

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

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

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., Drew Thomas from the City of Parkersburg requested the County Commission approve a revision in the Home Consortium Fund. After discussion, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and passed, by hereby AUTHORIZE the reallocation of thirty-three thousand seven hundred twenty-six dollars and twenty-four cents (\$33,726.24) in the Parkersburg/Wood County Home Consortium Fund. Said Funds will be utilized for the Patriot Point Affordable Housing Development. (Order A/ 135)

At 9:32 A.M., the County Commission discussed the cleanup of property located at 2 Turtle Lane, Davisville, WV. The owner, Anthony Patterson, was in attendance. He asked if all structures on the property would need demolished. Compliance Officer, Sarah Robinson, stated a metal shed was the only structure that would remain. The County Commission, upon motion made by James E. Colombo, seconded by David Blair Couch and passed, did

hereby ORDER the request for bids for demolition and cleanup of debris and trash on property located at 2 Turtle Lane, Davisville, West Virginia 26142. All costs incurred by the County in said demolition and cleanup will be placed as a lien upon said property. Documentation pertaining to the aforementioned property is on file in the Wood County Compliance Office. (Order S/5)

At 9:42 A.M., the County Commission approved the hiring of Aaron Allen and Christian Bailey as court officers in the Sheriff's Department.

At 10:00 A.M., the County Commission was presented with a petition for the establishment of County Road Estates Road Maintenance Association. The County Commission agreed they will ask for the advice of their attorney before making a decision.

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, placed the name of Patrick Bryan in nomination to the Wood County Development Authority. This is for the unexpired term of Chad Mildren, which will expire December 31, 2024. (Order A/2665)

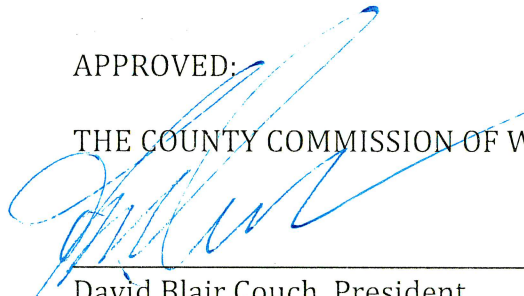
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:40 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/2665, S/5, C/135

APPROVED:

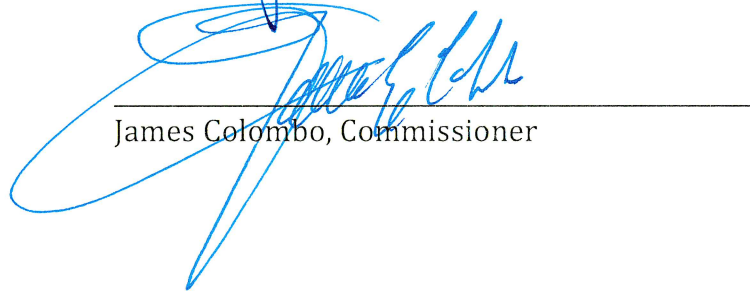
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting
Held December 12, 2022

Please Print

| | |
|-----|--------------------------|
| 1. | <i>Jack Robinson</i> |
| 2. | <i>Drew Thomas</i> |
| 3. | <i>Art Potts</i> |
| 4. | <i>John Potts</i> |
| 5. | <i>Amy Higgs</i> |
| 6. | <i>Melony Gingers</i> |
| 7. | <i>MICHAEL E GINGERS</i> |
| 8. | <i>Brittany Cool</i> |
| 9. | <i>Ed Cool</i> |
| 10. | <i>Ted Davitian</i> |
| 11. | <i>Howard Potts</i> |
| 12. | <i>Steve Hanks</i> |
| 13. | |
| 14. | |
| 15. | |
| 16. | |
| 17. | |
| 18. | |
| 19. | |
| 20. | |



Wood County Commission Agenda

December 12, 2022
1 Court Square Suite 203
Parkersburg, WV 26101

| | | |
|------------|--|---------------------------------------|
| 9:30 A.M. | Discuss demolition and cleanup of property located at 2 Turtle Lane, Davisville, WV owned by Anthony Patterson | Sarah Robinson, Compliance Officer |
| 9:45 A.M. | Discuss HUD funding | Drew Thomas, City of Parkersburg |
| 10:00 A.M. | Discuss petition for establishment of County Road Estates Road Maintenance Association | Rob Tebay, Attorney |
| | Consider Request to Hire Aaron Allen as a Court Officer for the Wood County Sheriff's Department - \$31,500.00/yr | |
| | Consider Request to Hire Christian Bailey as a Court Officer for the Wood County Sheriff's Department - \$31,500.00/yr | |
| | Consider putting Patrick Bryan in nomination to the Wood County Development Authority | |
| | 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

| |
|--|
| 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 |

DECEMBER 12, 2022

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED PATRICK BRYAN TO THE
WOOD COUNTY DEVELOPMENT AUTHORITY.

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 Patrick Bryan to the Wood County Development Authority. Mr. Bryan will be filling the unexpired term of Chad Mildren, which will expire December 31, 2024.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2665

Wood County
Mark Rhodes, Clerk
Instrument 88297769
12/12/2022 @ 11:13:22 AM
COUNTY COMMISSION ORDER
Book 76 @ Page 692
Pages Recorded 1

DECEMBER 12, 2022

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: DEMOLITION AND REMOVAL OF DEBRIS AND TRASH
LOCATED AT 2 TURTLE LANE, DAVISVILLE, WV, 26142

ORDER

On this date, the County Commission of Wood County, upon motion made by James E. Colombo, seconded by David Blair Couch and passed, did hereby ORDER the request for bids for demolition and cleanup of debris and trash on property located at 2 Turtle Lane, Davisville, West Virginia 26142. All costs incurred by the county in said demolition and cleanup will be placed as a lien upon said property.

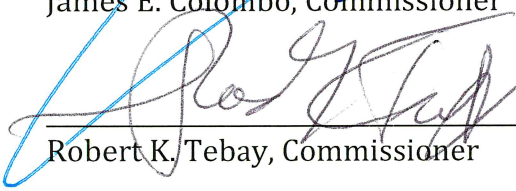
Documentation pertaining to the aforementioned properties is on file in the Wood County Compliance Office.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

James E. Colombo, Commissioner

Robert K. Tebay, Commissioner

SA/5

Wood County
Mark Rhodes, Clerk
Instrument 88298312
12/12/2022 @ 03:56:08 PM
COUNTY COMMISSION ORDER
Book 77 @ Page 10
Pages Recorded 1

DECEMBER 12, 2022

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
THE REALLOCATION OF FUNDS IN THE
PARKERSBURG/WOOD COUNTY HOME CONSORTIUM.

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, by hereby AUTHORIZE the a reallocation of thirty-three thousand seven hundred twenty-six dollars and twenty-four cents (\$33,726.24) in the Parkersburg/Wood County Home Consortium Fund. Said Funds will be utilized for the Patriot Point Affordable Housing Development.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

A blue ink signature of David Blair Couch, consisting of a large, stylized 'D' followed by 'B Couch'.

David Blair Couch, President

A blue ink signature of Robert K. Tebay, consisting of a large, stylized 'R' followed by 'K Tebay'.

Robert K. Tebay, Commissioner

A blue ink signature of James E. Colombo, consisting of a large, stylized 'J' followed by 'E Colombo'.

James E. Colombo, Commissioner

CW/135

Proposed HOME Substantial Amendment Notes

December 13, 2022

The proposed substantial amendment (budget revision) attached hereto is being submitted to Parkersburg City Council, and the Wood County Commission for consideration to accomplish the following project priorities:

2018 - New Construction/Rehab Targeted Area

Initial funding was intended for the construction or rehab of a multi-family residence in a Census tract having over 50% LMI residents. This project never materialized and the remaining balance of \$216,273.76 is recommended to be reallocated towards *Patriot Point Affordable Housing Development*.

2019 - Community Based Development Organization

A Community Based Development Organizations (CBDO) are used to fund and/or operate programs by grantees. This project was intended to stand-up, create additional capacity and support the development of affordable housing. The Parkersburg/Wood County HOME Consortium recommends reallocating \$33,726.24 to *Patriot Point Affordable Housing Development*.

Patriot Point Affordable Housing Development

Patriot Point is a proposed \$8.5M housing development, 36-unit elderly (55+) and family housing development to be located in Wood County. The affordable project will feature twenty one-bedroom/one-bathroom units (55+), nine two-bedroom/one-bathroom units (55+), and seven three-bedroom/two-bathroom units (general occupancy/ family) creating a diverse housing community. The Project will target low-income seniors and families earning 60% of the area median income ("AMI") and less.

Regarding the recent completion of the Parkersburg & Wood County Housing Needs Assessment, Bowen National Research stated, "*Apartment Rentals are in High Demand and There is Significant Pent-Up Demand for Housing that Serves Very Low- and Low-Income Renter Households*".

Two blue ink signatures are present at the bottom of the page. The signature on the left is a large, stylized cursive mark. The signature on the right is a smaller, more compact cursive mark.

Parkersburg - Wood County HOME Consortium - Budget Revision

Be it resolved by the City Council of the City of Parkersburg that the City of Parkersburg's HOME Investment Partnership Program Annual Action Plan and Budget be hereby amended as follows:

| # | Activity | Current Budget | Proposed Budget | Change |
|--------------------------------------|---------------------------------------|----------------------|----------------------|-----------------|
| 2018 HOME Adjustment of Funds | | | | |
| | New Construction/Rehab Targeted Area | \$ 216,273.76 | \$ - | \$ (216,273.76) |
| | Low Income Housing Tax Credit (LIHTC) | \$ - | \$ 216,273.76 | \$ 216,273.76 |
| | Total: | \$ 216,273.76 | \$ 216,273.76 | \$ - |

| # | Activity | Current Budget | Proposed Budget | Change |
|--------------------------------------|--|----------------------|----------------------|----------------|
| 2019 HOME Adjustment of Funds | | | | |
| | Community Based Development Organization | \$ 169,464.67 | \$ 135,738.43 | \$ (33,726.24) |
| | Low Income Housing Tax Credit (LIHTC) | \$ - | \$ 33,726.24 | \$ 33,726.24 |
| | Total: | \$ 169,464.67 | \$ 169,464.67 | \$ - |

Notes:

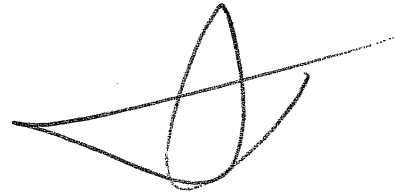
Please see next page for additional notes.

Sponsors:

Wood County
Mark Rhodes, Clerk
Instrument 88297853
12/12/2022 @ 02:21:48 PM
COUNTY COMMISSION ORDER
Book 76 @ Page 894
Pages Recorded 3

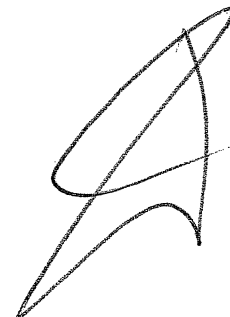
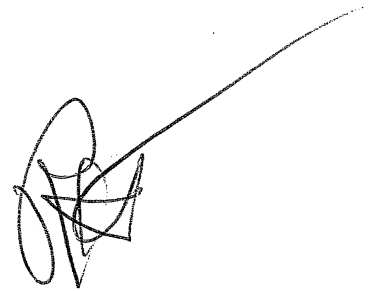
Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
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| 1307 | WV DEPUTY | WV DEPUTY SHERIFF'S RETIREMENT | REGULAR | 12/08/2022 | 1,821.00 | |
| DEPUTY SHERIFF'S RETIREMENT Bank Id 369 Totals | | | | | 1,821.00 | |
| Report Totals | | | | | 1,821.00 | |



Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|---------------------------------|-----------|------------------------|---------|------------|--------------|-----|
| 175265 | LOWES | LOWE'S COMPANIES, INC. | VOID | 12/07/2022 | (375.33) | X |
| 175266 | LOWES | LOWE'S COMPANIES, INC. | REGULAR | 12/07/2022 | 375.33 | |
| 175267 | LOWES | LOWE'S COMPANIES, INC. | REGULAR | 12/07/2022 | 88.50 | |
| 175268 | LOWES | LOWE'S COMPANIES, INC. | REGULAR | 12/07/2022 | 766.25 | |
| GENERAL FUND Bank Id 101 Totals | | | | | 854.75 | |
| Report Totals | | | | | 854.75 | |



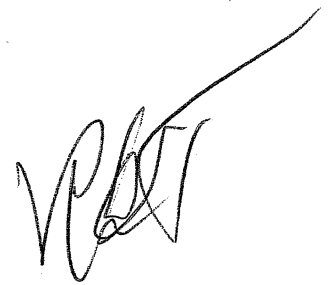
Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
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| 4926 | DENTAL | RENAISSANCE | REGULAR | 12/06/2022 | 1,248.96 | |
| 4928 | DENTAL | RENAISSANCE | REGULAR | 12/06/2022 | 1,226.72 | |
| 175234 | AAP | ADVANCE AUTO PARTS | REGULAR | 12/06/2022 | 507.56 | |
| 175235 | BFS PETRO | BFS PETROLEUM PRODUCTS INC | REGULAR | 12/06/2022 | 15.22 | |
| 175236 | CRUM G | GWEN CRUM | REGULAR | 12/06/2022 | 77.52 | |
| 175237 | CRYSTAL | CRYSTAL SPRING WATER | REGULAR | 12/06/2022 | 16.00 | |
| 175238 | CWS | CWS | REGULAR | 12/06/2022 | 614.31 | |
| 175239 | DISH | DISH NETWORK | REGULAR | 12/06/2022 | 127.39 | |
| 175240 | ES&S | ES&S | REGULAR | 12/06/2022 | 2,519.46 | |
| 175241 | GENERALSA | GENERAL SALES CO. | REGULAR | 12/06/2022 | 3,116.93 | |
| 175242 | GOODYEAR | GOODYEAR AUTO SERVICE CENTER | REGULAR | 12/06/2022 | 624.36 | |
| 175243 | HARDMANS SPEI | HARDMAN'S OF SPENCER | REGULAR | 12/06/2022 | 260.38 | |
| 175244 | HINKLEB | BRENDA HINKLE | REGULAR | 12/06/2022 | 1,023.77 | |
| 175245 | IDEMIA | IDEMIA | REGULAR | 12/06/2022 | 405.00 | |
| 175246 | JUST SEW | JUST SEW PEACHY | REGULAR | 12/06/2022 | 16.00 | |
| 175247 | LIFETIME | LIFETIME BENEFIT SOLUTIONS | REGULAR | 12/06/2022 | 30.00 | |
| 175248 | MOO | MUTUAL OF OMAHA | REGULAR | 12/06/2022 | 7,029.19 | |
| 175249 | NOE OFFIC | NOE OFFICE EQUIPMENT | REGULAR | 12/06/2022 | 34.99 | |
| 175250 | NOLANS | NOLAN'S SERVICES LLC | REGULAR | 12/06/2022 | 10,748.47 | |
| 175251 | RICOH | RICOH USA INC | REGULAR | 12/06/2022 | 237.56 | |
| 175252 | SHERWIN-W | SHERWIN-WILLIAMS PAINT | REGULAR | 12/06/2022 | 243.16 | |
| 175253 | SHIRT | SHIRT FACTORY | REGULAR | 12/06/2022 | 65.00 | |
| 175254 | SIR SPEED | SIR SPEEDY PRINTING | REGULAR | 12/06/2022 | 210.16 | |
| 175255 | SMITH JODI | JODI SMITH | REGULAR | 12/06/2022 | 415.74 | |
| 175256 | SOUTHERNPA | SOUTHERN PARKING | REGULAR | 12/06/2022 | 1,680.00 | |




Check Register Report for Wood County Commission

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|---------------------------------|--------------|----------------------------|---------|------------|--------------|-----|
| 175257 | USBANKEQUIP | US BANK EQUIPMENT FINANCE | REGULAR | 12/06/2022 | 651.21 | |
| 175258 | VISION | VISION SERVICE PLAN (WV) | REGULAR | 12/06/2022 | 3,637.26 | |
| 175259 | WAY FLOOR | WAY FLOOR COVERING | REGULAR | 12/06/2022 | 11,488.80 | |
| 175260 | WVCGSIRP | WVCORP | REGULAR | 12/06/2022 | 15,000.00 | |
| 175261 | WVCORRECTION | WV CORRECTIONAL INDUSTRIES | REGULAR | 12/06/2022 | 173.27 | |
| 175262 | WVIAAI | WV CHAPTER INTERNATIONAL | REGULAR | 12/06/2022 | 200.00 | |
| 175263 | MOWEREBE | REBECCA MOWERY | REGULAR | 12/06/2022 | 200.00 | |
| GENERAL FUND Bank Id 101 Totals | | | | | 63,844.39 | |
| Report Totals | | | | | 63,844.39 | |



Check Register Report for Wood County Commission

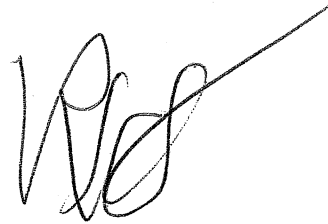
| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|----------|-----------|------------------------------|---------|------------|--------------|-----|
| 4922 | HEALTH | HIGHMARK WEST VIRGINIA | REGULAR | 12/01/2022 | 248,516.36 | |
| 174653 | GOODYEAR | GOODYEAR AUTO SERVICE CENTER | VOID | 12/01/2022 | (2,016.00) | X |
| 174799 | ADAMKIMB | KIMBERLY S ADAMS | VOID | 12/01/2022 | (210.00) | X |
| 175202 | RUNYON | RUNYON LOCK SERVICE | VOID | 12/01/2022 | (110.95) | X |
| 175233 | ADAMKIMB | KIMBERLY ADAMS | REGULAR | 12/01/2022 | 222.00 | |

GENERAL FUND Bank Id 101 Totals

246,401.41

Report Totals

246,401.41



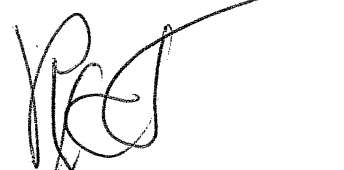
Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|-------------------------------|-------------|---------------------|---------|------------|--------------|-----|
| 8538 | AT&T MOBILE | AT&T MOBILITY | REGULAR | 12/06/2022 | 532.46 | |
| 8539 | DOMINIONH | DOMINION HOPE | REGULAR | 12/06/2022 | 252.67 | |
| 8540 | JANI-SOUR | JANI-SOURCE | REGULAR | 12/06/2022 | 75.10 | |
| 8541 | OPTIMUMB | OPTIMUM BUSINESS | REGULAR | 12/06/2022 | 306.83 | |
| 8542 | VENTUS | VENTUS WIRELESS LLC | REGULAR | 12/06/2022 | 240.00 | |
| E-911 FUND Bank Id 107 Totals | | | | | 1,407.06 | |

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Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|-------------------------------------|-----------|--------------------------------|---------|------------|--------------|-----|
| 2816 | BAILEY IN | BILL BAILEY INSURANCE AGENCY | REGULAR | 12/06/2022 | 5,963.00 | |
| 2817 | BANKCARD | BANKCARD CENTER | REGULAR | 12/06/2022 | 813.34 | |
| 2818 | FRONTIER | FRONTIER | REGULAR | 12/06/2022 | 102.90 | |
| 2819 | LUBECKPSD | LUBECK PUBLIC SERVICE DISTRICT | REGULAR | 12/06/2022 | 151.69 | |
| 2820 | MCNEIL | MCNEIL & COMPANY INC | REGULAR | 12/06/2022 | 15,924.23 | |
| 2821 | MONPOWER | MON POWER | REGULAR | 12/06/2022 | 121.70 | |
| 2822 | RYANALES | ALESHIA RYAN | REGULAR | 12/06/2022 | 1,000.00 | |
| 2823 | SUTPHEN | SUTPHEN CORPORATION | REGULAR | 12/06/2022 | 3,998.31 | |
| FIRE SERVICE FEE Bank Id 120 Totals | | | | | 28,075.17 | |



Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|---|--------------|--------------------------------------|---------|------------|--------------|-----|
| 8315 | DICKWARNER | DICK WARNER RENTALS | REGULAR | 12/06/2022 | 950.00 | |
| 8316 | DOMINIONH | DOMINION HOPE | REGULAR | 12/06/2022 | 512.52 | |
| 8317 | MONPOWER | MON POWER | REGULAR | 12/06/2022 | 1,137.00 | |
| 8318 | MOUNTAINEERG | MOUNTAINEER GAS COMPANY | REGULAR | 12/06/2022 | 107.89 | |
| 8319 | OPTIMUMB | OPTIMUM BUSINESS | REGULAR | 12/06/2022 | 643.13 | |
| 8320 | SPENCER W | CITY OF SPENCER WATERWORKS | REGULAR | 12/06/2022 | 180.78 | |
| 8321 | TIANO | TIANO-KNOPP ASSOC., INC. | REGULAR | 12/06/2022 | 417.00 | |
| 8322 | WVDTL | WV DRUG TESTING LABORATORIES, INC | REGULAR | 12/06/2022 | 7,169.89 | |
| COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals | | | | | 11,118.21 | |

Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|----------|-----------|-------------|---------|------------|--------------|-----|
| 1022 | ZMM | ZMM INC | REGULAR | 12/06/2022 | 6,021.45 | |

AMERICAN RESCUE PLAN Bank Id 207 Totals

6,021.45

Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|----------|-----------|-------------|---------|------------|--------------|-----|
| 358 | ZMM | ZMM INC | REGULAR | 12/06/2022 | 1,400.00 | |

SPECIAL BLDG FUND Bank Id 244 Totals

1,400.00

Report Totals

114,515.15