

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, DECEMBER 23, 2024

PRESENT: ROBERT K. TEBAY, COMMISSIONER  
JAMES E. COLOMBO, COMMISSIONER

ABSENT: DAVID BLAIR COUCH, PRESIDENT

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 10:00 A.M., the County Commission the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and passed, did hereby AUTHORIZE the CANCELLATION of the Wood County Commission scheduled meeting for Thursday, December 26, 2024 due to lack of agenda items. (Order C/226)

West Virginia Governor Jim Justice has declared Wednesday, December 24, 2024 and December 31, 2024 as whole days off for State employees without charge against accrued annual leave; therefore, it is hereby ORDERED that the Courthouse and its offices will be closed on these dates in observance of the Christmas Holiday and New Years. Doing so is not intended to create and should not be construed in any manner as creating legal holidays within the meaning of the West Virginia Code. Accordingly, this action should not be construed as creating legal holidays that affect the Civil Service, State or County employees, they are simply days off. County employees that work on this day during the scheduled time off will receive equal comp time off.

December 25, 2024 and January 1, 2025 are already Official Holidays for Wood County employees per State Code 2-2-1. (Order A/3080)

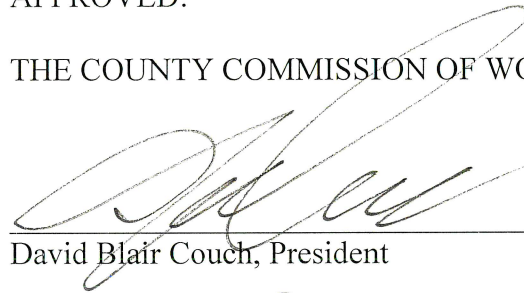
Having no other scheduled appointments or further business to attend to, the County Commission adjourned at 10:04 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

Order A/3080, C/226

APPROVED:

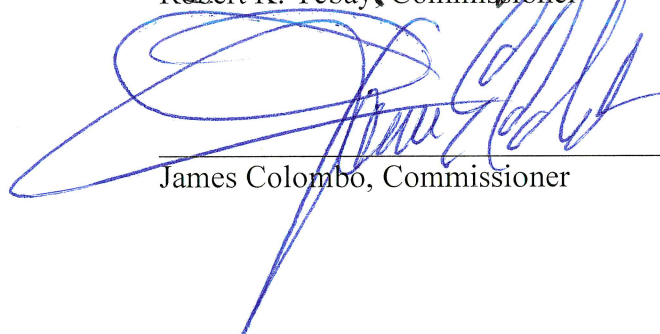
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting  
Held December 23, 2024

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Wood County Commission  
Agenda

December 23, 2024 | 9:30 A.M.  
1 Court Square Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Consider cancellation of December 26, 2024 County Commission meeting	
	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

DECEMBER 23, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY CANCEL  
THEIR DECEMBER 26, 2024 MEETING.

**ORDER**

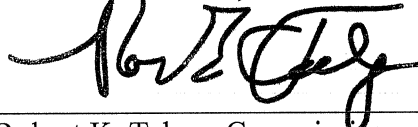
On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and passed, did hereby AUTHORIZE the CANCELLATION of the Wood County Commission scheduled meeting for Thursday, December 26, 2024 due to lack of agenda items.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blain Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

CW/226

Wood County  
Joe Gonzales, Clerk  
Instrument 88347062  
12/23/2024 @ 11:59:54 AM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 473  
Pages Recorded 1

DECEMBER 23, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED THAT THE COUNTY COURTHOUSE AND ITS OFFICES WILL BE CLOSED ON DECEMBER 24 AND 25, 2024 IN OBSERVANCE OF THE CHRISTMAS HOLIDAY AND DECEMBER 31, 2024 AND JANUARY 1, 2025.

**ORDER**

West Virginia Governor Jim Justice has declared Tuesday, December 24, 2024 and December 31, 2024 as whole days off for State employees without charge against accrued annual leave; therefore, it is hereby ORDERED that the Courthouse and its offices will be closed on these dates in observance of the Christmas Holiday and New Years. Doing so is not intended to create and should not be construed in any manner as creating legal holidays within the meaning of the West Virginia Code. Accordingly, this action should not be construed as creating legal holidays that affect the Civil Service, State or County employees, they are simply days off. County employees that work on this day during the scheduled time off will receive equal comp time off. December 25, 2024 and January 1, 2025 are already Official Holidays for Wood County employees per State Code 2-2-1.

APPROVED:

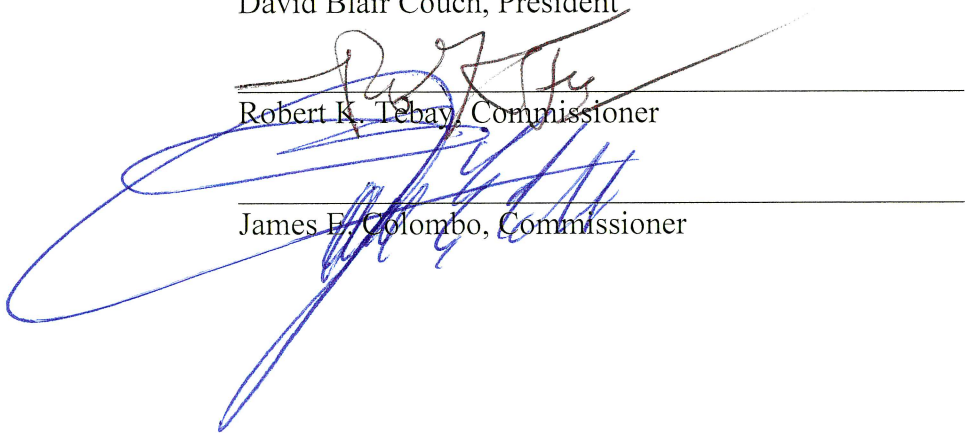
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James F. Colombo, Commissioner

A/3080

**STATE OF WEST VIRGINIA**

**EXECUTIVE DEPARTMENT**

**At Charleston**

**A PROCLAMATION**

**By the Governor**

**WHEREAS**, Christmas Day occurs on a Wednesday this year, and in recognition of the hard work accomplished by the public employees of this State throughout the year 2024, and in acknowledgement of the holiday season, it is fitting and proper that the public employees of this State be permitted to cease business for the entire workday of Christmas Eve, December 24, 2024, to spend an extended and enjoyable holiday with their loved ones.

**NOW, THEREFORE, I, JIM JUSTICE**, pursuant to the foregoing and by virtue of the authority vested in me as the Governor of the State of West Virginia, do hereby **PROCLAIM** and **ORDER** that the public employees of this State may be excused from their work duties for the entirety of Christmas Eve, Tuesday, December 24, 2024, without charge against accrued annual leave; and do further

**PROCLAIM** that this **ORDER** shall not affect private businesses, local governments, and other entities and individuals not employed by the State of West Virginia; nor shall it affect the work requirements of those public employees who may be called upon to safeguard the health, safety, and welfare of West Virginia's citizenry and who will be compensated in accordance with the legislative rules established by the West Virginia Division of Personnel; however, in accordance with subsection (c), section one, article two, chapter two of the Code of West Virginia, county commissions may designate the entirety of Christmas Eve, Tuesday, December 24, 2024, as time off for county employees without charge against accrued annual leave, and the courts may treat the day as if it were legal holiday.



**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.

**DONE** at the Capitol in the City of Charleston, State of West Virginia, this Nineteenth Day of December, in the Year of our Lord, Two Thousand Twenty-Four, and in the One Hundred Sixty-Second Year of the State.



**By the Governor**

*James Justice*  
**GOVERNOR**

*Mac Warner*  
**SECRETARY OF STATE**

**STATE OF WEST VIRGINIA**  
**EXECUTIVE DEPARTMENT**

**At Charleston**

**A PROCLAMATION**

**By the Governor**

**WHEREAS**, New Years Day occurs on a Wednesday next year, and in recognition of the hard work accomplished by the public employees of this State throughout the year 2024, and in acknowledgement of the holiday season, it is fitting and proper that the public employees of this State be permitted to cease business for the entire workday of New Year's Eve, December 31, 2024, to spend an extended and enjoyable holiday with their loved ones.

**NOW, THEREFORE, I, JIM JUSTICE**, pursuant to the foregoing and by virtue of the authority vested in me as the Governor of the State of West Virginia, do hereby **PROCLAIM** and **ORDER** that the public employees of this State may be excused from their work duties for the entirety of New Year's Eve, Tuesday, December 31, 2024, without charge against accrued annual leave; and do further

**PROCLAIM** that this **ORDER** shall not affect private businesses, local governments, and other entities and individuals not employed by the State of West Virginia; nor shall it affect the work requirements of those public employees who may be called upon to safeguard the health, safety, and welfare of West Virginia's citizenry and who will be compensated in accordance with the legislative rules established by the West Virginia Division of Personnel; however, in accordance with subsection (c), section one, article two, chapter two of the Code of West Virginia, county commissions may designate the entirety of New Year's Eve, Tuesday, December 31, 2024, as time off for county employees without charge against accrued annual leave, and the courts may treat the day as if it were legal holiday.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.

DONE at the Capitol in the City of Charleston, State of West Virginia, this Nineteenth Day of December, in the Year of our Lord, Two Thousand Twenty-Four, and in the One Hundred Sixty-Second Year of the State.



By the Governor

*James E. Justice*  
GOVERNOR

*Mae Warner*  
SECRETARY OF STATE

Wood County  
Joe Gonzales, Clerk  
Instrument 88347072  
12/23/2024 @ 12:24:47 PM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 478  
Pages Recorded 5

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
179249	P-LIBRARY	PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY	REGULAR	12/20/2024	9,986.87	
179250	USPS	UNITED STATES POSTAL SERVICE	REGULAR	12/20/2024	232.00	
<b>GENERAL FUND Bank Id 101 Totals</b>					10,218.87	
<b>Report Totals</b>					10,218.87	

