CITY OF CHARLES TOWN

CITY COUNCIL WORKSHOP
AGENDA • AUGUST 19, 2024

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

1. CALL TO ORDER

2. NEW BUSINESS

: **2024-843:** Interviews and Possible Selection for an Appointment to the Charles Town Utility Board with a Term Ending December 31, 2025
David Tyrrell.pdf
Maxey-CTUB-application.pdf
John_Maxey_Resume.pdf
Letter of Interest Kelly N. Coly.pdf
K. Coly Resume.pdf
Peter Kubic.pdf
CTUB withdraw Aug 2024.pdf

3. ADJOURNMENT

City Council Workshop
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 08/19/24
Department: City Council Workshop
Category: Appointment
Initiator:

AGENDA ITEM (ID #)

2024-843: Interviews and Possible Selection for an Appointment to the Charles Town Utility Board with a Term Ending December 31, 2025

ATTACHMENTS:

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- Peter Kubic.pdf
- CTUB withdraw Aug 2024.pdf

Carolyn Vezzosi

From: David Tyrrell <davidtyrrell121@gmail.com>
Sent: Wednesday, July 10, 2024 10:17 PM
To: City Manager
Subject: Charles Town Water Board

Mr Nissel,

My name is David Tyrrell and I would like to express my interest in serving on the Charles Town Water Control Board. My apologies for not providing the requested information at this time. My computer has suffered a major issue and I am writing you from my phone.

To give you a brief history of my background, I recently retired after 35 years as a water and waste water professional. I started my career in Charles Town's WWTP where I obtained a WV Class III waste water operators license. I then moved on to Winchester VA where I worked for the City of Winchester for sixteen plus years. While there I worked my way up to facility manager and held that position for my final five years. I then took advantage of an opening with the Town of Berryville where I served as the Director of Utilities for sixteen plus years until I needed to take a medical retirement. I held a Virginia class 1 water and waste water license.

In my career have handled budgeting, purchasing, and all aspects of facility operation and management including the design and construction of a new waste treatment facility.

I feel I have experience and knowledge that would be beneficial to the City of Charles Town and am offering to serve on the board. I will provide a proper resume if required once my computer is repaired.

Should you have any questions feel free to contact me via email or by phone at 304-261-4319.

Thank you for considering my request to serve.

David Tyrrell
Sent from my iPhone
Beware - This email comes from outside the City of Charles Town.

July 26, 2024

John Nissel, City Manager
Charles Town
101 East Washington Street
Charles Town, WV 25414

Dear Mr. Nissel,

I am writing to apply for the open position on the Charles Town Utility Board. I believe that my experience in business, as chairman of the Jefferson County Planning Commission, and as founder of the Blue Ridge Watershed Coalition can be of benefit to the Board and to the community.

My company, Data Direct, Inc. has operated from 111 West Washington Street in Charles Town for the past ten years. The company was founded in 1981 with the goal of providing employment for residents of my native state. Data Direct has been providing information technology services to nonprofit advocacy organizations for over forty years and has been working with the Sierra Club, National Wildlife Federation, World Wildlife Fund, and National Parks Conservation Association since the early 1990's. The firm was in Harpers until a fire in 2015 destroyed our offices, necessitating the move to Charles Town.

Data Direct's focus has shifted more toward information security and disaster preparedness as those threats have increased over the years. To better serve our clients I returned to school in 2012 and obtained a BS degree in Cybersecurity in 2019. I have held PCI security auditor and CompTIA security certifications for over ten years and obtained CISSP certification five years ago. These certifications require ongoing continuing education, including research in the protection of critical infrastructure. Just last month, the West Virginia Public Service Commission announced an investigation into increased cyber-attacks on the state's water and sewer utilities and is requiring utilities to conduct assessments and adopt plans to counter cyber-threats. My experience and training in this field can help the Utility Board with evaluation and management of this important and ongoing process.

Appointed to the Planning Commission by a unanimous vote of the County Commission in 2009 I was later elected Chairman and served through the end of 2011. During my tenure we oversaw a rewrite of the County subdivision ordinance, adoption of a telecommunications tower ordinance, and public outreach leading to the adoption of the comprehensive plan. As the Commission liaison to the Public Service District, I developed an understanding of the importance of communication and coordination between planning and the provision of public services.

As a member of the Planning Commission, I wrote the grant proposal that funded a study of water resources on the Blue Ridge in Jefferson County. The "Blue Ridge Mountain

Communities Watershed Plan" was published in December 2010 by Downstream Strategies and led to the later creation of the Blue Ridge Watershed Coalition. As a founding member of BRWC I lead the water quality assessment committee, which has conducted water quality assessments of Shenandoah River tributary streams every month since March 2011. Data collected by BRWC has been accepted by the West Virginia DEP and used in West Virginia state Waters Quality Assessment filings to the EPA since 2012. This data led last year to the listing of nine Jefferson County streams, including the Evitts Run in Charles Town, as an "impaired waterway" under section 303(d) of the 1972 Clean Water Act. This designation makes our town (and the Utility Board) eligible for federal grants to assist with remediation of biological contamination of these streams.

As a member of the Utility Board, I would look forward to working with the Charles Town City Council, Mayor, and citizens to improve the safety and security of our water and sewer infrastructure, facilitate communications between the Utility Board and Town as well as County planners, and work with DEP and other agencies to address issues of biological contamination of area streams.

Sincerely,

John Maxey
JohnRMaxey@gmail.com

John Maxey

335 Old Shenandoah Trail
Harpers Ferry, WV 25425
JohnRMaxey@gmail.com
304-707-1954

Date of Birth:

August 21, 1956
Morgantown, West Virginia

Education:

AA, 1976, Montgomery College, Rockville, MD
BS, Cybersecurity, 2019, University of Maryland University College

Information Security Certifications:

CISSP - #725013 - July 2019-Current
PCI Internal Security Auditor - #800-782 – September 2011-Current
PCIP – September 2015-Current

Work History:

1979 -1983 – Subaru of America – District Service Manager – State of West Virginia
1983-Current – Data Direct, Inc. – Founder and President

Volunteer Experience:

2009-2012 – Jefferson County Planning Commission – Chairman and representative to the Jefferson County Public Service District
2009-Current – Blue Ridge Watershed Coalition – Founding member and chair of the water quality monitoring committee
2009-Current – Saint Andrews Mountain Community Center – Founding member and treasurer

PULLIN, FOWLER FLANAGAN, BROWN & POE PLLC
ATTORNEYS AT LAW

JAMESMARK BUILDING
901 QUARRIER STREET
CHARLESTON, WV 25301
PHONE: (304) 344-0100
FAX: (304) 342-1545

252 GEORGE STREET
BECKLEY, WV 25801
PHONE: (304) 254-9300
FAX: (304) 255-5519

2414 CRANBERRY SQUARE
MORGANTOWN, WV 26508
PHONE: (304) 225-2200
FAX: (304) 225-2214

261 AIKENS CENTER
SUITE 301
MARTINSBURG, WV 25404
PHONE: (304) 260-1200
FAX: (304) 260-1208

REPLY TO: Martinsburg
SENDERS E-MAIL: kcoly@pffwv.com
www.pffwv.com

July31, 2024

John Nissel
City Manager
661 S. George St.
Charles Town, West Virginia 25414

RE: *Charles Town Utility Board*

Dear Mr. Nissel,

My name is Kelly Coly, and I am an Associate at Pullin, Fowler, Flannagan, Brown & Poe, PLLC, a firm that operates in Martinsburg and throughout West Virginia. I have recently become aware of the opportunity to serve my community on the Charles Town Utility Board and hope to be considered.

I am a transplant resident of Jefferson County, my parents moved to the area when I was twelve (12) years old, and we've been in love with the area ever since. I am a proud graduate of Jefferson High School and Shepherd University. Although I did leave the area for law school, I was happy to make my home here immediately following. I am a firm believer that this is the best area to raise my family.

Since returning and moving into private practice I have been looking for ways to give back to my community. Although utilities aren't an area that I've had first-hand experience in, negotiations, administration and cooperation with individuals on all walks of life are what I live for. While finishing college and studying for the LSAT I maintained a position as a traveling team building manager for a major retail store. It was my job to create cohesive high sales teams. When I left, turnover was down 46% from when I started.

Further, my legal background would be an advantage to any organization who regularly deals with municipal and state code and federal regulations. It allows me to understand how best to achieve the organization's goals while minimizing liabilities.

Thank you for your time and consideration of my qualifications. If you have any questions or, if there is a way I can be of further assistance to you, please do not hesitate to ask. I can be reached at 304-268-5027 or Kcoly@pffwv.com.

Yours very truly,

/s/ Kelly N. Coly

Kelly N. Coly, Esq.

KNC

KELLY COLY

1154 Steed St. Ranson, WV 25427 (304) 268-5027 • Kelly.Coly@gmail.com

EDUCATION

University of the District of Columbia David A. Clarke School of Law (UDC Law)
Juris Doctor May 2018

- 700+ hours of Clinic work

Shepherd University, Shepherdstown, WV
Bachelor of Science, Psychology May 2012

- Designed and conducted a study analyzing personality traits and empathy that was presented to the Psychology board for West Virginia schools.

EXPERIENCE

Pullin, Fowler, Flannagan, Brown & Poe, PLLC.
Associate Attorney *March 2023-Present*

- Manage a robust case load of civil and criminal cases, interfacing with clients, attorneys, Judges and staff.
- Contribute to firm and judicial success by successfully onboarding court appointments and private clients.

Berkeley County Office of the Prosecuting Attorney, Martinsburg, W. VA
Assistant Prosecuting Attorney July 2020 – February 2023

- Vigorously litigated an active docket of over 150 cases involving criminal, family and juvenile matters, in the West Virginia Circuit Court.
- Led the preparation of case strategy to include, motions, briefs, witness preparation and arguments.

Berkeley County Circuit Court, Chambers of the Honorable Judge Bridget Cohee, Martinsburg, W. VA
Judicial Law Clerk February 2019 – July 2020

- Assisted the Court by generating the necessary legal documents; researching case law, statute and code; and preparing briefs and memoranda on relevant issues of law.
- Acted as liaison between the Court and other interested parties to ensure the seamless progression of the Courts active docket.

Berkeley County Department of Health and Human Resources, Child Support Enforcement, Charles Town W. VA
Paralegal July 2018 – February 2019

- Structured and arranged case discovery for the Child Support Attorney to review and present at Court
- Filed petitions, orders, motions, suggestions, discovery requests and other legal actions for action by the attorney.

UDC Law General Practice Clinic, Washington, D.C.
Student Attorney August 2016 – May 2017

- Represented clients at hearings and during custody and visitation negotiations and composed memorandum, wills, motions and other legal documents
- Explained issues to clients and prepared them for meetings with opposing attorneys, trials, and hearings.

UDC Law Legislation Clinic, Department of Behavioral Health, Washington, D.C.
Law Clerk, Policy Support Division January – May 2016

- Analyzed changes to District of Columbia Municipal Regulations (D.C.M.R.) in relation to current Substance Use Disorder (SUD) Providers' policies and rewrote policies in accordance with those new provisions for continued licensing
- Drafted legal memoranda updating supervisors on related legal issues involved in policies and licensing.

INTERESTS

- Amateur cake baking and decorating for special events
- Attending festivals and family activities.

July 1, 2024
City of Charles Town
City Council
101 E. Washington Street
Charles Town, West Virginia 25414

Honorable City Council Members:

I write to express my interest in being re-appointed to the Charles Town Utility Board. As you may be aware, I served the City of Charles Town for over 20 years on the Charles Town Utility Board. I have been a successful business owner, engineer and contractor for over 35 years. There has been significant growth in this region over the past several years which requires knowledgeable individuals to participate and guide the direction of the infrastructure in a responsible, economically viable manner in order to ensure the health and service to the community. As I have been working to transition operations and responsibilities in my business to other family members, I find that I now have more time to dedicate my historical knowledge and expertise to an opportunity such as the Utility Board.

I am happy to answer any questions and look forward to speaking with you.

Regards,

Peter F. Kubic
Kubic@kubicconstruction.com

PATRICK KRATOVIL
509 S Fairfax Blvd. Charles Town, WV 25414 pkratovil@gmail.com 617.943.3272

August 14th, 2024

John Nissel, City Manager
City of Charles Town
661 S. George Street
Charles Town, WV 25414

Dear John Nissel,

Thank you for the opportunity to interview for the Professional seat on the Charles Town Utility Board. Since my previous letter expressing interest in that seat, I have learned that John Maxey has also applied. I have known John Maxey for many years and believe there is no more qualified candidate for that particular board seat. The experience he would bring to CTUB as a would be immense and of great value to ratepayers and citizens of Charles Town.

I would like to formally withdraw my name for consideration for the Professional seat on CTUB. I remain interested in serving on CTUB in a citizen representative capacity, if there is such an opening in the future. I would request that this letter be read into the record in lieu of my interview on August 19th, 2024.

Sincerely,

Patrick Kratovil
(617) 943-3272
pkratovil@gmail.com