts and built relationships with clients
- Provided full-cycle recruiting for commercial and government clients, some of whom required active government security clearances for Secret, TS, TS/SCI with CI, and Full-Scope Lifestyle polygraphs
- Scheduled phone screens and onsite interviews
- Scheduled and conducted interviews and reference checks
- Coordinated and maintained accurate statistical data and report
- Recruited directors, senior level managers, software engineers, sales engineers, and network engineers
- Provided career counseling, conducted exit interviews, and provided other employee assistance

**Account Manager/Technical Recruiter**

TMSI/SPS Technologies, Inc. May to August 2000 (3-month contract)

- Provided full-cycle account management and recruiting for commercial and government customers that frequently required candidate to have Secret, TS, TS/SCI with CI and/or Lifestyle polygraphs
- Developed new account relationships with clients
- Facilitated start-to-finish applicant sourcing and screening processes
- Coordinated face-to-face, telephone, and other feedback interviews with clients and applicants

**Technical Recruiter**

Analysts International Inc. June 1999 to May 2000

- Provided technical recruiting support to the account manager by managing every aspect of the recruiting process from qualifying and determining job requirements to the retention of candidates
- Created, developed, and implemented strategies for recruiting well-qualified, high-profile candidates
- Developed new procedures to improve the company's value system and overall objective
- Utilized the Internet to recruit potential candidates for specialized job vacancies
- Evaluated resumes and recommend candidates based on qualifications
- Recruited, interviewed/checked references, and placed candidates in long-term, short-term, and permanent contracts for technical positions throughout the Washington, DC metropolitan area
- Selected candidates for private-sector and federal government contracts, some requiring high-level Security Clearances such as Secret, TS, TS/SCI and above
- Trained company administrators in the process of formatting/scanning resumes, correspondence, and updating the database
- Implemented strategies to increase the overall recruiting efforts

**Technical Recruiter**

Cook Systems International May 1998 to June 1999

- Recruited, interviewed, tested, hired, and placed applicants in long-term to permanent technical positions throughout the United States
- Performed sales, marketing, and contract negotiations for the company
- Served as company representative to the Society of Human Resource Management (SHRM)
- Utilized Internet to recruit and fill highly specialized job vacancies

**Personnel Manager**

*Resume of Christine Edwards*

**Personnel Plus Temporary Services August 1996 to May 1998**

- Recruited, hired, evaluated, tested, and supervised temporary employees at numerous client locations throughout the Southeastern United States
- Conducted job fairs, contract negotiations, and risk management assessments
- Served as primary human resource adviser to the president and vice-president of the company
- Increased client base and retention level by more than \$1.5 million over the projected revenue
- Selected as company emissary to SHRM
- Participated in corporate travel to client sites to train new employees 30 percent of the time and assisted in the administration of new employee orientation and employee counseling

**Education:**

- Concordia University St. Paul MN 2013 to Present Graduated in May 2016  
Degree in Human Resources and Organizational Development
- University of Memphis School of Continuing Education, Memphis, TN  
Diploma and Certificate of Advanced Study (Human Resource Management December 1998)
- Business Administration (Human Resource Management Concentration)  
Shelby State Community College, Memphis, TN
- Certificate of Training: Secretarial Science April 1987  
Southwest Area Vocational Center, Memphis, TN

# Quick Overview

GARY P. DAVIS

- MARRIED
- RETIRED
- CHARLES TOWN RESIDENT
- AGE 77
- GOOD HEALTH

## REASON TO SERVE

BRING BUSINESS THAT WILL PROVIDE

- ① BETTER THAN AVERAGE SALARIES
- ② MAKE JEFFERSON COUNTY A BETTER PLACE TO LIVE AND WORK
- ③ PROMOTE JEFFERSON COUNTY AS A PLACE TO RELOCATE BUSINESS
- ④ SEEK BUSINESS'S THAT ARE CLEAN, NON POLLUTING.
- ⑤ BUSINESS WITH EXPANSION EXPECTATIONS

# WORK HISTORY

- STEEL COMPANY OF CANADA
  - \* Metallurgical & Chemical labs
  - \* Rod Mills & Open Hearths
- CARVETH Metallurgical
  - \* Sales - lab designs
- CALIBRATION SERVICE OF CANADA (OWNER)
  - \* Sales & Service of Physical Testing Equip.
- IBM - Rolm Division
  - \* Voice Data Solutions
- GTE (FLORIDA OPERATIONS)
  - \* Design, manage large Voice/DATA Networks
  - \* Manage account with \$ 1. million yearly REVENUE

RETIRED IN 2001

MOVED TO CHARLES TOWN IN 2008

# Memberships / Positions

National Wild Turkey Federation

\* Chapter PRESIDENT / SPONSOR

TROUT UNLIMITED

\* SPONSOR

Quail UNLIMITED

\* SPONSOR

Ducks UNLIMITED

\* SPONSOR

\* DISTRICT CHAIRMAN

\* Chapter V.P.

\* AUCTIONEER

\* MAJOR FUND RAISER

\* MAJOR PRIZE RAISER

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: GARY P. DAVIS

Home Telephone Number: 304-724-2244

Work Address: N/A

Work Phone Number: N/A

Mobile Phone Number: 863-604-3030

E-mail Address: ii5id@FRONTIERNET.NET

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: RETIRED

Education: High School Yes

College Some

Trade/Business School + MANY Certificates

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

(Proof of paying personal property tax, voter registration, etc.)

Address: 425 PROSPECT HILL BLVD  
CHARLES TOWN WV  
25414

Magisterial District: \_\_\_\_\_

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

\_\_\_\_\_  
attached  
\_\_\_\_\_

Organization Memberships and Positions Held : \_\_\_\_\_

\_\_\_\_\_  
attached  
\_\_\_\_\_

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:
	/ NONE

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*



**THOMAS L. TRUMBLE**  
**SHENANDOAH OAKS FARM**  
**2576 WARM SPRINGS RD.**  
**SHENANDOAH JUNCTION, WV 25442**  
**304-876-2161 (H)**  
**304-582-1679 (C)**  
**titrumblesr@icloud.com**

6 December 2018

To: Mr. Josh Compton  
President, Jefferson County Commission

Please accept my application to serve on the Jefferson County Development Authority. As you will note on my attached resume, I have broad and significant experience in both senior management positions in private enterprise as well as senior positions in a wide range of Jefferson County boards and commissions.

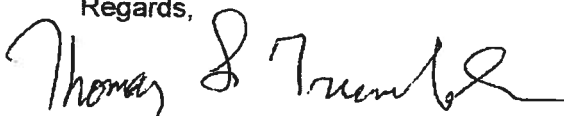
As a senior manager for three science and technology firms, I was responsible for not only managing STEM contracts but also for marketing STEM capabilities of the company to prospective STEM clients. I know their needs, I speak their language. This is a most valuable bundle of skills for attracting STEM companies, twenty-first century technology companies, to Jefferson County.

These STEM companies, and the jobs that they will bring and the jobs they will create, will help determine the future of our County. That is a major part of the mission of the JCDA. And not just the future in jobs or the environment or State-based economic incentives, but also in improving the quality of our schools and therefore our pool of skilled manpower, the types and quality of our infrastructure and, finally the types of amenities demanded by a high-tech work force.

In addition to recruiting high quality jobs to Jefferson County, it is absolutely necessary that the citizens of Jefferson County be informed of significant recruitment activities. This is not a one-way communication flow. The citizens must be active as well. However, as we have recently seen, when significant numbers of our citizens feel that the communication process failed, the recruitment process is in peril.

For that reason, I suggest that the JCDA, on an annual basis, review the Economic Development section of the County's Land-Use Comprehensive Plan, hold the review in an open meeting and at a time when most citizens may attend. Citizen support is the most important component of a successful a well-integrated plan to increase the wealth and well being of the County.

Regards,



Thomas L. Trumble

Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: Thomas L. Trumble

Home Telephone Number: 304 876-2161

<sup>Home</sup>  
Work Address: 2576 Warm Springs Rd, Shenandoah Jct, WV  
25442

Work Phone Number: 304 876-2161

Mobile Phone Number: 304 582-1679

E-mail Address: tltrumblesr@icloud.com

Party Affiliation: (Building Commission and Health Department applicants)  
\_\_\_\_\_

Occupation: Retired

Education: High School Morris Hills Regional H.S.

College Rutgers, The State University B.A.

Trade/Business School \_\_\_\_\_

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

(Proof of paying personal property tax, voter registration, etc.)

Address:  
2576 Warm Springs Rd  
Shenandoah Jct, WV 25442

Magisterial District: Shepherdstown

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

see Resume, Cover letter (attached)

Organization Memberships and Positions Held : \_\_\_\_\_

see Resume

Have you ever been convicted of any felonies? <sup>No</sup> If yes, please list.

Date:	Offense:

Statement: see Cover letter

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Thomas Struill Date: 6 December 2018

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*

# THOMAS L. TRUMBLE

## SUMMARY OF EMPLOYMENT:

### **Quantum Research Corporation, Vice-President for Science Information Systems, 1991 - 1998:**

I managed large-scale statistical surveys funded by NSF and NIH, as well managing the development of web-based science information systems for NIH and NSF. I retired from QRC in 1998.

### **Capital Technology Information Systems, General Manager, Surveys and Statistical Analysis Group, 1990 - 1991:**

I managed clinical trials for NIH.

### **Atlantic Research Corporation, Associate Program Director, 1986 - 1990:**

I managed a survey of higher education in the United States for the U.S. Department of Education.

### **Arbitron, Inc., Field Manager, West Coast Radio Surveys, 1985**

I managed the collection of radio diaries for the western U.S.

## MILITARY SERVICE:

I was a Commissioned officer in the US Army from 1966 – 1987 with assignments in armored cavalry, logistical and, civil affairs units, with tours of duty in Việt Nam and Germany.

## EDUCATION:

UNIVERSITY	DEGREE	FIELD OF STUDY	YEAR
The American University	M.A.	International Relations	1974
Rutgers-The State University	B.A.	Political Science	1966

## COMMUNITY SERVICE:

Board of Health, Jefferson County, 2011 to 2016: Vice-Chair, 2012 to September 2013; Chair, October 2013 to March 2016.

Planning Commission, Jefferson County, 2009-2011: Secretary, March 2010; Vice President, April, 2010; President, January 2011.

The Rotary Club of Shepherdstown, 2004-present: Chair, Community Service Committee, 2005-2007; Vice-president, 2007-08; President, 2008-2009; Chair, Vocational Service Committee, 2009-2012; Paul Harris Fellow, 2010.

Board of Zoning Appeals, Jefferson County, 2003-2009: WV; Vice-chair, 2003-2007; Chair, 2007-2009.

November 26, 2018

Jefferson County Commission  
P.O. Box 250  
Charles Town, WV 25414

Dear Sir or Madam:

Attached is my application and focused resume for your consideration to fill a position as a Citizen Representative on the Jefferson County Development Authority Board.

Following a lifetime career in marketing, public relations and later, research, I retired to the Shepherdstown area. Attached is an abbreviated resume covering the last 20 years of my career.

My strengths include:

- Deep knowledge about site selection and corporate real estate development (particularly industrial, office and mixed-use projects).
- Experience in serving on boards, as well as managing boards that reported to me directly.
- Balanced views on development; believe that Jefferson County can be both pro-business and environmentally sustainable.

I look forward to talking with you more about my background and the work of the Development Authority Board.

Sincerely,



Sheila K. Vertino  
591 Steamboat Run Road  
Shepherdstown, WV 25443  
571-277-4192  
sheilavertino@yahoo.com

## **Sheila Kelly Vertino**

591 Steamboat Run Road, Shepherdstown, WV 25443

[sheilavertino@yahoo.com](mailto:sheilavertino@yahoo.com)

571-277-4192

### **2012-present, Freelance Communicator**

Copywriting, public relations and strategic communications projects for community organizations and corporations.

### **1996-2012, Vice President for Information and Research**

NAIOP (formerly the National Association of Industrial and Office Properties)

National Headquarters, Herndon, VA

- Headed the Information and Research department.
- Served as Editor-in-chief of *Development* magazine, NAIOP's flagship publication.
- Created the award-winning NAIOP national Web site, [www.naiop.org](http://www.naiop.org).
- Published books (notably, *Boomtown USA: 7 ½ Keys to Big Success in Small Towns*) and research projects for the NAIOP Research Foundation.
- Facilitated the Industry Trends Task Force (NAIOP's visionary "think tank"), as well as forming the Distinguished Fellows group for academics involved in the study of commercial real estate.

### **2001-2009 Mt. St. Mary's University, Board of Trustees**

- Served on Land Use Committee, advising the university about developing 2,400 acres in a sustainable and financially successful manner. Plan included creating a wetlands mitigation area and selling wetlands mitigation credits to others; identifying areas best suited to foresting of hardwood timber on a rotating basis; conceptualizing what became a 220,000-panel solar farm in the state of Maryland, developed by Constellation Energy on the East Campus.
- Named to the Executive Committee, 2002-2006; Trustee Emerita.
- Awarded an Honorary Doctorate for my service to the university.

### **Eastern Panhandle Community Involvement**

- Shepherd University Lifelong Learning, Advisory Board
- WISH (Women Investing in Shepherd), Grant Review Committee
- Shepherd University Common Reading Program, Planning Committee
- Entrepreneurs' Café, Eastern Panhandle, WV, co-director, 2012-2014
- *FLUENT* Magazine, (Regional Arts and Culture Magazine), associate editor, 2012-2016
- Artomatic@Jefferson, leadership team, 2013

- Identity Crisis (fundraising event for breast cancer), leadership team, 2013-2014; planning committee 2012-present,

#### **Education**

B.A., St. Joseph College, Emmitsburg, MD

Graduate Certificate in E-Commerce, University of Virginia

Honorary Doctorate, Mt. St. Mary's University, Emmitsburg, MD

Lifelong Learning Program, Shepherd University, Shepherdstown, WV

#### **References**

**Karen Rice**, Director, Shepherd University Lifelong Learning Program

[krice@shepherd.edu](mailto:krice@shepherd.edu)

304-876-5135

**Meredith Wait**, Owner, Dickinson and Wait Craft Store, Shepherdstown, WV

[meranddeb@frontiernet.net](mailto:meranddeb@frontiernet.net)

304-876-0657

**Thomas Powell**, President, St. John's College Prep, Frederick, MD

Retired President, Mt. St. Mary's University, Emmitsburg, MD

[tpowell@stjohnsprep.org](mailto:tpowell@stjohnsprep.org)

301-662-4210, x122

**Thomas J. Bisacquino**, President and CEO, NAIOP, Herndon, VA

[bisacquino@naiop.org](mailto:bisacquino@naiop.org)

703-904-7100

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: Sheila K. Vertino

Home Telephone Number: 571-277-4192

Work Address: 591 Steamboat Run Rd. Shepherdstown WV  
25443

Work Phone Number: -

Mobile Phone Number: 571-277-4192

E-mail Address: sheilavertino@yahoo.com.

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Retired

Education: High School Our Lady of Mercy Academy, NY.

College St. Joseph College, MD.

Trade/Business School -

- |  |   |                             |
|--|---|-----------------------------|
| Are you a United States citizen?                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a West Virginia resident?                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a resident of Jefferson County?            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you able to produce verification of residency? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

(Proof of paying personal property tax, voter registration, etc.)

Address: See above.

Magisterial District: Shepherdstown

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Resume + cover letter attached.

Organization Memberships and Positions Held : \_\_\_\_\_

Have you even been convicted of any felonies? If yes, please list. No -

Date:	Offense:

Statement: \_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Sheila K. Vetter Date: 11/26/18.

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*



Michelle D. Sudduth  
284 Edgewood School Road  
Shenandoah Junction, WV 25442

December 3, 2018

The Honorable Josh Compton  
Jefferson County Commission  
P.O. Box 250  
Charles Town, WV 25414

Dear Commissioner Compton:

Please accept the enclosed application to serve on the Jefferson County Development Authority.

I am a resident of Shenandoah Junction and own and operate Mission Point Consulting--a strategy, marketing, and communications firm. I have extensive experience in community and economic development, and I've worked nationally on countless high-impact stakeholder initiatives in higher education, workforce development, entrepreneurship, affordable housing, and the arts.

My organizational leadership experience includes new program and initiative development, strategic and business planning, marketing and communication, and fundraising. Prior to consulting, I worked at Leo Burnett Advertising. I later served as the Assistant Vice President for Civic Engagement and Strategic Initiatives at the University of Chicago, where I created and operationalized numerous outreach initiatives to advance the community and economic development priorities of this important anchor institution in the City of Chicago. I provided marketing and public relations support to real estate operation teams working to attract new retail and hotel businesses to Chicago's South Side. I developed and launched a local-hiring workforce development initiative, created one of the first "pop-up" city storefronts, and led cultural placemaking and destination marketing efforts—including co-founding the Hyde Park Jazz Festival.

In my role at the University as well as through client projects, I represented redevelopment teams and businesses on community relations efforts including community benefits agreements and negotiations to balance growth and development objectives with community priorities.

I have been a resident of Jefferson County for three years; I am its biggest fan! I enjoy getting to know the people and places that make this county great, and I believe strongly in its potential to attract and support necessary business growth.

I hold a BA from Lake Forest College, a master's in public policy from the School of Social Service Administration at University of Chicago, and an MBA from the University of Chicago Booth School of Business. I have served on the board or numerous nonprofit organizations, arts entities, and the Hyde Park Chamber of Commerce. I currently am a trustee of the Contemporary Arts Theater Festival and chair its strategic planning committee.

Thank you for the opportunity to be considered for this important position to serve Jefferson County.

Sincerely,

  
Michelle Sudduth

# MICHELLE D. SUDDUTH

MICHELLEDSUDDUTH@GMAIL.COM \* 773-820-2565

## SUMMARY

An accomplished, results-oriented, mission-driven executive with strong leadership and entrepreneurial drive. Significant experience in the higher education and nonprofit sectors creating transformational strategic plans, new resource development opportunities, innovative cross-sector programs and partnerships, and award-winning communication campaigns. Proven management capabilities building high-impact teams, managing budgets, raising funds, operationalizing new initiatives, and working collaboratively in complex environments. Uses a balance of analytical, practical, and creative skills to define the marketplace, unlock strategic opportunities, and launch market-facing initiatives that transform brands, organizations, and communities.

## EXPERIENCE

MISSION POINT, Chicago, Illinois

*President & Chief Strategist* | 2012-CURRENT

Founded firm providing market research, strategic planning, communications, and fundraising expertise for the nonprofit, philanthropic, and higher education sectors. Recent clients include the University of Chicago, CEOs for Cities, Hyde Park Alliance for Arts and Culture, the American Assembly, Kellogg Foundation, and the New Growth Innovation Network.

- Launched a national nonprofit organization focused on inclusive economic development funded by the Ford Foundation
- Created a market expansion strategy, including positioning and branding guidelines, channel strategy, and material and website development for a social impact organization in the adult education/alternative credentialing space.
- Led program development, raised over \$10M of new funding, and launched communication campaign to support an anchor institution workforce development initiative, a national college completion competition, a higher education/K-12 entrepreneurship collaboration, and a social impact innovation incubator.
- Conducted capital campaign feasibility study leading to new board of directors configuration and a comprehensive philanthropic engagement strategy.
- Produced audience segmentation study and delivered findings and recommendations to help an arts-based organization position, target, and communicate more effectively, leading to increased visibility, new program innovations, and a successful fundraising campaign launch.

UNIVERSITY OF CHICAGO, Chicago, Illinois | 2004-2012

*Assistant Vice President for Civic Partnerships* | 2010-2012

Appointed to new role as first institutional leader to spearhead building awareness of the University of Chicago's impact on urban economic development and community change, and create new opportunities for civic participation and knowledge-sharing.

- Collaborated with President, Deans, Trustees, and senior leaders to advance the University's strategic priorities related to urban issue engagement, community development, campus planning, state and local government relations, strategic communications, and fundraising.
- Led development and implementation of communication campaign to promote the University's economic impact, local civic engagement, and faculty contributions to societal challenges relevant to urban communities locally and around the globe.
- Built productive, long-term partnerships with government, corporate sector, alumni, and donors, as well as other colleges and universities to foster public support of education and promote state-level funding of scholarship programs, basic science research, and campus expansion projects.
- Contributed to University's centralized, integrated communications planning, tactical strategy, and tool development, including standardized branding and usage guidelines, crisis management planning, social media tool integration, and new website development geared to better meet needs of students, alumni, donors, and the community.
- Closely collaborated with development office to integrate community engagement priorities into fundraising plans and interest-aligned outreach efforts to alumni and donors.
- Managed senior project teams; mentored and trained more than 20 new employees; hired public relations, marketing, and political consultants; and managed departmental budgets exceeding \$10 million.
- Represented the University of Chicago in national community engagement forums, and served on K-12 education, student community service, alumni relations, arts and culture, and fundraising boards and advisory committees.

# MICHELLE D. SUDDUTH

MICHELLEDSUDDUTH@GMAIL.COM \* 773-820-2565

## UNIVERSITY OF CHICAGO

*Director of Community and Government Affairs | 2004-2010*

Directed development, implementation, and marketing of community-building projects, leveraging a \$17-million investment to advance University's goals while serving broader community needs, including program development to expand opportunities in K-12 education, workforce development, healthcare access, and cultural placemaking.

- Crafted University's first state-level legislative strategy, hired and supervised team of lobbyists to support education policies, and secured \$40 million in capital development funds to advance University's science, technology, and healthcare priorities.
- Conceived, launched, and implemented marketing and public relations campaign to improve University's relations with its local neighborhood and promote institution's civic leadership nationally, utilizing new website, social media tools, and launch of a community-directed magazine.
- Fostered collaboration and provided leadership as a member of several University strategic planning groups, including the Communications Strategy Council, Provost's Initiative for Minority Issues, President's Advisory Council, University's Reaccreditation Steering Committee, Sustainability Council, and Arts and Culture Leadership Group.
- Briefed and advised President, Vice Presidents, and University groups and committees on government relations, employee communications, community relations, program promotion, and crisis communications.
- Co-founded and led organizational growth and fundraising for the Hyde Park Alliance for Arts and Culture and its Hyde Park Jazz Festival, now regarded as an international model for neighborhood destination marketing.

## ADDITIONAL EXPERIENCE

### METROPOLITAN FAMILY SERVICES, Chicago, Illinois

*Director of Marketing | 1996-2001*

Managed marketing and communications department and \$5M budget, made hiring decisions, led strategic communications planning and multi-media implementation efforts to support fundraising and public policy departments. Staffed agency's Board of Directors and served as member of organization's leadership team.

### THE NEW YORKER MAGAZINE, Chicago, Illinois

*Account Director | 1994-1996*

Managed high-level client relationships, presented communication strategies to advertisers, and managed Chicago office and staff of account executives. Negotiated and supported contracts with leading national advertisers through careful attention to relationship cultivation, leading to exceptional client base development and retention. Exceeded forecast on advertising sales by 20% for Midwest territory.

### LEO BURNETT U.S.A., Chicago, Illinois

*Media Director | Media Planner/Buyer | 1987-1994*

Led media planning and buying function and provided strategic direction for leading national advertisers, including Procter and Gamble, Keebler, and Kellogg brands. Collaborated with research, strategy, and creative departments to create persuasive advertising campaigns and brand messaging through targeted print, radio, and broadcast media. Developed budgets, monitored outcomes, and tracked competitive activities to ensure campaign success. Recommended use of non-traditional media vehicles, contributing to significant increases in brand visibility and product sales.

## EDUCATION

### UNIVERSITY OF CHICAGO, Chicago, Illinois

*Master of Business Administration | 2010*

### UNIVERSITY OF CHICAGO, Chicago, Illinois

*Master of Arts in Social Service Administration, Concentration in Public Policy | 1996*

### LAKE FOREST COLLEGE, Lake Forest, Illinois

*Bachelor of Arts, Concentration in Psychology | 1987*

Jefferson County Commission  
Application for Boards, Committees or Commissions

Please type or print information

Name: Michelle D. Sudduth

Home Telephone Number: 304-620-3007

Work Address: 303 W. Washington St. Charles Town, WV

Work Phone Number: 773-820-2565

Mobile Phone Number: 773-820-2565

E-mail Address: michelledsudduth@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*  
\_\_\_\_\_

Occupation: Business and Marketing Consultant

Education: High School Modonna High School Chicago, IL

College Lake Forest College Lake Forest, IL

Trade/Business School University of Chicago , Booth School of Business (MBA)  
University of Chicago, MA (Public Policy)

Are you a United States citizen? Yes X No\_\_

Are you a West Virginia resident? Yes X No\_\_

Are you a resident of Jefferson County? Yes X No\_\_

Are you able to produce verification of residency? Yes X No\_\_

(Proof of paying personal property tax, voter registration, etc.)

Address:  
284 Edgewood School Road  
Shenandoah Junction, WV 25442  
\_\_\_\_\_

Magisterial District: Shepherdstown, WV

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See enclosed cover letter and resume

Organization Memberships and Positions Held : \_\_\_\_\_

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: \_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

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I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Michelle Sudbuth Date: 12-3-2018

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*



Dec. 3 2018

Douglas Allmond  
590 Alta Vista Dr.  
Harpers Ferry, WV 25425

Jefferson County Commission  
124 E. Washington St.  
Charles Town, WV 25414

Re: Application for JCDA volunteer position

Greetings:

My name is Douglas Allmond. I am resident of Jefferson County and live in Shannondale. I am applying for consideration to one of recently vacated volunteer positions on the Jefferson County Development Authority.

I have a background in volunteer service to my community. I have held volunteer positions with several Federal and local agencies along with paid positions that involved negotiating contracts, providing customer service to citizens, technical assistance, and training.

As a volunteer I have served as the "first contact" person for the National Park Service, serving as a Camp Host in seven locations throughout the country. I did detailed scientific nautical surveys on behalf of the National Ocean Service. I trained people on boat safety. I have been an official photographer and a volunteer telescope operator at a local observatory.

In my career, I was a Network Television News Cameraman with the ABC News Washington Bureau for 33 years. During my time there I covered seven Presidents, two Olympics, dozens of demonstrations, several military exercises, and a host of other stories. I was an eyewitness to many historic events.

I was also active in my Union. I held several volunteer positions and was elected to negotiating committees and Local President. During my tenure I was a member of negotiation committees that signed contracts with ABC, NBC, PBS, NPR, WJLA, WHMM and others.

But the most important reason for my applying for a position is my deep connection to Jefferson County. My family became members of Shannondale in the 60's when it was a weekend place. We were here every time we had the opportunity. My parents were one of the first families to move here permanently in the late 60's. My brothers attended Jefferson County schools and lived here until my father was transferred to Georgia.

I met my wife in Shannondale when we were teenagers. We were married in 1971 in Harpers Ferry. We had our reception at Hilltop House. We chose those locations because we wanted to share our love of each other with the love we have for this wonderful area. Now after 47 years of marriage we are permanent residents and have retired here. We live in our family's place in Shannondale that was built in the 60's and plan to spend the rest of our lives here.

Volunteering has always been an important part of my life. Now that I have the privilege of living in Jefferson County, I hope to continue serving my community in any way I can.

Respectfully,

  
Douglas Allmond

# Douglas Allmond

590 Alta Vista Dr. Harpers Ferry, WV 25425

## PROFILE

Retired Professional Television News Cameraman with over 30 years of covering major news events. Avid volunteer with several national and local organizations.

## VOLUNTEER EXPERIENCE:

### 2018-present: National Weather Service

Skywarn Storm Spotter. Recently qualified to report local adverse weather conditions to the Sterling Va. Weather Center.

### 2006-2016: National Ocean Service

Local Chair of the Co-operative Charting Committee performing surveys that included identifying and reporting hazards to navigation.

### 2009-2013: National Park Service

Camp Host at Parks in Virginia, Colorado, and Michigan. Providing essential public liaison services to park visitors in seven different locations.

### 1999: National Park Service

Served as the White House News Photographer Association's television representative on the National Park Service Committee for the Comprehensive Design for the White House.

## EMPLOYMENT EXPERIENCE:

### 1970-2003: Technical Director, Electronic News Gathering, ABC News; Washington News Bureau

Responsible for the technical coverage of national interest news and special events.

### 2000-2002: Local President, National Association of Broadcast Employees and Technicians, Local 31 Washington DC.

Local Union President covering contracts with ABC, NBC, PBS, NPR, WJLA, WHMU, The House Recording Studio and freelance members of the union.

## EDUCATION:

Montgomery College AA, Electronic Technology

## SKILLS:

Experienced in contract negotiating with major corporations. Understands procedures for reporting and evaluating issues as a journalist. Interacting with the public in a positive manner. Lifelong interest in a wide range of disciplines including, astronomy, wildlife management, ecology, navigation, physical sciences, electronics and technical evaluation.

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: Douglas Allmond

Home Telephone Number: 304 725 8337

Work Address: Retired

Work Phone Number: N/A

Mobile Phone Number: 304 550 8119 or 301 906 1101

E-mail Address: allmond@mac.com

Party Affiliation: *(Building Commission and Health Department applicants)*

---

Occupation: Retired Television Camerman and active Volunteer

Education: High School Robert E. Peary HS Rockville Md

College Montgomery College MD

Trade/Business School \_\_\_\_\_

Are you a United States citizen? Yes X No   

Are you a West Virginia resident? Yes X No   

Are you a resident of Jefferson County? Yes X No   

Are you able to produce verification of residency? Yes X No   

(Proof of paying personal property tax, voter registration, etc.)

Address: 590 Alta Vista Dr.  
Harpers Ferry WV 25425

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Magisterial District: Kabletown

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See attached Resume

Organization Memberships and Positions Held : See attached cover letter

Have you even been convicted of any felonies? If yes, please list. **No**

Date:	Offense:


Statement: \_\_\_\_\_

Volunteering has always been an important part of my life. Now that I have the privilege of living in Jefferson County, I hope to continue serving my community in any way I can.

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

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Signature:  Date: 12/3/18

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*

**SUMMARY:** Data management professional with over 20 years industry experience. A great communicator with strong multi-tasking skills and detail oriented. A highly organized leader with solid customer service, problem solving, analytical and creative writing skills.

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**Professional Experience**

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**VERTEX PHARMACEUTICALS, Boston, MA**

**2016-Present**

**Senior Data Management Associate *Home-based/Remote* (2016-Present)**

Develops, or plans and oversees development of edit check specifications, CRF completion guidelines or data entry guidelines, data management plan, data review guidelines, SAE reconciliation plan, cross-functional data review plan – all with input from cross-functional study team. Plans and oversees execution of User Acceptance Testing. Defines electronic data transfer specifications. Ensures study compliance with SOPs and regulations, developing study-specific training for internal and external study teams. Reviews clinical study protocols and provides input. Works with a CDISC library standards group to ensure that database builds were CDISC standard compliant. Works with SDTM programmers to ensure data transfers and tables were formatted and programmed per CDISC/SDTM standards. Manages the vendor's development of clinical trial database. Reviews vendor RFIs, RFPs, proposals and contracts and provide input. Prepares and delivers presentations at internal and external meetings. Evaluates and mitigates risks to timelines and quality. Reviews clinical data for accuracy and consistency or data and generate or follow issues through the query management process until resolution. Responsible for all aspects of the CDM study deliverables. Works cross functionally to ensure that all efficacy and endpoint data is reported correctly in EDC for major deliverables and analysis. Approves and provisions final study deliverables. Ensures all required documentation is completed and appropriately archived via an electronic trial master file (as well as via wet ink archival). Provides status updates to internal clinical study teams and acted as an interface between the Study Execution Team and the CRO partner and EDC vendor. Participates in the development and maintenance of Standard Operating Procedures (SOPs) and Work Instructions (WIs) related to data management activities. Work in Oracle Inform 6.1.

**INFINITY PHARMACEUTICALS, Cambridge, MA**

**2015-2016**

**Senior Data Management Associate *Home-based/Remote***

Provides leadership and functional area expertise in the strategic delivery of Clinical Data Management deliverables governed by appropriate SOPs. Oversees external CDM vendors. Serves as the expert in CDM to provide oversight and advice to clinical project team regarding CDM activities and deliverables. Provide CDM business expertise and consultancy in the selection and use of software systems and vendors. Stays on top of industry standards and developments and oversees and develops standards and processes base on best practices. Oversees data quality across therapeutic area. Leads CRF standards initiative by engaging cross functional team members. Provides high level expertise in the contract process for any CDM related activity.

**MEDIMMUNE, Gaithersburg, MD**

**2002-2015**

**Senior Data Management Project Lead (2014-2015)**

Provides leadership and functional area expertise in the strategic delivery of Clinical Data Management deliverables. Oversees internal and external CDM vendors, while ensuring compliance to global and project standards. Represents the CDM function on all levels and can act as designee of the Head of CDM. Serves as the expert in CDM to provide oversight and advice to clinical project team regarding CDM activities and deliverables. Represents CDM during activities associated with regulatory inspections/audits. Provide CDM business expertise and consultancy in the selection and use of software systems and vendors. Stays on top of industry standards and developments and oversees and develops standards and processes base on best practices. Oversees quality across therapeutic areas. Leads Standards Project (CDASH). Provides high level expertise in the contract process for any CDM related activity. Assess CDM needs and areas of improvement and recommend changes to the operating model.

**Data Management Project Lead (2009-2014)**

Lead, coordinate and ensure transparency and consistency of clinical study team to outsourcing partner activities. Provide expert Data Management advice to the clinical project team regarding all Data Management activities and deliverables. Serve as Chair of the Standard CRF Committee. Coordinate the development of product level and therapeutic area Data Management standards. Provide input to the development and improvement on Data Management standards and procedures. Provide Data Management business expertise and consultancy in the selection and use of software systems as appropriate.

**Associate Director (*interim head of CDM*), Clinical Data Management (2012-2013)--*Held concurrently while maintaining DMPL duties.***

Plans, directs, and coordinates the activities of the Data Management Project Leads ensuring timely delivery of all milestones using knowledge of database management techniques to ensure the accuracy and integrity of clinical data. Participates in the development of data management strategies for multi-center/global studies of highest complexity. Participates in the alignment of processes with parent company, AstraZeneca, by participating in task forces as a Clinical Data Management representative for the definition of new or revised processes, problem solving, training, etc. Provides internal best practices information for study and program enhancement. Resolves complex team/data management issues utilizing key resources to facilitate problem resolution:

- o Communicates milestones and practices with respect to team members and management.
- o Liaises between CDM and other Clinical Biologics departments as needed for CDM study related activities.
- o Meets regularly with AstraZeneca leadership and DMC functional DM heads to discuss and resolve issues.
- o Provides back up support or act as a Data Management Project Lead for studies, if required.

Utilizes presentation skills to make professional, clear presentations to groups internally and occasionally externally. Helps to create department goals and ensures linkage to personnel goals in support of the corporate and department goals. Monitors the activities of staff and provides them reliable guidance to succeed and grow. Proactively makes recommendations to appropriate business units regarding the development of new tools and goals that further support and strengthen MedImmune's development capabilities. Oversees effective project management of the development and/or enhancement of policies and SOPs. Interacts with subordinates, outside customers and functional peer groups at various management levels inside and outside of MedImmune. Works on complex problems where analysis of situation or data requires ability to quickly and accurately review all identifiable factors. Assists in planning and adapting resources as needed, to ensure key goals are met on time.

#### **Manager, Clinical Data Management (2007-2009)**

Manage quality of assigned projects or functions through accurate and timely communication with appropriate project team members and other external customers. Ensure project milestones are met according to timelines. Lead, manage and train a team of Data Management staff. Provide expert review and guidance for production of Data Management deliverables. Participate in the development and implementation of new processes and technology. Coordinate the development of standards by serving as Chair of the Standard Case Report Form Committee. Participate in vendor selection process.

#### **Manager, Clinical Data Processing and Quality Control (2005-2007)**

Lead, manage and develop a team of Clinical Data Processors and Quality Control Analysts. Oversee and manage CRF design activities to ensure centralized control and standardization. Serve as an active member on the Standard CRF Committee and Rapid Change Team for the EDC Initiative. Contribute toward the development and maintenance of an infrastructure to support accurate and efficient CRF design, and quality control that meets Good Clinical Practice (GCP), the standards of regulatory agencies, data processing and analysis requirements. Review, write and identify the need for SOPs and/ WPDs for Clinical Data Processing and Clinical Quality Control functions. Ensure effective management of assigned projects or functions through accurate and timely communication with appropriate project team members and other customers. Direct the entry and verification process to ensure proper prioritization and timeline compliance.

#### **Clinical Data Coordinator III (2002-2005)**

Lead Data Manager for in-house and outsourced studies. Participate in the development of data management strategies for multicenter/global studies of highest complexity. Review and assist in the review/development of SOPs/WPDs. Provide data management planning and coordination of Clinical Data Management (CDM) activities for multiple projects using knowledge of database management techniques to ensure the accuracy and integrity of clinical data. Prepare, present and train the sites, CRAs and Investigators on CRFs at Investigator Meetings. Serve on task forces as DM representative for the definition of new or revised processes. Act as a resource for CDCI and CDCII, providing technical expertise and training.

#### **CATO RESEARCH, Rockville, MD**

**1999 –2002**

#### **Clinical Data Specialist II (2000-2002)**

Serve as Primary Lead on 15 protocols. Manage the data review and data cleaning process. Review and approve CRFs against protocol. Annotate CRFs and build databases using ClinTrial 3.3, 4.1 and 4.2. Manage and oversee responsibilities of the Data Entry and temporary staff. Responsible for review and management of monthly budget reports and process out of scope work orders. Responsible for entry of SAE data in Clintrace 2.8 database. Responsible for decision making and problem solving in accordance with GCP.

#### **Clinical Data Specialist I (1999-2000)**

Serve as Secondary Lead on 6 protocols. Assist with data review and database build. Generate data clarification forms. Execute and research validation reports. Assist with developing CRFs.

**Data Technician II (1998-1999)**

Maintain communication with participating sites by ensuring appropriate site payments are made in accordance with subject visits. Perform data review and generate data clarification forms. Review monthly and annual data analysis reports. Train and serve as resource and prioritize workload for Data Technician I.

**Data Technician I (1997-1998)**

Responsible for organizing, editing, verifying and tracking CRFs and DCFs. Generate data clarification forms.

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**Education and Certification**

West Virginia University: Bachelor of Arts-Psychology

Certified Clinical Data Manager: 2014

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**Affiliations**

Society of Clinical Data Management (SCDM), member since 2002

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**Community Service**

Volunteer at The Frederick Rescue Mission, Frederick, MD August 2015 – present

Carriage Park Home Owner's Association Board (secretary), Harpers Ferry, WV October 2017-present

League of Women Voters of Jefferson County *Application pending*

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: Tina Sinnett

Home Telephone Number: Not applicable

Work Address: 50 Northern Avenue, Boston, MA

Work Phone Number: 617-961-1346

Mobile Phone Number: 240-315-6000

E-mail Address: tina9674@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*

---

Occupation: Clinical Data Management

Education: High School Bridgeport HS, Bridgeport, WV

College West Virginia University, Morgantown, WV

Trade/Business School Not applicable

Are you a United States citizen?                      Yes X                      No   

Are you a West Virginia resident?                      Yes X                      No   

Are you a resident of Jefferson County?                      Yes X                      No   

Are you able to produce verification of residency?                      Yes X                      No   

(Proof of paying personal property tax, voter registration, etc.)

Address:  
33 Jenny Lind Drive  
Harpers Ferry, WV 25425

---

Magisterial District: 13

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See resume. JCDA Board-Citizen Representative

I would be interested in any position where my work/personal experience would benefit Jefferson County.

Organization Memberships and Positions Held : \_\_\_\_\_

See resume.

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: Not applicable: Never accused or convicted of any felonies

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

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Signature: Jana M. Swinett Date: 28 NOV 2018

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*



November 26, 2018

Jefferson County Commission  
PO Box 250  
Charles Town WV 25414

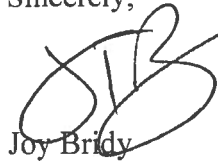
Dear Jefferson County Commissioners,

I write to you today to formally apply for a board position on the Jefferson County Development Authority. As the owner of a small business and cottage industry, I bring the voice of small businesses in our region to the table. As a steering committee member of the Over the Mountain Studio Tour, I bring a strong voice for arts and tourism to the table.

I believe that Jefferson County is in a unique position to grow and develop into the 21<sup>st</sup> Century, and I am able to make meetings regularly.

I look forward to talking with you further.

Sincerely,



Joy Bridy  
2533 Warm Springs Road  
Shenandoah Junction WV 25442  
304.876.0750

Incl: application and brief CV

**Joy Bridy**  
**2533 Warm Springs Road**  
**Shenandoah Junction WV 25442**  
**304.876.0750**  
[joybridy@yahoo.com](mailto:joybridy@yahoo.com)  
[www.joybridy.com](http://www.joybridy.com)

**Education**

BA, Indiana University, Bloomington IN      1993  
Studio Art

**WV Business Experience**

Joy Bridy Pottery      Since 2009  
Shenandoah Junction WV

**Community Experience**

Over the Mountain Studio Tour, Steering Committee, WV  
Since 2009  
Potomac Valley Audubon Society Master Naturalist  
Since 2016  
Historic Burr House Bread Baking Guild  
Since 2012  
Jefferson Arts Council, gallerist for Fire Hall Gallery  
2015-2017  
American Craft Week, Coordinator, CraftWorks, Charles Town WV  
Oct 2014  
Kiln Club of Washington, Vice President, Washington DC  
2005-2008  
National Museum of Women in the Arts, Docent, Washington DC  
2006-2008  
Rotary International Group Cultural Exchange, South Korea  
April 2004  
Empty Bowls Projects: IN, PA, WA, VA, MD, DC, WV  
Continually

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: Joy Bridy

Home Telephone Number: 304. 876. 0750

Work Address: 2533 Warm Springs Road, Shenandoah Jct.

Work Phone Number: same

Mobile Phone Number: N/A

E-mail Address: joybridy@yahoo.com

Party Affiliation: (Building Commission and Health Department applicants)

Occupation: Artist / Potter

Education: High School Merrillville High School IN 1989

College Indiana University, Bloomington IN 1993

Trade/Business School N/A

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

(Proof of paying personal property tax, voter registration, etc.)

Address:  
2533 Warm Springs Rd  
Shenandoah Junction WV  
25462

Magisterial District: \_\_\_\_\_

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

see attached  
\_\_\_\_\_  
\_\_\_\_\_

Organization Memberships and Positions Held :

Over the Mountain Studio Tour: Steering Committee  
\_\_\_\_\_

Have you even been convicted of any felonies? If yes, please list. no

Date:	Offense:

Statement: N/A  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  Date: 11/26/2018

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Jessie Molina  
304-620-2534

To: Jefferson County Commission

I'm sending this letter to inform you of my interest to serve the Jefferson county government. I fully believe my skills could benefit and assist in helping your county meet its long-term goals.

I believe my 25 years of nursing and community health makes me an excellent candidate for this position and I would like to become a part of the team. My skills include the following:

- I have excellent leadership, communication and analytical skills.
- I have experience researching and determining the needs and issues of the community, then finding sound and reasonable solutions to these problems.
- Preparing reports, budgets and designing ways to keep the public interest stimulated and focused on the good of the community is also part of my expertise.
- Community outreach and public speaking

Please contact anytime for an interview or if you need more information at (304) 620-2534. I can also be reached by email at [email] I'll be looking forward to your response.

Best regards

Jessie Molina

# JESSIE MOLINA

HARPERS PERRY WV | (C) 304-620-2534 (E): [JESSIEK\\_MOLINA@YAHOO.COM](mailto:JESSIEK_MOLINA@YAHOO.COM)

---

Over five years of experience working in as a community health nurse. Recent experiences include planning and executing community health programs for my assigned community. Hands on experience in providing primary care for acute and chronic diseases and teaching patients the symptoms of the disease.

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## SPECIFIC SKILLS AREAS

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- 25 year experience in the healthcare
- ADPII Security Clearance (Active)
- Active Multi-State nursing license #31894
- Fully Bilingual (English-Spanish)
- Microsoft Certified Professional
- Knowledge of public health issues

## PROFESSIONAL EXPERIENCE

---

### **Jefferson County Health Department** **Public Health Nurse, 3/2015 to Present**

Collaborated with the Quality Improvement Division and several Department of Public Health (DPH) programs to initiate and develop the performance measures document for the Jefferson County and other counties in the state of West Virginia. Control and Prevent diseases and influenza pandemic in a timely manner to protect the community.

- Provide expert case management for patients with infectious diseases according to program priorities and nursing standards
- Conduct disease case investigation and prepare report
- Plan and execute health promotional programs
- Provide care and treatment of clients Sexually Transmitted Disease clinic
- Assessed immunization statuses, administered vaccines/immunizations and performed annual immunization audits for schools in Jefferson County
- Instruct health education classes to the public for the promotion and maintenance of health and wellness
- Screen and referred patients to other community service providers, as well as state and federal programs
- Educate clients about vaccines, their benefits, side effects, and complications
- Investigate and reported communicable diseases to the state
- Provide disease counseling to patients and initiated control measures when necessary
- Ensure patients received proper treatment for communicable disease and infection control
- Investigate infection outbreaks and submit reports to the appropriate agency
-

**American Red Cross (Easter Panhandle Division)  
Disaster Response Nurse-2016 to Present**

- Develop public disaster educational programs designed to spread community awareness
- Identify target population groups, developed and implemented programs to reach those groups
- Assist in building the capacity of the chapter to respond to disasters through the development of independent shelter teams to support mass care functions
- Contribute continuous efforts in streamlining the importance of medical health-care

**Blueridge Community and Technical College  
Adjunct Technology Instructor, 01/15-06/17  
Microsoft Applications**

- Utilized variety of technologies and instructional methodologies such as Blackboard ® to keep courses fresh and engaging
- Worked with individual students to improve understanding and course grades
- Helped students develop talent through range of exercises readings and discussions
- Developed lesson plans that met varied student needs, evaluated and assessed student's development, and implemented study methodologies to enhance student's progress
- Incorporated higher-level learning and assisted the students to develop information literacy and problem-solving skills
- Organized, prepared and revised/updated course materials.
- Developed policies to disseminate the course content
- Ensured that the content and level of material asked in exams are adequately covered in classroom teaching

**West Virginia University Health Care  
LPN Lead, 12/2015 to 4/2016**

- Led the daily operations of fifteen nurses to achieve quality performance and continuous, efficient functioning through exceptional nursing services
- Led informative and engaging clinical training; conducted educational sessions instructing nursing and physician teams on the use, safety and efficacy of medical-device products
- Evaluated individual performance of team members, which included written annual performance appraisals and performance improvement plans
- Managed and collaborated with county entities to resolve human resource, labor relations, employee and department safety, and risk management issues
- Conducted regular medical records review and audits to assure quality measures were being followed and maintained
- Wrote and developed department policies and procedures
- Developed tracking and assessment tools to help prioritize workflow to insure timely provision of nursing services

- Maintained the clinic QC/QA standards and ensure all protocols are been followed
- Scheduled, supervise and counsel nursing staff. Write policies and procedures enhancing ambulatory care operations

**Menocal Family Practice****Lead Nurse, 11/2011 to 11/2014**

- Supervised a team of five Medical Assistants and two LPN.
- Provided professional care to patients and delivered skilled nursing care in routine/stressful periods at the highest standards of excellence
- Developed and implemented standards and evidence-based practice in coordinating the management of care and the care environment
- Developed and implemented patient-focused care plan
- Coordinated with nursing professionals, healthcare providers, and agencies to spread information about the outbreak of H1N1 virus, and prevention measures
- Counseled families in areas of nutrition, diet maintenance, healthy development stages of infants, children, and pregnant women
- Participated in mass vaccination programs for community, and educating them about the measures to be taken for a healthier living
- Coordinated with administration department to schedule follow-up appointments for long-term patients, and making appropriate referrals in case of complications during treatment

**Army Medical Command****Sr. Medical Writer, Military Applications, 10/2008 to 8/2010**

- Developed administrator and user's guides for the Military Health System (AHLTA) for the Iraqi Freedom and Noble Eagle operation
- Created new material based on functional specifications, marketing requirements, and interviewed with subject matter experts
- Participated in producing various reports based on client specific guidelines
- Reviewed the department of Defense documentation, ensures reports, summary statements, and other documents meet established client specifications, and follows the standards for quality, format, and style of the U.S Department of Defense (DoD)
- Developed Use Cases, System Designs documents and other medical documentation to be included with the software delivery to DoD
- Provided feedback to engineering on the user interface to improve product usability

**U.S Department of Justice (DOJ)****Sr. Trainer - 01/2008 to 10/2008**

- Analyzed business needs, recommend procedural changes/software customizations, and adapt training program content and level for specific end-user training requirements
- Assisted management to identify training need for the U.S Department of Justice
- Developed and maintained the department's software troubleshooting guides
- Determined course content and student learning objectives.
- Worked with internal software developers to keep apprised of changes
- Oversee course design, development, and implementation for courses

- Analyzed training material for accuracy and implement changes as needed it
- Classroom setup, equipment testing and troubleshooting to ensure high quality training session

**Llaurador Family Practice****Public Health Nurse 03/2000 to 12/2006**

- Educated new mothers about the proper care of infants, and mentored their anxiety issues by suggesting appropriate referrals within the medical center
- Conducted analysis of epidemic diseases, and organized seminars to inform citizens about prevention to be taken for communicable diseases
- Collaborated with the team to organize various programs related to school health, women's health, STDs, and occupational safety hazards
- Coordinated for the scheduling of different tests like MRI's, CT scans, Bronchoscopes, and other suggested methods as mentioned in the patient's prescription
- Trained and educated intern nurses to disclose sensitive information to the patient's families regarding complications in cases of juvenile diabetes, obesity problems, and other lifestyle-related issues

**LICENSED AND EDUCATION**

- License Practical Nurse (Multi-State License #31894)
- BLS Certification
- BS Public Health-APUS (In Progress)
- Associate degree Allied Health Science.
- Member of West Virginia Public Health Nurse Association
- Microsoft Certified Professional (MCP)
- Member of the International Society of Infectious Diseases (ProMED)

### Jefferson County Commission Application for Boards, Committees or Commissions

Please type or print information

Name: Jessie K. Molina

Home Telephone Number: \_\_\_\_\_

Work Address: 1948 Wiltshire Rd, Kearneysville WV 25430

Work Phone Number: \_\_\_\_\_

Mobile Phone Number: 304-620-2534

E-mail Address: Jessiek\_molina@yahoo.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Nurse

Education: High School Holy Rosary School

College UNIV. OF P.R. / American Public University

Trade/Business School \_\_\_\_\_

- Are you a United States citizen? Yes  No
- Are you a West Virginia resident? Yes  No
- Are you a resident of Jefferson County? Yes  No
- Are you able to produce verification of residency? Yes  No

(Proof of paying personal property tax, voter registration, etc.)

Address:  
54 General Semmes Ct  
Harpers Ferry WV 25425

Magisterial District: \_\_\_\_\_

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization Memberships and Positions Held : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you even been convicted of any felonies? If yes, please list. **NO**

Date:	Offense:

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: \_\_\_\_\_ Date: 12/10/18

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*




November 23, 2018

To: President, Jefferson County Commission  
Jefferson County Commission  
PO Box 250, Charles Town, WV 25414

Dear Sir/Ms,

Included with this letter is my application to serve as a volunteer for an open position on the JCDA. I am forwarding this application with the hope that my technical, international and UN administrative experience will provide a more balanced review board when evaluating perspective industries who are considering locating in Jefferson County. Please feel free to contact me if additional info is needed., or for any other reason. Thanks.

Sincerely,

  
Roger Ethier MS, Director Engineers w/o Borders Int  
PO Box 1392, Sheoherdstown, WV 25443  
engnerswobord@hotmail.com/(304)433-0357

**Date: November 23, 2018**

**To: Gavin Perry** <[gavarch@gmail.com](mailto:gavarch@gmail.com)>

**Subject: Cover Letter**

Last year, in October a new Kiwanis Club formed, the Kiwanis of Blue Ridge that immediately targeted the kids of North Jefferson Elementary School, Kearneysville, WV, and a Title One School for assistance. I was designated Team Leader because of my experience in small agriculture garden sustainability, project management, and for my genuine appreciation of kids.

Then, without warning, in early July the Rockwool bomb dropped! I was on distribution list of a letter from the Sierra Club to the WV DEP that referenced a permit "for the Roxul/Rockwool planned mineral wool site in Ranson, WV". The site is located just across the old Route 9 highway from the NJES School, the school that Kiwanis had targeted to help with an outdoor classroom.

Today the county is in chaos and near open revolt against the leaders of Jefferson County. If common sense had ruled and political transparency had prevailed, **and if the JCDA had been infused with members who were professionally and technically savvy in air, water, soil and small agriculture sustainability and management, danger areas would immediately have surfaced that would have been a balance against the JCDA existing business interest/and apparent jobs-only and at any cost mentality that prevailed.**

These specific areas - professional and technical savvy in air, water, soil and small agriculture sustainability and management, together with extensive international work at many levels of industry and government are the reasons I believe I am eminently qualified to serve on the Jefferson County Development Authority. Thanks,

Sincerely,

Roger Ethier MS Engineer (Agriculture)  
PO Box 1392  
Shepherdstown, WV 25443  
[engnerswobord@hotmail.com](mailto:engnerswobord@hotmail.com)/(304)433-0357

Jefferson County Commission Application for Boards, Committees or Commissions

Please type or print information

Name: Roger Ethier \_\_\_\_\_

Home Telephone Number: (304)433-0357 \_\_\_\_\_

Work Address: 2048 Kabletown Dr, Charles Town, WV 25414 \_\_\_\_\_

Work Phone Number: (304) 433-0357 \_\_\_\_\_

Mobile Phone Number: (304)433-0357 \_\_\_\_\_

E-mail Address: [engnerswobord@hotmail.com](mailto:engnerswobord@hotmail.com); ([donortable.org](http://donortable.org)) \_\_\_\_\_

Party Affiliation: (Building Commission and Health Department applicants)  
\_\_\_\_\_

Occupation: Sustainability Technologist, Engineer \_\_\_\_\_

Education: High School St Bernards High, Fitchburg, Ma \_\_\_\_\_

College Univ. of Mass; Univ of Calif, Davis \_\_\_\_\_

Trade/Business School USN Electronic Technition \_\_\_\_\_

Are you a United States citizen? Yes X No \_\_\_\_\_

Are you a West Virginia resident? Yes X No \_\_\_\_\_

Are you a resident of Jefferson County? Yes X No \_\_\_\_\_

Are you able to produce verification of residency? Yes X No (Proof of paying personal property tax, voter registration, etc.) Address: Magisterial District: voter Registration 000231551 \_\_\_\_\_

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Roger R. Ethier, Sustainable Technologist – 1980 – 2018 MS Agricultural Engineer, Co-Founder and Technical Director of Engineers without Borders International, Shepherdstown, WV, USA, ([donortable.org](http://donortable.org)) for 30 years. Most recent projects were the design and installation of a replacement water pumping and distribution system at a 1000 child orphanage in SW Uganda that reduced storage tank filling rates from 2 ½ days to 4 hrs., designed and fabricated the extensive solar, rainwater, drip irrigation system at the Community Gardens, Ranson, WV, and developed and patented (pending) the Lil Sprout Solar Portable Water Pump. Director, Water Advisor Committee, Jefferson County for 5 years and member for 10 years.. Currently, Team Leader, Kiwanis of Blue Ridge for North Jefferson Elementary Outdoor Classroom and Edible Schoolyards.

Project.- Developing Outdoor Education Center with Edible Schoolyards at North Jefferson Elementary and three other Title One Elementary Schools in Jefferson County. Designed and built the solar, rainwater Irrigation system at Ranson Community Gardens. and developed many other water related, solar related and Agricultural projects in 26 different non developed countries..

Organization Memberships and Positions Held :Director Jefferson County, Water Advisory Committee (2008 – 2013); Member Jefferson County Water Advisory Committee (2008 to present).

Have you even been convicted of any felonies? No

If yes, please list. Date: Offense: Statement:

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information.

I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal. I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Roger Ethier Date: November 22, 2018

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: ROBERT McEachern

Home Telephone Number: 304 268-2164

Work Address: PO 282 Harpers Ferry, WV 25425

Work Phone Number: 304 268-2164

Mobile Phone Number: 304 268-2164

E-mail Address: rmceachern2009@gmail.com

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: UNION ACTOR (SCREEN ACTORS GUILD/SAG AFTRA)  
#00604283

Education: High School \_\_\_\_\_

College UCBERKELY

Trade/Business School \_\_\_\_\_

Are you a United States citizen? Yes  No

Are you a West Virginia resident? Yes  No

Are you a resident of Jefferson County? Yes  No

Are you able to produce verification of residency? Yes  No

(Proof of paying personal property tax, voter registration, etc.)

Address: 108 CLAY ST APT B (PO 282)  
BOLIVAR WV  
25425

Magisterial District: HARPERS FERRY - BOLIUAN

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

RESIDED IN JEFF. CO SINCE 1959, 40 YEARS AS A  
FOODSERVICE CHEF CONSULTANT, AFSCME SHOP STEWARD,  
6 YEARS IN SOLAR SALES, ANNUAL VOLUNTEER IDENTITY/CRISES

Organization Memberships and Positions Held : ELKS B.P.O.E MARTINSBURG  
SAG AFTRA MANHATTAN BOROUGH LABOR REP, COMMERCIAL CONTRACTS  
AFSCME SHOP STEWARD AFL-CIO

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:
	NO

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

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Signature: Robert McEachern Date: 11-30-18

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*

November 26, 2018

Subject: Request for Appointment to JCDA  
Two Year Term  
Marketing Committee/ Business Development

Jefferson County Commissioners

I would like to thank you for reviewing and considering my letter of consideration for appointment to the JCDA Committee.

With an appointment to the JCDA I feel I would represent numerous avenues that have helped hundreds of low income and first generations succeed at higher levels of employment.

In order to maintain a flourishing momentum, we need to secure a solid foundation of support from Jefferson County and The State of West Virginia. I welcome working with all members of the JCDA to discuss issues that will be of impact to our county. It is of utmost importance to ensure the growth of our county.

My strong interpersonal skills within the business management and marketing strategies along with my work ethic of over twenty five years' experience of working directly with real estate rental property for all ages . I have a very diverse background from marketing and research of contractual construction engineers of multi-million dollar ground up builds to tenant in place rehabilitation of over 200 apartments.

Accreditation relevant to the open position on the JCDA other than my multifaceted career in rental Real Estate I have lived in a unincorporated area of Jefferson County for over Fifty plus years.

My greatest strengths are my ability to establish a good working unit. I possess the aptitude to establish a good rapport with all, as well as ensuring the right guidance and motivation to succeed to the best of my ability.

My goal as a member of the JCDA will be to combine my skills and abilities to be enthusiastic, compassionate and an intelligent contributor with others, to be a positive impact to the economic growth of Jefferson County.

It is of the utmost importance to work together as a group to encourage businesses to locate in Jefferson County through marketing strategies that will improve the overall economic improvement and impact to the entire county. Being a resident of the Village of Kearneysville, I am particularly devoted to the development of the land within the county and outside of Town and City limits.

Sincerely,

Sharon Wilt  
[SW25442@aol.com](mailto:SW25442@aol.com)  
(304)582-2201

# Sharon Wilt

## Objective

Currently Retired (Past Resume)

### **2011-2012 Millennia Housing Management Cleveland Oh.**

#### **Property Manager Senior Towers Apartments**

- .Accounting and bookkeeping. Preparation of Budgets
- Supervised office and maintenance staff.
- Training of Maintenance and Office staff.
- All Marketing aspects of Property for Leasing.
- Weekly and Monthly Staff and Vendor Scheduling
- Installed computer programs and trained all staff on use.
- Prepared payroll.
- Accounts receivable and account payable.
- Reviewed and approved contracts for apartment complexes.
- Criminal background investigations.
- Credit Checks.
- All court and legal procedures as warranted. I.E. Eviction, Safety Issues,  
Supervise office and field staff, including: purchasing department, maintenance staff, and A/C department.  
Prepared All HUD transmissions monthly  
Overseen a tenant in place rehab of 125 units seven story Senior Apartment Complex.  
Fire safety Inspections  
Compliance with All State and Government Regulations.

## Experience

### **2009-2010 Grapevine Business Park LLC Martinsburg, WV**

#### **Property Manager**

- All accounting and bookkeeping for the Business Park
- All Marketing which included Storage Units, Apartments, Restaurant, Auto Garage Boat & Car Storage.
- Background Checks
- Court and Legal procedures as warranted.

- Reviewed and approved contracts for leasing.
- Designed Ads and Marketing material as needed.

**2003-2008 Habitat America LLC Manassas, Va**

Senior Property Manager **Baltimore , Md**

- .Accounting and bookkeeping for seven apartment communities.
- Supervised Property Managers, office and maintenance staff.
- Training of Property Managers and office staff.
- All Marketing aspects of Property for Leasing.
- Weekly and Monthly Staff and Vendor Scheduling
- Installed computer programs and trained all staff on use.
- Prepared payroll.
- Accounts receivable and account payable.
- Reviewed and approved contracts for apartment complexes.
- Criminal background investigations.
- Credit Checks.

Receivership by Court Appointed Judgements on Foreclosures

All Life Health Safety Issues addressed upon takeover of Property.

Fire Safety, Health Department , Local Police,,HUD Housing , Pest Control Sanitization, Elevator Inspection, Fire and Emergency Call Systems

**2002-2003 Habitat America LLC/ Silverwood Management. Ranson, WV**

Property Manager

- Overseeing the daily operations of 3 Apartment Complexes totaling 167 apartments. With over four hundred residents.
- Improved occupancies from 84 percent to 98 percent.
- Supervised office and maintenance staff.
- Staff Scheduling
- Criminal background investigations.
- Credit Checks.
- All court and legal procedures as warranted.

**1999–2001 Quantum Property Management Ashburn, Va.**

Assistance Resident Manager of a Senior Apartment Complex

- Initiated all paper work to verify resident for move-in.
- Installed Jenark computer system at all Quantum Properties, as well as assisted in training of employees on system.
- Obtained Certification of Tax Credit Specialist through National Center of Housing Management.
- Supervised maintenance staff.
- Planned and implemented daily actives for all residents.
- Monthly Actives Calendar and Newsletter for Senior Actives.
- Scheduling of Meals on Wheels Lunch Program.

1994–1996 Rodberg Property Management West Palm Beach FL  
Property Manager

- Supervise office and field staff, including: purchasing department, maintenance staff, A/C department and accounting department.
- Scheduling of Maintenance calls to residents.
- Scheduling and overseeing of all Vendors.
- Received all monies for rent and handled all banking transactions.
- Handled high-pressure phone calls.
- Criminal background checks.
- Credit Reports.
- Legal proceeding pertaining to evictions.

Education

1971–1974 Jefferson High School Shen. Jct., WV.  
1999 Housing Management Licenses  
1999 National Center for Housing Management for Tax Credit.  
2000 V.H.D.A. Basic Compliance Training Workshop.  
2004 Certification in Microsoft Excel  
2004 Certification in Microsoft Office  
2006 Certification in Supervisor Version Conflict Resolution  
2006 Certification in Customer Service  
2006 Fair Housing  
2006 Sexual Harassment  
2006 Preventing Sexual Harassment  
2006 Mold Awareness, Curb Appeal, Internet Leasing  
2007 Traffic Generation and Customer/Resident Retention, Leasing for a Living  
2012 Refresher courses in Fair Housing, Tax Credit, Customer Service and Bed Bug training classes.  
2012 Dealing with Difficult People  
2012 Customer Relationship Management  
2013 Basic Electrical  
2013 Cortication of Commercial Pool Operations

Interests

All sports, gardening, fishing, computers, and my four grandsons and two granddaughters.

9/26/18

Jefferson County Commission  
PO Box 250  
Charles Town, WV 25414

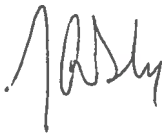
To Whom It May Concern:

I am interested in serving on the Jefferson County Development Authority for the three year term ending April 5, 2021. I have lived in Jefferson County since 2002 and currently reside in Shepherdstown (but in the County) with my wife and 2 teenage sons. I have owned 4 State Real Estate since 2006 and have grown it to be a large independent player in the local real estate market, currently employing 16 agents out of our office located at 201 N. George St. Suite 101 Charles Town, WV.

My background in residential and commercial real estate will assist in my understanding of local codes, politics, and public perception of Jefferson County, WV as a location to operate business. Additionally, my connections in the commercial real estate market will assist in my reach for businesses we wish to pursue as a county.

My personality is very balanced with regards to understanding public perception and property rights, thus allowing me to keep an unbiased position with regards to businesses looking to make Jefferson County home. I would be honored to serve the County as a Development Authority Board Member and understand, wholeheartedly, the time and commitment involved in such a venture. If you have any questions, please do not hesitate to contact me at 240-405-5575 or through email at [4StateRealEstate@gmail.com](mailto:4StateRealEstate@gmail.com). Thank you for the opportunity to be of service.

Respectfully,



Jonathan "ADAM" Shively

# Jonathan “Adam” Shively

201 N. George St. #101 Charles Town, WV 25414

*Office Phone: 304-885-8304 Cell Phone: 240-405-5575 E-mail: 4StateRealEstate@gmail.com*

---

## OBJECTIVES

- To procure a position as a Jefferson County Development Authority Board Member

## WORK HISTORY

**4 State Real Estate LLC/The 4 State Gallery**, October 2015-Present

Owner/Agent

- Owner and operator of 4 State Real Estate LLC, independent Real Estate Office and Art Gallery
- Lead Listing Agent with team of 15-18 Licensed Agents
- Produce over \$18,000,000 in sales volume annually
- Manage and Direct Real Estate Shop and Art Gallery

**Keller Williams Rice Realty/Keller Williams Realty Centre--4 State Real Estate LLC**, April 2007-2015

Agent/Owner

- Managed all sales and marketing activities for land development projects, luxury lot and home sales, and commercial projects in the tri-state area
- Maintained sales budgets while meeting and exceeding sales goals in all categories
- Led Keller Williams Real Estate Agents through Associate Leadership Council
- Balanced duties of Real Estate Agent, Community Sales Director, and Recruitment coordinator

**Portrait Homes Mid-Atlantic Division**, March 2006-April 2007 (Reduction in force due to market condition)

Vice President of Sales

- Created and managed training agenda for newly hired sales representatives
- Completed Annual Plan 2007 and maintained all sales related budgets
- Researched and Created Advertising \$4 Million Advertising Budget for Mid-Atlantic Division
- Maintained Advertising budget and cut large scale advertising to meet budget restrictions of start-up division

**Ryan Homes Washington Tri-State Division**, 2002-2006

Sales and Marketing Representative

- Marketed and sold average of twenty million dollars in sales volume each year
- Managed numerous sites with customer service ratings in the 90% range over two year period
- Trained and assisted in the promotions of 8 different Sales Consultants over 4 year period
- Maintained community marketing budget of \$24,000 monthly

**Montgomery County Public Schools**, 1998-2002

World Studies Teacher/Varsity Basketball/Lacrosse Coach

- Met the needs of various learning styles and a diverse clientele while in charge of 120 students
- Developed and monitored a teacher mentoring program for 40 at-risk youth
- Managed operations of basketball program at Varsity High School level
- Managed operations of lacrosse program at Varsity High School level

## EDUCATION

### Frostburg State University

- BS in Social Science and Certification in Secondary Social Science Education
- Overall GPA: 3.60, Major GPA: 3.54, Cum Laude

### Real Estate Licenses

- West Virginia, Maryland, and Pennsylvania

## RELATED ACTIVITIES AND RECOGNITIONS

- Topped \$18 Million in 2013, 2014, 2015, 2016, 2017 Individual Sales
- Top 1000 Agents in United States according to Real Trends
- Topped \$80 Million in 2014, 2015, 2016 and 2017 Company Sales
- Top Producer 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017
- Keller Williams Regional Top Producing Team 2008-2015
- SRES Real Estate Designation (Senior Real Estate Specialist)
- Certified Distressed Property Expert
- Residential Land Specialist Designation
- Board Member, Local School Improvement Committee Shepherdstown Elementary School
- Chair Local School Improvement Committee Shepherdstown Middle School
- Business Partner, Shepherdstown Elementary School
- Business Partner, Shepherdstown Middle School
- Business Partner, Jefferson High School
- Head Coach 8<sup>th</sup> Grade Runnin' Rebels AAU Basketball Program
- Youth Basketball Coach with Jefferson County Parks and Recreation/Ranson Parks and Recreation
- Financial Supporter of Jefferson High School and Washington High School Athletic Departments

## COMPUTER EXPERIENCE

- Word, Works, Word Perfect, Outlook, Excel, PowerPoint, Publisher, Lotus Notes, PC based applications
- Professional and Social Networking via Facebook, Twitter, Linked In, Branch Out

## PERSONALITY CHARACTERISTICS

- |                         |                   |
|-------------------------|-------------------|
| ➤ Organized             | ➤ Confident       |
| ➤ Forward Thinking      | ➤ Creative        |
| ➤ Looks for the Win-Win | ➤ Focused         |
| ➤ Encouraging           | ➤ Entrepreneurial |
| ➤ Positive              | ➤ Action Oriented |
| ➤ Outgoing              | ➤ Responsive      |
| ➤ Motivating            | ➤ Decisive        |
| ➤ Self-Motivated        | ➤ Prepared        |



Eric C Vance  
39 Mountaineer Ct.  
Charles Town, WV 25414  
(304)-839-8858

Jefferson County Commission:  
Re: Intent to Apply for Jefferson County Development Authority board

Hello Commissioners,

I write to you, to submit my intent, to be a citizen representative for the Jefferson County Development Authority (JCDA) board. Particularly for the seat ending on 04/05/2020, but not limited to said seat(s). I believe that I could provide a unique, articulate, and wholesome approach to the board.

First and foremost, I grew up in Jefferson county, and continue to want to be a resident for the long term. I would love for my son to have the same delights, and opportunities that I was able to enjoy growing up here. So the vision of a long term, stable, and thriving economy, is a passionate topic for myself. Secondly, I can provide a unique perspective to the board. My full time job with Potomac Edison is blue collar work, in a corporate company, while spending nearly fifty percent of my work time within the borders of Jefferson county(Other fifty percent in neighboring counties). I interact with the public daily and see the successes of the county and the areas in need of improvement and investment. Then to add another fold of thought, I have worked in the tourism industry in Jefferson county since 2005. Being a whitewater guide, I have personally escorted thousands of individuals down the Shenandoah river and by Harper's Ferry. Educationally, I have specific course work with local geology and urban development. I certainly have a multidisciplinary approach to successful development.

I would certainly like to thank the commission for taking the time to read this and also the possibility of consideration to this board. It would be a joy to serve my community. Attached will be my resume and best regards.

# Eric C. Vance

**Address:** 39 Mountaineer Ct.

Charles Town, WV 25414

**Phone:** (304)-839-8858

**email:** evancelwv@gmail.com

## Education

Shepherd University (December 2016)

Regent Bachelors of Arts

West Virginia University (2006-2011)

128 hours

Curriculum highlights: Watershed Management, Watershed Hydrology, Physical Hydrogeology, Physical Oceanography, Environmental Ethics, Geographical Data Analysis, Urban Geography, Geology of West Virginia, Geology of National Parks, Geomorphology, General Biology, Calculus, Social Problems in Contemporary America, Punishment and Social Control, Sociology and Law, Criminal Procedure, Criminal Justice System

Jefferson High School (Shenandoah Junction, WV)

Graduated in June of 2006

## Employment

**Potomac Edison**, Martinsburg, WV (September 2013-present)

### **Meter Reader**

Reading electric meters at business partners homes, properties, and businesses. Inform supervisors of abnormalities to metering. Using decisive decision making and a questioning mindset to preserve safety of others and myself. Maintaining an accuracy/error rate to exceed the company's goal. Also

achieving read rates, production, and other standards for meter readers at/or above satisfactory for the company. Continually using safe driving techniques while driving twenty to one hundred and fifty miles daily. Exposure to all environmental conditions and various terrain. Moving with agility around environmental and physical objects. Excellent customer service skills for business partners while in the field. Damage assessment duties when needed due to storms and other factors. Customer service exchanges while out in the field. Safety committee member and chair person for service center in 2015-2016. Company CPR instructor

**Harpers Ferry Adventure Center( Formerly BTI Whitewater), Purcellville, VA (June 2005– current date(part time/seasonal))**

**Guide(2005-present)**

Responsible for providing a safe, informative, and exciting trip for the customers on the Shenandoah River. Exhibiting an excellent safety skill set to ensure everyone has a safe trip. The use of decisive decision making and problem solving. Have charted over a thousand trips down the Shenandoah. Have also had considerable kayak and rafting experience on many other rivers, levels, and sections of the Shenandoah. Excellent boat control, stream analysis, swift water rescue abilities

**Guide Managing(2010-2011) general**

Responsible for logistical coordination of employees throughout a daily operation. Needed for quick problem solving and in "good will" decisions. Also responsible for state regulation compliance, policy adherence, and discipline.

**K12, Herndon, VA (April 2013 – September 2013):**

**Personal Admissions Liaison**

Responsible for assisting families enrolling their children into online-public schools, live customer service phone calls, emailing, and the use of online databases. Strong Microsoft office and call center skills.

**Utility Metering Solutions, Ashburn, VA (Sep 2012- April 2013)**

**Meter Installer and Telemetry technician**

Responsible for installing and uploading new water meters to updated data base, new billing system, GPS location services, as well as data collection.

**Anything Interior**, Harpers Ferry, WV (Oct 2011- May 2012)

**Carpenter Assistant**

Aided in custom kitchen and bathroom remodeling and finish trim work. Familiar with building codes and procedures

Activities/Organizations/ Certifications

CPR for the professional rescue exp. 4/19

First Aid certified exp. 4/19

Swift water rescue technician and instructor

Volunteer for Harpers Ferry Outdoor festival

Trained with Friends of the Shenandoah water sampling

Christopher Petrella  
50 Lamar Lane  
Shepherdstown, WV 25443

26 November 2018

Jefferson County Commission  
Commissioner Josh Compton  
124 E. Washington Street  
Charles Town, WV 25414

Dear Commissioner Compton:

Thank you for considering my candidacy as a non-labor citizen representative of the Jefferson County Development Authority Board (JCDA). I am open to filling any vacancy whose term ends in 2020 or 2021.

As a resident of Jefferson County—as well as a father, husband, educator, entrepreneur, and institution builder—my professional experiences and aptitudes closely align with the advertised obligations of this appointed position.

Relative newcomers to Jefferson County, my wife, son, and recently bought a home in Shepherdstown. We feel fortunate to live in a county that places a premium on values like preservation, innovation, and deliberation.

From Maine to California, I have had the good fortune of residing in many corners of the country. Moving to West Virginia, though, represents a bit of a homecoming for me, as my father's family emigrated from Italy to Tucker County at the turn of the 20<sup>th</sup> century to work in the coal mines and on the coke ovens. In one form or another, my family has been here ever since. I can say with unblinking clarity that there is no state I would more like to see flourish than West Virginia. I, of course, extend the same wish to Jefferson County.

Steady and sustainable development, in my view, is predicated on building strong communities. I believe that strong communities—those grounded in shared governance, fiscal creativity, full resident participation, transparency, and fairness—yields strong development. Further, I believe that development and basic socioeconomic fairness are mutually reinforcing and synergistic. At its best, growth ought to be inclusion-centered, as this is the recipe necessary for diversifying the tax base of Jefferson County and providing new employment opportunities through business attraction, retention, and expansion, workforce enhancement, small business incubation, and community development.

Should I have the honor of serving on the JCDA, I will be particularly attentive to ensuring that all people—especially those from historically marginalized communities by virtue of class, race, immigrant-status, education-level, language, and/or disability—have meaningful opportunities to contribute to economic decision-making and development in Jefferson County.

I am a fierce advocate of community, democracy, and fairness; I am also fiercely non-partisan. My friends say that I am thoughtful, principled, broad-minded, and always willing to work with those with whom I may disagree. If appointed to the JCDA, I vow to nurture a space in which all ideas are heard, respected, and thoroughly considered.

I am methodical in my evaluation of proposed partnerships, systematic in my design of institutions and campaigns of change, and am indefatigably inquisitive. Perhaps it will come as no surprise, then, that I am an educator and policymaker by training. I am also an entrepreneur.

I currently serve as Director of Advocacy & Strategic Partnerships for the Antiracist Research & Policy Center at American University (AU) in Washington D.C. I also teach in AU's Department of History where I specialize in 19<sup>th</sup> and 20<sup>th</sup> century U.S. cultural history. My 90-minute commute to Washington D.C. multiple times per week is a small sacrifice to make for the privilege of living in Jefferson County.

I am an institution builder and a self-starter, as my current job requires that I engage multiple stakeholders and funders—often with divergent worldviews—in order to design projects, policies, and programs that advance the cause of fairness in democracy. To this end, I design campaigns of change, fundraise for our Center, and draft policy papers designed to engage the general public.

I am the first in my family to earn a four-year degree. The recipient of financial aid in the form of scholarships and work-study assistance, I have had the honor of attending and graduating from some of the most highly respected schools in the country. I have earned degrees from Bates College (B.A.), Harvard University (M.A.), and the University of California, Berkeley (Ph.D.).

I also happen to be a certified nutritional coach and from 2013-2017 owned and operated Excelsior Wellness Collective, a small business dedicated to personal health and wellness. I founded the company in 2013 while in graduate school and by 2017 we had grown to over 300 clients. I decided to dissolve the enterprise in 2017 in order to spend more time with my growing family.

I am convinced that my broad experiences and aptitudes will be an asset to the JCDA. As a proud resident of Jefferson County, I would be honored to have the opportunity to ensure the future wellbeing, growth, and prosperity of this great county. Should questions arise, please do not hesitate to reach out to me at [christopherfrancispetrella@gmail.com](mailto:christopherfrancispetrella@gmail.com) or 860.874.2990.

Respectfully yours,

Christopher Petrella

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

**Name:** Christopher Petrella

**Phone number:** (c): 860.874.2990

**Employer Address:**

American University

4400 Massachusetts Avenue NW

Washington, DC 20016

**E-mail Address:** [christopherfrancispetrella@gmail.com](mailto:christopherfrancispetrella@gmail.com) or [petrella@american.edu](mailto:petrella@american.edu)

**Occupation:** Professor, Department of History, American University

Director of Advocacy & Strategic Partnerships, Antiracist Research & Policy Center, American University

**Residency Questions:**

I am a U.S. citizen.

I am a resident of Jefferson County.

I am able to produce verification of residency.

**Home Address:**

50 Lamar Lane

Shepherdstown, WV 25443

I **have not** been convicted of any felonies.

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I

hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information. I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal. I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: \_\_\_\_\_ CP! \_\_\_\_\_ Date: \_\_\_\_\_ 28 November 2018 \_\_\_\_\_

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

**CHRISTOPHER F. PETRELLA**  
[christopherfrancispetrella@gmail.com](mailto:christopherfrancispetrella@gmail.com)  
50 Lamar Lane | Shepherdstown, WV 25443  
860.874.2990

## **EMPLOYMENT**

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### **American University**

Director of Advocacy & Strategic Partnerships, Antiracist Research & Policy Center (January 2018-present)  
Professor, Department of History (January 2018-present)

### **Bates College**

Lecturer, American Cultural Studies (September 2016-January 2018)  
Associate Director, Office of Equity and Diversity (January 2017-January 2018)

### **Excelsior Wellness Collective**

Founder & Principal Nutritionist (June 2013-February 2017)

## **EDUCATION**

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### **University of California, Berkeley**

Ph.D. African Diaspora Studies (May 2016)

### **University of California, Berkeley**

M.A. African Diaspora Studies (December 2011)

### **Harvard University**

M.A. Religion, Ethics, and Politics (June 2008)

### **Bates College**

B.A. Religious Studies (May 2006)

## **SERVICE**

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### **Grassroots Leadership**

Board Member (August 2014-September 2017)

### **San Quentin State Penitentiary**

Volunteer instructor in the social sciences (January 2010-May 2013)

## **AWARDS & FELLOWSHIPS**

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Atlantic Fellows for Racial Equity Fellowship (2017-2018) Sponsored by Atlantic Philanthropies, Columbia University, U.C. Berkeley, the NAACP, and the Nelson Mandela Foundation.

Haas Diversity Research Center Educational Policy Fellow (2012-2013)



# David Levine

November 27, 2018

Mr. Josh Compton, President  
Jefferson County Commission  
124 E Washington St.  
Charles Town, WV 25414

**Re: Jefferson County Development Authority (JCDA) Board Letter of Interest**

Mr. Compton,

Thank you for encouraging me and our fellow Jefferson County citizens to apply for appointment to the JCDA Board of Directors. Jefferson County has an amazing economic future if we set a clear direction for making the county business friendly by both recruiting industry and developing our own entrepreneurial culture.

I moved my first company, a web development studio, to Jefferson County from Baltimore twenty-three years ago. Since then, I have built several other companies and worked in the West Virginia Development Office recruiting tech companies to the state.

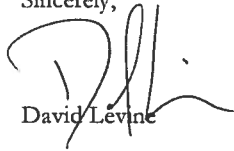
There are significant challenges here for business, and I hope to contribute my experience to improving the business climate for all our sectors, including small businesses, services, tourism, education, agriculture and manufacturing.

The Amazon HQ2 in Northern Virginia represents a unique opportunity to build related business clusters in logistics, packaging, software and marketing.

I have served on several non-profit boards, such as the Children's Home Society of West Virginia, as well as public entities like the Interstate Commission on the Potomac River Basin. I formed and led the Sustainable Business Working Group of Vision Shared, an organization chartered by Governor Wise in 2000. I have also served as an advisor and director to several technology companies, and hope to help mentor business leaders and help recruit new business to the state.

I appreciate your service to Jefferson County, and I hope to support you, the Jefferson County Commission and all the citizens and businesses of Jefferson County.

Sincerely,



David Levine

**David Levine**  
2426 Steamboat Run Road  
Shepherdstown, WV 25443

cell: 304-283-9609  
email: [moto@ind.eco](mailto:moto@ind.eco)  
<https://www.linkedin.com/in/motodave/>

David Levine is a career technology executive and entrepreneur focused on consumer web and mobile applications, corporate risk, geospatial analysis, distributed computing and applications in the energy, government, infrastructure, health, entertainment and natural resource sectors. As the founder and CEO of HuskyLabs, one of the first web development firms, Ultrarise, a loan trading platform, Gamebryo, video game technology infrastructure, and Geostellar, solar energy modeling and simulations, Mr. Levine was responsible for product development, customer acquisition, product/market fit, revenue generation, profitability, capitalization and overall operations. Mr. Levine also served as Vice President, Business Development for Lanworth, a natural resources intelligence company, Vice President, Geospatial Solutions for Sewall, an EPC (engineering, procurement and construction) firm, and Senior Vice President, Corporate Development for Imagetree, a LiDAR-based forest inventory platform.

Mr. Levine has been engaged by a wide variety of organizations for professional development, market strategy and technology innovation services. In February 2005, Mr. Levine was appointed by West Virginia Governor Joe Manchin to establish an office of Technology-based Economic Development within the West Virginia Department of Commerce. He has also served as the Executive Director of the Robert C. Byrd National Technology Transfer Center and as a Commissioner on the Potomac River Basin Commission. He has presented papers and participated on panels at such landmark events as the First International Conference on the World Wide Web at CERN Particle Physics Lab and the first Business on the Internet Panel at COMDEX. Mr. Levine authored one of the first books on the Java programming language and has been awarded patents in financial technology and solar energy modeling.

#### **Education and Training**

BA-Philosophy, Yale University, 1988  
Rackham Memorial Fellow in Poetry, University of Michigan, 1989  
Graduate work in Media Psychology, Fielding University, 2006

#### **Professional Experience**

##### **Founding CEO, Indeco Union (November 2017 – current)**

Formed Indeco Union to develop a new asset class for solar energy finance. Gained interest of other start-ups, built platform for security token issuers and investors. Raised \$500K in security token pre-sales.

##### **Founding CEO, Geostellar (February 2010 – January 2018)**

Led the design and development of Geostellar's big-data geomatics platform and formulated applications for utility-, commercial- and residential-scale solar power development. Closed initial sales to major project developers, led pilot customer engagements, launched platform to significant press coverage and rapid adoption. Raised over \$20M in equity finance.

##### **Senior Vice President, Sales & Business Development, Lanworth (March 2009 to September 2009)**

Repositioned satellite-based corn, soy and wheat acreage and yield model to serve consumer packaged goods (CPG) companies and hedge funds for soft commodities trading, procurement and risk management. Closed deals with Dean Foods, Smithfield, Pepsi, Kraft and other major customers.

##### **Vice President, Geospatial Solutions, Sewall (January 2007 to February 2009)**

Led the operating unit with full P&L responsibility for GIS (geographic information systems), enterprise systems engineering and integration, renewable energy siting, utilities infrastructure information management, cadastral dataset production and forest cover-type mapping.

**Senior Vice President, Sales & Corporate Development, Imagetree (September 2006 to January 2007)**

Closed the first sales of highly accurate forest inventories based on remote sensing and probabilistic sampling models to TIMOs (Timber Investment Management Organizations), REITs (Real Estate Investment Trusts), state forestry organizations and the USDA. Raised second round of venture capital.

**Executive Director, National Technology Transfer Center (August 2005 to August 2006)**

Supported the commercialization of technologies originated within NASA, EPA, NOAA, DOJ and other federal agencies and departments.

**Director, Technology-based Economic Development, West Virginia Department of Commerce (February 2005 to July 2006)**

Grew research and development activities at the major state research universities, assisted small business and start-ups in capitalization, marketing and development, recruited technology companies to establish operations in West Virginia, led economic development, telecommunications, energy and technology policy efforts of the administration.

**Founding CEO, Gamebryo (August 2000 to January 2005)**

Founded the company as Butterfly.net to provide the systems infrastructure for networked games. Brought the platform to the video game industry as well as government markets, where it served defense, homeland security, diplomacy and education efforts. Developed strategic alliances with Cisco, IBM, Intel, MCI and Sony. Purchased company with the leading 3D engine and game development toolkit to become the leading game technology platform for the major game consoles and the PC gaming market.

**Founding CEO, Ultraprise (July 1998 to July 2000)**

Developed the first trading platform for whole loan portfolios with risk management, bidding and underwriting tools. Raised \$30,000,000 from strategic investors such as GE Capital, Citigroup, First Union and FBR. Gained important customers such as Fannie Mae, Freddie Mac, Chase and Washington Mutual.

**Founding CEO, HuskyLabs (February 1993 to July 1998)**

Created first Web integration, design and development company. Part of DARPA's VIRTUE team focused on commercializing the Internet. Built systems for The Coca-Cola Company, NPR, Times Mirror Corporation and many other major government and commercial customers.

**Analyst, Communications Development, Inc. (March 1989 to January 1993)**

Edited economics books for the World Bank, build and designed electronic publishing systems, created the World Bank's first Web site.

**Publications**

*Live Java: Database to Cyberspace.* Morgan Kaufmann Publishers (September 1996)

Patents granted for Internet-based whole loan exchange and risk management system, 1999, and solar energy simulation engine, 2016.

"The Virtual Reconstruction of the US Holocaust Memorial Museum." Paper presented at First International Conference of the World Wide Web, CERN Particle Physics Lab, 1993.

**Synergistic Activities**

Advisor and director of several technology start-ups

Young Gun profile: <http://www.wvexecutive.com/david-levine/>

## **Select Press**

### *Security Tokens*

- <https://www.youtube.com/watch?v=2axI1lckodU>
- <https://www.coindesk.com/whats-former-cia-lawyer-crypto-structuring-compliant-icos>

### *Solar Energy*

- <https://www.nytimes.com/2014/10/23/business/solar-energy-discounts-become-employee-perk-in-new-program.html>
- <https://www.forbes.com/forbes/2011/0509/entrepreneurs-david-levine-solar-energy-geostellar-sun-king.html#388d2bae4531>
- <https://pando.com/2012/12/12/from-post-punk-to-post-coal-david-levines-geostellar-shines-a-light-for-solar/>

### *Video Game Technology*

- <https://www.nytimes.com/2003/02/27/business/technology-sony-is-venturing-into-online-games-for-multitudes.html>
- <https://www.wsj.com/articles/SB1046310634698178583>

### *Financial Technology*

- <https://books.google.com/books?id=uw585IuUZqEC&pg=PA15&lpg=PA15&dq=ultraprise+levine&source=bl&ots=NHmqvhZMIu&sig=bFoQJa76KFiC7xn4OQGEijUMirc&hl=en&sa=X&ved=2ahUKEwiOyYfK0OXcAhXKpFkKHbHRAM0Q6AEwCHoECAIQAAQ#v=onepage&q=ultraprise%20levine&f=false>
- [https://www.washingtonpost.com/archive/business/2000/08/07/ultraprise-founder-gives-up-ceo-post/497f3f8e-ee8c-4c1a-8dec-d2ce82ccd5a0/?utm\\_term=.5207e5efd7ca](https://www.washingtonpost.com/archive/business/2000/08/07/ultraprise-founder-gives-up-ceo-post/497f3f8e-ee8c-4c1a-8dec-d2ce82ccd5a0/?utm_term=.5207e5efd7ca)
- <http://www.freepatentsonline.com/6233566.html>

### *Web development*

- [http://articles.baltimoresun.com/1995-10-08/business/1995281199\\_1\\_husky-wide-web-web-sites](http://articles.baltimoresun.com/1995-10-08/business/1995281199_1_husky-wide-web-web-sites)
- [http://articles.baltimoresun.com/1995-12-06/business/1995340052\\_1\\_husky-cyberspace-hampden](http://articles.baltimoresun.com/1995-12-06/business/1995340052_1_husky-cyberspace-hampden)

*Entrepreneur* contributions: <https://www.entrepreneur.com/author/david-larson-levine>

*Forbes* contributions: <https://www.forbes.com/sites/davidlevine/#2900b2f37785>

David C. Tabb  
107 Tabb Lane  
Harpers Ferry, WV 25425  
(304)676-5976  
sssi27@yahoo.com

The Jefferson County Commission  
124 East Washington Street  
P O Box 250  
Charles Town, WV 25414

November 15, 2018

Dear Commissioners;

I recently became aware of an upcoming need for a Board Member for the Jefferson County Development Authority. I am very interested in this position. As a lifelong resident, tax payer, farmer, local business owner and self-proclaimed overseer of the affairs of Jefferson County, I believe this position is a perfect match for both my skills and my experiences.

I have included my resume which contains additional information on my experiences and skills. I would appreciate the opportunity to serve on the Jefferson County Development Authority and upon request, can provide further information. I can be reached anytime at the above provided address, telephone, and email.

Thank you for your time and consideration. I look forward to hearing from you about this opportunity.

Sincerely,



David C. Tabb

Received  
NOV 20 2018  
Jefferson County Commission

## **David C. Tabb**

107 Tabb Lane  
Harpers Ferry, WV 25425  
(304)676-5976  
[sssi27@yahoo.com](mailto:sssi27@yahoo.com)

### **Summary:**

I am the Vice-President of a local Corporation with extensive professional experience and significant leadership accomplishments in business. I have strong diplomatic skills and the natural ability to strategically analyze a situation and create a solution for the best interest of all concerned. I apply the qualities of integrity, credibility and a passion for progress, while maintaining the best interest of all concerned.

### **Skill Areas**

- Monitoring and evaluating
- Financial planning & management
- Information technology
- Business
- Communication
- Organizational strategy
- Strategic planning
- Procedural improvement
- Extensive knowledge of law

### **Experience**

- Created and formed Shenandoah Sales & Service, Inc., since 1982; acting as current Vice-President
- Created and formed Shenandoah Sales & Service, Ag. Division, since 2010
- Licensed CDL driver
- West Virginia State Inspector
- DOT Inspector
- Licensed Contractor
- Numerous Licenses in the Auto/Truck repair field
- Served on the Jefferson County Planning Committee for the Route 340 Corridor project for two years
- Served as member of the Jefferson County School of Agriculture Department Advisory Board
- Served as State Vice-President for the Eastern Panhandle FFA from 1973-1974
- Served as member of Jefferson County Young Farmers

- Served as member of Berryville Virginia Young Farmers
- Served as member of the Farm Bureau Board
- Served as member of VICA
- Served as member of 4-H

**Key Accomplishments:**

- Numerous awards of accomplishment in FFA; including the American Farmers Award/Degree
- Numerous nonmember Certificates of Appreciation for Service from several Jefferson County Volunteer Fire Departments
- Many Certificates of Appreciation from local charities
- The daily "Thanks" form people who my wife and I help every day (these are the best)

**Education:**

- Graduate of Jefferson High School in Shenandoah Junction West Virginia
- Graduate of James Rumsey Technical Institute (VICA) Agricultural Mechanics Degree
- Graduate of the Nashville Auto/Diesel and Welding College
- Certificates of Education in numerous specialized automotive and equipment educational classes



November 17, 2018

Jefferson County Commission

P.O. Box 250

Charles Town, WV 25414

Dear Commissioners,

Enclosed is my application for appointment to one of the unexpired Citizen Representative positions to the Jefferson County Development Authority ending April 5, 2019 or April 5, 2020 and my resume. In addition to meeting all requirements for citizenship you will see that I have a broad range of experience in management, leadership, communications and contracting. In order to effectively perform in all of these endeavors I have had extensive training in all of them as well as in-depth ethics training. There should be no doubt that I have the experience to work well with groups of any size towards common goals and can communicate effectively orally and in writing.

Being qualified, and being willing and able are completely different things. I have been happily retired for over six years now, but recent events have shown me that I still have skills and abilities that can not only help my community but are needed. I have been content allowing others to do the work to keep our county functioning, but I have seen that the work has not always been done well and I have spoken out. I am a firm believer in the axiom, "Put up or shut up." I will not be silent so I have no choice but to offer my skills on behalf of my fellow citizens. I have attended enough meetings and served on enough committees for two lifetimes; they are not my favorite things to do, but often times we have to do what we might not like to do, because of what we love. I love Jefferson County and its citizens and want to help them.

I would serve by doing what is best based upon the vision for the county that has been well described in numerous documents. I would approach each issue by considering the risks, costs and potential benefits based upon facts. I recognize that our citizens have knowledge that is broad as well as deep and I would access that knowledge. I would not only focus on what economic development we can create or attract to our county, but explore what could be done for businesses that already exist here.

I have no axes to grind, no personal agendas to promote and I don't owe anyone anything. Some might call me "Anti-Rockwool" but they would be wrong. I am not anti-anything. I am pro-Jefferson County.

You have the opportunity to create something new and dynamic, not only for Jefferson County but for West Virginia as well. I wish you great success and if you think I can assist you I will do my best.

Sincerely,

  
Timothy Ross

1853 Flowing Springs Road

Charles Town, WV 25414

304 724-7612

A Retired National Weather Service employee (GS-14) with over 35 years of meteorological, communication and leadership experience at all levels of the NWS as well as at NOAA headquarters and the DOC. Award winning skills recognized as an individual and team member. A unique combination of technical and communication skills allow me to flourish and contribute no matter the task or setting.

### Skills

- Weather Forecasting and Observing
- Writing and Editing
- Developing requirements and policy
- Writing and monitoring contracts
- Leadership and Management
- Program and Project Management
- WORD, Excel and other management and budgeting software

### Experience and Accomplishments

- Deputy Director of National Weather Service (NWS) Office of Communications (June 2007 to November 2012)
  - Led the establishment of the NWS Social Media presence
  - Key participant in NWS WeatherReady Program
  - Participant in planning and rollout of NWS internal web magazine
  - Recreated NWS Executive Affairs Unit
  - Prepared speeches for Director and Deputy Director
- Acting NWS Chief of Staff (June to Nov 2007)
  - Managed day-to-day operations of Office of the Director
  - Led transition of new leadership team
- Special Assignment to Office of the Federal Coordinator for Meteorological Services (Oct 2006 to May 2007)
  - Carried out research on warning effectiveness
- Deputy Director of NWS Cooperative Observing Modernization Program (Aug 2004 to Aug 2006)
  - Developed and wrote policy, procedures and MOAs
  - Negotiated siting of equipment
  - Briefed NWS and NOAA leadership on program
  - Prepared and tracked \$4.38M budget and expenditures
    - Used Earned Value Management System
    - Prepared and maintained OMB Exhibit 300
  - Led team on preparation of Cost and Operational Effective Analysis
  - Directed contractors supporting the program

Tim Ross  
1853 Flowing Springs Rd  
Charles Town, WV 25414

Redross44@yahoo.com

304-724-7612

- Program Coordination Office NOAA HQ (June 2003 to Jul 2004)
  - Supported NOAA Leadership on policy, speeches and activities
  - Prepared and edited correspondence for leadership
  - Supported other line offices as NWS expert
- Surface Weather Observing Program manager (Oct 1998 to June 2003)
  - Created Policy and Procedures
  - Expert on Automated Service Observing System (ASOS) Configuration and change management
  - Negotiated transfer of ASOS augmentation from NWS to FAA
  - Established policy for non-standard observing data usage by NWS
  - Contract Officers Technical Representative (COTR) for multi-agency Lightning Data Acquisition contract
- Automated Surface Observing Systems (ASOS) program manager, NWS, Western Region, (Aug 1994 to Oct 1998)
  - Commissioned the majority of ASOS in the Western Region
  - Negotiated policies and procedures with FAA
  - Wrote statement of work and served as COTR for dozens of observing contracts
- Meteorologist in Charge, NWS Helena MT, (Aug 1990 to Aug 1994)
  - Trained, managed and led staff of five
- Meteorological Technician Havre and Kalispell MT (June 1982 to Aug 1990)
- Enlisted weather observer and forecaster, USAF (Oct 1973 to Jan 1982)

Further details on above information and references are available on request.

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: Timothy L. Ross

Home Telephone Number: 304 724-7612

Work Address: Retired

Work Phone Number: N/A

Mobile Phone Number: 304 582 - 4430

E-mail Address: Redross44@yahoo.com

Party Affiliation: *(Building Commission and Health Department applicants)*

\_\_\_\_\_

Occupation: Retired meteorologist / communication specialist

Education: High School Yes

College Yes

Trade/Business School \_\_\_\_\_

- |  |   |                             |
|--|---|-----------------------------|
| Are you a United States citizen?                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a West Virginia resident?                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you a resident of Jefferson County?            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Are you able to produce verification of residency? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

(Proof of paying personal property tax, voter registration, etc.)

Address:  
1853 Flowing Springs Road  
Charles Town WV 25414

\_\_\_\_\_

Magisterial District: Middleway

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

see attached

Organization Memberships and Positions Held : \_\_\_\_\_

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: \_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Timothy L. Ross Date: November 18, 2018

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*



## Jessica Carroll

---

**From:** Daniel Lutz <p.lutz007@gmail.com>  
**Sent:** Tuesday, November 27, 2018 12:26 PM  
**To:** Jessica Carroll  
**Subject:** Fwd: Application for Jefferson County Development Authority Representative.

Forwarding request for appointment to Jefferson County Development Authority.

Danny Lutz

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

**From:** Daniel Lutz <p.lutz007@gmail.com>  
**Date:** Tue, Nov 20, 2018 at 2:22 PM  
**Subject:** Application for Jefferson County Development Authority Representative.  
**To:** Daniel Lutz <p.lutz007@gmail.com>

**TO:** The Jefferson County Commission  
Charles Town, WV 25414

**FROM:** Daniel P. Lutz, Jr.  
175 Wheatland Road  
Charles Town, WV 25414

**DATE:** 20 November 2018

**SUBJECT:** Appointment to Jefferson County Development Authority Board of Directors

### COMMISSIONERS:

I should like to be considered for an appointment to the Jefferson County Development Authority Board of Directors. I seek either the Labor Representative Position, or a citizen position.

I am a native resident of Jefferson County, having spent the greater part of my lifetime here, save for the time I was in college, in the U S Air Force, and working for Allis Chalmers Corporation.

I am a graduate of West Virginia University, Majors in Animal Science and Economics, and have done graduate work in Economics at The American University, Washington, D C. As a result of these studies, I have developed connections "inside the Beltway," which often serve me well. The result of some of these connections will be apparent when I testify before the Commission on 29 November 2018 at or about 7:30 P M.

Presently, I am one of two Jefferson County Conservation District Supervisors on the Eastern Panhandle Conservation District, one of 14 such Districts in West Virginia. I was elected District Supervisor in May 2016 and took office 1 July 2016. This is a voluntary position.

The Eastern Panhandle Conservation District manages an annual budget of millions of dollars, for everything from liming and pasture rseeding, soil conservation, and Chesapeake Bay cleanup. West Virginia is leading the way in reducing point source and non point source contaminants entering the lower Potomac Water Basin.

I am also a Trustee of the Eastern Panhandle Central Labor Council. As such, I am responsible for the social and political interactions between political entities, organized labor groups and working women and men. This is a volunteer position.

I have working relationships with:

The Eastern Economic Association

The American Economic Association

West Virginia American Federation of Labor/Congress of Industrial Organizations

American Federation of Labor/Congress of Industrial Organizations. International

Pennsylvania Association for Sustainable Agriculture

Sierra Club

Moderator, The Jefferson Forum

as well as numerous fraternal and social organizations.

I ask your consideration for one of the twelve positions which you are tasked to fill.

All the best,  
Danny Lutz

Brandon Fisher

81 Belview Winds Lane Charles Town WV 25414 · 425-293-4813 · bfisher2005@hotmail.com

November 28, 2018

Jefferson County Commission  
124 E. Washington Street  
Charles Town, WV 25414

Dear County Commissioners,

My name is Brandon Fisher and I am an 8-year resident of the Eastern Panhandle of WV and have lived in Jefferson County a little over a year now. I currently live in the Kabletown area with my wife and son. I am a High Voltage Electrical Lineman by trade (represented by the IBEW union) and my wife is a Registered Nurse.

I am seeking the advertised appointment of "Labor Representative" on the Jefferson County Development Authority. I believe I am at a point in my life where I have the available time and experience to begin volunteering my time to give back to my community. After seeing the announcement for this position, I realized I was a great example of a typical labor worker in Jefferson County. I am a 12-year Electrical Lineman, with a growing family, and an investment in Jefferson County and its development and success. As my first choice for appointment to the JCDA would be for the Labor Representative position I would also like to be considered for a Citizen Representative position.

I have worked on many infrastructure reliability upgrades and a vast number of new construction projects, including residential, commercial, and industrial. These projects have allowed me to learn various jurisdictional procedures all over the country, including the States of Washington, New York, Montana and specifically West Virginia, Virginia, Maryland, and the District of Columbia.

I am an active member of the International Brotherhood of Electrical Workers (IBEW). The IBEW represents approximately 750,000 active and retired members from a wide variety of fields including utilities, construction, telecommunications, manufacturing, railroads, broadcasting and government.

I believe I would be a great representative of Jefferson County labor workers on the JCDA and can lend my expertise in many aspects of County Development. I hope you will consider appointing me to this position and wish you the best in your decision-making.

Sincerely,

Brandon Fisher

# Brandon Fisher

81 Belview Winds Lane  
Charles Town, WV 25414  
(425)-293-4813  
bfisher2005@hotmail.com

**Various IBEW Contractors** DC, Maryland, Penn., NY, WV 10/2017- Present

Line refurbish and infrastructure upgrade projects in several areas, mostly DC/MD and WV. Have taken part in hurricane restoration events that left millions without power across the south east US. Sub-station refurbishments for non-profit electrical cooperatives throughout Virginia.

**Seattle City Light** Seattle, WA 11/2016-10/2017

Performed maintainence on overhead powerlines in the Seattle metro area and worked inside hydroelectric dams and substations to improve infrastructure reliability. Assisted with the installation of new cell phone sites on company transmission towers.

**Various IBEW Contractors** Montana, WV, Maryland, and D.C. 11/2015-11/2016

Installing High Voltage underground lines to new residential customers. Performing maintainence on 230,000+ volt electrical lines. Several circuit replacement and upgrades in the DC/Maryland metro area.

**Bonneville Power Admin. (Department of Energy)** Kent, WA 07/2015-11/2015

Primarily worked on major refurbish and reliability electrical grid projects. Projects were performed to strict NERC and FERC safety and specification standards.

**Dominion Energy** Leesburg, VA 07/2006-06/2015

Completed four year apprenticeship in 2010.

Worked as a Journeyman Lineman/Troubleman 2011-2015.

Key roles where active participation in new construction projects ranging in size from new residential subdivisions to Amazon Data centers and the Metro Silver Line expansion.

# Brandon Fisher

81 Belview Winds Lane  
Charles Town, WV 25414  
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Completed four year apprenticeship in 2010.

Worked as a Journeyman Lineman/Troubleman 2011-2015.

Key roles where active participation in new construction projects ranging in size from new residential subdivisions to Amazon Data centers and the Metro Silver Line expansion.

**Education**

Northwest Lineman College

7600 S Meridian Rd

Meridian, ID 83642

Completed April 2006

**Training/Certifications**

Lineman Apprentiship with Dominion Energy completed 12/2010

OSHA 10hr General construction 12/2015

OSHA 10hr T&D 11/2018

First Aid, CPR, AED 10/2018

Class A CDL 03/2006

Confined space, Pole top and bucket rescue 03/2006

Climbing wood poles and steel towers 02/2006

**ROGER SNAMAN**

(301-575-4326)

Rsnaman56@gmail.com

11/28/2018

To: Jefferson County WV Commission

Subject: Presentation of qualification for JCDA

Jefferson County Commissioners,

Please review my qualification for the Jefferson County Development Authority. My expertise is not in a business function, but in driving results. It's my Project management experience.

We all know of the tumultuous summer and fall that Jefferson County has experienced, but I refuse to accept it was all in vain. Yes, Rockwool may be built, and it will emit what it emits.

BUT a more important aspect is the community involvement. Moms, Dads, Red, Blue and other all have weighed in on the Rockwool plant. Many of us have not seen such community involvement anywhere we have lived. It is amazing, regardless of the outcome. Time to harness that energy.

I have been active on Facebook opposing the Rockwool plant. But this plant is symptomatic of a broken business development system. One that allows the tail to wag the dog. Never more should this be allowed

The call is for members of representative industries to apply; to provide expertise that will supplement the knowledge of the Executive Director. I'm not a specialist. I represent no specific industry. However, I am and understand:

1. **Pragmatic**-we need commercial and industrial revenue of offset the residential growth which is accepted as a revenue loser. Appropriate business is welcome. TeMa is appropriate
2. **Smart**- I don't know everything and enjoy looking into new industries and what they can offer the citizens of JeffCo. As a son of a librarian, I embrace the library that is now the Internet.
3. **Facilities**- This has been my major occupation for the past 20 years. Understand utility usage, and the way companies operate. All the operational information.
4. **Citizen Participation**-This single step, to involve citizens will both improve the JDCA and make the job of the Executive Director more difficult. Lack of citizen involvement is what caused this crisis. Sub Committees formed as SMEs can be a useful tool to gather specialized information and support.
5. **Jefferson County Commission**-Every development takes place within the boundry of Jefferson County. EVERY taxpayer supported development project, regardless of jurisdiction should be presented to the JCC for an up or down vote. The vote may be non-binding,, but the JCC has been informed and allowed to participate in the selection of companies.
6. **Transparency**- Much needs to be accomplished in order to make the JCDA credible again. Meeting times, meeting minutes as video recordings, and the Board of Directors actually directing are low hanging fruit.
7. **Fairness**-For too many hours, I have continued a dialog on Rockwool and the future of Jefferson Co. Many opinions are contrary to mine, but I am an eager listener and a team builder. There is always a compromise position. Whether it is chosen is the challenge.
8. **Life Experiences**-Not a native. NoVa raised, WVU, Richmond, Winchester, Inwood, Columbus OH, Frederick and Shannondale. Every stop a learning experience, every stop a chance to share experiences.

The old JCDA Board of Directors, those that chose to resign, has put us in a great position. We have been given an open slate. Develop Jefferson County as the citizens want, as the market allows. It's more difficult to increase involvement (the cabal was efficient in decision making) but the decisions will be more acceptable. The JCDA works for the people of Jefferson County. The JCC needs to reassert its authority, even if outside of the WV code to make sure the decisions made by the JCDA are in the best interest of Jefferson County, West Virginia.



## Jessica Carroll

---

**From:** Stephanie Grove  
**Sent:** Thursday, November 29, 2018 2:03 PM  
**To:** Jessica Carroll  
**Subject:** FW: JCDA membership requested

Here is another application for JCDA.

**Stephanie F. Grove**  
**County Administrator**  
County Commission of Jefferson County, WV  
Post Office Box 250  
124 East Washington Street  
Charles Town, WV 25414  
Office: (304) 728-3284  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

**Notice of Confidentiality:**

The information contained in this email message is intended for the use of the individual or entity named above and may contain information that is privileged, confidential, exempt or protected from disclosure by law. If the reader of this message is not the intended recipient, you are hereby notified that any disclosure, dissemination, distribution, or copy of the communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy all content and attachments included with the original message.

**From:** Christy Huddle [mailto:huddlec@yahoo.com]  
**Sent:** Thursday, November 29, 2018 2:01 PM  
**To:** Stephanie Grove <sgrove@jeffersoncountywv.org>  
**Subject:** JCDA membership requested

With this submittal I am requesting that I be considered for the Jefferson County Development Authority.

I'm a retired city planner. My work experience was in Northern California and Montgomery County, Maryland, all for public agencies. In both areas, I observed how some policies made by local officials were short-sighted, harming the opportunity for future growth as recommended in the adopted general plans. The general plans were prepared with wide community input and should be used in guiding decision-making.

I have lived in Jefferson County for 28 years and have traveled over every part of the county. I learned a great deal about the County also while serving several terms on the County Board of Zoning Appeals.

I believe Jefferson County's primary focus should be on tourism. The County already has much to offer: natural beauty of its rivers and mountains, charming historic towns and farmlands, its place in our country's expansion west and Civil War actions, and it is close to large populations that seek out these attractions. Existing attributes should be protected and featured in attracting supportive business and industry.

During my (paid) working years, I took off over two years to live in southern France. France was particularly good at designing their towns and cities to attract tourists. I have also traveled all over Europe and observed what the countries did to encourage tourism.

My travels also took me to Canada, India and Nepal, Hong Kong, Brazil, Singapore, Malaysia, Thailand, Colombia, Venezuela, Guatemala, and Mexico. All of these countries had major tourist attractions that did much to raise the local standard of living.

I still make long trips around the US and Canada (on my motorcycle), keeping my eye open for what works to attract tourists and what doesn't work.

Thank you for your consideration in appointing me to the Jefferson County Development Authority.

Christy Huddle

1220 W. Ridge St.  
Harpers Ferry, WV 25425  
Cell: 304 997 9779  
email: [huddlec@yahoo.com](mailto:huddlec@yahoo.com)

# Marty E. Bakken

151 Volney Hill Road, Shenandoah Junction, WV 25442  
703-463-7517  
martybakken@gmail.com

**November 29, 2018**

Jefferson County Commissioners  
124 E Washington St  
Charles Town, WV 25414

Please accept the attached resume for consideration for a position on the Jefferson Country Development Authority (JCDA). As my resume will indicate, I bring an established history of performance working on large Federal programs (FAA) and & managing in a unionized workforce while ensuring mission success.

My family & I have been Jefferson County residents for the past nine years. We expect to remain Jefferson County residents indefinitely. I would like to be a voice on the mission of where the county moves in regards to development.

Thank you for your consideration

**Sincerely,**  
Marty E. Bakken

# Marty E. Bakken

◆ Shenandoah Junction, WV ◆ T: 703-463-7517 ◆ marty.e.bakken@leidos.com

Johann von Goethe - Knowing is not enough, we must apply. Willing is not enough, we must do

## Professional Experience

### Leidos Flight Service 2014 - present

#### Director - Air Operations

##### Washington HUB

- Responsible and accountable for operational and service outcomes of the Federal Aviation Administrations Automated Flight Service Station (AFSS) facilities as well as the oversight of the AFSS Service Areas.
- Professional interface and engagement with customers and system users.
- Direct all aspects of individual AFSS operations to include the integrations of support functions with operations, setting staff priorities and accomplishing facility reporting.
- Accountable for all employee actions such as recruitment, promotion, suspension, termination and performance improvement planning.
- Responsible for facility financials performance such as operating expenditures, overtime and leave usage.
- Responsible for identifying procedures, operations, and equipment necessary for the success of the AFSS Program.

### Lockheed-Martin Flight Services 2011 - 2014

#### Deputy Air Operations Manager

##### Washington HUB

- Recruited to improve facility performance in all operational aspects ensuring mission success.
- Responsible for performance and development of a workforce of 175 Air Traffic Controllers in a unionized environment, 11 Associate Air Operations Manager,
- Developed professional working relationship with unionized labor delegates.
- Successfully mentored subordinates, multiple candidates selected for the Lockheed Martin Emerging Leaders Program.
- Responsible for facility financials performance such as operating expenditures, overtime and leave usage.

### Lockheed-Martin Flight Services 2010 - 2011

#### Air Operations Associate Manger

##### Washington HUB

- Recruited to realign and lead the operational group in managing product delivery, quality and accountability. Results included an increase in customer satisfaction and contract performance.
- Supervised and developed a workforce of 175 Air Traffic professionals. Tasked to conduct oversight and coordination with Lockheed-Martin engineering to ensure added specialist needs and system improvements are accomplished.

### **Selected Achievements**

- Selected to lead the Internal Full Facility Evaluation (IFFE) process. This process is designed to identify and nullify future OE/OD events as well as system performance.
- Designed and implemented performance improvement processes and procedures which hold Operations Supervisors accountable for Acceptable Performance Level (APL) failures.
- Developed a magnitude of operational procedures. (Defense VFR / System Non Operational / Military Flight Planning / NOTAM Validation)
- Developed and implemented current version of PTFR Survival Guides (Graphical Depiction)
- 100% success rate for ATCS specialists required obtaining ICAO briefing certification.
- Selected to Lead Operations Supervisor Position
- Selected to serve as Acting Deputy Operations Manager
- Developed and implemented training tracking to ensure facility goals are met.
- Implemented supervisory performance tracking.
- Improved cooperative working relationship with workforce representation (IAM).
- Instilled a team atmosphere across LMFS work groups.
- Demonstrated ability to improve / maintain facility Performance Measure results.
- In progress development of Strategic Planning tool for future performance enhancement.

### **Lockheed-Martin Flight Services 2008-2010**

#### **Plans & Procedures Specialist**

#### **Washington HUB / St Petersburg, Fl., AFSS Selected Achievements**

- Served as subject matter expert (SME) for all Air Traffic procedures developed by Lockheed- Martin Flight Service (LMFS).
- Ensured compliance with system wide procedure for NOTAM (Notices to Airman) validation and coordination and publication.
- Served as Flight Service software evaluator for software development.  
Selected to serves as OS for EAA Lakeland Sun-N-Fun temporary Flight Service Station OS on multiple occasions.
- Served on Joint Requirement & Oversight Committee (JROC).
- Served on FAAO 7110.10 rewrite committee.
- Served on multiple Safety Risk Management (SFM) panels.

#### **Lockheed-Martin Flight Services**

##### **Quality Assurance Specialist**

##### **St. Petersburg Automated Flight Service Station (AFSS)**

- Served as Quality Assurance Specialist
- Served as Plans & Procedures Specialist
- Served as Operations Supervisor

### **Selected Achievements**

#### **2005 – 2008**

- SME for ICAO briefing certification
- SME for Operational Error/ Operational Deviation processing.
- SME for the completion of FAA Accident/Incident packages for incidents/accidents
- Developed and launched ICAO briefing training for Lockheed-Martin Flight Services (LMFS) specialists at PIE AFSS.

## **Federal Aviation Administration 1987- 2005**

### **Air Traffic Control Specialist**

#### **St. Petersburg Automated Flight Service Station (AFSS)/Fort Dodge AFSS**

- Served as Quality Assurance Specialist
- Served as Plans & Procedures Specialist \
- Served as Operations Supervisor
- Served as Training Specialist
- Served as Assistant Manager for Training
- FAA Mascot "AIR BEAR" for 8 years
- Operation Raincheck coordinator
- NBAA convention selectee for 5 terms
- Quality Assurance Specialist – 1 year
- Training Specialist – 1 year
- ICAO rated Pilot Weather Briefer
- Adopt-An-Airport Coordinator
- Facility Instructor Training (FIT) rated
- On The Job Trainer (OJT) rate

## **Education / Certifications**

- **A. A. – Accounting** – Anoka Ramsey
- **A. A. – Aviation Administration** – Anoka Ramsey
- **Certificate: Pilot Weather Briefer (NWS)**
- **Enroute Flight Advisory Certificate (EFAS)**

## **Affiliations**

- **Foundation for Youth Development Tampa Bay – Board of Directors (2002-2009)**
- **Pop Warner Youth Football & Cheerleading - Organization Founder (2002-2009)**
- **West Pasco Prowlers Youth Football/Cheerleading – (2002-2009) Tampa Bay**
- **Jefferson County Youth Football League (JCYFL) –(2009 – 2015) Head Coach Junior Varsity Football**
- **National Youth Advocate Program (NYAP)- (2011 – Present) – Licensed Foster Parents for the State of West Virginia**

**Nicholas Bradford Bajada**  
321 Peace Ridge Road, Harpers Ferry, WV 25425 USA  
1-609-312-8283 | nickbajada@gmail.com

## Resume

### Education

2019	Shepherd University	Master of Business Administration: Healthcare Administration	2019
2010	University of Alaska Fairbanks	Bachelor of Science: Interdisciplinary Studies: Biomedical Studies	3.27

### Training and Experience

2008-2010	<b>Laboratory Techniques:</b> Fluoroscopy, immunohistochemistry, microscopic neuro-dissection for live preparation. <b>Medical Laboratory Sample Preparation and Analysis:</b> Centrifugal fecal float, fecal smear, urine sample preparation and microscopic analysis, ear cytology, blood smear, manual complete blood count, leukocyte identification, reticulocyte analysis, tissue sample preparation.
2008-2011, 2016-2018	<b>Veterinary Medicine:</b> Veterinary reception and technician. Client care and communication, animal restraint, husbandry, phlebotomy, laboratory protocols, radiology, surgical assistant, surgical technician, multi-specie experience with small animal, large animal, reptiles, avian, and rodents/'pocket pets'.
2011-2015 2012-2016	<b>Human Nursing:</b> Trained and worked at the capacity of a registered nurse in the US Navy. Worked on medical ward, surgical/transplant/neurology ward, internal medicine outpatient clinic. Patient hygiene, medication administration, monitoring IV machines and equipment, placement and monitoring of indwelling urethral catheters, nasogastric tubes, and rectal tubes. Recognized subject matter expert in intravenous catheter placement, phlebotomy, and

laboratory specimen collection. Wound care specialist. Supply ordering and par level audits. Medical equipment maintenance, medical equipment purchases and contracting.

*2013-2016*

**Ultrasound Guided Peripheral Intravenous Catheter Placement Expert:** utilized to place peripheral catheters in special patient cohort consisting of pediatrics, chronically ill, severely wounded, elderly, obese patients where commonly used practices for peripheral intravenous catheter placement was either unsuccessful, or not feasible for inpatient and outpatient settings. As an expert, conducted bi-weekly trainings and authorized competencies for professional staff in hospital setting.

*2014-2016*

**Wound Care Specialist:** Conducted wound management for all patients receiving chronic wound care treatment. Assessed wound stages, referred patients for surgical consult, established wound care treatment and protocols.

*2016*

**Performance Improvement Project Manager:** Developed by-laws and guidelines for performance improvement council for outpatient clinics and conducted hospital wide training on the new project. Initiated performance improvement councils in 33 outpatient clinics, facilitated 33 outpatient clinic's performance improvement councils monthly meetings, trained and instructed high level hospital management personnel on performance improvement councils, and future performance improvement council facilitators.

*2016*

**Lean Six Sigma- Green Belt:** Underwent 40 hours of training and conducted two reports for performance improvement under the Lean Six Sigma Green Belt philosophy, led by two Master Black Belts.

*Employment*

2018

**Crossroads Animal Referral and Emergency Hospital  
Emergency Department Lead Veterinarian Technician** Full Time

Team of over 20 technicians and 12 veterinarians for a 24/7 emergency animal hospital. Lead veterinarian technician for the Emergency Department. Conduct scheduling, client communication, staff trainings,

developing SOPs, inventory audits, staff recruiting, achieving patient care excellence.

2016- 2018

**Blue Ridge Veterinary Associates  
Veterinarian Technician**

**Full  
Time**

This employment has given me exposure to unique opportunities working with diverse veterinarian professionals. As one of the largest veterinarian hospitals in the region, we see all species: house pets, farm animals, wildlife, and exotics as well as emergencies. This environment provided me with exposure to diseases and treatments I am not familiar with. I have seen and treated patients with zoonotic diseases, newly founded cancer medications, and novel surgical techniques.

2011-2016

**United States Navy  
Hospital Corpsman**

**Full  
Time**

2011

*Military Training and Hospital Corpsman Training*

8 weeks basic naval training, and 16 weeks nursing and emergency medicine training.

2012

*32 Bed Inpatient Medical Ward*

First assignment at the President's Hospital. Only corpsman to complete all required and optional training and done so during initial 3 months. Examples of training included urinary catheter placement/removal and maintenance (male and female), nasogastric tube placement, intravenous catheter placement, medication administration (oral, intravenous, dermal, suppository), patient hygiene, medical documentation, and end of life care. During this period, I was also introduced to ultrasound-guided IV catheter placements.

2013

*24 Bed Inpatient Neurosurgical and Surgical Ward*

During this rotation as an experienced hospital corpsman, I was noticed for my keen perception of medicine, exceptional bedside manner, and ability to work with acute, chronic, and high acuity patients, and teamwork. I was assigned the responsibility of taking on up to 3 patients at a time during my shifts. I also was established as an expert in ultrasound-guided peripheral IV catheter placements and participated in training over 175 doctors and nurses in the skill.

2014

*Primary Care/Internal Medicine Outpatient Clinic*

My responsibilities included but were not limited to screening patients for their appointment, obtaining a medical history, vitals, collecting any required laboratory specimens, writing and maintaining patient health records, and relaying all information to my assigned physician. I was assigned Team Lead and developed the clinics for SOP for triaging patients for the clinic's urgent care. I collaborated with team physicians, nurses, corpsman and leadership to establish the final document. I worked closely with a sports medicine physician. This was a great benefit because I learned about rheumatology and was able to participate in minor dermal operations and administer joint injections.

During this time, I was also the officer for supply. I successfully audited and redesigned the entire clinic's medical and office standing supply, and future ordering queue saving the clinic over \$10,000 instantly, and additionally over time as the clinic reduced its expired product waste. By the second intention, the hospital saved over \$100,000 by relocating unused medical equipment to different departments in need. Normally, such equipment would be written off and sent to DRMO (federal auction).

2015-2016

*Project Manager: Performance/Quality Improvement Council for Ambulatory Medicine and Ancillary Services (33 Clinics and Services)*

My last duty was a special assignment to develop, implement, and oversee a new hospital initiative for ambulatory medicine. During this period, I was trained in Lean Six Sigma and underwent 40 hours of official green belt training. I successfully established over 30 performance improvement councils in all outpatient clinics and ancillary services. Examples of such clinics included: internal medicine, immunology, psychiatry, general surgery, dental, and pharmacy. This assignment was very challenging, as I needed to run private conferences with very high ranking military officials for the hospital and each individual clinic and write a standard operating procedure for the hospital that all councils/clinics were to abide by, and develop by-laws for each charter. I greatly improved my public speaking, self-confidence, teamwork, performance and quality improvement knowledge for national hospital standards.

2010-2011

**Toms River Animal Hospital  
Veterinarian Assistant**

**Full  
Time**

As an employee here, I learned the greatest amount in pharmaceuticals. My main role was as a pharmacy technician. I became knowledgeable in over 100 medications used in veterinary medicine. Upon leaving this employer, I was offered a manager position had I ever wished to return.

**2008-2010**

**Mt. McKinley Animal Hospital  
Veterinarian Technician**

**Full  
Time**

My first experience in veterinarian medicine was very important as I became exposed to medical techniques that I would not be able to learn in human medicine until I entered medical school. Here I first learned how to: draw blood samples, take radiographs, use an ultrasound probe, perform and interpret laboratory tests, and prepare and analyze tissue, fecal, and urine specimens for microscopy. Additional experiences included basic patient care, doctor-patient(client) interactions, sanitary procedures, surgical tools and preparation, and anesthesia monitoring. The most benefit I received from this experience was that I was also enrolled in Human Anatomy and Physiology courses and laboratory sections. This allowed me to take my classroom lessons and directly apply them to my work to get a deeper understanding of the material.

**Avocation  
2008-2010**

**Research**

Sudden infant death syndrome (SIDS) and fetal alcohol syndrome were very prevalent in the Alaskan population. This laboratory's mission was to evaluate causes of SIDS and studied how nicotine and alcohol cause a depressed hypercapnic response. Our preparation was an electrophysiological quantization of the neuronal signaling output via cranial nerves VII and XII on an isolated brain stem preparation of a frog. I had the idea that cannabis may play a role. I developed a deep passion for medical research through this experience, and an appreciation for the time and effort it takes to acquire, analyze and compose the data that is obtained. My experiments were developing interesting results. Thus, my professor assigned me my own laboratory where I continued to create and execute my own experiments and protocols.

**2009-2010**

**University of Alaska Pre-Medical Society  
Public Relations Officer for the University of Alaska Fairbanks  
Pre-Medical Society. My role consisted of creating and**

maintaining relationships with people and organizations in the university and within the city. I developed strong relations with the UAF Biology and Chemistry departments, and a new relationship with the local community hospital; Fairbanks Memorial Hospital.

Our relationship with the hospital provided students with access to shadowing and volunteer opportunities and allowed us to coordinate many different community projects. One of which was the reestablishment of the Alaskan Medical Mission, an operation to provide underprivileged countries with clean, unused medical supplies.

Projects I directed: a health care discussion panel, reinstating UAF as a location for the Medical College Admission Test (MCAT), collaboration with the English department to design a new graduate-level personal statement course, created an MCAT review course for spring break, and brought in Deans from prestigious national medical universities to address our university's students.

Projects I participated: Alaskan Medical Mission (a medical supply redistribution program for under-privileged countries), a community fundraiser for HIV/AIDS with a silent auction and wine tasting, and a day of community outreach to educate residents about SIDS.

**2009-2010**

**Fairbanks Rescue Mission**

This was the first community project I joined as a member of the Pre-Medical Society. Several students visited the local homeless shelter every other Sunday to provide activities to the people such as board games, card games, baked goods, and movies. We have been told by the director that the people looked forward to our visits, and were very disappointed on the occasion we had to reschedule.

**2009**

**Healthcare Discussion Panel**

This community outreach project was done with a purpose of informing the local community on our national health care policy, known today as Obama Care. I created a panel designed to incorporate respectful, intelligent, professional, and reliable prime resources that the community could directly engage directly and receive immediate feedback. Our panel consisted of two professors from the university two state

congressmen, a physician from the local community hospital as well as the CEO of the hospital. The project had a large attendance and was deemed a success by the university, community and panel members.

2009

**Physician Shadowing**

32 hours shadowing an emergency medical physician at our local emergency department during the summer to gain exposure to human medicine. This was an exhilarating and gainful experience. I learned a lot about emergency medicine in rural America and received my first experience in human medicine.



# David R. Morreale

404 Starkey's Landing, Shepherdstown, WV U.S.A. • 410.446.6326  
[davidmorreale@comcast.net](mailto:davidmorreale@comcast.net)

## OBJECTIVE

I am a passionate and dedicated educator currently seeking a position that would allow me to use my skills and education in a positive, dynamic, alternative, and rigorous setting.

## EDUCATION

- B.S. Middle School Education, Towson University, Towson, Maryland, (Graduated May, 2013)
- Certification areas,
  - Social Studies, Grades 4-9 (Will be certified in Social Studies/History 4-12 by beginning of 2018/2019 school year)
  - English, Grades 4-12

## ACCOMPLISHMENTS

- Undergraduate Student Speaker, Towson University Commencement, 2013
- GPA - 3.63
- Dean's List – 2010-2013
- Recipient: "Mr. & Mrs. Allan Gaddis Award" for excellence in student teaching
- In 2016, created and implemented the Round Table Advisory, a daily advisory for over 1700 students, administered by over 100 teachers, in order to improve the tenor of Parkville High School using restorative practices, while supporting students in academics and in social skills.

## EDUCATOR EXPERIENCE

**2018- Present – Lead Teacher, Morgan Academy High School, Shepherdstown, WV**

- *Lead Teacher*
  - *Assisting administration in supporting the aims of other content-area educators.*
- *9 - 12 Grade English, American Literature, Social Studies Educator.*
  - *Instructing heterogeneous mix of 130-150 students in standard and Honors English and American Literature.*
  - *Design and implementation of quarterly and yearly unit plans and daily lesson plans*

**2014- 2018 – Parkville High School, Baltimore, MD**

- *9<sup>th</sup> and 11<sup>th</sup> Grade English and American Literature Educator.*
  - *Instructing heterogeneous mix of 130-150 students in standard and Honors English and American Literature.*
  - *Design and implementation of quarterly and yearly unit plans and daily lesson plans*
- *Honors Film Criticism and Appreciation.*
  - *Designed and created curriculum for grades 11 and 12 Honors-level students.*
  - *Design and implementation of quarterly and yearly unit plans and daily lesson plans*
- *Round Table Advisory*
  - *Designed and implemented school-wide Academic Advisory for all students.*
    - *Employs restorative practices and academic support for all students.*

**2013- 2014 - Magnolia Middle School, Joppatowne, MD**

- *6<sup>th</sup> Grade ILA (Integrated Language Arts) Educator.*
- *Instructed heterogeneous mix of 90 – 100 students, approximately half of which required intervention reading and writing instruction.*

**STUDENT FIELD EXPERIENCE**

**2012- 2013 - Middle River Middle School, Middle River, MD**

- *Instructed students using Maryland State Standards, while introducing Maryland Common Core State Curriculum and Standards into lessons.*
- *Instructed and assessed students in both English and social studies content areas for Gifted and Talented and diverse students in 6<sup>th</sup> and 7<sup>th</sup> grades.*
- *Differentiated social studies and language arts lessons for diverse classrooms, as well as Gifted and Talented to ensure challenging lessons for all students.*
- *Designed and implemented directed reading lessons in social studies and language arts in order to establish interdisciplinary reading and vocabulary skills.*
- *Employed project-based learning in both social studies and language arts/English 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade, standard and Gifted and Talented, classrooms.*
- *Incorporated use of technology in the classroom through use of Promethean Smartboard, Microsoft Office, National Geographic educational videos, and interactive maps, Wordle, Prezi and multiple other web tools.*

### **1990-Present – Freelance writer/Photographer**

- *Frederick Magazine.*
- *The Frederick News Post.*
- *Promotional writing and music reviews for a variety of publications.*

### **RELATED EXPERIENCE**

#### **2010 – 2011 - Let There Be Rock School, Columbia**

- *Initiated curriculum for Music Education Program.*
- *Instructed guitar and vocal students from the ages of 8-17.*
- *Instructed in Performance Program.*

#### **2005-2010 – Supervisor, Event Tech**

- *Supervised crews of up to 100 technicians in the set up of temporary staging for concerts and corporate events, (2008 Presidential Inaugural Concert, Congressional Black Caucus Awards Presentation to Barack Obama, and more).*

#### **1980-2013 - Self-employed, Singer/Songwriter, Bandleader**

- *Recorded and released two compact discs of my own music.*
  - *“From The Dirt,” 2005 release, charted on the Folk-DJ charts at #24 in April, 2005, and #23 in May, 2005.*
  - *Toured approximately 30,000 miles per year.*
  - *Career culminated in the 2006 “Two-Wheeled Tour” which raised money to support families of children with Cystic Fibrosis at John’s Hopkins University Hospital.*
- *Performed over 250 dates per year, as soloist and bandleader.*

### **OTHER SKILLS/ACTIVITIES**

- *Freelance writer, songwriter, musician, public speaker, educator.*

### **REFERENCES**

- *Available upon request.*

### **RELATED INFORMATION**

- *I was invited to present my paper, *The Redemptive Pomp and Power of The Waterboys; This Is The Sea* at the PCA/ACA National Conference in New Orleans, April 1-4, 2015.*
- *Currently a Graduate Student in Loyola University Baltimore, Liberal Studies Program.*



# Ilsa Gregg

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417 Maple Ave. Harpers Ferry, WV 25425  
720-261-3601 greggilsa@yahoo.com

November 28, 2018

President Josh Compton  
Jefferson County Commission  
124 E. Washington Street  
P.O. Box 250  
Charles Town, WV 25414

I am submitting my application for an appointment to the Jefferson County Development Authority.

In 2013, my husband got a job in Washington, DC and my family moved from Centennial, Colorado to Bakerton, WV. My son soon followed after college and is currently teaching at Musselman Middle School. We are thankful to live in such a beautiful and historical place.

We purchased an existing home on an 8-acre farm. We have been developing that farm since with many products. I continue to take classes through the county extension office to learn about small acre farming and business opportunities.

Small acre farms are highly desirable, not only for retirees, but also for families who wish to live a rural lifestyle, but still maintain jobs and access to big city amenities. Large tracts of farmland for sale could be developed into small farm communities, attracting a diverse and educated population from cities, with a desire for conservation of the land, protection of the environment and a desire to join the farming heritage of Jefferson County for themselves and their children.

The county extension office is already set up to handle the educational needs of these numerous and diverse types of small agricultural businesses, and could easily be promoted by the Jefferson County Development Authority.

Thank you for your consideration,

Ilsa Gregg

# Ilsa Gregg

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417 Maple Ave. Harpers Ferry, WV 25425  
720-261-3601 greggilsa@yahoo.com

## Education

- *Arapahoe Community College* 2012  
5900 South Santa Fe Drive, Littleton, Colorado 80120-1801 | 303.797.4222
- Associate of Applied Science - Business Administration
- Certificate - Human Resources Specialist

## Employment

Walnut Hills Newsletter – Centennial, CO June 2006 to present

*Editor/Publisher Remote* – 2013 - present

Editor/Publisher/Photographer/Accounting – 2 years

Distribution Manager – 7 years

- Offset black and white newspaper printed 6 times per year - 1600 distribution
- Responsible for all aspects of publishing the Walnut Hills Newsletter including communications with printer, payment of bills, management of 75 volunteers and staff of six
- Volunteer delivery routes managed in Excel
- Designing and editing for art and content
- Creating advertisements for clients
- Resolving customer service issues related to newsletter content, placement, changes, complaints and client compensation
- Maintain written communications with Walnut Hills Board members, Walnut Hills Scholarship Board Members, contributing writers, readers and advertisers
- Attendance at all community events and board meetings
- Photography of all community events
- Desktop Publishing and design using Adobe Creative Suites
- Accounting for the newsletter – Financial Reports to the Walnut Hills Civic Association
- Community outreach for articles and advertisements using networking, phone, emails, and Power Point presentations
- Newsletters available online at [walnuthillscolorado.org](http://walnuthillscolorado.org)

MedQuist - Mount Laurel, NJ

September 1994 to July 2009

*Virtual Employee - Medical Transcriptionist/Medical Editor/Quality Specialist*

Quality Assurance Specialist - 2 years

Medical/editor transcriptionist - 13 years with promotion to Quality Assurance Specialist

- Production typing of 20,000 lines per month
- Skilled in all report types, ESL accents, and specialties
- Meeting HIPAA requirements, speed, accuracy, and document integrity

## Capabilities and Skills

- Self-directed worker, meeting deadlines and production requirements without supervision, as required for virtual employees and Editor/Publisher positions
- Excellent verbal and written communication skills
- Productive in a flexible environment
- Observing the highest ethics concerning privacy and discretion in regards to personal information, as required by medical HIPPA law and privacy issues as Editor

# Ilsa Gregg

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417 Maple Ave. Harpers Ferry, WV 25425  
720-261-3601 [greggilsa@yahoo.com](mailto:greggilsa@yahoo.com)

## Work References

Donna Senn - Sales / Distribution Manager Walnut Hills Newsletter - 7138 S. Ulster Street Centennial, CO 80112  
Phone 303-522-8384 (cell) 303-741-2065 (home) [senn.family@comcast.net](mailto:senn.family@comcast.net)

Jesse J Alcorta - Photographer Walnut Hills Newsletter - 7564 E. Easter Way Centennial, CO 80112 Phone -303-689-9212 (home) [720-207-3757](tel:720-207-3757) (cell) Email [alcortje@pcisys.net](mailto:alcortje@pcisys.net)

John Fuller – Walnut Hills Scholarship Committee – 7219 S. Tamarac Ct. Centennial, CO 80112 Phone 303-771-2838 [john.fuller@du.edu](mailto:john.fuller@du.edu)

**Jefferson County Commission**  
**Application for Boards, Committees or Commissions**

Please type or print information

Name: Ilsa Gregg

Home Telephone Number: 720-261-3601

Work Address: 417 Maple Ave. Harpers Ferry, WV 25425

Work Phone Number: 720-261-3601

Mobile Phone Number: 720-261-3601

E-mail Address: greggilsa@yahoo.com

Party Affiliation: *(Building Commission and Health Department applicants)*

\_\_\_\_\_

—

Occupation: Farmer

Education: High School Eldorado High School Albuquerque, NM

College Arapahoe Community College Littleton, CO

Trade/Business School \_\_\_\_\_

Are you a United States citizen? Yes X No   

Are you a West Virginia resident? Yes X No   

Are you a resident of Jefferson County? Yes X No   

Are you able to produce verification of residency? Yes X No   

(Proof of paying personal property tax, voter registration, etc.)

Address:  
417 Maple Ave.  
Harpers Ferry, WV 25425  
\_\_\_\_\_  
\_\_\_\_\_

Magisterial District: Jefferson County

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:  
See cover letter

See resume

Organization Memberships and Positions Held : Colorado Beekeepers Association  
Eastern Panhandle Beekeepers Association

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:
	None

Statement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Ilsa Gregg Date: 11/28/18

*This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.*



AGENDA REQUEST FORM  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Danny Lutz  
Department or Organization: WV Eastern Panhandle Conservation Dist

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: 17 January 2019  
*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (Wording to be placed on agenda): Budget Request

Please provide the County Commission with a description of your request or presentation, including any background information:

Key out Budget request and proposed expenditures

Is this a funding request?  YES  NO

If so, how much? \$ 30,000

Provide exact financial impact/request: To be presented at meeting

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

No appropriate motion

Attach supporting documents for request, or request may be denied.

If not attached, explain: will be presented at meeting

Is equipment needed? Projector  YES  NO Internet/Wi Fi  YES  NO Telephone for conference call  YES  NO

Contact information:  
Email address: p.lutz2007@gmail.com Phone Number: 304 725-0966

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **January 17, 2019**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

Please provide the County Commission with a description of your request or presentation, including any background information:

1. Discussion of Jefferson County Civil Action #17-C-282. Discussion/Action.
2. Discussion of renewal of County cable franchise agreement and related issues. Discussion/Action.
3. Discussion of Jefferson County Circuit Court Civil Action #18-P-132. Discussion/Action.
4. Discussion of EEOC Charge #533-2018-01557. Discussion/Action.
5. Discussion of Jefferson County Circuit Court Civil Action #18-C-171. Discussion/Action.
6. Discussion of EEOC Charge #533-2017-00706. Discussion/Action.
7. Discussion of Jefferson County Circuit Court Civil Action #18-C-201. Discussion/Action.
8. Discussion of City of Charles Town's request to allow parking in County parking lots and possible MOU. Discussion/Action.
9. Discussion of Board of Health septic tank permitting process and procedures. Discussion/Action.
10. Discussion of potential conflicts of interest in appointment of board members to County agencies or component units. Discussion/Action.

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable





**AGENDA REQUEST FORM**  
**[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)**

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **January 17, 2019**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Legislative Updates**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Commissioner Patsy Noland**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **January 17, 2019**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Discuss reconstituting the Board of Directors of the Jefferson County Development Authority.**

- 1. Remove all current board members; 2. Advertise for additional applicants; 3. Invite current board members who wish to be considered to reapply to the County Commission by January 31 with a decision to appoint at the next JC Commission meeting on January 31, 2019.**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request?    Y/N   NO

If so, how much?                \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

**Move to reconstitute the Jefferson County Development Authority, removing all current board members, advertise for additional applicants, and invite any current members that wish to be reappointed to reapply to the JC Commission for consideration by January 31, 2019.**

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?            Projector    Y/N            Internet/Wi Fi    Y/N            Telephone for conference call    Y/N

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Josh Compton

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **January 17, 2018**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Discussion of the JUI waterline to Rockwool**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **January 17, 2019**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

- **Process to appoint County Commission representative to Charles Town Utility Board – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



## Sandra McDonald

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**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Friday, January 04, 2019 5:40 PM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

**Form Name:** County Commission Contact  
**Date & Time:** 01/04/2019 5:40 PM  
**Response #:** 787  
**Submitter ID:** 3702  
**IP address:** 50.110.173.203  
**Time to complete:** 3 min. , 47 sec.

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### Survey Details

#### Page 1

1. **Name**  
Mildred Hammond
2. **Email**  
formil667@g.mail.com
3. **Questions or Concerns**  
Please get rid of the Rockwool roadside signs. They are eye pollution to the max. Thank You Mildred Hammond
4. **Would you like to receive email notifications from Jefferson County?**  
(o) Yes

Thank you,  
Jefferson County Commission, WV

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This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

# Impact Fee Status Report

## November 2018

### Office of Impact Fees

#### Summary

Date Range: Thursday 1 through Friday 30 November 2018

Report Date: 3 December 2018

Process Number Range: 1800259-1800273

Total Applications: 15

Total Non-Exempt: 12

*Of which:*

Commercial: 0

Residential: 12

*Of which:*

County: 6

Municipal: 6

Total Exempt: 3

*Of which:*

Commercial: 0

Residential: 3

*Of which:*

County: 3

Municipal: 0

Tables 1 through 7 summarize impact fee processing for November 2018. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1 – 30 November 2018	3	0	12	15
Fees collected		\$0.00	\$77,254.00	\$77,254.00
<i>Of which</i>				
School Impact Fee			\$70,416.00	\$70,416.00
Law Enforcement Fee		\$0.00	\$1,008.00	\$1,008.00
Parks & Recreation Fee			\$5,254.00	\$5,254.00
EMS Fee		\$0.00	\$576.00	\$576.00

**Table 6. Financial Data –EMS Impact Fee Account (3122816)**

Description	Amount
Opening Balance (1 November 2018)	\$15,739.78
October Transactions (deposits via transfer on 9 November 2018)	\$926.34
Interest Earned (30 November 2018)	\$6.75
<b>Ending Balance (30 November 2018)</b>	<b>\$16,672.87</b>

**Table 7. Total Impact Fees as of 1 December 2018/1**

Description	Amount
Office of Impact Fees General Account	\$77,282.93
School Impact Fee Account	\$2,679,965.63
Law Enforcement Fee Account	\$132,606.85
Parks & Recreation Impact Fee Account	\$173,803.66
EMS Impact Fee Account	\$16,672.87
<b>Total Impact Fees</b>	<b>\$3,080,331.94</b>

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

**Table 8. Pending November 2018 Fee Transfers /1**

Account	30 November 2018 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$2,679,965.63	\$70,442.32	\$2,750,407.95
Law Enforcement Fee Account	\$132,606.85	\$1,008.29	\$133,615.14
Parks & Recreation Impact Fee Account	\$173,803.66	\$5,256.03	\$179,059.69
EMS Impact Fee Account	\$16,672.87	\$576.29	\$17,249.16
<b>Total Impact Fees</b>	<b>\$3,003,049.01</b>	<b>\$77,282.93</b>	<b>\$3,080,331.94</b>

/1 This table represents each of the impact fee category account totals as of 30 November 2018 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in November 2018 are listed in table 1 of the General Account (3111776); these transactions will be processed in December 2018. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



# Form 100 Transaction Summary

## Jefferson County Government – Office of Impact Fees

*Impact Fee Applications Processed between dates Thursday 1 through Friday 30 November 2018*

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
<b>Exempt Applications</b>											
1800262	11/08/2018	Thomas Spaur	R & D	04 Harpers Ferry	1129	356	9A	14	\$0.00	11/08/2018	Form 200
1800263	11/09/2018	Hoskins, Jr.	William	07 Middleway	1212	133	11	26.8	\$0.00	11/09/2018	Form 200
1800272	11/28/2018	Cedillo	Jose	02 Charles Town	.	.	8	27.13	\$0.00	11/28/2018	Form 200

**Category Count: 3** **Category Total** \$0.00

<b>Non-Exempt Applications</b>											
1800259	11/02/2018	Collis	Joseph	09 Shepherdstown	1187	169	14B	1	\$6,423.00	11/02/2018	N/A
1800260	11/07/2018	K Hovnanian		08 Ranson Corp	1133	476	8D	15D	\$6,255.00	11/07/2018	N/A
1800261	11/07/2018	K Hovnanian		08 Ranson Corp	1133	476	8D	18A	\$6,255.00	11/07/2018	N/A
1800264	11/09/2018	Supplee	Frank & Mary	07 Middleway	1068	96	22	31	\$6,423.00	11/09/2018	N/A
1800265	11/09/2018	Tri-State	Christopher Hill	09 Shepherdstown	1211	309	13	1.15	\$6,423.00	11/09/2018	N/A
1800266	11/16/2018	Powers	Glenda	10 Shepherdstown	.	.	3B	8	\$6,848.00	11/16/2018	N/A
1800267	11/16/2018	Hadley	Terry	10 Shepherdstown	.	.	3B	7	\$6,848.00	11/16/2018	N/A
1800268	11/16/2018	Francis Burns	Mary& Tighe	02 Charles Town	1208	292	7	8.24	\$6,423.00	11/16/2018	N/A
1800269	11/16/2018	Lutman	David	07 Middleway	1208	443	8	3.9	\$6,423.00	11/16/2018	N/A
1800270	11/20/2018	K Hovnanian		08 Ranson Corp	1133	476	8D	20D	\$6,255.00	11/20/2018	N/A
1800271	11/20/2018	K Hovnanian		08 Ranson Corp	1133	476	8D	21D	\$6,255.00	11/20/2018	N/A
1800273	11/29/2018	Henry	James	04 Harpers Ferry	1201	441	13B	111	\$6,423.00	11/29/2018	N/A

**Category Count: 12** **Category Total** \$77,254.00

**TOTAL APPLICATIONS: 15** **Grand Total** \$77,254.00

# Impact Fee Status Report

## December 2018

### Office of Impact Fees

#### Summary

Date Range: Saturday 1 through Monday 31 December 2018

Report Date: 2 January 2019

Process Number Range: 1800274-1800292

Total Applications: 19

Total Non-Exempt: 19

*Of which:*

Commercial: 0

Residential: 19

*Of which:*

County: 4

Municipal: 15

Total Exempt: 0

*Of which:*

Commercial: 0

Residential: 0

*Of which:*

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for December 2018. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1 – 31 December 2018	0	0	19	<b>19</b>
Fees collected		\$0.00	\$126,605.00	<b>\$126,605.00</b>
<i>Of which</i>				
School Impact Fee			\$117,481.00	<b>\$117,481.00</b>
Law Enforcement Fee		\$0.00	\$672.00	<b>\$672.00</b>
Parks & Recreation Fee			\$7,614.00	<b>\$7,614.00</b>
EMS Fee		\$0.00	\$838.00	<b>\$838.00</b>

**Table 2. Financial Data – Office of Impact Fees General Account (3111776)**

Description	Amount
Opening Statement Balance (1 December 2018)	\$77,282.93
December Deposits (1 – 31 December 2018)	\$126,605.00
School November Transactions (withdraws via transfer on 17 Dec. 2018)	(\$70,442.32)
Law November Transactions (withdraws via transfer on 17 Dec. 2018)	(\$1,008.29)
Parks & Rec Nov. Transactions (withdraws via transfer on 17 Dec. 2018)	(\$5,256.03)
EMS November Transactions (withdraws via transfer on 17 Dec. 2018)	(\$576.29)
Interest Earned (31 December 2018)	\$47.36
<b>Ending Statement Balance (31 December 2018)</b>	<b>\$126,652.36</b>
<i>Outstanding Credits (deposits through 1 January 2019)</i>	<i>\$0.00</i>

**Table 3. Financial Data – School Impact Fee Account (3107582)**

Description	Amount
Opening Balance (1 December 2018)	\$2,679,965.63
November Transactions (deposits via transfer on 17 December 2018)	\$70,442.32
Interest Earned (31 December 2018)	\$1,152.54
<b>Ending Balance (31 December 2018)</b>	<b>\$2,751,560.49</b>

**Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)**

Description	Amount
Opening Balance (1 December 2018)	\$132,606.85
November Transactions (deposits via transfer on 17 December 2018)	\$1,008.29
Interest Earned (31 December 2018)	\$56.52
<b>Ending Balance (31 December 2018)</b>	<b>\$133,671.66</b>

**Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)**

Description	Amount
Opening Balance (1 December 2018)	\$173,803.66
November Transactions (deposits via transfer on 17 December 2018)	\$5,256.03
Requisition 18R0125 - Sam Michael's Park Amphitheatre (Outstanding)	(\$30,000.00)
Interest Earned (31 December 2018)	\$74.89
<b>Ending Balance (31 December 2018)</b>	<b>\$149,134.58</b>

**Table 6. Financial Data –EMS Impact Fee Account (3122816)**

Description	Amount
Opening Balance (1 December 2018)	\$16,672.87
November Transactions (deposits via transfer on 17 December 2018)	\$576.29
Interest Earned (31 December 2018)	\$7.20
<b>Ending Balance (31 December 2018)</b>	<b>\$17,256.36</b>

**Table 7. Total Impact Fees as of 1 January 2019/1**

Description	Amount
Office of Impact Fees General Account	\$126,652.36
School Impact Fee Account	\$2,751,560.49
Law Enforcement Fee Account	\$133,671.66
Parks & Recreation Impact Fee Account	\$149,134.58
EMS Impact Fee Account	\$17,256.36
<b>Total Impact Fees</b>	<b>\$3,178,275.45</b>

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

**Table 8. Pending January 2019 Fee Transfers /1**

Account	31 December		Account Totals
	2018	Pending Impact	
	Account Totals	Fee Transfers	Account Totals
School Impact Fee Account	\$2,751,560.49	\$117,524.58	\$2,869,085.07
Law Enforcement Fee Account	\$133,671.66	\$672.47	\$134,344.13
Parks & Recreation Impact Fee Account	\$149,134.58	\$7,616.84	\$156,751.42
EMS Impact Fee Account	\$17,256.36	\$838.47	\$18,094.83
<b>Total Impact Fees</b>	<b>\$3,051,623.09</b>	<b>\$126,652.36</b>	<b>\$3,178,275.45</b>

/1 This table represents each of the impact fee category account totals as of 31 December 2018 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in December 2018 are listed in table 1 of the General Account (3111776); these transactions will be processed in January 2019. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

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## Form 100 Transaction Summary

### Jefferson County Government – Office of Impact Fees

*Impact Fee Applications Processed between dates Saturday 1 through Monday 31 December 2018*

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
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**Exempt Applications**

**Category Count: 0**

**Category Total**

**\$0.00**

**Non-Exempt Applications**

1800274	12/06/2018	K Hovnanian		08 Ranson Corp	1133	476	8D	18D	\$6,255.00	12/06/2018	N/A
1800275	12/06/2018	K Hovnanian		08 Ranson Corp	1133	476	8D	16D	\$6,255.00	12/06/2018	N/A
1800276	12/06/2018	K Hovnanian		08 Ranson Corp	1133	476	8D	17A	\$6,255.00	12/06/2018	N/A
1800277	12/06/2018	David Lutman	JC 2017	09 Shepherdstown	1204	620	11	13	\$6,423.00	12/06/2018	N/A
1800278	12/06/2018	David Lutman	JC 2017	09 Shepherdstown	1204	620	11	13	\$6,423.00	12/06/2018	N/A
1800279	12/12/2018	DR Acquisitions,		08 Ranson Corp	1028	659	4	347	\$6,981.00	12/12/2018	N/A
1800280	12/12/2018	DR Acquisitions,		08 Ranson Corp	1028	659	4	346	\$6,981.00	12/12/2018	N/A
1800281	12/12/2018	DR Acquisitions,		08 Ranson Corp	1028	659	4	348	\$6,981.00	12/12/2018	N/A
1800282	12/12/2018	DR Acquisitions,		08 Ranson Corp	1028	659	4	345	\$6,981.00	12/12/2018	N/A
1800283	12/17/2018	Shepherdstown		10 Shepherdstown	1190	38	3B	27	\$6,778.00	12/17/2018	N/A
1800284	12/17/2018	Shepherdstown		10 Shepherdstown	1190	160	3B	38	\$6,778.00	12/17/2018	N/A
1800285	12/17/2018	Shepherdstown		10 Shepherdstown	1190	38	3B	39	\$6,778.00	12/17/2018	N/A
1800286	12/17/2018	Shepherdstown		10 Shepherdstown	1190	115	3B	40	\$6,778.00	12/17/2018	N/A
1800287	12/17/2018	Shepherdstown		10 Shepherdstown	1190	38	3B	41	\$6,778.00	12/17/2018	N/A
1800288	12/17/2018	Shepherdstown		10 Shepherdstown	1190	38	3B	46	\$6,778.00	12/17/2018	N/A
1800289	12/17/2018	Shepherdstown		10 Shepherdstown	1190	38	3B	48	\$6,778.00	12/17/2018	N/A
1800290	12/17/2018	Shepherdstown		10 Shepherdstown	1190	119	3B	49	\$6,778.00	12/17/2018	N/A
1800291	12/21/2018	David Lutman	JC 2017	02 Charles Town	1215	148	21	11.2	\$6,423.00	12/21/2018	N/A
1800292	12/21/2018	David Lutman	JC 2017	02 Charles Town	1215	148	21	11	\$6,423.00	12/21/2018	N/A

**Category Count: 19**

**Category Total**

**\$126,605.00**

**TOTAL APPLICATIONS: 19**

**Grand Total**

**\$126,605.00**