

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, NOVEMBER 25, 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 James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, approved minutes of October 31, 2024.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission met with representatives of the 35<sup>th</sup> State Relic Hunters and the Mid-Ohio Valley Relic Hunters . They presented artifacts they recovered from Fort Boreman.

At 9:47 A.M., the County Commission met with Celeste Ridgway, Circuit Clerk. Ms. Ridgway discussed the shredding project and how well it went. She also discussed moving records they still have at the old Sheriff's Office.

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, reappointed Jennifer

Christopher to the Wood County Historic Landmarks Commission. Her new term will expire on December 31, 2029. (Order A/3063)

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, appointed the following names to the Local Emergency Planning Committee:

Harris, Kenny	WC Emergency Communications
Wines, Todd	American Red Cross
Bean, Cory	Industry (duPont)
Moore, Terry	Community Representative
Auville, Benjamin	Airport
Edwards, Anthony	National Weather Service
Justice, Barry	Camden Clark Memorial Hospital
Woodyard, Rick	Sheriff of Wood County
Powell, Carl	Vienna Police Department
Fleenor, Aaron	E-911
Graham, Shawn	Williamstown Police Department
John Cumpston	Parkersburg Police Department
Marshall, Shawn/Carr Jake	Ambulance Service

The terms will expire December 31, 2026. (Order A/3064)

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, appointed the following names to the Wood County Community Corrections Board: Rick Woodyard, Pat Lefebure, Chris Rutherford, Malorie Chadock, Jeff Reed, Dick Waybright and Tonya Fought.

The new terms of all will expire December 31, 2026, with the exception of Tonya Fought who is filling an unexpired term that will expire December 31, 2025. (Order A/3065)

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, appointed Chad Emrick, Megan Lake, Patrick Bryan, Susan Barber, Tim Coffman, Marjean Kennedy, Jim Fawcett and Ed McDonough to the Wood County Development Authority. The new terms will expire on December 31, 2027. (Order A/3062)

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, reappointed the following names to the Wood County Planning Commission: Marvin Kerr, Bill Gandee, Daniel Hickman, Greg Herrick, Marlin Sams, Chris Hoffman and Jim Stage. The new terms will expire December 31, 2027. (Order A/3066)

At 10:06 A.M., the County Commission met with Lindsey Piersol from the Wood County Development Authority. Ashe asked they consider signing a Resolution to apply for a State Local Economic Development Grant in the amount of \$41,500.00. The Commission agreed to signing a Resolution. Ms. Piersol will forward the wording for the Resolution for preparation.

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:21 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/3062, A/3063, A/3064, A/3065, A/3066

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



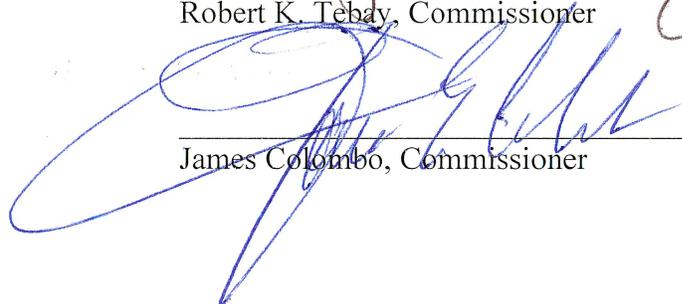
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David Blair Couch, President



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Robert K. Tebay, Commissioner



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James Colombo, Commissioner

Wood County Commission Meeting  
Held November 25, 2024

**Please Print**

1.	Brian Stuart Kesterson M.A. Ed.
2.	Helen Hunt MOVRR
3.	JAN HUNT MOVRR
4.	Kenneth R Bungard Jr
5.	Deb Kesterson Schroth
6.	Celeste Ridgway
7.	Lindsey Piersol
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Wood County Commission  
Agenda

November 25, 2024 | 9:30 A.M.  
1 Court Square Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Presentation of artifacts recovered from Fort Boreman by the 35 <sup>th</sup> State Relic Hunters & Mid-Ohio Valley Relic Hunters	
9:45 A.M.	Circuit Court to discuss the old Sheriff’s Office and the Shred Project	Celeste Ridgway, Circuit Clerk
10:00 A.M.	Consider reappointing Jennifer Christopher to the Wood County Historic Landmarks Commission	
	Consider appointing Kenny Harris, Todd Wines, Cory Bean, Terry Moore, Benjamin Auville, Anthony Edwards, Barry Justice, Rick Woodyard, Carl Powell, Aaron Fleenor, Shawn Graham, John Cumpston, Shawn Marshall and Jake Carr to the Wood County Local Emergency Planning Committee	
	Consider appointing Rick Woodyard, Pat Lefebure, Chris Rutherford, Malorie Chadock, Jeff Reed, Dick Waybright and Tonya Fought to the Wood County Community Corrections Board	
	Consider appointing Chad Emrick, Megan Lake, Patrick Bryan, Susan Barber, Tim Coffman, Marjean Kennedy, Jim Fawcett and Ed McDonough to the Wood County Development Authority	
	Consider appointing Marvin Kerr, Bill Gandee, Daniel Hickman, Greg Herrick, Marlin Sams, Chris Hoffman and Jim Stage to the Wood County Planning Commission	
	Consider Resolution to apply for a State Local Economic Development Grant in the amount of \$41,500.00	Lindsey Piersol
	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



# County of Wood

CELESTE RIDGWAY  
CIRCUIT CLERK  
cridgway@woodcountywv.com

OFFICE OF THE CIRCUIT CLERK  
Wood County Judicial Building - Room #133  
#2 Government Square  
Parkersburg, WV 26101-5353

Phone: 304-424-1700  
FAX: 304-424-1804

November 25, 2024

Dear Honorable Commissioners:

The Shred project from the old sheriff's office has concluded. There were 6 county offices that participated in it. Circuit & County Clerk, Sheriff & Sheriff Tax Office, Prosecuting Attorney, and the Assessor's Office. Gator Shredding was the Company that was on site for 3 days for this shred. They had 503- 96-gallon containers- 9,604# of books- 287# of x-rays and tapes- 2,280# of evidence. The crew we worked with from Gator was amazing. They all worked very hard and did not stop. The items that were for shred from my office were files that had all been digitized and scanned and any evidence that could be scanned and preserved was. All other items were destroyed under the guidelines of the Retention Schedule. The Archives Division has signed off on all the Authorization to Destroy Record forms that I submitted so I have them for the record.

My office and the PA's office had most of the shred, and then the others had a fair amount. I can say that building must feel a whole lot lighter after this was all done. After seeing what all came out of this place those 3 days, the building held up very well.

The following week for 3 days, Pace Shredding was on site to complete the shred project. There were 3 storage rooms full of file cabinets and boxes that had all been scanned and digitized. We had a total of 115 -96-gallon containers for shred out of my office. The PACE crew was not pleasant to work with and unprofessional. I did call the Sales Rep that placed the bid for the project and discussed this with him. He did apologize and said he would address his crew. I am so thankful I chose Gator to handle the shred at the Sheriff's Office – there is no way that PACE could have handled that job, and it would have turned into a mess.

This has been a huge inherited milestone to overcome, and I can honestly say I am elated for it to be behind me and my office. It took just a few months less than 4 years to complete, but it was a goal I had set to achieve and accomplish the day I was sworn to take office. The Deputy Clerk's worked very hard to help me accomplish this.

The next step for us to finish their completely will be to get all the empty cabinets moved out of the 3 storage rooms within my office. Once this is completed, then we will move all the other cabinets from there that still need digitized and scanned. We will move the shelving from there to put our permanent order books on that are a permanent record and can't be destroyed. All that will be left at the building of ours will be all the empty file cabinets.

Once this step is complete, I will be using file room # 3 in my office to move all the RIS files here for us to start scanning and digitizing, that will rid us of the \$1,000 monthly bill we pay for the off-site storage of them.

Thank you all for all the support and help with this project.

Sincerely,

A handwritten signature in black ink that reads "Celeste Ridgway". The signature is written in a cursive, flowing style.

Celeste Ridgway, Circuit Clerk

NOVEMBER 25, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED CHAD EMRICK, MEGAN LAKE, PATRICK BRYAN, SUSAN BARBER, TIM COFFMAN, MARJEAN KENNEDY, JIM FAWCETT AND ED MCDONOUGH TO THE WOOD COUNTY DEVELOPMENT AUTHORITY.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, appointed Chad Emrick, Megan Lake, Patrick Bryan, Susan Barber, Tim Coffman, Marjean Kennedy, Jim Fawcett and Ed McDonough to the Wood County Development Authority.

The new terms will expire on December 31, 2027.

APPROVED:

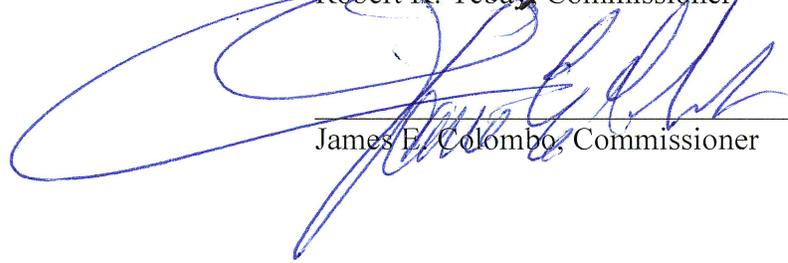
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3062

Wood County  
JOB GONZALES, CLERK  
Instrument 88345602  
11/25/2024 @ 03:46:53 PM  
COUNTY COMMISSION ORDER  
BOOK 79 @ Page 404  
Pages Recorded 1

NOVEMBER 25, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION REAPPOINTED JENNIFER CHRISTOPHER TO THE WOOD COUNTY HISTORIC LANDMARKS COMMISSION.

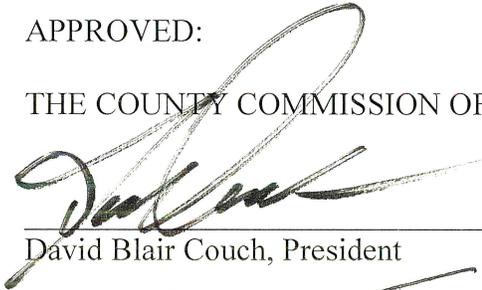
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, reappointed Jennifer Christopher to the Wood County Historic Landmarks Commission.

Her new term will expire on December 31, 2029.

APPROVED:

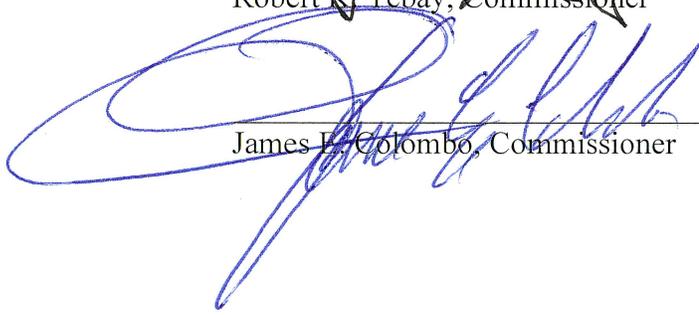
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3063

Wood County  
Joe Gonzales, Clerk  
Instrument 88345601  
11/25/2024 @ 03:44:57 PM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 405  
Pages Recorded 1

NOVEMBER 25, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED KENNY HARRIS, TODD WINES, CORY BEAN, TERRY MOORE, BENJAMIN AUVILLE, ANTHONY EDWARDS, BARRY JUSTICE, RICK WOODYARD, CARL POWELL, AARON FLEENOR, SHAWN GRAHAM, JOHN CUMPSTON, SHAWN MARSHALL AND JAKE CARR TO THE WOOD COUNTY LOCAL EMERGENCY PLANNING COMMITTEE.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, appointed the following names to the Local Emergency Planning Committee:

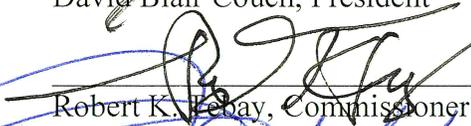
Harris, Kenny	WC Emergency Communications
Wines, Todd	American Red Cross
Bean, Cory	Industry (duPont)
Moore, Terry	Community Representative
Auville, Benjamin	Airport
Edwards, Anthony	National Weather Service
Justice, Barry	Camden Clark Memorial Hospital
Woodyard, Rick	Sheriff of Wood County
Powell, Carl	Vienna Police Department
Fleenor, Aaron	E-911
Graham, Shawn	Williamstown Police Department
John Cumpston	Parkersburg Police Department
Marshall, Shawn/Carr Jake	Ambulance Service

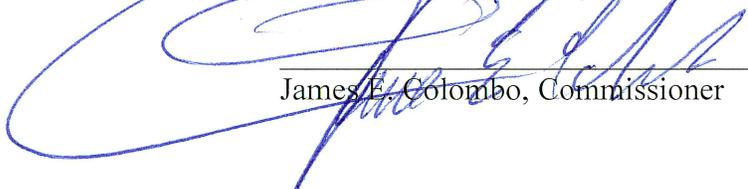
The terms will expire December 31, 2026.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

  
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Robert K. Tebay, Commissioner

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

Wood County  
Joe Gonzales, Clerk  
Instrument 88346629  
11/25/2024 @ 12:03:30 PM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 417  
Pages Recorded 1

NOVEMBER 25, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED RICK WOODYARD, PAT LEFEBURE, CHRIS RUTHERFORD, MALORIE CHADOCK, JEFF REED, DICK WAYBRIGHT AND TONYA FOUGHT TO THE WOOD COUNTY COMMUNITY CORRECTIONS BOARD.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, appointed the following names to the Wood County Community Corrections Board: Rick Woodyard, Pat Lefebure, Chris Rutherford, Malorie Chadock, Jeff Reed, Dick Waybright and Tonya Fought.

The new terms of all will expire December 31, 2026, with the exception of Tonya Fought who is filling an unexpired term that will expire December 31, 2025.

APPROVED:

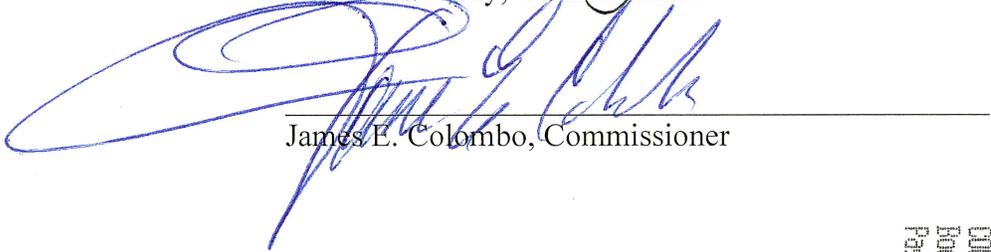
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3065

Wood County  
Joe Gonzales, Clerk  
Instrument 88345598  
11/25/2024 @ 03:42:16 PM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 402  
Pages Recorded 1

NOVEMBER 25, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION REAPPOINTED MARVIN KERR, BILL GANDEE, DANIEL HICKMAN, GREG HERRICK, MARLIN SAMS, CHRIS HOFFMAN AND JIM STAGE TO THE WOOD COUNTY PLANNING COMMISSION.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, reappointed the following names to the Wood County Planning Commission: Marvin Kerr, Bill Gandee, Daniel Hickman, Greg Herrick, Marlin Sams, Chris Hoffman and Jim Stage.

The new terms will expire December 31, 2027.

APPROVED:

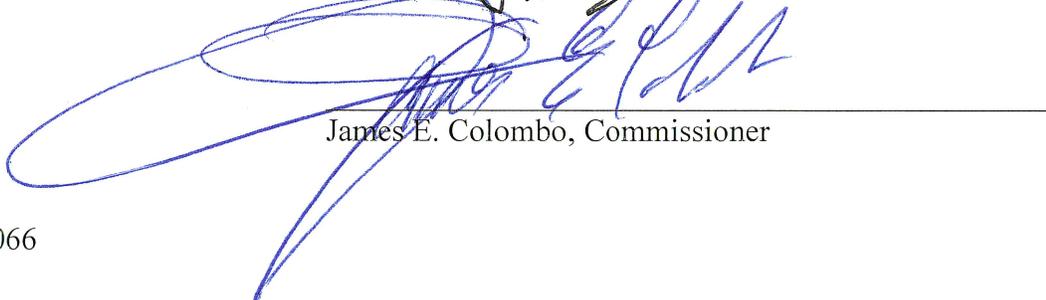
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3066

Wood County  
Joe Bonzales, Clerk  
Instrument 08345594  
11/25/2024 @ 03:25:05 PM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 401  
Pages Recorded 1

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
179139	P-LIBRARY	PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY	REGULAR	11/21/2024	52,173.44	
GENERAL FUND Bank Id 101 Totals					<u>52,173.44</u>	
Report Totals					<u>52,173.44</u>	

*James E. Colburn*

*[Signature]*