


## FW: Response FOIA request # 2020-0012 reassigned to #2020-0013

Rachel VanMetre

Wed 12-Aug-20 11:20

To: Wayne Bishop <wbishop@harpersferrywv.us>; Kevin Carden <kevin.carden@harpersferrywv.us>; Barbara Humes <barbara.humes@harpersferrywv.us>; Jay Premack <jpremack@harpersferrywv.us>; Hardwick Johnson <hardwick.johnson@harpersferrywv.us>; Christian Pechuekonis <cpechuekonis@harpersferrywv.us>; Nancy Case <ncase@harpersferrywv.us>

 14 attachments (778 KB)

HF Invoice # 13 June 2019.pdf; HF Invoice # 14 July 2019.pdf; HF Invoice # 15 August 2019.pdf; HF Invoice # 16 September 2019 .pdf; HF Invoice # 17 October 2019.pdf; HF Invoice # 18 November 2019.pdf; HF Invoice #19 December 2019.pdf; HF Invoice # 20 January 2020.pdf; HF Invoice # 21 February 2020.pdf; HF Invoice # 22 March 2020.pdf; HF Invoice # 23 April 2020.pdf; HF Invoice # 24 May 2020.pdf; HF Invoice # 25 June 2020.pdf; HF Invoice # 26 July 2020.pdf;

Good morning, I'm forwarding response to FOIA 2020-0013 to you as part of the process.

Kevin, could you please upload this to the SOS website?

Thank you, Deb

for

Rachel VanMetre

Town Clerk

Corporation of Harpers Ferry

PO Box 217

Harpers Ferry WV, 25425

304-535-2206

[rvanmetre@harpersferrywv.us](mailto:rvanmetre@harpersferrywv.us)

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**From:** Rachel VanMetre

**Sent:** Wednesday, August 12, 2020 11:17 AM

**To:** Tim Cook <timcook222@yahoo.com>

**Subject:** Response FOIA request # 2020-0012 reassigned to #2020-0013

Mr. Cook,

This email serves as fulfillment of your FOIA Request #2020-0012 reassigned to #2020-0013 (please use #2020-0013 when referring to this FOIA request hereafter).

Attached please find the PDF invoices submitted via email from Effie Kallas from June 2019 thru July 2020.

This completes fulfillment of FOIA Request #2020-0013.

Thank you,

Deborah Kelly

for

Rachel VanMetre

Town Clerk

Corporation of Harpers Ferry

PO Box 217

Harpers Ferry WV, 25425

304-535-2206

[rvanmetre@harpersferrywv.us](mailto:rvanmetre@harpersferrywv.us)

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**From:** Pat Morse <[pmorse@harpersferrywv.us](mailto:pmorse@harpersferrywv.us)>  
**Sent:** Wednesday, August 12, 2020 11:02 AM  
**To:** Rachel VanMetre <[rvanmetre@harpersferrywv.us](mailto:rvanmetre@harpersferrywv.us)>  
**Subject:** FW: FOIA request # 2020-0012/Town of Harpers Ferry

---

**From:** Pat Morse  
**Sent:** Monday, August 10, 2020 5:05 PM  
**To:** [timcook222@yahoo.com](mailto:timcook222@yahoo.com)  
**Cc:** Kevin Carden <[kevin.carden@harpersferrywv.us](mailto:kevin.carden@harpersferrywv.us)>; Deb Kelly <[dkelly@harpersferrywv.us](mailto:dkelly@harpersferrywv.us)>; Christian Pechuekonis <[cpechuekonis@harpersferrywv.us](mailto:cpechuekonis@harpersferrywv.us)>  
**Subject:** FOIA request # 2020-0012/Town of Harpers Ferry

Good Afternoon. The Town is in receipt of your Freedom of Information Act which has been forwarded to me today. Your request has been assigned a reference number: 2020-0012. A response is forthcoming, please allow five (5) business days from today for an office staff member to compile the requested information. The office will contact you once the information is ready to be delivered. Thank you.

Pat Morse  
Office Coordinator  
Corporation of Harpers Ferry  
P.O. Box 217  
1000 Washington Street, Suite 200  
Harpers Ferry, WV 25425  
(304) 535-2206  
[Pmorse@harpersferrywv.us](mailto:Pmorse@harpersferrywv.us)

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**From:** Kevin Carden <[kevin.carden@harpersferrywv.us](mailto:kevin.carden@harpersferrywv.us)>  
**Sent:** Monday, August 10, 2020 4:33 PM  
**To:** Pat Morse <[pmorse@harpersferrywv.us](mailto:pmorse@harpersferrywv.us)>  
**Subject:** Fwd: FOIA request: testing, testing

Kevin Carden  
Recorder | Town Council member | Webmaster  
Corporation of Harpers Ferry, West Virginia  
[kevin.carden@harpersferrywv.us](mailto:kevin.carden@harpersferrywv.us) | Mobile 304-886-2325  
Sent from [Outlook](#) for iPhone

---

**From:** Yahoo <[timcook222@yahoo.com](mailto:timcook222@yahoo.com)>  
**Sent:** Friday, August 7, 2020 12:46:56 AM

**To:** Rachel VanMetre <[ryanmetre@harpersferrywv.us](mailto:ryanmetre@harpersferrywv.us)>

**Cc:** Kevin Carden <[kevin.carden@harpersferrywv.us](mailto:kevin.carden@harpersferrywv.us)>

**Subject:** FOIA request: testing, testing

---- Forwarded Message -----

**From:** Yahoo <[timcook222@yahoo.com](mailto:timcook222@yahoo.com)>

**To:** [foia@harpersferrywv.us](mailto:foia@harpersferrywv.us) <[foia@harpersferrywv.us](mailto:foia@harpersferrywv.us)>

**Cc:** Christian Pechuekonis <[cpechuekonis@harpersferrywv.us](mailto:cpechuekonis@harpersferrywv.us)>

**Sent:** Thursday, July 30, 2020, 03:30:29 PM EDT

**Subject:** Public information request

Hello, Harpers Ferry officials:

This is a request for public information from the Corporation of Harpers Ferry from Tim Cook, a reporter with the Spirit of Jefferson newspaper.

This request provides all of the information asked for in the town's formal FOIA request form. However, I'm simply providing the information so it can be typed clearly using a computer keyboard and delivered quickly in an email message.

**Requester's information**

Name: Tim Cook

Mailing Address: Spirit of Jefferson, 114 N. Charles St., Charles Town, WV 25414

Telephone number: 301-676-3312

Email address: [timcook222@yahoo.com](mailto:timcook222@yahoo.com)

**Preferred method of delivery:** email, digital copies of documents.

**Records requested:**

All invoices submitted to the town for payment from Effie Kallas, the town's contract attorney, between the dates of June 11, 2019, and July 30, 2020.

Because I'm asking for digital copies of the invoices, I believe there would be no need to charge any photocopy fees.

I've copied Councilman Christian Pechuekonis on this message simply so he is aware of this request as a member of the Town Council's finance committee.

Please don't hesitate to ask me if you have any questions about this request. Feel welcome to contact me at my email or phone contacts listed above.

Your time and attention to this request are very much appreciated.

Best regards,

Tim Cook

# 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: 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

# EUPHEMIA KALLAS, ESQ.

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

304-535-2206

Invoice Number: 14

Term: July 2019

Description	Quantity	Unit Price	Cost	Date
Reviewed SOS Election Investigation Ltr. & telephone conf. client re: same.	0.9	\$ 225.00	\$ 202.50	7/2/19
Conducted Legal Research re: SOS Election Investigation.	4.5	\$ 225.00	\$ 1,012.50	7/3/19
Created draft response re: SOS Election Investigation Complaint.	7.2	\$ 225.00	\$ 1,620.00	7/5/19
Edited draft response to SOS re: Election Investigation Complaint.	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

Description	Quantity	Unit Price	Cost	Date
Reviewed employee matter reports of same sent by client.	0.5	\$ 225.00	\$ 112.50	7/31/19
		Subtotal	\$ 8,730.00	
	<b>38.8</b>	Total	\$ 8,730.00	

# EUPHEMIA KALLAS, ESQ.

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**Euphemia Kallas,  
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**304-279-2784**

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

304-535-2206

Invoice Number: 15

Term: August 2019

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 issue	0.8	\$ 225.00	\$ 180.00	8/8/19



Description	Quantity	Unit Price	Cost	Date
Prepared & conducted telephonic scheduling conf. Re: Election Contest.	1.8	\$ 225.00	\$ 405.00	8/9/19
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 - WWU 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	

# 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: 16  
Term: September 2019

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	

# EUPHEMIA KALLAS, ESQ.

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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: 17

Term: October 2019

Description	Quantity	Unit Price
Received & Reviewed Plaintiffs' Motion for Preliminary Injunction.	1.3	\$ 225.00
Telephone conference w/ client re: terms of office re: injunction.	0.7	\$ 225.00
Drafted & Edited Response to Clients' Inquiry.	0.3	\$ 225.00
Drafted Reply to Client Inquiry. Reviewed correspondences of same.	1.2	\$ 225.00
Edited Reply to Client Inquiry and sent same.	0.8	\$ 225.00
Conducted Legal Research re: Preliminary Injunction.	3.2	\$ 225.00
Prepared for Court re: Injunction.	2.4	\$ 225.00
Attended Court Proceedings.	1.0	\$ 225.00

Description	Quantity	Unit Price
Expenses - Specialty Business copying charges.		
		Subtotal
	<b>10.9</b>	Total



Cost	Date
\$ 292.50	10/2/19
\$ 157.50	10/3/19
\$ 67.50	10/16/19
\$ 270.00	10/18/19
\$ 180.00	10/20/19
\$ 720.00	10/26/19
\$ 540.00	10/27/19
\$ 225.00	10/28/19

Cost	Date
\$ 25.84	
\$ 2,478.34	
\$ 2,478.34	

# EUPHEMIA KALLAS, ESQ.

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**304-279-2784**

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

304-535-2206

Invoice Number: 18

Term: November 2019

Description	Quantity	Unit Price
Received & Reviewed Circuit Court Notice of Order & sent same to Client.	0.8	\$ 225.00
Reviewed Respondents' Notice of Filing of Notice of Appeal.	0.5	\$ 225.00
Conducted legal research & drafted Ltr. re: effect of Appeal Filing and sent same to Client.	1.6	\$ 225.00
Reviewed Plaintiff Demand Ltr.	0.3	\$ 225.00
Reviewed Respondents' Motion for Stay.	0.2	\$ 225.00
Reviewed Respondents' Appeal filing.	0.9	\$ 225.00
Reviewed Client Concern Ltrs.	1.5	\$ 225.00
Conducted Legal Research re: Plaintiff Demand Ltr.	2.3	\$ 225.00
Reviewed Prior Documents & Drafted Reply to Client Ltrs.	2.1	\$ 225.00
Edited Reply Ltrs. & sent same to Client.	1.9	\$ 225.00
Drafted Response to Plaintiff Demand Ltr.	0.8	\$ 225.00
Edited Response to Plaintiff Demand Ltr. & sent same.	0.7	\$ 225.00
Reviewed Petitioners' Response in Opposition to Stay.	0.7	\$ 225.00
Attended Court Scheduling Conference.	0.4	\$ 225.00
Reviewed Petitioners' Motion to Expedite.	0.5	\$ 225.00

Description	Quantity	Unit Price
Conducted Research & Drafted Recount Procedure Brief.	4.2	\$ 225.00
Edited & Filed Recount Procedure Brief.	1.3	\$ 225.00
Prepared for Injunction Hearing.	1.7	\$ 225.00
Attended Court Hearing re: Injunction & Stay.	0.8	\$ 225.00
Prepared for Town Council Special Meeting.	1.0	\$ 225.00
Attended Town Council Special Meeting.	0.8	\$ 225.00
Expenses - Speciality Business Copying Fee.	0.0	\$ 0.00
		Subtotal
	<b>25</b>	Total





Cost	Date	
\$ 180.00	11/6/19	
\$ 112.50	11/7/19	
\$ 360.00	11/7/19	
\$ 67.50	11/8/19	
\$ 45.00	11/8/19	
\$ 202.50	11/8/19	
\$ 337.50	11/8/19	
\$ 517.50	11/9/19	
\$ 472.50	11/10/19	
\$ 427.50	11/11/19	
\$ 180.00	11/11/19	
\$ 157.50	11/12/19	
\$ 157.50	11/12/19	
\$ 90.00	11/12/19	
\$ 112.50	11/13/19	

Cost	Date	
\$ 945.00	11/19/19	
\$ 292.50	11/20/19	
\$ 382.50	11/21/19	
\$ 180.00	11/22/19	
\$ 225.00	11/25/19	
\$ 180.00	11/26/19	
\$ 11.77	11/14/19	
<hr/>		
\$ 5,636.77		
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# EUPHEMIA KALLAS, ESQ.

## INVOICE

**Legal Services,  
General Counsel**

**Euphemia Kallas,  
Attorney at Law**

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Shepherdstown, WV  
25443**

**304-279-2784**

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

304-535-2206

Invoice Number: 20

Term: January 2020

Description	Quantity	Unit Price
		Subtotal
	0	Total



Cost	Date	
\$ 0.00		
\$ 0.00		
\$ 0.00		

# EUPHEMIA KALLAS, ESQ.

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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: 21

Term: February 2020

Description	Quantity	Unit Price
Conducted research re: FOYA & sent same to client.	0.5	\$ 225.00
		Subtotal
	<b>0.5</b>	Total



Cost	Date	
\$ 112.50	2/7/20	
\$ 112.50		
\$ 112.50		

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**304-279-2784**

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

304-535-2206

Invoice Number: 22

Term: March 2020

Description	Quantity	Unit Price
Conducted Legal Research re: Covid-19 & employers, staff & personnel.	1.0	\$ 225.00
Telephone conf. w/ Mayor re: CDC Interim Guidance for Businesses and Employees & WVDHHR Recommendations re: Coronavirus.	0.5	\$ 225.00
Telephone conf. w/ Ethics Commission re: Open Meetings Act & Covid-19.	0.1	\$ 225.00
Telephone conf. w/ Mayor re: OMA & Covid-19.	0.4	\$ 225.00
Researched "Emergency Meetings" & sent same to client.	0.8	\$ 225.00
Telephone conf. w/ Client re: Emergency Meetings.	0.1	\$ 225.00
E-mail response to client re: Emergency Meetings.	0.9	\$ 225.00
		Subtotal
	<b>3.8</b>	Total



Cost	Date
\$ 225.00	3/9/20
\$ 112.50	3/10/20
\$ 22.50	3/10/20
\$ 90.00	3/11/20
\$ 180.00	3/18/20
\$ 22.50	3/19/20
\$ 202.50	3/19/20
\$ 855.00	
\$ 855.00	



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HARPERS FERRY, WV 25425

304-535-2206

Invoice Number: 23

Term: April 2020

Description	Quantity	Unit Price
Telephone conf. w/ attorney for HF - B PSD.**	0.1	\$ 225.00
Telephone conf. w/ Mayor re: proposal for raising PSD Tap Fees.	0.6	\$ 225.00
Conducted Legal Research re: HF - B PSD proposal.**	0.5	\$ 225.00
Telephone conf. w/ HF - B PSD atty re: proposal.**	0.1	\$ 225.00
Telephone conf. w/ Mayor re: PSD Tap Fee proposal.	0.6	\$ 225.00
Communications w/ Mayor & Town Council re: obligations of attorney/client privilege.	0.4	\$ 225.00
		Subtotal
		Total
<b>2.3</b>		



Cost	Date
\$ 22.50	4/2/20
\$ 135.00	4/4/20
\$ 112.50	4/20/20
\$ 22.50	4/24/20
\$ 135.00	4/24/20
\$ 90.00	4/28/20
<hr/>	
\$ 517.50	
<hr/>	
\$ 517.50	
<hr/>	

# 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: 24

Term: May 2020

Description	Quantity	Unit Price
Reviewed agenda and addressed client concerns re: Water Infrastructure meeting.	0.5	\$ 225.00
Telephone conf. w/ Mayor re: employee matter.	0.9	\$ 225.00
Telephone conf. w/ client re: Executive Sessions.	0.3	\$ 225.00
Drafted and sent draft correspondence to Mayor re: employee matter.	0.3	\$ 225.00
Drafted correspondence & telephone conf. w/ client re: employee matter.	0.7	\$ 225.00
		Subtotal
	<b>2.7</b>	Total



Cost	Date
\$ 112.50	5/7/20
\$ 202.50	5/14/20
\$ 67.50	5/14/20
\$ 67.50	5/22/20
\$ 157.50	5/27/20
<hr/>	
\$ 607.50	
<hr/>	
\$ 607.50	
<hr/>	

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Invoice Number: 25

Term: June 2020

Description	Quantity	Unit Price
Conducted research, drafted e-mail & telephone conf. w/ Mayor re: Robert's Rules.	1.0	\$ 225.00
Communication w/ client re: S. Ct. Mandate.	0.2	\$ 225.00
Telephone conf. w/ client re: employee return to work issue.	0.2	\$ 225.00
Researched & prepared for Ethics & Open Meetings Act Training.	1.5	\$ 225.00
Conducted Ethics & Open Meetings Act Training.	0.7	\$ 225.00
		Subtotal
	<b>3.6</b>	Total



Cost	Date
\$ 225.00	6/2/20
\$ 45.00	6/12/20
\$ 45.00	6/15/20
\$ 337.50	6/16/20
\$ 157.50	6/18/20
\$ 810.00	
\$ 810.00	

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Invoice Number: 26

Term: July 2020

Description	Quantity	Unit Price
Conducted Legal Research re: Home Rule & rental ordinances. Telephone conf. w/ Dept. of Revenue.	2.3	\$ 225.00
Telephone conf. w/ Mayor re: Home Rule amendments & rental ordinances. Drafted memorandum ltr. to Dept. of Revenue.	1.7	\$ 225.00
Conducted legal research re: water employee issue & telephone conf. w/ client re: same.	1.8	\$ 225.00
Telephone conf. w/ client re: FOIA request.	0.4	\$ 225.00
Reviewed draft response to FOIA request & telephone conf. w/ client re: same.	0.6	\$ 225.00
Reviewed edited response & documents for FOIA request & telephone conf. w/ client re: same.	0.4	\$ 225.00
Drafted Determination Request to Home Rule Board.	1.0	\$ 225.00
Edited & sent Determination ltr. to Home Rule Board.	0.3	\$ 225.00
Reviewed employee matter correspondence & advised client re: same. Reviewed proposed FOIA compliance materials & telephone conf. w/ client re: same.	0.3	\$ 225.00
Reviewed edited FOIA compliance materials & telephone conf. w/ client re: same.	0.2	\$ 225.00

Description	Quantity	Unit Price
Telephone conf. w/ Mayor re: Open Meeting requirements & re-canvass.	0.1	\$ 225.00
Communications & telephone conf. w/ SOS re: re-canvass. Telephone conf. w/ client re: same.	0.4	\$ 225.00
Reviewed ltr. to Sheriff re: ballot delivery.	0.1	\$ 225.00
Attended Office Operations meeting re: employee matter.	0.6	\$ 225.00
Correspondence w/ SOS & client re: uncontested provisional ballot of town resident.	0.5	\$ 225.00
Reviewed & edited re-canvass meeting notice.	0.3	\$ 225.00
Telephone conf. w/ Home Rule counsel & updated client re: same.	0.1	\$ 225.00
Reviewed proposed procedures for re-canvass.	0.3	\$ 225.00
Reviewed ethics issue for town official & telephone conf. re: same.	0.5	\$ 225.00
		Subtotal
	<b>11.9</b>	Total





Cost	Date
\$ 517.50	7/1/20
\$ 382.50	7/2/20
\$ 405.00	7/10/20
\$ 90.00	7/10/20
\$ 135.00	7/13/20
\$ 90.00	7/14/20
\$ 225.00	7/16/20
\$ 67.50	7/17/2020
\$ 67.50	7/20/2020
\$ 45.00	7/21/2020

Cost	Date
\$ 22.50	7/21/2020
\$ 90.00	7/23/2020
\$ 22.50	7/24/2020
\$ 135.00	7/24/2020
\$ 112.50	7/25/2020
\$ 67.50	7/25/2020
\$ 22.50	7/28/2020
\$ 67.50	7/29/2020
\$ 112.50	7/30/2020
\$ 2,677.50	
\$ 2,677.50	

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304-535-2206

Invoice Number: 19

Term: December 2019

Description	Quantity	Unit Price
Received & Reviewed Appellants Appeal Brief.	0.6	\$ 225.00
Conducted Research re: FOIA Request.	2.0	\$ 225.00
Conducted Legal Research re: PC Requirements & sent same to Client.	0.5	\$ 225.00
		Subtotal
	<b>3.1</b>	Total



Cost	Date
\$ 135.00	12/6/19
\$ 450.00	12/11/19
\$ 112.50	12/19/19
\$ 697.50	
\$ 697.50	