

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, SEPTEMBER 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 property.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., Mountwood Park Director, Jeremy Cross, met with the County Commission to update them on the upcoming Volcano Days Festival.

At 9:36 A.M., the County Commission approved the hiring of Chairty Anderson as a Tax Deputy in the Sheriff's Tax Office.

At 9:45 A.M., the County Commission discussed security in the Courthouse. No decisions were made and the Commission stated they will place this issue on an upcoming agenda to discuss again.

The County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby AUTHORIZE David Blair Couch, on behalf of the County Commission, to sign the Request for Reimbursement regarding the Victims of Crime Assistance Grant Number 25-VA-076. The Request for Reimbursement is in the amount of six thousand six hundred seventy dollars and eighty-four cents (\$6,670.84) for the month of August, 2025.

Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator. (Order A/3190)

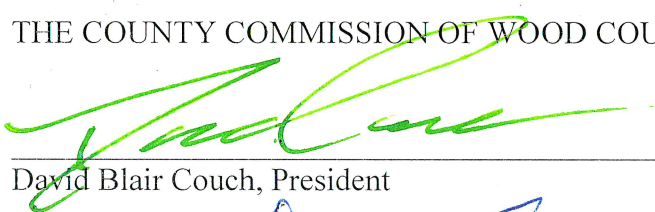
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:08 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/3190

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



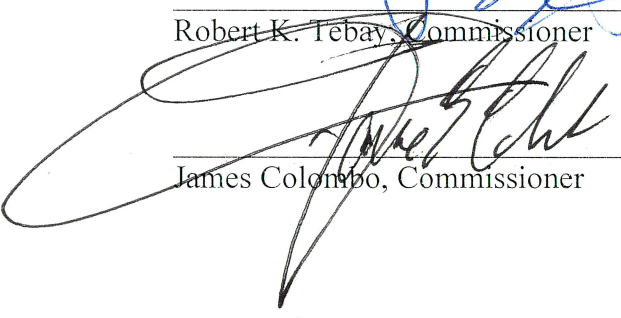
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David Blair Couch, President



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Robert K. Tebay, Commissioner



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James Colombo, Commissioner



Wood County Commission  
Agenda

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

9:30 A.M.	Update on Volcano Days at Mountwood Park	Jeremy Cross, Park Director
	Consider Request to Hire Charity Anderson as a Tax Deputy in the Sheriff's Tax Office - \$36,900.00 yr.	
	Consider Request to Hire Kelsey H. Doolittle as an Administrative Assistant at the E-911 Center - \$45,000.00/yr.	
9:45 A.M.	Discuss Courthouse Security	
	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 September 25, 2025

**Please Print**

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SEPTEMBER 25, 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 \$6,670.84 AND IS FOR AUGUST, 2025.

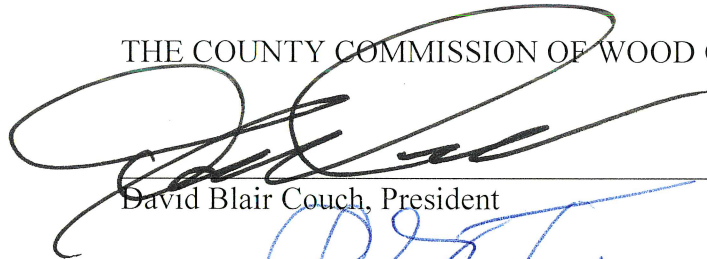
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch and made unanimous by Robert K. Tebay, did hereby AUTHORIZE David Blair Couch, on behalf of the County Commission, to sign the Request for Reimbursement regarding the Victims of Crime Assistance Grant Number 25-VA-076. The Request for Reimbursement is in the amount of six thousand six hundred seventy dollars and eighty-four cents (\$6,670.84) for the month of August, 2025.

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

APPROVED:

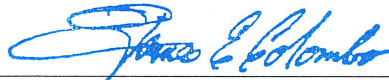
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/3190

Wood County  
Joe Gonzales, Clerk  
Instrument 88364482  
09/25/2025 @ 02:04:58 PM  
COUNTY COMMISSION ORDER  
Book 80 @ Page 232  
Pages Recorded 1

# WOOD COUNTY

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



# SHERIFF'S OFFICE

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

R.L. Woodyard, Sheriff

G.M. Deem, Chief Deputy

September 23, 2025

Wood County Commission

Tracy Humphreys has resigned her position as an Analyst for the Wood County Sheriff's Office effective September 30, 2025. She has 58 hours of sick time remaining and 0 Vacation hours.

Sincerely,

R L Woodyard, Sheriff

**RECEIVED**  
SEP 24 REC'D  
County Commission

Wood County  
Joe Gonzales, Clerk  
Instrument 88364071  
09/25/2025 @ 01:46:09 PM  
COUNTY COMMISSION ORDER  
Book 80 @ Page 229  
Pages Recorded 1

**WOOD COUNTY COMMISSION**  
**ERRONEOUS ASSESSMENT APPLICATION**

Tax Type: **Real**  
Tax Ticket: **35986** ✓  
Tax Year: **2025** ✓

Upon the application of **MURRAY DARREL T MURRAY LUANN H** whose address is **16 POCAHONTAS AVE MINERAL WELLS, WV 26150** aggrieved by an erroneous assessment in **08 TYGART 191 0029 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.

**Wrong tax class**

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
37500	0	37500

Class Change

Class 3 changed to 2

Tax Value Table

Tax Full Year	Reduction	New
889.96	444.98	444.98

FOR THE TAXPAYER

Taxpayer

Prosecutor

Assessor

Commissioner

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 **SEPTEMBER 25, 2025**

September 3, 2025 - CM

RECEIVED

SEP 17 REC'D

County Commission

RECEIVED

SEP 23 REC'D

County Commission

Wood County  
Joe Bonzelles, Clerk  
Instrument 38364484  
09/25/2025 @ 02:10:07 PM  
COUNTY COMMISSION ORDER  
BOOK 80 @ PAGE 253  
Pages Recorded 1

**WOOD COUNTY COMMISSION**  
**ERRONEOUS ASSESSMENT APPLICATION**

Tax Type: **Real** ✓  
Tax Ticket: **5186** ✓  
Tax Year: **2025**

Upon the application of **ROCKHOLD ANGELA D**  
**ROCKHOLD-COWAN DIANNA L** whose address is **82 RANIS RD BELLEVILLE, WV 26133** aggrieved  
by an erroneous assessment in **02 HARRIS 290 00F1 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.

**Homestead was not applied to 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
91560	20000	71560

Tax Value Table

Tax Full Year	Reduction	New
1086.46	237.32	849.14

*Dianna Cowan*

Taxpayer

304-863-0058 H  
304-481-8958 Cell

*[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 25, 2025*

September 11, 2025 - CM

RECEIVED

SEP 17 REC'D

County Commission

RECEIVED

SEP 23 REC'D

County Commission

Wood County  
Joe Gonzales, Clerk  
Instrument 8836445  
09/25/2025 @ 02:11:25 PM  
COUNTY COMMISSION ORDER  
Book 80 @ Page 234  
Pages Recorded 1



# WOOD COUNTY COMMISSION

## ERRONEOUS ASSESSMENT APPLICATION

Tax Type: **Real**  
Tax Ticket: **20341**  
Tax Year: **2025**

Upon the application of **HITE BARBARA** whose address is **1003 26TH ST PARKERSBURG, WV 26101-2555** aggrieved by an erroneous assessment in **05 PARKERSBURG 46 0149 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.

**Homestead was not applied to 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
63180	20000	43180

Tax Value Table

Tax Full Year	Reduction	New
986.60	312.30	674.30

+ Barbara Hite

Taxpayer

Prosecutor

Assessor

Commissioner

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 **September 25, 2025**

August 28, 2025 - CM

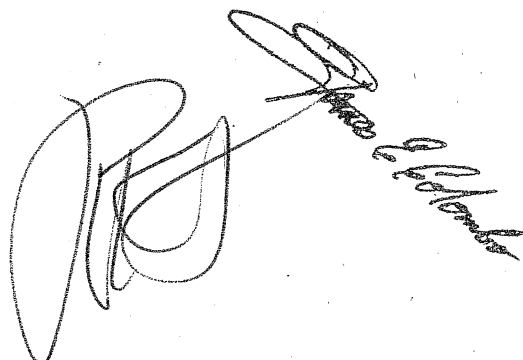
RECEIVED  
SEP 17 REC'D  
County Commission

RECEIVED  
SEP 23 REC'D  
County Commission

Wood County  
Joe Bonzales, Clerk  
Instrument 8836465  
09/25/2025 @ 02:12:25 PM  
COUNTY COMMISSION ORDER  
Book 90 @ Page 235  
Pages Recorded 1

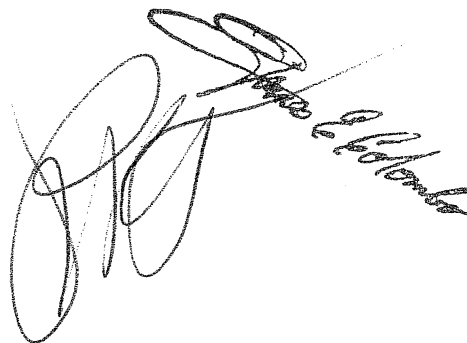
# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9276	APP-POWER	APPALACHIAN POWER	REGULAR	09/22/2025	148.24	
9277	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	09/22/2025	38.75	
9278	LAMP	LAMP PESTPROOF	REGULAR	09/22/2025	128.40	
9279	OPTIMUMB	OPTIMUM BUSINESS	REGULAR	09/22/2025	904.34	
9280	VERIZONW	VERIZON WIRELESS	REGULAR	09/22/2025	237.30	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					1,457.03	

A large, stylized handwritten signature in black ink, likely belonging to a county official, is written over 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
4595	HOCKRUSS	HOCKENBERRY RUSSELL W.	VOID	09/22/2025	(30.44)	X
4597	HOCKRUSS	HOCKENBERRY RUSSELL W.	REGULAR	09/22/2025	30.44	
SPECIAL BLDG FUND Bank Id 244 Totals					0.00	
Report Totals					39,432.35	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8819	KELLJOHN	KELLY JOHN R	REGULAR	09/22/2025	45.20	

ASSESSOR'S VALUATION Bank Id 156 Totals

45.20

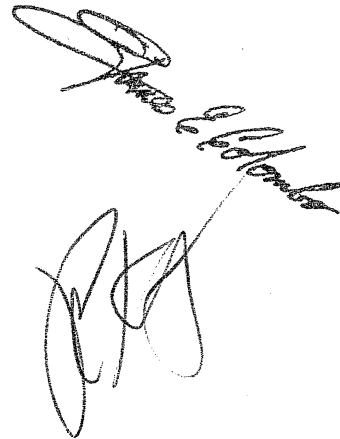
*James C. Holmboe*  
*[Signature]*

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
4286	AMERIGAS	AMERIGAS	REGULAR	09/22/2025	992.27	
4287	ASTORGFORD	ASTORG AUTO OF PARKERSBURG	REGULAR	09/22/2025	190.99	
4288	ATLANTIC ES	ATLANTIC EMERGENCY SOLUTIONS	REGULAR	09/22/2025	4,676.96	
4289	CAS CABLE	CAS CABLE	REGULAR	09/22/2025	422.43	
4290	HAUL	HAUL AWAY TRASH LLC	REGULAR	09/22/2025	33.25	
4291	ITECH	ITECH	REGULAR	09/22/2025	465.61	
4292	LUBECKVFD	LUBECK VOLUNTEER FIRE DEPARTMENT	REGULAR	09/22/2025	47.35	
4293	WEX	WEX BANK	REGULAR	09/22/2025	330.79	

FIRE SERVICE FEE Bank Id 120 Totals

7,159.65



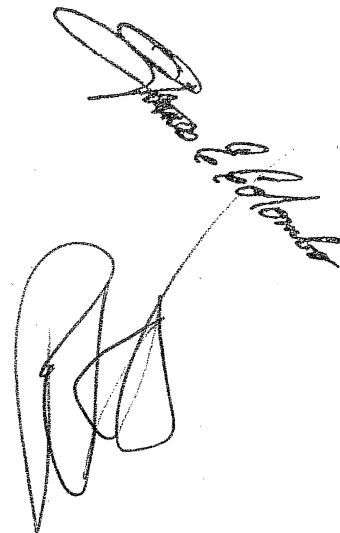


# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3757	AT&T MOBILE	AT&T MOBILITY	REGULAR	09/22/2025	322.80	

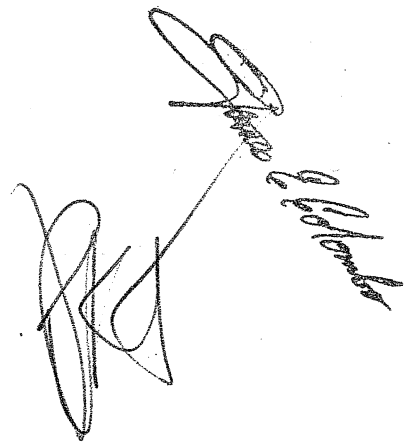
HOME CONFINEMENT Bank Id 108 Totals

322.80



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9381	AAP	ADVANCE AUTO PARTS	REGULAR	09/22/2025	28.99	
9382	AT&T MOBILE	AT&T MOBILITY	REGULAR	09/22/2025	514.10	
9383	CENTRALSQUAR	CENTRAL SQUARE	REGULAR	09/22/2025	6,329.31	
9384	DEPTOFADMIN	OHIO TREASURER OF STATE	REGULAR	09/22/2025	75.00	
9385	FRONTIER	FRONTIER	REGULAR	09/22/2025	244.32	
9386	ITECH	ITECH	REGULAR	09/22/2025	381.50	
9387	LAMP	LAMP PESTPROOF	REGULAR	09/22/2025	175.00	
9388	MATHDUST	MATHENY DUSTIN S.	REGULAR	09/22/2025	131.20	
9389	RELIANTPOWER	RELIANT POWER MANAGEMENT LLC	REGULAR	09/22/2025	1,570.24	
9390	WVDTL	WV DRUG TESTING LABORATORIES. INC	REGULAR	09/22/2025	20.00	
E-911 FUND Bank Id 107 Totals					9,469.66	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
180503	10-42	10-42 TACTICAL	REGULAR	09/22/2025	123.89	
180504	AFFORDABLEL	AFFORDABLE LAWN WORX LLC	REGULAR	09/22/2025	429.00	
180505	AIRGAS M	AIRGAS USA, LLC	REGULAR	09/22/2025	779.07	
180506	CAS CABLE	CAS CABLE	REGULAR	09/22/2025	262.88	
180507	CITYOFWIL	CITY OF WILLIAMSTOWN	REGULAR	09/22/2025	1,782.00	
180508	DOMINIONH	HOPE GAS INC.	REGULAR	09/22/2025	99.92	
180509	DUNBAR PRINTI	DUNBAR PRINTING AND GRAPHICS	REGULAR	09/22/2025	498.50	
180510	HINKLEB	BRENDA HINKLE	REGULAR	09/22/2025	2,446.64	
180511	IPCT	IPC TECHNOLOGIES, INC.	REGULAR	09/22/2025	218.75	
180512	JOHNSTONE	JOHNSTONE SUPPLY	REGULAR	09/22/2025	283.19	
180513	LAMP	LAMP PESTPROOF	REGULAR	09/22/2025	705.00	
180514	MURRAY	MURRAY SHEET METAL	REGULAR	09/22/2025	4,246.00	
180515	OPTIMUMB	OPTIMUM BUSINESS	REGULAR	09/22/2025	154.27	
180516	PEACSOLUTIONS	MARLIN LEASING CORPORATION	REGULAR	09/22/2025	709.56	
180517	SIRCHIE	SIRCHIE FINGERPRINT LAB	REGULAR	09/22/2025	780.40	
180518	STAPLES	STAPLES	REGULAR	09/22/2025	1,409.60	
180519	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	09/22/2025	1,640.41	
180520	VERIZONW	VERIZON WIRELESS	REGULAR	09/22/2025	82.25	
180521	WVCGSIRP	WVCORP	REGULAR	09/22/2025	254.00	
180522	WVSPA	WV STATE POLICE ACADEMY	REGULAR	09/22/2025	375.00	
180523	AT&T MOBILE	AT&T MOBILITY	REGULAR	09/22/2025	3,697.68	
GENERAL FUND Bank Id 101 Totals					20,978.01	