

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, AUGUST 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 Erroneous Assessment Applications in regard to personal and real properties. Copies are attached and shall be made a part thereof.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of July 23, 2018.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission met with representatives from Westbrook Health Services. They discussed a donation of property to them by the County for the amity Center. After discussion, the County Commission, upon a motion duly made, seconded and passed, authorized the donation of a plat of land located at 1011 Mission Drive to the Wood County Development authority to be transferred to Westbrook Health Services to operate said

Amity Treatment Center. The donation is to be made following the division of the current tract of land to separate the Amity Treatment Center from the remainder of the tract that currently has the Fraternal Order of Police building located on it. (Order M/3958)

At 10:30 A.M., the County Commission approved the hiring of Reghan Weekley as a part time employee in the WVU Extension Office; Joshua McClanahan as a full time employee in the E-911 Telecommunications Center and Ed Hoffman and Lee Myers as employees in the Wood County Sheriff's Office.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/3958, A/2013

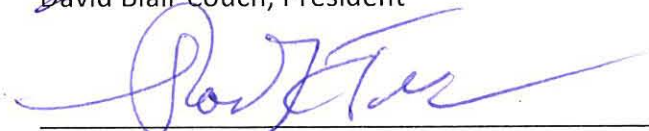
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:03 A.M.

APPROVED:

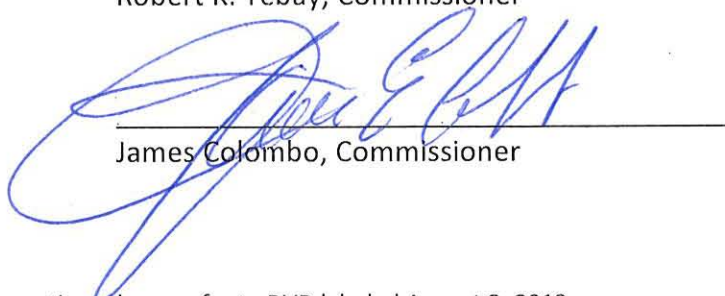
THE COUNTY COMMISSION OF WOOD COUNTY

A blue ink signature of David Blair Couch, written in a cursive style, positioned above a horizontal line.

David Blair Couch, President

A blue ink signature of Robert K. Tebay, written in a cursive style, positioned above a horizontal line.

Robert K. Tebay, Commissioner

A blue ink signature of James Colombo, written in a cursive style, positioned above a horizontal line.

James Colombo, Commissioner

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

Wood County Commission Meeting  
Held August 2, 2018

Please Print

1.	John Rockhold	Westbrook
2.	JESS MANCINI	NEWS
3.	MARVIN BOYCE	WESTBROOK
4.	KEVIN TRIPETT	Westbrook
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		



Wood County Commission  
Agenda

8/2/2018

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Discuss Westbrook Health Services request for donation of property	John Rockhold, Pres. Board of Directors; Kevin Trippett, CEO; Marvin Boyce, CFO
	Consider Request to Hire – Reghan Weekley as part time help in the WVU Extension Office - \$10.00/hr	
	Consider Request to Hire – Joshua D. McClanahan as a full-time telecommunicator at the Wood County E-911 Center - \$29,034.72/yr	
	Consider Request to Hire – W. Ed Hoffman as Court Security for the Wood County Sheriff's Office - \$11.50/hr	
	Consider Request to Hire – Lee G. Myers – Court Security for the Wood County Sheriff's Office - \$12.00/hr	
	Administrator's Report	Marty Seufer, 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

AUGUST 2, 2018

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 \$8,471.00 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES COURT SECURITY GRANT 17-CS-06.

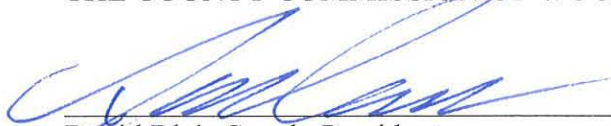
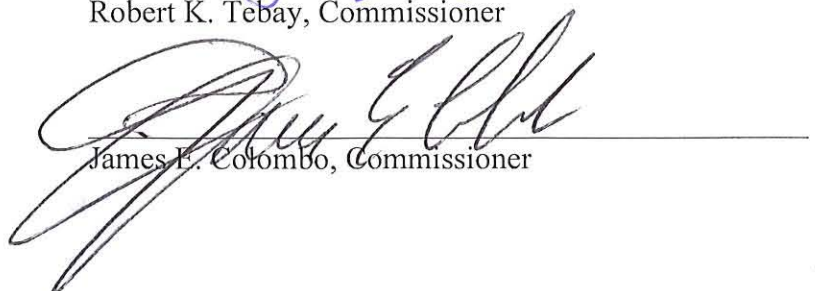
**ORDER**

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of eight thousand four hundred seventy-one dollars and zero cents and (\$8,471.00) which represents reimbursement to Wood County for expenses incurred during the month of August, 2017, in regard to the West Virginia Division of Criminal Justice Services Court Security Grant Number 17-CS-06. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 73, at Page 772 and bearing the date of September 21, 2017, at which time David Blair Couch, 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 Court Security 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

Ticket # **23327**  
Customer Name **Snyder Stanley L**  
Customer # **23591**  
Tax Year **2018**

Printed on: 07/27/2018 8:49 AM







# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **762444**

Tax Year: **2017**

Upon the application of **MORRIS EMERSON D** whose address is **1127 BUCK RUN RD MINERAL WELLS, WV 26150-** aggrieved by an erroneous assessment in **STEELE** District (07) , in the County of Wood, for the **2017** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2017** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

Due to clerical error the mobile home on tax ticket 762444 was not owned by Emerson Morris for tax year 2017. DMV records show Timothy Tibbs the new owner for 2017. Please exon tax ticket 762444. Per Mr Morris the mobile home was moved to Wirt County. Thank You

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value	
07/01/2017	BILLING	2	69.52	1.189400	2	5,844	
07/13/2017	PENDING EXONERATION	2	-69.52	1.189400	2	-5,844	
Adjusted Net Taxes			0.00	Adjusted Net Value			0

*E. D. Morris*  
Taxpayer

*[Signature]*  
Prosecutor

*David Moke*  
Assessor

304-919-5590  
*[Signature]*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on August 2, 2018

RECEIVED

JUL 19 2018

County Administrator

RECEIVED

JUL 27 2018

County Administrator

Mark Rhodes  
Wood County 09:52:24 AM  
Instrument No 8756063  
Date Recorded 08/02/2018  
Document Type 000  
Pages Recorded 4  
Book-Page 75-10

By: Stacey Fleak

Application Printed On

Friday, July 13, 2018 8:43 am

Ticket #	16963
Customer Name	SMITH KERMIT E
Customer #	15328
Tax Year	2018

Printed on: 07/23/2018 11:49 AM





**WOOD  
COUNTY  
FIRE**

**WOOD COUNTY FIRE SERVICE BOARD • FIRE FEE**

PO BOX 2005 • Parkersburg, WV 26102 • Phone: (304) 424-1991

SMITH KERMIT E

38 SMITH GOLF DR  
PARKERSBURG, WV 26101



Customer #: 15328

**FIRE FEE INVOICE FOR 2018**

TICKET	DISTRICT/MAP/PARCEL	LOCATION	SQ FT	AMOUNT
16963	08 60 0Q4D 0000 0000 H	38 SMITH GOLF DR	1097	18.71

**PAST DUE: PLEASE PAY IMMEDIATELY**

Total: \$18.71  
Delinquent Interest Accrued: \$1.50  
**TOTAL AMOUNT DUE: \$20.21**

was previously a house -  
has been gutted and is now a shop

Due after August 15, 2018: \$20.96  
Due after September 15, 2018: \$21.33  
Due after October 15, 2018: \$21.70  
Due after November 15, 2018: \$22.08

**METHODS OF PAYMENT: CHECK, MONEY ORDER, OR CASH  
WE DO NOT ACCEPT CREDIT OR DEBIT CARDS**

**BY MAIL AT PO BOX 2005, PARKERSBURG, WV 26102  
IN PERSON M-F 8:30-4:30, COUNTY TAX OFFICE 319 MARKET ST PARKERSBURG  
DRIVE THRU & DROP BOX IN ALLEY BEHIND TAX OFFICE  
(include bottom of bill with payment)**

**RETURN THIS PORTION WITH YOUR 2018 PAYMENT**

**MAIL PAYMENTS TO:**

WOOD CO. FIRE BOARD  
PO BOX 2005  
PARKERSBURG, WV 26102



Customer #: 15328

**MAKE CHECKS PAYABLE TO:  
WOOD COUNTY FIRE SERVICE BOARD**

**TOTAL AMOUNT DUE: \$20.21**

DONATION (Optional) \$

TOTAL PAYMENT AMOUNT ENCLOSED \$

CHECK #

SMITH KERMIT E

38 SMITH GOLF DR  
PARKERSBURG, WV 26101

MAILING  
ADDRESS  
CHANGES:

Mark Rhodes  
WOOD County 09:55:50 AM  
Instrument No 8796064  
Date Recorded 04/02/2018  
Document Type C10  
Pages Recorded 2  
Book-Page 74-10



**Wood County Commission  
Fire Service Fee  
Erroneous Assessment Application**

Ticket # **19687**  
Customer Name **Wheeler Dana**  
Customer # **17733**  
Tax Year **2018**

Upon the request of customer **Wheeler Dana**  
whose address is **6424 Wadesville Rd, Belleville WV 26133**  
aggrieved by an erroneous assessment in District # **07**  
Map # **40** Parcel # **00F2 0000 0000** in the County of Wood for **2018** tax year.  
the

The County Commission therefore orders that said property owner be hereby exonerated from the said erroneous assessment from the payment of the said fee so assessed in the **2018** tax year.

**DUE TO ...THIS IS A OLD HOME THAT IS NOT LIVABLE, USED AS STORAGE ONLY, OWNER IS PAYING THE \$5 CHARGE ON TICKET 24302.**

**TICKET 19687: \$ 0.00**

Original ticket amount \$ **39.24**  
Less amount exonerated \$ **39.24**  
Adjusted amount due \$ **0.00**

  
Wood County Fire Service Board President

  
Commissioner

  
County Commission President

7-18-18  
Date  
  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse  
Of said county, The County Commission did approve this exoneration on July 19, 2018

**WOOD COUNTY FIRE SERVICE BOARD • FIRE FEE**

PO BOX 2005 • Parkersburg, WV 26102 • Phone: (304) 424-1991

WHEELER DANA  
WHEELER CRYSTAL6424 WADESVILLE RD  
BELLEVILLE, WV 26133

Customer #: 17733

**FIRE FEE INVOICE FOR 2018**

TICKET	DISTRICT/MAP/PARCEL	LOCATION	SQ FT	AMOUNT
19687	07 40 00F2 0000 0000	WADESVILLE RD	1962	39.24
24302	07 40 000F 0000 0000	6424 WADESVILLE RD	1792	40.84

**PAST DUE: PLEASE PAY IMMEDIATELY**Total: \$80.08  
Delinquent Interest Accrued: \$6.41  
**TOTAL AMOUNT DUE: \$86.49**

Ticket 19687 - old Farm house  
not livable - storage only  
paying \$5 charge on ticket 24302

Due after August 15, 2018: \$89.69  
Due after September 15, 2018: \$91.29  
Due after October 15, 2018: \$92.89  
Due after November 15, 2018: \$94.49

**METHODS OF PAYMENT: CHECK, MONEY ORDER, OR CASH**  
**WE DO NOT ACCEPT CREDIT OR DEBIT CARDS**  
**BY MAIL AT PO BOX 2005, PARKERSBURG, WV 26102**  
**IN PERSON M-F 8:30-4:30, COUNTY TAX OFFICE 319 MARKET ST PARKERSBURG**  
**DRIVE THRU & DROP BOX IN ALLEY BEHIND TAX OFFICE**  
(include bottom of bill with payment)

**RETURN THIS PORTION WITH YOUR 2018 PAYMENT****MAIL PAYMENTS TO:**WOOD CO. FIRE BOARD  
PO BOX 2005  
PARKERSBURG, WV 26102

Customer #: 17733

**MAKE CHECKS PAYABLE TO:**  
**WOOD COUNTY FIRE SERVICE BOARD****TOTAL AMOUNT DUE: \$86.49**

DONATION (Optional) \$

TOTAL PAYMENT AMOUNT ENCLOSED \$

CHECK #

WHEELER DANA  
WHEELER CRYSTAL6424 WADESVILLE RD  
BELLEVILLE, WV 26133MAILING  
ADDRESS  
CHANGES:WOOD County 09:59:24 AM  
Instrument No 8796066  
Date Received 08/02/2018  
Document Type CDD  
Pages Reported 2  
Book-Page 75-10

**Wood County Commission**  
**Fire Service Fee**  
**Erroneous Assessment Application**

Ticket #	20681
Customer Name	Deerwalk VFD
Customer #	23608
Tax Year	2018

Upon the request of customer **Deerwalk VFD**  
 whose address is **9382 Deerwalk Hwy, Walker WV 26180**  
 aggrieved by an erroneous assessment in District # **11**  
 Map # **140** Parcel # **0001 0000 0000** in the County of Wood for **2018** tax year.  
 the

The County Commission therefore orders that said property owner be hereby exonerated from the said erroneous assessment from the payment of the said fee so assessed in the **2018** tax year.

DUE TO ...THIS IS A DUPLICATE TICKET FOR THEIR FIRE STATION, A NEW PARCEL WAS CREATED BECAUSE THEY BOUGHT A STATE RIGHT OF WAY FROM THE WV DEPT OF TRANSPORTAION, AND SQ/FT WAS ADDED TO BOTH PARCELS, THIS TICKET ORIGINATED TO THE WV DEPT OF TRANSPORTATION, DEERWALK VFD PAID THEIR FIRE FEE ON TICKET 4826.

**TICKET 20681: \$ 0.00**

Original ticket amount	\$	88.65
Less amount exonerated	\$	88.65
Adjusted amount due	\$	0.00

Paul K. Muehl

Wood County Fire Service Board President

7-11-18

Date \_\_\_\_\_

Commissioner

County Commission President

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse  
Of said county, The County Commission did approve this exoneration on JUL 12 2018

Printed on: 07/11/2018 9:04 AM



**WOOD COUNTY FIRE SERVICE BOARD • FIRE FEE**

PO BOX 2005 • Parkersburg, WV 26102 • Phone: (304) 424-1991

DEERWALK VOLUNTEER FIRE  
DEPARTMENT9382 DEERWALK HIGHWAY  
WALKER, WV 26180

Customer #: 23608

**FIRE FEE INVOICE FOR 2018**

TICKET	DISTRICT/MAP/PARCEL	LOCATION	SQ FT	AMOUNT
20681	11 140 0001 0000 0000	9382 DEERWALK HWY	7092	88.65

**PAST DUE: PLEASE PAY IMMEDIATELY**

Total: **6092** \$88.65  
Delinquent Interest Accrued: \$5.32  
**TOTAL AMOUNT DUE: \$93.97**

Due after July 15, 2018: \$95.74

Due after August 15, 2018: \$97.52

Due after September 15, 2018: \$99.29

Due after October 15, 2018: \$101.06

**METHODS OF PAYMENT: CHECK, MONEY ORDER, OR CASH**  
**WE DO NOT ACCEPT CREDIT OR DEBIT CARDS**  
**BY MAIL AT PO BOX 2005, PARKERSBURG, WV 26102**  
**IN PERSON M-F 8:30-4:30, COUNTY TAX OFFICE 319 MARKET ST PARKERSBURG**  
**DRIVE THRU & DROP BOX IN ALLEY BEHIND TAX OFFICE**  
(include bottom of bill with payment)

**RETURN THIS PORTION WITH YOUR 2018 PAYMENT****MAIL PAYMENTS TO:**WOOD CO. FIRE BOARD  
PO BOX 2005  
PARKERSBURG, WV 26102

Customer #: 23608

**MAKE CHECKS PAYABLE TO:**  
**WOOD COUNTY FIRE SERVICE BOARD****TOTAL AMOUNT DUE: 88.65**  
**\$93.97**

DONATION (Optional) \$

TOTAL PAYMENT AMOUNT ENCLOSED \$

CHECK #

MAILING  
ADDRESS  
CHANGES:DEERWALK VOLUNTEER FIRE  
DEPARTMENT9382 DEERWALK HIGHWAY  
WALKER, WV 26180

Mark Rhodes  
WOOD County 10:01:31 AM  
Instrument No 8796067  
Data Recorded 08/02/2018  
Document Type 300  
Pages Recorded 2  
Book Page 75-10

AUGUST 2, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED THE DONATION OF  
PROPERTY LOCATED AT 1011 MISSION DRIVE PARKERSBURG,  
WV

**ORDER**

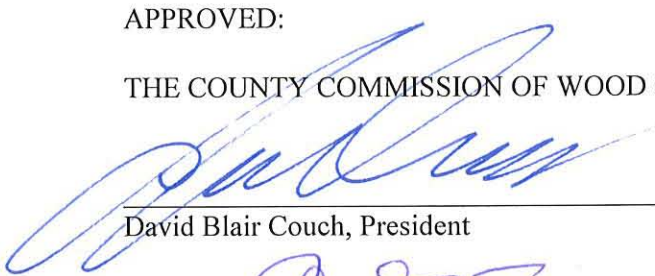
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James Colombo and made unanimous by Robert K. Tebay, did hereby authorize the donation of a plat of land located at 1011 Mission Drive Parkersburg, West Virginia. Said property is to be donated to the Wood County Development Authority to be transferred to Westbrook Health Services to operate The Amity Treatment Center.

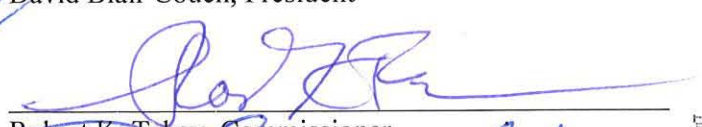
Said donation is to be made following the division of the current tract of land to separate The Amity Treatment Center from the remainder of the tract that currently has the Fraternal Order of Police (FOP) building located on it.

Said donation is contingent on preparation of the plat for division of the tract, preparation of the applicable deeds, and a reversionary clause reverting the property back to the Wood County Commission in the event the property ever ceases to be used as The Amity Treatment Center. The commission further retains the Oil, Gas and Mineral Rights for said property.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner

M/3958

Mark Rhodes  
WOOD County 10:06:24 AM  
Instrument No 8796071  
Date Recorded 08/02/2018  
Document Type ODD  
Pages Recorded 1  
Book-Page 75-10



WOOD COUNTY SHERIFF'S OFFICE

Steve Stephens, Sheriff

Robert G. Sims, Chief Deputy

TO: Wood County Commission

FROM: Sheriff Steve Stephens

DATE: August 2, 2018

REF: Jeff Mace

Effective today, August 2, 2018, Jeff Mace will be working part time in the tax office at \$25.00 per hour. Jeff has many years of work experience in the tax office and will be a great help.

**RECEIVED**

AUG - 3 2018

**COUNTY  
ADMINISTRATOR**

Mark Rhodes  
WOOD County 10:28:02 AM  
Instrument No 0206093  
Date Recorded 02/2018  
Document Type  
Pages Recorded  
Book-Page 10





WOOD COUNTY SHERIFF'S OFFICE

Steve Stephens, Sheriff

Robert G. Sims, Chief Deputy

TO: Wood County Commission

FROM: Sheriff Steve Stephens

DATE: August 2, 2018

REF: Steve Black

Steve Black will be working part time as a Chief Tax Deputy Consultant and is to be paid \$28.85 an hour.

**RECEIVED**

AUG - 3 2018

**COUNTY  
ADMINISTRATOR**

Mark Rhoades  
WOOD County 10:29:32 AM  
Instrument No 0206094  
Date Recorded 02/2018  
Document Type  
Page Recorded  
Page 10