

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

IN RE: MINUTES OF MEETING HELD  
THURSDAY, MAY 1, 2014

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

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

Shawn Collins was sworn in as a Humane Officer for the Humane Society of Parkersburg.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission met with Sherry Valentine, representing the Parkersburg Homecoming Committee to request usage of the Wood County Justice Center parking lot and Fort Boreman Park for the Homecoming even this summer.

At 9:34 A.M., the County Commission announced a vacancy on the Enforcement Agency for the Abandoned Building Ordinance. (Order A/1272)

At 9:35 A.M., the County Commission placed Elizabeth Green in nomination to fill a vacancy on the Enforcement Agency for the Abandoned Building Ordinance. (Order A/1273)

At 9:39 A.M., the County Commission discuss the mechanic's position that will be vacated upon the retirement of Tom Morris in June, 2014. (Order M/2767)

At 9:50 A.M., the County Commission approved a proposal from the Veterans Park Board for repairs and upgrades to the shelters in the park. The proposal is that the County Commission will provide the supplies if they supply the labor.

At 9:55 A.M., the County Commission discussed a proposed trail at the Veterans Park and its proximity to the Wood County Deputy Association's gun range. After discussion, Chief Deputy Shawn Graham agreed to meet Commissioner Dunn at the park over the weekend and walk the proposed route of the trail.

At 10:06 A.M., the County Commission discussed the process for appointments to the Wood County Fire Service Board. The Commission agreed that they will each individually appoint a representative from the Magisterial District. (Order M/2763)

At 10:15 A.M., the County Commission met with Sheriff Ken Merritt and other Sheriff's Department employees regarding pay increased in the Sheriff's Tax Office.

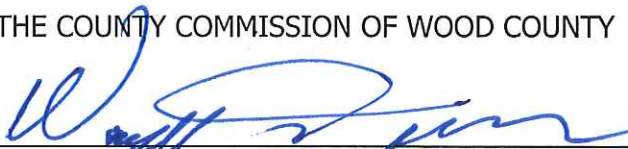
**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/2763, M/2764, M/2765, M/2766, M/2767, A/1272, A/1273

Having no further scheduled appointments or business to attend to, the County Commission officially adjourned at 10:51 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 1, 2014.

Wood County Commission Meeting  
Held May 1, 2014

Please Print

1.	Ken McArthur	Sheriff
2.	Bob Trammell	Chief Tax Dept.
3.	T.R. SMITH	
4.	CHIEF GRAHAM	
5.	Sherry Valentine	Parkersburg Homecoming
6.	Steve Stephens	
7.	Carole Jones,	Co. Clk.
8.	Toni (Lano)	
9.		
10.		
11.		
12.		
13.		
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16.		
17.		
18.		
19.		
20.		



# Wood County Commission Agenda

5/1/2014

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Discuss use of County Parking Lot and Fort Boreman Park for fireworks	Sherry Valentine, Parkersburg Homecoming
	Announce vacancy on the Enforcement Agency for the Abandoned and Dilapidated Building Ordinance - Fire Chief Position  Consider nomination of Elizabeth Green, Mid-Ohio Valley Health Department to replace Tim Miller	
	Consider ad for Convention and Visitors Bureau Outdoor Recreation Guide	
	Discuss Maintenance Mechanic Position	
	Consider commitment to Veterans Park Board for shelter upgrades	
	Discuss process for appointments to Fire Service Board	
	Administrator's Report	Marty Seufer, County Administrator
	County Commissioner's 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

5/1/14  
70/474

MAY 1, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE  
PROCESS FOR CREATION OF THE WOOD COUNTY FIRE  
SERVICE BOARD.

**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 process for creation of and appointments to the Wood County Fire Service Board. As required by West Virginia State Code 7-17-6, the citizen members and fire association members will be appointed at the same time as the creation of the Board. Each commissioner will be responsible for providing the name of a citizen member appointee candidate from their respective district.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

M/2763

MAY 1, 2014

5/1/14  
70/475

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 ASSISTANCE GRANT NUMBER 13-VA-036. SAID REQUEST IS IN THE AMOUNT OF \$3,116.05

**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 Assistance Grant Number 13-VA-036. The Request for Reimbursement is in the amount of three thousand one hundred sixteen dollars and five cents (\$3,116.05) for the month of March, 2014. 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.

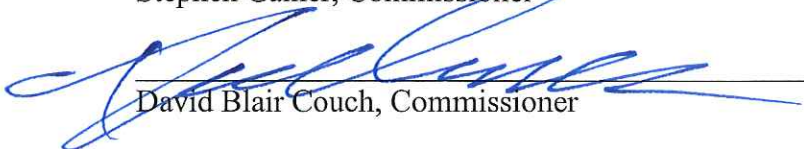
Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Wayne Dunn, President

  
Stephen Gainer, Commissioner

  
David Blair Couch, Commissioner



5/1/14  
70/475

<b>WEST VIRGINIA</b> Division of Criminal Justice Services	<b>Request for Reimbursement</b>
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<b>RECEIVED</b> (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 13-VA-036
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 3/1/14 TO: 3/31/14

PROJECT CASH EXPENDITURES	CATEGORY	AMOUNT
	Personnel/Contractual	\$3,116.05
	Travel/Training	
	Space	
	Other	
	<b>TOTAL</b>	<b>\$3,116.05</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 4/28/14  
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

5/1/14  
70/475

MAY 1, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
WAYNE DUNN, AS PRESIDENT, TO EXECUTE A PROJECT  
SCOPE REVISION FOR A RECORDS MANAGEMENT GRANT.

**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 project scope revision for a Records Management Grant for the Wood County Circuit Clerk's Office.

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

Information relating to the Records Management Grant are 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/2765

Office of the County Commission of Wood County West Virginia

5/1/14  
70/475

Commissioners  
David Blair Couch  
Wayne Dunn  
Steve Gainer



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

May 1, 2014

Ms. Denise Ferguson  
County Records Archivist  
Records Management and Preservation Board  
1900 Kanawha Blvd. East, Building 9  
Charleston, West Virginia  
25305-0300

Dear Ms. Ferguson:

RE: Wood County Records Management Grant

On behalf of the Wood County Circuit Clerk, the Wood County Commission would like to request a project scope revision with regards to the above referenced grant. After reviewing the needs of the Office, the Wood County Circuit Clerk believes these grant funds and match will be better utilized to install shelving in one of its offices – Room 112.

As the attached drawing shows, there will be a total of 164 shelves installed – 144 will be in the wall units and 20 shelves will be with the center table. These shelves will be used to hold the County's Domestic Order books which are continually increasing. On average a new Domestic Order Book is filled up every 10 days. Each shelf will be able to hold two books so these new shelves will hold 328 Domestic Order Books.

5/1/14 - Faxed + mailed

Currently the Circuit Clerk's Office has 272 Domestic Order Books which are frequently used. By placing these books in Room 112, they will be more accessible and easier to access. The area where these Books are now located require a person to use a ladder to reach them. These Books are frequently used so it requires a fair amount of climbing to get the proper Book and documents.

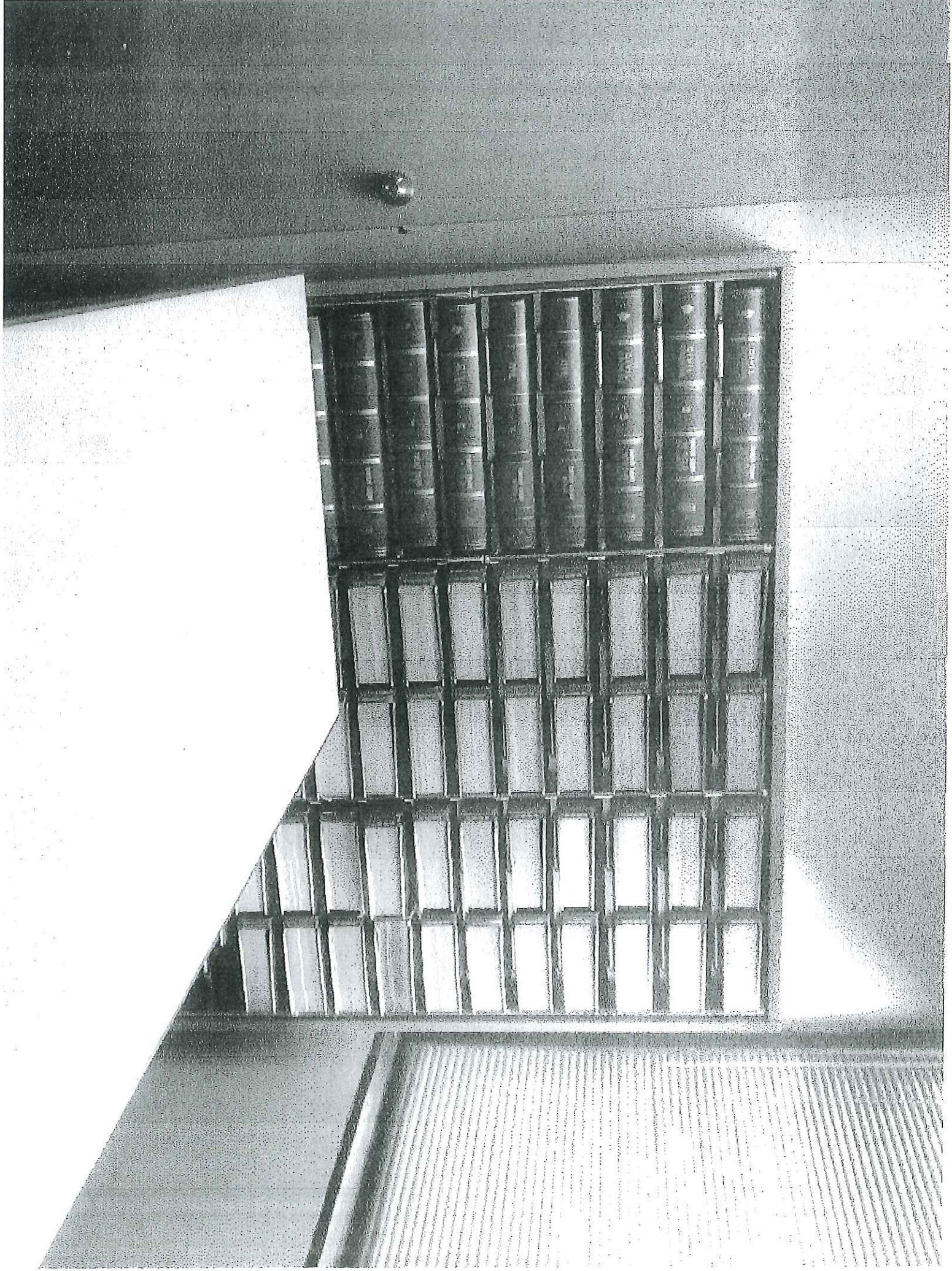
The total cost of this new project is \$13,610.03 which consists of the rolled shelving, center table, freight, and installation. Grant funds have been approved in the amount of \$12,000.00, and Wood County will provide the match funds of \$1,610.03.

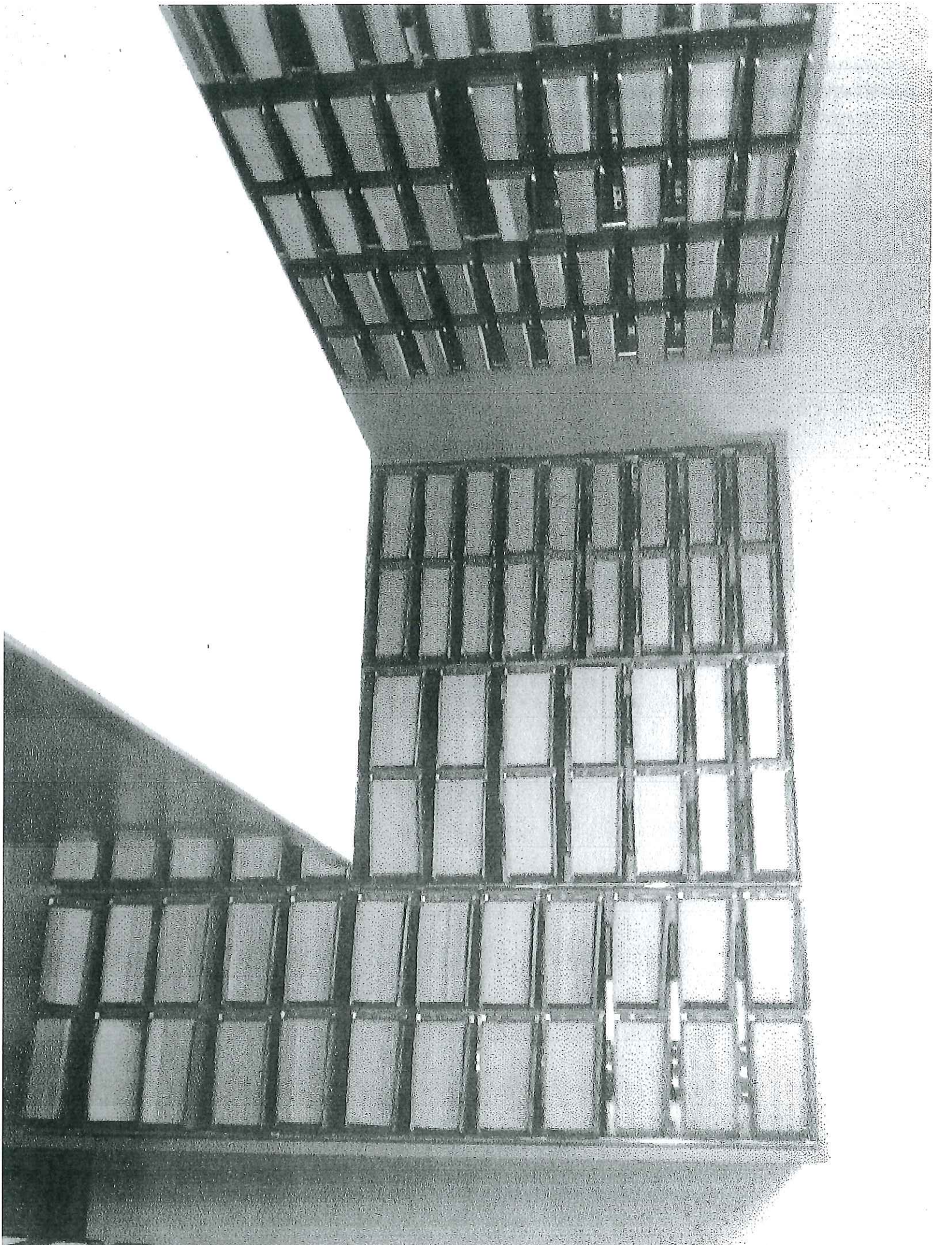
Please find attached the drawing, cost estimate, and photos of where the shelving will be located. If after review you have any questions or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304-428-7760. Thank you for your assistance with this matter.

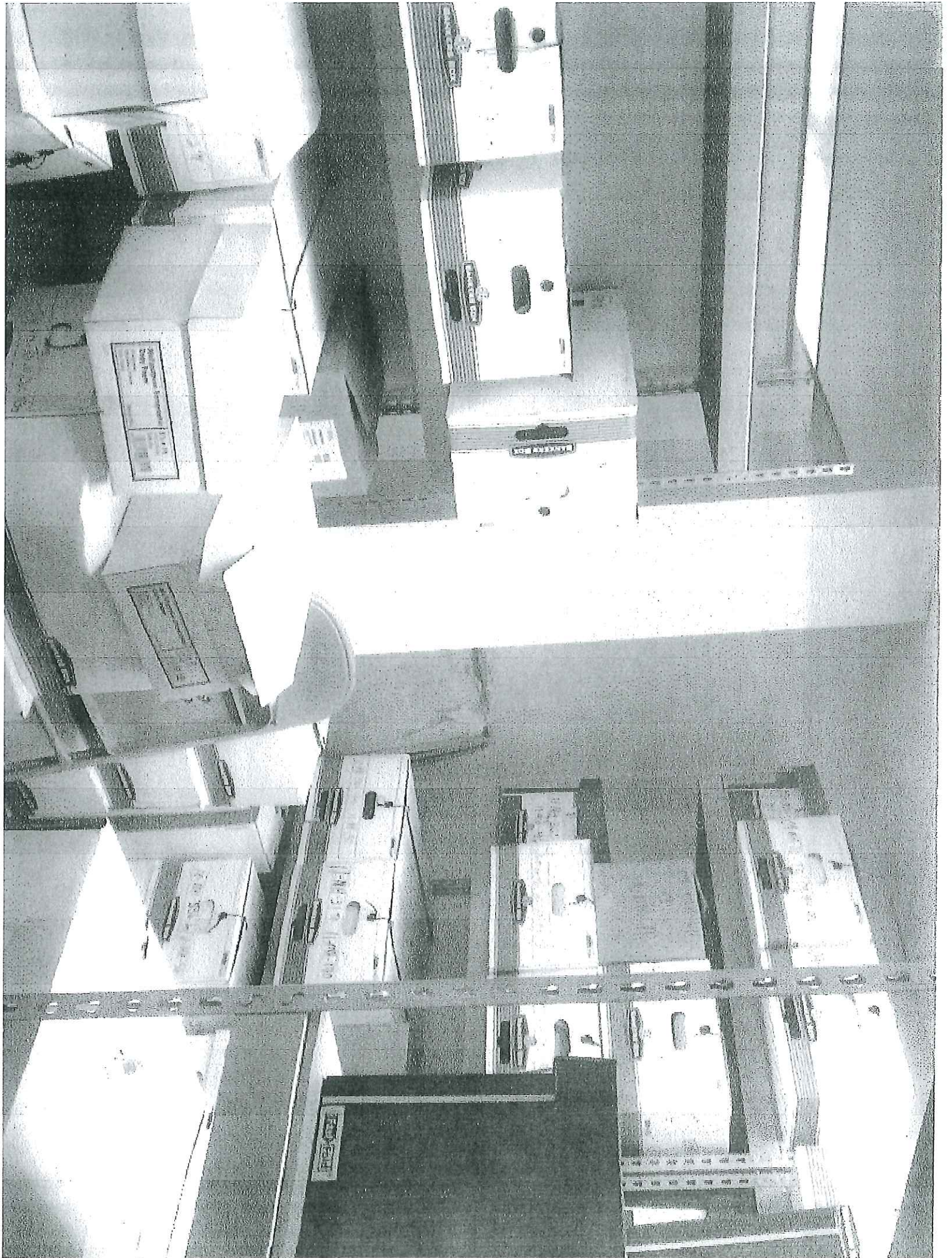
Sincerely,

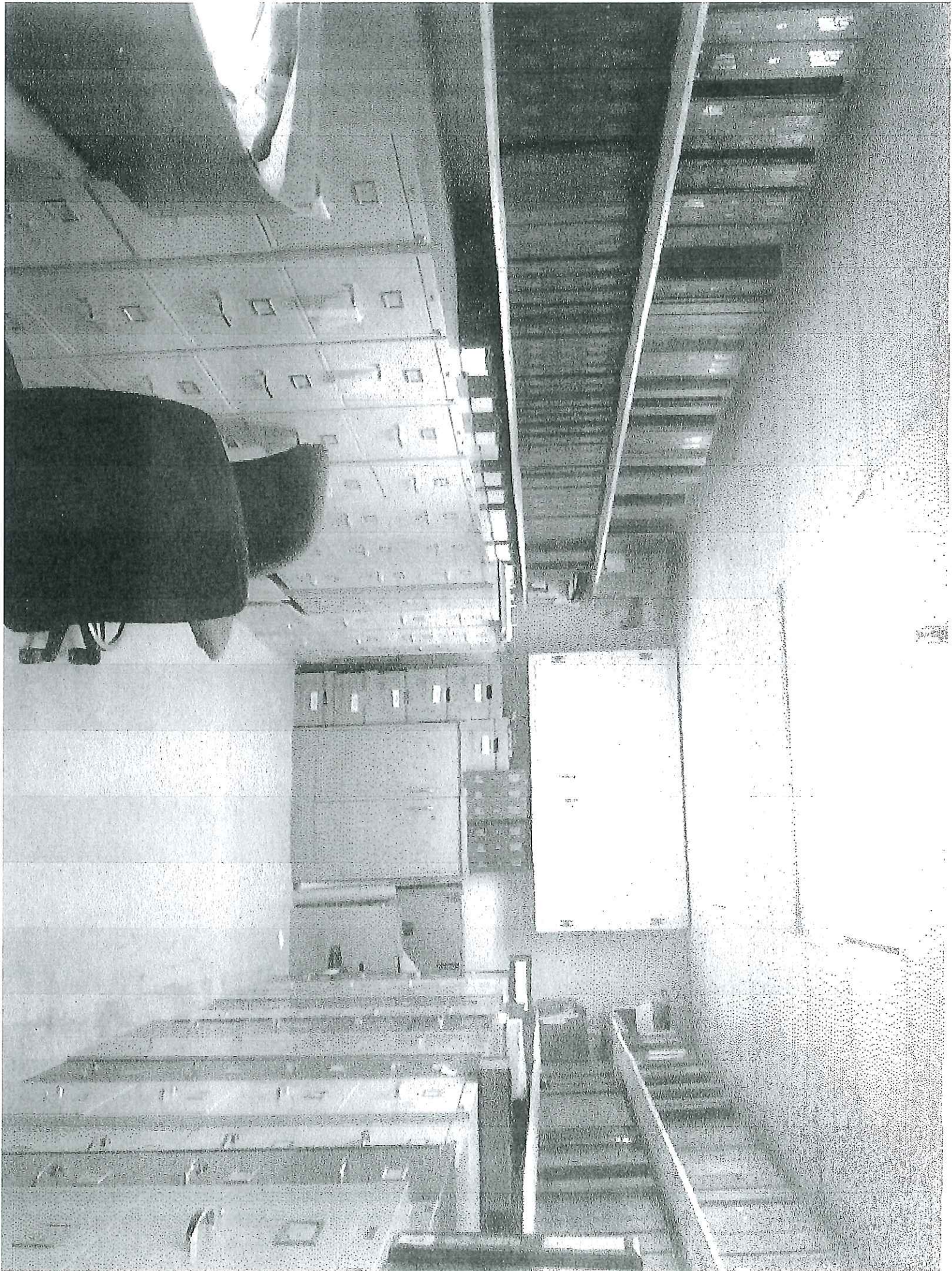
A handwritten signature in black ink, appearing to read "Wayne Dunn", with a large, stylized flourish above the name.

Wayne Dunn  
President











~~Deliver~~

H.P. - 1700  
1901

H.P. Spacing  
LM-70 1800

8' 11"

214

214

214

693.00

635.25

261.00

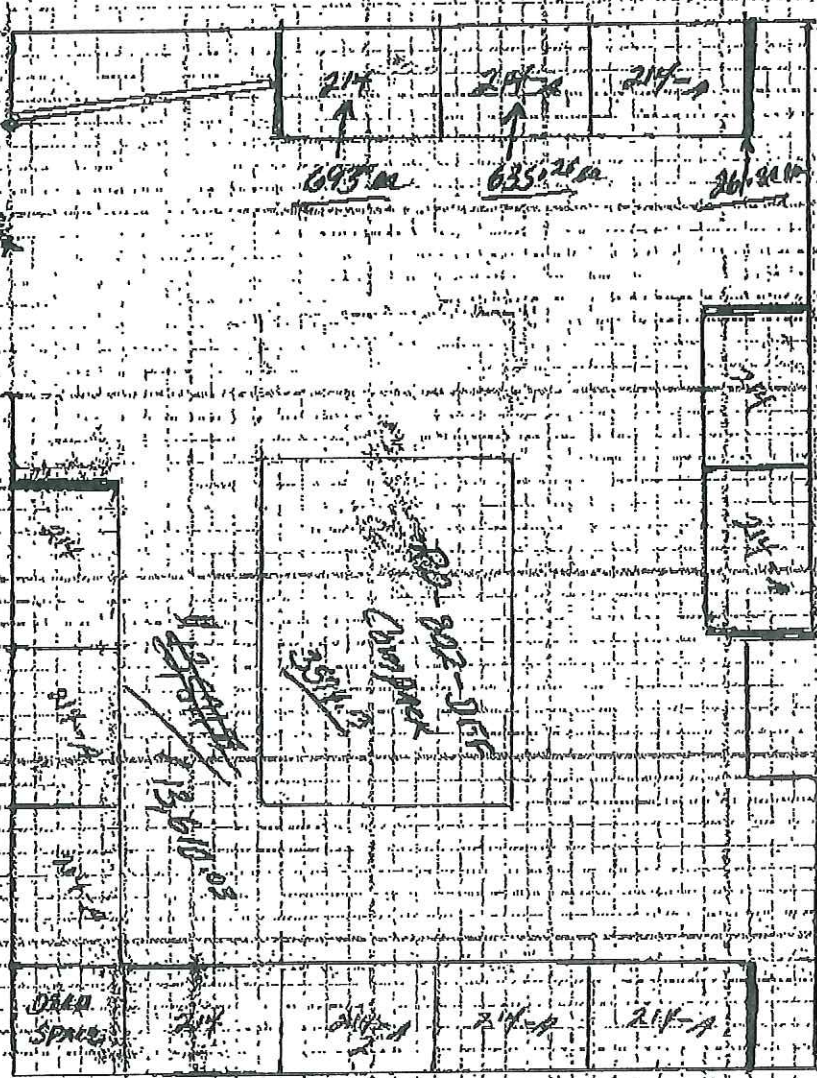
Q11 623.00  
Q11-A 634.25  
Q11 261.00  
P.D. BOX 574.13  
FRIGHT 1350.50

13,610.05

PP- 208-515  
COPPER  
3511.13

13,610.05

1000 CIRCUT  
ROOM WITH NO CABLE



1411 Slides on wall  
800 Slides on Table



Apr. 29. 2014 4:23PM

No. 1392 P. 6

# QUOTATION FROM CASTO & HARRIS

Phone Nos.  
(304) 927-2222  
(800) 678-8683  
FAX (304) 927-2236

INCORPORATED  
109 Market Street  
P.O. Box 189  
Spencer, West Virginia 25276

To: **WOOD CIRCUIT CLERK**  
**ATTN: CAROLE JONES**

Date: **4-28-14**

Item or Project

**ROLLER SHELVING**

F.O.B.:

TERMS: NET CASH 30 DAYS FROM DATE OF INVOICE

We propose to furnish

**ROLLER SHELVING ROOM 112**

**(PER OUR PRIOR SPECS)**

**COMPLETE, INSTALLED AND DELIVERED**

**\$ 13,610.00**

**WE APPRECIATE THE OPPORTUNITY TO QUOTE**

**FILED IN OFFICE**

**APR 28 2014**

**CAROLE JONES  
CLERK CIRCUIT COURT**

CONDITIONS - We guarantee prices herein quoted if ORDER IS RECEIVED WITHIN 30 DAYS FROM DATE OF QUOTATION. If these conditions are not complied with, prices will be subject to renegotiation. All variations or agreements contained in this letter are contingent upon availability of materials, strikes, accidents, fires, or any other causes beyond our control. Unit prices herein govern the sale and clerical errors are subject to correction.

Accepted \_\_\_\_\_ Date \_\_\_\_\_

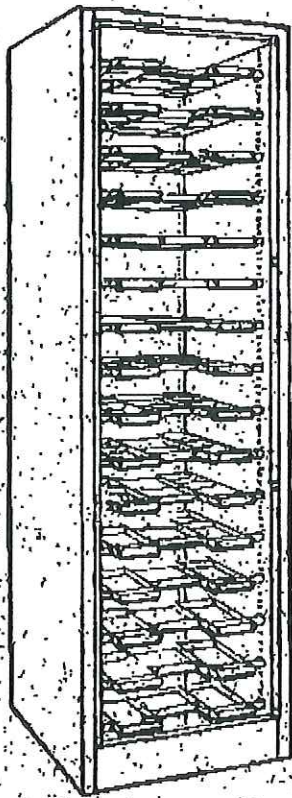
Respectfully Submitted and Certified,  
**CASTO & HARRIS, INC.**

By \_\_\_\_\_

By **CHRISTIE HICKS**

# ROLLER SHELVING

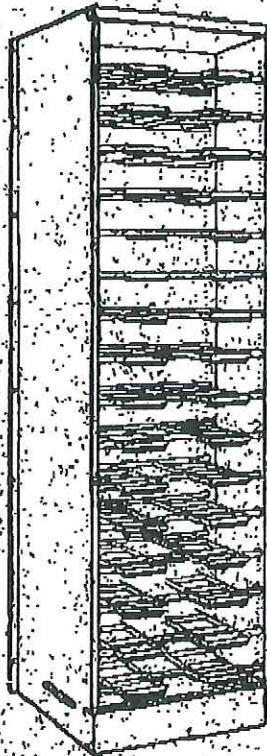
# 200 LINE



214  
1-214

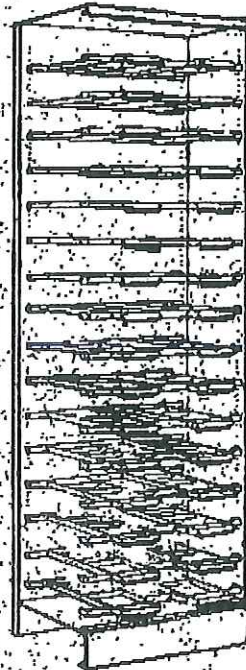


241



214-A

*63 3/4 in.*

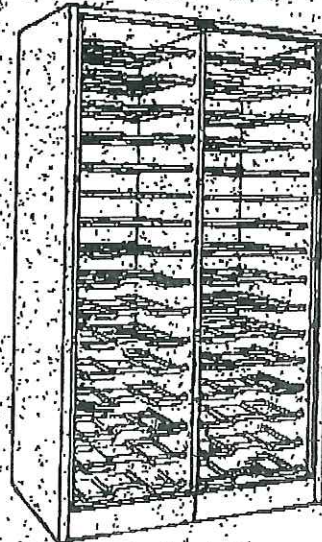


241

*26 1/2 in.*

*214-A 63 3/4 in.*

1-214, 1-214-A  
1 Pair 241 Ends



## STANDARD SECTIONS

### SPECIFICATIONS

Style No.	Description	Clear Height	Outside Dimensions			Inside Clear		Approx. Shipping Wt.
			W	H	D	W	D	
214	16 Roller Shelf starter unit 71 3/4"	3 @ 3 3/4"	20 7/8"	71 3/4"	14 1/2"	19 3/16"	13 1/2"	185
214-A	16 Roller Shelf annex unit	13 @ 3 1/4"	19 1/2"	71 3/4"	14 1/2"	19 3/16"	13 1/2"	165
241	Pair of End Panels for style 214 & 214-A	17" end	71 3/4"	14 1/2"				85

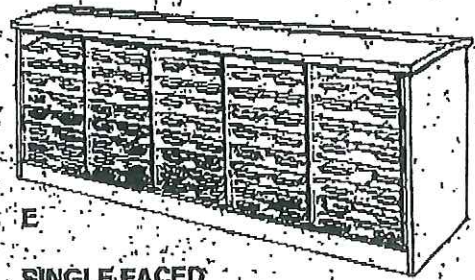
All Front Rollers Polished Chrome Standard.



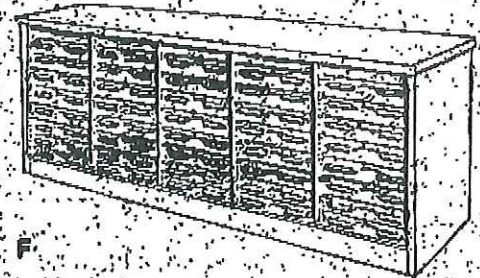
LARSON METAL MFG., INC. • JAMESTOWN, N.Y.

# ROLLER SHELF RECORD DESKS

SINGLE FACED RECORD DESKS				Tiers	Roller Shelves	Unit Length
Standard Slope Top E	Extra Depth Slope Top E	Standard Flat Top F	Extra Depth Flat Top F			
RD-201-SFS	RD-301-SFS	RD-401-SFF	RD-501-SFF	1	8	25 7/8
RD-202-SFS	RD-302-SFS	RD-402-SFF	RD-502-SFF	2	16	45 13/16
RD-203-SFS	RD-303-SFS	RD-403-SFF	RD-503-SFF	3	24	65 9/16
RD-204-SFS	RD-304-SFS	RD-404-SFF	RD-504-SFF	4	32	85 11/16
RD-205-SFS	RD-305-SFS	RD-405-SFF	RD-505-SFF	5	40	105 5/8
RD-206-SFS	RD-306-SFS	RD-406-SFF	RD-506-SFF	6	48	125 3/8
RD-207-SFS	RD-307-SFS	RD-407-SFF	RD-507-SFF	7	56	145 1/8
RD-208-SFS	RD-308-SFS	RD-408-SFF	RD-508-SFF	8	64	165 7/16
RD-209-SFS	RD-309-SFS	RD-409-SFF	RD-509-SFF	9	72	185 3/8
RD-210-SFS	RD-310-SFS	RD-410-SFF	RD-510-SFF	10	80	205 5/16

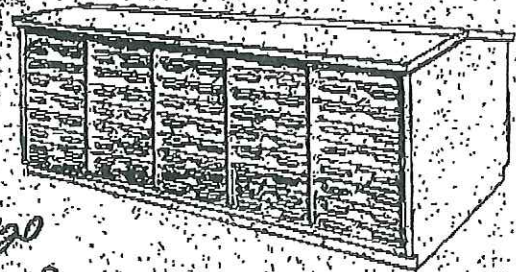


**E**  
SINGLE FACED SLOPE TOP

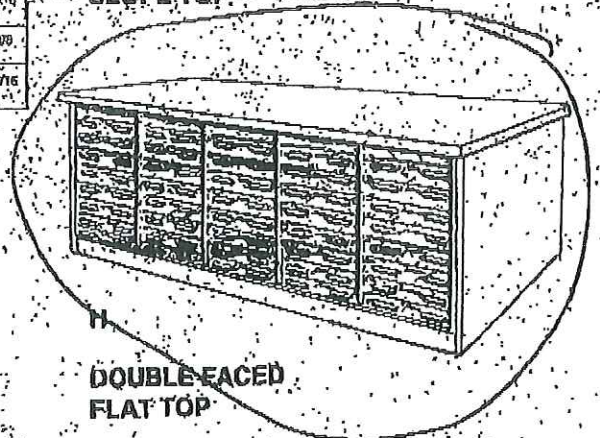


**F**  
SINGLE FACED FLAT TOP

DOUBLE FACED RECORD DESKS				Tiers	Roller Shelves	Unit Length
Standard Slope Top G	Extra Depth Slope Top G	Standard Flat Top H	Extra Depth Flat Top H			
RD-601-DFS	RD-701-DFS	RD-801-DFH	RD-901-DFH	1	16	25 7/8
RD-602-DFS	RD-702-DFS	RD-802-DFH	RD-902-DFH	2	32	45 13/16
RD-603-DFS	RD-703-DFS	RD-803-DFH	RD-903-DFH	3	48	65 9/16
RD-604-DFS	RD-704-DFS	RD-804-DFH	RD-904-DFH	4	64	85 11/16
RD-605-DFS	RD-705-DFS	RD-805-DFH	RD-905-DFH	5	80	105 5/8
RD-606-DFS	RD-706-DFS	RD-806-DFH	RD-906-DFH	6	96	125 3/8
RD-607-DFS	RD-707-DFS	RD-807-DFH	RD-907-DFH	7	112	145 1/8
RD-608-DFS	RD-708-DFS	RD-808-DFH	RD-908-DFH	8	128	165 7/16
RD-609-DFS	RD-709-DFS	RD-809-DFH	RD-909-DFH	9	144	185 3/8
RD-610-DFS	RD-710-DFS	RD-810-DFH	RD-910-DFH	10	160	205 5/16



**G**  
DOUBLE FACED SLOPE TOP



**H**  
DOUBLE FACED FLAT TOP

Standard Depth Desk Clears - 19 3/16" W. x 3 3/4" H. x 13 1/2" D.  
 Extra Depth Desks Clears - 19 3/16" W. x 3 3/4" H. x 17" D.  
 Specify if finished backs are required on Single Faced Units.  
 Overall Depth of single Faced - 25", of Double Faced - 42".  
 Height is 42" with additional 2" slope. Toe space will be furnished as standard on all double faced desks at no additional cost.



LARSON METAL MFG., INC. • JAMESTOWN, N.Y.



*Carole Jones*

CLERK CIRCUIT COURT

WOOD COUNTY JUDICIAL BUILDING

# 2 GOVERNMENT SQUARE

PARKERSBURG, WV 26101-5353

TELEPHONE

(304) 424-1700

TERMS OF COURT

2ND MONDAY IN JANUARY

2ND MONDAY IN MAY

2ND MONDAY IN SEPTEMBER

April 29, 2014

The Honorable Wayne Dunn, President  
The Honorable David Blair Couch  
The Honorable Steve Gainer  
Wood County Commission  
#1 Court Square  
Parkersburg, WV 26101

Re: 2013-1014 Records Grant

Dear Commissioners:

You will recall that we received a RMPB Grant Award this year in the amount of \$12,000.00, with a cash match of 10%, for a total project cost of \$13,200.00; and that some time ago we discussed the possibility of changing the scope for this grant to allow for the purchase of shelving for order books so that we could provide a room for the domestic order books much like the room we were able to provide for civil action order books with a previous grant.

Unexpected health issues, etc. prevented our proceeding with the process originally submitted for the grant. However, it appears that the matter of storage for these books is a more pressing issue at this time, as you can observe from photos provided. I had considered applying for record book storage at the time of the initial application, but did not have a room available to use for this. As you know, I had asked on several occasions that another space be provided so that the Adult Probation Department could move their files from the room they are using in our office space across the hall. That has not happened, but due to the fact that we so desperately need a record book room, I have decided to move additional fairly current records from another room to the old sheriff's building to give us the room we need for the record book shelving.

I believe that we finally have what we need to submit a request to Charleston for a change in the scope of this grant, including the estimate and drawings, as well as photographs. It is apparent from the photographs that the shelves where these books are currently stored are completely full. These order books are accessed frequently for copies of orders, and roll shelving with the center counter top as we have in the civil

action order book room provides much better access to the order books both for us and for the public.

It is my understanding that Toni Tiano is preparing the necessary request and paperwork to be submitted to Joe Geiger, Director, Archives and History. I am advised that it will take approximately six weeks to get the shelving once it is ordered, and since this grant ends June 30, 2014, time is running tight.

You will note from the estimate that the amount is \$13,610.00, which is \$410.00 more than the initial project cost. I believe that, with your approval, I can take this additional amount out of the equipment line for my office.

In closing, I want to thank you for your cooperation and assistance in this matter. Please let me know if you have questions or need anything further from me.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carole Jones".

Carole Jones, Clerk  
Circuit Court of Wood County

5/1/14  
70/475

MAY 1, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE A  
MATCH OF FUNDS FOR AN ADVERTISEMENT


**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 a match for an advertisement in the Mid-Ohio Valley Outdoor Recreation Guide and Website. Said match would be the same as the amount committed by the Washington County Commission, Marietta, Ohio.

Said advertisement would be paid out of the General Fund Lottery line item of the County.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

M/2766

MAY 1, 2014

5/1/14  
78/475

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
ADVERTISEMENT FOR A MECHANIC POSITION.

**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 an advertisement for a vehicle mechanic for the Wood County Maintenance Office. Said mechanic should be Automotive Service Excellence (ASE) Certified and have the ability to perform West Virginia State Vehicle Inspections. Said mechanic would also be a member of the Wood County Maintenance Office.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Wayne Dunn, President

  
Stephen Gainer, Commissioner

  
David Blair Couch, Commissioner

M/2767



5/1/14  
70/474

MAY 1, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION ANNOUNCED THAT A VACANCY EXISTS ON THE ENFORCEMENT AGENCY FOR THE ABANDONED BUILDING ORDINANCE.

**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, announced that a vacancy exists on the Enforcement Agency for the Abandoned Building Ordinance. Said vacancy is due to the fact that Terry Hefner is no longer Fire Chief and his term expires July 23, 2015. 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.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Wayne Dunn, President

  
Stephen Gainer, Commissioner

  
David Blair Couch, Commissioner

A/1272

5/1/14  
70/474

MAY 1, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION PLACED ELIZABETH GREEN IN  
NOMINATION TO FILL A VACANCY ON THE ENFORCEMENT  
AGENCY FOR THE ABANDONED BUILDING ORDINANCE.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Wayne  
Dunn, seconded by David Blair Couch and made unanimous by Stephen Gainer, placed Elizabeth  
Green, Mid-Ohio Valley Health Department, in nomination to fill a vacancy that exists on the  
Enforcement Agency for the Abandoned Building Ordinance. Said vacancy is due to the fact that  
Tim Miller is no longer with the Mid-Ohio Valley Health Department. Said nomination 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.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

A/1273

5/1/14  
70/474

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

I, Shawn Collins, 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 Humane Officer for the Humane Society of Parkersburg 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.

  
\_\_\_\_\_

2<sup>nd</sup> Subscribed and sworn to, before County Commission of Wood County, West Virginia, this day of May, 2014.

  
\_\_\_\_\_  
County Commission of Wood County