

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

NO. 1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, AUGUST 17, 2023

PRESENT: DAVID BLAIR COUCH, PRESIDENT VIA PHONE  
JAMES E. COLOMBO, COMMISSIONER

ABSENT: ROBERT K. TEBAY, 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 James E. Colombo, seconded by David Blair Couch and passed, approved minutes of August 7, 14 and 20, 2023.

Justin Whitehead took his oath of office as an employee with the Wood County Maintenance Department.

The oath of office for Keegan Bush as a Security Officer for the Wood County Sheriff's Department and the oath of office for Mark Stewart as a Deputy Sheriff were put on record on this date.

The oath of office for Tim Bookman as a Wood County Humane Officer was also put on record on this date.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission approved the hiring of Lean Laprade as an intern in the Prosecuting Attorney's Office.

The 9:30 A.M. appointment in regard to the Estate of Geraldine Pahl was cancelled. Attorney Bill Merriman couldn't attend. It will be rescheduled.

At 9:31 A.M., upon a motion made by James E. Colombo, seconded by David Blair Couch and passed, did hereby announce that vacancies exist on the Wood County Alternative Transportation System Council due to terms expiring July 15, 2023.

Christina Lang	representing trail user community
Vacant	representing trail user community
Doug Kreinik	representing the business community
Vacant	representing the business community
Roger Sheppard	representing private landowners
Chris Swarr	representing Wood County Parks
Vacant	representing the Historical Community
Vacant	representing the City of Parkersburg
Vacant	representing the City of Parkersburg
Vacant	representing the City of Vienna
Vacant	representing the City of Vienna
Patrick Ward	representing the City of Williamstown
Vacant	representing the City of Williamstown
Vacant	representing the City of North Hills
Vacant	representing WVU-P
Carol Jackson	representing Mid-Ohio Valley Regional Council
Announced 8/7/23	representing Mid-Ohio Valley Regional Council
Dave Smith	representing the WV Dept. of Transportation
Vacant	representing the WV State Parks

The terms will be for two (2) years and will expire July 15, 2025. (Order A/2819)

The 9:45 A.M. appointment in regard to the Estate of Sharon Phillips was cancelled due to Commissioner Colombo being the only Commissioner in attendance. It will be rescheduled.

The 10:00 A.M. appointment in regard to the Estate of Charles P. Morris was cancelled also. It will be rescheduled.

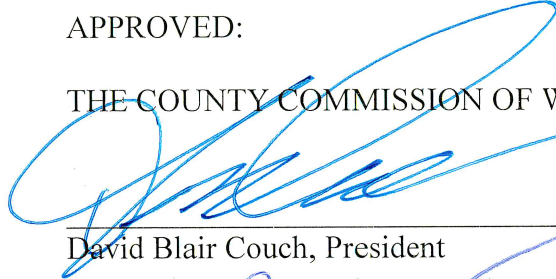
Having no scheduled appointments or business to attend to, the County Commission adjourned at 10:16 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/2822, A/2819, A/2818

APPROVED:

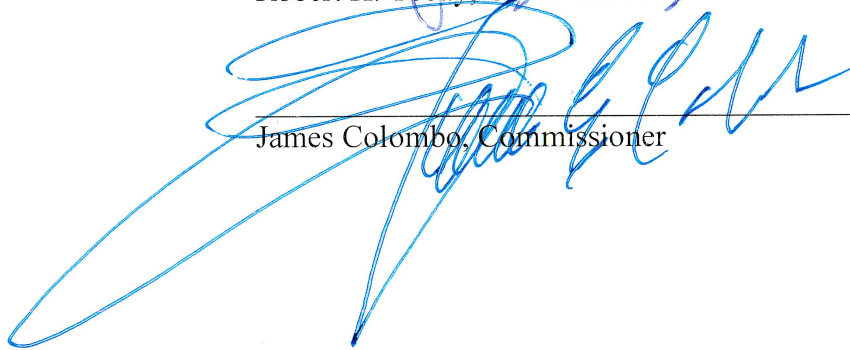
THE COUNTY COMMISSION OF WOOD COUNTY



\_\_\_\_\_  
David Blair Couch, President



\_\_\_\_\_  
Robert K. Tebay, Commissioner



\_\_\_\_\_  
James Colombo, Commissioner

Wood County Commission Meeting  
Held August 17, 2023

**Please Print**

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Wood County Commission  
Agenda

August 17, 2023  
No. 1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M. <i>CANCELLED</i>	Estate of Geraldine Pahl – consider request to reopen the Estate and remove the Administrator, Cheryl Vincent	Scot Heckert, Petitioner and Bill Merriman, Attorney
9:45 A.M. <i>CANCELLED</i>	Estate of Sharon Phillips – consider disbursing settlement of the Estate	Susan White, Petitioner, Rebecca Yocum, Executrix and Bill Richardson, Attorney
10:00 A.M. <i>CANCELLED</i>	Estate of Charles P. Morris – Consider motion to compel filing of the final or interim settlement	Julie White, Beneficiary and Blaine Myers, Attorney
	Consider Request to Hire intern Leah LaPrade for the Prosecuting Attorney’s Office	
	Announce vacancies on the Wood County Alternative Transportation Council	
	Administrator’s Report	Marty Seufer, 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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<b>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.</b>
<b>Budget revisions</b>
<b>Purchase orders and requisitions</b>
<b>Revisions, reimbursement requests, resolutions and correspondence for grants</b>
<b>Grant disbursements to other entities</b>
<b>Invoices for expenditures to be paid</b>
<b>Reimbursements for travel expenses</b>
<b>Bid specifications and procedures for bids previously authorized by the Commission</b>
<b>Monthly Hotel Occupancy Tax Collection disbursements</b>
<b>Disbursements for previously approved Innovative Programming Grants</b>
<b>Tax refunds, exonerations, improprieties and consolidations</b>
<b>Probate items, including settlements, petitions and Fiduciary Commissioner reports</b>
<b>General Fund disbursements to entities</b>
<b>Funding requests from local organizations by written form</b>
<b>Payroll modification as submitted by elected officials</b>

AUGUST 17, 2023

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ADOPTED A RESOLUTION IN  
REFERENCE TO BUDGET REVISION NO. 2 IN THE GENERAL  
COUNTY FUND BUDGET FOR THE FISCAL YEAR 2023/2024.

**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, adopted a Resolution in reference to Budget Revision No. 2 in the General County Fund Budget for the fiscal year 2023/2024. 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 Joe Gonzales, Clerk of the County Commission.

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

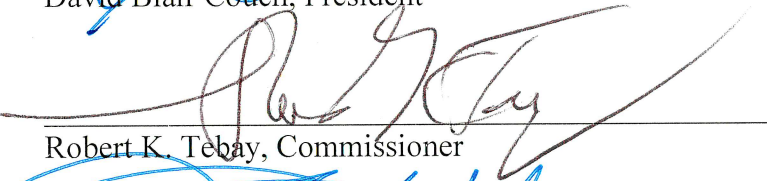
APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



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David Blair Couch, President



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Robert K. Tebay, Commissioner



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James E. Colombo, Commissioner

A/2822

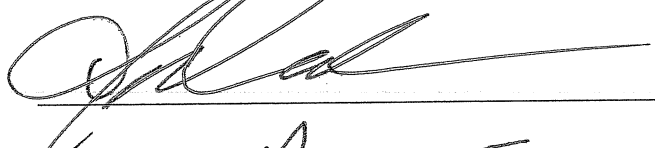

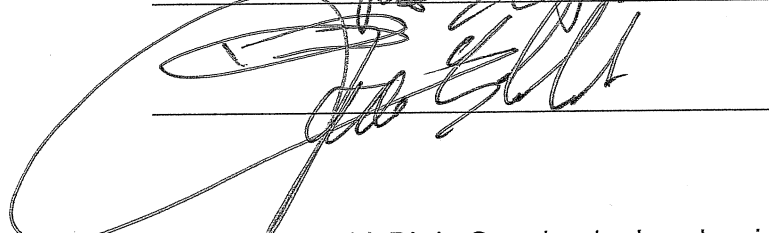
RESOLUTION

At a regular session of the county commission, held August 17, 2023 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 1 Budget Revision Number **a**, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Robert K. Tebay, and seconded by James E. Colombo and made unanimous by David Blair Couch, the vote thereon was as follows:

 _____	<input checked="" type="radio"/> Yes	or	<input type="radio"/> No
 _____	<input checked="" type="radio"/> Yes	or	<input type="radio"/> No
 _____	<input checked="" type="radio"/> Yes	or	<input type="radio"/> 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. 5101 or ext. 5118

Fax: 304-340-5090

Email: [igs@wvsao.gov](mailto:igs@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: 2024  
 Fund: 1  
 Rev. No. 2  
 Pages: 1

County of Wood \_\_\_\_\_  
 GOVERNMENT ENTITY

Person To Contact Regarding Request: \_\_\_\_\_  
 Name: **Kristin Moore** \_\_\_\_\_  
 Phone: **(304) 424-1854** \_\_\_\_\_  
 Fax: **(304) 424-1809** \_\_\_\_\_  
 Email: [kmoores@woodcountywv.com](mailto:kmoores@woodcountywv.com) \_\_\_\_\_

P.O. Box 1474 \_\_\_\_\_  
 STREET OR PO BOX  
 Parkersburg \_\_\_\_\_ 26102  
 CITY ZIP CODE

COUNTY \_\_\_\_\_  
 Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
366	Miscellaneous Revenue	10,000	18,114		28,114
382	Refunds/Reimbursements (External Sources)	240,000	7,975		247,975
323	State Grants	600,000	2,500		602,500
	#N/A				
	#N/A				
	#N/A				
<b>NET INCREASE/(DECREASE) Revenues (ALL PAGES)</b>			<b>28,589</b>		

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
401	County Commission	3,184,395	26,065		3,210,460
405	Prosecuting Attorney	2,026,665	24		2,026,689
443	State Grants	600,000	2,500		602,500
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
<b>NET INCREASE/(DECREASE) Expenditures</b>			<b>28,589</b>		

APPROVED BY THE STATE AUDITOR  
 BY: \_\_\_\_\_  
 Deputy State Auditor, Local Government Services Div. Date

*Joe Amodeo*  
 AUTHORIZED SIGNATURE  
 OF ENTITY

**08-15-2023**  
 APPROVAL  
 DATE

# The County Commission of Wood County

No. 1 Court Square, Suite 203 Parkersburg, West Virginia 26101  
(304) 424-1984



**DAVID BLAIR COUCH**  
President

**ROBERT K. TEBAY**  
Commissioner

**JAMES E. COLOMBO**  
Commissioner

August 10 2023

Joe Gonzales  
Clerk of Wood County  
1 Court Square, Suite 402  
Parkersburg, WV 26101

Attn: Finance Office

*Re: Budget Revision*

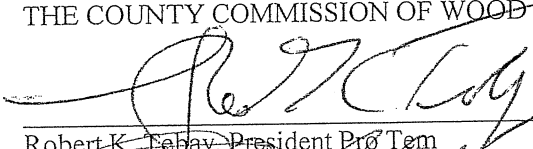
As per the request of the Wood County Sheriff's Office, please make the following budget revision to the General County Fund budget for the fiscal year 2023/2024.

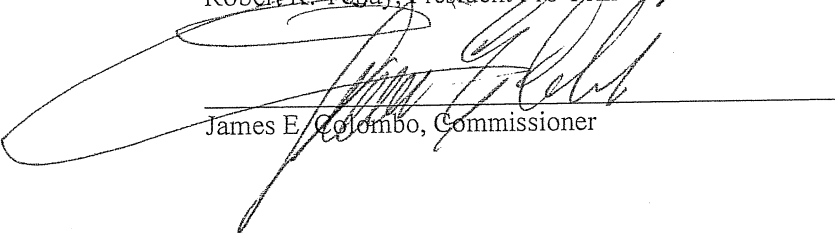
1. Increase revenues in the amount of \$18,114.00 (\$18,113.56) to be reflected in Revenue line item 1-366 (Misc. Revenue).
2. Increase expenditures in the amount of \$18,114.00 (\$18,113.56) to be reflected in line item 1-401-70-568 (Contributions - Lottery).

Thank you for your assistance and cooperation in these matters.

Sincerely,

THE COUNTY COMMISSION OF WOOD COUNTY

  
Robert K. Tebay, President Pro Tem

  
James E. Colombo, Commissioner

WCC:ag

## Marty Seufer

---

**From:** Christina Hockenberry  
**Sent:** Friday, July 28, 2023 10:48 AM  
**To:** Marty Seufer; Joe Gonzales  
**Cc:** Kristin Moore  
**Subject:** public utilities and irp deposit  
**Attachments:** june 2023 pu and irp letter.pdf

Hi Marty, the state is continuing to ach these fees into the general county account. I thought I had it set up so this would not happen. In the meantime, I need a check from general county funds for 18113.56 made out to Sheriff of Wood County to deposit into the tax clearing account for distribution. It is currently receipted in as miscellaneous revenue.

Thank you,

Christy Hockenberry  
Tax Deputy- Accountant  
Wood County Sheriff Tax Office  
[Chockenberry@woodcountywv.com](mailto:Chockenberry@woodcountywv.com)  
304-424-1931





# State of West Virginia

Office of the State Auditor  
County Collections Division  
State Capitol, Building 1, Suite W-118  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25303

**John B. McCuskey**  
**State Auditor and**  
**Commissioner of Delinquent**  
**and Nonentered Lands**

Toll Free: (888) 509-6568  
Telephone: (304) 558-2262  
Fax: (304) 558-4156  
www.wvsao.gov

June 27, 2023

Honorable Steve Stephens  
Sheriff & Treasurer  
Wood County  
401 2nd St Ste 11  
Parkersburg, WV 26101

Dear Sheriff & Treasurer:

You will be receiving a check in the amount of \$18,113.56 in the next few days from the State Auditor's Office representing the Public Utilities Tax and IRP Trucks Ad Valorem Fees collected by this office for the period of 05/16/2023 to 06/12/2023.

Please keep the following breakdown for your records:

	Public Utilities Tax	IRP Trucks Fee	Total
2022 County Current Expense	836.84	3,919.97	4,756.81
2022 County Excess Levy	33.14	155.19	188.33
2022 School Current	1,190.23	5,575.31	6,765.54
2022 School Excess Levy	1,126.44	5,276.44	6,402.88
<b>Totals</b>	<b>\$3,186.65</b>	<b>14,926.91</b>	<b>\$18,113.56</b>

Any bond money collected is being forwarded to the Municipal Bond Commission for credit.

If this office can be of future assistance, please contact Russell Rollyson at (304) 558-2251, Extension 2183.

Sincerely,

John B. McCuskey  
State Auditor

JBM/pu



# The County Commission of Wood County

No. 1 Court Square, Suite 203 Parkersburg, West Virginia 26101  
(304) 424-1984



**DAVID BLAIR COUCH**  
President

**ROBERT K. TEBAY**  
Commissioner

**JAMES E. COLOMBO**  
Commissioner

August 10, 2023

Joe Gonzales  
Clerk of Wood County  
1 Court Square, Suite 402  
Parkersburg, WV 26101

Attn: Finance Office

As per the attached letter from the Wood County Prosecuting Attorney, Pat Lefebure, please be advised to make the following revisions in the General County Fund budget for the fiscal year 2023/2024:

1. Increase revenues in the amount of \$24.00 (\$24.24) to be reflected in Revenue line item 1-382 (Refunds/Reimbursements).
2. Increase expenditures in the amount of \$24.00 (\$24.24) to be reflected in line item 1-405-40-221 (Prosecutor – Training, Travel & Education).

Thank you for your assistance and cooperation in this matter.

Sincerely,

THE COUNTY COMMISSION OF WOOD COUNTY

Absent  
\_\_\_\_\_  
David Blair Couch, President

Robert K. Tebay  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

James E. Colombo  
\_\_\_\_\_  
James E. Colombo, Commissioner

WCC:ag



MEGAN E. UNDERWOOD  
4813 8TH AVENUE  
VIENNA, WV 26105  
304-482-9434

69-116/515

3096

Aug 1, 2023 Date

Pay to the  
Order of

Wood County Commission

\$ 24.24

Twenty four dollars & 24/100

24/100 Dollars



Security  
Features  
Details on  
Back.

COMMUNITY BANK  
OF PARKERSBURG/VIENNA  
PARKERSBURG, WEST VIRGINIA 26101

Support the Cause

For

Megan Underwood MP

⑆05⑆50⑆⑆63⑆ 2 4012 3⑈ 3096



**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

August 1, 2023

**Wood County Commissioners**  
Wood County Courthouse  
Parkersburg, WV 26101

Dear Commissioners:

Please find enclosed a check#3096 made payable to the Wood County Commission from Megan Underwood in the amount of \$24.24 for reimbursement of per diem put on her travel expense statement. This was purchased on her P-card and therefore should not have been put on the travel expense statement.

These should be added back into Line Item # 1-405-40-221, Travel and Expense as it will be deducted from said Line Item on P-Card, PO# 86916.

Thank you for your assistance in this matter.

Sincerely yours,

A handwritten signature in black ink, appearing to be "Pat Lefebure".

Pat Lefebure  
Wood County Prosecuting Attorney

**RECEIVED**  
AUG 03 2023  
*[Handwritten initials]*  
**County Commission**



# The County Commission of Wood County

No. 1 Court Square, Suite 203 Parkersburg, West Virginia 26101  
(304) 424-1984



**DAVID BLAIR COUCH**  
President

**ROBERT K. TEBAY**  
Commissioner  
August 7, 2023

**JAMES E. COLOMBO**  
Commissioner

Mark Rhodes  
Clerk of Wood County  
No. 1 Court Square, #6  
Parkersburg, WV 26101

Attn: Finance Office


With the receipt of a check from WVCorp, please be advised to make the following revisions in the General County Fund budget for the fiscal year 2023/2024.

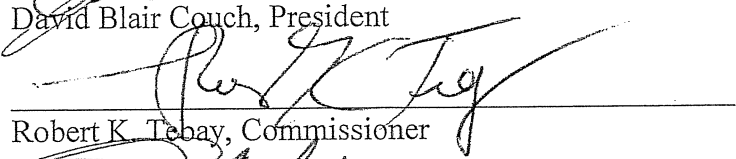
1. Increase revenues in the amount of \$7,951.00 (\$7,950.73) to be reflected in Revenue line item 1-382 (Refunds/Reimbursements).
2. Increase expenditure line item 1-401-40-226-2620 (Liability Insurance) in the amount of \$7,951.00 (\$7,950.73).

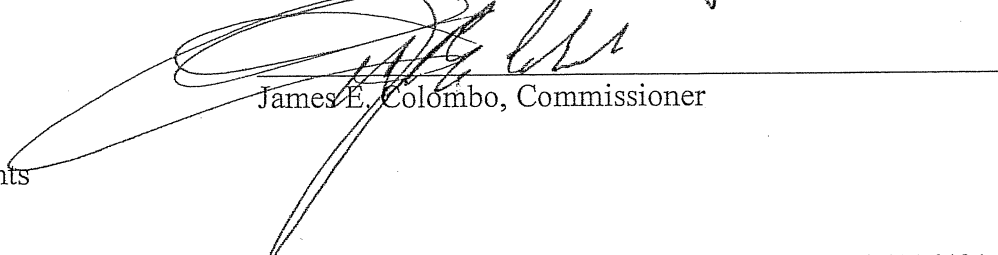
This amount is reimbursement from the insurance company for a Law Enforcement vehicle (2021 Ford Explorer) that hit a camper on 6.2.23. Thank you for your assistance and cooperation in this matter.

Sincerely,

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

  
\_\_\_\_\_  
James E. Colombo, Commissioner

WCC:ag  
Attachments

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A TWO-TONED COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

PINNACLE FINANCIAL PARTNERS

WV CORP CLAIMS  
1819 Electric Rd. Suite C  
ROANOKE, VA 24018  
PH. 540-345-8500

68-183/514 VOID AFTER 180 DAYS  
412

DATE	CHECK NO.
07/17/2023	51218
AMOUNT	
\$ **7,950.73**	

PAY TO THE ORDER OF Seven Thousand Nine Hundred Fifty and 73/100 Dollars \*\*\*\*\*

WOOD COUNTY COMMISSION

*Steve L. Rawlings*

AUTHORIZED ACCOUNT SIGNER  
TWO SIGNATURES REQUIRED OVER \$30,000

SECURITY FEATURES INCLUDED. DETAILS ON BACK

⑆51218⑆ ⑆053112039⑆ 130900023347⑆

REMITTANCE STATEMENT - PLEASE DETACH BEFORE DEPOSITING

Description	From Date	To Date	Invoice #	Invoice Amt	Amount
Auto Collision	7/13/2023	7/13/2023	Appraisal	\$10,450.73	\$10,450.73
Auto Collision	7/13/2023	7/13/2023	Deductible	(\$2,500.00)	(\$2,500.00)

Claim Number: WV0542023021676 Payee: WOOD COUNTY COMMISSION  
Check Number: 51218 Total Check Amt: \$7,950.73 Event Date: 6/2/2023 Department: 054 Wood County Date of Check: 7/17/2023  
Check Memo: Cover letter

1382

# The County Commission of Wood County

No. 1 Court Square, Suite 203 Parkersburg, West Virginia 26101  
(304) 424-1984

OK  
WAS T n  
PUT n  
6/26/23



**DAVID BLAIR COUCH**  
President

**ROBERT K. TEBAY**  
Commissioner

**JAMES E. COLOMBO**  
Commissioner

June 26, 2023

Joe Gonzales  
Clerk of Wood County  
1 Court Square, Suite 402  
Parkersburg, WV 26101

Attn: Finance Office

RECEIVED  
JUN 27 2023  
WOOD COUNTY CLERK  
OFFICE

*Re: Budget Revision*

With the receipt of a check from the State of WV, please make the following budget revision to the General County Fund budget for the fiscal year 2022/2023.

1. Increase revenues in the amount of \$2,500.00 to be reflected in Revenue line item 1-323-1560 (Grants – WVLEDA – WC Sports Association).
2. Increase expenditures in the amount of \$2,500.00 to be reflected in line item I-443-40-230-7191 (Grants – WVLEDA – WC Sports Association).

Thank you for your assistance and cooperation in these matters.

Sincerely,

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

WCC:ag

Wood County  
Joe Gonzales, Clerk  
Instrument 88315491  
08/17/2023 @ 01:40:35 PM  
COUNTY COMMISSION ORDER  
Book 77 @ Page 635  
Pages Recorded 13

AUGUST 17, 2023

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ANNOUNCED THAT VACANCIES WILL EXIST ON THE WOOD COUNTY ALTERNATIVE TRANSPORTATION SYSTEM COUNCIL.

**ORDER**

The County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and passed, did hereby announce that vacancies exist on the Wood County Alternative Transportation System Council due to terms expiring July 15, 2023.

Christina Lang	representing trail user community
Vacant	representing trail user community
Doug Kreinik	representing the business community
Vacant	representing the business community
Roger Sheppard	representing private landowners
Chris Swarr	representing Wood County Parks
Vacant	representing the Historical Community
Vacant	representing the City of Parkersburg
Vacant	representing the City of Parkersburg
Vacant	representing the City of Vienna
Vacant	representing the City of Vienna
Patrick Ward	representing the City of Williamstown
Vacant	representing the City of Williamstown
Vacant	representing the City of North Hills
Vacant	representing WVU-P
Carol Jackson	representing Mid-Ohio Valley Regional Council
Announced 8/7/23	representing Mid-Ohio Valley Regional Council
Dave Smith	representing the WV Dept. of Transportation
Vacant	representing the WV State Parks

The terms will be for two (2) years and will expire July 15, 2025.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

  
\_\_\_\_\_  
James E. Colombo, Commissioner

Wood County  
Joe Gonzalez, Clerk  
Instrument 88315193  
08/17/2023 @ 12:18:42 PM  
COUNTY COMMISSION ORDER  
Book 77 of Page 605  
Pages Recorded 1



AUGUST 17, 2023

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED THAT THE NEW ROAD NAME REQUEST FORM FROM JUSTIN GUTHRIE AND DEBORAH GUTHRIE BE APPROVED. THE NEW ROAD NAME WILL BE PROMISE RIDGE ROAD.

**ORDER**

The County Commission of Wood County was in receipt of a New Road Name Request Form from Justin Guthrie and Deborah Guthrie to name a road to PROMISE RIDGE ROAD. The said Request does not interfere with the scheduled readdressing and mapping for the E-9-1-1 Master Street Addressing Guide. The road to be known as PROMISE RIDGE ROAD is needing a name due to future development, is in Walker District, Tax Map 560, Parcel 000F. The request by Justin Guthrie and Deborah Guthrie is in accordance with Chapter 7, Article 1, Section 3 of the Code of West Virginia, 1931, as amended, which deals, in part, with the County Commission naming or renaming thereof of roads, ways, streets, avenues, drives and the like to assure uniform, nonduplicative conversion of all rural routes to city-type addressing on a permanent basis.

The County Commission does hereby find that the said request, made in writing, by Justin Guthrie and Deborah Guthrie, and the approval from the Wood County E-9-1-1, is in proper form and is hereby ORDERED to be filed.

NOW, THEREFORE, 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, does hereby ORDER that the aforementioned road be named PROMISE RIDGE ROAD. The County Commission does further ORDER that a copy of this ORDER, along with the New Road



Name Request Form, be certified by the Clerk of the County Commission for entry in the Office of the Clerk of the County Commission.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



---

David Blair Couch, President



---

Robert K. Tebay, Commissioner



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James E. Colombo, Commissioner

A/2818

BL-J

New Road Name Request

Please complete the upper portion of this request form. Return it to: Central Telecommunications Center, 911 Core Road, Parkersburg, WV 26104

**WOOD COUNTY 9-1-1**  
**NEW ROAD NAME REQUEST FORM**

Applicant Name: Justin Guthrie, Deborah Guthrie

Applicant Phone #: (304) 991-0433, (304) 435-2020

Previous Property Owner Name: Heartwood Forest Land Fund

No Current Road Name Exists

Tax District: Walker      Tax Map #: 560      Parcel #: 000F

Describe Physical Location: On the left off Walker Rd., beside 6867 Walker Rd. Needs name  
Due to possible future development.

List Three Road Name Suggestions: 1<sup>st</sup> Promise Ridge Road \*  
2<sup>nd</sup> Promise Valley Road  
3<sup>rd</sup> Legacy Lane

Please prioritize.

Signature of Applicant: Justin Guthrie, Deborah Guthrie

OFFICIAL USE ONLY

Coordinated with the Map Processor: \_\_\_\_\_

Processor Signature: Duane Jones Process Date: 8/15/23

Granted Street Name: \_\_\_\_\_

Place signature all of the homeowners agreeing to the road name request.

Name/Signature	Address	Phone #
<u>Judith McCutchen</u>	<u>7039 Walker Rd.</u>	<u>256-746-6314</u>
<u>John M. Cutler</u>	<u>7039 Walker Rd.</u>	<u>256-527-3268</u>
<u>Wanda S. Spivey</u>	<u>674 Mt Carmel Rd</u>	<u>304-679-3706</u>

*(Handwritten initials and checkmarks)*

Wood County  
 Joe Gonzales, Clerk  
 Instrument 88315139  
 09/17/2023 @ 11:41:15 AM  
 COUNTY COMMISSION ORDER  
 Book 77 @ Page 602  
 Pages Recorded 3

STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Keegan Bush 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 Court Security Officer for the Wood County Sheriff's Department 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.

Keegan Bush

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 16<sup>th</sup> day of 2023 August.

[Signature]

County Commission of Wood County

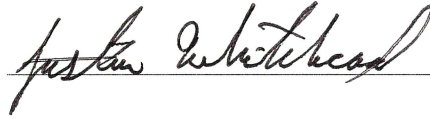
Wood County  
Joe Gonzales, Clerk  
Instrument 88315061  
08/16/2023 @ 02:23:50 PM  
COUNTY COMMISSION ORDER  
Book 77 @ Page 592  
Pages Recorded 1



STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO - WIT:

I, Justin Whitehead, 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 Maintenance Employee 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 the \_\_\_\_\_ County Commission \_\_\_\_\_ of Wood County, West Virginia, this 17<sup>th</sup> day of August 2023.



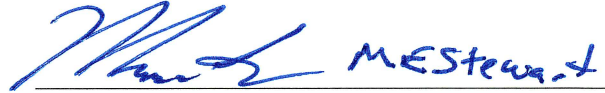
County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88315970  
08/17/2023 @ 03:17:07 PM  
COUNTY COMMISSION ORDER  
Book 77 @ Page 597  
Pages Recorded 1

STATE OF WEST VIRGINIA  
COUNTY OF WOOD

} TO -WIT:

I, Mark Stewart 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 Wood County 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.

  
\_\_\_\_\_

Subscribed and sworn to, before the County Commission of Wood County, West Virginia,  
this 16<sup>th</sup> day of 2023 August.

  
\_\_\_\_\_

County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88315060  
08/16/2023 @ 02:22:43 PM  
COUNTY COMMISSION ORDER  
Book 77 @ Page 591  
Pages Recorded 1

STATE OF WEST VIRGINIA  
COUNTY OF WOOD

} TO -WIT:

I, Tom Beckman 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 Wood County Humane Officer 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.

Tom Beckman

Subscribed and sworn to, before the County Commission of Wood County, West Virginia,  
this 16<sup>th</sup> day of August, 2023.

[Signature]  
County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88315056  
08/16/2023 @ 02:17:36 PM  
COUNTY COMMISSION ORDER  
Book 77 @ Page 589  
Pages Recorded 1



Wood County Commission  
Attn: Marty Seufer, Administrator  
1 Court Square  
Parkersburg, WV 26101

August 16, 2023

Dear Mr. Seufer:

Humane Society of Parkersburg has hired Timothy Bookman to serve as a humane officer in Wood County effective August 8, 2023.

As executive director I authorize Timothy to be sworn as a humane officer and appreciate your assistance in this matter.

Sincerely,

Gary McIntyre  
Executive Director  
Humane Society of Parkersburg

Wood County  
Joe Gonzales, Clerk  
Instrument 88315057  
08/16/2023 @ 02:20:05 PM  
CLINTY COMMISSION ORDER  
Book 77 @ Page 589  
Pages Recorded 1





Wood County Commission  
Attn: Marty Seufer, Administrator  
1 Court Square  
Parkersburg, WV 26101

August 16, 2023

Dear Mr. Seufer:

The following individual has terminated his employment with Humane Society of Parkersburg and should be removed from your records as an authorized Humane Officers.

Ryan Thomas

Sincerely,

Gary McIntyre  
Executive Director  
Humane Society of Parkersburg

Wood County  
Joe Gonzales, Clerk  
Instrument 88315059  
08/16/2023 @ 02:21:34 PM  
COUNTY COMMISSION ORDER  
Book 77 @ Page 530  
Pages Recorded 1