#### 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 11, 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 took their oaths of office for all of their Boards and Commissions for the year. Oaths are attached to these minutes and shall be made a part thereof.

#### AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., West Virginia Secretary of State, Mac Warner, met with the County Commission to discuss the upcoming election.

At 9:37 A.M., the County Commission discussed the recent funds received from the opioid settlement. No decisions were made.

Having no scheduled appointments or further business to attend to, the County Commission adjourned at 10:23 A.M.

#### ORDERS APPROVED AND ATTACHED TO THESE MINUTES

C/178, C/179

# Wood County Commission Meeting Held January 11, 2024

# **Please Print**

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# Wood County Commission Agenda

January 11, 2024 No. 1 Court Square, Suite 203 Parkersburg, WV 26101

0.20 4 14	Discuss Onioid Fund Sattlement	
9:30 A.M.	Discuss Opioid Fund Settlement	
	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

#### JANUARY 11, 2024

#### IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY APPROVE A CHANGE ORDER FOR THE E-911 CENTER.

#### ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE Change Order Number thirty-one (31) for construction of The Wood County E-911 Center. Said Change Order number is for warning system for generator at a cost of two thousand four hundred eighty-seven dollar and zero cents (\$2,487.00). A copy of the change order is attached to this Order and should be made a part there of.

Information related to construction of The Wood County E-911 Center is on file in the Office the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

cw/178



PO Box 1778 880 Kingsdale Road Steubenville, OH 43952 Phone: (740) 282-6830 Fax: (740) 282-6849

#### **Request For Change Order**

To:

WOOD COUNTY COMMISSION

1 COURT SQUARE

PARKERSBURG, WV 26101

Project: WOOD CTY 911 RENOVATION LS

RFC No:

031

Date:

12/04/2023

Description:

Fire Marshall Request-Add outside horn/strobe

Subcontractor...\$2,238.00 OH&P.....\$224.00 Sub-Total.....\$2,462.00 P&P Bond.....\$25.00 Total RFC.....\$2,487.00

The above work is subject to the same conditions as specified in the original contract unless otherwise stipulated.

Upon approval the sum of \$2,487.00 will be added to the contract price.

Authorized Signature: \_\_\_\_\_

Grae Con Construction Inc.

Date: December 4, 2023

Authorized Signature:

WOOD COUNTY COMMISSION

Date: 01-11 - 24



#### Change Order #14

Project: 911 Center

Contract #M22F8-02 Contract Date: 6/17/2022 Customer:

Grae Con Grae Con 101 Industry Rd

Marietta OH 45750

Prepared By:

Corey Beach

corey@pro1electric.com

11/27/2023

#### Fire Marshall request

\$2,238.00

Description of Change: Add outside horn/strobe. \$450

Locate the generator annunciator in the dispatch room, which is currently in room 133. \$1788

**Total Price:** 

\$2,238.00

Original Contract Sum:

\$410,386.00

Net Change by Previously Authorized Change Orders:

\$54,862.12

Adjusted Contract Sum Prior to This Change Order:

\$465,248.12

Value of This Change Order:

\$2,238.00

**Revised Contract Total:** 

\$467,486.12

We hereby agree to make the changes specified for Total Price listed above.

CONTRACTOR: Corey Beach

11/27/2023

Pro 1 Electric, Inc.

The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work shall be performed under the same terms and conditions as specified in the original contract unless otherwise stipulated.

ACCEPTED BY:

Grae Con

#### JANUARY 11, 2024

#### IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY APPROVE A CHANGE ORDER FOR THE E-911 CENTER.

#### ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE Change Order Number thirty-two (32) for construction of The Wood County E-911 Center. Said Change Order number is for door card reader for generator at a cost of nine hundred forty-four dollar and thirty-five cents (\$944.35). A copy of the change order is attached to this Order and should be made a part there of.

Information related to construction of The Wood County E-911 Center is on file in the Office the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

cw/179



PO Box 1778 880 Kingsdale Road Steubenville, OH 43952 Phone: (740) 282-6830 Fax: (740) 282-6849

#### **Request For Change Order**

To:

WOOD COUNTY COMMISSION

1 COURT SQUARE

PARKERSBURG, WV 26101

Project: WOOD CTY 911 RENOVATION LS

RFC No:

032

Date:

12/12/2023

Description:

Per owners request, Install card reader at interior ballistic double door. Owner did not

want card reader access to open both vestible doors when card is scanned on exterior

scanner. Owner requests a card reader at both doors.

Subcontractor....\$850.00
OH&P............\$85.00
Sub-Total.......\$935.00
P&P Bond.......\$9.35
Total RFC....\$944.35

The above work is subject to the same conditions as specified in the original contract unless otherwise stipulated.

Upon approval the sum of \$944.35 will be added to the contract price.

Authorized Signature: Date: December 12, 2023

Grae Con Construction Inc

Authorized Signature: \_\_\_\_\_\_ Date: \_\_\_\_\_\_ Date:

WOOD COUNTY COMMISSION



#### **Change Order #15**

Project:

911 Center

Contract #M22F8-02

Contract Date: 6/17/2022

Customer:

Grae Con

Grae Con

101 Industry Rd

Marietta OH 45750

Prepared By:

Corey Beach

corey@pro1electric.com

12/7/2023

#### **Additional Vestibule Card Reader**

\$850.00

Description of Change:

Install an additional card reader inside the front vestibule

**Total Price:** 

\$850.00

Original Contract Sum:

\$410,386.00

Net Change by Previously Authorized Change Orders:

\$54,862.12

Adjusted Contract Sum Prior to This Change Order:

\$465,248.12

Value of This Change Order: Revised Contract Total: \$850.00

\$466,098.12

We hereby agree to make the changes specified for Total Price listed above.

CONTRACTOR: Corey Beach

12/7/2023

Pro 1 Electric, Inc.

The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work shall be performed under the same terms and conditions as specified in the original contract unless otherwise stipulated.

ACCEPTED BY:

Grae Con

# Joe Gonzales County Clerk

#### Office of the Wood County Clerk

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

Phone: 304-424-1850

January 11, 2024

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

Dear Commissioners:

Please pay Morgan Britton for 3 days (24 hours) in the January 16-31, payroll, and 10 days (80 hours) of vacation, for a total of <u>104</u> hours. Her last day of work in the County Clerk's Office will be Thursday, January 18, 2024, due to her accepting a position with the federal government. Please take this out of Line Item #1-402-10-103, Salaries.

She will assisting with payroll duties on a part-time basis while we continue our search for a replacement.

Sincerely,

Joe Gonzales, Clerk

Wood County Commission

JG:bi



# County of Wood

**CELESTE RIDGWAY** CIRCUIT CLERK cridgway@woodcountywv.com

OFFICE OF THE CIRCUIT CLERK Wood County Judicial Building - Room #133 #2 Government Square Parkersburg, WV 26101-5353

Phone: 304-424-1700 FAX: 304-424-1804

January 09, 2024 Finance Office Morgan Britton

Brooke Conley is no longer employed at the Circuit Clerk's Office. She resigned on 01/05/24 and this was her last day working. She has no vacation or comp time that she needs to be compensated for.

Respectfully,

Celeste Ridgway, Clerk

Circuit Court of Wood County

COUNTY OF WOOD

TO –WIT:

I, <u>David Blair Couch</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>the Parkersburg/Wood County Visitors and Convention Bureau</u> in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; 80 HELP ME GOD.

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this <u>11th</u> day of <u>January</u>, 2024.

#### COUNTY OF WOOD

TO -WIT:

I, David Blair Couch, 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 Downtown PKB Board 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 <u>County Commission</u> of Wood County, West Virginia, this

# COUNTY OF WOOD

TO –WIT:

I, David Blair Couch, 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 Local Emergency Planning Committee (LEPC) 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

# COUNTY OF WOOD

TO -WIT:

I, David Blair Couch, 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 Mid-Ohio Valley Board of Health 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 <u>County Commission</u> of Wood County, West Virginia, this

# COUNTY OF WOOD

TO - WIT:

I, David Blair Couch, 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 Community Corrections Board 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

# COUNTY OF WOOD

TO -WIT:

I, <u>David Blair Couch</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>Wood County Parks & Recreation Commission (Mountwood Park)</u> 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

#### COUNTY OF WOOD

TO -WIT:

I, <u>David Blair Couch</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 the Wood County Commission on Crime, <u>Delinquency and Correction</u> 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 <u>11th</u> day of <u>January</u>, <u>2024</u>.

:TIW-OT

CONNLK OF WOOD

office of Enhanced 911 Communications Advisory Board and for Wood County, West Virginia, to the best of my Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the I, James E. Colombo, do solemnly swear that I will support the Constitution of the United States, the

skill and judgment, during my continuance in the same; SO HELP ME GOD

of Wood County, West Virginia, this

County Comparison

Subscribed and sworn to, before the

(and 2024.

# COUNTY OF WOOD

TO –WIT:

I, <u>James E. Colombo</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>Local Emergency Planning Committee (LEPC)</u> and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME COD.

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

# COUNTY OF WOOD

TO -WIT:

I, James E. Colombo, 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 Fire Service Board 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

#### COUNTY OF WOOD

TO -WIT:

I, <u>James E. Colombo</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 Wood County Planning Commission 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

# COUNTY OF WOOD

TO –WIT:

I, <u>James E. Colombo</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>Wood County Recreation Commission</u> and for <u>Wood County</u>, <u>West Virginia</u>, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Subscribed and sworn to, before the <u>County Commission</u> of Wood County, West Virginia, this day of Mallal 4, 2024.

# COUNTY OF WOOD

TO -WIT:

I, James E. Colombo, 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-Washington-Wirt Interstate Planning Commission 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

#### COUNTY OF WOOD

TO -WIT:

I, <u>James E. Colombo</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 the Wood County Commission on Crime, Delinquency and Correction 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 11th day of January, 2024.

#### COUNTY OF WOOD

TO –WIT:

I, Robert K. Tebay 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 the Wood County Airport Authority 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 11th day of January, 2024.

#### COUNTY OF WOOD

TO -WIT:

I, Robert K. Tebay 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 the Wood County Commission on Crime, Delinquency and Correction 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 11th day of January, 2024.

# COUNTY OF WOOD

TO -WIT:

I, <u>Robert K. Tebay</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>the Mid-Ohio Valley Workforce Investment Board</u> in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GQD.

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this <u>11th</u> day of <u>January</u>, 2024.

# COUNTY OF WOOD

TO -WIT:

I, <u>Robert K. Tebay</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>Local Emergency Planning Committee (LEPC)</u> 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 <u>County Commission</u> of Wood County, West Virginia, this

day of **Mual** \$2024.

# COUNTY OF WOOD

TO –WIT:

I, <u>Robert K. Tebay</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 the Wood County Development Authority 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 11th day of January, 2024.

# COUNTY OF WOOD

TO -WIT:

I, <u>Robert K. Tebay</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>Mid-Ohio Valley Regional Council</u> 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 <u>County Commission</u> of Wood County, West Virginia, this day of Mallal 42024.

# COUNTY OF WOOD

TO -WIT:

I, <u>Robert K. Tebay</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>West Virginia Extension Service Committee</u> 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 <u>County Commission</u> of Wood County, West Virginia, this