

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, JULY 18, 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 passed, approved minutes of June 6, 2024.

The Oath of Office for Kenneth Glover as a Special Railroad Policeman was put on record on this date.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission held a hearing in regard to the Estate of Matthew M. Brletrick. Marsha Brletrick-Ward is contesting the Final Settlement. After discussion, the County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and passed, Ordered the Estate be referred to a Fiduciary Commissioner. (Probate Order)

At 9:45 A.M., the County Commission held a hearing in regard to the Clarice Stoneking estate. Peggy Allen, Petitioner asked for a status hearing. After discussion and review of documents presented, the beneficiaries have come to an agreement. Upon a motion made by

David Blair Couch, seconded by James E. Colombo and passed, the County Commission Ordered the Estate be closed once Probate receives the release for a pending claim on file. (Probate Order)

At 10:00 A.M., the County Commission held a hearing in regard to the Estate of Robert E. Phillips. Aaron Phillips, Petitioner, is contesting the Final Settlement. After discussion, the County Commission, upon a motion by David Blair Couch, seconded by James E. Colombo and passed, Ordered this Estate be referred to a Fiduciary Commissioner. (Probate Order)

At 10:30 A.M., the County Commission held a hearing in regard to the Estate of Charlotte E. Brookover. Mary Matthews, heir, requested a status report on the Estate. After discussion, the County Commission, upon a motion made by David B. Couch and seconded by James E. Colombo and passed, Ordered the said Estate be closed. (Probate Order)

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 thirty-seven thousand eight hundred ninety-nine dollars and twenty-four cents (\$37,899.24) for the month of June, 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. (Order A/2984)

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 Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 24-VA-076. The Request for Reimbursement is in

the amount of six thousand one hundred nineteen dollars and sixty-six cents (\$6,119.66) for the month of June, 2024. Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator. (Order A/2985)

The County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of three thousand three hundred seventeen dollars and seventy-six cents (\$3,317.76) which represents reimbursement to Wood County for expenses incurred during the month of March, 2024, in regard to the West Virginia Division of Criminal Justice Services Justice Assistance Grant Number 23-JAG-41. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 78, at Page 569 and bearing the date April 11, 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 WVDCJS Community Corrections Grant is on file in the Office of the County Administrator. (Order A/2986)

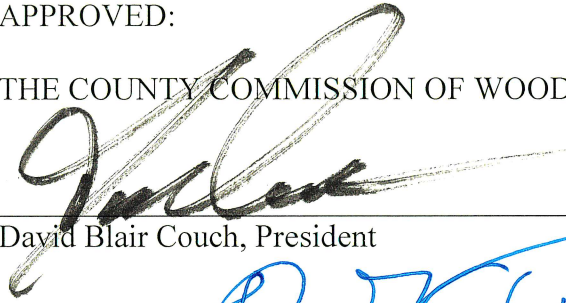
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:54 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

Probate Orders, A/2984, A/2985, A2986

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



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David Blair Couch, President



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Robert K. Tebay, Commissioner



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James Colombo, Commissioner

Wood County Commission Meeting  
Held July 18, 2024

Please Print

|     |                             |
|-----|-----------------------------|
| 1.  | Marsha Brletrick-Ward       |
| 2.  | Roger Conley                |
| 3.  | Martha Winans               |
| 4.  | Kelli Skinner Kelli Skinner |
| 5.  | Bobbi STARKEY               |
| 6.  | Zhuo J. Sun                 |
| 7.  | Reggy Allen                 |
| 8.  | Jebby C. Kelley             |
| 9.  | W. Price                    |
| 10. | Paige Lee                   |
| 11. | Lucas Lee                   |
| 12. | Dylan Whitt                 |
| 13. | Sharon S. White             |
| 14. | Carol Kiffin                |
| 15. | Brittany Brookover          |
| 16. | Mary N. Mattice             |
| 17. | Rethel Reck                 |
| 18. | Kristel Bowersock           |
| 19. | Mildred Owen                |
| 20. | William Broshorn            |



Wood County Commission  
Agenda

July 18, 2024 | 9:30 A.M.  
1 Court Square Suite 203  
Parkersburg, WV 26101

|            |   |                                    |
|------------|---|------------------------------------|
| 9:30 A.M.  | Estate of Matthew Brletrick – Petitioner is contesting the final settlement   | Marsha Brletrick- Ward             |
| 9:45 A.M.  | Estate of Clarice Stoneking – Status hearing and consider request to remove Jeffrey Kelley, Executor and Donna Kelley as Alternate Executor | Peggy Allen, Petitioner            |
| 10:00 A.M. | Estate of Robert E. Phillips – Petitioner is contesting the final settlement  | Aaron Phillips, Petitioner         |
| 10:30 A.M. | Estate of Charlotte E. Brookover – Status hearing   | Mary Matthews, heir and Petitioner |
|            | 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**

July 18, 2024

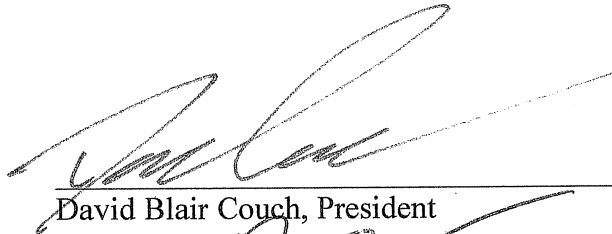
**IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA**

**IN RE: ESTATE OF MATTHEW M BRLETRICK, DECEASED**

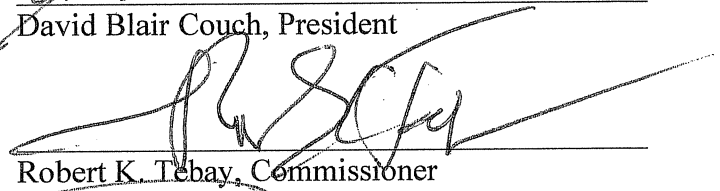
**ORDER**

This day came MARSHA BRLETRICK-WARD, for the Estate of **MATTHEW M BRLETRICK, III**, deceased, Contesting the Final Settlement. After reviewing said estate, upon a motion by David Blair Couch, seconded by James E Colombo, and passed, ORDERED this Estate be referred to a Fiduciary Commissioner.

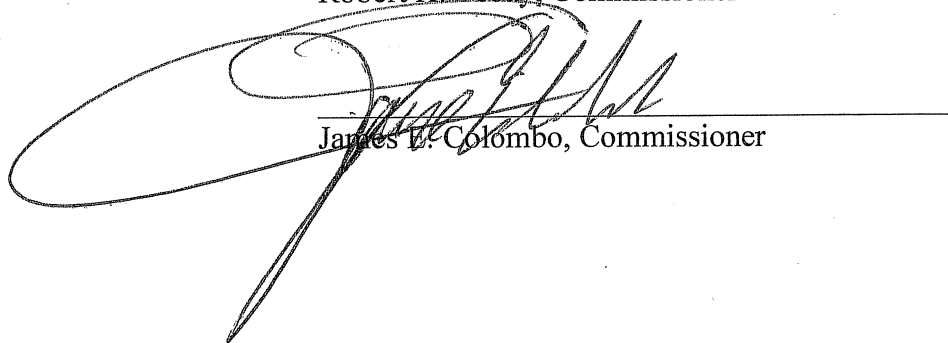
APPROVED:



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Wood County  
Joe Gonzales, Clerk  
Instrument 0037646  
07/18/2024 @ 02:53:54 PM  
FIDUCIARY ORDER  
Book 70 @ Page 067  
Pages Recorded 1




July 18, 2024

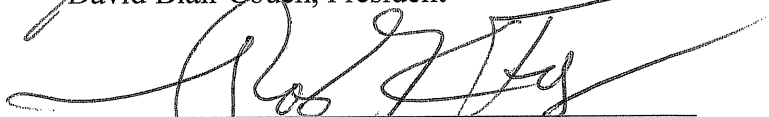
**IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA**  
**IN RE: ESTATE OF CLARICE I STONEKING, DECEASED**  
**ORDER**

This 18th day of July, 2024, came WILLIAM SUMMERS, Counsel for JEFFREY C KELLEY, EXECUTOR for the Estate of CLARICE I STONEKING for a status hearing. Upon review of documents presented, the beneficiaries have come to an agreement. A motion was made by DAVID BLAIR COUCH, seconded by JAMES E COLOMBO, and passed, ORDERED, the estate can be closed once Probate receives the release for a pending claim on file.

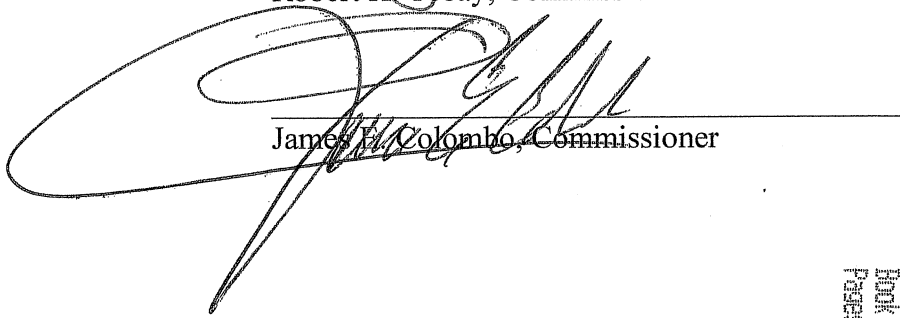
APPROVED:



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



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



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

Wood County  
Joe Gonzales, Clerk  
Instrument 8837639  
07/19/2024 @ 02:27:39 PM  
JUDICIAL ORDER  
BOOK 78 @ PAGE 065  
Pages Recorded 1

July 18, 2024

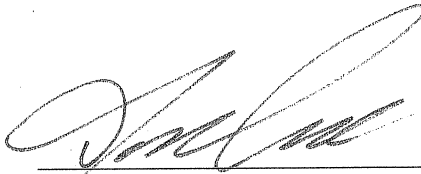
**IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA**

**IN RE: ESTATE OF ROBERT EUGENE PHILLIPS, DECEASED**

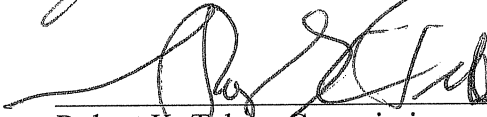
**ORDER**

This day came AARON PHILLIPS, for the Estate of **ROBERT EUGENE PHILLIPS**, deceased, Contesting the Final Settlement. After reviewing said estate, upon a motion by David Blair Couch, seconded by James E Colombo, and passed, ORDERED this Estate be referred to a Fiduciary Commissioner.

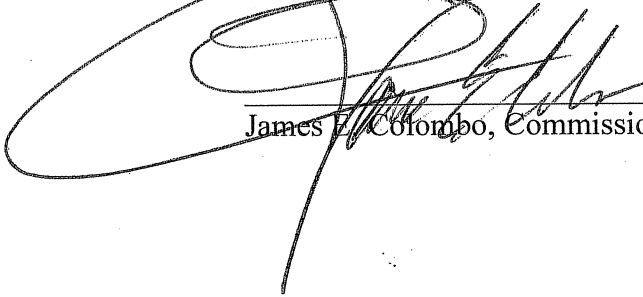
APPROVED:



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

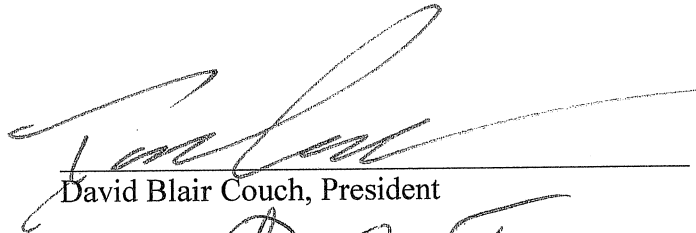
Wood County  
Joe Gonzales, Clerk  
Instrument 8837643  
07/18/2024 @ 02:52:02 PM  
FIDUCIARY ORDER  
Book 79 @ Page 866  
Pages Recorded 1

July 18, 2024

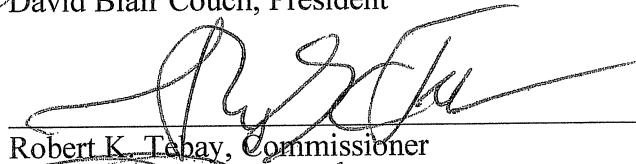
**IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA**  
**IN RE: CHARLOTTE EILEEN BROOKOVER, DECEASED**  
**ORDER**

This day came the Petitioner, Mary Matthews, for a Status Hearing. After review of said Estate, a Motion was made by DAVID BLAIR COUCH and seconded by JAMES E COLOMBO and passed, ORDERED the said Estate to be closed.

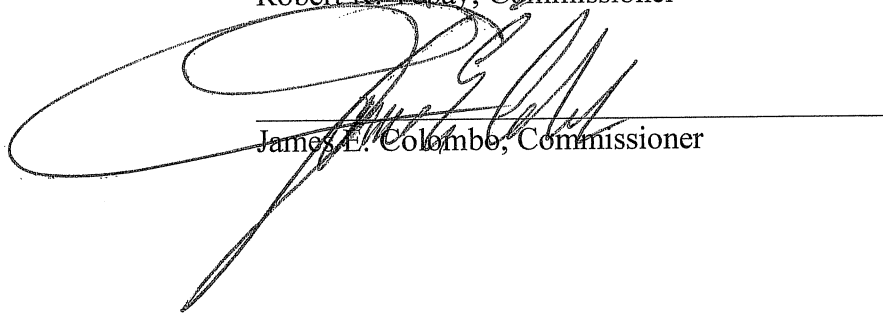
APPROVED:



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



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



\_\_\_\_\_  
James E. Colombe, Commissioner

Wood County  
Joe Gonzales, Clerk  
Instrument 8837659  
07/18/2024 @ 04:12:25 PM  
JUDICIAL ORDER  
Book 79 @ Page 069  
Pages Recorded 1

Cabell County  
Scott Caserta, Clerk  
Instrument 6199739  
05/08/2024 @ 02:46:47 PM  
MISC BOND  
Book 20 @ Page 610  
Pages Recorded 1  
Fax Number  
(304) 526-8632

Telephone Number  
(304) 526-8625

**Scott Caserta**  
Cabell County Clerk  
750 Fifth Avenue, Suite 108  
Huntington, West Virginia 25701



**OATH OF APPOINTED OFFICERS**

**STATE OF WEST VIRGINIA,**

**COUNTY OF CABELL, TO-WIT:**

I, Kenneth Glover, 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 discharge the duties of the Office of Special Railroad Policeman to the best of my skill and judgment so help me God.

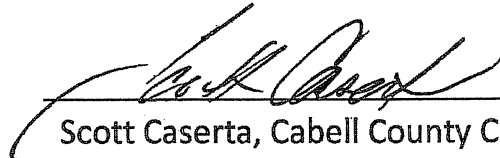
FILE IN VAULT

Print Name and Address:

Kenneth Glover  
14594 US Rt 60  
Milton, WV 25541

(Signature of Affiant) 

Subscribed and sworn to before me, in said County and State, this 8<sup>th</sup> day of May, 2024.

  
Scott Caserta, Cabell County Clerk

STATE OF WEST VIRGINIA  
COUNTY OF CABELL


I, Scott Caserta Clerk of the Cabell County Commission, do hereby certify that the foregoing writing is a true and accurate copy as appears of record in my office in **MISCELLANEOUS BONDS**, *Book: 20 at Page: 610*, of said record.

The foregoing instrument was acknowledged before me **Tuesday, July 30, 2024**.



---

Scott Caserta  
Clerk of the Cabell County Commission

By 

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Tina Haren  
Deputy Clerk

To Whom It May Concern:

Pursuant to WV Code 61-3-41 I am to file my Oath of Office with the County Clerk of each county I will operate in as a "Special Railroad Policemen".

I have enclosed a certified copy of the required document and would appreciate your assistance in completing this requirement.

Please feel free to contact me with any questions or concerns you may have.

**Kenneth Glover**  
**Special Agent – CSX Police**  
**CSX Transportation**  
**Cell: 304.638.5542 | PSCC: 800.232.0144**  
**935 7<sup>th</sup> Ave Huntington, WV 25701**



JULY 18, 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 \$37,899.24.

**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 thirty-seven thousand eight hundred ninety-nine dollars and twenty-four cents (\$37,899.24) for the month of June, 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/2984

Wood County  
Joe Gonzalez, Clerk  
Instrument 88377996  
07/18/2024 @ 01:27:49 PM  
COUNTY COMMISSION ORDER  
Book 19 @ Page 31  
Pages Recorded 1

JULY 18, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ASSISTANCE (VOCA) GRANT NUMBER 24-VA-076. SAID REQUEST IS IN THE AMOUNT OF \$6,119.66.

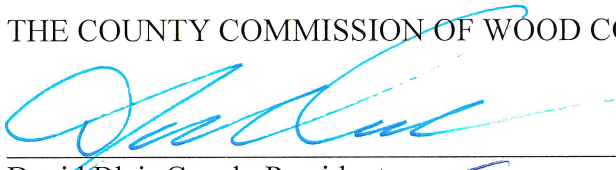
**ORDER**

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 Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 24-VA-076. The Request for Reimbursement is in the amount of six thousand one hundred nineteen dollars and sixty-six cents (\$6,119.66) for the month of June, 2024.

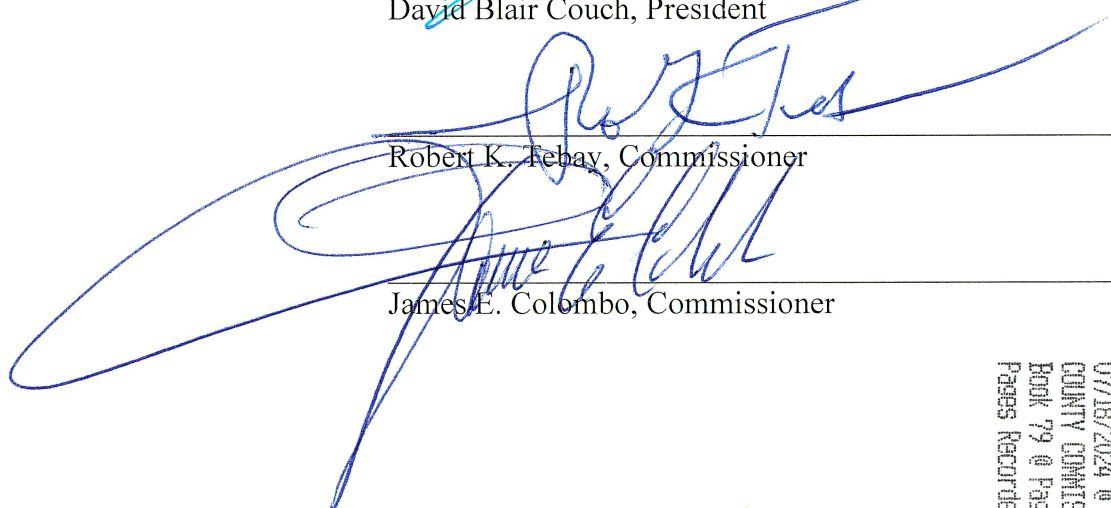
Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

A/2985

Wood County  
Joe Gonzales, Clerk  
Instrument 8837984  
07/18/2024 @ 11:49:51 AM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 30  
Pages Recorded 1



JULY 18, 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 \$3,317.76 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES JUSTICE ASSISTANCE GRANT 23-JAG-41.

**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 three thousand three hundred seventeen dollars and seventy-six cents (\$3,317.76) which represents reimbursement to Wood County for expenses incurred during the month of March, 2024, in regard to the West Virginia Division of Criminal Justice Services Justice Assistance Grant Number 23-JAG-41. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 78, at Page 569 and bearing the date April 11, 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 WVDCJS Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

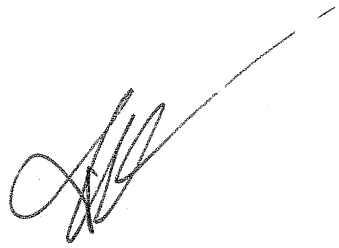
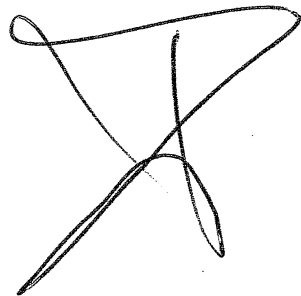
Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

Wood County  
Joe Gonzales, Clerk  
Instrument 8837980  
07/18/2024 @ 11:18:39 AM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 29  
Pages Recorded 1

# Check Register Report for Wood County Commission

| Check No                               | Vendor Id | Vendor Name                        | Type    | Check Date | Check Amount | Rec |
|--|-----------|------------------------------------|---------|------------|--------------|-----|
| 5466                                   | CHILD     | CHILD SUPPORT ENF DIV              | REGULAR | 07/15/2024 | 737.08       |     |
| 5467                                   | EMPOWER   | EMPOWER RETIREMENT                 | REGULAR | 07/15/2024 | 65.00        |     |
| 5468                                   | IRS-PAY   | DEPARTMENT OF TREASURY             | REGULAR | 07/15/2024 | 109,090.59   |     |
| 5469                                   | NRS       | NATIONWIDE RETIREMENT SOLUTIONS    | REGULAR | 07/15/2024 | 1,794.00     |     |
| 178165                                 | OHIOCHILD | OHIO CHILD SUPPORT PAYMENT CENTRAL | REGULAR | 07/15/2024 | 20.40        |     |
| <b>PAYROLL FUND Bank Id 101 Totals</b> |           |                                    |         |            | 111,707.07   |     |
| <b>Report Totals</b>                   |           |                                    |         |            | 111,707.07   |     |

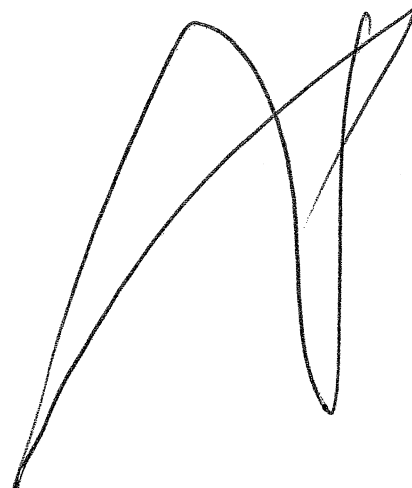



# Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type    | Check Date | Check Amount | Rec |
|----------|-----------|-------------|---------|------------|--------------|-----|
| 4561     | U S BANK  | U.S. BANK   | REGULAR | 07/12/2024 | 2,643.66     |     |

SPECIAL BLDG FUND Bank Id 244 Totals 2,643.66

Report Totals 41,881.79

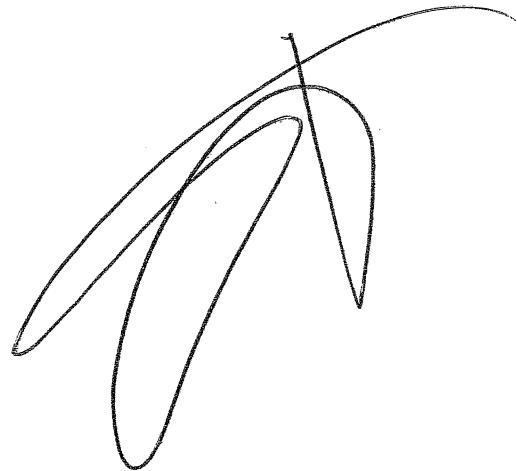


# Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type    | Check Date | Check Amount | Rec |
|----------|-----------|-------------|---------|------------|--------------|-----|
| 8853     | U S BANK  | U.S. BANK   | REGULAR | 07/12/2024 | 1,542.34     |     |

COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals

1,542.34

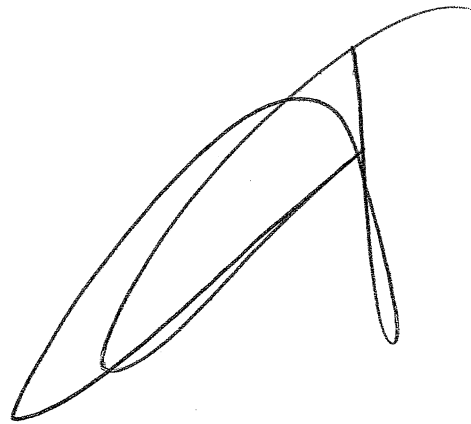
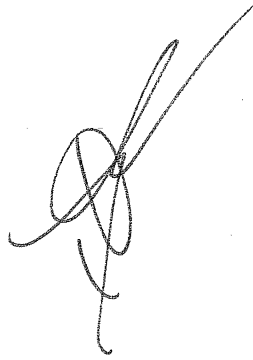


# Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type    | Check Date | Check Amount | Rec |
|----------|-----------|-------------|---------|------------|--------------|-----|
| 8695     | U S BANK  | U.S. BANK   | REGULAR | 07/12/2024 | 367.22       |     |

ASSESSOR'S VALUATION Bank Id 156 Totals

367.22



# Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type    | Check Date | Check Amount | Rec |
|----------|-----------|-------------|---------|------------|--------------|-----|
| 9006     | U S BANK  | U.S. BANK   | REGULAR | 07/12/2024 | 2,828.15     |     |

E-911 FUND Bank Id 107 Totals

2,828.15

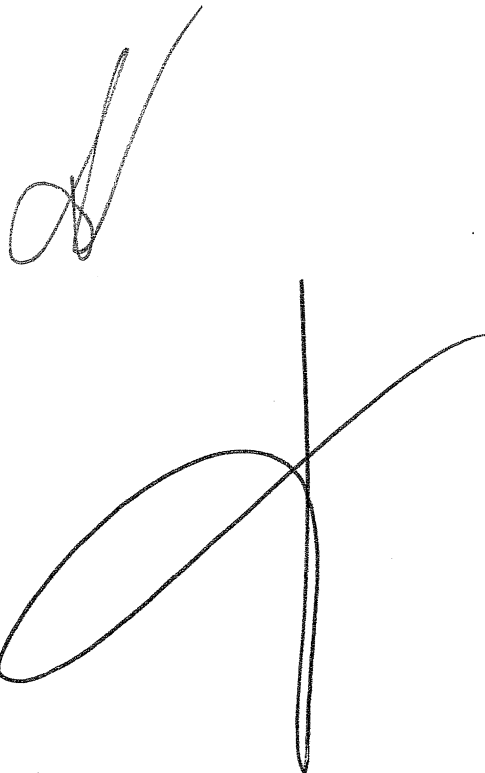
A large, stylized handwritten signature in black ink, consisting of several loops and a long, sweeping tail that curves upwards and to the right.

# Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type    | Check Date | Check Amount | Rec |
|----------|-----------|-------------|---------|------------|--------------|-----|
| 5462     | DENTAL    | RENAISSANCE | HAND    | 07/12/2024 | 490.51       |     |
| 5470     | MONPOWER  | MON POWER   | REGULAR | 07/12/2024 | 295.76       |     |
| 178166   | U S BANK  | U.S. BANK   | REGULAR | 07/12/2024 | 34,009.91    |     |

GENERAL FUND Bank Id 101 Totals 34,796.18

Report Totals 34,796.18

A large, stylized handwritten signature in black ink, consisting of several loops and a long vertical stroke, positioned in the lower right quadrant of the page.