

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, NOVEMBER 17, 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 and other correspondence.

The County Commission, upon a motion duly made, seconded and passed approved minutes of October 20, 24, 31, 2016 and November 3 and 7, 2016.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission approved the hiring of Christian R. Ong, Evan G. Michael and James M. Yocum as Deputies in the Wood County Sheriff's Department.

At 9:32 A.M., the County Commission held a hearing in regard to the Melissa J. Dass estate. Cindy Lawson asked that a claim be disallowed. After review, the County Commission Ordered that the claim be disallowed. (Probate Order)

At 10:45 A.M., the County Commission held a hearing in regard to the David C. Lockhart estate. Sandra Lockhart, Administratrix, asked that a claim be disallowed. After review, the County Commission Ordered that the claim be disallowed. (Probate Order)

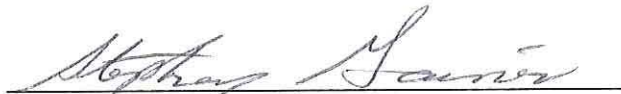
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/1696, A/1695, A/1694

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:51 A.M.

APPROVED:

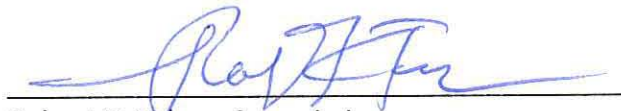
THE COUNTY COMMISSION OF WOOD COUNTY

A handwritten signature in blue ink, appearing to read "Stephen Gainer", written over a horizontal line.

Stephen Gainer, President

A handwritten signature in blue ink, appearing to read "David Blair Couch", written over a horizontal line.

David Blair Couch, Commissioner

A handwritten signature in blue ink, appearing to read "Robert K. Tebay", written over a horizontal line.

Robert K. Tebay, Commissioner

To listen to this meeting, please refer to DVD labeled November 17, 2016.

Wood County Commission Meeting
Held November 17, 2016

Please Print

| | |
|-----|--------------------|
| 1. | Cindy L. Lawson |
| 2. | Sandra K. Lockhart |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| 11. | |
| 12. | |
| 13. | |
| 14. | |
| 15. | |
| 16. | |
| 17. | |
| 18. | |
| 19. | |
| 20. | |



Wood County Commission
Agenda

11/17/2016

1 Court Square, Suite 203
Parkersburg, WV 26101

| | | |
|-----------|--|-------------------------------------|
| 9:30 A.M. | Requests to hire Deputies: Christian R. Ong - \$32,603.00 yr Evan G. Michael - \$32,603.00 yr James M. Yocum - \$32,603.00 yr | |
| | Estate of Melissa J. Dass – request claims be disallowed | Cindy Lawson, Executrix |
| | Estate of David C. Lockhart – request claims be disallowed | Sandra Lockhart |
| | Administrator's Report | Marty Seuffer, County Administrator |
| | County Commission 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

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

MONDAY, NOVEMBER 14, 2016
NINTH Day

OCTOBER Term,

NOVEMBER 20 16

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

IN RE: ESTATE OF SUSAN G. MILLER, DECEASED. (DATE OF DEATH: 11/05/2016)

This day came JESSICA L. HILL and moved her appointment and qualification as ADMINISTRATRIX of the Estate of SUSAN G. MILLER, deceased.

It appearing to this Commission, proper so to do, the said JESSICA L. HILL is hereby qualified as such ADMINISTRATRIX.

Whereupon the said JESSICA L. HILL, before the County Commission, made oath thereto, as such ADMINISTRATRIX and together with SELF, AS SURETY, WITH JUSTIFICATION FILED, approved by the County Commission, entered into and acknowledged a bond in the penalty of TWENTY EIGHT THOUSAND (\$28,000.00) Dollars, conditioned according to law.

Letters of administration are hereby granted the said JESSICA L. HILL, upon the Estate of SUSAN G. MILLER, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisal of the Estate of SUSAN G. MILLER, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

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, November 17, 2016, at 9:30 o'clock A. M.


President

THURSDAY, NOVEMBER 17, 2016

OCTOBER TERM

TENTH DAY

NOVEMBER 2016

At a Regular Session of the Count Commission, continued and held for the County of Wood, at the Courthouse thereof, Thursday, November 17, 2016, 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, November 14, 2016, were read before the County Commission, approved and ordered signed.

IN RE: ESTATE OF MELISSA JANE DASS, DECEASED. (ORDER COUNTY COMMISSION-DISALLOW CLAIM)

This day came CINDY LAWSON, ADMINISTRATRIX of the Estate of MELISSA JANE DASS, deceased, before the County Commission, in a hearing asking that a claim be disallowed in said Estate. The County Commission after reviewing said Estate, ruled that the claim be disallowed. The County Commission ordered that if additional funds come into estate, that the estate will need to be reopened.

IN RE: ESTATE OF DAVID CARROL LOCKHART, DECEASED. (ORDER COUNTY COMMISSION-DISALLOW CLAIM)

This day came SANDRA K. LOCKHART, ADMINISTRATRIX of the Estate of DAVID CARROL LOCKHART, deceased, before the County Commission, in a hearing asking that a claim be disallowed in said Estate. The County Commission after reviewing said Estate, ruled that the claim be disallowed. The County Commission ordered that if additional funds come into estate, that the estate will need to be reopened.

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, November 21, 2016, at 9:30 o'clock A. M.


President

NOVEMBER 17, 2016

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 F17-HS-03-154. SAID REQUEST IS IN THE AMOUNT OF \$1,860.00.

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 Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-154. The Request for Reimbursement is in the amount of one thousand eight hundred sixty dollars and zero cents (\$1,860.00) for the month of October, 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

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

REQUEST FOR REIMBURSEMENT

| | | |
|---------------------|--|--|
| (For GHSP Use Only) | Sub-Grantee: | Wood County Commission |
| | Address: | One Court Square, Suite 203 Parkersburg, WV 26101 |
| | P. O. Number | MV1703154 |
| | Grant Number: | F17-HS-03-154 |
| | FEIN Number: | 556 000 417 |
| | Funds are hereby requested to cover expenditures For the period of: 10/1/16 - 10/31/16 | |

PROJECT CASH EXPENDITURES

| Account Number | Amount |
|----------------|------------|
| | \$1,860.00 |
| | |
| | |
| | |
| TOTAL | \$1,860.00 |

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY:

Stephen Gainer, President

11/17/2016

(Typed Name And Title)

(Signature)

(Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

| | | |
|--|------------|--------|
| | | |
| | (Approved) | (Date) |

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

Mark Rhodes
Wood County 12:33:33 PM
Instrument No 8729553
Date Recorded 11/17/2016
Document Type 000
Pages Recorded 2
Book-Page 72-325

NOVEMBER 17, 2016

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 F17-HS-03-405b. SAID REQUEST IS IN THE AMOUNT OF \$1,860.00.

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 Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-405b. The Request for Reimbursement is in the amount of one thousand eight hundred sixty dollars and zero cents (\$1,860.00) for the month of October, 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:

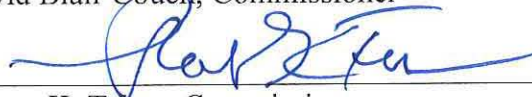
THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

REQUEST FOR REIMBURSEMENT

| | | |
|---------------------|---|--|
| (For GHSP Use Only) | Sub-Grantee: | Wood County Commission |
| | Address: | One Court Square, Suite 203 Parkersburg, WV 26101 |
| | P. O. Number | MV1703405b |
| | Grant Number: | F17HS-03-405b |
| | FEIN Number: | 556 000 417 |
| | Funds are hereby requested to cover expenditures For the period of: 10/1/16 - 10/31/16 | |

PROJECT CASH EXPENDITURES

| Account Number | Amount |
|----------------|-------------------|
| | \$1,860.00 |
| | |
| | |
| TOTAL | \$1,860.00 |

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY:

Stephen Gainer, President



11/17/2016

(Typed Name And Title)

(Signature)

(Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

| | | |
|--|------------|--------|
| | | |
| | (Approved) | (Date) |

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

Mark Rhodes
WOOD County 01:19:19 PM
Instrument No 8729562
Date Recorded 11/17/2016
Document Type CDD
Pages Recorded 2
Book Page 72 209

NOVEMBER 17, 2016

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 F17-HS-03-402. SAID REQUEST IS IN THE AMOUNT OF \$5,679.00.

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 Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-402. The Request for Reimbursement is in the amount of five thousand six hundred seventy-nine dollars and zero cents (\$5,679.00) for the month of October, 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

Fax: (304) 558-6083

Mark Rhodes
WJDD County 01:20:48 PM
Instrument No 8729565
Date Recorded 11/17/2014
Document Type 030
Pages Recorded 2
Book Page 72-329

Wood County Office of the Sheriff

"Leadership Everyday with Honor, Integrity, and Service"

Date: December 1, 2016
To: Honorable Wood County Commissioners
From: Sheriff K.D. Merritt
Re: New Deputy

Christian Ong will be starting as a new Deputy for the Wood County Sheriff's Office on December 1, 2016. His starting salary will be \$32,603.00 per year and is to be paid from line item 700-10-103.

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

Wood County Office of the Sheriff

"Leadership Everyday with Honor, Integrity, and Service"

Date: December 1, 2016
To: Honorable Wood County Commissioners
From: Sheriff K.D. Merritt
Re: New Deputy

Evan Michael will be starting as a new Deputy for the Wood County Sheriff's Office on December 1, 2016. His starting salary will be \$32,603.00 per year and is to be paid from line item 700-10-103.

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

Mark Rhodes
WOOD County 12:32:06 PM
Instrument No 8729552
Date Recorded 11/17/2016
Document Type CIO
Pages Recorded 74
Book-Page 74-1834