

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, SEPTEMBER 22, 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 personal property.

AGENDA AND DISCUSSION ITEMS

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

At 9:44 A.M., the County Commission approved the hiring of Shayden Gault as a Tax Deputy in the Sheriff's Tax Office and Deanna Finnicum as a Telecommunicator at the E-911 Center.

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. 1 in the Coal Severance Fund Budget for the fiscal year 2025/2026. Receipt of said Approval is pursuant to an Order appearing in Order Book

80, at Page 202 and bearing the date of September 4, 2025, at which time the Request for Revision was signed by Joe Gonzales, Clerk of the Wood County Commission. (Order A/3189)

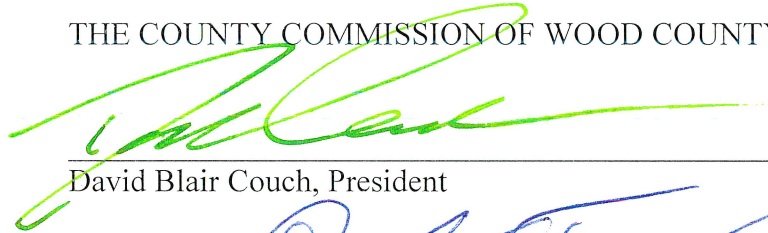
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:05 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

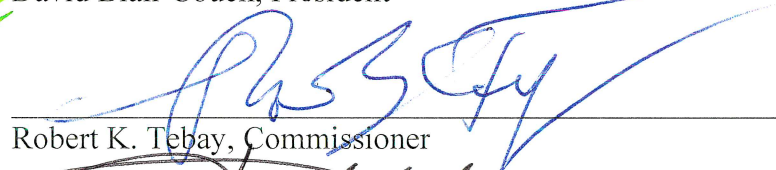
A/3189

APPROVED:

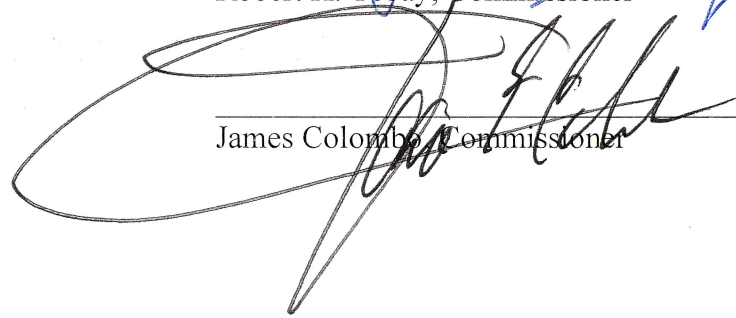
THE COUNTY COMMISSION OF WOOD COUNTY

A green ink signature, likely of David Blair Couch, written over a horizontal line.

David Blair Couch, President

A blue ink signature, likely of Robert K. Tebay, written over a horizontal line.

Robert K. Tebay, Commissioner

A black ink signature, likely of James Colombo, written over a horizontal line.

James Colombo, Commissioner



Wood County Commission
Agenda

September 22, 2025, 2025 | 9:30 A.M.
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Public Comment	
	Consider Request to Hire Shayden Gault as a Tax Deputy in the Sheriff's Tax Office - \$36,900.00 yr.	
	Consider Request to Hire Deanna Finnicum as a Telecommunicator at the E-911 Center - \$42,025.18/yr.	
	Administrator's Report`	Marty Seuffer, 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 September 22, 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

SEPTEMBER 22, 2025

PLEASE PRINT NAME	ADDRESS

SEPTEMBER 22, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF THE APPROVAL OF THE REQUEST FOR REVISION TO APPROVED BUDGET IN REGARD TO REVISION NO. 1 IN THE COAL SEVERANCE FUND BUDGET FOR THE FISCAL YEAR 2025/2026.

ORDER

On this date, 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. 1 in the Coal Severance Fund Budget for the fiscal year 2025/2026. Receipt of said Approval is pursuant to an Order appearing in Order Book 80, at Page 202 and bearing the date of September 4, 2025, at which time the Request for Revision was signed by Joe Gonzales, Clerk of the Wood County Commission.

A copy of said Approval is attached to this Order and should be made a part thereof.

APPROVED:

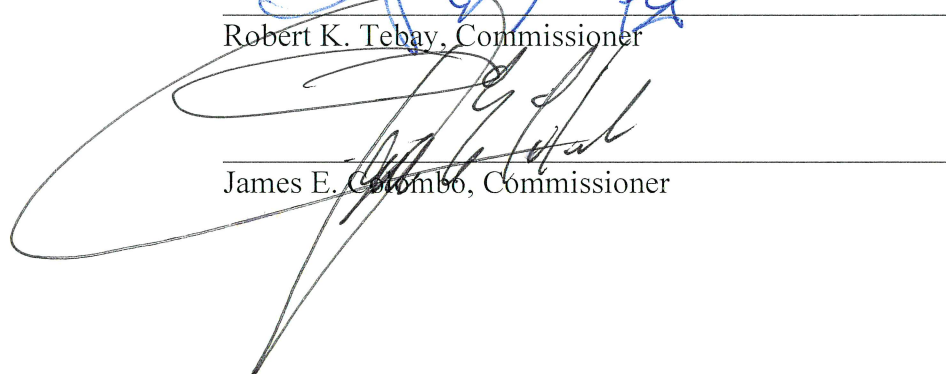
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301

Phone: 627-2415 ext. 5101 or ext. 5118

Fax: 304-340-5090

Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

FY 2026

Fund 2

Rev No 1

Pages 1

Wood County Commission

GOVERNMENT ENTITY

RECEIVED
SEP 05
COUNTY

Person To Contact Regarding Request:

Name: James Poling

Phone: 304-424-1854

Fax: 304-424-1809

Email: jpoling@woodcountywv.com

PO Box 1474

STREET OR PO BOX

Parkersburg

CITY

26101

ZIP CODE

Government Type

WV State Auditor

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	40,000	6,133		46,133
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

6,133

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
980	Sheriff-Law Enforcement	205,000	6,133		211,133
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

6,133

APPROVED BY THE STATE AUDITOR

BY: Ora Ash, Deputy State Auditor, Local Government Services Div.

Date

AUTHORIZED SIGNATURE
OF ENTITY

APPROVAL
DATE

Wood County
Joe Gonzales, Clerk
Instrument 08364072
09/22/2025 @ 01:47:29 PM
COUNTY COMMISSION ORDER
Book 80 Page 230
Pages Received 2

WOOD COUNTY COMMISSION
ERRONEOUS ASSESSMENT APPLICATION

Tax Type: **Personal**
Tax Ticket: **214725**
Tax Year: **2021**

Upon the application of **HOLSTEIN DIANA W** whose address is **65 PARMETTA CIR WAVERLY, WV 26184** aggrieved by an erroneous assessment in **65 PARMETTA CIR WAVERLY, WV 26184**, in the County of Wood, for the **2021** tax year.

UNISON 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 **2021** 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.

Duplicate taxes paid on 2016 outlander ticket #900000390

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	6210	6210	0

Tax Value Table

Class	Original	Reduction	New
1	.00	.00	.00
2	.00	.00	.00
3	137.76	137.76	.00

They paid
136.56

Diana W Holstein

Taxpayer

[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 September 22, 2025

June 17, 2025 - SE

RECEIVED

SEP 22 REC'D

County Commission

RECEIVED

JUN 24 REC'D

County Commission

Wood County
Joe Gonzales, Clerk
Instrument 88363460
09/22/2025 @ 01:59:09 PM
COUNTY COMMISSION JUDGE
Book 90 @ Page 226
Pages Recorded 1

WOOD COUNTY COMMISSION
ERRONEOUS ASSESSMENT APPLICATION

Tax Type: **Personal**
Tax Ticket: **314769**
Tax Year: **2022**

Upon the application of **HOLSTEIN DIANA W** whose address is **65 PARMETTA CIR WAVERLY, WV 26184** aggrieved by an erroneous assessment in **65 PARMETTA CIR WAVERLY, WV 26184**, in the County of Wood, for the **2022** 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 **2022** 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.

Duplicate taxes paid on 2016 outlander ticket #900000534

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	6210	6210	0

Tax Value Table

Class	Original	Reduction	New
1	.00	.00	.00
2	.00	.00	.00
3	137.12	137.10	.02

They paid
135.41

Diana W Holstein

Taxpayer

[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 September 22, 2023

June 17, 2025 - SE

RECEIVED

SEP 22 REC'D

County Commission

RECEIVED

JUN 24 REC'D

County Commission

Wood County
Joe Gonzalez, Clerk
Instrument 88363979
09/22/2023 @ 01:57:47 PM
COUNTY COMMISSION ORDER
Book 90 @ Page 225
Pages Recorded 1

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5911	MOO	MUTUAL OF OMAHA	HAND	09/16/2025	8,489.93	
5912	LOWES	LOWE'S COMPANIES, INC.	REGULAR	09/16/2025	716.61	
180483	CHAMPION	PITNEY BOWES RESERVE ACCCOUNT	VOID	09/17/2025	(8,880.39)	X
180501	HOME DEPOT	HOME DEPOT CREDIT SERVICES	REGULAR	09/17/2025	472.97	
180502	P-LIBRARY	PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY	REGULAR	09/18/2025	288,445.05	
GENERAL FUND Bank Id 101 Totals					289,244.17	
Report Totals					289,244.17	

