

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY-SEPTEMBER 2023
THURSDAY, AUGUST 3, 2023
9:30 A.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PRAYER – Pastor Adam Johnson

PLEDGE OF ALLEGIANCE

APPROVAL OF ACCOUNTS PAYABLE

- July 27, 2023
- August 3, 2023

APPROVAL OF MANUAL CHECKS

- July 28, 2023
- August 4, 2023

APPROVAL OF REQUISITIONS

- August 3, 2023

ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

PUBLIC COMMENT

***You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to info@jeffersoncountywv.org. Your comments will be included in the minutes and agenda correspondence. Please include your name*

PRESENTATIONS

1. 9:40 a.m. Angie Banks, Assessor
- Approval of Exonerations
2. 9:55 a.m. Tom Hansen, Sheriff
- Sheriff's Commission
- FY24 Equitable Sharing Agreement and Certification
- Approval of Hire - Full-time Process Server
- Pay Scale Corrections
- Animal Control Employee Changes

3. 10:10 a.m. Edwina Benites – LM, Director, Jefferson County Development Authority
- Child Care Crisis Discussion
4. 10:25 a.m. Roger Goodwin, Chief County Engineer
- Partial bond release for Roderick Planes, LLC – Aspen Greens Subdivision, Phase IIB (File #20-1- SD)
- Request Approval of Employment Offer to fill position of Land Development Inspector in the Department of Engineering, Planning, and Zoning
- Request Approval of Employment Offer to fill position of Building Inspector in the Department of Engineering, Planning, and Zoning
5. 10:35 a.m. Alexandra Beaulieu, Deputy Director, Department of Engineering, Planning, and Zoning
- Request for partial refund of the Conditional Use Permit and Variance Fees for Carl Epstein/Tree Nexus
6. 10:40 a.m. Luke Seigfried, County Planner, Department of Engineering, Planning, and Zoning
- Request for Joint Session of the County Commission and the Planning Commission to review the Goals and Objectives of the 2045 Comprehensive Plan Update
7. 10:50 a.m. Karen Olden, Probate Office
- Review and Consideration for Signature of Motion for Entry of Rule to show cause why Respondent William H. Judy, III should not be held in contempt and Order Granting Rule to show cause why respondent William H. Judy, III should not be held in contempt in re: Estate of Richard Walter Accurso, Deceased and Estate of Ellen Sherry Hoffman, Deceased
8. 11:15 a.m. Interviews & Appointments to the following:
- Jefferson County Building Commission
- Jefferson County Parks and Recreation
- South Jefferson Public Library Committee
- Jefferson County Board of Health
- Jefferson County Development Authority Board
- Jefferson County Deputy Sheriff Civil Service Commission
- Hagerstown-Eastern Panhandle Metro. Planning Org. Council
9. 11:35 a.m. Mike Sine, Director, Jefferson County Emergency Services Agency
- 4 Employee Separations of Employment
- Approval of Hire – 5 part-time employees
- ARPA Request – New Ambulance Invoice
- MOU with County VFDs
- EMS Standbys
- Call Volume Reports – informational only
10. 11:50 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation; State of West Virginia ex rel. Patrick Morrissey, Attorney General v. Walgreens Boots Alliance, Inc., et al., Civil Action No. 20-C-82 PNM (W. Va. Cir.Ct. Putnam County) (the "West Virginia AG Action"), pending within In re: Opioid Litigation, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) and related matters.
 - b. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01. Discussion of

Jefferson County Circuit Court Civil Action No.'s 2021-C- 33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6, Jefferson County Circuit Court Civil Action No. 2022-C-81, Jefferson County Circuit Court Civil Action No. 2022-C-103 and 2022-C-141, WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731 and WV Intermediation Court of Appeals No. to be assigned (appeal of Jefferson County Circuit Court Civil Action No. 2022-C-141).

- c. Report and recommendation regarding record and Petition for Confirmation of Removal of Civil Service Commissioner
- d. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
- e. Discussion of wage issue regarding Deputy Sheriffs.
- f. Presentation and discussion of the Memorandum of Understanding for Recovery Closet

COUNTY ADMINISTRATOR REPORTS

- Discussion and request to approve the budget revision and adoption of Resolution for the State Auditor's Office for a Budget Transfer for FY23-24 to reconcile the Coal Severance Account
- Discussion and potential approval to move forward to create a Tyler Munis Administrator Position
- Discussion and potential approval of FY23-24 Budget Transfer and related Resolution to the State Auditor's Office

COUNTY COMMISSION REPORTS

11. ADJOURN

CORRESPONDENCE AND INFORMATION

Correspondence/public comments received from the following: David Tabb

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.

REQUISITIONS TO BE APPROVED

August 3, 2023

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
OTHER BUILDINGS	24004	\$ 7,201.66	Fidelity Power Systems	Generator Maintenance
	24005	\$ 19,436.00	Boland Trane Services Inc.	Labor&Mats to Install Tandem Comp.
IT/GIS/DATA PROCESSING	23134	\$ 12,241.78	Granicus, Inc.	Granicus govAccess Renewal Fee
	23145	\$ 13,260.00	South Central Planning & Development Comm	MyGovernment Online Yrly Renewal
GRAND TOTAL		\$ 52,139.44		

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Angela Banks

Department or Organization: Assessor

Commission Meeting Date: August 3, 2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Exonerations

Please provide a description of your request or presentation, including any background information:

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Recommended Motion (type out wording of the motion 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 Internet/Wi Fi: Conference/Video No

Contact Information:

Phone Number:

Email Address:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Tom Hansen

Department or Organization: Sheriff's Office

Commission Meeting Date: 08/03/2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Sheriff's Commission
FY24 Equitable Sharing Agreement and Certification
New FT Process Server

Pay Scale Corrections
Animal Control Employee Changes

Please provide a description of your request or presentation, including any background information:

- Approval of payment of Commission Check for FY23
- Approve ESAC report, authorize digital signature and acknowledgments
- Would like to create a second Full-time Process Server, Sitter, Transport Officer
- Adjust Pay Grade Scale and Minimum Pay Benchmark
- Animal Control is swapping position classifications and pay rates for two employees after requested change by EE

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to approve the payment of the FY23 commission check to the Sheriff.

I move to approve the digital signature for the Commission President on the FY24 ESAC report and certify that the Sheriff's Office budget has not been supplanted as a result of receiving equitable sharing funds and the agreement to abide by the policies and procedures set forth in the Guide.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Debbie Lowe

Phone Number: 3047283205

Email Address:

dlowe@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

I move to approve the creation of a second full-time process server and approve the transfer of Bailiff Darryl Wimer to fill this 40 hour position at a rate of 18.08/hour.

I move to approve the requested changes to the Sheriff's Deputies pay scale.

I move to approve the change of Robert Smith from Animal Control Officer to Kennel Tech and the change of Zachary Holler from the role of Kennel Tech to Animal Control Officer.



Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office
102 Industrial Blvd
Kearneysville, WV 25430
304-728-3205
Fax: 304-728-3299

Tax Office
PO Box 9
Charles Town, WV 25414
304-728-3220
Fax: 304-728-4034

August 1, 2023

Jefferson County Commission
124 East Washington St
Charles Town WV 25414

Re: Sheriff's Commission

Dear Commissioners:

Attached is a copy of the computation of the 2023 Sheriff's Commission report for your approval.

Should you have any questions or are in need of additional information, please don't hesitate to ask.

Sincerely,


Thomas H. Hansen
Sheriff and Treasurer
Jefferson County



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: WV0190000
Agency Name: Jefferson County Sheriff's Office
Mailing Address: 102 Industrial Blvd
 Kearneysville, WV 25430

Type: Sheriff's Office

Agency Finance Contact

Name: Lowe, Deborah
Phone: 3047283205 **Email:** dlowe@jeffersoncountywv.org

Jurisdiction Finance Contact

Name: Zonfrilli, Makayla
Phone: 304-728-3284 **Email:** mzonfrilli@jeffersoncountywv.org

ESAC Preparer

Name: Lowe, Deborah
Phone: 3047283205 **Email:** dlowe@jeffersoncountywv.org

FY End Date: 06/30/2023

Agency FY 2024 Budget: \$4,803,075.00

Annual Certification Report

	Justice Funds ¹	Treasury Funds ²
1 Beginning Equitable Sharing Fund Balance	\$20,587.85	\$0.00
2 Equitable Sharing Funds Received	\$78,101.14	\$0.00
3 Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	\$0.00	\$0.00
4 Other Income	\$0.00	\$0.00
5 Interest Income	\$101.93	\$0.00
6 Total Equitable Sharing Funds Received <small>(total of lines 2-5)</small>	\$78,203.07	\$0.00
7 Equitable Sharing Funds Spent <small>(total of lines a - n)</small>	\$62,061.56	\$0.00
8 Ending Equitable Sharing Funds Balance <small>(difference between line 7 and the sum of lines 1 and 6)</small>	\$36,729.36	\$0.00

¹Department of Justice Asset Forfeiture Program Investigative Agency participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS-CI, ICE, CBP and USSS.

	Justice Funds	Treasury Funds
a Law Enforcement Operations and Investigations	\$42,061.56	\$0.00
b Training and Education	\$0.00	\$0.00
c Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d Law Enforcement Equipment	\$0.00	\$0.00
e Joint Law Enforcement/Public Safety Equipment and Operations	\$0.00	\$0.00
f Contracts for Services	\$0.00	\$0.00
g Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h Law Enforcement Awards and Memorials	\$0.00	\$0.00
i Drug, Gang, and Other Education or Awareness Programs	\$0.00	\$0.00
j Matching Grants	\$0.00	\$0.00
k Transfers to Other Participating Law Enforcement Agencies	\$20,000.00	\$0.00
l Support of Community-Based Programs	\$0.00	\$0.00
m Non-Categorized Expenditures	\$0.00	\$0.00
n Salaries	\$0.00	\$0.00
Total	\$62,061.56	\$0.00

Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Other Income

Other Income Type	Justice Funds	Treasury Funds

Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds
Eastern Panhandle Drug & Violent Crimes Task Force - WV0020600	\$20,000.00	

Support of Community-Based Programs

Recipient	Justice Funds	

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Money Laundering and Asset Recovery Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information

Independent Auditor

Name:

Company: Perry and Associates

Phone: 7403730056

Email: mrichards@perrycpas.net

Were equitable sharing expenditures included on the Schedule of Expenditures of Federal Awards (SEFA) for the jurisdiction's Single Audit for the prior fiscal year? If the jurisdiction did not meet the threshold to have a Single Audit performed, select Threshold Not Met.

YES NO THRESHOLD NOT MET

Prior Year Single Audit Number Assigned by Federal Audit Clearinghouse:

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within two months of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by its jurisdiction and the funds are administrated in the same manner as the jurisdictions's appropriated or general funds. The Agency further certifies that the funds are subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the jurisdiction's Schedule of Expenditures of Federal Awards (SEFA) under Assistance Listing Number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The

Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. Freedom of Information Act (FOIA). Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. Waste, Fraud, or Abuse. An Agency or governing body is required to immediately notify the Department of Justice's Money Laundering and Asset Recovery Section and the Department of the Treasury's Executive Office for Asset Forfeiture of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

Yes No

Agency Head

Name: Hansen, Thomas H.

Title: Sheriff

Email: thansen@jeffersoncountywv.org

Signature: Submitted Electronically

Date: 07/17/2023

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: Stolipher, Stephen

Title: President

Email: stolipherjcc@gmail.com

Signature: _____ Date: _____

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Edwina Benites-LM

Department or Organization: Jefferson County Development Auth

Commission Meeting Date: August 3, 2023

Special Meeting Date (if necessary): N/A

Subject (wording to be placed on agenda):

Jefferson County Child Care Crisis

Please provide a description of your request or presentation, including any background information:

Child care is one of the most significant and consistent issues raised by businesses during the Jefferson County Development Authority's (JCDA) business retention and expansion visits. There were no studies on child care in Jefferson County, The JCDA conducted a study to quantify the the child care concerns and will share the results.

Type of Request: (Funding/Hiring): Briefing

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Recommended Motion (type out wording of the motion 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 Internet/Wi Fi: Conference/Video No

Contact Information: Edwina Benites-LM

Phone Number: (304) 728-3255

Email Address: ebenites@jdca.net

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Roger Goodwin

Department or Organization: Engineering, Planning & Zoning

Commission Meeting Date: 8/3/2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Partial release for Roderick Planes, LLC - Aspen Greens Subdivision, Phase IIB (File #20-1-SD)

Please provide a description of your request or presentation, including any background information:

Partial release of Performance Bond No. 52431397 with United Fire & Casualty Company, Cedar Rapids, IA, construction bond for Roderick Planes, LLC - Aspen Greens Subdivision, Phase IIB (File 20-1-SD).

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I authorize a partial release of Performance Bond No. 52431397 with United Fire & Casualty Company in the amount of \$2,360,734.88 for Roderick Planes, LLC - Aspen Greens Subdivision, Phase IIB (File #20-1-SD)

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information:

Phone Number: 304-728-3257

Email Address:

engineering@jeffersoncountywv.org



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

June 15, 2023

VICE PRESIDENT
Vacant

Mr. Kent M. Pagoota, Attorney-in-Fact
United Fire & Casualty Company

COMMISSIONER
Tricia Jackson

118 Second Ave, SE
Cedar Rapids, IA 52401

COMMISSIONER
Jennifer Krouse

RE: Performance Bond No. 52431397 dated September 2, 2021, Construction Bond Surety for Roderick Planes, LLC – Aspen Greens Subdivision, Phase IIB (File #20-1-SD).

COMMISSIONER
Jane Tabb

Dear Mr. Pagoota:

The Jefferson County Commission authorizes a partial release of \$2,360,734.88 from the construction bond for Roderick Planes, LLC – Aspen Greens Subdivision, Phase IIB (File #20-1-SD). This project is located at the intersection of Country Club Road-Route 24 and Flowing Springs Road-Route 17. The work remaining includes but is not limited to the following:

1. Earthwork
2. Grading & Paving
3. Landscaping
4. Water lines
5. Storm water Management
6. Miscellaneous Site Improvements

In summary, you are hereby authorized to reduce the amount of the above referenced Performance Bond No. 52431397 originally issued in the amount of \$3,768,377.88 to \$1,407,643.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning, the Engineering Office at (304)-728-3257 if you have any questions.

Sincerely,

Steve Stolipher, President
Jefferson County Commission

cc: Maurice Gladhill, Managing Member
Roderick Planes, LLC
5509 Mt. Zion Road
Box 777
Frederick, MD 21705
Department of Engineering, Planning & Zoning

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 07 / 21 / 2023 J.C.P.C. File No. 20 - 1-50

Consultant/Engineer/Firm Name: GATES ASSOC.

Mailing Address: 153 VEMCE WAY

City: SHEPHERDSTON State: WV Zip: 25443

Contact Person: FRED GATES Phone: 304-876-6128

Project/Subdivision Name: ASPEN GREENS

Section/Phase: PHASE II B Lots: _____

Review Comments:

The bond release reduction is Approved as Submitted. _____ The bond release/reduction request is Denied.

_____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

_____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK REPRESENTED IN THIS REQUEST APPEARS TO BE COMPLETE

Approved for:
BOND REDUCTION
 By [Signature] 07/26/2023
 County Engineer Date

Original Bond Amt. \$ 3,276,850 + 15% Cont. \$ 491,527 = Total Original Bond Amt. \$ 3,768,377

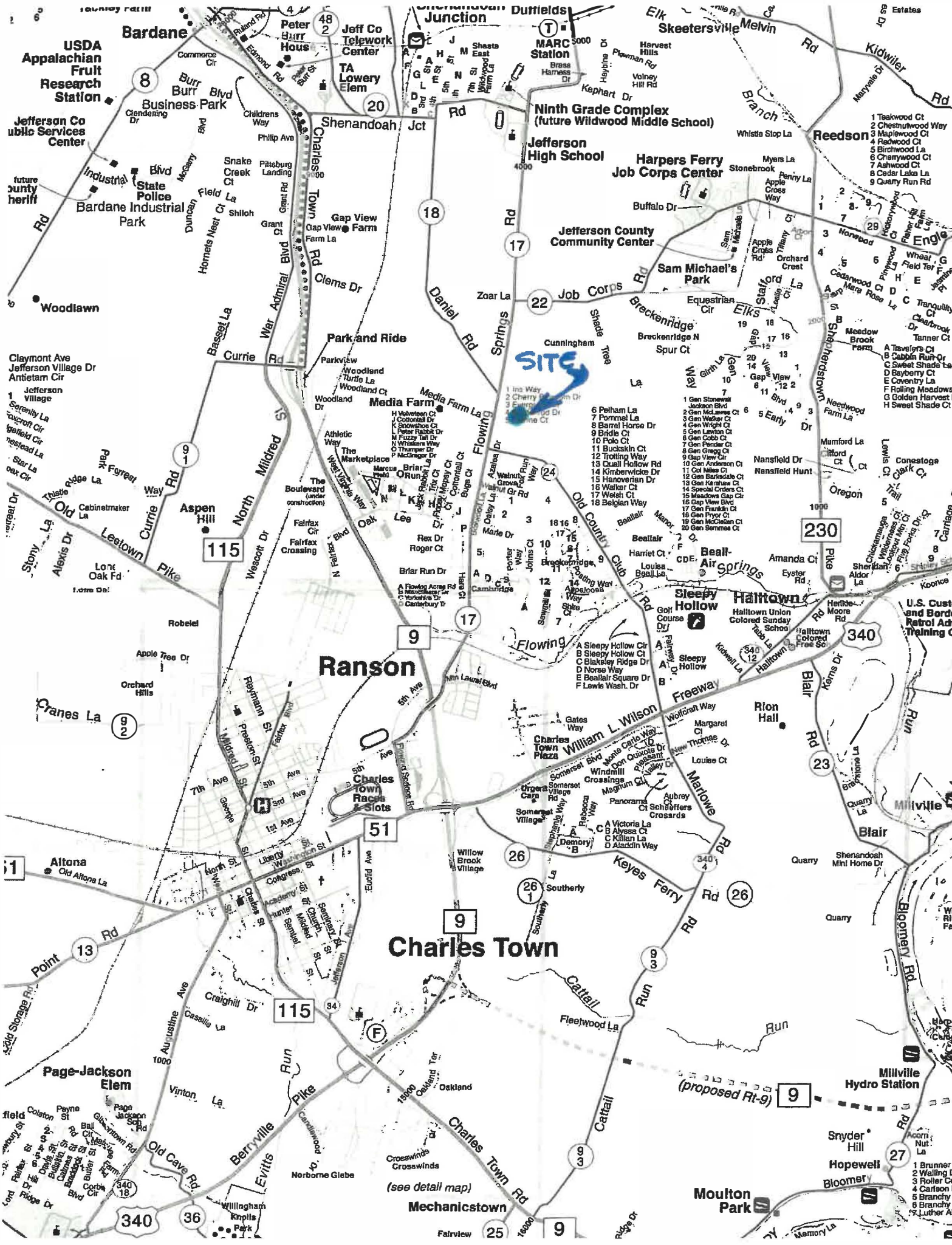
Total Current Bond Amount \$ 3,768,377.88

Cost of Work Remaining \$ 1,224,037.00 + Contingency Amount \$ 1,83,606.00

= Approved for Revised Bond Amount \$ 1,407,643.00

Reviewed By: JOSEPH L. KENT [Signature] Title: L.O.I.

Signature: [Signature] Date: 07 / 26 / 2023



Ranson

Charles Town

(see detail map)

Mechanicstown

Moulton Park

Millville Hydro Station

Snyder Hill

Hopewell

Bloomery

U.S. Customs and Border Patrol Training Ad

USDA Appalachian Fruit Research Station

Ninth Grade Complex (future Wildwood Middle School)

Jefferson High School

Harpers Ferry Job Corps Center

Jefferson County Community Center

Sam Michael's Park

Park and Ride

Media Farm

Sleepy Hollow

Halttown

Flowing

Charles Town Plaza

Somerset Village

Somerset Village

Somerset Village

Somerset Village

Somerset Village

Somerset Village

Somerset Village

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin, Chief County Engineer

Department or Organization: Department of Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: August 3, 2023

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Request Approval of Employment Offer to Fill the Position of Land Development Inspector in the Department of Engineering, Planning & Zoning.

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

The Director of Engineering, Planning & Zoning is requesting approval of employment offer to fill the position of Land Development Inspector in the Department of Engineering, Planning & Zoning. The need to fill the position is due to the planned retirement of the current land development inspector on November 1, 2023. The FY 2024 budget provides funding for a replacement person's employment to overlap with the current land development inspector, for a period of up to six months. This allows the current land development inspector to provide training to their replacement.

The position was advertised, resumes and applications received and reviewed, interviews conducted, and a qualified person selected for the position.

An offer of employment was made contingent upon approval by the County Commission. The salary is \$76,000 per year. The current budgeted salary amount is \$82,000/year. Therefore, the proposed action is an FY 2024 budget neutral action and results in a budget savings. No additional funding is needed.

Is this a funding request? **No; funding is already provided in the FY 2024 Engineering, Planning & Zoning Department budget.**

If so, how much?

Motion Requested: Yes

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

Move to approve the offer of employment, at \$76,000 per year, to provide for a replacement person for the position of Land Development Inspector in the Department of Engineering, Planning & Zoning.

Attach supporting documents for request, or request may be denied. **See attached job description.**

If not attached, explain: **N/A**

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

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

**Jefferson County, West Virginia
Job Description**

Position Title:	Land Development Inspector	Grade Level:	V
Department	Engineering, Planning & Zoning	Date:	July 1, 2016
Reports to:	Chief County Engineer	FLSA Status:	Exempt

Statement of Duties: Employee performs technical and administrative assignments related to ensuring that land development projects are constructed in accordance with approved plans, regulations, ordinances and policy; and ensuring that construction bond amounts are adequate to cover construction costs. Employee is required to perform all similar or related duties.

Supervision Required: Working under the general direction of the Chief County Engineer, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced Judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee is not regularly required to supervise employees.

Confidentiality: Employee has access to client records and department files.

Accountability: Consequences of errors or poor judgment may include adverse public relations, monetary loss, legal repercussions, personal injury, and/or injury to self or others.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Engineering, Planning & Zoning Department
Land Development Inspector
06/01/2023

Jefferson County, West Virginia
Job Description

Work Environment: Work requires some agility and physical strength, such as moving in and about construction sites, over rough terrain, or standing or walking most of the work period. Employee is exposed to outdoor work, confined spaces and high places, toxins or fumes, equipment and machinery, traffic, electricity, radiation, biohazards, loud noises, emotional stress, and risk of personal injury.

Nature and Purpose of Public Contacts: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risks: Duties generally do not present occupational risk with only occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying equipment or work materials. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Draft Bonding Agreements and manage bonding agreements. Review bond surety/performance bonds for compliance with the county's bonding policy. Maintain and manage all bonding related records, documents and third-party reports/certifications.
2. Periodic inspection of residential subdivision and commercial site development projects for compliance with Jefferson County land development ordinances, including but not limited to: sediment and erosion control, storm water management and storm drainage systems, roadways and parking lots, landscaping, site grading, traffic control devices and markings, water and sanitary sewer systems, etc.
3. Update and maintain current construction unit-cost data for estimating construction bonds.
4. Review and approval of construction bond estimates for surety/performance bond purposes.

Engineering, Planning & Zoning Department
Land Development Inspector
06/01/2023

**Jefferson County, West Virginia
Job Description**

5. Review construction bond reduction/release requests and conduct final inspections to verify that all site work is complete in accordance with the approved plans prior to reduction/release of the construction bond.
6. Maintains record of third-party as-built plans, inspections and certifications.
7. Take measurements and use a digital camera to document stages of construction with photographs; and maintain record of in-house site inspection reports and approvals.
8. Produce accurate job related correspondence to consultants, developers, etc.
9. Recommend revisions to site development details and standards.

Recommended Minimum Qualifications:

Education and Experience: Associate's Degree in Civil Engineering Technology or Construction Management with five to seven (5-7) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Valid Motor Vehicle Operator's License.

Knowledge, Abilities and Skill

Knowledge: Knowledge and understanding of Civil Engineering principals, practices and theory, heavy site construction process and methods, building construction trades and terminology and construction methods of all aspects of residential and commercial land development projects. Also, knowledge/experience managing legal agreements. Understanding of geotechnical reports. Knowledge of stormwater management and sediment and erosion control concepts.

Abilities: Ability to work independently; ability to deal with public tactfully and effectively. Ability to establish and maintain effective working relationships with department staff, contractors, developers and state regulatory authorities. Ability to enforce the requirements of plans and specifications and follow established standards and procedures. Ability to establish and maintain a work reporting system and other related records. Ability to deal effectively with disgruntled members of the public. Ability to read and interpret construction drawings and blue prints.

Skill: Basic math skills, proficient computer & keyboarding skills, proficient with Microsoft Office Suite (Word, Excel, Outlook), proficient written and oral communications skills.

Engineering, Planning & Zoning Department
Land Development Inspector
06/01/2023

**Jefferson County, West Virginia
Job Description**

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions

Physical Skills: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing a ladder.

Visual Skills: Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints). Color vision required for this position.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin, Chief County Engineer

Department or Organization: Department of Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: August 3, 2023

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Request Approval of Employment Offer to Fill the Position of Building Inspector in the Department of Engineering, Planning & Zoning.

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

The Office of Building Permits & Inspections needs to hire a building inspector due to the planned retirement of a building inspector on October 2, 2023. Funding is provided in the FY 2024 budget for an additional building inspector (in addition to the one who is retiring), which allows for overlap with the current building inspector for training purposes.

Under West Virginia state code, building inspectors are required to pass exams and become certified in various aspects of the building code within 24 months. They are also required to complete continuing education on an annual basis.

An offer of employment was made contingent upon approval by the County Commission. The Director of Engineering, Planning & Zoning is requesting approval of an offer of employment to fill the position of Building Inspector in the Department of Engineering, Planning & Zoning – Office of Building Permits & Inspections, at an annual salary of \$47,250. The FY 2024 budgeted salary is \$49,000 per year.

In addition, this is a request to move Ryan Mose, Building Inspector, from his current salary of \$47,250 to a salary of \$50,250 per year, in order to provide pay scale equity between the new building inspector and the current one. There is a salary savings in the FY 2024 budget to cover this increase. Therefore, both requests are FY 2024 budget neutral actions. No additional funding is needed.

Is this a funding request?

No; funding is already provided in the FY 2024 Engineering, Planning & Zoning Department.

If so, how much?

Motion Requested: **Yes**

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

Move to approve the offer of employment, at \$47,250 per year, to fill the position of Building Inspector in the Department of Engineering, Planning & Zoning – Office of Building Permits & Inspections; and to raise building inspector Ryan Mose’s salary to \$50,250 per year.

Attach supporting documents for request, or request may be denied. **See attached job description.**

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: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

Jefferson County, West Virginia
Job Description
Revised 01/31/2011

Position Title:	Building Inspector	Grade Level:	IV
Department	Engineering Department – Office of Permits and Inspections	Date:	
Reports to:	Chief County Engineer	FLSA Status:	Non-Exempt

Statement of Duties: Employee is responsible for administrative, technical and inspection work related to the enforcement and interpretation of the building code and ordinances to ensure the health, safety and welfare of the public. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Chief County Engineer, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently in accordance with specific instructions. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments including suggested work methods as necessary. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: Employee is not regularly required to supervise employees.

Confidentiality: Employee has access to department files.

Accountability: Consequences of errors or poor judgment may include adverse public relations, missed deadlines, monetary loss, legal repercussions, labor/material costs, and/or injury to self or others.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Work requires some agility and physical strength to move in and about construction work sites, over rough terrain, or standing or walking for most of the work period. Employee is exposed to outdoor work, confined spaces and high places, toxins or fumes, equipment and machinery, traffic, electricity, radiation, biohazards, loud noises, emotional stress, and risk of personal injury.

Engineering Department - Office of Permits and Inspections
Building Inspector
01/31/2011

Jefferson County, West Virginia
Job Description
Revised 01/31/2011

Nature and Purpose of Public Contacts: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risks: Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Review residential permit applications for compliance with the residential building code. This includes but is not limited to: single family dwelling units, duplex dwelling units, swimming pools, decks, car ports, detached garages, storage buildings, chimneys and additions.
2. Performs residential and commercial building inspections to ensure work is being performed and inspected structure meets with minimum requirements of applicable codes and ordinances; records findings of same as required.
3. Meets with builders, contractors, owners, and the public to explain the permit application and inspection process, and building code requirements, and answer questions regarding same.
4. Establishes and maintains harmonious work relationships.
5. Coordinate and prioritize daily inspection schedules, pull permit files at the end of each day to prepare for the following day's inspections.
6. Ensure the safe operation, cleanliness and maintenance of county vehicles. Keep vehicle filled with fuel, and deliver vehicle to county garage for servicing.

Engineering Department - Office of Permits and Inspections
Building Inspector
01/31/2011

Jefferson County, West Virginia
Job Description
Revised 01/31/2011

7. Investigates citizen complaints related to building code violations.
8. Enforces codes by giving instructions, issues warnings and/or “Stop Work Orders” when necessary.
9. Authorizes Use and Occupancy Certificates.
10. Updates results of each day’s inspections into the computer database to ensure accurate and complete recording of inspection status.
11. Attends training courses to remain aware of industry regulations, obtains building code certifications and continuing education requirements as required by state law.
12. Participates in building code and permit application process question and answer meetings held by Planning, Zoning and Engineering for the building industry.

Recommended Minimum Qualifications:

Education and Experience: Minimum of five (5) years of building construction and/or inspection experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. In addition, successful completion of the training and examinations required to be certified as an Inspector by the International Code Council and the West Virginia State Fire Marshal (WV State Code, Title 87-7-3).

Special Requirements:

Valid Motor Vehicle Operator’s License and Building Code Inspector and Plans Examiner Certifications (W.V. State Fire Marshal, W.V. State Code, Title 87-7).

Knowledge, Abilities and Skill

Knowledge: Knowledge and understanding of building construction trades and terminology, International Building Codes, and building construction processes and methods.

Abilities: Ability to work independently; ability to deal with public tactfully and effectively. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the town as well as state regulatory authorities. Ability to carry out essential functions under hazardous or inclement weather conditions in a safe manner. Ability to establish and maintain a work reporting system and other related records. Ability to deal effectively with disgruntled members of the public. Ability to read and interpret construction drawings and blue prints.

Skill: Basic math skills, computer keyboarding skills for data entry, proficient written and oral

Engineering Department - Office of Permits and Inspections
Building Inspector

01/31/2011

Jefferson County, West Virginia
Job Description
Revised 01/31/2011

communications skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions

Physical Skills: Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing a ladder.

Visual Skills: Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints). Color vision required for this position.

JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

Name: Alexandra Beaulieu, Deputy Director

Department or Organization: Office of Planning & Zoning

Commission Meeting Date: August 3, 2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Please provide a description of your request or presentation, including any background information:

Request for a partial refund of the Conditional Use Permit and Variance fees for Carl Epstein / Tree Nexus. Applicant withdrew applications after the fees were deposited and public notice requirements were met.

Type of Request: (Funding/Hiring): Funding (Reimbursement)

Funding/Salary/Hourly Amount: \$386.05

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Mr. Epstein submitted applications for a Conditional Use Permit (File #23-6-CUP) and a Variance (File #23-22-ZC) along with the required application fees (\$500.00 total) for inclusion on the 07/27/23 Board of Zoning Appeals meeting agenda. The applicant withdrew his request due to opposition from the neighborhood (see attached email).

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

I move to recommend a partial refund of the fees incurred for a Conditional Use Permit and Zoning Variance in the amount of \$386.05

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information:

Phone Number:

Email Address:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Luke Seigfried, County Planner

Department or Organization: Engineering, Planning, and Zoning

Commission Meeting Date: August 3, 2023

Special Meeting Date (if necessary):

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

Request a Joint Session of the County Commission and Planning Commission to review the Goals and Objectives of the 2045 Comprehensive Plan Update

Please provide a description of your request or presentation, including any background information:

The purpose of this Joint Session is to discuss and approve the Goals and Objectives of the 2045 Comprehensive Plan Update. The proposed Goals and Objectives are drafted by the Planning Commission after extensive information gathering and multiple public input opportunities. This joint session is reflected in the Approved Time Frame and is an essential touchstone for the County Commission prior to the drafting of the Comprehensive Plan Components and Action Plan.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to schedule a Joint Session with the Jefferson County Planning Commission on October 5th, 2023 for discussion and possible action related to the draft Goals and Objectives for the 2045 Comprehensive Plan Update.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Luke Seigfried

Phone Number: (304) 728-3228

Email Address:

complan2045@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

PAGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Karen Olden

Department or Organization: **Jefferson County Clerk (Probate)**

Estimation of amount of time needed for appointment: ½ hourP

Date Requested – 1st Choice:

*If a specific date is needed, please provide reason for specific date: **August 3, 2023***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Special Session to close Estates that missed July Term

Motion to Show Cause Why Executor Should Not Be Held in Contempt and Order from Attorney Joseph L. Caltrider, on behalf of the Estate of Richard Walter Accurso, deceased, and Ellen Sherry Hoffman, deceased.

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

SPECIAL SESSION

August 2023

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State, begun and held at the Old Charles Town Library thereof, on Thursday, August 3rd, 2023 at 9:30 am

**PRESENT Steve Stolipher, President
And Commissioners: Trisha Jackson, Jane Tabb, Jennifer Krouse**

Accounting and Short Form Settlement submitted by Fiduciary Commissioner: Ralph A. Lorenzetti, Jr. this day presented to the Commission by the Clerk, thereof, examined by it, and ordered filed.

Estate of Larry K. Crouse, Sr. deceased, First and Final Accounting, Lu Ann Reed., Executrix

Estate of Louise Brooks Willard, deceased, Short Form Settlement, Henry A. Willard and D Frank Hill, III, Co-Executors

President of the County Commission

Bowles Rice

Attorneys at Law

101 South Queen Street, Martinsburg, WV 25401
304.263.0836

Joseph L. Caltrider
Partner
Bowles Rice LLP
101 South Queen Street
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T 304.264.4214
F 304.267.3822

600 Quarrier Street
Charleston, WV 25301

125 Granville Square, Suite 400
Morgantown, WV 26501

501 Avery Street
Parkersburg, WV 26101

Southpointe Town Center
1800 Main Street, Suite 200
Canonsburg, PA 15317

480 West Jubal Early Drive, Suite 130
Winchester, VA 22601

July 18, 2023

The Honorable Jacqueline C. Shadle
Jefferson County Clerk
100 East Washington Street
Post Office Box 208
Charles Town, West Virginia 25414

VIA US MAIL

**Re: Estate of Richard Walter Accurso, deceased
Estate of Ellen Sherry Hoffman, deceased**

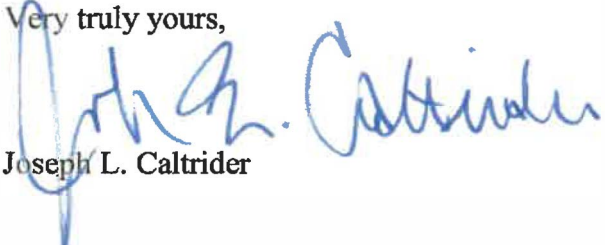
Dear Ms. Shadle:

Enclosed please find two original Motions for Entry of Rule to Show Cause and two original proposed Orders Granting Rule to Show Cause for the above-referenced Estates.

Please provide these Motions and proposed Orders to the County Commission for consideration and contact me if you have questions.

Thank you for your assistance in these matters.

Very truly yours,



Joseph L. Caltrider

JLC:ss

Enclosures

cc: Mr. Eugene Isaac Hoffman (via email)
Mr. Jeffrey Freund (via email)
Ms. Karen Olden, Deputy Clerk - Probate Office (via U.S. Mail)
William H. Judy, III, Esq. (via U.S. Mail, facsimile transmission, and email)

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF ELLEN SHERRY HOFFMAN, DECEASED

**MOTION FOR ENTRY OF RULE TO SHOW CAUSE WHY
RESPONDENT WILLIAM H. JUDY, III SHOULD
NOT BE HELD IN CONTEMPT**

The Petitioner, EUGENE ISAAC HOFFMAN, duly appointed Personal Representative of the above Estate, by counsel, respectfully requests this Honorable County Commission to enter the attached Order Granting Rule to Show Cause Why Respondent William H. Judy, III Should Not Be Held In Contempt and set a show cause hearing forthwith. In support of this Motion, the Petitioner states as follows:

1. On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference. At the conclusion of the hearing, the County Commission granted all relief sought by Petitioner's Petition.

2. On March 30, 2023, the County Commission, by its President, Steve Stolipher, entered its Order Granting Petition for Removal of Executor and specifically: 1) removed the Respondent from his position as Executor of the Estate of Ellen Sherry Hoffman, deceased, and the Estate of Richard Walter Accurso deceased, forthwith; 2) revoked and annulled the Respondent's powers as Executor of said Estates forthwith; 3) appointed D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estates; 4) appointed the Petitioner to serve as Personal Representative of said Estates without bond and to complete the administration of said Estates; 5) directed the Respondent to deliver to

the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estates forthwith; and 6) denied any compensation to the Respondent for fiduciary services or commission on money or other property of said Estates pursuant to West Virginia Code § 44-4-7.

3. On April 11, 2023, the Petitioner, by counsel, notified the Respondent of the County Commission's March 30, 2023 Order by United States Mail, by facsimile transmission, and by email transmission. The Petitioner also provided a specific list of documents and information required to comply with the County Commission's Order, allow proper review by the Fiduciary Commissioner, and allow proper administration of the Estates. A true and accurate copy of Petitioner's April 11, 2023 letter-notice is attached as Exhibit A. To date, the Respondent has not responded to Petitioner's letter, provided any of the information and documents Petitioner requires for administration of the Estates or review by the Fiduciary Commissioner, or otherwise complied with the County Commission's March 30, 2023 Order.

4. The Respondent's failure to comply with the County Commission's March 30, 2023 Order and the Petitioner's April 11, 2023 letter-notice has prevented the Respondent from securing personal property of the Estates (including the Decedent's ashes), accounting for the Estates, preserving the Estates, presenting the Respondent's actions to the Fiduciary Commissioner for review, and otherwise administering the Estates in a timely manner.

5. West Virginia Code § 7-1-6 provides the County Commission with "the same power to punish for contempt as is conferred by law upon circuit courts, but the penalty imposed for such contempt shall not exceed \$50 for any one offense." W.Va. Code § 7-1-6.

6. Accordingly, the Petitioner hereby moves the County Commission to hold the Respondent in contempt and fine the Respondent \$50 per day for each day he has failed to

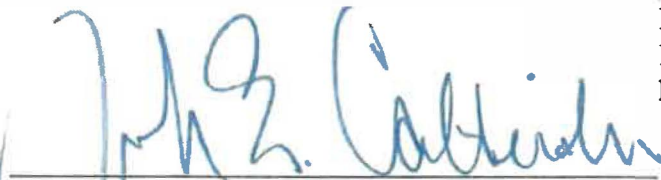
comply, and continues to fail to comply, with the County Commission's March 30, 2023 Order from April 11, 2023 until such time as the Respondent fully complies with the County Commission's Order and the Petitioner's April 11, 2023 letter-notice.

7. The Petitioner further moves the County Commission to enter a Rule to Show cause which requires the Respondent to appear before the County Commission *in person* and 1) demonstrate full compliance with its March 30, 2023 Order; 2) demonstrate full compliance with all requests set forth in the Petitioner's April 11, 2023 letter-notice; and 3) show cause why he should not be held in contempt and fined \$50 per day for each day he has failed to comply, and continues to fail to comply, with the County Commission's March 30, 2023 Order and the Petitioner's April 11, 2023 letter-notice.

8. The Petitioner has served this Motion upon the following persons: 1) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 2) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636,, Moorefield, West Virginia 26836 *Respondent*.

DATED the 18th day of July 2023.

PETITIONER
EUGENE ISAAC HOFFMAN
Personal Representative
By Counsel



Joseph L. Caltrider WWSB #6870
Alison A. Cox WWSB #8529
BOWLES RICE LLP
Post Office Drawer 1419
Martinsburg, West Virginia 25402-1419
(304) 264-4214
jcaltrider@bowlesrice.com
acox@bowlesrice.com

Bowles Rice

Attorneys at Law

101 South Queen Street, Martinsburg, WV 25401
P.O. Drawer 1419, Martinsburg, WV 25402-1419
304.263.0636

Allison A. Cox
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F 304.264.4210

800 Quarrier Street
Charleston, WV 25301

125 Granville Square, Suite 400
Morgantown, WV 26601

501 Avery Street
Parkersburg, WV 26101

Southpointe Town Center
1800 Main Street, Suite 200
Canonsburg, PA 15317

480 West Jubal Early Drive, Suite 130
Winchester, VA 22601

April 11, 2023

bowlesrice.com

William H. Judy, III, Esquire
Law Offices of Judy and Judy
110 N. Main Street
P.O. Box 636
Moorefield, WV 26836

VIA U.S. POSTAL SERVICE,
FACSIMILE: (304) 538-7404, & EMAIL:
KVJUDYLAW@HARDYNET.COM

Re: Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased

Dear Mr. Judy:

The County Commission of Jefferson County, West Virginia removed you as Executor of the Estates of Ellen Sherry Hoffman and Richard W. Accurso ("the Estates") on March 2, 2023. I have enclosed a copy of both Orders recorded by the Clerk of the County Commission of Jefferson County, West Virginia on March 30, 2023 to terminate your authority as Executor. The County Commission also appointed our client, Eugene Hoffman, as the Executor CTA DBA of the Estates. I have also enclosed copies of Mr. Hoffman's Letters of Administration.

Our Firm will be assisting Mr. Hoffman with the administration of the Estates. Accordingly, I write to request your immediate compliance with the enclosed Orders. As per the enclosed Orders, please provide us with "all property, all documents, all passwords, and all other information in your possession, custody, and/or control related to the administration of the Estates" by April 30, 2023. Please make sure you include all information requested in the letters previously sent from my office to you on March 7, 2022, July 22, 2022, November 16, 2022, and March 1, 2023, as well as the following information and documents for each Estate:

1. A complete copy of all files, records, notes, and other documents (written and electronic) you and your office maintain for each Estate;
2. The Employee Identification Numbers for each Estate;
3. The bank account numbers for Jefferson Security Bank and United Bank and any all other bank account information related to the Estates;

EXHIBIT
A

Bowles Rice

William H. Judy, III, Esquire

April 11, 2023

Page 2

4. Each statement and every cancelled check from the bank accounts at Jefferson Security Bank and United Bank dating back to September 2021 and from any and all other bank accounts related to the Estates;

5. All itemized invoices for services provided by Leave it to Laura, Judy & Judy Law Firm, Brown Funeral Home, Potomac Edison, Justin Oldenburg, First Energy, Sherriff of Jefferson County, Wells Fargo, Hanna Steuer, the Postmaster, Safety Deposit Box Receipt, Corporation of Shepherdstown, Rose Byrne Carroll for the inventory of the Estate, Erie Insurance, Washington Post, St. Paul Newspaper, Shepherdstown Water, Wells Fargo Home Mortgage, and any other person/entity who has provided services to and/or received payment from each Estate. With regard to any expense for which there is no corresponding invoice, please explain the nature of the goods or services paid for and the rationale for the payment;

6. An itemized list of the contents of the Safe Deposit Box and provide the location and access information/key for the Safe Deposit Box;

7. An explanation for the source of the deposits made to the Estate of Richard Accurso, deceased on the following dates, for the following amounts as reflected in your accounting:

09/28/2021	Deposit	\$ 2.71
12/10/2021	Deposit	\$ 6,392.79
12/20/2021	Deposit	\$ 3,662.00
12/23/2022	Deposit	\$ 1,512.00
02/22/2023	Deposit	\$ 11,365.00
02/23/2023	Deposit	\$ 49,873.12

8. An explanation for the source of the deposits made into the Estate Account of Ellen Sherry Hoffman, deceased on the following dates, for the following amounts reflected in your accounting:

10/28/2021	Deposit	\$ 1,500.00
05/25/2022	Deposit	\$ 197,934.97
11/29/2022	Deposit	\$ 7,438.93
12/06/2021	Deposit	\$ 750.00
12/20/2021	Deposit	\$ 1,084.08

9. All information regarding the Hoover and Strong Metals.

10. The unmailed checks for beneficiaries Jacinta Falconi and Aurelia Falconi;

11. Your calculation of the \$5,000 Executor commission paid to Judy & Judy

Law Firm;

Bowles Rice

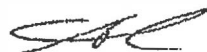
William H. Judy, III, Esquire
April 11, 2023
Page 3

12. An explanation for the entry on your accounting for the Estate of Ellen Sherry Hoffman, deceased which indicates you disbursed \$141.57, but only lists "?????" to explain who received the money and why they received it; .
13. All information, including without limitation statements and beneficiary designation information, for all Fidelity accounts held by Richard Accurso and Ellen Sherry Hoffman.
14. The location of the personal property of the Estates including, without limitation:
 - a. Ellen's personal jewelry, including her wedding ring made by Richard, family jewelry and other pieces she collected from her travels;
 - b. Richard's and Ellen's urns and/or ashes;
 - c. Richard and Ellen's computers, the content of those computers, and all associated storage devices (e.g. disks, external hard drives, thumb drives, etc.);
 - d. Ellen's books and copyright materials;
 - e. Automobiles along with their keys and titles;
15. All identification documents for Ellen and Richard, such as Driver's Licenses and Passports and Social Security Cards;
16. All contact information you have for Hanna Steuer, Justin Oldenburg, Jacinta Falconi, and Aurelia Falconi;
17. Any tax returns (Federal, State or Local) prepared for Ellen, Richard, or the Estates, whether filed or unfiled; and
18. Any other materials or information in your possession, whether or not specifically listed above, concerning the Estates.

As you are aware, there has been significant delay in the administration of the Estates. Mr. Hoffman is concerned about the delay, its impact on his ability to complete the administration of the Estates efficiently and effectively, and its impact on several Estate assets. Please contact me immediately if you have any questions about the County Commission's Orders or our requests for compliance itemized above.

Thank you for your prompt attention to these matters.

Very truly yours,



Alison A. Cox
Special Counsel

Bowles Rice

William H. Judy, III, Esquire
April 11, 2023
Page 4

Enclosures

AAC

cc: Mr. Eugene Hoffman (via email)
Mr. Jeffrey Freund (via email)
Mr. Frank Hill, Fiduciary Commissioner
Ms. Jaqueline C. Shadle, Clerk of the County Commission, Jefferson County, West
Virginia

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF ELLEN SHERRY HOFFMAN, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

Upon mature consideration of the verified Petition, and for the reasons stated therein, the County Commission does hereby grant all relief sought by the Petition and does accordingly: 1) remove the Respondent from his position as Executor of the Estate of Ellen Sherry Hoffman, deceased, forthwith; 2) revoke and annul the Respondent's powers as Executor of said Estate forthwith; 3) appoint D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appoint the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) direct the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) deny any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.

The County Clerk is hereby directed to provide attested copies of this Order to the following persons: 1) Mr. Eugene Hoffman, 1303 Ivy Road, Apt. 62, Bremerton, Washington

98316 *Petitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636,, Moorefield, West Virginia 26836 *Respondent*.

IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/2023



STEVE STOLIPHER - President

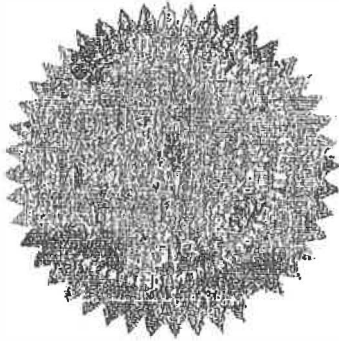
Jefferson County
Jacqueline C Shadle, Clerk
Instrument: 202300003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 @ Page 134
Pages Recorded 2

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

RECEIVED
MAR 30 2023

I, Jacqueline C Shadle Clerk of the Jefferson County Commission, do hereby certify that the foregoing writing is a true and accurate copy as appears of record in my office in **ORDER BOOK**, *Book: 37 at Page: 132*, of said record.

The foregoing instrument was acknowledged before me **Thursday, March 30, 2023**.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By

CP

Christine Puttock
Assistant Clerk

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF RICHARD WALTER ACCURSO, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

Upon mature consideration of the verified Petition, and for the reasons stated therein, the County Commission does hereby grant all relief sought by the Petition and does accordingly: 1) remove the Respondent from his position as Executor of the Estate Richard Walter Accurso, deceased, forthwith; 2) revoke and annul the Respondent's powers as Executor of said Estate forthwith; 3) appoint D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appoint the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) direct the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) deny any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.

The County Clerk is hereby directed to provide attested copies of this Order to the following persons: 1) Mr. Eugene Hoffman, 1303 Ivy Road, Apt. 62, Bremerton, Washington

98316 *Peltitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiductary Commisstoner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636,, Moorefield, West Virginia 26836 *Respondent*.

IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/23



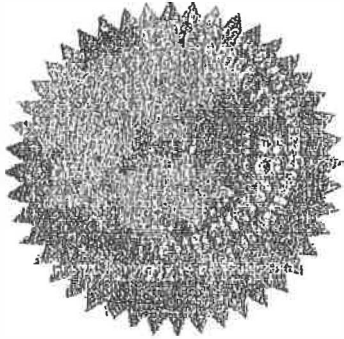
STEVE STOLIPHER -- President

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300003106
03/30/2023 @ 12:06:25 PM
FIDUCIARY ORDER
Book 37 @ Page 132
Pages Recorded 2

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

I, Jacqueline C Shadle Clerk of the Jefferson County Commission, do hereby certify that the foregoing writing is a true and accurate copy as appears of record in my office in **ORDER BOOK**, *Book: 37 at Page: 134*, of said record.

The foregoing instrument was acknowledged before me Thursday, March 30, 2023.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By

A handwritten signature in black ink, appearing to read "C. Puttock", written over a horizontal line.

Christine Puttock
Assistant Clerk

United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of ELLEN SHERRY HOFFMAN

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 2nd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administratrix et aln(s) of the Estate of ELLEN SHERRY HOFFMAN, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administratrix et aln(s) of the Estate of ELLEN SHERRY HOFFMAN, as well in all jurisdictions, as elsewhere.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Handwritten signature of Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Handwritten signature of Karen Olsen

Karen Olsen
Deputy Clerk



United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of RICHARD WALTER ACCURSO

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 3rd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administrator cta dbn(s) of the Estate of RICHARD WALTER ACCURSO, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administrator cta dbn(s) of the Estate of RICHARD WALTER ACCURSO, as well in all jurisdictions, as elsewhere.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Handwritten signature of Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Handwritten signature of Karen Olden
Karen Olden
Deputy Clerk





April 18, 2023

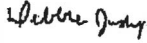

Dear ConnectSuite Inc :

The following is in response to your request for proof of delivery on your item with the tracking number:
9214 8901 5729 4300 0113 49.

Item Details

Status:	Delivered, Individual Picked Up at Post Office
Status Date / Time:	April 14, 2023, 11:20 am
Location:	MOOREFIELD, WV 26836
Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™ Return Receipt Electronic
Recipient Name:	WILLIAM H JUDY III ESQUIRE

Recipient Signature

Signature of Recipient:	 
Address of Recipient:	PO BOX 636 MOOREFIELD, WV 26836-0636

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004

Bowles Rice

Fax

New Fax Message	
To:	13042673822
Fax Number:	13042673822
From:	Lillie Marshall
Date:	04-11-2023 12:09 PM
Subject:	Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased
No of Pages with Cover:	14

To:	William H. Judy, III, Esquire	Date:	April 11, 2023
Fax #:	304-538-7404	Pages:	13 (Including this page)
From:	Allison A. Cox		
Subject:	Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased		

This facsimile message contains privileged and confidential information and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone and return the original message to us at the above address via the U.S. Postal Service. If you have any difficulties in receiving this transmission, please call the number listed above. Thank you.

Bowles Rice

Fax

COMMENTS: Please see the attached correspondence from Ms. Allison Cox regarding the above-referenced matter.

Lillie Marshall

Legal Secretary

Bowles Rice LLP

lmarshall@bowlesrice.com

101 S. Queen Street | Martinsburg, WV 25401

Tel: (304) 264-4219 | Fax: (304) 264-4210

Bowles Rice

CONFIDENTIAL AND PRIVILEGED: This e-mail is confidential and privileged, and intended only for the review and use of the addressee(s). If you have received this e-mail in error, please notify the sender at (304) 264-4219 or by e-mail at lmarshall@bowlesrice.com. Thank you.

This facsimile message contains privileged and confidential information and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone and return the original message to us at the above address via the U.S. Postal Service. If you have any difficulties in receiving this transmission, please call the number listed above. Thank you.

Bowles Rice

Attorneys at Law

101 South Queen Street, Martinsburg, WV 25401
 P.O. Drawer 1418, Martinsburg, WV 26402-1418
 304.264.0838

Alison A. Cox
 aacox@bowlesrice.com
 T 304.264.4211
 F 304.264.4210

600 Quarter Street
 Charleston, WV 25301

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April 11, 2023

bowlesrice.com

William H. Judy, III, Esquire
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 110 N. Main Street
 P.O. Box 636
 Moorefield, WV 26836

VIA U.S. POSTAL SERVICE,
 FACSIMILE: (304) 538-7404, & EMAIL:
 KVJUDYLAW@HARDYNET.COM

Re: Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased

Dear Mr. Judy:

The County Commission of Jefferson County, West Virginia removed you as Executor of the Estates of Ellen Sherry Hoffman and Richard W. Accurso ("the Estates") on March 2, 2023. I have enclosed a copy of both Orders recorded by the Clerk of the County Commission of Jefferson County, West Virginia on March 30, 2023 to terminate your authority as Executor. The County Commission also appointed our client, Eugene Hoffman, as the Executor CTA DBA of the Estates. I have also enclosed copies of Mr. Hoffman's Letters of Administration.

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Bowles Rice

William H. Judy, III, Esquire
April 11, 2023
Page 2

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Law Firm;

Bowles Rice

William H. Judy, III, Esquire

April 11, 2023

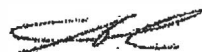
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Very truly yours,



Alison A. Cox
Special Counsel

Bowles Rice

William H. Judy, III, Esquire
April 11, 2023
Page 4

Enclosures

AAC

cc: Mr. Eugene Hoffman (via email)
Mr. Jeffrey Freund (via email)
Mr. Frank Hill, Fiduciary Commissioner
Ms. Jaqueline C. Shadle, Clerk of the County Commission, Jefferson County, West Virginia

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
IN RE: THE ESTATE OF ELLEN SHERRY HOFFMAN, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

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IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/2023



STEVE STOLIPHER - President

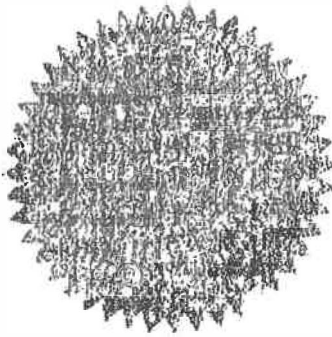
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RECEIVED
MAR 30 2023

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

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The foregoing instrument was acknowledged before me Thursday, March 30, 2023.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By *Christine Puttock*

Christine Puttock
Assistant Clerk

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF RICHARD WALTER ACCURSO, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

Upon mature consideration of the verified Petition, and for the reasons stated therein, the County Commission does hereby grant all relief sought by the Petition and does accordingly: 1) remove the Respondent from his position as Executor of the Estate Richard Walter Accurso, deceased, forthwith; 2) revoke and annul the Respondent's powers as Executor of said Estate forthwith; 3) appoint D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appoint the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) direct the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) deny any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.

The County Clerk is hereby directed to provide attested copies of this Order to the following persons: 1) Mr. Eugene Hoffman, 1303 Ivy Road, Apt. 62, Bremerton, Washington

98316 *Petitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636, Moorefield, West Virginia 26836 *Respondent*.

IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/23



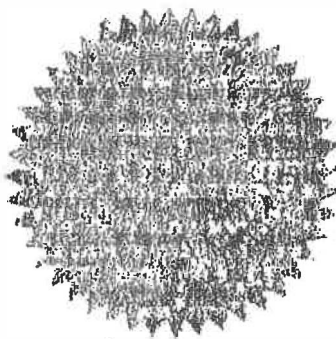
STEVE STOLPHER -- President

Jefferson County
Jacqueline C Shalin, Clerk
Instrument 202300003106
03/30/2023 @ 12:06:25 PM
FIDUCIARY ORDER
Book 37 @ Page 132
Pages Recorded 2

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

I, Jacqueline C Shadle Clerk of the Jefferson County Commission, do hereby certify that the foregoing writing is a true and accurate copy as appears of record in my office in ORDER BOOK, Book 37 at Page: 134, of said record.

The foregoing instrument was acknowledged before me Thursday, March 30, 2023.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By *Christine Puttook*

Christine Puttook
Assistant Clerk

United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of ELLEN SHERRY HOFFMAN

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 2nd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administratrix et a dba(s) of the Estate of ELLEN SHERRY HOFFMAN, duly qualified as such by taking oath proscribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administratrix et a dba(s) of the Estate of ELLEN SHERRY HOFFMAN, as well in all jurisdictions, as elsewhere.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By Karen Olsen

Karen Olsen
Deputy Clerk



United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of RICHARD WALTER ACCURSO

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 3rd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administrator et aln(s) of the Estate of RICHARD WALTER ACCURSO, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administrator et aln(s) of the Estate of RICHARD WALTER ACCURSO, as well in all jurisdictions, as elsewhere.

IN WITNESS WHEREOF, I have herunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Karen Elden
Deputy Clerk



Archived: Monday, July 10, 2023 4:10:51 PM

From: [Concord Fax](#)

Mail received time: Tue, 11 Apr 2023 16:16:58

Sent: Tuesday, April 11, 2023 12:17:04 PM

To: [Lillie Marshall](#)

Subject: SUCCESS: Your 14 page fax has been successfully delivered to +13045387404.

Importance: Normal

Sensitivity: None



Success

Your 14 page fax has been successfully delivered to +13045387404 on 04-11-2023 12:09 PM.

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Subject:	Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased
Time Delivered:	04-11-2023 12:09 PM
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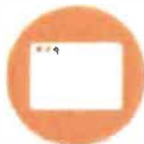
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IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF ELLEN SHERRY HOFFMAN, DECEASED

**ORDER GRANTING RULE TO SHOW CAUSE WHY RESPONDENT
WILLIAM H. JUDY, III SHOULD NOT BE HELD IN CONTEMPT**

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference. At the conclusion of the hearing, the County Commission granted all relief sought by Petitioner's Petition.

On March 30, 2023, the County Commission, by its President, Steve Stolipher, entered its Order Granting Petition for Removal of Executor and specifically: 1) removed the Respondent from his position as Executor of the Estate of Ellen Sherry Hoffman, deceased, forthwith; 2) revoked and annulled the Respondent's powers as Executor of said Estate forthwith; 3) appointed D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appointed the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) directed the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) denied any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.

On April 11, 2023, the Petitioner, by counsel, notified the Respondent of the County Commission's March 30, 2023 Order by United States Mail, by facsimile transmission, and by

email transmission. The Petitioner also provided a specific list of documents and information required to comply with the County Commission's Order, allow proper review by the Fiduciary Commissioner, and allow proper administration of the Estate. A true and accurate copy of Petitioner's April 11, 2023 letter-notice is attached as Exhibit A. To date, the Respondent has not responded to Petitioner's letter, provided any of the information and documents Petitioner requires for administration of the Estate or review by the Fiduciary Commissioner, or otherwise complied with the County Commission's March 30, 2023 Order.

The Respondent's failure to comply with the County Commission's March 30, 2023 Order and the Petitioner's April 11, 2023 letter-notice has prevented the Respondent from securing personal property of the Estate (including the Decedent's ashes), accounting for the Estate, preserving the Estate, presenting the Respondent's actions to the Fiduciary Commissioner for review, and otherwise administering the Estate in a timely manner. West Virginia Code § 7-1-6 provides the County Commission with "the same power to punish for contempt as is conferred by law upon circuit courts, but the penalty imposed for such contempt shall not exceed \$50 for any one offense." W.Va. Code § 7-1-6. Accordingly, the Petitioner has moved the County Commission to hold the Respondent in contempt and fine the Respondent \$50 per day for each day he has failed to comply, and continues to fail to comply, with the County Commission's March 30, 2023 Order from April 11, 2023 until such time as the Respondent fully complies with the County Commission's Order and the Petitioner's April 11, 2023 letter-notice.

IT IS ACCORDINGLY ORDERED that the Respondent shall appear before the County Commission *in person* on the ____ day of _____, 2023 at _____ a.m./p.m. to: 1) demonstrate full compliance with its March 30, 2023 Order; 2) demonstrate full compliance with all requests set forth in the Petitioner's April 11, 2023 letter-

notice; and 3) show cause why he should not be held in contempt and fined \$50 per day for each day he has failed to comply, and continues to fail to comply, with the County Commission's March 30, 2023 Order and the Petitioner's April 11, 2023 letter-notice.

The County Clerk is hereby directed to provide attested copies of this Order to the following persons: 1) Mr. Eugene Hoffman, 1303 Ivy Road, Apt. 62, Bremerton, Washington 98316 *Petitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636,, Moorefield, West Virginia 26836 *Respondent*.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: _____

STEVE STOLIPHER – President

Bowles Rice

Attorneys at Law

101 South Queen Street, Martinsburg, WV 25401
P.O. Drawer 1419, Martinsburg, WV 25402-1419
304.263.0836

Allison A. Cox
aacox@bowlesrice.com
T 304.264.4211
F 304.264.4210

600 Quarrier Street
Charleston, WV 26801

126 Granville Square, Suite 400
Morgantown, WV 26801

601 Avery Street
Parkerburg, WV 26101

Southpointe Town Center
1800 Main Street, Suite 200
Canonsburg, PA 15317

480 West Jubal Early Drive, Suite 130
Winchester, VA 22601

April 11, 2023

bowlesrice.com

William H. Judy, III, Esquire
Law Offices of Judy and Judy
110 N. Main Street
P.O. Box 636
Moorefield, WV 26836

VIA U.S. POSTAL SERVICE,
FACSIMILE: (304) 538-7404, & EMAIL:
KVJUDYLAW@HARDYNET.COM

Re: Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased

Dear Mr. Judy:

The County Commission of Jefferson County, West Virginia removed you as Executor of the Estates of Ellen Sherry Hoffman and Richard W. Accurso ("the Estates") on March 2, 2023. I have enclosed a copy of both Orders recorded by the Clerk of the County Commission of Jefferson County, West Virginia on March 30, 2023 to terminate your authority as Executor. The County Commission also appointed our client, Eugene Hoffman, as the Executor CTA DBA of the Estates. I have also enclosed copies of Mr. Hoffman's Letters of Administration.

Our Firm will be assisting Mr. Hoffman with the administration of the Estates. Accordingly, I write to request your immediate compliance with the enclosed Orders. As per the enclosed Orders, please provide us with "all property, all documents, all passwords, and all other information in your possession, custody, and/or control related to the administration of the Estates" by April 30, 2023. Please make sure you include all information requested in the letters previously sent from my office to you on March 7, 2022, July 22, 2022, November 16, 2022, and March 1, 2023, as well as the following information and documents for each Estate:

1. A complete copy of all files, records, notes, and other documents (written and electronic) you and your office maintain for each Estate;
2. The Employee Identification Numbers for each Estate;
3. The bank account numbers for Jefferson Security Bank and United Bank and any all other bank account information related to the Estates;

EXHIBIT
A

Bowles Rice

William H. Judy, III, Esquire
April 11, 2023
Page 2

4. Each statement and every cancelled check from the bank accounts at Jefferson Security Bank and United Bank dating back to September 2021 and from any and all other bank accounts related to the Estates;

5. All itemized invoices for services provided by Leave it to Laura, Judy & Judy Law Firm, Brown Funeral Home, Potomac Edison, Justin Oldenburg, First Energy, Sherriff of Jefferson County, Wells Fargo, Hanna Steuer, the Postmaster, Safety Deposit Box Receipt, Corporation of Shepherdstown, Rose Byrne Carroll for the inventory of the Estate, Erie Insurance, Washington Post, St. Paul Newspaper, Shepherdstown Water, Wells Fargo Home Mortgage, and any other person/entity who has provided services to and/or received payment from each Estate. With regard to any expense for which there is no corresponding invoice, please explain the nature of the goods or services paid for and the rationale for the payment;

6. An itemized list of the contents of the Safe Deposit Box and provide the location and access information/key for the Safe Deposit Box;

7. An explanation for the source of the deposits made to the Estate of Richard Accurso, deceased on the following dates, for the following amounts as reflected in your accounting:

09/28/2021	Deposit	\$ 2.71
12/10/2021	Deposit	\$ 6,392.79
12/20/2021	Deposit	\$ 3,662.00
12/23/2022	Deposit	\$ 1,512.00
02/22/2023	Deposit	\$ 11,365.00
02/23/2023	Deposit	\$ 49,873.12

8. An explanation for the source of the deposits made into the Estate Account of Ellen Sherry Hoffman, deceased on the following dates, for the following amounts reflected in your accounting:

10/28/2021	Deposit	\$ 1,500.00
05/25/2022	Deposit	\$ 197,934.97
11/29/2022	Deposit	\$ 7,438.93
12/06/2021	Deposit	\$ 750.00
12/20/2021	Deposit	\$ 1,084.08

9. All information regarding the Hoover and Strong Metals.

10. The unmailed checks for beneficiaries Jacinta Falconi and Aurelia Falconi;

11. Your calculation of the \$5,000 Executor commission paid to Judy & Judy

Law Firm;

Bowles Rice

William H. Judy, III, Esquire

April 11, 2023

Page 3

12. An explanation for the entry on your accounting for the Estate of Ellen Sherry Hoffman, deceased which indicates you disbursed \$141.57, but only lists "?????" to explain who received the money and why they received it; .

13. All information, including without limitation statements and beneficiary designation information, for all Fidelity accounts held by Richard Accurso and Ellen Sherry Hoffman.

14. The location of the personal property of the Estates including, without limitation:

a. Ellen's personal jewelry, including her wedding ring made by Richard, family jewelry and other pieces she collected from her travels;

b. Richard's and Ellen's urns and/or ashes;

c. Richard and Ellen's computers, the content of those computers, and all associated storage devices (e.g. disks, external hard drives, thumb drives, etc.);

d. Ellen's books and copyright materials;

e. Automobiles along with their keys and titles;

15. All identification documents for Ellen and Richard, such as Driver's Licenses and Passports and Social Security Cards;

16. All contact information you have for Hanna Steuer, Justin Oldenburg, Jacinta Falconi, and Aurelia Falconi;


17. Any tax returns (Federal, State or Local) prepared for Ellen, Richard, or the Estates, whether filed or unfiled; and

18. Any other materials or information in your possession, whether or not specifically listed above, concerning the Estates.

As you are aware, there has been significant delay in the administration of the Estates. Mr. Hoffman is concerned about the delay, its impact on his ability to complete the administration of the Estates efficiently and effectively, and its impact on several Estate assets. Please contact me immediately if you have any questions about the County Commission's Orders or our requests for compliance itemized above.

Thank you for your prompt attention to these matters.

Very truly yours,



Alison A. Cox
Special Counsel

Bowles Rice

William H. Judy, III, Esquire
April 11, 2023
Page 4

Enclosures

AAC

cc: Mr. Eugene Hoffman (via email)
Mr. Jeffrey Freund (via email)
Mr. Frank Hill, Fiduciary Commissioner
Ms. Jaqueline C. Shadle, Clerk of the County Commission, Jefferson County, West
Virginia

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
IN RE: THE ESTATE OF ELLEN SHERRY HOFFMAN, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

Upon mature consideration of the verified Petition, and for the reasons stated therein, the County Commission does hereby grant all relief sought by the Petition and does accordingly: 1) removes the Respondent from his position as Executor of the Estate of Ellen Sherry Hoffman, deceased, forthwith; 2) revoke and annul the Respondent's powers as Executor of said Estate forthwith; 3) appoint D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appoint the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) direct the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) deny any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.

The County Clerk is hereby directed to provide attested copies of this Order to the following persons: 1) Mr. Eugene Hoffman, 1303 Ivy Road, Apt. 62, Bremerton, Washington

98316 *Petitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636,, Moorefield, West Virginia 26836 *Respondent*.

IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/2023



STEVE STOLIPHER - President

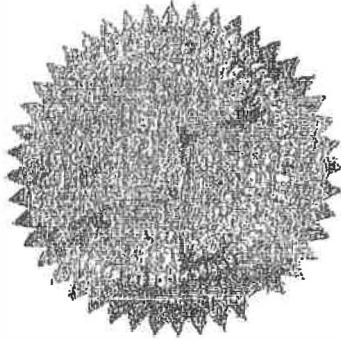
Jefferson County
Jacqueline C Shadle, Clerk
Instrument 20230003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 @ Page 134
Pages Recorded 2

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

RECEIVED
MAR 30 2023

I, Jacqueline C Shadle Clerk of the Jefferson County Commission, do hereby certify that the foregoing writing is a true and accurate copy as appears of record in my office in **ORDER BOOK**, Book: 37 at Page: 132, of said record.

The foregoing instrument was acknowledged before me Thursday, March 30, 2023.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By

Christine Puttock

Christine Puttock
Assistant Clerk

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF RICHARD WALTER ACCURSO, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

Upon mature consideration of the verified Petition, and for the reasons stated therein, the County Commission does hereby grant all relief sought by the Petition and does accordingly: 1) remove the Respondent from his position as Executor of the Estate Richard Walter Accurso, deceased, forthwith; 2) revoke and annul the Respondent's powers as Executor of said Estate forthwith; 3) appoint D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appoint the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) direct the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) deny any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.


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98316 *Petitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636,, Moorefield, West Virginia 26836 *Respondent*.

IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/23



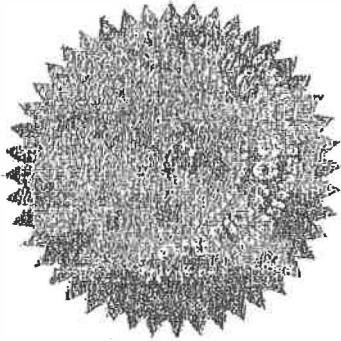
STEVE STOLIPHER -- President

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300003106
03/30/2023 @ 12:06:25 PM
FIDUCIARY ORDER
Book 37 @ Page 132
Pages Recorded 2

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

I, Jacqueline C Shadle Clerk of the Jefferson County Commission, do hereby certify that the foregoing writing is a true and accurate copy as appears of record in my office in **ORDER BOOK, Book: 37 at Page: 134**, of said record.

The foregoing instrument was acknowledged before me Thursday, March 30, 2023.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By

Christine Puttock

Christine Puttock
Assistant Clerk

United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of ELLEN SHERRY HOFFMAN

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 2nd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administratrix et a dbn(s) of the Estate of ELLEN SHERRY HOFFMAN, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administratrix et a dbn(s) of the Estate of ELLEN SHERRY HOFFMAN, as well in all jurisdictions, as elsewhere.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By Karen Olden

Karen Olden
Deputy Clerk



United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of RICHARD WALTER ACCURSO

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 3rd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administrator cta dbn(s) of the Estate of RICHARD WALTER ACCURSO, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administrator cta dbn(s) of the Estate of RICHARD WALTER ACCURSO, as well in all jurisdictions, as elsewhere.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Karen Olden
Karen Olden
Deputy Clerk





April 18, 2023


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9214 8901 5729 4300 0113 49.

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Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™ Return Receipt Electronic
Recipient Name:	WILLIAM H JUDY III ESQUIRE

Recipient Signature

Signature of Recipient:	 <i>Debrae Judy</i>
Address of Recipient:	<i>Debrae Judy</i> PO BOX 636 <small>MOOREFIELD, WV 26836-0636</small>

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Sincerely,
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Washington, D.C. 20260-0004

Bowles Rice

Fax

New Fax Message	
To:	13042673822
Fax Number:	13042673822
From:	Lillie Marshall
Date:	04-11-2023 12:09 PM
Subject:	Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased
No of Pages with Cover:	14

To:	William H. Judy, III, Esquire	Date:	April 11, 2023
Fax #:	304-538-7404	Pages:	13 (Including this page)
From:	Alison A. Cox		
Subject:	Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased		

This facsimile message contains privileged and confidential information and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone and return the original message to us at the above address via the U.S. Postal Service. If you have any difficulties in receiving this transmission, please call the number listed above. Thank you.

Bowles Rice

Fax

COMMENTS: Please see the attached correspondence from Ms. Alison Cox regarding the above-referenced matter.

Lillie Marshall

Legal Secretary

Bowles Rice LLP

lmarshall@bowlesrice.com

101 S. Queen Street | Martinsburg, WV 25401

Tel: (304) 264-4219 | Fax: (304) 264-4210

Bowles Rice

CONFIDENTIAL AND PRIVILEGED: This e-mail is confidential and privileged, and intended only for the review and use of the addressee(s). If you have received this e-mail in error, please notify the sender at (304) 264-4219 or by e-mail at lmarshall@bowlesrice.com. Thank you.

This facsimile message contains privileged and confidential information and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone and return the original message to us at the above address via the U.S. Postal Service. If you have any difficulties in receiving this transmission, please call the number listed above. Thank you.

Bowles Rice

Attorneys at Law

101 South Queen Street, Martinsburg, WV 25401
P.O. Drawer 1419, Martinsburg, WV 25402-1419
304.283.0886

Allison A. Cox
aacox@bowlesrice.com
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bowlesrice.com

April 11, 2023

William H. Judy, III, Esquire
Law Offices of Judy and Judy
110 N. Main Street
P.O. Box 636
Moorefield, WV 26836

VIA U.S. POSTAL SERVICE,
FACSIMILE: (304) 538-7404, & EMAIL:
KVJUDYLAW@HARDYNET.COM

Re: Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased

Dear Mr. Judy:

The County Commission of Jefferson County, West Virginia removed you as Executor of the Estates of Ellen Sherry Hoffman and Richard W. Accurso ("the Estates") on March 2, 2023. I have enclosed a copy of both Orders recorded by the Clerk of the County Commission of Jefferson County, West Virginia on March 30, 2023 to terminate your authority as Executor. The County Commission also appointed our client, Eugene Hoffman, as the Executor CTA DBA of the Estates. I have also enclosed copies of Mr. Hoffman's Letters of Administration.

Our Firm will be assisting Mr. Hoffman with the administration of the Estates. Accordingly, I write to request your immediate compliance with the enclosed Orders. As per the enclosed Orders, please provide us with "all property, all documents, all passwords, and all other information in your possession, custody, and/or control related to the administration of the Estates" by April 30, 2023. Please make sure you include all information requested in the letters previously sent from my office to you on March 7, 2022, July 22, 2022, November 16, 2022, and March 1, 2023, as well as the following information and documents for each Estate:

1. A complete copy of all files, records, notes, and other documents (written and electronic) you and your office maintain for each Estate;
2. The Employee Identification Numbers for each Estate;
3. The bank account numbers for Jefferson Security Bank and United Bank and any all other bank account information related to the Estates;

Bowles Rice

William H. Judy, III, Esquire

April 11, 2023

Page 2

4. Each statement and every cancelled check from the bank accounts at Jefferson Security Bank and United Bank dating back to September 2021 and from any and all other bank accounts related to the Estates;

5. All itemized invoices for services provided by Leave it to Laura, Judy & Judy Law Firm, Brown Funeral Home, Potomac Edison, Justin Oldenburg, First Energy, Sheriff of Jefferson County, Wells Fargo, Hanna Steuer, the Postmaster, Safety Deposit Box Receipt, Corporation of Shepherdstown, Rose Byrne Carroll for the inventory of the Estate, Erie Insurance, Washington Post, St. Paul Newspaper, Shepherdstown Water, Wells Fargo Home Mortgage, and any other person/entity who has provided services to and/or received payment from each Estate. With regard to any expense for which there is no corresponding invoice, please explain the nature of the goods or services paid for and the rationale for the payment;

6. An itemized list of the contents of the Safe Deposit Box and provide the location and access information/key for the Safe Deposit Box;

7. An explanation for the source of the deposits made to the Estate of Richard Accurso, deceased on the following dates, for the following amounts as reflected in your accounting:

09/28/2021	Deposit	\$ 2.71
12/10/2021	Deposit	\$ 6,392.79
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12/23/2022	Deposit	\$ 1,512.00
02/22/2023	Deposit	\$ 11,365.00
02/23/2023	Deposit	\$ 49,873.12

8. An explanation for the source of the deposits made into the Estate Account of Ellen Sherry Hoffman, deceased on the following dates, for the following amounts reflected in your accounting:

10/28/2021	Deposit	\$ 1,500.00
05/25/2022	Deposit	\$ 197,934.97
11/29/2022	Deposit	\$ 7,438.93
12/06/2021	Deposit	\$ 750.00
12/20/2021	Deposit	\$ 1,084.08

9. All information regarding the Hoover and Strong Metals.

10. The unmailed checks for beneficiaries Jacinta Falconi and Aurelia Falconi;

11. Your calculation of the \$5,000 Executor commission paid to Judy & Judy

Law Firm;

Bowles Rice

William H. Judy, III, Esquire

April 11, 2023

Page 3

12. An explanation for the entry on your accounting for the Estate of Ellen Sherry Hoffman, deceased which indicates you disbursed \$141.57, but only lists "?????" to explain who received the money and why they received it; .

13. All information, including without limitation statements and beneficiary designation information, for all Fidelity accounts held by Richard Accurso and Ellen Sherry Hoffman,

14. The location of the personal property of the Estates including, without limitation:

- a. Ellen's personal jewelry, including her wedding ring made by Richard, family jewelry and other pieces she collected from her travels;
- b. Richard's and Ellen's urns and/or ashes;
- c. Richard and Ellen's computers, the content of those computers, and all associated storage devices (e.g. disks, external hard drives, thumb drives, etc.);
- d. Ellen's books and copyright materials;
- e. Automobiles along with their keys and titles;

15. All identification documents for Ellen and Richard, such as Driver's Licenses and Passports and Social Security Cards;

16. All contact information you have for Hanna Steuer, Justin Oldenburg, Jacinta Falconi, and Aurelia Falconi;


17. Any tax returns (Federal, State or Local) prepared for Ellen, Richard, or the Estates, whether filed or unfiled; and

18. Any other materials or information in your possession, whether or not specifically listed above, concerning the Estates.

As you are aware, there has been significant delay in the administration of the Estates. Mr. Hoffman is concerned about the delay, its impact on his ability to complete the administration of the Estates efficiently and effectively, and its impact on several Estate assets. Please contact me immediately if you have any questions about the County Commission's Orders or our requests for compliance itemized above.

Thank you for your prompt attention to these matters.

Very truly yours,



Alison A. Cox
Special Counsel

Bowles Rice

William H. Judy, III, Esquire

April 11, 2023

Page 4

Enclosures

AAC

cc: Mr. Eugene Hoffman (via email)

Mr. Jeffrey Freund (via email)

Mr. Frank Hill, Fiduciary Commissioner

Ms. Jaqueline C. Shadle, Clerk of the County Commission, Jefferson County, West
Virginia

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF ELLEN SHERRY HOFFMAN, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

Upon mature consideration of the verified Petition, and for the reasons stated therein, the County Commission does hereby grant all relief sought by the Petition and does accordingly: 1) remove the Respondent from his position as Executor of the Estate of Ellen Sherry Hoffman, deceased, forthwith; 2) revoke and annul the Respondent's powers as Executor of said Estate forthwith; 3) appoint D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appoint the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) direct the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) deny any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.

The County Clerk is hereby directed to provide attested copies of this Order to the following persons: 1) Mr. Eugene Hoffman, 1303 Ivy Road, Apt. 62, Bremerton, Washington

98316 *Petitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636., Moorefield, West Virginia 26836 *Respondent*.

IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/2023



STEVE STOLPNER - President

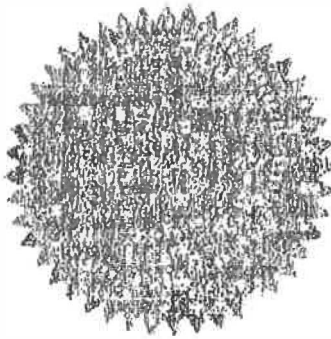
Jefferson County
Jacqueline D. Bradle, Clerk
Instrument: 20230003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 @ Page 134
Pages Recorded 2

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

RECEIVED
MAR 30 2023

I, Jacqueline C Shadle Clerk of the Jefferson County Commission, do hereby certify that the foregoing writing is a true and accurate copy as appears of record in my office in ORDER BOOK, Book: 37 at Page: 132, of said record.

The foregoing instrument was acknowledged before me Thursday, March 30, 2023.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By *Christine Puttock*

Christine Puttock
Assistant Clerk

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
IN RE: THE ESTATE OF RICHARD WALTER ACCURSO, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

Upon mature consideration of the verified Petition, and for the reasons stated therein, the County Commission does hereby grant all relief sought by the Petition and does accordingly: 1) remove the Respondent from his position as Executor of the Estate Richard Walter Accurso, deceased, forthwith; 2) revoke and annul the Respondent's powers as Executor of said Estate forthwith; 3) appoint D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appoint the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) direct the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) deny any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.

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IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/23



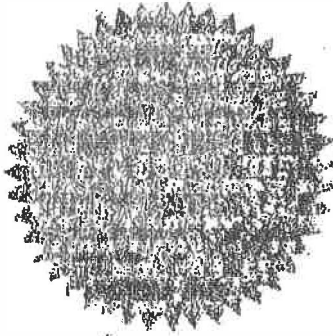
STEVE STOLIPHER - President

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 20230003106
03/30/2023 @ 12:06:25 PM
FIDUCIARY ORDER
Book 37 @ Page 132
Pages Recorded 2

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

I, Jacqueline C. Shadle, Clerk of the Jefferson County Commission, do hereby certify that the foregoing writing is a true and accurate copy as appears of record in my office in **ORDER BOOK, Book: 37 at Page: 134**, of said record.

The foregoing instrument was acknowledged before me Thursday, March 30, 2023.



Jacqueline C. Shadle

Jacqueline C. Shadle
Clerk of the Jefferson County Commission

By *[Signature]*

Christine Puttock
Assistant Clerk

United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of ELLEN SHERRY HOFFMAN

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 2nd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administratrix et a dbn(s) of the Estate of ELLEN SHERRY HOFFMAN, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administratrix et a dbn(s) of the Estate of ELLEN SHERRY HOFFMAN, as well in all jurisdictions, as elsewhere.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Handwritten signature of Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Handwritten signature of Karen Olsen

Karen Olsen
Deputy Clerk



United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of RICHARD WALTER ACCURSO

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 3rd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administrator et aln(s) of the Estate of RICHARD WALTER ACCURSO, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administrator et aln(s) of the Estate of RICHARD WALTER ACCURSO, as well in all jurisdictions, as elsewhere.

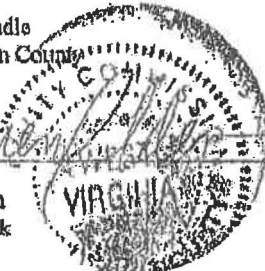
IN WITNESS WHEREOF, I have herunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Jacqueline C Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Karen Olden
Deputy Clerk



Archived: Monday, July 10, 2023 4:10:51 PM

From: [Concord Fax](#)

Mail received time: Tue, 11 Apr 2023 16:16:58

Sent: Tuesday, April 11, 2023 12:17:04 PM

To: [Lillie Marshall](#)

Subject: SUCCESS: Your 14 page fax has been successfully delivered to +13045387404.

Importance: Normal

Sensitivity: None



Success

Your 14 page fax has been successfully delivered to +13045387404 on 04-11-2023 12:09 PM.

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Fax Number:	+13045387404
Recipient:	13045387404
Subject:	Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased
Time Delivered:	04-11-2023 12:09 PM
Pages Delivered:	14

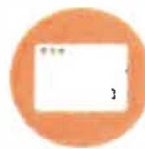
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[Documentation](#)



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[Video Tutorials](#)



*This is a system generated message, please do not reply.

Bowles Rice

Attorneys at Law

101 South Queen Street, Martinsburg, WV 25401
304.263.0836

Joseph L. Caltrider
Partner
Bowles Rice LLP
101 South Queen Street
Martinsburg, WV 25401
jcaltrider@bowlesrice.com
T 304.264.4214
F 304.267.3822

600 Quarrier Street
Charleston, WV 25301

125 Granville Square, Suite 400
Morgantown, WV 26501

501 Avery Street
Parkersburg, WV 26101

Southpointe Town Center
1800 Main Street, Suite 200
Canonsburg, PA 15317

480 West Jubal Early Drive, Suite 130
Winchester, VA 22601

July 18, 2023

The Honorable Jacqueline C. Shadle
Jefferson County Clerk
100 East Washington Street
Post Office Box 208
Charles Town, West Virginia 25414

VIA US MAIL

**Re: Estate of Richard Walter Accurso, deceased
Estate of Ellen Sherry Hoffman, deceased**

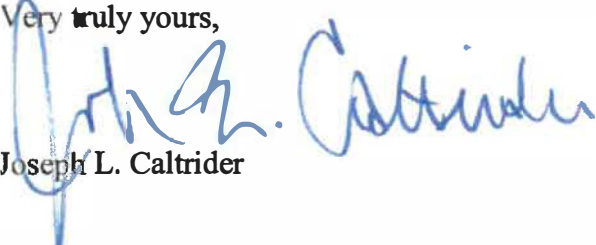
Dear Ms. Shadle:

Enclosed please find two original Motions for Entry of Rule to Show Cause and two original proposed Orders Granting Rule to Show Cause for the above-referenced Estates.

Please provide these Motions and proposed Orders to the County Commission for consideration and contact me if you have questions.

Thank you for your assistance in these matters.

Very truly yours,



Joseph L. Caltrider

JLC:ss

Enclosures

cc: Mr. Eugene Isaac Hoffman (via email)
Mr. Jeffrey Freund (via email)
Ms. Karen Olden, Deputy Clerk - Probate Office (via U.S. Mail)
William H. Judy, III, Esq. (via U.S. Mail, facsimile transmission, and email)

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF RICHARD WALTER ACCURSO, DECEASED

**MOTION FOR ENTRY OF RULE TO SHOW CAUSE WHY
RESPONDENT WILLIAM H. JUDY, III SHOULD
NOT BE HELD IN CONTEMPT**

The Petitioner, EUGENE ISAAC HOFFMAN, duly appointed Personal Representative of the above Estate, by counsel, respectfully requests this Honorable County Commission to enter the attached Order Granting Rule to Show Cause Why Respondent William H. Judy, III Should Not Be Held In Contempt and set a show cause hearing forthwith. In support of this Motion, the Petitioner states as follows:

1. On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference. At the conclusion of the hearing, the County Commission granted all relief sought by Petitioner's Petition.

2. On March 30, 2023, the County Commission, by its President, Steve Stolipher, entered its Order Granting Petition for Removal of Executor and specifically: 1) removed the Respondent from his position as Executor of the Estate of Ellen Sherry Hoffman, deceased, and the Estate of Richard Walter Accurso deceased, forthwith; 2) revoked and annulled the Respondent's powers as Executor of said Estates forthwith; 3) appointed D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estates; 4) appointed the Petitioner to serve as Personal Representative of said Estates without bond and to complete the administration of said Estates; 5) directed the Respondent to deliver to

the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estates forthwith; and 6) denied any compensation to the Respondent for fiduciary services or commission on money or other property of said Estates pursuant to West Virginia Code § 44-4-7.

3. On April 11, 2023, the Petitioner, by counsel, notified the Respondent of the County Commission's March 30, 2023 Order by United States Mail, by facsimile transmission, and by email transmission. The Petitioner also provided a specific list of documents and information required to comply with the County Commission's Order, allow proper review by the Fiduciary Commissioner, and allow proper administration of the Estates. A true and accurate copy of Petitioner's April 11, 2023 letter-notice is attached as Exhibit A. To date, the Respondent has not responded to Petitioner's letter, provided any of the information and documents Petitioner requires for administration of the Estates or review by the Fiduciary Commissioner, or otherwise complied with the County Commission's March 30, 2023 Order.

4. The Respondent's failure to comply with the County Commission's March 30, 2023 Order and the Petitioner's April 11, 2023 letter-notice has prevented the Respondent from securing personal property of the Estates (including the Decedent's ashes), accounting for the Estates, preserving the Estates, presenting the Respondent's actions to the Fiduciary Commissioner for review, and otherwise administering the Estates in a timely manner.

5. West Virginia Code § 7-1-6 provides the County Commission with "the same power to punish for contempt as is conferred by law upon circuit courts, but the penalty imposed for such contempt shall not exceed \$50 for any one offense." W.Va. Code § 7-1-6.

6. Accordingly, the Petitioner hereby moves the County Commission to hold the Respondent in contempt and fine the Respondent \$50 per day for each day he has failed to

comply, and continues to fail to comply, with the County Commission's March 30, 2023 Order from April 11, 2023 until such time as the Respondent fully complies with the County Commission's Order and the Petitioner's April 11, 2023 letter-notice.

7. The Petitioner further moves the County Commission to enter a Rule to Show cause which requires the Respondent to appear before the County Commission *in person* and 1) demonstrate full compliance with its March 30, 2023 Order; 2) demonstrate full compliance with all requests set forth in the Petitioner's April 11, 2023 letter-notice; and 3) show cause why he should not be held in contempt and fined \$50 per day for each day he has failed to comply, and continues to fail to comply, with the County Commission's March 30, 2023 Order and the Petitioner's April 11, 2023 letter-notice.

8. The Petitioner has served this Motion upon the following persons: 1) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 2) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636,, Moorefield, West Virginia 26836 *Respondent*.

DATED the 18th day of July 2023.

PETITIONER
EUGENE ISAAC HOFFMAN
Personal Representative
By Counsel



Joseph L. Caltrider WWSB #6870
Alison A. Cox WWSB #8529
BOWLES RICE LLP
Post Office Drawer 1419
Martinsburg, West Virginia 25402-1419
(304) 264-4214
jcaltrider@bowlesrice.com
acox@bowlesrice.com

Bowles Rice

Attorneys at Law

101 South Queen Street, Martinsburg, WV 25401
P.O. Drawer 1419, Martinsburg, WV 25402-1419
304.263.0836

Allison A. Cox
aacox@bowlesrice.com
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800 Quarrier Street
Charleston, WV 25301

125 Granville Square, Suite 400
Morgantown, WV 26501

501 Avery Street
Parkersburg, WV 26101

Southpointe Town Center
1800 Main Street, Suite 200
Canonsburg, PA 15317

480 West Jubal Early Drive, Suite 130
Winchester, VA 22601

April 11, 2023

bowlesrice.com

William H. Judy, III, Esquire
Law Offices of Judy and Judy
110 N. Main Street
P.O. Box 636
Moorefield, WV 26836

**VIA U.S. POSTAL SERVICE,
FACSIMILE: (304) 538-7404, & EMAIL:
KVJUDYLAW@HARDYNET.COM**

Re: Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased

Dear Mr. Judy:

The County Commission of Jefferson County, West Virginia removed you as Executor of the Estates of Ellen Sherry Hoffman and Richard W. Accurso ("the Estates") on March 2, 2023. I have enclosed a copy of both Orders recorded by the Clerk of the County Commission of Jefferson County, West Virginia on March 30, 2023 to terminate your authority as Executor. The County Commission also appointed our client, Eugene Hoffman, as the Executor CTA DBA of the Estates. I have also enclosed copies of Mr. Hoffman's Letters of Administration.

Our Firm will be assisting Mr. Hoffman with the administration of the Estates. Accordingly, I write to request your immediate compliance with the enclosed Orders. As per the enclosed Orders, please provide us with "all property, all documents, all passwords, and all other information in your possession, custody, and/or control related to the administration of the Estates" by April 30, 2023. Please make sure you include all information requested in the letters previously sent from my office to you on March 7, 2022, July 22, 2022, November 16, 2022, and March 1, 2023, as well as the following information and documents for each Estate:

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**EXHIBIT
A**

Bowles Rice

William H. Judy, III, Esquire

April 11, 2023

Page 2

4. Each statement and every cancelled check from the bank accounts at Jefferson Security Bank and United Bank dating back to September 2021 and from any and all other bank accounts related to the Estates;

5. All itemized invoices for services provided by Leave it to Laura, Judy & Judy Law Firm, Brown Funeral Home, Potomac Edison, Justin Oldenburg, First Energy, Sherriff of Jefferson County, Wells Fargo, Hanna Steuer, the Postmaster, Safety Deposit Box Receipt, Corporation of Shepherdstown, Rose Byrne Carroll for the inventory of the Estate, Erie Insurance, Washington Post, St. Paul Newspaper, Shepherdstown Water, Wells Fargo Home Mortgage, and any other person/entity who has provided services to and/or received payment from each Estate. With regard to any expense for which there is no corresponding invoice, please explain the nature of the goods or services paid for and the rationale for the payment;

6. An itemized list of the contents of the Safe Deposit Box and provide the location and access information/key for the Safe Deposit Box;

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Bowles Rice

William H. Judy, III, Esquire
April 11, 2023
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- b. Richard's and Ellen's urns and/or ashes;
- c. Richard and Ellen's computers, the content of those computers, and all associated storage devices (e.g. disks, external hard drives, thumb drives, etc.);
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16. All contact information you have for Hanna Steuer, Justin Oldenburg, Jacinta Falconi, and Aurelia Falconi;

17. Any tax returns (Federal, State or Local) prepared for Ellen, Richard, or the Estates, whether filed or unfiled; and

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As you are aware, there has been significant delay in the administration of the Estates. Mr. Hoffman is concerned about the delay, its impact on his ability to complete the administration of the Estates efficiently and effectively, and its impact on several Estate assets. Please contact me immediately if you have any questions about the County Commission's Orders or our requests for compliance itemized above.

Thank you for your prompt attention to these matters.

Very truly yours,



Alison A. Cox
Special Counsel

Bowles Rice

William H. Judy, III, Esquire

April 11, 2023

Page 4

Enclosures

AAC

cc: Mr. Eugene Hoffman (via email)

Mr. Jeffrey Freund (via email)

Mr. Frank Hill, Fiduciary Commissioner

Ms. Jaqueline C. Shadle, Clerk of the County Commission, Jefferson County, West Virginia

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF ELLEN SHERRY HOFFMAN, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

Upon mature consideration of the verified Petition, and for the reasons stated therein, the County Commission does hereby grant all relief sought by the Petition and does accordingly: 1) remove the Respondent from his position as Executor of the Estate of Ellen Sherry Hoffman, deceased, forthwith; 2) revoke and annul the Respondent's powers as Executor of said Estate forthwith; 3) appoint D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appoint the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) direct the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) deny any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.

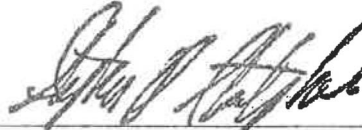
The County Clerk is hereby directed to provide attested copies of this Order to the following persons: 1) Mr. Eugene Hoffman, 1303 Ivy Road, Apt. 62, Bremerton, Washington

98316 *Petitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636,, Moorefield, West Virginia 26836 *Respondent*.

IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/2023



STEVE STOLIPHER – President

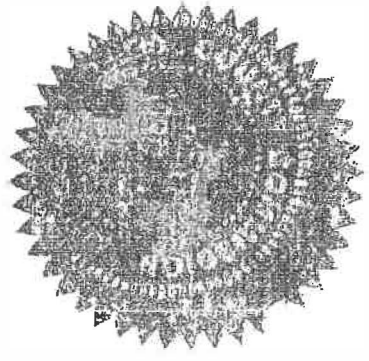
Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 @ Page 134
Pages Recorded 2

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

RECEIVED
MAY 16 2023

I, Jacqueline C Shadle Clerk of the Jefferson County Commission, do hereby certify that the foregoing writing is a true and accurate copy as appears of record in my office in **ORDER BOOK**, Book: 37 at Page: 132, of said record.

The foregoing instrument was acknowledged before me **Thursday, March 30, 2023**.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By *CPB*

Christine Puttock
Assistant Clerk

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF RICHARD WALTER ACCURSO, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

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98316 *Petitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636,, Moorefield, West Virginia 26836 *Respondent*.

IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/23



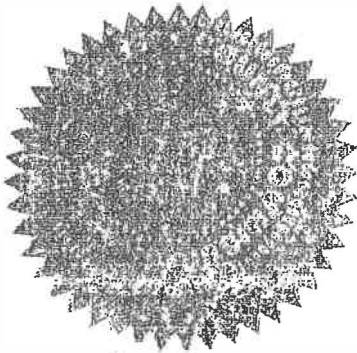
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Jefferson County
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STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

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The foregoing instrument was acknowledged before me **Thursday, March 30, 2023**.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By

Christine Puttock

Christine Puttock
Assistant Clerk

United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of ELLEN SHERRY HOFFMAN

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 2nd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administratrix cta dbn(s) of the Estate of ELLEN SHERRY HOFFMAN, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administratrix cta dbn(s) of the Estate of ELLEN SHERRY HOFFMAN, as well in all jurisdictions, as elsewhere.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Handwritten signature of Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Handwritten signature of Karen Olsen

Karen Olsen
Deputy Clerk



United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of RICHARD WALTER ACCURSO

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 3rd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administrator cta dbn(s) of the Estate of RICHARD WALTER ACCURSO, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administrator cta dbn(s) of the Estate of RICHARD WALTER ACCURSO, as well in all jurisdictions, as elsewhere.

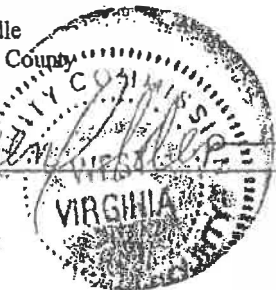
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Karen Olden
Karen Olden
Deputy Clerk





April 18, 2023

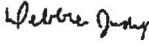
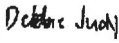
Dear ConnectSuite Inc :

The following is in response to your request for proof of delivery on your item with the tracking number:
9214 8901 5729 4300 0113 49.

Item Details

Status: Delivered, Individual Picked Up at Post Office
Status Date / Time: April 14, 2023, 11:20 am
Location: MOOREFIELD, WV 26836
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic
Recipient Name: WILLIAM H JUDY III ESQUIRE

Recipient Signature

Signature of Recipient:	 
Address of Recipient:	PO BOX 636 <small>MOOREFIELD, WV 26836-0636</small>

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004

Bowles Rice

Fax

New Fax Message	
To:	13042673822
Fax Number:	13042673822
From:	Lillie Marshall
Date:	04-11-2023 12:09 PM
Subject:	Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased
No of Pages with Cover:	14

To:	William H. Judy, III, Esquire	Date:	April 11, 2023
Fax #:	304-538-7404	Pages:	13 (including this page)
From:	Alison A. Cox		
Subject:	Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased		

This facsimile message contains privileged and confidential information and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone and return the original message to us at the above address via the U.S. Postal Service. If you have any difficulties in receiving this transmission, please call the number listed above. Thank you.

Bowles Rice

Fax

COMMENTS: Please see the attached correspondence from Ms. Alison Cox regarding the above-referenced matter.

Lillie Marshall

Legal Secretary

Bowles Rice LLP

lmarshall@bowlesrice.com

101 S. Queen Street | Martinsburg, WV 25401

Tel: (304) 264-4219 | Fax: (304) 264-4210

Bowles Rice

CONFIDENTIAL AND PRIVILEGED: This e-mail is confidential and privileged, and intended only for the review and use of the addressee(s). If you have received this e-mail in error, please notify the sender at (304) 264-4219 or by e-mail at lmarshall@bowlesrice.com. Thank you.

This facsimile message contains privileged and confidential information and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone and return the original message to us at the above address via the U.S. Postal Service. If you have any difficulties in receiving this transmission, please call the number listed above. Thank you.

Bowles Rice

Attorneys at Law

101 South Queen Street, Martinsburg, WV 25401
P.O. Drawer 1419, Martinsburg, WV 25402-1419
304.263.0836

Allison A. Cox
aacox@bowlesrice.com
T 304.264.4211
F 304.264.4210

800 Quarrier Street
Charleston, WV 25301

125 Granville Square, Suite 400
Morgantown, WV 26601

601 Avery Street
Parkersburg, WV 26101

Southpointe Town Center
1800 Main Street, Suite 200
Canonsburg, PA 15317

480 West Jubal Early Drive, Suite 130
Winchester, VA 22601

April 11, 2023

bowlesrice.com

William H. Judy, III, Esquire
Law Offices of Judy and Judy
110 N. Main Street
P.O. Box 636
Moorefield, WV 26836

**VIA U.S. POSTAL SERVICE,
FACSIMILE: (304) 538-7404, & EMAIL:
KVJUDYLAW@HARDYNET.COM**

Re: Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased

Dear Mr. Judy:

The County Commission of Jefferson County, West Virginia removed you as Executor of the Estates of Ellen Sherry Hoffman and Richard W. Accurso ("the Estates") on March 2, 2023. I have enclosed a copy of both Orders recorded by the Clerk of the County Commission of Jefferson County, West Virginia on March 30, 2023 to terminate your authority as Executor. The County Commission also appointed our client, Eugene Hoffman, as the Executor CTA DBA of the Estates. I have also enclosed copies of Mr. Hoffman's Letters of Administration.

Our Firm will be assisting Mr. Hoffman with the administration of the Estates. Accordingly, I write to request your immediate compliance with the enclosed Orders. As per the enclosed Orders, please provide us with "all property, all documents, all passwords, and all other information in your possession, custody, and/or control related to the administration of the Estates" by April 30, 2023. Please make sure you include all information requested in the letters previously sent from my office to you on March 7, 2022, July 22, 2022, November 16, 2022, and March 1, 2023, as well as the following information and documents for each Estate:

1. A complete copy of all files, records, notes, and other documents (written and electronic) you and your office maintain for each Estate;
2. The Employee Identification Numbers for each Estate;
3. The bank account numbers for Jefferson Security Bank and United Bank and any all other bank account information related to the Estates;

Bowles Rice

William H. Judy, III, Esquire
 April 11, 2023
 Page 2

4. Each statement and every cancelled check from the bank accounts at Jefferson Security Bank and United Bank dating back to September 2021 and from any and all other bank accounts related to the Estates;

5. All itemized invoices for services provided by Leave it to Laura, Judy & Judy Law Firm, Brown Funeral Home, Potomac Edison, Justin Oldenburg, First Energy, Sherriff of Jefferson County, Wells Fargo, Hanna Steuer, the Postmaster, Safety Deposit Box Receipt, Corporation of Shepherdstown, Rose Byrne Carroll for the inventory of the Estate, Erie Insurance, Washington Post, St. Paul Newspaper, Shepherdstown Water, Wells Fargo Home Mortgage, and any other person/entity who has provided services to and/or received payment from each Estate. With regard to any expense for which there is no corresponding invoice, please explain the nature of the goods or services paid for and the rationale for the payment;

6. An itemized list of the contents of the Safe Deposit Box and provide the location and access information/key for the Safe Deposit Box;

7. An explanation for the source of the deposits made to the Estate of Richard Accurso, deceased on the following dates, for the following amounts as reflected in your accounting:

09/28/2021	Deposit	\$ 2.71
12/10/2021	Deposit	\$ 6,392.79
12/20/2021	Deposit	\$ 3,662.00
12/23/2022	Deposit	\$ 1,512.00
02/22/2023	Deposit	\$ 11,365.00
02/23/2023	Deposit	\$ 49,873.12

8. An explanation for the source of the deposits made into the Estate Account of Ellen Sherry Hoffman, deceased on the following dates, for the following amounts reflected in your accounting:

10/28/2021	Deposit	\$ 1,500.00
05/25/2022	Deposit	\$ 197,934.97
11/29/2022	Deposit	\$ 7,438.93
12/06/2021	Deposit	\$ 750.00
12/20/2021	Deposit	\$ 1,084.08

9. All information regarding the Hoover and Strong Metals.

10. The unmailed checks for beneficiaries Jacinta Falconi and Aurelia Falconi;

11. Your calculation of the \$5,000 Executor commission paid to Judy & Judy

Law Firm;

Bowles Rice

William H. Judy, III, Esquire
April 11, 2023
Page 3

12. An explanation for the entry on your accounting for the Estate of Ellen Sherry Hoffman, deceased which indicates you disbursed \$141.57, but only lists "?????" to explain who received the money and why they received it; .
13. All information, including without limitation statements and beneficiary designation information, for all Fidelity accounts held by Richard Accurso and Ellen Sherry Hoffman.
14. The location of the personal property of the Estates including, without limitation:
 - a. Ellen's personal jewelry, including her wedding ring made by Richard, family jewelry and other pieces she collected from her travels;
 - b. Richard's and Ellen's urns and/or ashes;
 - c. Richard and Ellen's computers, the content of those computers, and all associated storage devices (e.g. disks, external hard drives, thumb drives, etc.);
 - d. Ellen's books and copyright materials;
 - e. Automobiles along with their keys and titles;
15. All identification documents for Ellen and Richard, such as Driver's Licenses and Passports and Social Security Cards;
16. All contact information you have for Hanna Steuer, Justin Oldenburg, Jacinta Falconi, and Aurelia Falconi;
17. Any tax returns (Federal, State or Local) prepared for Ellen, Richard, or the Estates, whether filed or unfiled; and
18. Any other materials or information in your possession, whether or not specifically listed above, concerning the Estates.

As you are aware, there has been significant delay in the administration of the Estates. Mr. Hoffman is concerned about the delay, its impact on his ability to complete the administration of the Estates efficiently and effectively, and its impact on several Estate assets. Please contact me immediately if you have any questions about the County Commission's Orders or our requests for compliance itemized above.

Thank you for your prompt attention to these matters.

Very truly yours,



Alison A. Cox
Special Counsel

Bowles Rice

William H. Judy, III, Esquire
April 11, 2023
Page 4

Enclosures

AAC

cc: Mr. Eugene Hoffman (via email)
Mr. Jeffrey Freund (via email)
Mr. Frank Hill, Fiduciary Commissioner
Ms. Jaqueline C. Shadle, Clerk of the County Commission, Jefferson County, West
Virginia

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA**IN RE: THE ESTATE OF ELLEN SHERRY HOFFMAN, DECEASED****ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR**

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

Upon mature consideration of the verified Petition, and for the reasons stated therein, the County Commission does hereby grant all relief sought by the Petition and does accordingly: 1) remove the Respondent from his position as Executor of the Estate of Ellen Sherry Hoffman, deceased, forthwith; 2) revoke and annul the Respondent's powers as Executor of said Estate forthwith; 3) appoint D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appoint the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) direct the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) deny any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.

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IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/2023



STEVE STOLIPHER -- President

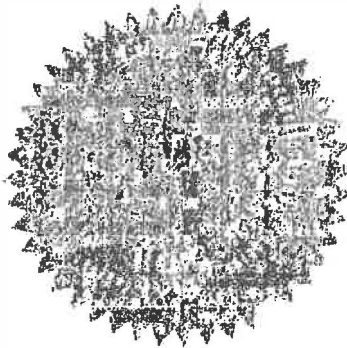
Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 & Page 134
Pages Recorded 2

RECEIVED
MAR 16 2023

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

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The foregoing instrument was acknowledged before me Thursday, March 30, 2023.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By *CRB*

Christine Puttock
Assistant Clerk

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA**IN RE: THE ESTATE OF RICHARD WALTER ACCURSO, DECEASED****ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR**

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IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/23



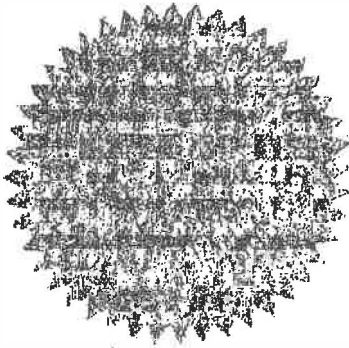
STEVE STOLIPHER – President

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 20230003106
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STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

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Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By *CP*

Christine Puttock
Assistant Clerk

United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of ELLEN SHERRY HOFFMAN

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 2nd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administratrix cta dbn(s) of the Estate of ELLEN SHERRY HOFFMAN, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administratrix cta dbn(s) of the Estate of ELLEN SHERRY HOFFMAN, as well in all jurisdictions, as elsewhere.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By Karen Olden

Karen Olden
Deputy Clerk



United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of RICHARD WALTER ACCURSO

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IN WITNESS WHEREOF, I have herunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Handwritten signature of Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Karen Olden
Deputy Clerk



Archived: Monday, July 10, 2023 4:10:51 PM

From: [Concord Fax](#)

Mail received time: Tue, 11 Apr 2023 16:16:58

Sent: Tuesday, April 11, 2023 12:17:04 PM

To: [Lillie Marshall](#)

Subject: SUCCESS: Your 14 page fax has been successfully delivered to +13045387404.

Importance: Normal

Sensitivity: None



Success

Your 14 page fax has been successfully delivered to +13045387404 on 04-11-2023 12:09 PM.

Tracking Number:	804-13600613
Fax Number:	+13045387404
Recipient:	13045387404
Subject:	Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased
Time Delivered:	04-11-2023 12:09 PM
Pages Delivered:	14

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IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF RICHARD WALTER ACCURSO, DECEASED

**ORDER GRANTING RULE TO SHOW CAUSE WHY RESPONDENT
WILLIAM H. JUDY, III SHOULD NOT BE HELD IN CONTEMPT**

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference. At the conclusion of the hearing, the County Commission granted all relief sought by Petitioner's Petition.

On March 30, 2023, the County Commission, by its President, Steve Stolipher, entered its Order Granting Petition for Removal of Executor and specifically: 1) removed the Respondent from his position as Executor of the Estate of Richard Walter Accurso, deceased, forthwith; 2) revoked and annulled the Respondent's powers as Executor of said Estate forthwith; 3) appointed D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appointed the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) directed the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) denied any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.

On April 11, 2023, the Petitioner, by counsel, notified the Respondent of the County Commission's March 30, 2023 Order by United States Mail, by facsimile transmission, and by

email transmission. The Petitioner also provided a specific list of documents and information required to comply with the County Commission's Order, allow proper review by the Fiduciary Commissioner, and allow proper administration of the Estate. A true and accurate copy of Petitioner's April 11, 2023 letter-notice is attached as Exhibit A. To date, the Respondent has not responded to Petitioner's letter, provided any of the information and documents Petitioner requires for administration of the Estate or review by the Fiduciary Commissioner, or otherwise complied with the County Commission's March 30, 2023 Order.

The Respondent's failure to comply with the County Commission's March 30, 2023 Order and the Petitioner's April 11, 2023 letter-notice has prevented the Respondent from securing personal property of the Estate (including the Decedent's ashes), accounting for the Estate, preserving the Estate, presenting the Respondent's actions to the Fiduciary Commissioner for review, and otherwise administering the Estate in a timely manner. West Virginia Code § 7-1-6 provides the County Commission with "the same power to punish for contempt as is conferred by law upon circuit courts, but the penalty imposed for such contempt shall not exceed \$50 for any one offense." W.Va. Code § 7-1-6. Accordingly, the Petitioner has moved the County Commission to hold the Respondent in contempt and fine the Respondent \$50 per day for each day he has failed to comply, and continues to fail to comply, with the County Commission's March 30, 2023 Order from April 11, 2023 until such time as the Respondent fully complies with the County Commission's Order and the Petitioner's April 11, 2023 letter-notice.

IT IS ACCORDINGLY **ORDERED** that the Respondent shall appear before the County Commission *in person* on the _____ day of _____, 2023 at _____ a.m./p.m. to: 1) demonstrate full compliance with its March 30, 2023 Order; 2) demonstrate full compliance with all requests set forth in the Petitioner's April 11, 2023 letter-

notice; and 3) show cause why he should not be held in contempt and fined \$50 per day for each day he has failed to comply, and continues to fail to comply, with the County Commission's March 30, 2023 Order and the Petitioner's April 11, 2023 letter-notice.

The County Clerk is hereby directed to provide attested copies of this Order to the following persons: 1) Mr. Eugene Hoffman, 1303 Ivy Road, Apt. 62, Bremerton, Washington 98316 *Petitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636,, Moorefield, West Virginia 26836 *Respondent*.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: _____

STEVE STOLIPHER – President

Bowles Rice

Attorneys at Law

101 South Queen Street, Martinsburg, WV 25401
P.O. Drawer 1419, Martinsburg, WV 25402-1419
304.263.0836

Alison A. Cox
aacox@bowlesrice.com
T 304.264.4211
F 304.264.4210

600 Quarrier Street
Charleston, WV 25301

125 Granville Square, Suite 400
Morgantown, WV 26501

501 Avery Street
Parkersburg, WV 26101

Southpointe Town Center
1800 Main Street, Suite 200
Canonsburg, PA 15317

480 West Jubal Early Drive, Suite 130
Winchester, VA 22601

April 11, 2023

bowlesrice.com

William H. Judy, III, Esquire
Law Offices of Judy and Judy
110 N. Main Street
P.O. Box 636
Moorefield, WV 26836

VIA U.S. POSTAL SERVICE,
FACSIMILE: (304) 538-7404, & EMAIL:
KVJUDYLAW@HARDYNET.COM

Re: Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased

Dear Mr. Judy:

The County Commission of Jefferson County, West Virginia removed you as Executor of the Estates of Ellen Sherry Hoffman and Richard W. Accurso (“the Estates”) on March 2, 2023. I have enclosed a copy of both Orders recorded by the Clerk of the County Commission of Jefferson County, West Virginia on March 30, 2023 to terminate your authority as Executor. The County Commission also appointed our client, Eugene Hoffman, as the Executor CTA DBA of the Estates. I have also enclosed copies of Mr. Hoffman’s Letters of Administration.

Our Firm will be assisting Mr. Hoffman with the administration of the Estates. Accordingly, I write to request your immediate compliance with the enclosed Orders. As per the enclosed Orders, please provide us with “all property, all documents, all passwords, and all other information in your possession, custody, and/or control related to the administration of the Estates” by April 30, 2023. Please make sure you include all information requested in the letters previously sent from my office to you on March 7, 2022, July 22, 2022, November 16, 2022, and March 1, 2023, as well as the following information and documents for each Estate:

1. A complete copy of all files, records, notes, and other documents (written and electronic) you and your office maintain for each Estate;
2. The Employee Identification Numbers for each Estate;
3. The bank account numbers for Jefferson Security Bank and United Bank and any all other bank account information related to the Estates;

EXHIBIT
A

Bowles Rice

William H. Judy, III, Esquire
April 11, 2023
Page 2

4. Each statement and every cancelled check from the bank accounts at Jefferson Security Bank and United Bank dating back to September 2021 and from any and all other bank accounts related to the Estates;

5. All itemized invoices for services provided by Leave it to Laura, Judy & Judy Law Firm, Brown Funeral Home, Potomac Edison, Justin Oldenburg, First Energy, Sheriff of Jefferson County, Wells Fargo, Hanna Steuer, the Postmaster, Safety Deposit Box Receipt, Corporation of Shepherdstown, Rose Byrne Carroll for the inventory of the Estate, Erie Insurance, Washington Post, St. Paul Newspaper, Shepherdstown Water, Wells Fargo Home Mortgage, and any other person/entity who has provided services to and/or received payment from each Estate. With regard to any expense for which there is no corresponding invoice, please explain the nature of the goods or services paid for and the rationale for the payment;

6. An itemized list of the contents of the Safe Deposit Box and provide the location and access information/key for the Safe Deposit Box;

7. An explanation for the source of the deposits made to the Estate of Richard Accurso, deceased on the following dates, for the following amounts as reflected in your accounting:

09/28/2021	Deposit	\$ 2.71
12/10/2021	Deposit	\$ 6,392.79
12/20/2021	Deposit	\$ 3,662.00
12/23/2022	Deposit	\$ 1,512.00
02/22/2023	Deposit	\$ 11,365.00
02/23/2023	Deposit	\$ 49,873.12

8. An explanation for the source of the deposits made into the Estate Account of Ellen Sherry Hoffman, deceased on the following dates, for the following amounts reflected in your accounting:

10/28/2021	Deposit	\$ 1,500.00
05/25/2022	Deposit	\$ 197,934.97
11/29/2022	Deposit	\$ 7,438.93
12/06/2021	Deposit	\$ 750.00
12/20/2021	Deposit	\$ 1,084.08

9. All information regarding the Hoover and Strong Metals.

10. The unmailed checks for beneficiaries Jacinta Falconi and Aurelia Falconi;

11. Your calculation of the \$5,000 Executor commission paid to Judy & Judy

Law Firm;

Bowles Rice

William H. Judy, III, Esquire
April 11, 2023
Page 3

12. An explanation for the entry on your accounting for the Estate of Ellen Sherry Hoffman, deceased which indicates you disbursed \$141.57, but only lists "???????" to explain who received the money and why they received it; .

13. All information, including without limitation statements and beneficiary designation information, for all Fidelity accounts held by Richard Accurso and Ellen Sherry Hoffman.

14. The location of the personal property of the Estates including, without limitation:

- a. Ellen's personal jewelry, including her wedding ring made by Richard, family jewelry and other pieces she collected from her travels;
- b. Richard's and Ellen's urns and/or ashes;
- c. Richard and Ellen's computers, the content of those computers, and all associated storage devices (e.g. disks, external hard drives, thumb drives, etc.);
- d. Ellen's books and copyright materials;
- e. Automobiles along with their keys and titles;

15. All identification documents for Ellen and Richard, such as Driver's Licenses and Passports and Social Security Cards;

16. All contact information you have for Hanna Steuer, Justin Oldenburg, Jacinta Falconi, and Aurelia Falconi;

17. Any tax returns (Federal, State or Local) prepared for Ellen, Richard, or the Estates, whether filed or unfiled; and

18. Any other materials or information in your possession, whether or not specifically listed above, concerning the Estates.

As you are aware, there has been significant delay in the administration of the Estates. Mr. Hoffman is concerned about the delay, its impact on his ability to complete the administration of the Estates efficiently and effectively, and its impact on several Estate assets. Please contact me immediately if you have any questions about the County Commission's Orders or our requests for compliance itemized above.

Thank you for your prompt attention to these matters.

Very truly yours,



Alison A. Cox
Special Counsel

Bowles Rice

William H. Judy, III, Esquire
April 11, 2023
Page 4

Enclosures

AAC

cc: Mr. Eugene Hoffnan (via email)
Mr. Jeffrey Freund (via email)
Mr. Frank Hill, Fiduciary Commissioner
Ms. Jaqueline C. Shadle, Clerk of the County Commission, Jefferson County, West
Virginia

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF ELLEN SHERRY HOFFMAN, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

Upon mature consideration of the verified Petition, and for the reasons stated therein, the County Commission does hereby grant all relief sought by the Petition and does accordingly: 1) remove the Respondent from his position as Executor of the Estate of Ellen Sherry Hoffman, deceased, forthwith; 2) revoke and annul the Respondent's powers as Executor of said Estate forthwith; 3) appoint D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appoint the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) direct the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) deny any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.

The County Clerk is hereby directed to provide attested copies of this Order to the following persons: 1) Mr. Eugene Hoffman, 1303 Ivy Road, Apt. 62, Bremerton, Washington

98316 *Petitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636,, Moorefield, West Virginia 26836 *Respondent*.

IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/2023



STEVE STOLIPHER – President

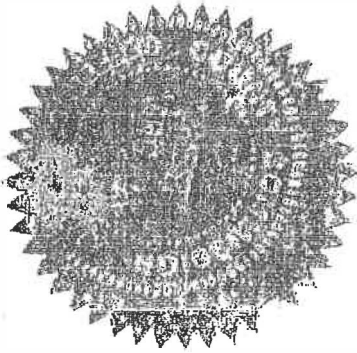
Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 @ Page 134
Pages Recorded 2

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

RECEIVED
MAR 30 2023

I, Jacqueline C Shadle Clerk of the Jefferson County Commission, do hereby certify that the foregoing writing is a true and accurate copy as appears of record in my office in **ORDER BOOK**, *Book: 37* at *Page: 132*, of said record.

The foregoing instrument was acknowledged before me **Thursday, March 30, 2023**.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By *CP*

Christine Puttock
Assistant Clerk

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF RICHARD WALTER ACCURSO, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

Upon mature consideration of the verified Petition, and for the reasons stated therein, the County Commission does hereby grant all relief sought by the Petition and does accordingly: 1) remove the Respondent from his position as Executor of the Estate Richard Walter Accurso, deceased, forthwith; 2) revoke and annul the Respondent's powers as Executor of said Estate forthwith; 3) appoint D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appoint the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) direct the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) deny any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.


The County Clerk is hereby directed to provide attested copies of this Order to the following persons: 1) Mr. Eugene Hoffman, 1303 Ivy Road, Apt. 62, Bremerton, Washington

98316 *Petitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636,, Moorefield, West Virginia 26836 *Respondent*.

IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/23



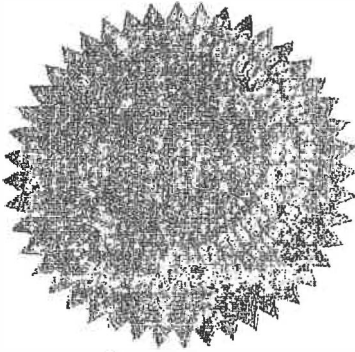
STEVE STOLIPHER – President

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 20230003106
03/30/2023 @ 12:06:25 PM
FIDUCIARY ORDER
Book 37 @ Page 152
Pages Recorded 2

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

I, Jacqueline C Shadle Clerk of the Jefferson County Commission, do hereby certify that the foregoing writing is a true and accurate copy as appears of record in my office in **ORDER BOOK**, *Book: 37* at *Page: 134*, of said record.

The foregoing instrument was acknowledged before me **Thursday, March 30, 2023**.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By

Christine Puttock

Christine Puttock
Assistant Clerk

United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of ELLEN SHERRY HOFFMAN

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 2nd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administratrix cta dbn(s) of the Estate of ELLEN SHERRY HOFFMAN, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administratrix cta dbn(s) of the Estate of ELLEN SHERRY HOFFMAN, as well in all jurisdictions, as elsewhere.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Karen Olden

Karen Olden
Deputy Clerk



United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of RICHARD WALTER ACCURSO

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 3rd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administrator cta dbn(s) of the Estate of RICHARD WALTER ACCURSO, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administrator cta dbn(s) of the Estate of RICHARD WALTER ACCURSO, as well in all jurisdictions, as elsewhere.

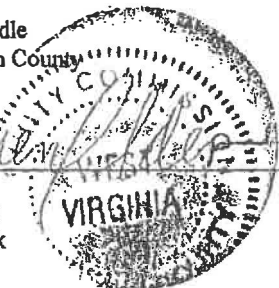
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Handwritten signature of Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Karen Olden
Deputy Clerk





April 18, 2023

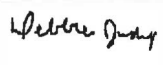
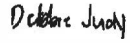
Dear ConnectSuite Inc :

The following is in response to your request for proof of delivery on your item with the tracking number:
9214 8901 5729 4300 0113 49.

Item Details

Status: Delivered, Individual Picked Up at Post Office
Status Date / Time: April 14, 2023, 11:20 am
Location: MOOREFIELD, WV 26836
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic
Recipient Name: WILLIAM H JUDY III ESQUIRE

Recipient Signature

Signature of Recipient:	 
Address of Recipient:	PO BOX 636 <small>MOOREFIELD, WV 26836-0636</small>

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004

Bowles Rice

Fax

New Fax Message	
To:	13042673822
Fax Number:	13042673822
From:	Lillie Marshall
Date:	04-11-2023 12:09 PM
Subject:	Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased
No of Pages with Cover:	14

To:	William H. Judy, III, Esquire	Date:	April 11, 2023
Fax #:	304-538-7404	Pages:	13 (including this page)
From:	Alison A. Cox		
Subject:	Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased		

This facsimile message contains privileged and confidential information and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone and return the original message to us at the above address via the U.S. Postal Service. If you have any difficulties in receiving this transmission, please call the number listed above. Thank you.

Bowles Rice

Fax

COMMENTS: Please see the attached correspondence from Ms. Alison Cox regarding the above-referenced matter.

Lillie Marshall

Legal Secretary

Bowles Rice LLP

lmarshall@bowlesrice.com

101 S. Queen Street | Martinsburg, WV 25401

Tel: (304) 264-4219 | Fax: (304) 264-4210

Bowles Rice

CONFIDENTIAL AND PRIVILEGED: This e-mail is confidential and privileged, and intended only for the review and use of the addressee(s). If you have received this e-mail in error, please notify the sender at (304) 264-4219 or by e-mail at lmarshall@bowlesrice.com. Thank you.

This facsimile message contains privileged and confidential information and is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone and return the original message to us at the above address via the U.S. Postal Service. If you have any difficulties in receiving this transmission, please call the number listed above. Thank you.

Bowles Rice

Attorneys at Law

101 South Queen Street, Martinsburg, WV 25401
P.O. Drawer 1419, Martinsburg, WV 25402-1419
304.263.0836

Allison A. Cox
aacox@bowlesrice.com
T 304.264.4211
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Canonsburg, PA 15317

480 West Jubal Early Drive, Suite 130
Winchester, VA 22601

April 11, 2023

bowlesrice.com

William H. Judy, III, Esquire
Law Offices of Judy and Judy
110 N. Main Street
P.O. Box 636
Moorefield, WV 26836

**VIA U.S. POSTAL SERVICE,
FACSIMILE: (304) 538-7404, & EMAIL:
KVJUDYLAW@HARDYNET.COM**

Re: Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased

Dear Mr. Judy:

The County Commission of Jefferson County, West Virginia removed you as Executor of the Estates of Ellen Sherry Hoffman and Richard W. Accurso ("the Estates") on March 2, 2023. I have enclosed a copy of both Orders recorded by the Clerk of the County Commission of Jefferson County, West Virginia on March 30, 2023 to terminate your authority as Executor. The County Commission also appointed our client, Eugene Hoffman, as the Executor CTA DBA of the Estates. I have also enclosed copies of Mr. Hoffman's Letters of Administration.

Our Firm will be assisting Mr. Hoffman with the administration of the Estates. Accordingly, I write to request your immediate compliance with the enclosed Orders. As per the enclosed Orders, please provide us with "all property, all documents, all passwords, and all other information in your possession, custody, and/or control related to the administration of the Estates" by April 30, 2023. Please make sure you include all information requested in the letters previously sent from my office to you on March 7, 2022, July 22, 2022, November 16, 2022, and March 1, 2023, as well as the following information and documents for each Estate:

1. A complete copy of all files, records, notes, and other documents (written and electronic) you and your office maintain for each Estate;
2. The Employee Identification Numbers for each Estate;
3. The bank account numbers for Jefferson Security Bank and United Bank and any all other bank account information related to the Estates;

Bowles Rice

William H. Judy, III, Esquire

April 11, 2023

Page 2

4. Each statement and every cancelled check from the bank accounts at Jefferson Security Bank and United Bank dating back to September 2021 and from any and all other bank accounts related to the Estates;

5. All itemized invoices for services provided by Leave it to Laura, Judy & Judy Law Firm, Brown Funeral Home, Potomac Edison, Justin Oldenburg, First Energy, Sherriff of Jefferson County, Wells Fargo, Hanna Steuer, the Postmaster, Safety Deposit Box Receipt, Corporation of Shepherdstown, Rose Byrne Carroll for the inventory of the Estate, Erie Insurance, Washington Post, St. Paul Newspaper, Shepherdstown Water, Wells Fargo Home Mortgage, and any other person/entity who has provided services to and/or received payment from each Estate. With regard to any expense for which there is no corresponding invoice, please explain the nature of the goods or services paid for and the rationale for the payment;

6. An itemized list of the contents of the Safe Deposit Box and provide the location and access information/key for the Safe Deposit Box;

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12/20/2021	Deposit	\$ 1,084.08

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11. Your calculation of the \$5,000 Executor commission paid to Judy & Judy

Law Firm;

Bowles Rice

William H. Judy, III, Esquire
April 11, 2023
Page 3

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- a. Ellen's personal jewelry, including her wedding ring made by Richard, family jewelry and other pieces she collected from her travels;
- b. Richard's and Ellen's urns and/or ashes;
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16. All contact information you have for Hanna Steuer, Justin Oldenburg, Jacinta Falconi, and Aurelia Falconi;

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Thank you for your prompt attention to these matters.

Very truly yours,



Alison A. Cox
Special Counsel

Bowles Rice

William H. Judy, III, Esquire
April 11, 2023
Page 4

Enclosures

AAC

cc: Mr. Eugene Hoffman (via email)
Mr. Jeffrey Freund (via email)
Mr. Frank Hill, Fiduciary Commissioner
Ms. Jaqueline C. Shadle, Clerk of the County Commission, Jefferson County, West Virginia

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
IN RE: THE ESTATE OF ELLEN SHERRY HOFFMAN, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

Upon mature consideration of the verified Petition, and for the reasons stated therein, the County Commission does hereby grant all relief sought by the Petition and does accordingly: 1) remove the Respondent from his position as Executor of the Estate of Ellen Sherry Hoffman, deceased, forthwith; 2) revoke and annul the Respondent's powers as Executor of said Estate forthwith; 3) appoint D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appoint the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) direct the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) deny any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.

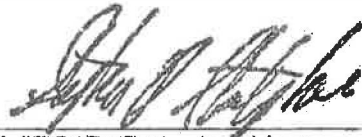
The County Clerk is hereby directed to provide attested copies of this Order to the following persons: 1) Mr. Eugene Hoffman, 1303 Ivy Road, Apt. 62, Bremerton, Washington

98316 *Petitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636., Moorefield, West Virginia 26836 *Respondent*.

IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/2023



STEVE STOLIPHER – President

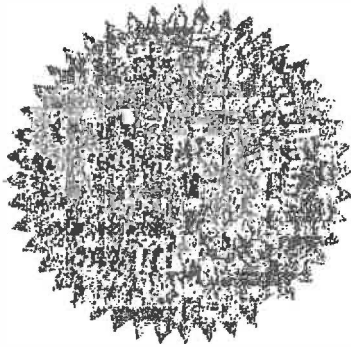
Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 @ Page 134
Pages Recorded 2

RECEIVED
21/03/23

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

I, Jacqueline C Shadle Clerk of the Jefferson County Commission, do hereby certify that the foregoing writing is a true and accurate copy as appears of record in my office in **ORDER BOOK**, *Book: 37 at Page: 132*, of said record.

The foregoing instrument was acknowledged before me Thursday, **March 30, 2023**.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By *CP*

Christine Puttock
Assistant Clerk

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
IN RE: THE ESTATE OF RICHARD WALTER ACCURSO, DECEASED

ORDER GRANTING PETITION FOR REMOVAL OF EXECUTOR

On March 2, 2023, the Petitioner, EUGENE ISAAC HOFFMAN, by counsel, presented his Petition for Removal of Executor to the County Commission pursuant to West Virginia Code § 44-5-51 following proper notice to the Respondent, WILLIAM H. JUDY, III, by certified mail and by follow-up contact from the County Commission's Probate Office. The Respondent did not appear for this hearing in person or by video conference.

Upon mature consideration of the verified Petition, and for the reasons stated therein, the County Commission does hereby grant all relief sought by the Petition and does accordingly: 1) remove the Respondent from his position as Executor of the Estate Richard Walter Accurso, deceased, forthwith; 2) revoke and annul the Respondent's powers as Executor of said Estate forthwith; 3) appoint D. Frank Hill, III, Esq., as Fiduciary Commissioner to review all actions taken by the Respondent as Executor of said Estate; 4) appoint the Petitioner to serve as Personal Representative of said Estate without bond and to complete the administration of said Estate; 5) direct the Respondent to deliver to the Petitioner all property, all documents, all passwords, and all other information in his possession, custody, and/or control related to the administration of said Estate forthwith; and 6) deny any compensation to the Respondent for fiduciary services or commission on money or other property of said Estate pursuant to West Virginia Code § 44-4-7.

The County Clerk is hereby directed to provide attested copies of this Order to the following persons: 1) Mr. Eugene Hoffman, 1303 Ivy Road, Apt. 62, Bremerton, Washington

98316 *Petitioner and Beneficiary*; 2) D. Frank Hill, III, Esquire, Post Office Box A, Shepherdstown, West Virginia 25443 *Fiduciary Commissioner*; and 3) William H. Judy, III, Esquire, Law Offices of Judy and Judy, 110 N. Main Street, Post Office Box 636,, Moorefield, West Virginia 26836 *Respondent*.

IT IS SO ORDERED.

COUNTY COMMISSION OF
JEFFERSON COUNTY, WEST VIRGINIA

DATED: 3/2/23

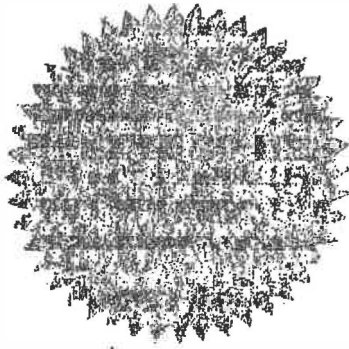

STEVE STOLIPHER – President

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 20230003106
03/30/2023 @ 12:06:25 PM
FIDUCIARY ORDER
Book 37 @ Page 132
Pages Recorded 2

STATE OF WEST VIRGINIA
COUNTY OF JEFFERSON

I, Jacqueline C Shadle Clerk of the Jefferson County Commission, do hereby certify that the foregoing writing is a true and accurate copy as appears of record in my office in **ORDER BOOK, Book: 37** at **Page: 134**, of said record.

The foregoing instrument was acknowledged before me **Thursday, March 30, 2023**.



Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of the Jefferson County Commission

By

Christine Puttock

Christine Puttock
Assistant Clerk

United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of ELLEN SHERRY HOFFMAN

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 2nd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administratrix cta dbn(s) of the Estate of ELLEN SHERRY HOFFMAN, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administratrix cta dbn(s) of the Estate of ELLEN SHERRY HOFFMAN, as well in all jurisdictions, as elsewhere.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Karen Olden

Karen Olden
Deputy Clerk



United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of RICHARD WALTER ACCURSO

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that EUGENE ISAAC HOFFMAN was on the 3rd day of March, 2023, appointed by the County Clerk of the Jefferson County Commission as administrator cta dbn(s) of the Estate of RICHARD WALTER ACCURSO, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said EUGENE ISAAC HOFFMAN as such administrator cta dbn(s) of the Estate of RICHARD WALTER ACCURSO, as well in all jurisdictions, as elsewhere.

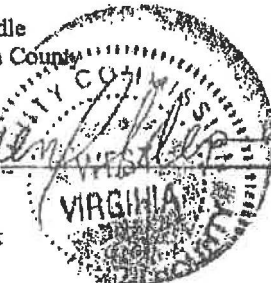
IN WITNESS WHEREOF, I have herunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 24th day of March, 2023.

Handwritten signature of Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Karen Olden
Deputy Clerk



Archived: Monday, July 10, 2023 4:10:51 PM

From: [Concord Fax](#)

Mail received time: Tue, 11 Apr 2023 16:16:58

Sent: Tuesday, April 11, 2023 12:17:04 PM

To: [Lillie Marshall](#)

Subject: SUCCESS: Your 14 page fax has been successfully delivered to +13045387404.

Importance: Normal

Sensitivity: None



Success

Your 14 page fax has been successfully delivered to +13045387404 on 04-11-2023 12:09 PM.

Tracking Number:	804-13600613
Fax Number:	+13045387404
Recipient:	13045387404
Subject:	Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased
Time Delivered:	04-11-2023 12:09 PM
Pages Delivered:	14

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*This is a system generated message, please do not reply.



AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Jessica James, Asst. Deputy County Administrator

Department or Organization: **Jefferson County Commission**

Estimation of time needed for appointment: **20-30 minutes**

Date Requested – 1st Choice: **August 3, 2023**

2nd Choice: **August 17, 2023**

Subject (wording to be placed on agenda): **Interviews and Appointments to the following:**

- ✚ Jefferson County Building Commission – three (3) five-year terms ending July 27, 2023
- ✚ Jefferson County Parks and Recreation Commission – three (3) three-year terms ending June 30, 2026
- ✚ South Jefferson Public Library Committee – one (1) five-year term ending June 30, 2028
- ✚ Jefferson County Board of Health – one (1) five-year term ending June 30, 2028
- ✚ Jefferson County Development Authority – one (1) unexpired term ending April 7, 2024
- ✚ Jefferson County Community Corrections Board – three (3) three-year at-large terms ending July 3, 2026
- ✚ Jefferson County Deputy Sheriff Civil Service Commission – one unexpired term ending September 29, 2025
- ✚ Hagerstown-Eastern Panhandle Metropolitan Planning Organization Council – one (1) two-year term

Please provide a description of your request or presentation, including any background information:

Is this a Funding Request? Y/N

If so, how much? \$

Provide exact financial request:

Is this a Hiring Request?

Name of Hire:

Annual Salary: \$ 70 Hr/80 Hr

Start Date (beginning of pay period):

Increase after probation if any: n/a

Any Additional Conditions of Employment:

Recommended Motion (type out wording of the motion 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:

Phone Number:

Email Address:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 20, 2023, or as soon thereafter as the Commission may decide:

Jefferson County Building Commission - three five-year terms ending July 27, 2028

Per West Virginia State Code:

“No more than two thirds of the total number of members of the board of each commission shall be from the same political party and no member of any such board shall hold any office (other than the office of notary public) or employment under the United States of America, the state of West Virginia, any county or political subdivision thereof, or any political party. All members of any board shall be residents of the county for which appointed.”

Please note: Interested applicants must not have ties to any local financial agencies or institutions that may potentially bid on projects approved by the members of the Jefferson County Building Commission.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 pm on the Monday prior to the proposed appointment date.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

JEFFERSON COUNTY BUILDING COMMISSION | 2023

✦ Current Openings – three five-year terms ending July 27, 2028

INTERESTED APPLICANTS

<i>NAME</i>	<i>CONTACTED</i>	<i>REGISTRATION</i>
Bryan Derrickson	Yes	no party affiliation/independent
Addie Crawford	Yes	no party affiliation/independent

LETTER OF INTENT

Bryan Derrickson

Harpers Ferry, WV 25425

Date: June 26, 2023

Dear Members of the Jefferson County Commission,

I am contacting you to express my sincere interest in applying to serve as a citizen representative on the Jefferson County Building Commission. I have been a resident of Jefferson County for 38 years in the Harpers Ferry Magisterial District as a registered Independent, graduated from Jefferson High School and attended Shepherd University. Following my studies, I have worked as a federal contractor supporting various program management offices in the Department of Defense and Homeland Security. My work as a Project Manager supporting large telecommunications and infrastructure projects requires attention to detail, organizational skills, establish and track cost, schedule and performance, and the ability to create and maintain project documentation and brief senior leadership. I have also held a position as a Citizen Representative on the Jefferson County Emergency Services Agency Board since August 2023.

I believe that my skills as a Project Manager and experience as a citizen representative on the JCESA Board will be a significant asset in my service to both the Commission and Jefferson County Building Commission. Please do not hesitate to contact me should you require more information. Thank you for your time and consideration.

Sincerely,

Bryan Derrickson



Bryan C. Derrickson

Bryan C. Derrickson

Harpers Ferry, WV 25425

Project Management Professional with extensive experience demonstrating analytical skills, cost management, project schedules, field operations, network engineering, staff development, acquisition package development and workflow procedures.

Security Clearance

Active TS/SCI

Professional Experience

Global Com, Inc.

Sterling, VA

Project Manager

May 19 - Present

- Manages operations of all assigned projects at various government and commercial facilities to include cost, schedule, performance and risk mitigation.
- Provides technical assistance, estimating, design and engineering of telecommunications systems to support voice, data, and video services.
- Provides guidance to management in advance about manpower requirements, risk assessments/mitigation strategies, quality assurance and communication plans.
- Documents every aspect of the project lifecycle, including the creation of change orders, logistics, punch-lists, close-out documentation and warranties.
- Provides stakeholder interaction to build relationships with successful project completion and communication
- Provides reports to internal and external stakeholders on weekly, monthly and quarterly basis.

Redhorse Corporation

Rosslyn, VA

Acquisition Specialist

Oct 17- May 2019

- Engineering support for Government Services Administration (GSA) Transition Order Assistance (TOA) migrating telecommunications services from the expiring Washington Interagency Telecommunications Services (WITS III), Network and Regional LSA contracts to the GSA Enterprise Information Systems (EIS) contract.
- Provide customer service, network analysis, configuration management and technical engineering for dependent projects supporting migration to current networks.
- Development of various project documents such as the Site Inventory Confirmation (SIC), Requirements Development Document (RDD), Performance Work Statement (PWS), Statement of Work (SOW), Independent Government Cost Estimate (IGCE) and Traffic Models.

Mission First

Alexandria, VA

Senior Project Manager

Mar 17- Oct 17

- Provide Project Management support to PEO-EIS Power Projection Enablers (P2E) at Fort Belvoir, VA
- Responsible for managing P2E Infrastructure Modernization (IMOD) projects in multiple OCONUS theaters.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- Provide weekly briefings on multiple projects to Product Manager P2E (PD-P2E), 335th Signal Command and other stakeholders.
- Track various integrator cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to Program Director as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.

SNR Systems, LLC.

McLean, VA

Senior Project Manager

Jan 15- Mar 17

- Responsible for managing Defense Information Systems Agency DATMS Elimination Project in all theaters of operation.
- Provide customer service, analysis, configuration management and technical engineering for dependent projects supporting DATMS elimination and related networks (MPLS, ODXC, MSPP and DISN Converged Access (DCA)).
- Manage resolution of provisioning and implementation issues and develop practices and procedures for circuit installation and customer migration off of DATMS.
- Responsible for assisting government lead with project lifecycle activities including project plan documentation, project execution, maintaining project schedule, and preparing weekly and quarterly briefings for senior leadership.

- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions for over 6500 circuits on the DATMS network.
- Track activation of over 200 L2 VPN replacement circuits.
- Provide and prepare weekly metrics and project review documentation to senior leadership.

OCTO Consulting, Inc.

McLean, VA
Apr 14- Dec 14

Project Manager

- Responsible for managing Installation Information Infrastructure Modernization Program (I3MP) at multiple locations.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- I3MP onsite Project Manager for multiple base upgrades under Network Modernization-CONUS (NETMOD-C) initiative.
- Provide weekly briefings on multiple projects to Product Manager I3MP (PD-I3MP), 93rd Signal Command, 7th Signal Command and other stakeholders.
- Work with 7th Signal Command and DISA to coordinate MPLS router installation prior to deployment of NETMOD-C implementation team.

SERCO

Reston, VA
Aug 11- Mar 14

Engineering Project Manager

- Develop and submit appropriate documentation (SRD, PWS, IGCE and PWS) to the Contracting Office for development of Acquisition Packages supporting I3MP.
- Identify all requirements associated with the engineering, development, strategy and execution of the acquisition processes supporting I3MP projects at multiple Base/Camp/Post/Stations.
- Track the integrator's cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to PD-IE as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.
- Support long-range program planning for assigned projects and preparation of budget estimates for I3MP.
- Manage various internal and external implementation meetings such as weekly Program Schedule Reviews (PSR) and Quarterly Progress Reviews (QPR) and Systems Engineering Reviews (SER).
- Supervise activities required to design, deploy, and/or evaluate network infrastructure solutions to manage either data (LAN, WAN, data centers) or voice (analog or VoIP) across all Unified Capabilities (UC) increments.

SAIC

McLean, VA
Feb 09 – Aug 11

Information Assurance Manager

- Responsible for tracking DISA PEO-IAN projects for Network Services (NS1) at 25 world-wide locations.
- Responsible for maintaining configuration diagrams for 10-12 racks of NSA and DoD equipment at each site and ensuring full compliance with network policies and standards.
- Coordinated installation of Information Assurance (IA) products between Information Assurance/NetOps Program Executive Office (PEO-IAN) and NS6 (the DISA Network Services Directorate's Service Delivery Division).
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Responsible for escalation of issues to appropriate groups within DISA to ensure timely completion of various actions.
- Analyzed network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for working with Global NetOps Support Center (GNSC) at Scott AFB to schedule circuit and equipment activation for various projects.
- Responsible for supporting DISA GIG Convergence Master Plan (DGCMP) on the Assured IP project as a coordination and management effort across DISA organizations to support enhanced DISN services provided by the IP networks.
- Worked with Tier II engineers on testing IPv6 for upgrade to aggregation routers.

URS Apptis

Chantilly, VA
Dec 03- Feb 09

SIPRNet Program Manager

- Responsible for tracking Defense Information Systems Agency (DISA) bandwidth requirements for SIPRNet access to the Defense Information Systems Network (DISN).
- Provided customer service, analysis, configuration management and technical engineering to all phases of network design, operation and management supporting SIPRNet requirements and related issues.
- Managed resolution of provisioning issues and develop practices and procedures for circuit installation and maintenance.
- Managed a team of 3 Communications Hardware Specialists and IP CCB Secretariat.
- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions.

- Track circuit activation based on standard timeframes determined by PAWS helping to reduce lead times by nearly 50% from average of 180+ days to less than 90 from date TSR is issued.
- Act as main Point of Contact for all SIPRNet re-home, transition, modernization and BRAC projects updating network topologies and evaluating alternative utilization and configuration options for optimizing backbone network.
- Analyze network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Worked with Tier II engineers on testing IPv6 for upgrade to SIPRNet aggregation routers.
- Assist and coordinate with communications network specialists in the area of communications hardware using and implementing network standards, particularly those of the International Organization for Standardization (ISO).
- Provide guidance, supervision, technical support, training and quality assurance/quality control to Level I and Level II personnel as well as senior staff as required and ensuring that customer requirements and project milestones are met.
- Assist DoD customers with System Security Authorization Agreement (SSAA), DoD Information Assurance Certification and Accreditation Process (DIACAP), Interim Authority to Operate (IATO) and Authority to Operate (ATO) documentation and processes for connecting to the SIPRNet.
- Ordered, tracked and reported all circuit activation activity with LEC, RBOC and ISP providers to ensure timely delivery of trunk lines.
- Troubleshoot and resolved network problems to ensure minimal disruption of mission critical applications.
- Coordinated with various vendors for installation of router, bridges, concentrators and switches.

TekSystems, Inc.

Baltimore, MD

Wireless Project Manager

Mar 02- Dec 03

- Responsible for managing the ASR/FOC process for wholesale disconnect project involving over 9000 customer disconnects and 300 T3 backbone circuits in an effort to consolidate services and greatly reduce company expenses.
- Worked with Finance and Network Operations to identify and migrate active Type II (pt to pt) customers to Type I (wireless service) where necessary.
- Worked with Field Engineers and Node Site Coordinators to decommission equipment, racks, and consolidate power.
- Assist Network Operations and Finance with identifying Type II T1 customers, T3 backbone, Data, and Trunk circuits to be disconnected for a monthly savings of \$1.4 million.
- Worked with Network Operations and local exchange carriers to restore downed customers.

PSINet, Inc.

Ashburn, VA

Network Planning and Design Engineer

Apr 98- Nov 01

- Design new PSINet facilities in addition to documenting available footprint and power at various Dial-up, Wireless, Customer, Fiber, and Hosting Center Points of presence (PoPs).
- Determined equipment and power upgrades in existing PoPs to relieve congestion on network.
- Managed projects with internal groups to coordinate ordering, installation and turn up of equipment and circuits in facilities.
- Worked with integration team to seamlessly merge customers from acquired networks.
- Engineered and installed optical equipment at various node locations.
- Determined fiscal budget for equipment, space, and power.
- Tested and configured network equipment installed in the field including: Cisco Routers, Ascend Switches, Modems, CSU/DUSUs, Hubs, Multiplexers, Portmasters, and NORTEL Fiber Gear.
- Ordered, tracked, tested, turned-up and monitored backbone (T-1, T-3, OC3, OC12 and OC48) circuits.

Butler Technical Services

McLean, VA

MCI Service Delivery Center

Aug 97- June 98

- Tested and configured network equipment installed in the field.
- Performed testing of T1 and T3 circuits for internal and external customers.
- Worked with Field Engineers and Node Site Coordinators to troubleshoot circuit issues.
- Designated Point of Contact for escalating internal hyperlink issues.
- Ensured timely order completion of internal and external customer circuits.
- Opened, tracked and escalated Remedy tickets for internal MCI customers, telco issues and provisioning groups.

CACI (Formerly Government Systems, Inc.)

Chantilly, VA

Data Communications Technician Level II

Jul 96- Jul 97

- Assembled and wired telecommunications racks with equipment for deployment.
- Constructed custom-made cables for use with equipment.
- Restored telecommunications racks returned from the field.
- Staged, tested and configured Defense Information Systems Agency (DISA) Network equipment.

Technical Training

Juniper Networks- M20/M40/M160/M320- (May 2007, Falls Church, VA)
Nortel Networks- OC12/OC48/OC192- (June 2000, RTP, NC)
Cisco Systems- CISCO 15454 (October 1999, Reston, VA) and 12008 (April 2000, Reston, VA)

Related Skills

Microsoft Office (Word, Excel, Power Point, Project); NetPro, Trex, Aperture, AutoCad, Visio, ID, Remedy, CiscoWorks, TelNet, ICATS, WWO1.S-R, Visionacl and Sharepoint.

Education

Jefferson High School - May 1993.
Strayer University- Currently pursuing a Bachelor's of Science in Computer Information Systems.



CRAWFORD LAW GROUP PLLC

James B. Crawford, III (WV & VA)
Katherine N. Ridgeway (WV & VA)
E. Adelaide Crawford (WV)
Steven G. Butler (VA)
Attorneys

120 N George Street, Ste 100
Charles Town, WV 25414

214 Lutz Avenue
Martinsburg, WV 25405

112 S Cameron Street
Winchester, VA 22601

Pamela T. Hinkle
Cheryl Brown
Paralegals

www.clgallc.com

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

July 14, 2023

Re: Letter of interest in Jefferson County Building Commission

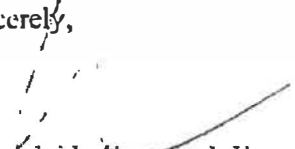
Dear Commissioners:

My name is Addie Crawford, and I would like to be considered for the Jefferson County Building Commission. I am a lifelong resident of Jefferson County, West Virginia. I graduated from the University of Baltimore School of Law in 2016 and was subsequently admitted to the West Virginia State Bar in September 2016. I have worked at Crawford Law Group PLLC for the past 6.5 years as the resident attorney in our Charles Town office and became a partner in 2020.

I would value the opportunity to sit on the Board for the Building Commission as a way to be involved in my community. I can offer my knowledge and expertise in real estate law.

I appreciate your consideration.

Sincerely,



E. Adelaide Crawford, Esq.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 20, 2023, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: three (3) three-year terms ending June 30, 2026.

South Jefferson Public Library Board – one five-year term ending June 30, 2028.

Persons who may be interested in the above listed agencies should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

Jefferson County PARKS & RECREATION COMMISSION

2023

Members currently serving

<u><i>Name</i></u>	<u><i>Expiration</i></u>	<u><i>Intention</i></u>
Dale Manuel	6/30/2023	no contact
Paul Marshall	6/30/2023	no contact
Debra Lee Allen	6/30/2023	wishes to be reappointed

INTERESTED APPLICANTS

<u><i>NAME</i></u>	<u><i>CONTACTED</i></u>
Debra Lee Allen (currently serving)	Yes
Bryan Derrickson	Yes
Zach Holland	Yes

Debra Lee Allen

Charles Town, West Virginia 25414

May 17, 2023

Jefferson County Commission
Steve Stolipher, President
124 E. Washington Street
Charles Town, West Virginia 25414

Re: Request to be reappointed to the Jefferson County Parks and Recreation
Commission Board for the next term

Dear President Stolipher and the Jefferson County Commissioners:

I write to respectfully request reappointment to the Board of the Jefferson County Parks and Recreation Commission. My current appointment expires June 2023.

I have served as a JCPRC Board member for approximately two years. In that time, I have served on the finance, audit and infrastructure committees. I have personally volunteered time for special events and have assisted the Board in reviewing and analyzing various agreements and contracts concerning operation and maintenance of the parks and development of the AMP. During this past year, I have assisted the Board in negotiations regarding the acquisition of the Moulton Farm property and the easement with the West Virginia Land Trust.

I wish to continue in my position as a Board member, taking advantage of the experience and knowledge I have so far garnered in working with the Board.

Thank you for your consideration.

Respectfully submitted,



Debra Lee Allen

LETTER OF INTENT

Bryan Derrickson

Harpers Ferry, WV 25425

Date: June 26, 2023

Dear Members of the Jefferson County Commission,

I am contacting you to express my sincere interest in applying to serve as a citizen representative on the Jefferson County Parks and Recreation Commission. I have been a resident of Jefferson County for 38 years in the Harpers Ferry Magisterial District as a registered Independent, graduated from Jefferson High School and attended Shepherd University. Following my studies, I have worked as a federal contractor supporting various program management offices in the Department of Defense and Homeland Security. My work as a Project Manager supporting large telecommunications and infrastructure projects requires attention to detail, organizational skills, establish and track cost, schedule and performance, and the ability to create and maintain project documentation and brief senior leadership. I have also held a position as a Citizen Representative on the Jefferson County Emergency Services Agency Board since August 2023.

I believe that my skills as a Project Manager and experience as a citizen representative on the JCESA Board will be a significant asset in my service to both the Commission and Jefferson County Parks and Recreation Commission. Please do not hesitate to contact me should you require more information. Thank you for your time and consideration.

Sincerely,

Bryan Derrickson



Bryan C. Derrickson

Bryan C. Derrickson

Harpers Ferry, WV 25425

1

Project Management Professional with extensive experience demonstrating analytical skills, cost management, project schedules, field operations, network engineering, staff development, acquisition package development and workflow procedures.

Security Clearance

Active TS/SCI

Professional Experience

Global Com, Inc.

Sterling, VA

Project Manager

May 19 - Present

- Manages operations of all assigned projects at various government and commercial facilities to include cost, schedule, performance and risk mitigation.
- Provides technical assistance, estimating, design and engineering of telecommunications systems to support voice, data, and video services.
- Provides guidance to management in advance about manpower requirements, risk assessments/mitigation strategies, quality assurance and communication plans.
- Documents every aspect of the project lifecycle, including the creation of change orders, logistics, punch-lists, close-out documentation and warranties.
- Provides stakeholder interaction to build relationships with successful project completion and communication
- Provides reports to internal and external stakeholders on weekly, monthly and quarterly basis.

Redhorse Corporation

Rosslyn, VA

Acquisition Specialist

Oct 17- May 2019

- Engineering support for Government Services Administration (GSA) Transition Order Assistance (TOA) migrating telecommunications services from the expiring Washington Interagency Telecommunications Services (WITS III), Network and Regional LSA contracts to the GSA Enterprise Information Systems (EIS) contract.
- Provide customer service, network analysis, configuration management and technical engineering for dependent projects supporting migration to current networks.
- Development of various project documents such as the Site Inventory Confirmation (SIC), Requirements Development Document (RDD), Performance Work Statement (PWS), Statement of Work (SOW), Independent Government Cost Estimate (IGCE) and Traffic Models.

Mission First

Alexandria, VA

Senior Project Manager

Mar 17- Oct 17

- Provide Project Management support to PEO-EIS Power Projection Enablers (P2E) at Fort Belvoir, VA
- Responsible for managing P2E Infrastructure Modernization (IMOD) projects in multiple OCONUS theaters.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- Provide weekly briefings on multiple projects to Product Manager P2E (PD-P2E), 335th Signal Command and other stakeholders.
- Track various integrator cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to Program Director as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.

SNR Systems, LLC.

McLean, VA

Senior Project Manager

Jan 15- Mar 17

- Responsible for managing Defense Information Systems Agency DATMS Elimination Project in all theaters of operation.
- Provide customer service, analysis, configuration management and technical engineering for dependent projects supporting DATMS elimination and related networks (MPLS, ODXC, MSPP and DISN Converged Access (DCA)).
- Manage resolution of provisioning and implementation issues and develop practices and procedures for circuit installation and customer migration off of DATMS.
- Responsible for assisting government lead with project lifecycle activities including project plan documentation, project execution, maintaining project schedule, and preparing weekly and quarterly briefings for senior leadership.

- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions for over 6500 circuits on the DATMS network.
- Track activation of over 200 L2 VPN replacement circuits.
- Provide and prepare weekly metrics and project review documentation to senior leadership.

OCTO Consulting, Inc.

McLean, VA

Project Manager

Apr 14- Dec 14

- Responsible for managing Installation Information Infrastructure Modernization Program (I3MP) at multiple locations.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- I3MP onsite Project Manager for multiple base upgrades under Network Modernization-CONUS (NETMOD-C) initiative.
- Provide weekly briefings on multiple projects to Product Manager I3MP (PD-I3MP), 93rd Signal Command, 7th Signal Command and other stakeholders.
- Work with 7th Signal Command and DISA to coordinate MPLS router installation prior to deployment of NETMOD-C implementation team.

SERCO

Reston, VA

Engineering Project Manager

Aug 11- Mar 14

- Develop and submit appropriate documentation (SRD, PWS, IGCE and PWS) to the Contracting Office for development of Acquisition Packages supporting I3MP.
- Identify all requirements associated with the engineering, development, strategy and execution of the acquisition processes supporting I3MP projects at multiple Base/Camp/Post/Stations.
- Track the integrator's cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to PD-IE as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.
- Support long-range program planning for assigned projects and preparation of budget estimates for I3MP.
- Manage various internal and external implementation meetings such as weekly Program Schedule Reviews (PSR) and Quarterly Progress Reviews (QPR) and Systems Engineering Reviews (SER).
- Supervise activities required to design, deploy, and/or evaluate network infrastructure solutions to manage either data (LAN, WAN, data centers) or voice (analog or VoIP) across all Unified Capabilities (UC) increments.

SAIC

McLean, VA

Information Assurance Manager

Feb 09 – Aug 11

- Responsible for tracking DISA PEO-IAN projects for Network Services (NS1) at 25 world-wide locations.
- Responsible for maintaining configuration diagrams for 10-12 racks of NSA and DoD equipment at each site and ensuring full compliance with network policies and standards.
- Coordinated installation of Information Assurance (IA) products between Information Assurance/NetOps Program Executive Office (PEO-IAN) and NS6 (the DISA Network Services Directorate's Service Delivery Division).
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Responsible for escalation of issues to appropriate groups within DISA to ensure timely completion of various actions.
- Analyzed network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for working with Global NetOps Support Center (GNSC) at Scott AFB to schedule circuit and equipment activation for various projects.
- Responsible for supporting DISA GIG Convergence Master Plan (DGCMP) on the Assured IP project as a coordination and management effort across DISA organizations to support enhanced DISN services provided by the IP networks.
- Worked with Tier II engineers on testing IPv6 for upgrade to aggregation routers.

URS Apptis

Chantilly, VA

SIPRNet Program Manager

Dec 03- Feb 09

- Responsible for tracking Defense Information Systems Agency (DISA) bandwidth requirements for SIPRNet access to the Defense Information Systems Network (DISN).
- Provided customer service, analysis, configuration management and technical engineering to all phases of network design, operation and management supporting SIPRNet requirements and related issues.
- Managed resolution of provisioning issues and develop practices and procedures for circuit installation and maintenance.
- Managed a team of 3 Communications Hardware Specialists and IP CCB Secretariat.
- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions.

- Track circuit activation based on standard timeframes determined by PAWS helping to reduce lead times by nearly 50% from average of 180+ days to less than 90 from date TSR is issued.
- Act as main Point of Contact for all SIPRNet re-home, transition, modernization and BRAC projects updating network topologies and evaluating alternative utilization and configuration options for optimizing backbone network.
- Analyze network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Worked with Tier II engineers on testing IPv6 for upgrade to SIPRNet aggregation routers.
- Assist and coordinate with communications network specialists in the area of communications hardware using and implementing network standards, particularly those of the International Organization for Standardization (ISO).
- Provide guidance, supervision, technical support, training and quality assurance/quality control to Level I and Level II personnel as well as senior staff as required and ensuring that customer requirements and project milestones are met.
- Assist DoD customers with System Security Authorization Agreement (SSAA), DoD Information Assurance Certification and Accreditation Process (DIACAP), Interim Authority to Operate (IATO) and Authority to Operate (ATO) documentation and processes for connecting to the SIPRNet.
- Ordered, tracked and reported all circuit activation activity with LEC, RBOC and ISP providers to ensure timely delivery of trunk lines.
- Troubleshoot and resolved network problems to ensure minimal disruption of mission critical applications.
- Coordinated with various vendors for installation of router, bridges, concentrators and switches.

TekSystems, Inc.

Baltimore, MD

Wireless Project Manager

Mar 02- Dec 03

- Responsible for managing the ASR/FOC process for wholesale disconnect project involving over 9000 customer disconnects and 300 T3 backbone circuits in an effort to consolidate services and greatly reduce company expenses.
- Worked with Finance and Network Operations to identify and migrate active Type II (pt to pt) customers to Type I (wireless service) where necessary.
- Worked with Field Engineers and Node Site Coordinators to decommission equipment, racks, and consolidate power.
- Assist Network Operations and Finance with identifying Type II T1 customers, T3 backbone, Data, and Trunk circuits to be disconnected for a monthly savings of \$1.4 million.
- Worked with Network Operations and local exchange carriers to restore downed customers.

PSINet, Inc.

Ashburn, VA

Network Planning and Design Engineer

Apr 98- Nov 01

- Design new PSINet facilities in addition to documenting available footprint and power at various Dial-up, Wireless, Customer, Fiber, and Hosting Center Points of presence (PoPs).
- Determined equipment and power upgrades in existing PoPs to relieve congestion on network.
- Managed projects with internal groups to coordinate ordering, installation and turn up of equipment and circuits in facilities.
- Worked with integration team to seamlessly merge customers from acquired networks.
- Engineered and installed optical equipment at various node locations.
- Determined fiscal budget for equipment, space, and power.
- Tested and configured network equipment installed in the field including: Cisco Routers, Ascend Switches, Modems, CSU/DSUs, Hubs, Multiplexers, Portmasters, and NORTEL Fiber Gear.
- Ordered, tracked, tested, turned-up and monitored backbone (T-1, T-3, OC3, OC12 and OC48) circuits.

Butler Technical Services

McLean, VA

MCI Service Delivery Center

Aug 97- June 98

- Tested and configured network equipment installed in the field.
- Performed testing of T1 and T3 circuits for internal and external customers.
- Worked with Field Engineers and Node Site Coordinators to troubleshoot circuit issues.
- Designated Point of Contact for escalating internal hyperlink issues.
- Ensured timely order completion of internal and external customer circuits.
- Opened, tracked and escalated Remedy tickets for internal MCI customers, telco issues and provisioning groups.

CACI (Formerly Government Systems, Inc.)

Chantilly, VA

Data Communications Technician Level II

Jul 96- Jul 97

- Assembled and wired telecommunications racks with equipment for deployment.
- Constructed custom-made cables for use with equipment.
- Restored telecommunications racks returned from the field.
- Staged, tested and configured Defense Information Systems Agency (DISA) Network equipment.

Technical Training

Juniper Networks- M20/M40/M160/M320- (May 2007, Falls Church, VA)
Nortel Networks- OC12/OC48/OC192- (June 2000, RTP, NC)
Cisco Systems- CISCO 15454 (October 1999, Reston, VA) and 12008 (April 2000, Reston, VA)

Related Skills

Microsoft Office (Word, Excel, Power Point, Project); NetPro, Trex, Aperture, AutoCad, Visio, ID, Remedy, Cisco Works, TelNet, ICATS, WWOLS-R, Visionacl and Sharepoint.

Education

Jefferson High School - May 1993.
Strayer University- Currently pursuing a Bachelor's of Science in Computer Information Systems.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 20, 2023, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: three (3) three-year terms ending June 30, 2026.

South Jefferson Public Library Board – one five-year term ending June 30, 2028.

Persons who may be interested in the above listed agencies should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

Member(s) Currently Serving

<i>NAME</i>	<i>INTENTION</i>
Nick DiGennaro	wishes to be reappointed

INTERESTED APPLICANTS

<i>NAME</i>	<i>CONTACTED</i>
Nick DiGennaro	Yes

The County Commission of Jefferson County
Post Office Box 250
Charles Town, WV 25414

South Jefferson Public Library Board of Directors
South Jefferson Public Library
49 Church Street, Summit Point, WV 25446

RE: Nick DiGennaro

May 10, 2023

Dear Commissioners,

This letter is to convey the unanimous agreement of the South Jefferson Public Library Board of Directors to recommend that Mr. Nick DiGennaro, of Summit Point, be re-appointed to the board when his current term expires at the end of June 2023.

As we are in the beginning stages of an expansion project at the library, we look forward to having Mr. DiGennaro's expertise in construction and financing to assist us in this project.

Thank you for your attention to these concerns.

Sincerely,



Cathie Burke, President

Received

MAY 15 2023

Jefferson County Commission

SOUTH JEFFERSON PUBLIC LIBRARY
49 CHURCH STREET
SUMMIT POINT, WV 25446

June 1, 2023

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

RE: South Jefferson Library Commission Appointment

Dear Commissioners,

I am writing to convey my recommendation for the reappointment of Nick DiGennaro for another five-year term on our library board. Nick took over Linia Overly's unfinished appointment in March 2022 when she resigned.

Nick also served on the board from 2017 thru 2019 finishing out another member's term. During these times Mr. DiGennaro was a huge help with the library with maintenance and other building related items. With our upcoming expansion project, he'll be very beneficial and knowledgeable to help with the decisions and plans. His dedication to the library and the community is greatly appreciated, and I and the staff would very much like him to continue serving on the board.

Sincerely,

Dana Jenkins, Director
and staff

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 20, 2023 or as soon thereafter as the Commission may decide:

Jefferson County Board of Health: one five year term ending June 30, 2028.

§ 16-2-7. Appointment to and Composition of County Boards of Health; Qualifications; Number of Appointees

A county board of health is composed of five members selected and appointed by vote of the county commission. Each member appointed to the county board of health shall be a resident of the county. No more than two members who reside in the same magisterial district may be appointed and no more than two members may be appointed who are personally licensed or certified in, engaged in, or actively participating in the same business, profession or occupation. No more than three members of a county board of health may belong to the same political party.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. on the Monday prior to the proposed date of appointment.

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Jefferson County Board of Health | 2023

Member(s) currently serving

<u>Name</u>	<u>Expiration</u>	<u>Intention</u>	<u>Registration</u>	<u>Magisterial District</u>
ANN SMITH	June 30, 2023	wishes to be reappointed	no party/IND	Shepherdstown
ANH NGUYEN	June 30, 2024	n/a	no party/IND	Kabletown
ELLIOT SIMON	June 30, 2025	n/a	REP	Harpers Ferry
KARENY BAILEY CHAPMAN	June 30, 2026	n/a	REP	Kabletown
BRANDON BLAKE	June 30, 2027	n/a	no party/IND	Charles Town

📌 Current Opening – one five year term ending June 30, 2028

INTERESTED APPLICANTS

<u>Name</u>	<u>Contacted</u>	<u>Registration</u>	<u>Magisterial District</u>
BRYAN DERRICKSON	YES	no party affiliation/IND	HARPERS FERRY
ANN SMITH (currently serving)	YES	no party affiliation/IND	SHEPHERDSTOWN
NANCY VELDRAN	YES	DEM	CHARLES TOWN
STEPHANIE FAGAN	YES	DEM	CHARLES TOWN

§ 16-2-7. Appointment to and Composition of County Boards of Health; Qualifications; Number of Appointees - A county board of health is composed of five members selected and appointed by vote of the county commission. Each member appointed to the county board of health shall be a resident of the county. No more than two members who reside in the same magisterial district may be appointed and no more than two members may be appointed who are personally licensed or certified in, engaged in, or actively participating in the same business, profession or occupation. No more than three members of a county board of health may belong to the same political party.

Anna Maddy Smith

Harpers Ferry, WV 25425

July 7, 2023

Jefferson County WV Commissioners,

I am interested in remaining on the Jefferson County Board of Health to continue the progress of the last 6 + years that I have served as a board member in balancing the budget and fully staffing the department. It has been my pleasure to serve the community and I feel I have not only helped the health department, including going through a pandemic, but also learned immensely from the experience. I would appreciate your consideration.

My credentials for this position are reflected in the current work I do for the Jefferson County Board of Health. I am a lifelong resident of West Virginia and have lived in Jefferson County all my adult life. I possess the education and professional experience to practice fiscal responsibility with my work in accounting and provide strategic operational advisement.

Thank you for your time and consideration, I will look forward to continuing to serve on the Jefferson County Health Department board.

Ann Maddy Smith

LETTER OF INTENT

Bryan Derrickson

Harpers Ferry, WV 25425

Date: June 26, 2023

Dear Members of the Jefferson County Commission,

I am contacting you to express my sincere interest in applying to serve as a citizen representative on the Jefferson County Board of Health. I have been a resident of Jefferson County for 38 years in the Harpers Ferry Magisterial District as a registered Independent, graduated from Jefferson High School and attended Shepherd University. Following my studies, I have worked as a federal contractor supporting various program management offices in the Department of Defense and Homeland Security. My work as a Project Manager supporting large telecommunications and infrastructure projects requires attention to detail, organizational skills, establish and track cost, schedule and performance, and the ability to create and maintain project documentation and brief senior leadership. I have also held a position as a Citizen Representative on the Jefferson County Emergency Services Agency Board since August 2023.

I believe that my skills as a Project Manager and experience as a citizen representative on the JCESA Board will be a significant asset in my service to both the Commission and Jefferson County Board of Health. Please do not hesitate to contact me should you require more information. Thank you for your time and consideration.

Sincerely,

Bryan Derrickson



Bryan C. Derrickson

Received

JUL 05 2023

Jefferson County Commission

Bryan C. Derrickson

Harpers Ferry, WV 25425

Project Management Professional with extensive experience demonstrating analytical skills, cost management, project schedules, field operations, network engineering, staff development, acquisition package development and work flow procedures.

Security Clearance

Active TS/SCI

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Global Com, Inc.

Project Manager

Sterling, VA

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Reston, VA

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Network Planning and Design Engineer

Apr 98- Nov 01

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Butler Technical Services

McLean, VA

MCI Service Delivery Center

Aug 97- June 98

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- Designated Point of Contact for escalating internal hyperlink issues.
- Ensured timely order completion of internal and external customer circuits.
- Opened, tracked and escalated Remedy tickets for internal MCI customers, telco issues and provisioning groups.

CACI (Formerly Government Systems, Inc.)

Chantilly, VA

Data Communications Technician Level II

Jul 96- Jul 97

- Assembled and wired telecommunications racks with equipment for deployment.
- Constructed custom-made cables for use with equipment.
- Restored telecommunications racks returned from the field.
- Staged, tested and configured Defense Information Systems Agency (DISA) Network equipment.

Technical Training

Juniper Networks- M20/M40/M160/M320- (May 2007, Falls Church, VA)
Nortel Networks- OC12/OC48/OC192- (June 2000, RTP, NC)
Cisco Systems- CISCO 15454 (October 1999, Reston, VA) and 12008 (April 2000, Reston, VA)

Related Skills

Microsoft Office (Word, Excel, Power Point, Project); NetPro, Trex, Aperture, AutoCad, Visio, ID, Remedy, CiscoWorks, TelNet, ICATS, WWOLS-R, Visionael and Sharepoint.

Education

Jefferson High School - May 1993.
Strayer University- Currently pursuing a Bachelor's of Science in Computer Information Systems.

Nancey A. Veldran

Charles Town, WV 25414

June 29, 2023

Jefferson County Commission
124 East Washington Street
PO Box 250
Charles Town, WV 25414

Dear County Commissioners:

I am writing to express my interest in filling the upcoming opening on the **Jefferson County Board of Health**.

I have been a resident of Jefferson County since 1988 and, since 2005, have owned and operated a small business which focuses on providing exhibit fabrication and installation services to museums and private collectors. For several of the early years of the company's existence, I also cooked professionally and have been Serve Safe certified since 2001. Prior to entering the museum services business, I spent over 25 years in corporate human resources for companies in the software engineering and high-tech industries. As a Human Resources executive, I've been responsible for recruitment and retention of key talent, development of policies and procedures for effective corporate environments and identification, selection, and management of employee benefits programs. Please note that the attached "resume" was developed through my Linked In page, as I've had no need for a professional resume over the past twenty years.

I have served on several Boards of Directors for 501(c)3 organizations including The Goose Route Arts Collective (Shepherdstown, WV), where I served as secretary and The Arts Centre (Martinsburg, WV). In addition, I served as a member of the Board of Directors for Chesapeake Bay Retriever Relief and Rescue, a national 501(c)3 organization involved in breed rescue operations.

I am at a point in my life where I have the time to devote to issues of importance to the people of Jefferson County and would like to "give back" some of the energy which this area has provided to me and my team. I can't think of anything more important than protecting the health of the public and believe that I possess the knowledge, skills, and abilities to be a useful member of the Board, particularly in the areas of needs assessment and program planning/development.

Please feel free to contact me with any questions regarding the depth and breadth of my experience.

Best regards,



Nancey A. Veldran

Nancey Veldran

Charles Town, West Virginia, United States

Summary

ParaMounts is a team of skilled artisans who design, fabricate and install artifact-specific, conservation quality mounts for museums, traveling exhibits and private collectors. Nancey is responsible for business and project management as well as mount making, preparation and installation services.

Specialties: Artifact mount making and installation

Expert art handlers

Staff supplementation on large installations

Experience

Principal

ParaMounts Artifact & Exhibit Specialists

Jan 2006 - Present (17 years 6 months)

Business and project management from bid through close-out for a museum services company that provides custom, conservation-quality artifact specific mounts for museums, traveling exhibits and private collectors.

Artifact handling, mount preparation and installation of precious artifacts in conservation environments.

Design, develop and fabricate conservation quality mounts for textiles, garments and costumes.

Human Resources Consultant

Jan 2005 - Aug 2008 (3 years 8 months)

Applying over 20 years of professional experience, I provide human resources management services to companies that do not have effective HR departments. From 2001 through 2004, I provided HR services to small enterprises in a wide variety of business areas including museum and exhibition services, entertainment and sports production, biomedical technology and software development. My services include the development and implementation of effective policies and procedures, recruiting and retention, benefit plan selection and benefits administration, job evaluation/design/development, compensation, organizational development, resource and succession planning, compliance, training and development.

Director of HR, Contracts & Administration

Butterfly.net/Emergent Game Technologies

Dec 2004 - Dec 2005 (1 year 1 month)

Responsible for all aspects of the human resources function, including staffing, compensation, benefits, employee relations and regulatory compliance.

Contracts administration.

Management of the administrative functions for the company.



Director of Staffing

Ultrarise Corporation

1999 - 2001 (2 years)

Member of the HR team for a B2B e-commerce start up.

Education



UC Santa Barbara

BFA, Theatre

1975 - 1977



Concord University

Theatre

1968 - 1971

Skills

Project Management • Exhibit Design • Recruiting • Conflict Resolution • Employee Relations •
Marketing • Branding • Branding & Identity • Creative Problem Solving • Management

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: NANCEY ACKERNAN VELDRAN

Home Telephone Number: _____

Work Address: _____ CHARLES TOWN WV 25414

Work Phone Number: _____

Mobile Phone Number: _____

E-mail Address: _____

Party Affiliation: (Building Commission and Health Department applicants)

DEMOCRAT

Occupation: OWNER, PARAMOUNTS ARTIFACT & EXHIBIT SPECIALISTS

Education: High School NETUCHEN HS, NETUCHEN NJ

College UNIVERSITY OF CALIFORNIA, SANTA BARBARA

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:

CHARLES TOWN WV 25414

Received

JUL 05 2022

Magisterial District: CHARLES TOWN

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

SEE LETTER & RESUME

Organization Memberships and Positions Held :

CHESAPEAKE AND RETRIEVER RESCUE & RESCUE - BOARD DIRECTORS / MEMBER
GOOSE ROUTE ARTS COLLECTIVE - BOARD MEMBER / SECRETARY

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

Date:	Offense:

Statement: I BRING OVER 30 YEARS OF MANAGEMENT AND LEADERSHIP EXPERIENCE WHICH I BELIEVE COULD BE BENEFICIAL TO THE JEFFERSON COUNTY BOARD OF HEALTH

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: Nancy A. Veldner Date: 06/30/2023

This application is good for one year 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.

Ch

Hickerson County Board of Health

- a. i.
- ii
- b.
- c.
- d.



Jefferson County Commission
Application for Boards, Committees or Commissions

Please print or print information

Name Stephanie Fagan

Telephone Number

Work Address

Number

Home

Address

Party Affiliation: (Building Commission and Health Department applicants)

Democrat

Social worker

College Westfield State University - MSW

residence ?

Address

Kunsa, NY 12457

Name: Charles Town

Qualifications for this Position and/or Additional Information: Resume included

Organization Memberships and Positions Held: Chairman of Policy Committee for Head Start



7/16/2023

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 20, 2023, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board:

- 1 unexpired term for Citizen Representative ending April 5, 2024

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday before the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

Jefferson County Development Authority Board | 2023

Resignation

<i>Name</i>	<i>Position</i>
SEAN FEIGO	Citizen Representative

👉 **Current Opening – one unexpired term ending April 5, 2024**

Interested Applicants

<i>Name</i>	<i>Contacted/Info. Provided?</i>
BRYAN DERRICKSON	Yes/Yes – attached
ZACH HOLLAND	Yes/Yes – attached
MARY KATHRYN ROBINSON	Yes/Yes – attached
DR. JAMES DOVEL	Yes/Yes – attached

LETTER OF INTENT

Bryan Derrickson

Harpers Ferry, WV 25425

Date: June 26, 2023

Dear Members of the Jefferson County Commission,

I am contacting you to express my sincere interest in applying to serve as a citizen representative on the Jefferson County Development Authority Board. I have been a resident of Jefferson County for 38 years, graduated from Jefferson High School and attended Shepherd University. Following my studies, I have worked as a federal contractor supporting various program management offices in the Department of Defense and Homeland Security. My work as a Project Manager supporting large telecommunications and infrastructure projects requires attention to detail, organizational skills, establish and track cost, schedule and performance, and the ability to create and maintain project documentation and brief senior leadership. I have also held a position as a Citizen Representative on the Jefferson County Emergency Services Agency Board since August 2023.

I believe that my skills as a Project Manager and experience as a citizen representative on the JCESA board will be a significant asset in my service to both the Commission and Jefferson County Development Authority Board. Please do not hesitate to contact me should you require more information. Thank you for your time and consideration.

Sincerely,

Bryan Derrickson



Bryan Derrickson

Bryan C. Derrickson

Harpers Ferry, WV 25425

Project Management Professional with extensive experience demonstrating analytical skills, cost management, project schedules, field operations, network engineering, staff development, acquisition package development and workflow procedures.

Security Clearance

Active TS/SCI

Professional Experience

Global Com, Inc.

Sterling, VA

Project Manager

May 19 - Present

- Manages operations of all assigned projects at various government and commercial facilities to include cost, schedule, performance and risk mitigation.
- Provides technical assistance, estimating, design and engineering of telecommunications systems to support voice, data, and video services.
- Provides guidance to management in advance about manpower requirements, risk assessments/mitigation strategies, quality assurance and communication plans.
- Documents every aspect of the project lifecycle, including the creation of change orders, logistics, punch-lists, close-out documentation and warranties.
- Provides stakeholder interaction to build relationships with successful project completion and communication
- Provides reports to internal and external stakeholders on weekly, monthly and quarterly basis.

Redhorse Corporation

Rosslyn, VA

Acquisition Specialist

Oct 17- May 2019

- Engineering support for Government Services Administration (GSA) Transition Order Assistance (TOA) migrating telecommunications services from the expiring Washington Interagency Telecommunications Services (WITS III), Network and Regional LSA contracts to the GSA Enterprise Information Systems (EIS) contract.
- Provide customer service, network analysis, configuration management and technical engineering for dependent projects supporting migration to current networks.
- Development of various project documents such as the Site Inventory Confirmation (SIC), Requirements Development Document (RDD), Performance Work Statement (PWS), Statement of Work (SOW), Independent Government Cost Estimate (IGCE) and Traffic Models.

Mission First

Alexandria, VA

Senior Project Manager

Mar 17- Oct 17

- Provide Project Management support to PEO-EIS Power Projection Enablers (P2E) at Fort Belvoir, VA
- Responsible for managing P2E Infrastructure Modernization (IMOD) projects in multiple OCONUS theaters.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- Provide weekly briefings on multiple projects to Product Manager P2E (PD-P2E), 335th Signal Command and other stakeholders.
- Track various integrator cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to Program Director as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.

SNR Systems, LLC.

McLean, VA

Senior Project Manager

Jan 15- Mar 17

- Responsible for managing Defense Information Systems Agency DATMS Elimination Project in all theaters of operation.
- Provide customer service, analysis, configuration management and technical engineering for dependent projects supporting DATMS elimination and related networks (MPLS, ODXC, MSPP and DISN Converged Access (DCA)).
- Manage resolution of provisioning and implementation issues and develop practices and procedures for circuit installation and customer migration off of DATMS.
- Responsible for assisting government lead with project lifecycle activities including project plan documentation, project execution, maintaining project schedule, and preparing weekly and quarterly briefings for senior leadership.

- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions for over 6500 circuits on the DATMS network.
- Track activation of over 200 L2 VPN replacement circuits.
- Provide and prepare weekly metrics and project review documentation to senior leadership.

OCTO Consulting, Inc.

McLean, VA
Apr 14- Dec 14

Project Manager

- Responsible for managing Installation Information Infrastructure Modernization Program (I3MP) at multiple locations.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- I3MP onsite Project Manager for multiple base upgrades under Network Modernization-CONUS (NETMOD-C) initiative.
- Provide weekly briefings on multiple projects to Product Manager I3MP (PD-I3MP), 93rd Signal Command, 7th Signal Command and other stakeholders.
- Work with 7th Signal Command and DISA to coordinate MPLS router installation prior to deployment of NETMOD-C implementation team.

SERCO

Reston, VA
Aug 11- Mar 14

Engineering Project Manager

- Develop and submit appropriate documentation (SRD, PWS, IGCE and PWS) to the Contracting Office for development of Acquisition Packages supporting I3MP.
- Identify all requirements associated with the engineering, development, strategy and execution of the acquisition processes supporting I3MP projects at multiple Base/Camp/Post/Stations.
- Track the integrator's cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to PD-IE as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.
- Support long-range program planning for assigned projects and preparation of budget estimates for I3MP.
- Manage various internal and external implementation meetings such as weekly Program Schedule Reviews (PSR) and Quarterly Progress Reviews (QPR) and Systems Engineering Reviews (SER).
- Supervise activities required to design, deploy, and/or evaluate network infrastructure solutions to manage either data (LAN, WAN, data centers) or voice (analog or VoIP) across all Unified Capabilities (UC) increments.

SAIC

McLean, VA
Feb 09 – Aug 11

Information Assurance Manager

- Responsible for tracking DISA PEO-IAN projects for Network Services (NS1) at 25 world-wide locations.
- Responsible for maintaining configuration diagrams for 10-12 racks of NSA and DoD equipment at each site and ensuring full compliance with network policies and standards.
- Coordinated installation of Information Assurance (IA) products between Information Assurance/NetOps Program Executive Office (PEO-IAN) and NS6 (the DISA Network Services Directorate's Service Delivery Division).
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Responsible for escalation of issues to appropriate groups within DISA to ensure timely completion of various actions.
- Analyzed network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for working with Global NetOps Support Center (GNSC) at Scott AFB to schedule circuit and equipment activation for various projects.
- Responsible for supporting DISA GIG Convergence Master Plan (DGCMP) on the Assured IP project as a coordination and management effort across DISA organizations to support enhanced DISN services provided by the IP networks.
- Worked with Tier II engineers on testing IPv6 for upgrade to aggregation routers.

URS Apptis

Chantilly, VA
Dec 03- Feb 09

SIPRNet Program Manager

- Responsible for tracking Defense Information Systems Agency (DISA) bandwidth requirements for SIPRNet access to the Defense Information Systems Network (DISN).
- Provided customer service, analysis, configuration management and technical engineering to all phases of network design, operation and management supporting SIPRNet requirements and related issues.
- Managed resolution of provisioning issues and develop practices and procedures for circuit installation and maintenance.
- Managed a team of 3 Communications Hardware Specialists and IP CCB Secretariat.
- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions.

Juniper Networks- M20/M40/M160/M320- (May 2007, Falls Church, VA)

Nortel Networks- OC12/OC48/OC192- (June 2000, RTP, NC)

Cisco Systems- CISCO 15454 (October 1999, Reston, VA) and 12008 (April 2000, Reston, VA)

Related Skills

Microsoft Office (Word, Excel, Power Point, Project); NetPro, Trex, Aperture, AutoCad, Visio, ID, Remedy, CiscoWorks, TelNet, ICATS, WWOLS-R, Visionael and Sharepoint.

Education

Jefferson High School - May 1993.

Strayer University- Currently pursuing a Bachelor's of Science in Computer Information Systems.

Zachary G. Holland
Harpers Ferry, WV 25425

ATTN: Jessica Carroll
Jefferson County Commission, WV
124 E Washington St
Charles Town, WV 25414

Dear Ms. Carroll,

This letter, alongside my resume, serves as my application for the Citizen Representative position on the Jefferson County Development Authority Board. The opportunity caught my interest given my background in nonprofit administration, community engagement, and more importantly, my desire to be more involved in my local West Virginia community and to give back to such a unique and beautiful area such as the one we live in.

In this role, I will work with the JCDA Board to promote fiscal vitality, secure economic and social investment in our community, and to advance the betterment and living standards of the county's greatest resources, its people. I am from the hills of western NC, educated in eastern TN, as well as lived in southern WV and now Jefferson County in beautiful Shannondale. The Appalachian Mountains and its people hold a special place in my upbringing and my heart. Unfortunately, Appalachia has been in economic decline and distress for decades, with the state of WV being one of the most impacted.

Fortunately, Jefferson County, alongside the greater Eastern Panhandle, has shown signs of economic progress in recent years, and has continued to grow while other parts of the state have sadly lagged. My desire for Jefferson County is to serve as a model and blueprint for the state on how to promote economic growth, foster job creation and thriving communities, and ensure the betterment of its people. While my background in nonprofit administration, grant writing, and corporate relations will aid me in this role and make me a strong candidate, serving on this board will provide me with a firsthand experience into public service and opportunities to learn and understand the innerworkings of local government and community engagement in favor of a stronger Jefferson County. Particularly, I would like to help provide a voice for my local Shannondale community, which is often underrepresented, if at all, within the county's numerous citizen boards and public service opportunities.

I would appreciate an opportunity to further share my qualifications and excitement to serve with the JCDA Board and the County Commission as they work to fight for a stronger, better, and more economically sound Jefferson County that benefits everyone. I look forward to connecting soon!

Best Regards,

Zachary Holland

Zachary G. Holland
Harpers Ferry, WV 25425

RECEIVED

JUN 09 2023

Technical Skills

Eventbrite, Microsoft Dynamics 365, Dimensions, Slack, Raiser's Edge, Salesforce, iWays, Zoom
County Commission
of Jefferson County, WV

Professional Experience

American Constitution Society Washington, DC (January 2023-current)
Assistant Director of Development

- Created, managed, and oversaw fundraising strategies and built programs for corporate giving, national and regional event sponsorship, and contributed to membership and network growth for the organization.
- Working along the board of directors and executive staff, facilitated the procurement of more than \$300,000 for ACS' annual national convention through corporate, nonprofit, and law firm sponsorships, all in the first five months of taking on the new role at ACS.
- Researched, gathered information, and built out programming and engagement strategies for securing new and untapped founding sources through robust prospective funder tracking methods.

The Washington Center for Equitable Growth Washington, D.C. (February 2020-January 2023)
Development Associate

- Wrote, edited, and submitted high-quality proposals, reports, products, and correspondence to current and prospective funders at numerous foundations and charitable ventures while working to secure, expand, and diversify funding streams for the organization's more than \$14,000,000 budget.
- Conducted research to identify current and prospective funders and their alignment with organizational programming priorities as well as targeting areas for future philanthropic outreach.
- Assembled and disseminated comprehensive preparation material for utilization during the engagement of prospective funders and the stewardship of longstanding existing partners.
- Collaborated with other department teams across the organization to write, edit, design, and spearhead the production of robust and captivating annual reports for the 2020 and 2021 fiscal years.
- Maintained and facilitated complete development library of standard language and content for use on grant proposals, funder reports, and stakeholder correspondence.
- Worked cooperatively with the Development Director and Development Team to maintain proficiency and accuracy of the organization's Salesforce database in order to demonstrate funding needs, support the research base behind Equitable Growth's work, and showcase program outcomes and efficacy.

Contractor for Nonprofit Clients Washington, D.C. Area (March 2018-February 2020)

- Mobilized timelines of donor cultivation efforts, program campaigns, and vendor relations, ensuring strong mission impact and budget requirements be met.
- Managed logistical procedures and planning for a high-profile donor cultivation event with 225 attendees, fundraising over \$360,000 for programming while ensuring positive guest experience.
- Regulated gift entry and contact directory, facilitated donor acknowledgments, and ensured database integrity. Ensured strong member to organization relationships through responding timely to customer service email inbox and compiling meeting material.
- Assembled and wrote detailed research profiles of donor prospects for utilization for cultivation, solicitation, and stewardship as well as providing executive administrative support to the Chief Development Officer, CEO, and senior leadership.
- Managed events by securing, reviewing, and negotiating contracts with venues, vendors, and external constituents.

AmeriCorps VISTA

Beckley, WV & Salt Lake City, UT (March 2016-March 2018)

VISTA Leader, Conservation Legacy

- Provided support, training, resources, and mentorship to nearly 30 VISTA members in the field while managing the activities, growth, and development of the Support Office.
- Collaborated with VISTAs across the nation conducting community and economic development work through environmental stewardship and public lands awareness with groups such as the Department of the Interior, tribal colleges, and nonprofits.
- Reported and compiled data and information pertaining to member projects using Microsoft SharePoint while facilitating communication between sites and Support Office.
- Developed budget proposals for economical travel itineraries and efficiently tracking expenses

Facilitated social media outreach with photography, content development, and strategic posting.

VISTA Member, Utah Community Action

- Served with AmeriCorps on yearlong volunteer term with national service program.
- Connected the agency with individuals, businesses, and other organizations in order to increase overall effectiveness, outreach, and relations with addressing community needs.
- Integral member of Resource Development Team with research, writing, and implementation of grants from public and private entities while securing over \$165,000 in assets for programs.
- Assisted with preparation, planning, and logistical support of fundraising efforts.

Part-Time Experience

Sunset Hills Vineyard

Purcellville, VA (October 2021-current)

Part-Time Tasting Room Associate

- Served in various capacities such as bartender, host, busser, and expeditor while providing superior customer service and ensuring a positive guest experience for wine club members and the general public.
- Coordinated food and beverage preparation, serving, and cleaning of establishment as well as supporting management in event preparation, ensuring a smooth run of show, and assisting with breakdown.
- Facilitated commercial transactions and ensured accurate stocking and tracking of inventory while overseeing food, beverage, and retail purchases at checkout.

Education

Carson-Newman University

Jefferson City, TN (December 2015)

- Bachelor of Art – Cross Cultural Sociology & Religion

Lenoir-Rhyne University

Hickory, NC (2011-2012)

- High School Scholars Academy – Dual enrolled in university-level classes while completing senior year of high school.

Volunteering

Jefferson County Vision

Jefferson County, WV (July 2022-current)

Potomac Appalachian Trail Club

Washington, D.C. Area (January 2021-current)

Boy Scouts of America

Hickory, NC (Eagle Scout Rank earned in 2011)

A Christian Ministry in the National Parks

Asheville, NC (2015)

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Zachary Holland

Home Telephone Number: _____

Work Address: _____

Work Phone Number: _____

Mobile Phone Number: _____

E-mail Address: _____

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

Occupation: Nonprofit/Administrative (full time) winery/ hospitaly (part time)

Education: High School Fred T. Foard High School Newton, NC

College Carson-Newman University Jefferson City, TN

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:

Harpers Ferry, WV 25425

Magisterial District: Harpers Ferry District (Shannondale)

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

Please see attached resume and cover letter (included in application)

Organization Memberships and Positions Held : _____

Please see attached resume and cover letter (included in application)

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

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.

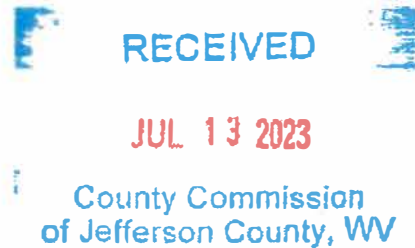
I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand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

Signature  Date: 6/6/2023

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.

July 12, 2023

Jefferson County Commission
PO Box 250
Charles Town, WV 25414



Dear Commissioners,

For your consideration, enclosed is my application for appointment to the unexpired term for Citizen Representative ending April 5, 2024 to the Jefferson County Development Authority Board.

A Jefferson County native, my roots run deep in the agriculture community. Fourth generation orchard operators, Twin Ridge Orchard is the last commercial apple producer in the County. A proponent of conservation, the orchard has been under Jefferson County Farmland Protection since 2010. The invaluable life lessons learned on the farm, such as humor, tenacity, optimism, and a strong work ethic, have provided a solid foundation; family instilling a sense of community, kindness towards others, gratitude and humility.

Dedicated to representing Valley Health occupational health services in the Eastern Panhandle since 2018, partnering with regional businesses to maintain a safe, compliant, healthy work environment. My professional work experience includes government, private sector, and not-for-profit, prior to joining Valley Health in 2006. Though the titles may change, the majority of my forty year career can be summarized as *relationship building*. The ability to successfully cultivate relationships, and establish trust through honesty and transparency, is integral to organizational success.

In closing, at the heart of it is my love for Jefferson County, and a desire to utilize my talents and resources in support of the JCDA mission, to attract and retain business, resulting in an enhanced community for all.

I'm available to answer any additional questions. Your thoughtful consideration is appreciated.

Sincerely,

A handwritten signature in black ink that reads "Mary Kathryn Robinson".

Mary Kathryn Robinson
Jefferson County Resident

Jefferson County Commission
Application for Boards, Committees or Commissions

Name: Mary Kathryn Robinson (Hockman)
Home Phone: None
Work Address: , Martinsburg, WV 25401
Work Phone:
Mobile Phone:
Email Address:
Party Affiliation:
Occupation: Business Development & Marketing

Education: Jefferson High School, Shen. Jct., WV
Mary Baldwin College, Staunton, VA – *BA, Psychology/Business Management*
Shenandoah University, Winchester, VA – *Certification in Public Management*
University of Georgia, Athens, GA – *Certification in Non-Profit Management*

Workforce Training:

OSHA 10 General Industry Certification
DOT 49CFR Part 40 Workplace Drug & Alcohol Training
Disney's Approach to Employee Engagement
Human Resource relevant topics via EPSHRM membership ongoing

Are you a United States citizen? YES
Are you a West Virginia resident? YES
Are you a resident of Jefferson County? YES
Are you able to produce verification of residency? YES

Address:

Charles Town, WV 25414

Magisterial District: 23rd Judicial Circuit

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

- **Jefferson County native**
- **Twin Ridge Orchard Co. Inc. - Vice President & Farm Market Manager**
- **Junction Properties LLC – Rental property owner in Jefferson County**
- **Valley Health | Employer Health – Program Manager, Business Relations (2006 – Present)**
- **Community engagement and established regional business relationships**
- **Knowledge and experience in the industry of Occupational Safety & Health**
- **Fifteen year experience in service agreement/contract execution and oversight**
- **Successful contract execution with Fortune 500 companies operating regionally; relationship development and client support ongoing**
- **A Human Relations relevant training participant provided by EPSHRM & BRCTC on a monthly basis. A life-long learner, personal and professional development are priorities**
- **Conference & event planning lead; successful execution 10 – 1000 attendees; highly organized**
- **Jefferson County Chamber of Commerce - Leadership Jefferson Alumni**
- **Winchester-Frederick County Chamber of Commerce – Community Leadership Program Alumni**

Organization Memberships and Positions Held:

- **Rotary Club of Charles Town – Member**
- **Martinsburg-Berkeley County Chamber of Commerce – Board Member**
- **Shepherd University Foundation – Board Member**
- **Women Investing in Shepherd (WISH) - Member**
- **Eastern Panhandle Society for Human Resource Management – Member**
- **National Association of Occupational Health Professionals - Member**

Have you ever been convicted of any felonies?

NO

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 handwritten signature in cursive script, appearing to read "Mary Kathryn Robinson", written over a horizontal line.

Date: July 12, 2023

DR. JAMES DOVEL
SHEPHERD UNIVERSITY

RECEIVED

JUL 14 2023

Assistant Professor of Business Administration |

~~County Commission~~
of Jefferson County, WV

July 10, 2023

Dear Jefferson County Commissioners,

Please accept my application and resume for the Citizens Representative on the JCDA Board of Directors. My interest in this position includes serving the local community, facilitating more connections between Shepherd University and the local business community, and helping with local economic growth.

Note my broad educational and work background. I currently serve as an assistant professor of business administration at Shepherd University. My education includes degrees in both technology and business administration. I have experience as an entrepreneur, working for family businesses, working for Fortune 500 companies, and in education from youth sports to teaching at the graduate level.

I also have previous successful board experience as a school trustee. Our board successfully facilitated the passage of a bond for a new K-12 school building after two decades of failed attempts. My specific role on the board was treasurer. This tenure included participating in board training and development and serving during both successful and trying times.

Finally, I have experience with business construction and expansion projects. This includes going through local planning and zoning and building permitting processes. These included new construction, remodeling, and repurposing existing facilities.

Again, please review my qualifications and consider my application for the board position.

Sincerely,



Dr. James Dovel
Shepherd University

PO Box 5000: Shepherdstown, WV 25443-5000

Office: 304-876-5255 | www.shepherd.edu

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Dr. James Dovel, DBA

Home Telephone Number: _____

Work Address: _____, Shepherdstown, WV 25443

Work Phone Number: _____

Mobile Phone Number: _____

E-mail Address: _____

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

NA

Occupation: Assistant Professor of Business Education

Education: High School Garden Valley H.S. Garden Valley, Idaho

College B.S. Oregon Institute of Technology

Trade/Business School MBA Portland State University, DBA Wilmington University

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:

63 Reachcliff Circle

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:

See Resume

Organization Memberships and Positions Held : _____

See Resume

Have you ever been convicted of any felonies? 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:  Date: 7/10/23

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.

James Dovel

Shepherdstown, WV 25443



Curriculum Vitae

Dedicated and driven professional with a unique background in strategic business planning, operations management, family business, and entrepreneurship, combined with a formal education including doctoral and master's degrees in Business Administration. Seeking to utilize my position as a business professor and as an entrepreneur to advance entrepreneurship for the next generation. Offers a valuable combination of practical, academic, and technical knowledge along with teaching and mentoring experience. Possesses the credentials and direct experience to teach a wide range of business and entrepreneurship-specific coursework in both classroom-based and online-learning environments.

Education and Certification

Doctor of Business Administration – Wilmington University, New Castle, DE (2018)

Dissertation: *A Biodata Study of the Relationship between Positive Youth Development and Employment Longevity among Small Business Customer Service Employees.*

Employee-selection instrument is in the beginning stages of commercialization

Master of Business Administration – Portland State University, Portland, OR (1993)

Bachelor of Science Degree – Oregon Institute of Technology, Klamath Falls, OR (1990)

Research and Professional Works

OER Intervention Utilization: (2023) Tenure and Promotion Case Study: DOERS3

Implementing Effective, Relevant, and Interactive Discussion Boards to Enhance Engagement of Students and Instructors (2023), In peer review, *Journal of Business Educators*

Creating OER using a Create a Textbook Assignment using the Discussion Board Tool: (2022) Open Learning WV Webinar

Using a Flipped Classroom to Develop OERs for a Graduate Entrepreneurship Class: (2022) Open Learning Statewide Convening,

Covid-19 and Multimedia Discussion Forums (2021), Center for Scholastic Inquiry, best presentation runner up award.

Positive Youth Development & Employment Longevity (2020). Center for Scholastic Inquiry Presentation.

Small Business Institute Journal Article Review: Veterans Serving the Franchise Sector (February, 2020)

A Biodata Study of the Relationship between Positive Youth Development and Employment Longevity among Small Business Customer Service Employees (Dissertation, 2018)

Employee Selection Research Project: Transformational Leadership Selection (2017)

Practical Business Research Project: A Model for Predicting Optimal Labor for Roadside Businesses (2015)

Continued...

Grants Awarded

- \$1,500: Open Education in Tenure and Promotion Case Study Authorship– DOERS3 (2023)
 - \$1,000: Open Education Resources Grant– Open Learning WV (2022)
 - \$5,000: High School Business Plan Competition--Shepherd University President's Club (2021)
 - \$1,000: Open Education Resources Grant– Open Learning WV (2022)
-

Certificates and Awards

- CITI for IRB Members– Collaborative Institutional Training Initiative (2022)
- CITI for Researchers– Collaborative Institutional Training Initiative (2022)
- Best Presentation Runner Up Center for Scholastic Inquiry Conference (2021)
- ServeSafe Examination Proctor (2021)
- Employee Respect Training (2021)
- Human Resources Search Training (2021)
- Applying the QM Rubric Course (APPQMR) – Quality Matters (2020)
- Designing Your Online Course (DYOC) – Quality Matters (2020)
- Human Resources Search Training (2020)
- ITeach Essentials Certification – Connecticut Distance Learning Consortium (2018)

Education Experience

SHEPHERD UNIVERSITY, Shepherdstown, WV
Assistant Business Professor, August 2019 to Present

Special Projects:

High School Scholarship Contest: Created and administered high school business plan scholarship contest. (2022-present)

Experiential Learning projects:

Popodicon Venue Marketing

YouTube Curriculum Development

Applied Business Lab in Partnership with the West Virginia Small Business Development Center

Classes Taught:

BADM212, Introduction to Innovation

BADM310, Principles of Management

BADM311, Exploring Entrepreneurship

BADM370, Entrepreneurial Organization and Financing

BADM400, Innovation Integration

BADM 407 Business Strategy and Policy

BADM411, New Venture Creation

MBA501, Entrepreneurship

MBA520, Management, Leadership and Ethics

MBA525, Facility and Event Management

MBA548, Applied Business, Executive Decision Making

Committee Service:

Core Curriculum

Course Substitution Subcommittee

Merit Evaluation

Scholarship and Financial Aid

Athletics Committee

West Virginia Collegiate Business Plan Competition Oversight Committee

East Campus Loop Campus Advisory Committee

COB Advisor Search Committee

Marketing Directing Search Committee

Accounting Professor Search Committee

Provost Search Committee

Chair Business Professor Search Committee

Faculty Senate

Institutional Review Board

Program Review Committee

Graduation Floor Marshal

Advising:

Undergraduate business entrepreneurship students

New student orientation

Professional Development Highlights:

Focus on Student Learning Workshops

Techshops

Early Brightspace user

Small Business Administration Economic Disaster Loan Training

WVU Encova, SBA Paycheck Protection Program

Rural Business Development Grant Webinar

Small Communities Big Solutions

McGraw Hill Virtual Business Analytic Summit
Grant writing seminars
SCORE Webinars
President's Lecture Series on Nobel Prizes
DegreeWorks training
Grow with Google
Relationships, Resilience, and Reflection
Teaching that Empowers Academic Belonging

STEVEN'S HENAGER COLLEGE, Boise, ID
Business Professor, January 2019 to July 2019

Classes Taught:

Acc102, Fundamentals of Accounting II
Acc103, Fundamental of Accounting III
Acc213, Principles of Accounting I
Acc214, Principles of Accounting II
Acc215, Principles of Accounting III
Acc216, Principles of Accounting IV
Acc217. Principles of Accounting V
Acc321, Intermediate Accounting II
Ecn220, Economics
Eth233, Ethics
Fin334, Financial Management I
Man103, Management Principles
Man104, Business Practices
Man210, Entrepreneurship
Man224, Business Law
Man230, Advertising Principles
Man324, Operations Management
Man443, Organizational Design and Change
Man444, Human Resource Management
Sta322, Statistics

Adjunct Business Professor, September 2018 to January 2019

GARDEN VALLEY HIGH SCHOOL, Garden Valley, ID

Head Middle School Football Coach/Defensive Coordinator High School Football, 2010 to 2018

Serves as longstanding coach for participants of youth football program with approximately 40 participants annually. Collaborates extensively with students, their parents, and staff to maintain and grow program.

- Led team from initial record of zero wins to achieve multiple undefeated seasons.

Professional Experience

SOURDOUGH LODGE, Lowman, ID

Owner, 1998 to 2022

General Manager, 1998 to July 2019

Responsible for all strategic business planning, operations management, sales, and marketing for this growing business which includes a lodge, motel, cabins, restaurant, retail store, and RV camping. Manages activities of 4-16 employees across all positions; leads all hiring and training processes. Develops new service and product offerings. Evaluates infrastructure and equipment needs and investments, and handles purchasing and contractor relationships. Assesses, sources, and deploys new technologies. Oversees design and management of the organizational website. Secures and maintains all applicable business licenses.

- Grew sales by 900% by conceptualizing and implementing innovative business strategies in a limited market.
- Oversaw the planning, budgeting, scheduling, and implementation of five business-expansion projects including new lodging units and retail store, and a major restaurant remodel.
- Developed a new scheduling algorithm assessing sales, weather, holiday, and traffic trends that improved ability to project sales and ensure full capacity.

MAC TOOLS, Columbus, OH

Recruiter/Analyst, 1993 to 1998

Built and operated nationwide distributor recruiting and selection program for this division of the Stanley Works (now Stanley Black & Decker), the Fortune 500 manufacturer of industrial tools and household hardware. Oversaw four recruiters and more than 100 district managers' recruiting activity. Managed interviewing and hiring processes. Developed distributor route allocations utilizing advanced analytical methods.

- Decisive program leadership resulted in 9% reduction in distributor turnover rate.
- Acted as a primary data analyst providing information that supported decision making by the CEO.
- Designed a card-reader system that scored biographical screening tests.

Prior professional experience as Foreman and Maintenance Engineer with Peter Kiewit & Sons in Portland, OR.

Entrepreneurial Experience

Business Purchase, Sourdough Lodge (1998)

Developed a business plan to purchase an existing business that successfully obtained bank funding.

Cabin Rental Purchase, Sourdough Lodge (1999)

Successfully purchased a cabin to serve as a nightly and or long-term rental by obtaining private funding.

Built Two Additional Cabins, Sourdough Lodge (2001)

Developed a business plan and obtained bank funding, Planning and Zoning approval, and other permitting. Successfully supervised completion of the construction contract.

Purchased and Relocated a Cabin. Sourdough Lodge (2002)

Successfully executed a building purchase and relocation to include funding from business revenue and permitting approval.

Building Modification Project that turned onsite residence into lodging rental units. Sourdough Lodge (2003)
Successfully turn on onsite residence into rental units after purchasing additional property as an owner's residence.

Restaurant Remodel with the Addition of a Convenience Store. Sourdough Lodge (2004)

Developed a business plan and obtained bank funding, Planning and Zoning approval, and other permitting. Successfully supervised completion of the construction contract.

Business Expansion Project, Ongoing. Sourdough Lodge (2014)

Purchased an adjoining property for future cabin and lodging expansion.

Developed Employee Selection Instrument, Ongoing. James Dovel (2018)

Developed a commercially viable employment selection instrument as part of a doctoral dissertation project. Commercialization is in progress.

Accounting and Finance Experience

QuickBooks. Sourdough Lodge (1998-2022)

Responsible for all aspects of bookkeeping, accounting, financial control, and tax preparation and filing.

Community Service

Business Plan Judge: Jefferson County Development Authority (2023)

Business Plan Competition Judge, Coach and Committee member: West Virginia High School and Collegiate Business Plan Competition. (2019 to present)

School Board Trustee, Garden Valley School District (2006 to 2008)

Served on board responsible for passing a construction bond for a new school following nine failed attempts.

Volunteer Auditor, Lowman Volunteer Fire Department (2018)

Audited yearly financial statements and books.

Professional Association

International Personnel Assessment Council

Center for Scholastic Inquiry

WV Entrepreneurship Ecosystem

International Accreditation Council for Business Education

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, August 3, 2023 or as soon thereafter as the Commission may decide:

Jefferson County Community Criminal Justice Board - three three-year terms for At-large representative, ending July 3, 2026.

All appointees must be residents of Jefferson County.

“The Community Criminal Justice Board evaluates and monitors community corrections programs, services, and facilities to determine their impact on offenders and develop and apply for approval of community corrections programs operated by the Jefferson Day Report Center, a non-profit organization.”

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 pm on the Monday before the proposed appointment date.

Please direct any questions regarding the background needed to apply for these positions to Kelly Franklin, Executive Director, Jefferson Day Report Center at (304) 728-3527.

Additional information regarding appointments to County boards, commissions, and committees may be obtained by calling the Commission Office at (304) 728-3284.

Aidan Boyer
Peace Ridge Rd.
Bakerton, Harpers Ferry

Dear Jefferson County Commissioners,

I am writing this letter of interest to take part in the Jefferson County Community Criminal Justice Board. Please except this letter as an expression of my interest.

I am Interested in taking part of this Community Criminal Justice Board because I am wanting to be involved more in the community by helping to make decisions that can help impact lives. With this being said I have eamed my associate degree in human services. Currently, I am in school at Shepherd University working towards earning a degree in Social Work. I have done multiple internships through Jefferson Day report working with court ordered referrals dealing with substance abuse, domestic violence, and mental health. Through Jefferson County Day Report, I was able to complete my certification in Recovery/ Life Coaching as well as multiple other certificates and certifications such as, youth mental Health first aid, Adverse Childhood experience training (ACE'S), and Recovery Ally Training. With all these different training courses, I have been able to effectively work with all different types of people in the community.

Being that I am a resident, student and an employee of Jefferson County I think my input in the community is very valuable. I hope you take me into consideration as a board member. I promise to always bring Integrity, honesty, and competence to my work.

Sincerely,

Aidan Boyer

A handwritten signature in black ink that reads "Aidan Boyer". The signature is written in a cursive style with a long, sweeping tail at the end.

Aidan Boyer

Bakerton, WV 25410 | 1

Skills and Abilities

- **Leadership-** Taking charge of large groups, such as restaurants and LLCs
 - Running El Ranchero as the leading server out of 20+ other competitive employees
 - The ability to develop strategizing plans, organize paperwork, complete business licensing for large companies, sell memberships, and complete large tasks that require critical thinking, such as operating catering, events, and marketing pages
- **Accountability-** Taking on large roles of responsibility while being accountable for the decisions made
 - Operating social media account(s) for large businesses, such as El Ranchero
 - Cooperative with customers and fellow employees, managers, or owners
 - Owning up to mistakes regarding customer's needs; making sure the task(s) at hand are completed considering all situations
- **Strong Communication-** The ability to communicate with employees, customers, and clients physically or indirectly, such as via social media, phone, or email
 - The ability to resolve any situation regarding customers, such as serving large parties or mass amounts of tables at once (7+)
 - Excelling in customer service
 - Bilingual-(Spanish)
 - Clients followed me from previous restaurants to continue to be served with respect and consistency
- **Hard working-** The ability to work long hours consistently (+12 hours per day/ 40+ per week)
 - Full-Time Student (Shepherd University) and part-time employee (El Ranchero/JDRC)
 - Willing to work on national and federal holidays
 - Began working at 14 years of age at 340 Defense
- **Growth-** the ability to learn, adapt, and grow as a worker and as an individual
 - Started picking brass shells from the ground and selling them for profit at 14 years of age
 - Progressed as an office manager by age 15, which required selling memberships, filling out paperwork, and opening/closing the range

Experience

Office Manager | 340 Defense | Charles Town, WV | 2015-2017

As an office manager, I was expected to sell memberships, acclimatize them to the range, file paperwork, and sell products. I was also required to open and close the range.

Server| La Mezzaluna | Charles Town, WV | 2017-2019

Starting in 2017, I was hired to operate the To-Go department. I progressed as a server, which led to recurring customers and exceptional customer service. As a server, I was responsible for using To-Go's, taking tables and serving them drinks and food, and cleaning floors, bathrooms, or anything the managers or owners asked.

Server | El Ranchero | Ranson, WV | 2020-Present

- Catering Director
- Highest sales ratio
- Social Media Supervisor

Case Manager | Jefferson Day Report Center| Ranson, WV | 2022- 2023

- Recovery/Life Coach Certified
- Drug Screening Certified
- Opioid Antagonist (Naloxone) Training
- Youth Mental Health First Aid

I was formally employed as a case manager. I have been able to work with clients who have gained my respect with the tributes and tribulations they are going through. With the help of the JDRC, I earned my certification in Recovery/Life Coaching.

Education

- Shepherd University
 - 2022-Present – Pursuing a Bachelor of Social Work
- Blue Ridge Community and Technical College
 - 2020-2022 – Associates of Applied Sciences in Human Services
- 2019- Jefferson High School, WV
 - Graduated Cum Laude

References

- Available upon request.

Kristen Vogel

Charles Town, WV 25414

July 26, 2023

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

Dear County Commissioners,

I am writing this letter to express my interest in serving as a member of the Jefferson County Commission Criminal Justice Board. As a dedicated and community-focused individual, I am committed to contributing my skills, experience, and passion to support the betterment of our county and its residents.

Throughout my years as an active community member, I have actively participated in various local initiatives, volunteer programs, and community organizations. These experiences have given me a deep understanding of the issues that matter most to our county.

My professional background in Criminal Justice has equipped me with valuable skills in strategic planning, resource management, and decision-making. These abilities will be invaluable in collaborating with fellow commissioners to identify and implement effective solutions to address the needs of our community.

Thank you for considering my application. I would be honored to be given the chance to serve as a member on the Criminal Justice Board. Please find my professional resume attached, and I eagerly anticipate the possibility of discussing my candidacy further.

Sincerely,

Kristen Vogel



RECEIVED



JUL 26 2023

County Commission
of Jefferson County, WV



JUL 26 2023

Kristen M. Vogel
Charles Town, WV 25414

County Commission
of Jefferson County, WV

QUALIFICATIONS: Fifteen plus years of experience in administrative and project support positions. Easily establish rapport with managers and co-workers. Proven excellent problem solving and proven ability to prioritize and complete multiple tasks.

JOB EXPERIENCE:

2023 to
current:

CASA of the Eastern Panhandle, Martinsburg, West Virginia
Court Appointed Parent Navigator

- Attends court hearings and MDT's for Jefferson and Berkeley County Abuse and Neglect cases.
- Supports parent/guardian improvement periods when family reunification is the goal and it is in the best interest of the child.
- Conducts consultation with assigned parents using a family-centered, non-judgemental and encouraging approach to identify parent/family needs.
- Provides recommendations and facilitate access to community based resources and services to foster parent healing, learning and growth.
- Communicates with parent attorneys and child welfare professionals to support family reunification.
- Provides case management support to parents in meeting obligations of court-order improvement periods.
- Maintains complete records about assigned cases, including appointments, interviews, referrals, and status updates.

2023 to
Current:

Corner Connection, Charles Town, West Virginia
Owner/Partner

- Flex Office Space Rental
- Event Venue/Community Room Rental
- Photography/Media Room Rentals
- Community Outreach Events/Activities

2012 to
Current:

Vinyls by Vogel, LLC, Charles Town, West Virginia
Owner/Operator

- Answers all incoming calls/emails/social media.
- First point of contact for all customers.
- Completes all office paperwork/ordering supplies/day to day duties.

- Design/Production Manager
 - Handles all invoices and payments
- 2018 to
2023:
- Ranson Police Department, Ranson, West Virginia**
Administrative Assistant/Court Clerk
- Answers all incoming calls/greets general public
 - Daily data entry of officer tickets/pawn property slips/city
capias/suspension of licenses.
 - Maintains all officer court dockets
 - Assistant to the Chief of Police and Captain
 - Approves all Accident Reports/Officer Reports via IBR
- 2011 to
2012:
- First Solar, LLC. Emmitsburg, Maryland**
Document Controls Manager
- Responsible for creating and maintaining an organized and easily
accessible filing system.
 - Responsible for tracking all submittals and requests for information,
delivering to the appropriate reviewer, and ensuring that they are
reviewed in a fast and timely manner.
 - Performs day to day administrative duties.
 - Point of contact for all on site subcontractor contract issues.
 - Assists with obtaining Permits and Plans from the county.
 - Responsible for taking meeting minutes at the weekly meetings.
 - Responsible for project closeout and file archiving at the end of
the construction phase.
- 2008 to
2011:
- H & R Block, Charles Town, West Virginia**
Seasonal Customer Service Professional
- Answered all incoming calls.
 - Scheduled appointments for Tax Professionals.
 - Completes filing of all tax returns.
 - Assists in office administration.
 - Take payments.
- 2008 to
2009:
- CH2M HILL, CCI. Manassas, Virginia**
Administrative Assistant III/Project Assistant
- Project Assistant/Office Manager
 - Main point of contact for all other site employees.
 - Responsible for re-establishing the project filing system
 - Performs day to day administrative duties, orders office supplies,
and distributes mail.
 - Responsible for taking meeting minutes at the weekly meetings.
 - Processes and handles all invoices and site related billing issues.

- Responsible for project closeout and file archiving at the end of the construction phase.

2004 to
2008:

CH2M HILL, INC. Chantilly, Virginia
Administrative Assistant II/Project Assistant

- Project Assistant/Document Controls for VDOT MEGA PROJECTS.
- Office Administrator/Submittal Coordinator for Loudoun County Sanitation Authority Project.
- Main point of contact.
- Responsible for creating and maintaining and organized and easily accessible filing system.
- Responsible for tracking all submittals, delivering to the appropriate reviewer, and ensuring that they are reviewed in a fast and timely manner.
- Assisted in the data entry of Boring Logs.
- Assisted in with project deliverables at 30% and 60%.

2004:

American Residential Services, Manassas, Virginia
Customer Service Representative

- Answered all incoming service calls.
- Scheduled appointments for field technicians.
- Conducted basic over the phone troubleshooting on HVAC systems.
- Assisted in the Production Dept, with new home warranties/construction startups.
- Assisted in Payroll and Dispatch Dept. when needed.

2003:

United States Army Reserve, Fort Eustis, Virginia
88K Watercraft Operator, E-4/SPC

- Served Active Duty from January 2003 - November 2003, in support of Operation Enduring Freedom and Operation Iraqi Freedom, obtained Veteran of War status.
- Supported 7th Group at Fort Eustis, VA.

MILITARY:

Oct. 2000 to
Oct. 2012:

United States Army Reserve, Fort Belvoir, Virginia
88K Watercraft Operator, E-5/SGT/Veteran

- Reservist with the 464th Transportation Company under the 99th Regional Support Command (RSC).
- Serve the community with emergency response capabilities.

- Responded to the September 11, 2001 terrorist attacks in a defense enhancement of the Pentagon.
- Served Active Duty from January 2003 - November 2003 at Fort Eustis VA, in support of Operation Enduring Freedom and Operation Iraqi Freedom, obtained Veteran of War status.

VOLUNTEER WORK:

2021 to
2023:

CASA of the Eastern Panhandle, Martinsburg, WV
Court Appointed Child Advocate

- Serve as a child advocate to those involved in abuse and neglect cases.
- Advocate for the child's safety, permanency, and well-being as they navigate the ups and downs of the foster care system.
- Provide resources for both children and foster families.

EDUCATION:

American Public University Systems (APUS) - Charles Town, WV
M.S., Criminal Justice - In Progress

American Public University Systems (APUS) - Charles Town, WV
B.S., Criminal Justice, Concentration Forensic Science - May
2018

Mountain State University - Martinsburg, West Virginia
B.S., Forensic Investigation - Transferred

Northern Virginia Community College - Manassas, Virginia
Advanced Certificate, Forensic Science - May 2008

**FEMA Certification IS00700 - National Incident Management
System (NIMS) An Introduction**

SKILLS:

Microsoft Office - Word, Excel, Power Point, Outlook, Access
Primavera Contract Manager v11 , Report Beam, Incode, Spillman,
Adobe Creative Cloud, Optima

The Jefferson County Commission proposes to name person(s) to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, August 3, 2023 or as soon thereafter as the Commission may decide:

Jefferson County Sheriff's Civil Service Commission - one unexpired term ending September 29, 2025.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, by 9:00 am on Thursday, August 3, 2023.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

**HAGERSTOWN / EASTERN PANHANDLE (HEP)
METROPOLITAN PLANNING ORGANIZATION**

BY-LAWS AND ORGANIZATION

ARTICLE 1 – MISSION AND AUTHORITY

Section A: Mission Statement/Goals/Objectives

The primary mission of the Hagerstown/Eastern Panhandle MPO is to perform transportation planning and coordination within the region. In that role, the MPO shall prepare a long range transportation plan for the region in accordance with prevailing Federal transportation guidelines and establish regional consensus on the Transportation Improvement Program. In addition, the MPO shall assure consistency of the TIP with the long range transportation plan.

The MPO shall coordinate its activities with the appropriate authorities and departments of all impacted state and local governments. It shall work to strengthen the continuing local transportation planning processes of the states, counties and municipalities. The MPO is an organization through which individual governmental units can work on regional problems and coordinate their efforts. It is not a substitute for local or State government.

The MPO region is defined as portions of Washington County, Maryland, Berkeley County, West Virginia, Jefferson County, West Virginia and Franklin County, Pennsylvania. It includes the cities of Hagerstown (MD), Martinsburg (WV), Ranson (WV), and Charles Town (WV) as well as smaller towns and municipalities in the region.

The major goals of the MPO are as follows:

- Move people and goods efficiently and safely
- Use existing facilities to the fullest extent practical
- Use limited financial resources to generate maximum benefit to the transportation system
- Limit impacts on air quality, the built environment, as well as historic, cultural and natural resources
- Ensure public involvement throughout the transportation planning and project development process

Section B: Authority

Authority for the State of Maryland, State of West Virginia and Commonwealth of Pennsylvania to participate in the HEP MPO is granted through the respective State Codes and through the executive power of the Governors. Powers of the MPO, its officers and member groups are derived from and are commensurate with the applicable sections of the respective state codes and applicable federal law.

ARTICLE II – MEMBERSHIP

Section A: Interstate Council

The Interstate Council shall consist of 17 members, of which 8 members will be from West Virginia, 7 members from Maryland and 2 members from Pennsylvania. Of these members, 15 shall be voting and two shall be non-voting.

The voting membership of the MPO Interstate Council shall consist of 15 members representing the following governments or agencies:

Number of Positions	Region/Agency	Appointed By:
1	West Virginia Department of Transportation	Secretary of Transportation of WV
1	Eastern Panhandle Regional Planning & Development Council (Region 9)	Region 9 Council
1	City of Martinsburg, WV	Martinsburg City Council
1	Cities and Towns of Jefferson County, WV	Jefferson County, WV Commissioners
2	Berkeley County, West Virginia	Berkeley County, WV Commissioners
1	Jefferson County, West Virginia	Jefferson County, WV Commissioners
1	Eastern Panhandle Transit Authority	Transit Authority Board
1	Maryland Department of Transportation	Secretary of Transportation of MD
1	Washington County Transit (County Commuter)	Washington County, MD Commissioners
2	City of Hagerstown, Maryland	Hagerstown City Council
2	Washington County, Maryland	Washington County, MD Commissioners
1	Washington County at Large	Washington County, MD Commissioners

Voting membership and composition of the Interstate Council shall be reviewed in concurrence with the release of the US Census Bureau's most recent decennial census to ensure equitable representation among member governments and agencies.

The non-voting membership of the MPO Interstate Council shall consist of two (2) members representing each of the following governments or agencies:

1	Pennsylvania Department of Transportation	Secretary of Transportation of PA
1	Franklin County, Pennsylvania	Franklin County, PA Commissioners

The Interstate Council shall meet on an annual basis or as needed to act on items of regional significance and the TIP program.

Representation of the local governments shall be limited to elected officials appointed by the local governmental unit. The representatives of the Departments of Transportation for both States shall be the Secretary of Transportation or their designee. The representative of Eastern Panhandle Regional Planning & Development Council (Region 9) shall be appointed by the Council and shall be an elected official or the Executive Director from the Region 9 Council.

Each member shall be appointed for a term of two (2) years.

Section B: Council Alternates

Any Interstate Council member may request, in writing, to designate an alternate to attend Interstate Council meetings. The request must specify the reason for the designation and length of time for the appointment. An alternate must be either an elected official or senior staff member from the represented local government. An alternate must be approved in advance by a majority vote of the Interstate Council. The letter of request and the letter of approval shall be kept on file at the MPO offices. Designated alternates shall have the privilege of voting on any Council matters.

Section C: Officers

At the first meeting of each calendar year, the Interstate Council shall elect a Chairperson and Vice-Chairperson with one officer position being held by a member from Maryland and the other by a member from West Virginia. The term of office shall be for one (1) year or until the first meeting of the next calendar year. In the event the Chairperson or Vice-Chairperson is unable to fulfill their duties, the Interstate Council may conduct a special election to fill the position for the remainder of the term.

The Interstate Council Chairperson will preside at all meetings, act as the spokesperson for the Council, sign all Council resolutions and appropriate correspondence, and perform such other duties as appropriate for the office. In the event that the Chairperson will not be available, he/she may delegate the chair's duties/responsibilities to the Vice-Chairperson.

Council members shall serve without compensation except that members of the Council may be reimbursed for reasonable and necessary out-of-pocket expenses associated with Council meetings or MPO activities as approved by the Interstate Council.

Section D: Voting

Voting of the Interstate Council at a regularly scheduled meeting shall require the presence of a quorum of the Council voting members, which shall be defined as nine (9) members including a majority of each state's representatives. In the event that a member of the Interstate Council is unable to attend a particular meeting, they have the option to delegate their proxy to another member of the Interstate Council, provided that alternate is from the same state as the member they are to represent. A member can exercise this option only one (1) time during a twelve month period. The proxy constitutes a portion of the quorum and shall have the privilege of voting on Council matters. However, given the importance of representation of our local governments on the Interstate Council and the importance of a quorum for conducting business, the Interstate Council may review the attendance of all members and may request the replacement of any member who does not participate (in person) in a majority of all Interstate Council meetings in a twelve month period. Furthermore, Interstate Council members may participate in the meetings via telephone or conference call provided that all participants can concurrently hear all of the conversation. The Interstate Council or an appointed committee or subcommittee should strive to conduct the majority of voting activities at their regularly scheduled meetings. However, electronic voting is allowed when deemed necessary by the Chairperson or Interstate Council. Electronic votes of the membership of the MPO may be authorized by the Chairperson between meetings of the Interstate Council, provided all voting members of the Interstate Council are canvassed simultaneously. Such votes shall be conducted under the same requirements as votes at meetings. Specific instructions regarding the method of response and the allotted time to respond must be made clearly and concurrently when the vote is canvassed. Documentation that an electronic vote took place and the results thereof shall be ratified and then documented in the Minutes of the next regularly scheduled meeting of the Interstate Council.

Except as otherwise provided in these By-laws, no action of the Interstate Council will be effective or binding unless adopted by the affirmative votes of a majority of a quorum of the members present at the Council meeting, except that in no event shall regional projects or programs that directly impact an individual state be approved without agreement of a majority of that state's members. A meeting quorum shall consist of **nine (9)** members; five from West Virginia and four from Maryland.

Section E: Time, Place and Conduct of Meetings

Any regular or special meeting of the MPO or any meeting of any committee of the MPO may occur by means of in-person meetings, teleconference, videoconference, or using other similar communications equipment if all persons participating in such meeting can address the entire group. Members of the public may join any scheduled virtual meetings through instructions noted on the MPO's website at time of advertisement.

All meetings of the Interstate Council shall be open to the public and all actions will be taken in public, except for special electronic votes (although ratification and documentation of electronic votes shall occur in a public meeting, see above) or executive sessions to discuss privileged matters in accordance with the appropriate State "Open Meetings Law" as determined by the location of the meeting. All meetings and public notices shall also comply with the Americans with Disabilities Act.

The public shall be given notice of all meetings of the Interstate Council as required by the approved Public Participation Process of the MPO. The approved Public Participation Process details specific direction regarding advanced notification, where to publish and how often to publish. All official meetings of the MPO Interstate Council are subject to the requirements of the Public Participation Process. Through notice published in newspapers of general circulation within the planning area of the MPO and in compliance with the approved public participation process.

The public will be given notice of all Interstate Council special meetings as soon as reasonably possible in accordance with the Public Participation Process and the appropriate State "Open Meetings Law" as determined by the location of the meeting.

The Interstate Council will hold an annual meeting no later than June 30th, at a place and time designated by the Chairperson. The annual meeting agenda may include, but not be limited to:

- (1) the review of the work program and budget for the current fiscal year,
- (2) the adoption of the work program and budget for the succeeding fiscal year,
- (3) the adoption of the Transportation Improvement Program for the succeeding fiscal year, and
- (4) Certify annually to the FHWA and the FTA that the planning process is addressing the major issues facing the region and is being conducted in accordance with the applicable Federal laws and regulations.

Special meetings may be called by the presiding officer of the Interstate Council at any time upon three (3) days notice, which notice must indicate the time, place, and general business to be transacted. Requests for special meetings can be made by members of the Interstate Council, State or Federal Funding agencies or MPO Staff. The calling of a special meeting is discretionary with the presiding officer; however, the presiding officer must call a special meeting when requested by not less than four (4) voting members of the Interstate Council as appropriate.

Section F: Conduct of Meetings

The MPO Staff will prepare in coordination with the appropriate presiding officer the agenda for all meetings. All annual meeting agendas will be made available to each member at least seven (7) days in advance of the meeting. Except as otherwise provided herein, all meetings of the Interstate Council shall be conducted in accordance with the most current edition of Robert's Rules of Order, Newly Revised.

ARTICLE III – ORGANIZATION

Section A: MPO Coordinator

An MPO Coordinator shall be appointed by the Interstate Council who shall act as both the Secretary and the Treasurer for the Interstate Council without vote. The MPO Coordinator shall oversee the daily operations of the MPO and be responsible for carrying out the directives of the Interstate Council.

The MPO Coordinator shall have the responsibility to negotiate consensus among the member agencies on the full range of issues which are likely to arise; to develop recommendations for the Interstate Council's actions; to provide or coordinate appropriate technical analysis and studies, and to articulate the regional position to various legislative, executive, business, civic, citizen, audiences, and the press. The MPO Coordinator shall be responsible for developing the budget, approving all expenditures, finance administration, and execution of all contracts.

In the event that the MPO Coordinator position becomes vacant, an interim MPO Coordinator will be appointed by the Interstate Council until the Interstate Council has an opportunity to appoint a new MPO Coordinator.

Section B: Staff

The Interstate Council in conjunction with the MPO Coordinator will have the responsibility to determine the specific staff needs of the MPO. The staff of the MPO may be comprised from existing staff (on a timesharing basis) from the various member governments, agencies and organizations and/or the Interstate Council may employ dedicated full time staff to carry out specific activities of the MPO.

The Interstate Council may enter into contracts with Consultants or governmental agencies to provide staff services or to provide expertise on a specific project, study, matter or issue.

ARTICLE IV – COMMITTEES

Section A: Executive Committee

The Interstate Council Chairperson (either from West Virginia or Maryland), Interstate Council Vice-Chairperson (from the state not being represented by the chairperson). The Chairperson and Vice Chair person shall appoint one other member from their respective states. The Executive Committee shall meet at the call of the Chairperson to provide guidance, conduct minor business and/or serve as general oversight on issues as determined by the Interstate Council.

The Executive Committee shall provide routine oversight of the finances, administrative procedure, and activities of the MPO and shall make recommendations to the Interstate Council concerning staffing, personnel matters, finances, and operations.

A majority of the members of the Executive Committee shall constitute a quorum. All actions of the Executive Committee are subject to ratification by the Interstate Council at the next regular or special meeting.

Section B: Technical Committee

The Interstate Council shall establish a Technical Committee charged with the responsibility for:

- (1) oversight of technical work,
- (2) coordination of the Long Range Transportation Plan,
- (3) compliance with State or Federal regulations,
- (4) review and recommendation of TIPs and amendments, and
- (5) review and recommendation of new projects and proposals.

The Technical Committee shall be made up of not more than fifteen (15) voting members and should generally be filled by individuals working in a technical capacity (planners, engineers, GIS, IT and transportation providers such as public transit agencies) for the member local governments or agencies. In addition, other non-voting members as recommended by the MPO Coordinator and approved by the voting members of the Technical Committee may also participate on the Technical Committee. Each position on the Interstate Council shall appoint one (1) voting member on the Technical Committee. Though not represented on the Interstate Council, the Pennsylvania Department of Transportation shall participate as a voting member on the Technical Committee. In addition, a voting position on the Technical Committee will be available for filling by a Pennsylvania local government representative. A meeting quorum shall consist of eight (8) members with Technical Committee actions approved by a majority vote of those present.

The MPO Coordinator shall be the Chairperson for the Technical Committee and will sit on the Technical Committee as a non-voting member, if not appointed as a voting member.

In order to fulfill its responsibilities, the Technical Committee may seek the input of other agencies and experts, as appropriate, so that all needed technical issues are considered in the transportation planning, engineering and programming process. In addition, the Technical Committee may designate subcommittees or task forces to address specific issues. Agencies, organizations and individuals may be appointed to serve on a subcommittee or task force who are not represented on the Interstate Council or the Technical Committee. All appointments to subcommittees shall be with the approval of the Interstate Council.

Potential standing subcommittees of the Technical Committee are:

- (1) Transit
- (2) Long Range Plan
- (3) Data Collection/Modeling
- (4) Air Quality Conformity/Congestion Management
- (5) Bicycle/Pedestrian/Enhancement

The subcommittees shall report to the Technical Committee who shall make any recommendations to the Interstate Council.

Section C: Special Committees

The Interstate Council may establish special committees or task forces to address specific concerns or to undertake special studies. Special committees shall disband at the end of one year of existence, unless otherwise specifically provided for by the Interstate Council.

ARTICLE V – FINANCE

Section A: Annual Work Program

An annual Unified Planning Work Program (UPWP) for the following fiscal year shall be prepared by the MPO Coordinator for approval by the Interstate Council by June 30th of each year according to federal and/or state requirements and such other provisions as required by the Interstate Council.

Section B: Apportionment of Costs

Funds for the Hagerstown/Eastern Panhandle MPO will be drawn from Federal, State and local governments, as well as private sources as appropriate. The non-federal share of funding for the Annual Work Program shall be apportioned among the jurisdictions represented on the Interstate and State Councils or Technical Committee as appropriate on the basis of an annual funding agreement that shall be entered into by June 30th of each year prior to the fiscal year for which the agreement is made.

Federal funds shall be provided to the MPO through the State of Maryland, the State of West Virginia and the Commonwealth of Pennsylvania as specified by Federal requirements. The requirement to provide local or state matching funds shall be addressed on a state basis with the local governments in each state responsible for meeting the local match obligation for that state. In the case of Pennsylvania, if no local government participation is forthcoming, then any local funding match would be in accordance with the directives of the Interstate Council.

Additional state or local funds may be required or provided on an as needed basis to conduct special studies for member agencies.

Section C: Annual Budget

The MPO will prepare an annual budget for a twelve (12) month period. The budget shall state the anticipated expenditures in accordance with the UPWP and expected administrative costs and the anticipated revenue in accordance with formula for contributions mutually agreed upon by the members of the Interstate Council, subject in all cases to budgetary approval by each contributing body. The MPO Coordinator shall prepare the budget for review by the Executive Committee and/or the Interstate Council during the third quarter of the fiscal year or as determined by the Interstate Council. The budget shall be adopted by the Interstate Council by June 30th of each year for the following fiscal year.

Section D: Audit Requirements

A financial audit of the operations, activities, and records of the MPO shall be made by a firm of independent certified public accountants on an annual basis or as specifically directed by the Interstate Council. A copy of the audit shall be made part of the permanent records of the Interstate Council and available to the public at the MPO offices. Copies shall be made available to all Interstate and State Council member governments and agencies, in addition to the appropriate state and federal agencies.

Section E: Contracts

All binding contracts on behalf of the MPO shall require the approval of the Interstate Council or Executive Committee acting at a properly called meeting. However, the MPO Coordinator shall have the authority to enter into service contracts with member agencies that are specified in the current budget or work

program without additional approval as long as the contract amount is within the budgeted amount. In addition, the MPO Coordinator has the authority to approve change orders up to the amount of ten (10) percent of the original contract amount of an approved contract as long as the revised new contract amount is within the current budget amount. Any contract made or executed by the Executive Committee or MPO Coordinator, including change orders, shall be reported to the Interstate Council at its next meeting.

Section F: Fiscal year

The fiscal year of the MPO will begin on July 1st of each year and end on June 30th of the following year.

ARTICLE VI – MISCELLANEOUS

Section A: Amendments or Repeal of By-laws

These By-laws may be amended at any meeting of the Interstate Council by a majority vote of the members present provided:


- (1) the vote includes a majority of the members from both states,
- (2) written notice of the proposed amendment has been provided to each member at least ten (10) days prior to the meeting at which it is to be voted upon, and
- (3) the matter appears on the published agenda for the meeting.

Section B: Liability

The private property of the appointed Members and Staff of this organization shall be wholly exempt from corporate liability.

The by-laws adopted this date, December 1, 2010 supersede all previous by-laws and agreements concerning regional transportation planning for the Hagerstown Urbanized Area and the organizations created to carry out such by-laws and agreements.

HAGERSTOWN/EASTERN PANHANDLE
METROPOLITAN PLANNING ORGANIZATION


Chairman

ATTEST:



Jessica Carroll

From: Mullenax, Matt <mmullenax@washco-md.net>
Sent: Monday, November 25, 2019 7:45 AM
To: Jessica Carroll
Cc: Sandra McDonald; Stephanie Grove; Eckard, Debra S.; Baker, Jill
Subject: RE: Hagerstown-Eastern Panhandle MPO

Good morning all, hope you had a great weekend!

I wanted to send a quick follow-up and expand on my answer to the Commission's question regarding HEPMPO municipal appointments and elected vs. non-elected officials. Please see my addendum below in **red**.

Thanks, Matt

From: Mullenax, Matt
Sent: Friday, November 22, 2019 12:21 PM
To: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Cc: Sandra McDonald <Sandy@jeffersoncountywv.org>; Stephanie Grove <sgrove@jeffersoncountywv.org>; Deb Eckard <deckard@washco-md.net>; Baker, Jill (JBaker@washco-md.net) <JBaker@washco-md.net>
Subject: RE: Hagerstown-Eastern Panhandle MPO

Hi Jessica, thank you for the recap. I have been contacted by _____ regarding this question and will provide to her directly the information in this email.

Below are excerpts from Article II, Sections B & C related to Interstate Council membership in our Bylaws (attached):

" Representation of the local governments shall be limited to elected officials appointed by the local governmental unit."

" Any Interstate Council member may request, in writing, to designate an alternate to attend Interstate Council meetings. The request must specify the reason for the designation and length of time for the appointment. An alternate must be either an elected official or senior staff member from the represented local government."

Previously Ranson's Mayor Hamill was appointed by the Commission on Nov 9, 2005, who in turn had then-City Manager David Mills designated as his alternate at a HEPMPO meeting on Jan 18, 2006.

Mayor Pierson (elected official) is Jefferson County's appointee and Andy (senior staff member) served as his alternate. It has been HEPMPO's historic interpretation of the Bylaws that these appointments are positional so when Mayor Pierson was appointed by the Commission on July 6, 2017 he designated Andy as his alternate.

To address the Commission's question directly, a designee may be the Jefferson County municipal representative but only as an approved alternate to an elected official.

Going a step further in my answer, the Commission could approve Mayor Pierson as the HEPMPO municipal designee on Dec 5. Then Mayor Pierson would submit a letter to HEPMPO requesting Mr. Piepenburg be designated as his alternate. HEPMPO's Interstate Council would consider the request at our next meeting (1/15/20), and if approved, Mr. Piepenburg could attend the following meeting (3/18/20) with full voting privileges.

I am happy to discuss this further and provide any additional needed information. Unfortunately I will be traveling for work on Dec 5 and unable to attend but want to help however possible to ensure the Commission feels prepared when taking up this issue again.

Thank you, Matt

Matthew T. Mullenax, GISP
Executive Director
Hagerstown/Eastern Panhandle Metropolitan Planning Organization
33 West Washington Street, Suite 402
Hagerstown, MD 21740
(240) 313-2080 - O
(304) 707-5166 - M
mmullenax@hepmo.net

Stay Connected!



From: Jessica Carroll <jcarroll@jeffersoncountywv.org>
Sent: Friday, November 22, 2019 11:27 AM
To: Mullenax, Matt <mmullenax@washco-md.net>
Cc: Sandra McDonald <Sandy@jeffersoncountywv.org>; Stephanie Grove <sgrove@jeffersoncountywv.org>
Subject: RE: Hagerstown-Eastern Panhandle MPO

[EXTERNAL SENDER]
Hi, Matt –

The Commission chose to delay the appointment. A citizen gave public comment regarding the appointment because she was unhappy Ranson was the only municipality that provided a name and stated she doubted the various councils had sufficient time to discuss and select an appointee to the HEPMPO Board. Additionally, there was some confusion because the bylaws state the appointee must be an elected official, and Andy isn't an elected and neither is his replacement, as is the case with Martinsburg's municipal representative.

The Commission would like clarification, preferably in writing, as to whether the Jefferson County municipal representative must be an elected official or simply a designee.

Any information you could provide would be most helpful. We're planning to reschedule the appointment for the December 5, 2019 meeting.

Thanks,

Jessica Carroll
Executive Administrative Assistant
Jefferson County Commission
PO BOX 250
Charles Town, WV 25414
(p) – 304-728-3284
(f) – 304-725-7916



City of Charles Town

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

July 19, 2023

MAYOR
Robert M. Trainor

Ms. Makayla Zonfrilli
County Administrator
Post Office Box 250
Charles Town, WV 25414
Via Email: mzonfrilli@jeffersoncountywv.org

**CITY
COUNCIL**

James Kratochvil
Elizabeth Ricketts

Kevin Tester

Jeff Hynes

Jean Petti

Juke Philabaum

Michael George

Rikki Twyford

Re: Notification of Nominations to serve on HEPMPO Municipal Appointment

Dear Ms. Zonfrilli,

During the July 17, 2023 meeting of the Charles Town City Council, the Council approved a motion to nominate Councilwoman **Ms. Elizabeth Ricketts** as the City's nomination for the HEPMPO Interstate Council which currently has a vacant position on its Board specifically to be filled by a representative from one of the five municipalities. As HEPMPO's Bylaws stipulate, it is understood the County Commission will further appoint one candidate from one of the five municipalities to serve.

If you have any questions related to the City's nomination, please don't hesitate to contact me.

Sincerely,

Alissa J. Meeks
Director of Community Development
City Clerk, Interim

CITY CLERK
Alissa Meeks

Enclosures

Cc: Charles Town City Council
Jessica James, Assistant Deputy County Administrator

Jessica Carroll

From: Keith Pierson <dukepierson8@gmail.com>
Sent: Tuesday, July 11, 2023 11:42 AM
To: Jessica James
Subject: Re: Letter Requesting Nominee for HEPMPO Council

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Bob Anderson our project manager is willing and capable of serving.

On Tue, Jul 11, 2023 at 8:11 AM Jessica James <jjames@jeffersoncountywv.org> wrote:

Good Morning, Mayor Pierson –

Please see attached regarding the selection of a nominee to potentially serve as the Jefferson County municipal representative on the Hagerstown-Eastern Panhandle Metropolitan Planning Org. Council and feel free to contact me should you have any questions.

Thanks,

Jessica

Jessica James

Assistant Deputy County Administrator

Jefferson County Commission

PO BOX 250

Charles Town, WV 25414

(p) – 304-728-3282

(f) – 304-725-7916

JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

Additional Comments Page:

Hiring 5 part-time employees (3 EMT & 2 Paramedics) to fill budgeted vacancies.

-Patrick O'Meara to be hired as a part-time FF/Paramedic I @ \$25.00/hr effective 8/13/2023. Upon completion of the introductory period and meeting the requirements of AP1060 he will receive a promotion to FF/Paramedic II with a new pay rate of \$25.63/hr.

-Colin Graham to be hired as a part-time FF/Paramedic I @ \$25.00/hr effective 8/13/2023. Upon completion of the introductory period and meeting the requirements of AP1060 he will receive a promotion to FF/Paramedic II with a new pay rate of \$25.63/hr.

-Shiela Williams to be hired as a part-time FF/Paramedic I @ \$25.00/hr effective 8/13/2023. Upon completion of the introductory period and meeting the requirements of AP1060 she will receive a promotion to FF/Paramedic II with a new pay rate of \$25.63/hr.

-Cheyenne Edwards to be hired as a part-time FF/EMT I @ \$19.67/hr effective 8/13/2023. Upon completion of the introductory period and meeting the requirements of AP1060 she will receive a promotion to FF/EMT II with a new pay rate of \$20.16/hr.

-James Mood to be hired as a part-time FF/EMT I @ \$19.67/hr effective 8/13/2023. Upon completion of the introductory period and meeting the requirements of AP1060 he will receive a promotion to FF/EMT II with a new pay rate of \$20.16/hr.

Approval invoice Atlantic Emergency Solutions in the amount of \$288,763.00 for payment for the contracted build of a new ambulance originally signed by Citizens Fire Company and aquired by the Commission during the EMS Transition purchases of VFD equipment. This invoice will be paid out of ARPA funding dedicated to the EMS Transition.

) Update on MOU with VFDs and possible presentation for Commission approval.

Continued discussion on EMS standbys - JC Fair and JC Schools w/attached plan and statement from Shepherdstown Fire Department.

Information only call statistic 2nd/3rd weeks of July



Atlantic Emergency Solutions
12351 Randolph Ridge Lane
Manassas, Virginia 20109
<http://www.atlanticemergency.com>

Invoice

Invoice # : I-1954
Invoice Date : 07/19/2023
Invoice Due Date : 07/19/2023

Sold

To: Jefferson County Emergency Services Agency
419 16th Street
Ranson West Virginia
United States 25438

Job # : 608495
Customer PO # :
Payment Terms :

Customer ID : 71113
Sales Person : Casey Walker

Name	Quantity	Unit Price	Total Price
Ford F550 4x4 Wheeled Coach Type I	1.00	\$ 309,979.00	\$ 309,979.00
Stryker Power Pro XT Cot Payment Received 10/17/22	1.00	\$- 21,216.00	\$- 21,216.00

Total: \$ 288,763.00

How can we better serve you? Please go to www.atlanticemergency.com/survey

Thank you for your Business!

From: Marshall DeMeritt <mddemeritt@gmail.com>
Sent: Wednesday, July 26, 2023 2:14:06 PM
To: Mike Sine <msine@jcesa.org>; Adam Watson <awatson@ifcwv.org>
Cc: Chief 3 <RossLMorgan61@aol.com>
Subject: Re: EMS Standbys

Mike,

I am sure we are willing to help. I am looking over the logistics. We will only do this operating SFD ambulance. I suspect we will also help with a Jefferson High game or two but let me get the SU Football schedule documented first, and then I will add JHS to it.

I have no objections to you sharing with the Commission our acceptance in helping. However, I would issue the following statement to accompany our help:

"Our primary focus is the safety and well-being of our community, and for this reason, we believe it is essential to collaborate with the Jefferson County Commission (JCC) and the Jefferson County Emergency Services Agency (JCESA) to ensure effective EMS services at special events across the county.

Our support for events like the County Fair, high school athletics, and University events is driven solely by our commitment to the community's well-being. We firmly believe that all members and visitors of the community, regardless of disagreements or differences in opinions from the politicians driving forward their agenda's, deserve the highest level of care and attention during these events.

It is essential to clarify that our involvement in supporting these events should not be misconstrued as agreement with the manner in which the Commission conducts its business and management of EMS. We maintain our position and principles, and we continue to advocate for better funding and resources to serve the community more effectively.

We are committed to working with all stakeholders, including the Commission, in a constructive and collaborative manner to address the challenges facing our community's EMS services. As we move forward, we remain dedicated to our mission of safeguarding the well-being of our community, and for this reason we will put forth our resources and time at these events."

I'll be in touch with confirmation of the dates we will cover.

Marshall D. DeMeritt, MS

PMP®; SAFe Agilist®; CSM®; ICP-Agile®; ITIL®, NREMT®

EMS Chief

Shepherdstown Fire Department, Inc.

**Jefferson County
Emergency Services Agency
Special EMS Service
Agreement**

Jefferson County Emergency Services Agency understands the importance of providing EMS services during special events or community programs. The enclosed Special EMS Service Agreement must be utilized in order to arrange any special EMS coverage provided by JCESA.

Special EMS Services differ depending on the organization requesting (government vs. business vs. nonprofit) services and the level of coverage that the requesting organization desires. The contents of the enclosed agreement should be carefully reviewed and completed depending on the nature of your event and the characteristics of the hosting organization.

For any organization or governmental entity to request special standby services from EMS, the enclosed agreement must be requested, completed, signed and returned to JCESA at least 72 hours prior to the start of any single occurring special event. Extended events (> 4 hours), multi-day events, or large events (> 1,000 attendees) must be arranged and this agreement returned to JCESA at least seven (7) days prior to the start of the event.

Although JCESA will make every effort to provide the level of service requested, no specific level of service or coverage can be guaranteed due to the nature of EMS and the fact that the first priority of EMS is always response to 911 calls made by Jefferson County Citizens.

Furthermore, JCESA will always work to utilize volunteers first for special EMS services. If volunteers are not available, the request and/or placement for career staff will be taken into consideration.

Please read the enclosed agreement carefully for details.

JCESA always seeks to provide the best EMS services to citizens and those that requests special services and we always welcome feedback should you have any questions or concerns.

To complete the process of requesting special standby services from JCESA, please accurately complete the enclosed agreement and submit it before applicable deadlines.

**You may return the completed and signed agreement to “ATTN: Special Service Agreement”
By email or mail:**

Email: msine@jcesa.org and dlancaster@jcesa.org

Mail/In Person: 419 16th Ave., Ranson, WV 25438

Questions or concerns can be addressed to the JCESA Director Mike Sine at [\(304\) 728-3287](tel:3047283287)

Agreement All those requesting special EMS services must read, understand, complete, sign and submit this agreement AND the attached Request Form before applicable deadlines.

THIS AGREEMENT, entered into this _____ day of _____, 20____ by and between the County of Jefferson – Jefferson County Emergency Services Agency (JCESA) and _____ (*SERVICE USER*).

WHEREAS, “*SERVICE USER*” is desirous of contracting for special EMS services; and WHEREAS, JCESA is willing to provide such services under the terms set forth herein; NOW, THEREFORE, it is agreed as follows:

1. JCESA agrees to provide special service(s) to the “*SERVICE USER*” named above for the dates, times, and locations, and at the service level specified, in the “SPECIAL SERVICE REQUEST FORM” SECTION.
2. JCESA will practice a volunteer first policy. If volunteers are unavailable the rates for career EMT and Paramedic will apply.
3. JCESA always places priority of ambulances and JCESA personnel on emergency 911 Ambulance requests for EMS.
4. If a “*SERVICE USER*” requests and agrees to the conditions of dedicated Standby Services, certain extreme, catastrophic, or immediate life-threatening emergencies may still require “EMS” to utilize the technicians/ambulance assigned to the dedicated standby.
 - If this occurs during a scheduled dedicated standby (with this AGREEMENT in place), and a significant lapse of on-site EMS coverage by JCESA occurs, another ambulance/crew will be routed if and or when available to the event, at the discretion of the shift commander or Director. If career staff are being utilized for this standby Agreement and replacement technicians and ambulance is not replaced in a timely manner, a portion of the fee for coverage may be waived in negotiation and agreement with the Director of the JCESA.
5. Half of the Standby Services will be paid for in advance by the “*SERVICE USER*” for all costs associated with this agreement and “*SERVICE USER*” agrees to pay the remaining half of the fees within 30 days of invoice receipt.
6. JCESA reserves the right to refuse any Special Services Agreement submitted by “*SERVICE USER*.”
7. If the “*SERVICE USER*” is entering into this agreement as a NONPROFIT organization AND Requesting a NON-DEDICATED STANDBY, a copy of the “*SERVICE USER*” organization’s IRS determination Letter MUST be attached to this agreement to qualify for waived fees.

8. "EMS" reserves the right to refuse all future requests for special services to any "*SERVICE USER*" that fails to remit the second half of payment of fees within 30-days of invoice.
9. This agreement may be cancelled by either party by giving 48-hours advanced notice.
10. Nothing herein shall be construed to create a higher standard of care on the part of JCESA than generally recognized under the laws of the State of West Virginia for "EMS" services.
11. The charges provided for herein reflect only those charges associated with making "EMS" services more readily available to the "*SERVICE USER*". The normal charges for the care and Transportation of patients will be the responsibility of the patient.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date first noted above.

"SERVICE USER"

County of Jefferson
Jefferson County Emergency Services Agency

Printed Name

Printed Name

Signature

Signature

BE SURE YOU HAVE READ AND SIGNED THE SPECIAL SERVICES AGREEMENT

Requesting Organization (SERVICE USER): _____

ORGANIZATION DETAILS

- Private Business
- Individual
- Nonprofit Organization (A copy of your IRS Determination Letter MUST be provided)
- Governmental Entity
- Other: _____

Is the *SERVICE USER* (if an organization) headquartered in Jefferson County, West Virginia?

- YES
- NO

Organization/Individual Billing/Mailing Address:

Number/Street: _____

City: _____ Zip: _____

Organization/Event Website Address (if applicable): _____

Organization Email (if applicable): _____

EVENT DETAILS

Name/Title of the Event: _____

Location of the Event: _____

*Date of the Event: _____

*Start Time: _____

*End Time: _____

**** If this is a multi-day event or if the event will be repeated on additional days, please attach to this form additional details/description, or an official event schedule.***

Please check any/all of the following that apply to this event:

- Single day event occurring two or more times
- Multi-day event Extended occurrence (event lasts longer than 4 hours)
- Large Event (> 1,000 attendees)
- High Risk Event (injury of participants or spectators is likely and/or EMS presence is mandated)
- Special needs population will be present
> 1/3 (estimated) of attendees will be over the age of 65
- The event is geographically distributed (i.e.-races, marathons, bike rides, etc.)
- Rescue services (“Jaws of Life” / extrication tool, water rescue, rope rescue, etc.) may be required

The following information will only be given to the JCESA supervisors and Director & will only be used if needed

Contact Person Name Day of Event: _____

Phone Day of Event: _____

Alternate Phone Day of Event (optional): _____

SERVICES REQUEST DETAILS

Please select the level of service you are requesting:

- EMS Service Notification ONLY**

Fee: \$0

Restrictions: None

Details: A system-wide alert will be generated that informs all EMS personnel and units of the event and the event details, but no on-site services will be provided.

- Non-Dedicated JCESA EMS Standby**

Fee:

Paramedic/ALS: \$45.00 per hour

EMT: \$38.00 per hour

Flat Standby Fee: \$250.00

Single Provider (Chase Car): \$100.00

Restrictions: None

Details: A single ambulance, staffed by two JCESA attendants, will be assigned to the event, BUT will remain available for other EMS calls in the area. If the ambulance is dispatched to another EMS call, another ambulance/crew will be routed to the event as soon as possible, but consistent event coverage is not guaranteed and gaps in coverage may occur.

Dedicated JCESA EMS Standby

Fee:

Paramedic/ALS: \$90.00 per hour

EMT: \$76.00 per hour

Flat Standby Fee: \$250.00

Single Provider (Chase Car): \$100.00

Restrictions: None

Details: A single ambulance, staffed by a minimum two EMS attendants, will be assigned to the event and will remain dedicated to the event. The ambulance will only leave if they must transport an event participant/spectator and a replacement ambulance will be immediately sent to the event to sustain on-site EMS coverage.

* NOTE: In the case of extreme emergencies such as natural disasters, lack of in-county and mutual aid assistance, domestic terrorism, active shooters, or other related emergencies, within the County of Jefferson and at the discretion of the Director of JCESA, dedicated standby EMS may need to service other calls in the community. If a dedicated standby is directed to leave the event, the event fees will be bumped down to non-dedicated fees at the discretion of the JCESA Director.

Large Event and/or High-Risk Event Coverage

Fee: Vary per event and negotiated with the Director of JCESA

Restrictions: Early notification is required

Details: A single ambulance, staffed by a minimum two EMS attendants, will be assigned to the event and will remain dedicated to the event. The ambulance will only leave if they must transport an event participant/spectator and a replacement ambulance will be immediately sent to the event to sustain on-site EMS coverage. Multiple Ambulances can be requested for additional charge.

* Large events are events greater than 1,000 attendants

* High-Risk Events include events;

- with alcohol consumption over 300 attendants
- fireworks or related performances with high fire and injury risks
- political events
- Other related events (if you are unsure if your event is “large” or “high-risk” please call the JCESA Director to discuss your event.

Office Use Only

Received Date: _____ Type of Service Requested: _____

Approved: _____ Denied: _____

Signature of JCESA Director: _____



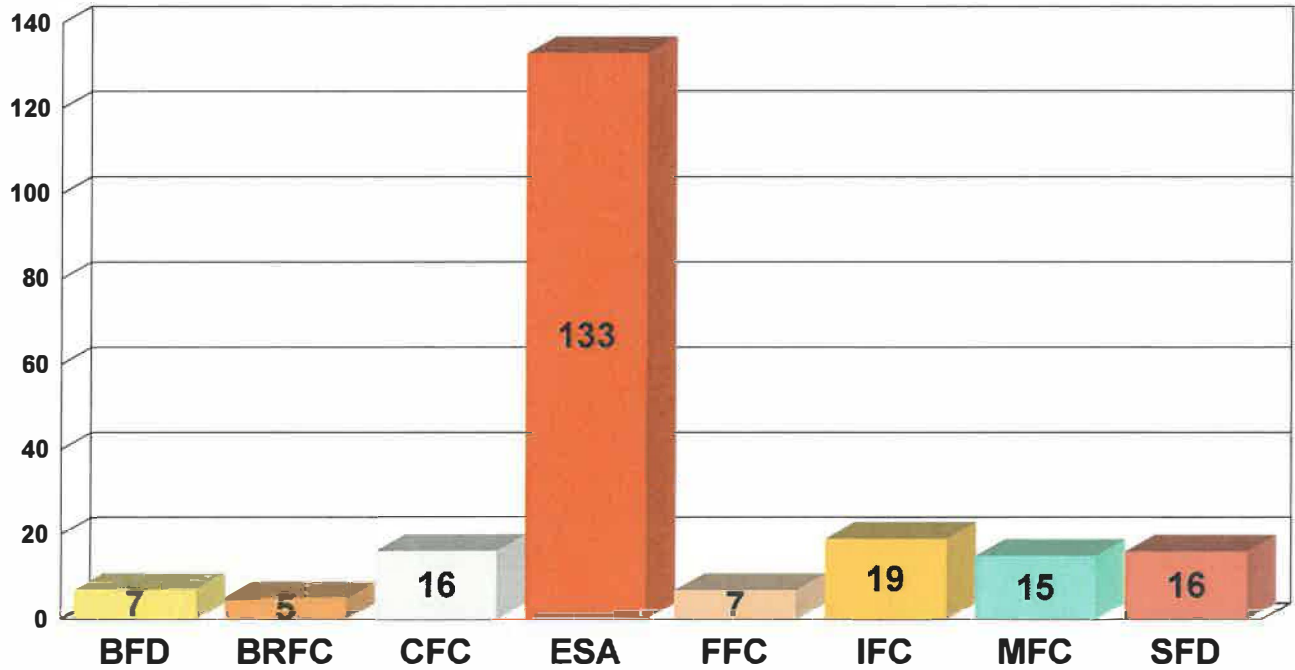
Jefferson County Emergency Communications Fire and EMS Activity Report

Weekly Activity Report for Fire & EMS for the LAST FULL WEEK showing CAD calls dispatched to each fire/EMS agency & the total count for the week. The unit depicted on this report is the initial unit assigned from the agency shown.

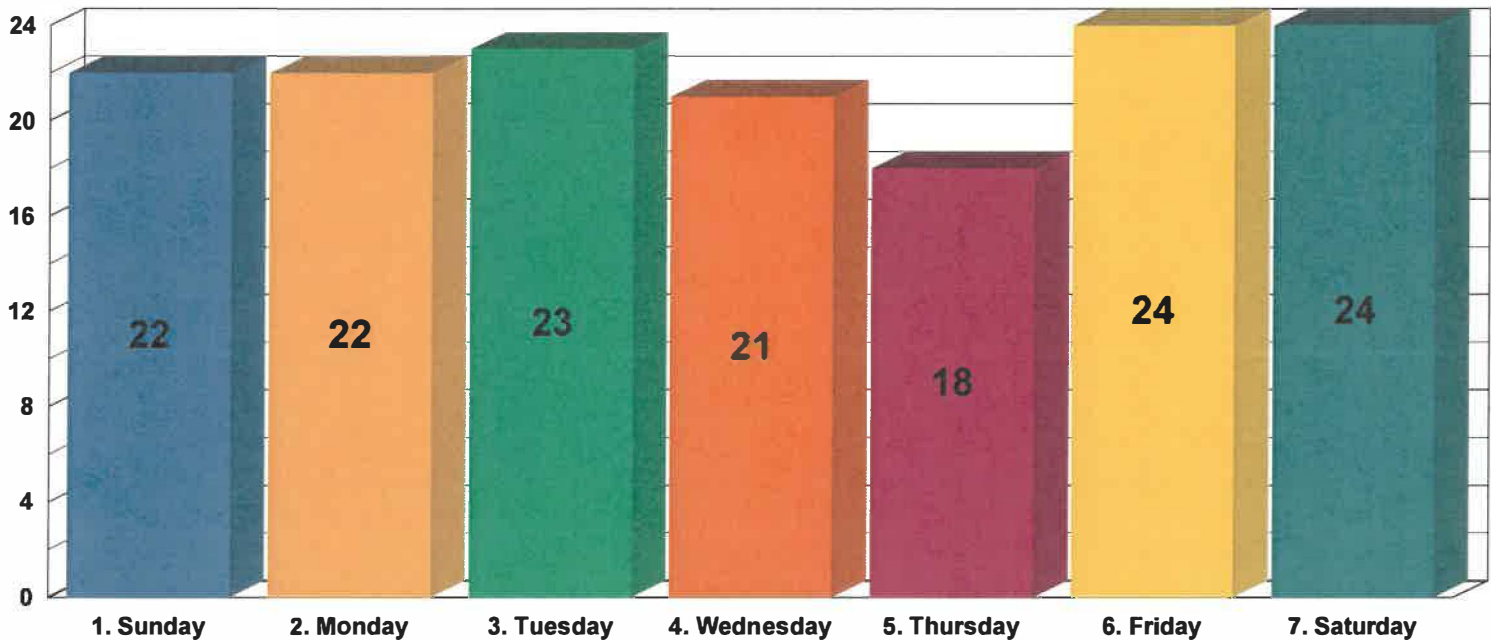
From 07/02/2023 to 07/08/2023

Total Incidents: 154

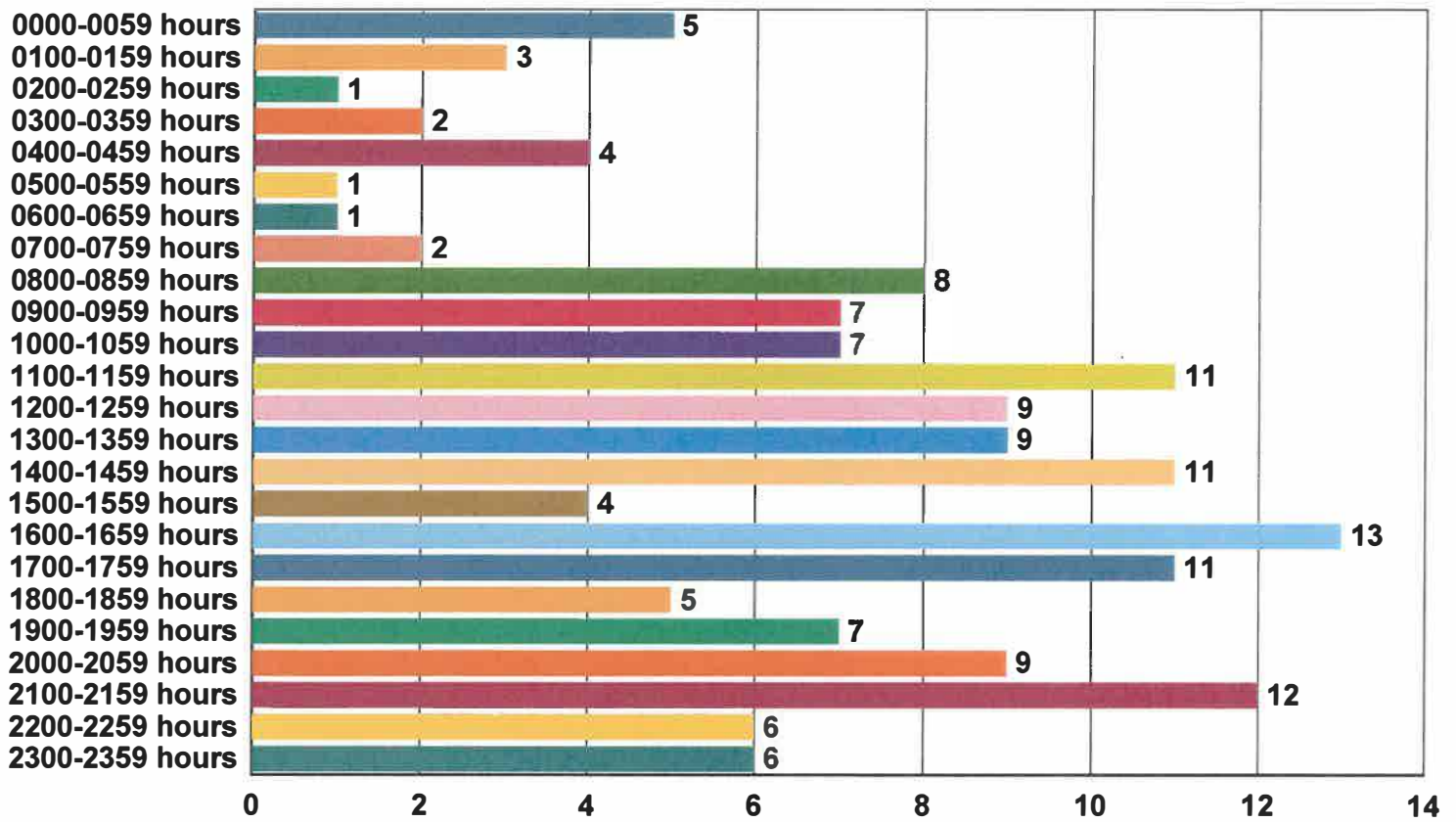
Incidents, by Agency



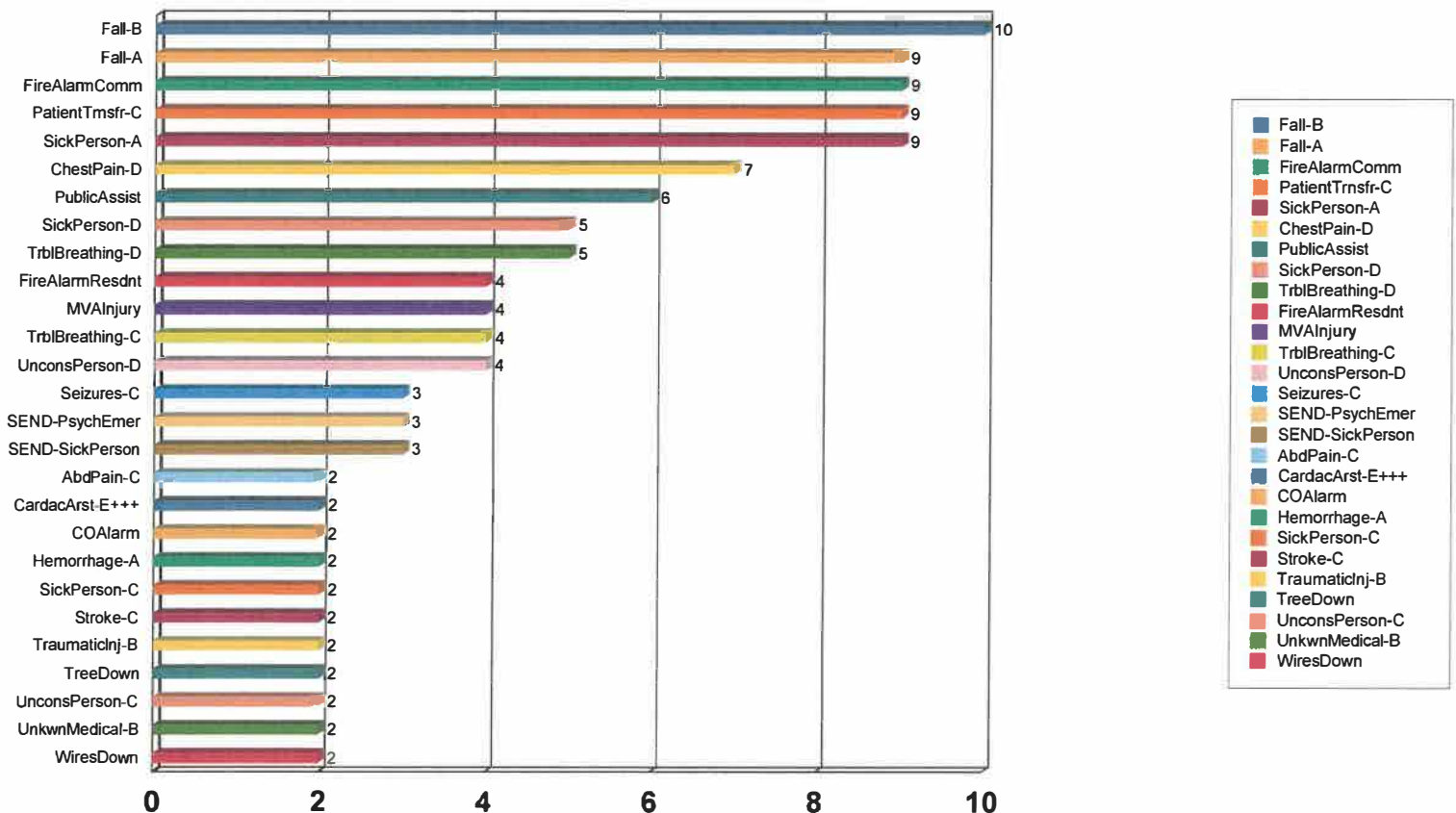
Incidents, by day of week



Incidents, by hour



Most Commonly Dispatched Nature Codes



BFD**Total Agency for Period: 7**

E7	C23-34330 Box: 723K	FireAlarmResdnt 519 CHESSIE LN; Engle Crossing	7/2/2023 12:30:18PM
E7	C23-34469 Box: 733K	FireAlarmResdnt 1065 UVILLA RD; Molers Crossroads	7/3/2023 8:23:22AM
CH7	C23-34559 Box: 215K	MVAEntrapmnt WALMART LIGHT; Charles Town Area	7/3/2023 5:30:49PM
E7	C23-34666 Box: 710K	PublicAssist 63 BRENTWOOD CT; Bakerton Area	7/4/2023 8:00:01AM
BT72	C23-34754 Box: RB1A	MutualAidRiver RB1A POTOMAC RIVER ACCESS AT THE POINT HF WC TAC3 OPS	7/4/2023 4:47:51PM
D7	C23-34783 Box: 700K	CardacArst-E+++ 47 MORNING CALM LN; Riverview Estates	7/4/2023 7:17:33PM
ACH7	C23-34974 Box: 737K	BrushFire ROLLING KNOLLS RD & ENGLE MOLERS RD; Molers Crossroads	7/5/2023 1:50:34PM

BRFC**Total Agency for Period: 5**

RE5	C23-34271 Box: 570K	TreeDown 3868 MISSION RD; SHANNONDALE SPRINGS CHAPEL; Near Gate Five	7/2/2023 1:58:27AM
RE5	C23-34571 Box: 490	StructureFire 41 NEWINGTON CT S; Tuscowilla Hills	7/3/2023 6:33:44PM
RE5	C23-34599 Box: 560K	Seizures-D 890 LAKESIDE DR; Shannondale East	7/3/2023 9:18:12PM
RE5	C23-34873 Box: 100K	MVAInjury CHESTNUT HILL RD & WILLIAM L WILSON FWY; Near Rt 340; Harper	7/5/2023 4:38:08AM
RE5	C23-35357 Box: 560K	WiresDown LOWER CLUBHOUSE DR & HUCKLEBERRY LN; Shannondale East	7/7/2023 3:51:19PM

CFC

Total Agency for Period: 16

E2	C23-34271 Box: 570K	TreeDown 3868 MISSION RD; SHANNONDALE SPRINGS CHAPEL; Near Gate Five	7/2/2023 1:58:27AM
E2	C23-34276 Box: 205	PublicAssist 561 RIDER CT; Charles Town	7/2/2023 3:17:38AM
EK2	C23-34347 Box: 230K	FireAlarmResdnt 5232 KABLETOWN RD; Kabletown Area	7/2/2023 2:11:25PM
E2	C23-34385 Box: 255	GasLeakInside 25 BATTLEFIELD DR; Huntfield	7/2/2023 5:43:29PM
LT2	C23-34501 Box: 215X	MVAHitRunInjury 29 KEYES FERRY RD STE 100; TRUIST BANK CHARLES TOWN; CT Area	7/3/2023 12:23:59PM
E2	C23-34559 Box: 215K	MVAEntrapmnt WALMART LIGHT; Charles Town Area	7/3/2023 5:30:49PM
E2	C23-34571 Box: 490	StructureFire 41 NEWINGTON CT S; Tusawilla Hills	7/3/2023 6:33:44PM
E2	C23-34580 Box: 215K	PDAssist WALMART LIGHT; Charles Town Area	7/3/2023 7:31:45PM
T2	C23-34778 Box: 405	ApplianceFire 251 AUTUMN DR # 801; CRANES MEADOW APTS; Ranson Area	7/4/2023 6:44:22PM
T2	C23-34931 Box: 400M	FireAlarmComm 151 AUGUSTINE AVE # 2G; CHARLES TOWERS APARTMENTS; Charles T	7/5/2023 10:22:31AM
T2	C23-34967 Box: 671X	FireAlarmComm 33 J CHRISTOPHER STEVENS WAY; SPARC WAREHOUSE; SPARC Tmg Ar	7/5/2023 1:21:56PM
T2	C23-35049 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	7/5/2023 9:52:35PM
T2	C23-35092 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	7/6/2023 4:53:21AM
T2	C23-35363 Box: 400	FireAlarmComm 741 E WASHINGTON ST; ROADWAY INN AND SUITES; Charles Town	7/7/2023 4:24:13PM
E2	C23-35421 Box: 490	VehicleFire TALL OAK DR & BERKELEY DR; Tusawilla Hills	7/7/2023 10:00:22PM
EK2	C23-35425 Box: 255	FireAlarmResdnt 244 UNION RIDGE DR; Huntfield	7/7/2023 10:18:34PM

ESA

Total Agency for Period: 133

M1108	C23-34283 Box: 215X	UnkwnMedical-D 1147 MARLOWE RD; ALDI GROCERY STORE; Charles Town Area	7/2/2023 5:21:49AM
M1109	C23-34297 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/2/2023 8:04:00AM
M1106	C23-34300 Box: 110K	Fall-A 800BLK SHORELINE DR; Bolivar Area	7/2/2023 8:20:20AM
M1102	C23-34308 Box: 405	TrblBreathing-C 402 W 5TH AVE; Ranson	7/2/2023 9:08:26AM
M1102	C23-34323 Box: 400	UnconsPerson-C 413 W AVIS ST; WAINWRIGHT BAPTIST CHURCH; Charles Town	7/2/2023 11:06:16AM
M1109	C23-34339 Box: 560K	Fall-B 290 RED FOX RD; Shannondale East	7/2/2023 1:32:13PM
M1104	C23-34345 Box: 301S	FireAlarmComm 210 N KING ST; STUDENT CENTER SHEP UNIV; Shepherd University	7/2/2023 2:10:04PM
M1105	C23-34347 Box: 230K	FireAlarmResdnt 5232 KABLETOWN RD; Kabletown Area	7/2/2023 2:11:25PM
M1102	C23-34359 Box: 405	SickPerson-A 521 GRASSDALE ST; Ranson	7/2/2023 2:45:30PM
M1105	C23-34366 Box: 215X	PatientTrnsfr-C 912 SOMERSET BLVD STE 102; WVU URGENT CARE; by ALDIs	7/2/2023 3:09:16PM
M1108	C23-34377 Box: 710K	TrblBreathing-C 211 BUFFLEHEAD DR; Canvasback Ridge	7/2/2023 4:22:14PM
M1103	C23-34379 Box: 405	PublicAssist 206 W 5TH AVE; Ranson	7/2/2023 4:26:17PM
M1105	C23-34385 Box: 255	GasLeakInside 25 BATTLEFIELD DR; Huntfield	7/2/2023 5:43:29PM
M1109	C23-34394 Box: 400	SEND-PsychEmer FLOWING SPRINGS RD AT RT 9 ON BRIDGE; Ranson Exit	7/2/2023 7:32:15PM
M1103	C23-34413 Box: 630K	SickPerson-A 276 KING ST; Middleway	7/2/2023 9:34:34PM
M1104	C23-34416 Box: 305K	PublicAssist 6690 MARTINSBURG PIKE; Shepherdstown Area	7/2/2023 9:42:45PM
M1105	C23-34417 Box: 415	TrblBreathing-D 113 OXFORD WAY; Cambridge	7/2/2023 9:43:15PM
M1104	C23-34435 Box: 330K	TrblBreathing-D 3504 WARM SPRINGS RD; Shepherdstown Area	7/3/2023 12:19:22AM
M1109	C23-34461 Box: 235	SEND-SickPerson CHARLES TOWN RD & GRAPES WAY; Charles Town Area	7/3/2023 4:48:05AM
A1102	C23-34471 Box: 405	AbdPain-C 17 SUMMERS CT # 503; CRANES MEADOW APTS; Ranson Area	7/3/2023 8:57:39AM
M1104	C23-34475 Box: 300M	UnconsPerson-A 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	7/3/2023 9:34:21AM
M1105	C23-34482 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	7/3/2023 10:23:44AM
A1102	C23-34501 Box: 215X	MVAHitRunInjury 29 KEYES FERRY RD STE 100; TRUIST BANK CHARLES TOWN; CT Area	7/3/2023 12:23:59PM
M1104	C23-34517 Box: 390	TrblBreathing-D 346 CIRRUS WAY; Quail Ridge	7/3/2023 1:30:57PM
M1105	C23-34528 Box: 355K	AllergicReact-A 207 HERITAGE DR; Glenn Meadows	7/3/2023 2:09:09PM
M1109	C23-34534 Box: 215X	UnconsPerson-D 107 KEYES FERRY RD; GORILLA FIREWORKS SUPERCENTER; Charles T	7/3/2023 2:29:41PM

M1103	C23-34548 Box: 440K	ChestPain-C 84 MAGAHA ST; Megwilly Village	7/3/2023 4:54:12PM
M1105	C23-34558 Box: 610K	SickPerson-C 1804 WIDE HORIZON BLVD; Wide Horizon	7/3/2023 5:30:21PM
M1109	C23-34559 Box: 215K	MVAEntrapmnt WALMART LIGHT; Charles Town Area	7/3/2023 5:30:49PM
M1104	C23-34561 Box: 405	Fall-B 203 S REYMANN ST; Ranson	7/3/2023 5:37:22PM
M1103	C23-34567 Box: 400M	SEND-UnknownMed 151 AUGUSTINE AVE # 2L; CHARLES TOWERS APARTMENTS; Charles T	7/3/2023 6:10:34PM
A1102	C23-34571 Box: 490	StructureFire 41 NEWINGTON CT S; Tuscowilla Hills	7/3/2023 6:33:44PM
A1108	C23-34595 Box: 510K	AllergicReact-C 47 GOODE LN; Wide River Farm	7/3/2023 8:59:16PM
M1103	C23-34598 Box: 400	SickPerson-C 439 EUCLID AVE; Charles Town	7/3/2023 9:13:35PM
M1109	C23-34599 Box: 560K	Seizures-D 890 LAKESIDE DR; Shannondale East	7/3/2023 9:18:12PM
M1103	C23-34626 Box: 490	TrblBreathing-C 1093 TUSCAWILLA DR; Tuscowilla Hills	7/3/2023 11:47:18PM
M1103	C23-34630 Box: 400M	UnkwnMedical-B 151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	7/4/2023 12:47:02AM
A1108	C23-34666 Box: 710K	PublicAssist 63 BRENTWOOD CT; Bakerton Area	7/4/2023 8:00:01AM
M1104	C23-34669 Box: 310K	ChestPain-D 353 GARDNERS LN; Shepherdstown Area	7/4/2023 8:27:40AM
M1103	C23-34680 Box: 400	Seizures-C 106 4TH ST; Charles Town	7/4/2023 9:31:50AM
M1109	C23-34688 Box: 400	Fall-D 609 S SEMINARY ST; Charles Town	7/4/2023 10:27:21AM
M1105	C23-34708 Box: 265K	Fall-B 106 SPRUCE HILL WAY; Spruce Hill	7/4/2023 11:59:09AM
M1109	C23-34709 Box: 560K	Fall-A 46 ALTA VISTA DR; Shannondale East	7/4/2023 12:02:54PM
A1102	C23-34711 Box: 400M	AbdPain-C 151 AUGUSTINE AVE # 3R; CHARLES TOWERS APARTMENTS; Charles T	7/4/2023 12:05:42PM
M1103	C23-34712 Box: 415	ChestPain-D 60 WALKER CT; Breckenridge	7/4/2023 12:09:32PM
M1103	C23-34727 Box: 640K	TraumaticInj-B 10 SHIRLEY RD; Summit Point Area	7/4/2023 2:27:24PM
M1105	C23-34741 Box: 415K	Stroke-C 112 SAWMILL CT; Ranson Area	7/4/2023 3:51:17PM
M1109	C23-34749 Box: 405	UnconsPers-D+++ 401 N MILDRED ST; BUDGET INN RANSON; Ranson	7/4/2023 4:25:29PM
M1108	C23-34754 Box: RB1A	MutualAidRiver RB1A POTOMAC RIVER ACCESS AT THE POINT HF WC TAC3 OPS	7/4/2023 4:47:51PM
M1105	C23-34771 Box: 420K	SickPerson-A 348 4TH ST; Shenandoah Junction	7/4/2023 5:52:07PM
M1109	C23-34778 Box: 405	ApplianceFire 251 AUTUMN DR # 801; CRANES MEADOW APTS; Ranson Area	7/4/2023 6:44:22PM
M1104	C23-34783 Box: 700K	CardacArst-E+++ 47 MORNING CALM LN; Riverview Estates	7/4/2023 7:17:33PM

M1103	C23-34785 Box: 110	SEND-TraumaInj 4328 WILLIAM L WILSON FWY; CLARION INN RT 340; Bolivar Area	7/4/2023 7:18:59PM
M1109	C23-34791 Box: 700K	SEND-PsychEmer 47 MORNING CALM LN; Riverview Estates	7/4/2023 8:02:46PM
M1103	C23-34806 Box: 600K	Fall-A 79 MARSHALL ST; Middleway Area	7/4/2023 9:15:18PM
M1105	C23-34818 Box: 550K	ChestPain-D 424 MISSION RD; Mannings Area	7/4/2023 10:06:34PM
M1105	C23-34846 Box: 400	CardacArst-E+++ 310 W LIBERTY ST; Charles Town	7/4/2023 11:45:47PM
M1108	C23-34873 Box: 100K	MVAInjury CHESTNUT HILL RD & WILLIAM L WILSON FWY; Near Rt 340; Harper	7/5/2023 4:38:08AM
M1109	C23-34884 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/5/2023 7:34:11AM
M1105	C23-34886 Box: 410	UnconsPerson-C 230 OAK LEE DR; HOME DEPOT STORE; Potomac Twm Ctr	7/5/2023 7:45:36AM
M1109	C23-34908 Box: 100	DiabeticEmerg-A 58 FADELEY WAY; Bolivar	7/5/2023 9:11:51AM
M1105	C23-34931 Box: 400M	Fire AlarmComm 151 AUGUSTINE AVE # 2G; CHARLES TOWERS APARTMENTS; Charles T	7/5/2023 10:22:31AM
M1109	C23-34943 Box: 230K	SickPerson-D 1108 AVON BEND RD; Avon Bend	7/5/2023 11:31:21AM
A1102	C23-34946 Box: 400M	Fall-B 151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	7/5/2023 11:41:42AM
M1104	C23-34956 Box: 330K	MVAInjury LEETOWN RD & CHARLES TOWN RD; Kearneysville	7/5/2023 12:36:32PM
M1105	C23-34960 Box: 430	Fall-B 179 E BURR BLVD # A; FRESENIUS KIDNEY CARE; Burr Park N	7/5/2023 1:00:18PM
M1103	C23-34968 Box: 630K	TrblBreathing-C 1925 BRUCETOWN RD; Middleway Area	7/5/2023 1:23:20PM
A1102	C23-34989 Box: 610X	MVAInjury 4806 MIDDLEWAY PIKE; HARDINGS SERVICE CENTER; Middleway Area	7/5/2023 2:59:43PM
M1103	C23-34998 Box: 400	Fall-B 208 E NORTH ST; CREAMERS WRECKER SERVICE; Charles Town	7/5/2023 4:13:31PM
M1105	C23-34999 Box: 490	PublicAssist 41 PINEHURST CT; Locust Hill	7/5/2023 4:14:05PM
M1109	C23-35011 Box: 570K	PsychEmrgncy-D 1010 JOHN BROWN FARM RD; John Brown Farm Mtn	7/5/2023 5:36:41PM
M1104	C23-35014 Box: 300	SEND-SickPerson 4904 KEARNEYSVILLE PIKE; Shepherdstown Area	7/5/2023 5:40:52PM
M1105	C23-35026 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/5/2023 7:19:58PM
M1103	C23-35050 Box: 400	UnconsPerson-D 401 W LIBERTY ST; Charles Town	7/5/2023 9:54:54PM
M1104	C23-35066 Box: 360K	Hemorrhage-A 7067 FLOWING SPRINGS RD; Shepherdstown Area	7/5/2023 11:28:53PM
M1101	C23-35072 Box: 745K	ChestPain-D 175 HARMONY LN; Riverside Acres	7/6/2023 12:22:15AM
M1102	C23-35098 Box: 400	SickPerson-D 807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	7/6/2023 6:31:17AM
M1103	C23-35105 Box: 490	PublicAssist 41 PINEHURST CT; Locust Hill	7/6/2023 8:49:55AM

M1103	C23-35110 Box: 490	SickPerson-A 41 PINEHURST CT; Locust Hill	7/6/2023 9:19:50AM
M1102	C23-35119 Box: 405	TrblBreathing-D 104 TOPPER AVE # 104; Ranson	7/6/2023 9:58:01AM
M1104	C23-35125 Box: 733K	SickPerson-A 767 ACORN CIR; Oak Tree East	7/6/2023 10:45:39AM
M1102	C23-35133 Box: 605K	Stroke-C 111 OWLS NEST LN; Leetown Area	7/6/2023 11:24:42AM
M1103	C23-35148 Box: 620K	UnconsPerson-D 517 NEW MEADOW DR; Meadowlands	7/6/2023 1:06:05PM
M1109	C23-35168 Box: 205	Fall-A 431 JEFFERSON AVE; Charles Town	7/6/2023 3:09:32PM
M1105	C23-35178 Box: 230K	Fall-A 6338 KABLETOWN RD; Kabletown Area	7/6/2023 4:20:13PM
M1101	C23-35183 Box: 723K	ChestPain-D 316 REDWOOD CT; Norwood	7/6/2023 4:41:05PM
M1103	C23-35199 Box: 405	Hemorrhage-A 279 ORCHARD DR; Orchard Hills	7/6/2023 5:59:27PM
M1109	C23-35221 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	7/6/2023 8:19:38PM
M1101	C23-35244 Box: 100	TreeDown WASHINGTON ST & CHURCH ST; Harpers Ferry	7/6/2023 10:28:43PM
M1101	C23-35245 Box: 110K	Fall-A 343 CAMPGROUND RD BLDG E; KOA POOL; Bolivar Area	7/6/2023 10:41:13PM
M1103	C23-35267 Box: 400M	TrblBreathing-D 151 AUGUSTINE AVE # 4D; CHARLES TOWERS APARTMENTS; Charles T	7/7/2023 1:57:55AM
M1109	C23-35268 Box: 405	Assault-D 123 W 7TH AVE # 8; Ranson	7/7/2023 2:04:21AM
M1105	C23-35290 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/7/2023 9:53:57AM
A1102	C23-35295 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/7/2023 10:02:41AM
M1103	C23-35304 Box: 405	Fall-A 109 AUTUMN DR # 1007; CRANES MEADOW APTS; Ranson Area	7/7/2023 10:57:25AM
M1103	C23-35307 Box: 490	SickPerson-A 41 PINEHURST CT; Locust Hill	7/7/2023 11:08:44AM
M1109	C23-35308 Box: 405	DiabeticEmerg-C 507 GRASSDALE ST; Ranson	7/7/2023 11:11:55AM
M1105	C23-35309 Box: 560K	AnimalBite-B 776 VALLEY VIEW RD; Shannondale East	7/7/2023 11:15:06AM
A1102	C23-35328 Box: 610K	SEND-PsychEmer 180 LADY BUG LN; Day Subdv	7/7/2023 12:44:03PM
M1103	C23-35339 Box: 490	PsychEmrgncy-C 135 DOUGLAS DR; Tuscowilla Hills	7/7/2023 2:02:14PM
M1105	C23-35351 Box: 215X	SickPerson-A 106 JEFFERSON TERRACE RD; MOTEL 6; Charles Town Area	7/7/2023 2:52:28PM
M1104	C23-35369 Box: 301S	HeatExposure-B 301 N KING ST; IKENBERRY HALL SHEP UNIV; Shepherd University	7/7/2023 4:40:24PM
M1109	C23-35372 Box: 560K	Fall-B 2075 LAKESIDE DR; Shannondale East	7/7/2023 5:03:47PM
M1103	C23-35404 Box: 400	SickPerson-D 401 W LIBERTY ST; Charles Town	7/7/2023 8:20:50PM

M1105	C23-35407 Box: 205	TraumaticInj-A 801 S MILDRED ST; JEFFERSON PARK POOL HOUSE; Charles Town	7/7/2023 8:28:52PM
M1109	C23-35410 Box: 215	SickPerson-D 216 FULTON AVE; Patrick Henry Ests	7/7/2023 8:54:22PM
M1105	C23-35414 Box: 465K	Fall-A 184 LOCUST HILL DR; Pembroke Grove	7/7/2023 9:26:54PM
M1103	C23-35421 Box: 490	VehicleFire TALL OAK DR & BERKELEY DR; Tuscowilla Hills	7/7/2023 10:00:22PM
M1104	C23-35422 Box: 350K	Fall-B 118 OAKWOOD DR; Oakwood	7/7/2023 10:08:30PM
M1103	C23-35435 Box: 400X	SEND-SickPerson 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	7/7/2023 11:42:54PM
M1104	C23-35437 Box: 300	UnkwnMedical-B 164 SHEPHERD GRADE RD; BAVARIAN INN AND LODGE; Bavarian Inn	7/7/2023 11:55:48PM
M1105	C23-35441 Box: 400	UnconsPerson-D 100 HICKORY TREE CT # 503; WILLOW SPRG FARM APT; Ch Town	7/8/2023 12:15:58AM
M1103	C23-35445 Box: 400X	SEND-ChestPain 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	7/8/2023 12:23:42AM
M1109	C23-35455 Box: 560K	PsychEmrgncy-B 890 LAKESIDE DR; Shannondale East	7/8/2023 1:11:36AM
M1109	C23-35473 Box: 550K	Hemorrhage-D 136 BLUE BIRD LN; Shannondale East	7/8/2023 8:30:38AM
M1101	C23-35495 Box: 700K	TraumaticInj-B 1473 CARTER AVE; Bakerton	7/8/2023 11:20:21AM
M1105	C23-35498 Box: 100	Fall-B 56 TAYLOR ST; Bolivar	7/8/2023 11:27:42AM
M1109	C23-35499 Box: 230K	Seizures-C 78 FAIRVIEW DR; Fairview Place	7/8/2023 11:28:00AM
M1103	C23-35502 Box: 100	SEND-TrblBreath 744 SHENANDOAH ST; A PLACE IN TIME MUSEUM; Harpers Ferry	7/8/2023 12:01:49PM
A1102	C23-35507 Box: 410	PsychEmrgncy-O 1205 STEED ST; Fairfax Crossing	7/8/2023 12:20:12PM
M1103	C23-35515 Box: 620K	MVAInjury MIDDLEWAY PIKE & ROSE HILL DR; Middleway Area; Rose Hill Est	7/8/2023 1:15:50PM
A1102	C23-35523 Box: 400	Fall-B 110 AUGUSTINE AVE; Charles Town	7/8/2023 2:27:26PM
A1102	C23-35533 Box: 400	SickPerson-A 741 E WASHINGTON ST; ROADWAY INN AND SUITES; Charles Town	7/8/2023 4:25:38PM
M1104	C23-35538 Box: 300	SEND-Allergic 8052 MARTINSBURG PIKE; SHEPHERDSTOWN FIRE COMPANY 3; ST Area	7/8/2023 5:18:51PM
M1105	C23-35544 Box: 415	ChestPain-D 34 BOXWOOD LN; Walnut Grove	7/8/2023 5:46:40PM
M1109	C23-35546 Box: 215X	ChestPain-D 912 SOMERSET BLVD # 102; WVU URGENT CARE; by ALDIs	7/8/2023 6:09:00PM
M1105	C23-35561 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	7/8/2023 7:00:51PM
M1103	C23-35564 Box: 400M	SickPerson-D 151 AUGUSTINE AVE # 2L; CHARLES TOWERS APARTMENTS; Charles T	7/8/2023 7:26:36PM
M1105	C23-35569 Box: 400X	SEND-UnconsPers 580 FINISH LINE AVE; CASINO LOADING DOCK ENTRANCE; Ranson	7/8/2023 8:02:03PM
M1109	C23-35570 Box: 215K	Fall-A 13 AUBREY CT; Schaeffers Xrds	7/8/2023 8:11:50PM

M1109	C23-35574 Box: 215X	HeatExposure-C 62 SOMERSET BLVD; DOLLAR GENERAL SOMERSET; Charles Town Area	7/8/2023 8:43:09PM
M1101	C23-35579 Box: 160K	SickPerson-A 326 OREGON TRL; Conestoga	7/8/2023 9:12:50PM
M1103	C23-35585 Box: 400	Seizures-C 531 S GEORGE ST; Charles Town	7/8/2023 9:40:20PM

FFC**Total Agency for Period: 7**

D1	C23-34300 Box: 110K	Fall-A 800BLK SHORELINE DR; Bolivar Area	7/2/2023 8:20:20AM
EK1	C23-34330 Box: 723K	FireAlarmResdnt 519 CHESSIE LN; Engle Crossing	7/2/2023 12:30:18PM
RE1	C23-34559 Box: 215K	MVAEntrapmnt WALMART LIGHT; Charles Town Area	7/3/2023 5:30:49PM
RE1	C23-34783 Box: 700K	CardacArst-E+++ 47 MORNING CALMLN; Riverview Estates	7/4/2023 7:17:33PM
RE1	C23-34873 Box: 100K	MVAInjury CHESTNUT HILL RD & WILLIAM L WILSON FWY; Near Rt 340; Harper	7/5/2023 4:38:08AM
B1	C23-34974 Box: 737K	BrushFire ROLLING KNOLLS RD & ENGLE MOLERS RD; Molers Crossroads	7/5/2023 1:50:34PM
FP1	C23-35244 Box: 100	TreeDown WASHINGTON ST & CHURCH ST; Harpers Ferry	7/6/2023 10:28:43PM

IFC

Total Agency for Period: 19

E4	C23-34379 Box: 405	PublicAssist 206 W 5TH AVE; Ranson	7/2/2023 4:26:17PM
E4	C23-34385 Box: 255	GasLeakInside 25 BATTLEFIELD DR; Huntfield	7/2/2023 5:43:29PM
E4	C23-34394 Box: 400	SEND-PsychEmer FLOWING SPRINGS RD AT RT 9 ON BRIDGE; Ranson Exit	7/2/2023 7:32:15PM
R4	C23-34559 Box: 215K	MVAEntrapmnt WALMART LIGHT; Charles Town Area	7/3/2023 5:30:49PM
E4	C23-34571 Box: 490	StructureFire 41 NEWINGTON CT S; Tuscowilla Hills	7/3/2023 6:33:44PM
E4	C23-34646 Box: 405	COAlarm 130 W BELTLINE AVE; JIMS AUTO REPAIR; Ranson	7/4/2023 3:58:18AM
U4	C23-34754 Box: RB1A	MutualAidRiver RB1A POTOMAC RIVER ACCESS AT THE POINT HF WC TAC3 OPS	7/4/2023 4:47:51PM
E4	C23-34778 Box: 405	ApplianceFire 251 AUTUMN DR # 801; CRANES MEADOW APTS; Ranson Area	7/4/2023 6:44:22PM
E4	C23-34783 Box: 700K	CardacArst-E+++ 47 MORNING CALM LN; Riverview Estates	7/4/2023 7:17:33PM
E4	C23-34846 Box: 400	CardacArst-E+++ 310 W LIBERTY ST; Charles Town	7/4/2023 11:45:47PM
E4	C23-34931 Box: 400M	FireAlarmComm 151 AUGUSTINE AVE # 2G; CHARLES TOWERS APARTMENTS; Charles T	7/5/2023 10:22:31AM
E4	C23-34946 Box: 400M	Fall-B 151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	7/5/2023 11:41:42AM
R4	C23-34956 Box: 330K	MVAInjury LEETOWN RD & CHARLES TOWN RD; Kearneysville	7/5/2023 12:36:32PM
R4	C23-34960 Box: 430	Fall-B 179 E BURR BLVD # A; FRESENIUS KIDNEY CARE; Burr Park N	7/5/2023 1:00:18PM
E4	C23-34999 Box: 490	PublicAssist 41 PINEHURST CT; Locust Hill	7/5/2023 4:14:05PM
E4	C23-35105 Box: 490	PublicAssist 41 PINEHURST CT; Locust Hill	7/6/2023 8:49:55AM
E4	C23-35363 Box: 400	FireAlarmComm 741 E WASHINGTON ST; ROADWAY INN AND SUITES; Charles Town	7/7/2023 4:24:13PM
E4	C23-35421 Box: 490	VehicleFire TALL OAK DR & BERKELEY DR; Tuscowilla Hills	7/7/2023 10:00:22PM
E4	C23-35525 Box: 425K	OutsideFire FLOWING SPRINGS RD & JOB CORPS RD; Shen Junction Area	7/8/2023 2:45:43PM

MFC**Total Agency for Period: 15**

CN6	C23-34336 Box: 605D	WiresDown 290 MEADOW BLUFF LN; Kearneysville Area	7/2/2023 1:25:31PM
U6	C23-34413 Box: 630K	SickPerson-A 276 KING ST; Middleway	7/2/2023 9:34:34PM
U6	C23-34558 Box: 610K	SickPerson-C 1804 WIDE HORIZON BLVD; Wide Horizon	7/3/2023 5:30:21PM
K6	C23-34571 Box: 490	StructureFire 41 NEWINGTON CT S; Tuscowilla Hills	7/3/2023 6:33:44PM
U6	C23-34727 Box: 640K	TraumaticInj-B 10 SHIRLEY RD; Summit Point Area	7/4/2023 2:27:24PM
RE6	C23-34801 Box:	MutualAidFire 2600blk Middleway Pike	7/4/2023 9:03:59PM
U6	C23-34967 Box: 671X	FireAlarmComm 33 J CHRISTOPHER STEVENS WAY; SPARC WAREHOUSE; SPARC Trng Ar	7/5/2023 1:21:56PM
RE6	C23-34968 Box: 630K	TrblBreathing-C 1925 BRUCETOWN RD; Middleway Area	7/5/2023 1:23:20PM
U6	C23-34989 Box: 610X	MVAInjury 4806 MIDDLEWAY PIKE; HARDINGS SERVICE CENTER; Middleway Area	7/5/2023 2:59:43PM
U6	C23-35133 Box: 605K	Stroke-C 111 OWLS NEST LN; Leetown Area	7/6/2023 11:24:42AM
U6	C23-35148 Box: 620K	UnconsPerson-D 517 NEW MEADOW DR; Meadowlands	7/6/2023 1:06:05PM
U6	C23-35328 Box: 610K	SEND-PsychEmer 180 LADY BUG LN; Day Subdv	7/7/2023 12:44:03PM
K6	C23-35421 Box: 490	VehicleFire TALL OAK DR & BERKELEY DR; Tuscowilla Hills	7/7/2023 10:00:22PM
RE6	C23-35515 Box: 620K	MVAInjury MIDDLEWAY PIKE & ROSE HILL DR; Middleway Area; Rose Hill Est	7/8/2023 1:15:50PM
U6	C23-35553 Box: 455K	SpecialEvtFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	7/8/2023 6:30:44PM

SFD

Total Agency for Period: 16

T3	C23-34345 Box: 301S	FireAlarmComm 210 N KING ST; STUDENT CENTER SHEP UNIV; Shepherd University	7/2/2023 2:10:04PM
EMS3	C23-34416 Box: 305K	PublicAssist 6690 MARTINSBURG PIKE; Shepherdstown Area	7/2/2023 9:42:45PM
E3	C23-34430 Box: 305K	COAlarm 265 SPRING WARBLER WAY; Mecklenburg Heights	7/2/2023 11:40:05PM
E3	C23-34435 Box: 330K	TrblBreathing-D 3504 WARM SPRINGS RD; Shepherdstown Area	7/3/2023 12:19:22AM
E3	C23-34469 Box: 733K	FireAlarmResdnt 1065 UVILLA RD; Molers Crossroads	7/3/2023 8:23:22AM
E3	C23-34475 Box: 300M	UnconsPerson-A 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	7/3/2023 9:34:21AM
T3	C23-34480 Box: 301S	FireAlarmComm 604 UNIVERSITY DR; DUNLOP HALL SHEP UNIV; SU	7/3/2023 10:12:11AM
EMS3	C23-34517 Box: 390	TrblBreathing-D 346 CIRRUS WAY; Quail Ridge	7/3/2023 1:30:57PM
EMS3	C23-34528 Box: 355K	AllergicReact-A 207 HERITAGE DR; Glenn Meadows	7/3/2023 2:09:09PM
D3	C23-34669 Box: 310K	ChestPain-D 353 GARDNERS LN; Shepherdstown Area	7/4/2023 8:27:40AM
E3	C23-34956 Box: 330K	MVAInjury LEETOWN RD & CHARLES TOWN RD; Kearneysville	7/5/2023 12:36:32PM
E3	C23-34974 Box: 737K	BrushFire ROLLING KNOLLS RD & ENGLE MOLERS RD; Molers Crossroads	7/5/2023 1:50:34PM
E3	C23-35049 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	7/5/2023 9:52:35PM
T3	C23-35088 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	7/6/2023 4:34:17AM
E3	C23-35092 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	7/6/2023 4:53:21AM
E3	C23-35176 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	7/6/2023 4:15:41PM



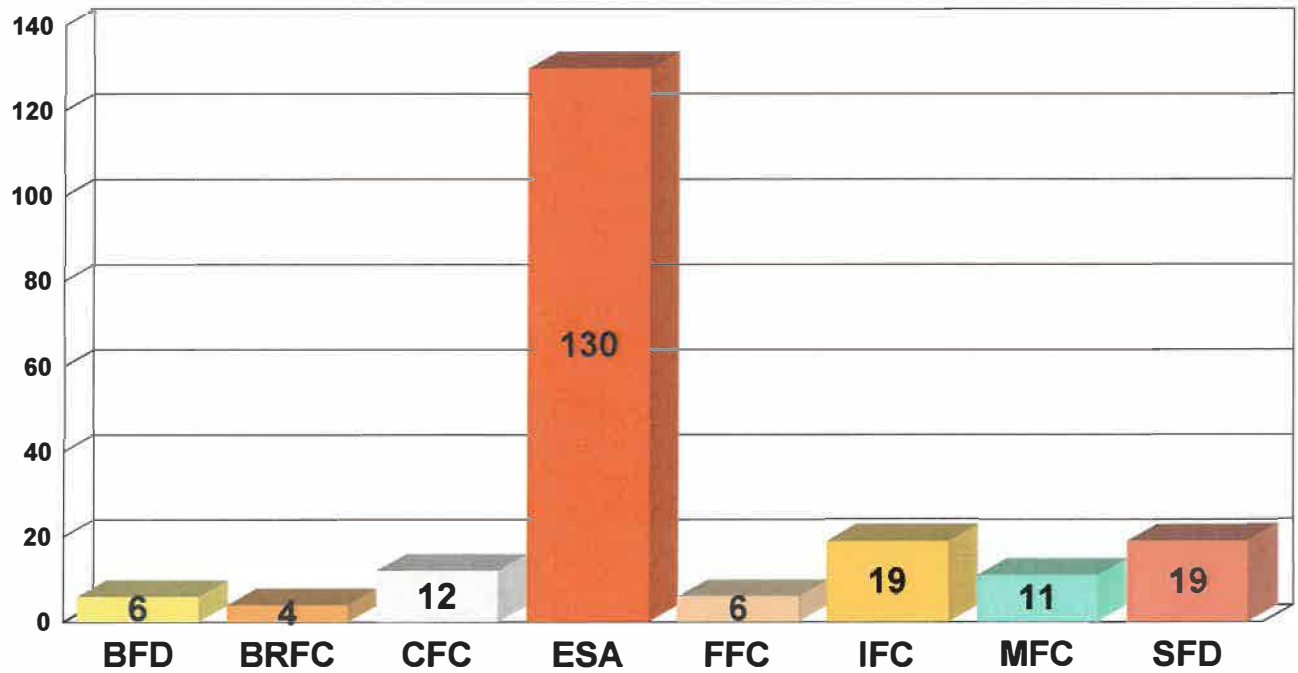
Jefferson County Emergency Communications Fire and EMS Activity Report

Weekly Activity Report for Fire & EMS for the LAST FULL WEEK showing CAD calls dispatched to each fire/EMS agency & the total count for the week. The unit depicted on this report is the initial unit assigned from the agency shown.

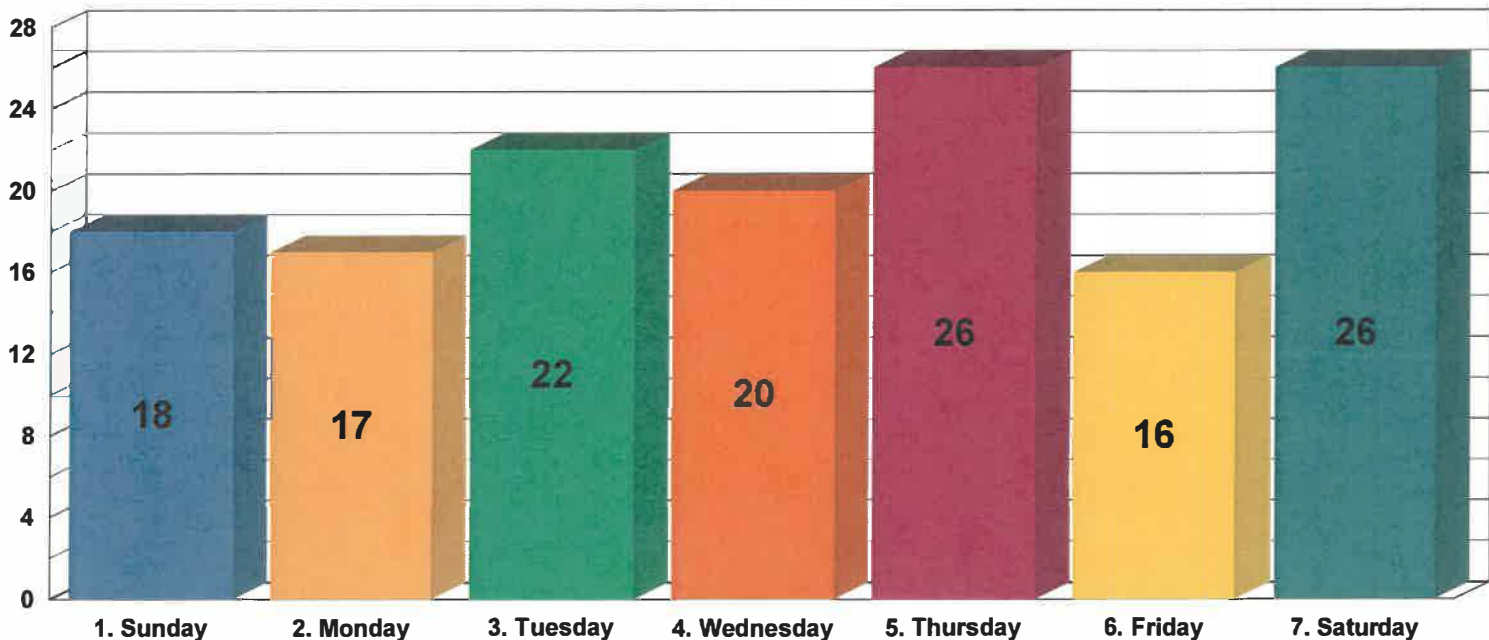
From 07/16/2023 to 07/22/2023

Total Incidents: **145**

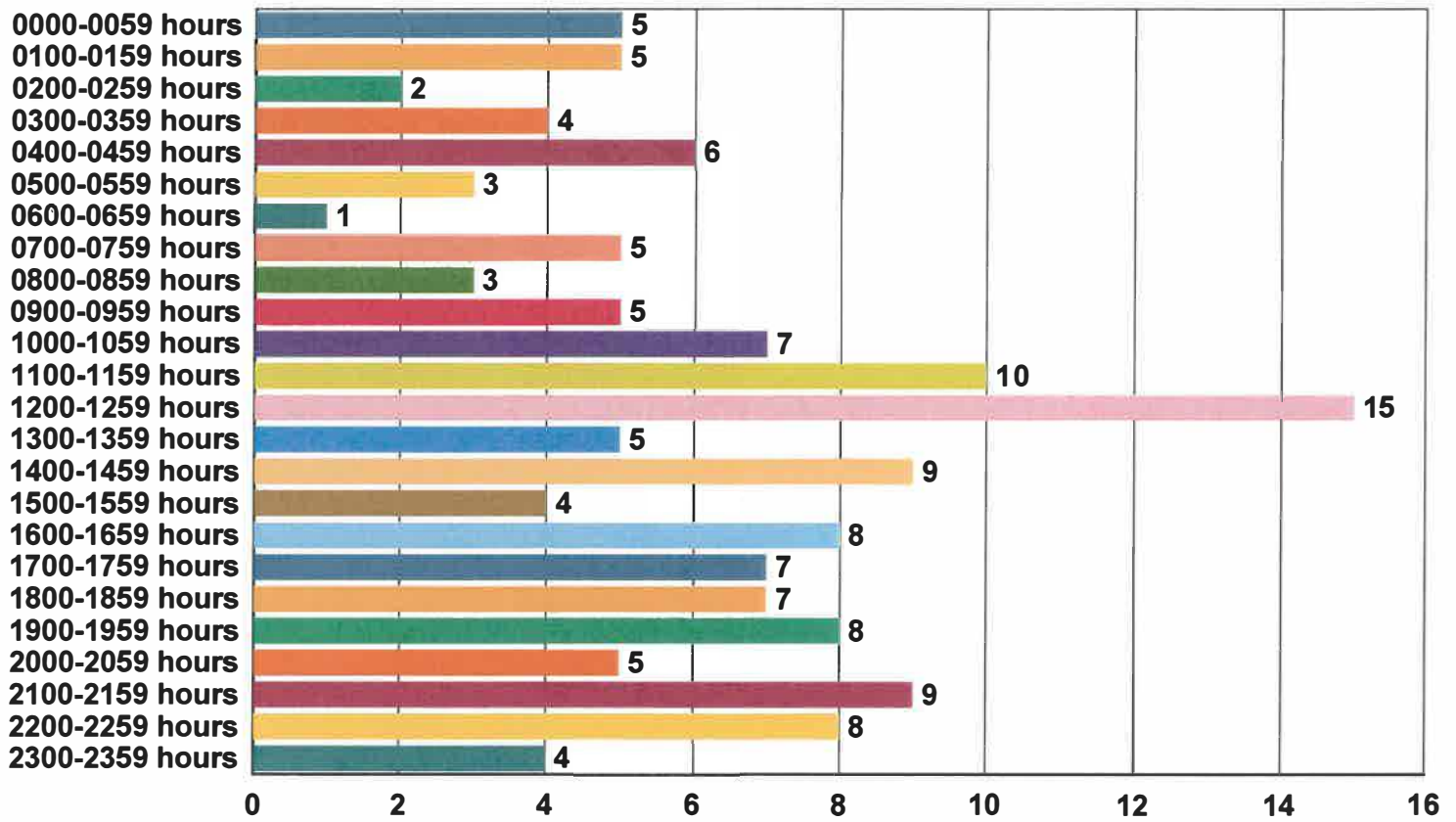
Incidents, by Agency



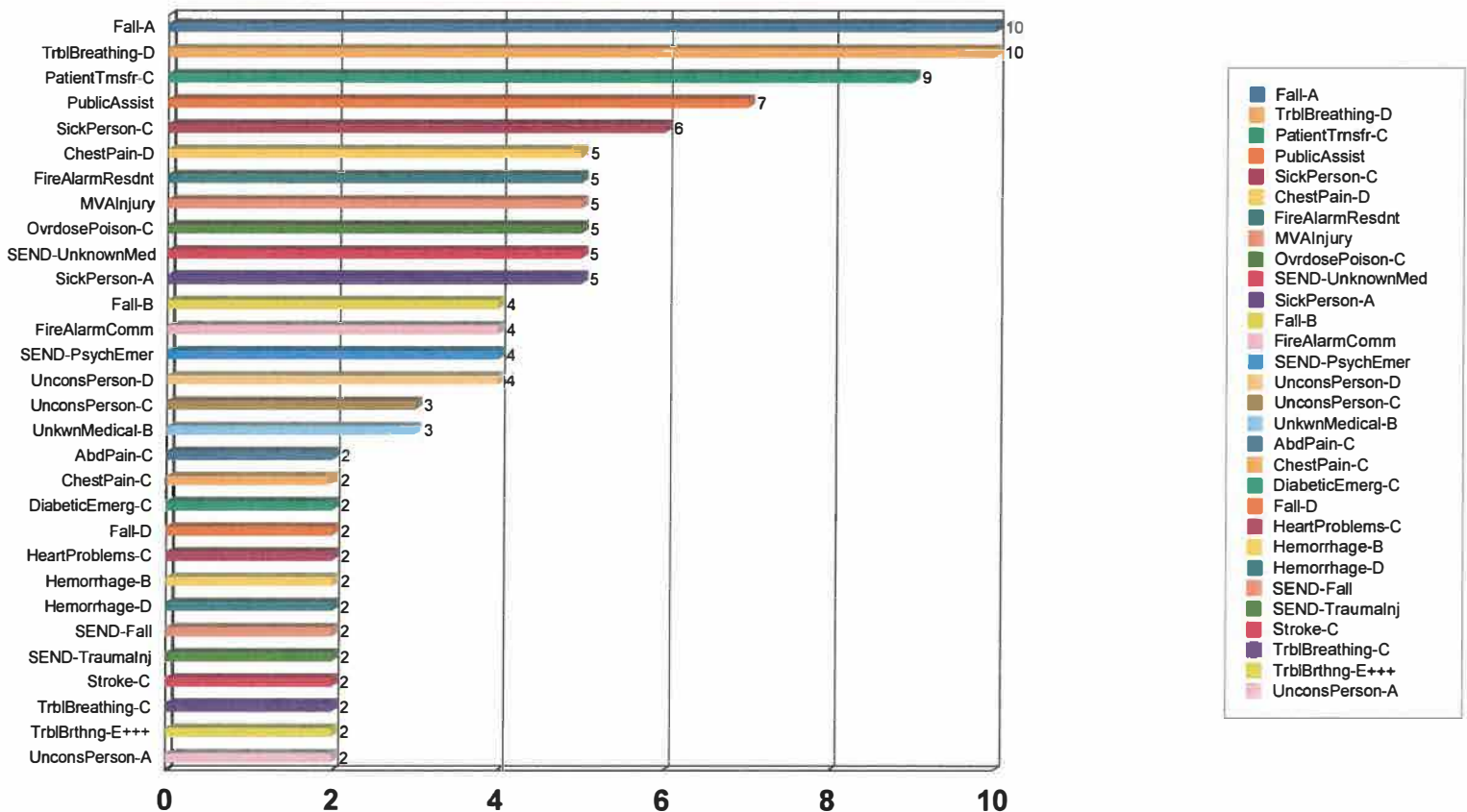
Incidents, by day of week



Incidents, by hour



Most Commonly Dispatched Nature Codes



BFD**Total Agency for Period: 6**

ACH7	C23-37386 Box: 420K	TrblBrthng-E+++ 342 5TH ST; Shenandoah Junction	7/17/2023 7:37:39PM
E7	C23-37410 Box: 705K	FireAlarmResdnt 616 CARTER AVE; Bakerton	7/17/2023 9:44:49PM
BT7	C23-38129 Box:	MutualAidRiver POTOMAC RIVER BRIDGE; WASHINGTON COUNTY	7/21/2023 6:52:49AM
E7	C23-38318 Box: 350K	PublicAssist 118 OAKWOOD DR; Oakwood	7/22/2023 3:19:40AM
SO7	C23-38399 Box: 100K	MVAInjury WILLIAM L WILSON FWY & CHESTNUT HILL RD; Harpers Ferry; Near	7/22/2023 2:11:36PM
E7	C23-38463 Box: 710K	PublicAssist 63 BRENTWOOD CT; Bakerton Area	7/22/2023 8:16:41PM

BRFC**Total Agency for Period: 4**

RE5	C23-37295 Box: 510K	Hemorrhage-D 571 DOGWOOD TRL; HF Campsites	7/17/2023 11:35:27AM
E52	C23-38135 Box: 520T	SickPerson-A 364 MOUNTAIN TOP TRL; Westridge Hills	7/21/2023 8:28:29AM
CH5	C23-38311 Box: 530K	TrblBreathing-D 47 MOUNTAIN OVERLOOK DR; Near Hostler Bridge	7/22/2023 1:42:47AM
RE5	C23-38503 Box: 550K	TrblBrthng-E+++ 432 WINDSONG RD; Shannondale East	7/22/2023 11:27:10PM

CFC

Total Agency for Period: 12

T2	C23-37054 Box: 400	FireAlarmComm 40 FLOWING SPRINGS WAY; WALGREENS CHARLES TOWN; Charles Town	7/16/2023 2:44:32AM
E2	C23-37227 Box: 230K	FireAlarmResdnt 87 BROADVIEW CT; Myerstown Area	7/17/2023 2:14:19AM
E2	C23-37295 Box: 510K	Hemorrhage-D 571 DOGWOOD TRL; HF Campsites	7/17/2023 11:35:27AM
E2	C23-37349 Box: 215X	ElevatorEntrap 257 KEYES FERRY RD; CUBESMART SELF STORAGE ChTown; CT Area	7/17/2023 3:35:18PM
T2	C23-37382 Box: 235	PublicAssist 120 HAVERSACK CIR; Norborne Glebe	7/17/2023 7:21:38PM
EK2	C23-37740 Box: 620K	VehicleFire 612 S CHILDS RD; Summit Point Area	7/19/2023 12:56:47PM
E2	C23-37942 Box: 200	PublicAssist 18 SAGEWOOD ST; Green Meadows	7/20/2023 9:33:21AM
EK2	C23-37955 Box: 200	PublicAssist 18 SAGEWOOD ST; Green Meadows	7/20/2023 11:15:44AM
E2	C23-38009 Box: 215X	MVAInjury 160 PATRICK HENRY WAY; GOODWILL CHARLES TOWN; Walmart Plaza	7/20/2023 5:07:30PM
EK2	C23-38065 Box: 405	ApplianceFire 307 N PRESTON ST; Ranson	7/20/2023 10:23:47PM
E2	C23-38143 Box: 205K	WiresDown ASHCROFT DR & ANSLEY WAY; Mag Springs	7/21/2023 9:14:18AM
E2	C23-38311 Box: 530K	TrblBreathing-D 47 MOUNTAIN OVERLOOK DR; Near Hostler Bridge	7/22/2023 1:42:47AM

ESA

Total Agency for Period: 130

M1104	C23-37043 Box: 305K	PDAssist WINEBRENNER RD & GREEN HILL FARM LN; Shepherdstown Area; Cro	7/16/2023 12:26:23AM
M1106	C23-37047 Box: 215	SEND-TraumaInj 246 PATRICK HENRY WAY # 201; PATRICK HENRY APT; by WalMart	7/16/2023 1:03:04AM
A1101	C23-37067 Box: 170K	MVAInjury WILLIAM L WILSON FWY & SHEPHERDSTOWN PIKE; Halltown Area	7/16/2023 7:40:18AM
M1109	C23-37089 Box: 200	SEND-PsychEmer 23 SNOWBERRY ST; Green Meadows	7/16/2023 10:36:44AM
M1103	C23-37103 Box: 400	UnconsPerson-C 129 W WASHINGTON ST; ABOLITIONIST ALE WORKS; Chrls Twn	7/16/2023 12:32:41PM
M1109	C23-37105 Box: 400	UnconsPerson-D 807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	7/16/2023 12:40:47PM
M1108	C23-37123 Box: 235K	ChestPain-D 385 OAKLAND TER; Oakland Heights	7/16/2023 2:43:30PM
M1109	C23-37141 Box: 230K	Fall-A 6338 KABLETOWN RD; Kabletown Area	7/16/2023 4:53:26PM
M1103	C23-37145 Box: 400X	SEND-UnconsPers 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	7/16/2023 5:06:20PM
M1108	C23-37154 Box: 510K	SickPerson-C 571 DOGWOOD TRL; HF Campsites	7/16/2023 6:21:36PM
M1106	C23-37163 Box: 330K	TrblBreathing-D 207 KEARNEYSVILLE PIKE; Kearneysville	7/16/2023 7:03:31PM
M1106	C23-37174 Box: 605K	SEND-PsychEmer 1331 BOWERS RD; Leetown Area	7/16/2023 8:22:35PM
M1103	C23-37183 Box: 600K	Fall-A 5611 MIDDLEWAY PIKE; Middleway Area	7/16/2023 9:27:02PM
M1109	C23-37188 Box: 400M	UnkwnMedical-B 151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	7/16/2023 9:50:17PM
M1108	C23-37190 Box: 405	Fall-B 605 N MARSHALL ST; Ranson	7/16/2023 9:53:23PM
M1109	C23-37265 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/17/2023 7:58:59AM
M1101	C23-37269 Box: 100	TrblBreathing-D 41 WARREN ST; Bolivar	7/17/2023 8:18:29AM
M1103	C23-37270 Box: 400	ChestPain-C 505 E NORTH ST # 203; MARWARE APTS; Charles Town	7/17/2023 8:26:55AM
A1102	C23-37278 Box: 650K	UnconsPerson-A 949 SUMMIT POINT RD; Summit Point Area	7/17/2023 9:21:48AM
M1108	C23-37295 Box: 510K	Hemorrhage-D 571 DOGWOOD TRL; HF Campsites	7/17/2023 11:35:27AM
A1102	C23-37308 Box: 400	Hemorrhage-D 642 E WASHINGTON ST; TRAVELODGE; Charles Town	7/17/2023 12:38:31PM
M1103	C23-37343 Box: 405	Fall-D 605 N MARSHALL ST; Ranson	7/17/2023 3:08:02PM
M1108	C23-37349 Box: 215X	ElevatorEntrap 257 KEYES FERRY RD; CUBESMART SELF STORAGE ChTown; CT Area	7/17/2023 3:35:18PM
M1103	C23-37380 Box: 400	Fall-D 540 BROOKE ST; Charles Town	7/17/2023 7:07:40PM
M1101	C23-37381 Box: 100	UnconsPerson-D 186 HIGH ST; THE RABBIT HOLE; Harpers Ferry	7/17/2023 7:10:02PM
M1109	C23-37386 Box: 420K	TrblBrthng-E+++ 342 5TH ST; Shenandoah Junction	7/17/2023 7:37:39PM

M1109	C23-37433 Box: 295K	ChestPain-D 2272 LEWISVILLE RD; Franklinton Area	7/18/2023 12:15:13AM
M1103	C23-37455 Box: 400	SickPerson-C 807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; RM 203	7/18/2023 1:04:36AM
M1108	C23-37468 Box: 405	TrblBreathing-D 1026 N MILDRED ST # 19; Wilts MHP	7/18/2023 4:01:23AM
M1103	C23-37495 Box: 405	TrblBreathing-D 104 TOPPER AVE # 104; Ranson	7/18/2023 9:07:17AM
M1106	C23-37516 Box: 300M	PatientTrnsfr-C 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	7/18/2023 11:06:26AM
M1103	C23-37524 Box: 490	ChestPain-D 52 CAPTAIN BAIRD CT; Tuscowilla Hills	7/18/2023 11:37:31AM
A1102	C23-37535 Box: 400	BackPain-C 525 S SEMINARY ST; Charles Town	7/18/2023 12:33:06PM
M1103	C23-37538 Box: 405	Fall-A 112 E 14TH AVE; Ranson	7/18/2023 12:50:50PM
M1101	C23-37542 Box: 500K	SEND-UnknownMed 679 DEY DR; Blue Ridge Acres	7/18/2023 1:16:23PM
M1108	C23-37544 Box: 400	PublicAssist 540 BROOKE ST; Charles Town	7/18/2023 1:19:22PM
M1109	C23-37554 Box: 215X	ChestPain-D 912 SOMERSET BLVD STE 102; WVU URGENT CARE; by ALDIs	7/18/2023 2:02:12PM
M1108	C23-37557 Box: 215X	UnconsPerson-C 96 PATRICK HENRY WAY; WALMART; Walmart Plaza	7/18/2023 2:13:36PM
M1103	C23-37572 Box: 405	Fall-A 251 AUTUMN DR # 803; CRANES MEADOW APTS; Ranson Area	7/18/2023 3:27:03PM
M1103	C23-37593 Box: 400	UnconsPerson-D 91 SARATOGA DR # D; STAR RENTALS; Jeff Xing	7/18/2023 5:28:02PM
M1108	C23-37600 Box: 610K	SickPerson-C 1324 WIDE HORIZON BLVD; Wide Horizon; Hidden River	7/18/2023 5:58:29PM
M1106	C23-37609 Box: 330K	MVAInjury 6001 CHARLES TOWN RD; Kearneysville	7/18/2023 6:52:58PM
M1106	C23-37616 Box: 300	PublicAssist 370 RUMSEY AVE; JAMES RUMSEY MONUMENT PARK; Shepherdstown	7/18/2023 7:36:37PM
M1109	C23-37634 Box: 255	TraumaticInj-B 63 COLONIAL DR; Huntfield	7/18/2023 9:38:20PM
M1108	C23-37640 Box: 230K	Fall-A 6517 KABLETOWN RD; Kabletown Area	7/18/2023 10:02:28PM
M1103	C23-37641 Box: 605K	SickPerson-C 149 PLEASANT ACRES CT; Leetown Area	7/18/2023 10:04:01PM
M1106	C23-37645 Box: 315K	COAlarm 308 SHADE LN; Shepherdstown Area	7/18/2023 10:19:29PM
M1108	C23-37650 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/18/2023 10:38:11PM
M1103	C23-37683 Box: 400	Seizures-A 544 EAGLE AVE; Charles Town	7/19/2023 1:47:28AM
M1109	C23-37686 Box: 410	TrblBreathing-D 80 FUZZY TAIL DR; Briar Run Estates	7/19/2023 3:45:44AM
A1102	C23-37695 Box: 620K	SEND-UnknownMed 5462 MIDDLEWAY PIKE; Middleway Area	7/19/2023 7:19:40AM
M1109	C23-37722 Box: 560K	UnconsPerson-C 794 EAGLES NEST LN; Shannondale East	7/19/2023 11:16:00AM

A1107	C23-37723 Box: 400	TrblBreathing-D 127 AUGUSTINE AVE; Charles Town	7/19/2023 11:18:53AM
M1106	C23-37727 Box: 340K	Hemorrhage-B 550 BORDER RD; Kearneysville Area	7/19/2023 11:50:30AM
M1108	C23-37729 Box: 445K	Fall-A 93 WOODLAND CT; Woodland Park	7/19/2023 11:59:23AM
LT11	C23-37740 Box: 620K	VehicleFire 612 S CHILDS RD; Summit Point Area	7/19/2023 12:56:47PM
M1109	C23-37745 Box: 400	TrblBreathing-C 305 W WASHINGTON ST # 2; Charles Town	7/19/2023 1:34:57PM
M1108	C23-37767 Box: 410	SEND-PsychEmer 230 OAK LEE DR; HOME DEPOT STORE; Potomac Twn Ctr	7/19/2023 3:29:59PM
A1107	C23-37772 Box: 400	UnkwnMedical-B 518 S GEORGE ST # C-11; WASHINGTON VILLAGE APTS; Ch Town	7/19/2023 4:14:56PM
A1107	C23-37773 Box: 405	DiabeticEmerg-A 16 AUTUMN TER # 1301; CRANES MEADOW APTS; Ranson Area	7/19/2023 4:29:17PM
M1108	C23-37781 Box: 215X	PatientTrnsfr-C 912 SOMERSET BLVD # 102; WVU URGENT CARE; by ALDIs	7/19/2023 5:21:45PM
A1101	C23-37789 Box: 140K	CardacArst-E+++ 57 ROCKAWAY CT; Carriage Park	7/19/2023 5:39:36PM
A1107	C23-37790 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/19/2023 5:46:34PM
M1103	C23-37829 Box: 400	SickPerson-C 21 NEW OAK TREE CT # 407; WILLOW SPRG FARM APT; Ch Town	7/19/2023 8:35:01PM
M1109	C23-37850 Box: 205	SEND-UnknownMed 811 JEFFERSON AVE; Charles Town	7/19/2023 9:28:35PM
M1106	C23-37870 Box: 300	ChestPain-C 540 S CHURCH ST # 7; MAPLE GREEN APTS; Shepherdstown Area	7/19/2023 10:59:44PM
M1108	C23-37871 Box: 400	AbdPain-C 505 E NORTH ST # 200; MARWARE APTS; Charles Town	7/19/2023 11:04:03PM
M1109	C23-37874 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/19/2023 11:18:06PM
M1108	C23-37911 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/20/2023 3:33:58AM
M1108	C23-37914 Box: 405	SEND-PsychEmer 164 RANSON ESTATES CIR; Ranson Estates	7/20/2023 4:25:03AM
M1109	C23-37916 Box: 275K	DiabeticEmerg-C 121 VERMEER LN; Summit Point Area	7/20/2023 4:37:21AM
M1106	C23-37918 Box: 360K	OvrdosePoison-C 206 DOGWOOD MANOR DR; Dogwood	7/20/2023 4:53:19AM
A1107	C23-37924 Box: 490	Fall-A 171 SAINT ANDREWS DR; Locust Hill	7/20/2023 5:58:12AM
M1106	C23-37940 Box: 305K	HeartProblems-C 28 SWIFT CT; Mecklenburg Heights	7/20/2023 9:26:11AM
M1108	C23-37942 Box: 200	PublicAssist 18 SAGEWOOD ST; Green Meadows	7/20/2023 9:33:21AM
M1108	C23-37955 Box: 200	PublicAssist 18 SAGEWOOD ST; Green Meadows	7/20/2023 11:15:44AM
A1107	C23-37957 Box: 400	OvrdosePoison-C 642 E WASHINGTON ST; TRAVELODGE; Charles Town	7/20/2023 11:23:16AM
M1106	C23-37961 Box: 360K	UnkwnMedical-B 6920 FLOWING SPRINGS RD; Shepherdstown Area	7/20/2023 11:59:31AM

A1107	C23-37962 Box: 630K	SickPerson-A 4650 MIDDLEWAY PIKE; Middleway Area	7/20/2023 12:01:29PM
M1106	C23-37966 Box: 340K	SickPerson-A 70 COTTAGE RD; Fox Glen	7/20/2023 12:35:01PM
M1103	C23-37969 Box: 400	Fall-B 190 FLOWING SPRINGS RD; MARTINS GROCERY STORE; Jeff Xing	7/20/2023 12:43:25PM
M1109	C23-37971 Box: 215X	TrblBreathing-D 32 PATRICK HENRY WAY; LONG JOHN SILVERS; Walmart Plaza	7/20/2023 12:45:38PM
M1106	C23-37980 Box: 300	SEND-TraumaInj 8052 MARTINSBURG PIKE; SHEPHERDSTOWN FIRE COMPANY 3; ST Area	7/20/2023 1:50:30PM
A1107	C23-37987 Box: 405	SEND-Overdose 603 N MILDRED ST; VALLEY CAR WASH; Ranson	7/20/2023 2:41:25PM
M1103	C23-38002 Box: 610K	UnconsPerson-D 8601 LEETOWN RD; Middleway Area	7/20/2023 4:30:44PM
M1104	C23-38009 Box: 215X	MVAInjury 160 PATRICK HENRY WAY; GOODWILL CHARLES TOWN; Walmart Plaza	7/20/2023 5:07:30PM
M1109	C23-38028 Box: 540K	ChestPain-D 218 ACORN NUT LN; Bloomery Area	7/20/2023 6:11:21PM
M1104	C23-38030 Box: 205K	DiabeticEmerg-C 107 TATE MANOR DR; Charles Town	7/20/2023 6:14:39PM
M1104	C23-38036 Box: 400	TrblBreathing-C 44 NEW SYCAMORE CIR # 201; WILLOW SPRG FARM APT; Ch Town	7/20/2023 7:00:07PM
M1103	C23-38065 Box: 405	ApplianceFire 307 N PRESTON ST; Ranson	7/20/2023 10:23:47PM
M1106	C23-38079 Box: 330K	OvrdosePoison-C 902 KEARNEYSVILLE PIKE; Kearneysville Area	7/20/2023 11:38:15PM
M1103	C23-38087 Box: 405	SickPerson-D 124 E 3RD AVE # 6; Ranson	7/21/2023 12:15:08AM
M1109	C23-38089 Box: 550K	Fall-A 241 THRUSH LN; Shannondale East	7/21/2023 12:33:52AM
M1103	C23-38111 Box: 405	SickPerson-C 104 TOPPER AVE # 104; Ranson	7/21/2023 3:13:18AM
M1103	C23-38121 Box: 400	Fall-B 518 S GEORGE ST # C-11; WASHINGTON VILLAGE APTS; Ch Town	7/21/2023 5:21:36AM
M1104	C23-38135 Box: 520T	SickPerson-A 364 MOUNTAIN TOP TRL; Westridge Hills	7/21/2023 8:28:29AM
M1102	C23-38167 Box: 400	UnconsPers-D+++ 732 E WASHINGTON ST; MCDONALDS CHARLES TOWN; Charles Town	7/21/2023 10:51:56AM
M1104	C23-38187 Box: 415	SEND-UnknownMed 47 OXFORD WAY; Cambridge	7/21/2023 12:26:18PM
M1106	C23-38202 Box: 300	Fall-A 134 W GERMAN ST; Shepherdstown	7/21/2023 2:15:51PM
M1109	C23-38234 Box: 540K	Stroke-C 17200 CHARLES TOWN RD	7/21/2023 6:30:24PM
M1104	C23-38244 Box: 670K	SEND-Fall 67 LEETOWN RD; Summit Point Area	7/21/2023 7:21:49PM
M1103	C23-38257 Box: 405	Fall-A 113 MICHELLE DR; Ashley Brin	7/21/2023 9:10:36PM
M1103	C23-38275 Box: 605K	HeartProblems-C 149 PLEASANT ACRES CT; Leetown Area	7/21/2023 10:17:11PM
M1103	C23-38282 Box: 400X	SEND-Fall 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	7/21/2023 10:59:23PM

M1104	C23-38292 Box: 400	OvrdosePoison-D 625 MORDINGTON AVE; Charles Town	7/22/2023 12:15:19AM
M1109	C23-38311 Box: 530K	TrblBreathing-D 47 MOUNTAIN OVERLOOK DR; Near Hostler Bridge	7/22/2023 1:42:47AM
M1106	C23-38318 Box: 350K	PublicAssist 118 OAKWOOD DR; Oakwood	7/22/2023 3:19:40AM
M1103	C23-38322 Box: 405	Hemorrhage-A 111 W 2ND AVE; Ranson	7/22/2023 4:26:44AM
M1104	C23-38323 Box: 405	SickPerson-A 605 N MARSHALL ST; Ranson	7/22/2023 4:30:44AM
M1103	C23-38327 Box: 630K	Stroke-C 4650 MIDDLEWAY PIKE; Middleway Area	7/22/2023 5:08:22AM
M1104	C23-38351 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	7/22/2023 10:04:44AM
M1103	C23-38352 Box: 400	Fall-B 624 S SAMUEL ST; Charles Town	7/22/2023 10:05:41AM
M1109	C23-38357 Box: 445K	TrblBreathing-D 2021 WAR ADMIRAL BLVD; Ranson Area	7/22/2023 10:38:07AM
M1106	C23-38360 Box: 300	SEND-Allergic 8052 MARTINSBURG PIKE; SHEPHERDSTOWN FIRE COMPANY 3; ST Area	7/22/2023 10:42:22AM
A1102	C23-38372 Box: 405	AbdPain-C 508 BURNS ST; Ranson	7/22/2023 12:11:38PM
A1102	C23-38373 Box: 410	UnconsPerson-A 1331 MARE ST; Fairfax Crossing	7/22/2023 12:17:42PM
M1101	C23-38374 Box: 110K	BurnInjury-A 343 CAMPGROUND RD # 147; Bolivar Area	7/22/2023 12:31:03PM
M1109	C23-38376 Box: 405	TrblBreathing-D 102 N GEORGE ST # 1; Ranson	7/22/2023 12:46:37PM
M1103	C23-38385 Box: 400	Hemorrhage-B 807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	7/22/2023 1:27:17PM
M1101	C23-38399 Box: 100K	MVAInjury WILLIAM L WILSON FWY & CHESTNUT HILL RD; Harpers Ferry; Near	7/22/2023 2:11:36PM
M1104	C23-38402 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/22/2023 2:30:59PM
M1103	C23-38404 Box: 605K	OvrdosePoison-C 149 PLEASANT ACRES CT; Leetown Area	7/22/2023 2:39:35PM
M1109	C23-38420 Box: 221	SickPerson-A MM 70-0 RT 9 EB; Charles Town Area	7/22/2023 4:39:29PM
M1103	C23-38441 Box: 400	HeatExposure-C 411 S LAWRENCE ST; ST PHILIPS EPISCOPAL CHURCH; Charles Town	7/22/2023 6:01:46PM
M1104	C23-38447 Box: 610K	OvrdosePoison-C 677 HARRY SHIRLEY RD; Hidden River	7/22/2023 6:39:20PM
M1103	C23-38461 Box: 620K	PregnncyPrblm-C 64 OLD MADISON LN; Middleway Area	7/22/2023 8:11:37PM
M1101	C23-38463 Box: 710K	PublicAssist 63 BRENTWOOD CT; Bakerton Area	7/22/2023 8:16:41PM
M1109	C23-38466 Box: 690K	SEND-UnknownMed 61 COTTONWOOD DR; Summit Point Area	7/22/2023 8:44:14PM
M1106	C23-38481 Box: 330H	MVAInjury MM 60-0 RT 9 EB; Kearneysville Area	7/22/2023 9:36:31PM
M1104	C23-38503 Box: 550K	TrblBrthng-E+++ 432 WINDSONG RD; Shannondale East	7/22/2023 11:27:10PM

FFC**Total Agency for Period: 6**

EK1	C23-37067 Box: 170K	MVAInjury WILLIAM L WILSON FWY & SHEPHERDSTOWN PIKE; Halltown Area	7/16/2023 7:40:18AM
D1	C23-37269 Box: 100	TrblBreathing-D 41 WARREN ST; Bolivar	7/17/2023 8:18:29AM
D1	C23-37295 Box: 510K	Hemorrhage-D 571 DOGWOOD TRL; HF Campsites	7/17/2023 11:35:27AM
EK1	C23-37789 Box: 140K	CardacArst-E+++ 57 ROCKAWAY CT; Carriage Park	7/19/2023 5:39:36PM
EK1	C23-38399 Box: 100K	MVAInjury WILLIAM L WILSON FWY & CHESTNUT HILL RD; Harpers Ferry; Near	7/22/2023 2:11:36PM
EK1	C23-38463 Box: 710K	PublicAssist 63 BRENTWOOD CT; Bakerton Area	7/22/2023 8:16:41PM

IFC

Total Agency for Period: 19

W4	C23-37054 Box: 400	FireAlarmComm 40 FLOWING SPRINGS WAY; WALGREENS CHARLES TOWN; Charles Town	7/16/2023 2:44:32AM
D4	C23-37105 Box: 400	UnconsPerson-D 807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	7/16/2023 12:40:47PM
E4	C23-37133 Box: 400	FireAlarmResdnt 600 S SAMUEL ST; Charles Town	7/16/2023 4:02:59PM
W4	C23-37135 Box: 400	FireAlarmResdnt 600 S SAMUEL ST; Charles Town	7/16/2023 4:29:59PM
D4	C23-37295 Box: 510K	Hemorrhage-D 571 DOGWOOD TRL; HF Campsites	7/17/2023 11:35:27AM
W4	C23-37339 Box: 405	Rekindle 121 W 3RD AVE; JEFFERSON DAY REPORT CENTER; Ranson	7/17/2023 2:34:29PM
R4	C23-37349 Box: 215X	ElevatorEntrap 257 KEYES FERRY RD; CUBESMART SELF STORAGE ChTown; CT Area	7/17/2023 3:35:18PM
E4	C23-37386 Box: 420K	TrblBrthng-E+++ 342 5TH ST; Shenandoah Junction	7/17/2023 7:37:39PM
D4	C23-37468 Box: 405	TrblBreathing-D 1026 N MILDRED ST # 19; Wilts MHP	7/18/2023 4:01:23AM
E4	C23-37544 Box: 400	PublicAssist 540 BROOKE ST; Charles Town	7/18/2023 1:19:22PM
K4	C23-37740 Box: 620K	VehicleFire 612 S CHILDS RD; Summit Point Area	7/19/2023 12:56:47PM
U4	C23-37829 Box: 400	SickPerson-C 21 NEW OAK TREE CT # 407; WILLOW SPRG FARM APT; Ch Town	7/19/2023 8:35:01PM
E4	C23-37942 Box: 200	PublicAssist 18 SAGEWOOD ST; Green Meadows	7/20/2023 9:33:21AM
E4	C23-37955 Box: 200	PublicAssist 18 SAGEWOOD ST; Green Meadows	7/20/2023 11:15:44AM
R4	C23-38009 Box: 215X	MVAInjury 160 PATRICK HENRY WAY; GOODWILL CHARLES TOWN; Walmart Plaza	7/20/2023 5:07:30PM
E4	C23-38065 Box: 405	ApplianceFire 307 N PRESTON ST; Ranson	7/20/2023 10:23:47PM
E4	C23-38135 Box: 520T	SickPerson-A 364 MOUNTAIN TOP TRL; Westridge Hills	7/21/2023 8:28:29AM
U4	C23-38167 Box: 400	UnconsPers-D+++ 732 E WASHINGTON ST; MCDONALDS CHARLES TOWN; Charles Town	7/21/2023 10:51:56AM
R4	C23-38481 Box: 330H	MVAInjury MM 60-0 RT 9 EB; Kearneysville Area	7/22/2023 9:36:31PM

MFC**Total Agency for Period: 11**

U6	C23-37183 Box: 600K	Fall-A 5611 MIDDLEWAY PIKE; Middleway Area	7/16/2023 9:27:02PM
U6	C23-37278 Box: 650K	UnconsPerson-A 949 SUMMIT POINT RD; Summit Point Area	7/17/2023 9:21:48AM
U6	C23-37641 Box: 605K	SickPerson-C 149 PLEASANT ACRES CT; Leetown Area	7/18/2023 10:04:01PM
CN6	C23-37740 Box: 620K	VehicleFire 612 S CHILDS RD; Summit Point Area	7/19/2023 12:56:47PM
B6	C23-38000 Box: 610K	InvestSmokeOut 4485 MIDDLEWAY PIKE; Middleway Area	7/20/2023 4:18:21PM
U6	C23-38002 Box: 610K	UnconsPerson-D 8601 LEETOWN RD; Middleway Area	7/20/2023 4:30:44PM
U6	C23-38244 Box: 670K	SEND-Fall 67 LEETOWN RD; Summit Point Area	7/21/2023 7:21:49PM
U6	C23-38404 Box: 605K	OvrdosePoison-C 149 PLEASANT ACRES CT; Leetown Area	7/22/2023 2:39:35PM
U6	C23-38447 Box: 610K	OvrdosePoison-C 677 HARRY SHIRLEY RD; Hidden River	7/22/2023 6:39:20PM
U6	C23-38461 Box: 620K	PregncyPrblm-C 64 OLD MADISON LN; Middleway Area	7/22/2023 8:11:37PM
U6	C23-38466 Box: 690K	SEND-UnknownMed 61 COTTONWOOD DR; Summit Point Area	7/22/2023 8:44:14PM

SFD

Total Agency for Period: 19

E3	C23-37043 Box: 305K	PDAssist WINEBRENNER RD & GREEN HILL FARM LN; Shepherdstown Area; Cro	7/16/2023 12:26:23AM
EMS3	C23-37163 Box: 330K	TrblBreathing-D 207 KEARNEYSVILLE PIKE; Kearneysville	7/16/2023 7:03:31PM
E3	C23-37224 Box: 320	FireAlarmResdnt 190 TINSLEY CIR; Willowdale	7/17/2023 1:16:21AM
E3	C23-37410 Box: 705K	FireAlarmResdnt 616 CARTER AVE; Bakerton	7/17/2023 9:44:49PM
B3	C23-37411 Box: 305K	PoleFire 368 SPRING WARBLER WAY; Mecklenburg Heights	7/17/2023 9:53:01PM
CH3	C23-37609 Box: 330K	MVAInjury 6001 CHARLES TOWN RD; Kearneysville	7/18/2023 6:52:58PM
E3	C23-37616 Box: 300	PublicAssist 370 RUMSEY AVE; JAMES RUMSEY MONUMENT PARK; Shepherdstown	7/18/2023 7:36:37PM
E3	C23-37645 Box: 315K	COAlarm 308 SHADE LN; Shepherdstown Area	7/18/2023 10:19:29PM
EMS3	C23-37870 Box: 300	ChestPain-C 540 S CHURCH ST # 7; MAPLE GREEN APTS; Shepherdstown Area	7/19/2023 10:59:44PM
EMS3	C23-37871 Box: 400	AbdPain-C 505 E NORTH ST # 200; MARWARE APTS; Charles Town	7/19/2023 11:04:03PM
EMS3	C23-37918 Box: 360K	OvrdosePoison-C 206 DOGWOOD MANOR DR; Dogwood	7/20/2023 4:53:19AM
E3	C23-37929 Box: 325X	FireAlarmComm 698 CONSERVATION WAY; NCTC ENTRY AUDITORIUM; NCTC	7/20/2023 7:41:35AM
EMS3	C23-37940 Box: 305K	HeartProblems-C 28 SWIFT CT; Mecklenburg Heights	7/20/2023 9:26:11AM
E3	C23-37951 Box: 301S	FireAlarmComm 405 N KING ST; GARDINER HALL SHEP UNIV; Shepherd University	7/20/2023 10:36:59AM
E3	C23-37961 Box: 360K	UnkwnMedical-B 6920 FLOWING SPRINGS RD; Shepherdstown Area	7/20/2023 11:59:31AM
EMS3	C23-38079 Box: 330K	OvrdosePoison-C 902 KEARNEYSVILLE PIKE; Kearneysville Area	7/20/2023 11:38:15PM
E3	C23-38130 Box: 325X	FireAlarmComm 698 CONSERVATION WAY; NCTC ENTRY AUDITORIUM; NCTC	7/21/2023 7:33:23AM
E3	C23-38318 Box: 350K	PublicAssist 118 OAKWOOD DR; Oakwood	7/22/2023 3:19:40AM
D3	C23-38481 Box: 330H	MVAInjury MM 60-0 RT 9 EB; Kearneysville Area	7/22/2023 9:36:31PM

JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

Name: Nathan Cochran

Department or Organization: Prosecuting Attorney's Office

Commission Meeting Date: August 3, 2021

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Report by legal counsel

Please provide a description of your request or presentation, including any background information:

See attached

Type of Request: (Funding/Hiring): N/A

Funding/Salary/Hourly Amount: N/A

Name of Hire (if Applicable): N/A

Grade/Step/Hours (PT/FT): N/A

Start Date (beginning of pay period): N/A

Post Probationary Increase (If applicable): N/A

Any Additional Conditions of Employment or Funding Comments:

N/A

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

N/A

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Jaymee Houser

Phone Number: 304-728-3318

Email Address:

jhouser@jcpawv.org

JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

Additional Comments Page:

- a. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation; State of West Virginia ex rel. Patrick Morrissey, Attorney General v. Walgreens Boots Alliance, Inc., et al., Civil Action No. 20-C-82 PNM (W. Va. Cir.Ct. Putnam County) (the "West Virginia AG Action"), pending within In re: Opioid Litigation, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) and related matters.

- b. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01. Discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C- 33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6, Jefferson County Circuit Court Civil Action No. 2022-C-81, Jefferson County Circuit Court Civil Action No. 2022-C-103, 2022-C-14 and 2023-C-112, WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731 and WV Intermediate Court of Appeals No. to be assigned (appeal of Jefferson County Circuit Court Civil Action No. 2022-C-141).

- c. Report and recommendation regarding record and Petition for Confirmation of Removal of Civil Service Commissioner.

- d. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.

- e. Discussion of wage issue regarding Deputy Sheriffs.

- f. Presentation and discussion of the Memorandum of Understanding for Recovery Closet.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is being made this _____ day of August 2023, between the parties, Jefferson County Commission (hereinafter "JCC"), and the Jefferson County Adult Drug Treatment Court (hereinafter "ADC") related to the use of the old county mailroom located at 108 N. Samuel Street, Charles Town, WV 25414.

I. Terms and Conditions

JCC agrees that ADC shall have sole use of the old county mailroom located at 108 N. Samuel Street, Charles Town, WV 25414 to operate a Recovery Closet to be opened and offered to citizens in the local community. Recovery Closet will be a local resource where those in need can obtain household items, clothing, food, etc. for no cost. Participants of ADC shall provide community service by assisting in staffing and maintaining the Recovery Closet. It is understood that Crystal Gumbel-Shade shall supervise the volunteer staff and be the only person the ADC shall authorize to have direct access to the old county mailroom unsupervised. Store hours and direct contact information for Mrs. Gumbel-Shade will be prominently displayed by the entrance of the building. Any signage requires the prior written approval of the JCC and historical authorities.

ADC accepts the premises in "as is" condition and may make such improvements, as it deems necessary, to the premises with prior written permission of the JCC, which will not be unreasonably withheld. Further, ADC agrees that due to the historical nature of the old county mailroom, any permanent renovations, including certain paint types, wall fixtures, etc., must be approved by the Historical Committee. ADC agrees to follow and comply with Historical Committee recommendations and directives.

JCC will maintain the exterior of the structure but will not provide any cleaning, janitorial or maintenance for the interior of the structure. JCC retains the right to enter the premises at any time to inspect, repair, and maintain the structure or any county equipment therein. JCC will provide electrical service and basic HVAC to the structure subject to normal County standards on temperature and usage. Any other utilities or services are the responsibility of the ADC.

The adjacent parking lot is for the use of county employees only. ADC clients, customers, visitors or invitees may not use the parking lot from 8am to 6 pm weekdays nor during any after-hours county meeting or event. ADC will instruct its clients and customers to refrain from parking in the county lots.

In the event the structure is damaged by calamity, act of God, fire or other casualty, the JCC retains the right to immediately terminate the agreement if, in JCC sole discretion, the costs of repair are excessive.

II. Duration

This Agreement shall be valid beginning as of the date of execution for a period of no more than twelve (12) months with the initial period ending on June 30, 2024, a period that coincides with the JCC fiscal year. Unless either party provides written notice sixty (60) days in advance of the expiration of this agreement, it shall automatically be extended for a period of twelve (12) months with each successive twelve (12) month period beginning on July 1 and ending on the next

June 30th unless terminated as provided herein. In addition to the non-renewal notice provision, either party may terminate the agreement with 90 (ninety) days written notice to the other.

III. Breach

In the event of an alleged breach of this Agreement, the parties shall provide written notice specifically outlining the alleged breach. The responding party shall have thirty (30) days from the date of the written notice to respond to any alleged breach. The party alleged to have breached the terms and conditions shall be provided the opportunity to cure the alleged breach within thirty (30) days.

JEFFERSON COUNTY COMMISSION



JEFFERSON COUNTY ADULT DRUG
TREATMENT COURT, by Crystal Gumbel-Shade

DATE: _____

DATE: 7/26/23

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Makayla Zonfrilli

Department or Organization: County Commission

Commission Meeting Date: 08-03-2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

County Administrator Report

Please provide a description of your request or presentation, including any background information:

Discussion and request to approve the budget revision and adoption of the resolution for the State Auditor's Office, via role call vote, for a Budget Transfer for FY23/24 to reconcile the Coal Severance Account.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

Discussion and request to approve the budget revision and adoption of the resolution for the State Auditor's Office, via role call vote, for a Budget Transfer for FY23/24 to reconcile the Coal Severance Account.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Makayla Zonfrilli

Phone Number: 304-268-8963

Email Address:

mzonfrilli@jeffersoncountywv.org



**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5114
 Fax: 304-340-5090
 Email: igs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

FY: FY23-24

Fund: 2

Rev. No. 1

Pages: 1 of 2

Jefferson County Commission

GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Makayla Zonfrilli**

Phone: **814-979-3616 or (304) 728-3284**

Fax: _____ Charles Town

Email: mzonfrilli@jeffersoncountywv.org

P.O. Box 250

STREET OR PO BOX

CITY

25414

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	131,197	8,589		139,786
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

8,589

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
696	Transfer to Financial Stabilization Fund	2,018,243	8,589		2,026,832
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

8,589

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Div.

Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the county commission, held (Month, day and year) August 3rd, 2023 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 1, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____ the vote thereon was as follows:

<u>Comm. President Steve Stolipher</u>	<u>Yes or No</u>
<u>Comm. Tricia Jackson</u>	<u>Yes or No</u>
<u>Comm. Jennifer Krouse</u>	<u>Yes or No</u>
<u>Comm. Jane Tabb</u>	<u>Yes or No</u>
<u>Vacant Seat</u>	<u>Yes or No</u>

WHEREUPON, President Commission Steve Stolipher declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the President Commissioner is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Makayla Zonfrilli

Department or Organization: County Commission

Commission Meeting Date: 08-03-2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

- 1). Discussion and potential approval to move forward to create a Tyler Munis Administrator position.
- 2). Discussion and potential approval of FY23/24 Budget Transfer and related Resolution to the State Auditor's Office

Please provide a description of your request or presentation, including any background information:

The County Administrator's office, along with the County Clerk's office conducted a conference call with the State Auditor's office on Thursday 7/27/2023. It was strongly recommended by the Auditor's office to have an individual whose purpose is to administer the Tyler MUNIS system for the organization. They advised this cannot be a data entry person. Everyone who currently knows how to use MUNIS and uses it daily are Data Entry or approvers on the software. see additional page.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

Motion to approve the creation of a Tyler Administrator Position.

Motion to approve the budget transfer and adopt the related resolution for the State Auditor's Office in the amount of \$10,000 from 1401410300 employees salaries and wages to 1428410300 employees salaries and wages.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi Conference/Video No

Contact Information: Makayla Zonfrilli

Phone Number: 304-268-8963

Email Address:

mzonfrilli@jeffersoncountywv.org



**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

There may be an internal candidate who is interested in this administration position. This position will be housed under the Information and Technology department and fall under the direct supervision of the IT Director.

The Commission's Administrative staff has funds in the amount of \$10,000 to transfer to the IT Department to compensate for the additional duties added to the job description.

Under current County Administrations full user access was granted to the County Administrator, CFO, County Clerk, and IT Director. At the strong suggestion of the State Auditor's office, no one that does data entry should have full access.

With the addition of MUNIS administrator duties under an IT department job position it will allow the county to adhere to the guidance of the State Auditor's office by reducing the access of the County Clerk, County Administrator, and Budget Director and put the administration onto the MUNIS Administrator under the IT Department.

The workflows in our system need a dedicated manager. Due to the high staff turnover in the Commission office this has created a user attribute issue. It will be the job of the administrator to fix and maintain user permissions in the system, set up new users, remove old users, edit workflows, edit permissions, assist with Tyler Tech tickets and problems as necessary, work with the Budget Director and County Clerk's office to record and produce MUNIS training manuals and training videos and provide quarterly and yearly trainings to staff.

Motion to approve the budget transfer of \$10,000 from 1401410300 employees salaries and wages to 1428410300 employees salaries and wages.

Public Comment for Jefferson County Commission meeting July 20, 2023

I, David Tabb, a lifelong resident/taxpayer make the following comments:

PUBLIC COMMENT –

Notice to Jefferson County Property Owners:

Three of the County Commissioners; Stolipher, Jane Tabb and Ath did an excellent job by increasing your property taxes by 20% to 40%. The Jefferson County residents got what they wanted: more taxes less volunteers. Stolipher, Jane Tabb and Ath reduced impact fees by six (6) times the previous impact fees so, builders such as, Ryan Homes only have to pay \$1,700.00 per building permit. The previous fee was \$9,000.00 to \$12,000.00. This decrease took money from the schools, volunteer fire companies and the Sheriff's department.

This leads into the Jefferson County Commission attempting to file for an emergency service levy. The levy will need to be some 40 to 50 million per year! Your property taxes will double or more. If you don't vote – don't complain.

Two weeks ago, Jill Upson, made a comment on my Facebook. Of which, I called Ms. Upson and asked about the state ARPA funds. In short, Ms. Upson, traveled over the State of West Virginia to promotion organizations to file for state ARPA funding. I attended one of Ms. Upson's presentations and help several volunteer fire companies file applications for state ARPA funding. Ms. Upson's response was that the State Legislators handled the ARPA funding distribution and Ms. Upson did not know the status at this time.

With that said, everyone needs to contact the State Legislators: both Delegates and Senators, and ask for the status of the State ARPA funding. I personally have not been able to find any additional information.

Presentation #10 – Mike Sine, Director of JCESA

EMS Standby (For Jefferson County Fair and Varsity Football Games)

The Ambulance services are no longer volunteer (free). Looks like they will need to pay, just like everyone else! The Jefferson County voters wanted this. Time to pay.

This application did not contain any supporting documents for the Varsity Football games. Therefore, the County Commission can't take action at this time.

County Administrator Report

The documents submitted for this proposed agenda is all over the place and makes no sense. Especially when it's listed at the very beginning and states "All meeting rooms in Jefferson County-owned buildings...". So, when did the Jefferson County Commission take ownership of the Charles Town Library? And, if you did, why are you still paying rent?

"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The Governor has ordered the Government to be "open for business" and not deprived the public of notice and comments that would violate ethic provisions.

It is hard to be safe, with the current County Commission.

Have a nice day!

