

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, APRIL 2, 2018

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.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of March 29, 2018.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission met with Toni Tiano, Wood County Grant Consultant. She requested they apply for a Victims of Crime Act (VOCA) Grant and a Court Security Grant. The County Commission, upon motions duly made, seconded and passed, executed applications for the grants. (Order A/1925 and Order A/1924)

At 9:39 A.M., Commissioner Couch asked the Prosecuting Attorney and the Assessor about out of state plates on local residents. He had received a complaint and is following up with the Attorney General and requesting an opinion from him.

At 10:32 A.M., the County Commission, upon motion of David Blair Couch, seconded by Robert K. Tebay, and made unanimous by James E. Colombo, upon prior adjournment of

the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Sections 4, as amended: WHEREUPON, the said David Blair Couch, President of the Commission, Robert K. Tebay and James E. Colombo, Commissioners, met with Marty Seufer, County Administrator, Pat Lefebure, Wood County Prosecuting Attorney, and by telephone Lisa Furbee Ford, Ford Law Firm and Marc J. Bern of Marc J. Bern and Partners, LLP. All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being for attorney/client privilege. The EXECUTIVE SESSION adjourned at 10:38 o'clock A.M. (Order M/3898)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/1921, A/1922, A/1923. A/1924, A/1925, M/3898

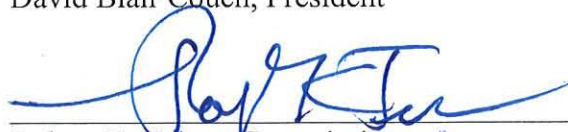
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:53 A.M.

APPROVED:

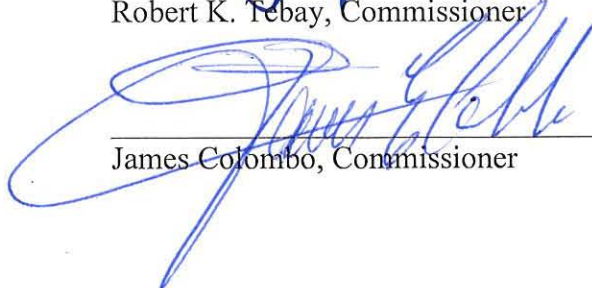
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

To listen to this meeting, please refer to DVD labeled April 2, 2018.

Wood County Commission Meeting
Held April 2, 2018

Please Print

1.	Toni Tiano
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Wood County Commission
Agenda

4/2/2018

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Discuss Court Security and VOCA Grants	Toni Tiano, Wood County Grant Consultant
	Discuss possible moves within the Courthouse building	
	Consider Request to Hire – Bailey M. Dinnin as a E-911 Telecommunicator - \$29,034.72/yr	
	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

APRIL 2, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN
APPLICATION FOR A VOCA GRANT.


ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a Victims of Crime Act (VOCA) Grant with the West Virginia Division of Justice and Community Services. Said grant application is in the amount of seventy-four thousand four hundred eighty three dollars and zero cents (\$74,483.00) and is on behalf of the Wood County Prosecutor's Office.

Further information submitted with the Application is on file in the Office of the County Administrator.

APPROVED:

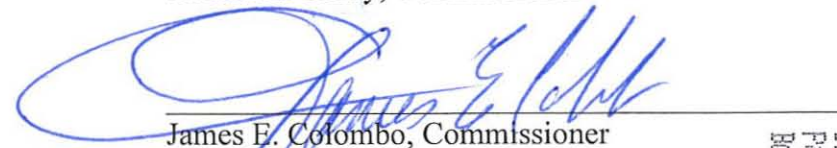
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/1925

Mark Rhodes
WOOD County 09:45:25 AM
Instrument No 8781539
Date Recorded 04/02/2018
Document Type COO
Pages Recorded 1
Book-Page 74-823

APRIL 2, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN
APPLICATION FOR A COURT SECURITY GRANT.

ORDER


On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a Court Security Grant with the West Virginia Division of Justice and Community Services. Said grant application is in the amount of six thousand ninety-one dollars and zero cents (\$6,091.00) and is on behalf of the Wood County Magistrates.

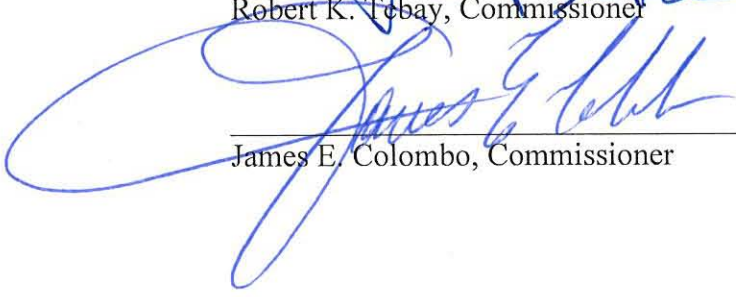
Further information submitted with the Application is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

A/1924

Mark Rhodes
WOOD County 07:46:58 AM
Instrument No 8781542
Date Recorded 04/02/2018
Document Type CDD
Pages Recorded 1
Book-Page 74-824

APRIL 2, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F18-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 Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, 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 F18-HS-03-408. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of March, 2018. The Request for Reimbursement form and the Reimbursement Worksheet 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:

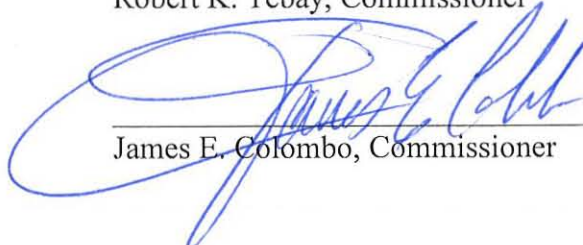
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, 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	MV1803408
	Grant Number:	F18-HS-03-408
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of: 3/1/18 - 3/31/18	

PROJECT CASH EXPENDITURES

Account Number	Amount
	\$0.00
TOTAL	\$0.00

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:

David Blair Couch, President

4/2/2018

(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 09:48:24 AM
Instrument No 8781543
Date Recorded 04/02/2018
Document Type 001
Pages Recorded 2
Book-Page 74-825

APRIL 2, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F18-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 Robert K. Tebay, seconded by James E. Colombo, seconded by Jimmy Colombo and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, 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 F18-HS-03-406. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of March, 2018. 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


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, 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	MV1803406
	Grant Number:	F18-HS-03-406
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of:	3/1/8 - 3/31/18

PROJECT CASH EXPENDITURES

Account Number	Amount
	\$0.00
TOTAL	\$0.00

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:

David Blair Couch, President

4/2/2018

(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 09:50:09 AM
Instrument No 8781545
Date Recorded 04/02/2018
Document Type CDO
Pages Recorded 2
Book-Page 74-527

APRIL 2, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F18-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 Robert K. Tebay, seconded by James E. Colombo, and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, 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 F18-HS-03-DOHWZ. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of March, 2018. The Request for Reimbursement form, 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



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, 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	MV1803DOHWZ
	Grant Number:	F18-HS-03-DOHWZ
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of: 3/1/18 - 3/31/18	

PROJECT CASH EXPENDITURES

Account Number	Amount
	\$0.00
TOTAL	\$0.00

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:

David Blair Couch, President

4/2/2018

(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 09:51:49 AM
Instrument No 8781546
Date Recorded 04/02/2018
Document Type CDD
Pages Recorded 2
Book-Page 74-829



CENTRAL TELECOMMUNICATIONS CENTER
OF WOOD COUNTY
911 Core Road, Parkersburg, WV 26101 • 304-420-0911

March 26, 2018

Wood County Commission
#1 Court Square
Parkersburg, WV 26101

Re: Transitioning from Part Time to Full Time

Dear Commissioners:

Please be advised that Katrina Machamer has requested to be reassigned from her Part Time position to the position as Full Time Telecommunicator at the Central Telecommunications Center effective April 1, 2018.

She will return to the Full Time wage of \$12.69 / hour, \$1209.78 / Bi Monthly, \$29,034.72 / Annually as approved. Her salary as April 1, 2018 should be taken from line item 1-712-10-184.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Woodyard", with a stylized flourish at the end.

Rick Woodyard
Director
Central Telecommunications Center

A handwritten signature in black ink, appearing to read "Mark Rhodes", with a large, sweeping flourish.

Mark Rhodes
+ Wood County 09:40:28 AM
Instrument No 8781534
Date Recorded 04/02/2018
Document Type 000
Pages Recorded 1
Book-Page 74-821

APRIL 2, 2018

IN RE: EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 2ND day of April, 2018 at 10:32 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by Robert K. Tebay, and made unanimous by James E. Colombo, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Sections 4, as amended:

WHEREUPON, the said David Blair Couch, President of the Commission, Robert K. Tebay and James E. Colombo, Commissioners, met with Marty Seufer, County Administrator, Pat Lefebure, Wood County Prosecuting Attorney, and by telephone Lisa Furbee Ford, Ford Law Firm and Marc J. Bern of Marc J. Bern and Partners, LLP.

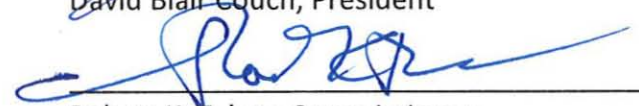
All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being for attorney/client privilege.

The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:38 o'clock A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

M/3898

Mark Rhodes
WOOD COUNTY 09:43:23 AM
Instrument No 8781536
Date Recorded 04/02/2018
Document Type CDD
Pages Recorded 1
Book-Page 74-822

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
2534	FSA	TASC	REGULAR	03/26/2018	1,189.50	

GENERAL FUND Bank Id 101 Totals 1,189.50

Report Totals 1,189.50

[Handwritten signature]

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5320	MOVDRC	MID-OHIO VALLEY DAY REPORT CENTER	REGULAR	03/27/2018	112.50	
TEEN DRUG COURT Bank Id 177 Totals					112.50	
Report Totals					112.50	



Check Register Report for Wood County Commission

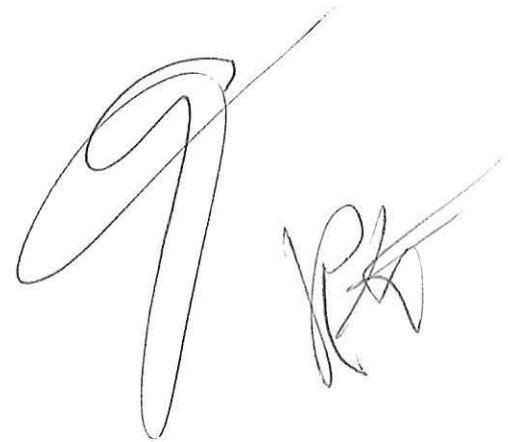
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7093	APCO	APCO INTERNATIONAL	REGULAR	03/27/2018	315.00	
7094	BFS PETRO	BFS PETROLEUM	REGULAR	03/27/2018	59.27	
7095	CAS CABLE	CAS CABLE	REGULAR	03/27/2018	500.00	
7096	COAST	COAST TO COAST	REGULAR	03/27/2018	160.78	
7097	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	03/27/2018	84.50	
7098	NEWEGG	NEWEGG BUSINESS	REGULAR	03/27/2018	14,999.70	
7099	SUDDENLINK	SUDDENLINK	REGULAR	03/27/2018	252.20	

E-911 FUND Bank Id 107 Totals

16,371.45

Report Totals

16,371.45

A large, stylized handwritten signature, possibly reading 'J. [unclear]', is written over the lower right portion of the page. To its right are handwritten initials, possibly 'RK'.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1573	MARSHALLB	BRENDA MARSHALL	REGULAR	03/27/2018	25.50	

MAGISTRATE COURT Bank Id 105 Totals

25.50

Report Totals

25.50

Handwritten signature and initials in black ink.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
2535	DENTAL	RENAISSANCE	REGULAR	03/27/2018	1,648.20	
2536	MONPOWER	MON POWER	REGULAR	03/27/2018	2,169.60	
165167	BROWN W	WILLIAM M BROWN	REGULAR	03/27/2018	700.00	
165168	CSIFORENSIC	CSI FORENSIC SUPPLY	REGULAR	03/27/2018	243.22	
165169	CWS	CWS	REGULAR	03/27/2018	3,342.77	
165170	DEP	DEP-UST PROGRAM	REGULAR	03/27/2018	95.00	
165171	DOMINIONH	DOMINION HOPE	REGULAR	03/27/2018	26.75	
165172	DONNELLON	DONNELLON MCCARTHY ENTERP	REGULAR	03/27/2018	237.27	
165173	GALLS	GALLS	REGULAR	03/27/2018	72.53	
165174	GLACIER	GLACIER MOUNTAIN BOTTLED WATER	REGULAR	03/27/2018	19.50	
165175	GRAINGER	GRAINGER	REGULAR	03/27/2018	497.48	
165176	HEAVENLY HAM	THE HONEY BAKED HAM COMPANY	REGULAR	03/27/2018	277.00	
165177	JOHNSTONE	JOHNSTONE SUPPLY	REGULAR	03/27/2018	126.00	
165178	P-LIBRARY	PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY	REGULAR	03/27/2018	65,426.25	
165179	PCM-G	PCMG	REGULAR	03/27/2018	210.26	
165180	PTS	PTS OF AMERICA	REGULAR	03/27/2018	1,380.00	
165181	PULLIN	PULLIN FOWLER & FLANAGAN PLLC	REGULAR	03/27/2018	3,188.25	
165182	RICOH	RICOH USA INC	REGULAR	03/27/2018	577.10	
165183	SHIRT	SHIRT FACTORY	REGULAR	03/27/2018	140.00	
165184	STEERSHEA	STEERS HEATING/COOLING	REGULAR	03/27/2018	152.50	
165185	STUARTOIL	STUART OIL COMPANY	REGULAR	03/27/2018	17.50	
165186	TAYLOR'S	TAYLOR'S TRASH REMOVAL	REGULAR	03/27/2018	235.86	
165187	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	03/27/2018	612.00	
165188	VALLEY SU	VALLEY SUPPLY COMPANY	REGULAR	03/27/2018	47.06	
165189	VENSEL	ANITA VENSEL	REGULAR	03/27/2018	108.75	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
165190	VERIZONW	VERIZON WIRELESS	REGULAR	03/27/2018	60.40	
165191	WALMART	WALMART	REGULAR	03/27/2018	419.40	
165192	WATERBOY	WATERBOY LLC	REGULAR	03/27/2018	22.00	

GENERAL FUND Bank Id 101 Totals 82,052.65

Report Totals 82,052.65

A large, stylized handwritten signature in black ink, located in the lower right quadrant of the page. The signature appears to be a cursive representation of a name, possibly "J. R. T.", with a long horizontal stroke extending to the right.