

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

319 MARKET STREET
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, SEPTEMBER 17, 2020

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

ABSENT: 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.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission adopted a Resolution in reference to the Lease/Purchase Agreement for vehicles to be utilized by the Wood County Sheriff's Department. Said Lease/Purchase Agreement is with Country Roads Leasing. (Order A/2290)

At 9:42 A.M., the County Commission met with Sarah Robinson, Wood County Compliance Officer to discuss several properties.

After discussion and going over the Engineering Reports on each property, the County Commission will visit 113 Keith Street and 1011 North Power Avenue owned by Judith Davis and 17 Smitherman Road owned by James Tennant.

The Commission will visit 419 Emerick Lane, Walker owned by Pamela Gum, but also want a date set for a public hearing before them. (Order A/2292)

In regard to the property at 3453 Lost Pavement Road, Parkersburg, the County Commission asked the Prosecuting Attorney to send them a letter about the condition of the property. They also deny any building permits until they meet the requirements of the cleanup.

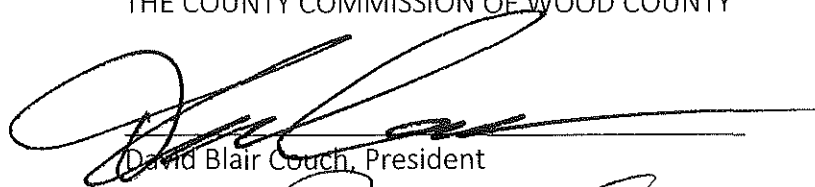
Having no scheduled appointments or business to attend to, the County Commission adjourned at 10:58 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

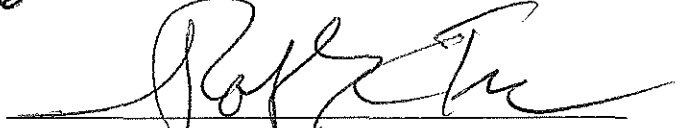
A/2289, A/2290, A/2292

APPROVED:

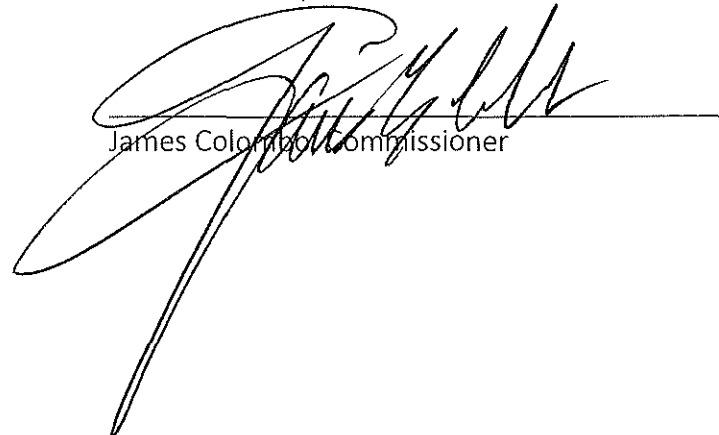
THE COUNTY COMMISSION OF WOOD COUNTY

A large, stylized cursive signature in black ink, written over a horizontal line.

David Blair Couch, President

A cursive signature in black ink, written over a horizontal line.

Robert K. Tebay, Commissioner

A cursive signature in black ink, written over a horizontal line.

James Colombo, Commissioner



Wood County Commission
Agenda

09/17/2020

317 Market Street
Parkersburg, WV 26101

9:30 A.M.	Consider signing Resolution in regard to the lease/purchase agreement for Sheriff Department vehicles	
10:00 A.M.	Discuss Abandoned/Dilapidated properties: 17 Smitherman Rd, Washington ✓ 3453 Lost Pavement Rd, Parkersburg ✓ 113 Keith Street, Parkersburg ✓ 1011 N. Power Ave, Parkersburg ✓ 275 Bethel Rd, Washington 419 Emrick Lane, Walker ✓	Sarah Robinson, Compliance Officer
	Administrator's Report	Marty Seuffer, 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 Engineer/MLH Consulting, LLC
80 Thunder Road
Williamstown, WV 26187
Mailing Address: P.O. Box 62 Williamstown, WV 26187

November 21, 2019

Wood County Commission
1 Court Square
Parkersburg, WV 26101

RE: Engineering Report
Subject: Abandoned and Dilapidated Building Ordinance Review
Location: 419 Emrick Lane, Walker WV 26180

Dear Commission Members:

This property hosts a single family home that has been damaged by a fire. The fire affected the common room, den, family room, living room and lounge. The damage to the structural members of the home is significant. The home does contain multiple open access points that will affect the structure capacity.

The home has no working utilities. Tarps have been placed on the open areas; however, the tarps are supported by debris versus long lasting tie downs. The 2019-2020 winter season will increase water damage structurally yielding an imminent danger classification.

The structure is unsafe, unfit for human occupancy and should be closed for safety. For further detail refer to Dilapidated Wood County Ordinance Section 3.2 (a,b,c & d). Enclosed are images of the aforementioned structure. Due to the field findings and existing conditions, it is recommended to remove all remaining debris and close access to vacant structure. Feel free to reach me with questions.

Structure



Structure



Structure



Wood County Engineer/MLH Consulting, LLC
80 Thunder Road
Williamstown, WV 26187
Mailing Address: P.O. Box 62 Williamstown, WV 26187

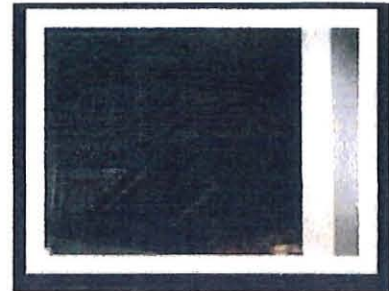
Structure



Structure



Structure



Sincerely,

Maria L Hardy, P.E. (WV 23306)
Wood County Engineer
Owner/Operator, MLH Consulting, LLC
LLC -Certificate of Authorization (WV C05917-00)
LLC-State Certification WV (2661-1227)



Wood County Engineer/MLH Consulting, LLC
80 Thunder Road
Williamstown, WV 26187
Mailing Address: P.O. Box 62 Williamstown, WV 26187

July 29, 2020

Wood County Commission
1 Court Square
Parkersburg, WV 26101

RE: Engineering Report
Subject: Abandoned and Dilapidated Building Ordinance Review
Location: 3453/3457 Lost Pavement Road, Parkersburg WV 26101
Parcel Number: 54-03-0480-0DIA-0000

Dear Commission Members:

The two remaining structures at this location appear to contain occupants. The property owners have taken corrective actions to resolve any noncompliant issues presented in 8/22/19 and 11/12/19. The conclusion of the 11/12/19 inspection and reports states "The structures 1-3 should be moved and demolished. This includes the recently used children's playground and new trampoline. According the Wood County Abandoned and Dilapidated Building Ordinance Section 3.2 (a, b & c) the structures are classified as an imminent danger, unsafe and unfit for human occupancy. "

When presenting the 11/12/19 report with the Owner and the Commission; the direction was inclusive of continual improvement. Upon receipt of another complaint; this site was visited and inspected again on 7/24/19 with the Owner. The findings are illustrated below per structure:

- Structure with foundation AKA #1 –A non-traditional septic tank was in use that appeared to be non –compliant. The sewer smell supported non compliant intake and storage. The rear of the home illustrated open access to the foundation system. The door was sealed; however, there was a new bed frame delivered with tags on it outside. Refer to Wood County Abandoned and Dilapidated Building Ordinance Section 3.2 (a and c); unsafe structure and components and unfit for human occupancy.
- Structure #2 - The structure contained fresh milk poured with food, clothing and a cell phone charging. There was no water and sewer connected to this building. The location of this structure is directly in the driveway and in the event of a fire, proper access to the property is closed off. Refer to Wood County Abandoned and Dilapidated Building Ordinance Section 3.2 (c); unfit for human occupancy.

The 2 existing structure conditions support additional work should be done prior to permitting occupants. Recommendations include the Owner setting up water and electric for both structures.



Wood County Engineer/MLH Consulting, LLC
80 Thunder Road
Williamstown, WV 26187
Mailing Address: P.O. Box 62 Williamstown, WV 26187

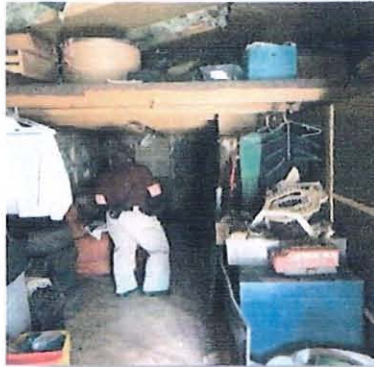
Structure 1-The septic tank should be replaced or inspected by the Owners licensed representative. The rear of the home should have the open foundation area enclosed. Any rotted or molded plywood should be replaced. Structure 2-The structure should be moved to permit access in the event of a fire. All food and or items enclosed in this area should be cleared to avoid unsanitary condition that attracts vermin. The Owner may access these areas to continue work; however, no occupants overnight or full time should be permitted until the classifications of the existing structures meet Ordinance Criteria. Feel free to reach me with questions.

Structure 1



Wood County Engineer/MLH Consulting, LLC
80 Thunder Road
Williamstown, WV 26187
Mailing Address: P.O. Box 62 Williamstown, WV 26187

Structure 2



Sincerely,

A handwritten signature in blue ink, appearing to read "Maria L Hardy".

Maria L Hardy, P.E. (WV 23306)
Owner/Operator, MLH Consulting, LLC
LLC -Certificate of Authorization (WV C05917-00)
LLC-State Certification WV (2661-1227)



Maria Hardy, Wood County Engineer
80 Thunder Road
Williamstown, WV 26187
Mailing Address: P.O. Box 62 Williamstown, WV 26187

September 16, 2020

Wood County Commission
1 Court Square
Parkersburg, WV 26101

RE: Inspection and Engineering Report
Subject: Abandoned and Dilapidated Building Ordinance Review
Location: 17 Smitherman Road Washington WV
Inspection Date: 5.20.20 (2nd Inspection Visit)
First entry dated 3.4.20 for this said property.

Dear Commission Members:

This property contains 7 standing wood storage buildings built by the Owner (3 additional storage builds have collapsed). There is also a structure on the property that can be used for a home. The home contains debris visible from the windows. All entry access and porch area to the home is full of debris as well. The property also hosts farming equipment, construction equipment, a dated horse trailer. There is no one living at this current location. Two inspections have taken place. Both dates of inspections are between 3.4.20 and one on 5.20.20. No clean up activity was found.

The wooden storage structures that are still standing are dilapidated and are in danger of collapsing. 6 of the storage units are filled to their ceiling height of 8-10' with dilapidated 2x4 framing wood, rusting metal, old doors and tires. These current conditions are classified as unsafe and an imminent danger. Refer to the images for further detail.

- Refer to section 3.2 a, unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of a fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe, where partial or complete collapse is possible.
- Refer to section 3.2 b, When in the opinion of the County Engineer there is an imminent danger of failure of collapse of a building or structure which endangers life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual potential danger to the building or to the building occupants of the structure or those in the proximity of any structure deemed dangerous.



Maria Hardy, Wood County Engineer
80 Thunder Road
Williamstown, WV 26187
Mailing Address: P.O. Box 62 Williamstown, WV 26187

There is an existing gate to the property; however, in the event of a fire all wood storage buildings including debris would spread quickly and last long. There is also a concern of immediate collapse of any wooden storage building located on the property while the Owners are working in the area. The delay in obtaining working equipment to remove said buildings in such an event may last hours.

The recommendation is to demolish the storage buildings and remove all debris. Debris outside of the storage buildings and debris on the porch blocking entry access to the home is also inclusive of the clean up. The upcoming winter months weather will increase the failure rate of the structural components on the wood storage buildings. Temporary safeguarding the wood storage buildings at this time would not save the structures from failure. Images are enclosed for reference. Feel free to reach me with questions.

Sincerely,



Maria L Hardy, P.E. (WV 23306)
Owner/Operator, MLH Consulting, LLC
LLC -Certificate of Authorization (WV C05917-00)
LLC-State Certification WV (2661-1227)



Maria Hardy, Wood County Engineer
80 Thunder Road
Williamstown, WV 26187
Mailing Address: P.O. Box 62 Williamstown, WV 26187



Wood County Engineer/MLH Consulting, LLC
80 Thunder Road
Williamstown, WV 26187
Mailing Address: P.O. Box 62 Williamstown, WV 26187

March 6, 2020

Wood County Commission
1 Court Square
Parkersburg, WV 26101

RE: Engineering Report; Imminent Danger Classification
Subject: Abandoned and Dilapidated Building Ordinance Review
Location: 113 Keith Street Parkersburg, WV 26104
Inspection Date 03/06/20

Dear Commission Members;

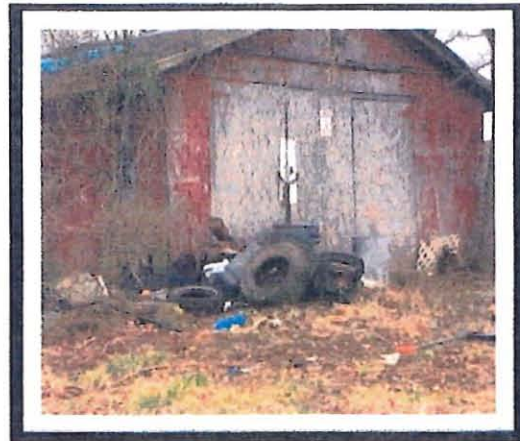
This location contains two separate structures; a mobile home and garage. The home at this location contains block foundations that are pushing the failure envelope. The structure contains open access entry and open foundation access. There are residents in the neighboring homes.

With open access entry any one could go into the home. Any live load such as a group of individuals entering the home could cause failure in the blocks. (Refer to Section 3.2 a and b) Any activity underneath the home could cause failure similarly. (Refer to section 3.2 a and b)

The structure can be further labeled as an imminent danger and unsafe. Neighborhood homes do contain residents. Images are enclosed to support the report. The recommendation is to apply temporary safeguards and reinforce structural members. (Refer to Section 3.2e and f) Enclosed are images for the aforementioned structure. Feel free to reach out with any questions.



Home



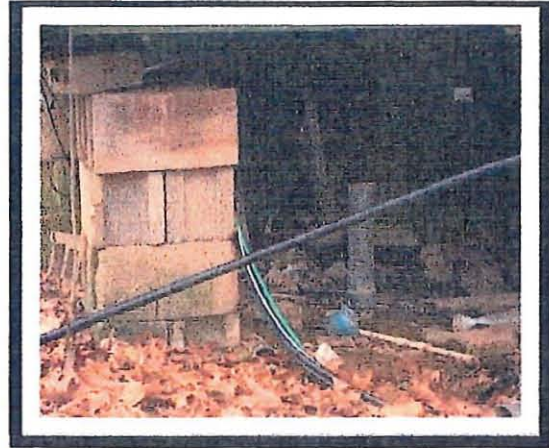
Garage



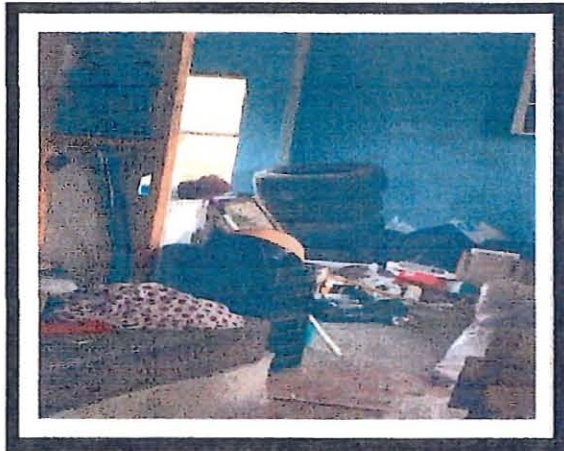
Wood County Engineer/MLH Consulting, LLC
80 Thunder Road
Williamstown, WV 26187
Mailing Address: P.O. Box 62 Williamstown, WV 26187



Block Foundation



Block Foundation



Inside Image



inside Image

Sincerely,

A handwritten signature in blue ink, appearing to read "Maria L. Hardy".

Maria L Hardy, P.E. (WV 23306)
Owner/Operator, MLH Consulting, LLC
LLC -Certificate of Authorization (WV C05917-00)
LLC-State Certification WV (2661-1227)



Wood County Engineer/MLH Consulting, LLC
80 Thunder Road
Williamstown, WV 26187
Mailing Address: P.O. Box 62 Williamstown, WV 26187

March 7, 2020

Wood County Commission
1 Court Square
Parkersburg, WV 26101

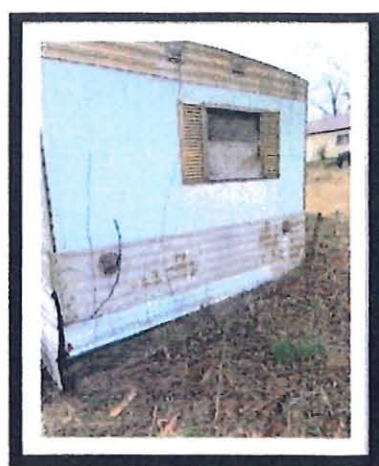
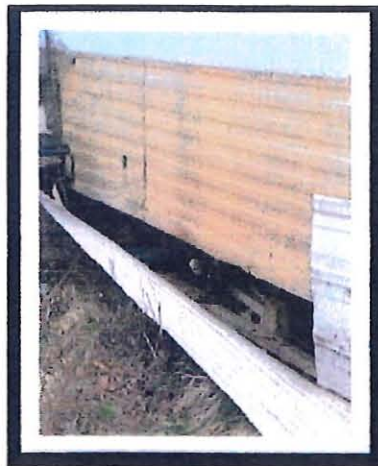
RE: Engineering Report – Safeguard the Lot and Remove Debris (of all sorts)
Subject: Abandoned and Dilapidated Building Ordinance Review
Location: 1011 N Power Avenue, Parkersburg WV 26104
Inspection Date 03/06/20

Dear Commission Members;

There is one structure at this location. This mobile home contains open access to the block foundation. There is no entry access. The entire mobile home is boarded up accordingly.

There is minimal debris by the porch. The mobile home utilities are connected and are in decent condition; however, not active. The inside of the home was unable to view. Foundation blocks are functioning. Also at this location there is a dog pin plus an old automobile. With the debris and status of the lot this can be considered dilapidated. (Refer to Section 3.2a)

The recommendation is to reinstall the underpins to the mobile home; remove the dog pin remains, remove the debris and remove the vehicle from the lot. (Refer to Section 3.2 a & e) Enclosed are images for the structure. Feel free to reach me with further questions.



Wood County Engineer/MLH Consulting, LLC
80 Thunder Road
Williamstown, WV 26187
Mailing Address: P.O. Box 62 Williamstown, WV 26187

Sincerely,



Maria L Hardy, P.E. (WV 23306)
Owner/Operator, MLH Consulting, LLC
LLC -Certificate of Authorization (WV C05917-00)
LLC-State Certification WV (2661-1227)



SEPTEMBER 17, 2020

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 17-VA-036. SAID REQUEST IS IN THE AMOUNT OF \$6,325.80

ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch, and passed, 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 17-VA-036. The Request for Reimbursement is in the amount of six thousand three hundred twenty-five dollars and eighty cents (\$6,325.80) for the month of August, 2020. 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.

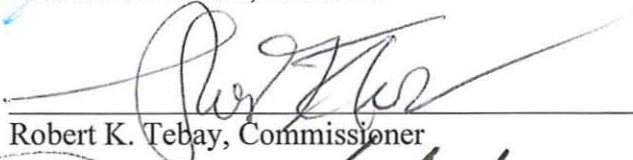
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

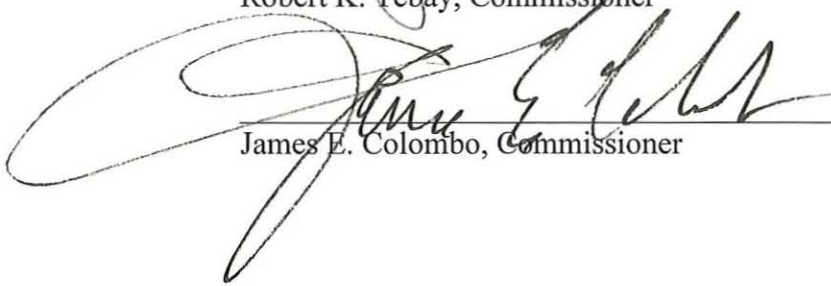
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2289

WEST VIRGINIA
DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE AND COMMUNITY SERVICES

Request for
Reimbursement

RECEIVED
(For JCS Use Only)

Subgrantee: Wood County Commission
Address: One Court Square, Suite 203
Parkersburg, WV
26101
Project #: 17-VA-036
FEIN#: 556000417
Funds are hereby requested to cover expenditures
FROM: 8/1/20 TO: 8/31/20

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$6,325.80
Travel/Training	
Space	
Other	
TOTAL	\$6,325.80

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

9/17/20
DATE

(Authorized Official or Grant Financial Officer ONLY)

JCS 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

West Virginia
JCS USE ONLY
Date Received 09/17/2020
Amount \$6,325.80
Book Page 75-125

SEPTEMBER 17, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ADOPTED A RESOLUTION IN
REFERENCE THE LEASE PURCHASE AGREEMENT FOR
VEHICLES TO BE UTILIZED BY THE WOOD COUNTY
SHERIFF'S DEPARTMENT. SAID AGREEMENT IS WITH
COUNTRY ROADS LEASING.

ORDER

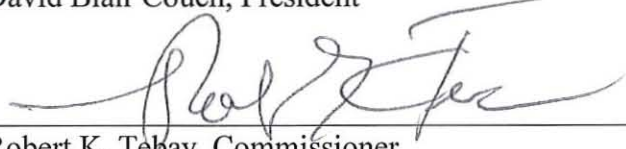
On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo made unanimous by David Blair Couch, adopted a Resolution in reference to the Lease-Purchase Agreement for vehicles to be utilized by the Wood County Sheriff's Department. Said Agreement is with Country Roads Leasing.

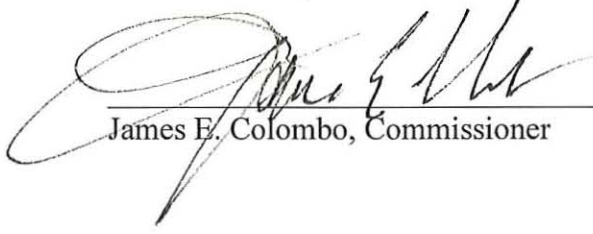
A copy of the Resolution is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

A/2290

September 17, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT, AND RELATED INSTRUMENTS, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the members of the Wood County Commission ("Lessee") have determined that a true and very real need exists for the equipment (the "Equipment") described in the Master Equipment Lease-Purchase Agreement (the "Agreement") presented to this meeting; and

WHEREAS, Lessee has taken the necessary steps, including those relating to any applicable legal bidding requirements, to arrange for the acquisition of the Equipment, and

WHEREAS, Lessee proposes to enter into the Agreement substantially in the form presented in this meeting:

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE AS FOLLOWS:

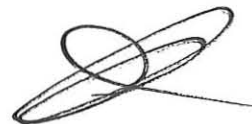
Section 1. BEST INTERESTS OF LESSEE. It is hereby found and determined that the terms of the Agreement in the form presented to this meeting and incorporated in this resolution are in the best interests of Lessee for the acquisition of the Equipment.

Section 2. AUTHORIZATION. The Agreement is hereby approved. The President of Lessee and other officers of Lessee who shall have power to execute contracts on behalf of Lessee be, and each of them hereby is, authorized to execute, acknowledge and deliver the Agreement with any changes, insertions and omissions therein as may be approved by the officer(s) who execute the Agreement, such approval to be conclusively evidenced by such execution and delivery of the Agreement. The President and/or County Clerk of the Lessee and any other officers of Lessee who shall have power to do so be, and each of them hereby is, authorized to affix the official seal of Lessee to the Agreement and attest the same.

Section 3. EXECUTION OF DOCUMENTS. The proper officer(s) of Lessee be, and each of them hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Agreement.

Section 4. DESIGNATION AS QUALIFIED TAX-EXEMPT OBLIGATION. Lessee hereby designates the Agreement as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986 as amended.

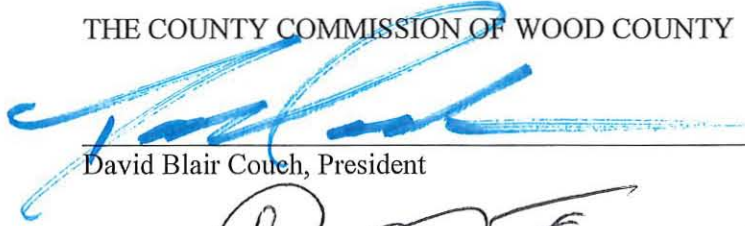
Section 5. EFFECTIVE DATE. This Resolution shall take effect immediately.



RESOLVED this 17th day of September 15, 2020.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

**TAX-EXEMPT
LEASE
APPLICATION**



General Information

Applicant: County of Wood	Phone: 304-424-1850
Email: mrhodes@woodcountywv.com	Fax: 304-424-1982
Address: PO Box 1474 Parkersburg, West Virginia 26102	FEIN #: 55-6000417
Names/Titles of Officers Signing: David Blair Couch, James E. Colombo, Robert K. Tebay Commissioner	Resolution Date: September 17, 2020

Vendor Information

Vendor: Stephens Auto Center	Phone: 304-369-2411
Address: PO Box 278 104 Stephens Drive, Danville, WV 25053	
Contact Person: Mike Ballard	

Equipment Information

Equipment Description: 5 Dodge Interceptors	
Invoice Amount: \$ 250,000	Term: 48 months
Down Payment:	Delivery Date: Late January or February
Amount Financed: \$250,000	Invoices Attached:

Information Required

Do you plan to enter into more than \$10,000,000 in financing in this fiscal year?	Yes:	No:
Are last 3 years of financials attached?	Yes:	No:
Do you have a budget attached?	Yes:	No:

Insurance Information

Insurance Company: WV Counties Risk Pool		
Agent: Steve Rawling		
Address: 1819 Electric Road, Suite C		
Phone: 540-345-8500	Fax: 540-345-5330	Email:
Policy Number: WV-WO-054-21		

Information Release

Three (3) Largest Paid Vendors: HighMark, WV Regional Jail Authority and IRS	
How many Employees do you have: 202	
Bank Information: United Bank	Contact Number: Jacob Hilton
Address: 514 Market Street, Parkersburg, WV 26101	

Country Roads Leasing, LLC or its agents will be requesting information by phone and/or fax on all financial records. Please accept this 'lease application' as a release for authorization to provide requested information.

Signature: 	Date: September 17, 2020
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SEPTEMBER 17, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY ORDER PROPERTY OWNER PAMELA
GUM OF 419 EMRICK LANE WALKER, WV TO APPEAR BEFORE THE COMMISSON

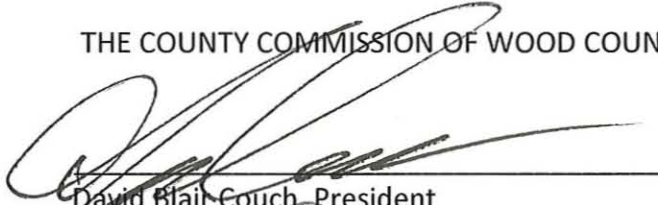
ORDER

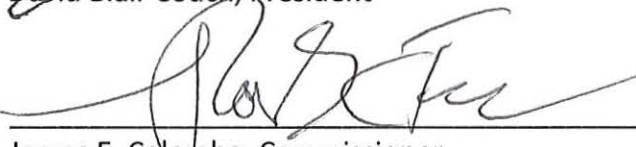
On this date, the County Commission of Wood County, upon motion made by
David Blair Couch, seconded by Robert K. Tebay and passed, did hereby ORDER Pamela
Gum, owner of property located at 419 Emrick Lane, Walker, West Virginia, to appear
before the County Commission to address cleanup of her respective address.

Documentation pertaining to the aforementioned property is on file in the Wood
County Compliance Office.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


James E. Colombo, Commissioner


Robert K. Tebay, Commissioner

A/2292

Mark Rhodes
WOOD COUNTY 09:27:29 AM
Instrument No 8823476
Date Recorded 09/17/2020
Document Type CDD
Pages Recorded 1
Book-Page 75-105