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 18, 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.

Oaths of Office were put on record on this date for Jennifer Habeb as a member of the Wood County Parks and Recreation Commission and Dylan Hebert as a Humane Officer.

AGENDA AND DISCUSSION ITEMS

At 9:34 A.M., the County Commission held a hearing in regard to the Estate of Anne Ross. Rachel A. Verkade, Petitioner, requested that the Executrix, Donna M. Frescura, be removed on the grounds that after a hearing on October 20, 2022, the Executrix was ordered to submit a final settlement within thirty days, and it has not been recorded. Ms. Verkade is listed in the Will to be appointed second Executrix if the first Executrix fails to qualify or is unable to continue. 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 Donna M. Frescura be removed as Executrix and Rachel A. Verkade be appointed to finalize said Estate. (Probate Order)

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, AWARDED the bid for the demolition of a structure and cleanup of property located at 89 Washington Heights, Parkersburg, West Virginia to Graham Demolition, 2607 Beverly Street, Parkersburg, WV 26101 with a bid price of $6,200.00. (order C/284)

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:24 A.M

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

C/284, 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 18, 2025 | 9:30 A.M.
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Estate of Anne Ross- Request to remove Executrix Donna Frescura	Rachel Verkade, Petitioner
10:00 A.M.	Consider Awarding bid for demolition and clean-up of property located at 89 Washington Heights, Parkersburg	
	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.

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 18, 2025

Please Print

1.	Jerry Martin
2.	Rachel Verkade
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December 18, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: ESTATE OF ANNE ROSS, DECEASED

ORDER

This day came Rachel Alice Verkade, Petitioner, for the Estate of **ANNE ROSS**, requesting the Executrix, Donna Maria Frescura, be removed on the grounds that after a hearing on October 20, 2022, the Executrix was ordered to submit a final settlement within 30 days. To date the final settlement has not been recorded. The Petitioner, Rachel Alice Verkade, is listed in the Will to be appointed second Executrix if the first Executrix fails to qualify or is unable to continue as Executrix. The Petitioner is asking that Donna Marie Frescura be removed and Rachel Alice Verkade be appointed at Executrix DBN. 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, Donna Maria Frescura, is removed as Executrix, and Rachel Alice Verkade be appointed to finalize said Estate.

APPROVED:

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

Wood County
Joe Gonzales, Clerk
Instrument 0836089
12/18/2025 @ 11:57:43 AM
FIDUCIARY ORDER
Book 80 @ Page 371
Pages Recorded 1

December 18, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AWARDED THE BID FOR DEMOLITION OF A STRUCTURE AND CLEANUP OF PROPERTY LOCATED AT 89 WASHINGTON HEIGHTS, PARKERSBURG, WV.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, AWARDED the bid for the demolition of a structure and cleanup of property located at 89 Washington Heights, Parkersburg, West Virginia to:

Graham Demolition
2607 Beverly Street
Parkersburg, WV 26101

Bid Price - $6,200.00

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

CW/284

Wood County
Joe Gonzales, Clerk
Instrument 8836926
12/18/2025 @ 09:41:32 AM
COUNTY COMMISSION ORDER
Book 80 @ Page 369
Pages Recorded 1

STATE OF WEST VIRGINIA

COUNTY OF WOOD } TO –WIT:

I, Jennifer Habeb, 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 Wood County Parks and Recreation Commission 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.

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 15th day of September 2025.

County Commission of Wood County

Wood County
Joe Gonzales, Clerk
Instrument 0076023
07/15/2025 @ 09:38:19 AM
COUNTY COMMISSION ORDER
Book 90 @ Page 308
Pages Recorded 1

STATE OF WEST VIRGINIA

COUNTY OF WOOD } TO –WIT:

I, Dylan Hebert, 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, Humane Officer 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.

Dylan Hebert

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this 17th day of December, 2025.

County Commission of Wood County

Wood County
Joe Gonzales, Clerk
Instrument 6866262
12/18/2025 @ 01:46:18 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 356
Pages Recorded 1