

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

1 COURT SQUARE  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, APRIL 8, 2021

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 made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, approved Erroneous Assessment Applications in regard to personal property.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission attended Senator Manchin's meeting at the Parkersburg City Building.

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, appointed Jessica Emrick, Chris Swarr, Gary Thompson, Andrew Borkowski and Bob Buchanan to the Wood County Parks and Recreation Commission (Mountwood Park). (Order A/2370)

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, placed Steve Simonton in nomination for the Mountaineer Trail Network Authority. (Order A/2372)

The County Commission approved the hiring of Erica Palmer and Julie Kuczko as employees of the Wood County Circuit Clerk's Office.

Having no scheduled appointments or business to attend to, the County Commission adjourned.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

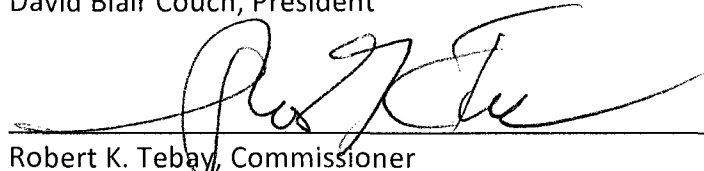
A/2370, A/2372

APPROVED:

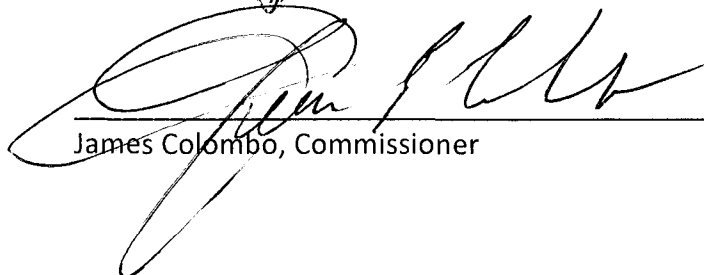
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission  
Agenda

04/08/2021  
9:30 A.M.

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Attending Senator Manchin's meeting at the Parkersburg City Building	
	Consider appointing Jessica Emrick, Chris Swarr, Gary Thompson, Andrew Borkowski and Bob Buchanan to the Wood County Parks and Recreation Commission (Mountwood Park)	
	Consider Request to Hire Erica Palmer as a full time Deputy Circuit Clerk - \$28,700.00/yr	
	Request to Hire Julie Kuczko as a part time Deputy Circuit Clerk - \$10.00/hr	
	Administrator's Report	Marty Seufer, 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

APRIL 8, 2021

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

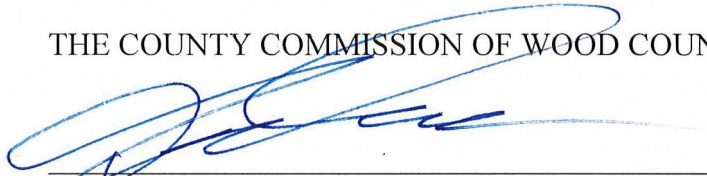
IN RE: THE COUNTY COMMISSION APPOINTED JESSICA EMRICK,  
CHRIS SWARR, GARY THOMPSON, ANDREW BORKOWSKI  
AND BOB BUCHANAN TO THE WOOD COUNTY PARKS AND  
RECREATION COMMISSION (MOUNTWOOD PARK).

**ORDER**

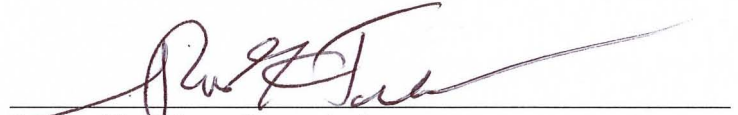
On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, appointed Jessica Emrick, Chris Swarr, Gary Thompson, Andrew Borkowski and Bob Buchanan to the Wood County Parks and Recreation Commission (Mountwood Park). The terms will expire December 16, 2023.

APPROVED:

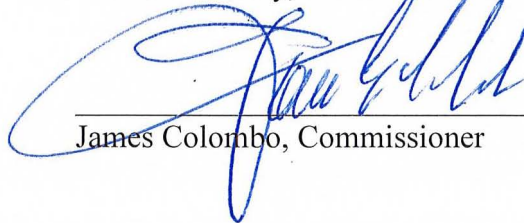
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

A/2370

Mark Rhodes  
WOOD County 01:13:41 PM  
Instrument No 88247275  
Date Recorded 04/08/2021  
Document Type CDD  
Pages Recorded 1  
Book-Page 75-130



APRIL 8, 2021

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION PLACED STEVE SIMONTON IN  
NOMINATION FOR THE MOUNTAINEER TRAIL NETWORK  
AUTHORITY.

**ORDER**

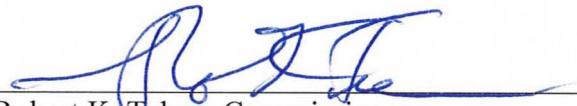
The County Commission of Wood County, upon a motion made by David Blair Couch,  
seconded by Robert K. Tebay and made unanimous by James E. Colombo, placed Steve  
Simonton in nomination for the Mountaineer Trail Network Authority.

APPROVED:

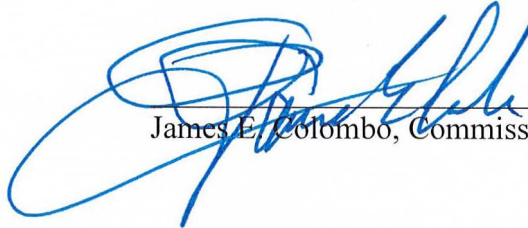
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2372

Mark Rhodes  
WOOD County 01:16:14 PM  
Instrument No 88247278  
Date Recorded 04/08/2021  
Document Type COO  
Pages Recorded 1  
Book-Page 75-130

# Wood County Commission

## Erroneous Assessment Application

Tax Type: Personal Property

Tax Ticket: 122205

Tax Year: 2020

Upon the application of BUCK STEPHEN whose address is 8554 DEERWALK HWY WAVERLY, WV 26184- aggrieved by an erroneous assessment in WALKER District (11) , in the County of Wood, for the 2020 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 2020 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 CLERICAL ERROR. THE MOBILE HOME ASSESSED ON THIS TICKET 122205 WAS ALSO TAXED ON REAL ESTATE.

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	
07/01/2020	BILLING	2	79.44	1.113400	2	7,134	
03/22/2021	PENDING EXONERATION	2	-79.44	1.113400	2	-7,134	
Adjusted Net Taxes			0.00	Adjusted Net Value			0

Taxpayer

Prosecutor

Assessor

Commissioner

County Commission President

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 April 8, 2021

RECEIVED

APR 07 2021

County Commission

RECEIVED

APR 02 2021

County Commission

Mark Rhodes  
WOOD County 01:18:31 PM  
Instrument No 86247281  
Date Recorded 04/08/2021  
Document Type 000  
Pages Recorded 1  
Book-Page 75-130

By: Erica Mercer

Application Printed On

Monday, March 22, 2021 9:14 am



# Wood County Commission

## Erroneous Assessment Application

Tax Type: Personal Property

Tax Ticket: 121184

Tax Year: 2020

Upon the application of JACKSON SHEILA whose address is 62 WOODSTONE RD DAVISVILLE, WV 26142- aggrieved by an erroneous assessment in CLAY District (01) , in the County of Wood, for the 2020 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 2020 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. Our office recently discovered information that subsequently reduces the value of the mobile home on this tax ticket. The revised assessed value reflects an accurate assessment. *(Additions were on another mobile home on property)*

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
07/01/2020	BILLING	2	184.38	1.113400	2	16,560
03/18/2021	PENDING EXONERATION	2	-134.46	1.113400	2	-12,076
Adjusted Net Taxes			49.92	Adjusted Net Value		4,484

*Sheila Jackson*  
Taxpayer

*[Signature]*  
Prosecutor

*Shane Doherty*  
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 *April 8, 2021*

RECEIVED  
APR 07 2021  
County Commission

RECEIVED  
APR 02 2021  
County Commission  
Mark Rhodes  
WOOD County 01:24:12 PM  
Instrument No 88247291  
Date Recorded 04/08/2021  
Document Type 000  
Pages 1  
Book-Page 75-120





## County of Wood

CELESTE RIDGWAY  
CIRCUIT CLERK  
cridgway@woodcountywv.com

OFFICE OF THE CIRCUIT CLERK  
Wood County Judicial Building - Room #133  
#2 Government Square  
Parkersburg, WV 26101-5353

Phone: 304-424-1700  
FAX: 304-424-1804

April 8, 2021

TO: WOOD COUNTY COMMISSION

RE: Erica Palmer

Please see the attached request to hire form. Erica Palmer will be a full time Deputy Clerk in my office effective April 12, 2021. She is to receive an annual salary in the amount of 28,700.00.

Thank you for your assistance in this matter.

Respectfully,

*Celeste Ridgway*  
Celeste Ridgway, Clerk

Circuit Court of Wood County

CC: Finance Department

RECEIVED  
APR - 6 2021  
COUNTY  
ADMINISTRATOR  
Mark Rhodes  
WOOD COUNTY 01:25:28 PM  
Instrument No 88247233  
Date Recorded 04/08/2021  
Document Type 000  
Pages Recorded 1  
Book-Page 75-130



## County of Wood

CELESTE RIDGWAY  
CIRCUIT CLERK  
cridgway@woodcountywv.com

OFFICE OF THE CIRCUIT CLERK  
Wood County Judicial Building - Room #133  
#2 Government Square  
Parkersburg, WV 26101-5353

Phone: 304-424-1700  
FAX: 304-424-1804

April 8, 2021

TO: WOOD COUNTY COMMISSION

RE: Julie Kuczko

Please see the attached request to hire form. Julie Kuczko will become a part time Deputy Clerk in my office effective April 12, 2021. She is to receive an hourly wage of \$10.00 and will work an average of 20 hours a week.

Thank you for your assistance in this matter.

Respectfully,

*Celeste Ridgway*  
Celeste Ridgway, Clerk

Circuit Court of Wood County

Cc: Finance Department

RECEIVED  
APR - 6 2021  
COUNTY ADMINISTRATOR  
Mark Rhodes  
WOOD County 01:32:27 PM  
Instrument No 98247299  
Date Recorded 04/09/2021  
Time 03:00  
Order 1  
5-120

STATE OF WEST VIRGINIA  
COUNTY OF WOOD

}

TO -WIT:

I, David Raines, 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 Union Williams Public Service District Board 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.

DAVID RAINES

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 9<sup>th</sup> day of MARCH, 2021.

David Blair Couch

County Commission of Wood County

Mark Rhodes  
WOOD County 01:34:04 PM  
Instrument No 88247300  
Date Recorded 03/09/2021  
Document Type C30  
Pages Recorded 1  
Book-Page 75-130