IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203 PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD

THURSDAY, FEBRUARY 4, 2016

PRESENT: STEPHEN GAINER, PRESIDENT

DAVID BLAIR COUCH, COMMISSIONER 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 9:35 A.M., the County Commission appointed members to the Wood County Local Emergency Planning Committee: Blaine Auville, Chief Eric Taylor, Randy Lowe, Melissa Atkinson, Tim Thomas, Chief Steve Scholl, Pate Sole, Jane Wise and J.J. Barrett. (Order A/1591)

At 9:45 A.M., County Administrator, Marty Seufer, announced he had received a retirement letter from Wood County Emergency Management Director, Ed Hupp.

At 10:00 A.M., County Clerk, Mark Rhodes, met with the Commission to discuss the adoption of the Emergency Absentee Voting Policy. After discussion, the County Commission adopted the said Policy. (Order A/1590)

The County Commission adjourned at 10:14 A.M. and reconvened at 1:00 P.M.

At this time they held a Board of Review and Equalization hearing for Ralph Hill. Mr. Hill's property is located on Neal Street.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/1590, A/1591, M/3295, M/3296, M/3297, M3298, M/3299

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 1:24 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 February 4, 2016.

Wood County Commission Meeting Held February 4, 2016

Please Print

4 11	
1. Mark 7 hodes	
2. Max Hyman (Senator Capito)	
3. Dean Cottrell	
4. Steve Rader	
5. Rich Shaffer	Assessor
6. Ralph Hill	
7.	
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Wood County Commission Agenda

02/04/2016 1 Court Square, Suite 203 Parkersburg, WV 26101

9:30 A.M.	Consider appointments to the Wood County	
	Local Emergency Planning Committee	
	Discuss adoption of Emergency Absentee	
	Voting Policy	
1:00 P.M.	Board of Equalization and Review – Map 5,	Ralph S. Hill
	Parcel 1270047 – 2508 Neal Street	
	Administrator's Report	Marty Seufer, County
		Administrator
	County Commissioner Reports	

Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached

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

Textb/b/t f

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, impropers 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

APPLICATION FOR REVIEW OF PROPERTY ASSESSMENT

ID # 2016-05-320

Parkersburg, West Virginia

02/01/2016

On

To The Assessor of WOOD COUNTY or the WOOD COUNTY Board of Equalization and Review:

review of the assessed valuation before the next period of liabilitity is effective. Your Complaint represents that the following described real estate is valued and assessed out of proportion to its true and actual value on the current tax roll and request a

Property assessed in the name of RALP	RALPH HILL		in 05 PARKERSBURG		District:
Address of Property 2508 NEAL ST					
Map Number Parcel Number	Description: # 7	Description: #71 SOUTHLAND PARK ADN	<u>DN</u>		
127 0047					
Market Value	\$22,700.00	Market Improvement	\$152,000.00	Market total	\$174,700.00
Assessed Value - Land S	\$13,620.00	Improvements \$	\$91,200.00	TotalS	\$104,820.00
Constructi Cost of Land	Construction By Complainant		Total purchase price	Purchase by Complaintant	
Cost of Construction or Contract Price	Q		Date of Purchase		
Date of Construction			Cost of added improvements		
Cost of added improvements			Face amount of fire insurance carried	ed	
Face amount of fire insurance carried			Offered for sale for		
Offered for sale for			Date of Offer		
Date of Offer			Monthly rental received, if rented		
Monthly rental received, if rented			Present value in your opinion		
Present value in your opinion					
Approved for recording by the County Commission.	nmission.		President		
Tan.	men her	Reason and Basis for Complaint Tonjuyan Leary Leavese in in good	r Complaint reports	Cemps	leiner 1000
Increase.			C		800 1593 1000

Signature of Complainant:	and that all questions on this petition pe	I do hereby certify that the above stater
Ish D. Hill	and that all questions on this petition pertaining to the property have been answered.	I do hereby certify that the above statements are true to the best of my knowledge and ability

Building Total

Building	Land		Address of Complain		
		Decrease allowed	ant:2508 NEA		
		Adjusted Assessed	nant:2508 NEAL ST PARKERSBURG WV 26時間		
		987- 07/507/507 602/56 45/44	71:11 V 18 ON 16 OS 10 OS	ument Record ent 19 Recol	Docum Date

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPROVED AN EMERGENCY ABSENTEE VOTING POLICY.

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 Robert K. Tebay, did hereby ORDER the adoption of an Emergency Absentee Voting Policy. West Virginia State Code §3-3-5c authorizes the County Commission to adopt a policy extending emergency absentee voting procedures in their County.

The following policy is hereby adopted by this County Commission: A person qualified to vote an absent voter's ballot as defined by West Virginia Code §3-3-1 and who is confined or expects to be confined on the day of the election in:

Hospitals within Washington County, Ohio and Jackson County, West Virginia.

Duly Licensed Health Care Facilities with Wood County.

Nursing Homes within Wood County.

A copy of this ORDER shall be sent to the Secretary of State Office.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

Stephen Gainer, President

David Blair Couch, Commissioner

Robert K. Tebay, Commissioner

A/1590

WDDD County 10:56:24 AM Instrument No 8692696 Date Recorded 02/04/2014 Document Type CCO Pages Recorded 1 Book-Page 71-279

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED MEMBERS TO THE LOCAL EMERGENCY PLANNING COMMITTEE: BLAINE AUVILLE, CHIEF ERIC TAYLOR, RANDY LOWE, MELISSA ATKINSON, TIM THOMAS, CHIEF STEVE SCHOLL, PAT SOLE, JANE WISE AND JJ. BARRETT.

ORDER

The County Commission, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by Stephen Gainer, reappointed Blaine Auville (Community), Chief Eric Taylor (Parkersburg Fire Department), Randy Lowe (DuPont), Tim Thomas (Mid-Ohio Valley Transportation), Chief Steve Scholl (Vienna Volunteer Fire Department, Pat Sole (Wood County Schools Transportation Department), Jane Wise (Bureau of Fiscal Service and J.J. Barrett (WVU Extension Service and appointed Michelle Atkinson (Mid-Ohio Valley Health Department). New terms will expire December 31, 2017.

The vacancies are 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

Stephen Gainer, President

David Blair Couch, Commissioner

Robert K. Tebay, Commissioner

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t No 8692681 rded 02/04/2 Type CCD orded 1 orded 1

A/1591

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$3,174.75 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ASSISTANCE GRANT NUMBER 15-VA-038.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the three thousand one hundred seventy-four dollars and seventy-five cents (\$3,174.75) which represents reimbursement to Wood County for expenses incurred during the month of October, 2015, in regard to the Victims of Crime Assistance Grant Number 15-VA-038. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 71, at Page 138 and bearing the date of November 23, 2015, at which time Stephen Gainer, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the WVDCJS Victims of Crime Advocate 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

Instrument No Data Reported Document Type Pages Recorded Book-Page

y 10:43:36 H : No 8692686 ded 02/04/20 yee CCO yee CCO 71-270

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-408. SAID REQUEST IS IN THE AMOUNT OF \$0.00

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 Robert K. Tebay, 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 Governor's Highway Safety Program Grant Number F16-HS-03-408. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of January, 2016. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

Stephen Gainer, President

David Blair Couch, Commissioner

Robert K. Tebay, Commissioner

M/3298

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-250	9 Fax: (304) 926	3-3880
REQUES	T FOR REIMBURSEMENT	
(For GHSP Use Only)	Sub- Grantee: Wood County Co Address: One Court Square	
G	Address: One Court Square Parkersburg, W	Constitution and stance
		03408
		-03-408
		00 417
	Funds are hereby requested to cover ex	penditures 1/31/16
	For the period of: 1/1/16 -	1/31/16
PROJECT CASH EXPENDITURES	Account Number	Amount
	, , , , , , , , , , , , , , , , , , , ,	\$-0-
	TOTAL	\$-0-
available for inspection at the request of the GBY: Stephen Gainer,		2016
(Typed Name An (Authorized Official or Grant Fi	7 N. M.	(Date)
GOVERNOR'S HIGH	WAY SAFETY PROGRAM USE (ONLY
ADM	NISTRATIVE APPROVAL	
This request is approved for the amount of:		
	(Approved)	(Date)
Pursuant to the authority vested in m	ne, I certify that this request is correct and prope	r for payment.
(Date)	(Director)	
	g/Accounts Payable Use Only	
		B00
		Book-Page

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-DOHWZ. SAID REQUEST IS IN THE AMOUNT OF \$0.00

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 Robert K. Tebay, 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 Governor's Highway Safety Program Grant Number F16-HS-03-DOHWZ. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of January, 2016. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

Stephen Gainer, President

David Blair Couch, Commissioner

Robert K. Tebay, Commissioner

M/3297

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-250	99 Fax: (30	4) 926-3880
REQUES	ST FOR REIMBURSEMENT	
(For GHSP Use Only)	Address: One Court Sone Parkersburg P. O. Number MN Grant Number: F16 FEIN Number: Funds are hereby requested to continuous productions.	
	For the period of:	/1/16 - 1/31/16
PROJECT CASH EXPENDITURES	Account Number	Amount \$0.00
	Tr	OTAL \$0.00
total grant budget to date, made in accordan available for inspection at the request of the BY: Stephen Gainer,	Governor's Highway Safety Program.	✓2/4/2016
(Typed Name Ar (Authorized Official or Grant F	West of the second seco	(Date)
GOVERNOR'S HIGH	IWAY SAFETY PROGRAM U	ISE ONLY
	INISTRATIVE APPROVAL	
This request is approved for the amount of:	(Approved)	(Date)
Pursuant to the authority vested in r	ne, I certify that this request is correct and	proper for payment.
(Date)	(Dir	rector)
	g/Accounts Payable Use Only	
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IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-406. SAID REQUEST IS IN THE AMOUNT OF \$0.00

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 Robert K. Tebay, 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 Governor's Highway Safety Program Grant Number F16-HS-03-406. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of January, 2016. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

Stephen Gainer, President

David Blair Couch, Commissioner

Robert K. Nebay, Commissioner

M/3296

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE P. O. Box 17600

Charleston, West Virginia 25317-0010

	ni, west viigiilia 29	Fax: (304) 926	-3880	
Telephone: (304) 926-25	ST FOR REIMBURS		-3000	
(For GHSP Use Only)		ENENI		
(For GHSP Use Offly)	Sub- Grantee: Woo	od County Cor	nmission	
		e Court Square,	Suite 203	
	The second discountry of the second s	Parkersburg, WV	S OF SERVICES	
	P. O. Number	MV160		
	Grant Number:	F16-HS-		
	FEIN Number:	556 00	7351 3625 NSSC7780	
	Funds are hereby requ			
	For the period of:	1/1/16 -		
PROJECT CASH EXPENDITURES	Account Nu	ımber	Amount	
	6		\$0.00	
		16		
		TOTAL	\$0.00	
BY: Stephen Gaine (Typed Name A (Authorized Official or Grant	r, President Stephenson	(Signature)	(Date)	
(Authorized Official of Grant	Financial Officer Offiy)		3	
GOVERNOR'S HIG	HWAY SAFETY PRO	GRAM USE O	NLY	
	INISTRATIVE APPROV			
ADI	MINISTRATIVE AFFICOV	AL		
This request is approved for the amount of	:	(Approved)	(Date)	
	,	(Арргочец)	(Date)	
Pursuant to the authority vested in	me, I certify that this request	is correct and proper	for payment.	
(Data)		(Director)		
(Date)	ng/Assounts Payable I			
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Mark Rhodes
WOOD County 10:51:44
Instrument No 869269:
X Date Recorded 02/04/9

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-410. SAID REQUEST IS IN THE AMOUNT OF \$0.00

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 Robert K. Tebay, 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 Governor's Highway Safety Program Grant Number F16-HS-03-410. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of January, 2016. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

Stephen Gainer, President

David Blair Couch, Commissioner

Robert K. Tebay, Commissioner

M/3295

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-250	9	Fax: (304) 926	5-3880
REQUES	T FOR REIMBUR	RSEMENT	
(For GHSP Use Only)	Sub- Grantee:	ood County Co	mmission
	Address:	One Court Square,	Suite 203
	200 Carlos (1900 Carlos Ca	Parkersburg, W	/ 26101
	P. O. Number	MV16	03410
	Grant Number:	NAME TO AND ADDRESS OF	-03-410
	FEIN Number:		00 417
	Funds are hereby re		
	For the period of:	7/1/16 -	1/31/16
PROJECT CASH EXPENDITURES	Account	Number	Amount
PROJECT CASH EXPENDITURES	Account	Number	\$0.00
			ψ0.00
			\$0.00
total grant budget to date, made in accordance available for inspection at the request of the BY: Stephen Gainer, (Typed Name An (Authorized Official or Grant Fi	Governor's Highway Safe President <i>fleybuy</i> d Title)	sty Program. 2/4/2 (Signature)	
(Authorized Official of Grant Fi	Haricial Officer Offiy)		
GOVERNOR'S HIGH			ONLY
ADM	INISTRATIVE APPR	OVAL	
This request is approved for the amount of:			
		(Approved)	(Date)
Pursuant to the authority vested in n	ne, I certify that this reque		
•	ne, I certify that this reque	est is correct and prope	
(Date)	ne, I certify that this reque	est is correct and proper (Director)	,

COUNTY OF WOOD

TO -WIT:

I, Ralph Blair, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of __the Wood County Planning Commission ___ in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this day of February, 2014.

COUNTY OF WOOD

TO -WIT:

I, <u>Richard "Dick" Schaffer</u>, 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 <u>the Wood County Planning Commission</u> in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Subscribed and sworn to, before County Commission

day of February, 2014

County Commission of Wood County

of Wood County, West Virginia, this

Mark Rhodes

WOOD County 11:03:28-AM

Instrument No 8692698

Date Recorded 02/04/2016

Document Type CCD

Pages Recorded 1

COUNTY OF WOOD

TO -WIT:

I, <u>Gene Cumpston</u>, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of the <u>Wood County Planning Commission</u> in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this

day of February, 2016.

County Commission of Wood County

COUNTY OF WOOD

TO –WIT:

I, <u>MARVIN KERR</u>, 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 <u>WOOD COUNTY PLANNING COMMISSION</u> in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same SO HELP ME GOD.

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 3 de

COUNTY OF WOOD

TO -WIT:

I, Roy Schleicher , do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of Wood County Planning Commission in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Subscribed and sworn to, before _______, 2016.

of Wood County, West Virginia, this

STATE OF WEST VIRGINIA COUNTY OF WOOD TO -WIT:

I, <u>BILL GANDEE</u>, 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 <u>WOOD COUNTY PLANNING COMMISSION</u> in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 3 day of February, 2016.