

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

IN RE: MINUTES OF MEETING HELD  
THURSDAY, AUGUST 15, 2013

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

At 9:00 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 August 5, 2013.

**AGENDA AND DISCUSSION ITEMS**

At 9:00 A.M., Eliot Richardson met with the Commission to support the Wood County Drug Court.

At 9:12 A.M., Donald R. Smith, Jr. was sworn in as a Deputy Sheriff for the Wood County Sheriff's Department.

At 9:20 A.M., the County Commission announced the vacancy for Larry Allen's position on the Wood County Recreation Commission and placed his name in nomination. (Order A/1153)

Commissioner Dunn stated he wanted to announce the vacancy of Delmas Barker's position on the Commission which is due to expire on September 15, 2013. Jason Wharton, Prosecuting Attorney was in attendance and advised the Commission he would like to research how the removal of a sitting appointment should be made. The Commission agreed to place it on the next agenda.

At 9:28 A.M., the County Commission discussed the appointment to the Mid-Ohio Valley Health Department. Commissioner Gainer asked if both parties have been notified that there are two names in nomination. The Commission asked this be moved to the next agenda to make sure both parties are notified.

At 9:30 A.M., the County Commission held a hearing in regard to the Kenneth Hart estate. John Ellem, Attorney for the heirs of the estate requested that Misty D. Carson, Administratrix, be removed. After reviewing the information that Mr. Ellem presented, the County Commission removed Misty Carson and appointed the Sheriff as Administrator D.B.N. Information in regard to this estate is on file in the Probate Office. (Probate Order)

At 9:53 A.M., Jason Wharton, Prosecuting Attorney, addressed the Commission regarding the Humane Society contract. He has received amended language from them and Mr. Wharton is asking that it be placed on the next agenda.

At 10:00 A.M. the County Commission held a hearing in regard to the Mary V. Ault estate. Edward Ault, beneficiary to the estate, requested that Maxine L. Parsons, Executrix, file and record the appraisal and inventory of the estate. After reviewing the information that was presented, they ruled that Maxine Parsons, file and record said appraisal and inventory. They were filed in the Clerk's Office at the end of the hearing. Information in regard to this estate is on file in the Probate Office. (Probate Order)

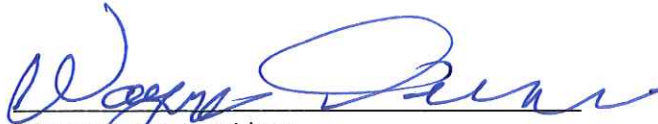
**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/1153, M/2475, M/2476 and M/2477

Having no further scheduled appointments or business to attend to, the County Commission adjourned at approximately 10:25 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



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Wayne Dunn, President



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Stephen Gainer, Commissioner



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David Blair Couch, Commissioner

To listen to this meeting, please refer to DVD labeled August 15, 2013.

Wood County Commission Meeting  
Held August 15, 2013

Please Print

1.	Eliot Richardson
2.	Jill Smith
3.	Rayna Smith
4.	Landon Smith
5.	Kyle Wade
6.	Misty D Carson
7.	Sherry Coleman
8.	Arlene Bower
9.	Nancy J. Ault
10.	Maxine Brown
11.	Edward H. Ault
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	



# Wood County Commission Agenda

8/15/2013

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:00 AM	Administrator's Report	Marty Seufer, County Administrator
	Discuss Wood County Drug Court	Eliot Richardson
	Announce vacancy on Wood County Recreation Commission	
	Consider new hire in Wood County Clerk's Office Carolyn Beckett, salary \$29,520.00	
	Consider appointment to Mid-Ohio Valley Board of Health	
9:30 AM	Kenneth Hart estate - Request to remove Administratrix	John Ellem, Attorney
9:45 AM	Mary V. Ault estate - Request to remove Executrix or appraisement be filed	Edward Ault
	County Commissioners' Reports	

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**Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached**

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**Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting**

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**Exhibit 1**

**Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.**

<b>Budget revisions</b>
<b>Purchase orders and requisitions</b>
<b>Revisions, reimbursement requests, resolutions and correspondence for grants</b>
<b>Grant disbursements to other entities</b>
<b>Invoices for expenditures to be paid</b>
<b>Reimbursements for travel expenses</b>
<b>Bid specifications and procedures for bids previously authorized by the Commission</b>
<b>Monthly Hotel Occupancy Tax Collection disbursements</b>
<b>Disbursements for previously approved Innovative Programming Grants</b>
<b>Tax refunds, exonerations, impropers and consolidations</b>
<b>Probate items, including settlements, petitions and Fiduciary Commissioner reports</b>
<b>General Fund disbursements to entities</b>
<b>Funding requests from local organizations by written form</b>
<b>Payroll modification as submitted by elected officials</b>

8/15/13  
70/336

AUGUST 15, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ANNOUNCED THAT A VACANCY EXISTS ON THE WOOD COUNTY RECREATION COMMISSION. THEY ALSO PLACED LARRY ALLEN IN NOMINATION.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and passed, announced that a vacancy exists on the Wood County Recreation Commission. Said vacancy is due to the fact that the term of Larry Allen Barker expires on September 15, 2013. Said vacancy is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. The new term will expire September 15, 2016.

The County Commission, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and passed, placed Larry Allen in nomination for reappointment.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Wayne Dunn, President

  
Stephen Gainer, Commissioner

  
David Blair Couch, Commissioner

AUGUST 15, 2013

8/15/13  
701336

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F13-HS-03-2010. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

**ORDER**


On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, 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 F13-HS-03-2010. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of July, 2013. 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

  
Wayne Dunn, President

  
Stephen Gainer, Commissioner

  
David Blair Couch, Commissioner



# 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

8/15/13  
70/336

## REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	<b>Sub-Grantee:</b> <span style="float: right;"><b>Wood County Commission</b></span> <b>Address:</b> <span style="float: right;"><b>One Court Square, Suite 203 Parkersburg, WV 26101</b></span> <b>P. O. Number:</b> <span style="float: right;"><b>MV1203</b></span> <b>Grant Number:</b> <span style="float: right;"><b>F13-HS-03-2010</b></span> <b>FEIN Number:</b> <span style="float: right;"><b>556000417</b></span> <b>Funds are hereby requested to cover expenditures For the period of:</b> <span style="float: right;"><b>7/1/13 - 7/31/13</b></span>
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**PROJECT CASH EXPENDITURES**

Account Number	Amount
9007-2012-0802-128	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

**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: Wayne Dunn, Wood County Comm. Pres. 8/15/2013  
(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: 

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(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

AUGUST 15, 2013

7/15/13  
20/336

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F13-HS-03-408. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, 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 F13-HS-03-408. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of July, 2013. 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:

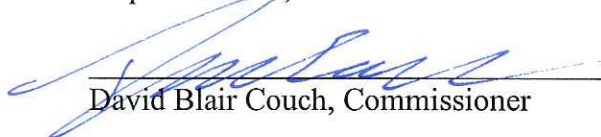
THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

# 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

7/15/13  
70/336

## REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	<b>Sub-Grantee:</b> <span style="float: right;"><b>Wood County Commission</b></span> <b>Address:</b> <span style="float: right;"><b>One Court Square, Suite 203 Parkersburg, WV 26101</b></span> <b>P. O. Number</b> <span style="float: right;"><b>MV1203</b></span> <b>Grant Number:</b> <span style="float: right;"><b>F13HS-03-408</b></span> <b>FEIN Number:</b> <span style="float: right;"><b>556 000 417</b></span> <b>Funds are hereby requested to cover expenditures</b> <b>For the period of:</b> <span style="float: right;"><b>7/1/13 - 7/31/13</b></span>
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### PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

### 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: Wayne Dunn, President, Wood Cty. Comm. 8/15/2013  
(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

8/15/13  
70/336

AUGUST 15, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED WAYNE DUNN, AS  
PRESIDENT, TO SIGN THE COURT SECURITY PROGRESS REPORT  
FOR GRANT NUMBER 13-CS-18.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to sign the Monthly Progress Report in regard to the Court Security Grant Number 13-CC-18.

A copy of the Monthly Progress Report is attached to this ORDER and should be made a part thereof.


Documentation pertaining to the Court Security Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
Wayne Dunn, President

  
\_\_\_\_\_  
Stephen Gainer, Commissioner

  
\_\_\_\_\_  
David Blair Couch, Commissioner

M/2477

<b>WEST VIRGINIA</b> <b>Division of Justice and Community Services</b>	<b>Request for Reimbursement</b>
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8/15/13  
70/336

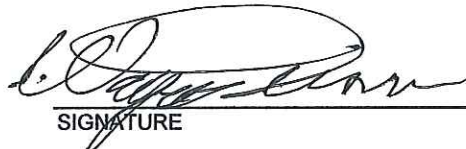
<b>RECEIVED</b> (For DJCS Use Only)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Subgrantee:</td> <td>Wood County Commission</td> </tr> <tr> <td>Address:</td> <td>One Court Square, Suite 203 Parkersburg, WV 26101</td> </tr> <tr> <td>Project #:</td> <td>13-CS-18</td> </tr> <tr> <td>FEIN#:</td> <td>556 000 417</td> </tr> <tr> <td colspan="2">Funds are hereby requested to cover expenditures</td> </tr> <tr> <td>FROM: 7/1/13</td> <td>TO: 7/ 31/ 13</td> </tr> </table>	Subgrantee:	Wood County Commission	Address:	One Court Square, Suite 203 Parkersburg, WV 26101	Project #:	13-CS-18	FEIN#:	556 000 417	Funds are hereby requested to cover expenditures		FROM: 7/1/13	TO: 7/ 31/ 13
Subgrantee:	Wood County Commission												
Address:	One Court Square, Suite 203 Parkersburg, WV 26101												
Project #:	13-CS-18												
FEIN#:	556 000 417												
Funds are hereby requested to cover expenditures													
FROM: 7/1/13	TO: 7/ 31/ 13												

PROJECT CASH EXPENDITURES	Account #	Amount
	13-CS-18	\$-0-
	<b>TOTAL</b>	<b>\$-0-</b>

**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: Wayne Dunn, President   
TYPED NAME & TITLE SIGNATURE 8/15/13  
(Authorized Official or Grant Financial Officer ONLY) 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

# ORDERS-Wood County Commission, West Virginia

THURSDAY, AUGUST 15, 2013

Day

20

Term,  
JULY

ELEVENTH

AUGUST 13

22

At a Regular Session of the County Commission, continued and held for the County of Wood, at the Courthouse thereof, Thursday, August 15, 2013, Present, Wayne Dunn, President of said Commission, and Stephen Gainer and David Blair Couch, Commissioners.

The orders and proceedings of the previous session of this Commission, held on Monday, August 12, 2013, were read before the Commission, approved and ordered signed.

IN RE: ESTATE OF KENNETH RONALD HART, DECEASED. (ORDER COUNTY COMMISSION-REMOVE ADMINISTRATRIX-APPOINT SHERIFF)

This day came JOHN ELLEM, ATTORNEY for the heirs of the estate of KENNETH RONALD HART, deceased, before a hearing held Thursday, August 15, 2013, requesting that MISTY D. CARSON, ADMINISTRATRIX, be removed. The County Commission, after reviewing the information that JOHN ELLEM, ATTORNEY presented, ruled that MISTY D. CARSON, ADMINISTRATRIX, be removed, and K. D. Merritt, Sheriff of Wood County, be appointed as ADMINISTRATOR.

IN RE: ESTATE OF MARY V. AULT, DECEASED. (ORDER COUNTY COMMISSION-COMPEL EXECUTRIX TO FILE AND RECORD APPRAISEMENT AND INVENTORY)

This day came EDWARD AULT, beneficiary to the Estate of MARY V. AULT, deceased, before a hearing, held Thursday, August 15, 2013, requesting that MAXINE LADENE PARSONS, EXECUTRIX of the Estate of MARY V. AULT, deceased, file and record appraisal and inventory of said Estate. The County Commission, after reviewing the information that was presented, ruled that MAXINE LADENE PARSONS, EXECUTRIX, file and record said appraisal and inventory. The appraisal and inventory was filed and recorded in the clerks office at the end of said hearing.

IN RE: ESTATE OF KENNETH RONALD HART, DECEASED. (DATE OF DEATH: 01/07/2013)

This day the 15th day of AUGUST, 2013, JOHN ELLEM, ATTORNEY, before a hearing held before the County Commission, requesting that MISTY D. CARSON, Administratrix of the Estate of KENNETH RONALD HART, deceased, be removed. Upon review of the information that was presented the County Commission moved that the said MISTY D. CARSON, be removed, and that K. D. MERRITT, SHERIFF of Wood County be appointed as ADMINISTRATOR D.B.N. of the Estate of KENNETH RONALD HART, deceased; and

It is hereby ordered that MISTY D. CARSON, ADMINISTRATRIX of the Estate of KENNETH RONALD HART, deceased, was removed, and the bond, and the surety on her bond, is hereby released.

It appearing to this Commission, proper so to do, the said K. D. MERRITT, SHERIFF is hereby qualified as such ADMINISTRATOR D.B.N.

Whereupon, the said K. D. MERRITT, 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 D.B.N. of the Estate of KENNETH RONALD HART, 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 appraisal of the Estate of KENNETH RONALD HART, 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, August 19, 2013, at 9:00 o'clock A.M.

\_\_\_\_\_  
President

# Wood County Sheriff's Office

Administrative Operations  
401 Second Street, Suite 11, Parkersburg, WV 26101

RECEIVED

AUG 14 '13

Date: August 13, 2013  
To: Wood County Commission  
From: Sheriff K.D. Merritt  
Re: New Hire Donald Smith

COUNTY  
ADMINISTRATOR



8/15/13

707337

Donald Smith Jr. will be starting as a new Deputy for the Wood County Sheriff's Office on 8/16/13. His annual salary will be \$32,603.00 and credited to line item 700-10-103.

Any questions please call Joanne Smith at 304-424-1924.




8/15/13  
701336

STATE OF WEST VIRGINIA  
COUNTY OF WOOD } TO-WIT:

I, Donald R. Smith, Jr., do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of Deputy Sheriff for the Wood County Sheriff's Department in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 15th day of August, 2013.

  
County Commission of Wood County