

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: MINUTES OF MEETING HELD
MONDAY, AUGUST 18, 2003

PRESENT: RICK MODESITT, PRESIDENT
K.D. MERRITT, COMMISSIONER
ROBERT K. TEBAY, 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 duly made, seconded and passed, approved Erroneous Assessment Applications in regard to personal property for George W. Hill – Parkersburg City District (2003); Thomas E. Johnson – Walker District (2001); Clifford & Helen Enoch – Harris District (2001); Theodore N. Riddle – Parkersburg City District (2003) and for Charles P. Schrader – Parkersburg City District (2003).

The County Commission, upon a motion duly made, seconded and passed, approved Erroneous Assessment Applications in regard to real property for Fellowship Baptist Church – Williams District (two for 2003); Veldra W. Parsons – Slate District (2003) and for James R. Zetterberg – Williamstown District (2002 & 2003).

At 10:30 o'clock A.M., the County Commission of Wood County did hereby open sealed bids received in regard to the demolition of structures, the removal of vehicles and the cleanup of property located in the B.C. Hays and Keenan Street Park Addition in Clay Taxing District and property located on the Little Kanawha River Road in Tygart Taxing District and owned by Robert E. Keltner; and for bids received in regard to the removal of structures, the removal of vehicles and the cleanup of property located at the corner of Bethel Road and Lake Washington Road in Lubeck Taxing District and owned by Simon and Thelma Tuttle. Receipt of sealed bids is pursuant to an ORDER appearing in Order Book 65, at Page 525 and bearing

the date of June 12, 2003, in regard to the Tuttle property and pursuant to an ORDER appearing in Order Book 65, at Page 539 and bearing the date of June 30, 2003 in regard to the Keltner property, and at which time the County Commission of Wood County did hereby ORDER that the bids be let for these properties. A Legal Notice appeared in both local newspapers, The Parkersburg News and The Parkersburg Sentinel on August 4, 2003 and on August 11, 2003 requesting sealed bids for the aforementioned properties. Sealed bids were received from the following.

1. Empire Builders, Inc.
 101 Empire Lake Drive
 Parkersburg, WV 26101
 Bids: Demolition of structures and
 cleanup of Tuttle Property - \$3,500.00

 Demolition of structures and
 cleanup of Keltner property located
 in Clay Taxing District - 6,500.00

 Demolition of structures and
 cleanup of Keltner property located
 in Tygart Taxing District - 6,500.00

2. J.C. Bosley Construction, Inc.
 P.O. Box 67
 Mineral Wells, WV 26150
 Bids: Removal and cleanup of Tuttle
 property - \$8,700.00

 Removal and cleanup of Keltner
 property located in Clay Taxing
 District - 8,700.00

 Demolition, removal and cleanup
 of Keltner property located in
 Tygart Taxing District - 8,700.00
 (Asbestos search and notification included
 in costs submitted by J.C. Bosley
 Construction, Inc.)

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt did hereby take the aforementioned bids under advisement. After reviewing the aforementioned bids for conformity to the bid specifications and following a telephone conversation with Hank Oldaker of Empire Builders, Inc. in regard to asbestos search and notification being a part of his bid submitted, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, did hereby AWARD the bid for the Tuttle property and the Keltner property to Empire Builders, Inc., Parkersburg, WV. (In regard to the aforementioned telephone conversation, Mr. Oldaker stated that the asbestos search and notification fees were included in his bids submitted.) An Order was prepared regarding this matter.

At 10:45 A.M., the County Commission met with Toni Tiano, Grant Consultant and Priscilla Leavitt, Counseling and Wellness Center. After discussion, the County Commission of Wood County, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and passed, did hereby AUTHORIZE Rick Modesitt, in his official capacity as President and on behalf of the County Commission, to EXECUTE an AGREEMENT by and between the County Commission of Wood County, West Virginia and the Counseling and Wellness Center, 936 Market Street, Parkersburg, West Virginia, in regard to the Juvenile Justice and Delinquency Prevention Program Number 03-JJC-014. The County Commission of Wood County is the recipient of funds from the State of West Virginia's Office of Military Affairs and Public Safety, Division of Criminal Justice Services, Juvenile Justice and Delinquency Prevention Grant for the purpose of operating P.E.A.C.E. (Program with Emphasis on Anger Control and Empathy) programs aimed at anger management for youth and their parents. The

aforementioned Counseling and Wellness Center shall provide counseling services to the County Commission through the Juvenile Probation Office. Youth in the said P.E.A.C.E. Program will attend twelve (12) counseling sessions, each being seventy-five (75) minutes in duration and parents will attend eight (8) group-counseling sessions. The goals being the ability to identify internal triggers, emotions, and body signals; skills acquisition; improved ability to recognize, and take responsibility for consequences of actions; and the renewal of development of a more positive bond with family and the community. The Counseling and Wellness Center will coordinate these counseling sessions with the Juvenile Probation Office and will work with them with regards to any other P.E.A.C.E. Program highlights which would include advocates for victims rights; community services opportunities; certified active parenting counselors; will participate in any necessary meetings to assess the strengths and weaknesses of the P.E.A.C.E. Program; maintain records of contacts with each and all of the youth and/or their parents; will refer to other counseling resource agencies; will maintain a professional liability insurance policy; and any books, documents, papers and records directly pertaining to this AGREEMENT shall be available to the County Commission of Wood County, the Juvenile Probation Office, the Division of Criminal Justice Services, Federal Awarding Agency, Inspector General, Comptroller General of the United States, State Auditors, Program Monitors or any duly authorized representative for the purpose of making an audit, examination, excerpts, transcripts and copies of such documents. The County Commission of Wood County shall compensate the Counseling and Wellness Center at the rate of two hundred fifty dollars and 00/100ths cents (\$250.00) per each counseling session regardless of the number of occupants. There shall be no more than ten (10) persons per counseling session. Each of the groups shall consist of sixteen (16) counseling sessions for the

youth for the total amount of four thousand dollars and 00/100ths cents (\$4,000.00), and eight (8) counseling sessions for the parents for the total amount of two thousand dollars and 00/100ths cents (\$2,000.00) which represents a total amount of six thousand dollars and 00/100ths cents (\$6,000.00) per group. The maximum amount that will be compensated to the Counseling and Wellness Center under this Agreement will be twenty-four thousand dollars and 00/100ths cents (\$24,000.00). The said AGREEMENT shall begin on July 1, 2003 and will terminate on June 30, 2004, and may be terminated for just cause by either party upon thirty (30) days written notice given by one party to the other. The terms contained in this AGREEMENT may be modified or amended at any time by mutual consent of the County Commission of Wood County, the Counseling and Wellness Center and the Division of Criminal Justice Services. An Order was prepared regarding this matter.

The Commission then met with Ms. Tiano and Charlie Johnson, Chief Deputy, to discuss a local law enforcement grant. The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, did hereby EXECUTE a RESOLUTION that does hereby AUTHORIZE Grant Consultants, Tiano/Knopp Associates, Inc., to apply for funding from the Local Law Enforcement Block Grants Program over the Internet. Funds in the amount of twenty-eight thousand one hundred sixty-nine dollars and 00/100ths cents (\$28,169.00) were requested from the United States Department of Justice, Washington, D.C. to be utilized by the Wood County Sheriff's Department to purchase a fingerprinting scanning program. The ten percent (10%) matching funds, as required, will be provided through the budget allocated to the Sheriff's Department, which brings the total grant in the amount of thirty-one thousand two hundred ninety-nine dollars and 00/100ths cents (\$31,299.00). Documentation pertaining to the Local

Law Enforcement Block Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

At 11:15 A.M., the County Commission met with Janelle Dotson from the Mid-Ohio Valley Regional Council to discuss the Sequelle Project. After discussion, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, did hereby ORDER that a RESOLUTION be EXECUTED in regard to the Sequelle Telecommunications Center Project being funded through the Small Cities Block Grant. By EXECUTION of this RESOLUTION, the County Commission of Wood County has requested an amendment to the budget of the aforementioned Small Cities Block Grant. The amount of twenty thousand dollars and 00/100ths cents (\$20,000.00) is being requested to be moved from the Engineering category to the Equipment category to enable the purchase of office furniture for the said Sequelle Telecommunications Center. The aforementioned Small Cities Block Grant is being administered by the Mid-Ohio Valley Regional Council by agreement between the County Commission of Wood County and the Mid-Ohio Valley Regional Council. Documentation pertaining to the Small Cities Block grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, did hereby ORDER that a RESOLUTION be EXECUTED in regard to the Sequelle Telecommunications Center Project being funded through the Small Cities Block Grant. By EXECUTION of this RESOLUTION, the County Commission of Wood County has given approval for payment in the amount of forty-one thousand eight hundred seventy-one dollars and ninety-six cents (\$41,871.96) made

payable to the Mid-Ohio Valley Regional Council, Parkersburg, West Virginia, for the expenses of the engineer for the said Sequelle Project, Truscom Telecommunications Engineering and Operations Consulting, New Albany, Ohio; and for administration expenses of the Mid-Ohio Valley Regional Council. The aforementioned Small Cities Block Grant is being administered by the Mid-Ohio Valley Regional Council by agreement between the County Commission of Wood County and the Mid-Ohio Valley Regional Council. Documentation pertaining to the Small Cities Block Grant is on file in the Office of the County Administrator.

At 1:00 P.M., the County Commission met with Dan Marshall, Attorney, to discuss alternative financing options for the Towne Square building purchase.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and made unanimous by Rick Modesitt, did hereby AMEND the ORDER dated October 5, 2000, in regard to the creation of a County Cleanup Fund. The aforementioned ORDER appears in Order Book 64, at Page 331. The amendment to such ORDER redefines the usage of such funds to include "general cleanup during emergency needs of a natural disaster." Therefore, the AMENDED ORDER should read as follows: "Monies in said fund would be used for County cleanup in regard to the Abandoned Building Ordinance adopted by the County Commission on July 23, 1998, and for general cleanup during emergency needs of a natural disaster within Wood County". An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of Grant Adjustment Notice Number Five (5) from the Division of Criminal Justice Services, Charleston, West Virginia, in regard to the Enforcing the Underage Drinking Program Grant Number 01-UD-55. The aforementioned Grant Adjustment does hereby DEOBLIGATE the amount of one thousand

ninety-one dollars and forty-seven cents (\$1,091.47) and therefore CLOSES the aforementioned Grant. Documentation pertaining to the Enforcing the Underage Drinking Program Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of Grant Adjustment Notice Number One (1) from the Division of Criminal Justice Services, Charleston, West Virginia, in regard to the Juvenile Accountability Incentive Block Grant Number 02-A-D-157. The aforementioned Grant Adjustment gives APPROVAL to a Supplemental Award in the amount of two hundred dollars and 00/100ths cents (\$200.00) to cover additional personnel expenses, thus making the total funding for said Grant to be in the amount of sixty-three thousand two hundred dollars and 00/100ths cents (\$63,200.00). Documentation pertaining to the Juvenile Accountability Incentive Block Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

Pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to boards and authorities, the County Commission of Wood County, announced to all concerned that a vacancy exists on the Local Emergency Planning Committee (LEPC) due to Phil Losh being transferred out of the area. The County Commission, upon a motion made by K.D. Merritt, seconded by Robert K. Tebay and made unanimous by Rick Modesitt, placed Tim Kirk in nomination to fill the vacancy. His term will expire December 31, 2004. An Order was prepared regarding this matter.

The County Commission of Wood County was in receipt of Monitoring Visit Number Two in regard to the fiscal year 2000 Small Cities Block Grant, Project Number

00SCBG0019X, Claywood Park Public Service District Water Extension. The aforementioned Monitoring Visit was conducted on July 16, 2003 by Angela White Negley, Community Development Specialist with the West Virginia Development Office, Charleston, WV. The purpose of such visit was to review progress made to date on the aforementioned Small Cities Block Grant. The review included program performance and progress, financial management, allowable costs, procurement and contracting, labor standards compliance, equal opportunity compliance, and internal management systems. Under Program Performance and Progress Ms. Negley noted that the approval date for said Grant was September 13, 2001 and funding in the amount of nine hundred fifty thousand dollars and 00/100ths cents (\$950,000.00), the expiration date had been extended to June 30, 2003, and the project is under construction and completion is anticipated by August 27, 2003. Under Project Accountability and Financial Management, Ms. Negley reviewed three (3) drawdowns and indicated that documentation including cancelled checks, deposit slips, bank statements, and invoices were on file along with timesheets and payroll records. Under Allowable Costs, the system for determining cost allowability, allocability and reasonableness in the program has been established and all invoices were annotated by the proper personnel stated Ms. Negley. Under Procurement and Contracting, Ms. Negley said all forms contained in the SCBG Handbook were a part of the bid document and have been completed by the construction contractor, all approvals from other applicable regulatory agencies were in the project files and a fully executed construction contract document was available for review. Under Labor Standards Compliance, it was noted that Tim Meeks is the Labor Compliance Officer for the aforementioned project and that proper documentation was on file. Under Equal Opportunity Compliance, it was noted that a record of Section 3 activity for submission was maintained. The Internal Management Systems records

have been established in accordance with the SCBG Handbook and were available at the Mid-Ohio Valley Regional Planning and Development Council Office. Ms. Negley expressed concern that J.C. Bosley Construction Company, Inc. did not submit information to the project administrator to verify the nature of an "other deduction" category in which the company is deducting money from each employee's weekly salary nor submit employee authorization for the deductions, and requested that her office be provided such information. Ms. Negley further stated that the Wood County Commission did not contact the West Virginia Development Office ten days prior to the opening of bids to verify that the Federal wage rates issued for this project were still in effect and requested a letter be provided to her office addressing this ten-day wage check. The aforementioned Small Cities Block Grant is being administered by the Mid-Ohio Valley Regional Planning and Development Council, on behalf of the county Commission of Wood County, by an intergovernmental agreement signed by both parties. Documentation pertaining to the Small Cities Block Grant is on file in the Office of the County Administrator. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by K.D. Merritt and passed, did hereby ACCEPT a check from State Farm Mutual Automobile Insurance Company, Frederick, MD, in the amount of three thousand six hundred thirty-nine dollars and ninety-nine cents (\$3,639.99) in payment of a 1997 Ford Taurus, VIN1FALP52UDVA277467, that was a total loss. The aforementioned vehicle was assigned to the Home Confinement Division of the Wood County Sheriff's Department and was involved in an automobile accident on July 23, 2003. An Order was prepared regarding this matter.

The County Commission of Wood County, upon a motion duly made, seconded and passed, did hereby ORDER that quotes be solicited, by mail, to be received no later than September 4, 2003, in regard to asbestos search, notification and sampling in regard to the demolition of structures pursuant to the Abandoned Building Ordinance for Wood County. An Order was prepared regarding this matter.

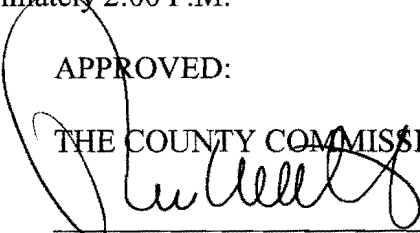
The County Commission of Wood County, upon a motion made by K.D. Merritt, seconded by Rick Modesitt and made unanimous by Robert K. Tebay, did hereby ORDER that payment of half of the total amount of seven thousand three hundred sixty-six dollars and twenty-two cents (\$7,366.22) representing dumpsters, tipping fees and trash hauling be billed to the Wood County Solid Waste Authority. The aforementioned dumpsters, tipping fees and trash hauling provided by Waste Management, Route 9, Box 376, Parkersburg, West Virginia, are in regard to the tornado that hit the Lubeck and Lake Washington areas in Wood County in July of 2003. An Order was prepared regarding this matter.

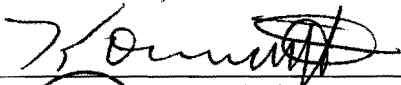
Tom Corder sworn in as a member of the Mid-Ohio Valley Regional Airport Authority.

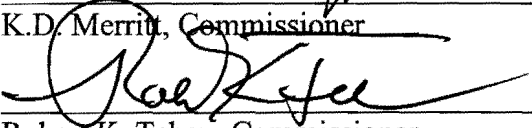
Having no further scheduled appointments or business to attend to, the County Commission adjourned at approximately 2:00 P.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Rick Modesitt, President


K.D. Merritt, Commissioner


Robert K. Tebay, Commissioner

PURCHASE ORDERS APPROVED ON AUGUST 18, 2003

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\$128.20

To listen to this meeting, please refer to Tape #292 and Tape #293.

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August 18, 2003

1. PRISCILLA F. LEAVITT
2. Toni Ticino
3. C. J. Johnson
4. Janelle Dotson, MOURE
5. DAN MARSHALL
- 6.
- 7.
- 8.
- 9.
- 10.