

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, JULY 10, 2017

PRESENT: DAVID BLAIR COUCH, PRESIDENT  
ROBERT K. TEBAY, COMMISSIONER  
JAMES COLOMBO, COMMISSIONER

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

#### **AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission met with Mark Schwendeman from Schwendeman Insurance to discuss possible options for retiree insurance. Mr. Schwendeman stated he will work on a proposal for an optional plan for retirees.

At 9:38 A.M., the County Commission set a hearing date for an annexation by minor boundary adjustment for the City of Williamstown. The hearing will be Monday, July 27, 2017 at 10:00 A.M. (Annexation Order)

At 9:46 A.M., the County Commission asked Wood County Circuit Clerk, Carole Jones, how her office is progressing with their new record scanning system. She stated her office is overwhelmed with the new scanning program. She stated they are scanning current records only and are having trouble keeping up.

At 9:50 A.M., the County Commission, upon a motion duly made, seconded and passed, placed David Smith, Christina Lang, Mark Abbott, Jim Miracle, Shane King, Stephen

Simonton, Carol Jackson, Tracy Higgins, Kim Kaplan and Paul Elliott in nomination to be appointed to the Wood County Alternative Transportation Council. (Order A/1782)

The County Commission, upon a motion duly made, seconded and passed, appointed Pat Lefebure to the Wood County Community Corrections Committee. (Order A/ 1783)

At 9:51 A.M., the County Commission approved the hiring of Terry L. Hefner as a transport officer for the Wood County Sheriff's Office.

At 9:52 A.M., the County Commission met with Rick Woodyard, Wood County E-911 Director. Mr. Woodyard updated the Commission on the emergency response to the storm that hit the area on Friday, July 7<sup>th</sup>.

At 10:00 A.M., the County Commission announced they did not receive any bids for a garage/workshop for the E-911 Telecommunications Center. The County Commission agreed that Rick Woodyard can now obtain three written bids and proceed with the project.

At 10:03 A.M., Pat Lefebure, Wood County Prosecuting Attorney, stated his office is preparing for the new legislation that goes into effect this month.

At 10:42 A.M., Commissioner Couch called into the meeting. He stated he would like the purchasing policy be moved to Thursday.


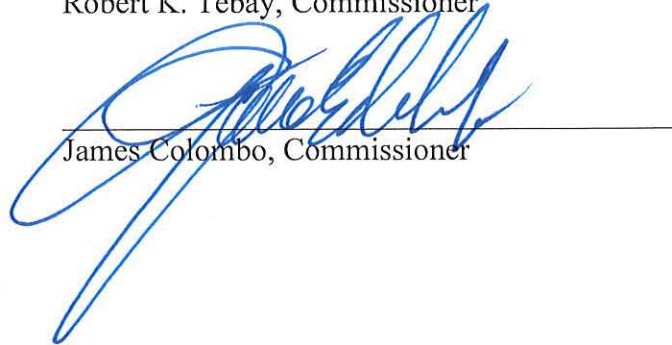
#### **ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/1782, A/1783, Annexation Order

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:52 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President  
\_\_\_\_\_  
Robert K. Tebay, Commissioner  
\_\_\_\_\_  
James Colombo, Commissioner

To listen to this meeting, please refer to DVD labeled July 10, 2017.

Wood County Commission Meeting  
Held July 10, 2017

**Please Print**

1.	STEPHEN SMITH
2.	Mark Schwendeman
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# Wood County Commission Agenda

7/10/2017

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Discuss County insurance (RKT)	Mark Schwendeman
10:00 A.M.	Bid opening – garage/workshop for E-911 Telecommunications Center	
10:15 A.M.	Set hearing date for Annexation of Property by Minor Boundary Adjustment – City of Williamstown	
	Consider putting the following in nominations to the Wood County Alternative Transportation Council – David Smith, Christina Lang, Mark Abbott, Jim Miracle, Shane King, Stephen Simonton, Carol Jackson, Tracy Higgins, Kim Kaplan and Paul Elliott	
	Consider appointment of Pat Lefebure to the Wood County Community Corrections Committee	
	Consider Request to Hire from the Wood County Sheriff's Department – Terry Lee Hefner as a transport officer - \$11.50/hr	
	Discuss possible changes to purchasing policy	
	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

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: ANNEXATION OF PROPERTY BY MINOR BOUNDARY ADJUSTMENT  
WILLIAMS DISTRICT, WOOD COUNTY, WEST VIRGINIA

ORDER

On the <sup>10<sup>th</sup></sup>~~5<sup>th</sup>~~ day of July 2017, came the CITY OF WILLIAMSTOWN, a Municipal Corporation, by C. Blaine Myers, City Attorney, and tendered to the Commission a Petition and Exhibits for annexation of territory to the City of Williamstown by a minor boundary adjustment pursuant to the provisions of Chapter 8, Article 6, Section 5 of the Code of West Virginia, as amended; and

It appearing to the Commission that the Petition is in proper form and that said Petitioner is entitled to file the Petition and make such application, it is **ORDERED** that the Petition and Exhibits be and the same are hereby filed.

It further appearing to the Commission that the boundary adjustment sought by said Petition is a minor boundary adjustment, and that this Commission has jurisdiction to hear and consider such application. It is **ORDERED** that a hearing shall be set for the **27<sup>th</sup> day of July 2017, at 10:00 a.m.** and that a Notice of Hearing, including a description of the territory sought to be annexed be published in the Parkersburg News once a week for two (2) consecutive weeks and that said Notice also be properly posted at not less than five (5) public places within the area proposed to be annexed, as provided by law.

WOOD COUNTY COMMISSION

By: 

Its: \_\_\_\_\_ President

PREPARED FOR ENTRY BY:



C. Blaine Myers WV State Bar ID# 2700  
City Attorney  
P.O. Box 287  
Parkersburg, WV 26102

WOOD County 03:16:48 PM  
Instrument No 8757564  
Date Recorded 07/10/2017  
Document Type 000  
Pages Recorded 1  
Book-Page 73-346  
Mark Rhodes



JULY 10, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED PAT LEFEBURE TO  
THE WOOD COUNTY COMMUNITY CORRECTIONS BOARD.

**ORDER**

On this date, the County Commission, upon a motion made by James E. Colombo, seconded by David Blair Couch and passed, appointed Pat Lefebure to the Wood County Community Corrections Board.

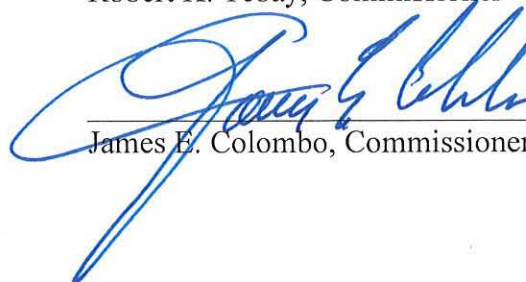
Said appointment is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner

A/1783

Mark Rhodes  
WOOD COUNTY 03:18:00 PM  
Instrument No 8757565  
Date Recorded 07/10/2017  
Document Type 000  
Pages Recorded 1  
Book-Page 73-347



JULY 10, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION PLACED DAVID SMITH, CHRISTINA LANG, MARK ABBOTT, JIM MIRACLE, SHANE KING, STEPHEN SIMONTON, CAROL JACKSON, TRACY HIGGINS, KIM KAPLAN AND PAUL ELLIOTT IN NOMINATION FOR THE WOOD COUNTY ALTERNATIVE TRANSPORTATION SYSTEM COUNCIL.

**ORDER**

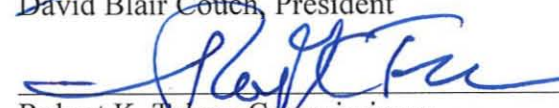
The County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and passed, placed David Smith, representing the WV Department of Transportation; Christina Lang, representing the trail user community; Mark Abbott, representing the trail user community; Jim Miracle, representing the Historical Community; Shane King, representing the City of Williamstown; Stephen Simonton, representing, representing the City of North Hills; Carol Jackson, representing the Mid-Ohio Valley Regional Council; Tracy Higgins, representing the Mid-Ohio Valley Regional Council; Kim Kaplan, representing the business community; and Paul Elliott, representing the WV State Parks, in nomination for the Wood County Alternative Transportation System Council.

Said nominations 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. The new terms will expire July 15, 2019.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tobay, Commissioner

  
James E. Colombo, Commissioner

Mark Rhodes  
WOOD COUNTY 03:19:37 PM  
Instrument No 8757566  
Date Recorded 07/10/2017  
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Pages Recorded 1  
Book-Page 73-348