

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 26, 2019

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 met with Jan Allen to discuss drug treatment centers in the area and the effect on her neighborhood.

The 10:07 A.M., the County Commission met with Wood County Compliance Officer, Sarah Farnsworth to discuss property located at 1308 Gihon Road, Parkersburg. The owners of the property were in attendance and stated they sold the property two weeks ago. They provided the information to Ms. Farnsworth and she will contact the new owner.

At 10:22 A.M., Ms. Farnsworth discussed the Gerald Shaffer property on Route 14 outside of Vienna. It appears he has made no progress. The County Commission Ordered Mr. Shaffer to appear once again before them. (Order A/2146)

At 10:50 A.M., the County Commission awarded the bid from Appalachian Log Structures for shelters in the County parks to Appalachian Log Structures. (Order A/2145)

At 10:52 A.M., the County Commission approved the hiring of David Triplett as an employee for the Wood County Day Report Center.

At 10:54 A.M., the County Commission approved a revision to the County Purchasing Policy Vendor List. (Order M/4178)

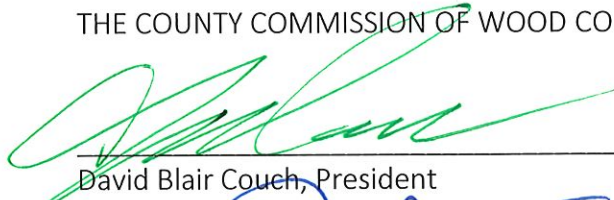
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:52 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/4178, A/2145, A/2146

APPROVED:

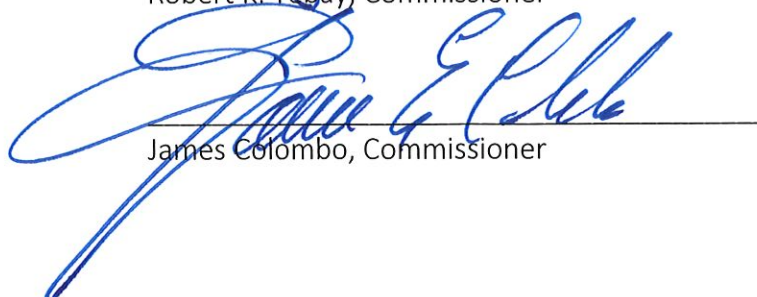
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission
Agenda

9/26/2019

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider awarding bid for park shelters and authorizing bids be let out for construction of shelters	Jeremy Cross, Parks Director
	Discuss Abandoned and Dilapidated property at 1308 Gihon Road, Parkersburg and update on Gerald Shaffer property	Sarah Farnsworth, Compliance Officer
	Request to Hire – David Triplett as a part time General Service Worker at the Jackson County Day Report Center - \$11.00/hr	
	Discuss revising the Purchasing Policy's Approved Vendor List	
	Consider appointing Cody McClung to the 911 Advisory Board	
	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, impropers 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

Wood County Commission Meeting
Held September 26, 2019

Please Print

1.	STEPHEN SMITH
2.	Jan Allen - 304-483-9944
3.	Helen Gregory
4.	Sarah Farnsworth
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SEPTEMBER 26, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
AMENDMENT OF THE APPROVED VENDOR LIST FOR THE
COUNTY PAYMENT DISBURSEMENT POLICY.

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, did hereby AUTHORIZE the AMENDMENT of the Approved Vendor List to be utilized as an attachment and part thereof to the County Payment Disbursement Policy adopted by this commission on June 3, 2013.

A copy of said Amended Approved Vendor List is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/4178

The following is a list of approved vendors for payment for invoices by the County Clerk prior to County Commission approval providing the invoices have been approved by the respective elected official or County Administrator.

(As submitted by the Wood County Administrator's Office)

- Airgas Mid America
- Dominion Hope
- Englefield Oil Company
- Frontier Communications
- MonPower
- Parkersburg Utility Board
- Union Williams PSD
- United Bank
- Verizon Wireless
- WVU Cooperative Extension Service

(As submitted by Wood County Clerk's Finance Department)

- AT&T Mobility
- BFS Petroleum
- CAS Cable
- City Of Parkersburg (Police, Fire & Trash Fee)
- Crystal Beverage Co
- CWS
- Renaissance
- Emar Corporation
- Glacier Mountain Bottled Water
- Global Gov/Ed Solutions Inc
- Highmark West Virginia
- Humane Society
- IRS-941 Taxes
- Mountaineer Gas Company
- Ricoh Americas Corporation
- Records Imaging & Storage Inc
- Software Computer Group Inc
- Software Systems Inc
- City of Spencer Waterworks
- Suddenlink
- T&S Lawn-Landscape Inc
- Taylor's Trash Removal
- Taylor's Disposal Inc
- Tiano-Knopp Assoc. Inc
- Vision Service Plan (WV)
- Waste Management of WV Inc
- Waterboy LLC
- WV Retirement
- Deputy Retirement
- AT&T
- Verizon Business Service

- WV Public Insurance Board (Retiree's Insurance)
- Parkersburg/Wood County Library Levy Distribution
- Parkersburg News/Ogden (all, not just Probate related)
- Donnellan McCarthy
- USBank Equipment Finance
- Lumos
- Tyler Mountain
- Wood County Waste
- Pure Water Partners
- Dish
- Lamp Pestproof (monthly service only)
- Casey's Landscaping (salt/snow removal only)
- Canon

The list of vendors for the Hotel Occupancy Tax Collection:

- Actors Guild of Parkersburg
- Artsbridge
- Belleville Homecoming
- Blennerhassett Historical Foundation, Inc
- Greater Parkersburg Convention and Visitors Bureau
- Julia-Ann Square Historical Community Association
- Oil, Gas and Industrial Historical Association
- Parkersburg Art Center
- Parkersburg Homecoming, Inc
- Parkersburg News and Sentinel Half Marathon
- Smoot Theater
- Veterans Museum of Mid-Ohio Valley
- Wood County Historical and Preservation Society
- West Virginia Interstate Fair and Exposition
- Wood County Parks and Recreation Commission

(As submitted by Wood County Sheriff's Department)

- BI Inc.
- Miller Communication (Tower Rental)
- Day Report (Drug Testing)
- Telepage
- Wood County Coroner
- WVPA (WV Turnpike)
- TLO (Monthly charge for criminal investigations on people searches through L.E. database)
- Verizon Wireless
- Kestersons

Revised September 26, 2019

PLEASE ADD TO APPROVED VENDOR LIST

Donnellan Mccarthy

Usbank equipment finance

Lumos

Tyler Mountain

Wood County Waste

Pure Water Partners

Dish

Lamp Pestproof (monthly service only)

Casey's Landscaping (salt/snow removal only)

Canon

Ogden (all, not just probate)

PLEASE REMOVE FROM LIST

Telepage

TASC

Digital Connections

Brown, William M

10/7/13

70/366

The following is a list of approved vendors for payment for invoices by the County Clerk prior to County Commission approval providing the invoices have been approved by the respective elected official or County Administrator.

(As submitted by the Wood County Administrator's Office)

- Airgas Mid America
- Dominion Hope
- Englefield Oil Company
- Frontier Communications
- MonPower
- Parkersburg Utility Board
- Union Williams PSD
- United Bank
- Verizon Wireless
- WVU Cooperative Extension Service

(As submitted by Wood County Clerk's Finance Department)

The list of vendors to be added to the Approved Vendor List are as follows:

- AT&T Mobility
- BFS Petroleum
- CAS Cable
- City Of Parkersburg (Police, Fire & Trash Fee)
- Crystal Beverage Co
- CWS
- Renaissance
- Emar Corporation
- TASC
- Glacier Mountain Bottled Water
- Global Gov/Ed Solutions Inc
- Highmark West Virginia
- Humane Society
- Dearborn National
- IRS-941 Taxes
- Mountaineer Gas Company
- Ricoh Americas Corporation
- Records Imaging & Storage Inc
- Software Computer Group Inc
- Software Systems Inc
- City of Spencer Waterworks
- Suddenlink
- T&S Lawn-Landscape Inc
- Taylor's Trash Removal
- Taylor's Disposal Inc
- Telepage

- Tiano-Knopp Assoc. Inc
- Vision Service Plan (WV)
- Waste Management of WV Inc
- Waterboy LLC
- WV Retirement
- Deputy Retirement
- AT&T
- Verizon Business Service
- WV Public Insurance Board (Retiree's Insurance)
- Parkersburg/Wood County Library Levy Distribution
- William M. Brown Monthly Retainer Fee
- New Image Mail Service
- Parkersburg News/Ogden Probate Related Invoices

The list of vendors for the Hotel Occupancy Tax Collection:

- Actors Guild of Parkersburg
- Artsbridge
- Belleville Homecoming
- Blennerhassett Historical Foundation, Inc
- Greater Parkersburg Convention and Visitors Bureau
- Julia-Ann Square Historical Community Association
- Oil, Gas and Industrial Historical Association
- Parkersburg Art Center
- Parkersburg Homecoming, Inc
- Parkersburg News and Sentinel Half Marathon
- Smoot Theater
- Veterans Museum of Mid-Ohio Valley
- Wood County Historical and Preservation Society
- West Virginia Interstate Fair and Exposition
- Wood County Parks and Recreation Commission

(As submitted by Joanne Smith, Wood County Sheriff's Department)

- BI Inc.
- Miller Communication (Tower Rental)
- Day Report (Drug Testing)
- Telepage
- Wood County Coroner
- WVPA (WV Turnpike)
- TLO (Monthly charge for criminal investigations on people searches through L.E. database)
- Verizon Wireless
- Kestersons
- Digital Connections

Revised October 7, 2013

Mark Rhodes
 WOOD County 11:55:47 AM
 Instrument No 88185461
 Date Recorded 09/26/2019
 Document Type 000
 Pages Recorded 6
 Book-Page 75-61

SEPTEMBER 26, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AWARDED THE BID FOR PARK
SHELTER KITS AND ORDERED BIDS BE LET FOR THE
CONSTRUCTION OF SAID SHELTERS.

ORDER

On this date, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, did hereby AWARD the bid for the Park Shelter Kits. Said bid was received for review on September 23, 2019. The bid was awarded to:

Appalachian Log Structures
PO Box 614
Ripley, WV 25271
Bid price - \$39,711.80

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, did hereby ORDER that bids be let for the construction of the shelters.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2145

APPALACHIAN LOG STRUCTURES		MISC.		Log Home Materials Order Form	
P. O. Box 614 * Ripley, WV 25271 * 800 280 2574 (304) 372-6410				Proposal Date:	9/19/2019
Customer Name:		Fort Boreman / Jeremy Cross		Order No: Administrative use only -	
Address:		Parkersburg, WV		Order Date:	
Ship To Address:		Delivery instructions			
Telephone:	304-588-0916	Mobile #			
email :	jcross@woodcountywv.com				
Sales Rep.	Tom Bush	Requested Ship Date:			

MATERIAL TYPE	DESCRIPTION	SIZE	LENGTH	SPECIES	TREATMENT	QUANTITY	PRICE
COMBINED PROJECT TOTAL 1 UNIT 16x24 2 UNITS 20x40							
	2 units @ 20x40 Picnic Shelter (Frame & Hardware)	Heavy Timber / Double Top Chord / Exposed Trusses Includes 2x6 T&G - Metal Roof by Owner					\$31,278.00
	1 unit @ 16x24 Picnic Shelter (Frame & Hardware)	Heavy Timber / Exposed Trusses Includes 2x6 T&G - Metal Roof by Owner					\$8,433.80
	Simpson Strong Ties CPT66Z						Included

EXTERIOR STAIN / CHINKING	PRODUCT	COLOR	SIZE CONTAINER	QUANTITY	

SUBTOTAL:				\$39,711.80
FREIGHT ESTIMATE : VI _____ Estimated Mileage		Freight to be paid direct to independent carrier		
From Princeton, WV to: _____				
Freight charge:		Added Into TOTAL		
		Freight cost to WV, PA, OH, SC, IN on this line >		
		Freight cost to all other states on this line >		
TAX: State: _____ @ _____				
TOTAL:				\$39,711.80
PAYMENT : (50%) Due at time of order		Payment collected at time of order >		
BALANCE DUE :				\$39,711.80
PAYMENT MADE BY :		CASH : <input type="checkbox"/>	CHECK # : <input type="checkbox"/>	* CREDIT CARD <input type="checkbox"/>

BUYER SIGNATURE _____ APPALACHIAN LOG STRUCTURES, INC.

ORIGINAL COPY WILL BE SIGNED BY SELLER AND FORWARDED TO BUYER UPON ACCEPTANCE - PRICES GOOD FOR 30 DAYS

- * When a check is provided as payment, you authorize Appalachian Log Structures to use the information from your check to make a one time electronic fund transfer from your checking account or to process the payment as an image transaction and funds may be withdrawn from your account as soon as the same day you make your payment. You will only receive a copy of your check back from your financial institution.
- * Customer is solely responsible for accuracy of the description and quantities of materials listed on this Order Form.
- * The materials and products listed on this form in no way represent an advertised package of materials designed as a structural kit.
- * Additional items may need to be purchased. Customer shall have their contractor or builder review all quantities for accuracy.
- * Customer will be responsible for all costs of shipping and unloading of materials upon delivery.
- * RETURN materials Minimum charge 30%. Remaining balance by check or credit for other materials if approved.
- * Cabin grade materials are rejects for many reasons, are not graded and not intended for residential construction projects.
- * Cabin grade materials cannot be cancelled or returned .

Mark Rhodes
 INDD County 11:47:05 AM
 Instrument No 88185456
 Date Received 09/26/2019
 Document Type 000
 Payment Method 2
 Book 75-61

Mar 2019

SEPTEMBER 26, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE A HEARING TO BE HELD FOR ABANDONED/DILAPIDATED BUILDINGS IN REGARD TO PROPERTY LOCATED IN WILLIAMS DISTRICT, MAP 15, PARCEL A8 AND OWNED BY GERALD SHAFFER.

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, did hereby AUTHORIZE a hearing to be held October 28, 2019 at 10:00 A.M. before the County Commission for abandoned/dilapidated property located in Williams District, Map 15, Parcel A8 and owned by Gerald Shaffer, as recommended by Sarah Farnsworth, Wood County Compliance Office.

APPROVED:

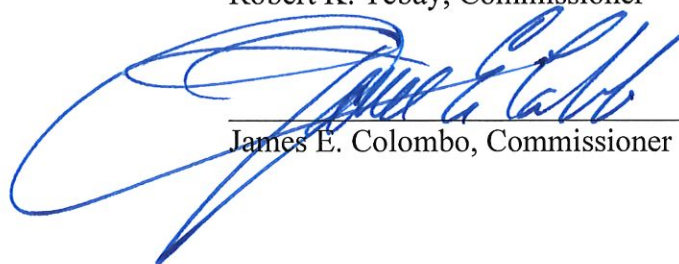
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2146

Mark Rhodes
WOOD COUNTY 11:50:13 AM
Instrument No 88185459
Date Recorded 09/26/2019
Document Type 000
Pages Recorded 1
Book-Page 75-61