

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

IN RE: MINUTES OF MEETING HELD  
THURSDAY, SEPTEMBER 19, 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.

Kimberly Mertz was sworn in as a full time office manager and counselor with the Day Report Center.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of September 9, 2013.

**AGENDA AND DISCUSSION ITEMS**

At 9:05 A.M., the County Commission discussed the Smart Energy Program. Commissioner Dunn stated he had talked to State officials in the Energy Department and they are fine with the program. He stated Brandi O'Dell advised him to file for a grant extension and that would be fine. Commissioner Dunn stated WVU-P has agreed to keep the payment to the students performing home energy audits as the college. He also stated the grant administrator who was hired has her contract ending this week.

The County Commission authorized the withdrawal of the Wood County Commission as fiscal agent for two Marketing and Educational Campaign for Residential Energy Audits in Wood County.  
(Order M/2513)

At 9:32 A.M., the Commission met with Ron Newman who requested compensation for a rental property his wife owns at 113 Elmwood Heights Road. He stated that the Wood County Compliance Office had reported there were several problems with the home that he felt were incorrect. He stated he felt the report created a false impression of the house. He stated he felt that Wood County Compliance Officer, John Reed, should verify reports before he finalized the. He stated Wood County Engineer, Bill Brown, gave him a letter stated the problems were not serious enough to be out of compliance with the County's ordinance. He stated he would like to be compensated for his financial loss of \$2,800.00 in the form of a check or tax relief on the property as well as a written apology from John Reed. The Commission asked that the staff review the issue and report back to the Commission. They stated they will notify Mr. Newman in writing of the result.

At 9:50 A.M., the County Commission agreed to the hiring of Cliff Stone in the Wood County Prosecuting Attorney's Office.

At 10:05 A.M., the Commission agreed to hire Linda Leach and Judith Robinson as Reserve Deputies with the Sheriff's Department. They will not be compensated.

At 10:20 A.M., the hearing for the Frances Green estate was cancelled by Eric Reynolds.


#### **ORDERS APPROVED AND ATTACHED TO THESE MINUTES**


M/2513, M/2514, M/2515, M/2516 and M/2517


Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:15 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 September 19, 2013.

Wood County Commission Meeting  
Held September 19, 2013

**Please Print**

1.	RON NEWMAN
2.	JASON WHARTON
3.	
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# Wood County Commission Agenda

9/19/2013

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:00 AM	Administrator's Report	Marty Seufer, County Administrator
	Discuss Smart Energy Solutions Program	
	Discuss Financial Compensation	Ron Newman
	Request to hire Cliff Stone as legal assistant for the Prosecuting Attorney's Office- part time - 20 hours a week at \$9.61 hour	Jason Wharton, Prosecuting Attorney
	Request to hire Linda Leach and Judith Robinson as Reserve Deputies - Volunteer - No pay	
10:00 AM	Frances Green estate - complaint about the Executrix <i>- CANCELED -</i>	Eric Reynolds, Beneficiary
	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.**

**Budget revisions**

**Purchase orders and requisitions**

**Revisions, reimbursement requests, resolutions and correspondence for grants**

**Grant disbursements to other entities**

**Invoices for expenditures to be paid**

**Reimbursements for travel expenses**

**Bid specifications and procedures for bids previously authorized by the Commission**

**Monthly Hotel Occupancy Tax Collection disbursements**

**Disbursements for previously approved Innovative Programming Grants**

**Tax refunds, exonerations, improprieties and consolidations**

**Probate items, including settlements, petitions and Fiduciary Commissioner reports**

**General Fund disbursements to entities**

**Funding requests from local organizations by written form**

**Payroll modification as submitted by elected officials**

# Wood County Compliance Form

Property Owner	Ron & Tracy Newman <i>— Tracy</i>
Property Owners Address	114 Elmwood Heights Road (Elmwood Heights Subdivision)
Property Owners Phone #	489-1507
Date of Complaint	02/23/2011 <i>483</i>
Complaints Name	Dock Cutlip
Address of Complainant	114 Elmwood Hgts. Rd. (Rentor)
Phone # of Complainant	304-210-1583
Nature of Complaint	Front porch cracked in half- side of foundation on left wall leaning out <i>repair cost \$900</i>
Directions to Complaint	Off Rt. 31 Left on Mulberry Rd.- right on Elm St.- Left on Elmwood Hgts. Rd.
Actions Taken	03/15/11 John visited site & took photos. John spoke with Tracy who said they are building a deck over front porch & have contacted a foundation contractor to fix slippage. Assured John they would not rent until foundation is fixed. <b>FILE CLOSED</b> Reopen 01/15/13 City Code Enforcement Officer called & said Bobbi Jo Ross a realtor will be calling us about house issues. 01/16/13 Bobbi Jo called and talked to John about issues with the house, some that are inside. John will re-visit property. 01/18/13 Tenant called, Mary McBride said landlords work # is 420-4580. Also, said living room ceiling is separated 2' from walls, hallway floor separated 2' from wall, and back porch separated 3' from house. Previous fire in basement that blown insulation was covering fire damage. John called work # & he works at WV Dept. of Rehabilitation. Rck 02/04/13 01/23/13 Buddy with City Code called & told John they have court claim against him on another property in the City. John has County Commission meeting on Monday 01/28/13 about the property. 01/24/13 John visited site & took updated photos. 01/28/13 Commission ordered that Mr. Newman appear for hearing. John sent certified letter giving him 30 days to schedule. Rck 02/28/13

*\* Tracy spent \$5000 to Leaky BA a couple of years ago to have it repaired*

*Compensation I have taxes both Elmwood + 33% SL  
newman's retired statement admit error*



COMMISSIONER HEARING, Sept 19<sup>th</sup>  
@ 9<sup>00</sup> AM

1. Original complaint filed by Reed. Point out all the errors and omissions.

2. Submit County Engineer, William Brown PE letter. No violations exist.

Mary McBridge

3. ~~loss~~ Financial loss to me. Had to return 1 tenant security deposit and 1<sup>st</sup> month rent \$1,200. ~~Tenant~~ After talking to Reed, Tenant put stop payment on next month rent \$600. House was rendered useless for several months yet the taxes still had to be paid. \$600. Had to advertise property and show to several people to find new tenant. \$200. McBridge trashed the house because she was mad. Had to be cleaned up. \$200.

\$1200  
600  
600  
200

\$2600

200

\$2800

4. Ask Commissioner to be in my shoes. How would feel if I meddled in your financial affairs. Talked with your tenant without your knowledge. Made a financial agreement with your tenant without your knowledge. And your wife cry for ~~no valid reason~~ <sup>made</sup>? How would you feel?

5. Asking Commission to reimburse me for my expenses in amount of \$2,800. Either by check or



February 8, 2013

RELEASE OF LIABILITY

On November 19, 2012 Mary McBride entered into an agreement to lease from Ronald Newman a house located at 114 Elmwood Heights Rd. Williamstown, WV and paid to Mr. Newman a total sum of \$1,200.00 representing a security deposit and the first month's rent.

Subsequently, Mary McBride decided to move and not to rent the house any longer and asked Mr. Newman to refund the money she had paid. Mr. Newman has agreed to refund the \$1200.00, receipt for which is hereby acknowledged by her signature below.

In return, Mary McBride hereby agree to hold Mr. Newman harmless for any and all claims in any court of law having jurisdiction in this matter.

Mary McBride



BELPRE SAVINGS BANK

DETACH AND RETAIN THIS STATEMENT.  
THE ATTACHED CHECK IS IN PAYMENT OF ITEMS DESCRIBED BELOW.  
IF NOT CORRECT PLEASE NOTIFY US PROMPTLY. NO RECEIPT DESIRED.

DATE	DESCRIPTION	AMOUNT
02/07/2013	Payee(s): MARY MCBRIDE	***\$1,200.00***

2/7/13  
BS



## Wood County Compliance & Building Permit Office

1 Court Square – Suite 308 – Parkersburg, WV 26101 - 304-424-1988

14 March 2013

Tracy and Ron Newman  
P. O. Box 139  
Walker, WV 26180

Dear Tracy and Ron Newman,

After visiting your property at 114 Elmwood Heights Road, there are symptoms of the unstable ground in that area, e.g. foundation cracks, etc.

While these are serious issues, these observations are not serious enough to cause non-compliance with the Wood County Abandoned and Dilapidated Building Ordinance.

If you have further questions, you may contact John Reed, Compliance / Enforcement Officer for the County Commission of Wood County, at (304-424-1988).

Sincerely,

William Brown, P. E.  
County Engineer



9/19/13  
70/356

SEPTEMBER 19, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE  
WITHDRAWAL OF THE COUNTY FROM TWO ENERGY  
GRANTS.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer, and passed with Wayne Dunn voting in the negative, did hereby AUTHORIZE the withdrawal of the Wood County Commission as fiscal agent for two (2) Marketing and Educational Campaign for Residential Energy Audits in Wood County. Said grants were each in the amount of ten thousand dollars and zero cents (\$10,000.00) and were obtained through the West Virginia Division of Energy.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Wayne Dunn, President

  
Stephen Gainer, Commissioner

  
David Blair Couch, Commissioner

M/2513



SEPTEMBER 19, 2013

9/19/13  
70/356

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
WAYNE DUNN, AS PRESIDENT, TO EXECUTE A GRANT  
CONTRACT FOR A VICTIMS ADVOCATE GRANT NO. 13-VA-  
036.

**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 EXECUTE a Contract for a West Virginia Division of Justice and Community Services for a Victims Advocate Grant #13-VA-036. Said grant is in the amount of thirty-two thousand nine hundred forty-three dollars and zero cents (\$32,943.00).

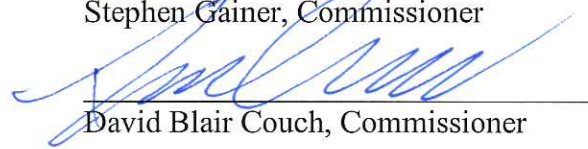
A copy of said Contract is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Wayne Dunn, President

  
Stephen Gainer, Commissioner

  
David Blair Couch, Commissioner

M/2514

9/19/13  
78/356

## **GRANT CONTRACT AGREEMENT**

**BETWEEN**

**DIVISION OF JUSTICE AND COMMUNITY SERVICES**

**AND**

**Wood County Commission**

**13-VA-036**

This **AGREEMENT**, entered into this **11th** day of **September, 2013** by the Director of the Division of Justice and Community Services, hereinafter referred to as "DJCS", and the Wood County Commission hereinafter referred to as "Grantee."

**WHEREAS**, DJCS is the recipient of a Victims of Crime Act (VOCA) Program Grant from the United States Department of Justice, and

**WHEREAS**, the Grantee is an eligible applicant who is desirous of receiving funds. **These funds will provide for the salaries of a full-time Victim Advocate and a part-time Victim Advocate in the Wood County Prosecuting Attorney's Office to provide direct services to crime victims in Wood County.**

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. DJCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DJCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.
4. The Grantee will commence its duties under the Agreement on **September 1, 2013**, and shall continue those services/activities until **June 30, 2014**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.

5. In consideration of the services rendered by the Grantee, the sum of up to **\$32,943.00** shall be obligated by DJCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that DJCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds once per month to DJCS. Upon receipt of said request, DJCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DJCS by the twentieth (20th) day of each month.
8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.
9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DJCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the DJCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DJCS reasons for taking said action.
11. DJCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.
12. If for any reason funds received by DJCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.



13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DJCS a final report on forms provided by DJCS. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties hereto agree that notice shall be given by personal service or served when mailed certified U.S. Mail, postage prepaid, return receipt requested to the following addresses:
  - a. Division of Justice and Community Services  
1204 Kanawha Boulevard, East  
Charleston, West Virginia 25301
  - b. **Grantee Mailing Address:**  
  
Wood County Commission  
1 Court Square, Suite 203  
Parkersburg, West Virginia 26101
15. The Grantee shall hold and save DJCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

**IN WITNESS WHEREOF**, the parties hereto attach their signatures representing that each is acting with full authority.



**Wayne Dunn**  
**President**  
**Wood County Commission**

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**J. Norbert Federspiel, Director**  
**Division of Justice and Community Services**

9/19/13  
70/356

SEPTEMBER 19, 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 14-CC-09. SAID REQUEST IS IN THE AMOUNT OF \$38,079.57.

**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 14-CC-09. Reimbursement is in the amount of thirty-eight thousand seventy-nine dollars and fifty-seven cents (\$38,079.57) for the month of August, 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

M/2515

<b>WEST VIRGINIA</b> <b>Division of Criminal Justice Services</b>	<b>Request for Reimbursement</b>	9/19/13 70/356
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<b>RECEIVED</b> <b>(For DCJS Use Only)</b>	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203
		Parkersburg, WV 26101
	Project #:	14-CC-09
	FEIN#:	556 000 417
Funds are hereby requested to cover expenditures FROM: 8/1/13 TO: 8/31/13		

**PROJECT CASH EXPENDITURES**

CATEGORY	AMOUNT
Personnel/Contractual	\$37,463.13
Travel/Training	-0-
Space	-0-
Other	616.44
Equipment	-0-
<b>TOTAL</b>	<b>\$38,079.57</b>

**CERTIFICATION:**

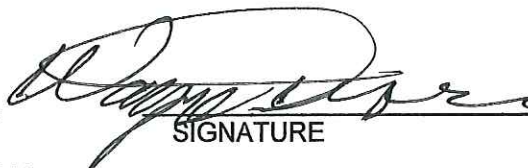
I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: Wayne Dunn, President, Wood County Commission

TYPED NAME & TITLE

(Authorized Official or Grant Financial Officer ONLY)



SIGNATURE

9/19/13

DATE

**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



9/19/13  
70/356

SEPTEMBER 19, 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 \$3,749.08.

**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 seven hundred forty-nine dollars and eight cents (\$3,749.08) for the month of August, 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/2516

<b>WEST VIRGINIA</b> <b>Division of Criminal Justice Services</b>	<b>Request for Reimbursement</b>	9/19/13 70/356
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<b>RECEIVED</b> <b>(For DCJS Use Only)</b>	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203
		Parkersburg, WV 26101
	Project #:	11-CCPT-04
	FEIN#:	556 000 417
Funds are hereby requested to cover expenditures FROM: 8/1/13 TO: 8/31/13		

**PROJECT CASH EXPENDITURES**

CATEGORY	AMOUNT
Personnel/Contractual	\$3,372.09
Travel/Training	-0-
Space	-0-
Other	-0-
Equipment	-0-
<b>TOTAL</b>	<b>\$3,372.09</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, Wood County Commission  
TYPED NAME & TITLE

  
SIGNATURE

9/19/13  
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

<b>WEST VIRGINIA</b> <b>Division of Criminal Justice Services</b>	<b>Request for Reimbursement</b>
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<b>RECEIVED</b> <b>(For DCJS Use Only)</b>	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: 8/1/13 TO: 8/31/13

**PROJECT CASH EXPENDITURES**


CATEGORY	AMOUNT
Personnel/Contractual	\$376.99
Travel/Training	-0-
Space	-0-
Other	-0-
Equipment	-0-
<b>TOTAL</b>	<b>\$376.99</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, Wood County Commission  
 TYPED NAME & TITLE

  
 SIGNATURE

9/19/13  
 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



9/19/13  
70/357

SEPTEMBER 19, 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 TRAIL GRANT NUMBER S354-FOR/TB-1.00. SAID REQUEST IS IN THE AMOUNT OF \$13,350.46.

**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 Trail Grant Number S354-FOR/TB-1.00. Reimbursement is in the amount of thirteen thousand three hundred fifty dollars and forty-six cents (\$13,350.46) for the month of June, 2013. In addition to the Request for Reimbursement, the Financial Summary, Progress Report and Invoices 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 Trail 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/2517

9/19/13  
70/350

*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

DATE: September 9, 2013

INVOICE #: 2

INVOICE PERIOD: July 1, 2013 to August 31, 2013

TO: Elizabeth Williams, Project Manager  
WVDOH, Planning and Administration Division  
Building 5, Room A-863  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

FROM: Wood County Commission  
FEIN#: 55 6000 417

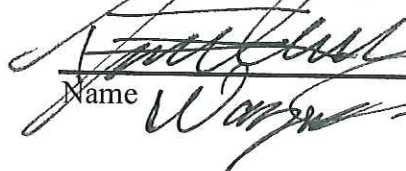
PROJECT: Project Name: Fort Boreman Historical Park Trail  
State Project Number: S354-FOR/TB-1.00  
Federal Project Number: NRT-2011(047)D

DESCRIPTION: July and August 2013 summary and request for reimbursement.

INVOICE INFORMATION:

A. Total funds available for project:	\$98,353.00
B. Total funds reimbursed <u>prior</u> to attached invoice(s):	\$416.00
C. Total funds remaining <u>prior</u> to attached invoice(s):	\$97,937.00
D.	
E. Total amount of <u>attached</u> invoice(s):	\$13,350.46
F. Percentage payment requested:	100%
G. Total amount to be paid to sponsor:	\$13,350.46
H. Total funds remaining after payment of <u>attached</u> invoice(s):	\$84,586.54

Wood County Commission certifies that the attached invoices represent work that has been satisfactorily completed, **and paid for.**

 Wood Co. Commission President  
Name \_\_\_\_\_ Title \_\_\_\_\_ Date 9-19-13

# Wood County Sheriff's Office

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

9/19/13

Date: September 13, 2013  
To: Wood County Commission  
From: Sheriff K.D. Merritt  
Re: New Reserve Deputies

9/19/13  
70357



This is to advise that Linda Leach and Judith Robinson will be starting as Reserve Deputies for the Wood County Sheriff's Office on 9/16/13. They will be attached to the Project Lifesaver Program and their duties will be limited to that program.

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





9/19/13

70/357

STATE OF WEST VIRGINIA  
COUNTY OF WOOD

}

TO -WIT:

I, KIMBERLY MERTZ, 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 DAY REPORT CENTER 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.

Kimberly Mertz

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 18<sup>th</sup> day of September, 2013.

[Signature]

County Commission of Wood County