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

APPROVAL OF PAYROLL

- August 4, 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 Community Corrections 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
- 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 Morrisey, 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 Mainteance
	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

OMB Number 1123-0011
Expires: December 31, 2024

Equitable Sharing Agreement and Certification

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

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

	Summary of Equitable Sharing Activity	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 (total of lines 2-5)	$78,203.07	$0.00
7	Equitable Sharing Funds Spent (total of lines a - n)	$62,061.56	$0.00
8	Ending Equitable Sharing Funds Balance (difference between line 7 and the sum of lines 1 and 6)	$36,729.36	$0.00

[1]Department of Justice Asset Forfeiture Program Investigative Agency participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA
[2]Department of the Treasury Asset Forfeiture Program participants are: IRS-CI, ICE, CBP and USSS.

	Summary of Shared Funds Spent	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	
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 [X] 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

VICE PRESIDENT
Vacant

COMMISSIONER
Tricia Jackson

COMMISSIONER
Jennifer Krouse

COMMISSIONER
Jane Tabb

June 15, 2023

Mr. Kent M. Pagoota, Attorney-in-Fact
United Fire & Casualty Company
118 Second Ave, SE
Cedar Rapids, IA 52401

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).

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

County Administrator
Makayla Zoufrilla

Deputy County Administrator
Cindy Rezner

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
116 East Washington Street, P.O. Box 716
Charles Town, West Virginia 25414

Email: engineering@jeffersoncountywv.org
Phone: 304-728-3257
Fax: 304-728-3953

BOND REDUCTION or RELEASE REQUEST - REPORT

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

Consultant/Engineer/Firm Name: GATES ASSOC.

Mailing Address: 153 VENICE WAY

City: SHEPHERDSTOWN 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:

X 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 provid 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 THE 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. $ 3,768,377.00

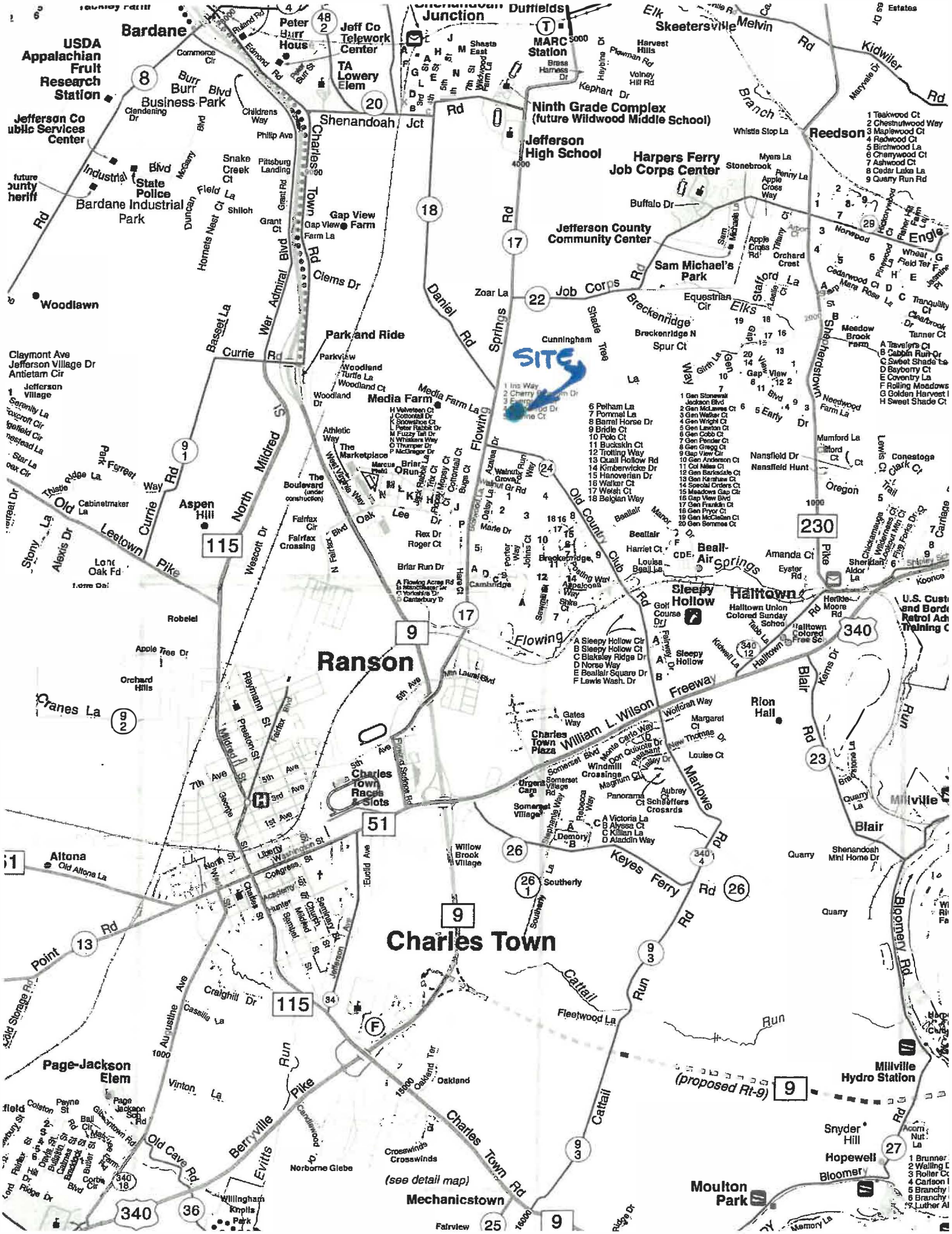
Total Current Bond Amount $ 3,768,377.00

Cost of Work Remaining $ 1,224,037.00 + Contingency Amount $ 183,606.00

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

Reviewed By: JOSEPH L. KENT Title: L.D.I.

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


SITE
Ranson
Charles Town
Bardane
Shenandoah Jct
Duffields Junction
Jefferson High School
Ninth Grade Complex
(future Wildwood Middle School)
Harpers Ferry Job Corps Center
Jefferson County Community Center
Sam Michael's Park
Park and Ride
Media Farm
Sleepy Hollow
Halltown
Reedson
Millville
Blair
Rion Hall
Aspen Hill
Woodlawn
Bardane Industrial Park
Charles Town Races & Slots
Charles Town Plaza
Page-Jackson Elem
Millville Hydro Station
(proposed Rt-9)
Mechanicstown
(see detail map)
Moulton Park
Hopewell
Snyder Hill
Oakland
Norborne Glebe
Willingham Knolls Park
Old Cave Rd
Berryville Pike
Leetown Pike
Old Country Club Rd
Flowing Springs Rd
Daniel Rd
Mildred St
Charles Town Rd
Cattail Run
Keyes Ferry Rd
Point Rd
Job Corps Rd
Breckenridge
Shenandoah Junction
Peter Burr House
Jeff Co Telework Center
TA Lowery Elem
MARC Station
USDA Appalachian Fruit Research Station
Jefferson Co Public Services Center
Bardane Industrial Park
State Police
Gap View Farm
Media Farm
The Marketplace
The Boulevard
Aspen Hill
Sleepy Hollow
Halltown Union Colored Sunday School
Halltown Colored Free School
Reedson
Millville
Blair
Rion Hall
Page-Jackson Elem
Oakland
Mechanicstown
Moulton Park
Hopewell
Snyder Hill
Millville Hydro Station
Charles Town Races & Slots
Charles Town Plaza
Willow Brook Village
Somerset Village
Windmill Crossings
Panorama Ct
Aubrey Schaeffers Crossroads
Crosswinds
Oakland Ter
Fairview
Memory La
Bloomery
Bloomery Rd
Shenandoah Mini Home Dr
Quarry
Millville
Blair
Reedson
Harpers Ferry Job Corps Center
Jefferson High School
Ninth Grade Complex
(future Wildwood Middle School)
Jefferson County Community Center
Sam Michael's Park
Park and Ride
Media Farm
Sleepy Hollow
Halltown
Aspen Hill
Woodlawn
Bardane
Ranson
Charles Town
Shenandoah Jct
Duffields

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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.

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.

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.

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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.

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.

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

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 Directo

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, therof, 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

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President of the County Commission

Bowles Rice
Attorneys at Law

101 South Queen Street, Martinsburg, WV 25401
304.263.0836

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

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

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 WVSB #6870
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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;

EXHIBIT
A

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;

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

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

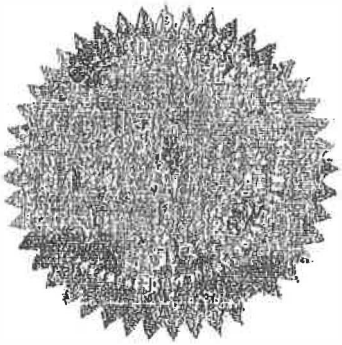
Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 @ Page 134
Pages Recorded 2

STATE OF WEST VIRGINIA
COUNTY OF **JEFFERSON**

RECEIVED
04/03/23

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
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

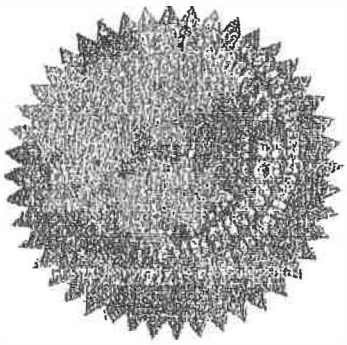
Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300005106
03/30/2023 @ 12:06:25 PM
FIDUCIARY ORDER
Book 37 @ Page 132
Pages Recorded 2

15539851.1

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
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.

Jacqueline C Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By _____

Karen Olden
Deputy Clerk

UNITED STATES POSTAL SERVICE

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:	Debbie Judy Debbie Judy
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. Allson 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

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April 11, 2023

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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;
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Bowles Rice

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Bowles Rice

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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

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

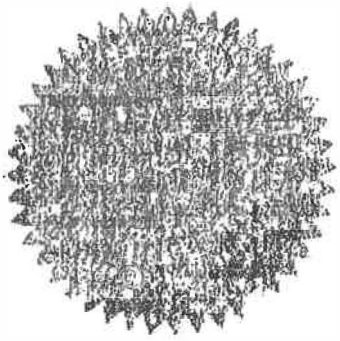
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RECEIVED
APR 03 2023

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
Assistant Clerk

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

IN RE: THE ESTATE OF RICHARD WALTER ACCURSO, DECEASED

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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: 3/30/23

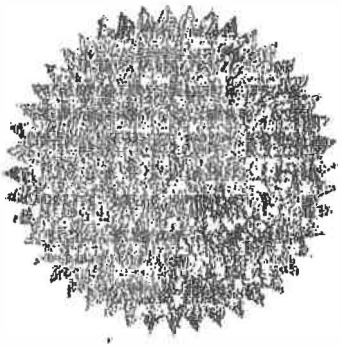
STEVE STOLIPHER – President

Jefferson County
Jacqueline C Shaffa, 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
Clerk of the Jefferson County Commission

By

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
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 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
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

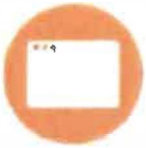
Your 14 page fax has been successfully delivered to +13045387404 on 04-11-2023 12:09 PM.

Tracking Number:	804-13600613
Fax Number:	+13045387404
Recipient:	13045387404
Subject:	Estates of Ellen Sherry Hoffman and Richard W. Accurso, deceased
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Pages Delivered:	14

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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 25301

126 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

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;

EXHIBIT
A

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;

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

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

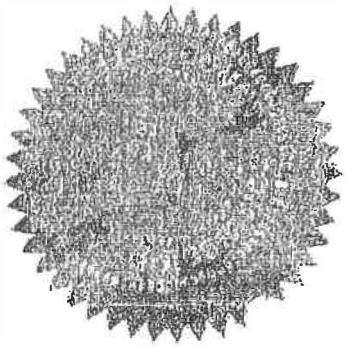
Jefferson County
Jacqueline C Rhodle, Clerk
Instrument 202300003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 @ Page 134
Pages Recorded 2

RECEIVED
2023

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
Clerk of the Jefferson County Commission

By

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

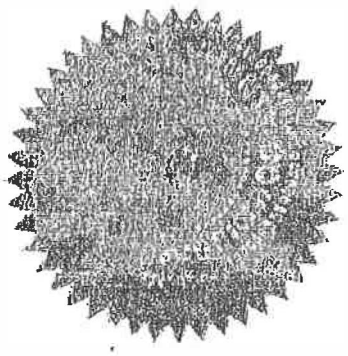
Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300005106
03/30/2023 @ 12:06:25 PM
FIDUCIARY ORDER
Book 37 @ Page 132
Pages Recorded 2

15539851.1

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
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.

Jacqueline C Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By

Karen Olden
Deputy Clerk

UNITED STATES POSTAL SERVICE

April 18, 2023

Dear ConnectSuite Inc :

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Item Details

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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:	Debbie Judy Debbie Judy
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.

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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
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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

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
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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;

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

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

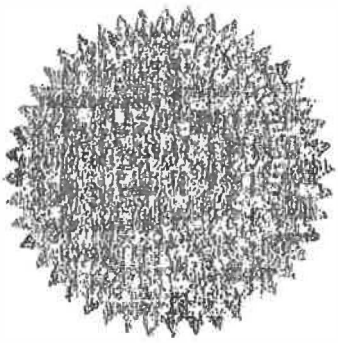
Jefferson County
Jacqualine D Shadle, Clerk
Instrument 202300003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 @ Page 134
Pages Recorded 2

RECEIVED 04/03/23

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
Clerk of the Jefferson County Commission

By _____
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

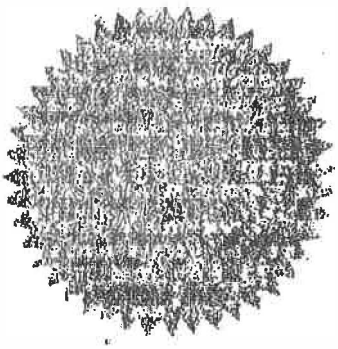
STEVE STOLIPHER – President

Jefferson County
Jacqueline C Shaile, Clerk
Instrument 202300003106
03/30/2023 @ 12:06:25 PM
FIDUCIARY ORDER
Book 39 @ 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
Clerk of the Jefferson County Commission

By

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.

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

You can check the status of your faxes and review your account activity by logging in at https://portal.concordfax.com


Documentation


Product Information


Concord Web Portal


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

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

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

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 WVSB #6870
Alison A. Cox WVSB #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

600 Quarrier Street
Charleston, WV 25301

125 Granville Square, Suite 400
Morgantown, WV 26501

501 Avery Street
Parkersburg, WV 26101

Southpointe Town Center
1600 Main Street, Suite 200
Canonsburg, PA 15317

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

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

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;

EXHIBIT
A

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;

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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.

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Thank you for your prompt attention to these matters.

Very truly yours,



Alison A. Cox
Special Counsel

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.

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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: 3/2/2023

STEVE STOLIPHER – President

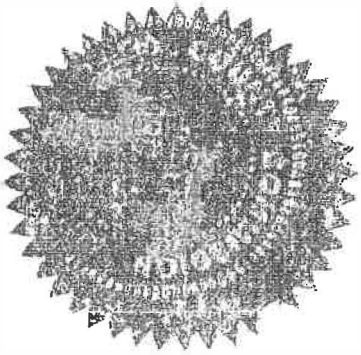
Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 @ Page 134
Pages Recorded 2

STATE OF **WEST VIRGINIA**
COUNTY OF **JEFFERSON**

RECEIVED 04/03/23

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
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

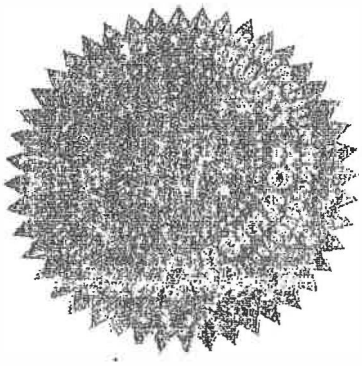
Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300003106
03/30/2023 @ 12:06:25 PM
FIDUCIARY ORDER
Book 37 @ Page 132
Pages Recorded 2

15539851.1

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
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.

Jacqueline C Shadle
Clerk of Jefferson County

By
Karen Olden
Deputy Clerk

UNITED STATES POSTAL SERVICE

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:	Debbie Judy Debbie Judy
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: 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

600 Quarrier Street
Charleston, WV 25301

125 Granville Square, Suite 400
Morgantown, WV 26501

501 Avery Street
Parkersburg, WV 26101

Southpointe Town Center
1600 Main Street, Suite 200
Canonsburg, PA 15317

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

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

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;

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;

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

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

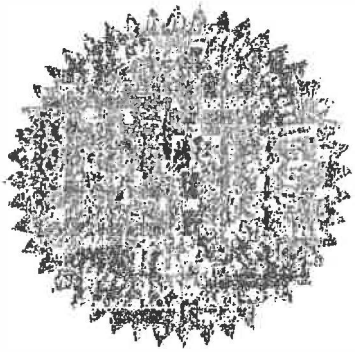
Jefferson County
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Instrument 202300003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 @ Page 134
Pages Recorded 2

RECEIVED 4/6/23

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

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

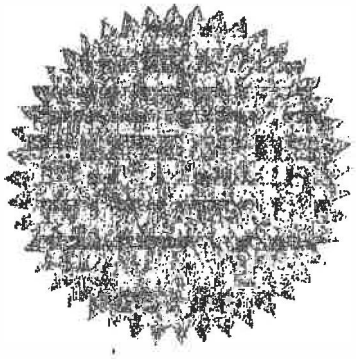
STEVE STOLIPHER – President

Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202309003106
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
Clerk of the Jefferson County Commission

By

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 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
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

You can check the status of your faxes and review your account activity by logging in at https://portal.concordfax.com



Documentation



Product Information



Concord Web Portal



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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

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

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

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;

EXHIBIT
A

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;

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

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

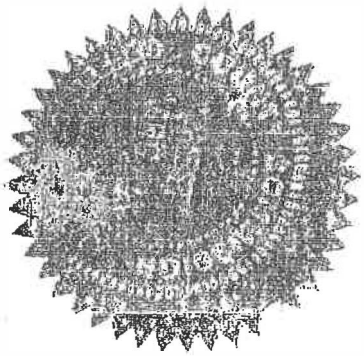
Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 @ Page 134
Pages Recorded 2

RECEIVED
4/6/23

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

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

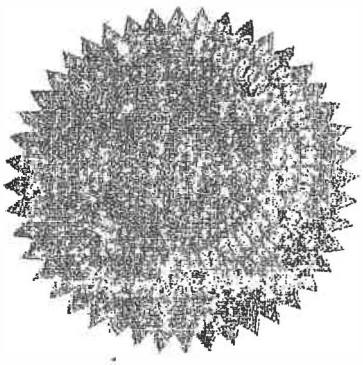
Jefferson County
Jacqueline C Shadle, Clerk
Instrument 202300005106
03/30/2023 @ 12:06:25 PM
FIDUCIARY ORDER
Book 37 @ Page 132
Pages Recorded 2

15539851.1

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
Clerk of the Jefferson County Commission

By

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
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
Deputy Clerk

UNITED STATES POSTAL SERVICE

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:	Debbie Judy Debbie Judy
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: 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

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P.O. Drawer 1419, Martinsburg, WV 25402-1419
304.263.0836

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aacox@bowlesrice.com
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Winchester, VA 22601

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

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;

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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;

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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

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.

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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: 3/2/2023

STEVE STOLIPHER – President

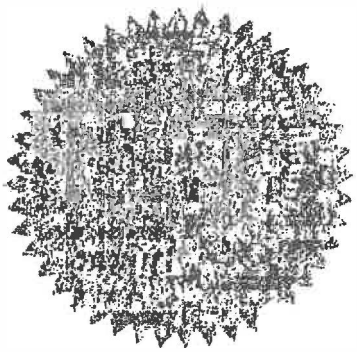
Jefferson County
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Instrument 202300003107
03/30/2023 @ 12:06:26 PM
FIDUCIARY ORDER
Book 37 @ Page 134
Pages Recorded 2

RECEIVED 4/6/23

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

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

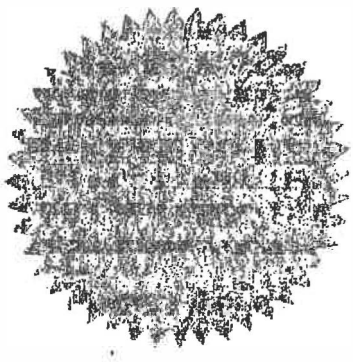
STEVE STOLIPHER – President

Jefferson County
Jacqueline C Shaulis, 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
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
Clerk of Jefferson County

By
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
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

You can check the status of your faxes and review your account activity by logging in at https://portal.concordfax.com

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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

NAME	CONTACTED	REGISTRATION
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

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), Networx 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 escalatiou of issues to appropriate groups within DJSA 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- Dec14

- 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.
- Troubleshot 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 (PoI's).
- 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, 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.

CRAWFORD LAW GROUP PLLC

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

Pamela T. Hinkle
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Paralegals

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

214 Lutz Avenue
Martinsburg, WV 25405

112 S Cameron Street
Winchester, VA 22601

www.clgpllc.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

Name	Expiration	Intention
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

NAME	CONTACTED
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

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

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.
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- 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), Networx and Regional LSA contracts to the GSA Enterprise information Systems (EIS) contract.
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Missiun 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.
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- 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.

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- 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- Dec14

- 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.
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- 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 verificatiou 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.
- Troubleshot 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, Restou, 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.

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.

South Jefferson Public Library Board | 2023

Member(s) Currently Serving

NAME	INTENTION
Nick DiGennaro	wishes to be reappointed

INTERESTED APPLICANTS

NAME	CONTACTED
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

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.

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

Jefferson County Board of Health | 2023

Member(s) currently serving

Name	Expiration	Intention	Registration	Magisterial District
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

Name	Contacted	Registration	Magisterial District
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 positon 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



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 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), Networx 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 identificatiou and escalation of issues to appropriatc groups within DISA to ensurc timely completion of circuit actions for over 6500 circuits on the DATMS network.
- Track activatiou of over 200 L2 VPN replacement circuits.
- Provide and prepare weekly metrics and project review documcntation to senior leadership.

OCTO Consulting, Inc. McLean, VA
Project Manager Apr 14- Dec14

- 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.
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- 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).
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- 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.
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- Troubleshot 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

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- 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, CiscoWorks, TelNet, JCATS, 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 that 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 an questions regarding the depth and breadth of my experience.

Best regards,

Nancey A. Veldran

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
Ultraprise 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 ACKERMAN 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 METUCHEN HS, METUCHEN 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 2023
Jefferson County Commission

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 BAY RETRIEVER RELIEF & 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. Velderman Date: 06/30/2023

This application is good for one (1) 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.

Jefferson County Commission

Application for Boards, Committees or Commissions

Ple[illegible] or print information

Name Stephanie Fagan

[illegible]lephone Number

Your Addre[illegible]

[illegible] Numb[illegible]

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

Democrat

Social worker

College Westfield State University - MSW

residen[illegible]?

Addr[illegible]s

Kenova WV 25530

Charles Town

Qualifications for this Position and/or ... Resume included

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

S.T.C. 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

Name	Position
SEAN FEIGO	Citizen Representative

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

Interested Applicants

Name	Contacted/Info. Provided?
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 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), Networx 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- Dec14

- 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.

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
County Commission
Of Jefferson County, WV

Technical Skills
Eventbrite, Microsoft Dynamics 365, Dimensions, Slack, Raiser's Edge, Salesforce, iWave, Zoom

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 entitles 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 expediter 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

Pl easetype or print information

Name: Zachary Holland

Home Tel ephoneNumber: _____

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/ hospit ality (part time)

Education: High School Fred T. Foard Hig hSchool Newton, NC

College Carson-Newman University Jefferson City, TN

Trade/Business School _____

Are you a United States citizen?	Yes ✓	No__
Ar eyou 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 registr ation,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 Barbara Holland 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

RECEIVED
JUL 13 2023
County Commission
of Jefferson County, WV

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,

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: Mary Kathryn Robinson Date: July 12, 2023

DR. JAMES DOVEL
SHEPHERD UNIVERSITY

Assistant Professor of Business Administration |

RECEIVED

JUL 14 2023

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 X	No__
Are you a West Virginia resident?	Yes X	No__
Are you a resident of Jefferson County?	Yes X	No__
Are you able to produce verification of residency?	Yes X	No__

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

Address:
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 even 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.

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

Signature: 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 earned 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



Aidan Boyer

Bakerton, WV 25410 |

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

RECEIVED

JUL 26 2023

County Commission
of Jefferson County, WV

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

Kristen M. Vogel

Charles Town, WV 25414

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 II/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 HEPMPO 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 with 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@hepmpo.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

MAYOR
Robert M. Trainor

CITY COUNCIL
James Kratovil
Elizabeth Ricketts
Kevin Tester
Jeff Hynes
Jean Petti
Julie Philabaum
Michael George
Rikki Twyford

CITY CLERK
Alissa Meeks

July 19, 2023

Ms. Makayla Zonfrilli
County Administrator
Post Office Box 250
Charles Town, WV 25414
Via Email: mzonfrilli@jeffersoncountywv.org

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 futher 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

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

Name: Mike Sine

Department or Organization: Emergency Services Agency

Commission Meeting Date: 8/03/2023

Special Meeting Date (if necessary):

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

) Hiring 5 part-time employees ARPA Request New Ambulance
Invoice MOU with County VFDs EMS Standbys Call volume reports - Informational only

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

See attached pages

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

Funding/Salary/Hourly Amount: see attached

Name of Hire (if Applicable): see attached

Grade/Step/Hours (PT/FT): Part-time

Start Date (beginning of pay period): 8/13/2023

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

see attached

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

see attached

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: Mike Sine Phone Number: 3047283287
Email Address:
msine@jcesa.org

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

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: _____

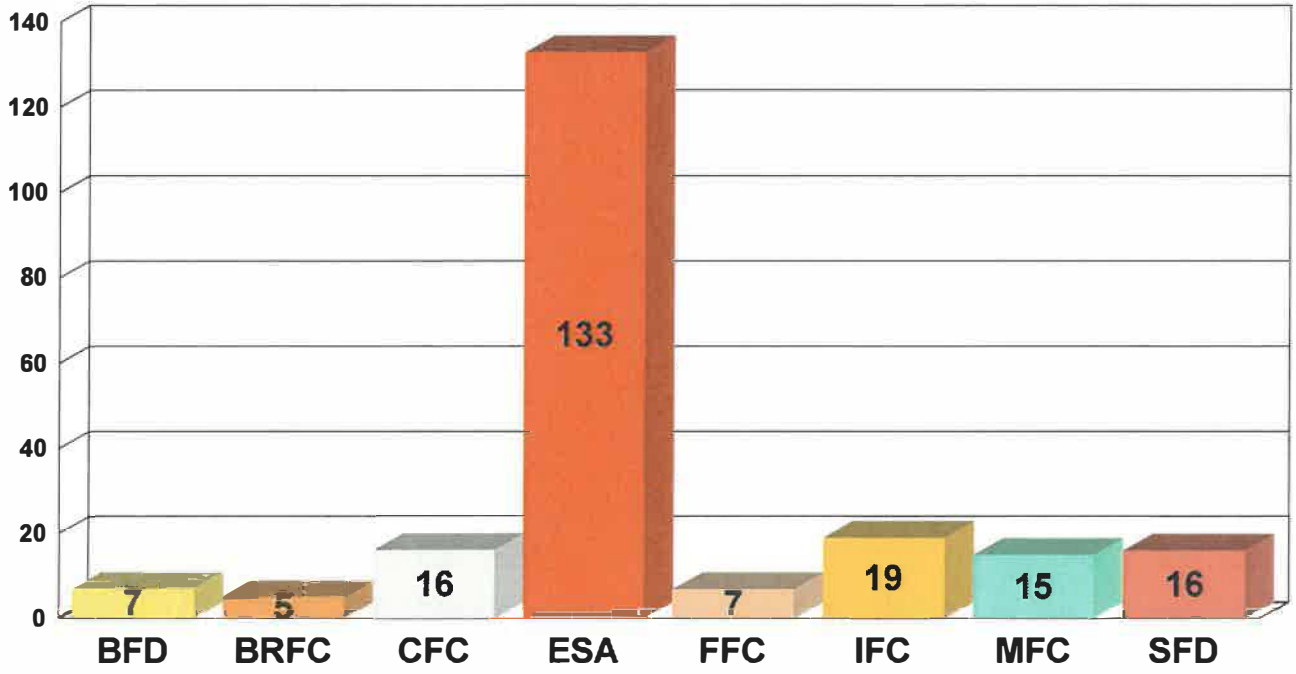
Signature of JCESA Director: _____

Jefferson County Emergency Communications
Fire and EMS Activity Report

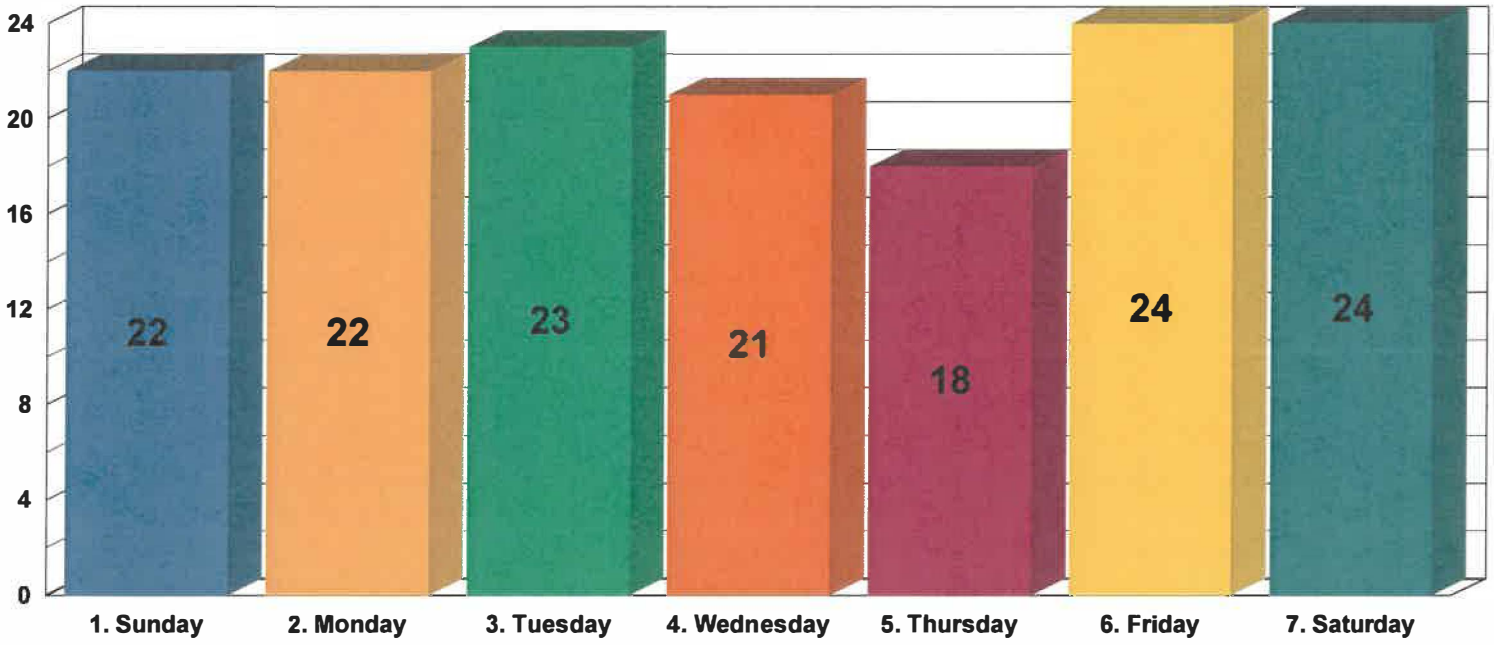
Weekly Activity Report for Fire & EMS for the LAST FULL WEEK showing CAD calls dispatched to each fire/EMS agency & the total count for the week. The unit depicted on this report is the initial unit assigned from the agency shown.

From 07/02/2023 to 07/08/2023 Total Incidents: **154**

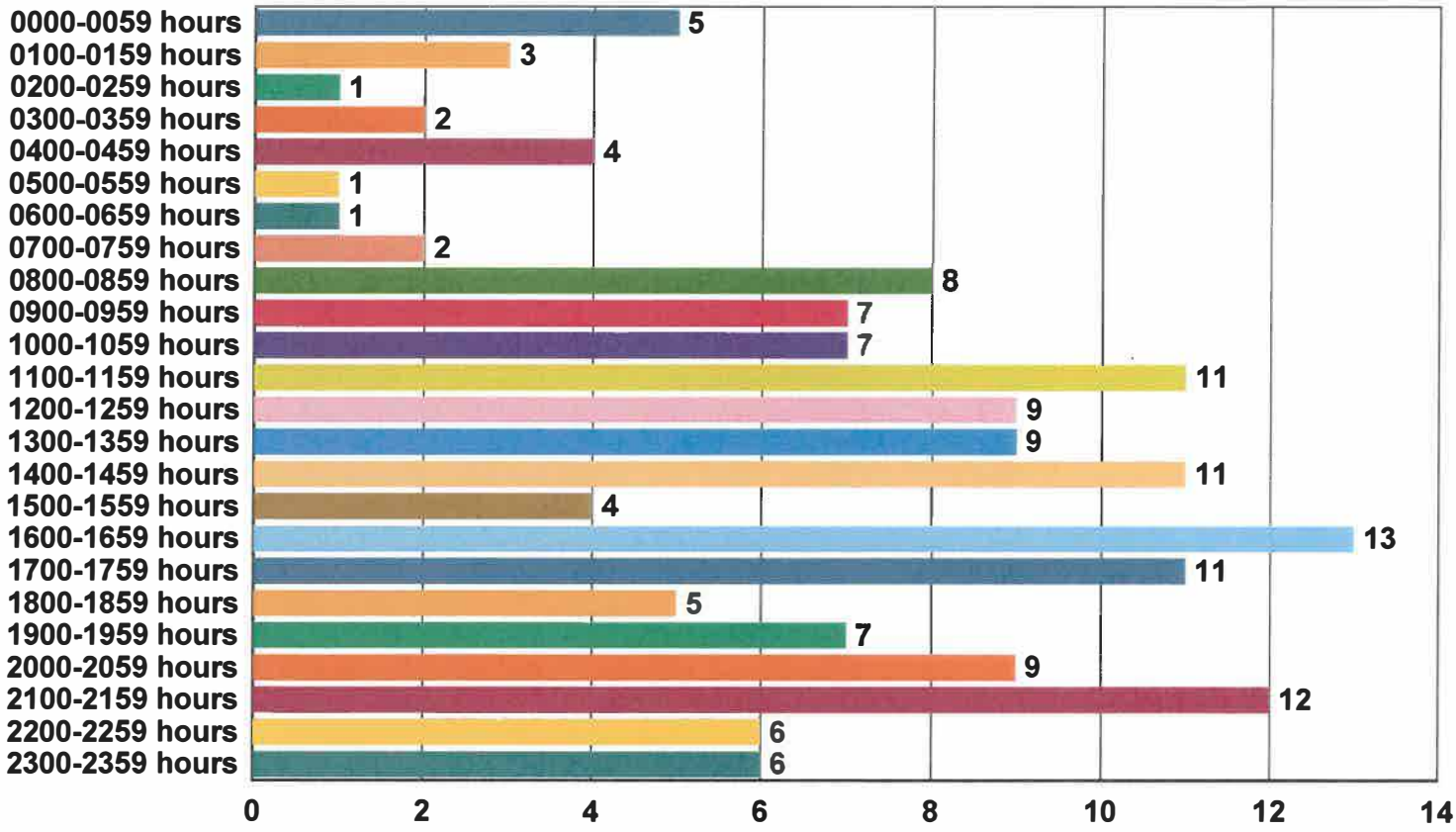
Incidents, by Agency



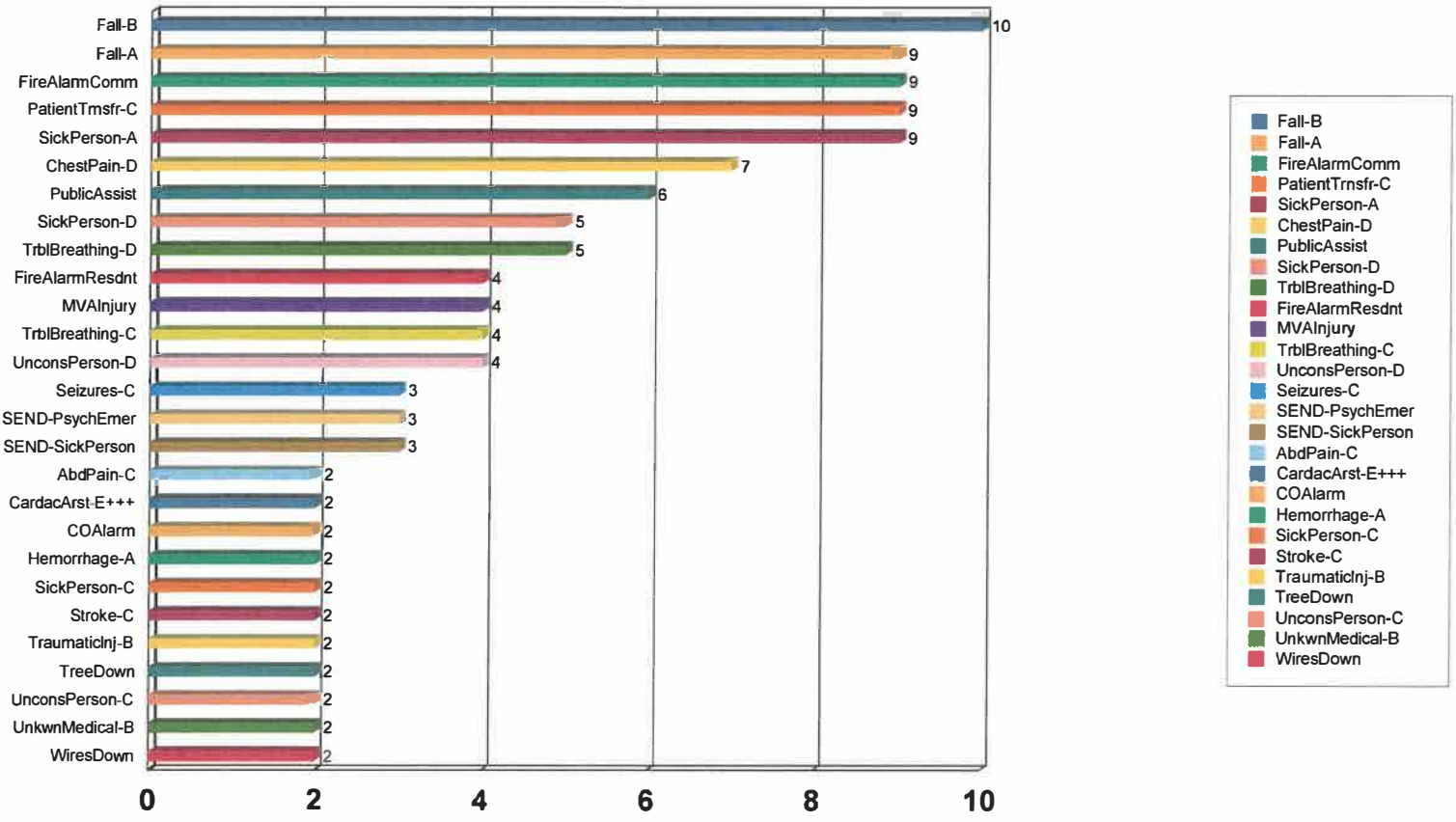
Incidents, by day of week



Incidents, by hour



Most Commonly Dispatched Nature Codes



BFD		**Total Agency for Period: 7**	
E7	C23-34330	FireAlarmResdnt	7/2/2023 12:30:18PM
	Box: 723K	519 CHESSIE LN; Engle Crossing	
E7	C23-34469	FireAlarmResdnt	7/3/2023 8:23:22AM
	Box: 733K	1065 UVILLA RD; Molers Crossroads	
CH7	C23-34559	MVAEntrapmnt	7/3/2023 5:30:49PM
	Box: 215K	WALMART LIGHT; Charles Town Area	
E7	C23-34666	PublicAssist	7/4/2023 8:00:01AM
	Box: 710K	63 BRENTWOOD CT; Bakerton Area	
BT72	C23-34754	MutualAidRiver	7/4/2023 4:47:51PM
	Box: RB1A	RB1A POTOMAC RIVER ACCESS AT THE POINT HF WC TAC3 OPS	
D7	C23-34783	CardacArst-E+++	7/4/2023 7:17:33PM
	Box: 700K	47 MORNING CALM LN; Riverview Estates	
ACH7	C23-34974	BrushFire	7/5/2023 1:50:34PM
	Box: 737K	ROLLING KNOLLS RD & ENGLE MOLERS RD; Molers Crossroads	

	BRFC	Total Agency for Period: 5		
RE5	C23-34271	TreeDown	7/2/2023	1:58:27AM
	Box: 570K	3868 MISSION RD; SHANNONDALE SPRINGS CHAPEL; Near Gate Five		
RE5	C23-34571	StructureFire	7/3/2023	6:33:44PM
	Box: 490	41 NEWINGTON CT S; Tuscawilla Hills		
RE5	C23-34599	Seizures-D	7/3/2023	9:18:12PM
	Box: 560K	890 LAKESIDE DR; Shannondale East		
RE5	C23-34873	MVAInjury	7/5/2023	4:38:08AM
	Box: 100K	CHESTNUT HILL RD & WILLIAM L WILSON FWY; Near Rt 340; Harper		
RE5	C23-35357	WiresDown	7/7/2023	3:51:19PM
	Box: 560K	LOWER CLUBHOUSE DR & HUCKLEBERRY LN; Shannondale East		

	CFC	Total Agency for Period: 16		
E2	C23-34271	TreeDown	7/2/2023	1:58:27AM
	Box: 570K	3868 MISSION RD; SHANNONDALE SPRINGS CHAPEL; Near Gate Five		
E2	C23-34276	PublicAssist	7/2/2023	3:17:38AM
	Box: 205	561 RIDER CT; Charles Town		
EK2	C23-34347	FireAlarmResdnt	7/2/2023	2:11:25PM
	Box: 230K	5232 KABLETOWN RD; Kabletown Area		
E2	C23-34385	GasLeakInside	7/2/2023	5:43:29PM
	Box: 255	25 BATTLEFIELD DR; Huntfield		
LT2	C23-34501	MVAHitRunInjury	7/3/2023	12:23:59PM
	Box: 215X	29 KEYES FERRY RD STE 100; TRUIST BANK CHARLES TOWN; CT Area		
E2	C23-34559	MVAEntrapmnt	7/3/2023	5:30:49PM
	Box: 215K	WALMART LIGHT; Charles Town Area		
E2	C23-34571	StructureFire	7/3/2023	6:33:44PM
	Box: 490	41 NEWINGTON CT S; Tuscawilla Hills		
E2	C23-34580	PDAssist	7/3/2023	7:31:45PM
	Box: 215K	WALMART LIGHT; Charles Town Area		
T2	C23-34778	ApplianceFire	7/4/2023	6:44:22PM
	Box: 405	251 AUTUMN DR # 801; CRANES MEADOW APTS; Ranson Area		
T2	C23-34931	FireAlarmComm	7/5/2023	10:22:31AM
	Box: 400M	151 AUGUSTINE AVE # 2G; CHARLES TOWERS APARTMENTS; Charles T		
T2	C23-34967	FireAlarmComm	7/5/2023	1:21:56PM
	Box: 671X	33 J CHRISTOPHER STEVENS WAY; SPARC WAREHOUSE; SPARC Trng Ar		
T2	C23-35049	FireAlarmComm	7/5/2023	9:52:35PM
	Box: 330K	665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area		
T2	C23-35092	FireAlarmComm	7/6/2023	4:53:21AM
	Box: 330K	665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area		
T2	C23-35363	FireAlarmComm	7/7/2023	4:24:13PM
	Box: 400	741 E WASHINGTON ST; ROADWAY INN AND SUITES; Charles Town		
E2	C23-35421	VehicleFire	7/7/2023	10:00:22PM
	Box: 490	TALL OAK DR & BERKELEY DR; Tuscawilla Hills		
EK2	C23-35425	FireAlarmResdnt	7/7/2023	10:18:34PM
	Box: 255	244 UNION RIDGE DR; Huntfield		

ESA		Total Agency for Period: 133	
M1108	C23-34283	UnkwnMedical-D	7/2/2023 5:21:49AM
	Box: 215X	1147 MARLOWE RD; ALDI GROCERY STORE; Charles Town Area	
M1109	C23-34297	PatientTrnsfr-C	7/2/2023 8:04:00AM
	Box: 205M	1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	
M1106	C23-34300	Fall-A	7/2/2023 8:20:20AM
	Box: 110K	800BLK SHORELINE DR; Bolivar Area	
M1102	C23-34308	TrblBreathing-C	7/2/2023 9:08:26AM
	Box: 405	402 W 5TH AVE; Ranson	
M1102	C23-34323	UnconsPerson-C	7/2/2023 11:06:16AM
	Box: 400	413 W AVIS ST; WAINWRIGHT BAPTIST CHURCH; Charles Town	
M1109	C23-34339	Fall-B	7/2/2023 1:32:13PM
	Box: 560K	290 RED FOX RD; Shannondale East	
M1104	C23-34345	FireAlarmComm	7/2/2023 2:10:04PM
	Box: 301S	210 N KING ST; STUDENT CENTER SHEP UNIV; Shepherd University	
M1105	C23-34347	FireAlarmResdnt	7/2/2023 2:11:25PM
	Box: 230K	5232 KABLETOWN RD; Kabletown Area	
M1102	C23-34359	SickPerson-A	7/2/2023 2:45:30PM
	Box: 405	521 GRASSDALE ST; Ranson	
M1105	C23-34366	PatientTrnsfr-C	7/2/2023 3:09:16PM
	Box: 215X	912 SOMERSET BLVD STE 102; WVU URGENT CARE; by ALDIs	
M1108	C23-34377	TrblBreathing-C	7/2/2023 4:22:14PM
	Box: 710K	211 BUFFLEHEAD DR; Canvasback Ridge	
M1103	C23-34379	PublicAssist	7/2/2023 4:26:17PM
	Box: 405	206 W 5TH AVE; Ranson	
M1105	C23-34385	GasLeakInside	7/2/2023 5:43:29PM
	Box: 255	25 BATTLEFIELD DR; Huntfield	
M1109	C23-34394	SEND-PsychEmer	7/2/2023 7:32:15PM
	Box: 400	FLOWING SPRINGS RD AT RT 9 ON BRIDGE; Ranson Exit	
M1103	C23-34413	SickPerson-A	7/2/2023 9:34:34PM
	Box: 630K	276 KING ST; Middleway	
M1104	C23-34416	PublicAssist	7/2/2023 9:42:45PM
	Box: 305K	6690 MARTINSBURG PIKE; Shepherdstown Area	
M1105	C23-34417	TrblBreathing-D	7/2/2023 9:43:15PM
	Box: 415	113 OXFORD WAY; Cambridge	
M1104	C23-34435	TrblBreathing-D	7/3/2023 12:19:22AM
	Box: 330K	3504 WARM SPRINGS RD; Shepherdstown Area	
M1109	C23-34461	SEND-SickPerson	7/3/2023 4:48:05AM
	Box: 235	CHARLES TOWN RD & GRAPES WAY; Charles Town Area	
A1102	C23-34471	AbdPain-C	7/3/2023 8:57:39AM
	Box: 405	17 SUMMERS CT # 503; CRANES MEADOW APTS; Ranson Area	
M1104	C23-34475	UnconsPerson-A	7/3/2023 9:34:21AM
	Box: 300M	80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	
M1105	C23-34482	PatientTrnsfr-C	7/3/2023 10:23:44AM
	Box: 400M	50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	
A1102	C23-34501	MVAHitRunInjury	7/3/2023 12:23:59PM
	Box: 215X	29 KEYES FERRY RD STE 100; TRUIST BANK CHARLES TOWN; CT Area	
M1104	C23-34517	TrblBreathing-D	7/3/2023 1:30:57PM
	Box: 390	346 CIRRUS WAY; Quail Ridge	
M1105	C23-34528	AllergicReact-A	7/3/2023 2:09:09PM
	Box: 355K	207 HERITAGE DR; Glenn Meadows	
M1109	C23-34534	UnconsPerson-D	7/3/2023 2:29:41PM
	Box: 215X	107 KEYES FERRY RD; GORILLA FIREWORKS SUPERCENTER; Charles T	

M1103	C23-34548	ChestPain-C	7/3/2023 4:54:12PM
	Box: 440K	84 MAGAHA ST; Megwilly Village	
M1105	C23-34558	SickPerson-C	7/3/2023 5:30:21PM
	Box: 610K	1804 WIDE HORIZON BLVD; Wide Horizon	
M1109	C23-34559	MVAEntrapmnt	7/3/2023 5:30:49PM
	Box: 215K	WALMART LIGHT; Charles Town Area	
M1104	C23-34561	Fall-B	7/3/2023 5:37:22PM
	Box: 405	203 S REYMANN ST; Ranson	
M1103	C23-34567	SEND-UnknownMed	7/3/2023 6:10:34PM
	Box: 400M	151 AUGUSTINE AVE # 2L; CHARLES TOWERS APARTMENTS; Charles T	
A1102	C23-34571	StructureFire	7/3/2023 6:33:44PM
	Box: 490	41 NEWINGTON CT S; Tuscawilla Hills	
A1108	C23-34595	AllergicReact-C	7/3/2023 8:59:16PM
	Box: 510K	47 GOODE LN; Wide River Farm	
M1103	C23-34598	SickPerson-C	7/3/2023 9:13:35PM
	Box: 400	439 EUCLID AVE; Charles Town	
M1109	C23-34599	Seizures-D	7/3/2023 9:18:12PM
	Box: 560K	890 LAKESIDE DR; Shannondale East	
M1103	C23-34626	TrblBreathing-C	7/3/2023 11:47:18PM
	Box: 490	1093 TUSCAWILLA DR; Tuscawilla Hills	
M1103	C23-34630	UnkwnMedical-B	7/4/2023 12:47:02AM
	Box: 400M	151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	
A1108	C23-34666	PublicAssist	7/4/2023 8:00:01AM
	Box: 710K	63 BRENTWOOD CT; Bakerton Area	
M1104	C23-34669	ChestPain-D	7/4/2023 8:27:40AM
	Box: 310K	353 GARDNERS LN; Shepherdstown Area	
M1103	C23-34680	Seizures-C	7/4/2023 9:31:50AM
	Box: 400	106 4TH ST; Charles Town	
M1109	C23-34688	Fall-D	7/4/2023 10:27:21AM
	Box: 400	609 S SEMINARY ST; Charles Town	
M1105	C23-34708	Fall-B	7/4/2023 11:59:09AM
	Box: 265K	106 SPRUCE HILL WAY; Spruce Hill	
M1109	C23-34709	Fall-A	7/4/2023 12:02:54PM
	Box: 560K	46 ALTA VISTA DR; Shannondale East	
A1102	C23-34711	AbdPain-C	7/4/2023 12:05:42PM
	Box: 400M	151 AUGUSTINE AVE # 3R; CHARLES TOWERS APARTMENTS; Charles T	
M1103	C23-34712	ChestPain-D	7/4/2023 12:09:32PM
	Box: 415	60 WALKER CT; Breckenridge	
M1103	C23-34727	TraumaticInj-B	7/4/2023 2:27:24PM
	Box: 640K	10 SHIRLEY RD; Summit Point Area	
M1105	C23-34741	Stroke-C	7/4/2023 3:51:17PM
	Box: 415K	112 SAWMILL CT; Ranson Area	
M1109	C23-34749	UnconsPers-D+++	7/4/2023 4:25:29PM
	Box: 405	401 N MILDRED ST; BUDGET INN RANSON; Ranson	
M1108	C23-34754	MutualAidRiver	7/4/2023 4:47:51PM
	Box: RB1A	RB1A POTOMAC RIVER ACCESS AT THE POINT HF WC TAC3 OPS	
M1105	C23-34771	SickPerson-A	7/4/2023 5:52:07PM
	Box: 420K	348 4TH ST; Shenandoah Junction	
M1109	C23-34778	ApplianceFire	7/4/2023 6:44:22PM
	Box: 405	251 AUTUMN DR # 801; CRANES MEADOW APTS; Ranson Area	
M1104	C23-34783	CardacArst-E+++	7/4/2023 7:17:33PM
	Box: 700K	47 MORNING CALM LN; Riverview Estates	

M1103	C23-34785	SEND-TraumaInj	7/4/2023 7:18:59PM
	Box: 110	4328 WILLIAM L WILSON FWY; CLARION INN RT 340; Bolivar Area	
M1109	C23-34791	SEND-Psych Emer	7/4/2023 8:02:46PM
	Box: 700K	47 MORNING CALM LN; Riverview Estates	
M1103	C23-34806	Fall-A	7/4/2023 9:15:18PM
	Box: 600K	79 MARSHALL ST; Middleway Area	
M1105	C23-34818	ChestPain-D	7/4/2023 10:06:34PM
	Box: 550K	424 MISSION RD; Mannings Area	
M1105	C23-34846	CardacArst-E+++	7/4/2023 11:45:47PM
	Box: 400	310 W LIBERTY ST; Charles Town	
M1108	C23-34873	MVAInjury	7/5/2023 4:38:08AM
	Box: 100K	CHESTNUT HILL RD & WILLIAM L WILSON FWY; Near Rt 340; Harper	
M1109	C23-34884	PatientTrnsfr-C	7/5/2023 7:34:11AM
	Box: 205M	1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	
M1105	C23-34886	UnconsPerson-C	7/5/2023 7:45:36AM
	Box: 410	230 OAK LEE DR; HOME DEPOT STORE; Potomac Twn Ctr	
M1109	C23-34908	DiabeticEmerg-A	7/5/2023 9:11:51AM
	Box: 100	58 FADELEY WAY; Bolivar	
M1105	C23-34931	Fire AlarmComm	7/5/2023 10:22:31AM
	Box: 400M	151 AUGUSTINE AVE # 2G; CHARLES TOWERS APARTMENTS; Charles T	
M1109	C23-34943	SickPerson-D	7/5/2023 11:31:21AM
	Box: 230K	1108 AVON BEND RD; Avon Bend	
A1102	C23-34946	Fall-B	7/5/2023 11:41:42AM
	Box: 400M	151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	
M1104	C23-34956	MVAInjury	7/5/2023 12:36:32PM
	Box: 330K	LEETOWN RD & CHARLES TOWN RD; Kearneysville	
M1105	C23-34960	Fall-B	7/5/2023 1:00:18PM
	Box: 430	179 E BURR BLVD # A; FRESENIUS KIDNEY CARE; Burr Park N	
M1103	C23-34968	TrblBreathing-C	7/5/2023 1:23:20PM
	Box: 630K	1925 BRUCETOWN RD; Middleway Area	
A1102	C23-34989	MVAInjury	7/5/2023 2:59:43PM
	Box: 610X	4806 MIDDLEWAY PIKE; HARDINGS SERVICE CENTER; Middleway Area	
M1103	C23-34998	Fall-B	7/5/2023 4:13:31PM
	Box: 400	208 E NORTH ST; CREAMERS WRECKER SERVICE; Charles Town	
M1105	C23-34999	PublicAssist	7/5/2023 4:14:05PM
	Box: 490	41 PINEHURST CT; Locust Hill	
M1109	C23-35011	PsychEmrgncy-D	7/5/2023 5:36:41PM
	Box: 570K	1010 JOHN BROWN FARM RD; John Brown Farm Mtn	
M1104	C23-35014	SEND-SickPerson	7/5/2023 5:40:52PM
	Box: 300	4904 KEARNEYSVILLE PIKE; Shepherdstown Area	
M1105	C23-35026	PatientTrnsfr-C	7/5/2023 7:19:58PM
	Box: 205M	1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	
M1103	C23-35050	UnconsPerson-D	7/5/2023 9:54:54PM
	Box: 400	401 W LIBERTY ST; Charles Town	
M1104	C23-35066	Hemorrhage-A	7/5/2023 11:28:53PM
	Box: 360K	7067 FLOWING SPRINGS RD; Shepherdstown Area	
M1101	C23-35072	ChestPain-D	7/6/2023 12:22:15AM
	Box: 745K	175 HARMONY LN; Riverside Acres	
M1102	C23-35098	SickPerson-D	7/6/2023 6:31:17AM
	Box: 400	807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	
M1103	C23-35105	PublicAssist	7/6/2023 8:49:55AM
	Box: 490	41 PINEHURST CT; Locust Hill	

M1103	C23-35110	SickPerson-A	7/6/2023 9:19:50AM
	Box: 490	41 PINEHURST CT; Locust Hill	
M1102	C23-35119	TrblBreathing-D	7/6/2023 9:58:01AM
	Box: 405	104 TOPPER AVE # 104; Ranson	
M1104	C23-35125	SickPerson-A	7/6/2023 10:45:39AM
	Box: 733K	767 ACORN CIR; Oak Tree East	
M1102	C23-35133	Stroke-C	7/6/2023 11:24:42AM
	Box: 605K	111 OWLS NEST LN; Leetown Area	
M1103	C23-35148	UnconsPerson-D	7/6/2023 1:06:05PM
	Box: 620K	517 NEW MEADOW DR; Meadowlands	
M1109	C23-35168	Fall-A	7/6/2023 3:09:32PM
	Box: 205	431 JEFFERSON AVE; Charles Town	
M1105	C23-35178	Fall-A	7/6/2023 4:20:13PM
	Box: 230K	6338 KABLETOWN RD; Kabletown Area	
M1101	C23-35183	ChestPain-D	7/6/2023 4:41:05PM
	Box: 723K	316 REDWOOD CT; Norwood	
M1103	C23-35199	Hemorrhage-A	7/6/2023 5:59:27PM
	Box: 405	279 ORCHARD DR; Orchard Hills	
M1109	C23-35221	PatientTrnsfr-C	7/6/2023 8:19:38PM
	Box: 400M	50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	
M1101	C23-35244	TreeDown	7/6/2023 10:28:43PM
	Box: 100	WASHINGTON ST & CHURCH ST; Harpers Ferry	
M1101	C23-35245	Fall-A	7/6/2023 10:41:13PM
	Box: 110K	343 CAMPGROUND RD BLDG E; KOA POOL; Bolivar Area	
M1103	C23-35267	TrblBreathing-D	7/7/2023 1:57:55AM
	Box: 400M	151 AUGUSTINE AVE # 4D; CHARLES TOWERS APARTMENTS; Charles T	
M1109	C23-35268	Assault-D	7/7/2023 2:04:21AM
	Box: 405	123 W 7TH AVE # 8; Ranson	
M1105	C23-35290	PatientTrnsfr-C	7/7/2023 9:53:57AM
	Box: 205M	1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	
A1102	C23-35295	PatientTrnsfr-C	7/7/2023 10:02:41AM
	Box: 205M	1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	
M1103	C23-35304	Fall-A	7/7/2023 10:57:25AM
	Box: 405	109 AUTUMN DR # 1007; CRANES MEADOW APTS; Ranson Area	
M1103	C23-35307	SickPerson-A	7/7/2023 11:08:44AM
	Box: 490	41 PINEHURST CT; Locust Hill	
M1109	C23-35308	DiabeticEmerg-C	7/7/2023 11:11:55AM
	Box: 405	507 GRASSDALE ST; Ranson	
M1105	C23-35309	AnimalBite-B	7/7/2023 11:15:06AM
	Box: 560K	776 VALLEY VIEW RD; Shannondale East	
A1102	C23-35328	SEND-PsychEmer	7/7/2023 12:44:03PM
	Box: 610K	180 LADY BUG LN; Day Subdv	
M1103	C23-35339	PsychEmrgncy-C	7/7/2023 2:02:14PM
	Box: 490	135 DOUGLAS DR; Tuscawilla Hills	
M1105	C23-35351	SickPerson-A	7/7/2023 2:52:28PM
	Box: 215X	106 JEFFERSON TERRACE RD; MOTEL 6; Charles Town Area	
M1104	C23-35369	HeatExposure-B	7/7/2023 4:40:24PM
	Box: 301S	301 N KING ST; IKENBERRY HALL SHEP UNIV; Shepherd University	
M1109	C23-35372	Fall-B	7/7/2023 5:03:47PM
	Box: 560K	2075 LAKESIDE DR; Shannondale East	
M1103	C23-35404	SickPerson-D	7/7/2023 8:20:50PM
	Box: 400	401 W LIBERTY ST; Charles Town	

M1105	C23-35407	TraumaticInj-A	7/7/2023 8:28:52PM
	Box: 205	801 S MILDRED ST; JEFFERSON PARK POOL HOUSE; Charles Town	
M1109	C23-35410	SickPerson-D	7/7/2023 8:54:22PM
	Box: 215	216 FULTON AVE; Patrick Henry Ests	
M1105	C23-35414	Fall-A	7/7/2023 9:26:54PM
	Box: 465K	184 LOCUST HILL DR; Pembroke Grove	
M1103	C23-35421	VehicleFire	7/7/2023 10:00:22PM
	Box: 490	TALL OAK DR & BERKELEY DR; Tuscawilla Hills	
M1104	C23-35422	Fall-B	7/7/2023 10:08:30PM
	Box: 350K	118 OAKWOOD DR; Oakwood	
M1103	C23-35435	SEND-SickPerson	7/7/2023 11:42:54PM
	Box: 400X	750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	
M1104	C23-35437	UnkwnMedical-B	7/7/2023 11:55:48PM
	Box: 300	164 SHEPHERD GRADE RD; BAVARIAN INN AND LODGE; Bavarian Inn	
M1105	C23-35441	UnconsPerson-D	7/8/2023 12:15:58AM
	Box: 400	100 HICKORY TREE CT # 503; WILLOW SPRG FARM APT; Ch Town	
M1103	C23-35445	SEND-ChestPain	7/8/2023 12:23:42AM
	Box: 400X	750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	
M1109	C23-35455	PsychEmrgncy-B	7/8/2023 1:11:36AM
	Box: 560K	890 LAKESIDE DR; Shannondale East	
M1109	C23-35473	Hemorrhage-D	7/8/2023 8:30:38AM
	Box: 550K	136 BLUE BIRD LN; Shannondale East	
M1101	C23-35495	TraumaticInj-B	7/8/2023 11:20:21AM
	Box: 700K	1473 CARTER AVE; Bakerton	
M1105	C23-35498	Fall-B	7/8/2023 11:27:42AM
	Box: 100	56 TAYLOR ST; Bolivar	
M1109	C23-35499	Seizures-C	7/8/2023 11:28:00AM
	Box: 230K	78 FAIRVIEW DR; Fairview Place	
M1103	C23-35502	SEND-TrblBreath	7/8/2023 12:01:49PM
	Box: 100	744 SHENANDOAH ST; A PLACE IN TIME MUSEUM; Harpers Ferry	
A1102	C23-35507	PsychEmrgncy-O	7/8/2023 12:20:12PM
	Box: 410	1205 STEED ST; Fairfax Crossing	
M1103	C23-35515	MVAInjury	7/8/2023 1:15:50PM
	Box: 620K	MIDDLEWAY PIKE & ROSE HILL DR; Middleway Area; Rose Hill Est	
A1102	C23-35523	Fall-B	7/8/2023 2:27:26PM
	Box: 400	110 AUGUSTINE AVE; Charles Town	
A1102	C23-35533	SickPerson-A	7/8/2023 4:25:38PM
	Box: 400	741 E WASHINGTON ST; ROADWAY INN AND SUITES; Charles Town	
M1104	C23-35538	SEND-Allergic	7/8/2023 5:18:51PM
	Box: 300	8052 MARTINSBURG PIKE; SHEPHERDSTOWN FIRE COMPANY 3; ST Area	
M1105	C23-35544	ChestPain-D	7/8/2023 5:46:40PM
	Box: 415	34 BOXWOOD LN; Walnut Grove	
M1109	C23-35546	ChestPain-D	7/8/2023 6:09:00PM
	Box: 215X	912 SOMERSET BLVD # 102; WVU URGENT CARE; by ALDIs	
M1105	C23-35561	PatientTrnsfr-C	7/8/2023 7:00:51PM
	Box: 400M	50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	
M1103	C23-35564	SickPerson-D	7/8/2023 7:26:36PM
	Box: 400M	151 AUGUSTINE AVE # 2L; CHARLES TOWERS APARTMENTS; Charles T	
M1105	C23-35569	SEND-UnconsPers	7/8/2023 8:02:03PM
	Box: 400X	580 FINISH LINE AVE; CASINO LOADING DOCK ENTRANCE; Ranson	
M1109	C23-35570	Fall-A	7/8/2023 8:11:50PM
	Box: 215K	13 AUBREY CT; Schaeffers Xrds	

M1109	C23-35574	HeatExposure-C	7/8/2023	8:43:09PM
	Box: 215X	62 SOMERSET BLVD; DOLLAR GENERAL SOMERSET; Charles Town Area		
M1101	C23-35579	SickPerson-A	7/8/2023	9:12:50PM
	Box: 160K	326 OREGON TRL; Conestoga		
M1103	C23-35585	Seizures-C	7/8/2023	9:40:20PM
	Box: 400	531 S GEORGE ST; Charles Town		

FFC		**Total Agency for Period: 7**	
D1	C23-34300	Fall-A	7/2/2023 8:20:20AM
	Box: 110K	800BLK SHORELINE DR; Bolivar Area	
EK1	C23-34330	FireAlarmResdnt	7/2/2023 12:30:18PM
	Box: 723K	519 CHESSIE LN; Engle Crossing	
RE1	C23-34559	MVAEntrapmnt	7/3/2023 5:30:49PM
	Box: 215K	WALMART LIGHT; Charles Town Area	
RE1	C23-34783	CardacArst-E+++	7/4/2023 7:17:33PM
	Box: 700K	47 MORNING CALM LN; Riverview Estates	
RE1	C23-34873	MVAInjury	7/5/2023 4:38:08AM
	Box: 100K	CHESTNUT HILL RD & WILLIAM L WILSON FWY; Near Rt 340; Harper	
B1	C23-34974	BrushFire	7/5/2023 1:50:34PM
	Box: 737K	ROLLING KNOLLS RD & ENGLE MOLERS RD; Molers Crossroads	
FP1	C23-35244	TreeDown	7/6/2023 10:28:43PM
	Box: 100	WASHINGTON ST & CHURCH ST; Harpers Ferry	

IFC **Total Agency for Period: 19**

E4	C23-34379	PublicAssist	7/2/2023 4:26:17PM
	Box: 405	206 W 5TH AVE; Ranson	
E4	C23-34385	GasLeakInside	7/2/2023 5:43:29PM
	Box: 255	25 BATTLEFIELD DR; Huntfield	
E4	C23-34394	SEND-PsychEmer	7/2/2023 7:32:15PM
	Box: 400	FLOWING SPRINGS RD AT RT 9 ON BRIDGE; Ranson Exit	
R4	C23-34559	MVAEntrapmnt	7/3/2023 5:30:49PM
	Box: 215K	WALMART LIGHT; Charles Town Area	
E4	C23-34571	StructureFire	7/3/2023 6:33:44PM
	Box: 490	41 NEWINGTON CT S; Tuscawilla Hills	
E4	C23-34646	COAlarm	7/4/2023 3:58:18AM
	Box: 405	130 W BELTLINE AVE; JIMS AUTO REPAIR; Ranson	
U4	C23-34754	MutualAidRiver	7/4/2023 4:47:51PM
	Box: RB1A	RB1A POTOMAC RIVER ACCESS AT THE POINT HF WC TAC3 OPS	
E4	C23-34778	ApplianceFire	7/4/2023 6:44:22PM
	Box: 405	251 AUTUMN DR # 801; CRANES MEADOW APTS; Ranson Area	
E4	C23-34783	CardacArst-E+++	7/4/2023 7:17:33PM
	Box: 700K	47 MORNING CALM LN; Riverview Estates	
E4	C23-34846	CardacArst-E+++	7/4/2023 11:45:47PM
	Box: 400	310 W LIBERTY ST; Charles Town	
E4	C23-34931	FireAlarmComm	7/5/2023 10:22:31AM
	Box: 400M	151 AUGUSTINE AVE # 2G; CHARLES TOWERS APARTMENTS; Charles T	
E4	C23-34946	Fall-B	7/5/2023 11:41:42AM
	Box: 400M	151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	
R4	C23-34956	MVAInjury	7/5/2023 12:36:32PM
	Box: 330K	LEETOWN RD & CHARLES TOWN RD; Kearneysville	
R4	C23-34960	Fall-B	7/5/2023 1:00:18PM
	Box: 430	179 E BURR BLVD # A; FRESENIUS KIDNEY CARE; Burr Park N	
E4	C23-34999	PublicAssist	7/5/2023 4:14:05PM
	Box: 490	41 PINEHURST CT; Locust Hill	
E4	C23-35105	PublicAssist	7/6/2023 8:49:55AM
	Box: 490	41 PINEHURST CT; Locust Hill	
E4	C23-35363	FireAlarmComm	7/7/2023 4:24:13PM
	Box: 400	741 E WASHINGTON ST; ROADWAY INN AND SUITES; Charles Town	
E4	C23-35421	VehicleFire	7/7/2023 10:00:22PM
	Box: 490	TALL OAK DR & BERKELEY DR; Tuscawilla Hills	
E4	C23-35525	OutsideFire	7/8/2023 2:45:43PM
	Box: 425K	FLOWING SPRINGS RD & JOB CORPS RD; Shen Junction Area	

MFC **Total Agency for Period: 15**

CN6	C23-34336	WiresDown	7/2/2023 1:25:31PM
	Box: 605D	290 MEADOW BLUFF LN; Kearneysville Area	
U6	C23-34413	SickPerson-A	7/2/2023 9:34:34PM
	Box: 630K	276 KING ST; Middleway	
U6	C23-34558	SickPerson-C	7/3/2023 5:30:21PM
	Box: 610K	1804 WIDE HORIZON BLVD; Wide Horizon	
K6	C23-34571	StructureFire	7/3/2023 6:33:44PM
	Box: 490	41 NEWINGTON CT S; Tuscawilla Hills	
U6	C23-34727	TraumaticInj-B	7/4/2023 2:27:24PM
	Box: 640K	10 SHIRLEY RD; Summit Point Area	
RE6	C23-34801	MutualAidFire	7/4/2023 9:03:59PM
	Box:	2600blk Middleway Pike	
U6	C23-34967	FireAlarmComm	7/5/2023 1:21:56PM
	Box: 671X	33 J CHRISTOPHER STEVENS WAY; SPARC WAREHOUSE; SPARC Trng Ar	
RE6	C23-34968	TrblBreathing-C	7/5/2023 1:23:20PM
	Box: 630K	1925 BRUCETOWN RD; Middleway Area	
U6	C23-34989	MVAInjury	7/5/2023 2:59:43PM
	Box: 610X	4806 MIDDLEWAY PIKE; HARDINGS SERVICE CENTER; Middleway Area	
U6	C23-35133	Stroke-C	7/6/2023 11:24:42AM
	Box: 605K	111 OWLS NEST LN; Leetown Area	
U6	C23-35148	UnconsPerson-D	7/6/2023 1:06:05PM
	Box: 620K	517 NEW MEADOW DR; Meadowlands	
U6	C23-35328	SEND-PsychEmer	7/7/2023 12:44:03PM
	Box: 610K	180 LADY BUG LN; Day Subdv	
K6	C23-35421	VehicleFire	7/7/2023 10:00:22PM
	Box: 490	TALL OAK DR & BERKELEY DR; Tuscawilla Hills	
RE6	C23-35515	MVAInjury	7/8/2023 1:15:50PM
	Box: 620K	MIDDLEWAY PIKE & ROSE HILL DR; Middleway Area; Rose Hill Est	
U6	C23-35553	SpecialEvntFire	7/8/2023 6:30:44PM
	Box: 455K	JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	

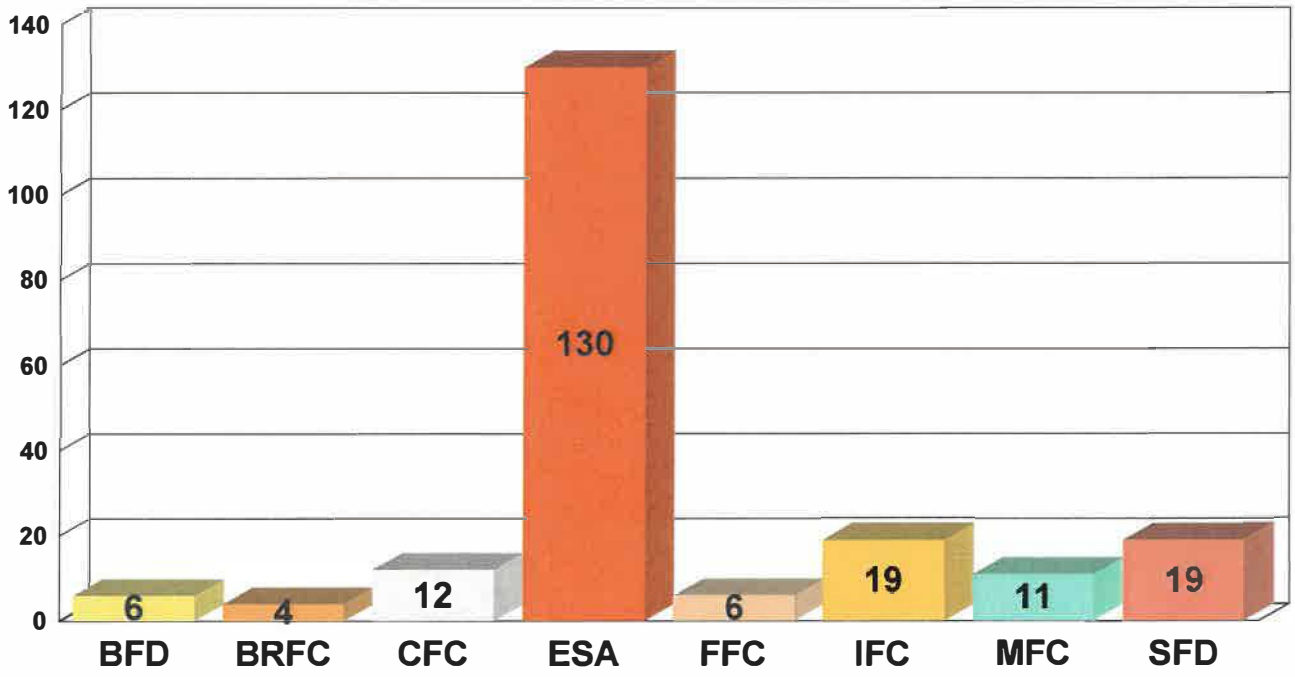
SFD		**Total Agency for Period: 16**	
T3	C23-34345	FireAlarmComm	7/2/2023 2:10:04PM
	Box: 301S	210 N KING ST; STUDENT CENTER SHEP UNIV; Shepherd University	
EMS3	C23-34416	PublicAssist	7/2/2023 9:42:45PM
	Box: 305K	6690 MARTINSBURG PIKE; Shepherdstown Area	
E3	C23-34430	COAlarm	7/2/2023 11:40:05PM
	Box: 305K	265 SPRING WARBLER WAY; Mecklenburg Heights	
E3	C23-34435	TrblBreathing-D	7/3/2023 12:19:22AM
	Box: 330K	3504 WARM SPRINGS RD; Shepherdstown Area	
E3	C23-34469	FireAlarmResdnt	7/3/2023 8:23:22AM
	Box: 733K	1065 UVILLA RD; Molers Crossroads	
E3	C23-34475	UnconsPerson-A	7/3/2023 9:34:21AM
	Box: 300M	80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	
T3	C23-34480	FireAlarmComm	7/3/2023 10:12:11AM
	Box: 301S	604 UNIVERSITY DR; DUNLOP HALL SHEP UNIV; SU	
EMS3	C23-34517	TrblBreathing-D	7/3/2023 1:30:57PM
	Box: 390	346 CIRRUS WAY; Quail Ridge	
EMS3	C23-34528	AllergicReact-A	7/3/2023 2:09:09PM
	Box: 355K	207 HERITAGE DR; Glenn Meadows	
D3	C23-34669	ChestPain-D	7/4/2023 8:27:40AM
	Box: 310K	353 GARDNERS LN; Shepherdstown Area	
E3	C23-34956	MVAInjury	7/5/2023 12:36:32PM
	Box: 330K	LEETOWN RD & CHARLES TOWN RD; Kearneysville	
E3	C23-34974	BrushFire	7/5/2023 1:50:34PM
	Box: 737K	ROLLING KNOLLS RD & ENGLE MOLERS RD; Molers Crossroads	
E3	C23-35049	FireAlarmComm	7/5/2023 9:52:35PM
	Box: 330K	665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	
T3	C23-35088	FireAlarmComm	7/6/2023 4:34:17AM
	Box: 330K	665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	
E3	C23-35092	FireAlarmComm	7/6/2023 4:53:21AM
	Box: 330K	665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	
E3	C23-35176	FireAlarmComm	7/6/2023 4:15:41PM
	Box: 330K	665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	

Jefferson County Emergency Communications
Fire and EMS Activity Report

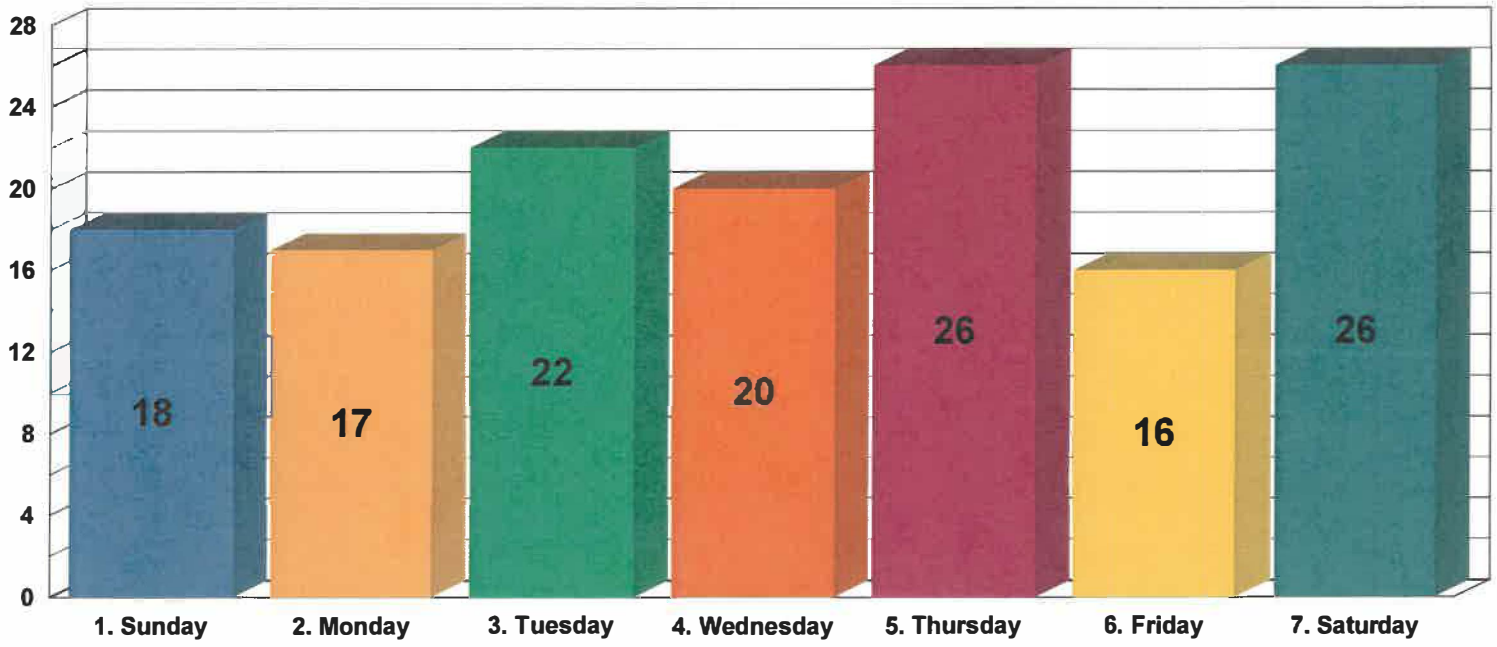
Weekly Activity Report for Fire & EMS for the LAST FULL WEEK showing CAD calls dispatched to each fire/EMS agency & the total count for the week. The unit depicted on this report is the initial unit assigned from the agency shown.

From 07/16/2023 to 07/22/2023 Total Incidents: **145**

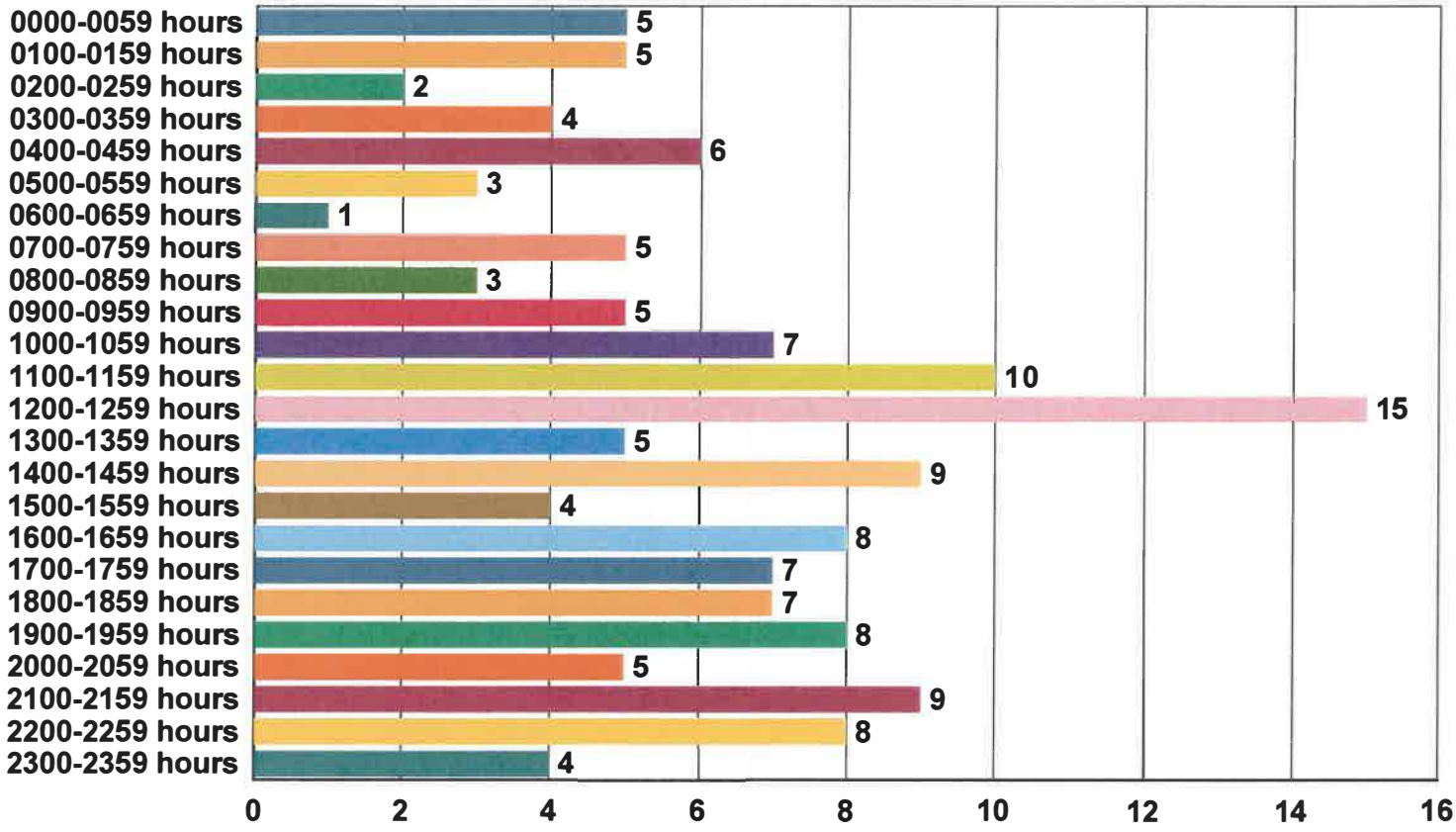
Incidents, by Agency



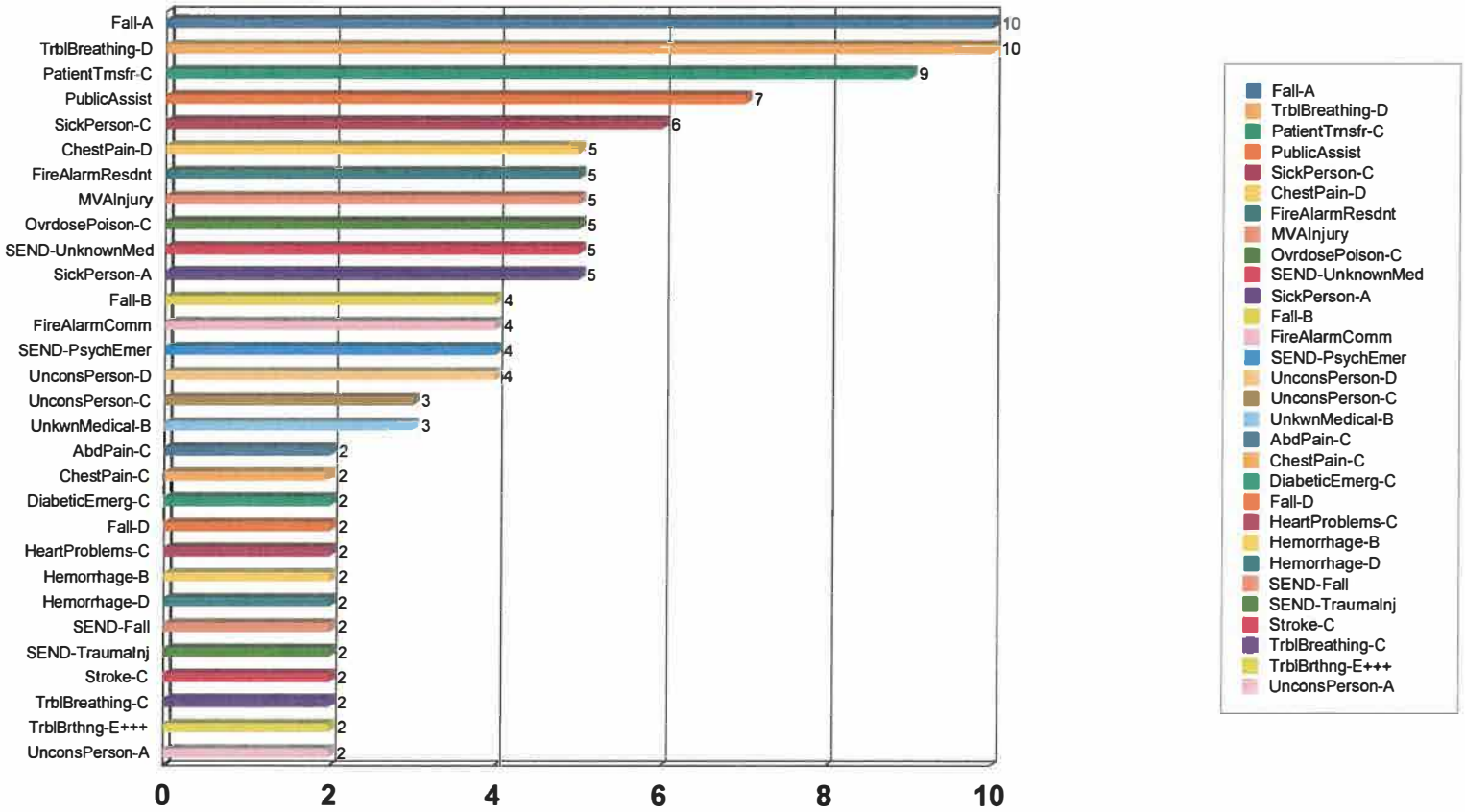
Incidents, by day of week



Incidents, by hour



Most Commonly Dispatched Nature Codes



BFD		**Total Agency for Period: 6**		
ACH7	C23-37386	TrblBrthng-E+++	7/17/2023	7:37:39PM
	Box: 420K	342 5TH ST; Shenandoah Junction		
E7	C23-37410	FireAlarmResdnt	7/17/2023	9:44:49PM
	Box: 705K	616 CARTER AVE; Bakerton		
BT7	C23-38129	MutualAidRiver	7/21/2023	6:52:49AM
	Box:	POTOMAC RIVER BRIDGE;WASHINGTON COUNTY		
E7	C23-38318	PublicAssist	7/22/2023	3:19:40AM
	Box: 350K	118 OAKWOOD DR; Oakwood		
SO7	C23-38399	MVAInjury	7/22/2023	2:11:36PM
	Box: 100K	WILLIAM L WILSON FWY & CHESTNUT HILL RD; Harpers Ferry; Near		
E7	C23-38463	PublicAssist	7/22/2023	8:16:41PM
	Box: 710K	63 BRENTWOOD CT; Bakerton Area		

	BRFC	Total Agency for Period: 4	
RE5	C23-37295	Hemorrhage-D	7/17/2023 11:35:27AM
	Box: 510K	571 DOGWOOD TRL; HF Campsites	
E52	C23-38135	SickPerson-A	7/21/2023 8:28:29AM
	Box: 520T	364 MOUNTAIN TOP TRL; Westridge Hills	
CH5	C23-38311	TrblBreathing-D	7/22/2023 1:42:47AM
	Box: 530K	47 MOUNTAIN OVERLOOK DR; Near Hostler Bridge	
RE5	C23-38503	TrblBrthng-E+++	7/22/2023 11:27:10PM
	Box: 550K	432 WINDSONG RD; Shannondale East	

	CFC	**Total Agency for Period: 12**	
T2	C23-37054	FireAlarmComm	7/16/2023 2:44:32AM
	Box: 400	40 FLOWING SPRINGS WAY; WALGREENS CHARLES TOWN; Charles Town	
E2	C23-37227	FireAlarmResdnt	7/17/2023 2:14:19AM
	Box: 230K	87 BROADVIEW CT; Myerstown Area	
E2	C23-37295	Hemorrhage-D	7/17/2023 11:35:27AM
	Box: 510K	571 DOGWOOD TRL; HF Campsites	
E2	C23-37349	ElevatorEntrap	7/17/2023 3:35:18PM
	Box: 215X	257 KEYES FERRY RD; CUBESMART SELF STORAGE ChTown; CT Area	
T2	C23-37382	PublicAssist	7/17/2023 7:21:38PM
	Box: 235	120 HAVERSACK CIR; Norborne Glebe	
EK2	C23-37740	VehicleFire	7/19/2023 12:56:47PM
	Box: 620K	612 S CHILDS RD; Summit Point Area	
E2	C23-37942	PublicAssist	7/20/2023 9:33:21AM
	Box: 200	18 SAGEWOOD ST; Green Meadows	
EK2	C23-37955	PublicAssist	7/20/2023 11:15:44AM
	Box: 200	18 SAGEWOOD ST; Green Meadows	
E2	C23-38009	MVAInjury	7/20/2023 5:07:30PM
	Box: 215X	160 PATRICK HENRY WAY; GOODWILL CHARLES TOWN; Walmart Plaza	
EK2	C23-38065	ApplianceFire	7/20/2023 10:23:47PM
	Box: 405	307 N PRESTON ST; Ranson	
E2	C23-38143	WiresDown	7/21/2023 9:14:18AM
	Box: 205K	ASHCROFT DR & ANSLEY WAY; Mag Springs	
E2	C23-38311	TrblBreathing-D	7/22/2023 1:42:47AM
	Box: 530K	47 MOUNTAIN OVERLOOK DR; Near Hostler Bridge	

M1104	C23-37043	PDAssist	7/16/2023 12:26:23AM
	Box: 305K	WINEBRENNER RD & GREEN HILL FARM LN; Shepherdstown Area; Cro	
M1106	C23-37047	SEND-TraumaInj	7/16/2023 1:03:04AM
	Box: 215	246 PATRICK HENRY WAY # 201; PATRICK HENRY APT; by WalMart	
A1101	C23-37067	MVAInjury	7/16/2023 7:40:18AM
	Box: 170K	WILLIAM L WILSON FWY & SHEPHERDSTOWN PIKE; Halltown Area	
M1109	C23-37089	SEND-PsychEmer	7/16/2023 10:36:44AM
	Box: 200	23 SNOWBERRY ST; Green Meadows	
M1103	C23-37103	UnconsPerson-C	7/16/2023 12:32:41PM
	Box: 400	129 W WASHINGTON ST; ABOLITIONIST ALE WORKS; Chrls Twn	
M1109	C23-37105	UnconsPerson-D	7/16/2023 12:40:47PM
	Box: 400	807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	
M1108	C23-37123	ChestPain-D	7/16/2023 2:43:30PM
	Box: 235K	385 OAKLAND TER; Oakland Heights	
M1109	C23-37141	Fall-A	7/16/2023 4:53:26PM
	Box: 230K	6338 KABLETOWN RD; Kabletown Area	
M1103	C23-37145	SEND-UnconsPers	7/16/2023 5:06:20PM
	Box: 400X	750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	
M1108	C23-37154	SickPerson-C	7/16/2023 6:21:36PM
	Box: 510K	571 DOGWOOD TRL; HF Campsites	
M1106	C23-37163	TrblBreathing-D	7/16/2023 7:03:31PM
	Box: 330K	207 KEARNEYSVILLE PIKE; Kearneysville	
M1106	C23-37174	SEND-PsychEmer	7/16/2023 8:22:35PM
	Box: 605K	1331 BOWERS RD; Leetown Area	
M1103	C23-37183	Fall-A	7/16/2023 9:27:02PM
	Box: 600K	5611 MIDDLEWAY PIKE; Middleway Area	
M1109	C23-37188	UnkwnMedical-B	7/16/2023 9:50:17PM
	Box: 400M	151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	
M1108	C23-37190	Fall-B	7/16/2023 9:53:23PM
	Box: 405	605 N MARSHALL ST; Ranson	
M1109	C23-37265	PatientTrnsfr-C	7/17/2023 7:58:59AM
	Box: 205M	1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	
M1101	C23-37269	TrblBreathing-D	7/17/2023 8:18:29AM
	Box: 100	41 WARREN ST; Bolivar	
M1103	C23-37270	ChestPain-C	7/17/2023 8:26:55AM
	Box: 400	505 E NORTH ST # 203; MARWARE APTS; Charles Town	
A1102	C23-37278	UnconsPerson-A	7/17/2023 9:21:48AM
	Box: 650K	949 SUMMIT POINT RD; Summit Point Area	
M1108	C23-37295	Hemorrhage-D	7/17/2023 11:35:27AM
	Box: 510K	571 DOGWOOD TRL; HF Campsites	
A1102	C23-37308	Hemorrhage-D	7/17/2023 12:38:31PM
	Box: 400	642 E WASHINGTON ST; TRAVELODGE; Charles Town	
M1103	C23-37343	Fall-D	7/17/2023 3:08:02PM
	Box: 405	605 N MARSHALL ST; Ranson	
M1108	C23-37349	ElevatorEntrap	7/17/2023 3:35:18PM
	Box: 215X	257 KEYES FERRY RD; CUBESMART SELF STORAGE ChTown; CT Area	
M1103	C23-37380	Fall-D	7/17/2023 7:07:40PM
	Box: 400	540 BROOKE ST; Charles Town	
M1101	C23-37381	UnconsPerson-D	7/17/2023 7:10:02PM
	Box: 100	186 HIGH ST; THE RABBIT HOLE; Harpers Ferry	
M1109	C23-37386	TrblBrthng-E+++	7/17/2023 7:37:39PM
	Box: 420K	342 5TH ST; Shenandoah Junction	

M1109	C23-37433	ChestPain-D	7/18/2023 12:15:13AM
	Box: 295K	2272 LEWISVILLE RD; Franklintown Area	
M1103	C23-37455	SickPerson-C	7/18/2023 1:04:36AM
	Box: 400	807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; RM 203	
M1108	C23-37468	TrblBreathing-D	7/18/2023 4:01:23AM
	Box: 405	1026 N MILDRED ST # 19; Wilts MHP	
M1103	C23-37495	TrblBreathing-D	7/18/2023 9:07:17AM
	Box: 405	104 TOPPER AVE # 104; Ranson	
M1106	C23-37516	PatientTrnsfr-C	7/18/2023 11:06:26AM
	Box: 300M	80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	
M1103	C23-37524	ChestPain-D	7/18/2023 11:37:31AM
	Box: 490	52 CAPTAIN BAIRD CT; Tuscawilla Hills	
A1102	C23-37535	BackPain-C	7/18/2023 12:33:06PM
	Box: 400	525 S SEMINARY ST; Charles Town	
M1103	C23-37538	Fall-A	7/18/2023 12:50:50PM
	Box: 405	112 E 14TH AVE; Ranson	
M1101	C23-37542	SEND-UnknownMed	7/18/2023 1:16:23PM
	Box: 500K	679 DEY DR; Blue Ridge Acres	
M1108	C23-37544	PublicAssist	7/18/2023 1:19:22PM
	Box: 400	540 BROOKE ST; Charles Town	
M1109	C23-37554	ChestPain-D	7/18/2023 2:02:12PM
	Box: 215X	912 SOMERSET BLVD STE 102; WVU URGENT CARE; by ALDIs	
M1108	C23-37557	UnconsPerson-C	7/18/2023 2:13:36PM
	Box: 215X	96 PATRICK HENRY WAY; WALMART; Walmart Plaza	
M1103	C23-37572	Fall-A	7/18/2023 3:27:03PM
	Box: 405	251 AUTUMN DR # 803; CRANES MEADOW APTS; Ranson Area	
M1103	C23-37593	UnconsPerson-D	7/18/2023 5:28:02PM
	Box: 400	91 SARATOGA DR # D; STAR RENTALS; Jeff Xing	
M1108	C23-37600	SickPerson-C	7/18/2023 5:58:29PM
	Box: 610K	1324 WIDE HORIZON BLVD; Wide Horizon; Hidden River	
M1106	C23-37609	MVAInjury	7/18/2023 6:52:58PM
	Box: 330K	6001 CHARLES TOWN RD; Kearneysville	
M1106	C23-37616	PublicAssist	7/18/2023 7:36:37PM
	Box: 300	370 RUMSEY AVE; JAMES RUMSEY MONUMENT PARK; Shepherdstown	
M1109	C23-37634	TraumaticInj-B	7/18/2023 9:38:20PM
	Box: 255	63 COLONIAL DR; Huntfield	
M1108	C23-37640	Fall-A	7/18/2023 10:02:28PM
	Box: 230K	6517 KABLETOWN RD; Kabletown Area	
M1103	C23-37641	SickPerson-C	7/18/2023 10:04:01PM
	Box: 605K	149 PLEASANT ACRES CT; Leetown Area	
M1106	C23-37645	COAlarm	7/18/2023 10:19:29PM
	Box: 315K	308 SHADE LN; Shepherdstown Area	
M1108	C23-37650	PatientTrnsfr-C	7/18/2023 10:38:11PM
	Box: 205M	1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	
M1103	C23-37683	Seizures-A	7/19/2023 1:47:28AM
	Box: 400	544 EAGLE AVE; Charles Town	
M1109	C23-37686	TrblBreathing-D	7/19/2023 3:45:44AM
	Box: 410	80 FUZZY TAIL DR; Briar Run Estates	
A1102	C23-37695	SEND-UnknownMed	7/19/2023 7:19:40AM
	Box: 620K	5462 MIDDLEWAY PIKE; Middleway Area	
M1109	C23-37722	UnconsPerson-C	7/19/2023 11:16:00AM
	Box: 560K	794 EAGLES NEST LN; Shannondale East	

A1107	C23-37723	TrblBreathing-D	7/19/2023 11:18:53AM
	Box: 400	127 AUGUSTINE AVE; Charles Town	
M1106	C23-37727	Hemorrhage-B	7/19/2023 11:50:30AM
	Box: 340K	550 BORDER RD; Kearneysville Area	
M1108	C23-37729	Fall-A	7/19/2023 11:59:23AM
	Box: 445K	93 WOODLAND CT; Woodland Park	
LT11	C23-37740	VehicleFire	7/19/2023 12:56:47PM
	Box: 620K	612 S CHILDS RD; Summit Point Area	
M1109	C23-37745	TrblBreathing-C	7/19/2023 1:34:57PM
	Box: 400	305 W WASHINGTON ST # 2; Charles Town	
M1108	C23-37767	SEND-PsychEmer	7/19/2023 3:29:59PM
	Box: 410	230 OAK LEE DR; HOME DEPOT STORE; Potomac Twn Ctr	
A1107	C23-37772	UnkwnMedical-B	7/19/2023 4:14:56PM
	Box: 400	518 S GEORGE ST # C-11; WASHINGTON VILLAGE APTS; Ch Town	
A1107	C23-37773	DiabeticEmerg-A	7/19/2023 4:29:17PM
	Box: 405	16 AUTUMN TER # 1301; CRANES MEADOW APTS; Ranson Area	
M1108	C23-37781	PatientTrnsfr-C	7/19/2023 5:21:45PM
	Box: 215X	912 SOMERSET BLVD # 102; WVU URGENT CARE; by ALDIs	
A1101	C23-37789	CardacArst-E+++	7/19/2023 5:39:36PM
	Box: 140K	57 ROCKAWAY CT; Carriage Park	
A1107	C23-37790	PatientTrnsfr-C	7/19/2023 5:46:34PM
	Box: 205M	1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	
M1103	C23-37829	SickPerson-C	7/19/2023 8:35:01PM
	Box: 400	21 NEW OAK TREE CT # 407; WILLOW SPRG FARM APT; Ch Town	
M1109	C23-37850	SEND-UnknownMed	7/19/2023 9:28:35PM
	Box: 205	811 JEFFERSON AVE; Charles Town	
M1106	C23-37870	ChestPain-C	7/19/2023 10:59:44PM
	Box: 300	540 S CHURCH ST # 7; MAPLE GREEN APTS; Shepherdstown Area	
M1108	C23-37871	AbdPain-C	7/19/2023 11:04:03PM
	Box: 400	505 E NORTH ST # 200; MARWARE APTS; Charles Town	
M1109	C23-37874	PatientTrnsfr-C	7/19/2023 11:18:06PM
	Box: 205M	1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	
M1108	C23-37911	PatientTrnsfr-C	7/20/2023 3:33:58AM
	Box: 205M	1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	
M1108	C23-37914	SEND-PsychEmer	7/20/2023 4:25:03AM
	Box: 405	164 RANSON ESTATES CIR; Ranson Estates	
M1109	C23-37916	DiabeticEmerg-C	7/20/2023 4:37:21AM
	Box: 275K	121 VERMEER LN; Summit Point Area	
M1106	C23-37918	OvrdosePoison-C	7/20/2023 4:53:19AM
	Box: 360K	206 DOGWOOD MANOR DR; Dogwood	
A1107	C23-37924	Fall-A	7/20/2023 5:58:12AM
	Box: 490	171 SAINT ANDREWS DR; Locust Hill	
M1106	C23-37940	HeartProblems-C	7/20/2023 9:26:11AM
	Box: 305K	28 SWIFT CT; Mecklenburg Heights	
M1108	C23-37942	PublicAssist	7/20/2023 9:33:21AM
	Box: 200	18 SAGEWOOD ST; Green Meadows	
M1108	C23-37955	PublicAssist	7/20/2023 11:15:44AM
	Box: 200	18 SAGEWOOD ST; Green Meadows	
A1107	C23-37957	OvrdosePoison-C	7/20/2023 11:23:16AM
	Box: 400	642 E WASHINGTON ST; TRAVELODGE; Charles Town	
M1106	C23-37961	UnkwnMedical-B	7/20/2023 11:59:31AM
	Box: 360K	6920 FLOWING SPRINGS RD; Shepherdstown Area	

A1107	C23-37962	SickPerson-A	7/20/2023 12:01:29PM
	Box: 630K	4650 MIDDLEWAY PIKE; Middleway Area	
M1106	C23-37966	SickPerson-A	7/20/2023 12:35:01PM
	Box: 340K	70 COTTAGE RD; Fox Glen	
M1103	C23-37969	Fall-B	7/20/2023 12:43:25PM
	Box: 400	190 FLOWING SPRINGS RD; MARTINS GROCERY STORE; Jeff Xing	
M1109	C23-37971	TrblBreathing-D	7/20/2023 12:45:38PM
	Box: 215X	32 PATRICK HENRY WAY; LONG JOHN SILVERS; Walmart Plaza	
M1106	C23-37980	SEND-TraumaInj	7/20/2023 1:50:30PM
	Box: 300	8052 MARTINSBURG PIKE; SHEPHERDSTOWN FIRE COMPANY 3; ST Area	
A1107	C23-37987	SEND-Overdose	7/20/2023 2:41:25PM
	Box: 405	603 N MILDRED ST; VALLEY CAR WASH; Ranson	
M1103	C23-38002	UnconsPerson-D	7/20/2023 4:30:44PM
	Box: 610K	8601 LEETOWN RD; Middleway Area	
M1104	C23-38009	MVAInjury	7/20/2023 5:07:30PM
	Box: 215X	160 PATRICK HENRY WAY; GOODWILL CHARLES TOWN; Walmart Plaza	
M1109	C23-38028	ChestPain-D	7/20/2023 6:11:21PM
	Box: 540K	218 ACORN NUT LN; Bloomery Area	
M1104	C23-38030	DiabeticEmerg-C	7/20/2023 6:14:39PM
	Box: 205K	107 TATE MANOR DR; Charles Town	
M1104	C23-38036	TrblBreathing-C	7/20/2023 7:00:07PM
	Box: 400	44 NEW SYCAMORE CIR # 201; WILLOW SPRG FARM APT; Ch Town	
M1103	C23-38065	ApplianceFire	7/20/2023 10:23:47PM
	Box: 405	307 N PRESTON ST; Ranson	
M1106	C23-38079	OvrdosePoison-C	7/20/2023 11:38:15PM
	Box: 330K	902 KEARNEYSVILLE PIKE; Kearneysville Area	
M1103	C23-38087	SickPerson-D	7/21/2023 12:15:08AM
	Box: 405	124 E 3RD AVE # 6; Ranson	
M1109	C23-38089	Fall-A	7/21/2023 12:33:52AM
	Box: 550K	241 THRUSH LN; Shannondale East	
M1103	C23-38111	SickPerson-C	7/21/2023 3:13:18AM
	Box: 405	104 TOPPER AVE # 104; Ranson	
M1103	C23-38121	Fall-B	7/21/2023 5:21:36AM
	Box: 400	518 S GEORGE ST # C-11; WASHINGTON VILLAGE APTS; Ch Town	
M1104	C23-38135	SickPerson-A	7/21/2023 8:28:29AM
	Box: 520T	364 MOUNTAIN TOP TRL; Westridge Hills	
M1102	C23-38167	UnconsPers-D+++	7/21/2023 10:51:56AM
	Box: 400	732 E WASHINGTON ST; MCDONALDS CHARLES TOWN; Charles Town	
M1104	C23-38187	SEND-UnknownMed	7/21/2023 12:26:18PM
	Box: 415	47 OXFORD WAY; Cambridge	
M1106	C23-38202	Fall-A	7/21/2023 2:15:51PM
	Box: 300	134 W GERMAN ST; Shepherdstown	
M1109	C23-38234	Stroke-C	7/21/2023 6:30:24PM
	Box: 540K	17200 CHARLES TOWN RD	
M1104	C23-38244	SEND-Fall	7/21/2023 7:21:49PM
	Box: 670K	67 LEETOWN RD; Summit Point Area	
M1103	C23-38257	Fall-A	7/21/2023 9:10:36PM
	Box: 405	113 MICHELLE DR; Ashley Brin	
M1103	C23-38275	HeartProblems-C	7/21/2023 10:17:11PM
	Box: 605K	149 PLEASANT ACRES CT; Leetown Area	
M1103	C23-38282	SEND-Fall	7/21/2023 10:59:23PM
	Box: 400X	750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	

M1104	C23-38292	OvrdosePoison-D	7/22/2023 12:15:19AM
	Box: 400	625 MORDINGTON AVE; Charles Town	
M1109	C23-38311	TrblBreathing-D	7/22/2023 1:42:47AM
	Box: 530K	47 MOUNTAIN OVERLOOK DR; Near Hostler Bridge	
M1106	C23-38318	PublicAssist	7/22/2023 3:19:40AM
	Box: 350K	118 OAKWOOD DR; Oakwood	
M1103	C23-38322	Hemorrhage-A	7/22/2023 4:26:44AM
	Box: 405	111 W 2ND AVE; Ranson	
M1104	C23-38323	SickPerson-A	7/22/2023 4:30:44AM
	Box: 405	605 N MARSHALL ST; Ranson	
M1103	C23-38327	Stroke-C	7/22/2023 5:08:22AM
	Box: 630K	4650 MIDDLEWAY PIKE; Middleway Area	
M1104	C23-38351	PatientTrnsfr-C	7/22/2023 10:04:44AM
	Box: 400M	50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	
M1103	C23-38352	Fall-B	7/22/2023 10:05:41AM
	Box: 400	624 S SAMUEL ST; Charles Town	
M1109	C23-38357	TrblBreathing-D	7/22/2023 10:38:07AM
	Box: 445K	2021 WAR ADMIRAL BLVD; Ranson Area	
M1106	C23-38360	SEND-Allergic	7/22/2023 10:42:22AM
	Box: 300	8052 MARTINSBURG PIKE; SHEPHERDSTOWN FIRE COMPANY 3; ST Area	
A1102	C23-38372	AbdPain-C	7/22/2023 12:11:38PM
	Box: 405	508 BURNS ST; Ranson	
A1102	C23-38373	UnconsPerson-A	7/22/2023 12:17:42PM
	Box: 410	1331 MARE ST; Fairfax Crossing	
M1101	C23-38374	BurnInjury-A	7/22/2023 12:31:03PM
	Box: 110K	343 CAMPGROUND RD # 147; Bolivar Area	
M1109	C23-38376	TrblBreathing-D	7/22/2023 12:46:37PM
	Box: 405	102 N GEORGE ST # 1; Ranson	
M1103	C23-38385	Hemorrhage-B	7/22/2023 1:27:17PM
	Box: 400	807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	
M1101	C23-38399	MVAInjury	7/22/2023 2:11:36PM
	Box: 100K	WILLIAM L WILSON FWY & CHESTNUT HILL RD; Harpers Ferry; Near	
M1104	C23-38402	PatientTrnsfr-C	7/22/2023 2:30:59PM
	Box: 205M	1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	
M1103	C23-38404	OvrdosePoison-C	7/22/2023 2:39:35PM
	Box: 605K	149 PLEASANT ACRES CT; Leetown Area	
M1109	C23-38420	SickPerson-A	7/22/2023 4:39:29PM
	Box: 221	MM 70-0 RT 9 EB; Charles Town Area	
M1103	C23-38441	HeatExposure-C	7/22/2023 6:01:46PM
	Box: 400	411 S LAWRENCE ST; ST PHILIPS EPISCOPAL CHURCH; Charles Town	
M1104	C23-38447	OvrdosePoison-C	7/22/2023 6:39:20PM
	Box: 610K	677 HARRY SHIRLEY RD; Hidden River	
M1103	C23-38461	PregncyPrblm-C	7/22/2023 8:11:37PM
	Box: 620K	64 OLD MADISON LN; Middleway Area	
M1101	C23-38463	PublicAssist	7/22/2023 8:16:41PM
	Box: 710K	63 BRENTWOOD CT; Bakerton Area	
M1109	C23-38466	SEND-UnknownMed	7/22/2023 8:44:14PM
	Box: 690K	61 COTTONWOOD DR; Summit Point Area	
M1106	C23-38481	MVAInjury	7/22/2023 9:36:31PM
	Box: 330H	MM 60-0 RT 9 EB; Kearneysville Area	
M1104	C23-38503	TrblBrthng-E+++	7/22/2023 11:27:10PM
	Box: 550K	432 WINDSONG RD; Shannondale East	

	FFC	Total Agency for Period: 6		
EK1	C23-37067	MVAInjury	7/16/2023	7:40:18AM
	Box: 170K	WILLIAM L WILSON FWY & SHEPHERDSTOWN PIKE; Halltown Area		
D1	C23-37269	TrblBreathing-D	7/17/2023	8:18:29AM
	Box: 100	41 WARREN ST; Bolivar		
D1	C23-37295	Hemorrhage-D	7/17/2023	11:35:27AM
	Box: 510K	571 DOGWOOD TRL; HF Campsites		
EK1	C23-37789	CardacArst-E+++	7/19/2023	5:39:36PM
	Box: 140K	57 ROCKAWAY CT; Carriage Park		
EK1	C23-38399	MVAInjury	7/22/2023	2:11:36PM
	Box: 100K	WILLIAM L WILSON FWY & CHESTNUT HILL RD; Harpers Ferry; Near		
EK1	C23-38463	PublicAssist	7/22/2023	8:16:41PM
	Box: 710K	63 BRENTWOOD CT; Bakerton Area		

IFC **Total Agency for Period: 19**

W4	C23-37054	FireAlarmComm	7/16/2023 2:44:32AM
	Box: 400	40 FLOWING SPRINGS WAY; WALGREENS CHARLES TOWN; Charles Town	
D4	C23-37105	UnconsPerson-D	7/16/2023 12:40:47PM
	Box: 400	807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	
E4	C23-37133	FireAlarmResdnt	7/16/2023 4:02:59PM
	Box: 400	600 S SAMUEL ST; Charles Town	
W4	C23-37135	FireAlarmResdnt	7/16/2023 4:29:59PM
	Box: 400	600 S SAMUEL ST; Charles Town	
D4	C23-37295	Hemorrhage-D	7/17/2023 11:35:27AM
	Box: 510K	571 DOGWOOD TRL; HF Campsites	
W4	C23-37339	Rekindle	7/17/2023 2:34:29PM
	Box: 405	121 W 3RD AVE; JEFFERSON DAY REPORT CENTER; Ranson	
R4	C23-37349	ElevatorEntrap	7/17/2023 3:35:18PM
	Box: 215X	257 KEYES FERRY RD; CUBESMART SELF STORAGE ChTown; CT Area	
E4	C23-37386	TrblBrthng-E+++	7/17/2023 7:37:39PM
	Box: 420K	342 5TH ST; Shenandoah Junction	
D4	C23-37468	TrblBreathing-D	7/18/2023 4:01:23AM
	Box: 405	1026 N MILDRED ST # 19; Wilts MHP	
E4	C23-37544	PublicAssist	7/18/2023 1:19:22PM
	Box: 400	540 BROOKE ST; Charles Town	
K4	C23-37740	VehicleFire	7/19/2023 12:56:47PM
	Box: 620K	612 S CHILDS RD; Summit Point Area	
U4	C23-37829	SickPerson-C	7/19/2023 8:35:01PM
	Box: 400	21 NEW OAK TREE CT # 407; WILLOW SPRG FARM APT; Ch Town	
E4	C23-37942	PublicAssist	7/20/2023 9:33:21AM
	Box: 200	18 SAGEWOOD ST; Green Meadows	
E4	C23-37955	PublicAssist	7/20/2023 11:15:44AM
	Box: 200	18 SAGEWOOD ST; Green Meadows	
R4	C23-38009	MVAInjury	7/20/2023 5:07:30PM
	Box: 215X	160 PATRICK HENRY WAY; GOODWILL CHARLES TOWN; Walmart Plaza	
E4	C23-38065	ApplianceFire	7/20/2023 10:23:47PM
	Box: 405	307 N PRESTON ST; Ranson	
E4	C23-38135	SickPerson-A	7/21/2023 8:28:29AM
	Box: 520T	364 MOUNTAIN TOP TRL; Westridge Hills	
U4	C23-38167	UnconsPers-D+++	7/21/2023 10:51:56AM
	Box: 400	732 E WASHINGTON ST; MCDONALDS CHARLES TOWN; Charles Town	
R4	C23-38481	MVAInjury	7/22/2023 9:36:31PM
	Box: 330H	MM 60-0 RT 9 EB; Kearneysville Area	

	MFC	Total Agency for Period: 11	
U6	C23-37183	Fall-A	7/16/2023 9:27:02PM
	Box: 600K	5611 MIDDLEWAY PIKE; Middleway Area	
U6	C23-37278	UnconsPerson-A	7/17/2023 9:21:48AM
	Box: 650K	949 SUMMIT POINT RD; Summit Point Area	
U6	C23-37641	SickPerson-C	7/18/2023 10:04:01PM
	Box: 605K	149 PLEASANT ACRES CT; Leetown Area	
CN6	C23-37740	VehicleFire	7/19/2023 12:56:47PM
	Box: 620K	612 S CHILDS RD; Summit Point Area	
B6	C23-38000	InvestSmokeOut	7/20/2023 4:18:21PM
	Box: 610K	4485 MIDDLEWAY PIKE; Middleway Area	
U6	C23-38002	UnconsPerson-D	7/20/2023 4:30:44PM
	Box: 610K	8601 LEETOWN RD; Middleway Area	
U6	C23-38244	SEND-Fall	7/21/2023 7:21:49PM
	Box: 670K	67 LEETOWN RD; Summit Point Area	
U6	C23-38404	OvrdosePoison-C	7/22/2023 2:39:35PM
	Box: 605K	149 PLEASANT ACRES CT; Leetown Area	
U6	C23-38447	OvrdosePoison-C	7/22/2023 6:39:20PM
	Box: 610K	677 HARRY SHIRLEY RD; Hidden River	
U6	C23-38461	PregncyPrblm-C	7/22/2023 8:11:37PM
	Box: 620K	64 OLD MADISON LN; Middleway Area	
U6	C23-38466	SEND-UnknownMed	7/22/2023 8:44:14PM
	Box: 690K	61 COTTONWOOD DR; Summit Point Area	

SFD		**Total Agency for Period: 19**	
E3	C23-37043	PDAssist	7/16/2023 12:26:23AM
	Box: 305K	WINEBRENNER RD & GREEN HILL FARM LN; Shepherdstown Area; Cro	
EMS3	C23-37163	TrblBreathing-D	7/16/2023 7:03:31PM
	Box: 330K	207 KEARNEYSVILLE PIKE; Kearneysville	
E3	C23-37224	FireAlarmResdnt	7/17/2023 1:16:21AM
	Box: 320	190 TINSLEY CIR; Willowdale	
E3	C23-37410	FireAlarmResdnt	7/17/2023 9:44:49PM
	Box: 705K	616 CARTER AVE; Bakerton	
B3	C23-37411	PoleFire	7/17/2023 9:53:01PM
	Box: 305K	368 SPRING WARBLER WAY; Mecklenburg Heights	
CH3	C23-37609	MVAInjury	7/18/2023 6:52:58PM
	Box: 330K	6001 CHARLES TOWN RD; Kearneysville	
E3	C23-37616	PublicAssist	7/18/2023 7:36:37PM
	Box: 300	370 RUMSEY AVE; JAMES RUMSEY MONUMENT PARK; Shepherdstown	
E3	C23-37645	COAlarm	7/18/2023 10:19:29PM
	Box: 315K	308 SHADE LN; Shepherdstown Area	
EMS3	C23-37870	ChestPain-C	7/19/2023 10:59:44PM
	Box: 300	540 S CHURCH ST # 7; MAPLE GREEN APTS; Shepherdstown Area	
EMS3	C23-37871	AbdPain-C	7/19/2023 11:04:03PM
	Box: 400	505 E NORTH ST # 200; MARWARE APTS; Charles Town	
EMS3	C23-37918	OvrdosePoison-C	7/20/2023 4:53:19AM
	Box: 360K	206 DOGWOOD MANOR DR; Dogwood	
E3	C23-37929	FireAlarmComm	7/20/2023 7:41:35AM
	Box: 325X	698 CONSERVATION WAY; NCTC ENTRY AUDITORIUM; NCTC	
EMS3	C23-37940	HeartProblems-C	7/20/2023 9:26:11AM
	Box: 305K	28 SWIFT CT; Mecklenburg Heights	
E3	C23-37951	FireAlarmComm	7/20/2023 10:36:59AM
	Box: 301S	405 N KING ST; GARDINER HALL SHEP UNIV; Shepherd University	
E3	C23-37961	UnkwnMedical-B	7/20/2023 11:59:31AM
	Box: 360K	6920 FLOWING SPRINGS RD; Shepherdstown Area	
EMS3	C23-38079	OvrdosePoison-C	7/20/2023 11:38:15PM
	Box: 330K	902 KEARNEYSVILLE PIKE; Kearneysville Area	
E3	C23-38130	FireAlarmComm	7/21/2023 7:33:23AM
	Box: 325X	698 CONSERVATION WAY; NCTC ENTRY AUDITORIUM; NCTC	
E3	C23-38318	PublicAssist	7/22/2023 3:19:40AM
	Box: 350K	118 OAKWOOD DR; Oakwood	
D3	C23-38481	MVAInjury	7/22/2023 9:36:31PM
	Box: 330H	MM 60-0 RT 9 EB; Kearneysville Area	

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 Morrisey, 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.

_____ DATE:_____

JEFFERSON COUNTY COMMISSION

_____ DATE: 7/26/23

JEFFERSON COUNTY ADULT DRUG TREATMENT COURT, by Crystal Gumbel-Shade

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:

LGSD BR (Ver. 2020)

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: lgs@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:
Email: mzonfrilli@jeffersoncountywv.org

P.O. Box 250
STREET OR PO BOX

Charles Town
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				
	#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:

Comm. President Steve Stolipher	Yes or No
Comm. Tricia Jackson	Yes or No
Comm. Jennifer Krouse	Yes or No
Comm. Jane Tabb	Yes or No
Vacant Seat	Yes or No

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 int 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!