

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, MARCH 21, 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.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission held a hearing in regard to the Susan Hopkins Estate. Charles Hopkins, Executor asked that claims be disallowed in the Estate. After review, the County Commission, upon a motion made by James E. Colombo, seconded by David Blair Couch and made unanimous by Robert K. Tebay, Ordered the claims be disallowed in said Estate. (Probate Order)

At 9:45 A.M., the County Commission held a hearing in regard to the C. Fred Starkey Estate. Bobbie Starker, Petitioner requested the Commission remove Bill Richardson as Executor. After review, the County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, Ordered the Estate be referred to a Fiduciary Commissioner. (Probate Order)

At 10:08 A.M., the County Commission held a hearing in regard to the Estate of Dorr Casto, III. Majed Maliki, Petitioner presented a Request to Accept the Will into Probate. After review of said Will, the County Commission, upon a motion by David Blair Couch, seconded by

James E. Colombo and made unanimous by Robert K. Tebay, Ordered the Will not be accepted into Probate. (Probate Order)

At 10:15 A.M., the County Commission held a hearing in regard to the Jill Canter Estate. Rebecca Canter, Administratrix of the Estate asked that claims be disallowed in the Estate. After review, the County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, Ordered the claims be disallowed in said Estate. (Probate Order)

At 10:20 A.M., the County Commission approved the hiring of Valerie Doolittle as an E-911 employee.

At 10:22 A.M., Mike Shook, Wood County E-911 Director, requested they be allowed to hire part-time works at the same rate of full-time employees starting pay.

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:30 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

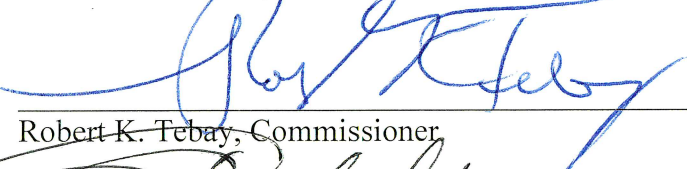
A/2917, A/2918

APPROVED:

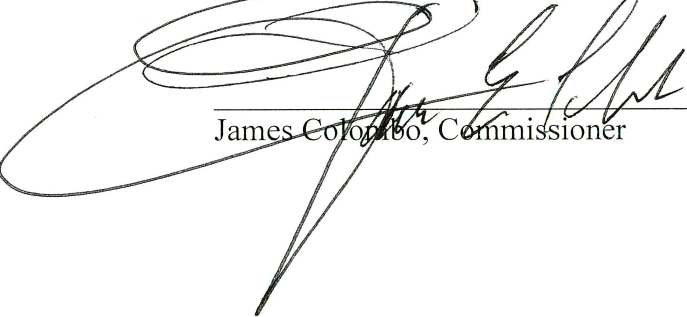
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Wood County Commission Meeting
Held March 21, 2024

Please Print

1.	Charles Hopkins
2.	Bobbi Starkey
3.	Martha Winans
4.	Kelli Skinner
5.	Bill Richardson Jr
6.	Andrew C Woolfer III
7.	Bill Merriman Attorney for Castos'
8.	Jeff Casto
9.	Brad Casto
10.	Majeed Malik
11.	Kayla Cook
12.	Nichole Cunningham
13.	Rebecca Canter
14.	
15.	
16.	
17.	
18.	
19.	
20.	



Wood County Commission
Agenda

March 21, 2024
1 Court Square Suite 203
Parkersburg, WV 26101

9:30 A.M.	Estate of Susan L. Hopkins – Consider request to disallow claims	Charles Hopkins, Executor
9:45 A.M.	Estate of C. Fred Starkey, III – Consider request to remove personal representative, Bill Richardson	Bobbi Starkey, Petitioner
10:00 A.M.	Estate of Dorr Casto – Consider request to allow will	Majed Maliki, Petitioner
10:15 A.M.	Estate of Jill C. Canter – Consider request to have claims disallowed	Rebecca Canter, Petitioner
	Consider Request to Hire Valerie J. Doolittle as a part-time Telecommunicator for the E-911 Center - \$16.66/hr	
	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, 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

March 21, 2024


IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: ESTATE OF SUSAN LINN HOPKINS, DECEASED

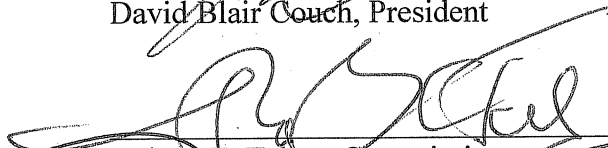
ORDER

This day came CHARLES HOPKINS, EXECUTOR for the Estate of SUSAN LINN HOPKINS, deceased, before the County Commission, in a hearing asking that claims be disallowed in said Estate. The County Commission, after reviewing said Estate, upon a Motion made by James E. Colombo, seconded by David Blair Couch, and made unanimous by Robert K Tebay, ordered the claims be disallowed in said Estate. The County Commission ordered that if additional funds come into the Estate will need to be reopened.

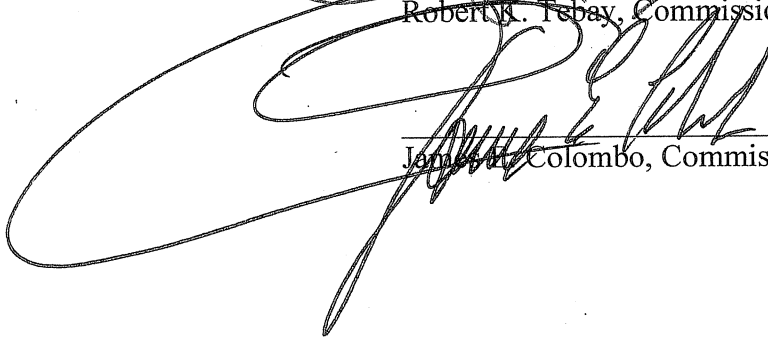
APPROVED:



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Wood County
JOS GONZALES, CLERK
INSTRUMENT 8829078
03/22/2024 @ 12:24:21 PM
FILED IN INSTRUMENT
BOOK 78 @ PAGE 375
Pages Recorded 1

March 21, 2024

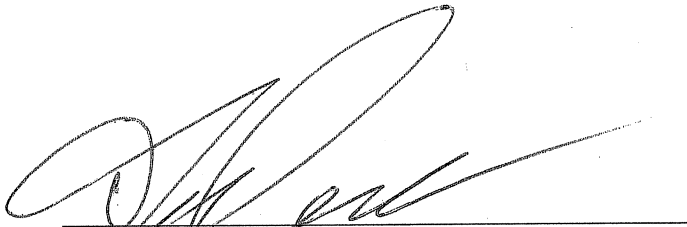
IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: ESTATE OF C FRED STARKEY, III, DECEASED

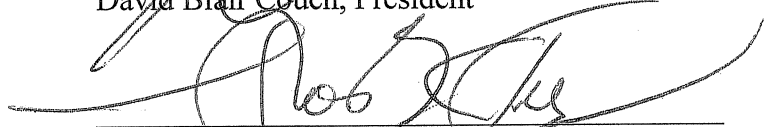
ORDER

This day came BOBBIE STARKEY, for the Estate of C FRED STARKEY, III, deceased, with a Motion to remove the Executor. After reviewing said estate, upon a motion by David Blair Couch, seconded by James E Colombo, and made unanimous by Robert K Tebay, ORDERED this Estate be referred to a Fiduciary Commissioner.

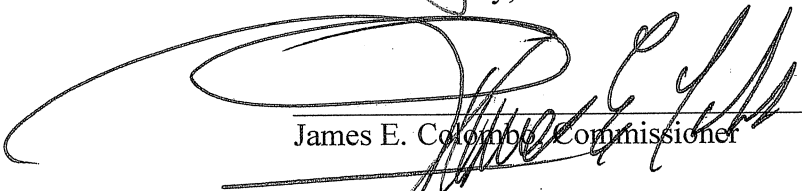
APPROVED:



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Wood County
Joe Gonzales, Clerk
Instrument 8832076
03/22/2024 @ 12:19:26 PM
FIDUCIARY ORDER
Book 78 @ Page 373
Pages Recorded 1

March 21, 2024


IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: ESTATE OF DORR C CASTO, III, DECEASED


ORDER

This day came MAJED MALIKI, Petitioner for the Estate of **DORR C CASTO, III**, deceased, before the County Commission, presented a Request to Accept the Will into Probate. After County Commission, reviewed said Will, a Motion was made by DAVID BLAIR COUCH, seconded by JAMES E COLOMBO, and made unanimous by ROBERT K TEBAY, Ordering the Will not be accepted into Probate.

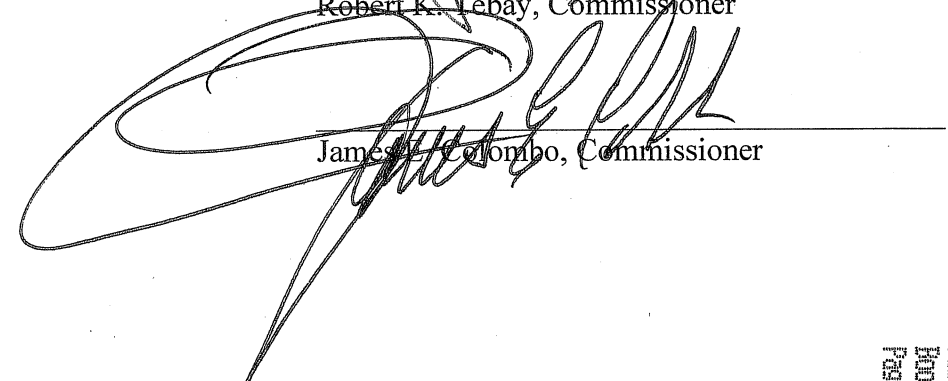
APPROVED:



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Wood County
Joe Gonzales, Clerk
Instrument 8829077
03/22/2024 @ 12:22:24 PM
FIDUCIARY ORDER
BOOK 74 @ PAGE 374
PAGES RECORDED 1

March 21, 2024

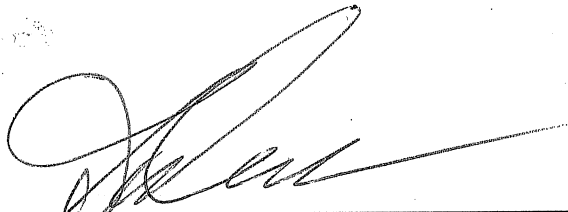
IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

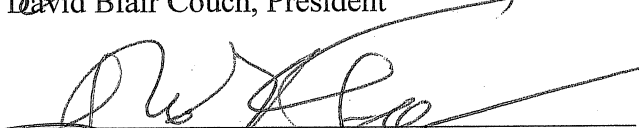
IN RE: ESTATE OF JILL CHRISTINE CANTER, DECEASED

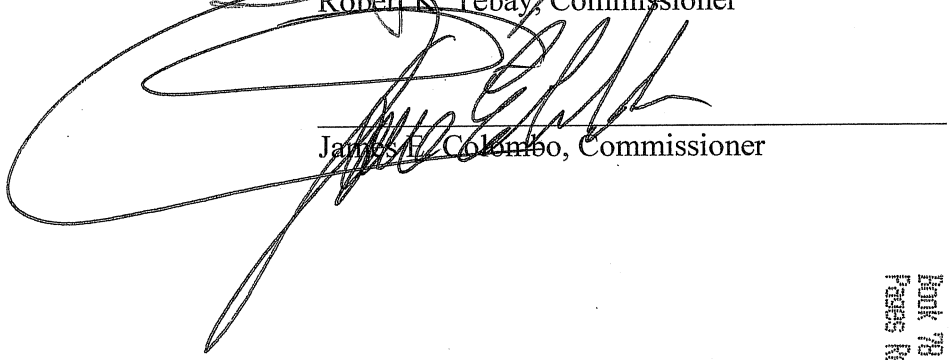
ORDER

This day came REBECCA CANTER, ADMINISTRATRIX for the Estate of **JILL CHRISTINE CANTER**, deceased, before the County Commission, in a hearing asking that claims be disallowed in said Estate. The County Commission, after reviewing said Estate, upon a Motion made by David Blair Couch, seconded by James E Colombo, and made unanimous by Robert K Tebay, ordered the claims be disallowed in said Estate. The County Commission ordered that if additional funds come into the Estate will need to be reopened.

APPROVED:



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

Wood County
Joe Gonzales, Clerk
Instrument 98329079
03/22/2024 @ 12:25:35 PM
FINALITY ORDER
Book 79 @ Page 376
Pages Recorded 1

MARCH 21, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH TO SIGN THE PROGRESS REPORT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 24-CC-29. SAID PROGRESS REPORT IS IN THE AMOUNT OF \$19,817.06.

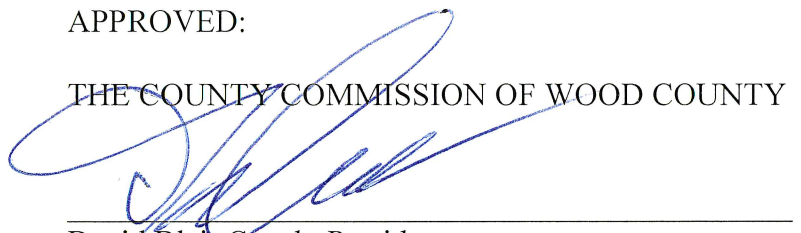
ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and passed, did hereby AUTHORIZE David Blair Couch, on behalf of the County Commission, to sign the Progress Report in regard to the Community Corrections Grant Number 24-CC-29. The Request for Reimbursement is in the amount of nineteen thousand eight hundred seventeen dollars and six cents (\$19,817.06) for the month of February, 2024. A Financial Recap Page, Project Financial Report, Time Sheets for the employees of the Wood County Day Report Center and the Monthly Progress Reports have been submitted.

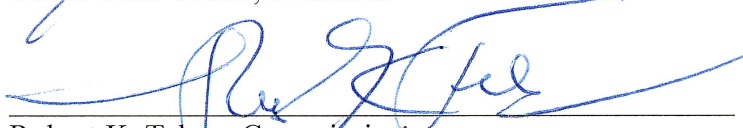
Documentation pertaining to the Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

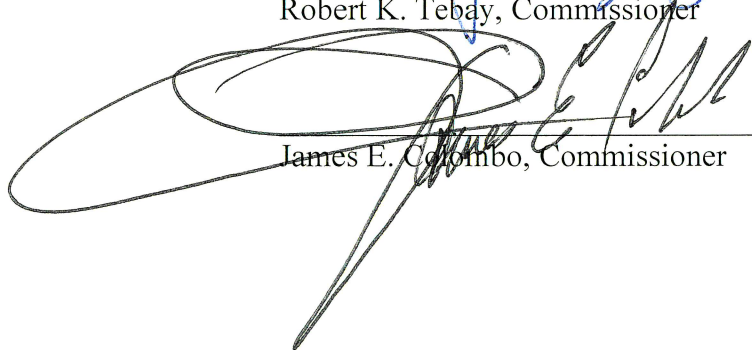
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2917

Wood County
Joe Gonzales, Clerk
Instrument 88329232
03/21/2024 @ 01:25:11 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 382
Pages Recorded 1

MARCH 21, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK
IN THE AMOUNT OF \$6,119.66 WHICH REPRESENTS
REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME
ASSISTANCE (VOCA) GRANT NUMBER 24-VA-076.

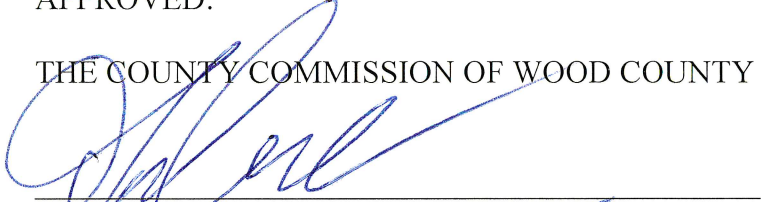
ORDER

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, was in receipt of a check in the amount of six thousand one hundred nineteen dollars and sixty-six cents (\$6,119.66) which represents reimbursement for the month of January 24, 2024 in regard to the Justice Assistance Grant Number 24-VA-076. Receipt of said check is pursuant to an Order appearing in Order Book 78, at Page 341 and bearing the date of March 18, 2024.

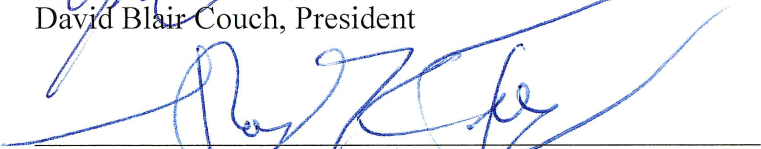
Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

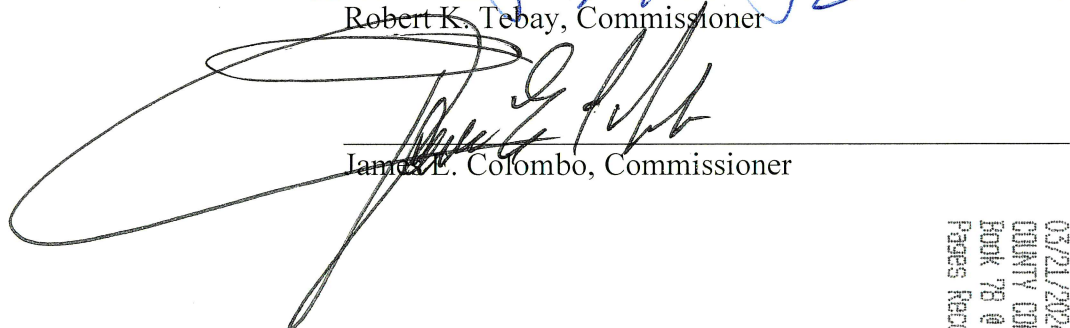
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2918

Wood County
Joe Gonzales, Clerk
Instrument 88329233
03/21/2024 @ 01:26:57 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 385
Pages Recorded 1



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



March 18, 2024

Wood County Commission
#1 Court Square
Parkersburg, WV 26101

Dear Commissioners:

This letter is to advise you Kennedy Travis has resigned as a Full – Time Telecommunicator as of March 16, 2024. He decided Emergency Dispatching was not the career for him. He is not due any pay for vacation time and he will not receive pay for the March 31, 2024 pay period.

Respectfully,

W.M. Shook

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

911 Core Rd
Parkersburg, WV 26104

Wood County
Joe Gonzales, Clerk
Instrument 88329124
03/18/2024 @ 02:25:26 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 377
Pages Recorded 1



Office of the Wood County Clerk

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

Joe Gonzales
County Clerk

Phone: 304-424-1850

March 19, 2024

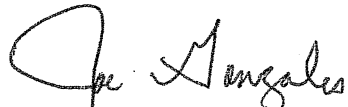
Wood County Commission
Wood County Courthouse
1 Court Square
Parkersburg, WV 26101

Dear Commission:

Martha DeVore is retiring from the County Clerk's Office effective March 31, 2024, with 43 1/2 years of service. Her last working day will be Friday, March 29, 2024. Please pay her for 30 days of vacation (240 hours) in addition to her regular pay for the March 31, 2024, payroll. Please take this out of Line Item #1-402-10-103, Salaries.

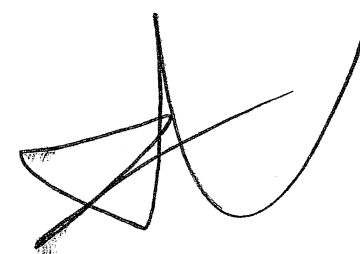
Martha has 340 sick days to be used toward her retirement in the Public Employees Retirement System to extend her years of service.

Sincerely,


Joe Gonzales, Clerk
Wood County Commission



JG:bj



Wood County
Joe Gonzales, Clerk
Instrument 88329126
03/19/2024 @ 02:29:56 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 378
Pages Recorded 1

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1066	ZMM	ZMM INC	REGULAR	03/19/2024	6,021.45	

AMERICAN RESCUE PLAN Bank Id 207 Totals

6,021.45

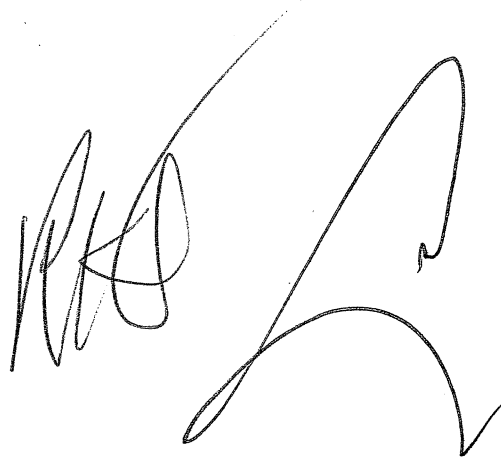
Report Totals

6,021.45

A 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
8734	CITYOFSPENCER	SPENCER POLICE DEPARTMENT	REGULAR	03/19/2024	31.44	
8735	LAMP	LAMP PESTPROOF	REGULAR	03/19/2024	128.40	
8736	RICHCHAD	RICHARDS CHAD E.	REGULAR	03/19/2024	94.32	
8737	WVDTL	WV DRUG TESTING LABORATORIES. INC	REGULAR	03/19/2024	1,070.00	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					1,324.16	
Report Totals					1,324.16	



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 'R. A. ...'.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8912	ACTIVE911	ACTIVE911 INC	REGULAR	03/19/2024	157.50	
8913	DEPTOFADMIN	DEPARTMENT OF ADMIN SERVICES	REGULAR	03/19/2024	75.00	
8914	FRONTIER	FRONTIER	REGULAR	03/19/2024	6,166.74	
8915	LAMP	LAMP PESTPROOF	REGULAR	03/19/2024	205.00	
8916	MCEWDALE	MCEWUEN DALE R.	REGULAR	03/19/2024	268.71	
8917	VERIZONW	VERIZON WIRELESS	REGULAR	03/19/2024	40.01	
E-911 FUND Bank Id 107 Totals					6,912.96	
Report Totals					6,912.96	



Two handwritten signatures in black ink are present in the lower right quadrant of the page. The first signature is a cursive, stylized name, and the second is a larger, more prominent signature.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
177304	10-42	10-42 TACTICAL	REGULAR	03/19/2024	3,413.43	
177305	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	03/19/2024	16.00	
177306	GLACIER	GLACIER MOUNTAIN BOTTLED WATER	REGULAR	03/19/2024	30.00	
177307	INSIGHT	INSIGHT	REGULAR	03/19/2024	18,894.77	
177308	LAMP	LAMP PESTPROOF	REGULAR	03/19/2024	140.00	
177309	LIGHTNER	LIGHTNER'S FRAME SERV	REGULAR	03/19/2024	112.15	
177310	MASONBARRY	MASON BARRY HVAC	REGULAR	03/19/2024	225.00	
177311	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	03/19/2024	375.00	
177312	RIS	RECORDS IMAGING & STORAGE INC	REGULAR	03/19/2024	1,872.01	
177313	RUNYON	RUNYON LOCK SERVICE	REGULAR	03/19/2024	49.25	
177314	SWC	SHERIFF OF WOOD COUNTY	REGULAR	03/19/2024	143,763.21	
177315	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	03/19/2024	3,020.01	
177316	VERIZONW	VERIZON WIRELESS	REGULAR	03/19/2024	715.85	

GENERAL FUND Bank Id 101 Totals 172,626.68

Report Totals 172,626.68



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3453	AIRGAS M	AIRGAS MID AMERICA	REGULAR	03/15/2024	302.96	
3454	ATLANTIC ES	ATLANTIC EMERGENCY SOLUTIONS	REGULAR	03/15/2024	10,891.27	
3455	BANKCARD	BANKCARD CENTER	REGULAR	03/15/2024	798.10	
3456	CFS	CONSOLIDATED FLEET SERVICES	REGULAR	03/15/2024	1,694.85	
3457	DOMINIONH	HOPE GAS INC.	REGULAR	03/15/2024	869.70	
3458	ELAN	ELAN FINANCIAL SERVICES	REGULAR	03/15/2024	72.89	
3459	EMERGENCY M	EMERGENCY MEDICAL PRODUCTS INC	REGULAR	03/15/2024	203.04	
3460	FIREEXTIN	FIRE EXTINGUISHER SPECL	REGULAR	03/15/2024	195.00	
3461	FRONTIER	FRONTIER	REGULAR	03/15/2024	87.69	
3462	KAESER	KAESER & BLAIR INC	REGULAR	03/15/2024	1,720.77	
3463	LUBECKPSD	LUBECK PUBLIC SERVICE DISTRICT	REGULAR	03/15/2024	177.07	
3464	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	03/15/2024	102.59	
3465	MONPOWER	MON POWER	REGULAR	03/15/2024	588.28	
3466	MWVFD	MINERAL WELLS VFD	REGULAR	03/15/2024	8,394.40	
3467	TRAVELERS I	TRAVELERS -RMD	REGULAR	03/15/2024	701.00	
3468	UNION WIL	UNION WILLIAMS PSD	REGULAR	03/15/2024	234.60	
3469	WOOD CO FIRE	WOOD CO FIRE BOARD	REGULAR	03/15/2024	83.55	

FIRE SERVICE FEE Bank Id 120 Totals

27,117.76

Report Totals

27,117.76