

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, DECEMBER 28, 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.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., Brian Kesterson from the 35<sup>th</sup> State Relic Hunters presented recovered artifacts from Fort Boreman Park.

At 10:00 A.M., the County Commission of Wood County, at 10:00 A.M., did hereby AUTHORIZE the opening of sealed bids for acoustical ceiling tiles for the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Wood County Courthouse. Said sealed bids were received pursuant to a Legal Notice appearing in the Parkersburg News and Sentinel on December 8, 2023 and December 14, 2023.

Sealed bids were received from the following:

Phoenix Associates, Inc.

501 East Street

Parkersburg, WV 26101

Bid Price- \$81,531.00

Option 2 - \$121,978.00

3D Construction

430 29<sup>th</sup> Street Bldg. A

Parkersburg, WV 26101

Bid Price - \$72,794.61

Option 2 - \$109,106.57

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, did hereby RECEIVE said bids for review. (Order A/2879)

West Virginia Governor Jim Justice has declared Friday, December 29, 2023 as a whole day off for State employees without charge against accrued annual leave; therefore, it is hereby ORDERED that the Courthouse and its offices will be closed on this date in observance of the New Year's Holiday. Doing so is not intended to create and should not be construed in any manner as creating a legal holiday within the meaning of the West Virginia Code. Accordingly, this action should not be construed as creating a legal holiday that affects the Civil Service, State or County employees, it is simply a day off. County employees that work on this day during the scheduled time off will receive equal comp time off. (Order C/174)

Having no scheduled appointments or further business to attend to, the County Commission, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, adjourned at 10:03 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

C/174, A/2879

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 December 28, 2023

Please Print

1. Roger Conley
2. Steve Wagner
3. Brian Stuart Kesterson M.A. Ed.
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Wood County Commission  
Agenda

December 28, 2023  
1 Court Square Suite 203  
Parkersburg, WV 26101

9:30 A.M	Present Commission with Recovered Artifacts from Fort Boreman Park	Brian Kesterson
10:00 A.M	Bid opening - tiles for Courthouse	
	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.

<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>

DECEMBER 28, 2023

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED SEALED BIDS FOR  
ACCOUSTICAL CEILING TILES FOR THE 2<sup>ND</sup> AND 3<sup>RD</sup>  
FLOORS OF THE WOOD COUNTY COURTHOUSE.

**ORDER**

On this date, the County Commission of Wood County, at 10:00 A.M., did hereby  
AUTHORIZE the opening of sealed bids for acoustical ceiling tiles for the 2<sup>nd</sup> and 3<sup>rd</sup> floors of  
the Wood County Courthouse. Said sealed bids were received pursuant to a Legal Notice  
appearing in the Parkersburg News and Sentinel on December 8, 2023 and December 14, 2023.

Sealed bids were received from the following:

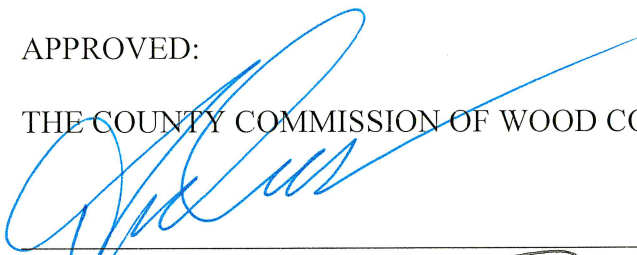
Phoenix Associates, Inc.  
501 East Street  
Parkersburg, WV 26101  
Bid Price- \$81,531.00  
Option 2 - \$121,978.00

3D Construction  
430 29<sup>th</sup> Street Bldg. A  
Parkersburg, WV 26101  
Bid Price - \$72,794.61  
Option 2 - \$109,106.57

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, did hereby  
RECEIVE said bids for review.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

A/2879

Wood County  
Job Designer: Cheryl  
Instrument: 08342207  
12/28/2023 4:01:21:06 PM  
COUNTY COMMISSION ORDER  
Book 72 of Page 171  
Pages Recorded: 1

DECEMBER 28, 2023

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED THAT THE COUNTY COURTHOUSE AND ITS OFFICES WILL BE CLOSED ON DECEMBER 29, 2023 IN OBSERVANCE OF THE NEW YEAR'S HOLIDAY.

**ORDER**

West Virginia Governor Jim Justice has declared Friday, December 29, 2023 as a whole day off for State employees without charge against accrued annual leave; therefore, it is hereby ORDERED that the Courthouse and its offices will be closed on this date in observance of the New Year's Holiday. Doing so is not intended to create and should not be construed in any manner as creating a legal holiday within the meaning of the West Virginia Code. Accordingly, this action should not be construed as creating a legal holiday that affects the Civil Service, State or County employees, it is simply a day off. County employees that work on this day during the scheduled time off will receive equal comp time off.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

  
\_\_\_\_\_  
James L. Colombo, Commissioner

CW/174

Wood County  
Joe Gonzales, Clerk  
Instrument 88324924  
12/28/2023 @ 10:33:54 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 188  
Pages Recorded 1



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8648	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	12/19/2023	100.25	
8649	JACKSON COUNT	JACKSON COUNTY PROPERTIES. LLC	REGULAR	12/19/2023	1,030.00	
8650	LAMP	LAMP PESTPROOF	REGULAR	12/19/2023	128.40	
8651	LANCE	PHYLISS LANCE	REGULAR	12/19/2023	550.00	
8652	TYLER	TYLER MOUNTAIN WATER CO INC	REGULAR	12/19/2023	28.95	
8653	WCC	WOOD COUNTY COMMISSION	REGULAR	12/19/2023	1,725.00	
8654	WVDTL	WV DRUG TESTING LABORATORIES. INC	REGULAR	12/19/2023	1,727.00	
<b>COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals</b>					<b>5,289.60</b>	



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**Check Register Report for Wood County Commission**

<b>Check No</b>	<b>Vendor Id</b>	<b>Vendor Name</b>	<b>Type</b>	<b>Check Date</b>	<b>Check Amount</b>	<b>Rec</b>
385	ZMM	ZMM INC	REGULAR	12/19/2023	840.00	

SPECIAL BLDG FUND Bank Id 244 Totals 840.00

Report Totals 140,046.21

A large, stylized handwritten signature in black ink, located in the lower right quadrant of the page. The signature is cursive and appears to be a name, possibly 'M. J. ...', with a long, sweeping underline that extends across the width of the signature.

# Check Register Report for Wood County Commission

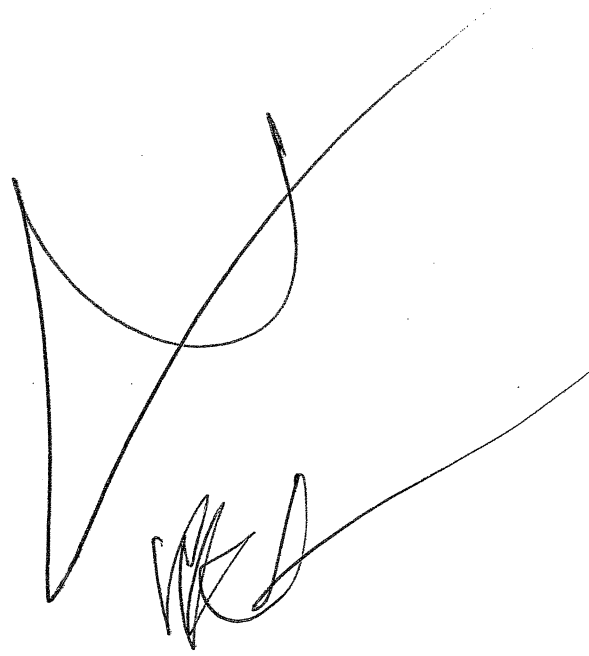
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5267	CHILD	CHILD SUPPORT ENF DIV	REGULAR	12/15/2023	737.08	
5268	EMPOWER	EMPOWER RETIREMENT	REGULAR	12/15/2023	75.00	
5269	IRS-PAY	DEPARTMENT OF TREASURY	REGULAR	12/15/2023	104,660.49	
5270	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	12/15/2023	1,919.00	
5271	HEALTH	HIGHMARK WEST VIRGINIA	REGULAR	12/15/2023	11,855.52	
176946	OHIOCHILD	OHIO CHILD SUPPORT PAYMENT CENTRAL	REGULAR	12/15/2023	51.00	
<b>PAYROLL FUND Bank Id 101 Totals</b>					119,298.09	
<b>Report Totals</b>					119,298.09	

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3330	FIRSTNEI	FIRST NEIGHBORHOOD BANK	REGULAR	12/19/2023	13,154.57	
3331	MCNEIL	MCNEIL & COMPANY INC	REGULAR	12/19/2023	17,726.50	
3332	MONPOWER	MON POWER	REGULAR	12/19/2023	28.26	
3333	MOUNTAIN ST E	MOUNTAIN STATE ESC	REGULAR	12/19/2023	60.00	
3334	WILLIAMSTOWN	WILLIAMSTOWN BANK	REGULAR	12/19/2023	50,000.00	
<b>FIRE SERVICE FEE Bank Id 120 Totals</b>					80,969.33	

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8847	FRONTIER	FRONTIER	REGULAR	12/19/2023	5,994.44	
8848	VERIZONW	VERIZON WIRELESS	REGULAR	12/19/2023	40.01	
E-911 FUND Bank Id 107 Totals					<u>6,034.45</u>	

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# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
797	HUMANE SO	HUMANE SOCIETY	REGULAR	12/19/2023	3,333.33	

DOG FUND Bank Id 103 Totals

3,333.33

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# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5272	DENTAL	RENAISSANCE	REGULAR	12/19/2023	1,630.23	
176947	AT&T MOBILE	AT&T MOBILITY	REGULAR	12/19/2023	4,848.04	
176948	CHAMBER	CHAMBER OF COMMERCE OF THE MID-OHIO VALLEY	REGULAR	12/19/2023	370.00	
176949	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	12/19/2023	16.00	
176950	DASH	DASH GLOVES	REGULAR	12/19/2023	390.00	
176951	DIV CRIMI	DIVISION OF ADMINISTRATIVE SERVICES	REGULAR	12/19/2023	1,600.00	
176952	FRONTIER	FRONTIER	REGULAR	12/19/2023	525.00	
176953	GALLS	GALLS	REGULAR	12/19/2023	264.09	
176954	GLACIER	GLACIER MOUNTAIN BOTTLED WATER	REGULAR	12/19/2023	60.50	
176955	HOCKINGTIRE	HOCKING TIRE AND SERVICE	REGULAR	12/19/2023	251.00	
176956	HUMANE SO	HUMANE SOCIETY	REGULAR	12/19/2023	19,250.00	
176957	JUST SEW	JUST SEW PEACHY	REGULAR	12/19/2023	82.47	
176958	LAMP	LAMP PESTPROOF	REGULAR	12/19/2023	15.00	
176959	MENDENHALLD	DANETTE MENDENHALL	REGULAR	12/19/2023	52.40	
176960	MID-OHIOVRA	MID-OHIO VALLEY REGIONAL AIRPORT	REGULAR	12/19/2023	850.00	
176961	ODEPOT	ODP BUSINESS SOLUTIONS, LLC	REGULAR	12/19/2023	71.61	
176962	PARKERSBURG F	PARKERSBURG PLUMBING SUPPLIES	REGULAR	12/19/2023	251.32	
176963	SELECT OFFICE	SELECT OFFICE SERVICES	REGULAR	12/19/2023	6,081.00	
176964	SOFTWARES	SOFTWARE SYSTEMS INC	REGULAR	12/19/2023	1,450.00	
176965	SOUTHERNPA	SOUTHERN PARKING	REGULAR	12/19/2023	1,680.00	
176966	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	12/19/2023	3,250.84	
176967	WOOD CO BEEF	WOOD COUNTY BEEF ASSOCIATION	REGULAR	12/19/2023	500.00	
176968	WV DIV	WEST VIRGINIA DIVISION OF LABOR	REGULAR	12/19/2023	90.00	
<b>GENERAL FUND Bank Id 101 Totals</b>					43,579.50	

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5275	CHILD	CHILD SUPPORT ENF DIV	REGULAR	12/29/2023	737.08	
5276	EMPOWER	EMPOWER RETIREMENT	REGULAR	12/29/2023	75.00	
5277	IRS-PAY	DEPARTMENT OF TREASURY	REGULAR	12/29/2023	93,294.41	
5278	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	12/29/2023	1,919.00	
5279	OH ST TX	TREASURER OF STATE OF OHIO	REGULAR	12/29/2023	1,192.28	
5280	WV ST TX	WV STATE TAX COMM-INCOME	REGULAR	12/29/2023	25,478.94	
176981	AMERICAN	AFLAC	REGULAR	12/29/2023	68.44	
176982	OHIOCHILD	OHIO CHILD SUPPORT PAYMENT CENTRAL	REGULAR	12/29/2023	51.00	
176983	WASHINGTONH	WASHINGTON NATIONAL INSURANCE CO.	REGULAR	12/29/2023	892.70	
176984	WESTERNSO	WESTERN & SOUTHERN LIFE	REGULAR	12/29/2023	54.10	
176985	COPFEE	CITY OF PARKERSBURG	REGULAR	12/29/2023	5,582.60	

**PAYROLL FUND Bank Id 101 Totals**

129,345.55

**Report Totals**

129,345.55