

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA
NO. 1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, JULY 12, 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.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission approved the request to hire Doug Sturm as an Investigator for the Prosecuting Attorney's Office.


Having no scheduled appointments or business to attend to, the County Commission adjourned at 10:35 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/2416

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting
Held July 12, 2021

Please Print

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Wood County Commission
Agenda

July 12, 2021
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider Request to Hire – Doug Sturm – Investigator for the Prosecuting Attorney’s Office - \$45,000.00	
	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

JULY 12, 2021

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ADOPTED A RESOLUTION IN
REFERENCE TO BUDGET REVISION NO. 1 IN THE COAL
SEVERANCE FUND BUDGET FOR THE FISCAL YEAR 2020/2021.

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 Budget Revision No. 1 in the Coal Severance Fund Budget for the fiscal year 2021/2022. The Request for Revision to the Approved Budget, being submitted to the West Virginia State Auditor - Chief Inspector Division, Charleston, West Virginia, was signed by David Blair Couch, President of the Wood County Commission.

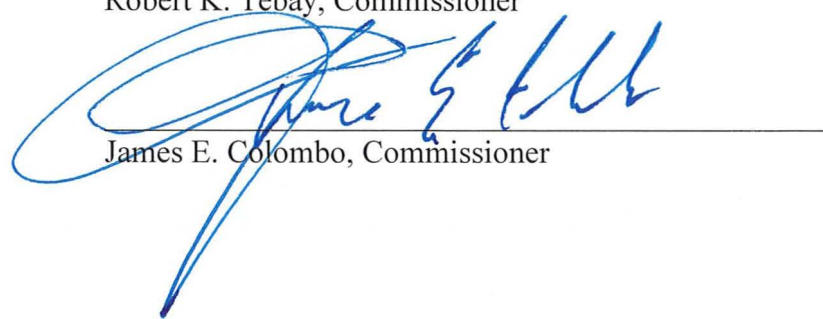
A copy of the Resolution and Request for Revision are attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner



Mark Rhodes
County Clerk

Office of the Wood County Clerk
Wood County Courthouse
P.O. Box 1474
Parkersburg, WV 26102-1474

RESOLUTION

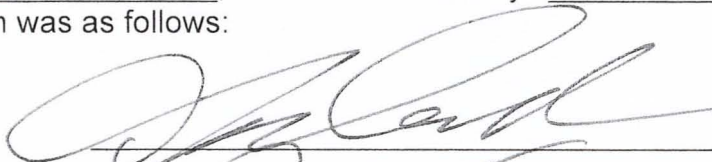
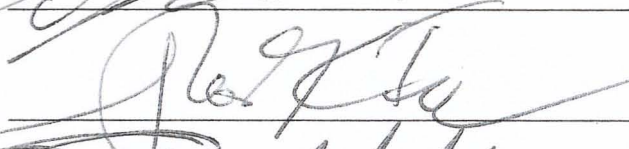
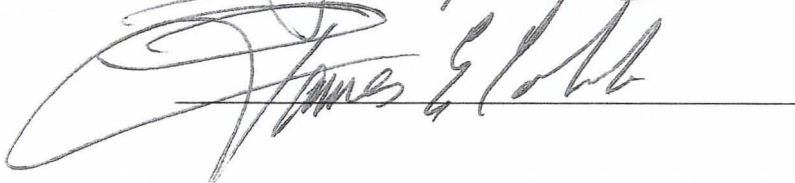
Phone: 304-424-1850

At a regular session of the county commission, held July 12, 2021 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Wood. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the Coal Severance Budget be revised **PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS**, as shown on Fund 2 Budget Revision Number 1, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and seconded by _____, the vote thereon was as follows:

	<input checked="" type="radio"/> Yes	or	No
	<input checked="" type="radio"/> Yes	or	No
	<input checked="" type="radio"/> Yes	or	No

WHEREUPON, David Blair Couch, declared said resolution be, and the same is, hereby adopted as so stated above, and the President authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.



Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
FY: 2022
Fund: 2
Rev No. 1
Pages: 1

County of Wood

GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Mark Rhodes**Phone: **304-424-1892**Fax: **304-424-1982**Email: mrhodes@woodcountywv.com

PO Box 1474

STREET OR PO BOX

Parkersburg

CITY

26102

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	123,859		107,432	16,427
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			-107,432		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
980	Sheriff-Law Enforcement	198,059		107,432	90,627
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			-107,432		

APPROVED BY THE STATE AUDITOR

BY:

Deputy State Auditor, Local Government Services Div.

Date

AUTHORIZED SIGNATURE
OF ENTITYAPPROVAL
DATE



WOOD COUNTY SHERIFF'S OFFICE

Steve Stephens, Sheriff

Rob Sims, Chief Deputy

304-424-1834

304-424-1832 Fax

July 14, 2021

West Virginia State Auditor
Local Government Services
200 West Main Street
Clarksburg, West Virginia 26301

RE: Coal Severance Budget Revision

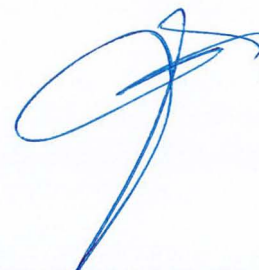
I agree to the reduction of \$107,432 in line item 298 (Assigned Fund Balance) and line item 980 (Sheriff Law Enforcement) in the 2022 Coal Severance Budget. I agreed with the County Commission paying off the leases for the current vehicles that caused the reduction.

Thank you for your assistance and cooperation in this matter.

Respectfully,


Steve Stephens, Sheriff Wood County





Wood County
Mark Rhodes, Clerk
Instrument 882607
07/27/2021 @ 02:31 PM
COUNTY COMMISSIONER
Book 75 @ Page 40
Pages Recorded 4



WOOD COUNTY PROSECUTING ATTORNEY

PAT LEFEBURE
WOOD COUNTY PROSECUTING ATTORNEY

JUDGE DONALD F. BLACK
COURTHOUSE ANNEX
317 MARKET STREET
PARKERSBURG, WV 26101

PHONE (304) 424-1776
FAX (304) 424-1785

July 13, 2021

Wood County Commissioners
Wood County Courthouse
Parkersburg, WV 26101

Dear Commissioners:

Please instruct payroll to add the following employee to my payroll beginning July 19, 2021 as an Investigator.

Doug Sturm as a full-time employee at \$45,000.00 per year with benefits.

This salary will be taken out of line item 1-405-10-182, Secretaries.

Thank you for your assistance in this matter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Patrick O. Lefebure".

Patrick O. Lefebure
Wood County Prosecuting Attorney

A handwritten signature in black ink, appearing to read "Mark Rhodes".

A handwritten signature in black ink, appearing to read "Mark Rhodes".

Wood County
Mark Rhodes, Clerk
Instrument 8826054
07/22/2021 @ 10:32:56 AM
COUNTY COMMISSION ORDER
Book 75 @ Page 455
Pages Recorded 1



WOOD COUNTY SHERIFF'S OFFICE

Steve Stephens, Sheriff

Robert G. Sims, Chief Deputy

304-424-1834

304-424-1832 Fax


TO: Wood County Commission

FROM: Sheriff Steve Stephens 

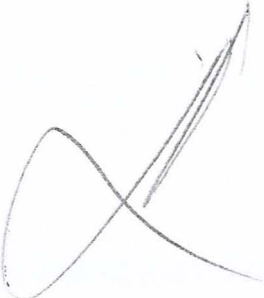
DATE: July 13, 2021

REF: Della Matheny Resignation

Della Matheny has submitted her resignation as deputy with the Wood County Sheriff's Office with her last work day being July 23, 2021.


RECEIVED
JUL 14 2021

COUNTY
ADMINISTRATOR


Wood County
Mark Rhodes, Clerk
Instrument 8826007
07/22/2021 @ 10:37 AM
COUNTY COMMISSION
Book 75 @ Page 45
Pages Recorded 1

STATE OF WEST VIRGINIA
COUNTY OF WOOD }

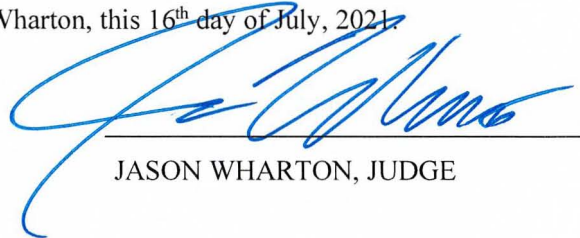
TO -WIT:

I, EMILY GRACE BROWNING, 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 DEPUTY SHERIFF 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.



EMILY GRACE BROWNING

Subscribed and sworn to, before Judge Jason A. Wharton, this 16th day of July, 2021.



JASON WHARTON, JUDGE

Wood County
Mark Rhodes, Clerk
Instrument 88260056
07/22/2021 @ 10:37:20 AM
CLERK'S COMMISSION ORDER
Book 75 @ Page 457
Pages Recorded 1

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
2191	T&K	T&K AUTO PARTS & SERVICE, INC	VOID	07/08/2021	(72.38)	X
2209	ACTIVE911	ACTIVE911 INC	REGULAR	07/08/2021	260.00	
2210	AMERIGAS	AMERIGAS	REGULAR	07/08/2021	119.00	
2211	ARMSTRONG GR	ARMSTRONG	REGULAR	07/08/2021	170.48	
2212	ATLANTIC ES	ATLANTIC EMERGENCY SOLUTIONS	REGULAR	07/08/2021	60.31	
2213	BANKCARD	BANKCARD CENTER	REGULAR	07/08/2021	330.51	
2214	BOSLEY	BOSLEY RENTAL & SUPPLY INC	REGULAR	07/08/2021	69.80	
2215	FRONTIER	FRONTIER	REGULAR	07/08/2021	105.27	
2216	MONPOWER	MON POWER	REGULAR	07/08/2021	780.67	
2217	RYANALES	ALESHIA RYAN	REGULAR	07/08/2021	1,000.00	
2218	STRYKER	STRYKER SALES CORP.	REGULAR	07/08/2021	132.09	
2219	VISA IL	VISA	REGULAR	07/08/2021	5,497.63	

FIRE SERVICE FEE Bank Id 120 Totals

8,453.38

Report Totals

18,842.83



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
8102	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	06/30/2021	168,729.97	

E-911 FUND Bank Id 107 Totals

168,729.97

Report Totals

168,729.97

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
3553	HEALTH	HIGHMARK WEST VIRGINIA	HAND	07/08/2021	3,893.34	
3554	HEALTH	HIGHMARK WEST VIRGINIA	HAND	07/08/2021	6,496.11	

PAYROLL FUND Bank Id 101 Totals

10,389.45

