

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, JULY 16, 2015

PRESENT: STEPHEN GAINER, PRESIDENT  
DAVID BLAIR COUCH, PRESIDENT  
ROBERT K. TEBAY, 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.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission discussed a request from the WV Supreme Court for the drug court funds. Jason Wharton, Prosecuting Attorney, stated the County Commission needs clarification of how fees will be collected in the future.

At 9:37 A.M., the County Commission discussed the Wood County Fire Fee. Mr. Wharton advised the County Commission that a levy would need to be county wide and would include the City of Parkersburg. A levy must be passed in a taxing unit, thus the County would act as the taxing unit and would need to be countywide.

At 10:00 A.M. the County Commission met with Ed Hupp, Emergency Management Director and Sharon Kesselring from the American Red Cross. They briefed the Commission on the recent flooding disaster in Mineral Wells. Ms. Kesselring asked for financial assistance from the County Commission. The County Commission agreed to provide them with a \$5,000.00 donation.

At 10:12 A.M. the County Commission held a hearing in regard to the Doris I. Hoffman estate. David K. Hoffman, heir, requested that Ronna L. Hoffman, Administratrix, be removed and that he be appointed. After hearing information that was presented, the County Commission denied his request. (Probate Order)

At 10:30 A.M. the County Commission held a hearing in regard to the Clara Beach estate. Attorney Robert Fluharty, for Sherrie Padden, Administratrix and Matthew Carlisle, Attorney for Randi E. Ward were present to have a copy of the last and will and testament of Clara I. Beach. After testimony, the County Commission moved that Jason Wharton, have the Circuit Court Judges rule on this matter and reply within thirty days. (Probate Order)

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/3156, M/3157, M/3158, A/1488

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 1:44 P.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

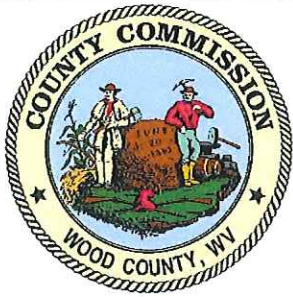
  
Robert K. Tebay, Commissioner

To listen to this meeting, please refer to DVD labeled July 16, 2015.

Wood County Commission Meeting  
Held July 16, 2015

Please Print

- |     |                      |
|-----|----------------------|
| 1.  | ERWIN WAMSLEY        |
| 2.  | Kim MARSHALL         |
| 3.  | Steve Scholl         |
| 4.  | Jason Wharton        |
| 5.  | Jul Hoff             |
| 6.  | Bonnie Hoffmann      |
| 7.  | Wade Hoffmann        |
| 8.  | Keith Wolf           |
| 9.  | Matt Carlisle        |
| 10. | Jerry Brock          |
| 11. | Kathy J. Olmi        |
| 12. | Patricia L. Campbell |
| 13. | Randy L. Ward        |
| 14. | Michael R. Stanley   |
| 15. | Randi Ward           |
| 16. |                      |
| 17. |                      |
| 18. |                      |
| 19. |                      |
| 20. |                      |



Wood County Commission  
Agenda

7/16/2015

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Discuss Drug Court fee request from WV Supreme Court	
	Discuss Wood County fire fee	
	Announce vacancy on Vienna Public Library Board & consider nomination of Jim Strader for duration of term	
10:00 A.M.	Estate of Doris I. Hoffman – David K. Hoffman requesting Administratrix be removed & he be appointed	
10:30 A.M.	Estate of Clara Beach	Bob Fluharty and Matthew Carlisle
	Administrator's Report	Marty Seufer, County Administrator
	County Commission 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 I

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

7/16/15  
21/83

JULY 16, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
STEPHEN GAINER, AS PRESIDENT, TO EXECUTE AN  
ACCEPTANCE LETTER FOR A STERNWHEEL FESTIVAL  
GRANT.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay, made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Acceptance Letter with the West Virginia Division of Culture and History. Said grant is in the amount of two thousand four hundred seventy-five dollars and zero cents (\$2,475.00).

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner



# Fiscal Year 2016 Fairs & Festivals Grant ACCEPTANCE LETTER INVOICE

7/16/15  
7/1/83

Grant/Invoice No: FF16-438  
IN:

**Fairs and Festivals Grant Appropriation: \$2,475.00**

**Sternwheel Festival / Wood Co Commission**

1 Court Sq-Suite 203  
Parkersburg, WV 26101

I accept the Fiscal Year 2016 appropriation and understand and agree to the terms outlined on the enclosed Instruction Sheet and State Agency Grant Awards Accountability Requirement (SAGA) sheet. I understand that all expenditures from the grant must be in support of programs occurring between July 1, 2015 through June 30, 2016 (Fiscal Year 2016).

*Under penalty of law for false swearing (WV Code §61-5-3), Sternwheel Festival / Wood Co Commission certifies that by signing this grant agreement that Sternwheel Festival / Wood Co Commission and all related parties have filed all reports for state grants received as required under WV Code §12-4-14.*

Stephen E. Gainer  
Signature (please sign in BLUE ink)

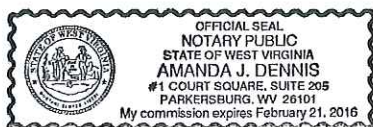
July 16, 2015  
Date Signed

Stephen E. Gainer  
Print Name

President  
Print Title

STATE OF WEST VIRGINIA  
COUNTY OF Wood

I, Amanda J. Dennis, a notary public in and for said state, do hereby certify that Stephen E. Gainer whose name is signed to the writing above, has this day acknowledged the same before me.



Given under my hand this 16th day of July, 2015

My Commission expires February 21, 2016

Amanda J. Dennis  
Notary Public

**Event must take place in the following months (Fiscal Year 2016) - CIRCLE MONTH OF EVENT:**

July 15 \* Aug 15 \* Sept 15 \* Oct 15 \* Nov 15 \* Dec 15 \* Jan 16 \* Feb 16 \* Mar 16 \* Apr 16 \* May 16 \* June 16

Check if event is ongoing (Year Round)

*For DCH use only:*

GRTAWD: 1600000570  
Vendor: 000000212365  
ACT: 12200

I certify that payment should be issued in accordance with the appropriation designated in the Fiscal Year 2016 Division of Culture and History budget.

Division of Culture and History \_\_\_\_\_ Date \_\_\_\_\_

AMOUNT DUE: \$ \_\_\_\_\_ Special Handle



7/16/15  
7/1/88

JULY 16, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 15-CC-09. SAID REQUEST IS IN THE AMOUNT OF \$44,220.62.


**ORDER**

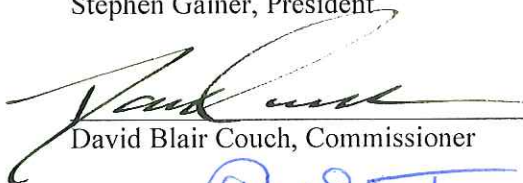
On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Community Corrections Grant Number 15-CC-09. Reimbursement is in the amount of forty-four thousand two hundred twenty dollars and sixty-two cents (\$44,220.62) for the month of June, 2015. 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

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner

7/16/15  
7/1/82

<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 #: 15-CC-09
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 6/1/15 TO: 6/30/15

**PROJECT CASH EXPENDITURES**

CATEGORY	AMOUNT
<b>Personnel/Contractual</b>	<b>\$44,220.62</b>
<b>Travel/Training</b>	-0-
<b>Space</b>	-0-
<b>Other</b>	-0-
<b>Equipment</b>	-0-
<b>TOTAL</b>	<b>\$44,220.62</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: Stephen Gainer, President, Wood County Commission  
 TYPED NAME & TITLE  
 (Authorized Official or Grant Financial Officer ONLY)

*Stephen Gainer* 7/17/15  
 SIGNATURE 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

7/16/15  
7/1/83

JULY 16, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED STEPHEN GAINER, AS PRESIDENT, TO SIGN THE COURT SECURITY PROGRESS REPORT FOR GRANT NUMBER 14-CS-23. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Monthly Progress Report in regard to the Court Security Grant Number 14-CS-23. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of June, 2015. The Request for Reimbursement form, the Financial Recap and the Project Financial Report are being submitted.

A copy of the Request for Reimbursement is attached to this ORDER and should be made a part thereof.

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
Stephen Gainer, President

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

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner



7/16/15  
7/18/15

<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 #: 14-CS-23
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures
	FROM: 6/1/15 TO: 6/30/15

**PROJECT CASH EXPENDITURES**

CATEGORY	AMOUNT
14-CS-23	\$-0-
<b>TOTAL</b>	<b>\$-0-</b>

**CERTIFICATION:**

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

All documentation is available at our office.

BY: Stephen Gainer, President, Wood County Commission  
 TYPED NAME & TITLE

*Stephen Gainer*  
 SIGNATURE

7/2/15  
 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



7/16/15  
71/84

JULY 16, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ANNOUNCED THAT A VACANCY EXISTS ON THE VIENNA PUBLIC LIBRARY. THE COUNTY COMMISSION PLACED JIM STRADER IN NOMINATION.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by Stephen Gainer, announced that a vacancy exists on the Vienna Public Library. Said vacancy is due to the fact that Julia O'Donnell has resigned. Ms. O'Donnell's term expires June 30, 2018. Said vacancy is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities.

The County Commission, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by Stephen Gainer, placed Jim Strader in nomination.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
Stephen Gainer, President

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

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

# ORDERS-Wood County Commission, West Virginia

THURSDAY, JULY 16, 2015  
Day

JULY 20 15

JULY

Term,

FOURTH

CASSTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 10856A-13

At a Regular Session of the County Commission, continued and held for the County of Wood, at the Courthouse thereof, Thursday, July 16, 2015, Present, Stephen Gainer, President of said Commission, and David Blair Couch and Robert K. Tebay, Commissioners.

The orders and proceedings of the previous session of this Commission, held on Monday, July 13, 2015, were read before the County Commission, approved and ordered signed.

IN RE: ESTATE OF DORIS IMOGENE HOFFMAN, DECEASED. (ORDER COUNTY COMMISSION-HEARING TO REMOVE ADMINISTRATRIX DENIED)

This day came DAVID KEVIN HOFFMAN, heir to the Estate of DORIS IMOGENE HOFFMAN, deceased, requesting that RONNA LEE HOFFMAN, who qualified as ADMINISTRATRIX, of the Estate of DORIS IMOGENE HOFFMAN, deceased, on the 15th day of June, 2015, be removed as Administratrix, and that he be appointed.

It appearing to this Commission, after hearing the information that was presented, denied said request.

IN RE: ESTATE OF CLARA I. BEACH, DECEASED. (ORDER COUNTY COMMISSION-HEARING CONTINUED 30 DAYS FOR RULING ON MOTION TO PROBATE COPY OF WILL)

This day came Robert Fluharty, Attorney for SHERRIE R. PADDEEN, ADMINISTRATRIX of the Estate of CLARA I. BEACH, deceased, and Matthew Carlisle, Attorney for RANDI ERIN WARD, in regard to hearing held on Thursday, July 16, 2015, at 10:30 o'clock A. M., to have a copy of the last Will and Testament of CLARA I. BEACH, deceased, admitted to probate.

Upon the motion of the County Commission and Jason Wharton, Prosecuting Attorney, said hearing was adjourned, so Jason Wharton, Prosecuting Attorney could have the Circuit Court Judges to rule on matter, with reply within 30 days.

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, July 23, 2015, at 9:30 o'clock A. M.

\_\_\_\_\_  
President

JULY TERM

THURSDAY, JULY 23, 2015  
FIFTH DAY

JULY 2015

At a Regular Session of the County Commission, continued and held for the County of Wood, at the Courthouse thereof, Thursday, July 23, 2015, Present, Stephen Gainer, President of said Commission, and David Blair Couch and Robert K. Tebay, Commissioners.

The orders and proceedings of the previous session of this Commission, held on Thursday, July 16, 2015, were read before the County Commission, approved and ordered signed.

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, July 27, 2015, at 9:30 o'clock A. M.

  
President