

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, FEBRUARY 1, 2024

PRESENT: DAVID BLAIR COUCH, PRESIDENT  
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 David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, approved minutes of January 22 and 25, 2024.

Tyler McCloy, Norman Boley, Keegan Bush took their oaths of office as Court Service Employees for the Wood County Sheriff's Department.

Adam Coull and Noelle Aldridge took their oaths of office as Deputy Clerks for the Wood County Clerk's Office.

Chelcie Bartlett took her oath office as the Office Manager for the Wood County Sheriff's Department.

#### **AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the Assessor's Office presented the Appraisal Books for the Board of Review and Equalization.

At 9:37 A.M., the County Commission upon a motion made by David Blair Couch, seconded by Robert K. Tebay, and made unanimous by James E. Colombo, did hereby

AUTHORIZE a redirection of unused funding with the City of Parkersburg for the extension of water and sewer lines ran on Fort Boreman Hill. The amount of one hundred twenty-two thousand, six hundred thirty-seven dollars and seventy cents (\$122,637.00) was left over and is to be utilized for the Marrtown Avenue/Hill Street projects. Said funds were paid out of the Wood County American Recovery Plan Funds (ARP). (Order A/2901)

At 10:00 A.M., the County Commission sat as the Board of Review and Equalization.

Having no scheduled appointments or further business to attend to, the County Commission adjourned at 10:03 A.M. as the County Commission and at 12:00 Noon as the Board of Review and Equalization.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

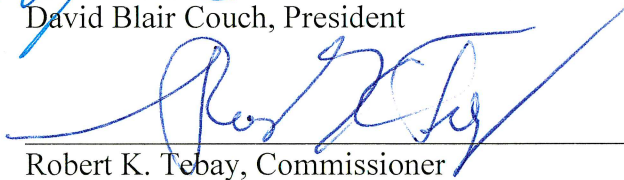
A/2901

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting  
Held February 1, 2024

Please Print

1.	Roger Conley
2.	DAVID Nohre
3.	Connie McATTE
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Wood County Commission  
Agenda

February 1, 2024  
1 Court Square Suite 203  
Parkersburg, WV 26101

9:30 A.M	Assessor's Office presenting Appraisal Books	
10:00 A.M.	Board of Review and Equalization	
	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**

FEBRUARY 1, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
REDIRECTING FUNDING WITH THE CITY OF PARKERSBURG  
FOR UTILITIES ON FORT BOREMAN HILL.


**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay, and made unanimous by James E. Colombo, did hereby AUTHORIZE a redirection of unused funding with the City of Parkersburg for the extension of water and sewer lines ran on Fort Boreman Hill. The amount of one hundred twenty-two thousand, six hundred thirty-seven dollars and seventy cents (\$122,637.00) was left over and is to be utilized for the Marrtown Avenue/Hill Street projects. Said funds were paid out of the Wood County American Recovery Plan Funds (ARP).

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

A/2901

Wood County  
Joe Gonzales, Clerk  
Instrument 88326412  
02/01/2024 @ 02:37:54 PM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 262  
Pages Recorded 1

STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Tyler McCloy 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 Services for the Wood County 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 13<sup>th</sup> day of February, 2024.



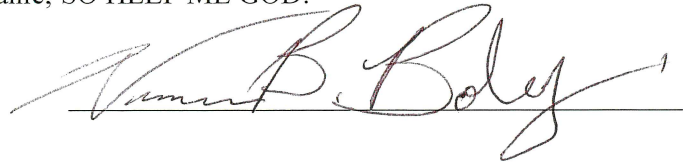
County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88326038  
02/01/2024 @ 09:17:17 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 241  
Pages Recorded 1

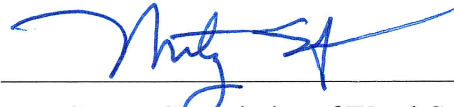
STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Norman Boley 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 Services for the Wood County 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 1<sup>ST</sup> day of February, 2024.



County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88326039  
02/01/2024 @ 09:18:37 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 242  
Pages Recorded 1



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 Services for the Wood County 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.

Keegan Bush

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 1<sup>st</sup> day of FEBRUARY, 2024.

[Signature]  
County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88320040  
02/01/2024 @ 09:21:30 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 243  
Pages Recorded 1

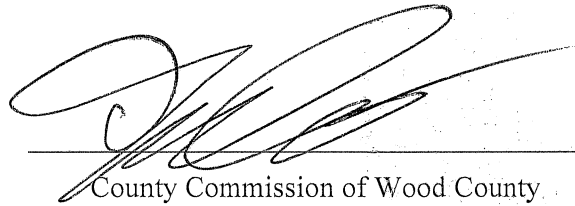
STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Adam Coull, 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 Deputy Clerk for Wood County Clerk's Office and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

*Adam Coull*

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 1 day of Feb, 2024.

  
County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88326034  
02/01/2024 @ 09:11:56 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 238  
Pages Recorded 1

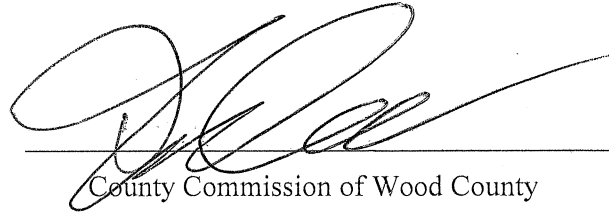
STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Noelle Aldridge, 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 Deputy Clerk for Wood County Clerk's Office and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Noelle Aldridge

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 1 day of February, 2024.

  
County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 8832A036  
02/01/2024 @ 09:14:05 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 239  
Pages Recorded 1

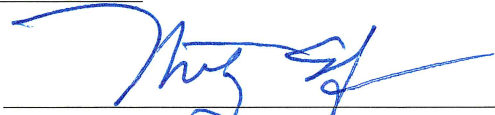
STATE OF WEST VIRGINIA  
COUNTY OF WOOD

} TO -WIT:

I, Chelcie Bartlett 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 Office Manager Wood County 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.

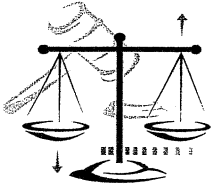
  
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Subscribed and sworn to, before the County Commission of Wood County, West Virginia,  
this 1<sup>ST</sup> day of February, 2024

  
\_\_\_\_\_

County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88326037  
02/01/2024 @ 09:15:39 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 240  
Pages Recorded 1



## MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 1531 Garfield Ave, Parkersburg, WV 26101

**304-422-8570 \* Fax: 304-422-8579**

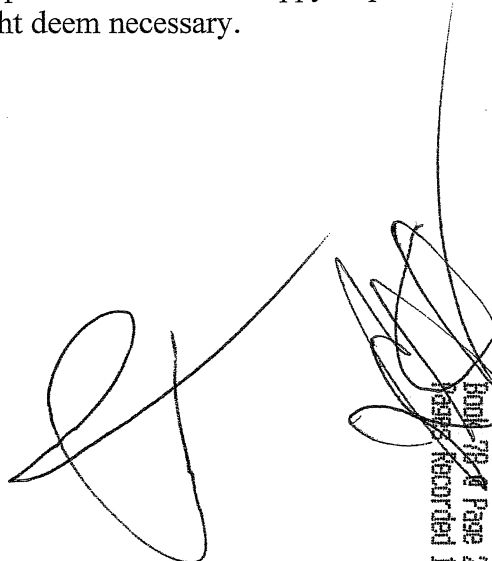
To: Wood County Commission  
From: Amy Church, DRC Personnel Director  
Date: 2/1/2024  
Re: Wood County DRC Request to Hire

Please regard this notice as my request to hire Tracie Allen as a full-time, Wood County Case Manager at the rate of \$40,000 per year. Ms. Allen has 10 years of experience case managing people in addiction, mental health and those with disabilities. She has experience in facilitating treatment groups and is comfortable with the criminal justice population. She has a Bachelor's Degree in Psychology and is interested in pursuing her Drug and Alcohol Counselor certification.

If this request is approved, she will work out a notice with her current employer and be ready to begin her employment on or around February 20, 2024.

This hiring is necessary in order fill the vacancy created by Crystal Butcher.

It is my hope that you will act on this request as quickly as possible. I will be happy to provide any other information related to this matter which you might deem necessary.

  
Wood County  
Joe Gonzales, Clerk  
Instrument 88326248  
02/01/2024 @ 10:00:20 AM  
PRIORITY COMMISSION ORDER  
Book 72 of Page 245  
Case recorded 1

# WOOD COUNTY

(304) 424-1834  
(304) 424-1832 fax



# SHERIFF'S OFFICE

401 Second Street Suite# 11  
Parkersburg, W.Va. 26101

R.L. Woodyard, Sheriff

G.M. Deem, Chief Deputy

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January 31, 2024

Wood County Commission

Joseph Kiger has resigned his position as a Court Officer for the Wood County Sheriff's Office effective January 30, 2024. He has 210.5 hours of sick time remaining. He also has 82 hours of Vacation and 1.75 hours of comp with .5 overtime that will need to be paid.

Sincerely,

R L Woodyard, Sheriff

Wood County  
Joe Gonzalez, Clerk  
Instrument 88326245  
02/01/2024 @ 09:50:11 AM  
COUNTY COMMISSION ORDER  
Book 78 @ Page 244  
Pages Recorded 1

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5303	CHILD	CHILD SUPPORT ENF DIV	REGULAR	01/31/2024	737.08	
5304	EMPOWER	EMPOWER RETIREMENT	REGULAR	01/31/2024	75.00	
5305	IRS-PAY	DEPARTMENT OF TREASURY	REGULAR	01/31/2024	97,795.59	
5306	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	01/31/2024	1,769.00	
5307	OH ST TX	TREASURER OF STATE OF OHIO	REGULAR	01/31/2024	1,256.62	
5308	WV ST TX	WV STATE TAX COMM-INCOME	REGULAR	01/31/2024	27,200.13	
177100	AMERICAN	AFLAC	REGULAR	01/31/2024	68.44	
177101	OHIOCHILD	OHIO CHILD SUPPORT PAYMENT CENTRAL	REGULAR	01/31/2024	51.00	
177102	WASHINGTONH	WASHINGTON NATIONAL INSURANCE CO.	REGULAR	01/31/2024	892.70	
177103	WESTERNSO	WESTERN & SOUTHERN LIFE	REGULAR	01/31/2024	54.10	
<b>PAYROLL FUND Bank Id 101 Totals</b>					129,899.66	
<b>Report Totals</b>					129,899.66	

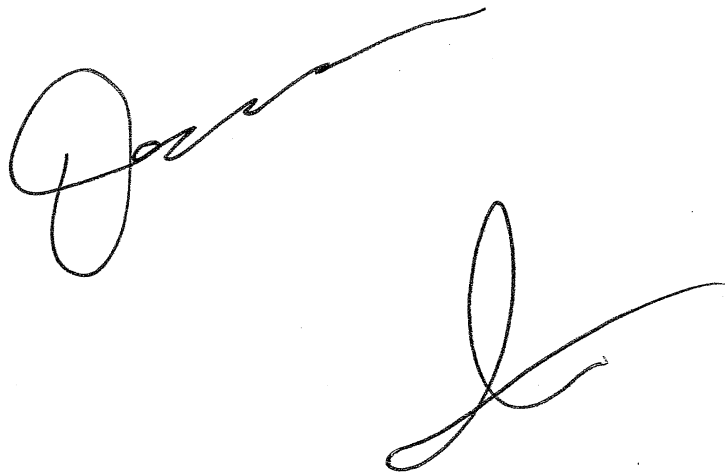



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5302	HEALTH	HIGHMARK WEST VIRGINIA	REGULAR	01/26/2024	3,810.01	

GENERAL FUND Bank Id 101 Totals 3,810.01

Report Totals 3,810.01

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# Check Register Report for Wood County Commission

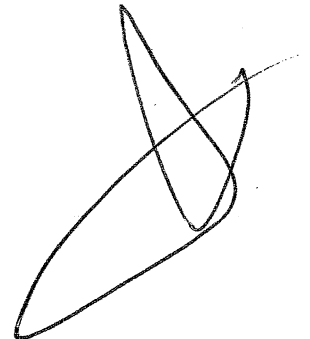
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5309	DENTAL	RENAISSANCE	REGULAR	01/30/2024	823.35	
177104	10-42	10-42 TACTICAL	REGULAR	01/30/2024	2,464.58	
177105	B&D GLASS	B&D GLASS	REGULAR	01/30/2024	310.00	
177106	BAILWEND	WENDY BAILEY	REGULAR	01/30/2024	188.00	
177107	CAS CABLE	CAS CABLE	REGULAR	01/30/2024	245.72	
177108	CLAYMAN	CLAYMAN & ASSOCIATES	REGULAR	01/30/2024	2,500.00	
177109	DISH	DISH NETWORK	REGULAR	01/30/2024	130.58	
177110	DOMINIONH	DOMINION HOPE	REGULAR	01/30/2024	121.13	
177111	FIREEXTIN	FIRE EXTINGUISHER SPECL	REGULAR	01/30/2024	1,553.32	
177112	GENERALSA	GENERAL SALES CO.	REGULAR	01/30/2024	3,933.22	
177113	GRAINGER	GRAINGER	REGULAR	01/30/2024	642.60	
177114	HINKLEB	BRENDA HINKLE	REGULAR	01/30/2024	531.94	
177115	INSIGHT	INSIGHT	REGULAR	01/30/2024	1,595.70	
177116	JOHNFLORA	JOHN FLORA CONTRACTING LLC	REGULAR	01/30/2024	14,457.64	
177117	JOHNSTONE	JOHNSTONE SUPPLY	REGULAR	01/30/2024	616.03	
177118	ODEPOT	ODP BUSINESS SOLUTIONS, LLC	REGULAR	01/30/2024	1,830.91	
177119	OPTIMUM	OPTIMUM WATER SOLUTIONS . INC.	REGULAR	01/30/2024	65.00	
177120	OPTIMUMB	OPTIMUM BUSINESS	REGULAR	01/30/2024	155.22	
177121	PARKERSBURG F	PARKERSBURG PLUMBING SUPPLIES	REGULAR	01/30/2024	327.42	
177122	SHERWIN-W	SHERWIN-WILLIAMS PAINT	REGULAR	01/30/2024	1,229.90	
177123	ULINE	ULINE	REGULAR	01/30/2024	1,325.61	
177124	VERIZONW	VERIZON WIRELESS	REGULAR	01/30/2024	81.26	
177125	WATERBOY	WATERBOY LLC	REGULAR	01/30/2024	30.00	
177126	ZIRKLE	EMMA ZIRKLE, ERO	REGULAR	01/30/2024	64.35	

**GENERAL FUND Bank Id 101 Totals**

35,223.48

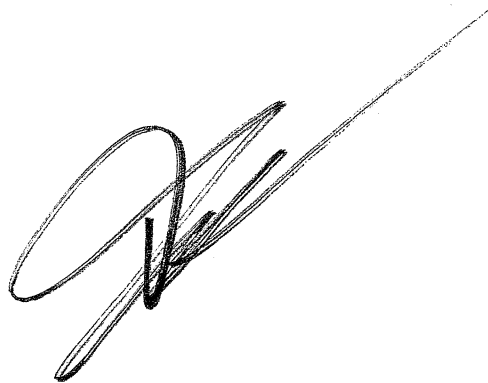
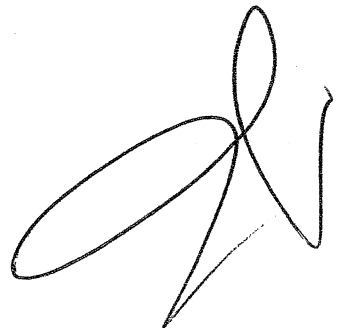
# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8874	AFFORDABLEL	AFFORDABLE LAWN WORX LLC	REGULAR	01/30/2024	370.00	
8875	AT&T MOBILE	AT&T MOBILITY	REGULAR	01/30/2024	521.67	
8876	DOMINIONH	DOMINION HOPE	REGULAR	01/30/2024	2,124.16	
8877	OPTIMUM	OPTIMUM WATER SOLUTIONS . INC.	REGULAR	01/30/2024	58.00	
8878	WVDTL	WV DRUG TESTING LABORATORIES. INC	REGULAR	01/30/2024	20.00	
<b>E-911 FUND Bank Id 107 Totals</b>					3,093.83	

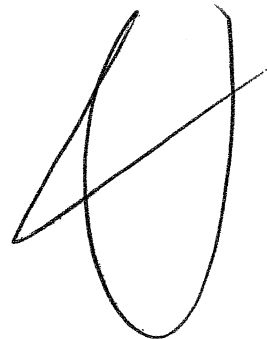
# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3683	WVDTL	WV DRUG TESTING LABORATORIES, INC	REGULAR	01/30/2024	670.00	
HOME CONFINEMENT Bank Id 108 Totals					<u>670.00</u>	

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# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3382	ATLANTIC ES	ATLANTIC EMERGENCY SOLUTIONS	REGULAR	01/30/2024	15,302.66	
3383	DOMINIONH	DOMINION HOPE	REGULAR	01/30/2024	210.60	
3384	HAUL	HAUL AWAY TRASH LLC	REGULAR	01/30/2024	66.50	
3385	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	01/30/2024	680.00	
3386	SECKMAN	SECKMAN PEST CONTROL	REGULAR	01/30/2024	400.00	
3387	STATE ELE	STATE ELECTRIC SUPPLY CO	REGULAR	01/30/2024	140.00	
3388	WEX	WEX BANK	REGULAR	01/30/2024	488.32	
<b>FIRE SERVICE FEE Bank Id 120 Totals</b>					17,288.08	

# Check Register Report for Wood County Commission

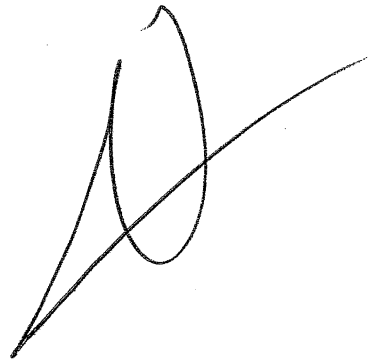
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8685	APP-POWER	APPALACHIAN POWER	REGULAR	01/30/2024	80.89	
8686	FRONTIER	FRONTIER	REGULAR	01/30/2024	419.34	
8687	MONPOWER	MON POWER	REGULAR	01/30/2024	100.88	
8688	OPTIMUMB	OPTIMUM BUSINESS	REGULAR	01/30/2024	227.11	
8689	PHARCHEM	PHARMCHEM INC	REGULAR	01/30/2024	619.02	
8690	REYNOLDSL	REYNOLDS LANDSCAPING	REGULAR	01/30/2024	250.00	
8691	SWC	SHERIFF OF WOOD COUNTY	REGULAR	01/30/2024	70.00	
<b>COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals</b>					<b>1,767.24</b>	



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# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1058	MRA	MRA INTERNATIONAL	REGULAR	01/30/2024	27,904.10	
AMERICAN RESCUE PLAN Bank Id 207 Totals					<u>27,904.10</u>	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
390	GRAE-CON	GRAE-CON CONSTRUCTION INC	REGULAR	01/30/2024	13,042.10	

SPECIAL BLDG FUND Bank Id 244 Totals 13,042.10

Report Totals 98,988.83

