

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, MAY 1, 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 April 10, 14, 15, 21, 24 and 28, 2025.

Todd Goocey took his oath of office as a Deputy Assessor.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission met with Mark Schwendeman, from Schwendeman Insurance, to discuss the employee insurance programs.

At 10:00 A.M., the County Commission authorized the opening of a sealed bid for communication equipment for Sheriff vehicles. The sealed bid was received according to a Legal Notice appearing in the Parkesburg News and Sentinel on April 24, 2025. The sole sealed bid was received from the following:

Miller Communications
One Wireless Way, Suite 100
Parkersburg, WV 26101

Bid Price - \$59,344.00

The County Commission, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, did hereby RECEIVE said bid for review.
(Order C/249)

At 10:04 A.M., Parkersburg Mayor Tom Joyce met with the County Commission to discuss the homeless situation.

At 10:17 A.M., Gerald Brandsasse from the Wood County Sheriff's Department requested that they apply for a Court Security Grant. Mr. Brandsasse had two applications, one for the total project needed and one for the partial project. After discussion, 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 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 One Hundred Five Thousand Four Hundred Fifty-Eight Dollars and zero cents (\$105,458.00). (Order A/3140)

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 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 Thirty-five Thousand Three Hundred Twenty-One Dollars and zero cents (\$235,321.00). (Order A/3141)

At 10:21 A.M., the County Commission approved the hiring of Emma Lattea as a Day Report Center employee.

At 10:25 A.M., representatives from the E-911 Center met with the County Commission to discuss their request for a firewall.

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, on behalf of the County Commission, to sign the Progress Report in regard to the Community Corrections Grant Number 25-CC-29. The Request for Reimbursement is in the amount of thirty-three thousand four hundred one dollars and ninety-seven cents (\$33,401.97) for the month of April, 2025. A Financial Recap Page, Project Financial Report, Time Sheets for the employees of the Wood County Day Report Center and the Monthly Progress Reports have been submitted. (Order A/3142)

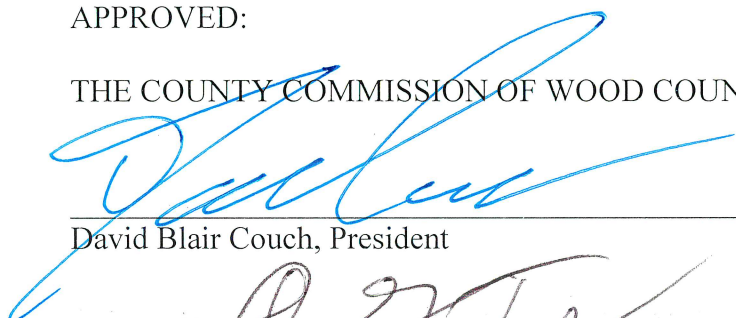
Having no other scheduled appointments or further business to attend to, the County Commission adjourned at 10:32 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

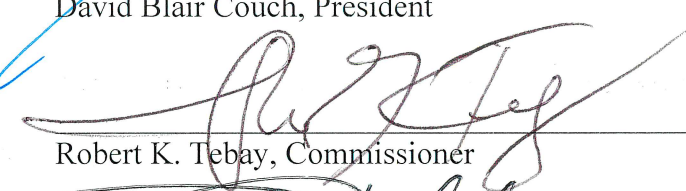
A/3140, A/3141, C/249

APPROVED:

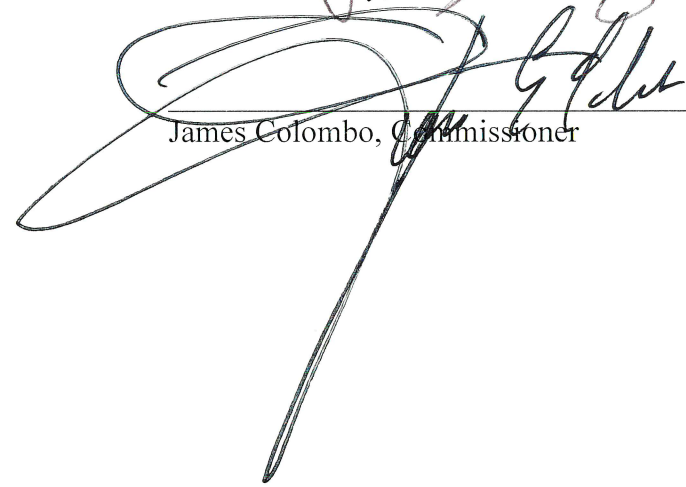
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission
Agenda

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

9:30 A.M.	Discuss the County Insurance Program	Mark Schwendeman, Schwendeman Insurance
10:00 A.M.	Bid opening - Emergency Lighting-Communications Equipment for Sheriff Department vehicles	
10:01 A.M.	Discuss the homeless	Tom Joyce, Mayor, City of Parkersburg
10:15 A.M.	Consider signing a Court Security Grant Application	Gerald Brandsasse, Sheriff's Department
	Consider Request to Hire Emma Lattea as a Full-time General Support Worker at the Wood County Day Report Center and all Satellite Offices - \$36,750.00/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

Wood County Commission Meeting
Held May 1, 2025

Please Print

1.	Rick Woodward
2.	Barbara Johnston
3.	Mikhaila Nuckolls
4.	Todd Looey
5.	Mark Schwendeman
6.	Bethany Place
7.	Thomas T. Joyce
8.	Matthew E. B...
9.	Gerald L. Brawdsasse
10.	
11.	
12.	
13.	
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15.	
16.	
17.	
18.	
19.	
20.	

MAY 1, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN
APPLICATION FOR A COURT SECURITY FUND GRANT.
(\$105,458.00)

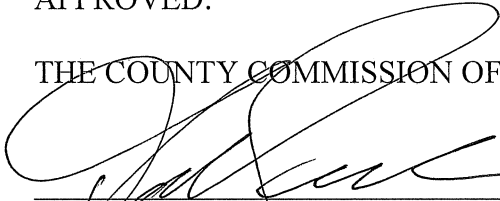
ORDER

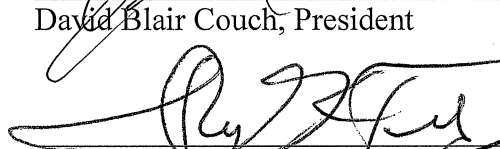
On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application 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 One Hundred Five Thousand Four Hundred Fifty-Eight Dollars and zero cents (\$105,458.00).

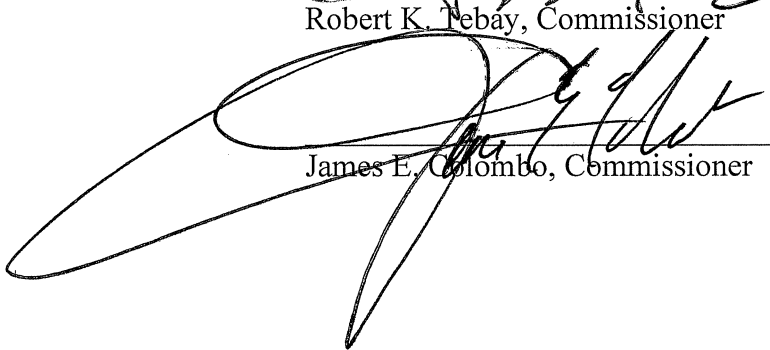
A copy of said Grant Application is on file in the County Administrator's Office.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

A/3140

Wood County
Joe Gonzales, Clerk
Instrument 88354838
05/01/2025 @ 10:01:48 AM
COUNTY COMMISSION ORDER
Book 79 @ Page 803
Pages Recorded 1

MAY 1, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN
APPLICATION FOR A COURT SECURITY FUND GRANT.
(\$235,321.00)

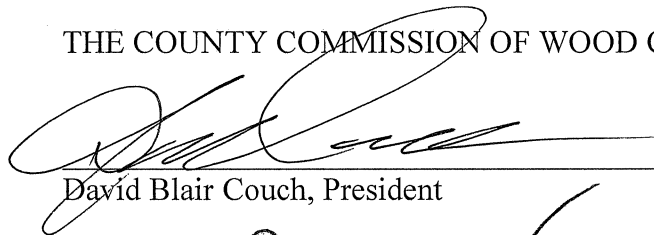
ORDER

On this date, 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 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 Thirty-five Thousand Three Hundred Twenty-One Dollars and zero cents (\$235,321.00).

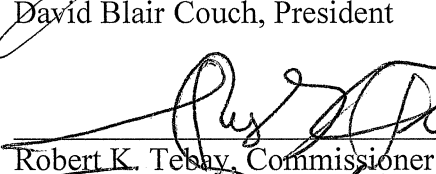
A copy of said Grant Application is on file in the County Administrator's Office.

APPROVED:

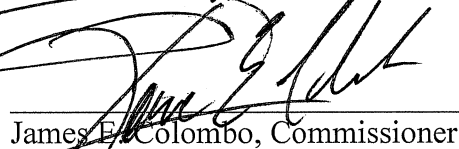
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3141

Wood County
Joe Gonzales, Clerk
Instrument 88354869
05/01/2025 @ 12:21:29 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 804
Pages Recorded 1

MAY 1, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED A SEALED BID
FOR COMMUNICATIONS EQUIPMENT FOR SHERIFF
VEHICLES.

ORDER

On this date, the County Commission of Wood County, at 10:00 A.M., did hereby
AUTHORIZE the opening of a sealed bid for communication equipment for Sheriff vehicles. A
sealed bid was received according to a Legal Notice appearing in the Parkersburg News and
Sentinel on April 24, 2025. Sealed bid was received from the following:

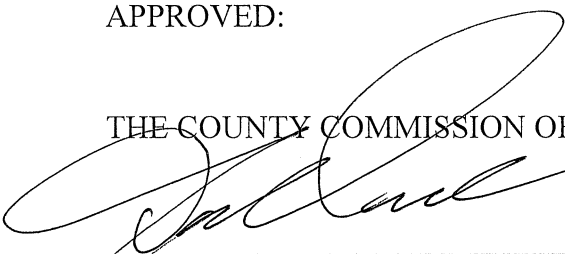
Miller Communications
One Wireless Way, Suite 100
Parkersburg, WV 26101

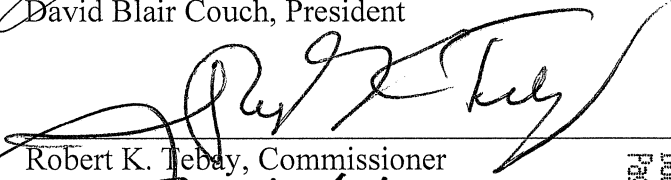
Bid Price - \$59,344.00

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded
by Robert K. Tebay and made unanimous by James E. Colombo, did hereby RECEIVE said bid
for review.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

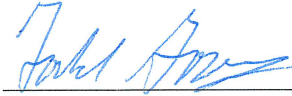
CW/249

Wood County
Joe Gonzales, Clerk
Instrument 88354871
05/01/2025 @ 12:23:25 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 805
Pages Recorded 1

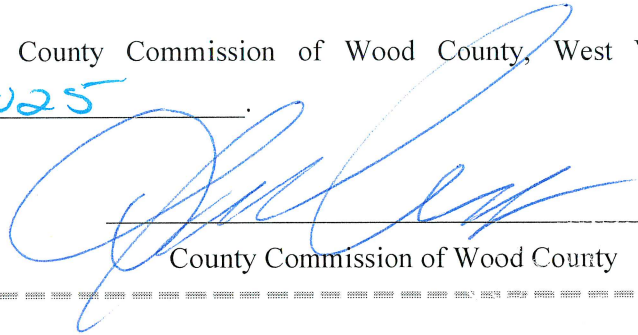
STATE OF WEST VIRGINIA
COUNTY OF WOOD }

TO -WIT:

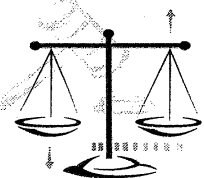
I, Todd Goocey, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of Deputy Assessor – Personal Property in and for Wood County, West Virginia, to the 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 15th day of MAY, 2025.


County Commission of Wood County

Wood County
Joe Gonzales, Clerk
Instrument 88354485
05/01/2025 @ 04:24:32 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 796
Pages Recorded 1



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: 4/29/2025

Re: Wood County DRC Request to Hire

Please regard this notice as my request to hire Emma Lattea as a full-time, Wood County General Support Person for all of our DRC locations, at a of \$36.750 per year. We would like to consider the first thirty (30) days to be probationary. At the conclusion of those 30 days, if all expectations are met, her employment will be considered permanent.

If this request is approved, she can begin her employment after a two (2) week notice to her current employer, approximately May 15, 2025.

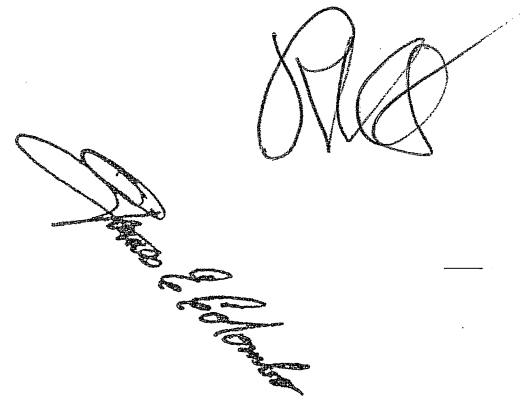
This hiring is necessary due to the termination of the previous female staff member in this position.

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.

Wood County
Joe Gonzales, Clerk
Instrument 88354387
05/01/2025 @ 03:33:47 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 793
Pages Recorded 1

Check Register Report for Wood County Commission

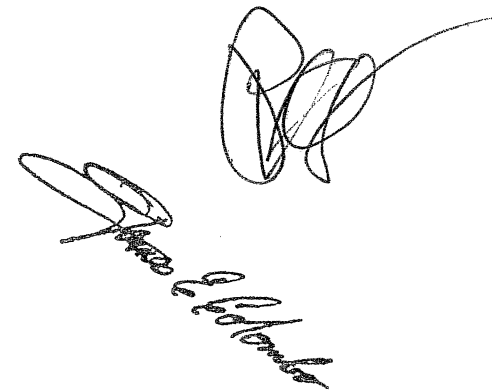
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
4048	ATLANTIC ES	ATLANTIC EMERGENCY SOLUTIONS	REGULAR	04/28/2025	11,896.48	
4049	BATTERIES	BATTERIES DIRECT	REGULAR	04/28/2025	189.24	
4050	BLAVOS	BLAVOS DIESEL REPAIR	REGULAR	04/28/2025	6,601.27	
4051	CAS CABLE	CAS CABLE	REGULAR	04/28/2025	415.65	
4052	DOMINIONH	HOPE GAS INC.	REGULAR	04/28/2025	101.82	
4053	ESO	ESO SOLUTIONS, INC.	REGULAR	04/28/2025	1,780.80	
4054	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	04/28/2025	69.00	
4055	MONPOWER	MON POWER	REGULAR	04/28/2025	157.54	
4056	MOUNTAIN ST E	MOUNTAIN STATE ESC	REGULAR	04/28/2025	527.95	
4057	MOUNTAINEERG	MOUNTAINEER GAS COMPANY	REGULAR	04/28/2025	67.27	
4058	WEX	WEX BANK	REGULAR	04/28/2025	323.10	
FIRE SERVICE FEE Bank Id 120 Totals					22,130.12	



Handwritten signatures and initials, including a large signature that appears to read 'James G. G. G.' and other initials.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9132	APP-POWER	APPALACHIAN POWER	REGULAR	04/28/2025	109.50	
9133	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	04/28/2025	24.00	
9134	FRONTIER	FRONTIER	REGULAR	04/28/2025	551.65	
9135	MONPOWER	MON POWER	REGULAR	04/28/2025	99.78	
9136	OPTIMUMB	OPTIMUM BUSINESS	REGULAR	04/28/2025	0.09	
9137	TIANO	TIANO-KNOPP ASSOCIATES INC	REGULAR	04/28/2025	416.67	
9138	WVDTL	WV DRUG TESTING LABORATORIES. INC	REGULAR	04/28/2025	1,494.00	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					2,695.69	
Report Totals					200,704.80	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
179823	AAP	ADVANCE AUTO PARTS	REGULAR	04/28/2025	35.68	
179824	BREWER	BREWER & CO. OF WV, INC.	REGULAR	04/28/2025	545.00	
179825	CAS CABLE	CAS CABLE	REGULAR	04/28/2025	262.83	
179826	DISH	DISH NETWORK	REGULAR	04/28/2025	134.82	
179827	EQUIPMENTREPA	EQUIPMENT REPAIR SERVICE INC	REGULAR	04/28/2025	2,039.80	
179828	GOODYEAR	GOODYEAR AUTO SERVICE CENTER	REGULAR	04/28/2025	107.48	
179829	GUDENAKUF	GUDENAKUF LLC	REGULAR	04/28/2025	65,000.00	
179830	HONESTFRED	HONEST FRED'S FLOORING	REGULAR	04/28/2025	289.57	
179831	INSIGHT	INSIGHT PUBLIC SECTOR INC	REGULAR	04/28/2025	3,812.03	
179832	LIPSCOMB CONS	LIPSCOMB CONSTRUCTION	REGULAR	04/28/2025	6,400.00	
179833	MARIETTAOFFIC	MARIETTA OFFICE SUPPLY	REGULAR	04/28/2025	820.52	
179834	MID-OHIO	MID-OHIO VALLEY HEALTH DEPT	REGULAR	04/28/2025	600.00	
179835	NOLANS	NOLAN'S SERVICES LLC	REGULAR	04/28/2025	10,578.00	
179836	OPTIMUM	OPTIMUM WATER SOLUTIONS . INC.	REGULAR	04/28/2025	129.00	
179837	PALMERIC	PALMER ERICA NICOLE	REGULAR	04/28/2025	643.50	
179838	PAVINGSOLUTIC	PAVING SOLUTIONS	REGULAR	04/28/2025	67,425.00	
179839	PERRYASSOC	PERRY & ASSOCIATES, CPA'S A.C.	REGULAR	04/28/2025	5,500.00	
179840	PROJECT	PROJECT LIFESAVER	REGULAR	04/28/2025	1,211.11	
179841	STOMPNGROUNI	STOMP-N-GROUNDS CRAFT COFFEES	REGULAR	04/28/2025	287.50	
179842	WATERBOY	WATERBOY LLC	REGULAR	04/28/2025	37.50	

GENERAL FUND Bank Id 101 Totals 165,859.34

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9258	AT&T MOBILE	AT&T MOBILITY	REGULAR	04/28/2025	408.24	
9259	NEWEGG	NEWEGG BUSINESS	REGULAR	04/28/2025	9,048.96	
9260	OVERHEADD	OVERHEAD DOOR	REGULAR	04/28/2025	562.45	
E-911 FUND Bank Id 107 Totals					10,019.65	