

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

NO. 1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, JULY 29, 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 June 13, 17, 24, 27, 2024 and July 1, 11 and 29, 2024.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission signed orders and other paperwork.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, adopted a Resolution in reference to Budget Revision No. 1 in the General County Fund Budget for the fiscal year 2024/2025. The Request for Revision to the Approved Budget, being submitted to the West Virginia State Auditor - Chief Inspector Division, Charleston, West Virginia, was signed by Joe Gonzales, Clerk of the County Commission. (Order A/2991)

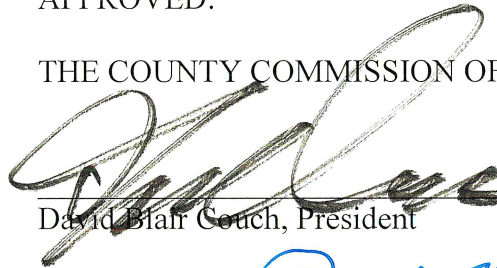
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:33 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/2991

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting
Held July 29, 2024

Please Print

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Wood County Commission
Agenda

July 29, 2024 | 9:30 A.M.
1 Court Square Suite 203
Parkersburg, WV 26101

9:30 A.M.	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

JULY 29, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ADOPTED A RESOLUTION IN
REFERENCE TO BUDGET REVISION NO. 1 IN THE GENERAL
COUNTY FUND BUDGET FOR THE FISCAL YEAR 2024/2025.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, adopted a Resolution in reference to Budget Revision No. 1 in the General County Fund Budget for the fiscal year 2024/2025. The Request for Revision to the Approved Budget, being submitted to the West Virginia State Auditor - Chief Inspector Division, Charleston, West Virginia, was signed by Joe Gonzales, Clerk of the County Commission.

A copy of the Resolution and Request for Revision are attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2991



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

RESOLUTION

At a regular session of the county commission, held July 29th, 2024 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Wood. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the General County budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on Fund 1 Budget Revision Number 1, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Robert K. Tebay and seconded by James E. Colombo and made unanimous by David Blair Couch, the vote thereon was as follows:

Three lines of signatures with 'Yes or No' options. The first two lines have 'Yes' circled, and the third line has 'Yes' circled.

WHEREUPON, David Blair Couch, declared said resolution be, and the same is, hereby adopted as so stated above, and the President authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5101 or ext. 5118
 Fax: 304-340-5090
 Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 FY: 2025
 Fund: 1
 Rev. No. 1
 Pages: 2

Wood County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request: PO Box 1474
 Name: **James Poling** STREET OR PO BOX COUNTY
 Phone: **304-424-1854**
 Fax: **304-424-1809** Parkersburg 26101
 Email: jpoling@woodcountywv.com CITY ZIP CODE
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance		536,926		536,926
299	Unassigned Fund Balance	900,000	1,822,606		2,722,606
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			2,359,532		

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	3,406,220	1,900		3,408,120
402	County Clerk	1,227,022	465		1,227,487
403	Circuit Clerk	1,028,717	79		1,028,796
404	Sheriff-Treasurer	1,059,654	70		1,059,724
405	Prosecuting Attorney	2,067,980	5,422		2,073,402
412	Agricultural Agent	161,449	2,933		164,382
413	Elections-County Clerk	301,744	655		302,399
424	Courthouse	716,219	4,579		720,798
428	Data Processing	160,000	2,023		162,023
442	Federal Grants	500,000	4,858		504,858
444	Other Grants	25,000	158,255		183,255
NET INCREASE/(DECREASE) Expenditures			2,359,532		

APPROVED BY THE STATE AUDITOR
 BY: Deputy State Auditor, Local Government Services Div. Date

AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

10-Jun-24

Lifesaver

FISCAL YEAR 2023/2024 ENDING BALANCE:

Cash Ending Balance			\$3,364,432.75	
Less:				
23/24 Encumbrances to be carried over to 24/25			(\$120,270.90)	
23/24 Accounts Payable			(\$78,230.91)	
23/24 Payroll payable			(\$26,640.77)	
LEPC Grant	442-6974		(\$4,858.00)	
Fort Boreman	900-2612		(\$68,677.31)	
Veterans Park	900-6601		(\$154,060.59)	
Clerk Deed Fee	460-341	\$	(30,802.57)	
Donations for K9s	444-7124	\$	(12,294.86)	
4H Project	444 7171		(\$140,788.00)	
Projecy Lifesaver	444-6903	\$	<u>(5,173.94)</u>	(\$536,926.17)
Subtotal			\$2,722,634.90	
Less:				
2024/2025 Unassigned Balance (1-299)			<u>\$900,000.00</u>	
2024/2025 Unassigned Balance to Carryover			\$1,822,634.90	

Open Purchase Order Recap for Wood County Commission

From Date Saturday, July 1, 2023 Thru Date Sunday, June 30, 2024

	Amt Due	G/L Amount	Difference
1 401 40 230	100.00	100.00	0.00
1 401 55 341	1,800.58	1,846.90	-46.32
1 402 40 221	465.00	495.00	-30.00
1 403 55 341	79.18	110.54	-31.36
1 404 40 230	70.70	70.70	0.00
1 405 40 212 1201	1,595.70	1,595.70	0.00
1 405 40 221	3,827.64	-782.65	4,610.29
1 412 40 214	2,536.07	2,695.68	-159.61
1 412 55 341	397.57	440.50	-42.93
1 413 55 341	655.59	-30,431.04	31,086.63
1 424 40 216	904.83	904.83	0.00
1 424 40 216 1602	44.04	-465.96	510.00
1 424 40 216 1604	284.04	284.04	0.00
1 424 40 216 1606	1.67	1.67	0.00
1 424 40 216 1607	46.04	46.04	0.00
1 424 40 216 1610	738.80	738.80	0.00
1 424 40 216 1611	78.77	241.37	-162.60
1 424 40 217	3.16	3.16	0.00
1 424 55 341	813.11	1,472.56	-659.45
1 424 55 341 4102	181.35	395.73	-214.38
1 424 55 341 4104	60.52	342.39	-281.87
1 424 55 341 4106	469.92	469.92	0.00
1 424 55 341 4109	258.59	388.26	-129.67
1 424 55 341 4110	106.99	107.11	-0.12
1 424 55 343	97.73	411.28	-313.55
1 424 55 345	497.93	497.93	0.00
1 428 55 341	20.24	2,089.93	-2,069.69
1 428 65 459	2,003.83	2,004.23	-0.40
1 700 40 217	631.09	594.39	36.70
1 700 40 221	756.40	1,428.84	-672.44
1 700 40 223 2300	35.00	35.00	0.00
1 700 40 233 2600	6,704.91	6,704.91	0.00
1 700 55 341	235.65	240.93	-5.28
1 700 55 343	10,478.00	19,156.70	-8,678.70
1 700 55 345	1,299.09	1,663.51	-364.42
1 802 65 459	8.15	8.15	0.00
1 900 70 567 6601	100.23	105.59	-5.36
1 900 70 568 2612	13,942.67	14,670.91	-728.24
1 986 65 458	29,879.00	29,879.00	0.00
1 986 65 459	38,061.12	38,061.12	0.00
Fund Total	120,270.90	98,623.67	21,647.23

Open Invoice Order Recap for Wood County Commission

Wood County
 Joe Gonzales, Clerk
 Telephone: 887-3888

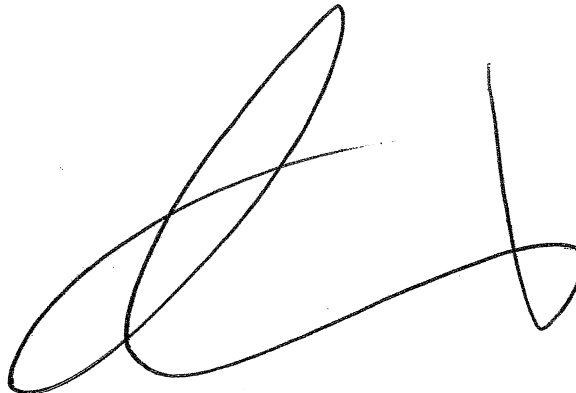
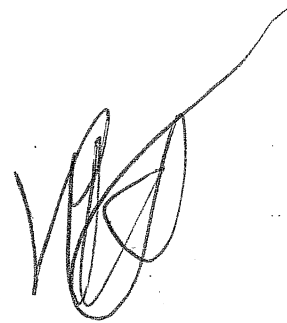
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 COUNTY COMMISSION ORDER
 Book 79 @ Page 49
 Pages Recorded 7

From Date Saturday, July 1, 2023 Thru Date Sunday, June 30, 2024

	<u>Amt Due</u>
1 401 10 105 3010	213.86
1 401 40 211	605.63
1 401 40 221	10.60
1 401 40 230	125.00
1 401 40 9999	34,009.91
1 401 55 341	77.11
1 402 40 222	650.00
1 402 55 341	79.88
1 403 55 341	594.00
1 405 40 233 2618	896.00
1 412 40 214	609.81
1 412 55 341	716.73
1 413 55 341	118.52
1 415 40 211	38.62
1 424 40 211	58.73
1 424 40 216 1602	510.00
1 424 55 341	137.73
1 424 55 341 4106	489.70
1 428 40 230	2,159.16
1 428 55 341	3,835.40
1 428 65 459	14,223.30
1 700 55 345	312.68
1 802 65 459	35.86
1 900 70 568 2612	1,626.74
1 904 70 568 2615	1,279.96
1 986 65 459	14,815.98
Fund Total	78,230.91
244 401 40 9999	2,643.66
Fund Total	2,643.66
56 401 40 9999	367.22
Fund Total	367.22
7 401 40 9999	2,828.15
Fund Total	2,828.15
72 401 40 9999	1,542.34
Fund Total	1,542.34
99 220-0000	26,640.77
Fund Total	26,640.77
Grand Total	112,253.05

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
2	OVERHEADD	OVERHEAD DOOR	REGULAR	07/25/2024	1,321.90	
3	WEX	WEX BANK	REGULAR	07/25/2024	465.88	
COUNTY FIRE PROTECTION Bank Id 041 Totals					<u>1,787.78</u>	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
178212	WV	WV ASSOCIATION OF COUNTY CLERKS	REGULAR	07/23/2024	650.00	
178213	AAP	ADVANCE AUTO PARTS	REGULAR	07/23/2024	757.41	
178214	ELEC SPECIALTY	ELECTRONIC SPECIALTY COMPANY	REGULAR	07/23/2024	648.00	
178215	GOODYEAR	GOODYEAR AUTO SERVICE CENTER	REGULAR	07/23/2024	573.32	
178216	HORNBECK	KEVIN HORNBECK	REGULAR	07/23/2024	14,550.00	X
178216	HORNBECK	KEVIN HORNBECK	VOID	07/25/2024	(14,550.00)	X
178217	LEXIS	RELX INC. DBA LEXISNEXIS	REGULAR	07/23/2024	591.71	
178218	LIPSCOMB CONS	LIPSCOMB CONSTRUCTION	REGULAR	07/23/2024	6,000.00	
178219	MLH	MLH CONSULTING LLC	REGULAR	07/23/2024	412.50	
178220	P-WCVCB	PARKERSBURG/WOOD COUNTY CONVENTION &	REGULAR	07/23/2024	75,000.00	
178221	PINNACLEC	PINNACLE CONSULTANTS LLC	REGULAR	07/23/2024	1,270.00	
178222	SHERWIN-W	SHERWIN-WILLIAMS PAINT	REGULAR	07/23/2024	647.46	
178223	TIANO	TIANO-KNOPP ASSOCIATES INC	REGULAR	07/23/2024	1,000.00	
178224	UNITED RE	UNITED REFRIGERATION INC.	REGULAR	07/23/2024	1,401.64	
178225	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	07/23/2024	2,332.23	
178226	WV STATE TAX	STATE TAX DEPARTMENT OPERATIONS DIVISION	REGULAR	07/23/2024	26,873.77	
178227	HORNBECKPLUM	HORNBECK PLUMBING	REGULAR	07/25/2024	14,550.00	

GENERAL FUND Bank Id 101 Totals

132,708.04



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9010	AT&T MOBILE	AT&T MOBILITY	REGULAR	07/23/2024	1,022.50	
9011	CINTAS	CINTAS CORPORATION	REGULAR	07/23/2024	56.92	
9012	FERRELLGAS	FERRELLGAS	REGULAR	07/23/2024	748.75	
9013	FRONTIER	FRONTIER	REGULAR	07/23/2024	6,193.03	
9014	ITECH	ITECH	REGULAR	07/23/2024	109.00	
9015	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	07/23/2024	17,444.00	
9016	OPTIMUM	OPTIMUM WATER SOLUTIONS . INC.	REGULAR	07/23/2024	58.00	
9017	VERIZONW	VERIZON WIRELESS	REGULAR	07/23/2024	40.01	
E-911 FUND Bank Id 107 Totals					25,672.21	



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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3632	AIRGAS USA	AIRGAS USA, LLC	REGULAR	07/23/2024	275.49	
3633	ARMSTRONG GR	ARMSTRONG	REGULAR	07/23/2024	40.47	
3634	BLAVOS	BLAVOS DIESEL REPAIR	REGULAR	07/23/2024	9,133.22	
3635	DOMINIONH	HOPE GAS INC.	REGULAR	07/23/2024	74.59	
3636	HAUL	HAUL AWAY TRASH LLC	REGULAR	07/23/2024	33.25	
3637	ITECH	ITECH	REGULAR	07/23/2024	16.05	
3638	LUBECKVFD	LUBECK VFD	REGULAR	07/23/2024	19.80	
3639	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	07/23/2024	652.85	
3640	MONPOWER	MON POWER	REGULAR	07/23/2024	65.26	
3641	PARMAROIL	PAR MAR OIL COMPANY	REGULAR	07/23/2024	1,038.66	
3642	TRAVELERS	TRAVELERS BANK & TRUST FSB	REGULAR	07/23/2024	2,371.00	
3643	UNION WIL	UNION WILLIAMS PSD	REGULAR	07/23/2024	228.38	
3644	VINYLWERX	GARAGE TRENDZ & VINYL WERX GRAPHICS	REGULAR	07/23/2024	375.00	

FIRE SERVICE FEE Bank Id 120 Totals

14,324.02



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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8861	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	07/23/2024	8.00	
8862	MONPOWER	MON POWER	REGULAR	07/23/2024	135.79	
8863	OPTIMUMB	OPTIMUM BUSINESS	REGULAR	07/23/2024	927.11	
8864	TYLER	TYLER MOUNTAIN WATER CO INC	REGULAR	07/23/2024	9.95	
8865	VERIZONW	VERIZON WIRELESS	REGULAR	07/23/2024	244.86	
8866	WVDTL	WV DRUG TESTING LABORATORIES. INC	REGULAR	07/23/2024	1,015.00	
8867	FINANCIAL	FINANCIAL STABILIZATION FUND	REGULAR	07/25/2024	500,000.00	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					502,340.71	

Check Register Report for Wood County Commission

No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
4562	CONCEPT	CONCEPT SEATING INC	REGULAR	07/23/2024	535.00	
4563	FRANKLIN INT	FRANKLIN INTERIORS	REGULAR	07/23/2024	1,885.52	
SPECIAL BLDG FUND Bank Id 244 Totals					2,420.52	
Report Totals					679,253.28	

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