

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, APRIL 14, 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., there were no public comments.

At 9:45 A.M., the County Commission approved moving Robin Mowery from part-time to full-time as a Maintenance Department employee.

At 9:47 A.M., Sydney Weber, Resiliency Center Director, updated the Commission on the Resiliency Center.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, was in receipt of a check in the amount of eighty thousand one hundred twenty-five dollars and 00/100ths (\$80,125.00) and represents reimbursement for April 1, 2025 through June 30, 2025 in regard to the Community Corrections Grant, No. 25-CC-29 with the West Virginia Division of Administrative Services, Justice and Community Services Section. A copy of said check is on file in the County Administrator's Office. (Order A/3130)

The County Commission of Wood County was in receipt of a check in the amount of six thousand two hundred twenty-nine dollars and sixteen cents (\$6,229.16) which represents reimbursement for the month of January, 2025 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 617 and bearing the date of February 20, 2025. Documentation pertaining to the Victims of Crime Advocate Grant is in the Office of the County Administrator. (Order A/3131)

The County Commission of Wood County was in receipt of a check in the amount of six thousand two hundred twenty-nine dollars and sixteen cents (\$6,229.16) which represents reimbursement for the month of February, 2025 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 658 and bearing the date of March 17, 2025. Documentation pertaining to the Victims of Crime Advocate Grant is in the Office of the County Administrator. (Order A/3132)

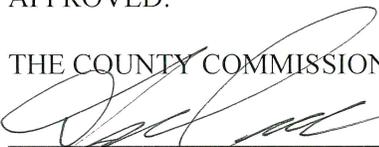
Having no other scheduled appointments or further business to attend to, the County Commission adjourned at 10:21 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

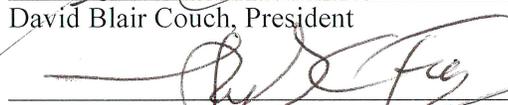
A/3130, A/3131, A/3132

APPROVED:

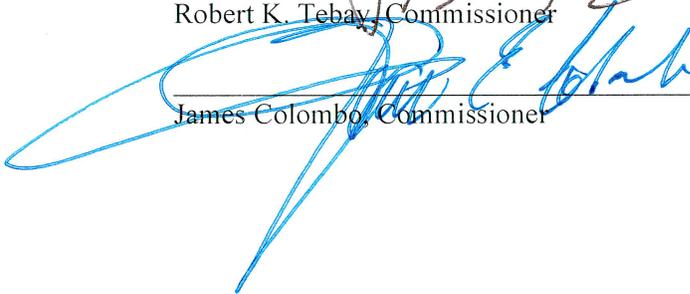
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting
Held April 14, 2025

Please Print

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The County Commission of Wood County

No. 1 Court Square, Suite 203 Parkersburg, West Virginia 26101
(304) 424-1984



DAVID BLAIR COUCH
President

ROBERT K. TEBAY
Commissioner

JAMES E. COLOMBO
Commissioner

PUBLIC COMMENT PORTION OF WOOD COUNTY COMMISSION MEETINGS

SIGN IN SHEET

3 MINUTES PER PERSON

APRIL 14, 2025

| PLEASE PRINT NAME | ADDRESS |
|-------------------|---------|
| | |
| | |
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Wood County Commission
Agenda

April 14, 2025 | 9:30 A.M.
1 Court Square, Suite 203
Parkersburg, WV 26101

| | | |
|-----------|---|------------------------------------|
| 9:30 A.M. | Public Comment | |
| 9:30 A.M. | Consider Request to Hire Robin Mowery as a full-time Maintenance employee - \$28,800.00/yr. | |
| | 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, 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

APRIL 14, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

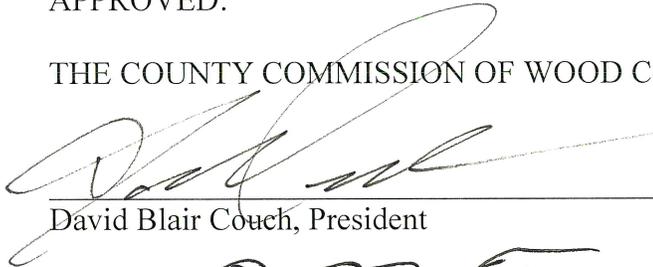
IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK IN THE AMOUNT OF \$80,125.00 IN REGARD TO COMMUNITY CORRECTIONS GRANT NO. 25-CC-29.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, was in receipt of a check in the amount of eighty thousand one hundred twenty-five dollars and 00/100ths (\$80,125.00) and represents reimbursement for April 1, 2025 through June 30, 2025 in regard to the Community Corrections Grant, No. 25-CC-29 with the West Virginia Division of Administrative Services, Justice and Community Services Section. A copy of said check is on file in the County Administrator's Office.

APPROVED:

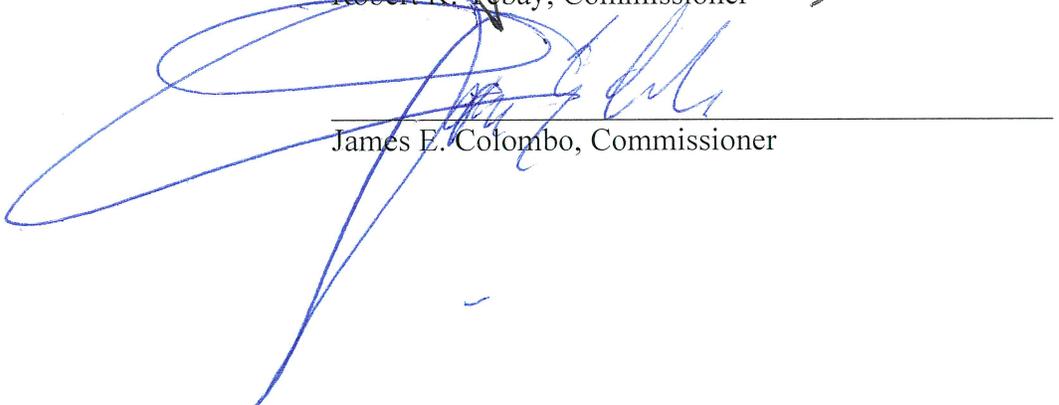
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3130

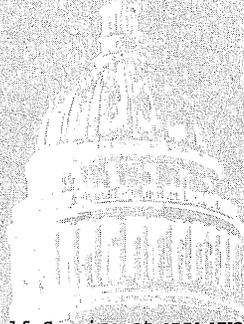
DEPT DIVISION OF ADMINISTRATIVE SERVICES
TOTAL OF INVOICE(S): \$80,125.00

WARRANT #: 1007450733
VENDOR CODE: 000000212365

W.AMT: \$80,125.00
DATE: 04/04/2025

| CHECK DESCRIPTION | INVOICE NUMBER | NET AMOUNT |
|-------------------------------|----------------|-------------|
| 25-CC-29 4/1/2025 - 6/30/2025 | 25CC2920254 | \$80,125.00 |

1-323-1571



Unless the VC code starts with MV, log on Vendor Self Service at www.wvoasis.gov. If you need additional payment detail, Please contact BRYAN ARTHUR, 304-558-2350X43428.

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 39686210

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETER FRAUD AND COUNTERFEITING
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

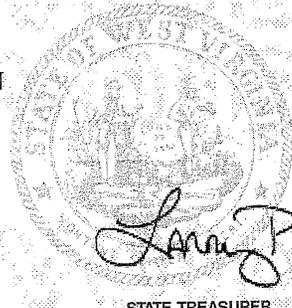
State of West Virginia

STATE WARRANT # 1007450733

04/04/2025

PAYEE WOOD CO COMMISSION

*****\$80,125.00**



Laura Pack
STATE TREASURER

Mark A. ...
STATE AUDITOR

WEST VIRGINIA TREASURY

1007450733 051902322 5270537822

Wood County
Joe Gonzales, Clerk
Instrument 8835287
04/16/2025 @ 01:53:52 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 743
Pages Recorded 2

APRIL 14, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK
IN THE AMOUNT OF \$6,229.16 WHICH REPRESENTS
REIMBURSEMENT REGARDING THE VICTIMS OF CRIME
ASSISTANCE (VOCA) GRANT NUMBER 25-VA-076 FOR
JANUARY, 2025.

ORDER

On this date, the County Commission of Wood County was in receipt of a check in the amount of six thousand two hundred twenty-nine dollars and sixteen cents (\$6,229.16) which represents reimbursement for the month of January, 2025 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 617 and bearing the date of February 20, 2025.

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

APPROVED:

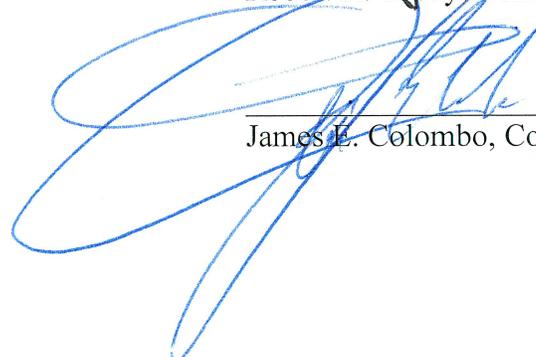
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

2/20/25
7/16/17

TOTAL OF INVOICE(S): \$6,229.16

VENDOR CODE: 00000212365

DATE: 04/04/2025

CHECK
DESCRIPTION

INVOICE
NUMBER

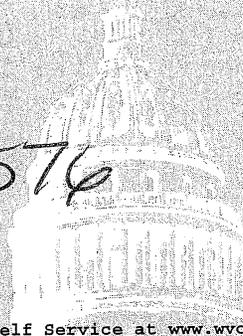
NET
AMOUNT

25-VA-076 1/1/25 - 1/31/25

25VA07620244

\$6,229.16

1-323-1576



Unless the VC code starts with MV, log on Vendor Self Service at www.wvoasis.gov. If you need additional payment detail, Please contact BRYAN ARTHUR, 304-558-2350X43428.

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 39686211

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETER FRAUD AND COUNTERFEITING
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

State of West Virginia

STATE WARRANT # 1007450734

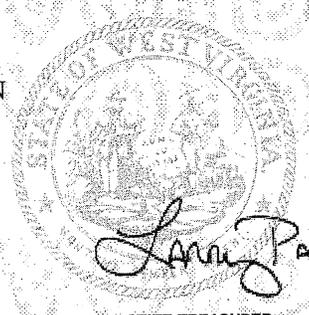
04/04/2025

PAYEE

WOOD CO COMMISSION

*****\$6,229.16**

WEST VIRGINIA TREASURY



Larry Pack
STATE TREASURER

Maile a. ...
STATE AUDITOR

1007450734

051902322

5270537822

Wood County
Joe Gonzales, Clerk
Instrument 8835606
04/14/2025 @ 01:21:56 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 769
Pages Recorded 2

APRIL 14, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK
IN THE AMOUNT OF \$6,229.16 WHICH REPRESENTS
REIMBURSEMENT REGARDING THE VICTIMS OF CRIME
ASSISTANCE (VOCA) GRANT NUMBER 25-VA-076 FOR
FEBRUARY, 2025.

ORDER

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

APPROVED:

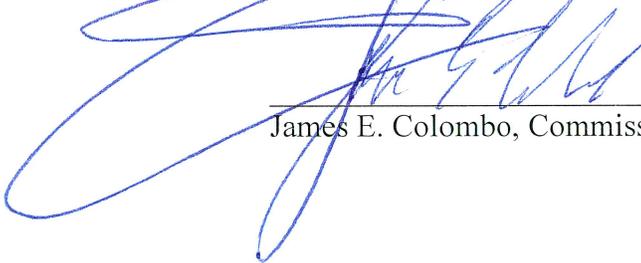
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3132

3/17/25
R/658

DEPT: DIVISION OF ADMINISTRATIVE SERVICES
TOTAL OF INVOICE(S): \$6,229.16

WARRANT #: 1007450735
VENDOR CODE: 000000212365

W.AMT: \$6,229.16
DATE: 04/04/2025

| CHECK DESCRIPTION | INVOICE NUMBER | NET AMOUNT |
|----------------------------|----------------|------------|
| 25-VA-076 2/1/25 - 2/28/25 | 25VA07620245 | \$6,229.16 |

1-323-1576



Unless the VC code starts with MV, log on Vendor Self Service at www.wvoasis.gov. If you need additional payment detail, Please contact BRYAN ARTHUR, 304-558-2350X43428.

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 39686212

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETER FRAUD AND COUNTERFEITING
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

State of West Virginia

STATE WARRANT # 1007450735

PAYEE WOOD CO COMMISSION

04/04/2025

*****\$6,229.16**

WEST VIRGINIA TREASURY

Larry Pack
STATE TREASURER

Mark A. ...
STATE AUDITOR

⑈ 1007450735 ⑈

⑈ 051902322 ⑈

5270537822 ⑈

Wood County
Joe Gonzales, Clerk
Instrument 8835607
04/14/2025 @ 01:24:47 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 771
Pages Recorded 2

The County Commission of Wood County

No. 1 Court Square, Suite 203 Parkersburg, West Virginia 26101
(304) 424-1984



DAVID BLAIR COUCH
President

ROBERT K. TEBAY
Commissioner

JAMES E. COLOMBO
Commissioner

April 14, 2025

Joe Gonzales
Clerk of Wood County
1 Court Square, Suite 402
Parkersburg, WV 26101

Attn: Finance Office

Effective April 16, 2024, Robin Mowery has been employed as a full-time Maintenance Employee for the Wood County Commission Office. Ms. Mowery will be paid \$1200.00 per pay period out of line item 1-424-10-109 (Salaries – Maintenance – County Commission).

Thank you for your assistance and cooperation in this matter.

Sincerely:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

WCC:ag

Marty Seuffer, *County Administrator* • Ph. 304-424-1976 • Fax 304-424-0194

Wood County
Joe Gonzales, Clerk
Instrument 8833285
04/14/2025 @ 01:47:23 PM
COUNTY COMMISSION ORDER
BOOK 79 @ Page 736
Pages Recorded 1

Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|----------|-----------|-----------------------------------|------|------------|--------------|-----|
| 5736 | WV DEPUTY | WV DEPUTY SHERIFF'S RETIREMENT | HAND | 04/09/2025 | 1,519.50 | |

GENERAL FUND Bank Id 101 Totals 1,519.50

Report Totals 1,519.50

A handwritten signature in black ink, appearing to be "James P. Bolander", is written diagonally across 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 |
|--|------------|-------------------------------------|---------|------------|--------------|-----|
| 5733 | DOMINIONH | HOPE GAS INC. | REGULAR | 04/04/2025 | 4,401.63 | |
| 5734 | MONPOWER | MON POWER | REGULAR | 04/04/2025 | 22,746.71 | |
| 179723 | WV ASSOC C | WV ASSOCIATION OF CIRCUIT CLERKS | REGULAR | 04/04/2025 | 450.00 | |
| GENERAL FUND Bank Id 101 Totals | | | | | 27,598.34 | |
| Report Totals | | | | | 27,598.34 | |