

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

IN RE: MINUTES OF MEETING HELD
MONDAY, MAY 20, 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 May 13, 2013.

AGENDA AND DISCUSSION ITEMS

At 9:03 A.M., the County Commission met with Jamie Six, County Clerk and Melody Ross, County Clerk Deputy. They discussed the proposed precinct consolidation for the next election. After discussion, the County Commission authorized the consolidation. (Order M/2391)

At 9:11 A.M., Bob Enoch, representing the Wood County Historical Society met with the County Commission to present a portrait of Governor James Wood for whom the County was named.

At 9:15 A.M., former Wood County Assessor's Office employee, Donna Duncan, met with the County Commission to discuss her situation.

At 9:16 A.M., the County Commission went in to Executive Session upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Sections 4, as amended: WHEREUPON, the said Stephen Gainer, one of the Commissioners, David Blair Couch, President of said Commission, and Wayne Dunn, Commissioner met with Marty Seuffer, County Administrator, Donna Duncan, Bob

Schrader, Assessor Rich Shaffer and Prosecutor Jason Wharton. All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being covered by the West Virginia Code Chapter 6, Article 9A-4 of 1931, section (2a). The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 9:32 o'clock A.M. (Order M/2392)

At 9:41 A.M., the County Commission discussed the recent advisory opinion provided by the West Virginia Ethics Commission. Following a discussion, it was decided to immediately begin following the opinion. The Commission further directed the County Administrator, County Clerk and Prosecuting Attorney to get together and draft a policy for purchasing and payroll and present a draft to the Commission.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/1106, A/1107, A/1108, A/1109, M/2390, M/2391, M/2392

Having no further scheduled appointments or business to attend to, the County Commission adjourned at approximately 10:50 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



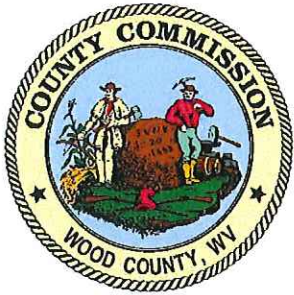
David Blair Couch, Commissioner

To listen to this meeting, please refer to DVD labeled May 20, 2013.

Wood County Commission Meeting
Held May 20, 2013

Please Print

1. Bob Enoch
2. Donna Duncan
3. Bobby Schroder
4. Klea Guica
5. Barbara Johnston
6. Rich Shaffer
7. Perry Givens
8.
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20.



Wood County Commission Agenda

5/20/2013

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
	Hearing for proposed voting precinct consolidations	Melody Ross, County Clerk's Office
	Discuss former employee in Assessor's Office	
	Presentation of gift for Wood County	Bob Enoch, Wood County Historical Society
	Discuss Ethics opinion in regard to agendas	
	Discuss approval and awarding of bids for Sheriff's Department vehicle	

5/20/13
70/291

MAY 20, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 13-CC-09. SAID REQUEST IS IN THE AMOUNT OF \$29,942.29.

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 Community Corrections Grant Number 13-CC-09. Reimbursement is in the amount of twenty-nine thousand nine hundred forty-two dollars and twenty-nine cents (\$33,341.39) for the month of April, 2013. In addition to the Request for Reimbursement, the Time Sheets for employees of the Wood County Day Report Center, the Monthly Project Director's Report, the Financial Recap and the Project Financial Reports 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 Community Corrections 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

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement	5/20/13 70/291
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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: 4/1/13 TO: 4/30/13


PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$29,942.29
Travel/Training	-0-
Space	-0-
Other	-0-
Equipment	-0-
TOTAL	\$29,942.29

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  5/20/13
TYPED NAME & TITLE SIGNATURE DATE
(Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY

ADMINISTRATIVE APPROVAL:

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

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

Date Program Accountant

5/20/13
70/291

MAY 20, 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 April, 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

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement	5/20/13 7/2/29/
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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: 4/1/13 TO: 4/30/13

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

5/20/13
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

MAY 20, 2013

5/20/13
70/292

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 \$3,595.50

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 five hundred ninety-five dollars and fifty cents (\$3,595.50) for the month of April, 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

A/1108

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement	5/20/13 70/292
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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:	4/1/13	TO: 4/30/13


PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$3,529.50
Travel/Training	
Space	
Other	
TOTAL	\$3,529.50

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  5/20/13
TYPED NAME & TITLE SIGNATURE DATE
(Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY

ADMINISTRATIVE APPROVAL:

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

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

Date Program Accountant

MAY 20, 2013

5/20/13

70/291

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 WV DIVISION OF CRIMINAL JUSTICE SERVICES GRANT NO. 09-VAWR-11. SAID REQUEST IS IN THE AMOUNT OF \$592.60.

ORDER

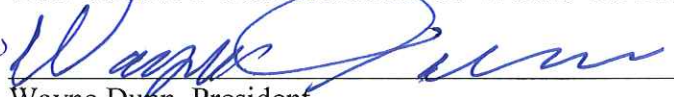
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE Wayne Dunn, on behalf of the County Commission to sign the Request for Reimbursement in regard to the West Virginia Division of Criminal Justice Services Grant No. 09-VAWR-11. Said request is in the amount of five hundred ninety-two dollars and sixty cents (\$592.60) for the month of April, 2013. Along with the Request for Reimbursement Form; a Financial Recap Page; the Project Financial Reports; time sheets for Megan Underwood and 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 Division of Criminal Justice Services 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

WEST VIRGINIA Division of Justice and Community Services	Request for Reimbursement	5/20/13 7/8/29
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RECEIVED (For DJCS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 09-VAWR-11
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures
	FROM: 4/1/13 TO: 4/30/13

PROJECT CASH EXPENDITURES


Account #	Amount
09-VAWR-11/Prosecuting Attorney	\$-0-
09-VAWR-11/Law Enforcement	\$592.60
TOTAL	\$592.60

CERTIFICATION:

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

All documentation is available at our office.

Wayne Dunn, President
 BY: Wood County Commission
TYPED NAME & TITLE
 (Authorized Official or Grant Financial Officer ONLY)


SIGNATURE 5/20/13
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

5/20/13
70/292

MAY 20, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
VOTING PRECINCT CONSOLIDATIONS

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 the consolidation of voting precincts. Said consolidations were proposed and presented to the commission by Wood County Clerk, Jamie Six, on Thursday, April 4, 2013 at which time the commission approved the proposed consolidations and AUTHORIZED the clerk to proceed with the process.

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

M/2391

5/20/13
70/292

Precinct Consolidation 2013
County Commission Approved – May 20, 2013

Total Registered Voters Per Precinct - WV CODE §3-1-5
Urban Areas – not less than 300 and not more than 1,500
Rural Areas - not less than 200 and not more than 700

Total Registered Voter Numbers As Of January 29, 2013

*Precinct numbers in **bold** represent the consolidated precincts*

Precs **01** into 08 Consolidate Precinct 1 (Parkersburg City Building) into Precinct 8 (Day Report Center) Total number of registered voters would be 825.

Precs **23** into 16 Consolidate Precinct 23 (McKinley School) into Precinct 16 (16th Street Fire Station). Total number of registered voters would be 723.

Precs 10,13&**17** Consolidate Precinct 17 (Woodman Hall, not handicapped accessible) into Precinct 10 (Good Shepherd Church) & Precinct 13 (Jefferson Elementary School). New precinct line would follow Dillaway Street right at Paden Street and up Oak Street. Total number of registered voters in consolidated Precinct 10 would be 760 and Precinct 13 would be 610.

Precs 19,**24**&**29** Consolidate Precinct 24 (Jefferson Elementary School) into Precinct 19 (Emmanuel Baptist Church) & Precinct 29 (Parkersburg High School/Cafeteria). New precinct line would follow Pearcy Street. Total number of registered voters in consolidated Precinct 19 would be 1,138 and Precinct 29 would be 1,046.

Precs **31**,32&**34A** Consolidate Precinct 31 (Vandevender Middle School) into Precinct 32 (Madison Elementary School) & Precinct 34A (Vandevender Middle School). New precinct line would follow 27th Street. Total number of registered voters in consolidated Precinct 32 would be 1,064 and Precinct 34A would be 1,133.

Precs **36C** into 36B Consolidate Precinct 36C (Worthington School/Gym) into Precinct 36B (Hamilton Middle School/Gym). Total number of registered voters would be 829.

Precs **37B** into 37 Consolidate Precinct 37B (Parkersburg Catholic High School) into Precinct 37 (Hamilton Middle School).

Precs **37D** into 37A Consolidate Precinct 37D (Parkersburg Catholic High School) into Precinct 37A (Criss Elementary School).

Precs 37,37A&**37C** Consolidate Precinct 37C (Worthington Elementary School) into already consolidated Precincts 37 & 37A. New precinct line would follow Fairview Avenue to 29th Street then up Worthington Creek. Total number of registered voters in consolidated Precinct 37 would be 992 and Precinct 37A would be 1,038.

Precs 42 into 41 Consolidate Precinct 42 (Vienna Library) into Precinct 41 (Vienna Library). Total number of registered voters would be 1,135.

Precs 44 into 45 Consolidate Precinct 44 (Jackson Middle School) into Precinct 45 (Vienna Elementary School/Gym). Total number of registered voters would be 1,062.

Precs 44A into 45A Consolidate Precinct 44A (Vienna Elementary School/Gym) into Precinct 45A (Vienna Elementary School/Cafeteria). Total number of registered voters would be 1,124.

Precs 46A into 46 Consolidate Precinct 46A (Westminster Presbyterian Church, not handicapped accessible) into Precinct 46 (Greenmont Elementary School). Total number of registered voters would be 1,138.

Precs 51 & 52 Adjust precinct lines to make total registered voter numbers more even. New precinct line would follow Highland Avenue to 7th Street up Williams Avenue and follow 6th Street to Hunters Run to city limits. Total registered voters before line changes for Precinct 51 is 1,326 and Precinct 52 is 835. Total of registered voters after line changes for Precinct 51 would be 1,021 and Precinct 52 would be 1,140.

Precs 66 into 69 Consolidate Precinct 66 (Lauckport Baptist Church, not handicapped accessible) into Precinct 69 (Franklin Elementary School). Total number of registered voters would be 1,019.

Precs 74A into 74 Consolidate Precinct 74A (Franklin Elementary School) into Precinct 74 (Franklin Elementary School). Total number of registered voters would be 1,111.

Precs 87 & 89 Adjust precinct lines to make total registered voters more even. Precinct 89 would be enlarged by extending the precinct line to follow Southern Highway to Sugar Camp Road and then onto Seven Pines Road. The line would then follow Chesterville Road for a short distance to Grassy Run Road and connect back to Elizabeth Pike. Total registered voters before line changes for Precinct 87 is 1,011 and Precinct 89 is 415. Total of registered voters after line changes for Precinct 87 would be 578 and Precinct 89 would be 824.

5/20/13
70/292

MAY 20, 2013

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 20th day of May, 2013, at 9:16 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Sections 4, as amended:

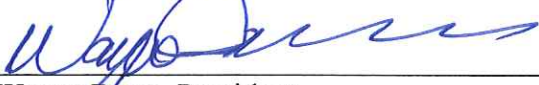
WHEREUPON, the said Stephen Gainer, one of the Commissioners, David Blair Couch, President of said Commission, and Wayne Dunn, Commissioner met with Marty Seufer, County Administrator, Donna Duncan, Bob Schrader, Assessor Rich Shaffer and Prosecutor Jason Wharton.

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being covered by the West Virginia Code Chapter 6, Article 9A-4 of 1931, section (2a).

The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 9:32 o'clock A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

M/2392

5/20/13
70/292

MAY 20, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
OPENING OF BIDS FOR A SHERIFF'S VEHICLE.

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 opening and possible awarding of bids for the Wood County Sheriff's Department response vehicle. Said bid consideration will be held on Thursday, May 23, 2013 at 10:00 a.m. at a meeting of the Wood County Commission.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

M/2390