

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, JUNE 16, 2025

PRESENT: DAVID BLAIR COUCH, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
JAMES E. COLOMBO, COMMISSIONER VIA PHONE

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 9:33 A.M., the County Commission, upon motion of David Blair Couch, seconded by James Colombo and made unanimous by Robert K. Tebay, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Sections 4, as amended. Said Robert K. Tebay, James E. Colombo and David Blair Couch, County Commissioners, met with Marty Seufer, County Administrator; Pat Lefebure, Prosecuting Attorney and County Clerk, Joe Gonzales. All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was held, which was covered by personnel matters. The Commission, having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:23 o'clock A.M. (Order A/3149)

At 9:47 A.M., the County Commission, upon motion of David Blair Couch, seconded by James 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, Sections 4, as amended. Said Robert K. Tebay, James E. Colombo and David Blair Couch, County Commissioners, met with Marty Seuffer, County Administrator; Pat Lefebure, Prosecuting Attorney and Wood County Emergency Services Director, Dale McEwuen. All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was held, which was covered by personnel matters. The Commission, having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:23 o'clock A.M. (A/3150)

In accordance with the ruling of the Attorney General, John B. McCuskey, the Wood County Commission will close county offices on Thursday, June 19, 2025 in observance of Juneteenth. Doing so is not intended to create and should not be construed as creating a legal holiday within the meaning of the West Virginia Code. Accordingly, this action should not be construed as creating a legal holiday that affects the Civil Service, State or County employees; it is simply a half-day off. County employees who work on this day during the scheduled time off will receive equal compensatory time off. County offices will remain closed on Friday, June 20, 2025 in observation of West Virginia Day per West Virginia Code Section 7-3-2. (Order A/3150a)

The County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and passed, did hereby AUTHORIZE David Blair Couch, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 25-VA-076. The Request for Reimbursement is for six thousand two hundred twenty-nine dollars and twenty-six cents (\$6,229.26) for the month of May, 2025. Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator. (Order A/3153)

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 nineteen thousand four hundred fifty-six dollars and thirteen cents (\$19,456.13) for the month of May, 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. (A/3152)

The County Commission of Wood County was in receipt of the Approval of the Request for Revision to Approved Budget from the West Virginia State Auditor, Chief Inspector Division, Charleston, West Virginia, in regard to Revision No. 4 in the General County Fund budget for the fiscal year 2024/2025. Receipt of said Approval is pursuant to an Order appearing in Order Book 79, at Page 881 and bearing the date of June 12, 2025, at which time the Request for Revision was signed by Joe Gonzales, Clerk of the Wood County Commission. (Order A/3173)

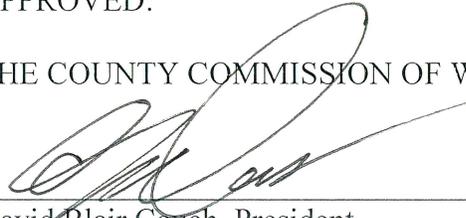
Having no other scheduled appointments or further business to attend to, the County Commission adjourned at 10:32 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/3149, A/3150, A/3150a, A/3152

APPROVED:

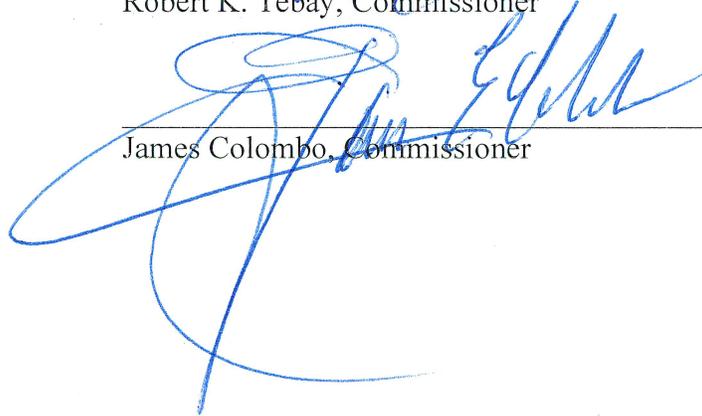
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission
Agenda

June 16, 2025 | 9:30 A.M.
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Public Comment	
	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

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

JUNE 16, 2025

PLEASE PRINT NAME	ADDRESS

Wood County Commission Meeting
Held June 16, 2025

Please Print

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JUNE 16, 2025

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 16th day of June, 2026, at 9:33 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by James 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, Sections 4, as amended:

WHEREUPON, the said Robert K. Tebay, James E. Colombo and David Blair Couch, County Commissioners, met with Marty Seufer, County Administrator; Pat Lefebure, Prosecuting Attorney and Wood County Clerk, Joe Gonzales.

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was held, which was covered by personnel matters.

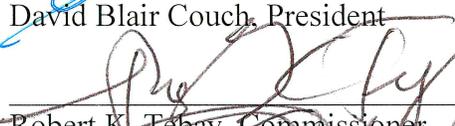
The Commission, having concluded said discussion, the said EXECUTIVE SESSION adjourned at 9:45 o'clock A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3149

Wood County
Joe Gonzales, Clerk
Instrument 98358054
06/16/2025 @ 12:15:33 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 878
Pages Recorded 1

JUNE 16, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED THAT THE COUNTY COURTHOUSE AND ITS OFFICES WILL BE CLOSED THURSDAY, JUNE 19, 2025 IN OBSERVANCE OF JUNETEENTH. COUNTY OFFICES WILL REMAIN CLOSED ON FRIDAY, JUNE 20, 2025 IN OBSERVANCE OF WEST VIRGINIA DAY

ORDER

In accordance with the ruling of the Attorney General, John B. McCuskey, the Wood County Commission will close county offices on Thursday, June 19, 2025 in observance of Juneteenth. Doing so is not intended to create and should not be construed as creating a legal holiday within the meaning of the West Virginia Code. Accordingly, this action should not be construed as creating a legal holiday that affects the Civil Service, State or County employees; it is simply a day off, unless the Attorney General determines otherwise. County employees who work on this day during the scheduled time off will receive equal compensatory time off.

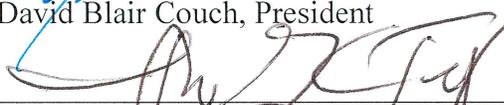
County offices will remain closed on Friday, June 20, 2025 in observation of West Virginia Day per West Virginia Code Section 7-3-2.

APPROVED:

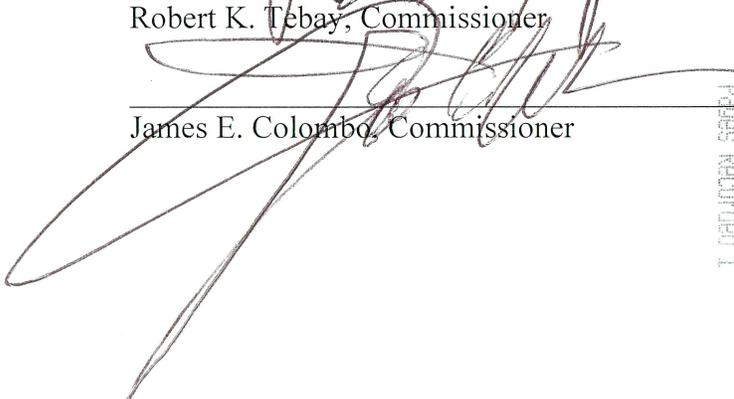
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3150

Wood County
Joe Gonzales, Clerk
Instrument 8838056
06/16/2025 @ 12:19:25 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 880
Pages Recorded 1

JUNE 16, 2025

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 16th day of June, 2026, at 9:47 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by James 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, Sections 4, as amended:

WHEREUPON, the said Robert K. Tebay, James E. Colombo and David Blair Couch, County Commissioners, met with Marty Seufer, County Administrator; Pat Lefebure, Prosecuting Attorney and Wood County Emergency Services Director, Dale McEwuen

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was held, which was covered by personnel matters.

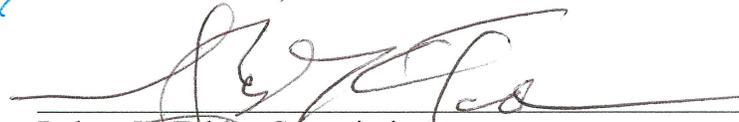
The Commission, having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:23 o'clock A.M.

APPROVED:

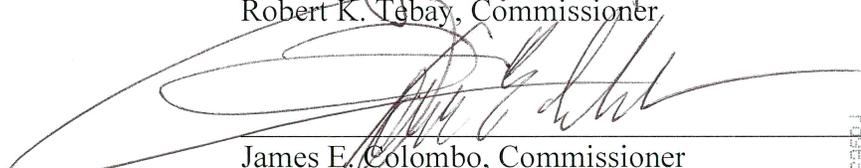
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3150

Wood County
Joe Bonzales: Clerk
Instrument: 88359055
06/16/2025 @ 12:17:38 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 879
Pages Recorded: 1

JUNE 16, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH TO SIGN THE PROGRESS REPORT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 25-CC-29. SAID PROGRESS REPORT IS IN THE AMOUNT OF \$19,456.13 AND IS FOR MAY, 2025.

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, 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 nineteen thousand four hundred fifty-six dollars and thirteen cents (\$19,456.13) for the month of May, 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.

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

APPROVED:

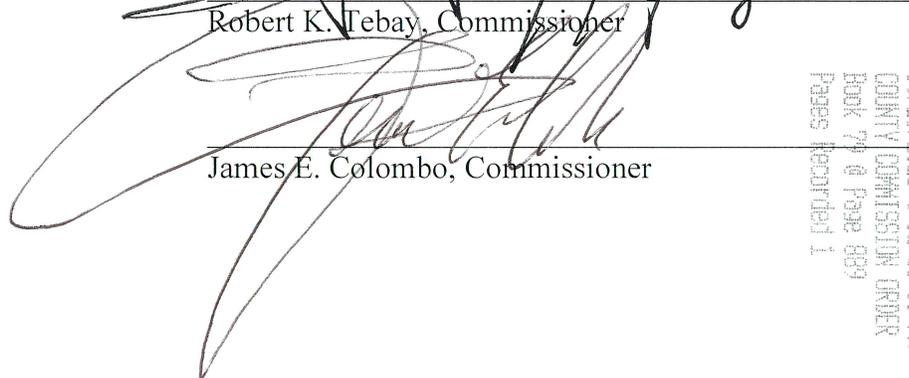
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3152

Wood County
Joe Gonzales, Clerk
Instrument 88358279
06/16/2025 @ 01:56:00 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 889
Pages Recorded 1

JUNE 16, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH TO SIGN THE REQUEST FOR REIMBURSEMENT REGARDING THE VICTIMS OF CRIME ASSISTANCE (VOCA) GRANT NUMBER 25-VA-076. SAID REQUEST IS IN THE AMOUNT OF \$6,229.26 AND IS FOR MAY, 2025.

ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and passed, did hereby AUTHORIZE David Blair Couch, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 25-VA-076. The Request for Reimbursement is for six thousand two hundred twenty-nine dollars and twenty-six cents (\$6,229.26) for the month of May, 2025.

Documentation pertaining to the Victims of Crime Advocate Grant is on file 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/3153

Wood County
Joe Gonzales, Clerk
Instrument 88358284
06/16/2025 @ 02:02:22 PM
COUNTY COMMISSION ORDER
Book 79 @ Page 890
Pages Recorded 1

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5806	CHILD	CHILD SUPPORT ENF DIV	REGULAR	06/13/2025	659.83	
5807	EMPOWER	EMPOWER RETIREMENT	REGULAR	06/13/2025	65.00	
5808	IRS-PAY	DEPARTMENT OF TREASURY	REGULAR	06/13/2025	108,722.01	
5809	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	06/13/2025	1,719.00	
PAYROLL FUND Bank Id 101 Totals					111,165.84	
Report Totals					111,165.84	


 James E. Colombo

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
180047	U S BANK	U.S. BANK	REGULAR	06/12/2025	23,492.19	

GENERAL FUND Bank Id 101 Totals

23,492.19



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9295	U S BANK	U.S. BANK	REGULAR	06/12/2025	3,300.57	
E-911 FUND Bank Id 107 Totals					<u>3,300.57</u>	

James E. Colombo
[Signature]

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8794	U S BANK	U.S. BANK	REGULAR	06/12/2025	4,190.47	
ASSESSOR'S VALUATION Bank Id 156 Totals					<u>4,190.47</u>	

James E. Colombo

[Signature]

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9185	U S BANK	U.S. BANK	REGULAR	06/12/2025	1,630.41	

COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals

1,630.41

Report Totals

32,613.64

