

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

IN RE: MINUTES OF MEETING HELD
THURSDAY, NOVEMBER 1, 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 October 22 and 25, 2012.

The County Commission approved Erroneous Assessment Applications in regards to personal property for William C. Copeland, Richard A. Hudson and James A. Morgan, II (See Attached).

AGENDA AND DISCUSSION ITEMS

At 10:25 A.M., Grant Writer Toni Tiano and Wood County Circuit Clerk Carole Jones met with the commission to request they apply for a records management grant (M/2169).

At 10:33 A.M., Attorney Rob Tebay met with the commission to request the closing of a portion of Shadowood Lane in Clay District (Order M/2175)


They adjourned at 11:25 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES


M/2169, M/2170, M/2171, M/2172, M/2173, M/2174, M/2175

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

To listen to these minutes, please refer to CD labeled November 1, 2012.

Wood County Commission Meeting
Held November 1, 2012

Please Print

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Wood County Commission

11/01/2012
 1 Court Square, Suite 203
 Parkersburg, WV 26101

<p>9:30 A.M.</p>	<p>APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES, ERRONEOUS ASSESSMENT APPLICATIONS AND ANY OTHER ADMINISTRATIVE DUTIES</p> <p>ANNOUNCE VACANCY ON CLAYWOOD PARK PSD</p>	<p>MARTY SEUFER, COUNTY ADMINISTRATOR</p>
<p>10:15 A.M.</p>	<p>DISCUSS RECORDS MANAGEMENT GRANT</p>	<p>TONI TIANO & CAROLE JONES, CIRCUIT CLERK</p>
<p>10:30 A.M.</p>	<p>PETITION TO CLOSE A PORTION OF SHADOWOOD LANE, CLAY DISTRICT</p>	<p>ROB TEBAY, ATTORNEY</p>

NOVEMBER 1, 2012

11/1/12
701172

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN
APPLICATION FOR A RECORDS MANAGEMENT GRANT.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by Wayne Dunn, 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 EXECUTE an Application for a West Virginia Archives and History Record Preservation Grant for the Wood County Circuit Clerk's Office. Said grant is in the amount of seventeen thousand dollars and zero cents (\$17,000.00).

A copy of said Application is attached to this Order and should be made a part thereof.

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/2169

Office of the County Commission of Wood County, West Virginia

Commissioners
David Blair Couch
Wayne Dunn
Steve Gainer



No. 1 Court Square
Suite 203
Parkersburg, WV 26101
Phone 304-424-1984

11/1/12
70/172

November 1, 2012

Records Management Preservation Board
c/o Denise Ferguson
West Virginia Archives and History
1900 Kanawha Boulevard East
Building 9
Charleston, WV
25305-0300

Dear Ms. Ferguson:

Please find enclosed an original and thirteen copies of a grant application from the Wood County Commission for the Wood County Circuit Clerk's Office for funding through the West Virginia County Records Management and Preservation Grants Program.

If you have any questions on this or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304-428-7760. Thank you for your assistance with this matter.

Sincerely,

David Blair Couch
President

Marty Seufer, County Administrator • Ph. 304-424-1976 • Fax 304-424-0194

Assessor
Rich Shaffer

Circuit Clerk
Carole Jones

County Clerk
Jamie Six

Prosecuting Attorney
Jason Wharton

Sheriff
Jeff Sandy


RESOLUTION

November 1, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


Be it resolved by the Wood County Commission, Parkersburg, West Virginia, that the President of the Commission be and is hereby authorized to sign a grant application for the West Virginia County Records Management and Preservation Grants Program from the Archives and History, Division of Culture and History with the State of West Virginia. The purpose of this grant application is to purchase equipment and to provide overtime funds for the Wood County Circuit Clerk's Office. This is in accordance with the guidelines and application attached to this Resolution.

NOW THEREFORE, the County Commission of Wood County in regular session does hereby adopt this Resolution.



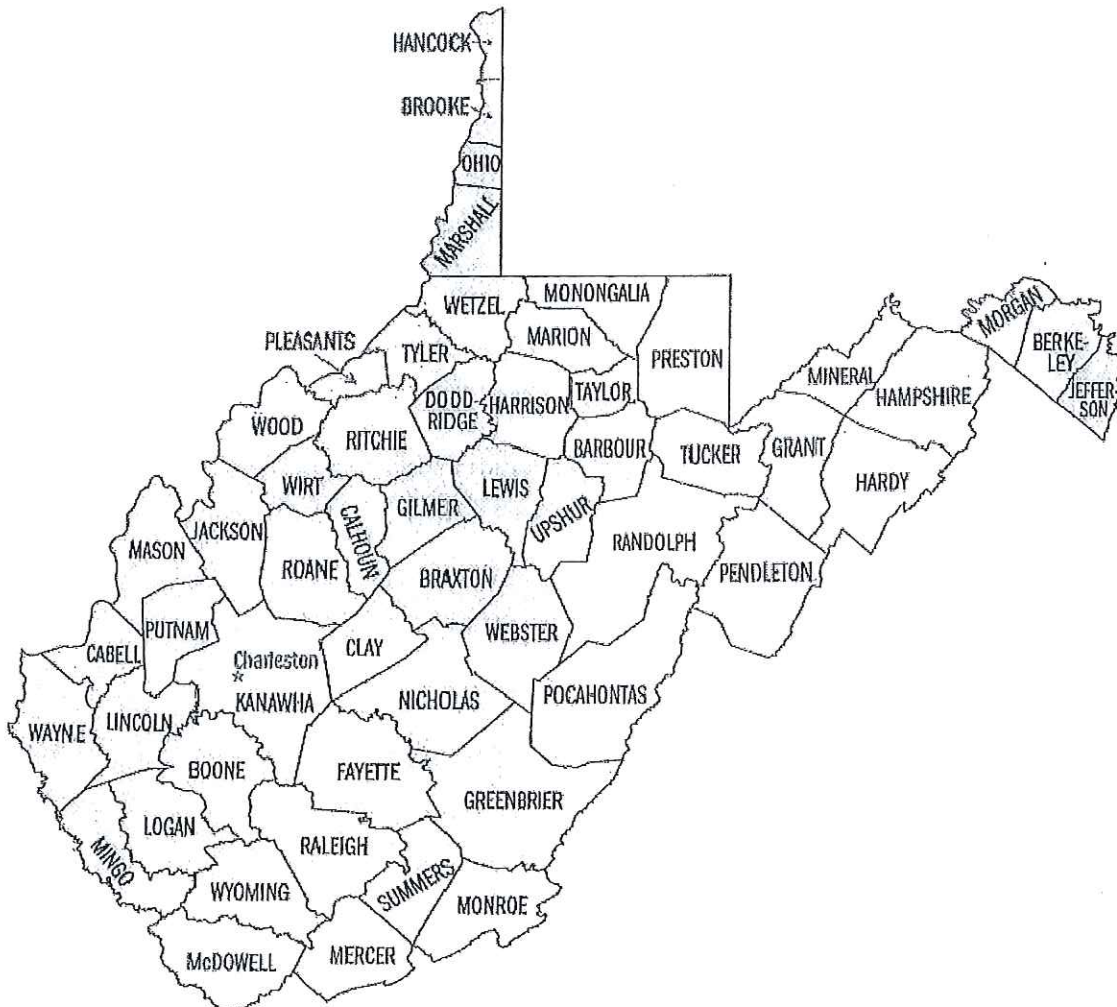
David Blair Couch, President

Certified to be a true copy of a Resolution adopted at a regular meeting of the County Commission of Wood County held on November 1, 2012.



Jamie Six, County Clerk
Wood County, West Virginia

**WEST VIRGINIA
RECORDS MANAGEMENT AND
PRESERVATION BOARD
GRANT GUIDELINES AND APPLICATION
FOR FISCAL YEAR 2013-14
DUE: NOVEMBER 1, 2012**



Key Information:

- ❖ Application are due no later than November 1, 2012
- ❖ Applications are to be sent certified mail or hand delivered
- ❖ Applications are for Fiscal Year July 1, 2013-June 30, 2014
- ❖ Eligible projects are listed on Page 3
- ❖ County Commission must indicate priority ranking for multiple submissions
- ❖ Include original and thirteen copies of the application

Checklist of Required Supporting Materials:

The materials listed below must be included with the application:

1. _____ Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission. – **Only one application**
2. X Resolution of support for the project, with original signature of the President of the County Commission in blue ink
3. X Letter of support with original signature of specific office holder participating in the records project
4. X Certification Form (Page 9) with original signature in blue ink of President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, the several stated application requirement. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.
5. X Photographs, floor plans, etc., which may demonstrate or document the need for the project
6. X Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application
7. X Other relevant information, if applicable

West Virginia County Records Management and Preservation Board Grant Application 2013-2014

Please complete and return Pages 5-9 of this Application with Supporting Materials (See Page 4) and thirteen copies.

Applicant Contact Information:

County:	Wood
County Office:	Circuit Clerk
Name of Office Holder:	Carole Jones
Mailing Address:	Wood County Judicial Annex, #2 Government Square, Room 133 Parkersburg, West Virginia 26101
Telephone Number	304-424-1700
E-Mail Address:	cjones@woodcountywv.com

County Commission President:	David Blair Couch
Mailing Address:	Wood County Courthouse, One Court Square, Suite 203 Parkersburg, West Virginia 26101
Telephone Number:	304-424-1984
E-Mail Address:	commission@woodcountywv.com

County Administrator:	Marty Seufer
Telephone Number:	304-424-1976
E-Mail Address:	seufer@woodcountywv.com

Activity Description:

Provide detailed explanation of the project. Include internal staff necessary to complete the project and any external staff, vendor, or consultants (attach their qualifications and/or resume) needed to complete the work. Include time frame and schedule to complete the project.

The purpose of this grant is to provide the Wood County Circuit Clerk's Office with funds to review and remove old divorce case documents which occurred during the 1951 – 1974 time period. These documents have reached or exceeded the required retention period. With the removal of these documents, space will also be freed up for additional storage of documents as these documents occupy 14 filing cabinets.

The project involves utilizing current Circuit Clerk employees who will be paid overtime to complete this project. Employees will work after hours and will review the divorce documents contained in each file. A list of these documents which have reached or exceeded the required retention period will be prepared and this information will be forwarded to your Office for approval to shred the files. Upon approval, these documents will be shredded; however, the final divorce decree will be scanned into the County's existing software system for future retention. This will occur with all 14 filing cabinets which contain these divorce documents.

In order to complete this project, the Circuit Clerk's Office will be in need of overtime funds to pay the Circuit Clerk employees, the purchase of two scanners to scan in pertinent documents, a shredder to remove documents which have reached or exceeded the required retention period, a notebook computer to be used for scanning the documents, two file carts to hold the various files the staff is reviewing, and boxes to store the documents until permission is granted to destroy the records or to store the records if they must be maintained.

It is anticipated this project will be completed within the grant year time period and will take approximately 400 hours. These 400 hours will be done over a 40 week period with each week consisting of an average of 10 hours of overtime.

Identify specific record titles, date spans, and quantity (example: Land Books, 1818-1871, 226 books).

Divorce Cases from 1951 – 1974

Divorce files are contained in 14 filing cabinets with each filing cabinet consisting of five drawers for a total of 70 draws of documents.

Activity Description (continued):

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

The elimination of these divorce documents will free up much needed space within the Circuit Clerk's Office which will provide for better access to pertinent records. The removal of these records will be the first step in organizing the storage room of the Circuit Clerk's Office.

Recently the records of the Circuit Clerk's Office were kept in the County's Magistrate Court Building. However, within the past year, the County has opened up its new Justice Center which consolidated several offices including the Magistrate Court and the Sheriff Department. As a result of this new facility, the old Magistrate Building was torn down, and a parking facility put in its place. The records which were stored in the Magistrate Building were moved to the old Sheriff Department Building. When the records were moved, all of the same types of records were not necessarily placed together in the Sheriff Department. For example, boxes of criminal cases may be in the same area as boxes of civil cases.

In order to begin the re-organization of the Circuit Clerk's Storage Room, it will be necessary to remove some of the old files which are no longer needed. The removal of these divorce cases will free up room which will allow the Circuit Clerk to move to the next step of this project which is to organize and store all similar types of documents together. This project will be done in phases with the initial phase being the removal of the divorce documents.

The freeing up of 14 filing cabinets will provide the Circuit Clerk's Office will room to better manage the documents it must maintain and preserve as well as provide easier and better access to records. Documents will be easier to find if similar types are stored together.

Provide statement about past and future activities to protect records.

The Wood County Circuit Clerk's Office has been diligent in protecting its records. In 2007 the Office was able to obtain additional storage space as a result of the completion of the Judge Donald F. Black Courthouse Annex. Several County Offices were moved into this facility which freed up the former Juvenile Probation Office space which was located directly across from the Circuit Clerk's Office.

As a result of acquiring this additional space, the Circuit Clerk's Office was able to acquire shelving to properly store the Order Books which had previously been stored in cramped quarters which made them difficult to access. Also, this new storage space is climate controlled and which will prevent the Order Books from deteriorating.

Also, moving the files and documents from the old Magistrate Court Building to the old Sheriff Department Building has been a plus as there is now shelving to store some of the Order Books. This makes these Books easily accessible as they are no longer in piles as they were at the Magistrate Court Building.

Also, as mentioned, the Circuit Clerk hopes this project to be the first year of a several year project to better organize the records and make a determination as to which records need to be kept, which ones can be scanned, and which ones can be destroyed. In addition, the Circuit Clerk hopes to re-organize the storage of these records so all similar type records are located together.

This current proposed project is the first step in this process as divorce documents which are no longer necessary to retain can be removed which will free up storage space.

Project Budget (Attach Estimates):

Eligible Project (see Page 3)	Estimate of Total Cost	RMPB Request
Personnel Costs (\$10,000 maximum award)	\$10,000.00	\$10,000.00
Records Storage and Shelving	\$90.00	\$90.00
Reformatting (\$10,000 maximum award)	\$0.00	\$0.00
Equipment (\$10,000 maximum award)	\$8,800.00	\$6,910.00
Conservation Bindery (\$5,000 maximum award)	\$0.00	\$0.00

Total RMPB Request

\$ \$17,000.00

Applicants must provide a 10% cash match for all grant funds expended by the RMPB. After the Board awards funds for your project you will be notified of your cash match. Match may only be applied to board-funded portions of grant.

Provide a detailed explanation and breakdown of the project budget. Potential vendor bid estimates obtained within the past 60 days that are relevant to the project must be included.

Personnel Costs: Current employees of the Wood County Circuit Clerk’s Office will be paid overtime to work on this project. Each employee’s rate is different, and each overtime rate will be based upon the existing rate. With salary and benefits it is estimated the cost will be \$25.00/hour for a total of 400 hours. This amount of hours may slightly increase or decrease depending upon the hourly rate of the employees which work this project. However, the total personnel cost will not exceed \$10,000.00.

Records Storage: Storage boxes will be purchased to store records while waiting for approval to shred the documents. These boxes will also be used to store any records which must be retained.

The cost of these boxes is \$30 for a package of ten boxes. Three packages – or a total of 30 boxes – will be purchased at a cost of \$90.00.

Equipment: The following equipment items will be purchased with these grant funds.

- Scanners – Two scanners will be purchased for use in this project. It is estimated the cost per scanner will be \$2,000 for a total cost of \$4,000.00 for the scanners. Attached is a description of the scanner.
- Shredder – One shredder will be purchased at an estimated cost of \$3,200. Attached is a description of the shredder.
- File Carts – Two file carts which can move boxes as well as lay files on them will be purchased at a price of \$300 each for a total cost of \$600.00.
- Laptop Computer – A laptop computer, which will be compatible with other computer systems within the Circuit Clerk's Office, will be purchased and used for scanning in documents. The computer cost is estimated to be \$1,000.00.

The Circuit Clerk will adhere to Wood County's bidding and purchasing procedures when purchasing these items. The specifications provided are examples as to the types of products which will be purchased.



The total cost for the equipment is \$8,800.00.

Certification Form:

I agree that funds granted under the Records Management and Preservation Board's County Records Management and Preservation Grant Program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in grant administration workshop.

This document must be signed using blue ink by the County Commission President and by all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:	Wood
Name of County Commission President:	David Blair Couch
Signature of County Commission President:	
Date:	November 1, 2012
PRIORITY 1	
Name of County Office Holder:	Carole Jones
Title of County Office Holder:	Circuit Clerk
Signature of County Office Holder:	
Date:	November 1, 2012
PRIORITY 2	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	
PRIORITY 3	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	

/o=First Organization/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=circuitclerk1

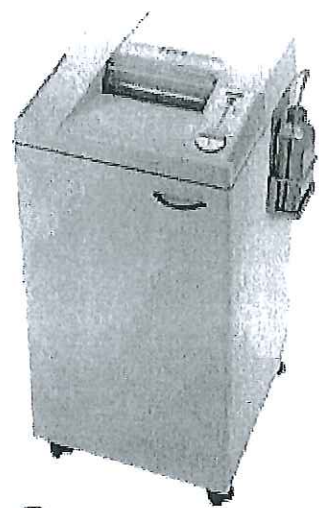
From: Mick Staton [mick@caplink.com]
Sent: Friday, October 12, 2012 10:56 AM
To: Carole Jones
Cc: Marty Seufer
Subject: Shredder
Ms. Jones –


Wood County probably has an office equipment supplier who can provide the type of secure shredder needed for a job like this. Here is an example of the equipment:

Destroyit 2604SMC

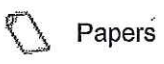
Super Micro Cut High Security Paper Shredder

- 2604SMC is DOD/NSA approved high security shredder for shredding confidential documents.
- Sheet Capacity: 6-8 sheets
- Type: Super Micro-cut
- Security: High (Level 6)
- Shred Speed: 28 fpm
- Feed Opening: 10 1/4"
- Cut Size: 1/32" x 3/16"
- Bin Size: 26(approx.) Gallons
- Motor:
 - Continuous Duty:
- HIPAA/FACTA Compliant
- Meets NSA/CSS specifications and is DOD approved



 [2604SMC Demo Video](#)
List Price: \$5144.00
Our Price: \$3189.00

Can Shred:



Papers

Condition: New

Lifetime limited warranty on cutting head and

Warranty: one year warranty on all other parts excluding wearables

Freight: Free Shipping

As far as Personnel costs, etc. are concerned, the agency advises:

Many circuit court records are confidential. It is good if the county can hire staff that has recently

retired or current full time employees who can stay after regular work hours or on weekends; current part time employees can be used for this project. It is best to find someone who has worked with court records before and is familiar with the records management software and the retention schedule. You can attach a short job description if there is no one in mind, or explain the job duties in the grant narrative.

Please be sure to identify the record title and date span in your grant narrative (example: staff will scan and index criminal and civil order books 1980-present, or staff will review divorce case files 1980-present and, with the approval of the state archivist, destroy case files that have met or exceeded the records retention requirement.

If you can supply me with the raw data, I will complete the application.

Thanks, and call me if you have questions.

Mick Staton
President - Capitol Link, Inc.
368 Jaguar Drive
Inwood, WV 25428

Tel: 304-229-7199
Fax: 304-229-7290

Manufacturer: FUJITSU
Summary: Fujitsu fi-6140z - Document scanner - Duplex - Legal - 600 dpi x 600 dpi - up to 60 ppm (mono) / up to 40 ppm (color) - ADF (50 sheets) - Ultra SCSI / Hi-Speed USB
Retail Cost: \$1,995.00

Full Description

The fi-6140Z balances high performance with one of the most advanced paper separation technologies. Combining reverse roller technology with a host of intelligent features, the fi-6140Z delivers exceptional feeding reliability and operating productivity across a wide variety of scanning situations.

Whether the infrastructure is fixed or expanding, managing technology intelligently inside the organization is key to reducing total cost of ownership and the Fujitsu fi-6140Z provides system administrators with advanced tools to centrally manage these scanners more productively and cost effectively.

Main Specifications

Product Description	Fujitsu fi-6140z - document scanner
Device Type	Document scanner - desktop
Max Supported Document Size	Legal (8.5 in x 14 in)
Dimensions (WxDxH)	11.9 in x 6.3 in x 6.2 in
Weight	9.3 lbs
Input Type	Color
Optical Resolution	600 dpi x 600 dpi
Max Document Scan Speed	60 ppm (mono) / 40 ppm (color)
Max Document Size	8.5 in x 120 in
Automatic Duplexing	Yes
Supported Document Type	Plain paper, plastic card
Document Feeder Type	Autoload
Feeder Capacity	50 sheets
Interface Type	Ultra SCSI / Hi-Speed USB
Power	AC 120/230 V
System Requirements	Microsoft Windows Vista (32/64 bits), Microsoft Windows 7 (32/64 bits), Microsoft Windows XP (32/64 bits), Microsoft Windows Server 2008 (32/64-bits), Microsoft Windows Server 2003 (32/64-bits)
Environmental Standards	ENERGY STAR Qualified
Manufacturer Warranty	1 year warranty

Extended Specifications

GENERAL

Type	Document scanner - desktop
Max Supported Document Size	Legal (8.5 in x 14 in)

Width 11.9 in

Depth 6.3 in

Height 6.2 in

Weight 9.3 lbs

SCANNER

Input Type Color

Optical Resolution 600 dpi x 600 dpi

Scan Mode Single/duplex pass

Automatic Duplexing Yes

Scan Element Type Dual CCD

Lamp / Light Source Type Cold cathode fluorescent lamp

Max Document Scan Speed
B/W 60 ppm

Max Document Scan Speed
Color 40 ppm

Control Panel Buttons
Functions Scan, stop, function, send to

Scanner Speed Details
40 ppm - portrait color - A4 - 300 dpi
40 ppm - portrait greyscale - A4 - 300 dpi
40 ppm - portrait B&W - A4 - 300 dpi
60 ppm - portrait color - A4 - 200 dpi
60 ppm - portrait greyscale - A4 - 200 dpi
60 ppm - portrait B&W - A4 - 200 dpi
80 ipm - duplex - portrait color - A4 - 300 dpi
80 ipm - duplex - portrait greyscale - A4 - 300 dpi
80 ipm - duplex - portrait B&W - A4 - 300 dpi
120 ipm - duplex - portrait color - A4 - 200 dpi
120 ipm - duplex - portrait greyscale - A4 - 200 dpi
120 ipm - duplex - portrait B&W - A4 - 200 dpi

Scanner Features Ultrasonic Double Feed Detection, Embossed Card Scanning Capability, Paper Protection Function, Intelligent MultiFeed Function (iMFF), Long Paper Mode, automatic color detection, automatic page size detection, Auto Deskew

Compliant Standards TWAIN, ISIS

MEDIA HANDLING

Max Document Size 8.5 in x 120 in

Supported Document Type Plain paper, plastic card

Document Feeder Type Autoload

Feeder Capacity 50 sheets

EXPANSION / CONNECTIVITY

Interfaces 1 x Ultra SCSI - 50 pin HD D-Sub (HD-50)
1 x Hi-Speed USB - 4 pin USB Type B

MISCELLANEOUS

Included Accessories Automatic document feeder

Cables Included 1 x USB cable

Compliant Standards RoHS

ENVIRONMENTAL STANDARDS

ENERGY STAR Qualified Yes

POWER

Power Device Power adapter - external

Voltage Required AC 120/230 V

**Power Consumption
Operational (Standby)** 42 Watt (5.7 Watt)

SOFTWARE / SYSTEM REQUIREMENTS

Software Included Kofax VirtualReScan Professional, Scan to Microsoft SharePoint, ABBYY FineReader for ScanSnap, Scanner Central Admin, Software Operation Panel, ScandAll PRO 2.0 Premium

OS Required Microsoft Windows Vista (32/64 bits), Microsoft Windows 7 (32/64 bits), Microsoft Windows XP (32/64 bits), Microsoft Windows Server 2008 (32/64-bits), Microsoft Windows Server 2003 (32/64-bits)

MANUFACTURER WARRANTY

Service & Support 1 year warranty

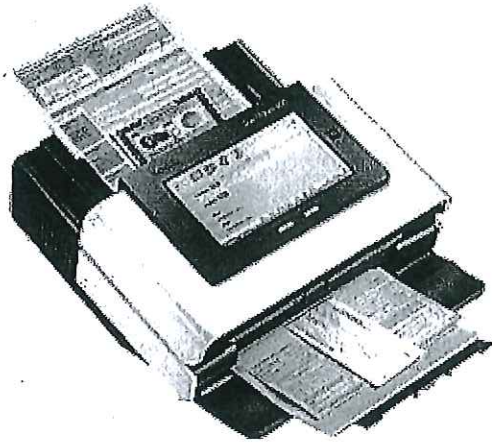
Service & Support Details Limited warranty - 1 year

ENVIRONMENTAL PARAMETERS

Min Operating Temperature 41 °F

Max Operating Temperature 95 °F

Humidity Range Operating 20 - 80% (non-condensing)



This item is in your cart

Kodak Scan Station 500 Network Scanner

Item # 148092

Your Price
\$2,084.95
/ each

ONLINE

- ✓ In Stock
- ✓ Estimated delivery 3-5 business days ⓘ
- ✓ FREE DELIVERY

▶ TAKE A PRODUCT TOUR

Not Yet Rated Write the first review

About This Product

DESCRIPTION

Getting documents into the work flow fast is essential. Helping your business do more with those documents is even more important. That's why we built the KODAK Scan Station 500. It's a network scanning device loaded with smart features that make it easy to integrate, scan, and share.

PRODUCT DETAILS

Item #	148092
Manufacturer #	S7449180
automatic document feeder capacity	75 sheets
sensor type	CCD
model name	500
weight	23.15 lb
Ethernet	Yes
Ethernet Technology	Fast Ethernet
Media Size	1.97" x 2.50"
Product Line	Scan Station
Product Name	Scan Station 500 Network Scanner
Scan Color	Color
USB	Yes
Maximum Color Scan Speed (ppm)	30
Maximum Mono Scan Speed (ppm)	30
Platform Supported	PC
Manufacturer Part Number	8738056
brand name	Kodak
color depth	24-bit
depth	15.0"
grayscale depth	8-bit
height	8.2"
manufacturer	Eastman Kodak Company
media type	plain paper
optical resolution	600 dpi
product type	Sheetfed Scanner
software included	Configuration Organizer Software ; NSI AutoStore Client Enabled

width

13.7"

[Back To Top](#)

From the Manufacturer

Is the information in this section helpful? **Yes** **No**

Introduction

Getting documents into the workflow fast is essential. Helping your business do more with those documents is even more important. That's why we built the KODAK Scan Station 500. It's a network scanning device loaded with smart features that make it easy to integrate, manage, and scan. The smart, fast, easy, friendly, quiet, secure, remotely controlled KODAK Scan Station 500.

Product Features

Add performance and power—in a small package—to your business.

Getting documents into the workflow fast is essential. Helping your business do more with those documents is even more important. That's why we built the KODAK Scan Station 500. It's a network scanning device loaded with smart features that make it easy to integrate, manage, and scan.



E-mail



Fax



Network



Printer



Flash drive



FTP

BUILT WITH A PURPOSE

Send information. Not just data.

Our exclusive Voice Attachment feature gives you the option to record and send essential directions with your documents.

Make sure everyone gets the message.

With one scan, send a document to the network, to e-mail, to the printer, to fax, to a USB drive, and to FTP—simultaneously!

Built for Remote Administration:

- Create and manage lists of Scan Station 500 devices
- Group and classify managed devices
- Update the configuration and embedded software of one, some or all managed devices
- View the status of managed devices
- Remotely access single managed devices

Built to be Faster:

- Up to 9X faster than the competition (200 dpi, color duplex mode)
- Scan up to 3,000 pages per day
- Auto orientation reduces document prep time and labor
- Robust and versatile paper handling
- Feeder tray accommodates up to 75 pages
- Single-pass, double-sided scanning saves time

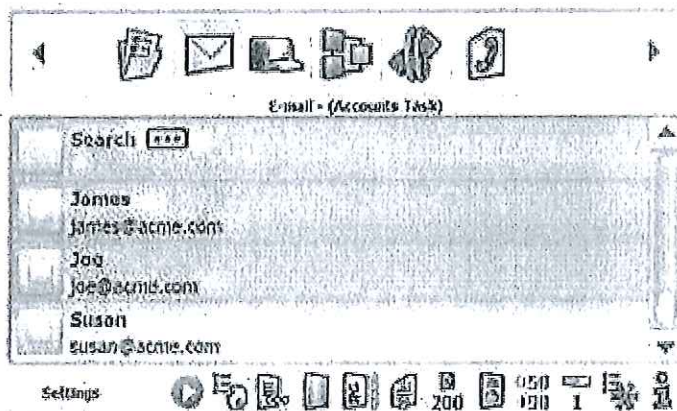
Built to be Secure:



- Enable or disable scanning to portable flash drives
- User Authentication based upon standard Windows OS™ authentication
- Transaction log tracks all usage
- Tighter security to help prevent malicious access
- PDF private key encryption
- Secure login via LDAP

Built to be Easy to Use:

- Intuitive touchscreen operation
- Blank Page Removal instantly reduces file size
- Frequent job settings can be programmed for timesaving convenience
- Easy to configure remotely
- Kodak's Perfect Page Scanning for great image quality—automatically
- LDAP address lookup is compatible with your company directory
- Files can be named according to your company standards



The large 20.3 cm (8 in.) LCD touchscreen makes it easy for everyone to scan and share.

Built to be Office Friendly:

- Whisper-quiet operation
- Integrated fax/modem—no need for a separate fax machine
- Scan and send with one device—no additional hardware or software required
- Ergonomically correct for standing or seated operation
- Ideal for walk-up or dedicated use
- Optional A3 and A4 flatbed accessories allow you to scan oversized and fragile documents

Built to Inspire Confidence:

The award-winning KODAK Service & Support professionals are always here to help keep your business running smoothly.

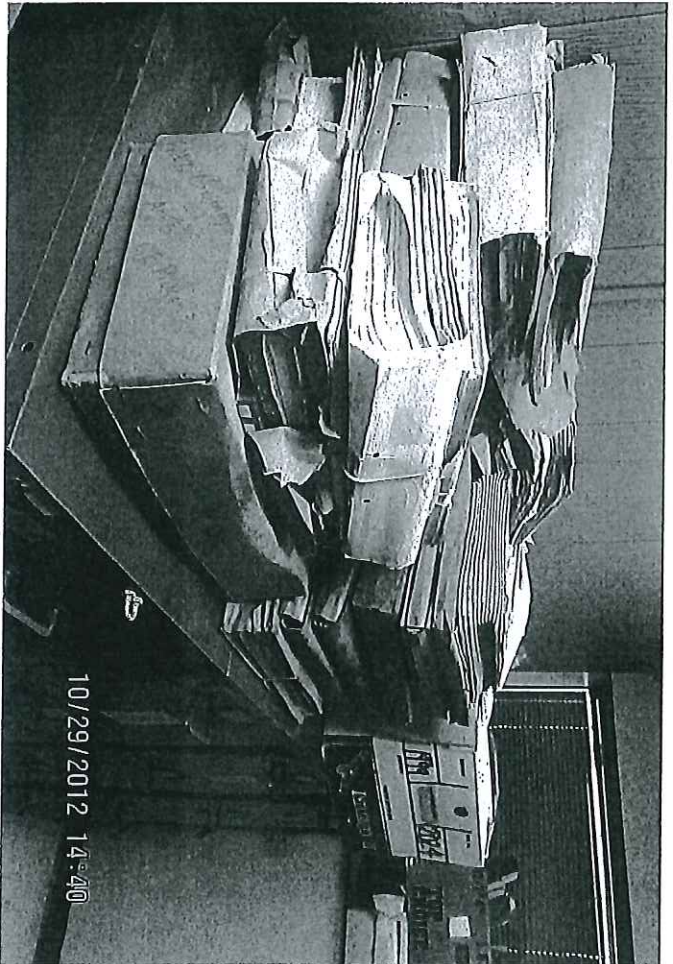
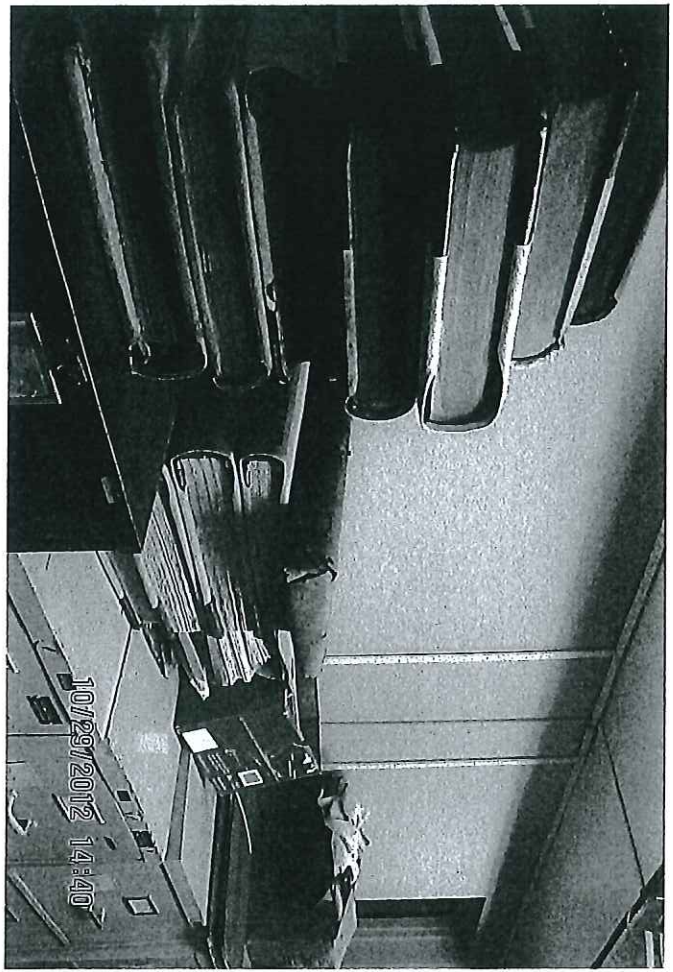
Specifications

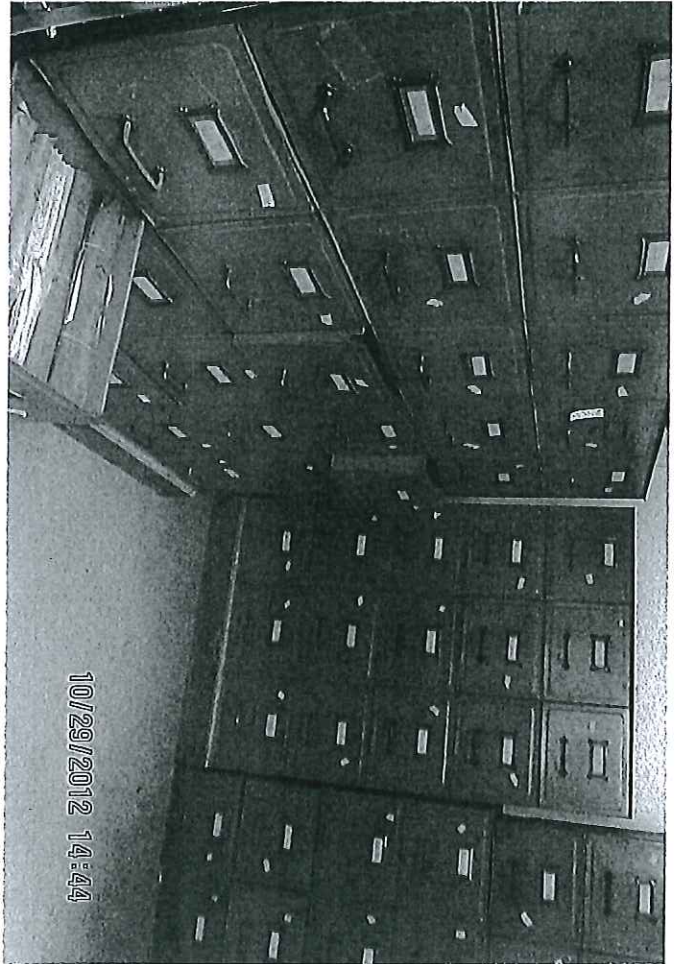
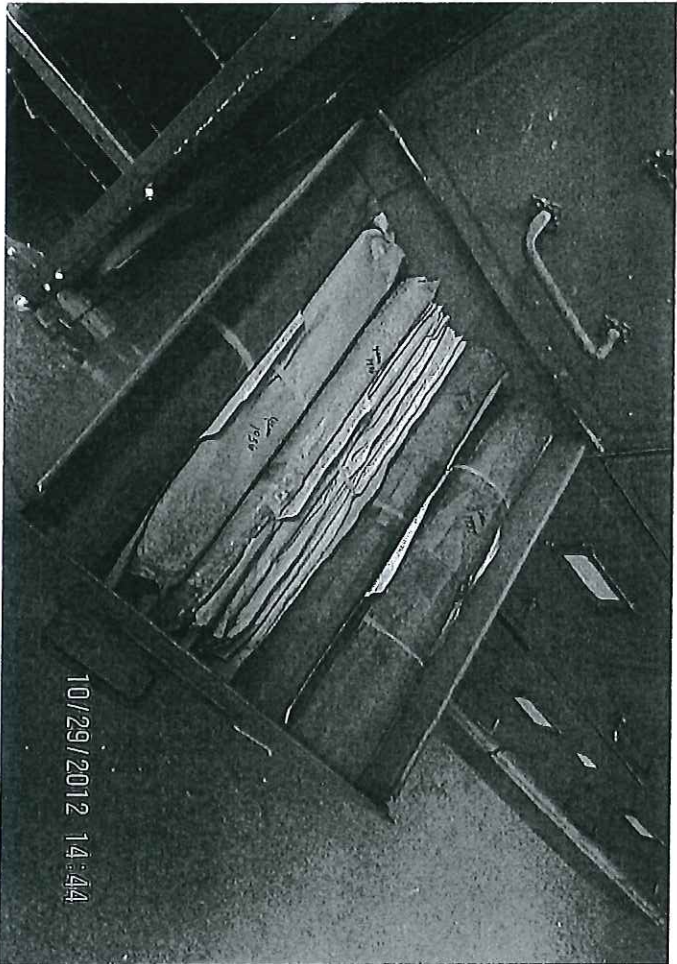
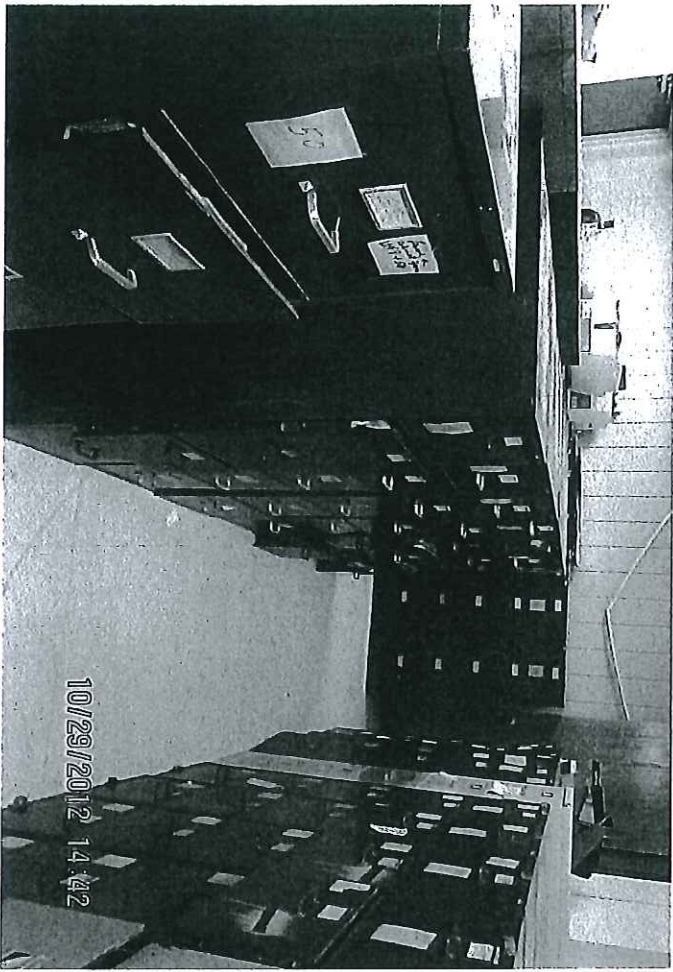
Recommended Daily Volume	Up to 3,000 pages per day
Connectivity	10/100 Base T and built-in 56K fax modem, no host PC required
Output Methods	Scan to network share, scan to print, scan to e-mail, scan to fax, scan to portable USB drive, scan to FTP (anonymous, authenticated, with proxy support)

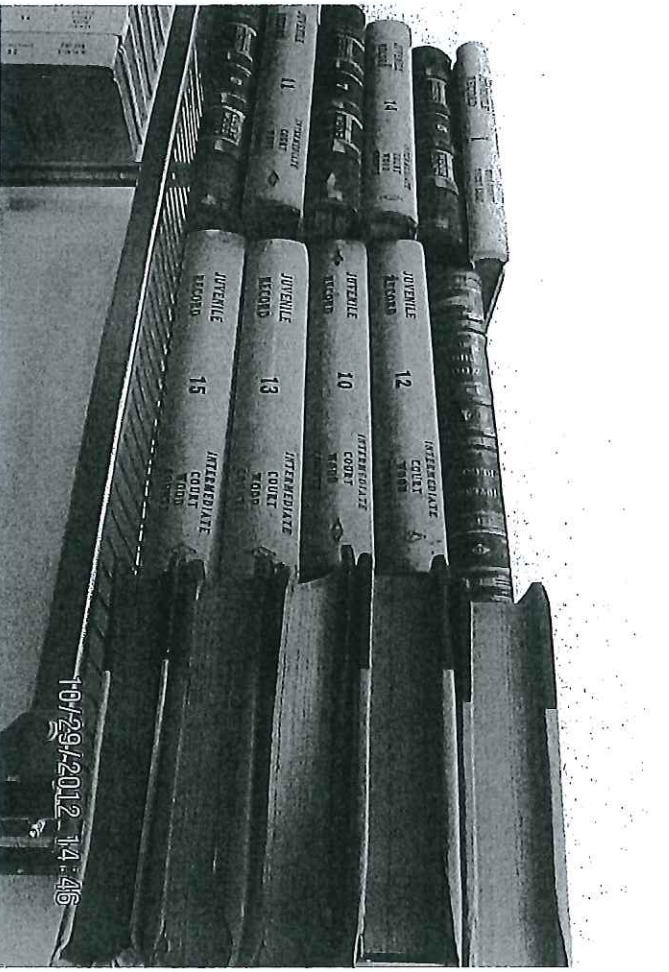
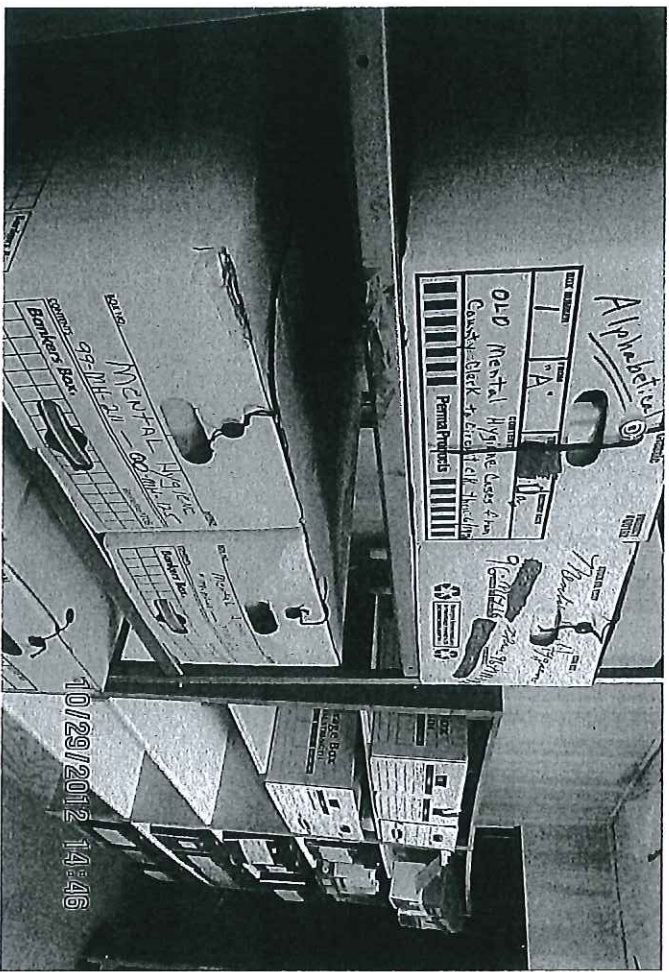
Network Protocols	TCP/IP, SMB, authenticated SMTP (login, plain text, CRAM, NTLM), DHCP (or static), NT domain authentication
Security Features	PDF private key encryption, optional password access, option to enable/disable the ability to scan to portable USB drives, secure login via LDAP, activity logging by Login ID, IP port blocking
Remote Administration (for system administrators only)	Secure login with a customizable password, ability to create and manage lists of Scan Station 500 devices, group and classify managed devices, update the configuration and/or embedded software of one, some or all managed devices, view the status of managed devices, remotely access and manage the logs of a single managed device, restart or power off a single managed device
File Format Outputs	Single and multipage TIFF, JPEG, PDF, text searchable PDF, encrypted PDF, optional JPEG compressed TIFF, WAV audio files
Control Panel	20.3 cm (8 in.) 800x480 TFT LCD with touchscreen
Audio	Built-in microphone and speaker to record and play back Voice Attachment messages
On-board Processor, Memory, Hard Drive	Intel Atom Processor, 1 GB RAM, 160 GB hard drive
Scanning Technology	Duplex scanning with dual color quadlinear CCD, 600 dpi optical resolution, capture bit depth is 30 bits (10 x 3), color output bit depth is 24 bits (8 x 3), grayscale output bit depth is 256 levels (8-bit)
Output Resolution	75, 100, 150, 200, 240, 300, 400, 600 dpi
Imaging Features	Perfect Page Scanning, deskew, autocrop, content-based blank page removal, automatic orientation
Throughput Speeds (Portrait, letter size)	Black-and-white/grayscale/color: up to 30 ppm/60 ipm at 200 dpi
Multi-Feed Detection	With ultrasonic technology
Feeder	Up to 75 sheets of 75 g/m ² (20 lb.) paper
Maximum Document Size	215 mm x 863 mm (8.5 in. x 34 in.)— may be restricted at certain resolutions
Minimum Document Size	50 mm x 63.5 mm (2 in. x 2.5 in.); Multiple-sheet feeding: 75 mm x 125 mm (3 in. x 5 in.)
Paper Thickness and Weight	52-413 g/m ² (110 lb.) paper ID cards up to 1.25 mm (0.05 in.) thick
Approvals and Product Certifications	AS/NZS CISPR 22:2006 Class A (C-Tick Mark), CAN/CSA-C22.2 No. 60950-1 (TUV C Mark), Canada ICES-003 Issue 4 (Class A), GB4943, GB9254 (Class A), GB 17625.1 Harmonics (CCC "S&E" Mark), EN 55022 ITE Emissions (Class A), EN 61000-3-3 Flicker, EN 55024 ITE Immunity (CE Mark), EN 60950 (TUV GS Mark), IEC 60950-1, VCCI (Class A), CNS 13438 (Class A), CNS 14336 (BSMI Mark), UL 60950-1 (TUV US Mark), CFR 47 Part 15 Subpart B (FCC Class A), Argentina S-Mark
Dimensions	Weight: 10.5 kg (23 lbs.) Depth: 38.1 cm (15 in.) Width: 34.9 cm (13.8 in.) Height: 20.8 cm (8.2 in.)
What's in the box	KODAK Scan Station 500, power cords, User's Guide, Setup & Documentation CD-ROMs, Installation Guide, one portable USB drive, configuration organizer software, scanner administration software

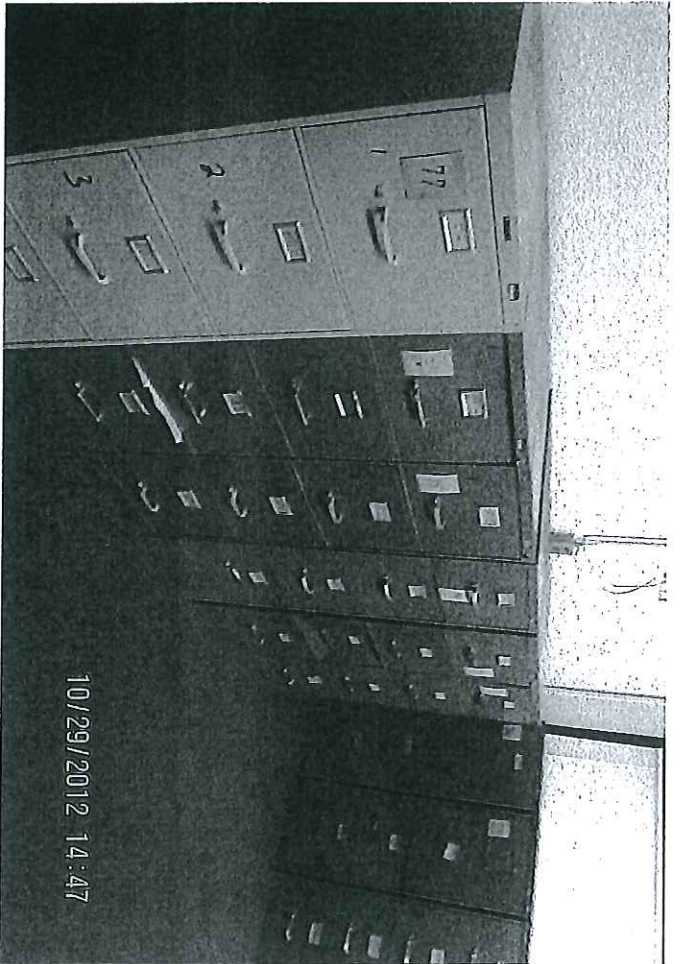
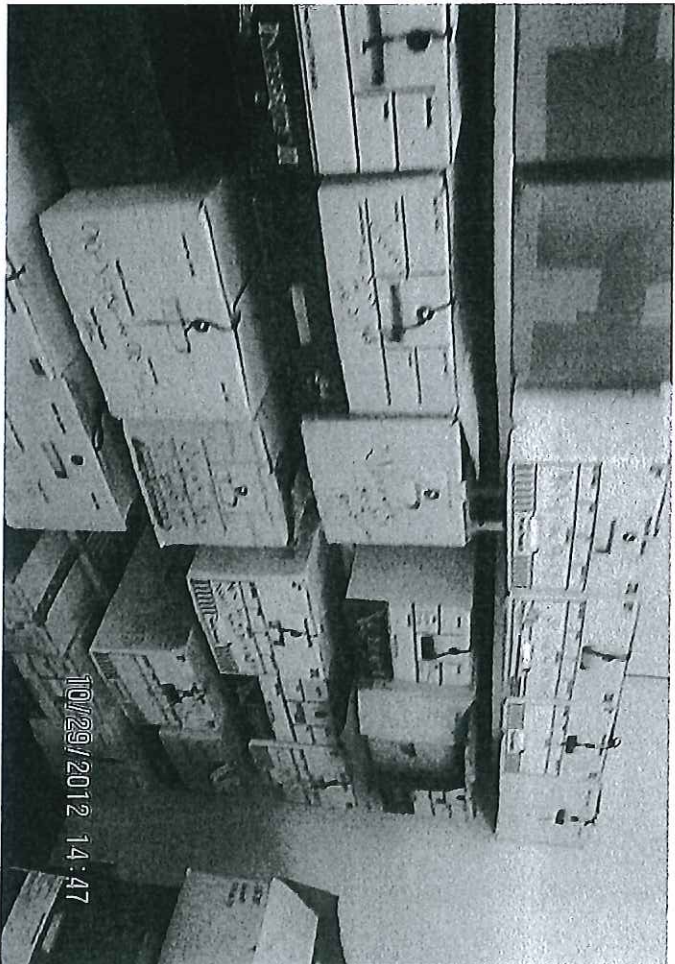
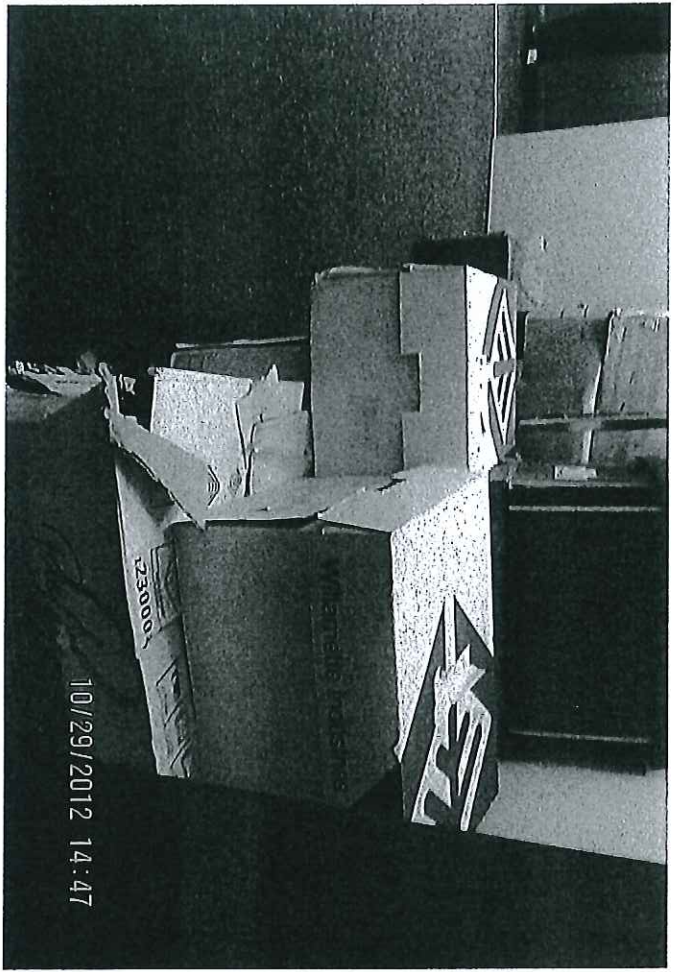
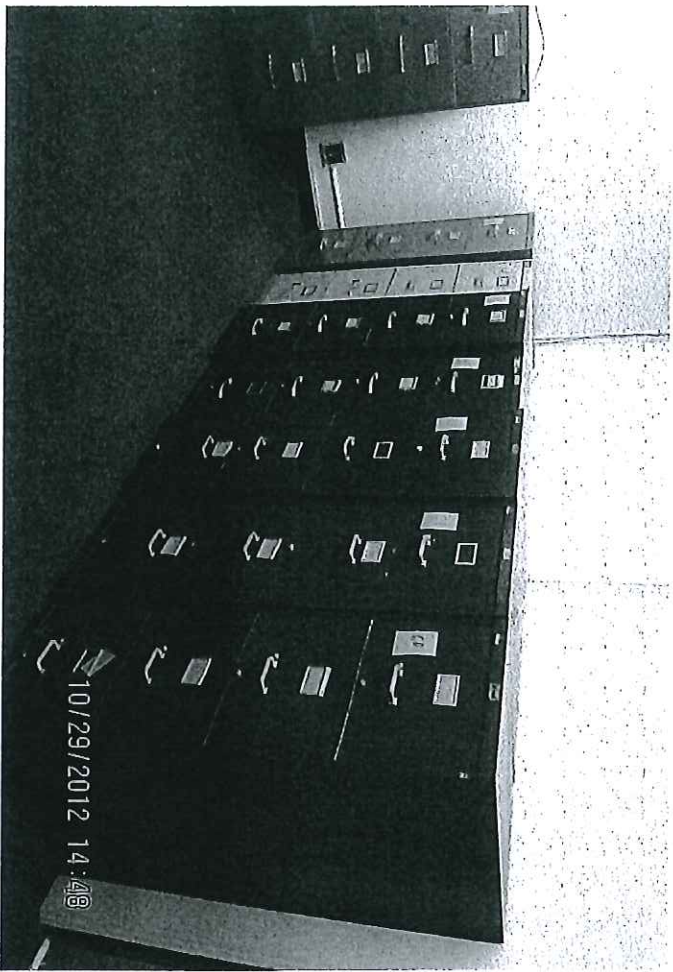
Recommended PC Configuration for configuration organizer software and scanner administration software	Pentium 4, 2.8 GHz processor 1 GB RAM USB 2.0 Windows XP Windows Vista Windows 7
Accessories Available	Portable USB drives KODAK Scan Station 500 Keyboard and Stand Accessory KODAK A3 Flatbed Accessory KODAK A4 Flatbed Accessory
Consumables Available	Feed modules, Roller cleaning pads, Staticide Wipes
Software Available	NSi AutoStore Client enabled, other NSi AutoStore applications available
Recommended portable USB drive specs	USB 2.0, Minimum size for configuration: 32 MB Minimum size for storing images/files: 128 MB
Environmental Factors	Operating temperature: 10-35° C (50-95° F) Operating humidity: 10% to 85% RH, Altitude <2000M or 6562 Feet
Illumination	Dual Fluorescent (Cold Cathode)
Power Consumption	Off mode: <4 Watts; Operating: <95 Watts
Interfaces	On rear panel: four USB 2.0 ports, one RJ45 10/100 Base T Ethernet port, one custom flatbed port and one RJ11 telephone jack On bezel: one USB 2.0 port

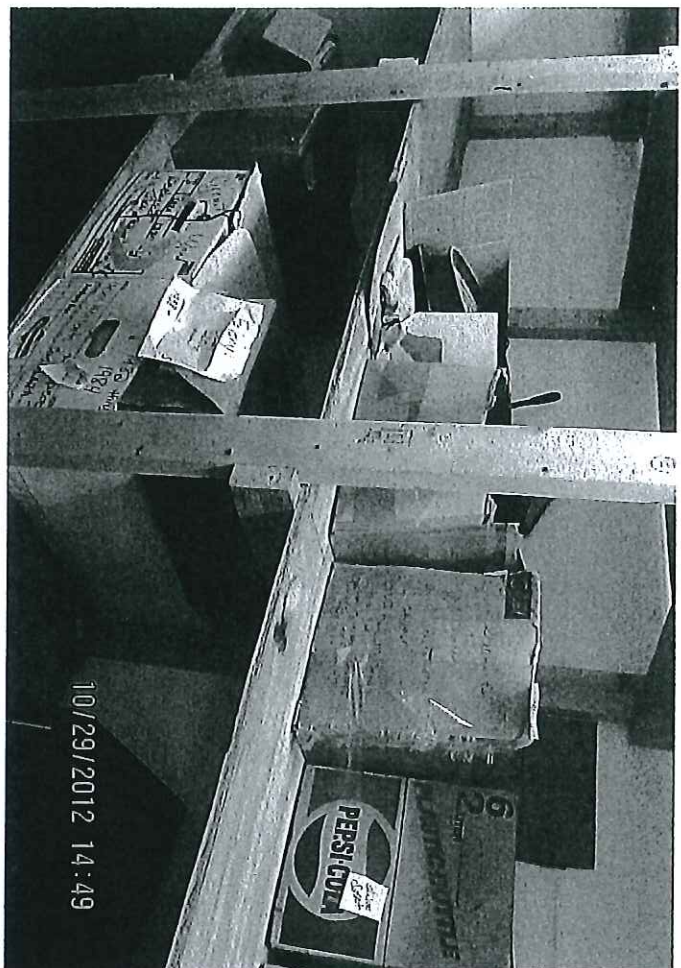
Demo



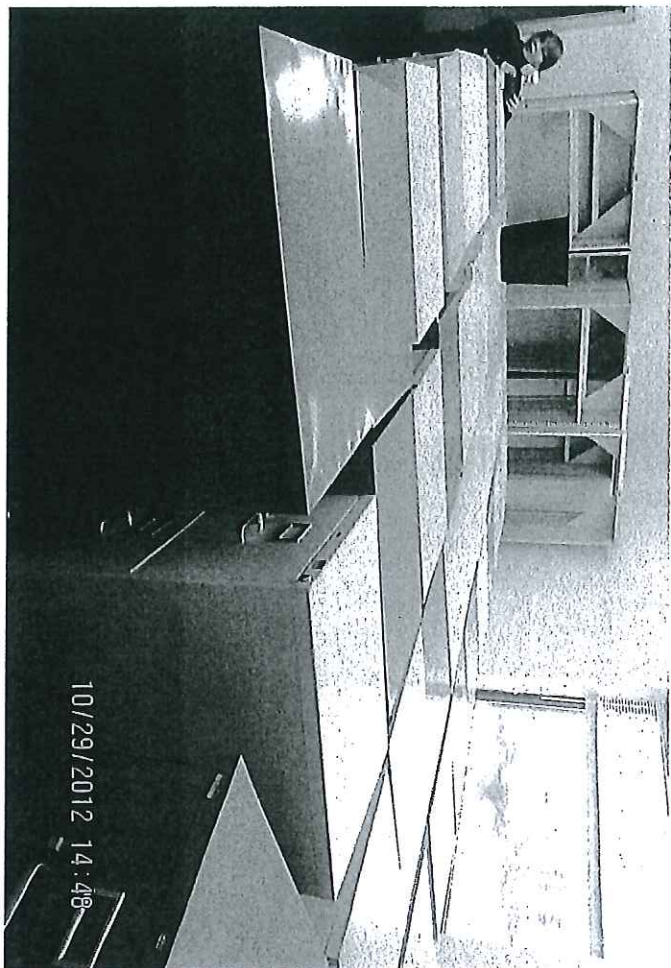




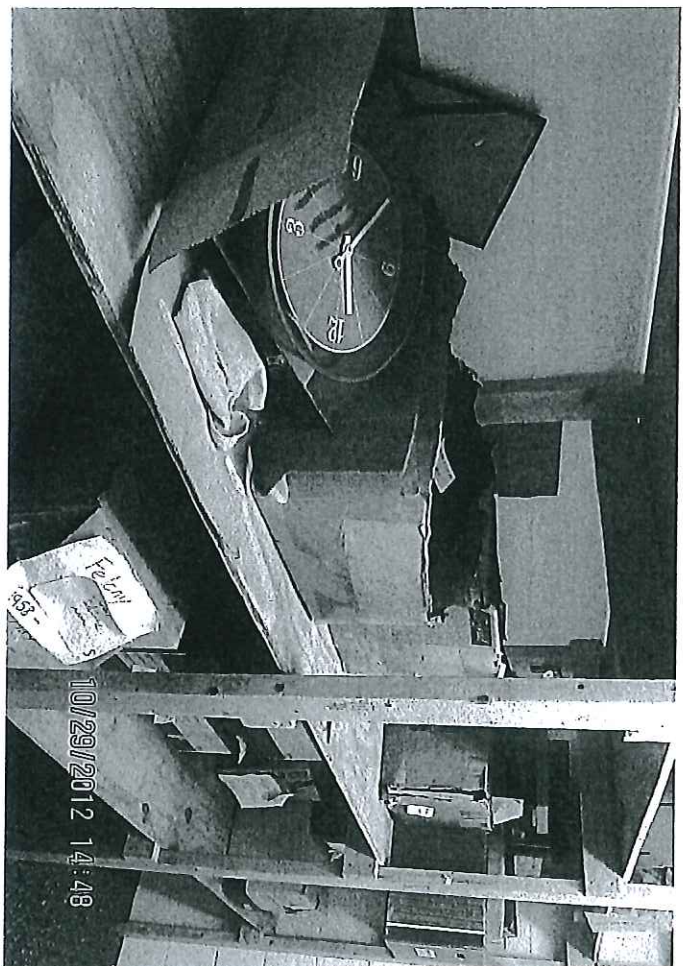




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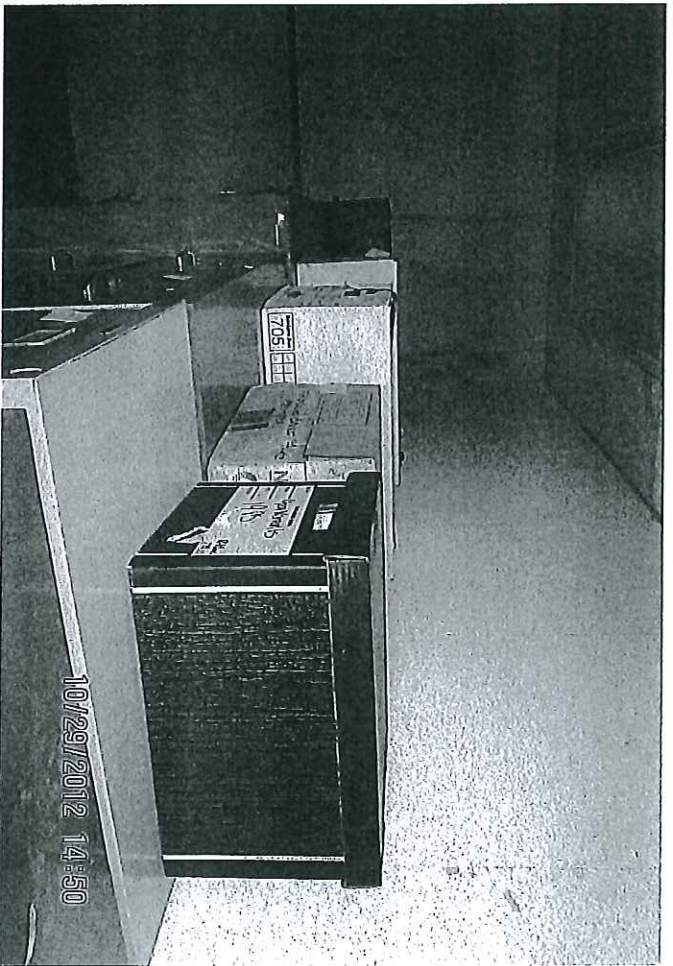
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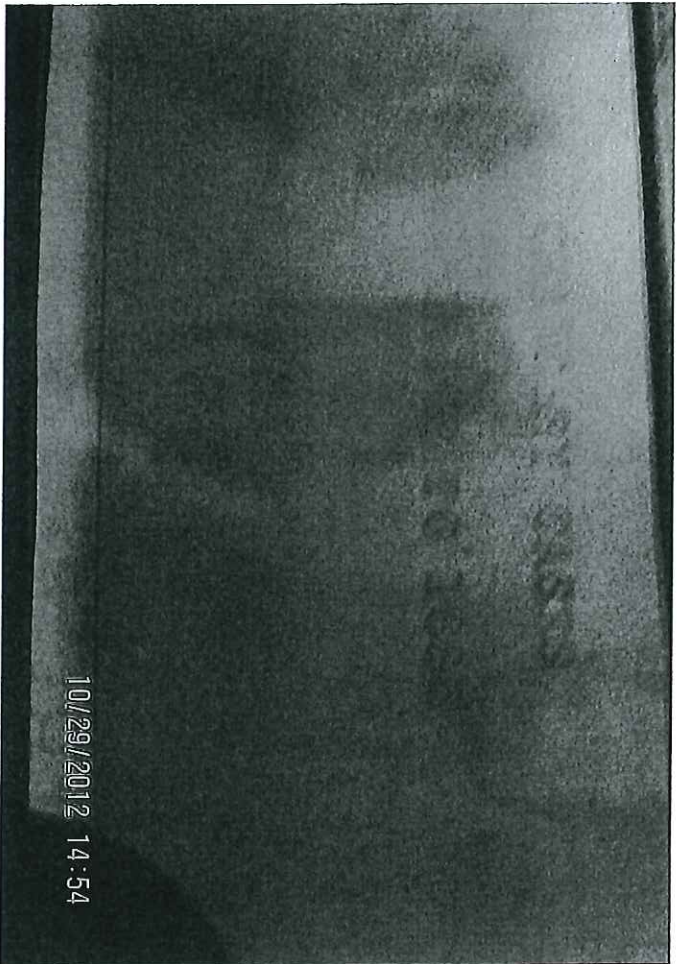
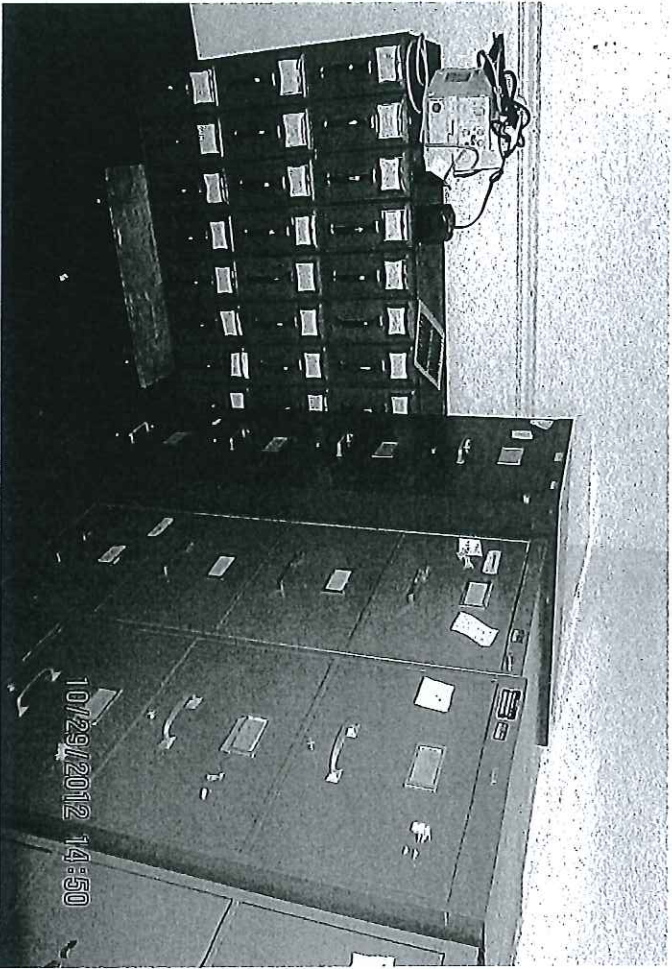


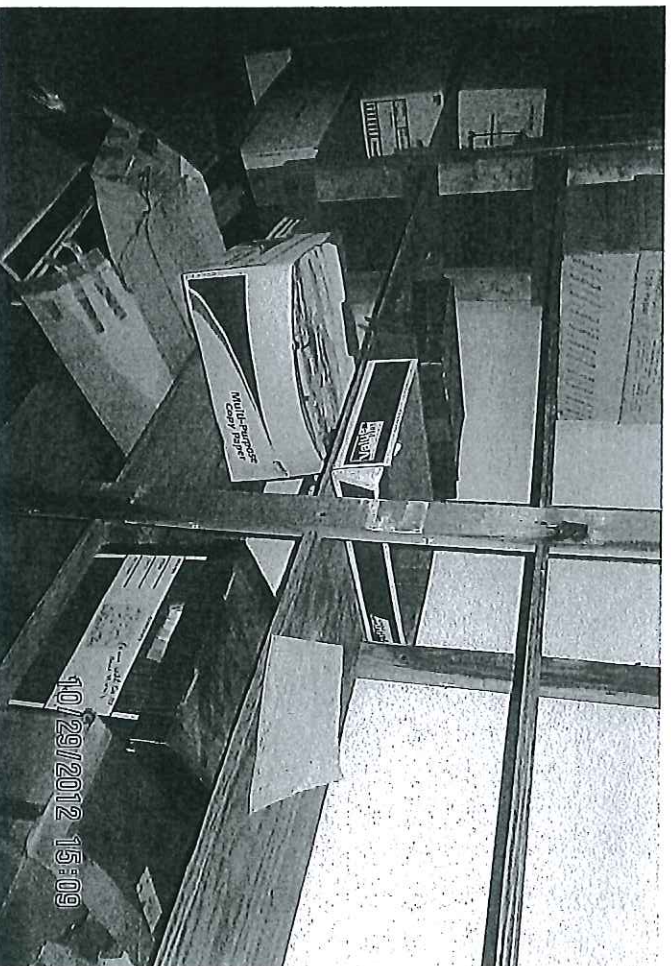
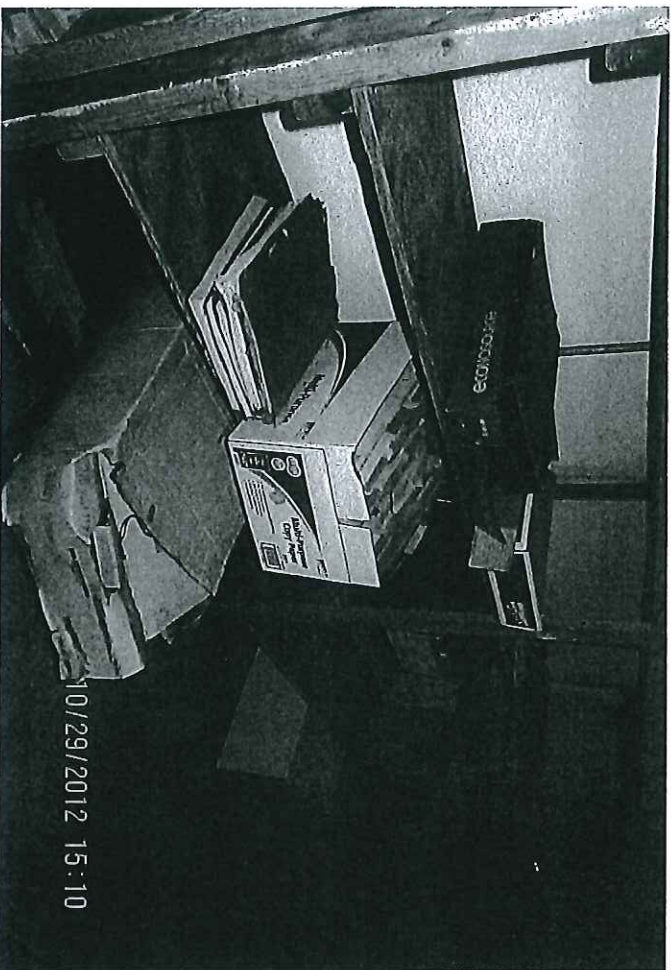
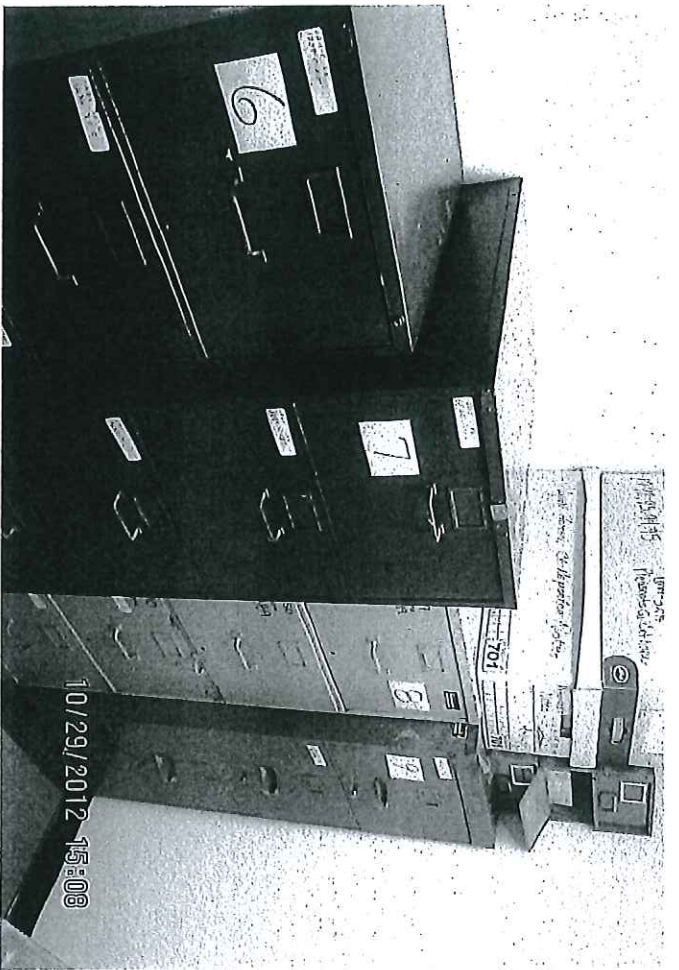
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10/29/2012 15:08

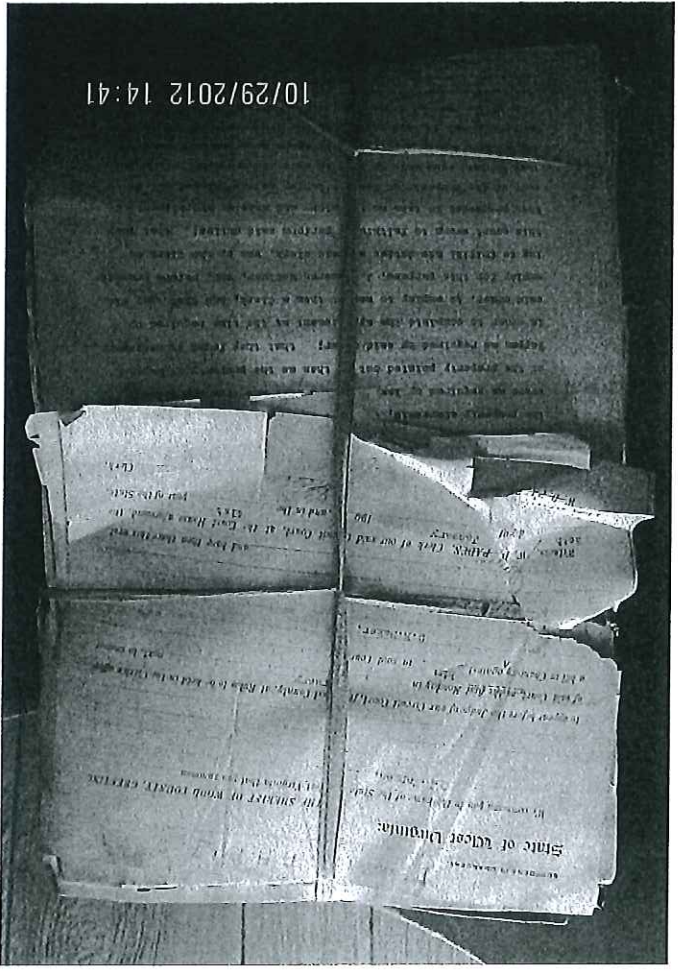
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10/29/2012
15:08



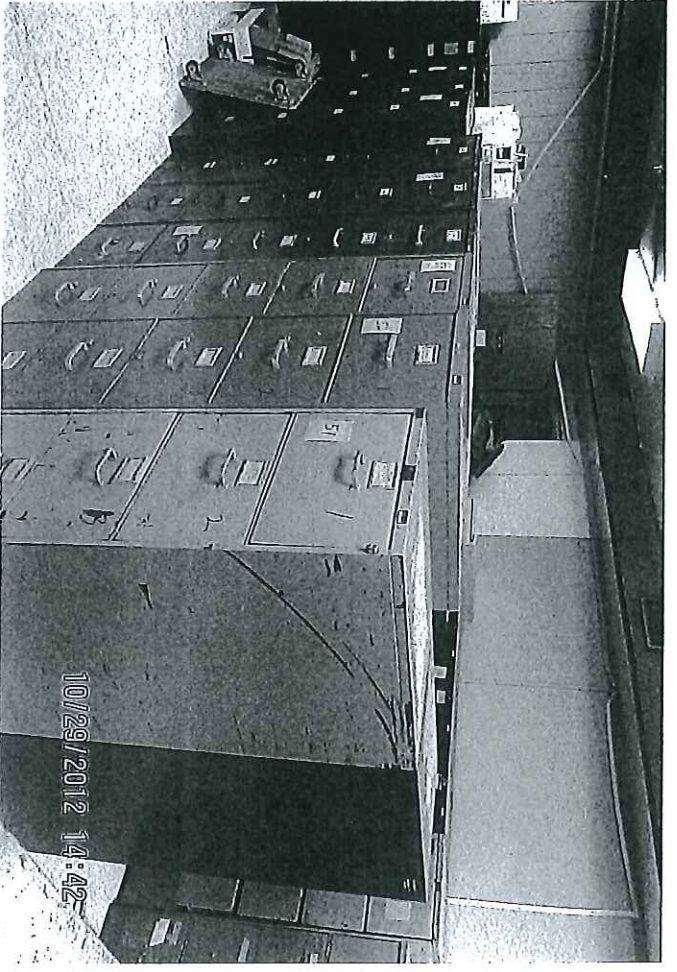
10/29/2012 14:41



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10/29/2012 14:41



10/29/2012 14:42



Carole Jones

CLERK CIRCUIT COURT

WOOD COUNTY JUDICIAL BUILDING

2 GOVERNMENT SQUARE

PARKERSBURG, WV 26101-5353

TELEPHONE

(304) 424-1700

TERMS OF COURT

2ND MONDAY IN JANUARY

2ND MONDAY IN MAY

2ND MONDAY IN SEPTEMBER

October 30, 2012

TO WHOM IT MAY CONCERN:

In support of the Application for a Grant from the Records Management and Preservation Board for the Fiscal Year 2013-2014, please be advised that this grant would enable this office to clear up some space and destroy old cases that have passed the records retention schedule for Circuit Clerk's Offices. It would give us an opportunity to obtain equipment we need for this, as well as to provide funding for extra help or funding for overtime for current employees to work on these records.

Many years ago we could find time to work on records management in spare time during normal working hours, but we no longer have any of that. With the increase in duties and workload, my staff and I have difficulty just keeping up with the day to day responsibilities.

I would certainly appreciate your support and financial assistance in this matter.

Sincerely,

Carole Jones

Carole Jones, Clerk
Circuit Court of Wood County

NOVEMBER 1, 2012

11/1/12
70/172

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 HOMELAND SECURITY GRANT 10-SHS-23 IN THE AMOUNT OF \$0.00.

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 EXECUTE, the Request for Reimbursement and applicable forms for the 2011/2012 West Virginia Homeland Security Grant Number 10-SHS-23. Said Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of October, 2012. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; the Sub-Grantee Progress Report; the Mid-Ohio Valley Health Department Reports; and the Monthly Project Director's Report are being submitted.

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

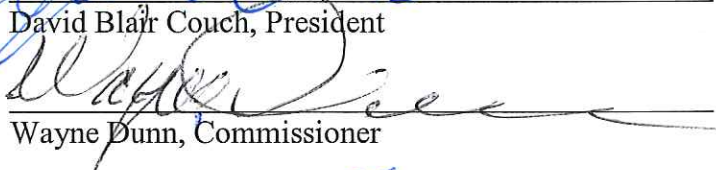
The aforementioned Grant Application and pertinent documentation pertaining to the aforementioned Grant Application is on file in the Office of the County Administrator.

APPROVED:

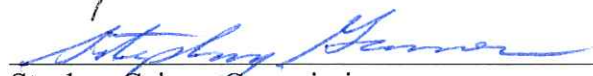
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/2170

11/1/12
70172

WEST VIRGINIA Department of Military Affairs & Public Safety Homeland Security State Administrative Agency (SAA) COPY Homeland Security Program	REQUEST FOR REIMBURSEMENT
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<p align="center">APPROVAL (SAA ONLY)</p> <p>I have reviewed the attached documentation and believe this expenditure falls within grant guidelines and that sufficient funds exist to process and pay.</p> <p>Homeland Security Grant Manager _____</p> <p>I have reviewed the attached documentation and to the best of my knowledge and belief this expenditure falls within West Virginia's HS Strategy, Goals and Objectives and/or grant guidelines.</p> <p>Director, Homeland Security SAA SAA Point of Contact _____</p> <p>Based on the approval by the Homeland Security Grant Manager and Homeland Security Point of Contract, I authorize this request for reimbursement to be processed and paid.</p> <p>State Homeland Security Advisor _____</p>	<p>Sub-grantee: Wood County Commission</p> <p>Address: One Court Square, Suite 203 Parkersburg, WV 26101</p> <hr/> <p>Subgrant Number: 10-SHS-23</p> <hr/> <p>FEIN: 556 000 417</p> <hr/> <p>Funds are hereby requested to cover expenditures</p> <p>FROM: 10/1/12 TO: 10/31/12</p> <hr/> <p>Requested Amount:</p>
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PROJECT CASH EXPENDITURES

Account #	Amount
10-SHS-23	\$ -0-
	\$
	\$

TOTAL: \$ -0-

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 complete accordance with the approved budget for this sub-grant.

BY: David Blair Couch, President _____ *David Blair Couch* _____ 11/1/12 _____
TYPED NAME & TITLE SIGNATURE DATE
Authorized Official or Grant Financial Officer ONLY

SAA USE ONLY

Grant Accountant/Auditor APPROVAL:	
This request is approved in the amount of: _____	
Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.	
_____ Grant Accountant/Auditor Signature	_____ Date

11/1/12
70/172

NOVEMBER 1, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH,
AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN
REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER
12-CS-17. SAID REQUEST IS IN THE AMOUNT OF \$0.00

ORDER

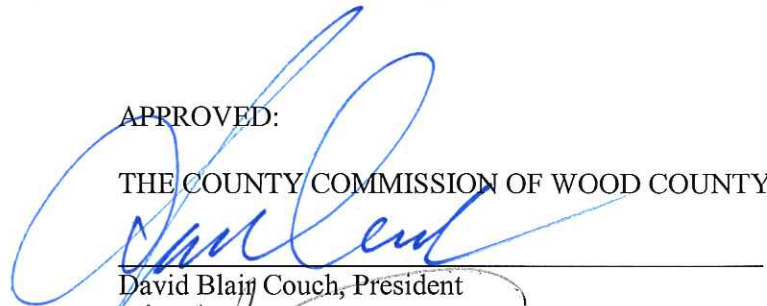
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Court Security Program Grant Number 12-CS-17. Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of October, 2012. In addition to the Request for Reimbursement, the Grant Progress Report, the Contractor Time Sheets and the Project Financial Report are being submitted to the Division of Justice and Community Services, Charleston, West Virginia.

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

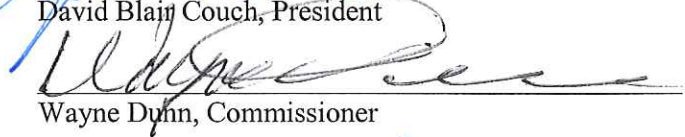
Documentation pertaining to the Pre-Trial Diversion Program is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/2171

11/1/12
70/172

WEST VIRGINIA Division of Justice and Community Services <div style="border: 2px solid black; padding: 5px; display: inline-block; font-size: 2em; font-weight: bold; margin-top: 10px;">COPY</div>	Request for Reimbursement
--	----------------------------------

RECEIVED (For DJCS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 12-CS-17
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures
	FROM: 10/1/12 TO: 10/31/12

PROJECT CASH EXPENDITURES


Account #	Amount
12-CS-17	\$0.00
TOTAL	\$0.00

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
TYPED NAME & TITLE

 11/1/12
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

NOVEMBER 1, 2012

11/1/12
70/172

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$194.80 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE ENFORCING THE HOMELAND SECURITY GRANT #10-SHS-14.

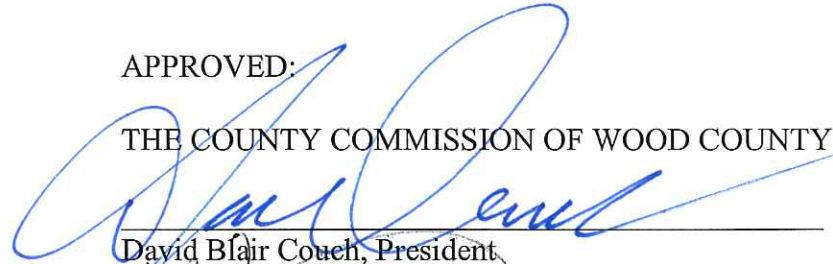
ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of one hundred ninety-four dollars and eighty cents (\$194.80) which represents reimbursement to Wood County for expenses incurred during the month of July, 2012, in regard to the Homeland Security Grant Number 10-SHS-14. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 70, at Page 125 and bearing the date of October 11, 2012 at which time David Blair Couch, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the Homeland Security 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/2172

NOVEMBER 1, 2012

11/1/12
70/173

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-03-410. SAID REQUEST IS IN THE AMOUNT OF \$3,597.01.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by Wayne Dunn 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 Governor's Highway Safety Program Grant Number F12-HS-03-410. The Request for Reimbursement is in the amount of three thousand five hundred ninety-seven dollars and one cent (\$3,597.01) for the month of September, 2012. The Request for Reimbursement form, the Program Activity Report, the Project Financial Report, the time sheets for Tiano-Knopp Associates, the Vienna Police Department, the Parkersburg Police Department, the St Marys Police Department, the Wood County Sheriff's Department, 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.

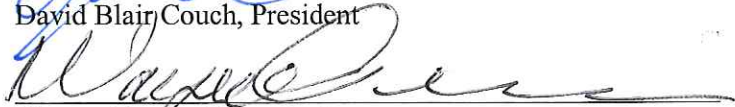
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

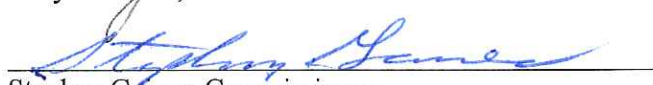
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/2173

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

COPY

Telephone: (304) 926-2509

Fax: (304) 926-3880

11/1/12
70/173

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-410 FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures For the period of: 9/1/12 - 9/30/12
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PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$3,597.01
TOTAL	\$3,597.01

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 11/1/2012

(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

NOVEMBER 1, 2012

11/1/12
70/173

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 GRANT NUMBER F12-HS-03-154. SAID REQUEST IS IN THE AMOUNT OF \$9,824.09.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by Wayne Dunn 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 Governor's Highway Safety Program Grant Number F12-HS-03-402. The Request for Reimbursement is in the amount of nine thousand eight hundred twenty-four dollars and nine cents (\$9,824.09) for the month of September, 2012. The Request for Reimbursement form, the Program Activity Report, the Project Financial Report, the time sheets for Tiano-Knopp Associates, the Roane County Sheriff's Department, the Wood County Sheriff's Department, 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.

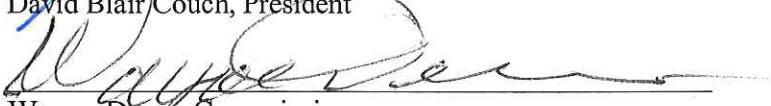
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/2174

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

COPY

Telephone: (304) 926-2509

Fax: (304) 926-3880

11/1/12
701173

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-03-402

FEIN Number: 556 000 417


Funds are hereby requested to cover expenditures
For the period of: 9/1/12 - 9/30/12

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$9,824.09
TOTAL	\$9,824.09

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  11/1/2012
(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

Wood County Commission

Erroneous Assessment Application

Tax Type: Personal Property

Tax Ticket: 721708

Tax Year: 2011

4/1/12
70/122

Upon the application of **MORGAN JAMES A II** whose address is **438 COLUMBIA AVE WILLIAMSTOWN, WV 26187-1123** aggrieved by an erroneous assessment in **WILLIAMSTOWN District (13)**, in the County of Wood, for the **2011** tax year.


The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2011** tax year.

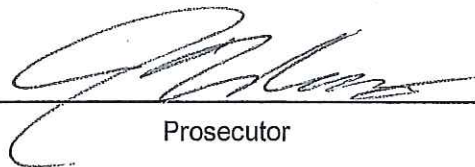
If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

THE 2007 CHEVY SUBURBAN IS TITLED IN OHIO. MR MORGAN IS A RESIDENT OF WILLIAMSTOWN WV AND OPERATES A BUSINESS IN OHIO. TAXPAYER IS REQUESTING AN EXONERATION BASED ON HIS BELIEF THAT THIS VEHICLE IS A BUSINESS ASSET. THE VEHICLE IS TITLED IN MR. MORGAN'S NAME.

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value	
07/01/2011	BILLING	4	500.90	2.690800	4	18,615	
04/24/2012	PENDING EXONERATION	4	-377.79	2.690800	4	-14,040	
06/18/2012	EXONERATION	4	-377.79	2.690800	4	-14,040	
06/18/2012	REINSTATEMENT	4	377.79				
10/18/2012	PENDING EXONERATION	4	-377.79				
Adjusted Net Taxes						-254.68	
						Adjusted Net Value	-9,465


Taxpayer


Prosecutor

Assessor


Commissioner

County Commission President


Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on November 1, 2012

10/19/12

SW *AW*

Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **818554**

Tax Year: **2012**

11/1/12
70/172

Upon the application of **HUDSON RICHARD A** whose address is **4106 10TH AVE VIENNA, WV 26105-** aggrieved by an erroneous assessment in VIENNA District (10), in the County of Wood, for the **2012** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2012** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

DUE TO A CLERICAL ERROR THIS ASSESSMENT WAS PLACED IN VIENNA DISTRICT WHEN IN FACT IT IS WILLIAMS DISTRICT. SEE ATTACHED.

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2012	BILLING	4	637.44 ✓	2.896800	4	22,005
10/01/2012	REGULAR PAYMENT	4	-637.44	2.896800	4	0
10/01/2012	REGULAR PAYMENT	4	7.97			
10/25/2012	PENDING EXONERATION	4	-155.18 ✓			
			Adjusted Net Taxes			Adjusted Net Value
						22,005

Judith D. Hudson Taxpayer
Tom Wilson Prosecutor
Rick Shaffer Assessor
[Signature] Commissioner
[Signature] County Commission President
[Signature] Commissioner
President

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on November 1, 2012

10/30/12
ll

Wood County Commission

Handwritten initials: JW, CW

Erroneous Assessment Application

Tax Type: **Personal Property**

11/1/12

Tax Ticket: **718146**

70/172

Tax Year: **2011**

Upon the application of **HUDSON RICHARD A** whose address is **4106 10TH AVE VIENNA, WV 26105-0000** aggrieved by an erroneous assessment in VIENNA District (10), in the County of Wood, for the **2011** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2011** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

DUE TO A CLERICAL ERROR THIS ASSESSMENT WAS PLACED IN VIENNA DISTRICT WHEN IN FACT IT IS WILLIAMS DISTRICT. SEE ATTACHED.

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2011	BILLING	4	598.60 ✓	2.896000	4	20,670
10/25/2011	REGULAR PAYMENT	4	-299.30	2.896000	4	0
10/25/2011	REGULAR PAYMENT	4	-2.24	Adjusted Net Value		20,670
12/23/2011	REGULAR PAYMENT	4	-299.30			
12/23/2011	REGULAR PAYMENT	4	7.48			
10/25/2012	PENDING EXONERATION	4	-145.76 ✓			
Adjusted Net Taxes			-140.52			

Judith D. Hudson Taxpayer *W. J. ...* Prosecutor *Rich ...* Assessor

[Signature] Commissioner *[Signature]* County Commission President *[Signature]* Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on November 1, 2012

10/30/12

Wood County Commission

See

Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **802738**

Tax Year: **2012**

*11/1/12
70/172*

Upon the application of **COPELAND WILLIAM C** whose address is **426 WHISPERING PINES RD DAVISVILLE, WV 26142-9734** aggrieved by an erroneous assessment in **CLAY District (01)**, in the County of Wood, for the **2012** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2012** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

DUE TO A TAXPAYER CLERICAL ERROR THE 2000 GRAND AM WAS REPROATED WHEN IN FACT IT HAD BEEN SOLD PRIOR TO 07/11. PLEASE ADJUST TAX TICKET. SEE ATTACHED.

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2012	BILLING	3	409.28	2.191600	3	18,675
10/19/2012	PENDING EXONERATION	3	-32.55	2.191600	3	-1,485
			Adjusted Net Taxes			Adjusted Net Value
			376.73			17,190

William C Copland
Taxpayer

[Signature]
Prosecutor

Rick Shaffer
Assessor

[Signature]
Commissioner

[Signature]
County Commission President

[Signature]
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on November 1, 2012

*10/24/12
nd*

11/1/12
70/173

BOOK 1190 PG 783

NOVEMBER 1, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION HELD A PUBLIC HEARING IN REGARD TO A PETITION TO CLOSE AND VACATE A PORTION OF SHADOWOOD LANE. THE COUNTY COMMISSION ORDERED THAT SAID ROAD BE CLOSED.

ORDER

On this date, the County Commission of Wood County held a Public Hearing in accordance with Chapter 7, Article 1, Section 3(h) of the Code of West Virginia, 1931, as amended, pursuant to a petition received from Terry Darling and Stephanie Detrio, by Robert K. Tebay, III, L.C., to close the portion of the unimproved roadway known as Shadowood Lane, Clay District, Wood County, West Virginia.

It appearing to the County Commission that the Notice of the time and date of said Public Hearing was published as a Class I Legal Advertisement, the same having been published in The Parkersburg News and Sentinel, the newspaper published regularly in Wood County, West Virginia, with said publication appearing on October 13, 2012, all of which appears by an affidavit of publication, which said Affidavit is hereby ORDERED filed.

No objections to the closing and vacating of the portion of Shadowood Lane were heard.

Now therefore, the aforementioned portion of Shadowood Lane, an unimproved and unused right-of-way, not being open and subject to public use and that the use and rights of no persons, firms or corporations in such right-of-way will be impaired or lost by the closing and vacating hereto, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, does hereby ORDER that the aforementioned portion of Shadowood Lane be CLOSED, but reserve the

WILL PICK UP

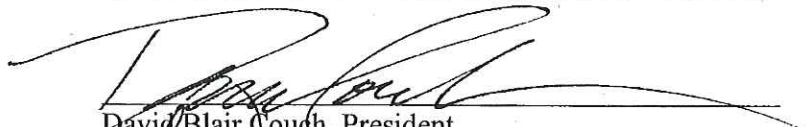
BOOK 1190 PC 784

right for utility use. The County Commission further ORDERS that a copy of this Order be certified by the Clerk of this Commission for entry in the Office of the Clerk of the County Commission of Wood County, West Virginia, pursuant to Chapter 7, Article 1, Section 3(h) of the Code of West Virginia, of 1931, as amended and that the interest of the County of Wood in such road by quit-claim deed be the responsibility of such abutting property owner.

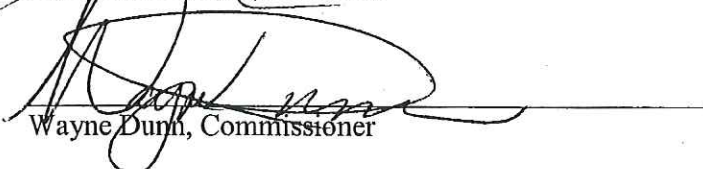
A copy of the county's tax map is attached to this Order and shall be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



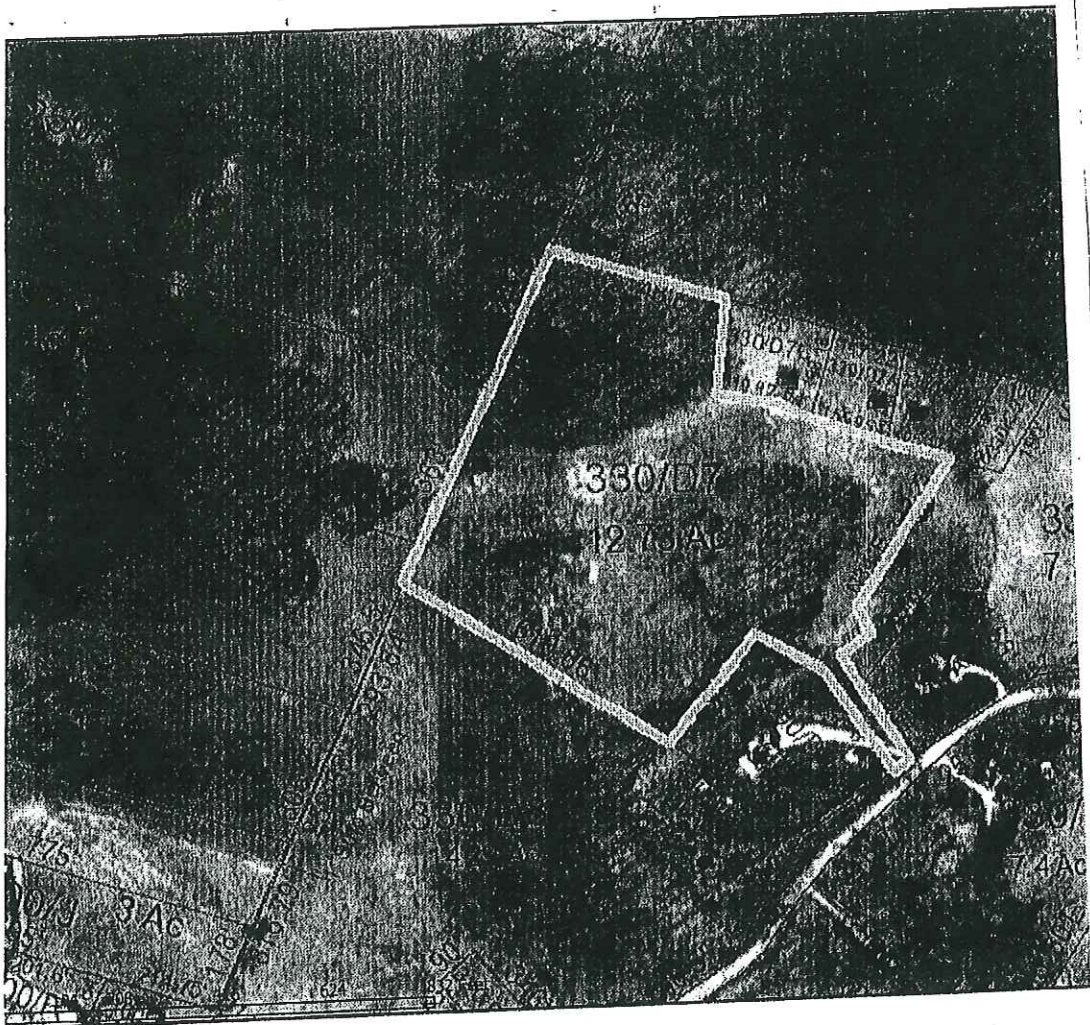
Stephen Gainer, Commissioner

M/2175

BOOK 1190 PC 785

11/1/12

70/173



Jamie Six X
WOOD County 03:26:16 PM
Instrument No 769101
Date Recorded 11/13/2012
Document Type ORDER/D
Pages Recorded 4
Book-Page 1190-783

BOOK 1190 PG 786

STATE OF WEST VIRGINIA,
COUNTY OF WOOD, TO WIT:

I JAMIE SIX, Clerk of the County Commission in and for the County of Wood and State of West Virginia, having a Seal, and the Officer in whose custody of files, books and records of said Office are required by laws of said State to be kept, do hereby certify that the attached and foregoing writing is a full, true and complete transcript and copy of

IN RE: THE COUNTY COMMISSION HELD A PUBLIC HEARING IN REGARD TO A PETITION TO CLOSE AND VACATE A PORTION OF SHADOWOOD LANE. THE COUNTY COMMISSION ORDERED THAT SAID ROAD BE CLOSED.

and the same appears of record in my said Office in ORDER BOOK 70, Page 173

IN WITNESS WHEREOF, I have hereunto set my hand and the Seal of said Office, at the City of Parkersburg, County of Wood and State of West Virginia, this the 13th day of NOVEMBER, 2012.

JAMIE SIX, CLERK
WOOD COUNTY COMMISSION
By: Beth A. McBride
Deputy



I, JAMIE SIX, do hereby CERTIFY that the Document with this stamp affixed is a true copy of Order recorded in this office in Wood County Book 1190 Page 783 Date 11/14/2012
Justin R. Bolton, Deputy Clerk
JAMIE SIX, WOOD COUNTY CLERK