

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 21, 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.

Jeffrey Parks and Sean Gallagher were sworn in as a Transport Officer for the Wood County Sheriff's Office.

The County Commission, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, approved minutes of March 7, 8, 11 and 15, 2013 and an addendum to February 11, 2013.

AGENDA AND DISCUSSION ITEMS

At 10:00 A.M., the County Commission held a hearing in regard to the Estate of Oral B. Richardson, Jr. Mary K. Richardson, Administratrix, asked that a claim be disallowed. After review, the County Commission ruled that the claim be disallowed. Information in regard to this estate is on file in the Probate Office. (Probate Order)

At 10:15 A.M., the County Commission held a hearing in regard to the Estate of Melinda Hanna. Mark Crooks, Administrator, asked that a claim be disallowed. After review, the County Commission ruled that the claim be disallowed. Information in regard to this estate is on file in the Probate Office. (Probate Order)

At 10:30 A.M., the County Commission held a hearing in regard to the Estate of George Robinson. Hazel Robinson, Administratrix, asked that a claim be disallowed. After review, the County Commission ruled that the claim be disallowed. Information in regard to this estate is on file in the Probate Office. (Probate Order)

At 11:00 A.M., Nancy McGhee was sworn in as an Assistant Prosecuting Attorney for the Wood County Prosecutor's Office.

At 11:02 A.M., the County Commission authorized the Wood County General Fund Budget for Fiscal Year 2013/2014 be sent to the Finance Department for preparation to be submitted to the West Virginia State Auditor's Office. They also Ordered that the official budget be scheduled for Monday, March 25, 2013 for approval by the Commission. (Order M/2313)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/2309, M/2310, M/2311, M/2312, M/2313

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:48 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

To listen to this meeting, please refer to DVD labeled March 21, 2013.

Wood County Commission Meeting
Held March 21, 2013

Please Print

1. Darryl Kagen Richardson
2. Noel Woods
3. Ken McDaniel
4. Noel Robinson
5. Nancy L. McThee
6. Jason Wharton
7.
8.
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Wood County Commission Agenda

3/21/2013

1 Court Square, Suite 203
Parkersburg, WV 26101

9:00 AM	Approve and sign minutes, orders, purchase orders, invoices, new road names, erroneous assessment applications and any other administrative duties	Marty Seufer, County Administrator
10:00 AM	Estate of Oral B. Richardson, Jr. – Consider disallowing claim	Mary Richardson, Administratrix
10:15 AM	Estate of Melinda L. Hanna – Consider disallowing claim	Mark Crooks, Administrator
10:30 AM	Estate of George Robinson – Consider disallowing claim	Hazel Robinson, Administratrix
10:45 AM	Work on budget	
11:00 AM	Request to hire Nancy McGhee as Assistant Prosecutor and swear in if approved	Jason Wharton, Prosecuting Attorney
11:15 am	Work on and possibly submit budget	

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, Thursday, March 21, 2013, at 9:00 o'clock A.M., and sitting at 10:45 o'clock A.M., in preparation of the budget for fiscal year 2013/2014.


President

JANUARY TERM

THURSDAY, MARCH 21, 2013
TWENTIETH DAY

MARCH 2013

At a Regular Session of the County Commission, continued and held for the County of Wood, at the Courthouse thereof, Thursday, March 21, 2013, and sitting in preparation of the budget for fiscal year 2013/2014, 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, March 18, 2013, were read before the County Commission, approved and ordered signed.

IN RE: ESTATE OF ORAL B. RICHARDSON, JR., DECEASED (ORDER COUNTY COMMISSION-DISALLOW CLAIM)

This day came MARY K. RICHARDSON, ADMINISTRATRIX of the Estate of ORAL B. RICHARDSON, JR., deceased, before the County Commission, in a hearing asking the claim be disallowed in said Estate. The County Commission after reviewing said estate, ruled that claim be disallowed. The County Commission ordered that if additional funds come into estate, that the estate will need to be reopened.

IN RE: ESTATE OF MELINDA L. HANNA, DECEASED (ORDER COUNTY COMMISSION-DISALLOW CLAIM)

This day came MARK CROOKS, ADMINISTRATOR of the Estate of MELINDA L. HANNA, deceased, before the County Commission, in a hearing asking the claim be disallowed in said Estate. The County Commission after reviewing said estate, ruled that claim be disallowed. The County Commission ordered that if additional funds come into estate, that the estate will need to be reopened.

IN RE: ESTATE OF GEORGE ROBINSON, DECEASED (ORDER COUNTY COMMISSION-DISALLOW CLAIM)

This day came HAZEL ROBINSON, ADMINISTRATRIX of the Estate of GEORGE ROBINSON, deceased, before the County Commission, in a hearing asking the claim be disallowed in said Estate. The County Commission after reviewing said estate, ruled that claim be disallowed. The County Commission ordered that if additional funds come into estate, that the estate will need to be reopened.

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 25, 2013, at 9:00 o'clock A. M.


President

MARCH 21, 2013

3/21/13
70/259

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-03-402. SAID REQUEST IS IN THE AMOUNT OF \$3,569.72

ORDER

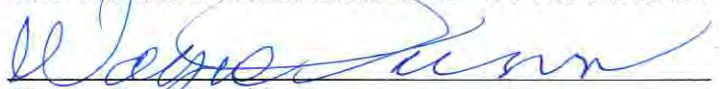
On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F13-HS-03-402. The Request for Reimbursement is in the amount of three thousand five hundred sixty-nine dollars and seventy-two cents (\$3,569.72) for the month of February, 2013. The Request for Reimbursement form, the Project Financial Report, time sheets for the Wood County Sheriff's Department, the Glenville Police 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


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

(304) 926-2509

Fax: (304) 926-3880

3/21/13
70/259

COPY

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: F13-HS-03-402

FEIN Number: 556 000 417

Funds are hereby requested to cover expenditures
For the period of: 2/1/13 - 2/28/12

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$3,569.72
TOTAL	\$3,569.72

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 *Wayne Dunn* 3/18/2013
(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

3/21/13
70/258

MARCH 21, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED WAYNE DUNN, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 12-CCPT-04. SAID REQUEST IS IN THE AMOUNT OF \$3,673.71

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, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Pre-Trial Diversion Program Grant Number 12-CCPT-04. Reimbursement is in the amount of three thousand six hundred seventy-three dollars and seventy-one cents (\$3,673.71) for the month of February, 2013. 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 Criminal Justice 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


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2310

3/21/13
70/258

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement
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COPY
 RECEIVED

(For DCJS Use Only)

Subgrantee:	Wood County Commission
Address:	One Court Square, Suite 203 Parkersburg, WV 26101
Project #:	12-CCPT-04
FEIN#:	556 000 417
Funds are hereby requested to cover expenditures	
FROM:	2/1/13
TO:	2/28/13

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$3,673.71
Travel/Training	-0-
Space	-0-
Other	-0-
Equipment	-0-
TOTAL	\$3,673.71

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, Wood County Commission
 TYPED NAME & TITLE


 SIGNATURE 3/21/13
 DATE

(Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY	
<p>ADMINISTRATIVE APPROVAL:</p> <p>This request is approved in the amount of \$ _____</p> <p style="text-align: center;"> Initials Date </p> <p>Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.</p> <p style="text-align: center;"> Date Program Accountant </p>	

3/21/13
70/258

MARCH 21, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED WAYNE DUNN, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 12-CCPT-04. SAID REQUEST IS IN THE AMOUNT OF \$33,341.39.

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, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Pre-Trial Diversion Program Grant Number 12-CCPT-04. Reimbursement is in the amount of thirty-three thousand three hundred forty-one dollars and thirty-nine cents (\$33,341.39) for the month of January, 2013. 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 Criminal Justice 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


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2311

3/21/13
70/258

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement
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COPY

RECEIVED

(For DCJS Use Only)

Subgrantee:	Wood County Commission
Address:	One Court Square, Suite 203 Parkersburg, WV 26101
Project #:	13-CC-09
FEIN#:	556 000 417
Funds are hereby requested to cover expenditures	
FROM:	2/1/13
TO:	2/28/13

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$33,341.39
Travel/Training	-0-
Space	-0-
Other	-0-
Equipment	-0-
TOTAL	\$33,341.39

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, Wood County Commission
TYPED NAME & TITLE



3/21/13
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 _____

3/21/13
74/258

MARCH 21, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ADVOCATE GRANT NUMBER 12-VA-008. SAID REQUEST IS IN THE AMOUNT OF \$3,397.51

ORDER

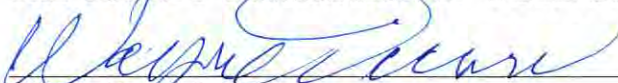
On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Advocate Grant Number 10-VA-040. The Request for Reimbursement is in the amount of three thousand three hundred ninety-seven dollars and fifty-one cents (\$3,397.51) for the month of February, 2013. 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, 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


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2312

3/21/13
70258

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement
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COPY
RECEIVED

(For DCJS Use Only)

	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 12-VA-008
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures
	FROM: 2/1/13 TO: 2/28/13

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$3,397.51
Travel/Training	
Space	
Other	
TOTAL	\$3,397.51

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, Wood County Commission
 TYPED NAME & TITLE


 SIGNATURE

3/21/13
 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

3/21/13
70/258

MARCH 21, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE WOOD COUNTY 2013/2014 GENERAL FUND BUDGET BE SUPPLIED TO THE FINANCE DEPARTMENT FOR PREPARATION.


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 the 2013/2014 Wood County General Fund budget to be sent to the Wood County Clerk finance office for preparation to be submitted to the West Virginia State Auditor's Office.

The commission further ORDERED that the official budget be scheduled for Monday, March 25, 2013 for approval by the commission.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2313

3/21/13
70/257



WOOD COUNTY PROSECUTING ATTORNEY

JASON A. WHARTON
WOOD COUNTY PROSECUTING ATTORNEY

JUDGE DONALD F. BLACK
COURTHOUSE ANNEX
317 MARKET STREET
PARKERSBURG, WV 26101

PHONE (304) 424-1776
FAX (304) 424-1785

March 21, 2013

Wood County Commissioners
Wood County Courthouse
Parkersburg, WV 26101

Dear Commissioners:

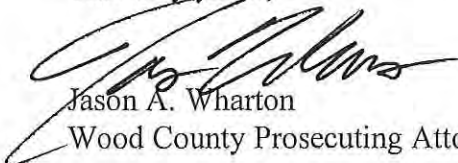
Please instruct payroll to add the following employee to my payroll beginning March 21, 2013 as Assistant Prosecutor.

Nancy McGhee at a salary of \$47,020.08 with full benefits.

This salary will be taken out of line item 1-405-10-181, Assistant Prosecutors.

Thank you for your assistance in this matter.

Sincerely yours,


Jason A. Wharton
Wood County Prosecuting Attorney



3/21/13
70/257

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

I, Nancy McGhee, 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 the Wood County Prosecutor's Office - Assistant Prosecuting Attorney 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.

Nancy H. McGhee

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 21st day of March, 2013.

James D. ...
County Commission of Wood County

STATE OF WEST VIRGINIA
COUNTY OF WOOD

}

TO -WIT:

I, JEFFREY PARKS, 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 WOOD COUNTY SHERIFF'S OFFICE -TRANSPORT OFFICER 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 20th day of March, 2013.



County Commission of Wood County

3/21/13


70/257

STATE OF WEST VIRGINIA
COUNTY OF WOOD

}

TO -WIT:

I, SEAN GALLAGHER, 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 WOOD COUNTY SHERIFF'S OFFICE -TRANSPORT OFFICER 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 20th day of March, 2013.



County Commission of Wood County

in
the
year