

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 24, 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 an Erroneous Assessment Application in regard to real property. Copy is attached to these minutes.

**AGENDA AND DISCUSSION ITEMS**

At 9:32 A.M., Drew Thomas from the City of Parkersburg met with the County Commission to request their approval of a budget revision in the Wood County Home Consortium Project. A copy of the budget revision is attached to these minutes and shall be made a part thereof.

At 9:40 A.M., upon a motion made by David Blair Couch, seconded by James E. Colombo, and made unanimous by Robert K. Tebay, did hereby AWARD the bid for the cleanup of property located at 267 Larkmead Road, Parkersburg, WV. The bid was awarded to J.C. Bosley, 1 Bosley Avenue, Parkersburg, WV 26101 with a Bid Price of \$6,995.00. (Order C/155)

At 9:41 A.M., the County Commission authorized a Resolution for a Byrne Justice Assistance Grant (JAG) Program through the City of Parkersburg. A copy of said Resolution is attached to these minutes and shall be made a part thereof.

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, ORDERED that Erroneous Assessment Application No.31177 pertaining to real property, found in Order Book 77, at Page 587 and bearing the date of July 18, 2023, be voided due to the fact it was already paid and value was added that shouldn't have been. The original Application was signed by the County Commission on August 10, 2023. Said Erroneous Assessment Application is in the name of Kathryn J. Lemon and is for property located in Slate District. A new Erroneous Assessment Application will be prepared for 2024. (Order A/2823)


Having no scheduled appointments or business to attend to, the County Commission adjourned at 9:53 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

C/155, A/2823


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 Colombo, Commissioner

Wood County Commission Meeting  
Held August 24, 2023

**Please Print**

1. Drew Thomas
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Wood County Commission  
Agenda

August 24, 2023  
No. 1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Consider awarding the bid for cleanup of property located at 267 Larkmead Road, Parkersburg, WV	
9:45 A.M.	Discuss the Wood County Home Consortium Budget Revision and Resolution for a Justice Assistance Grant	Drew Thomas, City of Parkersburg
	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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**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**

# Proposed HOME Substantial Amendment Notes

## August 22, 2023

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

### **Patriot Point Affordable Housing Development**

The project is a 36-unit elderly (55+) and family housing development located in unincorporated Wood County, near Parkersburg, West Virginia. The 100% affordable project will feature twenty-one-bedroom/one-bathroom units (elderly 55+), nine two-bedroom/one-bathroom units (elderly 55+), and seven three bedroom/two-bathroom units (general occupancy/ family). Nine units (25%) will be targeted to persons aged 62+, creating a diverse and intergenerational community.

Since this project was initially funded, significant cost challenges have been identified including supplies & costs in building materials, and rising interest rates. An additional subsidy amount is necessary to ensure this project can get built.

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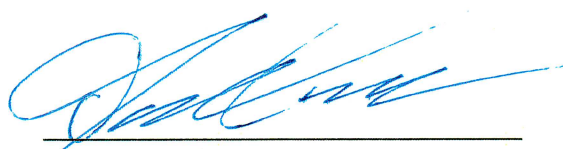
### **Camden Lofts Senior Housing**

Parkersburg City Council appropriated \$100,000 to the proposed affordable housing development in July 2021. The project was to be located at 800 Camden Avenue. This project was unsuccessful in securing Low-Income Housing Tax Credits (LIHTC's) and the deal was abandoned. Funding for this project is no longer necessary.

### **Community Based Development Organization**

Community Based Development Organizations (CBDO's) 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 \$135,738.43 to *Patriot Point Affordable Housing Development*.

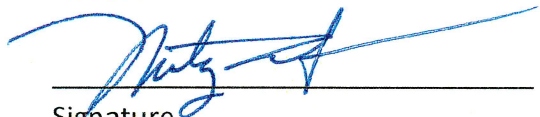
ADOPTED INTO A RESOLUTION THIS 24<sup>TH</sup> DAY OF MAY 2023 BY THE WOOD COUNTY COMMISSION WEST VIRGINIA.

  
\_\_\_\_\_  
Signature

DAVID BLAIR COUCH  
(Typed Name)

PRESIDENT  
(Title)

ATTEST:

  
\_\_\_\_\_  
Signature

MARY SEUFFER  
(Typed Name)

COUNTY ADMINISTRATOR  
(Title)

AUGUST 24, 2023

**RESOLUTION**

**RESOLUTION AUTHORIZING MAYOR JOYCE TO SUBMIT, ACCEPT AND ADMINISTER A JUSTICE ASSISTANCE GRANT FROM THE BUREAU OF JUSTICE ASSISTANCE FOR FISCAL YEAR 2023**

**WHEREAS**, the Byrne Justice Assistance Grant (JAG) Program assists local governments to enhance law enforcement capabilities; and

**WHEREAS**, the JAG Program helps to fund a variety of efforts to ensure that local communities have the tools and equipment necessary to build safer communities; and

**WHEREAS**, the City of Parkersburg has been allocated a direct award of \$27,632.00 from the JAG Program for FY 2023, and

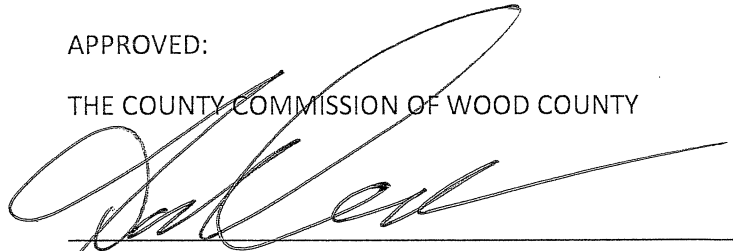
**WHEREAS**, the Wood County Sherriff's Department has also been awarded \$16,304.00 for FY 2023, and

**WHEREAS**, the City of Parkersburg and Wood County are considered a disparate jurisdiction, therefore, the City shall be responsible for documenting expenses for the Wood County Sherriff's Office through a Memorandum of Understanding.

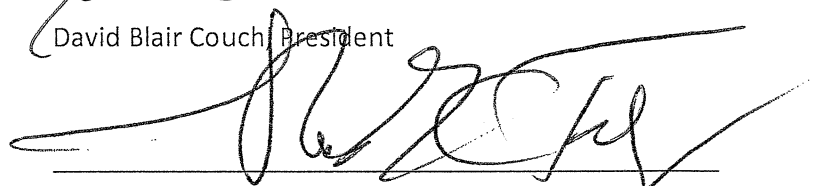
**NOW THEREFOR BE IT RESOLVED** by the County Commission of Wood County that Mayor Tom Joyce be and is hereby authorized to submit, accept, and administer a grant for the JAG Program for the purchase of a police specialized drone and other support equipment for the Parkersburg Police Department and utilize the aforementioned award for Wood County to purchase a ballistic vests/plate carriers, belts, and shirts for its special response unit. A total request of \$43,936.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner



AUGUST 24, 2023

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AWARDED THE BID FOR THE  
CLEANUP OF PROPERTY LOCATED AT 267 LARKMEAD  
ROAD, DAVISVILLE, WV TO J.C. BOSLEY.


**ORDER**

On this date, upon a motion made by David Blair Couch, seconded by James E. Colombo, and made unanimous by Robert K. Tebay, did hereby AWARD the bid for the cleanup of property located at 267 Larkmead Road, Parkersburg, WV. The bid was awarded to:

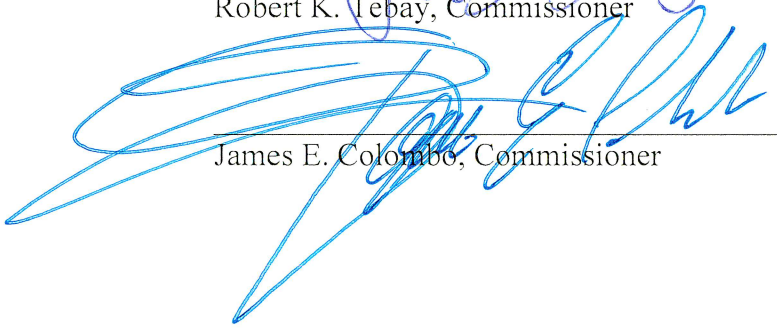
J.C. Bosley  
1 Bosley Avenue  
Parkersburg, WV 26101  
Bid Price - \$6,995.00

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

CW/155

Wood County  
Joe Borzales, Clerk  
Instrument: 20231549  
08/24/2023 @ 01:39:20 PM  
COUNTY COMMISSION ORDER  
Book 77 @ Page 657  
Pages Recorded 1

AUGUST 24, 2023

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED THAT  
ERRONEOUS ASSESSMENT APPLICATION NO. 31177  
SIGNED ON AUGUST 10, 2023 IN THE NAME OF  
KATHRYN J. LEMON BE VOIDED.

**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, ORDERED that Erroneous Assessment Application No.31177 pertaining to real property, found in Order Book 77, at Page 587 and bearing the date of July 18, 2023, be voided due to the fact it was already paid and value was added that shouldn't have been. The original Application was signed by the County Commission on August 10, 2023. Said Erroneous Assessment Application is in the name of Kathryn J. Lemon and is for property located in Slate District. A new Erroneous Assessment Application will be prepared for 2024.

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/2823

# WOOD COUNTY COMMISSION

## ERRONEOUS ASSESSMENT APPLICATION

Tax Type: **Real**  
 Tax Ticket: **31177** ✓  
 Tax Year: **2023** ✓

Upon the application of **LEMON KATHRYN J**  
**LEMON ZACHARY S ET AL** whose address is **158 GRASSY RUN RD MINERAL WELLS, WV 26150**  
 aggrieved by an erroneous assessment in **06 SLATE 170 000F 0000 0000**, in the County of Wood, for the **2023**  
 tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said  
 erroneous assessment and from the payment of the taxes so assessed in and for the **2023** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the  
 property books were delivered to the Sheriff for the affected tax year, the Sheriff shall allow a credit on future  
 taxes payable.

**corrected home value and land**

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of Wood County

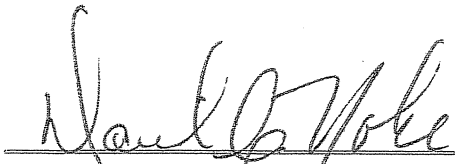
Assessment Table


Assessed	Reduction	New
46200	-11560	57760

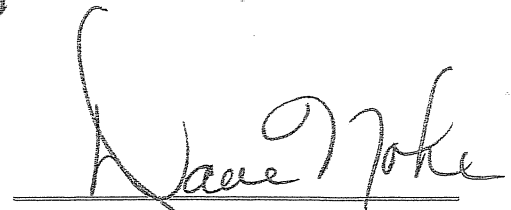
Tax Value Table

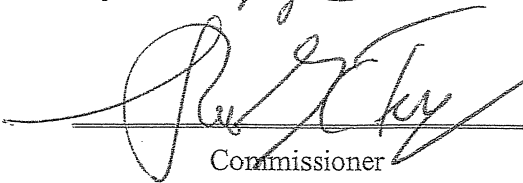
Tax Full Year	Reduction	New
509.32	-127.42	636.74

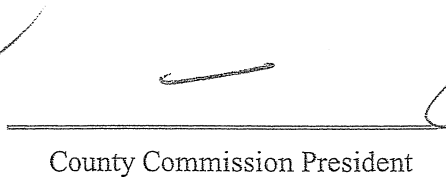
Wood County  
 Job Gonzales, Clerk  
 Instrument 88315501  
 08/24/2023 @ 01:55:28 PM  
 COUNTY COMMISSION ORDER  
 Book 77 @ Page 651  
 Pages Recorded 1

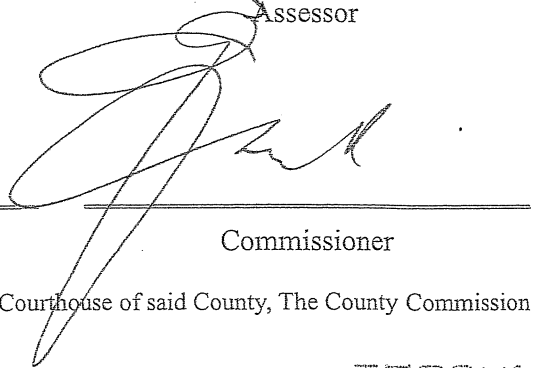
  
 \_\_\_\_\_  
 Taxpayer

  
 \_\_\_\_\_  
 Prosecutor

  
 \_\_\_\_\_  
 Assessor

  
 \_\_\_\_\_  
 Commissioner

  
 \_\_\_\_\_  
 County Commission President

  
 \_\_\_\_\_  
 Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission  
 did approve this exoneration on August 10, 2023

July 18, 2023 - CM

Wood County  
 Job Gonzales, Clerk  
 Instrument 88314802  
 08/10/2023 @ 12:24:19 PM  
 COUNTY COMMISSION ORDER  
 Book 77 @ Page 587  
 Pages Recorded 1

**RECEIVED**

AUG 08 2023

County Commission

**RECEIVED**

JUL 28 2023

County Commission

# WOOD COUNTY COMMISSION

## ERRONEOUS ASSESSMENT APPLICATION

Tax Type: **Real**  
 Tax Ticket: **11222**  
 Tax Year: **2023**

Upon the application of **YOHO ARNETT & VIRGINIA L/EST**  
**YOHO STEPHEN G** whose address is **1 COURT SQUARE ROOM 204 PARKERSBURG, WV 26101**  
 aggrieved by an erroneous assessment in **03 LUBECK 200 00D1 0000 0000**, in the County of Wood, for the **2023** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2023** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the affected tax year, the Sheriff shall allow a credit on future taxes payable.

### Property is tax exempt

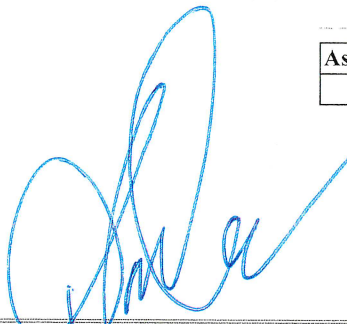
All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of Wood County

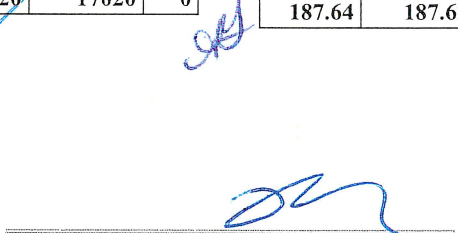
Assessment Table

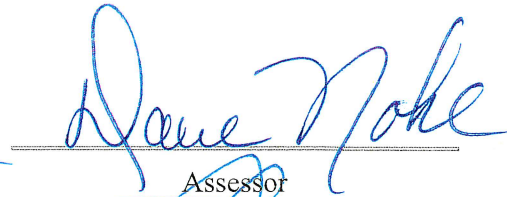
Tax Value Table

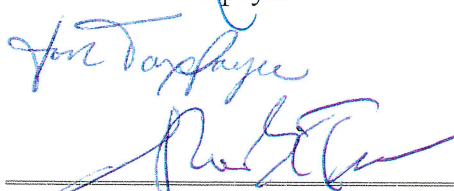
Assessed	Reduction	New
17020	17020	0

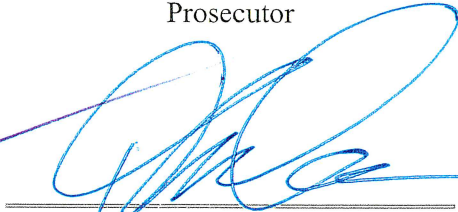
Tax Full Year	Reduction	New
187.64	187.62	.02

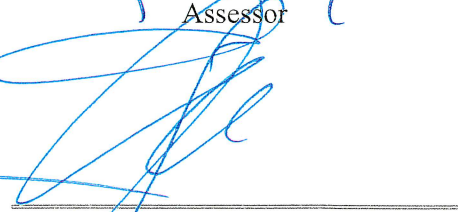
  
 \_\_\_\_\_  
 Taxpayer

  
 \_\_\_\_\_  
 Prosecutor

  
 \_\_\_\_\_  
 Assessor

  
 \_\_\_\_\_  
 Commissioner

  
 \_\_\_\_\_  
 County Commission President

  
 \_\_\_\_\_  
 Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on August 24, 2023.

July 26, 2023 - CM

**RECEIVED**

JUL 28 2023

County Commission

**RECEIVED**

AUG 08 2023

County Commission

Wood County  
 Job Gonzalez, Clerk  
 Instrument 08315502  
 08/24/2023 @ 01:57:53 PM  
 COUNTY COMMISSION ORDER  
 BOOK 77 @ Page 652  
 Pages Recorded 1

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5159	DENTAL	RENAISSANCE	REGULAR	08/22/2023	1,685.10	
176406	AAP	ADVANCE AUTO PARTS	REGULAR	08/22/2023	332.65	
176407	AT&T MOBILE	AT&T MOBILITY	REGULAR	08/22/2023	8,403.05	
176408	BOSOLIND	BOSO LINDSEY A	REGULAR	08/22/2023	217.19	
176409	CITYOFWIL	CITY OF WILLIAMSTOWN	REGULAR	08/22/2023	1,782.00	
176410	CUSTOMIMAGES	CUSTOM IMAGES, LLC	REGULAR	08/22/2023	9,450.73	
176411	FRONTIER	FRONTIER	REGULAR	08/22/2023	541.45	
176412	GOUDYPHD	TONY R. GOUDY, PH D	REGULAR	08/22/2023	250.00	
176413	HARDY	MARIA HARDY	REGULAR	08/22/2023	1,200.00	
176414	INSIGHT	INSIGHT	REGULAR	08/22/2023	359.22	
176415	JOHNSTONE	JOHNSTONE SUPPLY	REGULAR	08/22/2023	220.86	
176416	LIPSCOMBJ	JASON LIPSCOMB	REGULAR	08/22/2023	14,900.00	
176417	MEDEXPRESS	MEDEXPRESS URGENT CARE INC WV	REGULAR	08/22/2023	134.00	
176418	MID-OHIOVRA	MID-OHIO VALLEY REGIONAL AIRPORT	REGULAR	08/22/2023	850.00	
176419	MYERS SEP	MYERS SEPTIC	REGULAR	08/22/2023	300.00	
176420	OGDEN	PARKERSBURG NEWS & SENTINEL	REGULAR	08/22/2023	255.00	
176421	REMICHEL	R.E. MICHEL COMPANY INC	REGULAR	08/22/2023	25.00	
176422	SOFTWARES	SOFTWARE SYSTEMS INC	REGULAR	08/22/2023	340.75	
176423	VCA	VCA DUDLEY AVENUE ANIMAL CLINIC	REGULAR	08/22/2023	129.00	
176424	WITMER	WITMER PUBLIC SAFETY GROUP INC	REGULAR	08/22/2023	105.77	
176425	WVCGSIRP	WVCORP	REGULAR	08/22/2023	1,000.00	
<b>GENERAL FUND Bank 101 Totals</b>					42,481.77	

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8733	AAP	ADVANCE AUTO PARTS	REGULAR	08/22/2023	39.13	
8734	AT&T MOBILE	AT&T MOBILITY	REGULAR	08/22/2023	52.84	
8735	CINTAS	CINTAS CORPORATION	REGULAR	08/22/2023	40.79	
8736	DEAN'S	DEAN'S SCREENS INK	REGULAR	08/22/2023	122.25	
8737	ESRI	ENVIROMENTAL SYSTEMS RESEARCH INSTITUTE. INC	REGULAR	08/22/2023	1,690.00	
8738	EVERBRIDGE	EVERBRIDGE INC	REGULAR	08/22/2023	1,125.55	
8739	FRONTIER	FRONTIER	REGULAR	08/22/2023	6,412.82	
8740	LAMP	LAMP PESTPROOF	REGULAR	08/22/2023	90.00	
8741	OPTIMUM	OPTIMUM WATER SOLUTIONS . INC.	REGULAR	08/22/2023	58.00	
8742	PACIFIC	PACIFIC INTERPRETERS	REGULAR	08/22/2023	50.70	
8743	S W RESOU	S W RESOURCES	REGULAR	08/22/2023	90.00	

E-911 FUND Bank Id 107 Totals

9,772.08



A large, stylized handwritten signature in black ink, appearing to be 'R. J. ...', is written over the bottom right portion of the page.

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3163	ARMSTRONG GR	ARMSTRONG	REGULAR	08/22/2023	170.26	
3164	DOMINIONH	DOMINION HOPE	REGULAR	08/22/2023	159.00	
3165	MONPOWER	MON POWER	REGULAR	08/22/2023	224.02	
FIRE SERVICE FEE Bank Id 120 Totals					<u>553.28</u>	

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8547	APP-POWER	APPALACHIAN POWER	REGULAR	08/22/2023	200.51	
8548	MONPOWER	MON POWER	REGULAR	08/22/2023	200.52	
8549	PHARCHEM	PHARMCHEM INC	REGULAR	08/22/2023	644.74	
8550	VERIZONW	VERIZON WIRELESS	REGULAR	08/22/2023	237.34	
8551	WVDTL	WV DRUG TESTING LABORATORIES, INC	REGULAR	08/22/2023	2,022.00	
<b>COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals</b>					3,305.11	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
380	NEWEGG	NEWEGG BUSINESS	REGULAR	08/22/2023	14,936.60	

SPECIAL BLDG FUND Bank Id 244 Totals	<u>14,936.60</u>
Report Totals	<u>71,665.37</u>

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# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5159	DENTAL	RENAISSANCE	REGULAR	08/22/2023	1,685.10	
5160	HEALTH	HIGHMARK WEST VIRGINIA	REGULAR	08/22/2023	2,765.47	
176406	AAP	ADVANCE AUTO PARTS	REGULAR	08/22/2023	332.65	
176407	AT&T MOBILE	AT&T MOBILITY	REGULAR	08/22/2023	8,403.05	
176408	BOSOLIND	BOSO LINDSEY A	REGULAR	08/22/2023	217.19	
176409	CITYOFWIL	CITY OF WILLIAMSTOWN	REGULAR	08/22/2023	1,782.00	
176410	CUSTOMIMAGES	CUSTOM IMAGES, LLC	REGULAR	08/22/2023	9,450.73	
176411	FRONTIER	FRONTIER	REGULAR	08/22/2023	541.45	
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176424	WITMER	WITMER PUBLIC SAFETY GROUP INC	REGULAR	08/22/2023	105.77	
176425	WVCGSIRP	WVCORP	REGULAR	08/22/2023	1,000.00	

**GENERAL FUND Bank Id 101 Totals** 45,247.24

**Report Totals** 45,247.24