

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, MAY 16, 2019

PRESENT: DAVID BLAIR COUCH, PRESIDENT  
ROBERT K. TEBAY, COMMISSIONER  
JAMES COLOMBO, COMMISSIONER

The County Commission of Wood County met in regular session. They signed purchase orders, invoices and other correspondence.

AGENDA AND DISCUSSION ITEMS

At 9:31 A.M., the County Commission held a hearing in regard to the Betty R. Atkinson estate. Michelle Fox and Sheri McDougale were present and requested they serve as Co-Executrix without bond.

They also discussed the Alva E. Atkinson estate. The County Commission ruled that Michelle Fox and Sheri McDougale will be Co-Executrix in both estates, without bond. (Probate Orders)

At 9:52 A.M., the County Commission met with Assessor, David Nohe, Deputy Assessor Andy Hartleben and Pam Brust, County employee, to discuss county participation in a new

housing program for the 2020 Census. The County Commission, upon a motion duly made, seconded and passed, authorized County participation. (Order M/4106)

At 10:06 A.M. the County Commission held a hearing in regard to the Richard Seckman estate. Sara R. Seckman, Executrix requested a claim be disallowed. After review, the County Commission ruled the claim be disallowed. (Probate Order)

The 10:15 A.M. hearing in regard to the Dixie Holcomb estate was cancelled.

At 10:44 A.M., the County Commission approved the hiring of Ryan Urban as a part-time employee in the IT Department.

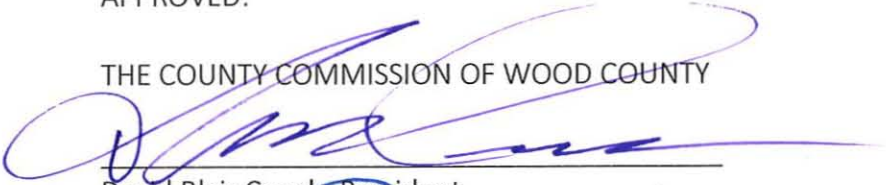
Having no scheduled appointments or business to attend to, the County Commission adjourned at 11:00 A.M.

#### ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/4104, M/4105, M/4106 and Probate Orders

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

Wood County Commission Meeting  
Held May 16, 2019

**Please Print**

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Wood County Commission  
Agenda

5/16/2019

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Estate of Betty R. Atkinson – Consider request to have one person appointed as Executor instead of two	Richard Smith, Attorney
10:00 A.M.	Estate of Richard E. Seckman – Consider request to have claims disallowed	Sara Seckman
10:15 A.M.	Estate of Dixie L. Holcomb – Discuss Enforcement of Agreement	Richard Smith, Attorney
	Consider Request to Hire – Ryan Urban as a part-time employee for the IT Department - \$11.00/hr	
	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

# 2020 Census New Construction Program

## What Is the New Construction Program?

The New Construction Program will help ensure that the U.S. Census Bureau's address list is as complete and accurate as possible by Census Day, April 1, 2020. The New Construction Program is the opportunity for you to submit city-style mailing addresses for new units where construction began during or after March 1, 2018 and the address was not submitted to the Census Bureau as part of another geographic partnership program since March 2018. Addresses must have basic construction



(closing the structure to the elements) completed by Census Day.

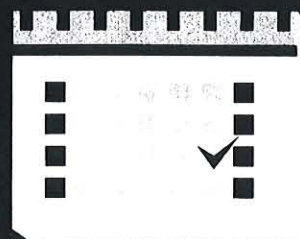
## Why Participate?

Participation in the New Construction Program

helps to ensure an accurate population count in your community; helps the government distribute more than \$675 billion in funds annually for infrastructure, programs, and services; and helps your community plan for future needs.

## Who Can Participate?

The New Construction Program is offered to federally recognized tribes with a reservation and/or off-reservation trust lands, states, counties, cities (legally incorporated places), and townships (minor civil divisions) that contain blocks where the Census Bureau plans to mail questionnaires to housing units for the 2020 Census. In other areas, the Census Bureau will have enumerators deliver 2020 Census questionnaires to all housing units in each block and record addresses for any new housing units.



## Schedule

- April-May 2019: Mail out of invitation phase materials to participants.
- September 2019: Mail out and review of response materials to participants. Participants have 45 calendar days from the receipt of materials to complete their review.
- September 2019: Census Bureau will provide training Webinars to participants.
- November 2019: Deadline for submitting addresses.
- April 1, 2020: Census Day.

## Contact Information

### E-mail address:

GEO.2020.NC@census.gov

**Phone Number:** 1-844-242-1765

### Web site:

[www.census.gov/programs-surveys/decennial-census/about/new-construction.html](http://www.census.gov/programs-surveys/decennial-census/about/new-construction.html)

## How to participate.

Each invited government designates a New Construction Program liaison. The Census Bureau will send the New Construction Program liaison the New Construction Program materials.

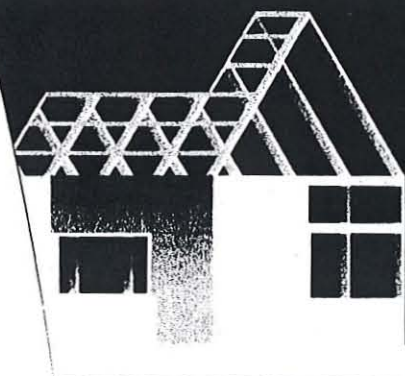
The New Construction Program liaison must submit a list of city-style addresses, assigned to the census blocks within its jurisdiction in the Census Bureau's predefined format. Maps or spatial data are provided as a reference for assigning census tract and block codes (geocoding) for each submitted address. No street or boundary updates will be accepted. Address lists submitted without geocoding information will not be accepted.



## Response options.

**Basic digital option:** The Geographic Update Partnership Software (GUPS) is a free, customized Geographic Information System (GIS) tool that can be downloaded from the Census Bureau Web site. It was specifically developed for participants who do not have geographic training or are not experienced GIS users.

**Advanced digital option:** Experienced GIS users can utilize their own GIS software. The Census Bureau provides free GIS files in shapefile format on its Web site, along with digital update guidelines. Governments can update those shapefiles in their GIS and use them to respond to the New Construction Program.



## What's new?

State governments can now participate in the New Construction Program.

Now including:

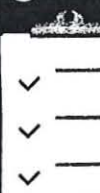
**Group Quarters:** Places where people live or stay, in a group living arrangement, which is owned or managed by an entity or organization providing housing and/or services for the residents.

**Transitory Locations:** A location that is comprised of living quarters where people are unlikely to live year round due to the transitory/temporary/impermanent nature of these living quarters.

## Preparing for the New Construction Program

Ensure that your address list contains multiunit structure identifiers (such as apartment numbers for individual units) and that you can distinguish between residential addresses and nonresidential addresses.

Identify local address sources, such as building permits, E-911 address files, local utility records, annexation records, and assessment or taxation files.



MAY 16, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


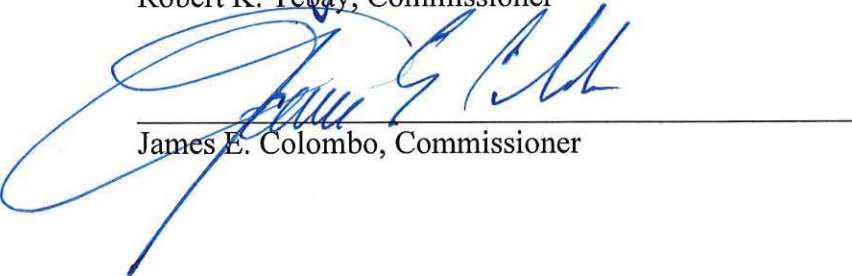
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
PARTICIPATION IN A PROGRAM FOR THE 2020 CENSUS.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, did hereby AUTHORIZE county participation in the 2020 Census New Construction Program for the United States Census Bureau. The program will provide notification to the census bureau of construction which began during or after March 1, 2018. The Wood County Assessor's Office has agreed to assist the County Commission in this endeavor through their digital mapping program.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

M/4106

Mark Rhodes  
WOOD COUNTY 02:32:46 PM  
Instrument No 8816871  
Date Recorded 05/16/2019  
Document Type ORD  
Pages Recorded 1  
Book-Page 75-43

MAY 16, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ASSISTANCE GRANT NUMBER 16-VA-114. SAID REQUEST IS IN THE AMOUNT OF \$5,912.80

**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, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 16-VA-114. The Request for Reimbursement is in the amount of five thousand nine hundred twelve dollars and eighty cents (\$5,912.80) for the month of April, 2019. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; Daily Time Sheets for the Victims Advocate, Tiffany Kiger; Monthly Progress Reports and the Monthly Statistical Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

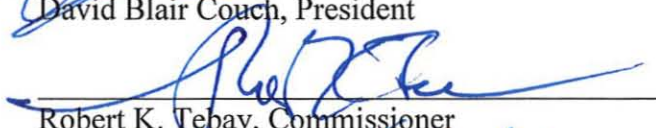
Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



\_\_\_\_\_  
David Blair Couch, President



\_\_\_\_\_  
Robert K. Tebay, Commissioner



\_\_\_\_\_  
James E. Colombo, Commissioner

M/4105

<b>WEST VIRGINIA</b> <b>DIVISION OF JUSTICE AND COMMUNITY SERVICES</b>	<b>Request for</b> <b>Reimbursement</b>
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<b>RECEIVED</b> <b>(For DJCS Use Only)</b>	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203
		Parkersburg, WV
		26101
	Project #:	16-VA-114
	FEIN#:	556 000 417
Funds are hereby requested to cover expenditures FROM: 4/1/19 TO: 4/30/19		

**PROJECT CASH EXPENDITURES**

CATEGORY	AMOUNT
Personnel/Contractual	\$5,912.80
Travel/Training	
Space	
Other	
<b>TOTAL</b>	<b>\$5,912.80</b>

**CERTIFICATION:**

I certify that this report presents 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 at our office.

BY: David Blair Couch, President  
 TYPED NAME & TITLE

  
 SIGNATURE

5/16/19  
 DATE

**(Authorized Official or Grant Financial Officer ONLY)**

**DJCS USE ONLY**

**ADMINISTRATIVE APPROVAL:**

This request is approved in the amount of \$ \_\_\_\_\_  
 Initials \_\_\_\_\_ Date \_\_\_\_\_

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Program Accountant

Mark Rhodes  
 Wood County 02:34:09 PM  
 Instrument No 00000002  
 Date Recorded 05/16/2019  
 Document Type 001  
 Pages Recorded 2  
 Book-Page 75-43

MAY 16, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 19-CC-26. SAID REQUEST IS IN THE AMOUNT OF \$33,293.98

**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, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Community Corrections Grant Number 19-CC-26. The Request for Reimbursement is in the amount of thirty-three thousand two hundred ninety-three dollars and ninety-eight cents (\$33,293.98) for the month of April, 2019. Along with the Request for Reimbursement Form, a Financial Recap Page, Project Financial Report, Time Sheets for the employees of the Wood County Day Report Center, and the Monthly Progress Reports have been submitted.

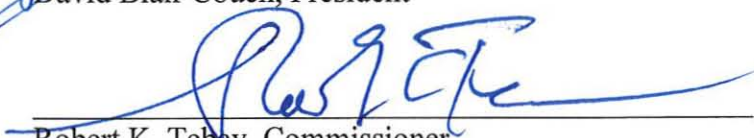
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

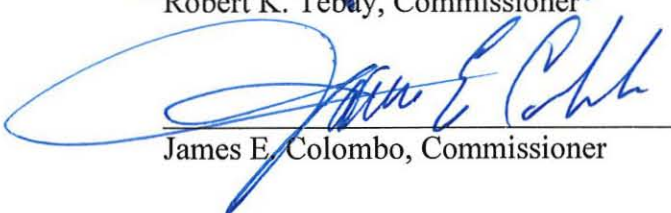
THE COUNTY COMMISSION OF WOOD COUNTY



\_\_\_\_\_  
David Blair Couch, President



\_\_\_\_\_  
Robert K. Tebay, Commissioner



\_\_\_\_\_  
James E. Colombo, Commissioner



# ORDERS—Wood County Commission, West Virginia

May 16, 2019

411

APRIL

Term,

THIRTY EIGHTH

Day

MAY

20

2019

At a Regular Session of the County Commission, continued and held for the County of Wood, at the Courthouse thereof, Thursday, May 16, 2019, Present, David Blair Couch, President of said Commission, Robert K Tebay, and James E Colombo Commissioners.

The orders and proceedings of previous session of this Commission held on Monday, May 13, 2019, were read before the County Commission approved and ordered signed.

IN RE: DIXIE LEE HOLCOMB, DECEASED (HEARING CONTINUED GENERALLY)

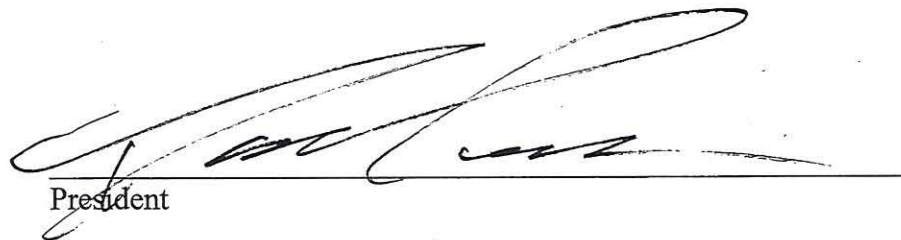
This day came JAMES HOLCOMB, in regards to a hearing on May 16, 2018, at 10:15 o'clock a.m. in the Estate DIXIE LEE HOLCOMB, deceased, to have claims paid.

It further appearing to the County Commission, that this hearing be continued generally.

IN RE: ESTATE OF RICHARD E SECKMAN, DECEASED ORDER COUNTY COMMISSION DISALLOW CLAIMS

This day came SARA REBECCA SECKMAN, EXECUTRIX, for the Estate of RICHARD E SECKMAN, deceased before the County Commission, in a hearing asking that a claim be disallowed in said Estate. The County Commission, after reviewing said Estate, ruled the claim be disallowed in said Estate. The County Commission ordered that if additional funds come into the Estate will need to be reopened.

It appearing no further business to claim the attention of this County Commission, it is hereby ordered that this Commission, do now adjourn to meet in Regular Session, Monday, May 20, 2019, at 9:30 o'clock a.m.



President

GEORGE DAVID VIAR, deceased and entered into and acknowledged a bond in the penalty of FIFTEEN THOUSAND (\$15,000.00) DOLLARS, with MARVIN BENNETT, as surety, with justification of surety filed thereon, and moved the Commission that said bond be cancelled and that they be allowed to enter into a NEW and INCREASED bond in the penalty of TWO HUNDRED AND ONE THOUSAND (\$201,000.00) DOLLARS; and

It appearing to this Commission, proper so to do, the said Motion is hereby granted.

Whereupon, the said MARVIN BENNETT, together with WESTFIELD INSURANCE COMPANY, by Heather DeBord, its Attorney in Fact, as surety, entered into and acknowledged a bond in the penalty of TWO HUNDRED AND ONE THOUSAND (\$48,000.00) DOLLARS, conditioned according to law.

It is hereby ORDERED that the former bond in the penalty of FIFTEEN THOUSAND (\$15,000.00) DOLLARS, with GEORGE DAVID VIAR, as surety, with justification of surety filed, be, and the same is hereby, cancelled, and the surety thereon, be, and is hereby, released.

IN RE: ESTATE OF BETTY RUTH ATKINSON, DECEASED

This day came, SHERI MCDOUGLE and MICHELLE FOX, and moved their appointment and qualification as CO EXECUTRIX, of the last Will and Testament of BETTY RUTH ATKINSON, deceased, named therein to qualify as CO EXECUTRIX, without bond, of said Will.

It appearing to this Commission that SHERI MCDOUGLE and MICHELLE FOX, be and they are hereby qualified as such CO EXECUTRIX, and entered upon the discharge of said trust, without bond, as provided by said Will.

Letters testamentary are hereby granted the said SHERI MCDOUGLE and MICHELLE FOX, upon the Estate of BETTY RUTH ATKINSON, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisal of the Estate of BETTY RUTH ATKINSON, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

IN RE: ESTATE OF ALVA EARL ATKINSON, DECEASED

This day came, SHERI MCDOUGLE and MICHELLE FOX, and moved their appointment and qualification as CO EXECUTRIX, of the last Will and Testament of ALVA EARL ATKINSON, deceased, named therein to qualify as CO EXECUTRIX, without bond, of said Will.

It appearing to this Commission that SHERI MCDOUGLE and MICHELLE FOX, be and they are hereby qualified as such CO EXECUTRIX, and entered upon the discharge of said trust, without bond, as provided by said Will.

Letters testamentary are hereby granted the said SHERI MCDOUGLE and MICHELLE FOX, upon the Estate of ALVA EARL ATKINSON, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisal of the Estate of ALVA EARL ATKINSON, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

IN RE: ESTATE OF VIOLA ELIZABETH RICHARDS, DECEASED. (DATE OF DEATH: 02/16/2018)

This day came DALE RICHARDS, and moved his appointment and qualification as ADMINISTRATOR of the Estate of VIOLA ELIZABETH RICHARDS, deceased.

It appearing to this Commission, proper so to do, the said DALE RICHARDS, is hereby qualified as such ADMINISTRATOR.

Whereupon the said DALE RICHARDS, before the County Commission, made oath thereto, as such ADMINISTRATOR and together

# The County Commission of Wood County

No. 1 Court Square, Suite 203 Parkersburg, West Virginia 26101  
(304) 424-1984



**DAVID BLAIR COUCH**  
President

**ROBERT K. TEBAY**  
Commissioner

**JAMES E. COLOMBO**  
Commissioner

May 16, 2019

Mark Rhodes  
Clerk of Wood County  
1 Court Square, Suite 402  
Parkersburg, WV 26101

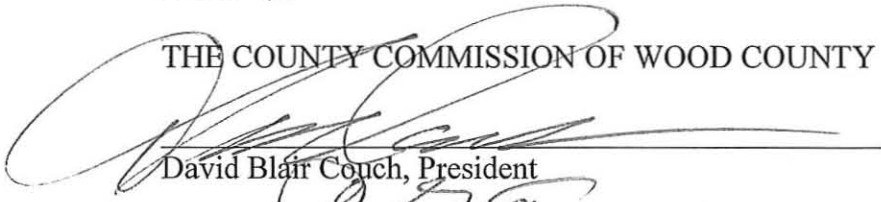
Attn: Finance Office

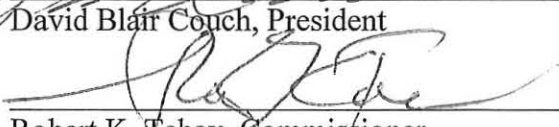
Effective May 20, 2019, Ryan Urban will be a part-time employee in the Wood County IT Department. Mr. Urban will be paid \$11.00/hour out of line item 1-401-10-109 (County Commission – Extra Help).

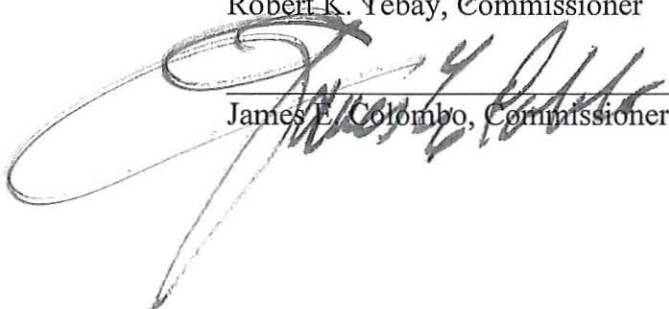
Thank you for your assistance and cooperation in this matter.

Sincerely,

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner

WCC/ad