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, JANUARY 4, 2024

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 approved Erroneous Assessment Applications in regard to real and personal property. Copies are attached to these minutes and shall be made a part thereof.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., Dawn Miller was sworn in as an employee for the Wood County Prosecutor's Office. She also took her oath as a Legal Assistant for said office.

At 9:32 A.M., the County Commission set the First of the Year Order.

Upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, the County Commission of Wood County did hereby ORDER that the President for the calendar year 2024 will be David Blair Couch.

Upon a motion made by James E. Colombo, seconded by Robert K. Tebay, and made unanimous by David Blair Couch, the County Commission of Wood County did hereby ORDER that the President Pro Tem for the calendar year 2024 will be James E. Colombo. Upon a motion made by James E. Colombo, seconded by Robert K. Tebay, and made unanimous by David Blair Couch, it is hereby agreed that the Commission terms are to be held on Mondays and Thursdays from 9:30 A.M. until finished; with the third Thursday of the month for Probate, with the prosecuting attorney present if possible.

Upon a motion made by James E. Colombo, seconded by Robert K. Tebay, and made unanimous by David Blair Couch, the County Commission did hereby Order that all Special and Emergency Meetings held before the County Commission of Wood County will be in accordance with Chapter 7, Article 1, Section 2 of the West Virginia Code.

The agenda for all regularly scheduled meetings held before the County Commission of Wood County on their regularly scheduled meeting days will be available to the public by the posting on the doors of the Wood County Courthouse, in the Office of the County Administrator and on the Internet at woodcountywv.com.

Upon a motion made by James E. Colombo, seconded by Robert K. Tebay, and made unanimous by David Blair Couch, the County Commission President David Blair Couch made the following appointments to the various committees:

DOWNTOWN PKB – DAVID BLAIR COUCH

ENHANCED 911 COMMUNICATIONS ADVISORY BOARD – JAMES E. COLOMBO

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) – JAMES E. COLOMBO, ROBERT K. TEBAY & DAVID BLAIR COUCH

MID-OHIO VALLEY BOARD OF HEALTH – DAVID BLAIR COUCH

MID-OHIO VALLEY REGIONAL COUNCIL – ROBERT K. TEBAY

PARKERSBURG-WOOD COUNTY VISITORS AND CONVENTION BUREAU – DAVID BLAIR COUCH

WEST VIRGINIA EXTENSION SERVICE COMMITTEE - ROBERT K. TEBAY

WOOD COUNTY AIRPORT AUTHORITY – ROBERT K. TEBAY

WOOD COUNTY COMMISSION ON CRIME, DELINQUENCY AND CORRECTION – ROBERT K. TEBAY, JAMES E. COLOMBO & DAVID BLAIR COUCH

WOOD COUNTY COMMUNITY CORRECTIONS BOARD - DAVID BLAIR COUCH

WOOD COUNTY DEVELOPMENT AUTHORITY - ROBERT K. TEBAY

WOOD COUNTY FIRE SERVICE BOARD - JAMES E. COLOMBO

WOOD COUNTY PARKS & RECREATION COMMISSION (MOUNTWOOD PARK) – DAVID BLAIR COUCH

WOOD COUNTY PLANNING COMMISSION – JAMES E. COLOMBO

WOOD COUNTY RECREATION COMMISSION – JAMES E. COLOMBO

WOOD-WASHINGTON-WIRT INTERSTATE PLANNING COMMISSION - JAMES E. COLOMBO

WORK FORCE INVESTMENT ACT – ROBERT K. TEBAY

The County Commission of Wood County, by Order duly recorded in the official records of the County Commission and pursuant to the Code of West Virginia, 1931, as amended, has created numerous boards, commissions and/or committees, and in which they hereby make appointments of members to such boards, commissions and/or committees. Therefore, the County Commission requests that a member of the following boards, commissions, and/or committees deliver meeting minutes to the County Commission, during regular session, and give a brief update at that time.

Mid-Ohio Valley Board of Health

Parkersburg/Wood County Visitors & Convention Bureau (quarterly)

Wood County Building Commission (if meeting is called)

Wood County Parks and Recreation Commission (quarterly)

Wood County Solid Waste Authority (quarterly)

Wood County Development Authority

(Order A/ 2882)

Having no scheduled appointments or further business to attend to, the County Commission adjourned at 9:48 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

C/175, A/2882

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James Colombo, Commissioner Pollondo

Wood County Commission Meeting Held January 4, 2024

Please Print

 1. Podes Conter
2. Dawn Miller
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.

OUT * WEST	Wood County Comm Agenda	nission
1798	January 4, 2024 No. 1 Court Square, Suite 203 Parkersburg, WV 26101	
9:30 A.M.	Discuss First of Year County Commission Order	
	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, impropers 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

Page 2

JANUARY 4, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: PRESIDENT OF THE COUNTY COMMISSION - DAVID BLAIR COUCH (2024)

Upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, the County Commission of Wood County did hereby ORDER that the President for the calendar year 2024 will be David Blair Couch.

IN RE: PRESIDENT PRO TEM OF THE WOOD COUNTY COMMISSION – JAMES E. COLOMBO (2024)

Upon a motion made by James E. Colombo, seconded by Robert K. Tebay, and made unanimous by David Blair Couch, the County Commission of Wood County did hereby ORDER that the President Pro Tem for the calendar year 2024 will be James E. Colombo.

IN RE: COURT TERMS AND HOURS OF THE WOOD COUNTY COMMISSION (2024)

Upon a motion made by James E. Colombo, seconded by Robert K. Tebay, and made unanimous by David Blair Couch, it is hereby agreed that the Commission terms are to be held on Mondays and Thursdays from 9:30 A.M. until finished; with the third Thursday of the month for Probate, with the prosecuting attorney present if possible.

IN RE: SPECIAL MEETINGS AND EMERGENCY MEETINGS

Upon a motion made by James E. Colombo, seconded by Robert K. Tebay, and made unanimous by David Blair Couch, the County Commission did hereby Order that all Special and Emergency Meetings held before the County Commission of Wood County will be in accordance with Chapter 7, Article 1, Section 2 of the West Virginia Code.

IN RE: AGENDA

The agenda for all regularly scheduled meetings held before the County Commission of Wood County on their regularly scheduled meeting days will be available to the public by the posting on the doors of the Wood County Courthouse, in the Office of the County Administrator and on the Internet at woodcountywv.com.

IN RE: APPOINTMENTS TO VARIOUS COMMITTEES

Upon a motion made by James E. Colombo, seconded by Robert K. Tebay, and made unanimous by David Blair Couch, the County Commission President David Blair Couch made the following appointments to the various committees:

DOWNTOWN PKB - DAVID BLAIR COUCH

ENHANCED 911 COMMUNICATIONS ADVISORY BOARD – JAMES E. COLOMBO

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) – JAMES E. COLOMBO, ROBERT K. TEBAY & DAVID BLAIR COUCH

MID-OHIO VALLEY BOARD OF HEALTH – DAVID BLAIR COUCH

MID-OHIO VALLEY REGIONAL COUNCIL – ROBERT K. TEBAY

PARKERSBURG-WOOD COUNTY VISITORS AND CONVENTION BUREAU – DAVID BLAIR COUCH

WEST VIRGINIA EXTENSION SERVICE COMMITTEE - ROBERT K. TEBAY

WOOD COUNTY AIRPORT AUTHORITY - ROBERT K. TEBAY

WOOD COUNTY COMMISSION ON CRIME, DELINQUENCY AND CORRECTION – ROBERT K. TEBAY, JAMES E. COLOMBO & DAVID BLAIR COUCH

WOOD COUNTY COMMUNITY CORRECTIONS BOARD – DAVID BLAIR COUCH

WOOD COUNTY DEVELOPMENT AUTHORITY - ROBERT K. TEBAY

WOOD COUNTY FIRE SERVICE BOARD – JAMES E. COLOMBO

WOOD COUNTY PARKS & RECREATION COMMISSION (MOUNTWOOD PARK) – DAVID BLAIR COUCH

WOOD COUNTY PLANNING COMMISSION – JAMES E. COLOMBO

WOOD COUNTY RECREATION COMMISSION – JAMES E. COLOMBO

WOOD-WASHINGTON-WIRT INTERSTATE PLANNING COMMISSION - JAMES E. COLOMBO

WORK FORCE INVESTMENT ACT – ROBERT K. TEBAY

The County Commission of Wood County, by Order duly recorded in the official records of the County Commission and pursuant to the Code of West Virginia, 1931, as amended, has created numerous boards, commissions and/or committees, and in which they hereby make appointments of members to such boards, commissions and/or committees. Therefore, the County Commission requests that a member of the following boards, commissions, and/or committees deliver meeting minutes to the County Commission, during regular session, and give a brief update at that time.

> Mid-Ohio Valley Board of Health Parkersburg/Wood County Visitors & Convention Bureau (quarterly) Wood County Building Commission (if meeting is called) Wood County Parks and Recreation Commission (quarterly) Wood County Solid Waste Authority (quarterly) Wood County Development Authority

> > APPROVED:

Robert K.

Jame

THE COUNTY COMMISSION OF WOOD COUNTY

Tebay, Commissioner

Colombo, Commissioner

2

David Blair Couch, President

A/2882

JANUARY 4, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ASSISTANCE (VOCA) GRANT NUMBER 24-VA-076. SAID REQUEST IS IN THE AMOUNT OF \$6,119.66

<u>O R D E R</u>

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by James E. Colombo, did hereby AUTHORIZE David Blair Couch, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 24-VA-076. The Request for Reimbursement is in the amount of six thousand one hundred nineteen dollars and sixty-six cents (\$6,119.66) for the month of November, 2023.

Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President Robert K. Tebay, Commissione

lotabo, Commissioner James

CW/175

Wood County Joe Gonzales, Clerk Instrument 88324406 01/04/2024 @ 02:00:50 P COUNTY COMMISSION ORDER Book 78 @ Page 132 Pages Recorded 1

WOOD COUNTY COMMISSION

ERRONEOUS ASSESSMENT APPLICATION

Tax Type: Real		
Tax Ticket: 8167 🜌		
Tax Year: 2019 🗸		

Upon the application of LEISURE DANA E LEISURE TINA whose address is 839 LARKMEAD RD PARKERSBURG, WV 26101 aggrieved by an erroneous assessment in 03 LUBECK 280 00B8 0000 0000, in the County of Wood, for the 2019 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 **2019** 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.

Taxed in wrong class

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	Class Change	Tax Value Table	
	Assessed Reduction Ne 34680 0 3468		Tax Full YearReductionNew797.78398.90398.88	
A De	ne Leuro	- 9 <u>7</u>	· Marie	Noke
	234-8110 Klee	Prosecutor		SSESSOT AAAA
	nissioner	County Commission Pres		missioner
At a regular session of did approve this exoner August 31, 2023 - CM	the County Commission of Wor ration on <u>January</u>	od County, West Virginia, held	at the Courthouse of said County,	
	SEP 1 2 2023	RECEIVE	JAN 0 3 2	2024 Page 2024
	County Commissio	DEC 1 2 27 County Comm	29	ORDER PH
		younty yourn	1551017	

WOOD COUNTY COMMISSION

ERRONEOUS ASSESSMENT APPLICATION

Tax Type: Personal		
Tax Ticket: 321477		
Tax Year: 2022 🦯		

Upon the application of **PUTNAM ELIZABETH** whose address is **112 OAKDALE AVE MINERAL WELLS, WV 26150** aggrieved by an erroneous assessment in **112 OAKDALE AVE MINERAL WELLS, WV 26150**, in the County of Wood, for the **2022** 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 **2022** 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.

taxpayer did live in mobile home

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	Class Change	Tax Value Table	
Class 1 2 3	s Original Reduction New 0 0 0 0 0 -8262 8262 8262 8262 0	Class 3 changed to 2	Class Original Reductio 1 .00 .0 2 .00 -91.2 3 182.42 182.4	0 .00 0 91.20
Nizabeth (Lezabeth	htnam htnam	m		Jane The
Taxpaye telephonet		Prosecutor		Assessor
Commissio	oner	ounty Commission P	resident	Commissioner
At a regular session of the C did approve this exoneration November 17, 2023 - EM	on farling	RECEIVED	eld at the Courthouse of said Co RECEIVED JAN 0 3 2024 County Commission	Dunty, The County Commission Joe County Book 78 Dec Ed Toge Conzell NUV 224 NUV 244 Received 2020 NUV 244 Received 2020 NUV 244 Received 2020 Received 2020

WOOD COUNTY COMMISSION

ERRONEOUS ASSESSMENT APPLICATION

Tax Type: Personal		
Tax Ticket: 221595 🧹		
Tax Year: 2021 🧹		

Upon the application of PUTNAM ELIZABETH whose address is 112 OAKDALE AVE MINERAL WELLS, WV 26150 aggrieved by an erroneous assessment in 112 OAKDALE AVE MINERAL WELLS, WV 26150, in the County of Wood, for the 2021 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 **2021** 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.

owner did live in mobile home

All of wl	hich is ordered to be certified	to the Auditor of the State of Wes	t Virginia and the Sheriff of V	Vood County
	Assessment Table	Class Change	Tax Value Table	
	Class Original Reduction Ne 1 0 0 0 2 0 -7002 700 3 7002 7002 -	0 Class 3 changed to 2	Class Original Reduction 1 .00 .00 2 .00 -77.66 3 155.34 155.34	.00
Elizabeth Elijabeth f	Putnam utnam	2	No	marke
Taxy telephone # 3	payer 304-489-9036	Prosecutor		Assessor
Comm	Manuel missioner	County Commission Presi	dont	Commissioner
At a regular session of did approve this exoner November 17, 2023 - F	ration on <u>figurate</u>	rood County, West Virginia, held a	•	nty, The County Commission
	RECEIVED DEC 1 3 2023	JAN 0 3 20 County Comm		
Co	unty Commission			9:34 PM 0RDER 5



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

January 2, 2024

Wood County Commissioners Wood County Courthouse Parkersburg, WV 26101

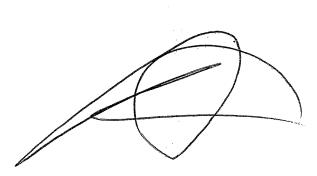
Dear Commissioners:

Please be advised that Rhea Hammer's last day of employment with my office will be January 15, 2024. Please pay her for 6 weeks (240 hours) of vacation.

Thank you for your assistance in this matter.

Sincerely.

Pat Lefebure Wood County Prosecuting Attorney



RECEIVED JAN 0 3 2024



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

January 2, 2024

Wood County Commission Wood County Courthouse Parkersburg, WV 26101

Dear Commissioner:

Effective January 2, 2024, please place Dawn Miller on my payroll as a legal assistant at the salary of \$53,000.00 a year with full benefits.

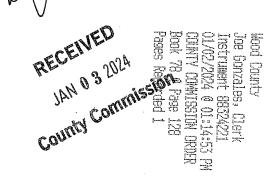
This should be taken out of Line Item #1-405-10-182, Secretaries.

Thank you for your assistance in this matter.

Sincerely,

Patrick Lefebure Prosecuting Attorney

POL/rlh





Wood County Courthouse 1 Court Square P.O. Box 1474 Parkersburg, WV 26102-1474

Office of the Wood County Clerk

Joe Gonzales County Clerk

Phone: 304-424-1850

January 4, 2024

Wood County Finance Wood County Courthouse 1 Court Square Parkersburg, WV 26101

Dear Finance:

Carolyn Beckett is retiring from the County Clerk's Office effective Monday, January 15, 2024, which will be her last day on the payroll. Please pay her for 20 days of vacation (160 hours) in addition to her regular pay for the January 15, 2024, payroll. Please take this out of Line Item #1-402-10-103, Salaries.

Carolyn has 100 sick days to be used toward her retirement in the Public Employees Retirement System to extend her years of service.

Sincerely,

Joe Gonzales, Clerk Wood County Commission

JG:bj





Wood County Central Telecommunications Center Wood County, WV E911 Homeland Security and Emergency Management



January 2, 2024

Wood County Commission #1 Court Square Parkersburg, WV 26101

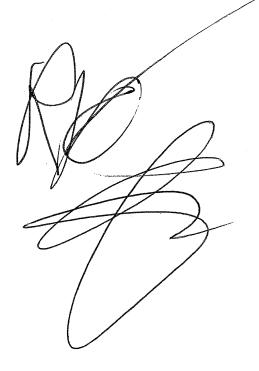
Dear Commissioners:

This letter is to advise you Meagan Wolfe was terminated as a Full-Time Telecommunicator effective December 23, 2023. She is not due any further pay.

Thank you for your attention to this matter.

Respectfully,

W.M. Shook Director, Wood County E911/HSEM



Wood County Joe Gonzales: Clerk Instrument 88:224220 OL/V2/2024 @ 01:12:22 F OL/V2/2024 @ 01:12:22 F OL/V7/ COMMISSION ORDER Book 78 @ Page 127 Pages Recorded 1

STATE OF WEST VIRGINIA

<u>uary</u>2024.

day of

TO –WIT:

}

I, <u>Dawn Miller</u>, 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 <u>Prosecutor for Wood County Prosecutors Office</u> and for Wood County, West Virginia, to the best of my *LEGAL* ASSISTANT skill and judgment, during my continuance in the same; SO HELP ME GOD.

11 Wes NOV)

44 Subscribed and sworn to, before the <u>County Commission</u> of Wood County, West Virginia, this

County Commission of Wood County

Check Register Report for Wood County Commission

Check No Vendor Id 176986 USPS	Vendor Name UNITED STATES POSTAL SERVICE	Type REGULAR	Check Date 12/28/2023	Check Amount 1,774.80	Rec
	GENER	AL FUND Bank I	d 101 Totals	1,774.80	
		R	eport Totals	1,774.80	



Check Register Report for Wood County Commission

Check No 5275	Vendor Id CHILD	Vendor Name CHILD SUPPORT ENF DIV	Type REGULAR	Check Date 12/29/2023	Check Amount 737.08	Rec
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		REGULAR	12/29/2023	1,192.28	
5280	WV ST TX	WV STATE TAX COMM- INCOME	REGULAR	12/29/2023	25,478.94	
5282	EMSRS	EMERGENCY MEDICIAL SERVICES	REGULAR	12/29/2023	2,677.77	
5283	WV DEPUTY	WV DEPUTY SHERIFF'S RETIREMENT	REGULAR	12/29/2023	48,009.04	
5284	WV RETIRE	WV PUBLIC EMP RETIREMENT	REGULAR	12/29/2023	87,336.36	
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

267,368.72

Report Totals

267,368.72

Check Register Report for Wood County Commission

Check NoVendor Id386UNITEDBANK	Vendor Name UNITED BANK		Check Date 01/02/2024	Check Amount 68,647.50	Rec
	SPECIAL	BLDG FUND Bank Id 2	244 Totals	68,647.50	
		Repo	ort Totals	68,647.50	

