

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, SEPTEMBER 20, 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 held a hearing in regard to the Ronald Roberts estate.

At 9:56 A.M., County Commission held a hearing in regard to the Robin Sibley estate.

At 10:03 A.M., the County Commission held a hearing in regard to the Gary M. Cunningham estate.

At 10:15 A.M., James Wright failed to show for his requested hearing in regard to the Tonya R. Wright estate.

At 10:50 A.M., Wood County Litter Control Officer, Sarah Farnsworth, met with the County Commission regarding property located at 12187 Harris Highway, Belleville, WV. She

stated the owner has failed to clean up the property as he told her he would. The County commission recommended Ms. Farnsworth issue citations to the property owner.

The County Commission, upon a motion duly made, seconded and passed, placed Jill Parsons in nomination for reappointment to the Mid-Ohio Valley Regional Airport Authority.

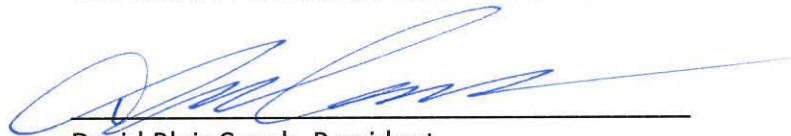
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:09 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/2040, M/3976, M/3977, M/3978, M/3979, M/3980, M/3981, M/3982, M/3983

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 September 20, 2018.



# Wood County Commission Agenda

9/20/2018

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Ronald Roberts Estate – request for will to be accepted	Judge Jason Wharton, petitioner Blaine Meyers, Attorney
9:45 A.M.	Robin Sibley Estate – request to have Administratrix be removed	Tim Amos, Attorney
10:00 A.M.	Gary M. Cunningham Estate – request to have Executrix removed	Vicki Piatt, beneficiary
10:15 A.M.	Tonya R. Wright Estate – request to have claim disallowed	James Wright, Administrator
10:30 A.M. <i>CANCELLED</i>	Barbara K. Deel Estate – request to have Executrix removed	Aaron Boone, Attorney
10:45 A.M. <i>CANCELLED</i>	Eugene L. Stewart Estate – request to close insolvent estate	Andrew Woofter, Attorney
10:50 A.M.	Discuss 12187 Harris Highway, Belleville, WV – litter control violation	Sarah Farnsworth, Litter Control Officer
	Consider putting Jill Parsons in nomination for reappointment to the Mid-Ohio Valley Regional Airport Authority	
	Consider putting Lawrence Hoffmann in nomination for reappointment to the Central Boaz Public Service District	
	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

Wood County Commission Meeting  
Held September 20, 2018

Please Print

1.	BLAINE MYERS
2.	DANIEL P. WHARTON
3.	Jason Wharton
4.	Andrew C Woofers II
5.	Vicki Leah Hescht
6.	Garth Farnsworth
7.	
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SEPTEMBER 20, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION PLACED THE NAME OF JILL  
PARSONS IN NOMINATION FOR THE MID-OHIO VALLEY  
REGIONAL AIRPORT AUTHORITY.

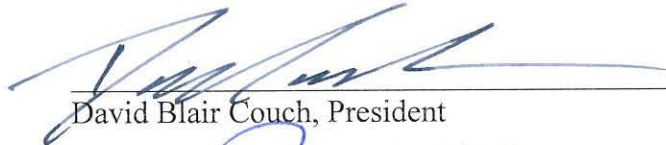
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, placed the name of Jill Parsons in nomination for the Mid-Ohio Valley Regional Airport Authority. Said nomination is due to the fact that her term expires September 24, 2018.

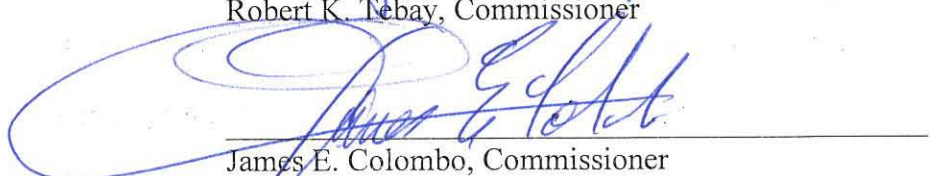
The new term will expire September 24, 2021.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner

A/2040

Mark Rhodes  
WOOD County 02:48:58 PM  
Instrument No 8801839  
Date Recorded 09/20/2018  
Document Type CDD  
Pages Recorded 1  
Book-Page 75-17



SEPTEMBER 20, 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 \$3,612.95 OF WHICH \$119.25 REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F18-HS-03-DOHDD.

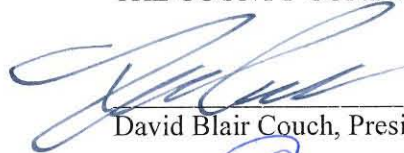
ORDER

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 three thousand six hundred twelve dollars and ninety-five cents (\$3,612.95) of which one hundred nineteen dollars and twenty-five cents (\$119.25) represents reimbursement to Wood County for expenses incurred during the month of June, 2018, in regard to the Governor's Highway Safety Program Grant Number F18-HS-03-DOHDD. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 75, at Page 7 and bearing the date of July 16, 2018, 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.

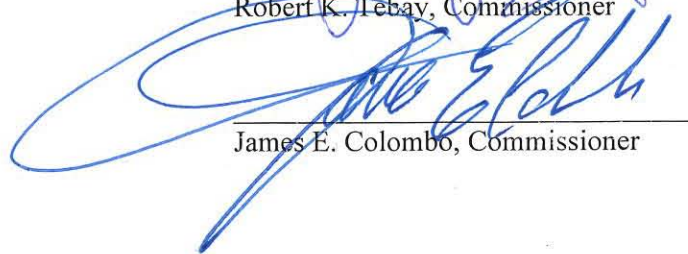
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner

M/3976

Mark Rhodes  
WOOD County 03:06:35 PM  
Instrument No 8801845  
Date Recorded 09/20/2018  
Document Type COO  
Pages Recorded 1  
Book-Page 75-17

SEPTEMBER 20, 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 \$3,612.95 OF WHICH \$2,750.00 REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F18-HS-03-406.

**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 three thousand six hundred twelve dollars and ninety-five cents (\$3,612.95) of which two thousand seven hundred fifty dollars and zero cents (\$2,750.00) represents reimbursement to Wood County for expenses incurred during the month of July, 2018, in regard to the Governor's Highway Safety Program Grant Number F18-HS-03-406. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 75, at Page 12 and bearing the date of August 13, 2018, 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 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

M/3977

Mark Rhodes  
Wood County 03:03:59 PM  
Instrument No 8801844  
Date Recorded 09/20/2018  
Document Type CDO  
Pages Recorded 1  
Book-Page 75-17

SEPTEMBER 20, 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 \$3,612.95 OF WHICH \$743.70 REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F18-HS-03-408.

**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 three thousand six hundred twelve dollars and ninety-five cents (\$3,612.95) of which seven hundred forty-three dollars and seventy cents (\$743.70) represents reimbursement to Wood County for expenses incurred during the month of July, 2018, in regard to the Governor's Highway Safety Program Grant Number F18-HS-03-408. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 75, at Page 12 and bearing the date of August 13, 2018, 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.

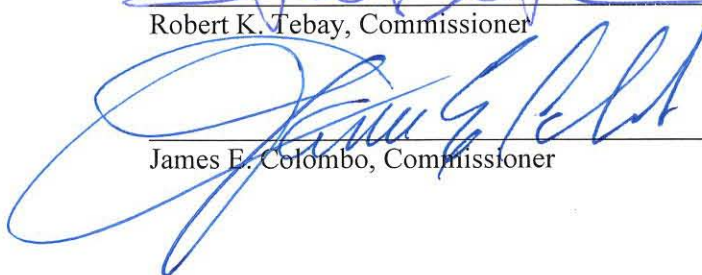
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner

M/3978

Mark Rhodes  
WOOD County 03:01:03 PM  
Instrument No 8801843  
Date Recorded 09/20/2018  
Document Type CDD  
Pages Recorded 1  
Book-Page 75-17



SEPTEMBER 20, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE  
PURCHASE OF A ROAD SIGN FOR GRADY DRIVE.

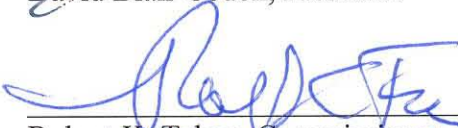
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, did hereby AUTHORIZE the purchase of a road sign for GRADY DRIVE.

Said sign was requested by Rebecca Grady.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

M/3979

Mark Rhodes  
WOOD County 02:50:16 PM  
Instrument No 8801840  
Date Recorded 09/20/2018  
Document Type CSD  
Pages Recorded 1  
Book-Page 75-17

SEPTEMBER 20, 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 \$4,039.36

**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 four thousand thirty-nine dollars and thirty-six cents (\$4,039.36) for the month of August, 2018. The Request for Reimbursement form, the Project Financial Report, time sheets for the Ritchie County Sheriff's Office, the Vienna 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/3980

# 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: 8/1/18 - 8/31/18	

### PROJECT CASH EXPENDITURES

Account Number	Amount
	\$4,039.36
TOTAL	\$4,039.36

### 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 9/17/2018  
(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 02:37:49 PM  
Instrument No 8801853  
Date Recorded 09/20/2018  
Document Type 000  
Pages Recorded 2  
Book-Page 75-17

SEPTEMBER 20, 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 \$868.65


**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 eight hundred sixty-eight dollars and sixty-five cents (\$868.65) for the month of August, 2018. The Request for Reimbursement form, the Project Financial Report, time sheets for the Vienna Police Department, 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/3981



# 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: 8/1/18 - 8/31/18	

### PROJECT CASH EXPENDITURES

Account Number	Amount
	\$868.65
TOTAL	\$868.65

### 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

9/17/2018

(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 03:08:38 PM  
Instrument No 8801846  
Date Recorded 09/20/2018  
Document Type CCO  
Pages Recorded 2  
Book-Page 75-17

SEPTEMBER 20, 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 \$621.11


**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 six hundred twenty-one dollars and eleven cents (\$621.11) for the month of August, 2018. The Request for Reimbursement form, the Project Financial Report, time sheets for the Vienna Police Department, 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/3982

# 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)	<b>Sub-Grantee:</b>	<b>Wood County Commission</b>
	<b>Address:</b>	<b>One Court Square, Suite 203 Parkersburg, WV 26101</b>
	<b>P. O. Number</b>	<b>MV1803DOHDD</b>
	<b>Grant Number:</b>	<b>F18-HS-03-DOHDD</b>
	<b>FEIN Number:</b>	<b>556 000 417</b>
	<b>Funds are hereby requested to cover expenditures For the period of: 8/1/18 -8/31/18</b>	

### PROJECT CASH EXPENDITURES

Account Number	Amount
	\$621.11
<b>TOTAL</b>	<b>\$621.11</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

9/17/2018

(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 02:46:03 PM  
Instrument No 8801837  
Date Recorded 09/20/2018  
Document Type CIO  
Pages Recorded 2  
Back-Page 75-17

SEPTEMBER 20, 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 \$9,483.27

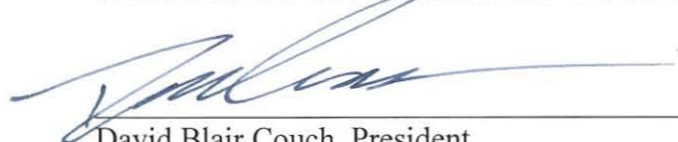
ORDER

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 nine thousand four hundred eighty-three dollars and twenty-seven cents (\$9,483.27) for the month of August, 2018. The Request for Reimbursement form, the Project Financial Report, time sheets for the Ravenswood Police Department, the Parkersburg Police Department, the Ritchie County Sheriff's Department, the Wood County Sheriff's Department, and the Monthly Progress Report have been submitted.

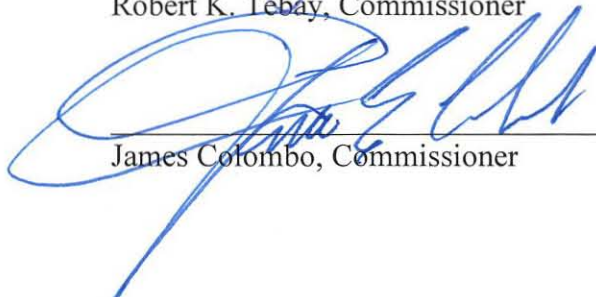
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James Colombo, Commissioner





927




WOOD COUNTY SHERIFF'S OFFICE

Steve Stephens, Sheriff

Robert G. Sims, Chief Deputy

TO: Wood County Commission

FROM: Sheriff Steve Stephens 

DATE: September 14, 2018

REF: Chief Tax Deputy

Denise Schuck will begin working full time as the new Chief Tax Deputy on October 1, 2018. Ms. Schuck's salary will be \$60,000.00 and she will have full benefits.

A handwritten signature, likely of the Sheriff, in dark ink.A handwritten signature, likely of the County Administrator, in dark ink.

**RECEIVED**

SEP 17 2018

**COUNTY  
ADMINISTRATOR**

Mark Rhodes  
WOOD County 03:12:01 PM  
Instrument No 0901847  
Date Recorded 09/20/2018  
Document Type  
Pages Recorded  
Book-Page 17