

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, MARCH 27, 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.

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 March 3 and 6, 2025.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., Wood County Prosecuting Attorney Pat Lefebure, met with the County Commission to request they sign a Proclamation declaring April as Sexual Assault Awareness Month. A copy of the signed Proclamation is attached to these minutes and shall be made a part thereof.

At 9:42 A.M., the County Commission approved the hiring of Amber Florence as a Telecommunicator for the E-911 Center.

At 9:43 A.M., the County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo, and made unanimous by Robert K. Tebay, did hereby

AUTHORIZE the 2025/2026 fiscal year budget to be sent to the Wood County Finance Department to be submitted to the State of West Virginia. (Order C/242)

The County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Resolution authorizing the filing of an Application for a Court Security Fund Grant with the West Virginia Division of Administrative Services/Justice & Community Services. The said grant application is in the amount of Two Hundred Twenty Thousand Dollars and 00/100ths (\$220,000.00). (Order A/3125)

Having no other scheduled appointments or further business to attend to, the County Commission adjourned at 10:01 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

Order A/3125, C/242

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President  
\_\_\_\_\_  
Robert K. Tebay, Commissioner  
\_\_\_\_\_  
James Colombo, Commissioner

Wood County Commission Meeting  
Held March 27, 2025

**Please Print**

|     |   |
|-----|---|
| 1.  | Michelle Curtis - The Arc of MOV for (Sexual Assault Response Team) |
| 2.  | Pat Letcher   |
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Wood County Commission  
Agenda

March 27, 2025 | 9:30 A.M.  
1 Court Square Suite 203  
Parkersburg, WV 26101

|           |   |                                    |
|-----------|---|------------------------------------|
| 9:30 A.M. | Consider Proclamation for Sexual Assault Awareness Month  | Pat Lefebure, Prosecuting Attorney |
|           | Consider Request to Hire Amber S. Florence as a full-time Telecommunicator for the E-911 Center - \$40,023.98/yr. |                                    |
|           | Consider approving General County Fund Budget for Fiscal Year 2025/2026   |                                    |
|           | 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 before 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



## *Sexual Assault Awareness and Prevention Month*

*Where As:* Sexual Assault does not discriminate and touches all communities. regardless of age, disability, race, gender identity, socioeconomic status; and

*Where As:* the effects go far beyond physical, victims often develop psychological conditions, such as depression, post traumatic stress, fear, and anger; and

*Where As:* few survivors of sexual violence seek help after victimization due to shame or the fear of not being believed. As members of Wood County, West Virginia we must alleviate these fears, and believe these victims, and

*Where As:* in one year Family Crisis Intervention Center of Region V, INC., provided lifesaving direct services to 977 survivors of domestic violence, and sexual assault throughout their eight-county catchment area; and

*Where As:* that by creating a collaborative network of shared voices speaking up, and supporting survivors impacted by sexual assault sends a resounding message that sexual assault will not be tolerated, in Wood County, West Virginia. And

Now, Therefore, We, \_\_\_\_\_,

  
County Commissioners of Wood County, West Virginia, hereby proclaim  
April 2025 as Sexual Assault month.

MARCH 27, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

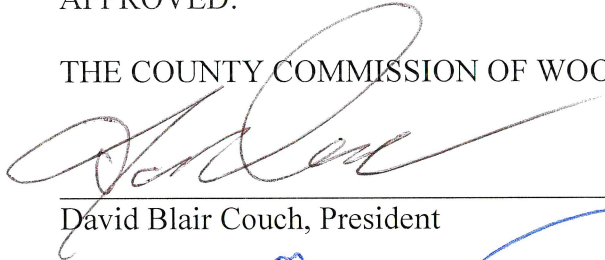
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
AN EXPENDITURE FROM THE OPIOID SETTLEMENT  
FUND TO ASSIST HOUSE TO HOME.


**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, did hereby Authorize an expenditure of thirty thousand dollars and zero cents (\$30,000.00) from the Opioid Settlement Fund. Said expenditure is to assist House to Home with upgrades to their facility.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

A/3125

Wood County  
Joe Gonzales, Clerk  
Instrument 88352965  
03/27/2025 @ 09:24:02 AM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 726  
Pages Recorded 1

MARCH 27, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

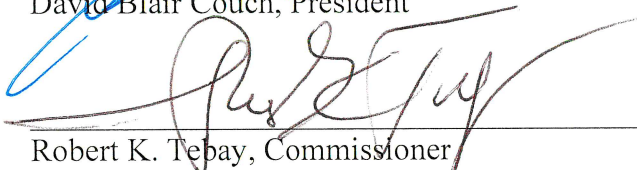
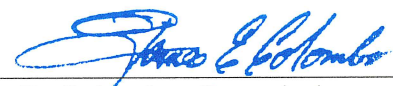
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
THE 2025/2026 FISCAL YEAR BUDGET TO BE SENT TO FINANCE.

**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, did hereby AUTHORIZE THE 2025/2026 fiscal year budget to be sent to the Wood County Finance Department to be submitted to the State of West Virginia.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President  
\_\_\_\_\_  
Robert K. Tebay, Commissioner  
\_\_\_\_\_  
James E. Colombo, Commissioner

CW/242

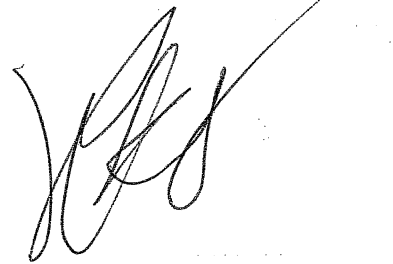
Wood County  
Joe Gonzales, Clerk  
Instrument 88354123  
03/27/2025 @ 12:07:02 PM  
COUNTY COMMISSION ORDER  
Book 79 @ Page 791  
Pages Recorded 1

# Check Register Report for Wood County Commission

| Check No | Vendor Id   | Vendor Name  | Type    | Check Date | Check Amount | Rec |
|----------|-------------|--------------|---------|------------|--------------|-----|
| 1095     | WVUMEDICINE | WVU MEDICINE | REGULAR | 03/24/2025 | 900,309.00   |     |

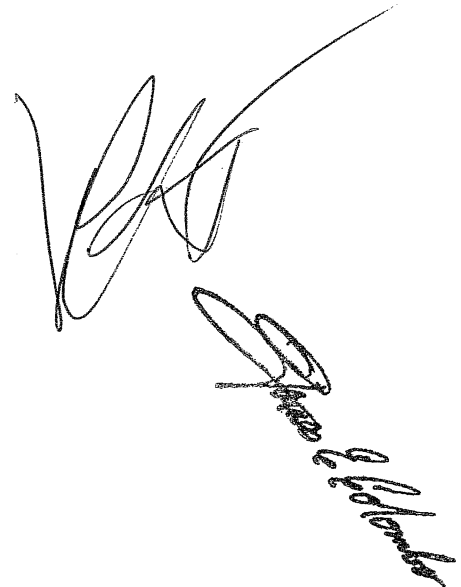
AMERICAN RESCUE PLAN Bank Id 207 Totals 900,309.00

Report Totals 1,556,765.53



## Check Register Report for Wood County Commission

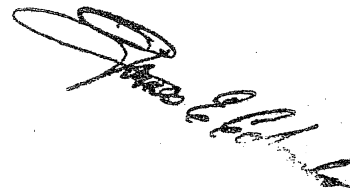
| Check No                                      | Vendor Id  | Vendor Name                    | Type    | Check Date | Check Amount | Rec |
|---|------------|--------------------------------|---------|------------|--------------|-----|
| 9094  | APP-POWER  | APPALACHIAN POWER              | REGULAR | 03/25/2025 | 136.68       |     |
| 9095  | LAMP       | LAMP PESTPROOF                 | REGULAR | 03/25/2025 | 128.40       |     |
| 9096  | TIANO      | TIANO-KNOPP ASSOCIATES INC     | REGULAR | 03/25/2025 | 416.67       |     |
| 9097  | TRACKGROUP | TRACK GROUP                    | REGULAR | 03/25/2025 | 499.00       |     |
| 9098  | TYLER      | TYLER MOUNTAIN WATER CO<br>INC | REGULAR | 03/25/2025 | 9.95         |     |
| 9099  | VERIZONW   | VERIZON WIRELESS               | REGULAR | 03/25/2025 | 238.52       |     |
| COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals |            |                                |         |            | 1,429.22     |     |

A large, stylized handwritten signature in black ink, likely belonging to a county official, is written over the lower right portion of the page.



## Check Register Report for Wood County Commission

| Check No                                | Vendor Id     | Vendor Name                       | Type    | Check Date | Check Amount | Rec |
|---|---------------|-----------------------------------|---------|------------|--------------|-----|
| 8770                                    | ARTISTIC      | ARTISTIC BRONZE INC               | REGULAR | 03/25/2025 | 641.68       |     |
| 8771                                    | GLACIER       | GLACIER MOUNTAIN<br>BOTTLED WATER | REGULAR | 03/25/2025 | 8.50         |     |
| 8772                                    | NOE OFFIC     | NOE OFFICE EQUIPMENT              | REGULAR | 03/25/2025 | 862.27       |     |
| 8773                                    | SELECT OFFICE | SELECT OFFICE SERVICES            | REGULAR | 03/25/2025 | 2,735.00     |     |
| ASSESSOR'S VALUATION Bank Id 156 Totals |               |                                   |         |            | 4,247.45     |     |





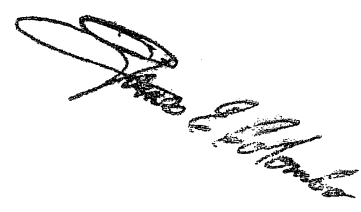
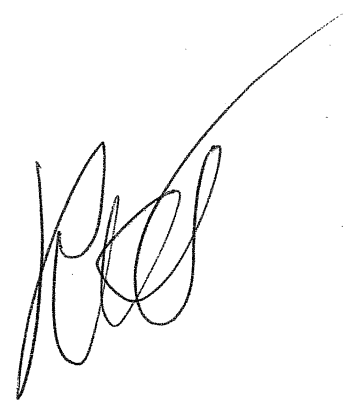
## Check Register Report for Wood County Commission

| Check No                                   | Vendor Id     | Vendor Name                  | Type    | Check Date | Check Amount    | Rec |
|--|---------------|------------------------------|---------|------------|-----------------|-----|
| 3990                                       | ATLANTIC ES   | ATLANTIC EMERGENCY SOLUTIONS | REGULAR | 03/25/2025 | 1,557.00        |     |
| 3991                                       | BLAVOS        | BLAVOS DIESEL REPAIR         | REGULAR | 03/25/2025 | 566.72          |     |
| 3992                                       | BOUND         | BOUND TREE MEDICAL LLC       | REGULAR | 03/25/2025 | 972.99          |     |
| 3993                                       | CAS CABLE     | CAS CABLE                    | REGULAR | 03/25/2025 | 201.14          |     |
| 3994                                       | DOMINIONH     | HOPE GAS INC.                | REGULAR | 03/25/2025 | 289.20          |     |
| 3995                                       | HAUL          | HAUL AWAY TRASH LLC          | REGULAR | 03/25/2025 | 33.25           |     |
| 3996                                       | LUBECKVFD     | LUBECK VFD                   | REGULAR | 03/25/2025 | 45.21           |     |
| 3997                                       | MILLER CO     | MILLER COMMUNICATIONS IN     | REGULAR | 03/25/2025 | 78.00           |     |
| 3998                                       | MONPOWER      | MON POWER                    | REGULAR | 03/25/2025 | 236.35          |     |
| 3999                                       | WEX           | WEX BANK                     | REGULAR | 03/25/2025 | 493.03          |     |
| 4000                                       | WHALEYDISTRIE | WHALEY DISTRIBUTING COMPANY  | REGULAR | 03/25/2025 | 400.00          |     |
| 4001                                       | ZIEGLER       | ZIEGLER TIRE & SUPPLY CO     | REGULAR | 03/25/2025 | 2,177.56        |     |
| <b>FIRE SERVICE FEE Bank Id 120 Totals</b> |               |                              |         |            | <u>7,050.45</u> |     |




## Check Register Report for Wood County Commission

| Check No                            | Vendor Id | Vendor Name                          | Type    | Check Date | Check Amount | Rec |
|-------------------------------------|-----------|--------------------------------------|---------|------------|--------------|-----|
| 3737                                | WVDTL     | WV DRUG TESTING<br>LABORATORIES, INC | REGULAR | 03/25/2025 | 647.00       |     |
| HOME CONFINEMENT Bank Id 108 Totals |           |                                      |         |            | 647.00       |     |



# Check Register Report for Wood County Commission

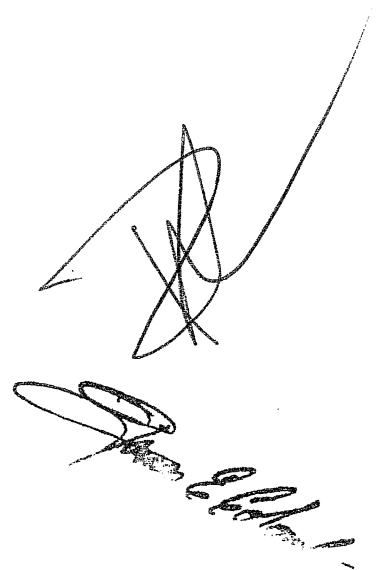
| Check No | Vendor Id     | Vendor Name                                 | Type    | Check Date | Check Amount | Rec |
|----------|---------------|---|---------|------------|--------------|-----|
| 179672   | CARLIN'S      | CARLIN'S BATTERY D                          | REGULAR | 03/25/2025 | 2,000.00     |     |
| 179673   | CAS CABLE     | CAS CABLE                                   | REGULAR | 03/25/2025 | 262.99       |     |
| 179674   | CWS           | CWS   | REGULAR | 03/25/2025 | 231.99       |     |
| 179675   | DEPT E        | DEPARTMENT OF<br>ENVIROMENTAL PROTECTION    | REGULAR | 03/25/2025 | 95.00        |     |
| 179676   | EMPIRE        | EMPIRE BUILDERS, INC                        | REGULAR | 03/25/2025 | 2,500.00     |     |
| 179677   | GLACIER       | GLACIER MOUNTAIN<br>BOTTLED WATER           | REGULAR | 03/25/2025 | 21.50        |     |
| 179678   | GOODYEAR      | GOODYEAR AUTO SERVICE<br>CENTER             | REGULAR | 03/25/2025 | 307.69       |     |
| 179679   | HEALTH        | HIGHMARK WEST VIRGINIA                      | REGULAR | 03/25/2025 | 389,987.39   |     |
| 179680   | HINKLEB       | BRENDA HINKLE                               | REGULAR | 03/25/2025 | 401.00       |     |
| 179681   | INSIGHT       | INSIGHT PUBLIC SECTOR INC                   | REGULAR | 03/25/2025 | 2,162.65     |     |
| 179682   | JEHITTGARAGE  | J.E. HITT GARAGE LLC                        | REGULAR | 03/25/2025 | 1,744.26     |     |
| 179683   | JUST SEW      | JUST SEW PEACHY                             | REGULAR | 03/25/2025 | 55.50        |     |
| 179684   | LIGHTNER      | LIGHTNER'S FRAME SERV                       | REGULAR | 03/25/2025 | 348.69       |     |
| 179685   | NOLANS        | NOLAN'S SERVICES LLC                        | REGULAR | 03/25/2025 | 10,234.88    |     |
| 179686   | OPTIMUMB      | OPTIMUM BUSINESS                            | REGULAR | 03/25/2025 | 154.37       |     |
| 179687   | PEACSOLUTIONS | MARLIN LEASING<br>CORPORATION               | REGULAR | 03/25/2025 | 554.43       |     |
| 179688   | PWCADC        | PARKERSBURG/WOOD<br>COUNTY AREA DEVELOPMENT | REGULAR | 03/25/2025 | 250.00       |     |
| 179689   | RUNYON        | RUNYON LOCK SERVICE                         | REGULAR | 03/25/2025 | 264.82       |     |
| 179690   | SIR SPEED     | SIR SPEEDY PRINTING                         | REGULAR | 03/25/2025 | 625.60       |     |
| 179691   | SOFTWARES     | SOFTWARE SYSTEMS INC                        | REGULAR | 03/25/2025 | 1,423.95     |     |
| 179692   | TIMGRAHAM     | TIM GRAHAM EXCAVATING<br>LLC                | REGULAR | 03/25/2025 | 3,800.00     |     |
| 179693   | USBANKEQUIP   | US BANK EQUIPMENT FINANCE                   | REGULAR | 03/25/2025 | 2,774.87     |     |
| 179694   | VERIZONW      | VERIZON WIRELESS                            | REGULAR | 03/25/2025 | 81.57        |     |
| 179695   | WCDA          | WOOD COUNTY<br>DEVELOPMENT AUTHORITY        | REGULAR | 03/25/2025 | 11,250.00    |     |
| 179696   | WV STATE TAX  | STATE TAX DEPARTMENT<br>OPERATIONS DIVISION | REGULAR | 03/25/2025 | 24,692.96    |     |

# Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type    | Check Date | Check Amount | Rec |
|----------|-----------|-------------|---------|------------|--------------|-----|
| 179697   | WVCGSIRP  | WVCORP      | REGULAR | 03/25/2025 | 4,005.50     |     |

GENERAL FUND Bank Id 101 Totals

460,229.61



# Check Register Report for Wood County Commission

| Check No | Vendor Id     | Vendor Name           | Type    | Check Date | Check Amount | Rec |
|----------|---------------|-----------------------|---------|------------|--------------|-----|
| 5        | AXON ENTERPRI | AXON ENTERPRISE, INC. | REGULAR | 03/25/2025 | 182,852.80   |     |

OPIOID SETTLEMENT Bank Id 040 Totals

182,852.80

