

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, JUNE 16, 2022

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.

Michael Hess' oath of office for the Wood County Historic Landmarks Commission was put on record on this date.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission held a hearing in regard to the Estate of Donald Cutlip. Justin Cutlip, heir, objected to the Report of Receipts, Disbursements and Distribution; Affidavit. After discussion, this hearing was continued for two weeks. (Probate Order)

At 9:55 A.M., the County Commission held a hearing in regard to the Estate of Brian M. Peters. Deborah Peters, Administratrix, asked that a claim be disallowed in the Estate. After discussion, the County Commission Ordered the claim be disallowed. (Probate Order)

The 10:00 A.M. agenda item to discuss a Court Security Grant was cancelled by Toni Tiano, Grant Writer.

At 10:19 A.M., the County Commission approved the hiring of Angela Parsons as an E-911 employee and Lindsay Coffey as a County Clerk employee.

At 10:25 A.M., the County Commission, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, reappointed Bernard Cothorn to the West Virginia Little Kanawha River Parkway Authority. The new term will expire June 30, 2026. (Order A/2570)

The County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, reappointed Jennifer Carpenter to the Parkersburg/Wood County Public Library Board. The new term will expire June 30, 2027. (Order A/2571)

Having no scheduled appointments or business to attend to, the County Commission adjourned at 10:39 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/2567, A/2568, A/2569, A/2570, A/2571, Probate Order

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Wood County Commission Meeting
Held June 16, 2022

Please Print

1.	Justin Cutlip
2.	Jamie Cutlip
3.	Thelma Jean Cutlip
4.	Deborah Peters
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Wood County Commission Agenda

June 16, 2022
1 Court Square Suite 203
Parkersburg, WV 26101

9:30 A.M.	Estate of Donald R. Cutlip – Heir contesting final settlement	Justin Cutlip, heir
9:45 A.M.	Estate of Brian Peters – Consider disallowing a claim	Debra Peters, Administratrix
10:00 A.M. <i>CANCELLED</i>	Discuss Court Security Grant	Toni Tiano, Grant Writer
	Consider Request to Hire Angela C. Parsons as a full time telecommunicator for the E-911 Center - \$30,485.31	
	Consider Request to Hire Lindsay Coffee as a full time Deputy Clerk - \$34,800.00	
	Consider reappointing Bernard Cothorn to the WV Little Kanawha River Parkway Authority	
	Consider reappointing Jennifer Carpenter to the Parkersburg-Wood County Public Library Board	
	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, impropers 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

JUNE 16, 2022

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH TO SIGN THE PROGRESS REPORT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 22-CC-29. SAID PROGRESS REPORT IS IN THE AMOUNT OF \$43,525.34.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by James E. Colombo, did hereby AUTHORIZE David Blair Couch, on behalf of the County Commission, to sign the Progress Report in regard to the Community Corrections Grant Number 22-CC-29. The Request for Reimbursement is in the amount of forty-three thousand five hundred twenty-five dollars and thirty-four cents (\$43,525.34) for the month of May, 2022. A Financial Recap Page, Project Financial Report, Time Sheets for the employees of the Wood County Day Report Center, and the Monthly Progress Reports have been submitted.

Documentation pertaining to the 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/2567

Wood County
Mark Rhodes, Clerk
Instrument 89287515
06/16/2022 @ 11:33:52 AM
COUNTY COMMISSION ORDER
Book 76 @ Page 449
Pages Recorded 1

JUNE 16, 2022

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 21-JAG-41. SAID REQUEST IS IN THE AMOUNT OF \$3,000.00.

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, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Community Corrections Grant Number 21-JAG-41. Reimbursement is in the amount of three thousand dollars and zero cents (\$3,000.00) for the month of May, 2022. In addition to the Request for Reimbursement, Time Sheets, Financial Recap and the Project Financial Report are being submitted to the West Virginia Division of Justice and Community Services.

Documentation pertaining to the Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

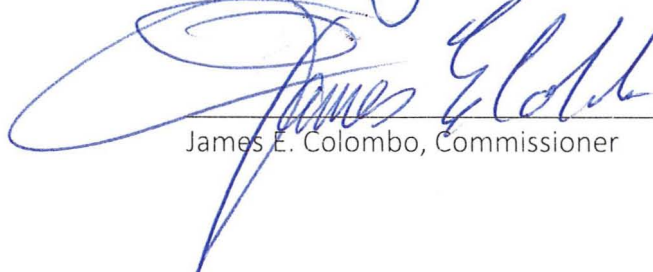
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2568

Wood County
Mark Rhodes, Clerk
Instrument 88287519
06/16/2022 @ 11:37:02 AM
COUNTY COMMISSION ORDER
Book 76 @ Page 450
Pages Recorded 1

JUNE 16, 2022

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A
GRANT CONTRACT AGREEMENT FOR COMMUNITY
CORRECTIONS GRANT NUMBER 23-CC-29.

ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Contract Agreement for a Community Corrections Grant Number 23-CC-29 with the West Virginia Division of Administrative Services Justice and Community Services. Said contract is for a grant in the amount of three hundred twenty thousand five hundred dollars and zero cents (\$320,500.00).

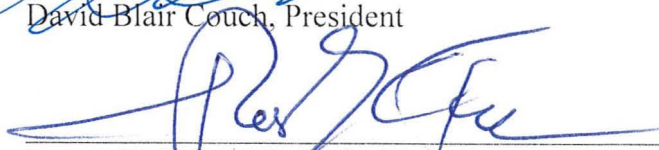
A copy of the Contract Agreement is on file in the Office of the County Administrator.

APPROVED:

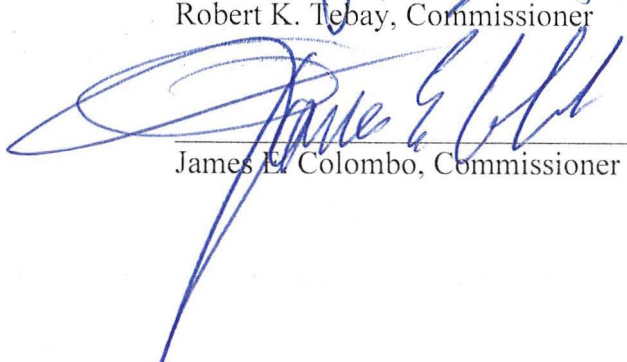
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2569

Wood County
Mark Rhodes, Clerk
Instrument 88287514
06/16/2022 @ 11:26:38 AM
COUNTY COMMISSION ORDER
Book 76 @ Page 448
Pages Recorded 1

JUNE 16, 2022

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION REAPPOINTED BERNARD
COTHERN TO THE WEST VIRGINIA LITTLE KANAWHA
RIVER PARKWAY AUTHORITY.

ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, reappointed Bernard Cothern to the West Virginia Little Kanawha River Parkway Authority. The new term will expire June 30, 2026.

APPROVED:

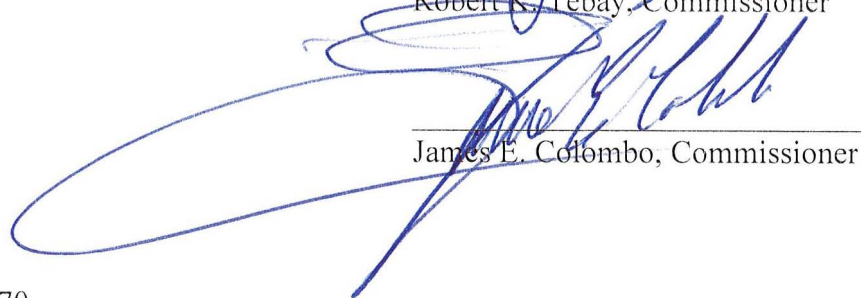
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2570

Wood County
Mark Rhodes, Clerk
Instrument 88287513
06/16/2022 @ 11:24:07 AM
COUNTY COMMISSION ORDER
Book 76 @ Page 647
Pages Recorded 1

JUNE 16, 2022

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION REAPPOINTED JENNIFER CARPENTER TO
THE PARKERSBURG/WOOD COUNTY PUBLIC LIBRARY BOARD.

ORDER


On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, reappointed Jennifer Carpenter to the Parkersburg/Wood County Public Library Board.

The new term will expire June 30, 2027.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

A/2571

Wood County
Mark Rhodes, Clerk
Instrument 88289746
06/16/2022 @ 11:13:16 AM
COUNTY COMMISSION ORDER
Book 76 @ Page 566
Pages Recorded 1

At a Regular Session of the County Commission, continued and held for the County of Wood, at the Courthouse thereof, June 16, 2022, Present, David Blair Couch, President of said Commission, Robert K Tebay, and James E Colombo Commissioners.

IN RE: ESTATE OF DONALD R CUTLIP, DECEASED

HEARING CONTINUED

This day came JUSTIN T CUTLIP, HEIR, for the Estate of DONALD R CUTLIP, deceased, before the County Commission, a hearing was scheduled to object to the REPORT OF RECEIPTS, DISBURSEMENTS and DISTRIBUTION; AFFIDAVIT. By order of the County Commission this hearing was continued for two weeks from the date of this hearing.

IN RE: ESTATE OF BRIAN MICHAEL PETERS, DECEASED

ORDER COUNTY COMMISSION
DISALLOW CLAIM

This day came DEBORAH PETERS, ADMINISTRATRIX for the Estate of BRIAN MICHAEL PETERS, deceased before the County Commission, in a hearing asking that a claim be disallowed in said Estate. The County Commission, after reviewing said Estate, ruled the claim be disallowed in said Estate. The County Commission ordered that if additional funds come into the Estate will need to be reopened.

STATE OF WEST VIRGINIA
COUNTY OF WOOD }

TO -WIT:

I, Michael "Mickey" Hess, 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 Wood County Historic Landmarks Commission 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.

Michael Hess

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this
14th day of June, 2022.

[Signature]
County Commission of Wood County

Wood County
Mark Rhodes, Clerk
Instrument 88286826
06/14/2022 @ 01:41:24 PM
COUNTY COMMISSION ORDER
Book 76 @ Page 434
Pages Recorded 1

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
4070	DENTAL	RENAISSANCE	REGULAR	06/14/2022	956.29	
174072	P-WCVCB	PARKERSBURG/WOOD COUNTY CONVENTION &	REGULAR	06/14/2022	20,578.53	
174073	ACTOR	THE ACTORS GUILD OF PARKERSBURG	REGULAR	06/14/2022	164.63	
174074	ARTSBRIDG	ARTSBRIDGE	REGULAR	06/14/2022	329.26	
174075	BELL HOME	BELLEVILLE HOMECOMING	REGULAR	06/14/2022	123.47	
174076	BHFI	BLENNERHASSETT HISTORICAL FOUNDATION INC	REGULAR	06/14/2022	82.31	
174077	CRUM G	GWEN CRUM	REGULAR	06/14/2022	93.41	
174078	CWS	CWS	REGULAR	06/14/2022	1,125.82	
174079	DONNELLON-SL	DONNELLON MCCARTHY ENTERPRISES	REGULAR	06/14/2022	761.44	
174080	DUNN E	DUNN ENGINEERS, INC.	REGULAR	06/14/2022	261.25	
174081	FORE TIMB	FORE TIMBER COMPANY INC	REGULAR	06/14/2022	87.10	
174082	GLACIER	GLACIER MOUNTAIN BOTTLED WATER	REGULAR	06/14/2022	28.00	
174083	HUPPMATT	HUPP MATTHEW C.	REGULAR	06/14/2022	70.00	
174084	JOHNSTONE	JOHNSTONE SUPPLY	REGULAR	06/14/2022	52.90	
174085	JULIA-ANN	JULIA-ANN SQUARE HISTORICAL COMM. ASSOC.	REGULAR	06/14/2022	164.63	
174086	LAMP	LAMP PESTPROOF	REGULAR	06/14/2022	140.00	
174087	LANGJEFF	LANG JEFFREY M	REGULAR	06/14/2022	31.50	
174088	MID-OHIOVRA	MID-OHIO VALLEY REGIONAL AIRPORT	REGULAR	06/14/2022	1,275.00	
174089	MYERS SEP	MYERS SEPTIC	REGULAR	06/14/2022	300.00	
174090	NUCKSHEL	NUCKOLLS SHELBY	REGULAR	06/14/2022	121.98	
174091	OIL	OIL AND GAS MUSEUM	REGULAR	06/14/2022	246.94	
174092	P-ART	PARKERSBURG ART CENTER	REGULAR	06/14/2022	246.94	
174093	P-HOMECOM	PARKERSBURG HOMECOMING	REGULAR	06/14/2022	411.57	
174094	P-WCVCB	PARKERSBURG/WOOD COUNTY CONVENTION &	REGULAR	06/14/2022	20,060.00	
174095	PMARATHON	PARKERSBURG NEWS & SENTINEL	REGULAR	06/14/2022	82.31	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
174096	QUALITY	QUALITY SALES & SERVICE INC	REGULAR	06/14/2022	480.00	
174097	RIS	RECORDS IMAGING & STORAGE INC	REGULAR	06/14/2022	960.88	
174098	ROCKYTOW	ROCKYS TOWING	REGULAR	06/14/2022	75.00	
174099	SMITH JODI	JODI SMITH	REGULAR	06/14/2022	175.37	
174100	SMOOT	SMOOT THEATER	REGULAR	06/14/2022	477.42	
174101	SOFTWARES	SOFTWARE SYSTEMS INC	REGULAR	06/14/2022	461.00	
174102	STUARTOIL	STUART OIL COMPANY	REGULAR	06/14/2022	570.75	
174103	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	06/14/2022	3,724.83	
174104	UNITED RE	UNITED REFRIGERATION INC.	REGULAR	06/14/2022	526.83	
174105	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	06/14/2022	2,535.85	
174106	VERIZONW	VERIZON WIRELESS	REGULAR	06/14/2022	2,404.06	
174107	VETERAN	VETERANS MUSEUM OF MID OHIO VALLEY	REGULAR	06/14/2022	181.09	
174108	WOOD CO H	WOOD COUNTY HISTORICAL & PRESERVATION	REGULAR	06/14/2022	82.31	
174109	WOOD CO P	WOOD COUNTY PARKS & REC. COMM.(MOUNTWOOD PARK)	REGULAR	06/14/2022	7,408.27	
174110	WVIF&EXP	WV INTERSTATE FAIR & EXP	REGULAR	06/14/2022	617.36	

GENERAL FUND Bank Id 101 Totals

68,476.30

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8386	FERRELLGAS	FERRELLGAS	REGULAR	06/14/2022	80.88	
8387	JANI-SOUR	JANI-SOURCE	REGULAR	06/14/2022	543.63	
8388	LAMP	LAMP PESTPROOF	REGULAR	06/14/2022	295.00	
8389	SEGRA	SEGRA	REGULAR	06/14/2022	789.88	
8390	VERIZONW	VERIZON WIRELESS	REGULAR	06/14/2022	141.89	
E-911 FUND Bank Id 107 Totals					1,851.28	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3623	BIINCORP	BI INCORPORATED	REGULAR	06/14/2022	6,361.20	
3624	VERIZONW	VERIZON WIRELESS	REGULAR	06/14/2022	159.97	
HOME CONFINEMENT Bank Id 108 Totals					6,521.17	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
2635	ATLANTIC ES	ATLANTIC EMERGENCY SOLUTIONS	REGULAR	06/14/2022	866.07	
2636	CITYOFVIE	CITY OF VIENNA	REGULAR	06/14/2022	129,778.84	
2637	FIRE RESCUE	FIRE RESCUE BILLING, LLC	REGULAR	06/14/2022	1,586.04	
2638	MCNEIL	MCNEIL & COMPANY INC	REGULAR	06/14/2022	33,268.61	
2639	MONPOWER	MON POWER	REGULAR	06/14/2022	25.45	
2640	TEVER	TEVER LLC	REGULAR	06/14/2022	3,414.00	

FIRE SERVICE FEE Bank Id 120 Totals

168,939.01

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8174	BOLIJEES	BOLINGER JESSICA L	REGULAR	06/14/2022	149.80	
8175	CITY OF RIPLEY	CITY OF RIPLEY	REGULAR	06/14/2022	85.25	
8176	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	06/14/2022	72.25	
8177	LAMP	LAMP PESTPROOF	REGULAR	06/14/2022	128.40	
8178	MOUNTAINEERG	MOUNTAINEER GAS COMPANY	REGULAR	06/14/2022	139.71	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					575.41	

A large, stylized handwritten signature in black ink, located in the bottom right corner of the page. The signature appears to be a cursive representation of a name, possibly 'Wes' or 'Wesley', with a large loop at the end.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1011	PARKERSBU	PARKERSBURG UTILITY BOARD	REGULAR	06/14/2022	200,000.00	
1012	ZMM	ZMM INC	REGULAR	06/14/2022	67,741.29	

AMERICAN RESCUE PLAN Bank Id 207 Totals

267,741.29

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
356	UNITED B	UNITED BANK	REGULAR	06/14/2022	71,522.50	

SPECIAL BLDG FUND Bank Id 244 Totals

71,522.50

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
695	ZMM	ZMM INC	REGULAR	06/14/2022	3,500.00	

CAPITAL RESERVE Bank Id 247 Totals 3,500.00

Report Totals 595,679.35