

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, DECEMBER 4, 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 James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, approved an Erroneous Assessment Application in regard to personal property.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., public comment was listed on the agenda in error. There were no public comments.

At 9:45 A.M., Lindsey Piersol from the Wood County Economic Development Authority requested the County Commission sign a Resolution for a State Local Economic Development Grant. A copy of the Resolution is attached to these minutes and shall be made a part thereof.

At 10:00 A.M., the County Commission held a hearing regarding the Estate of Pamila Cooper at the request of Joe Gonzales, County Clerk. Mr. Gonzales requested the status of the Estate. The Administrator of the Estate, Justin Raber, asked to be removed and have the only heir, Richard Sneigle be appointed. After discussion, the County Commission, upon a motion made by

Davud Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, Ordered that Richard Sneigle be appointed Administrator to finalize the Estate.

At 10:15 A.M., did hereby RECEIVE sealed bids for the demolition of a structure located at 89 Washington Heights, Parkersburg, West Virginia. Sealed bids were received according to a Legal Notice appearing in the Parkesburg News and Sentinel on November 13, 2025 and November 20, 2025. Sealed bids were received from the following:

Graham Demolition
2607 Beverly Street
Parkersburg, WV 26101
Bid Price- \$6,200.00

J.C. Bosley Construction, Inc
1 Bosley Avenue
Parkersburg, WV 26101
Bid Price- \$6,400.00

Asphalt Maintenance Solutions, LLC
4006 Berlin Road
Weston, WV 26452
Bid Price- \$60,473.00

Empire Builders, Inc
101 Empire Lake Drive
Parkersburg, WV 26101
Bid Price- \$12,500.00

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 AUTHORIZE said bids to be received and reviewed by the Wood County Compliance Officer. (Order C/279)

At 10:20 A.M., the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair and made unanimous by Robert K. Tebay, did hereby AUTHORIZE Murray Sheet Metal Co., Inc to replace the roof at the E911 Center at a cost of two hundred eight thousand, four hundred twenty dollars and zero cents (\$208,420.00). Said roof replacement bid opening was scheduled for Thursday, October 27, 2025 at 10:00 am. No bids were received. (Order C/278)

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:33 A.M

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

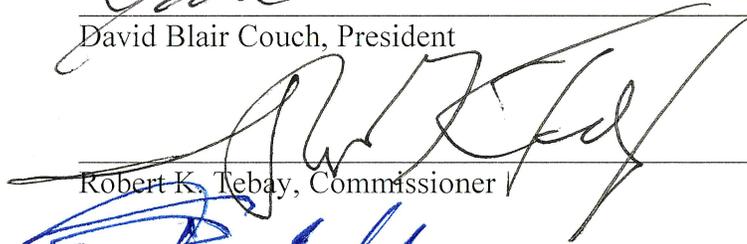
C/278, C/279, Probate Order

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission
Agenda

December 4, 2025 | 9:30 A.M.
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Public Comment	
9:45 A.M.	Consider signing State Local Economic Development Grant Resolution	Lindsey Piersol, Wood County Development Office
10:00 A.M.	Estate of Pamila L. Cooper – status hearing	Joe Gonzales, County Clerk
10:15 A.M.	Bid opening – Demolition of structures located at 89 Washington Heights, Parkersburg, WV	
10:20 A.M.	Consider awarding quote for roof at the E-911 Center	
	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 December 4, 2025

Please Print

1.	Lindsey Piersol, WCDA
2.	Richard & Bobbi Sneigle
3.	Justin Ruber
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DECEMBER 4, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION



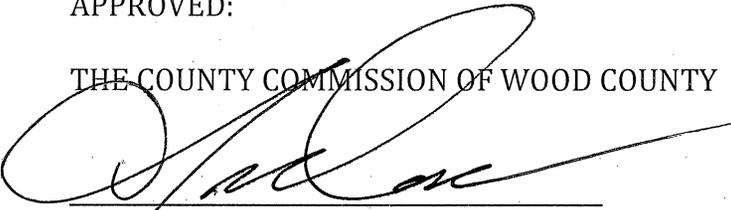
A RESOLUTION AFFIRMING THE WOOD COUNTY DEVELOPMENT AUTHORITY AS THE LEAD ECONOMIC DEVELOPMENT ORGANIZATION REPRESENTING THE WOOD COUNTY COMMISSION.

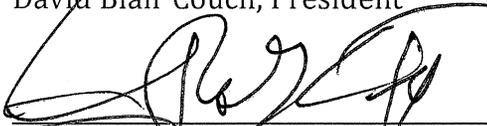
IT IS HEREBY RESOLVED, that the County Commission of Wood County, after review and deliberation, does affirm its interest in participating actively in the Local Economic Development grant program as sponsored and implemented by the West Virginia Department of Economic Development.

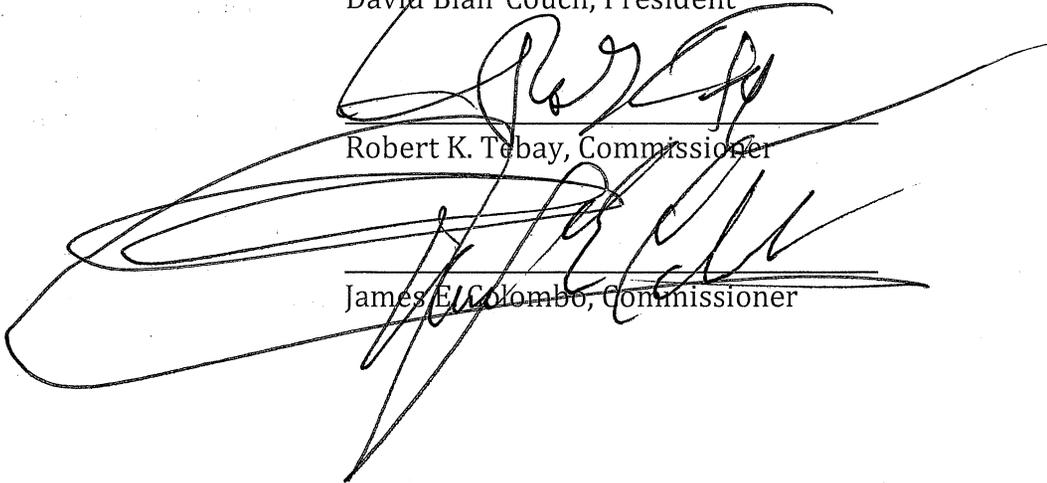
IT IS FURTHER RESOLVED, that the Commission assign to the Wood County Development Authority the responsibility for the pursuit of certification and preparation of any documentation considered relevant to the attainment and retention of this worthy and valued community status.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

DECEMBER 04, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
MURRAY SHEET METAL TO REPLACE THE ROOF ON THE
E911 BUILDING.

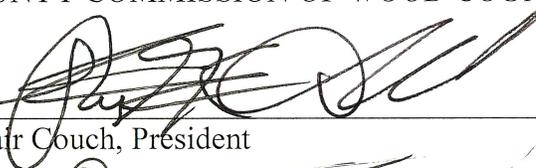
ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair and made unanimous by Robert K. Tebay, did hereby AUTHORIZE Murray Sheet Metal Co.,Inc to replace the roof at the E911 Center at a cost of two hundred eight thousand, four hundred twenty dollars and zero cents (\$208,420.00).

Said roof replacement bid opening was scheduled for Thursday, October 27, 2025 at 10:00 am. No bids were received.

APPROVED:

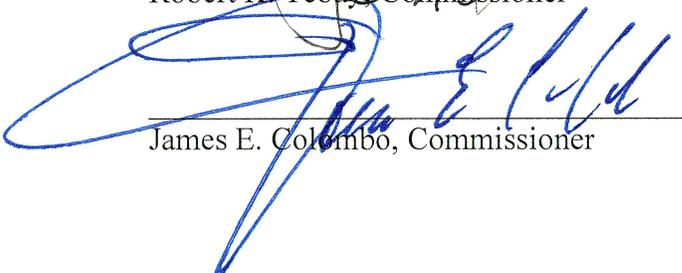
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

CW/278

Wood County
Joe Guzzales, Clerk
Instrument 88368837
12/04/2025 @ 12:07:29 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 341
Pages Recorded 1

DECEMBER 04, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION RECEIVED SEALED BIDS FOR DEMOLITION OF A STRUCTURE LOCATED AT 89 WASHINGTON HEIGHTS, PARKERSBURG, WV.

ORDER

On this date, the County Commission of Wood County, at 10:15 A.M., did hereby RECEIVE sealed bids for the demolition of a structure located at 89 Washington Heights, Parkersburg, West Virginia. Sealed bids were received according to a Legal Notice appearing in the Parkesburg News and Sentinel on November 13, 2025 and November 20, 2025. Sealed bids were received from the following:

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Bid Price- \$6,200.00

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4006 Berlin Road
Weston, WV 26452
Bid Price- \$60,473.00

Empire Builders, Inc
101 Empire Lake Drive
Parkersburg, WV 26101
Bid Price- \$12,500.00

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and unanimous by James E. Colombo, did hereby AUTHORIZE said bids were received review by the Wood County Compliance Officer.

APPROVED:

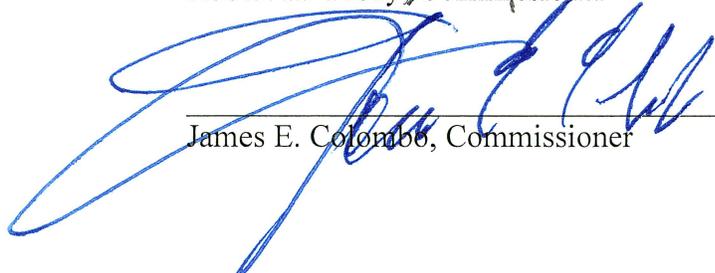
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

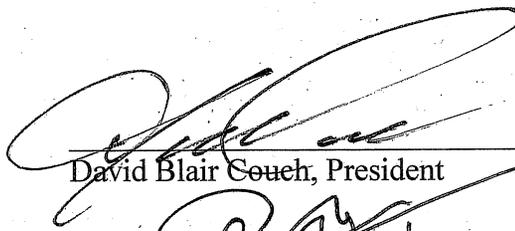
Wood County
Joe Gonzales, Clerk
Instrument 88368938
12/04/2025 @ 12:08:41 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 342
Pages Recorded 1

December 4, 2025

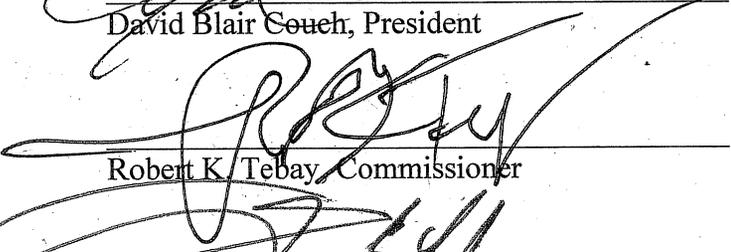
IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA
IN RE: ESTATE OF PAMILA LEE COOPER, DECEASED
ORDER

This day came JOE GONZALES, Clerk of the Wood County Commission, for a status hearing regarding the Estate of **PAMILA LEE COOPER**, deceased, the Administrator, JUSTIN RABER, is asking to be removed and the only heir, RICHARD SNEIGLE, be appointed to finalize said Estate. 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 RICHARD SNEIGLE be appointed Administrator to finalize said Estate.

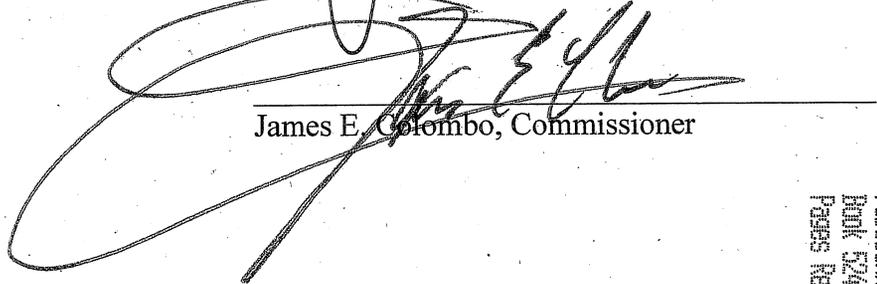
APPROVED:



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Wood County
Joe Gonzales, Clerk
Instrument 08360058
12/04/2025 @ 09:49:46 AM
FULTON, WV
Book 524 @ Page 028
Pages Recorded 1

December 4, 2025

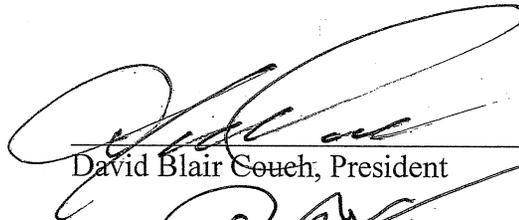
IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: ESTATE OF PAMILA LEE COOPER, DECEASED

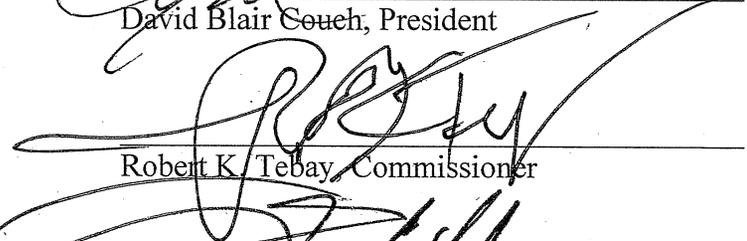
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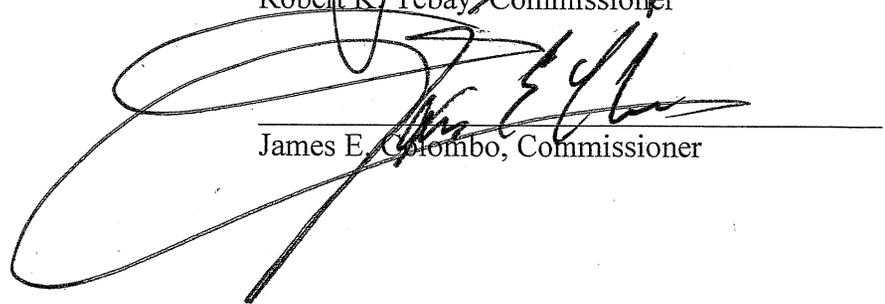
APPROVED:



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

WOOD COUNTY COMMISSION

ERRONEOUS ASSESSMENT APPLICATION

Tax Type: **Personal**
Tax Ticket: **90000392** ✓
Tax Year: **2023** ✓

Upon the application of **MORRIS SHAWN** whose address is **423 MAPLE DR WILLIAMSTOWN, WV 26187** aggrieved by an erroneous assessment in **423 MAPLE DR WILLIAMSTOWN, WV 26187**, in the County of Wood, for the **2023** 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 **2023** 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 PAYMENT ON 1C6SRFFT9KN719988

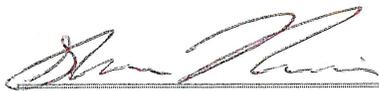
All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of Wood County

Assessment Table

Class	Original	Reduction	New
1	0	0	0
2	0	0	0
3	20685	20685	0

Tax Value Table

Class	Original	Reduction	New
1	.00	.00	.00
2	.00	.00	.00
3	456.06	456.06	.00



Taxpayer

(7410) 630-7434



Prosecutor



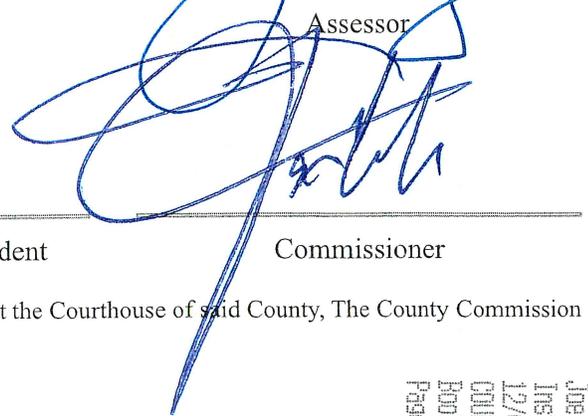
Assessor



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 DECEMBER 7, 2025

October 27, 2025 - TODDG

RECEIVED

OCT 27 REC'D

County Commission

RECEIVED

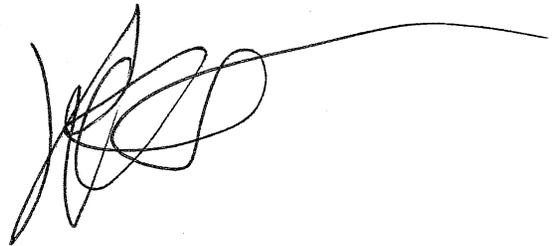
NOV 24 REC'D

County Commission

Wood County
Joe Gonzales, Clerk
Instrument 88368502
12/04/2025 @ 02:02:17 PM
COUNTY COMMISSION ORDER
Book 00 @ Page 332
Pages Recorded 1

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9460	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	12/02/2025	227,935.68	
E-911 FUND Bank Id 107 Totals					<u>227,935.68</u>	




Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8842	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	12/02/2025	94,403.67	

ASSESSOR'S VALUATION Bank Id 156 Totals

94,403.67

Report Totals

322,339.35

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5977	CHILD	CHILD SUPPORT ENF DIV	REGULAR	11/26/2025	659.83	
5978	EMPOWER	EMPOWER RETIREMENT	REGULAR	11/26/2025	115.00	
5979	IRS-PAY	DEPARTMENT OF TREASURY	REGULAR	11/26/2025	122,438.85	
5980	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	11/26/2025	2,144.00	
5981	OH ST TX	TREASURER OF STATE OF OHIO	REGULAR	11/26/2025	2,109.12	
5982	WV ST TX	WV STATE TAX COMM-INCOME	REGULAR	11/26/2025	28,274.53	
5983	EMSRS	EMERGENCY MEDICAL SERVICES	REGULAR	11/26/2025	19,033.59	
5984	WV DEPUTY	WV DEPUTY SHERIFF'S RETIREMENT	REGULAR	11/26/2025	53,246.77	
5985	WV RETIRE	WV PUBLIC EMP RETIREMENT	REGULAR	11/26/2025	96,547.23	
180792	AMERICAN	AFLAC	REGULAR	11/26/2025	41.54	
180793	WASHINGTONH	WASHINGTON NATIONAL INSURANCE CO.	REGULAR	11/26/2025	613.30	
180794	WESTERNSO	WESTERN & SOUTHERN LIFE	REGULAR	11/26/2025	30.80	

PAYROLL FUND Bank Id 101 Totals

325,254.56

Report Totals

325,254.56




Check Register Report for Wood County Commission

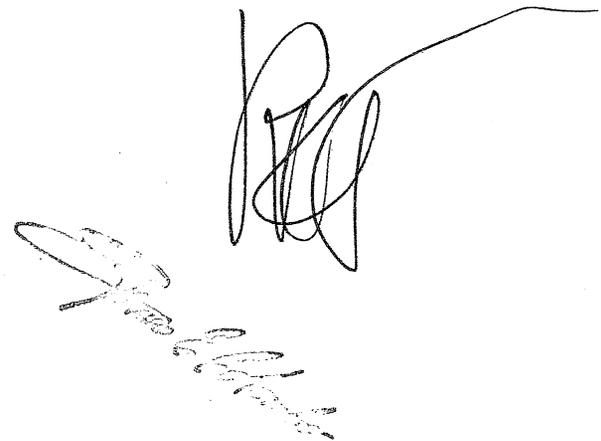
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
180795	AAP	ADVANCE AUTO PARTS	REGULAR	12/01/2025	31.99	
180796	CAPITOL CITY	LAUREN BELISLE	REGULAR	12/01/2025	499.95	
180797	CULLIGANQUEN	CULLIGAN QUENCH	REGULAR	12/01/2025	258.00	
180798	JARRELLN	NANCY S. JARRELL, CCR	REGULAR	12/01/2025	781.45	
180799	LEXIS	RELX INC. DBA LEXISNEXIS	REGULAR	12/01/2025	678.38	
180800	MCCOYS	MCCOYS ELEVATOR INSPECTION	REGULAR	12/01/2025	1,125.00	
180801	RUNYON	RUNYON LOCK SERVICE	REGULAR	12/01/2025	129.00	
180802	SIR SPEED	SIR SPEEDY PRINTING	REGULAR	12/01/2025	128.52	
180803	SOUTHERNPA	SOUTHERN PARKING	REGULAR	12/01/2025	1,680.00	
180804	STJOSEPHLANDI	ST. JOSEPH HEALTH CENTER LLC	REGULAR	12/01/2025	18,662.25	
180805	SWC	SHERIFF OF WOOD COUNTY	REGULAR	12/01/2025	39,927.25	
180806	WATERBOY	WATERBOY LLC	REGULAR	12/01/2025	37.50	
180807	WV ST AUD	WV STATE AUDITOR	REGULAR	12/01/2025	2,796.00	
GENERAL FUND Bank Id 101 Totals					66,735.29	






Check Register Report for Wood County Commission

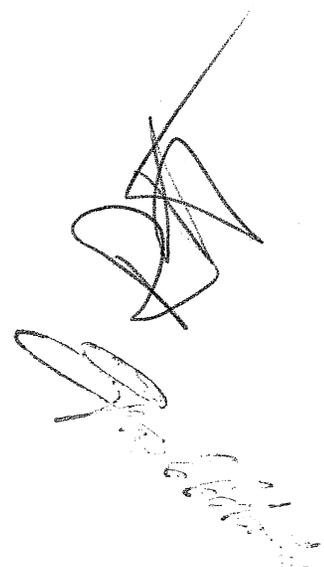
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9455	APCO	APCO INTERNATIONAL	REGULAR	12/01/2025	1,012.00	
9456	AT&T MOBILE	AT&T MOBILITY	REGULAR	12/01/2025	514.42	
9457	KUHLBARB	KUHL BARBARA L.	REGULAR	12/01/2025	137.45	
9458	MARIETTAOFFIC	MARIETTA OFFICE SUPPLY	REGULAR	12/01/2025	1,021.65	
9459	TRI-STATE	TRI-STATE ROOFING & SHEET METAL CO	REGULAR	12/01/2025	927.20	
E-911 FUND Bank Id 107 Totals					3,612.72	






Check Register Report for Wood County Commission

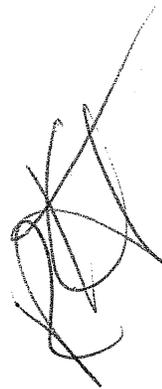
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
4400	CAS CABLE	CAS CABLE	REGULAR	12/01/2025	216.52	
4401	D&R	D&R HEATING & COOLING LLC	REGULAR	12/01/2025	128.40	
4402	FRONTIER	FRONTIER	REGULAR	12/01/2025	110.26	
4403	LUBECKPSD	LUBECK PUBLIC SERVICE DISTRICT	REGULAR	12/01/2025	172.82	
4404	LUBECKVFD	LUBECK VOLUNTEER FIRE DEPARTMENT	REGULAR	12/01/2025	12.29	
4405	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	12/01/2025	559.00	
4406	MONPOWER	MON POWER	REGULAR	12/01/2025	128.65	
4407	MOUNTAINEERG	MOUNTAINEER GAS COMPANY	REGULAR	12/01/2025	67.35	
4408	SECKMAN	SECKMAN PEST CONTROL	REGULAR	12/01/2025	45.00	
4409	UNION WIL	UNION WILLIAMS PSD	REGULAR	12/01/2025	251.72	
4410	WEX	WEX BANK	REGULAR	12/01/2025	153.93	
FIRE SERVICE FEE Bank Id 120 Totals					1,845.94	






Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8839	AAP	ADVANCE AUTO PARTS	REGULAR	12/01/2025	164.81	
8840	CHAPMAN	CHAMPION INDUSTRIES, INC	REGULAR	12/01/2025	1,738.89	
8841	GLACIER	GLACIER MOUNTAIN BOTTLED WATER	REGULAR	12/01/2025	23.50	
ASSESSOR'S VALUATION Bank Id 156 Totals					<u>1,927.20</u>	

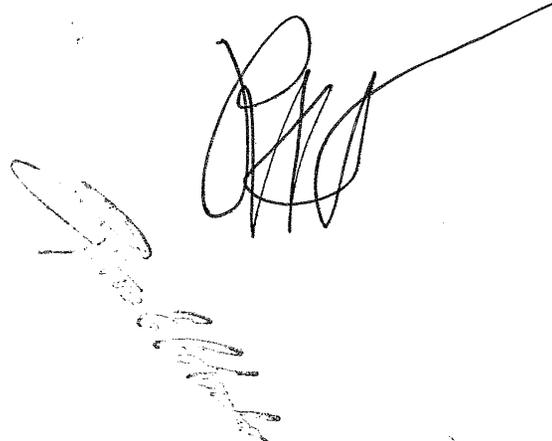



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
9337	DICKWARNER	WARNER PROFESSIONAL BUILDING	REGULAR	12/01/2025	1,095.00	
9338	FRONTIER	FRONTIER	REGULAR	12/01/2025	627.99	
9339	JACKSON COUN1	JACKSON COUNTY PROPERTIES, LLC	REGULAR	12/01/2025	1,030.00	
9340	MOUNTAINEERG	MOUNTAINEER GAS COMPANY	REGULAR	12/01/2025	73.98	
9341	WCC	WOOD COUNTY COMMISSION	REGULAR	12/01/2025	1,725.00	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					4,551.97	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
715	RF TECHNOLOGY	RF TECHNOLOGY AMERICAS RFTA	REGULAR	12/01/2025	11,300.00	
CAPITAL RESERVE Bank Id 247 Totals					11,300.00	
Report Totals					89,973.12	



Handwritten signature and initials, possibly 'C. [unclear]' and 'R. [unclear]', located in the bottom right area of the page.