



# Corporation of Harpers Ferry

1000 WASHINGTON STREET • P.O. BOX 217

Harpers Ferry, West Virginia 25425

304-535-2206

Wayne Bishop,  
Mayor

BARBARA HUMES, JAY PREMACK, HARDWICK S. JOHNSON, JR., CHRISTIAN PECHUEKONIS, CHARLOTTE THOMPSON, COUNCIL MEMBERS  
KEVIN GARDEN, RECORDER

December 11, 2019

Mr. Matthew Umstead  
The Herald-Mail  
Martinsburg Bureau  
[mumstead@herald-mail.com](mailto:mumstead@herald-mail.com)

Dear Mr. Umstead,

No records exist for your FOIA request or your enumerated questions.

However, in the spirit of FOIA, you will find enclosed all invoices received to date from the Town's General Counsel, as well as a copy of your FOIA request with the Town's responses indicated in red.

Please be aware that invoice descriptions are often in short-hand and are meant to provide a real-time explanation to the Town Council of work assigned and requested. Invoices are not meant to provide a detailed explanation, nor context, to a third party. Accordingly, feel free to contact me if you have any questions.

Thank you,

Rachel VanMetre  
Town Clerk  
[clerk@harpersferrywv.us](mailto:clerk@harpersferrywv.us)

cc: Recorder  
Bookkeeper

Historic District  
Where The Shenandoah Meets The Potomac

# The Herald-Mail Company

100 Summit Ave., Hagerstown, MD 21740 I Phone: 304-262-8876 I Fax: 1-301-714-0245

December 4, 2019

Attn: Town Clerk  
Corporation of Harpers Ferry 1000 Washington St.  
P.O. Box 217  
Harpers Ferry, West Virginia 25425

Dear Town Clerk:

Under the West Virginia Freedom of Information Act, §29-B-1-1 et seq., I am requesting an opportunity to inspect or obtain copies of public records for

(a) How many billable hours have been received by the Corporation of Harpers Ferry from attorney Euphemia "Effie" Kallas for all legal matters from the June 11, 2019 municipal election to the date of this request?

**Response: No record of this information exists, however, please see the attached invoices.**

(b) How many billable hours have been received by the Corporation of Harpers Ferry from attorney Euphemia "Effie" Kallas for all legal matters from January 1, 2019 to June 10, 2019?

**Response: No record of this information exists, however, please see the attached invoices.**

(b) How much compensation has Effie Kallas received from Jan. 1, 2019 to June 10, 2019 and from Jan. 11 to the date of this request?

**Response: No record of this information exists, however, please see the attached invoices.**

(c) How much of the compensation and billable hours received relates to any and all 2019 municipal election-related matters since June 11, including the legal action taken in Jefferson County Circuit Court and the Supreme Court of Appeals of West Virginia?

**Response: No record of this information exists, however, please see the attached invoices.**

(d) Who is paying the legal expenses for the elected town council members and former member council member (Hardwick Johnson, Charlotte Thompson, Marjorie Yost, Barbara Humes, Christian Pechuekonis) who have been named in the pending litigation that is linked to the 2020 municipal election?

**Response: No record of this information exists with the Corporation of Harpers Ferry.**

(e) Who has contributed toward retaining legal counsel (J. Zak Ritchie) and related legal expenses incurred by the elected town council members (and former member) named in the pending litigation related to the 2020 municipal election?

**Response: No record of this information exists with the Corporation of Harpers Ferry.**

(f) How many billable hours have been received by the Corporation of Harpers Ferry from Ms. Kallas related to the Hill Top Hotel project?

**Response: No record of this information exists, however, please see the attached invoices.**

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$ 25. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of the actions of the county government via my work as a news reporter for The Herald-Mail Co. This information is not being sought for commercial purposes.

**The Town is transmitting several documents to you electronically, free of charge. If you wish to obtain hard copies of these documents from Town Hall, they will be made for you at the standard rate of \$0.15 per page. There are 20 pages of documents, so copies would cost \$3.00.**

The West Virginia Freedom of Information Act requires a response to this request be made within five business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request. If you have any questions, please call me at 304-262-8876.

Thank you.

Sincerely,

Matthew Umstead The Herald-Mail Martinsburg Bureau

mumstead@herald-mail.com

# EUPHEMIA KALLAS, ESQ.

**INVOICE**

**Legal Services,  
General Counsel**

**Euphemia Kallas,  
Attorney at Law**

**P.O. Box 1154  
Shepherdstown, WV  
25443**

**304-279-2784**

CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 1  
Term: May - June 2018

Description	Quantity	Unit Price	Cost	Date
Town Council Meeting	2.00	\$ 225.00	\$ 450.00	5/14/18
Meeting w/ PC Pres. ✓	1.50	\$ 225.00	\$ 337.50	5/22/18
Legal Research	1.00	\$ 225.00	\$ 225.00	5/23/18
Legal Research	1.00	\$ 225.00	\$ 225.00	5/28/18
Draft Opinion Ltr.	1.00	\$ 225.00	\$ 225.00	5/28/18
Edited RFI Process Doc. ✓	0.75	\$ 225.00	\$ 168.75	6/5/18
Draft Response to RFI ✓	1	\$ 225.00	\$ 225.00	6/6/18
Phone Conf. w/ Mayor	0.25	\$ 225.00	\$ 56.25	6/7/18
Drafted Response to RFI ✓	0.50	\$ 225.00	\$ 112.50	6/9/18
Town Council Meeting	2.00	\$225.00	\$450.00	6/11/18
Meeting w/ Mayor & Office Coordinator	1.50	\$ 225.00	\$ 337.50	6/27/18
Legal Research	1.00	\$ 225.00	\$ 225.00	6/29/18
			Subtotal	\$ 1,631.25
			Total	\$ 1,631.25


Date 7/12/18

Inv. # 1

Amt. 1631.25

Due 7/30/18

Acct. 417 OFFICE ATTY.

Class g Appr. 

# EUPHEMIA KALLAS, ESQ.

## INVOICE

Legal Services,  
General Counsel

Euphemia Kallas,  
Attorney at Law

P.O. Box 1154  
Shepherdstown, WV  
25443

304-279-2784


CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 1 *A Corrected*  
Term: May - June 2018

Description	Quantity	Unit Price	Cost	Date
Town Council Meeting	2.00	\$ 225.00	\$ 450.00	5/14/18
Meeting w/ PC Pres.	1.50	\$ 225.00	\$ 337.50	5/22/18
Legal Research	1.00	\$ 225.00	\$ 225.00	5/23/18
Legal Research	1.00	\$ 225.00	\$ 225.00	5/28/18
Draft Opinion Ltr.	1.00	\$ 225.00	\$ 225.00	5/28/18
Edited RFI Process Doc.	0.75	\$ 225.00	\$ 168.75	6/5/18
Draft Response to RFI	1	\$ 225.00	\$ 225.00	6/6/18
Phone Conf. w/ Mayor	0.25	\$ 225.00	\$ 56.25	6/7/18
Drafted Response to RFI	0.50	\$ 225.00	\$ 112.50	6/9/18
Town Council Meeting	2.00	\$225.00	\$450.00	6/11/18
Meeting w/ Mayor & Office Coordinator	1.50	\$ 225.00	\$ 337.50	6/27/18
Legal Research	1.00	\$ 225.00	\$ 225.00	6/29/18
			Subtotal	\$ 3,037.50
<b>13.50</b>		Total	\$ 3,037.50	

*-1631.25 Pd 6/30/18*  
*\$1406.25*

Date 1/16/19  
Inv. # 1A  
Amt. \$1406.25  
Due 2/15/19  
Acct. Office Atty Staff  
Class g Appr. 



# EUPHEMIA KALLAS, ESQ.

## INVOICE

Legal Services,  
General Counsel

Euphemia Kallas,  
Attorney at Law

P.O. Box 1154  
Shepherdstown, WV  
25443

304-279-2784

CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 3  
Term: August 2018

Description	Quantity	Unit Price	Cost	Date
Conducted legal research re: authority of Water Commission to hire consultant & telephone conf. w/ state Dept of Admin.	1.0	\$ 225.00	\$ 225.00	8/3/18
Telephone Conf. w/ Water Commission Liasion re: current structure of water system personnel & admin issues.	0.3	\$ 225.00	\$ 67.50	8/6/18
Telephone Conf. w/ Water Commission Liasion re: open bidding for consultant position.	0.8	\$ 225.00	\$ 180.00	8/7/18
Drafted Opinion Ltr and sent same to client re: Water Commission authority & responsibilities.	1.0	\$ 225.00	\$ 225.00	8/7/18
Meeting w/ client and legal team re: paper streets, Hill Top fee schedule.	1.5	\$ 225.00	\$ 337.50	8/8/18
Attended Town Council Meeting	4.5	\$ 225.00	\$ 1,012.50	8/13/18
Telephone Conf. w/ Ethics Commission re: executive session.	0.4	\$ 225.00	\$ 90.00	8/16/18
Conducted legal research re: Caniford boundary adjustment	2.5	\$ 225.00	\$ 562.50	8/20/18
Drafted Opinion Ltr & conducted telephone Conf re: Caniford boundary adjustment.	3.0	\$ 225.00	\$ 675.00	8/21/18
		Subtotal	\$ 3,375.00	
	15	Total	\$ 3,375.00	

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Date 1/16/19 \$697.50 w/ 6/31/8 legal  
Inv. # 3 G.W  
Amt. 93375.00 \$2677.50 4/7  
Due 2/16/19  
Acct. offr atty  
Class w/g Appr. [Signature]

# EUPHEMIA KALLAS, ESQ.

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Legal Services,  
General Counsel

Euphemia Kallas,  
Attorney at Law

P.O. Box 1154  
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304-279-2784

CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 4  
Term: September 2018

Description	Quantity	Unit Price	Cost	Date
Attended Town Council Monthly Meeting.	1.3	\$ 225.00	\$ 292.50	9/10/18
		Subtotal	\$ 292.50	
	1.3	Total	\$ 292.50	

*ATY*

Date 11/16/19  
Inv. # 4  
Amt. \$292.50  
Due 2/16/19  
Acct. ATY  
Class g Appr. WB 9/15

# EUPHEMIA KALLAS, ESQ.

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Legal Services,  
General Counsel

Euphemia Kallas,  
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P.O. Box 1154  
Shepherdstown, WV  
25443

304-279-2784

CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 5  
Term: October 2018

Description	Quantity	Unit Price	Cost	Date
Attended Town Council Monthly Meeting.	2.0	\$ 225.00	\$ 450.00	10/8/18
		Subtotal	\$ 450.00	
	<b>2.0</b>	Total	\$ 450.00	

*Atty*

Date 11/6/19  
 Inv. # 5  
 Amt. \$450.00  
 Due 2/1/2019  
 Acct. Office Atty  
 Class g

Appr. WB 210



# EUPHEMIA KALLAS, ESQ.

## INVOICE

Legal Services,  
General Counsel

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304-279-2784

CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 6  
Term: November 2018

Description	Quantity	Unit Price	Cost	Date
Telephone Conf. w/ client re: employee non-disclosure agreement, special meeting executive session, RFI issues.	0.7	\$ 225.00	\$ 157.50	11/5/18
Telephone Conf. w/ water works super re: non-disclosure agreement & security.	0.2	\$ 225.00	\$ 45.00	11/5/18
Conducted legal research & drafted non-disclosure agreement.	2.5	\$ 225.00	\$ 562.50	11/7/18
Reviewed documents in preparation for Town Council special meeting.	1.6	\$ 225.00	\$ 360.00	11/7/18
Attended Town Council special meeting	1.5	\$ 225.00	\$ 337.50	11/8/18
Attended Town Council monthly meeting.	4.0	\$ 225.00	\$ 900.00	11/12/18
Telephone Conf. w/ client re: employee matter, reviewed Employee Handbook, conducted legal research and drafted e-mail to client re: same.	2.0	\$ 225.00	\$ 450.00	11/15/18
Telephone Conf w/ client re: employee matter, drafted & sent response Ltr re: same.	2.4	\$ 225.00	\$ 540.00	11/17/18
Attended meeting w/ client re: employee matter, drafted notice of same.	1.0	\$ 225.00	\$ 225.00	11/19/18
		Subtotal	\$ 3,577.50	
	15.9	Total	\$ 3,577.50	

Date 1/16/19  
 Inv. # 60, GW  
 Amt. 93577.50  
 Due 2/16/19  
 Acct. Office ATTY  
 Class g, w Appr. [Signature]

\$45.00 water 6/8/18 legal  
 93532.50 g 417

# EUPHEMIA KALLAS, ESQ.

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**Legal Services,  
General Counsel**

**Euphemia Kallas,  
Attorney at Law**

**P.O. Box 1154  
Shepherdstown, WV  
25443**

**304-279-2784**

CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 7  
Term: December 2018

Description	Quantity	Unit Price	Cost	Date
Conducted legal research re: employee "bonus".	1.5	\$ 225.00	\$ 337.50	12/6/18
Completed legal research, drafted & sent opinion ltr. re: employee "bonus".	3.0	\$ 225.00	\$ 675.00	12/7/18
Attended Town Council meeting.	2.3	\$ 225.00	\$ 517.50	12/10/18
Reviewed town ordinance & documents re: fee estimate resolution from Budget & Finance Committee.	1.0	\$ 225.00	\$ 225.00	12/19/18
Attended Town Council special meeting.	1.5	\$ 225.00	\$ 337.50	12/19/18
Telephone Conf. w/ client re: fee & permit schedule.	0.3	\$ 225.00	\$ 67.50	12/20/18
			Subtotal	\$ 2,160.00
<b>9.6</b>		Total	\$ 2,160.00	

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Date 1/16/19  
 Inv. # 7  
 Amt. \$2160.00  
 Due 2/16/19  
 Acct. Office Hwy  
 Class g

Appr.



# EUPHEMIA KALLAS, ESQ.

## INVOICE

Legal Services,  
General Counsel

Euphemia Kallas,  
Attorney at Law

P.O. Box 1154  
Shepherdstown, WV  
25443

304-279-2784

CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 9

Term: February 2019

Date 3/7/19  
Inv. # 9  
Amt. 18077.50  
Due 4/7/19  
Acct. Atty Fees  
Class 9

Appr. 

Description	Quantity	Unit Price	Cost	Date
Reviewed citizen complaint letter. Conducted legal research & drafted Opinion Ltr., for same.	3.5	\$ 225.00	\$ 787.50	2/4/19 ✓
Conducted research, edited Opinion Ltr. re: citizen complaint letter, and sent same to client.	3.5	\$ 225.00	\$ 787.50	2/5/19 ✓
Conducted research re: disposal of public roadways, created spreadsheet of options & requirements and telephone conf. w/ client re: same.	4.2	\$ 225.00	\$ 945.00	2/8/19 ✓
Prepared documents & researched issues for Town Council meeting.	2.0	\$ 225.00	\$ 450.00	2/10/19 ✓
Researched legal issues in RFI # 44, telephone conf. w/ client re: same. Attended Town Council meeting.	3.9	\$ 225.00	\$ 877.50	2/11/19 ✓
Telephone Conf. w/ client.	0.6	\$ 225.00	\$ 135.00	2/12/19 ✓
Reviewed citizen complaint letter. Telephone Conf. w/ client re: same.	0.9	\$ 225.00	\$ 202.50	2/15/19 ✓
Conducted legal research re: citizen complaint letter.	3.7	\$ 225.00	\$ 832.50	2/17/19 ✓
Drafted Opinion Ltr., re: citizen complaint letter.	5.9	\$ 225.00	\$ 1,327.50	2/18/19 ✓
Telephone Conf. w/ client re: citizen complaint letter.	0.8	\$ 225.00	\$ 180.00	2/19/19 ✓
Edited Opinion Ltr. re: citizen complaint letter and sent same to client.	2.0	\$ 225.00	\$ 450.00	2/20/19 ✓
Telephone Conf. w/ Ethics Commission. Conducted legal research re: "workshop" meetings.	1.1	\$ 225.00	\$ 247.50	2/25/19 ✓
Researched ordinance requirement for disposition of streets & sent same to planner. Reviewed presentation materials. Telephone conf. w/ client re: same.	1.4	\$ 225.00	\$ 315.00	2/26/19 ✓

Description	Quantity	Unit Price	Cost	Date
Conducted legal research re: ordinance language options for sale of municipal property. Telephone conf. w/ planner re: same.	2.4	\$ 225.00	\$ 540.00	2/27/19
		Subtotal	\$ 8,077.50	
	<b>35.9</b>	Total	\$ 8,077.50	



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**P.O. Box 1154  
Shepherdstown, WV  
25443**

**304-279-2784**

CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 10  
Term: March 2019

Description	Quantity	Unit Price	Cost	Date
Telephone conf. w/ client re: lapsed B&O Taxes & Business License Fees.	0.4	\$ 225.00	\$ 90.00	3/1/19
Drafted Outline questions for Formal Advisory Opinion.	1.3	\$ 225.00	\$ 292.50	3/6/19
Attended Town Council Meeting.	2.0	\$ 225.00	\$ 450.00	3/6/19
Drafted & sent FOIA response to Lexis/Nexis.	0.2	\$ 225.00	\$ 45.00	3/7/19
Conducted legal research & drafted responsive e-mail to planner re: site plan review requirements. Telephone conf. w/ planner re: same.	1.3	\$ 225.00	\$ 292.50	3/7/19
Telephone conf. w/ client.	0.9	\$ 225.00	\$ 202.50	3/8/19
Edited request for Formal Advisory Opinion. Telephone conf. w/ client re: same.	1.5	\$ 225.00	\$ 337.50	3/8/19
Prepared for & attended Town Council meeting.	6.7	\$ 225.00	\$ 1,507.50	3/11/19
Conducted FOIA research & drafted response to requesters & e-mailed client re: same. Telephone conf. w/ client re: same.	2.8	\$ 225.00	\$ 630.00	3/14/19
Telephone conf. w/ Mike Scales re: Dewberry, Johnson, & Swan surveys.	0.1	\$ 225.00	\$ 22.50	3/20/19
Reviewed request for clarification from Ethics Commission re: Formal Advisory Opinion. Prepared comments re: same.	1.5	\$ 225.00	\$ 337.50	3/25/19
Telephone conf. w/ client re: VCRB 2019-08.	0.5	\$ 225.00	\$ 112.50	3/27/19
Reviewed & sent comments re: clarification request from Ethics Commission.	2.5	\$ 225.00	\$ 562.50	3/28/19
Attended meeting re: Formal Advisory Opinion	3.0	\$ 225.00	\$ 675.00	3/29/19
			Subtotal	\$ 5,557.50
		<b>24.7</b>	Total	\$ 5,557.50

6/3/19  
# 16  
it. \$5557.50  
6/30/19  
Office of ATTY  
g

Appr.

# EUPHEMIA KALLAS, ESQ.

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Legal Services,  
General Counsel

Euphemia Kallas,  
Attorney at Law

P.O. Box 1154  
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25443

304-279-2784

CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 11

Term: April 2019

Date 6/6/19  
Inv. # 11  
Amt. \$8525.35  
Due 7/6/19  
Acct. Office of ATTY  
Class g

Appr. WB

Description	Quantity	Unit Price	Cost	Date
Telephone conf. w/ client.	0.9	\$ 225.00	\$ 202.50	4/1/19
Telephone conferences w/ client, state bar, & Ethics Commission re: VCRB 2019-08.	2.6	\$ 225.00	\$ 585.00	4/2/19
Reviewed Advisory Opinion 2019-08.	1.0	\$ 225.00	\$ 225.00	4/4/19
Telephone Conf. w/ client re: AO 2019-08. Reviewed VCRB 2019-16. Reviewed Town Council proposed response to complaint letter and sent e-mail to Town Council re: same.	3.9	\$ 225.00	\$ 877.50	4/5/19
Telephone conf w/ client re: VCRB 2019-16. Prepared comments and drafted e-mail to Town Council re: same.	3.1	\$ 225.00	\$ 697.50	4/6/19
Reviewed final Town Council proposed response to complaint ltr.	1.0	\$ 225.00	\$ 225.00	4/7/19
Edited Town Council proposed response to complaint ltr., and e-mailed same to Town Council.	3.5	\$ 225.00	\$ 787.50	4/8/19
Reviewed VCRB 2019-16. Telephone conf. w/ client. Prepared for Town Council special meeting. Telephone conf. w/ planner re: same.	3.9	\$ 225.00	\$ 877.50	4/9/19
Attended Town Council Special Meeting.	1.2	\$ 225.00	\$ 270.00	4/10/19
Reviewed final Town Council response to complaint ltr.	1.0	\$ 225.00	\$ 225.00	4/11/19
Telephone conf. w/ office re: short-term rentals, business licenses, & documents for Town Council response to VCRB 2019-16. Conducted legal research re: Town Council response to VCRB 2019-16.	2.8	\$ 225.00	\$ 630.00	4/12/19
Conducted legal research and drafted response to VCRB 2019-16.	4.0	\$ 225.00	\$ 900.00	4/14/19
Edited response to VCRB 2019-16. Telephone conf. w/ client re: same.	2.7	\$ 225.00	\$ 607.50	4/15/19

Description	Quantity	Unit Price	Cost	Date
Finalized Response to VCRB 2019-16, compiled documents and sent same to Ethics Commission.	2.0	\$ 225.00	\$ 450.00	4/16/19
Conducted legal research re: permissible town expenditures from Hotel Occupancy Tax for HFNHP 75th Anniversary.	3.0	\$ 225.00	\$ 675.00	4/23/19
Telephone conf w/ client re: permissible Hotel Occupancy Tax expenditures re: HFNHP 75th Anniversary.	0.7	\$ 225.00	\$ 157.50	4/24/19
Expenses - Printing.			\$ 42.70	4/12/19
Expenses - Printing & Express Mail.			\$ 90.15	4/16/19
		Subtotal	\$ 8,525.35	
	<b>37.3</b>	Total	\$ 8,525.35	



# EUPHEMIA KALLAS, ESQ.

## INVOICE

Legal Services,  
General Counsel

Euphemia Kallas,  
Attorney at Law

P.O. Box 1154  
Shepherdstown, WV  
25443

304-279-2784

CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 12

Term: May 2019

Description	Quantity	Unit Price	Cost	Date
Attended Town Council Monthly Meeting.	4.5	\$ 225.00	\$ 1,012.50	5/13/19
Conducted legal research re: Open Meeting Act & e-mail communications. Conducted legal research on additional request for expenditures from Hotel Occupancy Tax for 75th Anniversary of HFNHP. Telephone conf. w/ client re: both.	1.4	\$ 225.00	\$ 315.00	5/22/19
Telephone conf. w/ client re: employee matters.	0.4	\$ 225.00	\$ 90.00	5/24/19
Conducted legal research re: RFI 45 & 52.	4.0	\$ 225.00	\$ 900.00	5/27/19
Telephone conf. w/ client. Telephone conf. w/ planner re: RFI 52.	1.0	\$ 225.00	\$ 225.00	5/28/19
Telephone conf. w/ Mike Scales re: response to RFI 49 & 52 & May 13 ltr.	0.3	\$ 225.00	\$ 67.50	5/29/19
Telephone conf. w/ client re: Swan Economic Impact Reports & inquiry into transfer of demolition permits.	0.5	\$ 225.00	\$ 112.50	5/30/19
Telephone conf. w/ client re: response to RFI 49 & 52 & May 13 ltr.	0.2	\$ 225.00	\$ 45.00	5/31/19
		Subtotal	\$ 2,767.50	
	<b>12.3</b>	Total	\$ 2,767.50	

Date 6/6/19  
 Inv. # 12  
 Amt. \$2,767.50  
 Due 7/1/19  
 Acct. OFFICE  
 Class g

Appr. WPK



# EUPHEMIA KALLAS, ESQ.

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Euphemia Kallas,  
Attorney at Law

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CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 13

Term: June 2019

Description	Quantity	Unit Price	Cost	Date
Reviewed Proposed Addendums to Employee Handbook.	1.0	\$ 225.00	\$ 225.00	6/4/19
Reviewed Employee Handbook & Telephone conf. w/ client re: same.	0.9	\$ 225.00	\$ 202.50	6/5/19
Attended Special Town Council Meeting.	2.5	\$ 225.00	\$ 562.50	6/8/19
Conducted legal research re: executive session & commercial competition.	1.8	\$ 225.00	\$ 405.00	6/9/19
Telephone conf. w/ Ethics Commission re: executive session & commercial competition. Drafted, edited & sent legal opinion to client re: same.	4.6	\$ 225.00	\$ 1,035.00	6/10/19
Attended Town Council Monthly meeting.	1.3	\$ 225.00	\$ 292.50	6/10/19
Meeting w/ client re: Employee Handbook.	1.0	\$ 225.00	\$ 225.00	6/11/19
Telephone conf. w/ client.	0.6	\$ 225.00	\$ 135.00	6/15/19
Conducted Legal Research re: canvass procedure.	2.0	\$ 225.00	\$ 450.00	6/15/19
Reviewed canvass procedure.	1.7	\$ 225.00	\$ 382.50	6/17/19
Meeting with client re: canvass procedure.	0.5	\$ 225.00	\$ 112.50	6/17/19
Attended Bd. of Canvass meeting.	1.0	\$ 225.00	\$ 225.00	6/17/19
Conducted legal research re: re-count procedure & telephone conf. w/ client re: same.	4.5	\$ 225.00	\$ 1,012.50	6/24/19
Telephone conf. w/ client re: Employee Handbook edits of probationary period.	0.4	\$ 225.00	\$ 90.00	6/24/19
Drafted, edited, & sent outline of re-count procedure. Telephone conf. w/ client re: same.	4.8	\$ 225.00	\$ 1,080.00	6/25/19

Description	Quantity	Unit Price	Cost	Date
Reviewed request for legal option re: BZA CUP timeline & conducted internal document search for same.	2.0	\$ 225.00	\$ 450.00	6/27/19
		Subtotal	\$ 6,885.00	
	<b>30.6</b>	Total	\$ 6,885.00	

Date 8/19/19  
 Inv. # 13  
 Amt. \$6885.00  
 Due 9/11/19  
 Acct. Chief of Army  
 Class g Appr. CP

Fy 19

# EUPHEMIA KALLAS, ESQ.

## INVOICE

Legal Services,  
General Counsel

Euphemia Kallas,  
Attorney at Law

P.O. Box 1154  
Shepherdstown, WV  
25443

304-279-2784

CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 14

Term: July 2019

Date 9/30/19  
Inv. # 14  
Amt. \$8730.00  
Due 10/30/19  
Acct. OFFICE/ATTY  
Class g

Appr. JKS

Description	Quantity	Unit Price	Cost	Date
Reviewed [REDACTED] Election [REDACTED] Ltr. & telephone conf. client re: same.	0.9	\$ 225.00	\$ 202.50	7/2/19
Conducted Legal Research re: [REDACTED] Election [REDACTED]	4.5	\$ 225.00	\$ 1,012.50	7/3/19
Created draft response re: [REDACTED] Election [REDACTED]	7.2	\$ 225.00	\$ 1,620.00	7/5/19
Edited draft response to [REDACTED] re: Election [REDACTED]	5.0	\$ 225.00	\$ 1,125.00	7/6/19
			\$ 0.00	
Attended Town Council monthly meeting.	1.0	\$ 225.00	\$ 225.00	7/8/19
Meeting w/ client re: employee matter.	0.5	\$ 225.00	\$ 112.50	7/9/19
Telephone conf. w/ Ethics Commission re: quasi-judicial meetings, setting tribunal hearing date, & Open Meeting Act.	1.5	\$ 225.00	\$ 337.50	7/15/19
Conducted Legal research re: proposed BZA - CUP Timeline.	1.0	\$ 225.00	\$ 225.00	7/19/19
Telephone conf. w/ planner re: BZA-CUP timeline.	0.3	\$ 225.00	\$ 67.50	7/24/19
Reviewed request for legal opinion re: legitimacy of Town Council.	0.7	\$ 225.00	\$ 157.50	7/26/19
Conducted Legal research re: legitimacy of Town Council.	6.8	\$ 225.00	\$ 1,530.00	7/27/19
Drafted legal opinion re: legitimacy of Town Council.	5.2	\$ 225.00	\$ 1,170.00	7/28/19
Edited draft legal opinion re: legitimacy of Town Council.	3.0	\$ 225.00	\$ 675.00	7/29/19
Telephone conf. w/ client re: employee matter.	0.7	\$ 225.00	\$ 157.50	7/31/19

		Subtotal	\$ 8,730.00
	<b>38.8</b>	Total	\$ 8,730.00



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CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 15

Term: August 2019

Date 11/25/19  
Inv. # 15  
Amt. \$ 8842.50  
Due Dec 22/19  
Acct. Legal  
Class g

Appr. 

Description	Quantity	Unit Price	Cost	Date
Reviewed Open Meeting Act issue re: e-mails & telephone conf. w/ client re: same.	1.3	\$ 225.00	\$ 292.50	8/1/19
Reviewed communications from opposing counsel re: Tribunal composition in Election Contest.	0.9	\$ 225.00	\$ 202.50	8/2/19
Reviewed communications re: employee matter & sent e-mail to client re: same.	0.3	\$ 225.00	\$ 67.50	8/4/19
Drafted legal opinion re: BZA CUP timeline.	2.0	\$ 225.00	\$ 450.00	8/5/19
Edited & sent legal opinion re: BZA CUP timeline & telephone conf. w/ client re: same.	1.4	\$ 225.00	\$ 315.00	8/6/19
Conducted internal document search re: Case Written Questions & conducted Legal research re: same.	2.2	\$ 225.00	\$ 495.00	8/6/19
Continued research re: Case Written Questions.	1.1	\$ 225.00	\$ 247.50	8/7/19
Reviewed & telephone conf. w/ client re: setting up SOS on-line upload for FOIA request.	0.5	\$ 225.00	\$ 112.50	8/8/19
Reviewed Employee Handbook re: employee issue.	1.1	\$ 225.00	\$ 247.50	8/8/19
Telephone conf. w/ client re: Case Written Questions & pull of documents.	1.3	\$ 225.00	\$ 292.50	8/8/19
Telephone conf. w/ client re: employee	0.8	\$ 225.00	\$ 180.00	8/8/19

Reviewed documents re: Case Written Questions.	0.5	\$	225.00	\$	112.50	8/9/19
Drafted legal opinion re: Case Written Questions.	1.3	\$	225.00	\$	292.50	8/10/19
Drafted memo of scheduling conf., in Election Contest & sent same to counsel & telephone conf. w/ client re: same.	1.5	\$	225.00	\$	337.50	8/10/19
Edited draft legal opinion re: Case Written Questions & sent draft to client.	2.0	\$	225.00	\$	450.00	8/11/19
Reviewed counsels' ltrs. in Election Contest & forwarded same to client. Conducted research & drafted suggestions for setting date of Election Contest hearing.	2.9	\$	225.00	\$	652.50	8/12/19
Telephone conf. w/ client re: Election Contest Hearing.	0.4	\$	225.00	\$	90.00	8/14/19
Prepared for meeting w/ Tribunal in Election Contest & telephone conf. w/ client re: same.	4.9	\$	225.00	\$	1,102.50	8/16/19
Drafted pre-trial order in Election Contest & sent same to Counsel & telephone conf. w/ client re: same. Responded to Counsel objection to Order.	2.5	\$	225.00	\$	562.50	8/16/19
Meeting w/ Tribunal in Election Contest to prepare for trial.	2.2	\$	225.00	\$	495.00	8/17/19
Drafted proposed Procedural Order in Election Contest & sent same to client.	0.5	\$	225.00	\$	112.50	8/18/19
Edited Procedural Order in Election Contest & sent same to client & Counsel.	1.4	\$	225.00	\$	315.00	8/19/19
Drafted & sent request to County Clerk for Registration Records to be delivered to Town Hall for trial in Election Contest.	0.2	\$	225.00	\$	45.00	8/19/19
Reviewed & finalized draft response to Case Written Questions & sent same to client.	0.3	\$	225.00	\$	67.50	8/20/19
Prepared for Injunction Hearing re Tribunal composition in Election Contest.	2.0	\$	225.00	\$	450.00	8/22/19
Attended Injunction Hearing in Election Contest.	1.0	\$	225.00	\$	225.00	8/23/19
Reviewed SWaN Ltr 8/28/19 & drafted & e-mailed response to client.	1.0	\$	225.00	\$	225.00	8/30/19
Expenses - WVU College of Law Library. Copy & Scan charge.		\$	5.20	\$	0.00	8/21/19
			Subtotal	\$	8,842.50	
	<b>39.3</b>		Total	\$	8,842.50	



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CORPORATION OF HARPERS FERRY  
P.O. BOX 217  
HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 16  
Term: September 2019

*rec'd  
not pd  
as of  
12/5/19*

Description	Quantity	Unit Price	Cost	Date
Prepared for Tribunal Deliberations. Contacted Ethics Commission & conducted legal research re: deliberations & Open Meeting Act. Drafted Framework for Deliberation Procedure.	4.0	\$ 225.00	\$ 900.00	9/3/19
Advised & Assisted Tribunal	5.0	\$ 225.00	\$ 1,125.00	9/6/19
Assisted Tribunal	1.7	\$ 225.00	\$ 382.50	9/9/19
Drafted Notice of Docket	0.2	\$ 225.00	\$ 45.00	9/11/19
		Subtotal	\$ 2,452.50	
	<b>10.9</b>	Total	\$ 2,452.50	