CITY OF CHARLES TOWN

CITY COUNCIL
AGENDA • JULY 28, 2025

Special Meeting **COUNCIL CHAMBERS** **5:30 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. NEW BUSINESS

: **2025-806:** Candidate Interviews for Ward 4 Vacancy
City Council Letter of Intent 25 - Greenleaf.pdf
HeidiGreenleaf_CouncilMember_2025.pdf
Ward 4 application - Tony Troxel.pdf
Waxler letter of interest.pdf
Michael Waxler Resume.pdf

: **2025-807:** Ward 4 Vacancy Candidate Appointment

3. ADJOURNMENT

4. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/28/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-806: Candidate Interviews for Ward 4 Vacancy

ATTACHMENTS:

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- Michael Waxler Resume.pdf

To whom it may concern:

I am writing to express my interest in the City Councilmember position for Ward 4 in Charles Town, West Virginia. As a dedicated community member, I believe that serving on the council would allow me to contribute positively to our town's growth and well-being.

Background and Qualifications:

- My family and I moved to Charles Town about a year and a half ago, and I am more than excited to get involved in our community.
- My professional background in law enforcement equips me with skills in communication, community outreach, and public safety.
- I am committed to transparency, collaboration, and effective governance.

Goals While in Office:

1. **Promoting Sustainable Development:** I aim to balance growth with environmental stewardship, ensuring that new developments align with our town's character and values.
2. **Enhancing Community Engagement:** I will actively seek input from residents, attending town halls and engaging with neighborhood associations to address their concerns.
3. **Supporting Local Businesses:** I intend to advocate for policies that foster economic vitality while preserving our unique small-town charm.
4. **Improving Infrastructure:** I will work to enhance our roads, parks, and public spaces, making Charles Town an even more attractive place to live and visit. Personally, I adore the phrase 'Historically Hip' and hope to help build upon it.
5. **Collaborating with Other Council Members:** I believe in teamwork and consensus-building to achieve our shared vision for Charles Town.

Thank you for considering my application. I look forward to the opportunity to serve our community and contribute to its continued success.

Sincerely,

Heidi E. Greenleaf

110 Extrovert Drive
Charles Town, WV 25414
(410) 920-1383
Greenleaf.Heidi@gmail.com

Heidi Greenleaf

greenleaf.heidi@gmail.com | 410-920-1383
110 Extrovert Dr. Charles Town, W.V.

As a dedicated and community-focused leader with over fifteen years of experience in management, fundraising, leadership and making community connections, I bring a strong record of strategic relationship building and cross-sector collaboration. My passion lies in fostering inclusive economic growth by supporting small businesses, championing resource accessibility, and cultivating a spirit of civic entrepreneurship. I thrive in navigating complex organizational systems, uniting diverse voices, and driving solutions that reflect the needs and values of our community. With a keen eye for innovation and efficiency, I bring expertise in project and financial management, strategic marketing, and stakeholder engagement. I am committed to delivering transparent, results-driven leadership that strengthens local initiatives and empowers long-term community success.

AREAS OF EXPERTISE

Project Management | Development | Human Resource Management | Company Organization | Operational Efficiency | Customer Relationship Management (CRM) | Policy and Procedure Implementation | Staff Development | Process Improvement | Business Development | Conflict Resolution | Schedule Coordination | Data Management | Data Analysis | Reporting | Problem Solving | Training Facilitation | Interpersonal Skills | Written & Verbal Communication | Cross-Functional Collaboration | System Implementation | Product Implementation | Product Integration | Stakeholder Management | Business Process Mapping | Retention | Negotiation | Strategic Planning | Organizational Leadership | Strategic Thinking | Change Management |

TECHNICAL SKILLS

Microsoft Office Suite | Google Suite | Monday.com | ADP | Paychex.com | Unanet | QuickBooks | Microsoft Teams | Skype | Zoom | Slack | Asana | Dropbox | OneDrive | Evernote | Canva | Hootsuite | Mailchimp | Wix | SurveyMonkey | Calendly | Zapier | Adobe |

PROFESSIONAL EXPERIENCE

Emergency Rental Assistance Program Manager | 06/2024 - 10/2024
Housing Counseling Services (HCS) | Consultant | Washington, D.C.

- Reduced eligibility determination errors by 30% by ensuring thorough knowledge of program guidelines and regulations and updating Standard Operating Procedures (SOPs) for improved accuracy and efficiency
- Collaborated effectively with multidisciplinary teams, including social workers, case managers, lawyers and housing specialists, to provide comprehensive emergency housing assistance to clients in need
- Significantly enhanced client satisfaction by providing timely and accurate eligibility determinations for a variety of assistance programs

Financial Expert | 08/2023 - 06/2024
Lydon, Fetterolf, Corydon, P.A. (LFC) | Consultant | Rockville, MD.

- Conducted in-depth financial analysis of capital budgets exceeding $20 million across four distinct portfolios, demonstrating strong analytical and financial modeling skills
- Managed daily financial operations, including account tracking, payroll processing, budget management, invoicing, and bank reconciliations, utilizing QuickBooks accounting software
- Ensured the accuracy of financial statements by conducting thorough reviews and generated daily reports on gross profit, providing critical insights into business performance
- Processed and analyzed W-2 and W-9 forms, accurately inputting data into an online web portal to generate year-end statistical reports for clients
- Enhanced data collection, financial analysis, and reporting processes, resulting in optimized business practices and improved customer retention

Finance and Human Resource Manager | 01/2020 - 07/2023
Solar Solution | Washington, D.C.

- Implemented and managed effective recruitment and retention strategies, resulting in the successful hiring and retention of over 50 employees annually. Developed and led an internal canvassing team, significantly increasing sales lead generation with 80% of leads now sourced internally

- Spearheaded the implementation of a new CRM (Customer Relationship Management) board for efficient tracking of all insurance policies. Led annual audits and renewals, successfully negotiating better rates and identifying cost-saving opportunities, resulting in a $20,000 reduction in insurance expenses in 2024
- Managed all aspects of company finances, including payroll, accounts receivable, and accounts payable, for a company with annual revenue exceeding $20 million
- Demonstrated strong negotiation and analytical skills in securing favorable terms in a variety of contracts, contributing to the overall success of business operations, including a 20% reduction in permitting costs annually
- Streamlined Human Resources (HR) processes by automating key tasks within the CRM system, improving employee satisfaction and operational efficiency resulting in less time spent on administrative tasks, such as time-off requests and accessing HR information
- Developed and implemented a comprehensive employee handbook and Standard Operating Procedures (SOPs) to ensure compliance with all relevant labor laws

Field Training Officer | 06/2011 to 10/2018
National Park Service (NPS) | Baltimore Environmental Police (BEP) | Maryland National Capital Park Police (MNCPP) | Various Locations within the U.S.

- Led and managed backcountry Search and Rescue (SAR) operations, including a team of highly trained professionals and an NPS-certified SAR K-9 unit to effectively assist and protect over 3 million annual visitors
- Public Information Officer (PIO)/National Emergency Medical Responder (NEMR)/Federal secret security clearance for National Park Service (NPS)
- Collaborated with Homeland Security and other local, state, and federal agencies to enhance security measures and mitigate risks at critical infrastructure sites (both public and private)
- Trained new dispatchers on use of Keystone Public Safety Computer-Aided Dispatch (CAD) system. This involved guiding them on effectively gathering critical information from emergency calls and efficiently dispatching first responders to incidents
- Actively engaged with community members through regular communication, building strong rapport and trust to foster a positive and reassuring presence within the community

Managing Director | 06/2007 to 12/2010
Therapeutic Alternative of Maryland | Baltimore, MD.

- Successfully managed and supervised diverse programs serving over 500 participants annually, fostering personal and professional growth through horticultural therapies and vocational training
- Secured and managed over $70,000 in annual funding through grant writing, budget development, and successful coordination of large fundraising events
- Demonstrated strong operational and management skills by overseeing a 20-acre farm with 10+ employees. Streamlined operations and negotiated vendor contracts, resulting in $5,000 in annual cost savings
- Built and maintained a robust volunteer network of over 1,000 individuals, including school groups, AmeriCorps, veterans, and community organizations
- Excelled in administrative and operational tasks, including managing social media accounts and streamlining office workflows to ensure efficient and effective program delivery

EDUCATION

Bachelor of Science, Mass Communications
Towson University | Towson, MD.

Project Management Professional (PMP)
Coursera | Online

Human Resource Management (HRM)
Skye | Online

Certified Police Officer (LEO)
Hocking College National Ranger Training Institute | Nelsonville, OH.

Anthony (Tony) Troxel

Ward 4 Resident

Contact

94 Edaw Drive,
Charles Town, WV
25414
ttroxel70@hotmail.com

Dear Charles Town City Council,

I bring forth and express my interest in being appointed to serve and represent Ward 4. As a resident of Ward 4 for the past 15 years, I am deeply invested in the well-being and progress of our community.

Throughout my time in Ward 4, I have actively engaged with our local issues, participating in various community meetings and initiatives. My commitment to public service is driven by a strong desire to contribute positively to my town and neighborhood, and ensure that the voices of our residents are heard and respected.

Living and working throughout the United States with the National Park Service has equipped me with a keen understanding of the complexities of local governance and the importance of collaborative decision-making.

One of my core principles is the ability to engage in respectful dissent. I firmly believe that diverse perspectives are essential for a healthy, functioning team. My approach to public service is rooted in listening to all viewpoints and fostering an environment where constructive dialogue can thrive. This ensures that decisions are made with the broadest possible understanding of their impact on our community.

I am eager to bring my dedication, experience, and collaborative spirit to the City Council. I am confident that I can effectively represent the interests of Ward 4 and contribute to the ongoing efforts to make our city a better place for all residents. Thank you for considering my application. I look forward to the opportunity to further discuss how I can serve our community in this capacity.

Sincerely,
Anthony Troxel

Anthony (Tony) Troxel

Contact

94 Edaw Drive
Charles Town, WV 25414
304-725-6578 h 304-671-9054 c
ttroxel70@hotmail.com

Education

Federal Law Enforcement Training Center
Brunswick, GA

Radford University, BS History
1988-1992

Frankfurt American HS, 1985-1988
Frankfurt, W. Germany

Key Skills

- Project management
- Respectful dissent
- Creative problem solving
- Communication skills
- Active member of a team
- Team development
- Resourceful

Objective

Appointment as City Council Member – Ward 4

Work Experience

US Park Ranger - 04/1998 to Present

Dedicated and experienced federal law enforcement officer with 25 years of service, throughout the United States with the National Park Service. Proven track record in maintaining public safety, enforcing laws, and protecting natural resources. Strong leadership, communication, and problem-solving skills, complemented by a willingness to work as a member of a dynamic team.

Community Involvement

- Leadership Jefferson, Class X – 2016-2017
- Jefferson Co. Historic Landmarks Commission
  Commissioner; 2018-2019
- Jefferson Co. Emergency Services Agency
  Citizen Representative and Vice-Chair; 2018-2023
- Charles Town Historic Landmarks Commission, 2023-Present

Dear Counsel Members,

I am interested in serving as a council member for Ward 4. I currently live within Ward 4, (270 Triberg Drive, Charles Town , WV) and would like the opportunity to continue public service now that I have retired from Active-Duty Military. I have a Bachelors Degree in Business Administration from Norwich University, a Forensic Accounting and Fraud certification from West Virginia University, and over 20 years of public service.

My primary reason for applying would be to represent the many new comers to the region, most of whom have a very similar background as I do (prior Military and Government employees). In addition, I would like to continue public service to give back to the community that has been so welcoming of my family and I.

In addition to my years of experience serving the Country, I am a capable public speaker and consider myself a steward of Tax Payer money in all that I do. My resume highlights my education, prior work experience, and commitment to lifelong learning.

If I had to pick a couple goals while representing Ward 4, it would be the safety of the citizens and the proper allocation of resources. My family is all Military, Law Enforcement, and First Responders, so I value the public service sector and understand the need for these services, especially in a rapidly growing area. Furthermore, I would like to do whatever I can to foster responsible growth within the area, while preventing some of the pitfalls that can accompany such growth. Additionally, I would like to see the route 9 bike path extended into the Charles Town Area, ideally connecting Ward 4 to the trail.

Thank you for your consideration, please reach out to me if you want to discuss anything in my resume.

-Respectfully,

Mike Waxler

Michael Waxler

270 Triberg Dr. Charles Town, WV 25414
(580) 595-1293 | mike.c.waxler@gmail.com| https://www.linkedin.com/in/michael-waxler-bab46b1a3/

Date available to begin work: N/A

SUMMARY STATEMENT

College educated, forward-thinking, and goal-oriented operational leader with an extensive and diverse 20-year government background. Professionally trained and experienced in collaborating and communicating with Pentagon Staff, General Officers, and Senior Executive Officials. Skilled in the analysis of key operational processes to identify gaps and implement sustainable improvements. Proven supervisory experience in high tempo operational environments, human resources, and guiding cross-functional teams to the delivery of operational and programmatic excellence. Capable of developing key relationships to promote comprehensive and cohesive business practices. Current TS/SCI/Poly clearance. Registered through Selective Service.

PROFESSIONAL SKILLS

Education	Bachelors of Science in Business Administration, Associate of Science in Administrative Management from Excelsior College. Certified Forensic Accountant. National Honors Society.
Employment	20+ years' experience in successfully leading high-impacting operational and program initiatives. Experience in highly sensitive operations across a broad spectrum of geographical regions.
Personal	Proficient in Excel, Minitab, Word, and PowerPoint. Strong work ethic with a positive approach. Continuously striving to achieve goals and exceed expectations. Organized and focused.

PROFESSIONAL WORK EXPERIENCE

Program Analyst, August 2023-Present
Technology Innovation Section, Manassas, VA.
Job Type: 40 hours per week, Full-Time (Contractor).

Provide direct support to individual directorates within the Defense Intelligence Agency.

Director of Operations Training, October 2021 – August 2023
United States Army, 4th Infantry Division, FT Carson, Co.
Job Type: 40 hours per week, Full-Time

Lead the planning, scheduling, and management of nine training programs and curriculum. Served as a Subject Matter Expert in systems and process improvement. Oversaw the development, discipline, and mentorship of 4 managers and 15 Supervisors. Maintained serviceability and readiness of $2M+ in assets. Supervised the human resources programs, including onboarding and induction training, professional development, and continued education of 90 employees. Served as Project Manager conducting research, resourcing, and development of numerous complex training projects and 5 Programs, overseeing the creation of project overviews, scopes, deliverables, criteria, work breakdown, risk management, network diagrams, and schedules. Conducted cost analyses to ensure alignment with policies. Managed facility property and supervised internal staff actions with short and long-range calendars to optimize organizational efficiency.

Foreign Military Advisor, February 2019 – October 2021
United States Army, 4th Security Force Assistance Brigade, Ft Carson, Co
Job Type: 40 hours per week, Full-Time

Oversaw the day-to-day operational, training, and development of the Tunisian Special Operations Forces. Responsible for integrating material and non-materials solutions into the Country of Tunisia Defense Forces through the Department of State. Identified and addressed operational gaps focused on efficiency and continuous improvement of all systems and processes. Compiled and analyzed information on the integration processes using both Minitab software and MS Excel

software. Collaborated with multiple stakeholders to integrate material/non-material solutions to mitigate threats. Advised senior leaders on the integration processes and progress.

Operational Advisor, April 2016 – February 2019
United States Army, Asymmetric Warfare Group, Ft Meade, MD
Job Type: 40 hours per week, Full-Time

Provided strategic operational advisory to Joint United States Military personnel and Interagency personnel during pre-mission training and combat operations. Managed and supervised the day-to-day application of Small Unmanned Aerial Systems and Counter Unmanned Aerial Systems in real world environments. Designed simulated and live scenarios focused on the readiness of personnel in alignment with the organizational long and short-term strategies across Department of Defense and other governmental agencies. Reviewed organizational readiness to identify capability gaps through annual audits. Facilitated technical and professional workshops to develop mid and upper-level management teams. Employed $10M+ in communications equipment to facilitate rapid information flow across the globe. Developed material and non-material solutions to counter Electronic Warfare activities, briefed operational and strategic level decision makers on the contested electromagnetic spectrum across sensitive areas of operations.

EDUCATION

Bachelor of Science in Business Administration (Minor in Cyber Security)
Norwich University, Northfield, VT, GPA 3.5

Associate of Science in Administrative Management
Excelsior College, Albany, NY, GPA 3.8

CERTIFICATIONS/ACHIEVEMENTS

Forensic Accounting and Fraud Examination, July 2023
West Virginia University

Certificate for Cloud Computing Security, June 2023
Cybersecurity and Infrastructure Agency

Certificate for Cyber Security Analyst, June 2023
Cybersecurity and Infrastructure Agency

Counterintelligence Awareness Certificate Program, July 2022
Defense Counterintelligence and Security Agency ID b6akiSDxfD

Arctic Circles Cold War Certificate, October 2020
Norwich University

S.A.L.U.T.E. National Honors Society, June 2021

PUBLICATIONS

Emotional Intelligence and the Modern Military Advisor, April 2020

https://www.armyupress.army.mil/Journals/NCO-Journal/Archives/2020/April/Emotional-Intelligence-and-the-Modern-Military-Advisor/

The Electromagnetic Spectrum: The Future of Warfare, April 2019
https://www.armyupress.army.mil/Portals/7/nco-journal/docs/2019/April/EMI-Waxler.pdf

City Council
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/28/25
Department: City Council
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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ATTACHMENTS: