

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, JANUARY 9, 2025

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.

Barry Lusby took his oath of office as a Humane Officer.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission approved the First of the Year Order as follows:

Upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, the County Commission of Wood County did hereby ORDER that the President for the calendar year 2025 will be David Blair Couch.

Upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, the County Commission of Wood County did hereby ORDER that the President Pro Tem for the calendar year 2025 will be James E. Colombo.

Upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, it is hereby agreed that the Commission terms are to be held on Mondays and Thursdays from 9:30 A.M. until finished; with the third Thursday of the month for Probate, with the prosecuting attorney present if possible.

Upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, , the County Commission did hereby Order that all Special and Emergency Meetings held before the County Commission of Wood County will be in accordance with Chapter 7, Article 1, Section 2 of the West Virginia Code.

The agenda for all regularly scheduled meetings held before the County Commission of Wood County on their regularly scheduled meeting days will be available to the public by the posting on the doors of the Wood County Courthouse, in the Office of the County Administrator and on the Internet at woodcountywv.com.

Upon a motion made by James E. Colombo, seconded by Robert K. Tebay, and made unanimous by David Blair Couch, the County Commission President David Blair Couch made the following appointments to the various committees:

DOWNTOWN PKB – DAVID BLAIR COUCH

ENHANCED 911 COMMUNICATIONS ADVISORY BOARD – JAMES E. COLOMBO

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) – JAMES E. COLOMBO, ROBERT K. TEBAY & DAVID BLAIR COUCH

MID-OHIO VALLEY BOARD OF HEALTH – DAVID BLAIR COUCH

MID-OHIO VALLEY REGIONAL COUNCIL – ROBERT K. TEBAY

PARKERSBURG-WOOD COUNTY VISITORS AND CONVENTION BUREAU – DAVID BLAIR COUCH

WEST VIRGINIA EXTENSION SERVICE COMMITTEE – ROBERT K. TEBAY

WOOD COUNTY AIRPORT AUTHORITY – ROBERT K. TEBAY

WOOD COUNTY COMMISSION ON CRIME, DELINQUENCY AND CORRECTION – ROBERT K. TEBAY, JAMES E. COLOMBO & DAVID BLAIR COUCH

WOOD COUNTY COMMUNITY CORRECTIONS BOARD – DAVID BLAIR COUCH

WOOD COUNTY DEVELOPMENT AUTHORITY – ROBERT K. TEBAY

WOOD COUNTY FIRE SERVICE BOARD – JAMES E. COLOMBO

WOOD COUNTY PARKS & RECREATION COMMISSION (MOUNTWOOD PARK) –  
DAVID BLAIR COUCH

WOOD COUNTY PLANNING COMMISSION – JAMES E. COLOMBO

WOOD COUNTY RECREATION COMMISSION – JAMES E. COLOMBO

WOOD-WASHINGTON-WIRT INTERSTATE PLANNING COMMISSION - JAMES E.  
COLOMBO

WORK FORCE INVESTMENT ACT – ROBERT K. TEBAY

The County Commission of Wood County, by Order duly recorded in the official records of the County Commission and pursuant to the Code of West Virginia, 1931, as amended, has created numerous boards, commissions and/or committees, and in which they hereby make appointments of members to such boards, commissions and/or committees. Therefore, the County Commission requests that a member of the following boards, commissions, and/or committees deliver meeting minutes to the County Commission, during regular session, and give a brief update at that time:

Mid-Ohio Valley Board of Health  
Parkersburg/Wood County Visitors & Convention Bureau (quarterly)  
Wood County Building Commission (if meeting is called)  
Wood County Parks and Recreation Commission (quarterly)  
Wood County Solid Waste Authority (quarterly)  
Wood County Development Authority

(Order A/3081)

The 9:45 A.M. meeting with the Vienna Volunteer Fire Department was rescheduled for January 13, 2025.

At 10:04 o'clock A.M, upon motion of David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, 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 County Commissioners met with Marty

Seufer, County Administrator and Pat Lefebure, Wood County Prosecuting Attorney and Wood County Sheriff, Rick Woodyard. All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, regarding investment of public funds and personnel. The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:23 o'clock A.M. (Order C/228)


Having no other scheduled appointments or further business to attend to, the County Commission adjourned at 10:32 A.M.

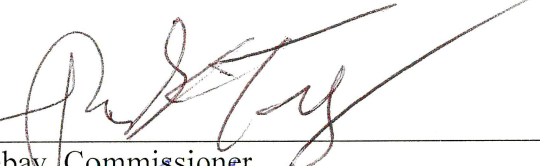
**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

Order C/228 and A/3081

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

  
\_\_\_\_\_  
James Colombo, Commissioner



Wood County Benefits Committee Meeting  
Held January 9, 2025

**Please Print**

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Wood County Commission  
Agenda

January 9, 2025  
1 Court Square Suite 203  
Parkersburg, WV 26101

9:30 A.M.	First of Year County Commission Order	
9:45 A.M	Discuss Vienna Volunteer Fire Department	Steve Scholl
	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

JANUARY 9, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

**ORDER**

IN RE: PRESIDENT OF THE COUNTY COMMISSION - DAVID BLAIR COUCH  
(2025)

Upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, the County Commission of Wood County did hereby ORDER that the President for the calendar year 2025 will be David Blair Couch.

IN RE: PRESIDENT PRO TEM OF THE WOOD COUNTY COMMISSION –  
JAMES E. COLOMBO (2025)

Upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, the County Commission of Wood County did hereby ORDER that the President Pro Tem for the calendar year 2025 will be James E. Colombo.

IN RE: COURT TERMS AND HOURS OF THE WOOD COUNTY COMMISSION  
(2025)

Upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, it is hereby agreed that the Commission terms are to be held on Mondays and Thursdays from 9:30 A.M. until finished; with the third Thursday of the month for Probate, with the prosecuting attorney present if possible.

IN RE: SPECIAL MEETINGS AND EMERGENCY MEETINGS

Upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, , the County Commission did hereby Order that all Special and Emergency Meetings held before the County Commission of Wood County will be in accordance with Chapter 7, Article 1, Section 2 of the West Virginia Code.

IN RE: AGENDA

The agenda for all regularly scheduled meetings held before the County Commission of Wood County on their regularly scheduled meeting days will be available to the public by the posting on the doors of the Wood County Courthouse, in the Office of the County Administrator and on the Internet at [woodcountywv.com](http://woodcountywv.com).

IN RE: APPOINTMENTS TO VARIOUS COMMITTEES

Upon a motion made by James E. Colombo, seconded by Robert K. Tebay, and made unanimous by David Blair Couch, the County Commission President David Blair Couch made the following appointments to the various committees:

DOWNTOWN PKB – DAVID BLAIR COUCH

ENHANCED 911 COMMUNICATIONS ADVISORY BOARD – JAMES E. COLOMBO

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) – JAMES E. COLOMBO,  
ROBERT K. TEBAY & DAVID BLAIR COUCH

MID-OHIO VALLEY BOARD OF HEALTH – DAVID BLAIR COUCH

MID-OHIO VALLEY REGIONAL COUNCIL – ROBERT K. TEBAY

PARKERSBURG-WOOD COUNTY VISITORS AND CONVENTION BUREAU – DAVID  
BLAIR COUCH

WEST VIRGINIA EXTENSION SERVICE COMMITTEE – ROBERT K. TEBAY

WOOD COUNTY AIRPORT AUTHORITY – ROBERT K. TEBAY

WOOD COUNTY COMMISSION ON CRIME, DELINQUENCY AND CORRECTION –  
ROBERT K. TEBAY, JAMES E. COLOMBO & DAVID BLAIR COUCH

WOOD COUNTY COMMUNITY CORRECTIONS BOARD – DAVID BLAIR COUCH

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WOOD COUNTY PARKS & RECREATION COMMISSION (MOUNTWOOD PARK) –  
DAVID BLAIR COUCH

WOOD COUNTY PLANNING COMMISSION – JAMES E. COLOMBO

WOOD COUNTY RECREATION COMMISSION – JAMES E. COLOMBO

WOOD-WASHINGTON-WIRT INTERSTATE PLANNING COMMISSION - JAMES E.  
COLOMBO

WORK FORCE INVESTMENT ACT – ROBERT K. TEBAY

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Parkersburg/Wood County Visitors & Convention Bureau (quarterly)  
Wood County Building Commission (if meeting is called)  
Wood County Parks and Recreation Commission (quarterly)  
Wood County Solid Waste Authority (quarterly)  
Wood County Development Authority

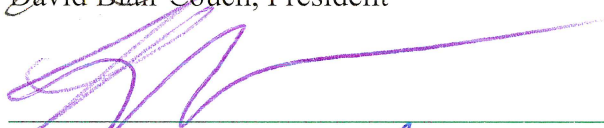
APPROVED:

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 E. Colombo, Commissioner

Wood County  
Joe Gonzales, Clerk  
Instrument: 88347757  
01/09/2025 @ 11:09:05 AM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 495  
Pages Recorded: 3



JANUARY 9, 2025

**EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION**

This 9th day of January, 2025, at 10:04 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, 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, County Commissioners met with Marty Seufer, County Administrator and Pat Lefebure, Wood County Prosecuting Attorney and Wood County Sheriff, Rick Woodyard.

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, regarding investment of public funds and personnel.

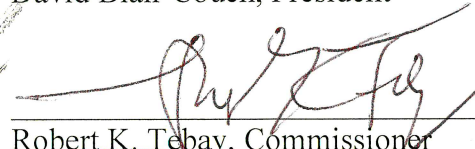
The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:23 o'clock A.M.

APPROVED:

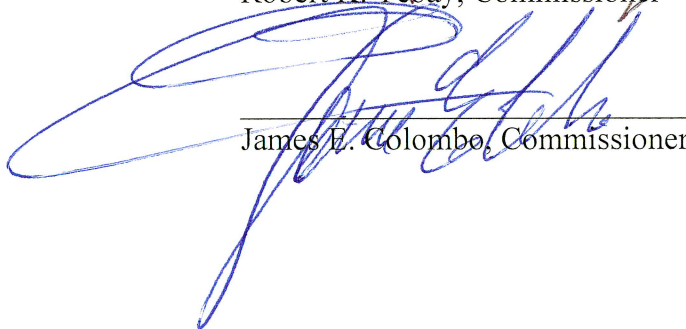
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

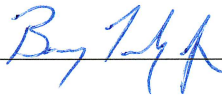
C/228

Wood County  
Joe Gonzales, Clerk  
Instrument 88347929  
01/09/2025 @ 03:33:35 PM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 502  
Pages Recorded 1

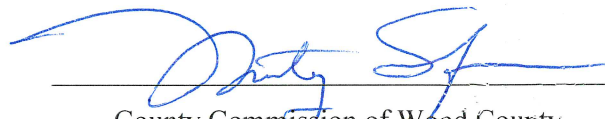
STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Barry Lusby 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 and impartially discharge the duties of the office of Humane Officer in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

  
\_\_\_\_\_

Subscribed and sworn to, before the County Commission of Wood County, West Virginia,  
this 8<sup>th</sup> day of 2025.

  
\_\_\_\_\_

County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88347415  
01/08/2025 @ 09:58:53 AM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 491  
Pages Recorded 1



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
4591	UNITED B	UNITED BANK	HAND	12/30/2024	25.00	
SPECIAL BLDG FUND Bank Id 244 Totals					25.00	
Report Totals					25.00	

*[Faint signature]*

*Steve E. Colombo*

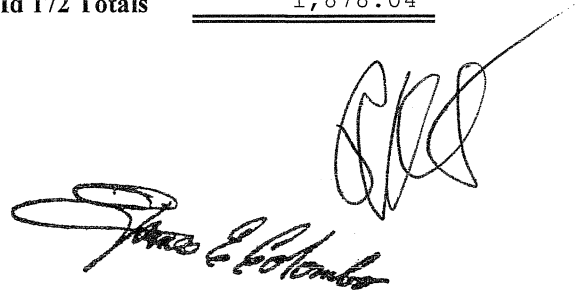
*[Signature]*

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9021	FRONTIER	FRONTIER	REGULAR	01/02/2025	533.70	
9022	MONPOWER	MON POWER	REGULAR	01/02/2025	112.02	
9023	MOUNTAINEERG	MOUNTAINEER GAS COMPANY	REGULAR	01/02/2025	324.75	
9024	OPTIMUMB	OPTIMUM BUSINESS	REGULAR	01/02/2025	240.57	
9025	REYNOLDL	REYNOLDS LANDSCAPING	REGULAR	01/02/2025	250.00	
9026	TIANO	TIANO-KNOPP ASSOCIATES INC	REGULAR	01/02/2025	417.00	

**COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals**

1,878.04



*James E. Kolender*

# Check Register Report for Wood County Commission

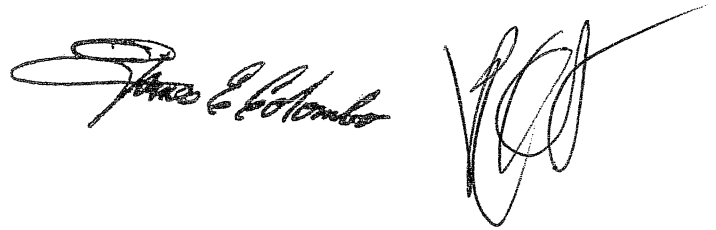
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1089	ULINE	ULINE	REGULAR	01/02/2025	290.91	

AMERICAN RESCUE PLAN Bank Id 207 Totals	<u>290.91</u>
Report Totals	<u>48,833.60</u>

*James E. G. [Signature]*  
*[Signature]*

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3857	ATLANTIC ES	ATLANTIC EMERGENCY SOLUTIONS	REGULAR	01/02/2025	1,755.08	
3858	FIRSTSTATEBAN	FIRST STATE BANK OF LIVINGSTON	REGULAR	01/02/2025	13,420.90	
3859	MOUNTAINEERG	MOUNTAINEER GAS COMPANY	REGULAR	01/02/2025	200.12	
<b>FIRE SERVICE FEE Bank Id 120 Totals</b>					<u>15,376.10</u>	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9156	AAP	ADVANCE AUTO PARTS	REGULAR	01/02/2025	37.20	
9157	APCO	APCO INTERNATIONAL	REGULAR	01/02/2025	1,012.00	
9158	AT&T MOBILE	AT&T MOBILITY	REGULAR	01/02/2025	511.87	
9159	DEPTOFADMIN	DEPARTMENT OF ADMINISTRATIVE SERVICES	REGULAR	01/02/2025	75.00	
9160	FRONTIER	FRONTIER	REGULAR	01/02/2025	6,295.13	
9161	INFOGROUP	INFOUSA MARKETING, INC	REGULAR	01/02/2025	665.00	
9162	LAMP	LAMP PESTPROOF	REGULAR	01/02/2025	175.00	
9163	OPTIMUM	OPTIMUM WATER SOLUTIONS . INC.	REGULAR	01/02/2025	58.00	
9164	SEGRA	SEGRA	REGULAR	01/02/2025	1,829.70	
9165	SHIRT	SHIRT FACTORY	REGULAR	01/02/2025	48.00	
9166	SIR SPEED	SIR SPEEDY PRINTING	REGULAR	01/02/2025	262.46	

**E-911 FUND Bank Id 107 Totals**

10,969.36

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5636	MONPOWER	MON POWER	REGULAR	01/02/2025	2,700.50	
179288	ABMDI	AMERICAN BOARD OF MEDICOLEGAL DEATH	REGULAR	01/02/2025	50.00	
179289	CAS CABLE	CAS CABLE	REGULAR	01/02/2025	257.38	
179290	DISH	DISH NETWORK	REGULAR	01/02/2025	147.66	
179291	DOMINIONH	HOPE GAS INC.	REGULAR	01/02/2025	31.03	
179292	GOODYEAR	GOODYEAR AUTO SERVICE CENTER	REGULAR	01/02/2025	3,723.72	
179293	IKE WALKER	IKE WALKER ORGANIZATION	REGULAR	01/02/2025	360.00	
179294	IPCT	IPC TECHNOLOGIES, INC.	REGULAR	01/02/2025	3,456.50	
179295	JOHNSONCO	JOHNSON CONTROLS, INC.	REGULAR	01/02/2025	2,175.00	
179296	KINCHELOE	KINCHELOE MOTORS INC.	REGULAR	01/02/2025	1,560.00	
179297	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	01/02/2025	390.00	
179298	ODEPOT	ODP BUSINESS SOLUTIONS, LLC	REGULAR	01/02/2025	94.61	
179299	OPTIMUM	OPTIMUM WATER SOLUTIONS . INC.	REGULAR	01/02/2025	129.00	
179300	OPTIMUMB	OPTIMUM BUSINESS	REGULAR	01/02/2025	154.27	
179301	RUNYON	RUNYON LOCK SERVICE	REGULAR	01/02/2025	2,761.00	
179302	STAPLES	STAPLES	REGULAR	01/02/2025	1,339.12	
179303	ULINE	ULINE	REGULAR	01/02/2025	299.00	
179304	XEROX	XEROX FINANCIAL SERVICES	REGULAR	01/02/2025	690.40	

**GENERAL FUND Bank Id 101 Totals**

20,319.19

*James E. Colombo*



# Check Register Report for Wood County Commission

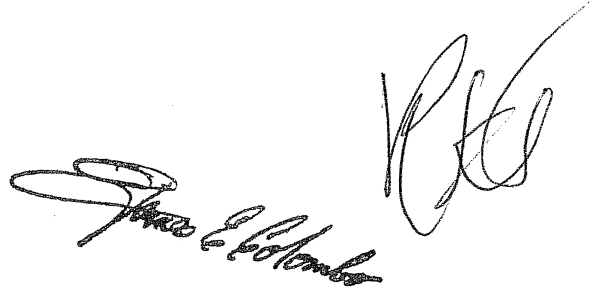
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5630	CHILD	CHILD SUPPORT ENF DIV	REGULAR	12/30/2024	587.50	
5631	EMPOWER	EMPOWER RETIREMENT	REGULAR	12/30/2024	65.00	
5632	IRS-PAY	DEPARTMENT OF TREASURY	REGULAR	12/30/2024	102,204.86	
5633	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	12/30/2024	1,819.00	
5634	OH ST TX	TREASURER OF STATE OF OHIO	REGULAR	12/30/2024	1,609.27	
5635	WV ST TX	WV STATE TAX COMM-INCOME	REGULAR	12/30/2024	26,997.12	
5637	EMSRS	EMERGENCY MEDICAL SERVICES	REGULAR	12/30/2024	14,467.35	
5638	WV DEPUTY	WV DEPUTY SHERIFF'S RETIREMENT	REGULAR	12/30/2024	50,783.52	
5639	WV RETIRE	WV PUBLIC EMP RETIREMENT	REGULAR	12/30/2024	88,005.88	
178082	JOHNFLORA	JOHN FLORA CONTRACTING LLC	VOID	12/30/2024	(13,120.46)	X
179270	AMERICAN	AFLAC	REGULAR	12/30/2024	41.54	
179271	OHIOCHILD	OHIO CHILD SUPPORT PAYMENT CENTRAL	REGULAR	12/30/2024	20.40	
179272	WASHINGTONH	WASHINGTON NATIONAL INSURANCE CO.	REGULAR	12/30/2024	719.90	
179273	WESTERNSO	WESTERN & SOUTHERN LIFE	REGULAR	12/30/2024	54.10	
179274	COPFEE	CITY OF PARKERSBURG	REGULAR	12/30/2024	5,972.84	
179275	CHAMBER	CHAMBER OF COMMERCE OF THE MID-OHIO VALLEY	REGULAR	12/30/2024	1,400.00	
179276	CRUM G	GWEN CRUM	REGULAR	12/30/2024	33.41	
179277	DISCOVERYWOR	THE CHILDREN'S MUSEUM OF THE MOV	REGULAR	12/30/2024	500.00	
179278	GOODWILL-KAN	GIKV	REGULAR	12/30/2024	2,391.49	
179279	JOHNFLORA	JOHN FLORA CONTRACTING LLC	REGULAR	12/30/2024	13,120.46	
179280	JOHNSTONE	JOHNSTONE SUPPLY	REGULAR	12/30/2024	64.04	
179281	NOLANS	NOLAN'S SERVICES LLC	REGULAR	12/30/2024	10,896.50	
179282	SIPS	SIPS COFFEE TRUCK	REGULAR	12/30/2024	440.00	
179283	SMITH JODI	JODI SMITH	REGULAR	12/30/2024	149.82	
179284	SOUTHERNPA	SOUTHERN PARKING	REGULAR	12/30/2024	1,680.00	

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8741	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	01/03/2025	90,908.93	

ASSESSOR'S VALUATION Bank Id 156 Totals

90,908.93



Two handwritten signatures are present. The signature on the left is written in cursive and appears to read "James E. Columbus". The signature on the right is also in cursive and is more stylized, possibly reading "V. B. G." or similar.

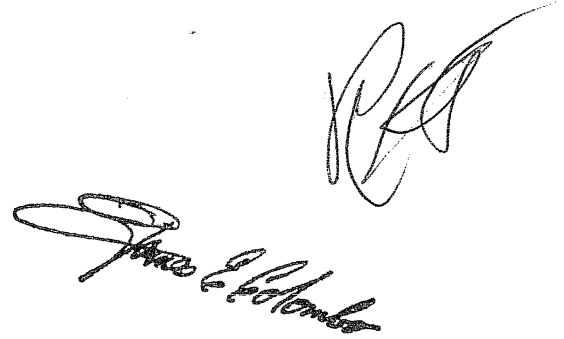


# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9167	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	01/03/2025	202,965.96	

E-911 FUND Bank Id 107 Totals

202,965.96



James E. Eldredge