

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, NOVEMBER 3, 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.

Christian Bailey took his oath of office as a Deputy with the Sheriff's Department.

AGENDA AND DISCUSSION ITEMS

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

At 9:35 A.M., Seth Franklin from Old Man Rivers discussed the need for funding to help with food for citizens in the County.

At 9:45 A.M., Fred Newberry, North Hills Recorder, requested funding to put a road in the City of North Hills. Commissioner Colombo said they will look at the next budget.

At 10:00 A.M., the County Commission approved the hiring of Briar Henthorn as a full-time worker at the Day Report Center.

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:09 A.M

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

No Orders on this date.

APPROVED:

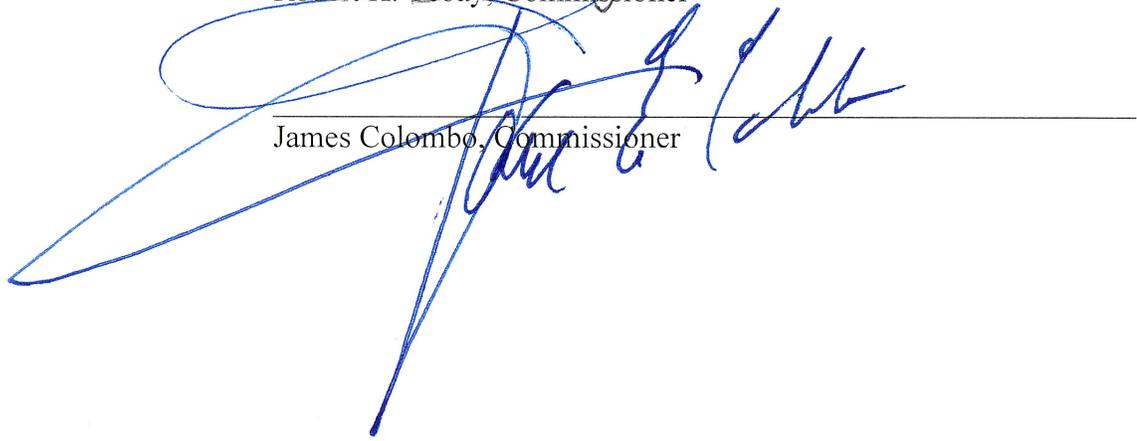
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission
Agenda

November 3, 2025
1 Court Square Suite 203
Parkersburg, WV 26101

9:30 A.M.	Public Comment	
9:45 A.M.	Discuss putting a road in North Hills	Fred Newberry, North Hills Recorder
10:00 A.M.	Consider Request to Hire Briar Henthorn as full time General Support Staff to DRC \$42,640.00/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 prior to 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

NOVEMBER 3, 2025

PLEASE PRINT NAME	ADDRESS
Seth Franklin	703 PIKE Street
FRED NEWBERRY	117 WOODSHIRE DR PKB
Charles Hartzog	1351 Avery St. Parkersburg

Wood County Commission Meeting
Held November 3, 2025

Please Print

1. <i>FRED NEWBERRY</i>
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304 481-6918

Proposal

PROPOSAL NO.	0099
SHEET NO.	
DATE	10-25-25

PROPOSAL SUBMITTED TO:

NAME	TOWN OF NORTH HILLS
ADDRESS	PO BOX 4322 PARKERSBURG, WV 26101
PHONE NO.	

WORK TO BE PERFORMED AT:

ADDRESS	NORTHMOORE SEWER PUMP STATION
DATE OF PLANS	10-25-25
ARCHITECT	DB

We hereby propose to furnish the materials and perform the labor necessary for the completion of AN ACCESS ROAD TO THE SEWER PUMP STATION AND A TURN AROUND / WORK AREA.

* WE WILL INSTALL A 12" CULVERT PIPE AT TWIN LAKES ROAD FOR THE NEW ENTRANCE.

* WE WILL REMOVE ALL OF THE TREES AND BRUSH REQUIRED TO BUILD THE ACCESS ROAD.

* WE WILL HAUL IN APPROXIMATELY 70 LOADS OF FILL DIRT TO BUILD A 13' X 500' ACCESS ROAD AND A 40X80 TURN AROUND.

* WE WILL USE SHOT ROCK FOR TAE BASES AND HAUL IN #4 LIMESTONE TO TOP THINGS OFF.

TOTAL \$48,500.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of FORTY-EIGHT THOUSAND FIVE HUNDRED AND NO/100 Dollars (\$48,500.00) with payments to be made as follows.

Any alteration or deviation from above specifications involving extra work will be executed only upon written order, and will become an extra charge over and above the estimate. All obligations contingent upon strike, accidents, or delays beyond our control.

Respectfully submitted

[Handwritten Signature]

Per

Note - this proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

STATE OF WEST VIRGINIA
COUNTY OF WOOD

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TO-WIT:

I, Christian Bailey 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 DEPUTY WITH THE SHERIFF'S DEPT. 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.

Christian A Bailey

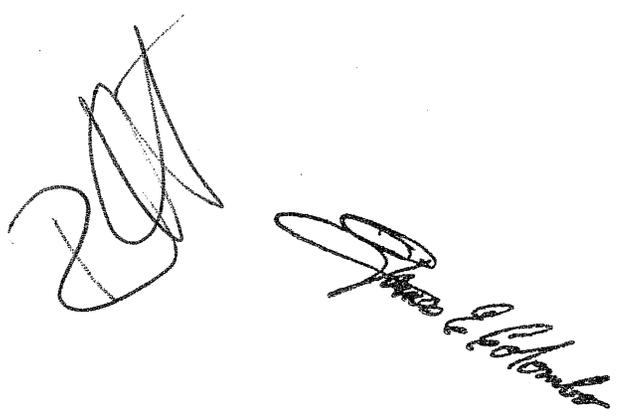
Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 3 day of November, 2025.

R. Woodly
Sheriff of Wood County

Wood County
Joe Gonzales, Clerk
Instrument 88366667
11/03/2025 @ 04:19:59 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 274
Pages Recorded 1

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5944	DENTAL	UNITED CONCORDIA COMPANIES. INC.	HAND	10/29/2025	990.51	
5945	DENTAL	UNITED CONCORDIA COMPANIES. INC.	HAND	10/29/2025	1,472.12	
5946	HEALTH	HIGHMARK WEST VIRGINIA	HAND	10/29/2025	13,029.32	
5947	HEALTH	HIGHMARK WEST VIRGINIA	HAND	10/29/2025	17,719.57	
GENERAL FUND Bank Id 101 Totals					33,211.52	
Report Totals					33,211.52	



Two handwritten signatures are present. The one on the left is a stylized signature, possibly 'J. [unclear]'. The one on the right is more legible and appears to read 'James E. [unclear]'.