

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 28, 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 May 14, 18 and 21, 2020.

The County Commission, upon a motion duly made, seconded and passed, approved Erroneous Assessment Applications in regard to real and personal property. Copies are attached to these minutes and shall be made a part thereof.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission met with Rick Woodyard, E-911 Director and discussed the funding of the 911 Center by Wirt County. After discussion it was decided to have the Prosecuting Attorney send a letter to the State requesting the disbursement of the funds directly to Wood County since they are performing those services for Wirt County.

At 9:40 A.M., the County Commission approved the hiring of Donna Lallathin as an employee in the Circuit Clerk's Office.

At 9:43 A.M., the County Commission discussed the voting precinct consolidations.

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:24 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

No 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 28, 2020

**Please Print**

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.



Wood County Commission  
Agenda

5/28/2020

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Discuss and Consider COVID-19 Response and Action	
	Consider Request to Hire – Donna Lallathin as a Deputy Circuit Clerk - \$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

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **761771**

Tax Year: **2017**

Upon the application of **THORNTON ELIZABETH** whose address is **9 EMERALD DR DAVISVILLE, WV 26142**- aggrieved by an erroneous assessment in **CLAY** District (01) , in the County of Wood, for the **2017** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2017** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

The above mentioned tax ticket is incorrect due to a clerical error. Elizabeth Thornton didn't own the mobile home until 8/1/2016. Brian Devers was assessed and billed for the mobile home.

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2017	BILLING	2	130.38	1.189400	2	10,962
04/14/2020	PENDING EXONERATION	2	-130.38	1.189400	2	0
			Adjusted Net Taxes			Adjusted Net Value
			0.00			10,962

*Elizabeth Thornton*

Taxpayer

*[Signature]*

Prosecutor

*[Signature]*

Assessor

telephone #

304-917-3478

Commissioner

*[Signature]*

County Commission President

*[Signature]*

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on May 28, 2020

RECEIVED  
MAY 08 2020  
County Administrator

RECEIVED  
MAY 20 2020  
County Administrator

RECEIVED  
MAY 22 2020  
County Administrator

Mark Rhodes  
WOOD County 03:20:35 PM  
Instrument No 88211726  
Date Recorded 05/28/2020  
Document Type 000  
Pages Recorded 1  
Book-Page 75-89

By: Erica Mercer

Application Printed On  
Tuesday, April 14, 2020 2:16 pm

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

Tax Ticket: **30759**

Tax Year: **2019**

**Description**

111.10X112.4X122.27X143.02X  
134.53X129.74- .776-A SLATE CR

Upon the application of **KENT DEBORAH L** whose address is **3473 BUTCHER BEND RD MINERAL WELLS, WV 26150-3087** aggrieved by an erroneous assessment in SLATE District (06) Map 300 Parcel 0S4A0000, in the County of Wood, for the **2019** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2019** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**The above mentioned tax ticket is incorrect due to a clerical error. DEBORAH KENT was incorrectly assessed in the wrong tax class. The property is not a rental. The revised tax amount reflects an accurate assessment. THE PROPERTY WAS SOLD ON A LAND CONTRACT 6/9/2018.**

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2019	BILLING	3	1,051.74	2.300400	3	45,720
04/15/2020	PENDING EXONERATION	3	-525.88	2.300400	3	0
Adjusted Net Taxes			525.86	Adjusted Net Value		45,720

Map 300 Parcel 0S4A0000

*X Deborah L. Kent*

Taxpayer

*[Signature]*

Prosecutor

*[Signature]*

Assessor

*[Signature]*

Commissioner

*[Signature]*

County Commission President

*[Signature]*

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on May 28, 2020

RECEIVED

MAY 08 2020

County Administrator

RECEIVED

MAY 20 2020

County Administrator

RECEIVED

MAY 22 2020

County Administrator

By: Connie Mcatee

Application Printed On

Wednesday, April 15, 2020 10:35 am

# Check Register Report for Wood County Commission

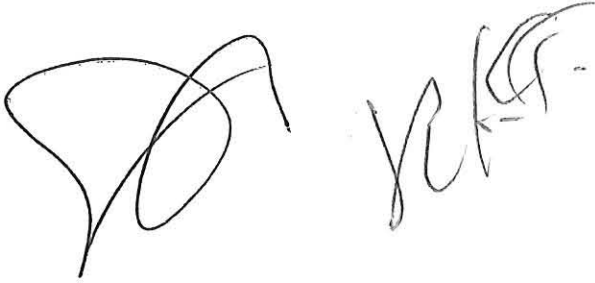
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3216	FSA-W	WESBANCO INSURANCE SERVICES	REGULAR	05/21/2020	255.00	
PAYROLL FUND Bank Id 101 Totals					255.00	
Report Totals					255.00	





# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1749	DOMINIONH	DOMINION HOPE	REGULAR	05/21/2020	94.00	
1750	MASMODERN	MAS MODERN MARKETING	REGULAR	05/21/2020	818.33	
FIRE SERVICE FEE Bank Id 120 Totals					<u>912.33</u>	
Report Totals					<u>912.33</u>	

Handwritten signature and initials in black ink, located 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
169890	AAP	ADVANCE AUTO PARTS	REGULAR	05/19/2020	3.00	
169891	AMERICANPLAT	AMERICAN PLATE GLASS INC.	REGULAR	05/19/2020	234.00	
169892	BATTERIES	BATTERIES DIRECT	REGULAR	05/19/2020	200.00	
169893	DENTAL	RENAISSANCE	REGULAR	05/19/2020	85.00	
169894	FRONTIER	FRONTIER	REGULAR	05/19/2020	328.00	
169895	HRA	WESBANCO INSURANCE SERVICES	REGULAR	05/19/2020	950.25	
169896	HUMANE SO	HUMANE SOCIETY	REGULAR	05/19/2020	22,583.33	
169897	JANI-SOUR	JANI-SOURCE	REGULAR	05/19/2020	182.43	
169898	JOHNSTONE	JOHNSTONE SUPPLY	REGULAR	05/19/2020	142.50	
169899	LAMP	LAMP PESTPROOF	REGULAR	05/19/2020	125.00	
169900	MIDRADAR	MIDWEST RADAR & EQUIP.	REGULAR	05/19/2020	720.00	
169901	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	05/19/2020	130.00	
169902	ODEPOT	OFFICE DEPOT	REGULAR	05/19/2020	438.84	
169903	PARSONSJAN	JAN PARSONS	REGULAR	05/19/2020	50.00	
169904	RUNYON	RUNYON LOCK SERVICE	REGULAR	05/19/2020	4.00	
169905	TESSCO	TESSCO TECHNOLOGIES	REGULAR	05/19/2020	4,073.16	
169906	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	05/19/2020	1,317.36	
169907	WATERBOY	WATERBOY LLC	REGULAR	05/19/2020	22.00	
169908	WESBANCO INC-	WESBANCO INSURANCE SERVICES	REGULAR	05/19/2020	174.00	
169909	WORKINGMA	WORKINGMAN'S STORE	REGULAR	05/19/2020	372.00	

**GENERAL FUND Bank Id 101 Totals**

32,134.87



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1610	WATERS R	ROBIN WATERS	REGULAR	05/19/2020	54.15	

MAGISTRATE COURT Bank Id 105 Totals

54.15

Handwritten signature and initials in the bottom right corner of the page.

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7746	29TH STREET	29TH STREET WAREHOUSE	REGULAR	05/19/2020	1,500.00	
7747	APCO	APCO INTERNATIONAL	REGULAR	05/19/2020	250.00	
7748	CINTAS	CINTAS CORPORATION	REGULAR	05/19/2020	68.09	
7749	T&S	T&S LAWN-LANDSCAPE INC	REGULAR	05/19/2020	265.00	
7750	VERIZONW	VERIZON WIRELESS	REGULAR	05/19/2020	140.33	
<b>E-911 FUND Bank Id 107 Totals</b>					2,223.42	



JRS

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7556	FREEDOM HOUS	FREEDOM HOUSE RENTALS, LLC	REGULAR	05/19/2020	1,550.00	
7557	LANCE	PHYLISS LANCE	REGULAR	05/19/2020	550.00	
7558	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	05/19/2020	18.71	
7559	WCC	WOOD COUNTY COMMISSION	REGULAR	05/19/2020	1,725.00	
7560	WOOD CO W	WOOD COUNTY WASTE	REGULAR	05/19/2020	158.58	
7561	WVDTL	WV DRUG TESTING LABORATORIES. INC	REGULAR	05/19/2020	39,697.56	
<b>COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals</b>					43,699.85	
<b>Report Totals</b>					78,112.29	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3211	CHILD	CHILD SUPPORT ENF DIV	REGULAR	05/15/2020	370.06	
3212	EMPOWER	EMPOWER RETIREMENT	REGULAR	05/15/2020	45.00	
3213	IRS-PAY	INTERNAL REVENUE SERVICE	REGULAR	05/15/2020	79,921.86	
3215	FSA-W	WESBANCO INSURANCE SERVICES	REGULAR	05/15/2020	255.00	
169855	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	05/15/2020	1,755.00	
169856	OHIOCHILD	OHIO CHILD SUPPORT PAYMENT CENTRAL	REGULAR	05/15/2020	280.92	
<b>PAYROLL FUND Bank Id 101 Totals</b>					82,627.84	
<b>Report Totals</b>					82,627.84	



Two handwritten signatures in black ink are located in the lower right quadrant of the page. The signature on the left is a large, stylized loop, while the one on the right is more compact and appears to be initials or a name.

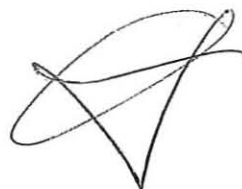
# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3204	HEALTH	HIGHMARK WEST VIRGINIA	VOID	05/14/2020	(241,282.72)	X
169888	HEALTH	HIGHMARK WEST VIRGINIA	REGULAR	05/14/2020	241,282.72	
169889	FIFTH	FIFTH THIRD BANK	REGULAR	05/14/2020	30,424.14	
<b>GENERAL FUND Bank Id 101 Totals</b>					30,424.14	




# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7745	FIFTH	FIFTH THIRD BANK	REGULAR	05/14/2020	8,962.14	
E-911 FUND Bank Id 107 Totals					<u>8,962.14</u>	





# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7555	FIFTH	FIFTH THIRD BANK	REGULAR	05/14/2020	823.20	

COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals

823.20

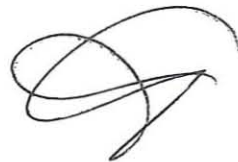
Report Totals

46,786.14



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3217	DENTAL	RENAISSANCE	REGULAR	05/26/2020	731.98	
3218	MONPOWER	MON POWER	REGULAR	05/26/2020	1,411.72	
GENERAL FUND Bank Id 101 Totals					<u>2,143.70</u>	
Report Totals					<u>2,143.70</u>	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3217	DENTAL	RENAISSANCE	REGULAR	05/26/2020	731.98	

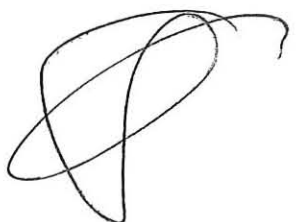

<b>GENERAL FUND Bank Id 101 Totals</b>	<u>731.98</u>
<b>Report Totals</b>	<u>731.98</u>



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1751	FORE TIMB	FORE TIMBER COMPANY INC	REGULAR	05/25/2020	1,375.84	
1752	FRONTIER	FRONTIER	REGULAR	05/25/2020	220.66	
1753	LUBECKPSD	LUBECK PUBLIC SERVICE DISTRICT	REGULAR	05/25/2020	130.33	
1754	LUBECKVFD	LUBECK VFD	REGULAR	05/25/2020	92.43	
1755	MOUNTAINEERG	MOUNTAINEER GAS COMPANY	REGULAR	05/25/2020	53.57	
1756	SECKMAN	SECKMAN PEST CONTROL	REGULAR	05/25/2020	165.00	
1757	WEX	WEX BANK	REGULAR	05/25/2020	297.54	

FIRE SERVICE FEE Bank Id 120 Totals	2,335.37
Report Totals	2,335.37

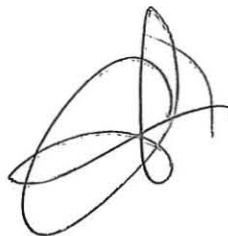
# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
169910	AAP	ADVANCE AUTO PARTS	REGULAR	05/22/2020	12.74	
169911	BANKOFAMERIC	BANK OF AMERICA	REGULAR	05/22/2020	314.00	
169912	DASH	DASH GLOVES	REGULAR	05/22/2020	431.40	
169913	DUNBAR PRINTII	DUNBAR PRINTING AND GRAPHICS	REGULAR	05/22/2020	333.00	
169914	FEDERAL	FEDERAL EXPRESS CORP	REGULAR	05/22/2020	28.05	
169915	ODEPOT	OFFICE DEPOT	REGULAR	05/22/2020	98.85	
169916	P-WRECKER	PARKERSBURG WRECKER SERVICE	REGULAR	05/22/2020	45.00	
169917	POSITIVE	POSITIVE PROMOTIONS	REGULAR	05/22/2020	823.23	
169918	RICOH	RICOH USA INC	REGULAR	05/22/2020	577.10	
169919	VERIZONW	VERIZON WIRELESS	REGULAR	05/22/2020	61.50	
<b>GENERAL FUND Bank Id 101 Totals</b>					2,724.87	




# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7751	AT&T MOBILE	AT&T MOBILITY	REGULAR	05/22/2020	454.19	
7752	CDW	CDW-G	REGULAR	05/22/2020	876.94	
7753	TOTALID	TOTAL ID SOLUTIONS	REGULAR	05/22/2020	590.00	
<b>E-911 FUND Bank Id 107 Totals</b>					<u>1,921.13</u>	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5851	WARNEJ	JANIE WARNE	REGULAR	05/22/2020	11.00	
COUNTY CLERK REFUND Bank Id 405R Totals					11.00	
Report Totals					5,103.28	

