

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, MAY 1, 2023

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 David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, approved minutes of April 10, 2023.

The oaths of office for Morgan Britton, Dennis Romine and Shelby Nuckolls as Deputy County Clerks were put on record on this date.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission met with Drew Thomas from the City of Parkersburg. Mr. Thomas presented this year's Home Consortium Program. The County Commission, 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, as President, to EXECUTE a Resolution in regard to the Parkersburg/Wood County Home Consortium Plan for fiscal year 2023/2024. (Order C/145)

At 10:00 A.M., the County Commission opened a sealed bid for two mowers for the Maintenance Department. Said sealed bid was received pursuant to a Legal Notice appearing in

the Parkersburg News and Sentinel on April 17 and April 24, 2023. The sealed bid was received from the following:

Fore Timber Co., Inc.
100 Beeson Run Road
Walker, WV 26150

Bid Price - \$28,478.00

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, did RECEIVE the said bid for review. (Order C/146)

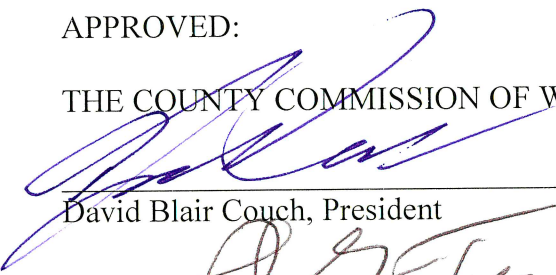
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:13 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

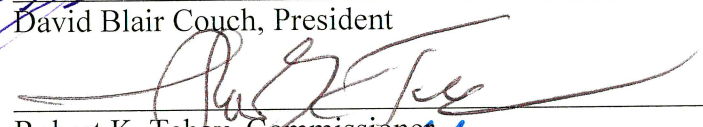
C/145, C/146

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting
Held May 1, 2023

Please Print

1. Drew Thomas City of Parkersburg
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Wood County Commission
Agenda

May 1, 2023
No. 1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Annual update on the Planned Action of HUD - Home Consortium Program	Drew Thomas, City of Parkersburg
10:00 A.M.	Bid opening – 2 SCAG riding mowers for the County Maintenance Department	
	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, improvers 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

MAY 1, 2022

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED A SEALED BID FOR
MOWERS FOR THE MAINTENANCE DEPARTMENT.

ORDER

On this date, the County Commission of Wood County, at 10:00 A.M., did hereby open a sealed bid for two mowers for the Maintenance Department. Said sealed bid was received pursuant to a Legal Notice appearing in the Parkersburg News and Sentinel on April 17 and April 24, 2023. The sealed bid was received from the following:

Fore Timber Co., Inc.
100 Beeson Run Road
Walker, WV 26150

Bid Price - \$28,478.00

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, did RECEIVE the said bid for review.

APPROVED:

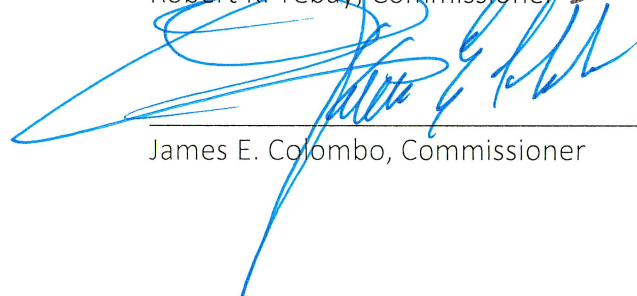
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Wood County
Joe Gonzales, Clerk
Instrument 88308612
05/01/2023 @ 11:09:22 AM
COUNTY COMMISSION ORDER
Book 77 @ Page 314
Pages Recorded 1

MAY 1, 2023

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A
RESOLUTION RELATING TO THE PARKERSBURG/WOOD
COUNTY HOME CONSORTIUM PLAN.

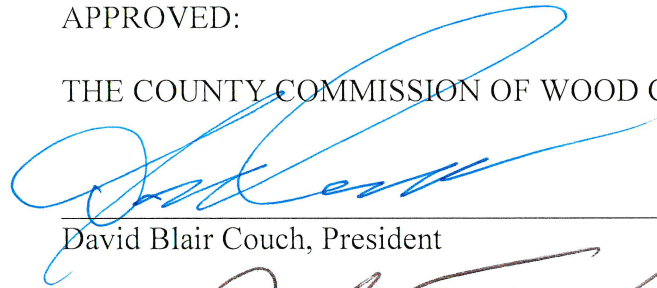
ORDER

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, as President, to EXECUTE a Resolution in regard to the Parkersburg/Wood County Home Consortium Plan for fiscal year 2023/2024

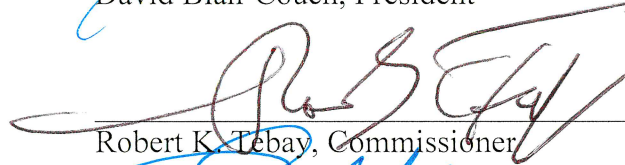
A copy of said Resolution is attached to this Order and should be made a part thereof.

APPROVED:

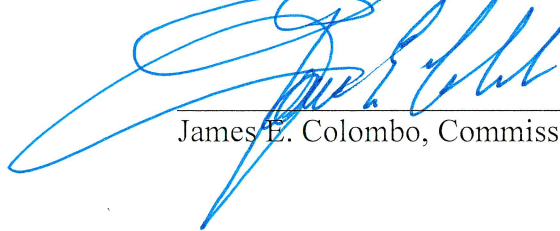
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

CW/145

RESOLUTION

**A RESOLUTION OF THE WOOD COUNTY COMMISSION AUTHORIZING PARTICIPATION IN THE
PARKERSBURG/WOOD COUNTY HOME CONSORTIUM FOR THE PERIOD OF
July 1, 2023 to June 30, 2024**

And

**APPROVING THE FY 2023 ANNUAL ACTION PLAN, AND AUTHORIZING THE FILING OF THE
PLANS WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

Whereas, TITLE II of the National Affordable Housing Action of 1990 provides for the creation of the HOME Investment Partnership Program, hereinafter referred to as "HOME" and

Whereas, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

Whereas, there is still a need throughout Wood County, West Virginia to provide affordable housing for low- and moderate- income residents; and

WHEREAS, the City of Parkersburg's Development Department has prepared a FY 2023 Annual Action Plan, which proposes how the entitlement grant funds will be expended to address the housing needs identified in the Five-Year Consolidated Plan; and

WHEREAS, a draft of the FY 2023 Annual Action Plan, was on public display from April 27, 2023 through May 12, 2023 and a series of public meetings and hearings were held on said plans and comments of citizens were taken into consideration in the preparation of the final documents.

Whereas, the Wood County Commission, the City of Parkersburg, the City of Vienna, and City of Williamstown, West Virginia have formed a Consortium which has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to an annual funding; and

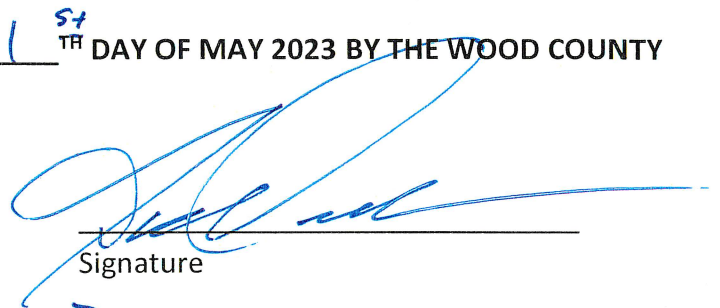
Whereas, the U.S. Department of Housing and Urban Development has awarded the Parkersburg/Wood County HOME Consortium a HOME grant in the amount of \$340,496.00 for Fiscal Year 2023; and

Whereas, the City of Parkersburg recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

Now, Therefore, Be It Resolved by the Wood County Commission that:

1. The Wood County Commission will continue to cooperate with the City of Parkersburg in a Consortium for participation in the HOME Program.
2. A copy of this resolution is to be submitted in the request to HUD to approve funding of the Parkersburg/Wood County HOME Consortium for the above fiscal year 2023 HOME Investment Partnership Program.

ADOPTED INTO A RESOLUTION THIS 1ST DAY OF MAY 2023 BY THE WOOD COUNTY COMMISSION WEST VIRGINIA.

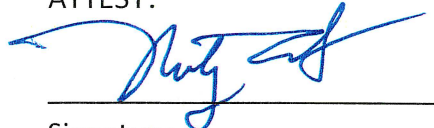


Signature

DAVID BLAIR COUCH
(Typed Name)

PRESIDENT
(Title)

ATTEST:



Signature

MARY SEIFER
(Typed Name)

County Administrator
(Title)

FY 2023-2024 HOME Partnership Program Budget (Annual Action Plan) Proposal Descriptions

The following provides a summary for each line item proposed in the City’s Annual Action Plan for **FY 2023-2024 HOME Budget**. Additional information, including a complete draft of the City’s Annual Action Plan will be on public display for 16 days before The Parkersburg City Council considers a resolution to adopt the above-mentioned planning documents. These planning documents must be approved and submitted to the U.S. Department of Housing and Urban Development.

Parkersburg-Wood County HOME Consortium Program

FY 2023-2024 HOME Allocation from HUD	\$	340,496.00
Actual FY 2023-2024 Program Income	\$	250,000.00
Total	\$	590,496.00

HOME Investment Partnership Grant Fund Project and Activities

I. Community Housing Development Organization	\$	100,000.00
II. Tenant Based Rental Assistance Program (CHS and CRI)	\$	150,000.00
III. Down-Payment Assistance Program (DPAP)	\$	100,000.00
IV. Owner-Occupied Rehab Loan Program (OOR)	\$	90,000.00
V. Low Income Housing Tax Credit (LIHTC) Project (Developer TBA)	\$	100,000.00
VI. General Administration	\$	50,000.00
Total	\$	590,496.00

Community Housing Development Organization (\$ 100,000)

- At least 15% of HOME Funds must be used for a CHDO to build new affordable housing within the county. The Parkersburg/Wood County HOME Consortium is currently working with Habitat for Humanity of the Mid-Ohio Valley as their CHDO and will contribute approximately 15% of its 2023 allocation to build one new single-family detached home during FY 2023-2024.

Tenant Based Rental Assistance (TBRA) Program (\$ 150,000)

- TBRA is a rental subsidy program that can be used to help support low-and very-low-income households. This activity will provide ongoing rental assistance to eligible tenants to help pay rent and utility costs for up to 24 months.

Down Payment Assistance Program (DPAP) (\$ 100,000)

- The Wood County HOME Consortium intends to provide financial assistance of up to \$15,000 to first time home buyers with down payment and closing cost expenses to income-qualified buyers that plan to purchase their first home anywhere within Wood County.

Owner-Occupied Rehab Loan Program (OOR) (\$ 90,000)

- Homeowners at or below 80% AMI may borrow up to \$25,000 at 0% interest for repairs to their home. Home must be code compliant following construction.

Low Income Housing Tax Credit (LIHTC) Project (Developer TBD) (\$ 100,000)

- The City will provide \$100,000 in the form of tax credits to a developer to construct multi-unit housing in LIHTC applicable areas in exchange for a portion of those units meeting HOME affordability standards.

General Administration (\$ 50,000)

- Provide program management and oversight for the successful administration of Federal, State, and locally funded programs, including planning services for special studies, annual action plans, five-year consolidated plans, substantial amendments, consolidated annual performance and evaluation reports (CAPER), environmental reviews and clearances, fair housing, and compliance with all Federal, State, and local laws and regulations.

Wood County
Joe Gonzales, Clerk
Instrument 88308285
05/01/2023 @ 03:50:49 PM
COUNTY COMMISSION ORDER
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Pages Recorded 1



Mid-Ohio Valley
COMMUNITY CORRECTIONS

Wood County Office: 1531 Garfield Ave, Parkersburg, WV 26101

(304)422-8570 * fax: (304)422-8579

May 2, 2023

Wood County Commission

Re: Wendy Smith

Dear Commissioners

Garret Butler has resigned his position as a full-time Operations Assistant at the Wood County Day Report Center, Wood County site, effective May 12, 2023. Mr. Butler reports he has found employment in a different field with significantly more pay. Therefore, he needs to make this change to best support his family.

At the time of his departure, Mr. Butler will have Seventy-Two (72) hours of vacation time that will need to be paid out. He currently has a balance of Fifty-Six (56) hours of sick time that will remain unused.

Thank you for your assistance in this matter. If you need any further information from me, please contact me at your convenience.

Sincerely,

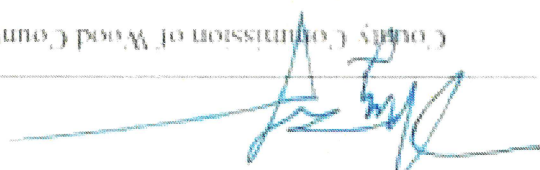
Amy Church

Amy Church, ADC
Personnel Director,
Wood County DRC

Wood County
Joe Gonzalez, Clerk
Instrument 88308287
05/02/2023 @ 03:54:20 PM
COUNTY COMMISSION ORDER
Book 77 @ Page 313
Pages Recorded 1

Wood County
Joe Gonzales, Clerk
Instrument 86308826
03/01/2022 @ 09:04:05 AM
COUNTY COMMISSION ORDER
Book 77 @ Page 317
Pages Recorded 1

County Commission of Wood County



2022

18th day of March

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this



I, Dennis Romine, 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 Deputy County Clerk 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.

TO-WIT:

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STATE OF WEST VIRGINIA
COUNTY OF WOOD

STATE OF WEST VIRGINIA
COUNTY OF WOOD

} TO-WIT:

I, Morgan Britton, 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 Deputy County Clerk 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



Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 1st day of March, 2022.



County Commission of Wood County

Wood County
Joe Gonzales, Clerk
Instrument 8930825
03/01/2022 @ 09:02:55 AM
COUNTY COMMISSION ORDER
Book 77 @ Page 316
Pages Recorded 1

STATE OF WEST VIRGINIA
COUNTY OF WOOD

} TO-WIT:

I, Shelby Nuckolls, 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 Deputy County Clerk 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.

Shelby Nuckolls

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this
1st day of March, 2022.

[Signature]
County Commission of Wood County

Wood County
Joe Gonzales, Clerk
Instrument 88308927
03/01/2022 @ 09:05:02 AM
COUNTY COMMISSION ORDER
Book 77 @ Page 318
Pages Recorded 1