

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, AUGUST 25, 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 Erroneous Assessment Applications in regard to real and personal property.

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 from July 28, 31, 2025 and August 4, 7 and 11, 2025.

The Humane Officers' Oaths of Office from August 22, 2025 were put on record on this date. Said oaths are attached and shall be made a part thereof.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., there were no public comments.

At 9:47 A.M., the County Commission approved Braley Flinn moving from a part-time Court Officer to a full-time Court Officer.

At 9:48 A.M., the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and passed, appointed Jennifer Habeb to the Wood County Parks and Recreation Commission (Mountwood Park). Ms. Habeb's term will expire December 16, 2026. (Order A/3180)

Having no other scheduled appointments or further business to attend to, the County Commission adjourned at 10:00 A.M.

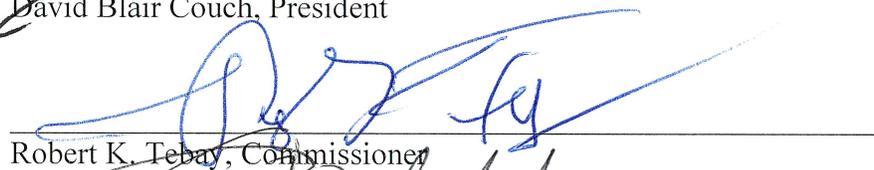
**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

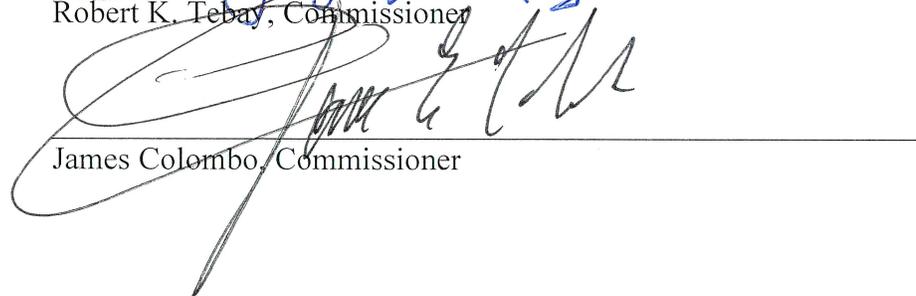
A/3180

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

  
\_\_\_\_\_  
James Colombo, Commissioner



Wood County Commission  
Agenda

August 25, 2025, 2025 | 9:30 A.M.  
1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Public Comment	
	Consider Request to Hire Braley Flinn as a full-time Court Officer for the Sheriff's Department - \$36,500.00 yr.	
	Consider appointing Jennifer Habeb to the Wood County Parks and Recreation Commission (Mountwood Park)	
	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**

Wood County Commission Meeting  
Held August 25, 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

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**3 MINUTES PER PERSON**

**AUGUST 25, 2025**

PLEASE PRINT NAME	ADDRESS

STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Hayley Hufford 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 Humane Officer 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.

Hayley Hufford

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 22<sup>nd</sup> day of August, 2025.

[Signature]

County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88361635  
08/22/2025 @ 03:49:21 PM  
COUNTY COMMISSION ORDER  
Book 80 @ Page 105  
Pages Recorded 1

STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Haley Hatfield 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 Humane Officer 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.

Haley Hatfield

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 22<sup>nd</sup> day of August, 2025.

[Signature]

County Commission of Wood County

STATE OF WEST VIRGINIA  
COUNTY OF WOOD

} TO -WIT:

I, Alexis Douglas 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 Humane Officer 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.

Alexis Douglas

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 22<sup>nd</sup> day of August, 2025.

[Signature]

County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88361857  
08/22/2025 @ 05:51:35 PM  
COUNTY COMMISSION ORDER  
Book 80 @ Page 107  
Pages Recorded 1

STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Samantha Tannous 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 Humane Officer 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 22<sup>nd</sup> day of August, 2025.

  
\_\_\_\_\_

County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 88361658  
09/22/2025 @ 03:52:41 PM  
COUNTY COMMISSION OFFICE  
Book 80 @ Page 108  
Pages Recorded 1

AUGUST 25, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

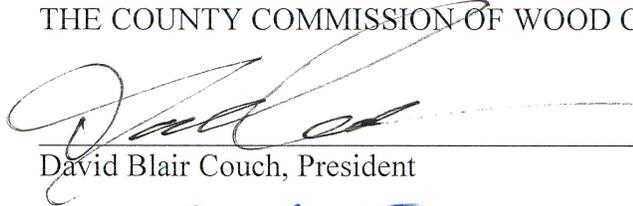
IN RE: THE COUNTY COMMISSION APPOINTED JENNIFER HABEB  
TO THE WOOD COUNTY PARKS AND RECREATION  
COMMISSION (MOUNTWOOD PARK).

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and passed, appointed Jennifer Habeb to the Wood County Parks and Recreation Commission (Mountwood Park). Ms. Habeb's term will expire December 16, 2026.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



\_\_\_\_\_

David Blair Couch, President



\_\_\_\_\_

Robert K. Tebay, Commissioner



\_\_\_\_\_

James Colombo, Commissioner

A/3180

Wood County  
Joe Dinzales, Clerk  
Instrument 00361948  
08/25/2025 @ 11:00:58 AM  
COUNTY COMMISSION ORDER  
Book 80 @ Page 158  
Pages Recorded 1

# WOOD COUNTY



# SHERIFF'S OFFICE

(304) 424-1834  
(304) 424-1832 fax

401 Second Street Suite# 11  
Parkersburg, W.Va. 26101

R.L. Woodyard, Sheriff

G.M. Deem, Chief Deputy

COPY

August 25, 2025

Wood County Finance,

Braley Flinn will be moving from part-time to begin working full-time as a Court Officer on September 1, 2025. She is to be paid an annual salary of \$36, 500. Ms. Flinn will be full time with full benefits. Her pay is to come from line item 1-700-10-198.

Sincerely,

R L Woodyard, Sheriff

Wood County  
Joe Gonzales, Clerk  
Instrument 88361950  
08/25/2025 @ 11:05:49 AM  
COUNTY COMMISSION ORDER  
Book 80 @ Page 160  
Pages Recorded 1

WOOD COUNTY COMMISSION

ERRONEOUS ASSESSMENT APPLICATION

Tax Type: Real
Tax Ticket: 15451
Tax Year: 2025

Upon the application of CALLIHAN MYRON E
CALLIHAN MARY whose address is 1084 SANDHALL RD MARIETTA, OH 45750-8637 aggrieved by an
erroneous assessment in 05 PARKERSBURG 46 0121 0000 0000, in the County of Wood, for the 2025 tax
year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said
erroneous assessment and from the payment of the taxes so assessed in and for the 2025 tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the
property books were delivered to the Sheriff for the affected tax year, the Sheriff shall allow a credit on future
taxes payable.

Son lives in the home

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of Wood County

Assessment Table

Class Change

Tax Value Table

Table with 3 columns: Assessed, Reduction, New. Values: 62760, 0, 62760

Class 4 changed to 2

Table with 3 columns: Tax Full Year, Reduction, New. Values: 1960.08, 980.04, 980.04

Handwritten signature of taxpayer

Taxpayer

7400-336-7280

Handwritten signature of prosecutor

Prosecutor

Handwritten signature of assessor

Assessor

Handwritten signature of commissioner

Commissioner

absent

County Commission President

Handwritten signature of commissioner

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission
did approve this exoneration on August 25, 2025.

August 19, 2025 - CM

RECEIVED

AUG 20 REC'D

County Commission

RECEIVED

AUG 22 REC'D

County Commission

Wood County
Joe Gonzalez, Clerk
Instrument 88361957
08/25/2025 @ 03:29:26 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 150
Pages Recorded 1

# WOOD COUNTY COMMISSION

## ERRONEOUS ASSESSMENT APPLICATION

Tax Type: **Real**  
 Tax Ticket: **5380** ✓  
 Tax Year: **2025** ✓

Upon the application of **SMITH TIMMY A** whose address is **1652 POND CREEK RD BELLEVILLE, WV 26133** aggrieved by an erroneous assessment in **02 HARRIS 690 000D 0000 0000**, in the County of Wood, for the **2025** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2025** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**Farm use was not applied to this parcel.**

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of Wood County

Assessment Table

Assessed	Reduction	New
127080	42300	84780

Tax Value Table

Tax Full Year	Reduction	New
1507.94	501.92	1006.02

*Timmy A Smith*  
 Taxpayer  
 304-588-9478

*[Signature]*  
 Prosecutor

*[Signature]*  
 Assessor

*[Signature]*  
 Commissioner

*[Signature]*  
 County Commission President

*[Signature]*  
 Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on August 25, 2025

August 15, 2025 - CM

**RECEIVED**  
 AUG 20 2025  
 County Commission

**RECEIVED**  
 AUG 22 REC'D  
 County Commission

Wood County  
 Joe Gonzales, Clerk  
 Instrument 88361753  
 09/25/2025 @ 03:14:48 PM  
 COUNTY COMMISSION ORDER  
 Book 80 @ Page 147  
 Pages Recorded 1

WOOD COUNTY COMMISSION

ERRONEOUS ASSESSMENT APPLICATION

Tax Type: Real
Tax Ticket: 1700
Tax Year: 2025

Upon the application of JONES PHILIP G
JONES CAROLYN S whose address is 123 LOCUST DR MINERAL WELLS, WV 26150 aggrieved by an
erroneous assessment in 01 CLAY 460 000B 0000 0000, in the County of Wood, for the 2025 tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said
erroneous assessment and from the payment of the taxes so assessed in and for the 2025 tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the
property books were delivered to the Sheriff for the affected tax year, the Sheriff shall allow a credit on future
taxes payable.

House burnt 2024 .Removing house value only.

changing land value.

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of Wood County

Assessment Table

Tax Value Table

Table with 3 columns: Assessed, Reduction, New. Values: 86620, 72720, 13900.

Table with 3 columns: Tax Full Year, Reduction, New. Values: 1027.84, 862.88, 164.96.

Handwritten signature of K. Philip G Jones, Taxpayer.

Handwritten signature of Prosecutor.

Handwritten signature of Assessor.

Handwritten signature of Commissioner and phone number 304-916-5964.

Handwritten word 'absent' for County Commission President.

Handwritten signature of Commissioner.

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission
did approve this exoneration on August 25, 2025

July 22, 2025 - CM

RECEIVED
AUG 12 REC'D
County Commission

RECEIVED
AUG 14 REC'D
County Commission

RECEIVED
AUG 22 REC'D
County Commission

Vertical stamp: Wood County, Joe Gonzales, Clerk, Instrument #93517, 08/22/2025 02:37 PM, COUNTY COMMISSION ORDER, Parcel #01-00-00-0000-0000-0000

WOOD COUNTY COMMISSION

ERRONEOUS ASSESSMENT APPLICATION

Tax Type: Real  
Tax Ticket: 17901 ✓  
Tax Year: 2025 ✓

Upon the application of DUTY DONALD E  
DUTY THEODORE M ET AL whose address is 101 SOUTH BAY RD UNIT 1006 EATONTON, GA  
31024 aggrieved by an erroneous assessment in 05 PARKERSBURG 81 0265 0000 0000, in the County of  
Wood, for the 2025 tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said  
erroneous assessment and from the payment of the taxes so assessed in and for the 2025 tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the  
property books were delivered to the Sheriff for the affected tax year, the Sheriff shall allow a credit on future  
taxes payable.

Building was demoed 4/26/24

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of Wood County

Assessment Table

Tax Value Table

Assessed	Reduction	New
25620	18480	7140

Tax Full Year	Reduction	New
800.14	577.14	223.00

*Theodore Duty*

Taxpayer

*[Signature]*

Prosecutor

*[Signature]*

Assessor

*[Signature]*

Commissioner

*absent*

County Commission President

*[Signature]*

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission  
did approve this exoneration on *August 25, 2025*

August 13, 2025 - CM

RECEIVED

AUG 15 REC'D

County Commission

RECEIVED

AUG 22 REC'D

County Commission

Wood County  
Joe Gonzales, Clerk  
Instrument 88361756  
08/25/2025 @ 03:28:09 PM  
COUNTY COMMISSION ORDER  
Book 90 @ Page 149  
Pages Recorded 1

# WOOD COUNTY COMMISSION

## ERRONEOUS ASSESSMENT APPLICATION

Tax Type: **Real**  
Tax Ticket: **17699**  
Tax Year: **2025**

Upon the application of **DRENNEN PAUL** whose address is **1604 REAR BROADWAY AVE PARKERSBURG, WV 26101** aggrieved by an erroneous assessment in **05 PARKERSBURG 111 0056 0000 0000**, in the County of Wood, for the **2025** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2025** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**Incorrect value code was on home.**

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of Wood County

Assessment Table

Assessed	Reduction	New
26680	13320	13360

Tax Value Table

Tax Full Year	Reduction	New
416.62	207.98	208.64

*208.64*

Taxpayer

Prosecutor

Assessor

Commissioner

*absent*

County Commission President

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on *August 25, 2025*

July 18, 2025 - CM

RECEIVED  
AUG 20 REC'D  
County Commission

RECEIVED  
AUG 22 REC'D  
County Commission

Wood County  
Joe Gonzales, Clerk  
Instrument 88361758  
08/25/2025 @ 03:30:30 PM  
COUNTY COMMISSION ORDER  
Book 80 @ Page 151  
Pages Recorded 1

# WOOD COUNTY COMMISSION

## ERRONEOUS ASSESSMENT APPLICATION

Tax Type: **Personal**  
 Tax Ticket: **600066**  
 Tax Year: **2025**

Upon the application of **BANC OF AMERICA LEASING & CAPITAL, LLC** whose address is **PO BOX 105578 ATLANTA, GA 30348** aggrieved by an erroneous assessment in **PO BOX 105578 ATLANTA, GA 30348**, in the County of Wood, for the **2025** tax year.

SI CITY TAXING DISTRICT

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2025** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the affected tax year, the Sheriff shall allow a credit on future taxes payable.

### Clerical error in data entry

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of Wood County

Assessment Table

Class	Original	Reduction	New
1	0	0	0
2	0	0	0
3	21075	21075	0

Tax Value Table

Class	Original	Reduction	New
1	.00	.00	.00
2	.00	.00	.00
3	465.34	500.14	-34.80

949

*Jana Diddie*

---

Taxpayer

*[Signature]*

---

Prosecutor

*[Signature]*

---

Assessor

*[Signature]*

---

Commissioner

*absent*

---

County Commission President

*[Signature]*

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Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on August 25, 2025

August 4, 2025 - SE

RECEIVED  
 AUG 20 REC'D  
 County Commission

RECEIVED  
 AUG 22 REC'D  
 County Commission

Wood County  
 Joe Gonzales, Clerk  
 Instrument 88361759  
 08/25/2025 @ 03:31:37 PM  
 COUNTY COMMISSION ORDER  
 Book 80 @ Page 152  
 Pages Recorded 1

# WOOD COUNTY COMMISSION

## ERRONEOUS ASSESSMENT APPLICATION

Tax Type: **Real**  
Tax Ticket: **47072**  
Tax Year: **2025**

Upon the application of **MORGAN BENJAMIN B** whose address is **122 FORTUNATO LN WAVERLY, WV 26184-7135** aggrieved by an erroneous assessment in **11 WALKER 90 000H 0000 0000**, in the County of Wood, for the **2025** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2025** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**Farm use was not applied to this parcel.**

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of Wood County

Assessment Table

Assessed	Reduction	New
42240	36000	6240

Tax Value Table

Tax Full Year	Reduction	New
501.22	427.16	74.06

x *Bo B. U.*

Taxpayer

*304-588-8249*

*on*

Prosecutor

*[Signature]*

Assessor

*[Signature]*

Commissioner

*absent*

County Commission President

*[Signature]*

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on *August 25, 2025*

August 7, 2025 - CM

RECEIVED  
AUG 20 REC'D  
County Commission

RECEIVED  
AUG 22 REC'D  
County Commission

Wood County  
Joe Gonzales, Clerk  
Instrument 98361760  
08/25/2025 @ 03:32:46 PM  
COUNTY COMMISSION ORDER  
Book 00 @ Page 153  
Pages Recorded 1

WOOD COUNTY COMMISSION

ERRONEOUS ASSESSMENT APPLICATION

Tax Type: Real
Tax Ticket: 5378
Tax Year: 2025

Upon the application of SMITH TIMMY A MOORE KIMBERLY whose address is 1652 POND CREEK BELLEVILLE, WV 26133 aggrieved by an erroneous assessment in 02 HARRIS 580 00G3 0000 0000, in the County of Wood, for the 2025 tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the 2025 tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the affected tax year, the Sheriff shall allow a credit on future taxes payable.

Farm use was not applied to this parcel.

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of Wood County

Assessment Table

Tax Value Table

Table with 3 columns: Assessed, Reduction, New. Values: 45540, 4500, 41040

Table with 3 columns: Tax Full Year, Reduction, New. Values: 540.38, 53.38, 487.00

Handwritten signature of Kimberly A Moore (Smith)
Taxpayer

Handwritten signature of Prosecutor
Prosecutor

Handwritten signature of Assessor
Assessor

Handwritten signature of Commissioner
Commissioner

Handwritten signature of County Commission President
County Commission President

Handwritten signature of Commissioner
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on August 25, 2025

August 15, 2025 - CM

RECEIVED AUG 20 2025 County Commission

RECEIVED AUG 22 REC'D County Commission

Wood County Joe Gonzales, Clerk Instrument 88261761 08/25/2025 @ 03:53:45 PM COUNTY COMMISSION ORDER Book 80 @ Page 154 Pages Recorded 1