

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, MARCH 23, 2020

PRESENT: DAVID BLAIR COUCH, PRESIDENT  
JAMES E. COLOMBO, COMMISSIONER

ABSENT: ROBERT K. TEBAY, 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 discussed options for the different offices to address the coronavirus to maintain social distancing.

The County Commission signed an Emergency Proclamation declaring a State of Emergency. Proclamation is attached to these minutes and shall be made a part thereof.

At 9:55 A.M., the County Commission, upon a motion duly made, seconded and passed, approved the submission of the 2020/2021 Fiscal Year Wood County General Fund and Coal Severance Tax Budgets. (Order A/2226)

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:55 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/2226, M/4220

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



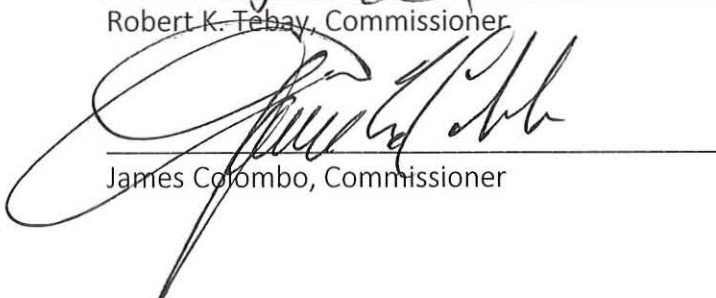
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David Blair Couch, President



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Robert K. Tebay, Commissioner



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James Colombo, Commissioner

Wood County Commission Meeting  
Held March 23, 2020

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Wood County Commission  
Agenda

03/23/2020

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Consider approval of Fiscal Year 2020/2021 budget	
	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



MARCH 23, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA



**EMERGENCY PROCLAMATION**

WHEREAS, Wood County, West Virginia has been or is immediately threatened by a natural/technological/man-made hazard; and

WHEREAS, a State of Emergency has been declared by the County Commission of Wood County.

NOW, THEREFORE, we, the Wood County Commission, declare that a State of Emergency exists in the county and that we hereby invoke and declare those portions of the West Virginia Code, which are applicable to the conditions and have caused the issuance of this proclamation, be in full force and effect in the county for the exercise of a necessary emergency authority for protection of the lives and property of the people of Wood County and the restoration of local government with a minimum of interruption.

Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Chapter 15, Article 5 of the West Virginia Code.

All public offices and employees of Wood County are hereby directed to exercise the utmost diligence in the discharge of duties required by them for the duration of the emergency and in execution of emergency laws, regulations and directives.

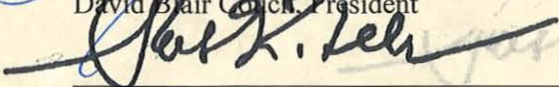
All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and emergency management forces in executing emergency operations plans and to obey and comply with the lawful direction of properly-identified officers.

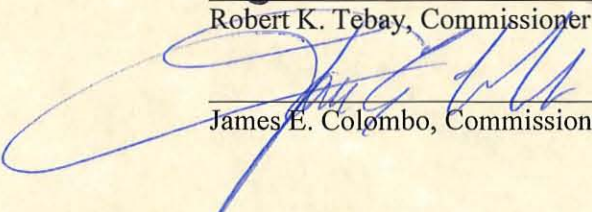
All operating forces will direct their communications and requests for assistance and new operations directly to the Emergency Operations Center.

In witness, we have hereunto set our hand this 23rd day of March, 2020.

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner



MARCH 23, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA



**Declaration of State of Emergency and Existence of  
Catastrophic Health Emergency – COVID-19**

WHEREAS, an outbreak of disease (“COVID-19”) caused by the novel coronavirus occurred in Hubei province, China, in late-2019, and has currently been detected in more than 152 countries, including the United States; and

WHEREAS, COVID-19 is a severe respiratory disease resulting in illness and death caused by person-to-person spread of the novel coronavirus which was not previously found in humans; and

WHEREAS, the novel coronavirus, as a viral agent capable of causing extensive loss of life and serious disability, is a deadly agent; and

WHEREAS, the World Health Organization (“WHO”) and the Centers for Disease Control and Prevention (“CDC”) have declared the COVID-19 outbreak a “public health emergency of international concern”; and

WHEREAS, the Secretary of the U.S. Department of Health and Human Services has declared that COVID-19 creates a public health emergency; and

WHEREAS, on March 13, 2020, the President of the United States declared that a state of emergency exists with regard to the threat to the health of our people throughout the nation; and

WHEREAS, on March 16, 2020, the Governor of West Virginia declared that a state of emergency exists in West Virginia and its counties with regard to the threat posed by the novel coronavirus; and

WHEREAS, the CDC has issued guidance to all state and local governments and all citizens recommending preparedness to prevent community spread; and

WHEREAS, as of March 19, 2020, the CDC found COVID-19 has infected individuals in all 50 states including West Virginia and has resulted in a total of 10,442 confirmed and presumed cases in the United States and causing 150 deaths; and



WHEREAS, the transmission of the novel coronavirus is a threat to human health in Wood County and, in an effort to take every precaution and to prepare for the worst case scenario, while at the same time hoping for the best possible outcome; and

WHEREAS, the person-to-person spread modeled by the CDC and WHO indicates that extensive loss of life and/or serious illness or disability is threatened imminently in all of West Virginia because of the transmission of novel coronavirus; and

WHEREAS, COVID-19 is a public health catastrophe and public emergency and poses an immediate danger to the public safety; and

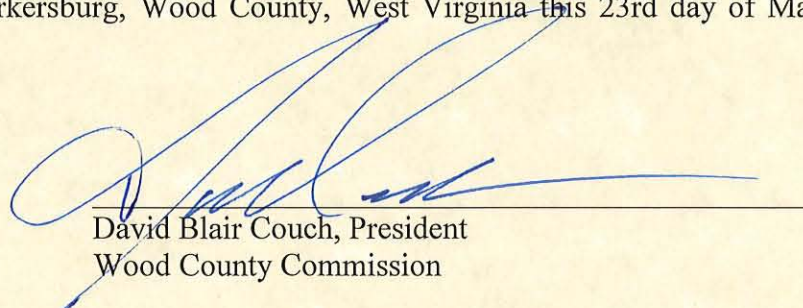
WHEREAS, the impending threat to Wood County by COVID-19 is a catastrophic health emergency requiring deployment of resources and assistance available only from the State of West Virginia and federal government to protect the health and safety of our citizens.

NOW, THEREFORE, I David Blair Couch, by the virtue of authority vested in me as the President of the Wood County Commission, pursuant to WV Code § 15-5-1, et seq. and the Wood County Emergency Operations Plan adopted August 29, 2019, do hereby find and declare that a State of Emergency exists in Wood County, West Virginia and hereby activate the Wood County Emergency Operations Plan and implement the operation of the Wood County Operations Center for the coordination of information and resources; and

FURTHER, I declare this State of Emergency in Wood County, West Virginia to commence on the 23rd day of March, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand.

Done at the County Seat, Parkersburg, Wood County, West Virginia this 23rd day of March, 2020.



David Blair Couch, President  
Wood County Commission



MARCH 23, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

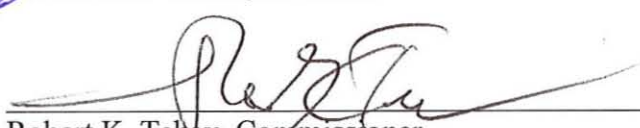
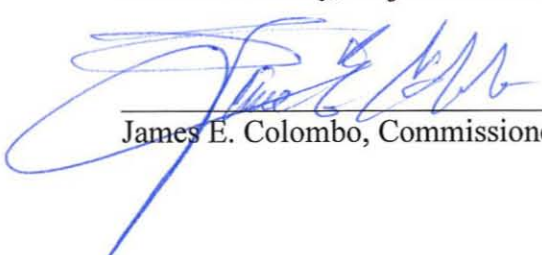
IN RE: THE COUNTY COMMISSION DID HEREBY APPROVE THE  
SUBMISSION OF THE 2020/2021 GENERAL FUND AND COAL  
SEVERANCE TAX BUDGETS.

**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 APPROVE the 2020/2021 Fiscal Year Wood County General Fund and Coal Severance Tax Budgets. The General Fund Budget total is twenty-four million, seventeen thousand four hundred eight dollars and zero cents (\$24,017,408.00). The Coal Severance Tax Budget total is two hundred fifty-two thousand seven hundred fifty dollars and zero cents (\$252,750.00).

Sincerely,

THE COUNTY COMMISSION OF WOOD COUNTY

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

A/2226

Mark Rhodes  
WOOD County 03:58:41 AM  
Instrument No 88207063  
Date Recorded 03/23/2020  
Document Type 000  
Pages Recorded 1  
Book Page 75-80

MARCH 23, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN  
APPLICATION FOR A VOCA GRANT

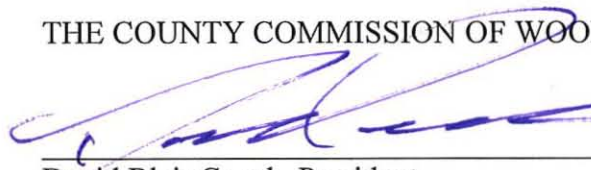
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and passed, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE an application for a Victim of Crime Act (VOCA) with the State of West Virginia Division of Justice and Community Services. Said grant application is in the amount of seventy-four thousand one hundred forty-one dollars and zero cents (\$74,141.00).

A copy of the Sub Grant Award is on file in the Office of the County Administrator.


APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



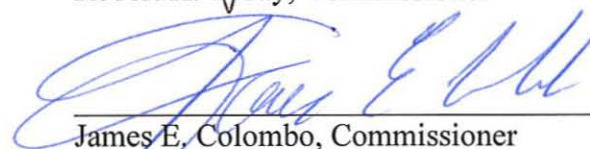
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David Blair Couch, President



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Robert K. Tebay, Commissioner



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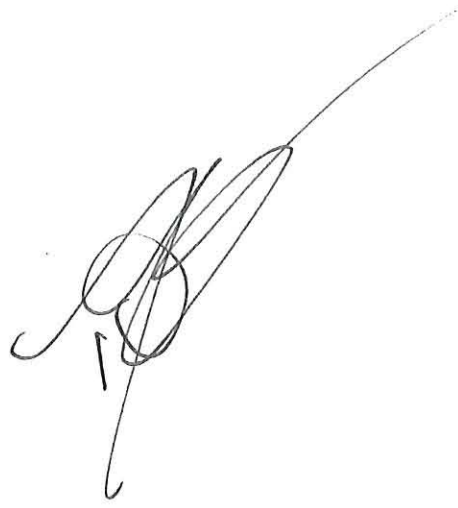
James E. Colombo, Commissioner

M/4220

Mark Rhodes  
WOOD COUNTY 10:02:50 AM  
Instrument No 88207064  
Date Recorded 03/23/2020  
Document Type 000  
Pages Recorded 1  
Book-Page 75-80

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1667	ARMSTRONG GR	ARMSTRONG	REGULAR	03/15/2020	169.42	
1668	D R WELLS	D R WELLS TAX SERVICE INC	REGULAR	03/15/2020	1,600.00	
1669	DOMINIONH	DOMINION HOPE	REGULAR	03/15/2020	94.00	
1670	HAUL	HAUL AWAY TRASH LLC	REGULAR	03/15/2020	29.50	
1671	KAESER	KAESER & BLAIR INC	REGULAR	03/15/2020	2,171.69	
1672	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	03/15/2020	32.50	
1673	MSESC	MOUNTAIN STATE EDUCATIONAL SERVICES	REGULAR	03/15/2020	375.00	
1674	PIP	PERFECT IMPRINTED PRODUCTS	REGULAR	03/15/2020	1,357.16	
1675	PROF RADIATOR	PROFESSIONAL RADIATOR & TIRE	REGULAR	03/15/2020	53.70	
1676	WOODCOFIR	WOOD COUNTY FIRE FIGHTER'S ASSOCIATION	REGULAR	03/15/2020	1,816.00	
FIRE SERVICE FEE Bank Id 120 Totals					7,698.97	
Report Totals					7,698.97	






# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7511	FIFTH	FIFTH THIRD BANK	REGULAR	03/16/2020	5,001.60	

COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals

5,001.60

Report Totals

40,367.71



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
169597	FIFTH	FIFTH THIRD BANK	REGULAR	03/16/2020	29,172.22	

GENERAL FUND Bank Id 101 Totals

29,172.22


## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7695	FIFTH	FIFTH THIRD BANK	REGULAR	03/16/2020	5,780.51	

E-911 FUND Bank Id 107 Totals

5,780.51

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned in the lower right quadrant of the page.



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1194	OGDEN	PARKERSBURG NEWS	REGULAR	03/17/2020	592.39	

CLERK DELINQUENT TAX Bank Id 405T Totals

592.39

Report Totals

319,524.02



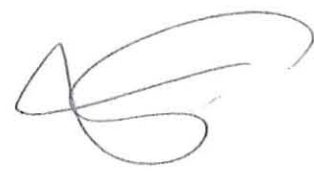
# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7512	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	03/17/2020	79.50	
7513	DOMINIONH	DOMINION HOPE	REGULAR	03/17/2020	282.30	
7514	FREEDOM HOUS	FREEDOM HOUSE RENTALS, I.L.C.	REGULAR	03/17/2020	1,550.00	
7515	LANCE	PHYLISS LANCE	REGULAR	03/17/2020	550.00	
7516	PCCFI	PLEASANTS COUNTY COMMITTEE ON FAMILY	REGULAR	03/17/2020	742.68	
7517	RICOH	RICOH USA INC	REGULAR	03/17/2020	166.60	
7518	WCC	WOOD COUNTY COMMISSION	REGULAR	03/17/2020	1,725.00	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					5,096.08	




# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7696	JANI-SOUR	JANI-SOURCE	REGULAR	03/17/2020	129.12	
7697	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	03/17/2020	594.00	
7698	MOUNTAIN ST E	MOUNTAIN STATE ESC	REGULAR	03/17/2020	160.00	
7699	T&S	T&S LAWN-LANDSCAPE INC	REGULAR	03/17/2020	620.00	
7700	VERIZONW	VERIZON WIRELESS	REGULAR	03/17/2020	140.69	
E-911 FUND Bank Id 107 Totals					1,643.81	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
770	HUMANE SO	HUMANE SOCIETY	REGULAR	03/17/2020	3,333.33	

DOG FUND Bank Id 103 Totals

3,333.33



## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
GENERAL FUND Bank Id 101 Totals					305,290.56	

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3170	FSA-W	WESBANCO INSURANCE SERVICES	REGULAR	03/17/2020	285.00	
3171	DENTAL	RENAISSANCE	REGULAR	03/17/2020	1,536.84	
169598	AAP	ADVANCE AUTO PARTS	REGULAR	03/17/2020	168.26	
169599	ASTORGFORD	ASTORG FORD LINCOLN-MERCURY	REGULAR	03/17/2020	249.60	
169600	ATLAS	ATLAS STEEL & SUPPLY	REGULAR	03/17/2020	25.64	
169601	CWS	CWS	REGULAR	03/17/2020	1,597.07	
169602	DONNELLON	DONNELLON MCCARTHY ENTERP	REGULAR	03/17/2020	237.27	
169603	DONNELLON-SL	DONNELLON MCCARTHY ENTERPRISES	REGULAR	03/17/2020	767.91	
169604	HUMANE SO	HUMANE SOCIETY	REGULAR	03/17/2020	19,250.00	
169605	INSIGHT	INSIGHT	REGULAR	03/17/2020	1,914.93	
169606	LAMP	LAMP PESTPROOF	REGULAR	03/17/2020	140.00	
169607	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	03/17/2020	130.00	
169608	NOE OFFIC	NOE OFFICE EQUIPMENT	REGULAR	03/17/2020	104.97	
169609	ODEPOT	OFFICE DEPOT	REGULAR	03/17/2020	88.33	
169610	P-LIBRARY	PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY	REGULAR	03/17/2020	125,473.60	
169611	REGIONALJ	WV REGIONAL JAIL & CORRECTIONAL FACILITY	REGULAR	03/17/2020	143,447.25	
169612	RIS	RECORDS IMAGING & STORAGE INC	REGULAR	03/17/2020	1,262.90	
169613	S W RESOU	S W RESOURCES	REGULAR	03/17/2020	5,519.86	
169614	SELEX	SELEX ES INC	REGULAR	03/17/2020	615.00	
169615	SOFTWARES	SOFTWARE SYSTEMS INC	REGULAR	03/17/2020	636.00	
169616	STATE ELE	STATE ELECTRIC SUPPLY CO	REGULAR	03/17/2020	101.35	
169617	SYMBOLS ART	SYMBOL ARTS	REGULAR	03/17/2020	152.00	
169618	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	03/17/2020	1,107.81	
169619	WORKINGMA	WORKINGMAN'S STORE	REGULAR	03/17/2020	357.00	
169620	ODEPOT	OFFICE DEPOT	REGULAR	03/17/2020	121.97	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3172	FSA-W	WESBANCO INSURANCE SERVICES	REGULAR	03/19/2020	285.00	

PAYROLL FUND Bank Id 101 Totals 285.00

Report Totals 285.00

