

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, MAY 30, 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, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, approved minutes of April 25 and 29, 2024 and May 2, 6, 9, 13, 16 and 20, 2024.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission of Wood County, upon a motion by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby AWARD the bid for the skylight replacement at the Judge Donald F. Black Annex to Murray Sheet Metal at a Bid Price of \$62,215.00. (Order A/2949)

At 9:32 A.M., the County Commission of Wood County, did hereby AUTHORIZE the opening of a sealed bid for HVAC replacement at the Judge Donald F. Black Annex. Said sealed bid was received pursuant to a Legal Notice appearing in the Parkersburg News and Sentinel on May 13, 2024. A sealed bids was received from Murray Sheet Metal, Bid Price of \$508,325.00. 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 RECEIVE said bids for review. (Order A/2948)

At 9:35 A.M., the County Commission approved the hiring of Gary McCullough as a Court Officer for the Sheriff's Department.

At 10:13 A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Section 4, as amended. The said Robert K. Tebay, James E. Colombo and David Blair Couch, Commissioners met with Marty Seufer, County Administrator and Joe Gonzales, County Clerk. All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being covered by personnel matters. The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:33 o'clock A.M. (Order A/2950)

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 an increase in the maximum benefit amount to one thousand five hundred dollars and zero cents (\$1,500.00) annually to a single user on the county dental insurance. (Order C/196)

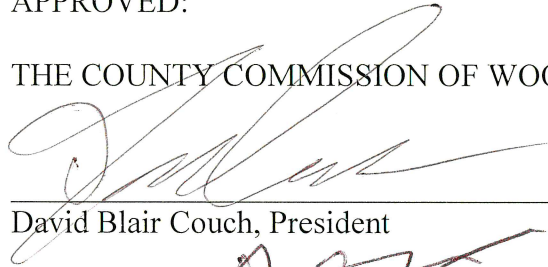
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:34 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

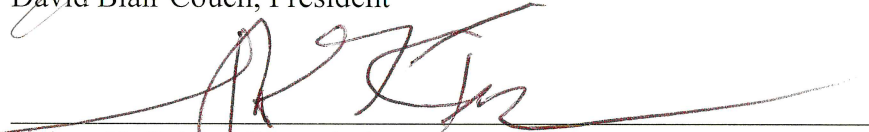
A/ 2948, A/2949, A/2950, C/193, C/196

APPROVED:

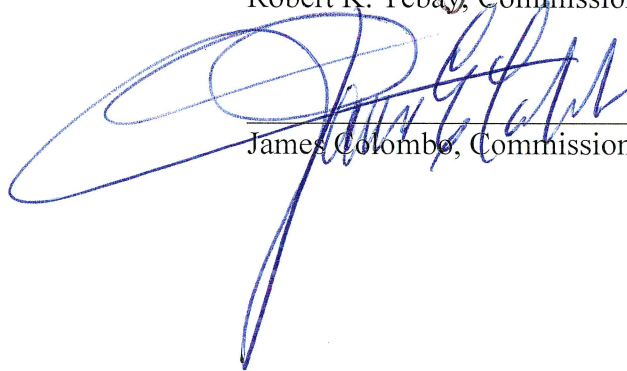
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting
Held May 30, 2024

Please Print

1. <i>Mike Seckman</i>
2. <i>Phil Prunty - Murray Sheetmetal.</i>
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.



Wood County Commission
Agenda

May 30, 2024 | 9:30 A.M.
1 Court Square Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider awarding bid for Judge Black Annex Main Entrance Skylight Replacement	
	Bid opening – HVAC for the Judge Black Annex	
	Consider request to hire Gary McCullough as a Court Office for the Sheriff’s Department - \$32,760.00/yr.	
	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

MAY 30, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED A SEALED BID FOR
HVAC REPLACEMENT AT THE JUDGE DONALD F. BLACK
ANNEX.

ORDER

On this date, the County Commission of Wood County, at 9:30 A.M., did hereby AUTHORIZE the opening of a sealed bid for HVAC replacement at the Judge Donald F. Black Annex. Said sealed bids were received pursuant to a Legal Notice appearing in the Parkersburg News and Sentinel on May 13, 2024. A sealed bid was received from the following:

Murray Sheet Metal Co. Inc.
3112 7th Street
Parkersburg, WV 26101

Bid Price - \$508,325.00

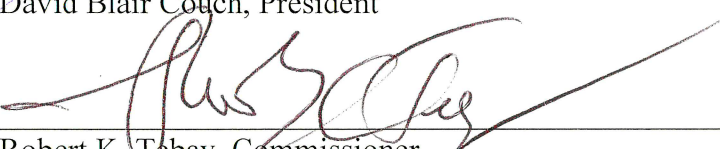
The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, did hereby RECEIVE said bids for review.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2948

Wood County
Joe Gonzales, Clerk
Instrument 8834649
05/30/2024 @ 12:05:31 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 687
Pages Recorded 1

MAY 30, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AWARDED THE BID FOR
THE SKYLIGHT REPLACEMENT AT THE JUDGE
DONALD F. BLACK ANNEX.

ORDER


On this date, the County Commission of Wood County, upon a motion by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby AWARD the bid for the skylight replacement at the Judge Donald F. Black Annex to the following:

Murray Sheet Metal Co. Inc.
3112 7th Street
Parkersburg, WV 26101

Bid Price - \$62,215.00

APPROVED:

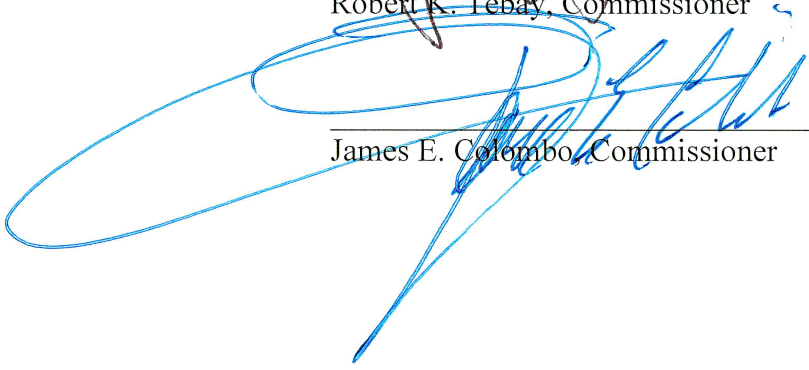
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2949

Wood County
Joe Gonzales, Clerk
Instrument 88334651
05/30/2024 @ 12:11:35 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 689
Pages Recorded 1

MAY 30, 2024

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 30th day of May, 2024, at 10:13 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Section 4, as amended.

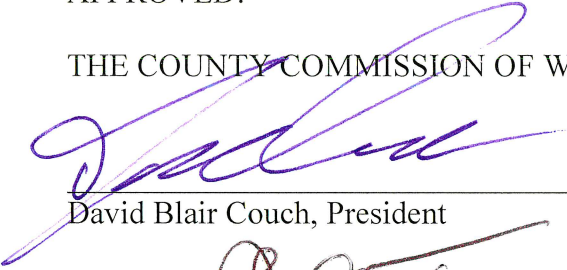
WHEREUPON, the said Robert K. Tebay, James E. Colombo and David Blair Couch, Commissioners met with Marty Seufer, County Administrator and Joe Gonzales, County Clerk.

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being covered by personnel matters.

The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:33 o'clock A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2950

Wood County
Joe Gonzales, Clerk
Instrument 8834650
05/30/2024 @ 12:07:04 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 688
Pages Recorded 1

May 30, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$19,000.00 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE WVCFIA GRANT #20CYCWOOD54.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of nineteen thousand dollars and zero cents (\$19,000.00) which represents reimbursement to Wood County for expenses incurred in regard to the West Virginia Courthouse Facilities Improvement Authority (WVCFIA) Grant Number 20CYCWood54. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 76, at Page 435 and bearing the date April 8, 2024, at which time David Blair Couch, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

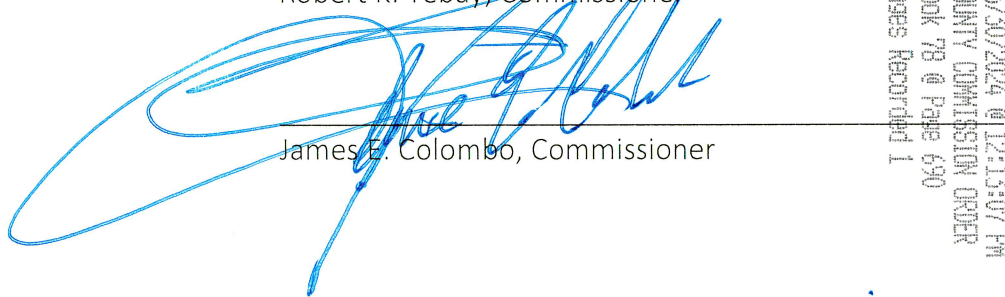
Documentation pertaining to the WVCFIA Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

CW/193

Wood County
Joe Gonzales, Clerk
Instrument 88334652
05/30/2024 @ 12:13:07 PM
COUNTY COMMISSION ORDER
Book 76 @ Page 690
Pages Recorded 1

MAY 30, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

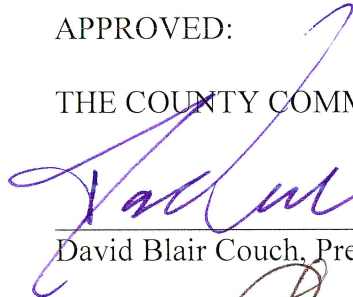
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
AN INCREASE IN THE EMPLOYEE DENTAL
INSURANCE PLAN.

ORDER

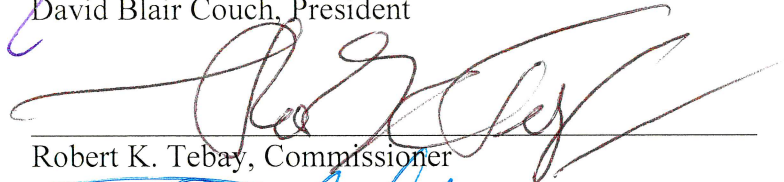
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, did hereby AUTHORIZE an increase in the maximum benefit amount to one thousand five hundred dollars and zero cents (\$1,500.00) annually to a single user on the county dental insurance.

APPROVED:

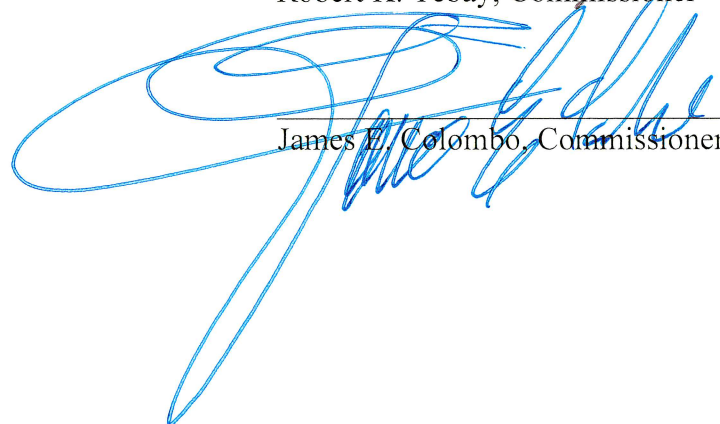
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

CW/196

Wood County
JOS GONZALES, CLERK
Instrument 88334806
05/30/2024 @ 01:56:33 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 697
Pages Recorded 1

Wood County



Sheriff's Office

Camille Waldron, Chief Tax Deputy
(304) 424-1910
(304) 424-1958 fax

319 Market Street
P.O. Box 1985
Parkersburg, W.Va. 26101

R.L. Woodyard, Sheriff

May 24, 2024

Wood County Commission
#1 Court Square
Parkersburg, WV 26101

Re: Termination of Employment

Dear Commissioners:

Randy Hughes was released of his duties as a Tax Office Teller at 1300 Hrs (1 PM) on May 24, 2024 as his services are no longer needed.

Sheriff Woodyard contacted Marty Seufer and Pat Lefebure to make them aware of circumstances surrounding Randy's termination.

Randy is to receive the following for the May 31st Pay Period:

- **52 hrs 30 min** for working May 16 – 24, 2024;

He is also due the following for accrued vacation time:

- **116 hrs 00 min**

For a Total of 168 hrs 30 min, all of which should come out of line item 1-404-10-103.

Respectfully,

Camille S Waldron
Chief Tax Deputy

Wood County
Joe Gonzales, Clerk
Instrument 88334405
05/30/2024 @ 03:47:11 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 685
Pages Recorded 1

WOOD COUNTY



SHERIFF'S OFFICE

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

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

R.L. Woodyard, Sheriff

May 28, 2024

Wood County Commission,

William Landers is retiring as a Court Bailiff with the Wood County Sheriff's Office. His last day will be May 31st. Landers has 542.5 hours of sick time to use toward his retirement. He has 22 hours of vacation and 1.5 hours of comp time he will need to be paid.

Sincerely,

R L Woodyard, Sheriff

RECEIVED
MAY 29 2024

County Commission

Wood County
Joe Gonzales, Clerk
Instrument 88336604
05/30/2024 @ 03:41:37 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 684
Pages Recorded 1