

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, DECEMBER 15, 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 9:00 A.M., there were no public comments.

At 9:46 A.M., the County Commission of Wood County, upon a motion made by David Blair Couch, seconded James E. Colombo and made unanimous by Robert K. Tebay, reappointed Patsy Hardy to the Parkersburg/Wood County Convention and Visitors Bureau. The new term will expire on December 31, 2026. (Order A/3230)

At 9:51 A.M., the County Commission approved the hiring of Bradyen Modesitt as a Deputy Sheriff and Jason Allen as an Operations Officer with the Wood County Sheriff's Department.

At 9:52 A.M., Stacy DeCicco met with the County Commission to discuss minimum requirements for warming shelters. The County Commission signed a policy statement, which is attached to these minutes and shall be made a part thereof.

At 10:00 A.M., the County Commission of Wood County, authorized the opening of sealed bids for the purchase of handguns for the Wood County Sheriff's Department. However, no sealed bids were received according to a Legal Notice appearing in the Parkersburg News and Sentinel on December 2nd and December 8, 2025.

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, did hereby AUTHORIZE the Wood County Sheriff to purchase the handguns from his preferred vendor.
(Order C/282)

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, did hereby AUTHORIZE the Wood County Sheriff to purchase seventy (70) new service weapons. Said Weapons are being purchased at a cost of sixty-nine thousand nine hundred forty-three dollars and thirty cents (\$69,943.30) from Atlantic Tactical, Inc, 772 Corporate Circle, New Cumberland Pennsylvania. (Order A/283)

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:28 A.M

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

C/282, C/283 and A/3230

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner



Wood County Commission
Agenda

December 15, 2025 | 9:30 A.M.
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Public Comment	
9:45 A.M.	Consider appointing Patsy Hardy to the Parkersburg/Wood County Convention and Visitors Bureau	
9:50 A.M.	Consider Request to Hire Brayden M. Modesitt as a Deputy - \$51,074.42/yr.	
9:55 A.M.	Consider Request to Hire Jason W. Allen as an Operations Officer - \$44,120.92/yr	
10:00 A.M.	Bid opening - 70 handguns for Sheriff's Dept	
	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, 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 December 15, 2025

Please Print

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.

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

DECEMBER 15, 2025

PLEASE PRINT NAME	ADDRESS

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

December 15, 2025

The Wood County Commission is committed to ensuring the safety and well-being of all residents, especially during periods of extreme weather. To provide a clear, consistent, and effective process for individuals and families seeking emergency warming shelter placement, the Commission is designating **United Way** as the primary point of contact for all homelessness-related referrals during cold-weather events.

Last year, several organizations established pop-up shelters in our area. The Commission was approached regarding funding and the operation of these shelters. At that time, these concerns were referred to the Wood County Health Department and the County Emergency Management Division.

During this event, it became evident that there was little to no coordination or communication among shelters. The Commission believes that a streamlined and organized point of contact is necessary to address these issues.

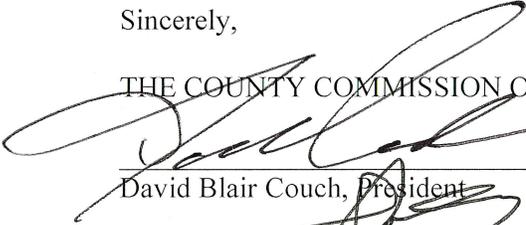
Working with United Way, the Commission aims to ensure that shelters requesting assistance meet required guidelines to ensure the legal compliance and safety of both occupants and staff in pop-up or established emergency shelters.

This partnership will help ensure timely responses, reduce confusion, and improve coordination across the community. The Wood County Commission appreciates the continued collaboration of United Way and our local service organizations as we work together to protect vulnerable individuals during the winter season.

For assistance or additional information, community members may contact United Way at sdecicco@uwamov.com or 304-580-0570.

Sincerely,

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

DECEMBER 15, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

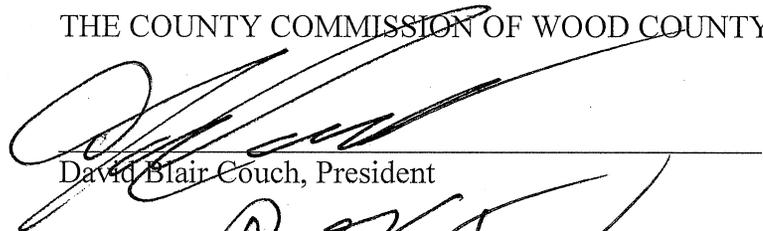
IN RE: THE COUNTY COMMISSION REAPPOINTED PATSY HARDY
TO THE PARKERSBURG/WOOD COUNTY CONVENTION AND
VISITORS BUREAU.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded James E. Colombo and made unanimous by Robert K. Tebay, reappointed Patsy Hardy to the Parkersburg/Wood County Convention and Visitors Bureau. The new term will expire on December 31, 2026.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



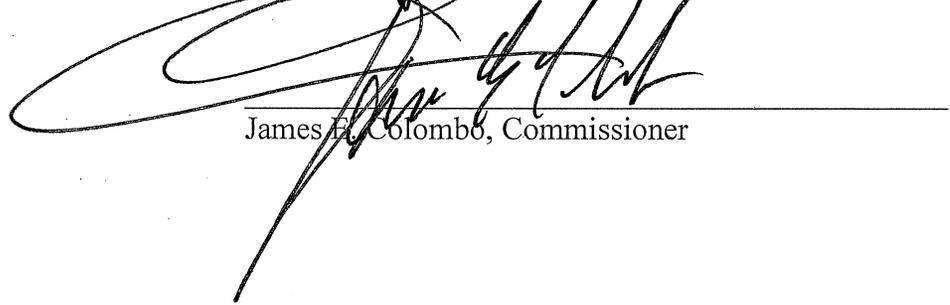
Handwritten signature of David Blair Couch in black ink, written over a horizontal line.

David Blair Couch, President



Handwritten signature of Robert K. Tebay in black ink, written over a horizontal line.

Robert K. Tebay, Commissioner



Handwritten signature of James E. Colombo in black ink, written over a horizontal line.

James E. Colombo, Commissioner

A/3230

Wood County
JOP GONZALES, CLERK
Instrument 88370603
12/15/2025 @ 03:24:45 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 383
Pages Recorded 1

DECEMBER 15, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION RECEIVED NO BIDS FOR
HANDGUNS FOR THE SHERIFF'S DEPARTMENT.

ORDER

On this date, the County Commission of Wood County, at 10:00 A.M., did hereby AUTHORIZE the opening of sealed bids for the purchase of handguns for the Wood County Sheriff's Department. No sealed bids were received according to a Legal Notice appearing in the Parkersburg News and Sentinel on December 2nd and December 8, 2025.

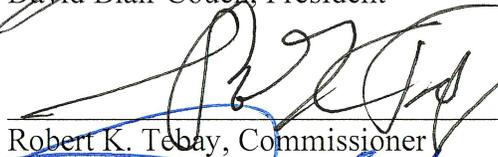
The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, did hereby AUTHORIZE the Wood County Sheriff to purchase the handguns from his preferred vendor.

APPROVED:

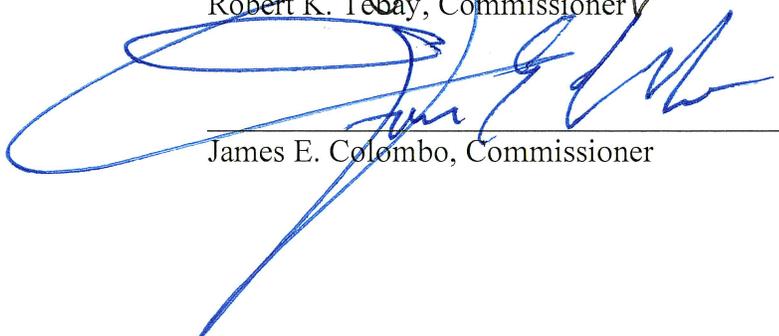
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

cw/282

Wood County
Joe Gonzales, Clerk
Instrument 88369261
12/15/2025 @ 01:41:58 PM
COUNTY COMMISSION ORDER
Book 90 @ Page 355
Pages Recorded 1

DECEMBER 15, 2025

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED THE WOOD
COUNTY SHERIFF TO PURCHASE HANDGUNS.

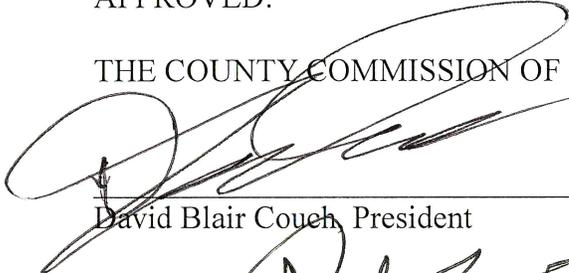
ORDER

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, did hereby AUTHORIZE the Wood County Sheriff to purchase seventy (70) new service weapons.

Said Weapons are being purchased at a cost of sixty-nine thousand nine hundred forty-three dollars and thirty cents (\$69,943.30) from Atlantic Tactical, Inc, 772 Corporate Circle, New Cumberland Pennsylvania.

APPROVED:

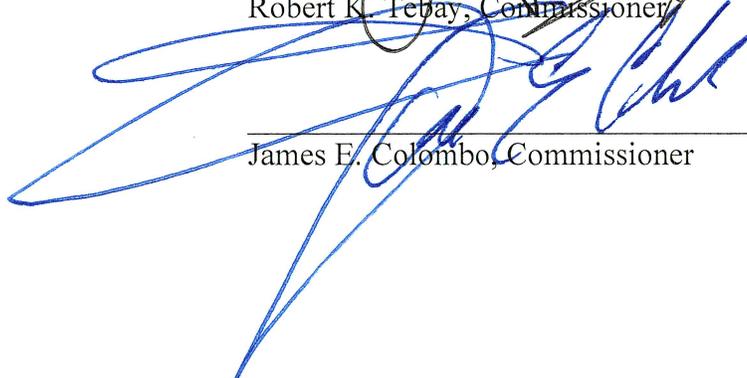
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

C/283

Wood County
Joe Gonzalez, Clerk
Instrument 88369259
12/15/2025 @ 01:32:36 PM
COUNTY COMMISSION ORDER
Book 80 @ Page 354
Pages Recorded 1

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5993	DENTAL	UNITED CONCORDIA COMPANIES. INC.	HAND	12/10/2025	1,118.60	
5994	DENTAL	UNITED CONCORDIA COMPANIES. INC.	HAND	12/10/2025	1,012.56	
5995	DENTAL	UNITED CONCORDIA COMPANIES. INC.	HAND	12/10/2025	1,708.92	
5996	DENTAL	UNITED CONCORDIA COMPANIES. INC.	HAND	12/10/2025	1,513.13	
5997	HEALTH	HIGHMARK WEST VIRGINIA	HAND	12/10/2025	14,302.79	
5998	HEALTH	HIGHMARK WEST VIRGINIA	HAND	12/10/2025	8,575.75	
5999	HEALTH	HIGHMARK WEST VIRGINIA	HAND	12/10/2025	9,745.17	
6000	HEALTH	HIGHMARK WEST VIRGINIA	HAND	12/10/2025	6,796.16	

GENERAL FUND Bank Id 101 Totals	44,773.08
Report Totals	44,773.08

James E. Johnson