

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 30, 2020

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

The County Commission, upon a motion duly made, seconded and passed, approved minutes of March 23, 25, 26, 2020.

AGENDA AND DISCUSSION ITEMS

At 9:28 A.M., Todd Nonamaker was sworn in as the new Maintenance Superintendent.

At 9:30 A.M., the County Commission discussed the coronavirus response in the area.

At 9:40 A.M., the County Commission approved the hiring of William Nortum as a Court Security Officer.

At 9:57 A.M., upon motion of David Blair Couch, seconded by Robert K. Tebay, and made unanimous by James E. Colombo, the County Commission, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Section 4, as amended: David Blair Couch, President of the

Commission, Robert K. Tebay and James E. Colombo, Commissioners met with Marty Seuffer, County Administrator, and Pat Lefebure, Prosecuting Attorney. All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being covered by attorney/client privilege. The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:17 o'clock A.M. (Order A/4222)


Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:23 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES


A/4222, A/2227, A/2228

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission
Agenda

03/30/2020

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider Request to hire – William Nortum as a Court Security Officer - \$27,500.00/yr	
	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, 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 30, 2020

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 30th day of March, 2020, at 9:57 o'clock A.M., in Room 203, of the Wood County Judge Donald F. Black Courthouse Annex, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by Robert K. Tebay, and made unanimous by James E. Colombo, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Section 4, as amended:

WHEREUPON, the said David Blair Couch, President of the Commission, Robert K. Tebay and James E. Colombo, Commissioners met with Marty Seufer, County Administrator, and Pat Lefebure, Prosecuting Attorney.

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being covered by attorney/client privilege.


The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:17 o'clock A.M.

APPROVED:

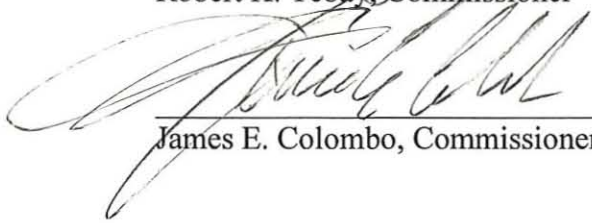
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

4222

Mark Rhodes
WOOD County 08:16:43 AM
Instrument No 88207099
Date Recorded 03/30/2020
Document Type 000
Pages Recorded 1
Book-Page 75-80

MARCH 30, 2020

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 \$1,666.66 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES JUSTICE ASSISTANCE GRANT 19-JAG-41.

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 one thousand six hundred sixty-six dollars and sixty-six cents (\$1,666.66) which represents reimbursement to Wood County for expenses incurred during the month January, 2020, in regard to the West Virginia Division of Criminal Justice Services Justice Assistance Grant Number 19-JAG-41. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 75, at Page 75 and bearing the date February 10, 2020, 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 WVDCJS Community Corrections 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

A/2227

Mark Rhodes
WOOD County 10:10:37 AM
Instrument No 88207067
Date Recorded 03/30/2020
Document Type CCO
Pages Recorded 1
Book-Page 75-80

MARCH 30, 2020

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 \$5,910.51
REPRESENTS REIMBURSEMENT IN REGARD TO THE VICTIMS
OF CRIME ASSISTANCE GRANT NUMBER 17-VA-036.


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 five thousand nine hundred ten dollars and fifty-one cents (\$5,910.51) which represents reimbursement to Wood County for expenses incurred during the month of December, 2019, in regard to the Victims of Crime Assistance Grant Number 17-VA-036. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 75, at Page 72 and bearing the date of January 16, 2020, 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 WVDCJS Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

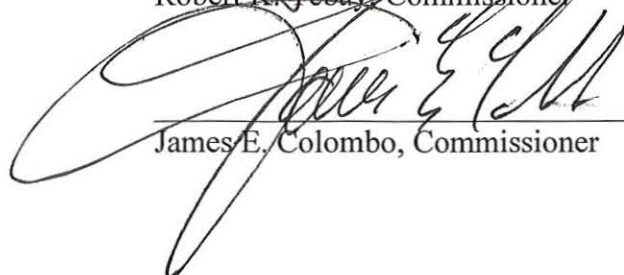
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2228

Mark Rhodes
WOOD COUNTY 10:16:57 AM
Instrument No 88207070
Date Recorded 03/30/2020
Document Type CDO
Pages Recorded 1
Book-Page 75-80

Request to Hire County Employee

Elected Official/Department Head: Sherriff Steve Stephens Date: 3/24/20

New Employee Name: William Nortum

Position to be filled: Court Security - Full Time Weekly hours to be worked: 40

Starting Salary: \$27,500.00 Insurance Benefits: Yes X No

Do you have funding for this salary in your budget? Yes X No Start date: 3/30/20

Line item salary will be paid out of: 1-700-10-198

Background Check Completed: Yes X No References Checked: Yes X No

Special Abilities for this job: WORKS PART-TIME SECURITY FOR US NOW

Person to be replaced: George Fox

Years Service of Person being replaced: 8 Previous salary paid for this position: 27,500.00

Related to any current Wood County employee: Yes No X Name:

Sherriff Steve Stephens
Elected Official/Department Head Signature

RECEIVED

All requests must be submitted to the Wood County Commission seven (7) days in advance.

MAR 25 2019

Date Received in Commission Office COUNTY ADMINISTRATOR Date Reviewed by Commission 3/30/20

Accepted WCS Denied

Additional Information Required

Mark Rhodes
WOOD County 10:14:28 AM
Instrument No 88207068
Date Recorded 03/29/2020
Document Type 000
Pages Recorded 1
Book-Page 75-80

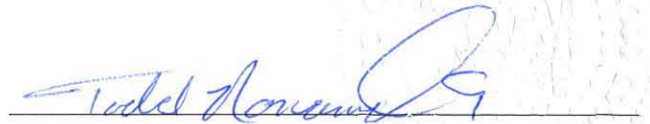
STATE OF WEST VIRGINIA
COUNTY OF WOOD }

TO -WIT:

I, TODD NONAMAKER, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of WOOD COUNTY MAINTENANCE SUPERINTENDENT in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 30 day
of March, 2020.



County Commission of Wood County

Mark Rhodes
WOOD County 10:15:35 AM
Instrument No 88207069
Date Recorded 03/30/2020
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
3173	MONPOWER	MON POWER	REGULAR	03/20/2020	1,377.50	

GENERAL FUND Bank Id 101 Totals 1,377.50

Report Totals 1,377.50

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1677	AT&T MOBILE	AT&T MOBILITY	REGULAR	03/22/2020	588.35	
1678	EMERGENCY M	EMERGENCY MEDICAL PRODUCTS INC	REGULAR	03/22/2020	2,019.00	
1679	FINLEY FI	FINLEY FIRE EQUIPMENT	REGULAR	03/22/2020	2,697.94	
1680	FRONTIER	FRONTIER	REGULAR	03/22/2020	220.95	
1681	LUBECKVFD	LUBECK VFD	REGULAR	03/22/2020	11.72	
1682	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	03/22/2020	55.02	
1683	STANLEY ELECT	STANLEY ELECTRIC	REGULAR	03/22/2020	3,304.64	
1684	VISA IL	VISA	REGULAR	03/22/2020	516.24	
1685	WEX	WEX BANK	REGULAR	03/22/2020	224.55	
1686	ROCKPORT A	ROCKPORT COMMUNITY ASSOCIATION	REGULAR	03/23/2020	772.60	
1687	WILSON	CHARLENE WILSON	REGULAR	03/23/2020	548.87	

FIRE SERVICE FEE Bank Id 120 Totals

10,959.88

Report Totals

10,959.88

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7519	LAMP	LAMP PESTPROOF	REGULAR	03/24/2020	128.40	
7520	TYLER	TYLER MOUNTAIN WATER CO INC	REGULAR	03/24/2020	54.50	
7521	WOOD CO W	WOOD COUNTY WASTE	REGULAR	03/24/2020	158.58	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					341.48	
Report Totals					206,187.79	

Handwritten signature and initials, possibly 'R/K' and a large stylized signature.

Check Register Report for Wood County Commission

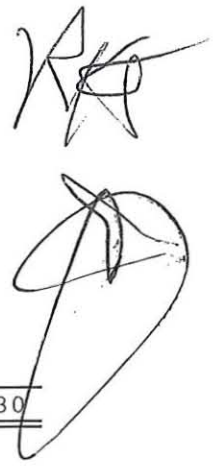
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7701	ALCO	ALCO FENCE OF THE MID-OHIO VALLEY	REGULAR	03/24/2020	256.80	
7702	AT&T MOBILE	AT&T MOBILITY	REGULAR	03/24/2020	454.60	
7703	CINTAS	CINTAS CORPORATION	REGULAR	03/24/2020	81.24	
7704	DOMINIONH	DOMINION HOPE	REGULAR	03/24/2020	107.66	
7705	INTRADO	INTRADO SYSTEMS CORP	REGULAR	03/24/2020	5,700.00	
7706	JANI-SOUR	JANI-SOURCE	REGULAR	03/24/2020	619.71	
7707	LAMP	LAMP PESTPROOF	REGULAR	03/24/2020	230.00	
7708	PULLIN	PULLIN FOWLER FLANAGAN BROWN POE PLLC	REGULAR	03/24/2020	12,910.00	
7709	SHIRT	SHIRT FACTORY	REGULAR	03/24/2020	24.00	

E-911 FUND Bank Id 107 Totals

20,384.01

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3175	DENTAL	RENAISSANCE	REGULAR	03/24/2020	2,140.31	
169621	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	03/24/2020	820.00	
169622	AAP	ADVANCE AUTO PARTS	REGULAR	03/24/2020	3,366.59	
169623	DASH	DASH GLOVES	REGULAR	03/24/2020	137.25	
169624	DONNELLO-SL	DONNELLO MCCARTHY ENTERPRISES	REGULAR	03/24/2020	542.77	
169625	FEDERAL	FEDERAL EXPRESS CORP	REGULAR	03/24/2020	34.01	
169626	FRONTIER	FRONTIER	REGULAR	03/24/2020	328.00	
169627	GOODYEAR	GOODYEAR AUTO SERVICE CENTER	REGULAR	03/24/2020	59.00	
169628	HRA	WESBANCO INSURANCE SERVICES	REGULAR	03/24/2020	934.50	
169629	MID-OHIO	MID-OHIO VALLEY HEALTH DEPT	REGULAR	03/24/2020	25,000.00	
169630	MONPOWER	MON POWER	REGULAR	03/24/2020	351.27	
169631	ODEPOT	OFFICE DEPOT	REGULAR	03/24/2020	438.74	
169632	RICOH	RICOH USA INC	REGULAR	03/24/2020	888.91	
169633	SHERWIN-W	SHERWIN-WILLIAMS PAINT	REGULAR	03/24/2020	19.78	
169634	SIRCHIE	SIRCHIE FINGERPRINT LAB	REGULAR	03/24/2020	243.75	
169635	SUDDENLINK	SUDDENLINK	REGULAR	03/24/2020	140.22	
169636	SYCAMORE	SYCAMORE WORKS LLC	REGULAR	03/24/2020	28,500.00	
169637	TELCONN	TELCONN	REGULAR	03/24/2020	121,100.00	
169638	VERIZONW	VERIZON WIRELESS	REGULAR	03/24/2020	61.55	
169639	WESBANCO INC-	WESBANCO INSURANCE SERVICES	REGULAR	03/24/2020	183.00	
169640	WORKINGMA	WORKINGMAN'S STORE	REGULAR	03/24/2020	74.50	
169641	WVAE4-HA	WVAE4-HA	REGULAR	03/24/2020	98.15	
GENERAL FUND Bank Id 101 Totals					185,462.30	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1672	MILLER CO	MILLER COMMUNICATIONS IN	VOID	03/25/2020	(32.50)	X
1688	AIRGAS M	AIRGAS MID AMERICA	REGULAR	03/25/2020	69.91	
1689	AMERIGAS	AMERIGAS	REGULAR	03/25/2020	847.48	
1690	MONPOWER	MON POWER	REGULAR	03/25/2020	403.41	
1691	MOUNTAINEERG	MOUNTAINEER GAS COMPANY	REGULAR	03/25/2020	161.40	
1692	STATE ELE	STATE ELECTRIC SUPPLY CO	REGULAR	03/25/2020	337.27	
FIRE SERVICE FEE Bank Id 120 Totals					<u>1,786.97</u>	
Report Totals					<u>1,786.97</u>	

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3176	CHILD	CHILD SUPPORT ENF DIV	REGULAR	03/31/2020	370.06	
3177	EMPOWER	EMPOWER RETIREMENT	REGULAR	03/31/2020	45.00	
3178	IRS-PAY	INTERNAL REVENUE SERVICE	REGULAR	03/31/2020	79,701.93	
3179	OH ST TX	TREASURER OF STATE OF OHIO	REGULAR	03/31/2020	597.43	
3180	WV ST TX	WV STATE TAX COMM-INCOME	REGULAR	03/31/2020	25,641.64	
169642	AMERICAN	AFLAC	REGULAR	03/31/2020	109.34	
169643	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	03/31/2020	1,780.00	
169644	OHIOCHILD	OHIO CHILD SUPPORT PAYMENT CENTRAL	REGULAR	03/31/2020	280.92	
169645	PHEAA	PHEAA	REGULAR	03/31/2020	301.21	
169646	WASHINGTONH	WASHINGTON NATIONAL INSURANCE CO.	REGULAR	03/31/2020	1,229.76	
169647	WESTERNSO	WESTERN & SOUTHERN LIFE	REGULAR	03/31/2020	306.36	
169648	COPFEE	CITY OF PARKERSBURG	REGULAR	03/31/2020	5,864.44	

PAYROLL FUND Bank Id 101 Totals

116,228.09

Report Totals

116,228.09

