

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, AUGUST 27, 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.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission discussed acquiring a new engineer. After discussion it was agreed that the County needs a Certified Engineer.

At 9:40 A.M., the County Commission discussed a request for salary increases from the 911 Center.

At 10:00 A.M., the County Commission met with Russ Skogstad, Vienna city Attorney. Mr. Skogstad requested a hearing date be set for the Annexation by Minor Boundary Adjustment, City of Vienna. (Attorney Order)

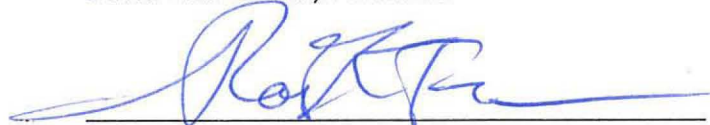
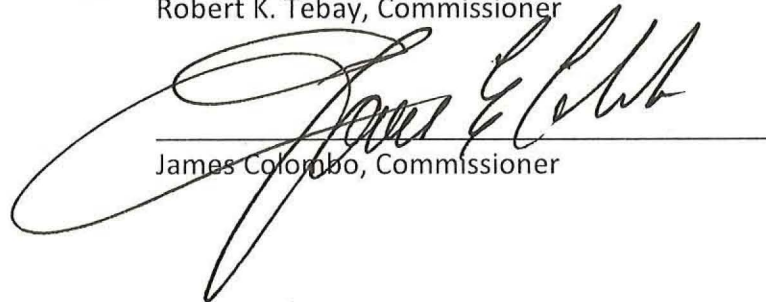
**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

Attorney Order, A/3966, A/3967, A/3968, A/3969

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:58 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 August 27, 2018.

Wood County Commission Meeting  
Held August 27, 2018

Please Print

1.	Russell Skogstad
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Wood County Commission  
Agenda

8/27/2018

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Consider setting hearing date for the Application for Annexation of Lots 23 & 24 and the Easterly Eight Feet of Lot 22 of the W.M. Dawkins Addition to the City of Vienna	Russ Skogstad, Attorney for the City of Vienna
	Discuss and consider salary increase request for E-911	
	Discuss County Engineer Position	
	Administrator's Report	Marty Seuffer, County Administrator
	County Commission Reports	

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

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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

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**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



THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: Petition for Annexation by Minor Boundary Adjustment  
City of Vienna, a Municipal Corporation  
(LOTS 23 AND 24 OF THE W.M. DAWKINS ADDITION TO THE CITY OF VIENNA, AND  
THE EASTERLY EIGHT FEET OF LOT 22 OF THE W.M. DAWKINS ADDITION, PLAT  
BOOK 8, AT PAGE 33

ORDER

This 27<sup>th</sup> day of August, 2018, came the Petitioner, City of Vienna, a  
Municipal Corporation, by and through Russell J. Skogstad, Jr., its attorney, and tendered and  
asked leave to file its Peitition for Annexation by Minor Boundary Adjustment pursuant to West  
Virginia Code § 8-6-5, as amended.

WHEREUPON, and after having reviewed said Petition it hereby found that same meets  
the requirements of West Virginia Code § 8-6-5, and accordingly, it is hereby ORDERED FILED.

IT IS FURTHER ORDERED that a hearing upon said Petition shall be held before the  
Commission, in chambers at the Wood County Courthouse, Parkersburg, West Virginia, on  
10/22/2018 @ 10AM.

IT IS FURTHER ORDERED that the Petitioner shall cause a Notice of Hearing to be  
published in accordance with West Virginia Code § 8-6-5, as amended and that the Notice of  
Hearing shall be prominently posted at not less than five public places within the area proposed  
to be annexed.

ENTER:

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

  
\_\_\_\_\_  
Commissioner

Mark Rhodes  
WOOD County 10:44:40 AM  
Instrument No 8799527  
Date Recorded 08/27/2018  
Document Type CDD  
Pages Recorded 1  
Book-Page 75-14

AUGUST 27, 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-03-402. SAID REQUEST IS IN THE AMOUNT OF \$3,201.38


**ORDER**

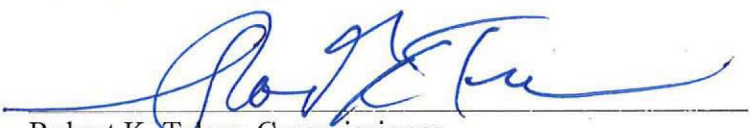
On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James Colombo and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F18-HS-03-402. The Request for Reimbursement is in the amount of three thousand two hundred one dollars and thirty-eight cents (\$3,201.38) for the month of July, 2018. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.

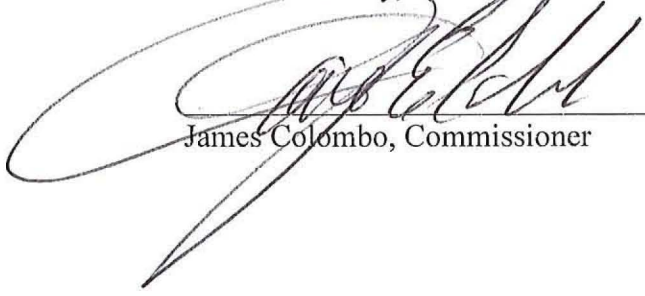
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James Colombo, Commissioner

M/3966

**Fax: (304) 558-6083**

Mark Rhodes  
WEDD County 10:46:32 AM  
Instrument No 8799528  
Date Recorded 08/27/2018  
Document Type CCO  
Pages Recorded 2  
Book Page 75-14



AUGUST 27, 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-03-405d. SAID REQUEST IS IN THE AMOUNT OF \$1,326.96

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James 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-03-405d. The Request for Reimbursement is in the amount of one thousand three hundred twenty-six dollars and ninety-six cents (\$1,326.96) for the month of July, 2018. The Request for Reimbursement form, the Project Financial Report, time sheets for the Jackson County Sheriff's Department, and the Monthly Progress Report have been submitted.

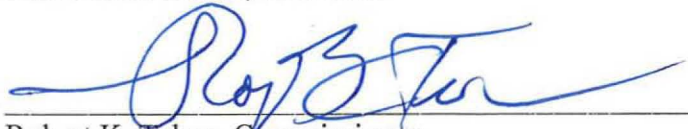
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

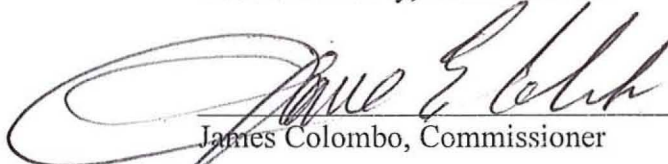
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

M/3967

# 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	MV1803405d
	Grant Number:	F18-HS-03-405d
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of: 7/1/18 - 7/31/18	

### PROJECT CASH EXPENDITURES

Account Number	Amount
	\$1,326.96
TOTAL	\$1,326.96

### 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

8/27/2018

(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 09:42:58 AM  
Instrument No 8799213  
Date Recorded 08/27/2018  
Document Type COO  
Pages Recorded 2  
Book-Page 75-14

AUGUST 27, 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-DOHDD. SAID REQUEST IS IN THE AMOUNT OF \$1,186.11

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James 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-DOHDD. The Request for Reimbursement is in the amount of one thousand one hundred eighty-six dollars and eleven cents (\$1,186.11) for the month of July, 2018. The Request for Reimbursement form, the Project Financial Report, time sheets for the Vienna Police Department 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 Colombo, Commissioner

M/3968



# 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 **MV1803DOHDD**

Grant Number: **F18-HS-03-DOHDD**

FEIN Number: **556 000 417**

Funds are hereby requested to cover expenditures  
For the period of: **7/1/18 - 7/31/18**

### PROJECT CASH EXPENDITURES

Account Number	Amount
	<b>\$1,186.11</b>
<b>TOTAL</b>	<b>\$1,186.11</b>

### 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**

**8/27/2018**

(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 09:44:41 AM  
Instrument No 8799915  
Date Recorded 08/27/2018  
Document Type 000  
Pages Recorded 2  
Book-Page 75-14



AUGUST 27, 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-03-405b. SAID REQUEST IS IN THE AMOUNT OF \$286.21

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James 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-03-405b. The Request for Reimbursement is in the amount of two hundred eighty-six dollars twenty-one cents (\$286.21) for the month of July, 2018. The Request for Reimbursement form, the Project Financial Report, time sheets for the Jackson County Sheriff's Office, the Ravenswood Police Department and the Parkersburg Police Department and the Monthly Progress Report have been submitted.

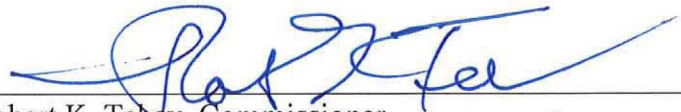
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

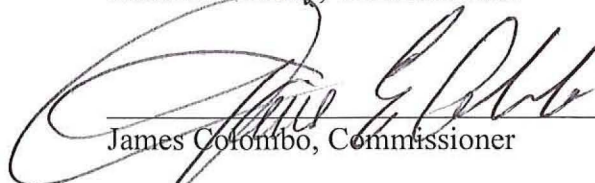
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

M/3969

# 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 **MV1803405b**

Grant Number: **F18-HS-03-405b**

FEIN Number: **556 000 417**

Funds are hereby requested to cover expenditures  
For the period of: **7/1/18 - 7/31/18**

### PROJECT CASH EXPENDITURES

Account Number	Amount
	<b>\$286.21</b>
<b>TOTAL</b>	<b>\$286.21</b>

### 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** **8/27/2018**

(Typed Name And Title)  
(Authorized Official or Grant Financial Officer Only)

(Signature)

(Date)

## 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 09:54:45 AM  
Instrument No 879921  
Date Recorded 08/27/2018  
Document Type 000  
Pages Recorded 2  
Book-Page 75-14

## Check Register Report for Wood County Commission

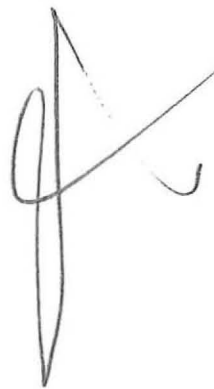
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
793	DOMINIONH	DOMINION HOPE	REGULAR	08/23/2018	167.00	
794	EMPINC	EMERGENCY MEDICAL PRODUCTS. INC.	REGULAR	08/23/2018	517.08	
795	FAILSAFE	FAIL SAFE TESTING	REGULAR	08/23/2018	2,727.08	
796	FINLEY FI	FINLEY FIRE EQUIPMENT	REGULAR	08/23/2018	2,028.53	
797	FIREEXTIN	FIRE EXTINGUISHER SPECL	REGULAR	08/23/2018	195.30	
798	KAESER	KAESER & BLAIR INC	REGULAR	08/23/2018	622.29	
799	PROFESS	PROFESSIONAL COLLECTORS	REGULAR	08/23/2018	300.00	
800	QUALITY PROMC	QUALITY PROMO PRODUCTS	REGULAR	08/23/2018	21.95	
801	VISA IL	VISA	REGULAR	08/23/2018	5,343.41	

**FIRE SERVICE FEE Bank Id 120 Totals**

11,922.64

**Report Totals**

11,922.64

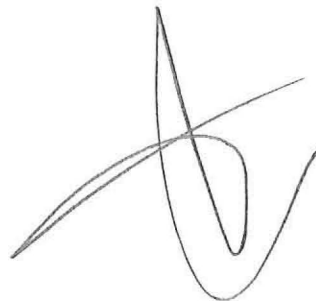


## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
166379	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	08/22/2018	25,439.66	

GENERAL FUND Bank Id 101 Totals

25,439.66

A handwritten signature in black ink, appearing to be 'RKS', located in the middle right section of the page.A handwritten signature in black ink, appearing to be 'A', located in the lower right section of the page.

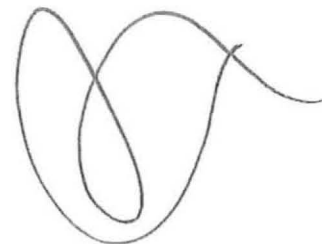


## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7208	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	08/22/2018	8,799.19	

E-911 FUND Bank Id 107 Totals

8,799.19

A handwritten signature in black ink, appearing to be 'R. H.' with a stylized flourish.A handwritten signature in black ink, appearing to be a cursive 'O' or 'G' with a long horizontal stroke.

## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6994	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	08/22/2018	2,580.20	

COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals

2,580.20

Report Totals

37,373.65



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
2661	DENTAL	RENAISSANCE	REGULAR	08/21/2018	2,743.93	
166356	BAKER L	LYNDE BAKER	REGULAR	08/21/2018	46.20	
166357	BLUE360	BLUE360 MEDIA	REGULAR	08/21/2018	146.50	
166358	CWS	CWS	REGULAR	08/21/2018	1,032.31	
166359	DOMINIONH	DOMINION HOPE	REGULAR	08/21/2018	151.85	
166360	GALLS	GALLS	REGULAR	08/21/2018	528.98	
166361	GENERALSA	GENERAL SALES CO.	REGULAR	08/21/2018	1,998.98	
166362	HRA	WESBANCO INSURANCE SERVICES	REGULAR	08/21/2018	945.00	
166363	IN-SYNCH	IN-SYNCH SYSTEMS	REGULAR	08/21/2018	859.68	
166364	JARRELLN	NANCY S. JARRELL, CCR	REGULAR	08/21/2018	42.35	
166365	MEDEXPRESS	MEDEXPRESS URGENT CARE INC WV	REGULAR	08/21/2018	170.00	
166366	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	08/21/2018	130.00	
166367	ODEPOT	OFFICE DEPOT	REGULAR	08/21/2018	133.36	
166368	P-LIBRARY	PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY	REGULAR	08/21/2018	37,328.18	
166369	QUALITY	QUALITY SALES & SERVICE	REGULAR	08/21/2018	37.50	
166370	RIS	RECORDS IMAGING & STORAGE INC	REGULAR	08/21/2018	1,443.00	
166371	S W RESOU	S W RESOURCES	REGULAR	08/21/2018	25.00	
166372	SOFTWARES	SOFTWARE SYSTEMS INC	REGULAR	08/21/2018	487.00	
166373	TAYLOR'S D	TAYLOR'S DISPOSAL INC	REGULAR	08/21/2018	197.26	
166374	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	08/21/2018	140.00	
166375	VALLEY SU	VALLEY SUPPLY COMPANY	REGULAR	08/21/2018	25.08	
166376	VERIZONW	VERIZON WIRELESS	REGULAR	08/21/2018	2,536.99	
166377	WADETERE	WADE TERESA JEAN	REGULAR	08/21/2018	21.23	
166378	WATERBOY	WATERBOY LLC	REGULAR	08/21/2018	22.00	

**GENERAL FUND Bank Id 101 Totals**

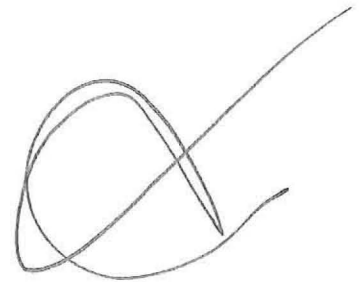
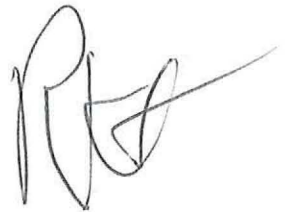
51,192.38

## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7200	BFS PETRO	BFS PETROLEUM	REGULAR	08/21/2018	124.36	
7201	CRS LLC	CRS LLC	REGULAR	08/21/2018	5,900.00	
7202	MEDEXPRESS	MEDEXPRESS URGENT CARE INC WV	REGULAR	08/21/2018	80.00	
7203	NI GOVERNMENT	NI GOVERNMENT SERVICE INC	REGULAR	08/21/2018	884.71	
7204	T&S	T&S LAWN-LANDSCAPE INC	REGULAR	08/21/2018	375.00	
7205	TERMINIX	TERMINIX	REGULAR	08/21/2018	37.00	
7206	VERIZONW	VERIZON WIRELESS	REGULAR	08/21/2018	136.67	
7207	WINANS	WINANS SERVICES	REGULAR	08/21/2018	226.01	

**E-911 FUND Bank Id 107 Totals**

7,763.75





## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3435	BIINCORP	BI INCORPORATED	REGULAR	08/21/2018	5,081.90	
3436	VERIZONW	VERIZON WIRELESS	REGULAR	08/21/2018	192.77	
HOME CONFINEMENT Bank Id 108 Totals					5,274.67	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6988	ADAMSHER	ADAMS SHERRY L.	REGULAR	08/21/2018	255.44	
6989	ALCOHOLMONIT	ALCOHOL MONITORING SYSTEMS	REGULAR	08/21/2018	131.75	
6990	GENERALSA	GENERAL SALES CO.	REGULAR	08/21/2018	333.16	
6991	LAMP	LAMP PESTPROOF	REGULAR	08/21/2018	128.40	
6992	SUDDENLINK	SUDDENLINK	REGULAR	08/21/2018	711.87	
6993	TYLER	TYLER MOUNTAIN WATER CO INC	REGULAR	08/21/2018	26.05	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					1,586.67	
Report Totals					81,516.55	