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 20, 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.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission held a hearing in regard to the Estate of Mary Louse Britton. Paula Rackowitz, Petitioner, was present along with Robert S. Fluharty, Attorney for Shawn Barr, Executrix. After discussion, the County Commission Ordered that Tim Amos be removed as Fiduciary Commissioner and Justin Hardman be appointed as Fiduciary Commissioner of this Estate. (Probate Order).

At 9:45 A.M., the County Commission held a hearing in regard to the Estate of Joseph Holland, Jr. Martha L. Holland, Executrix, asked that a claim be disallowed. After review, the County Commission, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and passed, Ordered said claim be disallowed. (Probate Order)

At 9:57 A.M., the County Commission approved the hiring of Travis Bunner as an employee of the Day Report Center.

At 10:09 A.M., the County Commission, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and passed, appointed Kenny Church to the Wood County Community Corrections Board. (Order A/3119)

At 10:15 A.M., the County Commission held a hearing in regard to the Estate of Wayne West. Gary Casto, Co-Executor asked that a claim be disallowed in the Estate. After review, the County Commission, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and passed, Ordered the claim be disallowed. (Probate Order)

The County Commission of Wood County was in receipt of a check in the amount of six thousand one hundred nineteen dollars and sixty-six cents (\$6,229.16) which represents reimbursement for the month of December, 2024 in regard to the Justice Assistance Grant Number 25-VA-076. Receipt of said check is pursuant to an Order appearing in Order Book 79, at Page 504 and bearing the date of January 16, 2025. (Order A/3120)

The County Commission of Wood County was in receipt of a check in the amount of four thousand four hundred fifty-one dollars and fifty-six cents (\$4,451.56) which represents reimbursement for the month of October, 2024 in regard to the Justice Assistance Grant Number 25-VA-076. Receipt of said check is pursuant to an Order appearing in Order Book 79, at Page 378 and bearing the date of November 18, 2024. (Order A/3121)

The County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of one hundred thousand dollars and zero cents (\$100,000.00) which

represents reimbursement to Wood County for expenses incurred in regard to the West Virginia Courthouse Facilities Improvement Authority (WVCFIA) Grant Number 21CYCWood2024. (Order A/3122)

Having no other scheduled appointments or further business to attend to, the County Commission adjourned at 10:22 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

Order A/3119, A/3120, A/3121, A/3122, PROBATE ORDERS

APPROVED:
THE COUNTY COMMISSION OF WOOD COUNTY
And in
David Blair Couch, President
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Robert K. Febay, Commissioner
togulu
James Colombo, Commissioner
Page

Page 3 of 3

Wood County Commission Meeting Held March 20, 2025

<u>Please</u> <u>Print</u>

1. Josh Guiltotta
2. Callie Tanner
3. Paula Rachourtz
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5. Jare & Carlo
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1.	Wood County Commissi	on
STY A WE	Agenda	
	March 20, 2025 9:30 A	M.
	1 Court Square Suite 20)3
1798	Parkersburg, WV 2610	1
	· · · · · · · · · · · · · · · · · · ·	1
9:30 A.M.	Estate of Mary L. Britton – Consider request to remove Shawn Barr as Executrix of the Estate	Paula Rackowitz, Petitioner
9:45 A.M.	Estate of Joseph W. Holland, Jr. – Consider request to disallow a claim in the Estate	Martha L. Holland, Executrix
10:00 A.M. C. AN(CELL E)	Estate of William R. Lyons – Consider request to remove Jessica Balser as Executrix of the Estate	James Lyons and Rebecca Miller, Petitioners
10:15 A.M.	Estate of Wayne L. "Jack" West – Consider request to disallow a claim in the Estate	Gary and Janet Casto, Petitioners
	Consider Request to Hire Travis Bunner as Full-Time Case Manager/Counselor for the Wood County Day Report Center - \$45,000.00/yr.	
	Consider appointing Ritchie County Commissioner Kenny Church to the Wood County Community Corrections Advisory Board	
	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 before 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

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED KENNY CHURCH TO THE WOOD COUNTY COMMUNITY CORRECTIONS BOARD.

$\underline{O} \underline{R} \underline{D} \underline{E} \underline{R}$

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and passed, appointed Kenny Church to the Wood County Community Corrections Board.

Mr. Church will fill an unexpired term that will expire December 31, 2025.

APPROVED: THE COUNTY COMMISSION OF WOOD COUNTY David Blair Couch, President Robert K ebay, Commissioner James E Colombo, Commissioner A/3119

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA.

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FOR \$6,229.16 WHICH REPRESENTS REIMBURSEMENT REGARDING THE VICTIMS OF CRIME ASSISTANCE (VOCA) GRANT NUMBER 25-VA-076 FOR DECEMBER, 2024.

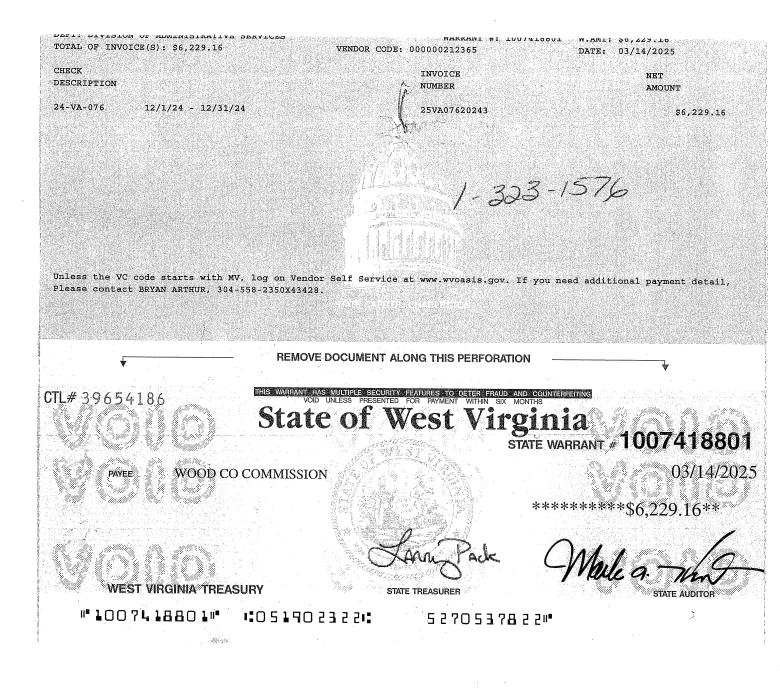
$\underline{O} \underline{R} \underline{D} \underline{E} \underline{R}$

On this date, the County Commission of Wood County was in receipt of a check in the amount of six thousand one hundred nineteen dollars and sixty-six cents (\$6,229.16) which represents reimbursement for the month of December, 2024 in regard to the Justice Assistance Grant Number 25-VA-076. Receipt of said check is pursuant to an Order appearing in Order Book 79, at Page 504 and bearing the date of January 16, 2025.

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

APPROVED: THE COUNTY COMMISSION OF WOOD COUNTY David Blair Couch, President Robert K. Tobay, Commissioner James E. Colombo, Commissioner A/3120

1110 79/504





IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FOR \$4,451.56 WHICH REPRESENTS REIMBURSEMENT REGARDING THE VICTIMS OF CRIME ASSISTANCE (VOCA) GRANT NUMBER 25-VA-076 FOR OCTOBER, 2024.

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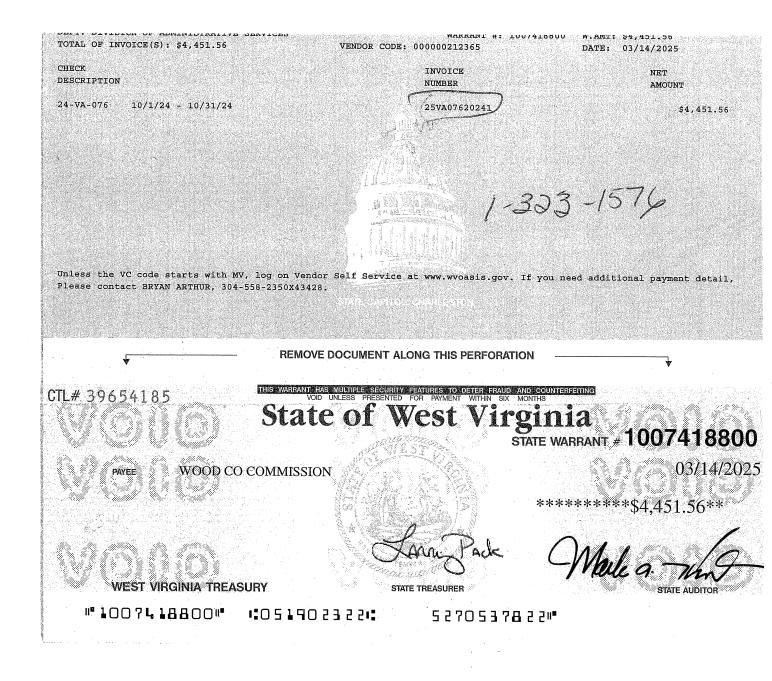
On this date, the County Commission of Wood County was in receipt of a check in the amount of four thousand four hundred fifty-one dollars and fifty-six cents (\$4,451.56) which represents reimbursement for the month of October, 2024 in regard to the Justice Assistance Grant Number 25-VA-076. Receipt of said check is pursuant to an Order appearing in Order Book 79, at Page 378 and bearing the date of November 18, 2024.

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

APPROVED: THE COUNTY COMMISSION OF WOOD COUNTY David Blau Couch, President Robert K. Tebay, Commissioner 11 James E. Colombo, Commissioner

A/3121

19/378





IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

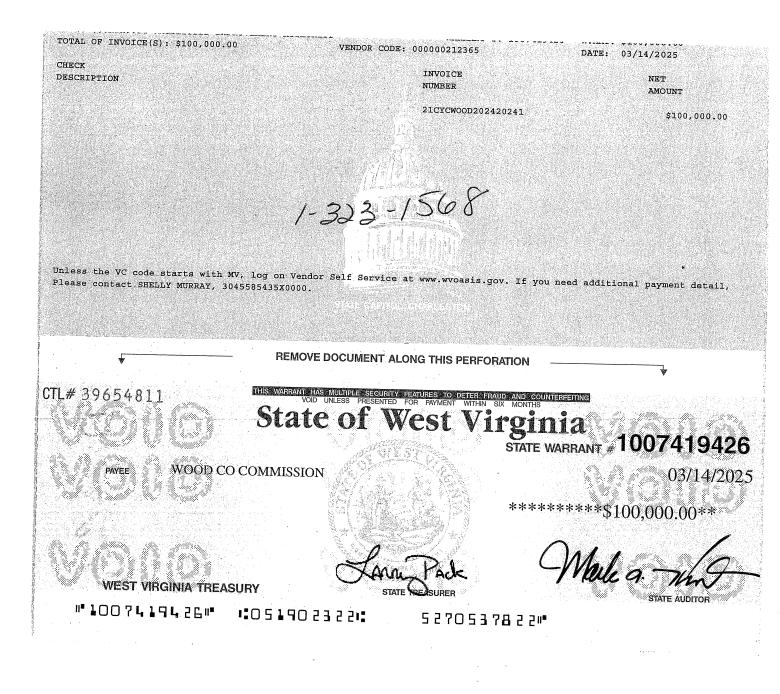
IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$100,000.00 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE WVCFIA GRANT #21CYCWOOD2024.

$\underline{O} \underline{R} \underline{D} \underline{E} \underline{R}$

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 one hundred thousand dollars and zero cents (\$100,000.00) which represents reimbursement to Wood County for expenses incurred in regard to the West Virginia Courthouse Facilities Improvement Authority (WVCFIA) Grant Number 21CYCWood2024.

Documentation pertaining to the WVCFIA Grant is on file in the Office of the County Administrator.

	APPROVED:
	THE COUNTY COMMISSION OF WOOD COUNTY
	David Blair Couch, President
	CRUCIE
	Robert K. Tebay, Commissioner
	Autha
A/3122	James E. Colombo, Commissioner





IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN THE MATTER OF: ESTATE OF MARY LOUISE BRITTON

ORDER

Pursuant to a petition filed on or about the 2oth day of December, 2024, by Paula Rackowitz to remove Shawn Barr as Executrix of the Estate of Mary Louise Britton, deceased, and the written Response of Shawn Barr, Executrix thereto, filed by her counsel, Robert S. Fluharty, Jr., this 20th day of March, 2025, came the Petitioner, Paula Rackowitz, in person and came the Respondent Shawn Barr, by her counsel, Robert S. Fluharty, Jr., for hearing on said Petition.

The County Commission of Wood County, West Virginia, having considered the Petitioner's Petition, the Response of the Executrix to that Petition, and the statements made to the Commission by or on behalf of the parties today; is of the opinion that the Petitioner's Petition and the Response thereto should be referred to Justin Hardman, Attorney at Law, a Fiduciary Commissioner in and for Wood County, West Virginia, for the purpose of conducting hearings thereon and making Findings of Fact and Recommendations to this Commission.

Accordingly, it is ORDERED that:

1. Timothy Amos, Fiduciary Commissioner previously assigned to this matter, is removed as Fiduciary Commissioner in this matter, and ordered to seal his file in this matter;

2. Justin Hardman is appointed as Fiduciary Commissioner of the Estate of

Mary Louise Britton (deceased); and,

3. The Clerk of the County Commission is directed to send Mr. Hardman a copy of the Estate file in this matter as the newly appointed Fiduciary Commissioner.

ENTER: David Blair Couch, Commissioner Robert K. Vebay, Commissio James Colembo, Commissioner Prepared by: ROBERT S. FLUHARTY, JR.

Z:\RSF\Civil\Britton, Est of Mary 11852\04.09.25 revised Order appointing SPECIAL Fiduciary Commissioner.wpd

Page

March 20, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA IN RE: ESTATE OF JOSEPH W HOLLAND, JR, DECEASED <u>ORDER</u>

This day came MARTHA LUZ HOLLAND, EXECUTRIX, for the Estate of **JOSEPH H HOLLAND, JR**, deceased, before the County Commission, in a hearing asking that a claim be disallowed in said Estate. The County Commission, after reviewing said Estate, upon a Motion made by James E. Colombo, seconded by Robert K Tebay, passed, ordered the claim be disallowed in said Estate. The County Commission ordered that if additional funds come into the Estate will need to be reopened.

APPROVED:

David Blair Couch, President Robert-K Commiss Febav. James E. Co. ommissione

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March 20, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA IN RE: ESTATE OF WAYNE LEO "JACK" WEST, DECEASED <u>ORDER</u>

This day came GARY CASTO, CO-EXECUTOR, JANET CASTO CO, CO-EXECTOR not appearing, for the Estate of **WAYNE LEO "JACK" WEST**, deceased, before the County Commission, in a hearing asking that a claim be disallowed in said Estate. The County Commission, after reviewing said Estate, upon a Motion made by James E. Colombo, seconded by Robert K Tebay, passed, ordered the claim be disallowed in said Estate. The County Commission ordered that if additional funds come into the Estate will need to be reopened.

APPROVED:

David Blair Couch. President Robert R. Tebay Comm James E Colombo, Commissioner



Wood County Central Telecommunications Center Wood County, WV E911 Homeland Security and Emergency Management



March 20, 2025

Wood County Commission #1 Court Square Parkersburg, WV 26101

Dear Commissioners:

This letter is to advise you Lucila Rodriguez resigned her position as a Full – Time Telecommunicator effective March 22, 2025. She said she was taking a higher paying job in another city.

Respectfully,

W.M. Shook Director, Wood County E911/HSEM



911 Core Rd Parkersburg, WV 26104



Wood County Central Telecommunications Center Wood County, WV E911 Homeland Security and Emergency Management



March 20, 2025

Wood County Commission #1 Court Square Parkersburg, WV 26101

Dear Commissioners:

This letter is to advise you Lucila Rodriguez resigned as a Full – Time Telecommunicator as of March 22, 2025. She is due the following hours of pay for Vacation and Miscellaneous Time. She will be short hours for the pay period ending March 31, 2025. However, her built in overtime will not be affected.

00 hrs 00 min Vacation Time 00 hrs 00 min Miscellaneous Time

These hours are to be paid out of line item 7-712-10-184.

She has 28 hrs 00 min of Sick Time.

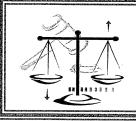
She will be short 60 hrs 00 min for the March 31, 2025 pay period.

Respectfully;

W.M. Shook Director, Wood County E911/HSEM

911 Core Rd Parkersburg, WV 26104





MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 1531 Garfield Ave, Parkersburg, WV 26101 304-422-8570 * Fax: 304-422-8579

- To: Wood County Commission
- From: Amy Church, DRC Personnel Director

Date: 3/18/2025

Re: Wood County DRC Request to Hire

Please regard this notice as my request to hire Travis Bunner as a full-time, Wood County Case Manager at the rate of \$45,000 per year. Mr. Bunner was previously employed in this capacity for 8 years. Travis was a stellar employee and has ongoing knowledge of our operating systems as well as our policies. He is currently on track to receive his Master's Degree in July 2025. This would make him eligible to test for the AADC (Advanced Alcohol and Drug Counselor) Certification. He previously held his ADC (Alcohol and Drug Counselor) Certification, however that has lapsed. He only need retake the test to be re-certified.

If this request is approved, he will work would start his employment immediately, Monday March 24, 2025

It is my hope that you will act on this request as quickly as possible. I will be happy to provide any other information related to this matter which you might deem necessary.



	Vendor Id DELLCOMPUTER	Vendor Name DELL COMPUTERS	Type REGULAR	Check Date 03/18/2025	Check Amount 24,681.28	Rec X
2	DELLCOMPUTER	DELL COMPUTERS	VOID	03/18/2025	(24,681.28)	х
3	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	03/18/2025	10,269.87	
4	DELL	DELL MARKETING LP	REGULAR	03/18/2025	24,681.28	
		OPIOID SETTLE	MENT Bank Id	- 040 Totals	34,951.15	

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Check No 5713	Vendor Id DOMINIONH	Vendor Name HOPE GAS INC.	Type HAND	Check Date 03/18/2025	Check Amount Rec 3,221.70
179522		IPC COMMAND SYSTEMS	VOID	03/17/2025	
179643	3D	3D CONSTUCTION LLC	REGULAR	03/18/2025	(1,862.86) X
	BADGERLUM	BADGER LUMBER	REGULAR	03/18/2025	and a second
	BATTERIES	BATTERIES DIRECT	REGULAR	03/18/2025	212.25
	BLUETOGOLD	BLUE TO GOLD, LLC			399.20
	BOWLESP		REGULAR	03/18/2025	239.94
		BOWLES RICE LLP	REGULAR	03/18/2025	1,668.00
179648	FEDERAL	FEDEX	REGULAR	03/18/2025	39.42
179649	FRONTIER	FRONTIER	REGULAR	03/18/2025	1,980.60
179650	GENERALSA	GENERAL SALES CO.	REGULAR	03/18/2025	2.547.75
179651	GLACIER	GLACIER MOUNTAIN BOTTLED WATER	REGULAR	03/18/2025	
179652	HANCOCKD	DAVID WAYNE HANCOCK	REGULAR	03/18/2025	53.60
179653	HOME DEPOT	HOME DEPOT CREDIT SERVICES	REGULAR	03/18/2025	130.61
179654	IPCT	IPC TECHNOLOGIES, INC.	REGULAR	03/18/2025	2,035.36
179655	JARRELLN	NANCY S. JARRELL, CCR	REGULAR	03/18/2025	884.65
179656	LAMP	LAMP PESTPROOF	REGULAR	03/18/2025	200.00
179657	LEXIS	RELX INC. DBA LEXISNEXIS	REGULAR	03/18/2025	616.32
179658	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	03/18/2025	13,628.00
179659	NOLANS	NOLAN'S SERVICES LLC	REGULAR	03/18/2025	810.00
179660	ODEPOT	ODP BUSINESS SOLUTIONS, LLC	REGULAR	03/18/2025	149,92
179661	OPTIMUM	OPTIMUM WATER SOLUTIONS , INC.	REGULAR	03/18/2025	129.00
179662	RIS	RECORDS IMAGING & STORAGE INC	REGULAR	03/18/2025	941.63
179663	SOUTHERNPA	SOUTHERN PARKING	REGULAR	03/18/2025	1,680.00
179664	STJOSEPHLANDI	ST. JOSEPH HEALTH CENTER LLC	REGULAR	03/18/2025	18,525.00
179665	TIMGRAHAM	TIM GRAHAM EXCAVATING LLC	REGULAR	03/18/2025	11,150.00

Check No 179666	Vendor Id UNITED BANK	Vendor Name UNITED BANKCARD CENTER	Type REGULAR	Check Date 03/18/2025	Check Amount 1,168.71	Rec
179667	VERIZONW	VERIZON WIRELESS	REGULAR	03/18/2025	782.47	
179668	WATERBOY	WATERBOY LLC	REGULAR	03/18/2025	30.00	
179669	ZMM	ZMM INC	REGULAR	03/18/2025	3,780.00	
179670	P-LIBRARY	PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY	REGULAR	03/19/2025	130,915.94	
		GENERAL	FUND Bank Id	101 Totals	214,794.88	



Check No 9223 I	Vendor Id TECH	Vendor Name ITECH	Type REGULAR	Check Date 03/18/2025	Check Amount 2,819.00	Rec
9224 C	OPTIMUMB	OPTIMUM BUSINESS	REGULAR	03/18/2025	241.38	<u>.</u>
9225 S	SEGRA	SEGRA	REGULAR	03/18/2025	1,832.03	
			E-911 FUND Bank Id	107 Totals	4,892.41	

WWW W

Check No 3735 SWC Vendor Name SHERIFF OF WOOD COUNTY

Type REGULAR (

 Check Date
 Check Amount

 03/19/2025
 1,050.00

Rec

HOME CONFINEMENT Bank Id 108 Totals

1,050.00

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Check No 3982	Vendor Id BLAVOS	Vendor Name BLAVOS DIESEL REPAIR	Type REGULAR	Check Date 03/18/2025	Check Amount 1,918.80	Rec
3983	EASTWOOD	EASTWOOD VOLUNTEER FIRE	REGULAR	_03/18/2025	759.68	
3984	ELITE PEST	ELITE PEST MANAGEMENT	REGULAR	03/18/2025	125.00	
3985	LUBECKVFD	LUBECK VFD	REGULAR	03/18/2025	256.43	
3986	PARMAROIL	PAR MAR OIL COMPANY	REGULAR	03/18/2025	902.74	
3987	WOODCOFIR	WOOD COUNTY FIRE FIGHTER'S ASSOCIATION	REGULAR	03/18/2025	230.00	
		FIRE SERVIC	E FEE Bank Id	120 Totals	4,192.65	



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Check Register Report for Wood County Commission Check No Vendor Id Vendor Name Туре Check Date Check Amount Rec 8769 UNITED BANK UNITED BANKCARD CENTER REGULAR 03/18/2025 255.00 **ASSESSOR'S VALUATION Bank Id 156 Totals** 255.00 Anna Claro

Check No Vendor Id 9093 WCC

Vendor Name WOOD COUNTY COMMISSION

Туре REGULAR

03/18/2025

Check Date Check Amount 1,725.00

Rec

COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals

1,725.00





Vendor Id FRANKLIN INT	Vendor Name FRANKLIN INTERIORS	Type REGULAR	Check Date 03/18/2025	Check Amount 90,390.00	Rec
 <u></u>	AMERICAN RESCU	E PLAN Bank I	d 207 Totals	90,390.00	and the second difference of the second s
		R	eport Totals	352,251.09	
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