

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, DECEMBER 22, 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 10:00 A.M., the County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, announced that vacancies exist on the Wood County Historic Landmarks Commission. Said vacancies are due to the fact that Rob Shaffer has submitted his resignation and Cynthia Buskirk has not attended meetings. The terms expire December 31, 2023 and December 31, 2025 respectively. The County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, placed Alyssa Mennillo in nomination to fill the vacancy of Cynthia Buskirk (unexpired term ends December 31, 2025. (Order A/2676)


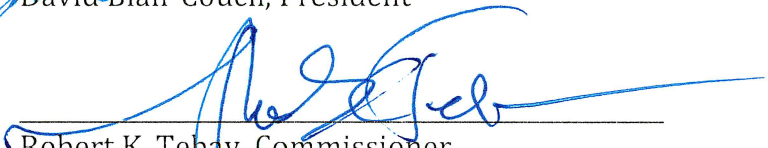
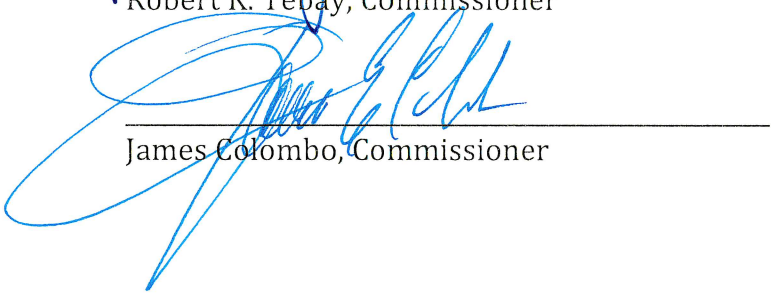
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:07 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/2676

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President  
\_\_\_\_\_  
Robert K. Tebay, Commissioner  
\_\_\_\_\_  
James Colombo, Commissioner

Wood County Commission Meeting  
Held December 22, 2022

**Please Print**

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## Wood County Commission Agenda

December 22, 2022  
1 Court Square Suite 203  
Parkersburg, WV 26101

	Announce vacancies on the Wood County Historical Landmarks Commission	
	Administrator's Report	Marty Seuffer, County 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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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 22, 2022

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ANNOUNCED THAT VACANCIES EXIST  
ON THE WOOD COUNTY HISTORIC LANDMARKS COMMISSION.  
THEY ALSO PLACED ALYSSA MENNILLO IN NOMINATION.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, announced that vacancies exist on the Wood County Historic Landmarks Commission. Said vacancies are due to the fact that Rob Shaffer has submitted his resignation and Cynthia Buskirk has not attended meetings. The terms expire December 31, 2023 and December 31, 2025 respectively.

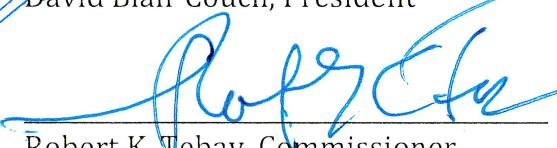
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APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2676

Wood County  
Joe Gonzales, Clerk  
Instrument 88298992  
12/22/2022 @ 10:34:50 AM  
COUNTY COMMISSION ORDER  
Book 77 @ Page 25  
Pages Recorded 1

## Letter of resignation from WCHLC

12.14.22

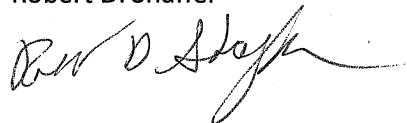
Robert Shaffer  
809 Virginia Ave.  
Parkersburg WV 26101

Blair Couch, President  
Wood County Commission  
#1 Court Sq.  
Parkersburg, WV 26101

Dear Commissioners

As of January 15<sup>th</sup>, 2023, I am resigning as Treasure and as a member of the Wood County Historic Landmarks Commission. I thank you for allowing me to serve for many years, but I feel Wood County would be better represented with a new member to bring fresh ideas. Best Wishes to all.

Respectfully Submitted,  
Robert D. Shaffer

A handwritten signature in black ink, appearing to read "Robert D. Shaffer", written in a cursive style.