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, OCTOBER 23, 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.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission held a hearing regarding the Estate of Lois A. Goodrich, deceased, for a status hearing. Rick Goodrich, Petitioner, was present. After discussion, the County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, Ordered George Chandler, Attorney, be appointed as Special Fiduciary Commissioner for said Estate. (Probate Order)

At 9:46 A.M., the County Commission held a hearing regarding the Estate of Patricia A. Harness, deceased. Rebecca Benson, Administratrix, was present for a status hearing. After discussion, the County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, Ordered that the Estate is completed and the Final Settlement can be prepared by the Administratrix and recorded with the County Clerk. (Probate Order)

At 10:00 A.M., the County Commission held a hearing regarding the Estate of Charles P. Morris, deceased, for a Status Hearing. Rebecca Benson, Administratrix, was present. After discussion, the County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, Ordered that both parties are to provide to the Administratrix, within 30 days of this hearing, a fair and accurate listing of all assets in their possession. Both parties are Ordered not to sell or dispose of said assets. (Probate Order)

At 10:27 A.M., the County Commission authorized the opening of sealed bids for the demolition of a structure located at 4339 Laurel Creek Road, Waverly, West Virginia. Sealed bids were received according to a Legal Notice appearing in the Parkersburg News and Sentinel on October 6 and 14, 2025. Sealed bids were received from the following:

Empire Builders
1 Bosley Avenue
Parkersburg, WV 26101
Bid Price - $8,500.00

Tim Graham Excavating LLC
2607 Beverly Street
Parkersburg, WV 26101
Bid Price - $7,200.00

J.C. Bosley Construction, Inc.
1 Bosley Avenue
Parkersburg, WV 26101
Bid Price - $34,000.00

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 bids for review. (Order A/3198)

At 10:30 A.M., the County Commission authorized the opening of sealed bids for the demolition of a structure located at 44 Sandalwood Drive, Williamstown, West Virginia. Sealed bids were received according to a Legal Notice appearing in the Parkersburg News and Sentinel on October 6 and 14, 2025. Sealed bids were received from the following:

Empire Builders
1 Bosley Avenue
Parkersburg, WV 26101
Bid Price - $28,500.00

Tim Graham Excavating LLC
2607 Beverly Street
Parkersburg, WV 26101
Bid Price - $7,200.00

J.C. Bosley Construction, Inc.
1 Bosley Avenue
Parkersburg, WV 26101
Bid Price - $44,000.00

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 bids for review. (Order A/3199)

At 10:32 A.M., the County Commission approved the hiring of Sierra Widener as an E-911 employee and Olivia Campbell and James Wright as full-time Court Officers, and Christian Bailey as a Wood County Deputy Sheriff.

At 10:50 A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by James E. 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, Section 4, as amended. WHEREUPON, the said Robert K. Tebay, James E. Colombo and David Blair Couch, County Commissioners, met with Marty Seufer, County Administrator, Joe Gonzales, County Clerk, and Pat LeFebure, Prosecuting Attorney, and E911 Director Dale McEwuen. All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, regarding investment of public funds. The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:52 o'clock A.M. (Order C/272)

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 five thousand three hundred forty-eight dollars and seventy-six cents ($5,348.76) for the month of September, 2025. Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator. (Order A/3201)

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:57 A.M

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/3198, A/3199, A3201, C/272 and Probate Orders

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James Colombo, Commissioner

Wood County Commission
Agenda

October 23, 2025 | 9:30 A.M.
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Estate of Lois A. Goodrich – status hearing	Rick Goodrich, Petitioner
9:45 A.M.	Estate of Patricia Harness – status hearing	Rick Woodyard, Petitioner
10:00 A.M.	Estate of Charles P. Morris – status hearing	Rick Woodyard, Petitioner
10:25 A.M.	Bid opening – demolition and cleanup – 4339 Laurel Creek Road, Waverly, WV	
10:30 A.M.	Bid opening – demolition and cleanup – 44 Sandalwood Drive, Williamstown, WV	
	Consider Request to Hire Sierra Widener as a full-time Telecommunicator at the E-911 Center - $49,123.36/yr.	
	Consider Request to Hire Olivia Campbell as a full-time Court Officer - $36,500.00/yr.	
	Consider Request to Hire James Wright as a full-time Court Officer - $36,500.00/yr.	
	Consider Request to Hire Christian Bailey as a Wood County Deputy Sheriff - $51,074.42/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, impropers 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 October 23, 2025

Please Print

1.	Rick Woodyard
2.	Rob Tegay
3.	Catherine Goodrich
4.	Karen L Brown
5.	[illegible]
6.	Alaine Lewis
7.	Mona Hatling
8.	Richard Smith for Bradley Morris
9.	JAMIE WHITE PARTICIPATED BY PHONE
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20.	

October 23, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: ESTATE OF LOIS A GOODRICH, DECEASED

ORDER

On this day came Rick Goodrich, Petitioner for the Estate of LOIS A GOODRICH, deceased, for a Status Hearing. Upon a Motion made by David Blair Couch, seconded by James E. Colombo, and made unanimous by Robert K. Tebay, ORDERED, George Y. Chandler be appointed as Special Fiduciary Commissioner for the above mentioned estate.

APPROVED:

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

Wood County
Joe Gonzales, Clerk
Instrument 0836137
10/23/2025 @ 12:19:34 PM
FIDUCIARY ORDER
Book 80 @ Page 264
Pages Recorded 1

October 23, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: ESTATE OF PATRICIA A HARNESS, DECEASED

ORDER

This day came Rebecca Benson, Administratrix, for the Estate of PATRICIA A HARNESS, deceased, for a Status Hearing. After review of said Estate, the County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, ordered, the Estate is completed and the Final Settlement can be prepared by the Administratrix and recorded with the County Clerk.

APPROVED:

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

Wood County
Joe Gonzales, Clerk
Instrument 0836140
10/23/2025 @ 12:22:39 PM
FIDUCIARY ORDER
Book 80 @ Page 265
Pages Recorded 1

October 23, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: ESTATE OF CHARLES PATRICK MORRIS, DECEASED

ORDER

This day came Rebecca Benson, Administratrix, for the Estate of CHARLES PATRICK MORRIS, deceased, for a Status Hearing. After review of said Estate, the County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, ORDERED, that both parties are to provide to the Administratrix, within 30 days of this hearing a fair and accurate listing of all assets in their possession. Both parties are ORDERED not to sell or dispose of said assets.

APPROVED:

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

Wood County
Joe Gonzales, Clerk
Instrument 8836162
10/23/2025 @ 12:23:55 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 206
Pages Recorded 1

OCTOBER 23, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED SEALED BIDS FOR DEMOLITION OF A STRUCTURE LOCATED ON 4339 LAUREL CREEK ROAD, WAVERLY, WV.

O R D E R

On this date, the County Commission of Wood County, at 10:27 A.M., did hereby AUTHORIZE the opening of sealed bids for the demolition of a structure located at 4339 Laurel Creek Road, Waverly, West Virginia. Sealed bids were received according to a Legal Notice appearing in the Parkersburg News and Sentinel on October 6 and 14, 2025. Sealed bids were received from the following:

1. Empire Builders
   1 Bosley Avenue
   Parkersburg, WV 26101
   Bid Price - $8,500.00

2. Tim Graham Excavating LLC
   2607 Beverly Street
   Parkersburg, WV 26101
   Bid Price - $7,200.00

2. J.C. Bosley Construction, Inc.
   1 Bosley Avenue
   Parkersburg, WV 26101
   Bid Price - $34,000.00

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 bids for review.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

A/3198

Wood County
Joe Gonzales, Clerk
Instrument 8836168
10/23/2025 @ 02:57:20 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 268
Pages Recorded 1

OCTOBER 23, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED SEALED BIDS FOR DEMOLITION OF A STRUCTURE LOCATED AT 44 SANDALWOOD DRIVE, WILLIAMSTOWN, WV.

ORDER

On this date, the County Commission of Wood County, at 10:30 A.M., did hereby AUTHORIZE the opening of sealed bids for the demolition of a structure located at 44 Sandalwood Drive, Williamstown, West Virginia. Sealed bids were received according to a Legal Notice appearing in the Parkersburg News and Sentinel on October 6 and 14, 2025. Sealed bids were received from the following:

1. Empire Builders
   1 Bosley Avenue
   Parkersburg, WV 26101
   Bid Price - $28,500.00

2. Tim Graham Excavating LLC
   2607 Beverly Street
   Parkersburg, WV 26101
   Bid Price - $7,200.00

2. J.C. Bosley Construction, Inc.
   1 Bosley Avenue
   Parkersburg, WV 26101
   Bid Price - $44,000.00

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 bids for review.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

A/3199

Wood County
Joe Gonzales, Clerk
Instrument 8836167
10/23/2025 @ 02:55:10 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 257
Pages Recorded 1

OCTOBER 23, 2025

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 23rd day of October, 2025, at 10:50 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by James E. 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, Section 4, as amended.

WHEREUPON, the said Robert K. Tebay, James E. Colombo and David Blair Couch, County Commissioners met with Marty Seufer, County Administrator, Joe Gonzales, County Clerk, and Pat LeFebure, Prosecuting Attorney, and E911 Director Dale McEwuen.

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, regarding investment of public funds.

The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:52 o'clock A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

CW/272

Wood County
Joe Gonzales, Clerk
Instrument 6836634
10/23/2025 @ 11:44:17 AM
COUNTY COMMISSION ORDER
Book 80 @ Page 273
Pages Recorded 1

OCTOBER 23, 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 $5,348.76 AND IS FOR SEPTEMBER, 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 five thousand three hundred forty-eight dollars and seventy-six cents ($5,348.76) for the month of September, 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/3201

Wood County
Joe Gonzales, Clerk
Instrument 68367679
10/23/2025 @ 03:36:45 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 291
Pages Recorded 1

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
180641	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	10/20/2025	1,361.09	
180642	WATERBOY	WATERBOY LLC	REGULAR	10/20/2025	75.00	
180643	WESBANCO	WESBANCO	REGULAR	10/20/2025	32.10	
180644	WESTBROOK	WESTBROOK HEALTH SERVICE	REGULAR	10/20/2025	21,250.00	
180645	WOOD CO R	WOOD COUNTY RECREATION COMMISSION	REGULAR	10/20/2025	15,000.00	
180646	WV-DEPT E	WORKFORCE WEST VIRGINIA	REGULAR	10/20/2025	972.83	
180647	WVELECTRIC	WEST VIRGINIA ELECTRIC SUPPLY	REGULAR	10/20/2025	33.25	
			GENERAL FUND Bank Id 101 Totals		2,019,809.85	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
180616	AAP	ADVANCE AUTO PARTS	REGULAR	10/20/2025	500.00	
180617	AT&T MOBILE	AT&T MOBILITY	REGULAR	10/20/2025	4,199.13	
180618	BEAMERS	BEAMERS AUTO BODY	REGULAR	10/20/2025	3,272.40	
180619	FINANCIAL	FINANCIAL STABILIZATION FUND	REGULAR	10/20/2025	,800,000.00	
180620	FRONTIER	FRONTIER	REGULAR	10/20/2025	525.00	
180621	GENERALSA	GENERAL SALES CO.	REGULAR	10/20/2025	1,289.09	
180622	GLACIER	GLACIER MOUNTAIN BOTTLED WATER	REGULAR	10/20/2025	74.50	
180623	INSIGHT	INSIGHT PUBLIC SECTOR INC	REGULAR	10/20/2025	3,537.38	
180624	LAMP	LAMP PESTPROOF	REGULAR	10/20/2025	705.00	
180625	LITTLE K	LKRCD	REGULAR	10/20/2025	2,000.00	
180626	MID-OHIOVRA	MID-OHIO VALLEY REGIONAL AIRPORT	REGULAR	10/20/2025	850.00	
180627	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	10/20/2025	708.00	
180628	MLH	MLH CONSULTING LLC	REGULAR	10/20/2025	500.00	
180629	NOLANS	NOLAN'S SERVICES LLC	REGULAR	10/20/2025	9,798.00	
180630	OHIO WEB	OHIO WEB PRO DESIGN LLC	REGULAR	10/20/2025	1,800.00	
180631	OHIOTACTICAL	OHIO TACTICAL OFFICERS ASSOCIATION	REGULAR	10/20/2025	850.00	
180632	P-LIBRARY	PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY	REGULAR	10/20/2025	123,335.56	
180633	PEACSOLUTIONS	MARLIN LEASING CORPORATION	REGULAR	10/20/2025	720.44	
180634	SECKMAN	SECKMAN PEST CONTROL	REGULAR	10/20/2025	375.00	
180635	SIR SPEED	SIR SPEEDY PRINTING	REGULAR	10/20/2025	1,143.69	
180636	SMITH JODI	JODI SMITH	REGULAR	10/20/2025	74.35	
180637	STATE ELE	STATE ELECTRIC SUPPLY CO	REGULAR	10/20/2025	56.08	
180638	STJOSEPHLANDI	ST. JOSEPH HEALTH CENTER LLC	REGULAR	10/20/2025	18,662.25	
180639	TIANO	TIANO-KNOPP ASSOCIATES INC	REGULAR	10/20/2025	2,400.00	
180640	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	10/20/2025	3,709.71	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9415	AT&T MOBILE	AT&T MOBILITY	REGULAR	10/20/2025	514.42	
9416	EVERBRIDGE	EVERBRIDGE INC	REGULAR	10/20/2025	26,692.97	
9417	FRONTIER	FRONTIER	REGULAR	10/20/2025	6,224.02	
9418	HICKHOLL	HICKMAN HOLLIE R	REGULAR	10/20/2025	148.88	
9419	ITECH	ITECH	REGULAR	10/20/2025	327.00	
9420	LAMP	LAMP PESTPROOF	REGULAR	10/20/2025	125.00	
9421	MATHDUST	MATHENY DUSTIN S.	REGULAR	10/20/2025	104.80	
9422	MCEWDALE	MCEWUEN DALE R.	REGULAR	10/20/2025	155.19	
			E-911 FUND Bank Id 107 Totals		34,292.28	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3761	AT&T MOBILE	AT&T MOBILITY	REGULAR	10/20/2025	323.00	

HOME CONFINEMENT Bank Id 108 Totals 323.00

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
4328	ALERT	ALERT-ALL CORP	REGULAR	10/20/2025	1,218.00	
4329	ATLANTIC ES	ATLANTIC EMERGENCY SOLUTIONS	REGULAR	10/20/2025	26,662.88	
4330	DOMINIONH	HOPE GAS INC.	REGULAR	10/20/2025	51.67	
4331	EASTWOOD	EASTWOOD VOLUNTEER FIRE DEPT	REGULAR	10/20/2025	6,514.79	
4332	IRONWRENCHSE	IRON WRENCH SERVICES LLC	REGULAR	10/20/2025	8,078.28	
4333	ITECH	ITECH	REGULAR	10/20/2025	19.42	
4334	LUBECKVFD	LUBECK VOLUNTEER FIRE DEPARTMENT	REGULAR	10/20/2025	49.09	
4335	WEX	WEX BANK	REGULAR	10/20/2025	387.49	
		FIRE SERVICE FEE Bank Id 120 Totals			42,981.62	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9301	LAMP	LAMP PESTPROOF	REGULAR	10/20/2025	128.40	

COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals 128.40

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1186	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	10/20/2025	2,451.96	

COAL SEVERANCE TAX Bank Id 201 Totals	2,451.96
Report Totals	2,099,987.11

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5942	VISION	VISION SERVICE PLAN (WV)	HAND	10/17/2025	3,656.43	
5943	LOWES	LOWE'S COMPANIES, INC.	REGULAR	10/17/2025	864.75	
			GENERAL FUND Bank Id 101 Totals		4,521.18	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7259	CLERKGENERAL	WOOD COUNTY CLERK GENERAL FUND	REGULAR	10/17/2025	5.00	

COUNTY CLERK REFUND Bank Id 405R Totals 5.00

Report Totals 4,526.18