IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA
#1 COURT SQUARE, SUITE 203
PARKERSBURG WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, MARCH 15, 2012

PRESENT: DAVID BLAIR COUCH, PRESIDENT
WAYNE DUNN, COMMISSIONER
STEPHEN GAINER, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of March 8 and 9, 2012.

The County Commission, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, did authorize the adoption of a Connectivity Plan for a trail system in Wood County. (Order M/1863)

AGENDA AND DISCUSSION ITEMS

At 10:30 A.M., the County Commission held a hearing in regard to the Shirley Riel estate. Sherrie Bell, Administratrix C.T.A. was present and requested that the County Commission give her permission to sell assets of the estate. After testimony, the County Commission Ordered that Sherrie Bell be removed as Administratrix C.T.A. and post a bond in the amount of $2,000.00. The County Commission appointed Jeff Sandy, Sheriff of Wood County, as Administrator C.T.A.D.B.N. of the estate of Shirley Riel. (Probate Order)

At 11:00 A.M., the County Commission worked on the budget preparation.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/1862, M/1863, M/1864, M/1865, M/1866, M1867

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 12:00 P.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Wayne Dunn, Commissioner

Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled March 15, 2012.

Wood County Commission

3/15/2012
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
10:30 AM	SHIRLEY RIEL ESTATE – ADMINISTRATRIX REQUESTING PERMISSION TO SELL ASSETS	SHERRIE BELL, ADMINISTRATRIX
11:00 AM	BUDGET PREPARATION	
Special Notes:	1. Vacancies on Boards and Commissions 2. Building Enforcement Properties 3. Contribution Requests 4. County Facilities 5. Jury Box Chairs 6. Connectivity Plan MOV Health Department 7. Air Show	

Wood County Commission Meeting
Held March 15, 2012

Please Print

1. Sherrie Bell
2. Joann Combs
3. Brian Riel
4. Carrie Brainard
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* * * Communication Result Report (Mar. 13. 2012 9:24AM) * * *

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2)

Date/Time: Mar. 13. 2012 9:23AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
0024	Memory TX	wayne	P. 1	OK	

Reason for error
E. 1) Hang up or line fail
E. 2) Busy
E. 3) No answer
E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size
E. 6) Destination does not support IP-Fax

Wood County Commission

3/15/2012
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
10:30 AM	SHIRLEY RIEL ESTATE – ADMINISTRATRIX REQUESTING PERMISSION TO SELL ASSETS	SHERRIE BELL, ADMINISTRATRIX
11:00 AM	BUDGET PREPARATION	
Special Notes:	1. Vacancies on Boards and Commissions 2. Building Enforcement Properties 3. Contribution Requests 4. County Facilities 5. Jury Box Chairs 6. Connectivity Plan MOV Health Department 7. Air Show	

CASTO & HARRIS, INC.

IN RE: ESTATE OF SARA R. KLEIN, DECEASED

This day came ALAN L. KLEIN, who was, by the last Will and Testament of SARA R. KLEIN, deceased, named therein to qualify as EXECUTOR, without bond, of said Will.

It appearing to this Commission that ALAN L. KLEIN, be and he is hereby qualified as such EXECUTOR, and entered upon the discharge of said trust, without bond, as provided by said Will.

Letters testamentary are hereby granted the said ALAN L. KLEIN, upon the Estate of SARA R. KLEIN, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisement of the Estate of SARA R. KLEIN, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

IN RE: ESTATE OF SHIRLEY RIEL, DECEASED. (DATE OF DEATH: DECEMBER 22, 2011)

This day, the County Commission, in regular session, before a hearing scheduled by Sherrie Bell, Administratrix c.t.a. of the Estate of SHIRLEY RIEL, deceased, requesting that the County Commission give her permission to sell the assets to pay bills. The County Commission after hearing the information that was presented, moved that Sherrie Bell, be removed as the Administratrix c.t.a. of the Estate of SHIRLEY RIEL, deceased, and the that JEFF SANDY, SHERIFF of Wood County be appointed ADMINISTRATOR C.T.A.D.B.N. of the Estate of SHIRLEY RIEL, deceased; and

It was hereby ordered that Sherrie Bell, Administratrix c.t.a. of the Estate of SHIRLEY RIEL, deceased, be removed, and the bond that was posted in the amount of Two Thousand ($2,000.00) Dollars, with Travelers Casualty and Surety Company of America, as surety, is hereby released.

It appearing to this Commission, proper so to do, the said JEFF SANDY, SHERIFF of Wood County is hereby qualified as such ADMINISTRATOR C.T.A.D.B.N.

Whereupon, the said JEFF SANDY, SHERIFF, by virtue of his office as Sheriff in and for Wood County, does not have to take an oath of office or post a bond to qualify as such ADMINISTRATOR C.T.A.D.B.N. of the Estate of SHIRLEY RIEL, deceased.

Letters of administration are hereby granted the said JEFF SANDY, SHERIFF, upon the Estate of SHIRLEY RIEL, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisement of the Estate of SHIRLEY RIEL, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

IN RE: ESTATE OF SUZANNE W. TEWKSBURY, DECEASED

This day came PATRICK TEWKSBURY and PAULA TEWKSBURY, who were, by the last Will and Testament of SUZANNE W. TEWKSBURY, deceased, named therein to qualify as CO-EXECUTORS, without bond, of said Will.

It appearing to this Commission that PATRICK TEWKSBURY and PAULA TEWKSBURY, be and they are hereby qualified as such CO-EXECUTORS, and entered upon the discharge of said trust, without bond, as provided by said Will.

Letters testamentary are hereby granted the said PATRICK TEWKSBURY and PAULA TEWKSBURY, upon the Estate of SUZANNE W. TEWKSBURY, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisement of the Estate of SUZANNE W. TEWKSBURY, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

There appearing no further business to claim the attention of this Commission, it is hereby ordered that this Commission, do now adjourn to meet in Regular Session, Monday, March 19, 2012, at 9:30 o'clock A. M., and sitting in preparation of the budget for fiscal year 2012/2013, and sitting in Special Session, Friday, March 16, 2012, at 10:45 o'clock A. M., in preparation of the budget for fiscal year 2012/2013.

President

FRIDAY, MARCH 16, 2012

JANUARY TERM TWENTY-FIRST DAY MARCH 2012

At a Special Session of the County Commission, continued and held for the County of Wood, at the Courthouse thereof, Friday, March 16, 2012, sitting in preparation of the budget for fiscal year 2012/2013, Present, David Blair Couch, President of said Commission, and Wayne Dunn and Steven Gainer, Commissioners.

There appearing no further business to claim the attention of this Commission, it is hereby ordered that this Commission, do now adjourn to meet in Regular Session, Monday, March 19, 2012, at 9:30 o'clock A. M., and sitting in preparation of the budget for fiscal year 2012/2013.

President

3/15/12
70/39

MARCH 15, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F12-HS-03-2011 SAID REQUEST IS IN THE AMOUNT OF $60.00.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F12-HS-03-2011. The Request for Reimbursement is in the amount of sixty dollars and zero cents ($60.00) for the month of February, 2012. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Wayne Dunn, Commissioner

Stephen E. Gainer, Commissioner

M/1862

3/15/12
70/39

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE
P. O. Box 17600
Charleston, West Virginia 25317-0010
Telephone: (304) 926-2509 Fax: (304) 926-3880

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)

Sub-Grantee:	Wood County Commission
Address:	One Court Square, Suite 203 Parkersburg, WV 26101
P. O. Number	MV1203
Grant Number:	F12-HS-03-2011
FEIN Number:	556 000 417
Funds are hereby requested to cover expenditures For the period of:	2/1/12 - 2/29/12

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	$60.00
TOTAL	$ 60.00

CERTIFICATION:

I certify that this report represents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant. All documentation is available for inspection at the request of the Governor's Highway Safety Program.

BY: David Blair Couch, President, Wood Cty. Co. 3/15/2012

(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

(Date) (Director)

Purchasing/Accounts Payable Use Only

3/15/12
70/39

MARCH 15, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE ADOPTION OF A CONNECTIVITY PLAN FOR A TRAIL SYSTEM IN THE COUNTY.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, did hereby AUTHORIZE the ADOPTION of a Connectivity Plan for a trail system in Wood County. Said plan is for a five (5) year period and is not exclusive of additional trail plans within the county.

Said plan was presented by the Mid-Ohio Valley Health Department and is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Wayne Dunn, Commissioner

Stephen Gainer, Commissioner

M/1863

3/15/12
70/39

MARCH 15, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ADVOCATE GRANT NUMBER 10-VA-040. SAID REQUEST IS IN THE AMOUNT OF $3,290.20.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Advocate Grant Number 10-VA-040. The Request for Reimbursement is in the amount of three thousand two hundred ninety dollars and twenty cents ($3,290.20) for the month of January, 2012. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; Daily Time Sheets for the Victims Advocate, Tiffany Kiger; Time Sheets for the Assistant Victim Advocate, Clarence Hodge; Monthly Progress Reports and the Monthly Statistical Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Wayne Dunn, Commissioner

Stephen E. Gainer, Commissioner

M/1864

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement	3/15/12 70/39

RECEIVED (For DCJS Use Only)		
	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203
		Parkersburg, WV 26101
	Project #:	10-VA-040
	FEIN#:	556 000 417
	Funds are hereby requested to cover expenditures FROM: 1/1/12 TO: 1/31/12	

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	**$3,290.20**
Travel/Training	
Space	
Other	
TOTAL	**$3,290.20**

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission — 3/15/12

TYPED NAME & TITLE — SIGNATURE — DATE

(Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of $ _____ _____ _____

Initials Date

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

_____ _____

Date **Program Accountant**

3/15/12
70/39

MARCH 15, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A REQUEST FOR REIMBURSEMENT FOR WEST VIRGINIA DCJS ENFORCING THE UNDERAGE DRINKING LAWS GRANT PROGRAM NUMBER 11-EUD-015 IN THE AMOUNT OF $844.81.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf the County Commission, to EXECUTE the Request for Reimbursement and applicable forms for the West Virginia Division of Criminal Justice Services Enforcing the Underage Drinking Laws Grant Program Number 11-EUD-015. Said Request for Reimbursement is in the amount of eight hundred forty-four dollars and eighty-one cents ($844.81) for the month of February, 2012. Along with the Request for Reimbursement Form; a Financial Recap Page; and Project Financial Report are being submitted.

The aforementioned Grant Application and pertinent documentation are on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Wayne Dunn, Commissioner

Stephen Gainer, Commissioner

M/1865

WEST VIRGINIA Division of Justice and Community Services	Request for Reimbursement	3/15/12 20/39

RECEIVED (For DCJS Use Only)	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203
		Parkersburg, WV 26101
	Project #:	11-EUD-015
	FEIN#:	556 000 417
	Funds are hereby requested to cover expenditures FROM: 2/1/12 TO: 2/29/12	

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	**$715.00**
Travel/Training	**$-0-**
Space	**$-0-**
Other	**$129.81**
TOTAL	**$844.81**

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission — 3/15/12

TYPED NAME & TITLE — SIGNATURE — DATE

(Authorized Official or Grant Financial Officer ONLY)

DJCS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of $ _____ _____ _____

Initials Date

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

_____ _____

Date **Program Accountant**

3/15/12
70/40

MARCH 15, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO JUSTICE ASSISTANCE GRANT NUMBER 11-JAG-09. SAID REQUEST IS IN THE AMOUNT OF $2,985.60.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Justice Assistance Grant Number 11-JAG-09. The Request for Reimbursement is in the amount of two thousand nine hundred eighty-five dollars and sixty cents ($2,985.60) for the month of February, 2012. The Request for Reimbursement form, the Financial Recap Report, the Project Financial Report, the time sheets for Deputy Leland Jefferson, the Grant Progress Report and PRO Monthly Reporting Form have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

Documentation pertaining to the Justice Assistance Grant is on file in the Office of the County Administrator

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Wayne Dunn, Commissioner

Stephen Gainer, Commissioner

M/1866

WEST VIRGINIA Division of Justice and Community Services	Request for Reimbursement 3/15/12 70/48

RECEIVED (For DJCS Use Only)		
	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	Project #:	11-JAG-09
	FEIN#:	556 000 417
	Funds are hereby requested to cover expenditures FROM: 2/1/12 TO 2/29/12	

PROJECT CASH EXPENDITURES

Account #	Amount
11-JAG-09	$2,985.60
TOTAL	$2,985.60

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission — TYPED NAME & TITLE

(Authorized Official or Grant Financial Officer ONLY)

SIGNATURE — DATE 3/15/12

DJCS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of $ _____ _____ _____
Initials Date

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

_____ _____
Date **Program Accountant**

3/15/12
70/48

MARCH 15, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES GRANT NO. 09-VAWR-11. SAID REQUEST IS IN THE AMOUNT OF $2,066.66

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission to sign the Request for Reimbursement in regard to the West Virginia Division of Criminal Justice Services Grant No. 09-VAWR-11. Said request is in the amount of two thousand sixty-six dollars and sixty-six cents ($2,066.66) for the month of February, 2012. Along with the Request for Reimbursement Form; a Financial Recap Page; the Project Financial Reports; time sheets for Megan Underwood and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this ORDER and should be made a part thereof.

Documentation pertaining to the Division of Criminal Justice Services Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Wayne Dunn, Commissioner

Stephen Gainer, Commissioner

M/1867

WEST VIRGINIA Division of Justice and Community Services	Request for Reimbursement	3/15/12 70/40

RECEIVED (For DJCS Use Only)		
	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203
		Parkersburg, WV 26101
	Project #:	09-VAWR-11
	FEIN#:	556 000 417
	Funds are hereby requested to cover expenditures FROM: 2/1/12 TO: 2/29/12	

PROJECT CASH EXPENDITURES

Account #	Amount
09-VAWR-11/Prosecuting Attorney	**$1,975.54**
09-VAWR-11/Law Enforcement	**$91.12**
TOTAL	**$2,066.66**

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President
Wood County Commission
TYPED NAME & TITLE

(Authorized Official or Grant Financial Officer ONLY)

SIGNATURE

3/15/12
DATE

DJCS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of $ _____ _____ _____
Initials Date

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

_____ _____
Date **Program Accountant**