

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, OCTOBER 15, 2018

PRESENT: DAVID BLAIR COUCH, PRESIDENT  
ROBERT K. TEBAY, COMMISSIONER VIA TELEPHONE  
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 property owner James Ott regarding property on Lake Washington Road. Compliance Officer, Sarah Farnsworth, will meet with Mr. Ott to discuss clean-up of the property and a timeline.

At 9:35 A.M., Bob Tipton, Director of the Governor's Highway Safety Program, met with the commission to discuss upcoming changes to the program. Following the discussion, the commission approved the grant contract with the understanding that Brett Pickens will not be reimbursed any funding request until he has retired from the Wood County Sheriff's Department. (Order M/4007)

At 9:56 A.M., upon motion of David Blair Couch, seconded by James E. Colombo and passed, the County Commission convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Section 4, as amended: the said David Blair Couch, President of the Commission, and James E. Colombo, Commissioner, Marty Seufer,

County Administrator and Pat Lefebure, Wood County Prosecuting Attorney, Sheriff's Deputy Brett Pickens, and Bob Tipton and Jolene Willard, employees of the Governor's Highway Safety Grant staff were present. All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being for a personnel matter. The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:05 o'clock A.M. (Order M/4006)

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:41 A.M.

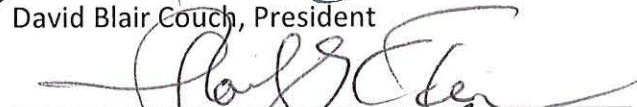
#### ORDERS APPROVED AND ATTACHED TO THESE MINUTES


M/4006, M/4007

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 October 15, 2018

Wood County Commission Meeting  
Held October 15, 2018

Please Print

1.	JAMES. J. Ott
2.	Loral Farnsworth
3.	WV CHSP
4.	Steve Stephens, SWC
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Wood County Commission  
Agenda

10/15/2018

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Discuss Governor's Highway Safety Grant and consider signing contract	Bob Tipton
	Administrator's Report	Marty Seufer, 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

OCTOBER 15, 2018

IN RE: EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 15<sup>th</sup> day of October, 2018 at 9:56 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by James E. Colombo, County Commissioners, and passed, 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, and James E. Colombo, Commissioner, met with Marty Seufer, County Administrator, Pat Lefebure, Prosecuting Attorney, Sheriff's Deputy Brett Pickens, and Bob Tipton and Jolene Willard, employees of the Governor's Highway Safety Grant Staff.

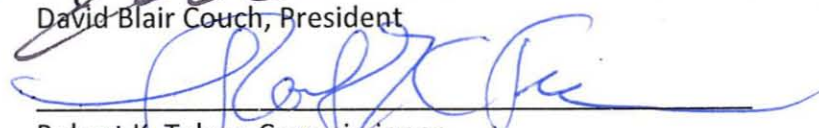
All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being for section 2(B) for a personnel matter.

The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:05 o'clock A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner

M/4006

Mark Rhodes  
WOOD County 10:36:38 AM  
Instrument No 8803874  
Date Recorded 10/15/2018  
Document Type 000  
Pages Recorded 1  
Book-Page 75-20

OCTOBER 15, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
THE ACCEPTANCE OF A HIGHWAY SAFETY GRANT.

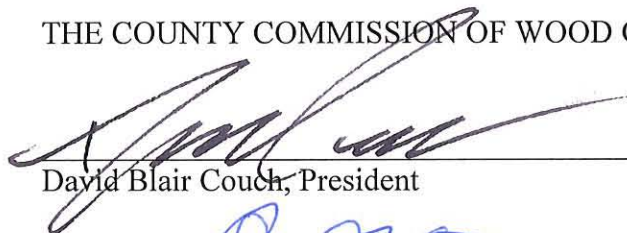
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and passed, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Governor's Highway Safety Grant from the West Virginia Department of Transportation Division of Motor Vehicles. Said Grant is in the amount of forty-five thousand nine hundred dollars and zero cents (\$45,900.00).

A copy of said Grant Award is attached to this Order and should be made a part thereof.

APPROVED:

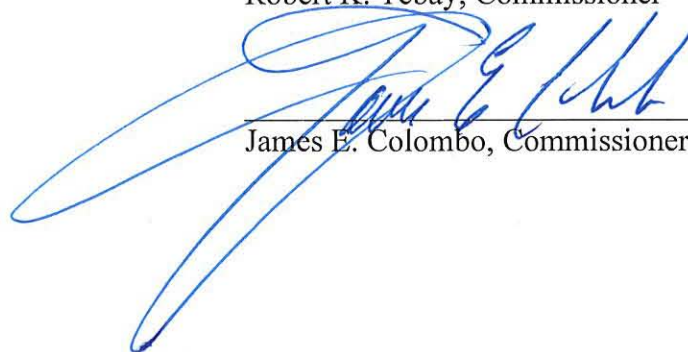
THE COUNTY COMMISSION OF WOOD COUNTY

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

David Blair Couch, President

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

Robert K. Tebay, Commissioner

A large, stylized handwritten signature in blue ink, appearing to read "James E. Colombo", written over a horizontal line.

James E. Colombo, Commissioner

M/4007



**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**Division of Motor Vehicles**

**5707 MacCorkle Avenue, Southeast**

**Post Office Box 17600**

**Charleston, West Virginia 25317-0010 • (304) 558-3900**

**TDD: (800) 742-6991 • (800) 642-9066**

**Thomas J. Smith, P. E.  
Cabinet Secretary**

September 28, 2018

Wood County Commission  
Mr. David Blair Couch  
President  
One Court Square, Suite 203  
Parkersburg, West Virginia 26101

Dear President Couch:

Your Highway Safety Grant has been approved for \$45,900. This award may be used for a Wood County Highway Safety Enforcement Program.

I am pleased to see a continued commitment to improving the safety of West Virginians as they travel our State's roadways. Projects such as this are a significant step toward achieving our common goal of reducing traffic crashes, injuries, and fatalities statewide.

Please let me know if my Highway Safety program staff or I can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Pat Reed".

Pat Reed  
Governor's Representative  
for Highway Safety

PR/ta



GOVERNOR'S HIGHWAY SAFETY PROGRAM West Virginia Division of Motor Vehicles STATE OF WEST VIRGINIA		FISCAL SUMMARY Page 4		
DIV OF HIGHWAYS-WORK ZONE SAFETY Grantee: Wood County Commission Budget Categories: F19-HS-03-DOHWZ	Estimated Project Costs	Local Funds [Match]	Federal Funds Approved	Highway Safety Account #:
Enforcement				WZ19-01-03
Work Zone Enforcement			\$ 11,000.00	
Wood CSO	\$ 10,000.00			
Vienna PD	\$ 500.00			
Williamstown PD	\$ 500.00			
TOTAL PROJECT COSTS:	\$ 11,000.00			
TOTAL LOCAL FUNDS:		\$ -	\$ -	
TOTAL FEDERAL FUNDS:			\$ 11,000.00	
TOTAL APPROVED PROJECT:			\$ 11,000.00	

**West Virginia Division of Motor Vehicles  
STATE OF WEST VIRGINIA**

**FISCAL SUMMARY**

Page 4

<b>SAFE COMMUNITIES 402</b> <b>Grantee: Wood County Commission</b> <b>Budget Categories: F19-HS-03-402</b>	<b>Estimated Project Costs</b>	<b>Local Funds [Match]</b>	<b>Federal Funds Approved</b>	<b>Highway Safety Account #:</b>
<b>Enforcement</b>			\$ 4,000.00	SE19-21-03
Wood Co SO--Speed/Agg Driving Enforcement	\$ 2,000.00			
Vienna PD-Speed/Agg. Driving Enforcement	\$ 1,000.00			
Williamstown PD-Speed/Agg. Driving Enf.	\$ 1,000.00			
<b>TOTAL PROJECT COSTS:</b>	\$ 4,000.00			
<b>TOTAL LOCAL FUNDS:</b>		\$ -	\$ -	
<b>TOTAL FEDERAL FUNDS:</b>			\$ 4,000.00	
<b>TOTAL APPROVED PROJECT:</b>			\$ 4,000.00	

## West Virginia Division of Motor Vehicles

## STATE OF WEST VIRGINIA

## FISCAL SUMMARY

Page 4

OCCUPANT PROTECTION 405b Grantee: Wood County Commission Budget Categories: F19-HS-03-405b	Estimated Project Costs	Local Funds [Match]	Federal Funds Approved	Highway Safety Account #:
<b>Enforcement</b>			\$ 4,900.00	HV19-01-03
Wood Co SO CIOT mini enforcement wave (Nov 2-18, 2018)	\$ 1,000.00			
Wood Co SO CIOT mini enforcement wave (Mar, 1-17, 2019)	\$ 1,000.00			
Vienna PD CIOT mini enforcement wave (Nov 2-18, 2018)	\$ 500.00			
Vienna PD CIOT mini enforcement wave (Mar, 1-17, 2019)	\$ 500.00			
Villiamstown PD CIOT mini enforcement wave (Nov 2-18, 2018)	\$ 200.00			
Villiamstown PD CIOT mini enforcement wave (Mar 1-17, 2019)	\$ 200.00			
Seat Belt Checkpoints (Wood Co)*do this during CIOT enforcement, during nighttime hours, starting at 6pm	\$ 1,500.00			
<b>TOTAL PROJECT COSTS:</b>	\$ 4,900.00			
<b>TOTAL LOCAL FUNDS:</b>		\$ -	\$ -	
<b>TOTAL FEDERAL FUNDS:</b>			\$ 4,900.00	
<b>TOTAL APPROVED PROJECT:</b>			\$ 4,900.00	

GOVERNOR'S HIGHWAY SAFETY PROGRAM  
 West Virginia Division of Motor Vehicles  
 STATE OF WEST VIRGINIA

**FISCAL SUMMARY**

Page 4

TRAFFIC RECORDS 405C Grantee: Wood County Commission Budget Categories: F19-HS-03-405c	Estimated Project Costs	Local Funds [Match]	Federal Funds Approved	Highway Safety Account #:
Equipment and Software Electronic Submission Equipment	\$ 12,000.00		\$ 12,000.00	
<b>TOTAL PROJECT COSTS:</b>	\$ 12,000.00			
<b>TOTAL LOCAL FUNDS:</b>		\$ -	\$ -	
<b>TOTAL FEDERAL FUNDS:</b>			\$ 12,000.00	
<b>TOTAL APPROVED PROJECT:</b>			\$ 12,000.00	



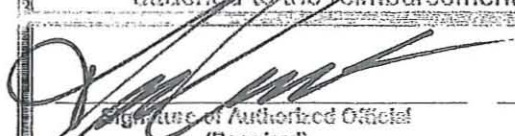
GOVERNOR'S HIGHWAY SAFETY PROGRAM West Virginia Division of Motor Vehicles STATE OF WEST VIRGINIA		FISCAL SUMMARY Page 4		
IMPAIRED DRIVING 405d Warranty: Wood County Commission Budget Categories: F19-HS-01	Estimated Project Costs	Local Funds [Match]	Federal Funds Approved	Highway Safety Account #:
<b>Enforcement</b>			\$ 10,000.00	HV19-01-03
Wood Co SO Impaired Driving Enforcement	\$ 4,000.00			
Vienna PD Impaired Driving Enforcement	\$ 3,000.00			
Williamstown PD Impaired Driving Enf.	\$ 1,500.00			
<b>DRE Callout</b>	\$ 1,500.00			
<b>Travel and Conferences</b>			\$ 2,000.00	TR19-07-03
Statewide DUI Conference *(May 21-23, 2019)	\$ 2,000.00			
<b>TOTAL PROJECT COSTS:</b>	\$ 12,000.00			
<b>TOTAL LOCAL FUNDS:</b>		\$ -	\$ -	
<b>TOTAL FEDERAL FUNDS:</b>			\$ 12,000.00	
<b>TOTAL APPROVED PROJECT:</b>			\$ 12,000.00	

GOVERNOR'S HIGHWAY SAFETY PROGRAM West Virginia Division of Motor Vehicles STATE OF WEST VIRGINIA		FISCAL SUMMARY Page 4		
DIV OF HIGHWAYS-DISTRACTED DRIVING Grantee: Wood County Commission Budget Categories: F19-HS-03-DOHDD	Estimated Project Costs	Local Funds [Match]	Federal Funds Approved	Highway Safety Account #:
<b>Enforcement</b>				
Distracted Driving (Cell Phone/Texting)			\$ 2,000.00	DD19-01-03
Wood County Sheriff's Department	\$ 1,000.00			
Vienna PD	\$ 500.00			
Williamstown PD	\$ 500.00			
<b>TOTAL PROJECT COSTS:</b>	\$ 2,000.00			
<b>TOTAL LOCAL FUNDS:</b>		\$ -	\$ -	
<b>TOTAL FEDERAL FUNDS:</b>			\$ 2,000.00	
<b>TOTAL APPROVED PROJECT:</b>			\$ 2,000.00	

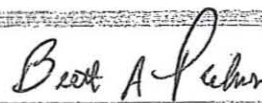
GOVERNOR'S HIGHWAY SAFETY PROGRAM West Virginia Division of Motor Vehicles STATE OF WEST VIRGINIA		FISCAL SUMMARY Page 4		
DIV OF HIGHWAYS-WORK ZONE SAFETY Grantee: Wood County Commission Budget Categories: F19-HS-03-DOHWZ	Estimated Project Costs	Local Funds [Match]	Federal Funds Approved	Highway Safety Account #:
Enforcement				WZ19-01-03
Work Zone Enforcement			\$ 11,000.00	
Wood CSO	\$ 10,000.00			
Vienna PD	\$ 500.00			
Williamstown PD	\$ 500.00			
TOTAL PROJECT COSTS:	\$ 11,000.00			
TOTAL LOCAL FUNDS:		\$ -	\$ -	
TOTAL FEDERAL FUNDS:			\$ 11,000.00	
TOTAL APPROVED PROJECT:			\$ 11,000.00	

mile stretch of any roadway that intersects a roadway under construction and roadways designated the CMV route for the purpose of CMV's avoiding roadway construction.

14. Written approval for any travel or purchase requiring prior written approval from GHSP must be attached to the reimbursement request.

  
Signature of Authorized Official  
(Required)

Date



Signature of Project  
Director  
(Required)

08-30-18

Date

Revised 9/18

Mark Rhodes  
WinD County 10:38:37 AM  
Instrument No 8803875  
Date Recorded 10/15/2018  
Document Type CDD  
Pages Recorded 10  
Book-Page 75-20